



SUNSET EMPIRE TRANSPORTATION DISTRICT
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**SETD BOARD OF COMMISSIONERS MEETING
MINUTES
Thursday November 17, 2011 9:00 AM**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA

Chair Bline said that the Board would be going into Executive Session under new business to discuss the Electric Charging Station Lease.

Commissioner Goforth requested adding Board approval of the new members of the Senior and Disabled Transportation Advisory Board.

4. APPROVAL OF OCTOBER MINUTES-

Corrections to the October minutes:

No time listed for meeting adjournment.

Commissioner Gearin name had been misspelled.

Commissioner Kee said that he thought that the motion to approve the \$650 for the annual Rotary charges was amended to allow up to \$700.

Commissioner Fenske asked that the last name of Willie (Verret), the DHS auditor be added to the minutes.

Commissioner Gearin made a motion to approve the October Board meeting minutes as amended.

Commissioner Gassner seconded the motion

Motion passed by unanimous vote

5. REPORTS FROM CHAIR AND COMMISSIONERS-

Commissioner Lewicki reported that he had an informal conversation with Executive Director Flint and Mary about exploring the possibility of putting the board packets and some of the other documents on line for easier accessibility and to set ourselves up for a more electronic approach to document accessibility. Executive Director Flint said that we currently can do part of what Commissioner Lewicki is looking for but we need to look into how we could add a confidential

site that requires a log in and what the costs would be. Commissioner Lewicki said that he had mentioned the Drop Box program before as a low cost document sharing program and that maybe the board would be using lap tops or tablets in the future instead of all the papers. Executive Director Flint said that maybe these improvements could be included in next year's budget. There was discussion about the limitations of scanning and emailing board packs.

Commissioner Goforth reported that she had attended the Senior and Disabled Transportation Advisory Committee meeting. They approved 2 new members to the committee which brings the total members to 6. The SETD board also needs to approve the new members.

Commissioner Goforth made a motion to approve the acceptance of Sylvia Davis and Robert Sharp as new members on the Senior and Disabled Transportation Advisory Committee.

Commissioner Gearin seconded the motion.

Motion passed by unanimous vote

Chair Bline said he had attended the NWACT meeting which was held in Astoria instead of Seaside. Representative Betsy Johnson and the Oregon Transportation Advisor were guests. There was a general overview of problems that ODOT is having. More information is available by going on the NWACT website.

Commissioner Gearin reported she and Executive Director Flint met with representatives from ODOT to discuss plans for the proposed changes to the 4.6 miles of highway between Camp Rilea and Surf Pines. One of the main issues is safe access to the highway from Sunset Beach. Commissioner Gearin encouraged anyone interested to attend the upcoming public open house at Camp Rilea on Nov. 29th from 5 to 7 pm. Commissioner Gearin said she is very concerned because there has a been a problem with this stretch of highway since 1996 and nothing is getting any better.

Commissioner Fenske reported that she had attended the OTA conference and thought it was really good this year but she wished that we had known in advance about Bill Anderson's and Dan Schwantz's award presentation.

Commissioner Gassner said she really liked Commissioner Lewicki's ideas and it is nice to see the positive comments about the bus services.

6. FINANCIAL REPORTS

Approval of Bills Paid/Exceptions Report

Executive Director Flint discussed the grants that SETD is receiving funding from:

The Capital Grant, Preventative Maintenance Grant, Mobility Management Grant, Special Transportation Funds Grant that we pulled funds early from, this year and the Special

Transportation Operating Fund Grant which will give us an extra \$30, 000 into our budget over 2 year period. The Timber revenues received so far is about \$40, 000 of the \$140, 000 that was budgeted. Property taxes are also starting to come in, with the bulk of the payments coming in by the end of December. Executive Director Flint said he will go over the long and short term payments that are coming up at the December and January board meetings.

Executive Director Flint said that his hands are tied to do anything for employees as the Employee fund was depleted by the time he started here. He plans on asking for a modest increase to this fund.

