



SUNSET EMPIRE TRANSPORTATION DISTRICT  
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**BOARD MEETING MINUTES**  
**November 18, 2010 9:00 a.m.**

**Members Present:** Chair Bline, Commissioners Gannaway, Kee, Goforth, Conner, Gaebel  
**Members Absent:** Commissioner Fenske  
**Staff Present:** Sarah Dailey, Sharon Williams, Scott Earls, Elisabeth Pietila, Mary Parker  
**Audience:** Vanessa Barton

**CALL TO ORDER 9:03 a.m.**

**COMMENTS FROM THE AUDIENCE**

None at this time.

**CHANGES TO THE AGENDA**

Move Mobility Department presentation to follow reports from chair and commissioners.

**APPROVAL OF OCTOBER MINUTES**

**COMMISSIONER GAEBEL MADE A MOTION TO APPROVE THE OCTOBER 2010 BOARD MEETING MINUTES. COMMISSIONER KEE SECONDED. ALL WERE IN FAVOR; MOTION PASSED.**

**REPORTS FROM CHAIR AND COMMISSIONERS**

**Commissioner Gaebel** would like to request that all recently resigned employees come to the board for an exit interview.

**Chair Bline** asked that all requests and questions regarding the recent Human Resources audit be held until the board receives the report. He has requested the report; however the consultant is very busy. When the report is issued, Special Districts Association of Oregon (SDAO) will also receive a copy. The consultant would like to come out to review the report with the board upon completion. It would not be wise for the board to do exit interviews, in case any pending lawsuits should arise. SDAO does not expect any, but the legal department of SDAO would represent SETD if that was the case.

**Commissioner Goforth** attended the NWRC meeting; the board can read the details in the minutes. She also attended the Senior & Disabled Advisory Committee. Two guests were invited as the committee is seeking new volunteers to serve on the committee. There has been a suggestion regarding wheelchair clients. Because wheelchairs are transported in the back of the

bus, the client has a hard time communicating to the driver. The suggestion was to have the client hold a handheld radio of some type or give them something to wave to signal the driver when they need to stop.

**Scott Earls** said there is a button to push next to the client, which signals the driver to stop. If a client is capable of using a handheld radio or other device they can likely operate the signal button.

**Chair Bline** attended the Seaside Transit Center site selection committee. The purpose of this first meeting is to become familiar with all site locations being considered for the project. They've narrowed the selection to four locations and will hold another meeting on December 8<sup>th</sup>.

### **Mobility Department presentation-1 year anniversary**

**Elisabeth Pietila and Mary Parker** gave a power point presentation of the Mobility Program and the progress made in the last year since inception. They discussed what the program has accomplished, what trainings have occurred and where the program is headed. She talked about ongoing relationships with agencies throughout the community, and the positive effect they have had. She also briefly reviewed the ADA paratransit policy, which is currently being updated.

There was a comment shared about a disabled passenger's embarrassing and humiliating experience. A bus driver announced over the radio the bus lift would need to be deployed, so the bus would be late. All other customers on the bus could also hear this, which made the rider with the disability feel ashamed. It was mentioned a similar incident occurred before, so this was not the first incident. Current procedure calls for communication between drivers over the radio to let them know they are on their way and they should be ready to deploy the lift, but never in a negative manner. Most of the feedback received regarding this has been positive. The riders are glad the drivers are prompt, and make swift work of getting clients out of the weather.

## **FINANCIAL REPORT**

### **a. Financial Update-Sharon Williams**

**Sharon Williams** provided the Profit & Loss Statement. She prefaced discussion of the statement by saying no statements will be considered accurate until last year's books are audited, which will not happen for awhile. Things are looking up with additional grant revenue coming in. Accounts payable are around \$100,000 which is half the amount of last month. The only accounts payable that are at 45 days are the NWRC provider payments; 45 days is allowed per the NWRC provider contracts. We have centralized our office and janitorial supply ordering; Mary Parker has been doing the tracking and ordering. Records are being entered into the new software program and staff is working hard to complete this phase. She also discussed the difference in the Profit & Loss and Balance Sheet statements. The Profit & Loss statement shows what is happening month to month. The Balance sheet will show the entire overview of the entire agency for a period of time and she is hoping to have it completed soon. We do currently have a positive cash flow and are expecting tax revenue income soon. That income will not be shown until it is received.

**Commissioner Gaebel** asked how many outstanding future grant matches we have. She would like to see an aggregate compilation.

**Sharon Williams** said the only thing she knows about is a couple months of employee benefits. She also added that some of the matches for grants are non-monetary; things like labor that is performed by our staff may be used as match.

**Chair Bline** said he is going to ask again for the board members to be patient, and wait for the report from the HR Audit as some of the issues may be at least partially addressed. No details have been provided yet, but managerial and board responsibility will be included in the review.

**Commissioner Gaebel** asked if the board could halt on going out for anything new that financially encumbers SETD until the board reviews the report.

**Commissioner Gannaway** responded no; the review will be soon. He doesn't think SETD is going out for anything new that isn't absolutely needed.

**Commissioner Goforth** responded no; most grants are eighteen months to two years ahead or more into the future, but they have to be written now.

**Sharon Williams** apologized for an error, and distributed new copies of the financial spreadsheet due to an error in her formulas. She had inserted the month/day/year into the columns, which was automatically added into the total at the bottom of the columns. Total services for July were minus \$23,421.95, August minus \$19,840.34, September minus \$41,158.75, October positive \$16,391.48, Year to Date minus \$68,029.56.

