



SUNSET EMPIRE TRANSPORTATION DISTRICT

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SETD BOARD OF COMMISSIONERS

Thursday March 22, 2012 9:00 AM

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 Carol Gearin, Commissioner Rae Goforth, Commissioner Marcia Fenske and Commissioner Vic Kee
Excused: Commissioner Paul Lewicki, Commissioner Julie Gassner
SETD Staff- Executive Director Jay Flint, Executive Assistant Mary Parker, Operations Manager Scott Earls, Human Resources Lori Karl, Accounting Julia Takko, Mobility Coordinator Lis Pietila, Mobility Assistant Arlo White
4. CHANGES TO AGENDA- No changes
5. APPROVAL OF FEBRUARY MINUTES-
Executive Assistant, Mary Parker said the roll call vote from amending Resolution 2011-10 had not been included in the minutes. Commissioner Fenske noted her first name had been misspelled.
Commissioner Goforth motioned to approve the February 2012 Board meeting minutes as corrected; Commissioner Fenske seconded the motion.
Motion passed by unanimous aye vote.
6. REPORTS FROM CHAIR AND COMMISSIONER
Commissioner Fenske- Stated she had a question about ADA Paratransit that she would ask during the Mobility Management program update.
Commissioner Goforth- Reported that she has currently been riding on all the buses and was a passenger on the Route 101 bus on a day when there was water over the road south of Seaside. The road closure caused the to be bus was delayed. Goforth commended how professionally driver Bill Ray and Scott Earls handled the

situation. Goforth said Bill assured passengers of their safety and was on the radio coordinating with other routes to make sure passengers reached their destinations on time. Goforth said she was very proud of how wonderfully the passengers were treated and the problems handled. Goforth also reported that she has been going through archives at the Heritage Museum and found 2 very old pictures of Astoria buses, one that was pulled by a horse, that she is donating to SETD.

Commissioner Gearin- Reported that Commissioner Lewicki, Executive Director Flint, Executive Assistant Parker and she had met to gather information to use in updating the Board Policies. Another meeting will be scheduled when Commissioner Lewicki returns. Gearin also reported on the status of the Highway 101 improvement process. Gearin has made several suggestions to the final plans that take busses into consideration. The suggestions now go to the design department. Gearin said it may be 2-5 years before any improvements are actually made.

Commissioner Kee: Asked if Astoria High School has the current bus schedules. Kee reported that he had assisted a student that was waiting for the bus in front of the high school and needed to go to the college who did not seem to know the bus schedule.

Chair Bline: No Comment

7. FINANCIAL REPORTS

Approval of Bills Paid- Chair Bline asked for clarification on the duplication of Credit Card statements. Flint explained that SETD receives individual statements for each card and another statement that combines all card statements. Flint said in the future the financials will only include the combined credit card report and will be included in the Managers report. Fenske asked about being over budget for publications and utilities. Flint explained that there are several added charges on the water bills including garbage and sewer. Goforth said there is also a surcharge added to the utility bills. Flint said that the subscriptions are also running high due to the cost of memberships to the Astoria Warrenton Chamber and the Rotary. Goforth asked if the OTAK balance has had the discount deducted yet. Flint said discount which is about \$4000 has not been deducted yet. Gearin asked about expenditure in capital that does not have an explanation. Flint said that the auditors found that there had been charges for the new phone system charged against last year's budget that actually occurred during this year's fiscal year so we had to add a journal entry to correct it. Gearin also asked if the bus shelters were being cleaned since there have not been any deductions to Shelter Cleaning. Earls said due to cutbacks in staff he has been doing the shelter cleaning, however that is going to change with more staff coming on board. Gearin asked for clarification on interpreting the financial report. Flint said that it is useful to have the financial reports show the monthly expenditures against the annual budget because there are some expenditures that are not paid on a monthly basis that would not always be included on a monthly report.

Fenske asked about the NWRC volunteer driver program. Flint explained that the volunteer drivers work directly with DHS but the rides are factored into our overall reports. Flint said that DHS controls the liability of these drivers but the NWRC dispatches the rides. Chair Bline asked about grant income that was in the exception report. Flint explained that the Grant income listed is only for one quarter of the fiscal reimbursements. The reimbursement request for the second quarter was submitted last week.

Commissioner Fenske motioned to accept the SETD financials as presented;

Commissioner Gearin seconded the motion.

Motion passed by unanimous aye vote.

