



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY APRIL 28, 2016

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF MARCH 24, 2016 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- March 2016
8. OLD BUSINESS
 - a. BUDGET COMMITTEE APPOINTMENTS
 - b. ODOT COMPLIANCE REVIEW
9. NEW BUSINESS
 - a. APPOINT NEW SENIOR AND DISABLED COMMITTEE MEMBERS
 - b. ADD COMMISSIONER SERVINO AS SIGNER TO BANK ACCOUNTS
 - c. WAGE SCALE
10. CORRESPONDENCE-
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORT-
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**BOARD OF COMMISSIONERS
MEETING MINUTES
March 24, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:03 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Paul Lewicki, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner Rae Goforth Excused
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Ridecare Manager Jason Jones, Operations Manager Scott Earls and IT Manager Konnor Claborn
3. CHANGES TO AGENDA- None
4. APPROVAL OF FEBRUARY 25, 2016 MEETING MINUTES-
Commissioner MacDonald moved to approve the February 25th Board Minutes
Commissioner Widener seconded the motion
Discussion: There was discussion about the new format for the Board minutes.
Motion passed by a majority aye vote of commissioners present
Commissioner Gearin abstained stating she had been unable to attend the February Board meeting.
5. CHAIR AND COMMISSIONERS REPORT-
Reports were submitted from Commissioners Gearin, Servino and Kleczek. Commissioners Widener, MacDonald, and Lewicki had no report.
6. FINANCIAL REPORTS- February 2016
No changes or adjustments were required to the February Financial Report. Commissioner Gearin requested the addition of an end note between the District and Ride Care's Exception Report. Chair Kleczek requested clarification be made at the next meeting on fees charged for the Flex Lease loan.
Commissioner Servino moved to approve the February Financial Report
Commissioner Gearin seconded the motion
Discussion- No further discussion
Motion passed by unanimous aye vote of commissioners present
7. OLD BUSINESS-
 - a. Board Calendar- A final draft of the log style calendar received consensus for use by the Board and will include the addition of several requested events and deadlines.
8. NEW BUSINESS-
 - a. Clatsop Care District Intergovernmental Agreement- Discussion by Board. No changes to agreement were required.
Commissioner Widener moved to approve the Clatsop Care District Intergovernmental Agreement and to authorize Executive Director Hazen to sign agreement.
Commissioner Gearin seconded the motion
Motion passed by unanimous aye vote of all commissioners present.
 - b. Resolution 2016-01- Approval of VALIC Retirement Amendment and Restatement of Retirement Plan- Amendment discussed by Board. No changes to amendment were required.
Commissioner Gearin moved to approve Sunset Empire Transportation District Resolution 2016-01 as read by Executive Director Jeff Hazen-Approval of VALIC Retirement Amendment and Restatement of Retirement Plan and authorize the Board Chair to sign and initial Amendment.
Commissioner MacDonald seconded the motion
Motion passed by unanimous Roll Call vote of Commissioners: Kleczek- Aye, Gearin- Aye, Widener-Aye, MacDonald-Aye, Lewicki-Aye and Servino-Aye. Goforth absent

- c. May Board Meeting date change- Board approval was received to change the May 26th Board meeting to May 19th at the Transit Center.

9. CORRESPONDENCE- None

10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report submitted for February 2016.

11. LEADERSHIP TEAM REPORTS- Reports submitted for March 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones and Human Resources- Tami Carlson.

12. PUBLIC COMMENT- None

13. OTHER ITEMS- Commissioner Gearin expressed concerns about the current format of the printed Board Minutes and requested that the minutes include notification of the audio being available for full meeting details. There was discussion followed by Chair Kleczek's recommendation that the Board minutes be presented in the current format for the next 6 months. Executive Director Hazen presented information on the Community Transportation Association of America's EXPO in Portland in May.

An audio recording of the Sunset Empire Transportation District's March 2016 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- March 2016.

Meeting was adjourned at 11:10 AM

Mary Parker, Recording Secretary

Date _____

Commissioner Carol Gearin, Secretary/Treasurer

Mission Statement

Provide safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

NOTE on Reviewing Financials: 9 Month = 75.% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 73.45% of annual budget. YTD Property Tax revenues of \$912,396 are \$99,396 better than YTD budget. Total Expense was 61.28% of annual budget and is \$287,861 better than YTD budget. YTD Other Expense of \$152,987 was \$134,471 better than budget the result of not using any of the contingency through March.

Revenue

- 4000 Fares: Revenues for the month of \$20,380 are \$3,226 below budget. This is the result of fixed routes and paratransit each being \$560 and \$1,800 below plan respectively. YTD Paratransit is also below budget and prior year. Current YTD Paratransit is \$24,771 compared to prior year of \$34,208 through March. This is a shift for prior year and the agency earns less per Non Medicaid ride.
- 4100 Contract Service-IGA: Cannon Beach was billed for week end service for February 2016 and Tongue Point Job Corp was billed for the quarter.
- 4200 Property Tax: Includes Property tax distributions for March 2016 (\$19,135 of which prior year was \$722). YTD revenue of \$912,396 are \$92,923 better than prior year through March 2015.
- 4272 Parking: Result of one tenant leaving and we have called prospects on our waiting list to fill this vacancy.
- 4300 Interest: The result of LGIP paying interest at a higher rate (.75%) and depositing saving in expenses into LGIP.
- 5000 Grants: Preventative Maintenance reimbursement was received in March 2016 \$18,827 while budgeted in April 2016 \$18,187 and Transportation Options was reimbursed \$21,119 while budgeted for \$5,079.

Expense

- 6200 Payroll Expenses: 4th Workers Compensation Insurance payment was made \$4,049
- 6300 Employee Benefits: HRA payment was made for \$1,500.
- 8040/8041 Donations/Contributions: Monthly Bus Pass winners.
- 8075 Fuel: Prices continue below budgeted amounts Unleaded prices are about \$1.18 and Bio diesel about \$1.26
- 8080 Insurance: Second quarterly installment payment was made for General Liability and Property Insurance for the period January 1 2016 to December 31, 2016.
- 8130 Payroll Processing Fee: Includes on payroll cycle fee from February 2016. This account will continue over budget monthly the result of under budgeting this account.

- 8155 Telephone/Internet Service: Reflects billing from Coastcom for telephone and internet service (\$1,119) and March Verizon & Employee allowance for cell phone use.
- 9500 Penalties and Interest: Includes \$2,700 penalty for 2013 late W-2 filings. This penalty has been disputed and IRS will refund the \$2,700 in April 2016.
- 9850 Transfer Out: \$50,000 transfer was budgeted in March 2016 for Capital Expense.
- END

Ride Care Fund Profit and Loss

Ride Care's Total Income is 79.01% of total budget. YTD revenues of \$2,301,592 are \$221,842 better than YTD Budget. Which is the result of Revenues averaging \$13,000 more per month than budgeted the result of increased clients and starting in January 2016 the CPCCO increased our PMPM by 3% for 2016 from \$9.13 to \$9.40 PMPM this overage should continue through June 2016. YTD Materials & Expenses of \$1,878,373 are \$150,084 greater than of YTD budget and are 81.55% of YTD budget.

Expense

- 7000 Contract Providers: Total rides increased by 350 rides and 490 new clients were added. Sedan rides increased by about 404 at a cost of \$48.86 with ride Compared to prior year. The cost of a Sedan ride was \$2.55 more than prior year. Gas vouchers declined by about 300 compared to prior year.
- 8080 Insurance: 2nd quarterly installment of General Liability and Property Insurance was paid.
- 8139 Professional Services: Medix Answering Services.
- 8155 Telephone/Internet Service: Includes Coastcom telephone & internet service \$2,532. Cell Phone allowance reimbursement for March 2016 and Verizon Monthly charges. This account will continue to be over budget as it was under budgeted.
- END

Information and Follow Up to Previous Board Meeting Questions

Balance Sheet Equity: Net Income includes Capital Reserve Transfer of \$50,000 in Net Income

General Fund

- 9600 Debt Service & Interest-Fee: YTD the \$360.18 is the US Bank service fee.

Sunset Empire Transportation
Profit & Loss Budget Performance General Fund
March 2016

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
YTD Actuals & Budget Target: 75.0%					Better (Worse)		
Ordinary Income/Expense							
Income							
4000 FARES	20,379.75	23,645.83	193,786.23	204,812.47	(11,026.24)	283,749.96	68.29%
4090 DONATIONS/COMMISSIONS	0.00		926.21		926.21		
4100 CONTRACTED SERVICES-IGA	4,840.16	16,000.00	91,748.45	120,000.00	(28,251.55)	170,369.00	53.85%
4200 TAXES	19,135.32	15,000.00	912,396.41	813,000.00	99,396.41	860,000.00	106.09%
4250 TIMBER SALES	0.00	0.00	170,830.74	130,000.00	40,830.74	160,000.00	106.77%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	58,712.52	25,000.00	33,712.52	55,000.00	106.75%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4272 PARKING SPACES	712.50	767.00	6,412.50	6,903.00	(490.50)	9,204.00	69.67%
4270 RENTAL INCOME - Other	0.00	66.00	0.00	264.00	(264.00)	396.00	0.00%
Total 4270 RENTAL INCOME	712.50	833.00	7,612.50	8,367.00	(754.50)	10,800.00	70.49%
4300 INTEREST	474.00	267.00	3,238.76	2,400.00	838.76	3,200.00	101.21%
4310 MISC INCOME	0.00		10.00		10.00		
5000 GRANTS	173,820.00	138,426.50	341,693.00	405,528.00	(63,835.00)	876,152.00	39.00%
5080 OREGON STF FUNDS	0.00	0.00	85,308.00	87,504.00	(2,196.00)	121,422.00	70.26%
Total Income	219,361.73	194,172.33	1,866,262.82	1,796,611.47	69,651.35	2,540,692.96	73.45%
Gross Profit	219,361.73	194,172.33	1,866,262.82	1,796,611.47	69,651.35	2,540,692.96	73.45%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	87,209.73	92,731.00	802,274.17	864,577.00	62,302.83	1,172,770.00	68.41%
6200 PAYROLL EXPENSES	13,292.09	10,458.00	102,416.25	109,853.00	7,436.75	148,956.00	68.76%
6300 EMPLOYEE BENEFITS	23,032.45	21,811.00	196,178.63	208,204.00	12,025.37	283,542.00	69.19%
Total 1. PERSONNEL SERVICES	123,534.27	125,000.00	1,100,869.05	1,182,634.00	81,764.95	1,605,268.00	68.58%
2. MATERIALS & SERVICES							
8005 AUDIT	0.00	347.00	20,294.40	20,540.00	245.60	20,540.00	98.80%
8006 ADS (HR JOB POSTING)	301.21	0.00	775.34	843.00	67.66	998.00	77.69%
8010 BANK FEES	0.00	263.00	1,969.77	2,349.00	379.23	3,158.00	62.37%
8020 BLDING & GROUNDS MAINT	1,443.98	4,975.00	18,760.67	43,824.00	25,063.33	58,130.00	32.27%
8030 COMP-INFO-TECH SERVICES	274.98	816.00	8,870.53	7,060.00	(1,810.53)	11,522.00	76.99%
8035 CONF TRAINING & TRAVEL	1,557.09	3,433.00	15,619.96	32,616.00	16,996.04	38,881.00	40.17%
8040 DONATIONS/CONTRIBUTIONS	135.00		225.00		(225.00)		
8041 DONATIONS CLEARING	-135.00		-225.00		225.00		
8045 DRUG/ALCOHOL/BG CHECKS	0.00	180.00	500.75	1,619.00	1,118.25	2,158.00	23.20%
8050 DUES SUBSCRIPTIONS & FEES	0.00	1,336.00	8,155.67	13,718.00	5,562.33	18,292.00	44.59%
8053 IGA - DUES AND FEES	0.00		10,000.00		(10,000.00)		
8055 DURABLE EQUIP/SMALL TOOLS	365.90	1,098.00	10,361.13	15,014.00	4,652.87	18,841.00	54.99%
8061 EQUIPMENT LEASE/RENT	336.00	336.00	4,081.68	3,024.00	(1,057.68)	4,032.00	101.23%
8065 EDUCATION/OUTREACH	1,023.36	2,500.00	9,064.19	22,183.00	13,118.81	30,000.00	30.21%
8070 EMPLOYEE RECOGNITION	89.87	321.00	4,704.82	3,779.00	(925.82)	4,740.00	99.26%
8075 FUEL	6,851.68	16,667.00	65,629.53	150,000.00	84,370.47	200,000.00	32.81%
8080 INSURANCE	9,233.00	0.00	38,609.82	15,129.00	(23,480.82)	44,516.00	86.73%
8090 LEGAL ADS	0.00	0.00	110.08	261.00	150.92	790.00	13.93%
8095 LEGAL COUNSEL	0.00	422.00	336.00	3,791.00	3,455.00	6,740.00	4.99%
8100 MEETING EXPENSE	32.50	131.00	508.00	1,194.00	686.00	1,586.00	32.03%
8120 OFFICE SUPPLIES	879.87	1,205.00	10,631.74	10,235.00	(396.74)	13,763.00	77.25%
8130 PAYROLL PROCESSING FEES	168.00	79.00	1,098.41	711.00	(387.41)	948.00	115.87%
8135 PRINTING	651.25	1,700.00	5,845.45	14,499.00	8,653.55	19,700.00	29.67%
6 8139 PROFESSIONAL SERVICES	0.00	1,915.00	60.00	38,385.00	38,325.00	43,473.00	0.14%

