



**Sunset Empire Transportation District**

**BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA**

**FRIDAY JANUARY 20, 2017**

**9:00 AM**

**Astoria Transit Center, 900 Marine Drive Astoria, OR**

**AGENDA:**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. RESIGNATION OF COMMISSIONER
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3 minute limit)
6. APPROVAL OF DECEMBER 8TH BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS- NOVEMBER 2016 & DECEMBER 2016
9. OLD BUSINESS
  - a. County of Linn v. State of Oregon and the State Forestry Department, 16CV07708
10. NEW BUSINESS
  - a. Intergovernmental Agreement with Columbia County on Feasibility Study
  - b. Special Transportation Fund Recommended Projects
  - c. 5310 Funds Recommended Projects
  - d. Board Vacancy
  - e. Updated Board Bank Signatures
  - f. Selection of Legal Services Provider
11. CORRESPONDENCE-
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. PUBLIC COMMENT (3 minute limit)
15. OTHER ITEMS

December 15, 2016

Kathy  
Board Chair  
Sunset Empire Transit District  
900 Marine Drive  
Astoria, OR 97103

Dear Kathy,

Please accept my resignation from the SETD Board of Commissioners effective December 31, 2016.

For nearly six years, it has been my privilege to serve on the Board. During that time, we have seen many changes in the District, most resulting in improvements in the District's financial stability, community regard, service levels and ridership. I feel that now, under Jeff's leadership and the Board's guidance, the District is poised to enjoy continued year-on-year improvements in these regards.

To my fellow commissioners, past, present, and recently departed, as well as to our able staff, may I say that I have been blessed by knowing and working with each of you. I encourage you to take heart in the good work each of you is doing. Our region benefits greatly from your dedication and service.

Going forward, I look forward to being able to spend more time with Janis, my wife, as we try to get that fifth wheel out on the road a little more often, to explore some of the amazing places in our beautiful state.

God bless you all,

Paul Lewicki



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
DECEMBER 8, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Jim Servino, Secretary/Treasurer Carol Gearin present via phone, Commissioner Tracy MacDonald and Commissioner Lylla Gaebel present via phone. Vice Chair Paul Lewicki, excused  
  
Staff Present: Executive Director Jeff Hazen, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, Operations Manager Scott Earls, Paratransit Supervisor Jennifer Geisler, Mobility Management Coordinator Shana Verley, Human Resources Tami Carlson and Transportation Options Specialist Shasia Fry.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF OCTOBER 27, 2016 MEETING MINUTES  
Commissioner MacDonald moved to approve with corrected spelling of Correspondence  
Commissioner Widener seconded the motion  
Discussion- None  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Widener- No comment
  - b. Commissioner MacDonald- No comment
  - c. Commissioner Gearin- No Comment
  - d. Commissioner Gaebel- No Comment
  - e. Commissioner Servino- No Comment
  - f. Chair Kleczek- Thanked staff for the very enjoyable Christmas Party. Chair Kleczek also explained that she did not stand for the Pledge Of Allegiance due to her being appalled at the human rights and civil rights violations that are happening in North Dakota that are being condoned by the government because there is no action being taken against those that are perpetrating these actions. The actions are perpetrated by officials and lives are at risk and people are being hurt and the civil rights perpetrated are evident and I am awaiting what sort of action is going to be taken.
7. FINANCIAL REPORTS- OCTOBER 2016  
Al clarified that the \$36,000 owed to SETD by the Clatsop County Treasurer is deferred taxes which people have been billed for and not paid yet and it will not go away and that he has contacted Allstate Insurance about the \$427 that is past due. Al clarified that SETD is currently under budget due to not having to rent 2 busses and Executive Director Hazen explained income from the anti-trust lawsuit filed by the state of Oregon was due to a settlement for alleged price fixing on monitors several years ago.  
Commissioner Widener moved to approve the October 2016 Financial Report.  
Commissioner Servino seconded the motion  
Discussion- None  
Motion passed by unanimous aye vote
8. EXECUTIVE SESSION-LEGAL COUNSEL ORS 192.660 (2)(h)- 9:11AM – 10:09 AM
10. OLD BUSINESS
  - a. Call Recording Policy Update- Executive Director Hazen said that he and Jason are working on this policy together. Commissioner Gaebel suggested that the Board be included in the appeals process when there is a public inquiry requesting a phone recording that cannot be released.

- b. BOARD GOAL SETTING SESSION- Executive Director Hazen said he would like to set up a Board Goal Setting Session in January. He has sent out a doodle poll to assist in setting the date. Executive Director Hazen has contacted Special Districts who will provide facilitators as part of their contracted services.
- c. EXECUTIVE DIRECTOR EVALUATION PROCESS- Chair Kleczek reported that the Executive Director Evaluation Committee (EDEC) had met and determined that the Executive Director Evaluation Forms will be distributed to the Board and staff and once they are returned they will be processed. Then one or two of the EDEC will meet with the Executive Director in his office to administer the evaluation. An Executive Session will be added to the next Board meeting agenda for the discussion of potential compensation changes. Any compensation changes must be approved by the Board after coming out of Executive Session and during the regular Board meeting.

Commissioner Lewicki moved to approve process of the Executive Director Evaluation and compensation administration process as stated  
 Commissioner Gearin seconded the motion  
 Discussion- Commissioner Servino asked for clarification on the process and motion  
 Motion passed unanimously

