



SUNSET EMPIRE TRANSPORTATION DISTRICT
PO Box 68, Warrenton, OR 97146
Phone (503) 861-7433 Toll (866)811-1001 Fax (503) 325-1606
www.ridethebus.org

BOARD MEETING MINUTES

June 24th, 2010 9:00 a.m.

Members Present: Chair Bline, Commissioners Goforth, Gannaway, Kee, Conner

Members Absent: Commissioners Fenske, Gaebel

Staff Present: Executive Director Cindy Howe, Sarah Dailey, Roni Shaw, Tami Carlson, Mary Parker

Meeting called to order 9:01 a.m.

OATH OF OFFICE

Swearing in of Victor Kee as Commissioner, by Chair Bline. Commissioner Kee was appointed

COMMENTS FROM THE AUDIENCE

No audience present.

CHANGES TO THE AGENDA

Under Financials, Item a. Resolution 2010-09 Line of Credit and Item b. ODOT Letter.

Under New Business, Item b. July Board Meeting Date and c. Transit Center Coverage during lunch hour.

APPROVAL OF APRIL & JUNE (Special Meeting 6/11/10) MINUTES

COMMISSIONER GOFORTH MADE A MOTION TO APPROVE THE APRIL AND JUNE 11TH SPECIAL MEETING MINUTES OF 2010. COMMISISONER GANNAWAY SECONDED. ALL WERE IN FAVOR. MOTION PASSED.

REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Kee had a comment regarding the Safeway shelter on the South side of Marine Drive. He asked if the shelter bench and opening are always located on the same end. He is concerned riders are facing away from the bus while sitting on the bench.

Roni Shaw explained the bench is situated in the end that is protected from the winter winds. She is unsure whether bus shelter openings are always the same. All SETD's shelters are, but new shelters may be available in other configurations.

Director Howe explained if the shelter was rotated to make the bench facing West, the rider would be less protected from the elements. Also, the shelter needs to be in compliance with ADA laws for access for those with mobility devices.

FINANCIAL REPORTS FOR APRIL & MAY

COMMISSIONER GOFORTH MADE A MOTION TO APPROVE THE APRIL AND MAY FINANCIALS. CHAIR BLINE SECONDED. ALL WERE IN FAVOR; MOTION PASSED.

a. Resolution 2010-09 Line of Credit

Because the districts grant reporting processes have been modified based on ODOT's process change, it takes much longer to receive reimbursement. The district has current bills that need to be paid, before the next reimbursement is received. We have over \$1 million in grant funds to access, but in the present time unable to access cash. The district has always had the Flextran funds as a safety net, but they are not accessed until the end of a current fiscal year.

Director Howe explained to the board she has never at any time been told or made aware of any financial situations where the district would not be able to meet its financial obligations. She first learned of it two weeks ago, because the new grant administrator, Sharon Williams has been digging deeper into the books finding areas needing improvement. She does not know how the past auditor could have allowed the books to be processed the way they were. The federal government agreement says we must maintain an accrual basis of accounting. Instead we have been using a cash-basis method with some changes, which the auditor called modified accrual. This combined with the grant reimbursement timing has created an issue.

Commissioner Bline asked if the resolution was passed, would the balance be shown on future financials.

Director Howe said for the current issue, a line of Credit is available from Clatsop Community Bank, for \$150,000 available for two years if paid back within that time frame. Interest rate is prime plus two. Today's prime is 3.25%. The rate would not change unless the prime changes more than .25%.

Roll call vote was taken and resolution passed.

b. ODOT Letter

Letter reviewed same comments featured in the audits.

PUBLIC HEARING TO ADOPT BUDGET

a. Resolution 2010-08 Adopting Budget

Chair Bline opened the public hearing at 9:53 for comments. There being no comments, public hearing was closed. Roll Call vote taken and resolution passed.

OLD BUSINESS

a. Oregon Connect III

Director Howe spent two days in Portland at the final selection meeting for Oregon Connect III. The Seaside Transit Center project was approved, and formal announcements and fund distribution will occur in August. Some companies have volunteered their services to produce some conceptual drawings (a shared copy was passed around), but no formal processes will begin until after funds are awarded. She is having some conversations with several people in Seaside, about the project and future property location.

CORRESPONDENCE

Letter from the Governor, was from an invitation Director Howe received to speak at the Governor’s Commission on Seniors. They wanted to hear about how the insurance issue affects the medical transportation brokerages. She was asked to draft a letter about the concerns of the brokerages and let them know the expectation is they will have to carry the extra liability and cost, which will then be passed along to the provider and client. This would ultimately hurt the client due to cost. This will be an issue the legislature will take up in the next session.

NEW BUSINESS

a. Department of Energy Grant

The day after the final review of Oregon Connect III, Director Howe received word that Linn, Benton, Tillamook, Clatsop and Columbia counties group project was awarded Department of Energy grant funds. Each county had different needs specified in their portion of the project. Clatsop County requested hybrid electric vehicles, vehicle maintenance funds, planning, consulting, marketing, and operations funds. The project’s goal is to change traveler’s behavior, by getting on a bus once they get to the coast, rather than driving everywhere in their own vehicle. Columbia County is the lead agency on the project, and will be in charge of reporting for the grant.

b. July Board Meeting date

There was a brief discussion, and the board agreed to cancel the July board meeting.

c. Transit Center Coverage-during the lunch hour

There was discussion about the Astoria Transit Center being closed during the lunch hour every day. The board feels this is not appropriate to do regularly, especially during inclement weather.

Director Howe apologized, and said she thought the closures were sporadic versus every day. The change will be made immediately.

OTHER ITEMS

a. Operations, Human Resources, and NWRC Reports

Roni Shaw shared the results of a recent survey of where riders get on and off the bus. The 4th and Olney stop came in as the 4th most utilized stop of all the bus routes. Number one was the Astoria Transit Center, Tongue Point Job Corps Center and Clatsop Community College was seventh. A surprise was number seven, the Mitscher stop in Emerald Heights.

Commissioner Goforth asked if the Cannon Beach bus comes into Astoria. She recently saw it in town.

Roni Shaw explained the bus with the Cannon Beach graphics is not limited to use on the Cannon Beach route. It's rotated among all the routes which allows SETD to keep up on its maintenance schedule easier.

Commissioner Conner asked what incident with the bus occurred about two weeks ago in front of the Holiday Inn Express.

Roni Shaw said there was a smoke smell inside the bus, so it was evacuated and switched out. It ended up being a hot emergency brake, with no further incidence.

Tami Carlson reported Dial-A-Ride is very busy. She would suggest advertising Route 202 more. She had expected Cavalier Court ridership to be better.

Roni Shaw said there is a route map and schedule available in the laundry room at Cavalier Court. Also, Diane spoke with residents when she delivered schedules and they seemed very excited to have service.

Sarah Dailey invited the board to attend the Seaside Chamber breakfasts held every Friday at McKeown's. Mary Parker from RIDEPAL and herself are attending next Friday as guest speakers. She also invited everyone to visit the Annual Relay For Life event being held on Saturday July 10th at 10:00 a.m. at Seaside High School. It goes all day and all night, until 10:00 a.m. on Sunday July 11th. Anyone can show up and walk; a registration is not mandatory. SETD will not be hosting a booth, but Medix Ambulance Services has invited The Bus Team to share their tent.

Meeting Adjourned at 10:27 a.m.

Sarah Dailey
Recording Secretary

Commissioner Goforth, Secretary/Treasurer