8140 SUBGRANT PASS THROUGH	0.00	4,080.00	12,132.00	12,240.00	108.00	32,026.00	37.88%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	125.77	4,000.00	3,874.23	5,000.00	2.52%
8155 TELEPHONE/INTERNET SERVICE	1,966.96	1,310.00	23,045.68	10,172.00	(12,873.68)	13,956.00	165.13%
8160 UNIFORMS	162.00	334.00	1,214.72	3,000.00	1,785.28	4,000.00	30.37%
8165 UTILITIES	1,468.10	1,865.00	13,232.75	16,188.00	2,955.25	21,660.00	61.09%
8170 VEHICLE MAINT & REPAIRS	5,199.75	12,464.00	68,309.12	113,770.00	45,460.88	149,560.00	45.67%
Total 2. MATERIALS & SERVICES	32,005.50	57,777.00	354,047.98	560,144.00	206,096.02	769,010.00	46.04%
Total Expense	155,539.77	182,777.00	1,454,917.03	1,742,778.00	287,860.97	2,374,278.00	61.28%
Net Ordinary Income	63,821.96	11,395.33	411,345.79	53,833.47	357,512.32	166,414.96	247.18%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,253.02	5,203.00	46,502.50	46,053.00	(449.50)	61,910.00	75.11%
9611 CLATSOP BANK-LOAN INT	1,320.48	1,370.00	12,659.00	13,108.00	449.00	16,972.00	74.59%
Total 3. OTHER EXPENSES	6,573.50	6,573.00	59,161.50	59,161.00	(0.50)	78,882.00	75.00%
9500-PENALTIES & INTEREST	2,700.00		3,295.02		(3,295.02)		
9600 DEBT SERVICE & INTERES-FEE	0.00		360.18		(360.18)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		33,350.00	38,000.00	4,650.00	38,000.00	87.76%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	4,727.36	5,796.00	1,068.64	11,183.00	42.27%
9700 CAPITAL EXPENSE	0.00	0.00	2,093.00	9,501.00	7,408.00	179,500.00	1.17%
9800 CONTINGENCY	0.00	0.00	0.00	125,000.00	125,000.00	250,000.00	0.00%
9850 TRANSFER OUT	50,000.00	0.00	50,000.00	50,000.00	0.00	50,000.00	100.00%
Total Other Expense	59,273.50	6,573.00	152,987.06	287,458.00	134,470.94	607,565.00	25.18%
Net Other Income	-59,273.50	-6,573.00	-152,987.06	-287,458.00	134,470.94	-607,565.00	25.18%
Net Income	4,548.46	4,822.33	258,358.73	-233,624.53	491,983.26	-441,150.04	-58.56%

Sunset Empire Transportation
Profit & Loss Budget Performance RideCare
March 2016

	Month Actual	Month Budget	YTD Actual	YTD Budget	to YTD Actual Better (Worse)	Annual Budget	YTD Act to Budget
YTD Actuals & Budget Target: 75.0%							
Ordinary Income/Expense							
Income							
4300 INTEREST	701.49	250.00	4,045.64	2,250.00	1,795.64	3,000.00	134.85%
4500 RC PROVIDER SERVICE REIM	262,192.70	230,833.33	2,297,546.44	2,077,499.97	220,046.47	2,770,000.00	82.94%
Other Types of Income					0.00		
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00%
Total Other Types of Income	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00%
Total Income	262,894.19	231,083.33	2,301,592.08	2,079,749.97	221,842.11	2,913,000.00	79.01%
Gross Profit	262,894.19	231,083.33	2,301,592.08	2,079,749.97	221,842.11	2,913,000.00	79.01%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	20,207.23	23,658.88	202,783.30	224,929.92	22,146.62	307,914.56	65.86%
6200 PAYROLL EXPENSES	3,170.89	3,161.31	24,930.16	30,032.45	5,102.29	41,097.04	60.66%
6300 EMPLOYEE BENEFITS	3,817.40	6,307.83	45,645.39	59,927.34	14,281.95	81,999.00	55.67%
Total 1. PERSONNEL SERVICES	27,195.52	33,128.02	273,358.85	314,889.71	41,530.86	431,010.60	63.42%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	261,330.45	183,333.33	1,793,880.50	1,649,999.97	(143,880.53)	2,200,000.00	81.54%
7030 BUS PASSES	2,900.00	1,334.00	14,238.00	12,000.00	(2,238.00)	16,000.00	88.99%
8005 AUDIT	0.00	92.40	6,095.60	5,460.00	(635.60)	5,460.00	111.64%
8006 ADS (HR JOB POSTING)	0.00	0.00	501.16	191.00	(310.16)	382.00	131.19%
8010 BANK FEES	0.00	11.81	80.10	106.29	26.19	142.00	56.41%
8020 BLDING & GROUNDS MAINT	366.20	1,072.00	3,913.26	9,642.00	5,728.74	12,856.00	30.44%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	60.00	554.00	2,088.94	6,250.00	4,161.06	8,449.00	24.72%
8035 CONF TRAINING & TRAVEL	0.00	443.00	449.21	4,208.92	3,759.71	5,018.44	8.95%
8045 DRUG/ALCOHOL/BG CHECKS	28.00	86.83	1,205.50	781.49	(424.01)	1,042.00	115.69%
8050 DUES SUBSCRIPTIONS & FEE	0.00	92.51	117.22	948.60	831.38	1,266.00	9.26%
8055 DURABLE EQUIP/SMALL TOC	0.00	447.00	7,596.46	8,629.00	1,032.54	10,472.00	72.54%
8065 EDUCATION/OUTREACH	0.00	84.88	0.00	753.49	753.49	1,019.00	0.00%
8070 EMPLOYEE RECOGNITION	0.00	112.00	110.06	1,321.00	1,210.94	1,660.00	6.63%
8080 INSURANCE	2,308.25	0.00	7,398.23	3,258.00	(4,140.23)	6,515.00	113.56%
8090 LEGAL ADS	0.00	0.00	0.00	58.46	58.46	179.00	0.00%
8095 LEGAL COUNSEL	0.00	78.50	378.00	708.00	330.00	1,260.00	30.00%
8100 MEETING EXPENSE	0.00	83.00	125.25	744.00	618.75	992.00	12.63%
8120 OFFICE SUPPLIES	300.50	562.75	2,670.70	4,779.28	2,108.58	6,427.00	41.55%
8130 PAYROLL PROCESSING FEES	42.00	21.00	274.29	189.00	(85.29)	252.00	108.85%
8139 PROFESSIONAL SERVICES	236.00	118.00	1,872.00	2,363.72	491.72	2,678.12	69.90%
8155 TELEPHONE/INTERNET SERV	2,758.84	1,210.00	29,455.55	10,890.00	(18,565.55)	14,520.00	202.86%
8165 UTILITIES	673.86	610.00	5,922.87	5,007.00	(915.87)	6,840.00	86.59%
Total 2. MATERIALS & SERVICES	271,004.10	190,347.01	1,878,372.90	1,728,289.22	(150,083.68)	2,303,429.56	81.55%
7050 DMAP/CCO Annual Adjustment	0.00	34,500.00	130,556.91	103,000.00	(27,556.91)	137,500.00	94.95%
Total Expense	298,199.62	257,975.03	2,282,288.66	2,146,178.93	(136,109.73)	2,871,940.16	79.47%
Net Ordinary Income	-35,305.43	-26,891.70	19,303.42	-66,428.96	85,732.38	41,059.84	47.01%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00	0.00	0.00	0.00	0.00	0.00	
Total 3. OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00		179.82		(179.82)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		16,650.00	12,000.00	(4,650.00)	12,000.00	138.75%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	2,360.14	1,831.00	(529.14)	3,532.00	66.82%
9655 DMAP REPAYMENT AGREEMENT	36,343.25	36,343.00	145,373.00	145,374.00	1.00	145,374.00	100.00%
9700 CAPITAL EXPENSE	0.00		32,053.23	30,000.00	(2,053.23)	30,000.00	106.84%
9800 CONTINGENCY	0.00	0.00	0.00	105,000.00	105,000.00	210,000.00	0.00%
Total Other Expense	36,343.25	36,343.00	196,616.19	294,205.00	97,588.81	400,906.00	49.04%
Net Other Income	-36,343.25	-36,343.00	-196,616.19	-294,205.00	97,588.81	-400,906.00	49.04%
Net Income	-71,648.68	-63,234.70	-177,312.77	-360,633.96	183,321.19	-359,846.16	49.27%