## 11. NEW BUSINESS

- a. Oregon Department of Forestry Presentation on Current Forest Management Plan- Ty Williams, Assistant District Forester for the Oregon Department of Forestry in the Astoria District presented a report and fact sheet on the management of the 137,000 acres of forests in the area. The Forestry Department manages the forests for the greatest permanent value. They have two marketing units that oversee timber sales, a roads unit that oversees transportation systems and a reforestation unit that oversees the plantations and recreation staff that oversee 5 campgrounds and 20 miles of motorized train and 30 miles of non-motorized trail. Over the last 10 years outputs generated have been averaging about \$15.8 million dollars to Clatsop County and the 25 local taxing districts. Harvest of timber creates jobs and maintain species habitats. They are following a plan developed in 2001 that was updated in 2010 that guides their management. The annual harvest objective is about 73 million board feet of lumber a year from a total inventory of 4 billion board feet. Public forest lands are open to the public except when there is fire danger or when roads are being used for illegal activity however they are still accessible on foot. Commissioner Gearin and Commissioner Gaebel asked for a list of those that participated in the formation of the current timber plan. Ty Williams said he would contact Salem and send the list of participants to the Board. Chair Kleczek asked if there is going to be an update in the process to the current plan. Ty said there were several ideas around 2011 but it was tabled. Kathy asked if the foresters thought that the current management plan do you feel productive for both economic and environmental purposes and value. Forester said that every county would be lucky to have what Clatsop County has. Social, economic and environmental goals are met. We have 3 hatcheries with great fish count numbers, several recreation areas, mature roads and productive timberland and very productive and vibrant forests. That is well managed and other uses include hunting, mushrooming, hiking and bikint. Executive Director Hazen asked clarified that the timber cut on state lands cannot be exported overseas it must be processed locally. Ty encouraged the Board to attend the annual forestry tour which is unique to Clatsop County and has been presented for 26 years.
- b. County of Linn v. State of Oregon and the State Forestry Department, 16CV07708-  
 Commissioner Gearin moved to table the discussion to allow for further review of the materials presented and schedule a special meeting.  
 Commissioner Widener seconded the motion  
 Discussion- There was discussion about the deadline for voting on joining the lawsuit and scheduling a special Board meeting before the County deadline. Commissioner Gaebel asked that the Board receive all any new or up to date information about the court case. Commissioner Gearin asked for access to information that Heather Reynolds Board members having access to information from the County. Executive Director Hazen said that the County website should have this information.  
 5 ayes  
 Commissioner Servino abstained due to him not thinking the motion is necessary  
 Motion passed
- c. Whistleblower Policy- Executive Director Hazen explained  
 Commissioner MacDonald moved to adopt the Whistleblower Policy  
 Commssioner Widener seconded the motion  
 Discussion- Chair Kleczek asked the

Motion passed by unanimous aye vote of all commissioners

- d. ODOT Agreement #31796 Northwest Oregon Transit Feasibility Study- Executive Director Hazen explained that we are looking at the feasibility of Sunset Empire Transportation District joining together with Columbia County Transportation. Commissioner Gearin was concerned about the amount of staff time this study would take due to staff already being busy. Executive Director Hazen s  
Commissioner Servino moved  
Commssioner Gearin Seconded the motion  
Motion passed unanimously

12. CORRESPONDENCE- None

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen updated the Board on several items:

14. LEADERSHIP TEAM REPORTS- Reports submitted for October-November 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- John Layton, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.

15. PUBLIC COMMENT-None

16. EXECUTIVE SESSION-Executive Director Evaluation- ORS 192.660(2)(i)

Commissioner MacDonald moved  
Commissioner Widener seconded the motion  
Motion passed unanimously

17. OTHER ITEMS

An audio recording of the Sunset Empire Transportation District's October 2016 Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- October 27, 2016.

Meeting was adjourned at 10:15 AM

Mary Parker, Recording Secretary

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Commissioner Carol Gearin, Secretary/Treasurer

Date\_\_\_\_\_

*Mission Statement*

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

# Sunset Empire Transportation District

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## NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

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For the January 2017 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 5 Month = 41.67 % of Fiscal Year Budget\*

### Preliminary General Fund Profit and Loss

The District's General Fund Total YTD Income was \$1,340,292 (\$83,171 better than budget), 43.77% of annual budget and 93.31% of monthly budget. YTD Total Materials & Services was \$165,452 (\$187,315 less than budget), 19.81% of annual budget and 41.84% of monthly budget. Budgeted Other Expense reflects the expected delivery of one bus in November \$66,000 which was the estimated cost.

### Revenue

- 4000 Fares: Revenues for the month reflects an increase in Bus Fares for the month. Fare Box reflects an increase of about \$5,000 in November 2016 compared to November 2015. Significant increases are from routes 10 and 101 both increasing about 1,600 riders.
- 4090 Donations/Commissions: Vending machine commission \$120 and Employee tips from Cruise ships.
- 4100 Contract Service-IGA: Reflects Intercity Revenue from Columbia County for the period July to September 2016 (\$12,922), Cannon Beach billed for November Service (\$2,413) and Clatsop Care Center \$388.
- 4200 Property Tax: Reflects tax revenues of \$763,000 (\$762,000 Current Year and \$5,200 Prior Year) less a deduction of \$3,620 for the Georgia Pacific Wauna Mill's Settlement. This deduction should continue for the next 7 years as the repayment was spread over 10 years.
- 4272 Parking: Three parking spots are open, one person inquired but did not follow up. We have distributed a flyer to the businesses in the area to let them know there is a parking space available, we have asked that a flyer be included in the Weekly Email Update to the Astoria-Warrenton Area Chamber of Commerce and placed a sign on parking spot #11.
- 4300 Interest: Effective October 1, 2016 the LGIP Rate increased to 1.03%. The previous increase was in July 27, 2016 when LGIP increased their interest to .92% from (.875%). Fund savings are deposited into LGIP. The period July to Oct is a slow revenue period thus we draw on LGIP. This is November 2016 interest.
- 5000 Grants: Reimbursement for the two new Buses received in September. We had budgeted that the reimbursements would be received half in October and half in November 2016. Year to Date we are on budget.

### Expense

- 6200 Payroll Expense: Over budget the result of making the 3<sup>rd</sup> Qtr Workers Compensation payment.
- 8035 Conf Training & Travel: Conferences for Mobility Management (Washington DOT Conference) \$1,076 and Administration RPIBT (Rural Public & Intercity Bus Transportation) \$470.
- 8070 Employee Recognition: \$750 deposit for employee holiday.
- 8075 Fuel: Reflects actuals paid in October. Prices continue below budgeted amounts Unleaded prices are about \$2.10 and Bio diesel about \$1.65.
- 8130 Payroll Processing Fee: Includes November 2016 PR Fees.
- 8155 Telephone/Internet: Reflects the result of General Fund (GF) having larger share of the CoastCom services than budgeted. The GF was budgeted 25% of expenses and October reflects an actual usage of 30%. Overall the billing in on budget with Ride Care being better than budget.
- 8170 Vehicle Maint & Repairs: Significant expenses were for Tires, Windshield repair. The budget is estimated to be about \$10,000 per month.

**\*Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.

**Sunset Empire Transportation District**  
**NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the January 2017 Board of Commissioner's Meeting**

- 9700 Capital Expenses: Payment for one new bus was budgeted in October 2016. Payment for both buses took place in September 2016 and we were reimbursed by ODOT in October. The two new buses were received in September 2016.
- END

**Ride Care Fund Profit and Loss**

Ride Care's total Income is 34.96% of total budget. YTD revenues of \$1,202,797 are \$187,529 less than Budget. Which is the result of receiving \$137,874 less from CPCCO than budgeted. The 2016 budget assumed continued growth of 10.5% for the year. Actuals are showing a decline in membership over the last 6 months (April to Nov 2016) of 9.62%. This is the result of the CPCCO reviewing eligibility files and screening members. It is expected that membership will drop by about 10% over the next year. As a result, we have prepared a budget supplement for the Board to address this and other issues. YTD Interest Income of \$4,449 was \$1,949 better than budgeted partly the result of an increase in the interest rate to .92% from .875% in July with an additional rate increase in October 2016 to 1.03%. YTD Materials & Services of \$972,283 are \$221,788 less than budget and are 31.35% of YTD budget. This was aided by a 4<sup>th</sup> quarter settlement of \$47,697 which resulted from the accrual process at year end received in September 2016.

