



SUNSET EMPIRE TRANSPORTATION DISTRICT
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BOARD MEETING SETD BOARD OF COMMISSIONERS
Thursday October 27, 2011 9:00 AM
MEETING MINUTES

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG

2. ROLL CALL

Attending: Chair Bline, Paul Lewicki, Julie Gassner, Rae Goforth, Carol Gearin and Vic Kee

Absent: Marcia Fenske

3. CHANGES TO AGENDA

4. APPROVAL OF SEPTEMBER MINUTES

Commissioner Kee made a motion to approve the September Minutes

Commissioner Gearin seconded the motion

Motion passed by unanimous vote

5. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Lewicki- No comment today.

Commissioner Goforth reported that she had really enjoyed attending the attended the OTA conference in Seaside and had learned a lot.

Chair Bline also said that the OTA conference was good. He also commented on how busy everyone has been and thanked Executive Director Flint for his hard work towards getting SETD back on track. Chair Bline reported that both Dan Schwanz and Bill Anderson had received awards at the OTA Conference for all of their good work at SETD. Unfortunately no one at SETD was notified in advance of the presentation; however Executive Director Flint did attend. Chair Bline said that within the next month he will be contacting the new and existing board members about getting their business cards, ID cards and email accounts set up and he will be discussing projects that the board members can help with. Chair Bline also reminded everyone that the next 2 Board meetings will be a week early. November's meeting will be on the 17th and December's meeting will be on the 15th.

Commissioner Kee reported that he attended the OTA conference and that it was very nice and that on opening day one of our members was mentioned by the key note speaker. He also had an opportunity to sit in and listen to an outstanding presentation by Lis on mobility.

Commissioner Gearin reported that she had also gone to the conference and thought it was excellent. Carol said that she had to miss Lis's presentation because she sits on a committee for the improvement of Highway 101 between Surf Pines and Camp Rilea. Carol said there will be a public meeting held on the 29th or 30th of November. The committee has been given 5 alternatives to look at; one alternative is to do nothing and one is to make Hwy. 101 into a 4 lane highway. Carol said she urges anyone who has input to attend the meeting and make comment.

Commissioner Gassner thanked the board for the Ethics training that SDAO put on in September but said she could not attend due to starting her new job. She has turned in her new contact information Mary.

6. FINANCIAL REPORTS

Chair Bline said that there was not much history for Dan Schwanz to use when he had to construct the budget, so there are bound to be changes that will have to be made. Executive Director Flint said we are at about 20% of the budget overall and within our budget constraints for the first quarter. There are a number of small overages which are about 28 % in fuel and payroll. There was some overtime due to required employee training and fuel is running higher than expected. Executive Director Flint noted that we have received a small STO grant from the state for about \$30,000 for the biennium so we will receive \$15,000 this year. Executive Director Flint said that by the end of December we should have the results of both the DHS and the financial audits and then it will be time to for a supplemental budget. There was discussion about the expenses for the required fingerprinting and background checks for the NWRC and requirements for drug testing for SETD drivers. Commissioner Gearin asked if there could be an Exception Report or some explanation submitted with the financials when there are overages. Executive Director Flint said he would see that an exception report is part of the financials. Executive Director Flint passed out Budgeting Guideline booklets from the state and announced that the Department of Revenue is offering more Budget Training classes if anyone is interested.

Commissioner Goforth made a motion to accept the September financials as presented.

Commissioner Gearin seconded the motion

Motion passed by unanimous vote

7. OLD BUSINESS

Proposed Route Change Approval

Executive Director Flint reviewed the Route Change Timeline and process for Routes 101, 10 and 30. The board has received documentation from the route change process. The process included a public comment period from September 12th through October 12th. There was a Public Hearing on October 5th and the comments received are summarized in the hearing minutes. The Senior and Disabled Advisory Committee met on October 13th and approved the route changes as is. A rider survey was also conducted. Executive Director Flint reported that there were no recommended changes other than adding weekend service. Commissioner Gassner asked if the delays on the routes were being addressed with these route changes. Executive Director Flint said that the Route 101 will flip the 2 hour and the 3 hour route in the late afternoon and that should prevent many of the late problems. Executive Director Flint also said that once the route changes have been approved, there will be a press release and the schedules will be printed and distributed. New routes begin running on Tuesday November 1st.

Commissioner Gassner made a motion to approve the schedule changes for Route 101, Route 10 and Route 30 as presented.

Commissioner Kee seconded the motion.

Discussion: Commissioner Gearin asked if these changes are going to be monitored for a certain period of time and then adjusted if necessary. Executive Director Flint said yes that is the plan.

Motion passed by unanimous vote.

