



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, OR 97103**  
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**www.ridethebus.org**

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**SETD BOARD OF COMMISSIONERS**  
**MEETING MINUTES**

**Thursday September 22, 2011 9:00 AM**  
**ASTORIA TRANSIT CENTER, 900 MARINE DRIVE, ASTORIA, OR 97103**

- 1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG**
- 2. ROLL CALL**
- 3. CHANGES TO AGENDA**
- 4. APPROVAL OF AUGUST MINUTES**

Commissioner Goforth noted that the minutes did not include that Commissioner Gannaway had also been given a gift of a commemorative Astoria Bicentennial Plate in appreciation of his service on the District board.

**Commissioner Gearin made a motion to accept the minutes with correction**

**Commissioner Fenske seconded the motion**

**Motion passed by unanimous vote**

- 5. REPORTS FROM CHAIR AND COMMISSIONERS**

Commissioner Goforth reported she had attended the State Forestry Tour which was very interesting and informative. She said that she was informed that without the current log operation at the Port of Astoria, SETD would not have received any money from timber sales this year. All Board members receive invitations to the Forestry Tour. Commissioner Goforth also reported that Debbie Phifer from Medix Ambulance had passed away. Debbie was instrumental in the development of the NWRC Brokerage. She had served on the NWRC Committee for many years. Commissioner Goforth will be attending the services on Saturday in Knappa. Commissioner Goforth said she had attended the SETD drivers meeting which was also a meet and greet for Executive Director Flint. She said that the meeting went very well and that Scott had a very good meeting.

Commissioner Fenske reported that she has been referring people to Elisabeth Pietila that have questions about paratransit. She has also been talking with people in the Fernhill that are looking forward to utilizing paratransit services when the Route 30 starts again. Elisabeth clarified that the Route 30 will be a

commuter route service so SETD will not be required to provide paratransit services. Tami Carlson said that we try to accommodate all of the paratransit requests in the Warrenton-Hammond service area, but the people using this service are aware that it may come to a point that we do not have the capacity. Commissioner Gearin reported that she sits on the committee for improvements to Hwy 101 and the next meeting will be on Oct 25<sup>th</sup> which is at the same time as the OTA Conference. She may have to leave the conference to attend the 101 meeting or she may be able to offer comment that will be offered in her absence.

Commissioner Kee- No comments

Commissioner Lewicki- No comments

Commissioner Gassner- No comments

Chair Bline reported that Commissioner Gaebel had submitted her resignation as of September 15<sup>th</sup> and asked for a motion to accept her resignation.

**Commissioner Fenske made a motion to accept Commissioner Gaebel's resignation as of September 15, 2001.**

**Commissioner Gearin seconded**

**Motion passed by unanimous vote**

Chair Bline thanked Commissioner Gaebel for her years of service on the SETD board.

**Commissioner Gearin made a motion to accept Julie Gassner as a Commissioner to the Sunset Empire Transportation Board**

**Commissioner Goforth seconded the motion**

**Motion passed by unanimous vote**

Paul Lewicki and Julie Gassner were sworn in as new members of the Sunset Empire Transportation District Board. Chair Bline congratulated and welcomed them to the board.

## **6. FINANCIAL REPORTS**

Commissioner Fenske asked about the balance that is still due to New Northwest Broadcasters. Executive Director Flint said that we are still paying on the balance due to New Northwest Broadcasters from last year and a couple of other radio stations as well, but there have been no new charges.

Commissioner Goforth asked about the amount due to Lewis and Clark Historical Park. Executive Director Flint said that Julie had told him that we do not owe the amount showing and that it is just part of how the accounting is being done. Chair Bline said that Julie had also told him that she did not think we owed anything but was going to ask Brenda about it. Commissioner Goforth said at one time we had

received a grant and was wondering if we owed them this money. Executive Director Flint said that this grant had recently been closed.