Sunset Empire Transportation
Balance Sheet as of
March 2016

ASSETS

Current Assets	
Checking/Savings	
1000 SETD GEN FUND BANK ACCTS	
1001 CCB-OPERATING (3943)	144,572.82
1002 CCB-PAYROLL (3950)	4,309.71
1005 CCB-VEHICLE SALES ACCT	2,201.44
1010 CCB-EMPLOYEE ACCT (3935)	1,526.24
1015 HRA FISCAL AGENT	1,592.08
1020 LGIP (4992)	729,913.31
1030 CAPITAL RESERVE FUND	75,273.03
Total 1000 SETD GEN FUND BANK ACCTS	959,388.63
1040 TILLS	300.00
1050 RIDE CARE FUND BANK ACCTS	
1051 CCB-RC OPERATING (3976)	53,166.37
1055 HRA FISCAL AGENT (RC)	507.92
1056 RC LGIP (3959)	1,104,979.88
Total 1050 RIDE CARE FUND BANK ACCTS	1,158,654.17
Total Checking/Savings	2,118,342.80
Accounts Receivable	
1200 ACCOUNTS RECEIVABLES	
1210 SETD A/R	
1211 SETD A/R	3,548.00
Total 1210 SETD A/R	3,548.00
Total 1200 ACCOUNTS RECEIVABLES	3,548.00
1250 PROPERTY TAX RECEIVABLES	36,439.12
Total Accounts Receivable	39,987.12
Other Current Assets	
1049 VALIC	3,546.83
1400 PREPAID EXPENSES	
1401 PREPAID INS/BENEFITS	624.68
Total 1400 PREPAID EXPENSES	624.68
1500 UNDEPOSITED FUNDS	8,234.51
Total Other Current Assets	12,406.02
Total Current Assets	2,170,735.94
TOTAL ASSETS	2,170,735.94

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLES	
2010 SETD GENERAL FUND A/P	7,390.59
2020 RIDE CARE FUND A/P	44,576.13
Total 2000 ACCOUNTS PAYABLES	51,966.72
Total Accounts Payable	51,966.72
Other Current Liabilities	
2100 PAYROLL LIABILITIES	
2108 PAYROLL TAX SUTA	8.08
2100 PAYROLL LIABILITIES - Other	1,623.39
Total 2100 PAYROLL LIABILITIES	1,631.47
2134 BENEFITS MEDICAL SDIS	235.50
2135 OTHER P/R LIABILITIES	
2136 AFLAC-AT	-423.16
2137 AFLAC-PT	0.34
2138 OTHER LIABILITIES	865.00
2139 Garnishments	0.15
Total 2135 OTHER P/R LIABILITIES	442.33
2300 DEFERRED REVENUE	45,984.12
Direct Deposit Liabilities	-38,093.15
Total Other Current Liabilities	10,200.27
Total Current Liabilities	62,166.99
Long Term Liabilities	
2800 INTERCOMPANY DUE TO/FROM	
2810 DUE TO RIDE CARE	435,063.82
2815 DUE TO SETD GENERAL FUND	-435,063.82
Total 2800 INTERCOMPANY DUE TO/FROM	0.00
Total Long Term Liabilities	0.00
Total Liabilities	62,166.99
Equity	
3000 OPENING BALANCE EQUITY	651,014.34
3100 NWRC PRIOR PERIOD ADJUST	-136,476.00
3900 RETAINED EARNINGS	1,462,984.65
Net Income	131,045.96
Total Equity	2,108,568.95
TOTAL LIABILITIES & EQUITY	2,170,735.94

**Sunset Empire Transportation
Account Receivable
As of March 31-2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	120.00	0.00	0.00	0.00	0.00	120.00
CLATSOP COUNTY TREASURER	0.00	-6,492.58	0.00	0.00	42,931.70	36,439.12
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
ODOT	0.00	-20.00	0.00	-25,795.00	25,815.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	0.00	0.00	0.00	285.00
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	95.00	0.00	0.00	95.00	285.00
P-H&R Block	95.00	-190.00	0.00	0.00	0.00	-95.00
P-HOMESPUN QUILTS	95.00	0.00	0.00	0.00	0.00	95.00
P-JULI A COLE (JJ Hardwood)	0.00	47.50	0.00	0.00	0.00	47.50
P-SAMUELSON	0.00	0.00	0.00	0.00	95.00	95.00
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
RC-PASSES	0.00	1,230.00	0.00	114.00	1,464.00	2,808.00
Total	<u>737.50</u>	<u>-5,140.08</u>	<u>0.00</u>	<u>-25,681.00</u>	<u>70,070.70</u>	<u>39,987.12</u>

**Sunset Empire Transportation
Accounts Payable
As of March 31-2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ABECO	150.52	0.00	0.00	0.00	0.00	150.52
ALSCO	162.00	31.65	0.00	0.00	0.00	193.65
E- BARTON, ERIC	12.96	0.00	0.00	0.00	0.00	12.96
HOME DEPOT CREDIT SERVICES	99.58	0.00	0.00	0.00	0.00	99.58
JACKSON & SON OIL, INC.	3,508.29	0.00	0.00	0.00	0.00	3,508.29
LAZERQUICK	55.00	0.00	0.00	0.00	0.00	55.00
MTR WESTERN BUS	974.32	0.00	0.00	0.00	0.00	974.32
PACIFICSOURCE ADMINISTRATORS	1,601.76	0.00	0.00	0.00	0.00	1,601.76
VERIZON WIRELESS	794.51	0.00	0.00	0.00	0.00	794.51
Total GF	<u>7,358.94</u>	<u>31.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,390.59</u>

RC-BAKERS GENERAL STORE	268.00	0.00	0.00	0.00	0.00	268.00
RC-COLUMBIA COUNTY RIDER	1,463.26	0.00	0.00	0.00	0.00	1,463.26
RC-CROSS GUEST HOUSING	920.00	0.00	0.00	0.00	0.00	920.00
RC-ELLIOTT'S TRANSPORT	3,592.00	0.00	0.00	0.00	0.00	3,592.00
RC-HOT SHOT TRANSPORTATION	6,712.84	0.00	0.00	0.00	0.00	6,712.84
RC-K & M MEDIVAN	9,800.77	0.00	0.00	0.00	0.00	9,800.77
RC-MEDIX AMBULANCE	3,333.00	0.00	0.00	0.00	0.00	3,333.00
RC-METRO WEST AMBULANCE	5,405.00	0.00	0.00	0.00	0.00	5,405.00
RC-RONALD MCDONALD HOUSE	440.00	0.00	0.00	0.00	0.00	440.00
RC-SETD-PASSES	1,230.00	0.00	0.00	0.00	0.00	1,230.00
RC-WAPATO SHORES, INC	11,229.28	0.00	0.00	0.00	0.00	11,229.28
RC HOLYOAK	43.74	0.00	0.00	0.00	0.00	43.74
RC REKART-J	42.12	0.00	0.00	0.00	0.00	42.12
RC REKART, SEAN	96.12	0.00	0.00	0.00	0.00	96.12
Total RC	<u>44,576.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44,576.13</u>

**Sunset Empire Transportation
Check Detail over \$5,000
March 2016**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Check	3693	03/03/2016	RC-OR DHS	-136,476.00
Bill Pmt -Check	3697	03/08/2016	RC-K & M MEDIVAN	-17,804.46
Bill Pmt -Check	3698	03/08/2016	RC-MEDIX AMBULANCE	-6,119.00
Bill Pmt -Check	3701	03/08/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-6,312.75
Bill Pmt -Check	3702	03/08/2016	RC-WAPATO SHORES, INC	-12,663.40
Bill Pmt -Check	3707	03/16/2016	RC-HOT SHOT TRANSPORTATION	-7,182.86
Bill Pmt -Check	3708	03/16/2016	RC-K & M MEDIVAN	-6,146.31
Bill Pmt -Check	3713	03/16/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-29,727.75
Bill Pmt -Check	3716	03/16/2016	RC-WAPATO SHORES, INC	-12,753.96
Bill Pmt -Check	3726	03/22/2016	RC-K & M MEDIVAN	-7,680.75
Bill Pmt -Check	3727	03/22/2016	RC-MEDIX AMBULANCE	-6,440.00
Bill Pmt -Check	3729	03/22/2016	RC-OR DHS	-36,343.25
Bill Pmt -Check	3732	03/22/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-5,473.50
Bill Pmt -Check	3733	03/22/2016	RC-WAPATO SHORES, INC	-11,906.39
Bill Pmt -Check	3740	03/29/2016	RC-K & M MEDIVAN	-9,430.65
Bill Pmt -Check	3742	03/29/2016	RC-MEDIX AMBULANCE	-5,471.00
Bill Pmt -Check	3748	03/29/2016	RC-WAPATO SHORES, INC	-12,833.96
Bill Pmt -Check	15790	03/08/2016	SDIS	-5,062.34
Liability Check	16000	03/29/2016	SDIS	-27,235.91
Bill Pmt -Check	16011	03/29/2016	SDIS	-11,541.25
Check	3312016	03/31/2016	CLATSOP COMMUNITY BANK	-6,573.50
Liability Check	4271640	03/09/2016	INTERNAL REVENUE SERVICE	-11,681.98
Liability Check	5488408	03/23/2016	INTERNAL REVENUE SERVICE	-11,352.78

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

Date	Ref. No.
03/14/2016	0342 2/6 - 3/8

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

PAID

Bill Due	04/13/2016
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8057 OFFICE FURNITURE & EQUIP	0808 - CLABORN AMAZON - BOARD IPAD PLUGS AND CABLES	95.92		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ADOBE.COM - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8056 COMPUTER HARDWARE	FRED MEYER - FLASH DRIVE FOR ADMIN	39.99		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	CONF - HUMAN RESOURCES TRAINING, EUGENE	500.00		ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT - SUPPLIES FOR TRANSIT CENTER BATHROOM REPAIR	10.17		OPER 5311
8070 EMPLOYEE RECOGNITION	0220 EARLS FRED MEYER - GIFT CARD FOR EMPLOYEE OF QUARTER	80.00		ADMINISTRATION
8038 TRAVEL	0318 FRY FRED MEYER - TO STORAGE	39.95		TRANS OPTIONS
8038 TRAVEL	0667 HAZEN ANTHONY'S AT THE OLD MILL - FOOD - SDAO TRAINING Kevin & Tracy	80.10		ADMINISTRATION
8038 TRAVEL	KONA MIX PLATE - FOOD - SDAO TRAINING, Kevin & Tracy	48.00		ADMINISTRATION
8038 TRAVEL	SNO CAP ICE CREAM - FOOD - SDAO TRAINING Kevin & Tracy	45.85		ADMINISTRATION
8038 TRAVEL	HAMPTON INNS - FOOD - SDAO TRAINING	2.75		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

Date	Ref. No.
03/14/2016	0342 2/6 - 3/8

Vendor
 CARD SERVICE CENTER
 PO BOX 569100
 DALLAS TX 75356-9100

PAID

Bill Due 04/13/2016
 Terms
 Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	RED LION INN - LODGING - PTAC MEETING	96.90		ADMINISTRATION
8038 TRAVEL	SAFEWAY - AIR REFRESHER FOR TRANSIT CENTER BATHROOM	13.77		OPER 5311
8038 TRAVEL	FRED MEYER - OFFICE PAPER	3.29		ADMINISTRATION
8038 TRAVEL	KLONDIKE RESTAURANT - FOOD - CC RIDER MEETING	18.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	6.74		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - COFFEE MAKER	39.99		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - BUSINESS CARD STOCK	19.99		ADMINISTRATION
8100 MEETING EXPENSE	BAKED ALASKA - FOOD - MEETING WITH BOARD MEMBER Jim S.	32.50		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - GREETING CARDS	9.87		ADMINISTRATION
8038 TRAVEL	MCGRATH'S FISH HOUSE - FOOD - PTAC MEETING	18.48		ADMINISTRATION
8120 OFFICE SUPPLIES	0261 JONES STAPLES - OFFICE CHAIR	99.99	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - KEYBOARDS	39.98	RIDECARE ADMIN	ADMINISTRATION
8066 EVENT SUPPLIES	0204 PARKER SAFEWAY - FOOD - SENIOR AND DISABLED MEETING	3.99		ADMINISTRATION
8066 EVENT SUPPLIES	SAFEWAY - FOOD - BOARD MEETING	13.37		ADMINISTRATION

Expense Total : 1,394.57

Bill Total : \$1,394.57

Date: April 18, 2016

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8a Budget Committee Appointments

We have two vacancies on the budget committee that need to be filled. We advertised the openings recently and have received three responses from individuals that are interested in serving on the Budget Committee.