Cannon Beach Shuttle

Executive Director Flint reported that he has attended several meetings with the City of Cannon Beach to discuss an Intergovernmental Agreement with SETD to provide augmented service that will provide weekend shuttle service throughout the winter. The Cannon Beach route has been modified to now include a route to Seaside. The Cannon Beach route will actually start in Seaside in the morning and loop through Cannon Beach and back to Seaside 4 times and then there will be a 3 hour break and then there will be another afternoon route starting in Seaside ending at 6:30 pm. In order to reduce driver time the bus will be stored at the driver's home in Gearhart during the weekend. This will reduce paying a driver travel time from Warrenton to Seaside. Executive Director Flint said he agreed to a price of \$ 55.00 per hour which is a reduced fee due to there being little paratransit usage on this shuttle route. The contract will be for 9 months and will end in June. Cannon Beach may want to go to a full 7 day service by then. Commissioner Gassner asked if having a bus at a driver's home is common practice and if insurance would cover the bus. Executive Director Flint said yes insurance will cover the bus and that it is common practice. The bus will be stored in Warrenton during the week.

Executive Director Flint said he had attended the Seaside City Council Meeting last week to see if they were interested in sharing in the cost of the shuttle. They were skeptical at this time, so we will monitor the Seaside ridership and present this to them in the future to see if they want to come on board.

Commissioner Gassner made a motion to approve the Inter-Governmental Agreement with Cannon Beach providing weekend shuttle service.

Commissioner Goforth seconded the motion

Motion passed by unanimous vote

Personnel Policy Changes- Lori

Lori Karl reviewed the medical benefit and drug policy changes requiring board approval. The drug policy change is adding the drug "ecstasy" to the list of drugs being tested for. The medical benefit change was the result of the reduction in staff which results in SETD paying a fee of \$600 per qualified employee instead of a percentage. Both of the changes are in place but there was no record of them being approved in board minutes.

Commissioner Gearin made a motion to approve both of the policy changes

Commissioner Lewicki seconded the motion

Motion passed by unanimous vote

8. CORRESPONDENCE

9. NEW BUSINESS

Rotary Membership Fee Approval

Commissioner Goforth said it has been suggested that the Executive Director Flint become a member of the Rotary Club and that the SETD Board approve the \$650 cost per year which is billed quarterly. Chair Bline said that the Executive Director's employment agreement encourages public involvement.

Commissioner Goforth made a motion to approve the \$650 for the Executive Director to become a member of the Rotary

Commissioner Gearin seconded the motion

Discussion: Commissioner Gassner asked if SETD is a member of the chamber and if attending Rotary meetings will work with the Executive Director's schedule. Commissioner Gassner suggested that it would be good to list organizations and their membership fees to include in next year's budget. Motion passed by unanimous vote

Winter Coat Drive/Canned Food Drive

Scott Earls Operations manager explained that SETD has traditionally allowed riders to pay for a ride with a can of food. The SETD Canned Food Drive starts the day after Thanksgiving and it ends the day before Christmas. Executive Director Flint said that the goodwill created by this is well worth the effort and a way we can give back to the community. Scott said that riders often pay for their ride and give a can of food as well.

Lori explained that the Coat Drive has also been a tradition at SETD. The SETD trolley is taken to 3 publicized locations in the community where people are asked to donate coats. The coats are taken to the Fairgrounds where they are separated and hung up. Families who have reserved a food basket and can select a coat and toys at the same time. This program is through the Food Basket Program which is made up of several organizations.

Commissioner Lewicki made a motion to approve that SETD participate in the 2011 Canned Food and Coat Drive.

Commissioner Goforth seconded the motion

Motion passed by unanimous vote

Project Homeless Connect/Free Bus Day

This is an annual Service Fair that is put on by many service organizations but is organized by Clatsop Community Action. SETD has traditionally had their "Customer Appreciation Day/Free Ride Day" on this same day so that this needed event can be accessed by anyone in our county. This is wonderful outreach to the community and provides haircuts, immunizations, clothing, veteran's services, social security card applications and many other services. This will be at the Seaside Convention Center in January.

Commissioner Goforth made a motion for SETD to have a Free Bus and Customer Appreciation Day on the same day as Project Homeless Connect.

Commissioner Gassner seconded the motion

Motion passed by unanimous vote

EXECUTIVE DIRECTOR'S REPORT

Management Report:

Executive Director Flint explained that he has asked the management staff to send him their monthly reports so that he can combine them into his monthly report. The management report is a combination of a lot of folk's effort as well as his perspective of things. If you have any suggestions on how you would like the report to look let him know.

The Route change process has gone well. There was a lot of transparency in the entire process. The Public Hearing had more of a friendly tone and participants did not seem shocked with the changes.

Finances are looking pretty good but we will know more when the audit is back. Julia and I have been working with Shadron from Boldt, Carlisle and Smith preparing documents and records.

Commissioner Goforth wondered if we had signed an agreement with Boldt Carlisle and Smith prior to them providing the service. Mary will check the past minutes and files to see if there was a previous proposal.

Executive Director Flint said that long term debt is still a large problem One of the accounts is OTAK which is \$43,000 and we have 2 bank loans at Bank of Astoria and the line of credit at Clatsop Community Bank.

