



**SUNSET EMPIRE TRANSPORTATION DISTRICT**

900 Marine Drive Astoria, OR 97103

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www.ridethebus.org

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**SETD BOARD OF COMMISSIONERS**

**MEETING MINUTES**

**Thursday, July 28, 2011 9:00 A.M.**

**ASTORIA TRANSIT CENTER, 900 MARINE DRIVE, ASTORIA, OR 97103**

**MEMBERS PRESENT-**

Chair Bline, Commissioner's Fenske, Goforth, Kee, Gannaway, Gearin.

**MEMBERS ABSENT-**

Commissioner Gaebel

**CHANGES TO AGENDA-**

**APPROVAL OF JUNE MINUTES-**

Commissioner Goforth noted that public comments should only be allowed during the public comment section on the agenda at the end of the Board meeting. The person making a public comment should give their name and address and then make their comments.

Commissioner Fenske made a motion to accept the June 23<sup>th</sup> Board minutes as corrected.

Commissioner Goforth seconded the motion. Motion passed by unanimous decision.

Minutes were approved as corrected.

**REPORTS FROM CHAIR AND COMMISSIONERS-**

Commissioner Goforth reported that she had attended the NWRC Advisory Board meeting. Matt Mumford was selected as the new chair for the year. Commissioner Goforth also attended the SDAO Board Training in Cottage Grove.

Chair Bline reported that he would be attending the SDAO training in Pendleton.

**FINANCIAL REPORTS-**

Interim Executive Director Dan Schwanz introduced Kristal Hughes who is the accounting specialist at Tillamook Transportation. Dan said Kristal has helped significantly in producing the financial reports for

the meeting today. Dan reported that there probably will be some changes that need to be made but he said the report accurately reflects what we basically already knew, which is the approximate \$300,000 loss in the General Fund. This loss along with the funds used from the Northwest Ride Center to support the District actually brings the total loss to about \$600,000. Dan said that the Northwest Ride Center showed \$600,000 in revenue but only had a cash balance at the end of June of \$284,390 which again shows the loss due to NWRC funds being used by the District. Dan said that the bulk of the cash that the District had at the end of June was the courtesy of advanced payments from ODOT. Interim Director Schwanz said he will be talking with the auditors to see if they will accept the formulas that were used for the allocations used in the reports. Interim Director Schwanz thanked Brenda, Julia and Kristal for all the work they have done to ensure the accuracy of this information. Dan asked the board to consider the report a draft until he verifies the tax and timber revenue revenues.

#### OLD BUSINESS

*ADA Presentation-* Elisabeth Pietila, Mobility Coordinator reviewed the ADA requirements for transit providers. She encouraged the Board to consider ADA requirements first anytime changes are made to routes or services. All of the SETD busses have lifts which can be used for riders who cannot access the bus using the stairs. However there are many other conditions permanent or temporary that prohibit people from safely accessing fixed route bus service. The ADA requires that transit agencies provide the same service to those that cannot access the fixed route as those that can. SETD provides paratransit curb to curb services for all fixed route service routes and out ¾ of a mile on either side of the routes. There is a required application process to qualify for paratransit services but complimentary paratransit service will be provided until application is approved or disapproved. A medical provider is required to verify limitations. Paratransit services are by appointment and must be scheduled 24 hours in advance. The service can assist riders in accessing the fixed route bus or provide curb to curb transportation. The fee for paratransit services is 2 times the cost of the fixed route. Elisabeth asked the board to access the ADA Essentials for Board Members at the [www.eastersealsprojectaction](http://www.eastersealsprojectaction) website. Jean Palmateer offered to print copies of this and any other printed materials that might be needed. Elisabeth also introduced Tate who has been a rider for quite a while and is working at Lum's in Warrenton.

#### CORRESPONDENCE

*ODOT Letter-* Interim Executive Director Dan Schwanz explained that basically there were 13 findings in our last audit and a number of those were under the A-133. ODOT is basically putting us on notice and requiring that we have a plan of compliance to resolve the findings. Then we must report the progress to ODOT on a monthly basis. Dan said that he had already started the plan of compliance and several of the

findings have been resolved. Jean Palmateer from Oregon Public Transit also explained that Public Transit has taken the lead role in the SETD plan of compliance. SETD will report to Public Transit and they will report to the ODOT Audit department, who reports to Administrative Services and the FTA. Jean said everyone is happy with the reporting relationship for now and the first report needs to show what findings have been completed. Jean said if anyone wants to access the A-133 on line they would go to *www.whitehouse.gov* and then select “Office of management and budget” and go to *A87- Accounting principles and A-133 -Standards for Audit*. Jean also said Krystal could answer questions about the audit procedures too.