Executive Director Flint said that professional services were not included in the budget but probably should have been. The charges we have are for Kristal the accountant from Tillamook who worked with Brenda and Julia to put the accounting department back together. We will have to add something to the budget for this. Overall expenses for SETD this year are at 25.3% which is below the 33% so we are doing good. Executive Director Flint also reported that the Northwest Ride Center had to spend \$6000 to upgrade the computers so that the new OBFF software program can be installed. This is the program that Tri Met and DHS designed and we are receiving it at no cost. As was discussed at the last meeting a program like this could cost \$60,000 but since this was developed through a grant, the program is being shared with other brokerages at no cost. There are and will be associated costs for staff to attend training in Portland for the new program. DMAP reimbursement looks high but that is due to lagging payments that came in last month. Year to date income is at 40% of DMAP reimbursements and expenses are at 31% so we are doing just fine budget wise. Drug screen charges are for the required background checks that we have had to do to be in compliance with the state requirements.

Commissioner Gearin asked about where the SDAO dues go. Executive Director Flint said he will look into that and have an answer at the next meeting.

Commissioner Gearin made a motion to accept the October financials and the bills paid as presented.

Commissioner Fenske seconded the motion

Motion passed by unanimous vote

7. OLD BUSINESS

Resolution 2011-14: Adoption of Roth Conversion Plan and Resolution

Executive Director Flint said that this is an additional Roth retirement plan which employees had requested which will be taxed prior to contribution.

Commissioner Goforth made a motion to approve Resolution 2011-14

Commissioner Kee seconded the motion

Motion passed by roll call vote

Resolution 2011-17:ADA Paratransit Policy-Update Approval

Elisabeth Pietila explained that the ADA Paratransit plan was already approved but it must updated to contain the current routes whenever there is a change. The plan has been updated with the following changes: The removal of Route 11, the addition of Route 21 in Cannon Beach, the addition of Route 30 and the schedule changes for Route 10 and Route 101. Executive Director Flint also requested that a change be made in the Paratransit application denial appeals process. If someone is denied Paratransit services and they want to appeal the decision the appeals process will go to the Paratransit Appeals Committee first. This committee will consist of 2 board members and the Executive Director. If the applicant is not satisfied with the decision of the Appeals Committee, then the applicant can request to bring their appeal before the SETD Board of Commissioners.

Elisabeth said that the changes to the ADA Plan has been approved by Sharon Coleman at the State and the Senior and Disabled Transportation Advisory Committee.

Commissioner Fenske asked about the safety of the door to door service. She said that in the past our drivers were put at risk. Commissioner Gearin asked who is liable if our driver falls or get hurt. Executive Director Flint said that we are liable for our employees and there is risk of injury when providing these service, but we do everything we can to prevent injury. Tami explained that there is an evaluative process that is consistently being done by providers, drivers and the riders themselves. If a driver has a concern about a rider's or driver's safety then a reevaluation is done.

Commissioner Goforth made a motion to approve Resolution 2011-17

Commissioner Gassner seconded the motion

Motion passed by roll call vote

8. CORRESPONDENCE-

9. NEW BUSINESS

Astoria School District- Service IGA

Executive Director Flint reported that he and Scott Earls met with Craig Hoppes Astoria School District Superintendent and Ryan Honem the Astoria School District Transportation Director and discussed having the Astoria School Districts bus services provide maintenance on our buses.

Ryan Honem has set up plans like this before. Astoria School District bus service will provide a one stop shop for the required maintenance that usually is done at various licensed garages including garages in Portland. Norm can provide some services but is limited. The agreement says they will provide regular maintenance, major repairs, limited roadside assistance, labor warranty for up to one year and hours that coincide with ours. Normal turnaround time is one day. This agreement and the agreement they have with Warrenton schools will help keep a mechanic on full time. The costs are \$52 per hour which is far below what any standard garage can do.

