



SUNSET EMPIRE TRANSPORTATION DISTRICT  
900 Marine Drive Astoria, OR 97103  
Phone (503) 861-7433 Toll (866)811-1001 Fax (503) 325-1606  
[www.ridethebus.org](http://www.ridethebus.org)

This meeting is handicap accessible and alternative formats are available on request.

**SETD BOARD OF COMMISSIONERS**

**Wednesday July 25, 2012**

**Meeting Minutes**

1. CALL TO ORDER – The meeting was called to order at 9:00 A.M.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL-  
Present: Chair Ron Bline, Commissioner Rae Goforth, Commissioner Vic Kee, Commissioner Paul Lewicki, Commissioner Julie Gassner  
Excused: Commissioner Carol Gearin, Commissioner Marcia Fenske  
SETD Staff- Executive Director Jay Flint, Executive Assistant Mary Parker, Human Resources Lori Karl, Accounting Specialist Julia Takko, Mobility Coordinator, Lis Pietila, Mobility Assistant, Danielle McBride, IT Manager, John Layton.
4. CHANGES TO AGENDA-Chair Bline requested moving the item under new business concerning SETD rental income to next month's meeting as Commissioner Gearin was unable to attend today's meeting.
5. APPROVAL OF JUNE MINUTES-  
Commissioner Gassner said she thought there had been discussion about the Board Planning Meeting and that a date had been set but it was not included in the minutes. Chair Bline clarified that the planning meeting would be on October 20th.  
**Commissioner Kee moved to approve the June 2012 Board minutes as corrected.**  
**Commissioner Lewicki seconded the motion.**  
**Motion passed by unanimous aye vote.**
6. BOARD ELECTIONS-  
Chair Bline opened the election of officers for the SETD Board of Commissioners.  
Chair Bline asked for nominations for Secretary Treasurer.

**Commissioner Kee motioned to nominate Commissioner Goforth for Board Secretary Treasurer**  
**Commissioner Gassner seconded the motion**  
**Motion passed by unanimous aye vote**

Chair Bline asked for nominations for SETD Board Vice Chair

**Commissioner Goforth nominated Commissioner Ron Bline for Vice Chair**  
**Commissioner Gassner seconded the motion**  
**Motion passed by unanimous aye vote.**

Chair Bline asked for nominations for SETD Board Chair

**Commissioner Kee nominated Commissioner Paul Lewicki for Board Chair**  
**Commissioner Goforth seconded the motion**  
**Motion passed by unanimous aye vote**

**Commissioner Goforth made a motion to accept all three Board officer nominations**  
**Commissioner Gassner seconded the motion**

Chair Bline asked if there was any discussion. Commissioner Gassner asked the candidates if they were comfortable with their nominations. Commissioner Lewicki said that he would like to say that he had considered the possibility of this happening and said he really looks forward to the opportunity but it is a little spooky as it is his first time as chair and he will certainly enlist the help of his compatriots. Chair Goforth said that after what Chair Bline has been through in the last 2 years he will be very helpful. Commissioner Lewicki said he would count on that.

**Motion passed by unanimous aye vote**

Chair Bline thanked everyone for their support and said we have hung together through some rough times. The Board congratulated now Vice Chair Bline with a round of applause as he gave newly elected Chair Lewicki the gavel.

## 7. REPORTS FROM CHAIR AND COMMISSIONER

Commissioner Gassner reported that she thought of everyone at SETD when she was vacationing in Mexico and observing the bus system there. She said we should be thankful that we are very fortunate here in America to have air conditioning; seats, windows and properly running vehicles and that we have OSHA safety standards for loaded vehicles.

Commissioner Gassner also reported that On July 12<sup>th</sup> she had attended the Columbia Pacific Economic Development (COLPAC) meeting in Banks. She said that they were very complimentary about the CONNECTOR Program and they really see that as an economic driver. They did have questions about the funding side of

college students and bus tickets and wondered if there was a special grant or agreement between the bus and the college. They were excited how SETD is recovering and rebounding.

Commissioner Goforth- No Report

Commissioner Kee- No report

Chair Lewicki- No report

Commissioner Bline: Reported that he had attended the NWACT meeting in Banks and will be discussing this later in the meeting.

## 8. FINANCIAL REPORTS

Executive Director Flint reported that the budget has been updated to reflect the supplemental budget that was approved last month. Gretchen has been in several times working on some yearend issues as well. The true final year end numbers are being worked on. Flint said the NWRC budget will probably still be changed a little too.