The three individuals are:

Lylla Gaebel

Lylla has been serving on our Budget Committee and has been the chairperson. She was previously a Commissioner for the District. Lylla also has served on the County Commission and the City of Warrenton Commission.

Nicole Williams

Nicole is currently the CEO of Clatsop Care Health District. Prior to her current position, she worked for Clatsop County serving as the County Clerk and then Assistant County Manager. She also served as Interim County Manager twice.

John Lansing

John has a long history of working in the financial and marketing fields. He is currently a Principal at the Omni Group. He was also the Director of Governmental Affairs for SeaPort Airlines. Prior to that, he was the Area Manager for Wells Fargo. He also serves on the Port of Astoria's Budget Committee and was an advisor to the Re-elect Betsy Johnson Campaign.

Exhibit 3. Compliance Findings and Advisories

Subrecipient	Date of Report	Date of Response	ODOT Region	RTC
Sunset Empire Transportation District	March 28, 2016		2	Jamey Dempster

Topic: Program Management		Subtopic: Control Environment	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	SETD does not document that all Commissioners receive appropriate documentation specific to their duties.	SETD should provide BOC members with an acknowledgement and affirmation document to be signed upon receipt of the policies and procedures manual and all material policy changes.	N/A

Topic: Program Management		Subtopic: Control Environment	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	All powers delegated to the Executive Director should be supported by formal resolution of the Board of Commissioners.	The Board of Commissioners should delineate, via an approved board resolution, all signatory powers delegated to the Executive Director.	N/A

Topic: Financial Management		Subtopic: Indirect Costs	High Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe
Report Finding	The indirect cost plan submitted to ODOT did not contain the required certification. Additionally, management reported that the allocation methodology used in practice differs somewhat from what is in the plan.	SETD must confer with ODOT Rail and Public Transit Division staff regarding the organization's indirect cost rate plan. SETD and ODOT must ensure that the routine allocation of costs is performed consistent with plan's procedures. SETD Management has indicated that the plan may be out-of-date in this regard. More importantly, no indirect cost rate proposal is complete unless it is accompanied by a certification as prescribed in 2 CFR part 200, Appendix VII, Subpart D, paragraph 3. Examination of the plan provided by SETD had no certification.	90 days

Subrecipient Response	The Cost Allocation Plan will be updated by May 9 and adopted by the Board of Commissioners at their May 19th meeting.			AL
Consultant Response				
ODOT Response				
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:	
Topic: Financial Management		Subtopic: Accounting Practices		Low Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe	
Report Finding	Parking lot fees are reported in OPTIS as local revenue; after some investigation there is some Federal interest in the property and, therefore, these revenues should be reported as program income.	Revenues generated from parking lot fees should be reported in OPTIS and NTD as program income, not local revenue.	30 days	
Subrecipient Response	We have started reporting this income in OPTIS as program income.			AL

Consultant Response												
ODOT Response												
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Topic: Financial Management</td> <td style="width: 40%; padding: 5px;">Subtopic: Accounting Practices</td> <td style="width: 20%; padding: 5px;">Low Priority Compliance Observation</td> </tr> <tr> <td style="padding: 5px;">High Priority Observation</td> <td style="padding: 5px;">Remedy</td> <td style="padding: 5px;">Timeframe</td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">Report Finding SETD follows state recommendations for record retention that would allow discard/destruction of personnel related records after two years, a retention period inconsistent with ODOT requirements.</td> <td style="padding: 5px; vertical-align: top;">SETD must ensure that record retention policies are consistent with Federal requirements and stipulation made in the ODOT/SETD financial assistance contract(s) that require all records to be maintained for three years.</td> <td style="padding: 5px; vertical-align: top;">60 days</td> </tr> </table>				Topic: Financial Management	Subtopic: Accounting Practices	Low Priority Compliance Observation	High Priority Observation	Remedy	Timeframe	Report Finding SETD follows state recommendations for record retention that would allow discard/destruction of personnel related records after two years, a retention period inconsistent with ODOT requirements.	SETD must ensure that record retention policies are consistent with Federal requirements and stipulation made in the ODOT/SETD financial assistance contract(s) that require all records to be maintained for three years.	60 days
Topic: Financial Management	Subtopic: Accounting Practices	Low Priority Compliance Observation										
High Priority Observation	Remedy	Timeframe										
Report Finding SETD follows state recommendations for record retention that would allow discard/destruction of personnel related records after two years, a retention period inconsistent with ODOT requirements.	SETD must ensure that record retention policies are consistent with Federal requirements and stipulation made in the ODOT/SETD financial assistance contract(s) that require all records to be maintained for three years.	60 days										
Subrecipient Response	<p>Our record retention policy will be updated by May 2nd.</p> <p>MARY</p>											
Consultant Response												

ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: Financial Management			
Subtopic: Accounting Practices		Advisory Recommendation	
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Current accounts do not provide for sufficient segregation in revenue recording.	Management should be encouraged to expand the chart of accounts to include both restricted vs. non-restricted revenues.	N/A
Topic: Financial Management			
Subtopic: Accounting Practices		Advisory Recommendation	
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Existing accounting software is generally regarded as lacking the functionality necessary to run a governmental unit of government that manages multiple programs, funds, and grants.	It is recommended that the District consider acquisition of more robust accounting software more suited to governmental fund accounting than the current QuickBooks program.	N/A
Topic: Financial Management			
Subtopic: Cost Principles		Advisory Recommendation	
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Staff interviewed as part of this review were unaware of the newly issued OMB "Super Circular (2 CFR part 200) and the importance of these principles to FTA grants management.	Individuals at SETD responsible for making cost allowability determination should enhance their understanding of Federal cost principles articulated in the Super Circular.	N/A

Topic: Financial Management		Subtopic: Local Match	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Management was unaware of the unique matching provisions under Federal transit law (49 U.S.C. § 5311(g)(3)(A)); funds received pursuant to a service agreement with a state or local social service agency or a private social service organization may be used as local match. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5311 operating assistance (treated as program income). In either case, the cost of providing the contract service is included in the total project cost. Unlike other forms of program income, income from contracts to provide human service transportation may be used as the local match for the grant in which the income is generated.	Management may wish to consider some if its NEMT revenues, earned in the delivery of trips on its paratransit program, as local match.	N/A
Topic: Financial Management		Subtopic: Cash Management	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Fare revenue tabulation is incomplete; SETD personnel only tabulate bill counts, not coin counts. Thus, management is unaware of the total revenue tabulation until two weeks' deposits are tabulated at the bank. Management, therefore, lacks an essential tool to monitor potential farebox pilferage – average route fare totals.	It is recommended that management invest in a coin counter and develop, as a routine performance metric, daily fare revenues per route.	N/A
Topic: Financial Management		Subtopic: Cash Management	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Under current practices, deposits may be made as infrequently as once every two weeks, which does not represent a best practice.	Management may wish to consider a more frequent deposit policy. Best practices for a public entity is to make revenue deposits daily, regardless of amount. At a minimum, deposits should not be made less frequently than once every three days.	N/A

Topic: Financial Management		Subtopic: Cash Management	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	SETD, given the size and scale of the organization, operates with too many pass options, with too many fare categories.	Financial management could be simplified with a reduction in the number of passes sold.	N/A
Topic: Financial Management		Subtopic: Cash Management	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	SETD permits drivers to sell passes; given the relatively complicated matrix of pass options, this responsibility placed on drivers may unduly detract from the driver's principle functions of safety and may result in schedule adherence issues.	It is recommended that for safety reasons, SETD discontinue sale of passes on-board system vehicles. There are sufficient and convenient outlets for pass sales.	N/A
Topic: Financial Management		Subtopic: Cash Management	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	SETD has a petty cash fund that may be obsolete in light of the fact that the agency makes extensive use of credit cards among key project management team members.	SETD should consider eliminating the petty cash fund and eliminate the administrative burden associated with proper oversight of such a fund.	N/A
Topic: Financial Management		Subtopic: Audit	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Agency responses to audit findings have typically been limited to a statement of agreement or disagreement.	When management responds to an audit finding, such as the 2015-1 finding, it is recommended that the agency be more elaborative than simply agreeing with the auditor's finding. The agency should specify: (a) its specific remedial action; (b) specify which job positions will be responsible for remedial action; and (c) what is the timeline or schedule for remediation of the finding.	N/A

Topic: Operations Management		Subtopic: Operations	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Currently, there is no formal practice to monitor schedule adherence and SETD does not monitor on-time performance.	Periodically, on a sample basis, SETD should record arrival/departure times at all published time points in order to ensure published schedules reflect actual system performance.	N/A
Topic: Operations Management		Subtopic: Operations	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Currently, SETD has no written policy governing the use of cellular telephones by drivers while in revenue service.	FTA has not yet issued regulatory guidance on this topic, but SETD management should ensure that all drivers are, at a minimum, made aware of §811.507 from the Rules of the Road for Drivers portion of the Oregon Vehicle Code which governs the operation of a motor vehicle while using a mobile communications device.	N/A
Topic: Operations Management		Subtopic: Operations	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	SETD has no written policy instructing drivers or dispatchers of the appropriate response in the event of an emergency involving a revenue service vehicle.	SETD management should consider promulgating policies and procedures to ensure the safety of passengers and employees during various emergency circumstances.	N/A
Topic: Operations Management		Subtopic: System Safety	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	MAP-21 requires all recipients of FTA funding to develop an agency safety plan. FTA has not yet issued regulatory guidance on how to implement this requirement for nonurbanized areas.	SETD management should anticipate this new requirement and promulgate an agency safety plan in accordance with the Safety Management System Framework published by FTA.	N/A

Topic: Procurement		Subtopic: Third Party Contracting Capacity	High Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe
Report Finding	Existing SETD policies primarily reflect state requirements without regard to the various Federal requirements that apply to most agency purchases.	SETD must promulgate written procurement policy to include all required elements in the ODOT state management plan/FTA Circular 4220.1F in all District procurements.	90 days
Subrecipient Response	Our procurement policy will be revised to include the required elements by June 1. MARY		
Consultant Response			
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: Procurement		Subtopic: Third Party Contracting Capacity	High Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe
Report Finding	Detailed review of several recent procurements above the micro-purchase level lacked documentation that key Federal elements were performed during the procurement activity.	SETD must ensure that all procurement activity includes required documentation of fair and open competition, development of an independent cost estimate, a cost and price analysis (if applicable), or justification of a sole source procurement (if applicable).	90 days