8. OLD BUSINESS

Coordinated Care Organization- Executive Director Flint reported that the applications for being a Coordinated Care Organization (CCO) provider are due this month and the expectation is that the new CCO's will be up and running by this summer. The larger insurance companies like Care Oregon are focusing on becoming providers in the Portland area. Locally there has been a decision of the original task force to not go forward and form our own CCO. Funds are not available to assist in the set up of a new CCO so it will be left to those that are already established as a CCO to apply. The original local task force has been reduced down to a smaller work group that will be advising any new CCO's in our area. Flint said that SETD will remain a member of the local work group as well as the statewide transportation brokerage task force which has been formed to assure representation on the state level.

9. CORROSPONDENCE- None

10. NEW BUSINESS-

Cruise Ships- Flint said that he has met with the representatives from the Cruise Ship Hosts and SETD will be providing the temporary fixed Route # 11 again this year. Cruise Ship Hosts have decided that they still want to hand out stickers for bus riders. They have decided to purchase the \$1 tickets. Flint said they will purchase tickets in bulk and in advance from us. Our drivers will keep a tally of the cruise ship riders as they board the buses. We will notify the Cruise Hosts of the total number of riders and they will dispense the pre-purchased tickets back to us. Staff will be updating Route # 11 signage to be placed on the busses and at the stops.

Service Improvement Policy- Flint discussed the need to have an organized process for receiving and processing comments, complaints, compliments and other communications. Flint said that the Mobility Department will oversee the process and documentation. Gearin suggested that the SIP Policy should have a processing timeline of so many hours or days. Flint said a 7 day process time would be added to the policy. Flint said the SIP Form is still in draft form but follows the procedures listed in the policy and will be available on buses and in the transit center.

Route 30 Update- Flint reported that the third loop on Route 30 began on March 5th. This is the route that connects at Westport with the CC Rider bus which goes into Longview and on to Portland. It also provides services through Hammond and Warrenton 3 times a day as well.

Mobility Management Update- Flint introduced Arlo White the new SETD Mobility Assistant. Arlo is from Astoria and just received a degree in Business Administration from the University of Maryland. Flint said the Mobility Program needs a boost and needs to be better integrated with the other departments. We need to have a more defined program so we will be developing policies and procedures to implement into Mobility Management. Flint said with White on board we will have the skill set to move forward and integrate Mobility into all SETD departments. Flint said there is \$140,000 still available to Mobility Management and Marketing. Flint said with the restructure and layoffs a year ago, Pieteila has not had time to devote to the Mobility program. Fenske asked if there was still a Ride Pal program. Pietila said yes. Fenske asked how long it takes to be approved for Paratransit

once the application has been sent in. Pietila explained that once SETD has received the Paratransit application the applicant automatically qualifies for temporary Paratransit services while the application is being processed. Pietila said that a Paratransit eligibility determination must be made within 21 days of the receipt of the application.

11. EXECUTIVE DIRECTOR'S REPORT

Audit Deficiency Report- Flint said that there were no changes to the Audit Deficiency Report so it was not included in this month's board pack. He said that Mary has shaded the deficiency's that have been resolved and taken care of. Flint said he will look at the new Audit Deficiency report to see if it contains any new deficiencies and have a report prepared for the next meeting.

Budget Committee- Flint said that he is working on the Budget and will have a packet ready for the Budget Committee and the Board on April 20th.

Management Report- Flint reported that there have been a lot of things going on and he has been very busy attending meetings between Astoria and Salem.

VA Van- Fenske asked about the status of the VA van. Flint said that we have received the title to the VA van. We cannot use it for Paratransit due to the original grant that was used to purchase it. We cannot use it for NWRC rides either. Flint said we may be using the van as a backup vehicle.

OBSS- Flint reported that Trimet has come out 2 weeks in a row to train staff. Flint said the original go live date was April 4th but we may have to push that back. We are paying for the trainers/techs lodging and food during the transition, which is very reasonable since we are receiving the program at no cost.

Grant Applications: Flint reported that SETD had been notified by the State that there were surplus grant funds available for specific projects so we have applied for a new cut away bus, a new shop truck, a car, new surveillance system for the busses and a new automated location call out system for the busses. Flint said that the match for these grants is only 10 % and we have the match money set aside from the sale of the busses last year.

Chamber Circle: Commissioner Kee suggested that Flint or other staff attend the April 23rd Chamber Circle and discuss when and how Route #11 is going to operate.

12. PUBLIC COMMENT- None

13. Meeting was adjourned at 10:45 AM

Mary Parker, Recording Secretary

Date _____

SETD Board Secretary/Treasurer