***Expense***

- 7000 Contract Providers: Providers continue catching up with their billings (Tillamook, Columbia County Rider and K & M)
- 7030 Bus Passes: Columbia County \$1,206 and SETD \$1,440.
- 8045 Drug/Alcohol Background: The result of background checks (3) and pre-employment test (1) Ride Care staff and two K & M criminal records checks.
- 8136 Professional Services: October 2016 Processing of Answering service invoice.
- 8155 Telephone/Internet Service: Is better than budget the result of RC actuals representing 70% of the Coastcom service while budgeted at 75%. Overall telephone is under budget and YTD include Oct prepayment when you include General Fund.
- END

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**Sunset Empire Transportation**  
**Profit & Loss Budget Performance General Fund**  
**November 2016**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 41.67%					<b>Better</b>		
Ordinary Income/Expense					<b>(Worse)</b>		
<b>Income</b>							
4000 FARES	21,901.00	17,325.00	144,812.11	126,125.00	18,687.11	268,300.00	53.97%
4090 DONATIONS/COMMISSIONS	133.52	150.00	1,018.47	300.00	718.47	600.00	169.75%
4100 CONTRACTED SERVICES-IGA	15,723.32	29,665.00	40,362.32	59,354.00	(18,991.68)	180,917.00	22.31%
4200 TAXES	763,366.04	725,000.00	823,444.31	774,000.00	49,444.31	925,000.00	89.02%
4250 TIMBER SALES	20,500.00	40,000.00	108,674.59	80,000.00	28,674.59	160,000.00	67.92%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	17,864.64	13,750.00	4,114.64	55,000.00	32.48%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
4272 PARKING SPACES	617.50	760.00	3,467.50	3,800.00	(332.50)	9,120.00	38.02%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	160.00	0.00%
4270 RENTAL INCOME - Other	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 4270 RENTAL INCOME</b>	<b>617.50</b>	<b>760.00</b>	<b>3,467.50</b>	<b>3,800.00</b>	<b>(332.50)</b>	<b>10,480.00</b>	<b>33.09%</b>
4300 INTEREST	438.61	400.00	1,858.56	2,000.00	(141.44)	4,800.00	38.72%
4310 MISC INCOME	0.00		817.48		817.48		
5000 GRANTS	0.00	70,550.00	141,100.00	141,100.00	0.00	1,128,379.00	12.50%
5080 OREGON STF FUNDS	0.00	0.00	56,872.00	56,692.00	180.00	328,560.00	17.31%
<b>Total Income</b>	<b>822,679.99</b>	<b>883,850.00</b>	<b>1,340,291.98</b>	<b>1,257,121.00</b>	<b>83,170.98</b>	<b>3,062,036.00</b>	<b>43.77%</b>
<b>Gross Profit</b>	<b>822,679.99</b>	<b>883,850.00</b>	<b>1,340,291.98</b>	<b>1,257,121.00</b>	<b>83,170.98</b>	<b>3,062,036.00</b>	<b>43.77%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	86,615.54	95,664.00	453,337.73	483,151.00	29,813.27	1,243,631.00	36.45%
6200 PAYROLL EXPENSES	13,151.61	11,816.00	57,848.60	60,990.00	3,141.40	153,610.00	37.66%
6300 EMPLOYEE BENEFITS	23,476.02	24,597.00	115,458.60	122,987.00	7,528.40	295,166.00	39.12%
<b>Total 1. PERSONNEL SERVICES</b>	<b>123,243.17</b>	<b>132,077.00</b>	<b>626,644.93</b>	<b>667,128.00</b>	<b>40,483.07</b>	<b>1,692,407.00</b>	<b>37.03%</b>
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENTS	59.46	1,479.00	871.66	7,395.00	6,523.34	17,750.00	4.91%
7030 BUS PASSES	0.00	340.00	0.00	1,700.00	1,700.00	4,080.00	0.00%
8005 AUDIT	0.00	10,000.00	1,600.00	14,000.00	12,400.00	26,160.00	6.12%
8006 ADS (HR JOB POSTING)	0.00	350.00	290.17	1,750.00	1,459.83	4,200.00	6.91%
8010 BANK FEES	242.84	250.00	1,018.71	1,250.00	231.29	3,005.00	33.90%
8020 BLDING & GROUNDS MAINT	1,756.51	2,114.00	8,723.92	10,575.00	1,851.08	25,373.00	34.38%
8030 COMP-INFO-TECH SERVICES	240.00	1,545.00	6,929.69	7,635.00	705.31	26,237.00	26.41%
8035 CONF TRAINING & TRAVEL	4,484.76	5,080.00	8,289.01	14,398.00	6,108.99	37,042.00	22.38%
8045 DRUG/ALCOHOL/BG CHECKS	95.00	267.00	839.36	1,331.00	491.64	3,200.00	26.23%
8050 DUES SUBSCRIPTIONS & FEES	189.60	500.00	7,339.94	6,850.00	(489.94)	9,280.00	79.09%
8053 IGA - DUES AND FEES	0.00	2,500.00	11,667.00	6,675.00	(4,992.00)	16,700.00	69.86%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	2,066.00	357.48	8,786.00	8,428.52	16,750.00	2.13%
8061 EQUIPMENT LEASE/RENT	426.21	458.00	2,396.84	22,294.00	19,897.16	25,500.00	9.40%
8065 EDUCATION/OUTREACH	47.00	2,745.00	2,845.82	19,566.00	16,720.18	39,510.00	7.20%
8070 EMPLOYEE RECOGNITION	948.01	100.00	1,403.19	300.00	(1,103.19)	4,000.00	35.08%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
8075 FUEL	9,831.45	19,897.00	39,392.88	99,485.00	60,092.12	238,772.00	16.50%
8080 INSURANCE	0.00	0.00	10,551.00	25,742.00	15,191.00	56,142.00	18.79%
8090 LEGAL ADS	0.00	0.00	200.00	100.00	(100.00)	800.00	25.00%
8095 LEGAL COUNSEL	0.00	0.00	0.00	2,000.00	2,000.00	6,400.00	0.00%
8100 MEETING EXPENSE	17.80	100.00	218.40	600.00	381.60	1,400.00	15.60%
8120 OFFICE SUPPLIES	932.23	1,000.00	5,116.15	6,600.00	1,483.85	15,450.00	33.11%
8130 PAYROLL PROCESSING FEES	117.60	160.00	645.40	880.00	234.60	2,080.00	31.03%
8135 PRINTING	219.35	2,633.00	894.44	14,116.00	13,221.56	33,950.00	2.63%
8139 PROFESSIONAL SERVICES	0.00	2,316.00	441.30	14,385.00	13,943.70	32,850.00	1.34%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00%
8150 TAXES/LICENSES/BUS REG FEE	74.22	0.00	74.22	0.00	(74.22)	330.00	22.49%
8155 TELEPHONE/INTERNET SERVICE	1,875.48	1,775.00	10,634.37	8,875.00	(1,759.37)	21,296.00	49.94%
8160 UNIFORMS	0.00	250.00	493.50	1,374.00	880.50	5,924.00	8.33%
<b>8 8165 UTILITIES</b>	<b>1,653.11</b>	<b>1,750.00</b>	<b>5,666.00</b>	<b>8,105.00</b>	<b>2,439.00</b>	<b>21,667.00</b>	<b>26.15%</b>