Subrecipient Response	We are now using NRTAP's procurement tool box for all future procurements to ensure compliance.		
Consultant Response	SCOTT		
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: Procurement			
Subtopic: Standards of Conduct		Low Priority Compliance Observation	
	Low Priority Observation	Remedy	Timeframe
Report Finding	Existing code of conduct adopted by SETD do not embrace all required elements.	SETD must revise its ethics policies to ensure that board members and employees are fully aware of the expectation for standards of conduct and that the policy(ies) concisely describe the consequences for violations of the policy.	90 days
Subrecipient Response	Our policies will be updated by June 13.		
Consultant Response	MARY		

ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: Procurement		Subtopic: Third Party Contracting Capacity	
	Low Priority Observation	Remedy	Low Priority Compliance Observation
Report Finding	Low Priority Observation	Remedy	Timeframe
	Current policies, which embrace Oregon law, is at odds with Federal requirements with regard to the prohibition against geographic preference.	FTA (and all Federal procurement regulations) generally prohibit use of geographic preferences in purchasing activities using Federal funds. SETD must revise its purchasing practices accordingly.	90 days
Subrecipient Response	This will be included in the update of our procurement policy by June 1.		
	MARY		
Consultant Response			
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:

Topic: Procurement		Subtopic: Third Party Contracting Capacity	Advisory Recommendation
	Advisory Recommendation	Remedy	Timeframe
Report Finding	While it is understood that Ordinance No. 2005-01 governs public agency procurement guidelines in accordance with Oregon Administrative Rules and/or Oregon Revised Statutes, SETD should consider drafting a comprehensive set of procurement policies and procedures that align with the State Management Plan and FTA Circular 4220.1F.	The policy should clearly establishes the following: (a) clear delineation of delegation of purchasing authority (i.e. who can purchase what and under which circumstances/ conditions); (b) how all procurement activity, including contracting and purchase order generation, is to be conducted; (c) requirements/instructions for gathering cost estimates and conducting price analysis; (d) requirements/ instructions for concurrence from ODOT and/or FTA, if applicable; and (e) requirements/instructions for the compilation and organization of all records germane to individual procurements.	N/A
Topic: Use and Maintenance of Equipment and Facilities		Subtopic: Insurance	Low Priority Compliance Observation
	Low Priority Observation	Remedy	Timeframe
Report Finding	A review of insurance coverages indicates that ODOT is not named as an additional insured.	SETD must revise current insurance policies to include the “Oregon Department of Transportation, Public Transit Division” as “Additional Insured” and provide a certificate of insurance documenting ODOT as an additional insured.	90 days

Subrecipient Response	This was completed and sent to Arla Miller at ODOT on February 3.		
Consultant Response			
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: Use and Maintenance of Equipment and Facilities			
Subtopic: Maintenance of Project Equipment		Advisory Recommendation	
	Advisory Recommendation	Remedy	Timeframe
Report Finding	Maintenance records were somewhat incomplete and not organized to the degree possible.	SETD should investigate the purchase and use of fleet management software to ensure that all preventive maintenance is performed on time and that all employees associated with maintenance functions are documenting/recording maintenance performed.	N/A

Topic: Civil Rights		Subtopic: Title VI	High Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe
Report Finding	SETD must inform members of the public of the protections against discrimination afforded to them by Title VI.	FTA requires the notice be posted on the agency's website and also recommends that notices be posted on the District's website and is posted in system vehicles. The notice is not on system vehicles.	60 days
Subrecipient Response	<p>All buses will have the notices posted by May 2.</p> <p style="text-align: center;">SCOTT</p>		
Consultant Response			
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:

Topic: Civil Rights		Subtopic: Title VI		High Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe	
Report Finding	The Title VI plan uses ethnicity, rather than language data, to form the basis of the four factor analysis.	SETD must revise the Title VI plan to: (1) ensure that the proper demographics are used in the assessment of Limited English Proficient populations in Clatsop County; (2) ensure that the Board of Commissioners formally approves the plan. Evidence of such approval could not be produced during the compliance assessment process.	60 days	
Subrecipient Response	Title VI plan will be updated using the language data from the census by May 2 and adopted by the Board of Commissioners at their May 19th meeting.			
Consultant Response	SHANA			
ODOT Response				
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:	

Topic: Civil Rights		Subtopic: Title VI	Low Priority Compliance Observation
	Low Priority Observation	Remedy	Timeframe
Report Finding	The SETD plan lacked the required service standards and service policies required of all fixed operators of public transit.	SETD, as a fixed route service provider, must establish service policies and standards as required by FTA.	60 days
Subrecipient Response	This will be updated by May 2nd and adopted by the Board of Commissioners at their May 19th meeting. SHANA		
Consultant Response			
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: ADA		Subtopic: Fixed Route Operations	High Priority Compliance Observation
	High Priority Observation	Remedy	Timeframe
Report Finding	Interviews with drivers indicated that stop announcements are typically made, but not at all required stops.	Fixed route operators must ensure that stops are announced at all transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their location. This routine must be enforced on all fixed route operations, all of the time in revenue service.	60 days

Subrecipient Response	<p>This will be addressed with all drivers at the April 21st drivers meeting. The use of "secret shoppers" will be utilized to monitor compliance. Further corrective action will be utilized with non-compliant drivers.</p> <p style="text-align: right;">SCOTT</p>		
Consultant Response			
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: ADA			
Subtopic: General Requirements		High Priority Compliance Observation	
	High Priority Observation	Remedy	Timeframe
Report Finding	Not all documents developed for the public note that they information is available in alternative formats upon request.	All materials designed to assist the public use or access the transit service should be made available in alternative formats upon request. Not all documents note this fact.	60 days

Subrecipient Response	All future publications will have the required verbiage. Compliance will be monitored by our outreach coordinator.		
Consultant Response	MARY		
ODOT Response			
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:
Topic: ADA			
Subtopic: Complementary Paratransit		Low Priority Compliance Observation	
	Low Priority Observation	Remedy	Timeframe
Report Finding	In practice, the Executive Director may be involved in eligibility determinations and in the appeals process.	In order to assure the integrity of due process is maintained, the Paratransit Supervisor and the Mobility Manager must assume sole responsibility for eligibility without involvement of the Executive Director.	60 days

Subrecipient Response	Our policy will be updated removing the Executive Director from the decision making process. This will be updated by May 16th.			CAROL
Consultant Response				
ODOT Response				
Status	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Date Closed:	
Topic: ADA				
Subtopic: Complementary Paratransit		Advisory Recommendation		
Report Finding	Advisory Recommendation	Remedy	Timeframe	
Report Finding	SETD was not using correct procedures in the counting of trip denials, actually counting denials at a higher level than actually experienced.	SETD should consider drafting trip denial tracking procedures that ensure data being collected is useful in analysis of service improvements and/or changes. Once prepared, staff training should be conducted to ensure that denials, particularly those for complementary paratransit, are correctly recorded.	N/A	
Topic: ADA				
Subtopic: Complementary Paratransit		Advisory Recommendation		
Report Finding	Advisory Recommendation	Remedy	Timeframe	
Report Finding	It was not clear that the transit system's disability advisory committee was given opportunity to comment and provide input on service and policy changes undertaken during recent periods of financial turmoil.	Management should ensure that in any change in services and/or policies, that SETD undertake the required outreach and consultation process with their disability advisory committee.	N/A	

SUNSET EMPIRE TRANSPORTATION DISTRICT

Senior and Disabled Transportation Advisory Committee

The Senior and Disabled Transportation Advisory Committee, (S & D) received 3 applications for the 2 committee member positions that are currently open. All 3 applicants attended the S & D committee meeting on April 19th. The committee interviewed the applicants but did not make a final recommendation. The S & D committee is asking that the Board make the final recommendation from the 3 applications presented.

S-D
==

Senior & Disabled Advisory Committee Application

900 Marine Drive • Astoria, OR 97103 • 503-861-7433 • www.ridethebus.org

Name: Greget, Mary
Last Name First Name

Mailing Address: 575 50th Street Astoria OR 97103
Street City State Zip

Date of Birth: 020537 Telephone Number: (503) 325-1024

Email Address: None

Please list any areas of interest or expertise relating to a position on the Senior and Disabled Advisory Committee.
I am a senior who also must use a cane to get around and I use the bus usually on a daily basis

Why are you interested in becoming a member of the Senior and Disabled Advisory Committee?
To further the support of my fellow senior citizens

What is your experience with seniors and persons with disabilities in the community?
As I indicated above I and a Senior and have been involved as an Officer on the Astoria Senior Center Board of Directors for several years. I am also somewhat disabled myself and I care about the services provided.

Have you ever been a member of a group similar to our Senior and Disabled Advisory Committee?
 Yes No
If yes, please explain.

Please list any additional volunteer experience:

I volunteer on the Board of Directors of the Astoria Senior Center in addition to being a volunteer on other committees related to Seniors

Signature of Applicant Mary Ann Greget Date July 22, 2015

Senior & Disabled Advisory Committee Application

900 Marine Drive • Astoria, OR 97103 • 503-861-7433 • www.ridethebus.org

Name:

Chenoweth

Margaret

Last Name

First Name

Mailing Address:

531 Grand Ave

Astoria

OR

97103

Street

City

State

Zip

Date of Birth:

7-16-43

Telephone Number:

(831)

596-1943

Email Address:

purplemargie@hotmail.com

Please list any areas of interest or expertise relating to a position on the Senior and Disabled Advisory Committee.

I am not sure just what this position entails but, I am old, disabled and have been telling people what to do for decades! I think I can help.

Why are you interested in becoming a member of the Senior and Disabled Advisory Committee?

These past few years I have benefitted from numerous programs and services. This position would allow me to repay my community. It would be nice to be useful again.

What is your experience with Seniors and persons with disabilities in the community?

Most recently I volunteered at the Astoria Warming Room. Three days a week I go to the swimming pool for physical therapy. I have been made aware of just how much is needed in our community.

Have you ever been a member of a group similar to our Senior and Disabled Advisory Committee?

Yes No

If yes, please explain.

Please list any additional volunteer experience:

I have volunteered at the following: Fisher Ports,
Wine and Seafood Festival, Astoria, warming room,
fund raising for the Aquatic Center. Before I came to Astoria;
March of Dimes, Alzheimers, Breast Cancer, fund raisers.

Signature of Applicant



Date

7/22/15



RECEIVED
MAR 06 REC'D

Senior & Disabled Special Transportation Advisory Committee Member Application

900 Marine Drive • Astoria, OR 97103 • 503-861-7433 • www.ridethebus.org

Name: Carson Barbara
Last Name First Name

Mailing Address: 2500 Rowlett Seaside Or 97138
Street City State Zip

Telephone Number: (503) 791-6795

Email Address: ba.mcarson1@yahoo.com

Please list any areas of interest or expertise relating to a position on the Senior and Disabled Advisory Committee.