**COMMISSIONER GOFORTH MADE A MOTION TO APPROVE THE FINANCIALS AS PRESENTED. COMMISSIONER CONNER SECONDED.**

**Commissioner Gaebel said she would prefer to wait until next month when the financials will include a balance sheet.**

**ALL WERE IN FAVOR EXCEPT FOR COMMISSIONER GAEBEL; MOTION PASSED.**

**Sharon Williams** said something that has bothered her for some time is the fact that our past auditors had not seen fit to have our people here input information into SETD's system to have it match the audit report. They said it's because if they aren't the auditors the next year, they don't want to make it easy on the next auditor. This could also mean SETD will be charged more because of the additional research the new auditor will have to do. This seems to be the industry norm so it's really important for SETD to get this corrected for future audits.

**Commissioner Gaebel** suggested the board sit down, after the issues at hand are resolved, and review how the district ended up in the current situation so we can all learn from the mistakes.

**Chair Bline** shared something said by Ron Downs from SDAO. They are pleased with the steps the board has taken to improve the issues at hand. Ron Downs said SDAO and the law understand that board members are volunteers and not professionals in regards to specific types

of issues. Ron said the board is comprised of people who are elected by the public who are doing their best, and that's all you can ask of everyone.

**Sharon Williams** said she agrees with Commissioner Gaebel to a point. The mistakes cannot be completely fixed; there is no going back in time. We simply need to see what those mistakes are and move forward. If the board would like, she would be glad to hold a training for them about how to read financials. She realizes most of the board members are not financial people, and that is why SETD has her and an accounting department.

**Commissioner Goforth** asked the board if they would consider allowing Astoria Bicentennial Committee (ABC) magnets sized approximately twelve square inches to be placed on the backs of the buses. Fifty magnets will cost \$291.50. She would like the district to cover the expense.

There was a brief discussion regarding whether they would stand out if placed on the backs of the buses, and whether they would be durable enough. There was also a question about whether the backs are made of metal or fiberglass.

**Scott Earls** said the backs are fairly plain so the magnets should stand out. He also said they can find a way to apply them if they won't stay on or if the body is fiberglass.

**COMMISSIONER CONNER MADE A MOTION TO APPROVE PURCHASING AND PLACING THE ABC MAGNETS ON THE BACK OF SETD BUSES. CHAIR BLINE SECONDED. ALL WERE IN FAVOR; MOTION PASSED.**

There was a discussion about moving the December board meeting date due to the Christmas holiday. It was agreed to move it to December 16<sup>th</sup> from 9:00 to 11:00.

### **OLD BUSINESS**

None at this time.

### **CORRESPONDENCE**

None at this time.

### **NEW BUSINESS**

#### **a. SETD Drug & Alcohol Policy Addendum**

**Commissioner Gaebel** requested the Human Resources person attend the board meetings that involve any HR proposals or changes to manuals and policies.

**Chair Bline** said the addendum lists the changes.

**Sarah Dailey** said the changes are to bring the current policy up to date with federal standards.

There was a brief discussion amongst the board that there is no further action or wait needed because the changes are required. Also, CFR 49 is stated in the update.

**COMMISSIONER KEE MADE A MOTION TO APPROVE THE DRUG & ALCOHOL POLICY REVISIONS AS PRESENTED. CHAIR BLINE SECONDED. ALL WERE IN FAVOR. MOTION PASSED.**

**b. Award planning contract-Seaside Transit Center**

**Chair Bline** said discussion for this item will be held until the next meeting.

**c. Appoint Judy Columbe-Senior & Disabled Advisory Committee**

**COMMISSIONER GOFORTH MADE A MOTION TO APPOINT JUDY COLUMBE TO SERVE ON THE SENIOR AND DISABLED ADVISORY COMMITTEE.**

**COMMISSIONER KEE SECONDED. ALL WERE IN FAVOR; MOTION PASSED.**

**OTHER ITEMS**

**a. Operations, Mobility Management, and NWRC Reports**

Scott Earls shared we received our new Dial-A-Ride bus yesterday. The bus uses gas fuel and the lift is rated for 1000 pounds. The bus also features extra wheelchair spaces for mobility transport. There are a few warranty issues the dealer is following up with, but otherwise it was received without further issues.

**Commissioner Gaebel** asked if SETD is prepared for community disasters, in regards to having a generator, batteries, an emergency contact list, etc.

**Sarah Dailey** suggested the management team discuss the topic, and consider having the Safety Committee review a preparedness list annually. She reminded the board of some annual events and early closure dates:

November 25<sup>th</sup>, Thanksgiving-Closed

December 11<sup>th</sup>, Annual Holiday Staff Party-Early closure at 5:00 p.m.

Free Ride For a Can of Food- November 26<sup>th</sup> -December 24<sup>th</sup>

Winter Coat Drive-December 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>

**Commissioner Gaebel** said the district operates a public service and there should be at least limited service available on the day of the holiday party.

The board discussed there are many public agencies that close early and close on holidays; the district be considered any different. People can take a cab or arrange their schedule differently for that evening.

Meeting Adjourned at 10:53 a.m.

Sarah Dailey  
Recording Secretary

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Commissioner Goforth, Secretary/Treasurer