The DHS audit is not complete. Lori has been working hard on providing all of the requested documents to Willie. She had to have an entire box of records copied at Lazerquick for him. Willie has also interviewed Brenda. Willie will contact us once he has completed the audit to schedule a meeting. We are hoping that they will have leniency with us due to the steps we have made to correct many of the problems here. There is also the long term flex lease loan for the renovation of this building. We will gather all of these together and work out a plan which will be brought before the board. Executive Director Flint said he is excited to get beyond the audits so we can move forward and make a plan.

Executive Director Flint said he will be setting up his office at the NWRC within the next week and plans on being at the NWRC at least one day a week. Executive Director Flint reported one of the employees that has been out on a work injury has returned to work.

There have been many problems with the new phone system, however we have been working through our problems and service seems to be much better. There were many charges associated with the service fees for the phones. Most of the problems have been worked out and 90% of the servicing costs were covered by a grant.

The NWRC is currently looking at a new tracking system to replace the TASK system that is currently being used. Tri-Met received a grant to develop a new tracking system so their IT person developed a new system and it has been working really well. Tri-Met used this system last year and did \$15 million in rides and impressively they were only off by \$2.00 using the new system. The program is really user friendly and has a provider interface. Tri-Met will allow us to use this program basically for free. Employees will have to go to training. There is also a new billing program that will interface with the program in the near future.

Executive Director Flint went to the Quarterly Brokerage Management Meeting in Salem. He plans on attending these meetings regularly so we can stay connected to this group.

A consultant group came to Astoria looking for sites to locate a electric car charging station. After surveying the prospective site and did a survey of where a charging station could be located. They have selected our site because we have parking spaces that would be convenient and noticeable. We will receive 5% of the gross revenue from the station. Commissioner Gearin asked about the specific location and how long it would take to charge a car. Executive Director Flint said he would find out more information. The lease is for 5 years with 2 renewals making it possible for a 15 year contract with renegotiations every 5 years. Commissioner Gassner asked if we will be responsible for any cost?. Executive Director Flint said no there would be the loss of the monthly rent from 2 parking spaces but we may make more than that from our share of the revenue.

Executive Director Flint said he has been invited to join the Trolley. He plans on joining in the near future.

Audit Deficiency Report

The Audit Deficiency Report will be updated after this meeting with the approval of the SETD Allocation Plan and the Credit Card Policy. Mary will put the current changes in italic so that the whole document does not have to be read. Commissioner Lewicki suggested the use of ED and not Ex. Director for clarity when referring to the Executive Director in this document.

NWOTA- Executive Director Flint, Chair Blaine and Mary Parker attended the NWOTA meeting at the Convention Center during the conference. The meeting focused on the marketing and branding ideas that the consultants are working on. The marketing consultants have come up with a theme of a connector type service or a “Connecting Oregon” focus. Using round wheels or compasses that signify direction and movement were nicely displayed as signs and stickers and even on t-shirts. “Be Driven” is a motto for using the connector bus system. We will all have our own original logo or brand but add the Connecting Oregon brand as well. This grant may allow us to have weekend service and we will keep the local workforce in mind when planning the routes for the alliance. They will go back to the drawing board and refine their ideas for the next meeting.

Executive Director Flint said a nonprofit foundation board, North by Northwest, has been formed to raise funds for the sustainability of this project. The grant will run out in two years and this board will be working on finding sustainable funds.

SETD/NWRC Allocation Plan

Chair Blaine complimented Executive Director Flint for completing the Allocation Plan. Executive Director Flint said that SETD has not had a plan like this before so he went over how the plan was developed and what methods were used to determine the allocations. The budget for both the NWRC and SETD General Fund is included and Certification which will be signed by the Executive Director before it is sent to the state and FTA for approval.

Resolution 2011-12 Approval of the SETD/NWRC Allocation Plan

Passed by unanimous roll call vote

SETD Credit Card Policy

Executive Director Flint said that this policy is required by and in response to the requirements of the Audit Deficiency Report and the policy will ensure the safe use of and the limits of the credit cards that are issued to employees. Executive Director Flint asked for a \$5000 limit which will be divided between 4 credit cards. Use of a credit card will speed up the ordering and purchasing process in many ways. If there are problems with credit card use the Executive Director will be responsible for making the necessary changes. Commissioner Gassner suggested that there should be definite consequences of losing 3 receipts within a year. Executive Director Flint agreed and will require any employee losing 3 receipts to lose their credit card privileges and will require the employee to retake credit card training. Commissioner Lewicki suggested that there should be a description of what the consequences would be if someone used the card for personal use. Executive Director Flint will add wording to the policy that states the employee will be responsible for court costs resulting from SETD trying to recover the misuse of funds.

Resolution 2011-13 Approval of the SETD Credit Card Policy

Passed by unanimous roll call vote

11. PUBLIC COMMENT- None

Meeting was adjourned at 11:00 AM

Mary Parker Recording Secretary

Rae Goforth SETD Secretary Treasurer