I am having to use a wheelchair to get around & have a manual wheelchair & a power chair. I also go with people to their medical appointments, etc.

Why are you interested in becoming a member of the Senior and Disabled Advisory Committee?

I am hoping to help make a difference in Seniors & Disabled Riders experiences.

What is your experience with Seniors and persons with disabilities in the community?

I am a retired nurse & have worked 41 years in Tillamook, OR 11 yrs at Marie Mills Center group homes & 30 yrs running my own Foster Home for mentally challenged & elderly persons. Before that I worked for Maryville Nursing Home in Beaverton & 6 mo in St Vincent's Kitchen under the diatition. I have also

Have you ever been a member of a group similar to our Senior and Disabled Advisory Committee? done in home nursing & private nursing care
 Yes No

If yes, please explain.

Position:	CURRENT RANGE		Statewide Ave.	Tillamook Transportation	Lincoln County Transportation	Benton County Transportation	City of Warrenton	FY2017-2018		Starting Scale Inc/Dec	Top Scale Inc/Dec
								Negotiated	Negotiated		
Executive Director	\$26.44	\$37.98	\$178,561	\$24.03-\$38.46	\$33.57-\$45.31	\$28.58-\$36.48	Negotiated	Negotiated			
Finance Officer	\$17.75	\$27.00	\$25.11-\$43.46	\$17.79-\$28.85			\$31.55-\$38.35	\$22.00	\$34.00	23.9%	25.9%
Operations MGR	\$19.50	\$26.00	\$17.29-\$65.72	\$19.71-\$26.44			\$22.43-\$27.25	\$21.00	\$28.00	7.7%	7.7%
RideCare MGR	\$17.75	\$27.00	\$17.29-\$65.72				\$23.54-\$28.61	\$21.00	\$28.00	18.3%	3.7%
Executive Assistant	\$15.62	\$22.00	\$17.42-\$42.75	\$15.72-\$23.56			\$23.54-\$28.61	\$16.50	\$25.00	5.6%	13.6%
IT Specialist	\$15.62	\$22.00	\$21.58-\$46.04					\$16.50	\$25.00	5.6%	13.6%
HR/Payroll	\$15.62	\$22.00	\$34.36-\$65.33	\$14.9-\$24.04				\$16.50	\$25.00	5.6%	13.6%
Transit Center MGR	\$19.50	\$26.00	\$16.74-\$40.72				\$21.35-\$25.96	\$16.50	\$25.00	-15.4%	-3.8%
Paratransit Sup.	\$15.62	\$22.00	\$16.75-\$34.82					\$16.50	\$23.00	5.6%	4.5%
Driver Sup.	\$15.62	\$22.00	\$16.75-\$34.82	\$16.20-\$19.86	\$16.73-\$21.74			\$16.50	\$23.00	5.6%	4.5%
Mobility Coordinator	\$15.62	\$22.00	\$16.75-\$34.82					\$16.50	\$23.00	5.6%	4.5%
T.O. Specialist	\$15.62	\$22.00						\$16.50	\$23.00	5.6%	4.5%
Mechanic/Maint.	\$15.00	\$19.00	\$13.57-\$28.76					\$15.00	\$20.00	0.0%	5.3%
Paratransit Driver	\$13.67	\$18.00	\$12.40-\$29.00					\$14.50	\$19.50	6.1%	8.3%
Driver	\$13.25	\$17.50	\$12.40-\$29.00	\$14.28-\$17.85	\$15.26-\$19.84			\$14.00	\$19.00	5.7%	8.6%
Dispatcher	\$13.25	\$17.50	\$9.39-\$19.83	\$14.64-\$17.97	\$15.49-\$20.13			\$14.00	\$18.50	5.7%	5.7%
CSR	\$13.25	\$17.50	\$11.57-\$23.46					\$14.00	\$18.50	5.7%	5.7%
Billing Clerk	\$14.00	\$19.00	\$11.39-\$20.96					\$14.50	\$19.00	3.6%	0.0%
Mechanic Asst.	\$15.00	\$19.00	\$13.57-\$28.76	\$15.50-\$16.12				\$13.00	\$17.50	-13.3%	-7.9%
Mobility Assistant	\$10.50	\$16.50	\$9.41-\$18.81					\$11.00	\$14.50	4.8%	-12.1%
Lot Attendant	\$8.80	\$11.50	\$9.35-\$11.96	\$11.35-\$11.64				\$9.75	\$12.00	10.8%	4.3%

Executive Director Report
April Board Meeting Report
Jeff Hazen

- I had hoped to get the wage recommendations to you this month but I need a little more time to analyze them so you will have them at your May 19th Board meeting.
- Mary and I are working on an interesting dilemma, the FTA (Federal Transit Administration) has contacted us regarding a 2009 Paul Sarbanes Grant for \$33,000. This was an after the fact grant to provide service to Fort Clatsop. They have indicated that we have executed the grant. We are searching through grant archives and financial archives to verify this. Mary indicated to me that a few years ago the District had to return funds for this project because of overpayment. We are working to sort this out.
- Scott, Carol, Jason, Shasia, Mary and I will be attending the CTAA (Community Transportation Association of America) Expo in Portland in May. I have made it a requirement that everyone will be taking public transportation to Portland and utilize public transportation while we are there since TriMet is giving us free passes during the week of the Expo. We will be riding the Lower Columbia Connector to Portland and then returning on the Point. Since we are a transportation provider, it is important that we utilize public transportation whenever we can and this is the perfect opportunity to do it. We are receiving two 80% scholarships from ODOT (Oregon Department of Transportation) and I will receive partial funding from ODOT since I am a PTAC (Public Transportation Advisory Committee) member.

Weekly Reports:

3/21/16

Good morning, Jason, Konnor and I traveled to Albany last week to meet with the 3 other governmental Medicaid NEMT (non-emergent medical transportation) brokerages to discuss OBSS (Oregon Brokerage Software System). I've mentioned this earlier but thought I would give you a little more background on OBSS. Several years ago when Trimet operated an NEMT brokerage, the State had them develop software to be utilized in the call centers. Trimet had a software engineer that was able to design the software to meet the needs of the brokerages. Whenever there was an issue that popped up, we were able to contact the developer and have him do a fix on it for us. All of the brokerages did this based on what they were experiencing. We would also have him make tailor some changes to meet our specific needs as well. When we went to the Coordinated Care Organization (CCO) model, Trimet no longer served as a brokerage. This left us in a bit of a spot because the developer was no longer employed by Trimet. He went to work for First Transit. He has been allowed to continue supporting everyone with OBSS but the time has come for him to retire. He would like to continue to support us on a part time basis for the next couple of years.

We feel that it is important that we enter into this intergovernmental agreement (IGA) with Central Oregon Intergovernmental Council (COIC), Cascades West Council of Governments (CWCOG) and Rogue Valley Transportation District (RVTD). This will give us collaborative opportunities to work with the developer on the priorities for the software that we need. Last week, we developed and prioritized several things that we have identified as necessary fixes to the software as well as some enhancements that we all want to see. It was a great discussion amongst everyone around the table. Karen Friend from COIC has taken the lead in communicating with the developer so we have one point of contact with him at this point. She has taken the rankings that we made last week and will meet with him to get some timelines put together for addressing them. One of the other things we will be asking from him is documentation. Currently, there really isn't any documentation at this point. It's all in his head. During this 2 year period we will also be discussing what we are going to do in the future, keep OBSS or go a different direction. RVTD has written a STF statewide grant proposal for the development of new brokerage software in case that is the direction we need to go.

For now, this 2 year commitment from the developer will keep our brokerage up and running as smoothly as possible. We will be able to get the quirky things fixed and enhance the software to better meet our needs. We currently are forecasting a June or July start date so you will have an IGA to review and approve prior to that. The timing is good since we will be able to budget for the added cost as we go through the budget cycle.

Something else I wanted to let you know about because I'm not sure that you know about it is that the County Manager, all of the City Managers, the Executive Director of CEDR (Clatsop Economic Development Resources), the Executive Director of Sunset Empire Parks and Rec, and I meet once a month for an area managers lunch during the non-summer months. It has been a great opportunity to share what is going on in our District along with hearing what is going on in the various communities throughout the county. Being at that table helps us be more relevant in the community and has fostered good will for the District.

3/30/16

I'm towards the tail end of the wage study and believe that I will be able to present this to the Board at the April meeting. I wrapped up most of last week but will be finalizing this week or next. I am also close to wrapping up the Personnel Policy review and look to have that sent off to HR Answers for their review and comments. I received the final report from ODOT for the recent Compliance Review last week. There were some corrections to the report that needed to be made so I am waiting for the updated version. I've written a couple of grants for replacement vehicles that I will submit this week. I'm asking for 4 and hoping to get 1 or 2. Funding is available through the Discretionary 5310 Seniors and Individuals with Disabilities along with the 5339 Bus and Bus Facility. I spent time with our consultants for the transportation plan getting ready for the TPAC (Transportation Plan Advisory Committee) meeting next week. We are in

the midst of training new drivers that we have brought on as limited part time. Everyone is working on their respective budgets in preparation for the upcoming budget season. We have adjusted the process a little to make it easier for them to get through their budgets.

4/13/16

Since our email blew up last week, here is a couple of weeks' worth of info. I have submitted the 5310 and 5339 bus replacement grants. I am hopeful that even with limited funding in each program, that we get at least one or two vehicles. As you may recall, I am on the statewide committee to develop performance measures for the Transportation Options (TO) program. I met with the consultants and the other TO agency heads to drill down on a few of the measures to make sure that they make sense for the agencies. We were very vocal about our concern, once again, that they were getting too much data collection requirements put on the agencies. We will continue to chip away at the measures to make sure that we are able to be developing programs throughout the area and not spending the majority of TO time collecting data. The volunteer veterans' transportation program has kicked off. We are doing several outreach meetings in all corners of the county to get not only transportation information out to veterans but also information on many other resources available for them. I went to an event to meet the new CEO at Providence Seaside and to also learn about the new physicians that they have recruited to work there full time. Exciting things happening in healthcare in our area! I also met with their transportation people as a follow up to the meeting that Liz and I attended last year. They are doing a good job filling in some gaps that we identified. The TPAC (transportation plan advisory committee) met last week to review the short term, middle term, and long term route adjustments. We also discussed fare strategies and got some good input from the group. The consultants will begin their work on the draft transportation plan that will come before the Board tentatively in July for your adoption. I think Kevin will agree that we have had good involvement from our committee members in helping develop the future of transit in Clatsop County. Doug from Tillamook and I are working on our connections. We are looking at making all of the connections between our agencies in Cannon Beach rather than having them sometimes in Cannon Beach and sometimes in Manzanita. Doug is in agreement that it makes sense for them to come to Cannon Beach each time. We are also going to study adding a fourth connection if it comes out as feasible in the study. Week before last, our ridership was up 8%. The 101 was up 18%. Last week, ridership was up over 8% with the 101 up 21%! Last year the Team had a discussion about the need to have a vehicle that was more economical to drive rather than a van. When I was at SDAO conference in Sunriver, I learned about GovDeals, an auction site that the State contracts with to sell surplus equipment. We had bid on a vehicle a few weeks ago but were unsuccessful in being the winning bidder. Last week, we were successful in obtaining a 2004 Chevrolet Impala for about \$3,000 and it included a set of studless snow tires. This vehicle will be kept at Warrenton overnight. On the days that I drive to work, I will park my car at OPS and then bring the Impala to the transit center so that it is available for anyone to use during the day for District business. Just like the van, if someone has an out of town trip,

they can reserve the car with Jennifer. This will reduce the amount of mileage we have to pay if someone drives their own vehicle. It will also be available to Board members if they have an out of town meeting when they are representing the District. The email situation is much better now. Our old email server crashed so we decided to move forward with a cloud based email system so you are now operating on Office 365. Previously, we had 100 gigs for the whole district, now each user has 50 gigs and an unlimited archive that is searchable. It's another step forward in the 21st century!