*Boldt, Carlisle and Smith* -Interim Executive Director Dan Schwanz said that he called and asked why there had been such a large increase in fees for the audit. This letter is the explanation of the charges and it also shows that SETD was given a discount for being a municipal district. Dan hopes we are in better shape next year however we have had months without financials and that has not helped us.

*Letter from Mary Gardner*- Interim Executive Director Dan Schwanz said that unfortunately this letter is a complaint about the service cuts to the Knappa and Svenson area that took place in April 2010, and unfortunately the new HWY 30 route may not help in this situation either because it will only be a shuttle route so it will not deviate and paratransit will not be available. A response will be sent.

## NEW BUSINESS

*Audit Finding Corrective Measures*-Interim Executive Director Dan Schwanz said that Michael Ward had asked him to record what each of the audit findings were and what our course of action was going to be, who was going to be responsible and who was going to get it done. He said that he wanted to officially bring this to the Boards attention so that the Board officially acknowledges the process that has been started and understands that it has to be continued until all findings are resolved. Bill Anderson and George Dunkel will have to stay on top of this process and send in the updated report every month. Dan recommended the board have more training. George Dunkel said that SDAO training could be brought in house. Jean said that Michael Ward and the FTA are very interested in this and would like to see the Board develop a training plan which would include a log that tracked the training that each board member participated in. Jean said that there will be a course on Municipal Budget Law at the OTAT Conference this year.

*Section 218 Agreement*-Interim Executive Director Dan Schwanz said that he sent Lori to the Social Security training that Karen Park was putting on. Dan said Karen keeps track of agencies that have not dealt with the social security requirements so when Lori took the class Karen told her that Sunset Empire Transportation had not signed the required documents for the Social Security agreement. The problem is

that if an employee contributes 2.5 % to their retirement plan they are eligible to have social security taken out and paid in. If the employee contributes 7.5 % to their retirement plan they must be given the opportunity to choose if they want to pay into social security or not. They will be given the opportunity to choose by a vote. If the decision is to not pay into social security, they will be refunded the social security and Medicare payments that have been taken out of their payroll during the time they have been paying the 7.5% into their retirement plan. The Board will need to approve a resolution at the next meeting that will allow the election process to take place. The state will handles the election process which will take about 4 months to complete.

#### EXECUTIVE DIRECTORS REPORT

*Rider Report SETD*-Interim Executive Director Dan Schwanz said there has been a drop in ridership, but it is probably due to school being out. Dan said that Scott wants to make a change to the Route 101 schedule due to it running consistently late. Scott would like to trade one of the slower routes with one of the faster routes. However this change is significant enough to require that we follow a public process and this will take some time to complete. The City of Astoria is installing new bus stops and shelters. The new locations will change the scheduled route stops in several places. These schedule changes will also need to follow a public process. Dan said he will volunteer to come back to be at the public input meeting for the route changes.

*NWRC Brokerage Report*: Interim Executive Director Schwanz said that we had received an extensive list of requested information for the DHS Audit however we have not heard back from them yet.

#### OTHER ITEMS

Interim Executive Director Dan Schwanz said he met with Enterprise Cascadia yesterday. They are a community based bank that lends money to businesses and they are interested in working with us for short term funding. He has not heard anything from Wedbush, but they are also waiting on financials. Primarily his conversations with Bank of America and Clatsop Community has been about the Line of Credit that is due June 2012. Mary ran a title search and there is a lien against the Transit Center for the \$150,000 line of credit and there is a lien on the Warrenton property for \$336,000 loan. ODOT gave us the entire STF grant which has helped us get through till the end of September.

Dan's last day will be July 29<sup>th</sup> but he will be back on August 15<sup>th</sup> for the Executive Director interview process. Chair Bline thanked Dan for all of his hard work at SETD over the past months.

Bill Anderson and George Dunkel will become Interim Executive Directors until the new Executive Director begins on September 1<sup>st</sup>.

George Dunkel asked the Board members to write down questions that they want to ask during the interview and give them to Mary. George reviewed the tentative interview schedule for August 15<sup>th</sup>.

- The panel will arrive for briefing at 8:00 AM
- Candidates will arrive for briefing at 8:30 AM
- The Board does not need to be here until noon for a light lunch with the panel
- Board interviews begin at 1:15

PUBLIC COMMENT

Kevin Widner PO Box 735 Tolovana Park, OR

Repeated his views concerning SETD staying separate from the Port on current issues and said he wanted to go on record that he stands by what he originally said.

MEETING ADJOURNED

11:00 PM

Recording Secretary

Mary Parker

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**Rae Goforth SETD Board Secretary Treasurer**