Commissioner Bline asked about the money still owed to Fort Clatsop. Executive Director Flint said that he will continue to work on this but it is difficult to find someone that has information or knows our to verify. Executive Director Flint said the yearend balance is looking much better than last year and is very close to what was predicted. Commissioner Goforth asked if Flint had started applying for a bridge loan. Flint said that he had hoped to have it secured by the end of August. Commissioner Goforth asked what the interest rate was going to be. Flint said it will probably be close to what it was last year and that was 8.25 percent. Flint said that SETD has to reestablish their credit to qualify for lower interest rates as would be available through the SDAO bridge loan. Flint said his goal for the future is to not need a bridge loan. Goforth said that this is a large amount of interest. Flint said it will not be that much because we will pay it back in 6 months and we are borrowing less this year. Flint said he is working with the same bank as last year and they are happy to work with us. Flint said he is also working with terming out our Line of Credit with Clatsop Bank before it is due and possibly consolidating other loans as well. Chair Lewicki asked if SETD advertises for these types of loans so that financial institutions could compete for them. Flint said with what he knows about procurement he has not seen loans fall into same category as capital purchases but it is something he will look into.

**Commissioner Goforth motioned to accept the financial report as presented**

**Commissioner Gassner seconded the motion**

**Motion passed by unanimous aye vote**

## 9. OLD BUSINESS-None

10. CORROSPONDENCE- Executive Director Flint said that this letter is just reminder that we must continue to work on the corrections to resolve the findings on the last 2 Audit Deficiency Report. Flint said that there has been a lot of work done in the past year to resolve the issues. Flint said that he and Mary met with Jean Palmateer for about 6 hours last week and went over each of the findings to verify what has been resolved and what still needs to be worked on. Flint said that Jean told him that the Feds are still watching us very closely. Flint reviewed the each of

the items on the report and what steps SETD has taken to resolve the deficiency. He pointed out that the Cost Allocation Plan, The Special Transportation Services Policy, The Credit Card Policy and an improved process of distributing tickets have resolved many issues. Flint said that an SETD Financial Policy will be presented at the August Board meeting and is required by Jean to finalize several of the deficiencies. Flint said that he hopes to have a Records Retention Policy completed for board approval at the September Board Meeting. Flint said he feels good about this report and once the Finance Policy and the Records Retention Policy is complete all past audit deficiencies found in the last 2 years will be resolved. Commissioner Gassner commented that even though this has been painful to have to revisit it is a prudent display that we are making progress, moving forward and that we are fixing things.

#### 11. NEW BUSINESS-

##### a. New Representative for the North West Area Commission on Transportation (NWACT) -

Commissioner Bline said he has been on the NWACT Committee for the past 4-5 years. Meetings are held every other month and are moved around between Clatsop and Tillamook County. Bline said that this is basically an advisory committee except for a few state programs where they have direct input. He said the committee is made up of a large amount of transportation people and that it is generally a congenial and pleasant group. He asked if someone else on the Board would be able to take his place on the committee. Executive Director Flint said that he is the alternate for this position so if someone can't go he would. Commissioner Gassner said that she would be able to go to the NWACT meetings. Gassner said she is already going to the COLPAC meetings which are scheduled in the morning on the same day and at the same location as the NWACT meetings.

#### 12. EXECUTIVE DIRECTOR'S REPORT

##### a. Management Report- See attached report

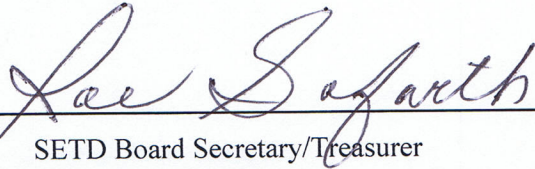
Executive Director Flint reported that he was elected as the Chair of the Northwest Transit Alliance Coordinating Committee. Flint also said he will be a presenter for the CONNECTOR project at the upcoming National Rural Transit Conference in Salt Lake City in October. He will also be part of the CONNECTOR presentation at the OTA conference in Seaside which starts on September 9<sup>th</sup>. Flint reported that the new Finance Policy and maybe the Advertising Policy will be on the Board Agenda in August.

Flint introduced Danielle McBride who is the new Mobility Assistant and is working in the Transit Center. Flint reported that SETD will be receiving an ODOT Grant that will allow SETD to hire another staff person to cover the weekends. Greyhound wants this coverage as well. Flint reported that he, Scott, Lis and a consultant did a site evaluation of every one of the sites along Hwy 30 and Hwy 101. Flint said that most stops have shelters but where there are not shelters benches will be installed. He also said that there is a big push to get up signage. He said that we will be putting up a shelter near Costco and there will be informational kiosks going up in selected locations as well.

#### 13. PUBLIC COMMENT- None

14. Meeting was adjourned at 10:45 AM

Mary Parker, Recording Secretary

  
\_\_\_\_\_  
SETD Board Secretary/Treasurer

Date 8-23-12