Parts will be cost plus 15% which is lower than what we are paying now. They want the contract terms to be 5 years but Executive Director Flint said he asked for the contract to be for 2 years. Commissioner Gearin said she would like to see that the arbitrator instead of being neutral be “agreeable” to both parties. Commissioner Gassner suggested that there be a mutually agreed upon get out clause. Executive Director Flint said he would propose a 2 year contract with a 60 day written get out clause. The contract says they will contact us with evaluation and proposed repairs before making them.

Commissioner Kee asked if there was a liability clause that covers our buses when they are there. Executive Director Flint will verify that there is.

The IGA has already been approved by the Astoria School Board.

The Senior and Disabled Transportation Advisory Board Minutes-The minutes from the November 9th meeting were reviewed.

EXECUTIVE SESSION: 192-660 (2)(e)

At 10:32 AM Chair Bline called for Executive Session for the SETD Board under 192-660(2)(e) and asked the audience except for the press to leave the meeting room until Executive Session was adjourned. Members of the press were instructed that all information discussed during Executive Session is to remain confidential until further instruction.

Executive Session ended at 11:20 AM and the regular SETD Board meeting was resumed. The audience was invited back to the meeting.

10. EXECUTIVE DIRECTOR’S REPORT-

Executive Director Flint reported:

He had attended the Nov. 9th Senior and Disabled Transportation Advisory Board Meeting. There were only 3 people attending besides Commissioner Goforth. However, Commissioner Goforth brought Sylvia Davis and Robert Sharp along to observe the meeting. Sylvia was approved as a new advisory board member then Robert agreed to become a member as well. Having 2 new members worked well as they then had a quorum and could conduct business.

Route Change Update- Route changes have gone well. We have seen some of the things we were hoping to see and hope that the ridership will build up.

DHS Audit – Auditor Willie Verret is continuing to work on the DHS audit. This process started several months ago. On Oct. 24th and 25th Willie came and did an onsite visit. He interviewed Brenda Higgins and took a large box full of records that Lori had worked very hard to compile. He has a lot of material to go through and is continuing to email questions as he looks at the records. His original goal was to have a preliminary report by the end of November. The process

for this is first we will receive the preliminary report. We will have an opportunity to reply to the report. Then they will finalize the audit and come up with the amount they think we owe them. Then there will be a negotiation process where we sit down with DHS and talk about the mitigation that has occurred and the changes that we have made and see what their terms are going to be for payback. Willie has assured us that they are willing to work with us. Our current cost allocation plan has been very helpful but there wasn't any documentation of cost allocations done in the past.

Financial Audit- Took place last week with 4 auditors here all week long. This took up a lot of the administrative staff time as they assisted with finding reports and needed documentation. The initial report from Shadron Lehman the head auditor was that things are much better than the last audit, but there will still be some findings.

Commissioner Goforth asked if a contract had been signed with the auditors yet. She would like to see one approved by the board and signed as soon as possible.

Scott Earls reported that there have been a couple more bus sales. One sold for \$4000 and one for \$8000 which is the amount of the match. Commissioner Gearin asked if we have any more of those trash buses left like the one that was used in Seaside. Scott Earls said yes there are a 2 buses sitting at the yard that need to go to salvage. They have not run for years and have no parts of any value left on them. Scott also said that we are looking for a home for 3 of the cutaway buses. They also have very little value left.

Audit Deficiency Report- Was updated last month with the Credit Card policy and the Cost Allocation Plan.

11. OTHER ITEMS

Commissioner Lewicki suggested taking a look at a very inexpensive way of tracking busses using an iphone and a program called Marco Polo Me.com.

John Layman added that he had found out that there is a program that can track any android phone which could be used for tracking buses. John said we will be looking into the cost of this as well.

12. PUBLIC COMMENT- None

Meeting was adjourned at 11:40 AM

Mary Parker Recording Secretary

Commissioner Rae Goforth SETD Secretary Treasurer