8170 VEHICLE MAINT & REPAIRS	5,940.45	10,000.00	36,551.72	46,000.00	9,448.28	120,200.00	30.41%
Total 2. MATERIALS & SERVICES	29,151.08	69,675.00	165,452.17	352,767.00	187,314.83	835,048.00	19.81%
Total Expense	152,394.25	201,752.00	792,097.10	1,019,895.00	227,797.90	2,527,455.00	31.34%
Net Ordinary Income	670,285.74	682,098.00	548,194.88	237,226.00	310,968.88	534,581.00	102.55%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,507.18	5,475.33	27,153.60	27,175.59	21.99	66,421.11	40.88%
9611 CLATSOP BANK-LOAN INT	1,066.32	1,098.17	5,713.90	5,691.91	(21.99)	12,460.89	45.85%
Total 3. OTHER EXPENSES	6,573.50	6,573.50	32,867.50	32,867.50	0.00	78,882.00	41.67%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	334.00	0.00%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	38,000.00	0.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	8,778.00	0.00%
9700 CAPITAL EXPENSE	0.00	0.00	187,931.00	190,000.00	2,069.00	797,000.00	23.58%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	106,104.00	0.00%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Expense	6,573.50	6,573.50	220,798.50	222,867.50	2,069.00	1,029,098.00	21.46%
Net Other Income	-6,573.50	-6,573.50	-220,798.50	-222,867.50	2,069.00	-1,029,098.00	21.46%
Net Income	663,712.24	675,524.50	327,396.38	14,358.50	313,037.88	-494,517.00	-66.21%

**Sunset Empire Transportation  
Profit & Loss Budget Performance RideCare  
November 2016**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 41.67%					Better (Worse)		
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4300 INTEREST	937.64	500.00	4,449.22	2,500.00	1,949.22	6,000.00	74.15%
4500 RC PROVIDER SERVICE REIM	228,664.66	282,375.00	1,198,347.37	1,387,826.00	(189,478.63)	3,434,370.00	34.89%
Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Income</b>	<b>229,602.30</b>	<b>282,875.00</b>	<b>1,202,796.59</b>	<b>1,390,326.00</b>	<b>(187,529.41)</b>	<b>3,440,370.00</b>	<b>34.96%</b>
<b>Gross Profit</b>	<b>229,602.30</b>	<b>282,875.00</b>	<b>1,202,796.59</b>	<b>1,390,326.00</b>	<b>(187,529.41)</b>	<b>3,440,370.00</b>	<b>34.96%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	25,118.52	26,994.66	125,662.80	140,970.74	15,307.94	350,930.63	35.81%
6200 PAYROLL EXPENSES	4,848.48	3,477.29	16,806.32	18,325.09	1,518.77	45,204.75	37.18%
6300 EMPLOYEE BENEFITS	4,573.91	7,492.48	24,051.71	41,208.62	17,156.91	97,402.22	24.69%
<b>Total 1. PERSONNEL SERVICES</b>	<b>34,540.91</b>	<b>37,964.43</b>	<b>166,520.83</b>	<b>200,504.45</b>	<b>33,983.62</b>	<b>493,537.60</b>	<b>33.74%</b>
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENTS	185,228.65	228,677.00	977,732.13	1,124,076.00	146,343.87	2,781,506.00	35.15%
7030 BUS PASSES	2,650.00	1,500.00	5,747.50	7,500.00	1,752.50	18,000.00	31.93%
7050 DMAP/CCO Annual Adjustmen	0.00	0.00	-47,696.76	0.00	47,696.76	140,000.00	-34.07%
8005 AUDIT	0.00	5,000.00	400.00	5,340.00	4,940.00	6,540.00	6.12%
8006 ADS (HR JOB POSTING)	0.00	200.00	468.58	900.00	431.42	2,000.00	23.43%
8010 BANK FEES	10.00	14.00	50.00	71.00	21.00	171.00	29.24%
8020 BLDING & GROUNDS MAINT	390.88	682.00	1,959.16	3,412.00	1,452.84	8,190.00	23.92%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	60.00	634.00	702.33	3,170.00	2,467.67	7,609.00	9.23%
8035 CONF TRAINING & TRAVEL	1,032.84	1,240.00	846.89	2,820.00	1,973.11	6,788.00	12.48%
8045 DRUG/ALCOHOL/BG CHECKS	195.00	100.00	965.25	500.00	(465.25)	1,200.00	80.44%
8050 DUES SUBSCRIPTIONS & FEE	0.00	0.00	43.64	1,000.00	956.36	2,170.00	2.01%
8055 DURABLE EQUIP/SMALL TOO	0.00	2,000.00	6,545.07	9,000.00	2,454.93	19,700.00	33.22%
8065 EDUCATION/OUTREACH	0.00	100.00	0.00	700.00	700.00	2,400.00	0.00%
8070 EMPLOYEE RECOGNITION	0.00	0.00	0.00	200.00	200.00	1,800.00	0.00%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
8080 INSURANCE	0.00	0.00	2,308.25	1,430.00	(878.25)	5,742.00	40.20%
8090 LEGAL ADS	0.00	100.00	0.00	200.00	200.00	500.00	0.00%
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	200.00	0.00%
8100 MEETING EXPENSE	33.00	100.00	53.91	500.00	446.09	1,200.00	4.49%
8120 OFFICE SUPPLIES	259.15	237.00	1,448.41	1,785.00	336.59	4,050.00	35.76%
8130 PAYROLL PROCESSING FEES	29.40	40.00	161.35	220.00	58.65	520.00	31.03%
8135 PRINTING	6.30	250.00	65.67	1,250.00	1,184.33	3,000.00	2.19%
8139 PROFESSIONAL SERVICES	274.00	220.00	1,249.00	10,440.00	9,191.00	40,000.00	3.12%
8155 TELEPHONE/INTERNET SERV	2,942.30	3,265.00	16,726.98	16,326.00	(400.98)	39,184.00	42.69%
8165 UTILITIES	682.30	702.00	2,505.95	3,231.00	725.05	8,339.00	30.05%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>193,793.82</b>	<b>245,061.00</b>	<b>972,283.31</b>	<b>1,194,071.00</b>	<b>221,787.69</b>	<b>3,101,809.00</b>	<b>31.35%</b>
<b>Total Expense</b>	<b>228,334.73</b>	<b>283,025.43</b>	<b>1,138,804.14</b>	<b>1,394,575.45</b>	<b>255,771.31</b>	<b>3,595,346.60</b>	<b>31.67%</b>
<b>Net Ordinary Income</b>	<b>1,267.57</b>	<b>-150.43</b>	<b>63,992.45</b>	<b>-4,249.45</b>	<b>68,241.90</b>	<b>-154,976.60</b>	<b>141.29%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9611 CLATSOP BANK-LOAN INT	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 3. OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	106.00	0.00%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	2,772.00	0.00%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	36,343.25	36,343.00	(0.25)	145,373.00	25.00%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>36,343.25</b>	<b>36,343.00</b>	<b>(0.25)</b>	<b>360,251.00</b>	<b>10.09%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-36,343.25</b>	<b>-36,343.00</b>	<b>(0.25)</b>	<b>-360,251.00</b>	<b>10.09%</b>
<b>Net Income</b>	<b>1,267.57</b>	<b>-150.43</b>	<b>27,649.20</b>	<b>-40,592.45</b>	<b>68,241.65</b>	<b>-515,227.60</b>	<b>105.37%</b>