April 15, 2016

To: SETD Board of Commissioners
From: Jeff Hazen
Executive Director

Re: Quarterly District Review

This is the quarterly review of the District for the Board of Commissioners.

- **Operations**
 - Fixed route ridership for the last quarter was up 4.5% over the same quarter in FY '15.
 - We have been attempting to get additional drivers hired but it is proving difficult due to the tight labor market. We have eliminated the CDL requirement and are focusing on customer service in our recruitment. We will assist the new hires in obtaining their CDL.
- **RideAssist**
 - As I have mentioned before, RideAssist is showing some tremendous increases. January was up 34%, February up 35% and March up 45% for a total increase of 38% over the same period next year. The good news is that we are fulfilling our mission of transporting our seniors and disabled, the bad news is we are having capacity issues. This is why we are aggressively seeking additional funding for both new vehicles and for additional drivers for RideAssist.
- **RideCare**
 - RideCare is showing increases as well. As an example March's phone volume was up 40% over last year. Our pmpm (per member per month) payment did increase in January by 3%. In comparing call volume per employee, our staff handles a considerable amount of calls compared to other brokerages in the State. We will be adding additional staffing to the brokerage in order to better handle the call volume and still operate within our funding levels.
- **Mobility Management**
 - Shana continues to learn about mobility management. She was successful in wrapping up the planning of the veterans enhanced transportation initiative. It has kicked off and we have begun our outreach throughout the entire county.
- **Transportation Options**
 - Shasia has been doing outreach in both Columbia and Tillamook counties along with some here in Clatsop County. Both of us have been involved at the State level to develop the performance measures for the program throughout the State.

- **Outreach**
 - Outreach early in the quarter surrounded the route change process. Mary has been spending considerable time working with Polk Riley on our schedule redesign. As you know, we have tasked Mary with taking on the additional responsibility of overseeing both Mobility Management and Transportation Options. This restructure will streamline our outreach efforts and bring all of those efforts under one umbrella.
- **HR (Human Resources)**
 - Tami has finalized our Safe Personnel training program. This program outlines what safety training each employee, based on their position, has to complete each month. This is crucial to make sure that we are in compliance with OSHA (Occupational Safety & Health Administration) requirements. She has continued with ongoing HR training through SDAO (Special Districts Association of Oregon) and LCHRMA (Lower Columbia HR Management Association). She worked with Shana to finalize the veterans program and her role in completing background checks on volunteers.
- **Finance**
 - As I mentioned at the March Board meeting, our General Fund is doing very well. The team has done a great job of controlling expenses and our fund balances reflect that work. We've begun the budget process for the upcoming year. I'm very pleased with having Al and his skillset on board with us.
- **Technology**
 - Konnor has continued to work on the new time clock system and making sure that everything is ready to go before we deploy the system. Our new generator successfully operated during business hours when we lost power. We did have one issue with it during non-business hours that we were able to get fixed the same day. Konnor worked on the RideCare software because of the added initiatives that RideCare has taken on. He is also part of our statewide team to control the future of OBSS (Oregon Brokerage Software System)
- **Transit Center/Kiosk**
 - As I visit other transportation districts, I am so happy that we have the transit center and kiosk. Many agencies don't have them and I see a real disconnect with the public because of it. I enjoy going downstairs and talking with riders and others who use the transit plaza. We provide an extra level of service to our riders that many agencies don't have the chance to. Our staff, led by John, do a great job getting people the transportation information they need.

FY 14-15 Executive Director Goals		Evaluation			
Goal	Due By	Complete	On Time	Quality	Comments
Update all personnel policies for Board approval	1/31/2016	N	N	5 4 3 2 1	This has taken longer than anticipated. I will be sending it off to HR Answers for their input. When I get it back, I will be meeting with a group of employees to get their input on it as well. I anticipate this coming to you for your review in May or June.
Develop a wage comparison study for all positions and make recommendatsons to the Board for any wage adjustments.	1/31/2016	Y	N	5 4 3 2 1	The State was slow in getting me statewide information, this will be before you at the May meeting.
Develop a Facilities Maintenance plan	12/31/2015	Y	Y	5 4 3 2 1	This has been sent off to ODOT for their review and comments. Once received back, I will present it to the Board for their adoption.
Develop a Leadership Training program for the Leadership Team of the District	3/31/2016	N	N	5 4 3 2 1	I haven't made a formal program but have given a couple of presentations to the Team on coaching and writing effective performance appraisals.
Strongly advocate enhanced rural transportation funding with our state and federal legislators.	Ongoing	Y/N	Y/N	5 4 3 2 1	I periodically see our State Senator and Representative and engage them when I do. I also have had discussions with Sen. Wydens staff.
				5	Outstanding
				4	Exceeds Goal
				3	Meets Goal
				2	Partially Meets Goal
				1	Does Not Meet Goal

Operations
April Board Meeting Report
Scott Earls

1. I sat in on a couple Webinars through RTAP.(Rural Transit Assistance Program).
2. Continuing to work on the budget process.
3. Interviewing driver applicants.
4. Computer issues caused some delays in paperwork.
5. Re-Trained on Blood borne Pathogens cleanup, Customer service and Active shooter, all through SDAO (special districts association of Oregon).

Rider Report
April Board Meeting Report
John Layton

“The Bus” (Fixed Route) Highlights:

- 15,039 people used fixed routes in March for an average of 485.1 riders per day.
- 6.7 % increase in average passengers who rode fixed routes per day from last March (454.6 to 485.1)
- 8.9 people per hour, on average, got on any fixed route at any time that the bus runs in March. A 27.0 % decrease (12.2 to 8.9) from last March.
- 18.7 % increase in the ratio of elderly/disabled riders from last March (16.24 % to 19.27%)

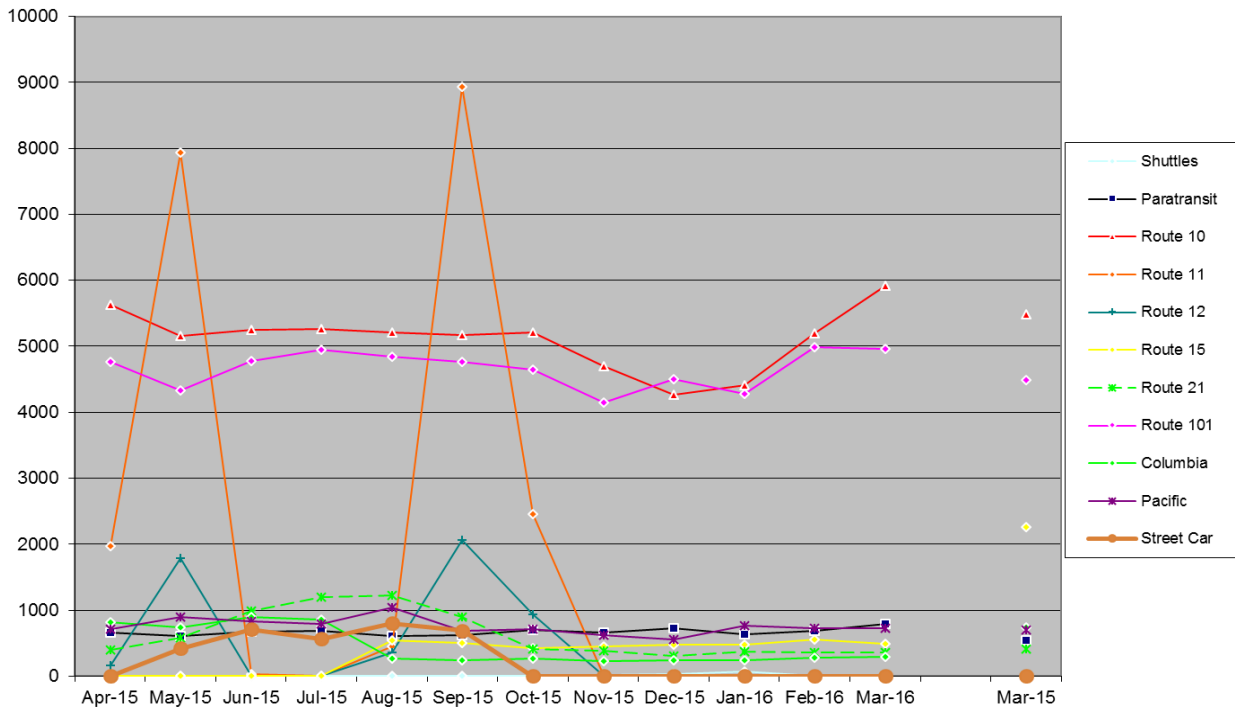
RideAssist Highlights:

- 793 rides were provided by RideAssist in March for an average of 31.7 rides per day.
- 45 % increase in average RideAssist passengers per day from last March (24.9 to 31.7)
- 55.2 % increase in all ADA Paratransit rides from last March (346 to 537)

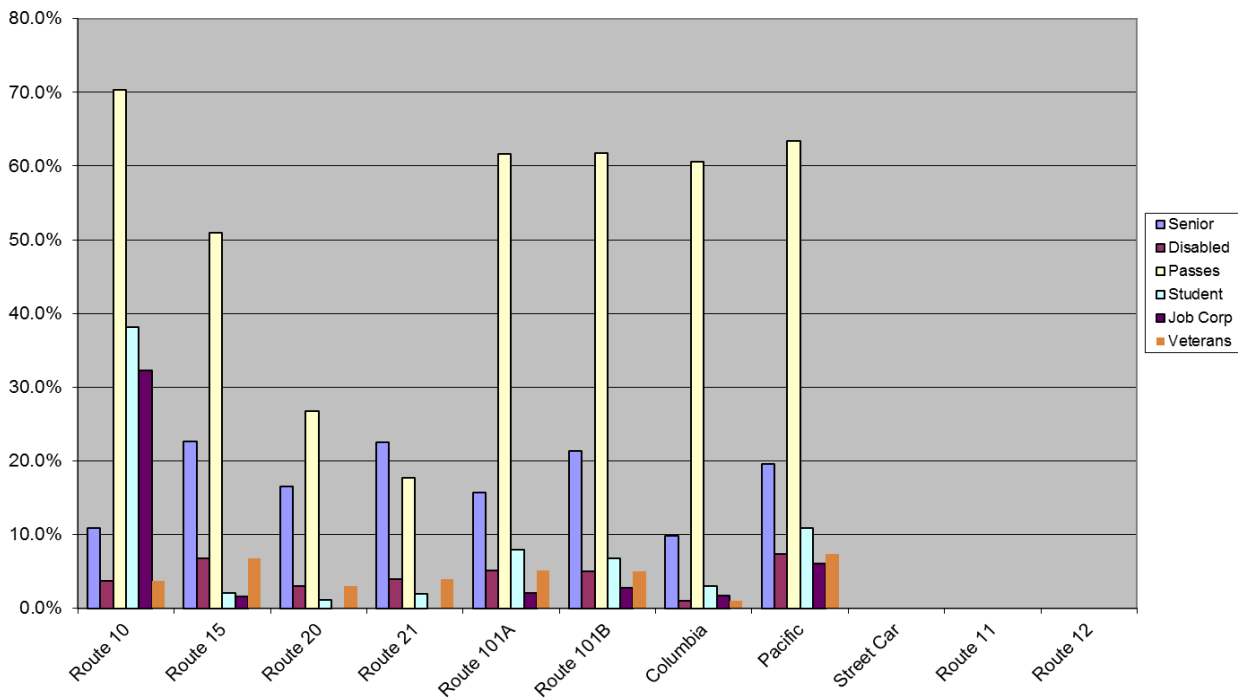
System Highlights:

- 15,832 people used Sunset Transportation Services in March for an average of 510.7 riders per day.
- 6 % increase in all average passengers per day from last March (472.2 to 510.7)

SETD Rides



Rider Breakdown by Route



RideCare
April Board Meeting Report
Jason Jones

- Ride Care is happy to say that the Veteran's Enhanced Transportation Program is very close to going live. We are assisting Shana with vehicle inspections and general on-boarding of driver's files into our data base. We look forward to serving our Veterans in April!!
- Jason continues in his bi-monthly Clinical Advisory Panel meetings as well as the High Risk taskforce. The taskforce is meeting monthly and have already submitted reports detailing the areas of high risk in our service area of Tillamook, Clatsop and Columbia counties. One of the biggest risks facing our community right now is the Opioid dependency. Our challenge is to advise the CCO a path that will begin to find alternate ways of treatments in general that will alleviate the need to prescribe the drug. Its exciting to be in this sub-committee and offer my opinions from the transportation side of things.
- I attended a meeting in Albany with Konnor and Jeff to discuss the future of our scheduling software we use at the brokerage. The meeting was well attended and many concerns and even some solutions were presented. We are continuing our involvement in the discussions on how to partner with the software developer who created the software to enhance and maintain the system for the coming 2 year.
- March was an exciting month for Ride Care and its calls. We have seen an average of 18.5% growth in business in the last 3 years. This growth culminated in one exciting number: 11,058!! This number is the in-coming and out-going calls that our team took in the month of March, our busiest in our history. Looking back to 2012, Ride Care processed 59,753 rides total. If 2016 projections hold for the year, Ride Care will see 59,096 SEDAN rides alone. Combined with all the other modes of trips, 2016 could see 122,000 trips. That's an exciting jump in a three-year time-span.

Marketing and Outreach
April Board Meeting Report
Mary Parker

I have been honored to assist with the new Veterans Outreach Program. Very happy to see this program implemented and am hopeful it will flourish and grow. We developed a new brochure that incorporates information on who to contact for all of the current Veteran's services in the county with added information about DAV Van reservations basic transportation and the discounted bus passes that we offer to veterans. We also made several Veterans Outreach Meeting Flyers that were posted throughout the county in our shelters, at hospitals, clinics, churches and other services and organizations. We will have copies of the brochure at the Board meeting this month in case you would also like to distribute or have available as well.

Safety Clean Up Kits- SETD staff is often faced with cleaning up large messes at the transit center and on the busses that could contain body fluids or blood borne pathogens. This kind of clean up requires training and proper personal protection and necessary cleaning and disinfecting supplies. To assure staff has access to these supplies proper protection and necessary cleaning supplies the Safety Committee has put together several biohazard spill response buckets that contain needed biohazard cleanup supplies along with biohazard clean up instructions. The cleanup kits come in two sizes to accommodate both large and smaller spills and are easy to see and ready to grab and take to the spill site and will be available for use at operations and at the transit center.

Admin

- March developed into a very challenging month. Much time was spent gathering training materials for our time system, as well as setting up individual employees with training links for safety training. The last part of the month was the most challenging. I have begun to notice, that one of the servers we had to keep from SETD's old computer system is beginning to experience some problems. This has caused some headaches with our network. It seems the problem stems from the server not being configured correctly by a previous consultant to the district. I have started to dig into the issue more, and will report back with my findings. In the meantime, I have had to reconfigure some network equipment, to allow the smooth productivity of the district to continue. I have also begun a transition to a new E-Mail system called Office 365, this should prove to be a better solution for the district, and save us quite a bit of money. Unfortunately the transition will not be smooth, due to the mail server having problems as well.

Mobility:

- As the new Veterans Transportation Program takes off, Shana, Jason, and I have worked to get the volunteer drives on our iOBSS system which will allow more accurate dispatching and communication between the drivers. We already use this system with our brokerage providers and volunteers, as well as for reimbursements. By taking the step to set them up in this manner, we are creating a more productive environment with 21 century software that we already use so there is no learning or teaching curve for the staff.

Ride Care:

- Over the course of the month, we have found and fixed a few issues with our brokerage software. There were a few glitches that affected our web portal that providers use to view the rides they are providing and bill. There was also another issue with some rides not saving just right, this has been corrected. With some of the network problems we were having there were a few delays in billings, but everything has since been caught up and corrected. Currently Jeff, Jason, and I, are working with other brokerages to construct a better support plan for our brokerage software, as to eliminate some of these pesky problems, and create a plan for dealing with and fixing problems before they become a major issue as time goes on. I look forward to sharing more with the Board as this support plan comes together.

Maps, Schedules and Website:

- As the budgeting for the website continues, I feel that Jeff and I have reached a solid figure to present to the budget committee. This amount will allow us to achieve all core tasks of the website development in the first year, the following year will consist of the extra tasks we may, or may not want to add to the website. Examples could include, electronic ticketing, or real time bus location. Additionally I have spoken with Jeff and he agrees that we should form a website committee, to ensure we are capturing the best interests of the district, as well as consistently keeping a well-structured plan of action.

Conferences and Training:

- Nothing New

Transportation Options:

- Nothing New

Development Notes:

- As we take on the new website, I am working to design and build the foundation that the website will sit on. This includes setting up and configuring a webserver dedicated to just this website, as well as some redundancies to ensure the site has a 99.9% uptime.

Human Resource Report
April Board Meeting Report
Tami Carlson

- March 2nd attended Lower Columbia HR Management Assoc. (LCHRMA) “Employment Law Update” presented by Jennifer Bouman-Steagall. She touched on several new regulations for 2016. Fair Labor Standard Act (FLSA) for salary compensation - Exempt vs. Non-exempt; Oregon’s new minimum wage law; Equal Employment Opportunity Commission (EEOC) revised the pregnancy guidance; “Ban the Box” (no criminal history on employment application); “Oregon Sick Leave” and changes prohibiting no smoking or VAPING.
- Started the hiring process for relief drivers. Several potential candidates were interviewed. We will continue this process until desired number of drivers are met for the summer season.
- March 29th attended SETD Safety Committee. Online Safe Personnel trainings set to start April 1st. Employee fire extinguisher training through SDAO planned for June.
- Volunteer Program for Veteran’s transportation implemented this month. Working with Shana MMC to ensure proper procedures are in place for volunteer driver pre-drug screening and background checks.
- Submitted IRS/SSA/CMS Data Match Questionnaire. This is a mandatory report done every 4 years to match employee health care and Medicare/Medicaid coverage.
- Other projects – GSNA Timeclock; SETD Budget Process

RIDE ASSIST
April Board Meeting Report
Carol Penuel

- In March, Paratransit had 793 rides for an average of 31.70 rides per day. There was a 45% increase in all ADA Paratransit rides from last March. The ADA rides increased 55.2% from last March.
- Dial-A-Ride had 4 rides in the month of March.
- There were 9 new ADA Paratransit applications received.
- The Paratransit drivers sold 13 ticket books for a total of \$312.00.
- There were 100 veteran rides given, which is 20 more than last month.
- There were 7 ride denials for ADA Paratransit rides. Three were due to lack of capacity, one was provided at different time than requested and three were due to a driver was unable to drive. The backup driver was already scheduled to drive for another driver who had the day off.
- Our drivers turned in \$29.00 in tips recently. I think this shows are customers appreciate the service a lot! I had \$25.00 in tips to turn in the month before for a two-month period.
- There were requests for weekend rides in Warrenton-Hammond. There were 4 rides in March.

Paratransit Fares Collected for March \$3,266.00

- Para-transit Fares: \$ 905.00
- Tickets Collected: \$451.00
- Medicaid Collected \$1,910.00

Mobility Management
March 2016 Report
Shana Verley

***Training and Research**

This month I went to Fife Washington to the Community Transportation Association of the Northwest 2016 Conference. The whole experience was very educational, it had a great amount of travel training and mobility management information. It has been the best conference I've attended up to now.

***Program Development**

Our Veterans Enhanced Transportation Program is up and running! After several years (only months for me) the program is a success. Jason Jones, Dick Lang and myself did a large amount of research, networking, and connecting the dots to be able to begin. We currently have 5 volunteer drivers and we have a total of 21 scheduled rides as of 04/14/16.

***Outreach**

Mary, Jason, Dick, and I have all been working on outreach for the VETP program by posting flyers throughout the county and visiting different towns. So far we have had 4 outreach meetings in different areas of Clatsop County including Astoria, Westport, Svensen, and Olney; and we have 7 more to go, which are Warrenton, Seaside, Gearhart, Hamlet, Elsie, Lewis & Clark, and Cannon Beach.

Transportation Options
April Board Meeting Report
Shasia Fry

Job Fair

On Thursday April 7th, I attended the Clatsop County Job Fair. There I represented both North West Transportation Options and Sunset Empire. There I helped students figure out how they are going to get from their homes to work using the bus. I also handed out safety information and bicycle reflectors for those who were thinking about biking for their commute. Throughout the Fair, a lot of teachers approached me and asked about the possibility of doing travel trainings regularly in the schools. I also spoke with John who is the coordinator for Clatsop and Columbia Counties Students in transition programs. He shared with me that recently Rainer School districts have shared with him a want for some travel training and bicycle safety training. I have reached out to Rainer and am working on a plan to present to their school next year.

I will also be attending a Senior Preview day at the Merts Campus on the 22nd of April. There I will be tabling and giving bus and transportation options information.

Tillamook

I have recently been reaching out to Tillamook and surrounding areas, learning about their different transportation needs. I am working with Bay Community College to include transportation options information in their New Student Information Packets. It is my goal this summer to become a presence in Tillamook and build strong connections with business and the community.

Marketing

I have been working on a full marketing package for NWTO. Including a brochure, rack cards, flyers and other information that we will need when tabling and presenting at different events. I will also be working on other collateral material for the program such as; bags, water bottles and t-shirts.

School Bus to City Bus

I am working on a presentation for the Clatsop County School Districts that will teach students how to move from the School Bus to using the City Bus. This will be presented to the school in late May or the first week of June. It will highlight our Summer Fun pass.