**Commissioner Goforth made a motion to accept the bills paid**

**Commissioner Gearin seconded the motion**

**Motion passed by unanimous vote**

**Commissioner Fenske made a motion to accept the financials for August**

**Commissioner Goforth seconded the motion**

**Motion passed by unaniomous vote**

**Commissioner Goforth made a motion to send the 2010-2011 Financial Reports to the Auditors as approved.**

**Commissioner Gearin seconded the motion**

**Motion passed by unanimous vote**

Commissioner Lewicki abstained due to not being a member of the board when report was presented

Commissioner Gassner abstained due to not being a member of the board when report was presented

## **7. OLD BUSINESS**

Executive Director Work Agreement-Chair Bline explained that there had been some changes made by SETD legal counsel Jeanyse Snow but this is the final document. He asked that the board take a few minutes to review the documents.

**Commissioner Gearin moved to accept the Executive Director Work Agreement for James Flint.**

**Commissioner Goforth seconded the motion**

**Motion passed by unanimous decision**

Resolution 2011-09 – 218 Social Security – Lori Karl HR officer explained that this resolution had been presented at the last meeting and that there was a question about the reference to PERS in the document. Lori explained that PERS is the administrator at the state level and has nothing to do with SETD. This agreement allows the state to come in and educate those employees who have been putting 7.5 % of their income into retirement about their social security options and the process involved. Lori said that we may have to reimburse employees for social security funds but SETD will be reimbursed as well. There are only 5 employees that will be involved.

**Commissioner Fenske made a motion to accept Resolution 2011-09**

**Commissioner Goforth seconded the motion**

**Resolution passed by roll call vote**

## 8. CORRESPONDENCE

The letters written by Chair Bline thanking Paul Lewicki and Julie Gassner for volunteering to be on the SETD Board were presented for review.

## 9. NEW BUSINESS

**Resolution 2011-10:** Approval of Enterprise Cascadia Loan Agreement-

Executive Director Jay Flint introduced Walt Postlewait COO of Enterprise Cascadia and Scott Huddleston Business Lender who wrote the loan for SETD. Mr. Postlewait said that he wanted the Board to know that Enterprise Cascadia is committed to being partners with SETD. What we put together and what Scott crafted is a short term solution because there are a lot of unknowns but we recognize the time sensitivity that everyone is operating under. Mr. Postlewait said his role is to give you confidence as you develop the longer term solutions and that we are more than willing to continue our dialogue. So the terms and conditions that we put together and Scott has presented gets the job done but as you develop what is going to happen over the next months and over the next fiscal year we can look at making a short term fix a longer more patient solution as your plan develops. Mr. Postlewait said that we are committed for the long term.

The Transit Center property is being used as collateral for this loan. Duration of the loan is 6 months and the interest is 8.25 % with no prepayment penalty. A separate account will be set up and all property tax moneys received will be deposited into this account until the balance reaches the \$315,000 needed for repayment.

**Commissioner Gearin made a motion to approve Resolution 2011-10**

**Commissioner Goforth seconded the motion**

**Motion passed by roll call vote**

Approve Revision of Layoff Policy in Employee Manual- Lori Karl said that this policy delineates how we bring back employees that have been laid off. When this is approved we will be sending this policy with an explanation letter to all of the employees that were laid off. There was discussion and several changes recommended and noted to be made to the document. Commissioner Gearin suggested that the wording in paragraph 2 be revised and that the terms should be for 1 year instead of 2 years.

Commissioner Gearin was also concerned about someone coming back that might have had felony charges or picked up on drug charges if they were a driver. Lori said that we will know from the screening if they have been charged with a felony and anyone being off for over 90 days has to be retested for drugs. Executive Director Flint said that the agreements states in section A that the rehiring process will take into consideration all qualifications all before rehiring, so other factors will be looked at before

rehiring and cover us. Commissioner Gearin suggested changing wording about the returning wage be clarified and say that the returning employee receives the job wage that they have accepted not the wage that they made in their previous position prior to layoff. Jay said he would change the wording to clarify that he or she will be brought back at the wage scale of the position offered and will change the wording to offer employees the options of returning to work but will not influence them. Commissioner Gassner said that she had concerns about the impact this is going to have because if you give these employees a call to come back to work it could impact their unemployment. Commissioner Gassner also said that when this is mailed it may give false hope to those previously laid off employees that they are coming back to work. Lori said she will make sure the letter states clearly that this is not a promise of future employment but is just a policy change and all documents will be approved by Executive Director Flint before anything is sent out.