**Sunset Empire Transportation  
Balance Sheet  
As of November 30, 2016**

<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
<b>Current Assets</b>		<b>Liabilities</b>	
<b>Checking/Savings</b>		<b>Current Liabilities</b>	
1000 SETD GEN FUND BANK ACCTS	1,021,598.35	Accounts Payable	
1040 TILLS	300.00	2000 ACCOUNTS PAYABLES	
1050 RIDE CARE FUND BANK ACCTS	1,324,477.17	2010 SETD GENERAL FUND A/P	12,577.36
<b>Total Checking/Savings</b>	2,346,375.52	2020 RIDE CARE FUND A/P	1,657.25
<b>Accounts Receivable</b>		<b>Total 2000 ACCOUNTS PAYABLES</b>	14,234.61
1200 ACCOUNTS RECEIVABLES		<b>Total Accounts Payable</b>	14,234.61
1210 SETD A/R		<b>Other Current Liabilities</b>	47,854.92
1211 SETD A/R	30,004.32	<b>Total Current Liabilities</b>	62,089.53
<b>Total 1210 SETD A/R</b>	30,004.32	<b>Long Term Liabilities</b>	
<b>Total 1200 ACCOUNTS RECEIVABLES</b>	30,004.32	2800 INTERCOMPANY DUE TO/FROM	
1250 PROPERTY TAX RECEIVABLES	36,439.12	2810 DUE TO RIDE CARE	435,063.82
<b>Total Accounts Receivable</b>	66,443.44	2815 DUE TO/(FROM) SETD G F	(435,063.82)
<b>Other Current Assets</b>		<b>Total 2800 INTERCOMPANY DUE TO/FROM</b>	0.00
1049 VALIC	3,546.83	<b>Total Long Term Liabilities</b>	0.00
1400 PREPAID EXPENSES		<b>Total Liabilities</b>	62,089.53
1401 PREPAID INS/BENEFITS	16,758.68	<b>Equity</b>	
1400 PREPAID EXPENSES - Other	2,303.66	3000 OPENING BALANCE EQUITY	651,014.34
<b>Total 1400 PREPAID EXPENSES</b>	19,062.34	3100 NWRC PRIOR PERIOD ADJUST	(136,476.00)
1500 UNDEPOSITED FUNDS	4,133.85	3900 RETAINED EARNINGS	1,507,888.53
<b>Total Other Current Assets</b>	26,743.02	<b>Net Income</b>	355,045.58
<b>Total Current Assets</b>	2,439,561.98	<b>Total Equity</b>	2,377,472.45
<b>TOTAL ASSETS</b>	2,439,561.98	<b>TOTAL LIABILITIES &amp; EQUITY</b>	2,439,561.98

**Sunset Empire Transportation  
Accounts Receivable  
As of November 30, 2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CITY OF CANNON BEACH - A/R	2,413.00	0.00	0.00	0.00	0.00	2,413.00
Clatsop Care Center Health District	387.50	0.00	0.00	0.00	0.00	387.50
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	36,439.12	36,439.12
CLATSOP CRUISE HOSTS	0.00	7,841.00	0.00	0.00	0.00	7,841.00
COLUMBIA COUNTY TRANSPORTATION DIST	12,922.82	0.00	0.00	0.00	0.00	12,922.82
DSHS-CHILDRENS ADMINISTRATION OFFICE	0.00	45.00	0.00	0.00	0.00	45.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
MULTNOMAH COUNTY DA'S OFFICE	0.00	10.00	0.00	0.00	0.00	10.00
OR DHS-VOCATIONAL REHAB SERVICES	330.00	0.00	0.00	0.00	0.00	330.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	142.50	0.00	142.50	427.50
P-ANDI WARREN INSURANCE AGENCY	47.50	47.50	47.50	0.00	0.00	142.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	142.50	47.50	95.00	-190.00	237.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
P-HOXIE, RONALD	0.00	47.50	47.50	0.00	0.00	95.00
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS/WORKSOURCE	90.00	0.00	0.00	0.00	0.00	90.00
RC-PASSES	1,440.00	0.00	1,350.00	0.00	0.00	2,790.00
TPJCC	2,365.00	0.00	0.00	0.00	0.00	2,365.00
<b>TOTAL</b>	<b><u>20,280.82</u></b>	<b><u>8,371.00</u></b>	<b><u>1,635.00</u></b>	<b><u>95.00</u></b>	<b><u>36,061.62</u></b>	<b><u>66,443.44</u></b>

**Sunset Empire Transportation  
Accounts Payable  
As of November 30, 2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
COASTAL ENTERPRISES, LLC	87.25	40.25	0.00	0.00	0.00	127.50
INDUSTRIAL DIESEL POWER, INC	1,546.19	0.00	0.00	0.00	0.00	1,546.19
MCCALL TIRE CENTER - Warrenton	2,316.26	0.00	0.00	0.00	0.00	2,316.26
MTR WESTERN BUS	0.00	0.00	0.00	0.00	0.00	0.00
OREGON STATE POLICE	68.00	0.00	0.00	0.00	0.00	68.00
PACIFICSOURCE ADMINISTRATORS	630.04	0.00	0.00	0.00	0.00	630.04
RC-COLUMBIA COUNTY RIDER	0.00	130.00	0.00	0.00	0.00	130.00
RC-SETD-PASSES	1,440.00	0.00	0.00	0.00	0.00	1,440.00
SDIS	7,139.64	0.00	0.00	0.00	0.00	7,139.64
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
VERIZON WIRELESS	762.76	0.00	0.00	0.00	0.00	762.76
WELLS FARGO VENDOR FIN SERV	74.22	0.00	0.00	0.00	0.00	74.22
<b>TOTAL</b>	<b><u>14,064.36</u></b>	<b><u>170.25</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>14,234.61</u></b>

**Sunset Empire Transportation  
Checks Over \$5,000  
11/30/2016**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	4098	11/01/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-12,605.75
Bill Pmt -Check	4099	11/01/2016	RC-WAPATO SHORES, INC	-13,787.50
Bill Pmt -Check	4105	11/09/2016	RC-MEDIX AMBULANCE	-6,270.00
Bill Pmt -Check	4110	11/09/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-11,733.47
Bill Pmt -Check	4111	11/09/2016	RC-WAPATO SHORES, INC	-12,071.33
Bill Pmt -Check	4115	11/16/2016	RC-HOT SHOT TRANSPORTATION	-5,589.06
Bill Pmt -Check	4116	11/16/2016	RC-K & M MEDIVAN	-6,782.79
Bill Pmt -Check	4119	11/16/2016	RC-METRO WEST AMBULANCE	-5,424.40
Bill Pmt -Check	4122	11/16/2016	RC-SKINNYS TEXACO	-6,560.68
Bill Pmt -Check	4124	11/16/2016	RC-WAPATO SHORES, INC	-13,690.80
Bill Pmt -Check	4129	11/22/2016	RC-MEDIX AMBULANCE	-5,562.60
Bill Pmt -Check	4133	11/22/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-28,804.25
Bill Pmt -Check	4134	11/22/2016	RC-WAPATO SHORES, INC	-13,031.69
Bill Pmt -Check	4138	11/29/2016	RC-K & M MEDIVAN	-11,126.87
Bill Pmt -Check	4141	11/29/2016	RC-WAPATO SHORES, INC	-15,362.63
Liability Check	16550	11/28/2016	SDIS	-31,449.26
Bill Pmt -Check	16560	11/30/2016	WILCOX & FLEGEL	-5,332.74
Check	113016	11/22/2016	CLATSOP COMMUNITY BANK	-6,573.50

# Sunset Empire Transportation District

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## DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

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For the January 2017 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 6 Month = 50.00 % of Fiscal Year Budget\*

### Preliminary General Fund Profit and Loss

The District's General Fund Total YTD Income was \$1,574,889 (\$77,113 better than budget), 51.43% of annual budget and 97.48% of monthly budget. YTD Total Materials & Services was \$197,661 (\$233,698 less than budget), 23.67% of annual budget and 41.53% of monthly budget.

### Revenue

- 4000 Fares: Revenues for the month reflects an increase in volume in Bus Fares for the month. Fare Box reflects an increase of about \$4,200 in December 2016 compared to December 2015.
- 4100 Contract Service-IGA: Cannon Beach billed for December Service (2,772) and Clatsop Care Center \$425.
- 4200 Property Tax: Reflects tax revenues of \$4,658 of which \$4,450 is current period and \$208 is prior period.
- 4250 Timber: Timber was budgeted for \$40,000 per quarter. Actual was received in December \$37,428 while budgeted November 2016 \$40,000.
- 4272 Parking: Three parking spots are open, one person inquired but two spots and will take one in January. We have distributed a flyer to the businesses in the area to let them know there is a parking space available, we have sent a flyer be included in the Weekly Email Update to the Astoria-Warrenton Area Chamber of Commerce for February and placed a sign on parking spot #2.
- 4300 Interest: Effective October 1, 2016 the LGIP Rate increased to 1.03%. The previous increase was in July 27, 2016 when LGIP increased their interest to .92% from (.875%). Fund savings are deposited into LGIP. The period July to October is a slow revenue period thus we draw on LGIP. November is a heavy property tax month thus we have surplus fund to be contributed to LGIP. This is December 2016 interest.
- 5000 Grants: Revenue for period reflects reimbursements from ODOT for the quarter ended September 2016 which is on budget.

### Expense

- 6200 Payroll Expense: Over budget the result of accrual of 4<sup>th</sup> Qtr Workers Compensation (\$7,139).
- 6300 Employee Expenses: Reflects the claim pay out of HRA-Medical B \$1,500 to employee.
- 7000 Provider Payments: Reflects payments for VETS Medical Transportation Program. We currently have 36 members, which is a market penetration of about 10% and we are planning another round of outreach in the coming months.
- 8020 BLDG & Grounds Maint: Shelter Repair \$ 566, replace Ballasts in 6 light fixtures \$433 at Warrenton. YTD we are better than budget by \$503
- 8050 Dues Subscriptions & Fees: Major contribution include: Clatsop Economic Development \$500, CTANW (Community Transportation Association of the Northwest) \$300, SHRM (Society for Human Resource Management) \$159, Oregon-DAS Cashier (Annual Oregon Ethics Commission) \$319.
- 8070 Employee Recognition: \$3,227 final pay for employee holiday.
- 8075 Fuel: Reflects actuals paid in November. Prices continue below budgeted amounts Unleaded prices are about \$2.10 and Bio diesel about \$1.65.
- 8130 Payroll Processing Fee: Includes December 2016 PR Fees.

**\*Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.



**Sunset Empire Transportation District**  
**DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the January 2017 Board of Commissioner's Meeting**

- 8155 Telephone/Internet: Reflects the result of General Fund (GF) having larger share of the CoastCom services than budgeted. The GF was budgeted 25% of expenses and October reflects an actual usage of 30%. Overall the billing in on budget with Ride Care being better than budget.
- 8160 Uniforms: Includes November billing. YTD this account is better than budget by\$ 702
- END

**Ride Care Fund Profit and Loss**

Ride Care's total Income is 42.11% of total budget. YTD revenues of \$1,448,859 are \$228,800 less than Budget. Which is the result of receiving \$184,237 less from CPCCO than budgeted. The 2016 budget assumed continued growth of 10.5% for the year. Actuals are showing a decline in membership over the last 6 months (April to Dec 2016) of 9.41%. This is the result of the CPCCO reviewing eligibility files and screening members. It is expected that membership will drop by about 10% over the next year. As a result we have prepared a budget supplement for the Board to address this and other issues. YTD Interest Income of \$5,419 was \$2,419 better than budgeted partly the result of an increase in the interest rate to .92% from .875% in July with an additional rate increase in October 2016 to 1.03%. YTD Materials & Services of \$1,249,693 are \$233,331 less than budget and are 40.29% of YTD budget. This was aided by a 4<sup>th</sup> quarter settlement of \$47,697 which resulted from the accrual process at year end received in September 2016.