**Commissioner Gearin made a motion to accept the SETD Layoff Policy with the recommended changes discussed**

**Commissioner Goforth seconded the motion**

**Motion passed by unanimous vote**

**Resolution 2011-11-** Allows Executive Director James Flint full authority to become a signer on all accounts at Bank of Astoria and Clatsop Community Bank and all other matters related to the District in his capacity as Executive Director.

**Commissioner Gearin made a motion to approve Resolution 2011-11**

**Commissioner Fenske seconded the motion**

**Motion passed by roll call vote**

## **10. EXECUTIVE DIRECTORS REPORT**

Executive Director Jay Flint discussed how he will be presenting his Directors Reports in the future. He will be presenting a summary of what each of the department's is doing which will be summarized into one report. He will have a report for SETD and the NWRC report as well which will include a narrative.

**Audit Deficiency Report Update-**Executive Director Flint reviewed each of the deficiencies and the progress and updates that had been completed for August. Each of the updates is documented in the report and then the report is sent to Michael Ward at ODOT Public Transit who sends it to the FTA Region 10, Senator Betsy Johnson and Representatives Witt and Boone.

Commissioner Gearin suggested that there is an educational site called- "I Learn Oregon". Please contact her for website information.

On Oct 10<sup>th</sup> we will begin our financial Audit with Boldt, Carlisle and Smith.

On Oct 25<sup>th</sup> we will be meeting with DHS for the final visit for the onsite Audit.

**Route Change Process:** We are in the middle of the public comment period. Folks can view the route changes on our web page and they can send us comments on line, mail or by phone. There is a Public Hearing on October 5<sup>th</sup> at 2 PM. This meeting will have schedules, maps and staff members available to answer questions and explain routes. It would be nice to have Board members attend but it is not necessary as the meeting is a Public Hearing. All comments will be recorded and the Board will receive a summary of the comments with the minutes from this meeting. The board will also receive the results of the survey and other comments collected in their board packs prior to the Oct. 27<sup>th</sup> Board Meeting where the Board will be asked to approve the route changes. Once approved the goal is to begin the new routes on November 1<sup>st</sup>.

**OTA Conference:** Be sure and sign up for the OTA Conference that is coming up the last week of October. You can sign up on line or contact Mary and she will register you.

**IT Report-** We installed a new server last week which has made our services much better. We also currently upgraded the phone system and both were covered by a grant.

**Northwest Transit Alliance Update-** This a Department of Energy Grant and Executive Director Flint said he is on the 5 county steering committee. He attended a meeting last week in Salem where Michael Ward from ODOT pledged his support in coordinating with the marketing and services between the 5 counties.

We will be receiving actual documents that will help us move forward next month.

**Tillamook Transit-** It was announced that Matt Mumford is no longer the director at Tillamook Transit District. Bob Kenney, board chair is the current Interim Director.

**Bus #91-** The hybrid bus has been sold. We received \$37, 000 which will be put in a separate account at Bank of Astoria that can only be used for the purchase of buses or equipment.

## 11. OTHER ITEMS

**SETD/SDAO Board Training-** will be on Wednesday September 28<sup>th</sup> at from 9:00 am to 12 noon at the Transit Center. This training will focus on Ethics and will be presented by George Dunkel and is a requirement of our Audit Deficiency Report.

All Board and as many staff as possible will attend depending on the coverage available.

## 12. PUBLIC COMMENT-

None

**13. NEXT BOARD MEETING-**

The next Board Meeting will be held on October 27, 2011.

There was discussion about the November and December Board meeting dates. It was agreed that the November Board Meeting will be held on November 17<sup>th</sup> at 9:00 am. And the December Board Meeting will be held on December 15<sup>th</sup> at 9:00 am.

**14. NEXT MEETING ADJOURNED-**

Meeting was adjourned at 11:15 am.

Recording Secretary

Mary Parker

\_\_\_\_\_ Date \_\_\_\_\_

Rae Goforth, Sunset Empire Transportation District Secretary/Treasurer