**Expense**

- 6300 Employee Benefits: Up the result of accruing Qtr 4 Works Compensation and final payment for Ridecare staff.
- 7000 Contract Providers: High the result of back billing for gas vouchers from Wilcox and Flegel (\$12,000) and Farmers Coop (\$8,000). Tillamook continued to catch up on late billing.
- 7030 Bus Passes: Columbia County \$390 and SETD \$2,910.
- 8045 Drug/Alcohol Background: The result of background checks for (5) Wapato staff.
- 8136 Professional Services: October 2016 Processing of Answering service invoice.
- 8155 Telephone/Internet Service: Is better than budget the result of RC actuals representing 70% of the Coastcom service while budgeted at 75%. Overall telephone is under budget and YTD include Oct prepayment when you include General Fund.
- END

**\*Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.

**Sunset Empire Transportation  
Profit & Loss Budget Performance General Fund  
December 2016**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 50.0%					Better		
Ordinary Income/Expense					(Worse)		
<b>Income</b>							
4000 FARES	21,840.18	17,025.00	166,652.29	143,150.00	23,502.29	268,300.00	62.11%
4090 DONATIONS/COMMISSIONS	0.00	0.00	1,018.47	300.00	718.47	600.00	169.75%
4100 CONTRACTED SERVICES-IT	3,222.00	7,325.00	43,584.32	66,679.00	(23,094.68)	180,917.00	24.09%
4200 TAXES	4,657.92	50,000.00	828,102.23	824,000.00	4,102.23	925,000.00	89.52%
4250 TIMBER SALES	37,427.54	0.00	146,102.13	80,000.00	66,102.13	160,000.00	91.31%
4260 MASS TRANSIT ASSESME	0.00	0.00	17,864.64	13,750.00	4,114.64	55,000.00	32.48%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	1,200.00	0.00	1,200.00	(1,200.00)	1,200.00	0.00%
4272 PARKING SPACES	617.50	760.00	4,085.00	4,560.00	(475.00)	9,120.00	44.79%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	160.00	0.00%
4270 RENTAL INCOME - Other	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 4270 RENTAL INCOME</b>	<b>617.50</b>	<b>1,960.00</b>	<b>4,085.00</b>	<b>5,760.00</b>	<b>(1,675.00)</b>	<b>10,480.00</b>	<b>38.98%</b>
4300 INTEREST	889.61	400.00	2,748.17	2,400.00	348.17	4,800.00	57.25%
4310 MISC INCOME	0.00		817.48		817.48		
5000 GRANTS	165,942.00	163,945.00	307,042.00	305,045.00	1,997.00	1,128,379.00	27.21%
5080 OREGON STF FUNDS	0.00	0.00	56,872.00	56,692.00	180.00	328,560.00	17.31%
<b>Total Income</b>	<b>234,596.75</b>	<b>240,655.00</b>	<b>1,574,888.73</b>	<b>1,497,776.00</b>	<b>77,112.73</b>	<b>3,062,036.00</b>	<b>51.43%</b>
<b>Gross Profit</b>	<b>234,596.75</b>	<b>240,655.00</b>	<b>1,574,888.73</b>	<b>1,497,776.00</b>	<b>77,112.73</b>	<b>3,062,036.00</b>	<b>51.43%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	85,524.48	95,664.00	538,862.21	578,815.00	39,952.79	1,243,631.00	43.33%
6200 PAYROLL EXPENSES	12,916.48	11,816.00	70,765.08	72,806.00	2,040.92	153,610.00	46.07%
6300 EMPLOYEE BENEFITS	25,008.53	24,597.00	140,467.13	147,584.00	7,116.87	295,166.00	47.59%
<b>Total 1. PERSONNEL SERVICES</b>	<b>123,449.49</b>	<b>132,077.00</b>	<b>750,094.42</b>	<b>799,205.00</b>	<b>49,110.58</b>	<b>1,692,407.00</b>	<b>44.32%</b>
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENT	191.70	1,479.00	1,063.36	8,874.00	7,810.64	17,750.00	5.99%
7030 BUS PASSES	0.00	340.00	0.00	2,040.00	2,040.00	4,080.00	0.00%
8005 AUDIT	0.00	5,000.00	1,600.00	19,000.00	17,400.00	26,160.00	6.12%
8006 ADS (HR JOB POSTING)	0.00	350.00	290.17	2,100.00	1,809.83	4,200.00	6.91%
8010 BANK FEES	233.93	255.00	1,252.64	1,505.00	252.36	3,005.00	41.69%
8020 BLDING & GROUNDS MAINT	3,441.03	2,114.00	12,185.92	12,689.00	503.08	25,373.00	48.03%
8030 COMP-INFO-TECH SERVICES	468.82	1,545.00	8,031.45	9,180.00	1,148.55	26,237.00	30.61%
8035 CONF TRAINING & TRAVEL	384.27	1,600.00	6,720.20	15,998.00	9,277.80	37,042.00	18.14%
8045 DRUG/ALCOHOL/BG CHE	55.00	267.00	894.36	1,598.00	703.64	3,200.00	27.95%
8050 DUES SUBSCRIPTIONS &	1,609.86	1,000.00	9,449.80	7,850.00	(1,599.80)	9,280.00	101.83%
8053 IGA - DUES AND FEES	0.00	1,675.00	11,667.00	8,350.00	(3,317.00)	16,700.00	69.86%
8055 DURABLE EQUIP/SMALL	35.00	2,066.00	392.48	10,852.00	10,459.52	16,750.00	2.34%
8061 EQUIPMENT LEASE/RENT	393.73	458.00	2,790.57	22,752.00	19,961.43	25,500.00	10.94%
8065 EDUCATION/OUTREACH	0.00	2,745.00	2,845.82	22,311.00	19,465.18	39,510.00	7.20%
8070 EMPLOYEE RECOGNITION	3,236.66	200.00	4,639.85	500.00	(4,139.85)	4,000.00	116.00%
8072 Election Fees	0.00	2,000.00	0.00	2,000.00	2,000.00	4,000.00	0.00%
8075 FUEL	9,130.38	19,897.00	48,523.26	119,382.00	70,858.74	238,772.00	20.32%
8080 INSURANCE	1,611.65	2,000.00	12,162.65	27,742.00	15,579.35	56,142.00	21.66%
8090 LEGAL ADS	0.00	100.00	200.00	200.00	0.00	800.00	25.00%
8095 LEGAL COUNSEL	336.00	500.00	336.00	2,500.00	2,164.00	6,400.00	5.25%
8100 MEETING EXPENSE	0.00	100.00	230.30	700.00	469.70	1,400.00	16.45%
8120 OFFICE SUPPLIES	245.31	700.00	5,710.60	7,300.00	1,589.40	15,450.00	36.96%
8130 PAYROLL PROCESSING	112.00	160.00	757.40	1,040.00	282.60	2,080.00	36.41%
8135 PRINTING	312.13	2,633.00	1,206.57	16,749.00	15,542.43	33,950.00	3.55%
8139 PROFESSIONAL SERVICE	0.00	2,316.00	441.30	16,701.00	16,259.70	32,850.00	1.34%

8140 SUBGRANT PASS THROU	0.00	6,000.00	0.00	6,000.00	6,000.00	15,000.00	0.00%
8150 TAXES/LICENSES/BUS RI	0.00	125.00	74.22	125.00	50.78	330.00	22.49%
8155 TELEPHONE/INTERNET S	1,842.57	1,775.00	12,476.94	10,650.00	(1,826.94)	21,296.00	58.59%
8160 UNIFORMS	329.00	150.00	822.50	1,524.00	701.50	5,924.00	13.88%
8165 UTILITIES	1,637.39	2,042.00	7,303.39	10,147.00	2,843.61	21,667.00	33.71%
8170 VEHICLE MAINT & REPAI	7,035.36	12,000.00	43,591.86	58,000.00	14,408.14	120,200.00	36.27%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>32,641.79</b>	<b>73,592.00</b>	<b>197,660.61</b>	<b>426,359.00</b>	<b>228,698.39</b>	<b>835,048.00</b>	<b>23.67%</b>
<b>Total Expense</b>	<b>156,091.28</b>	<b>205,669.00</b>	<b>947,755.03</b>	<b>1,225,564.00</b>	<b>277,808.97</b>	<b>2,527,455.00</b>	<b>37.50%</b>
<b>Net Ordinary Income</b>	<b>78,505.47</b>	<b>34,986.00</b>	<b>627,133.70</b>	<b>272,212.00</b>	<b>354,921.70</b>	<b>534,581.00</b>	<b>117.31%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9610 CLATSOP BANK-PRINCIPAI	5,499.70	5,537.69	32,653.30	32,713.28	59.98	66,421.11	49.16%
9611 CLATSOP BANK-LOAN INT	1,073.80	1,035.81	6,787.70	6,727.72	(59.98)	12,460.89	54.47%
<b>Total 3. OTHER EXPENSES</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>39,441.00</b>	<b>39,441.00</b>	<b>0.00</b>	<b>78,882.00</b>	<b>50.00%</b>
9600 DEBT SERVICE & INTERES-FE	334.40	334.00	334.40	334.00	(0.40)	334.00	100.12%
9625 SDAO FLEXLEASE-PRINCIPAI	38,000.00	38,000.00	38,000.00	38,000.00	0.00	38,000.00	100.00%
9626 SDAO FLEXLEASE-INTEREST	4,389.00	4,389.00	4,389.00	4,389.00	0.00	8,778.00	50.00%
9700 CAPITAL EXPENSE	0.00	0.00	187,931.00	190,000.00	2,069.00	797,000.00	23.58%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	106,104.00	0.00%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Other Expense</b>	<b>49,296.90</b>	<b>49,296.50</b>	<b>270,095.40</b>	<b>272,164.00</b>	<b>2,068.60</b>	<b>1,029,098.00</b>	<b>26.25%</b>
<b>Net Other Income</b>	<b>-49,296.90</b>	<b>-49,296.50</b>	<b>-270,095.40</b>	<b>-272,164.00</b>	<b>2,068.60</b>	<b>-1,029,098.00</b>	<b>26.25%</b>
<b>Net Income</b>	<b>29,208.57</b>	<b>-14,310.50</b>	<b>357,038.30</b>	<b>48.00</b>	<b>356,990.30</b>	<b>-494,517.00</b>	<b>-72.20%</b>

**Sunset Empire Transportation**  
**Profit & Loss Budget Performance RideCare**  
**December 2016**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 50.00%					Better		
					(Worse)		
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4300 INTEREST	969.72	500.00	5,418.94	3,000.00	2,418.94	6,000.00	90.32%
4500 RC PROVIDER SERVICE REIM	245,092.59	284,833.00	1,443,439.96	1,672,659.00	(229,219.04)	3,434,370.00	42.03%
Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Income</b>	<b>246,062.31</b>	<b>285,333.00</b>	<b>1,448,858.90</b>	<b>1,675,659.00</b>	<b>(226,800.10)</b>	<b>3,440,370.00</b>	<b>42.11%</b>
<b>Gross Profit</b>	<b>246,062.31</b>	<b>285,333.00</b>	<b>1,448,858.90</b>	<b>1,675,659.00</b>	<b>(226,800.10)</b>	<b>3,440,370.00</b>	<b>42.11%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	21,100.22	26,994.66	146,763.02	167,965.40	21,202.38	350,930.63	41.82%
6200 PAYROLL EXPENSES	5,396.74	3,477.29	22,203.06	21,802.38	(400.68)	45,204.75	49.12%
6300 EMPLOYEE BENEFITS	4,670.40	7,492.48	28,722.11	48,701.10	19,978.99	97,402.22	29.49%
<b>Total 1. PERSONNEL SERVICES</b>	<b>31,167.36</b>	<b>37,964.43</b>	<b>197,688.19</b>	<b>238,468.88</b>	<b>40,780.69</b>	<b>493,537.60</b>	<b>40.06%</b>
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENTS	265,818.14	230,760.00	1,243,550.27	1,354,836.00	111,285.73	2,781,506.00	44.71%
7030 BUS PASSES	3,300.00	1,500.00	9,252.50	9,000.00	(252.50)	18,000.00	51.40%
7050 DMAP/CCO Annual Adjustmer	0.00	35,000.00	-47,696.76	35,000.00	82,696.76	140,000.00	-34.07%
8005 AUDIT	0.00	300.00	400.00	5,640.00	5,240.00	6,540.00	6.12%
8006 ADS (HR JOB POSTING)	0.00	200.00	468.58	1,100.00	631.42	2,000.00	23.43%
8010 BANK FEES	10.00	14.00	60.00	85.00	25.00	171.00	35.09%
8020 BLDING & GROUNDS MAINT	357.90	683.00	2,317.06	4,095.00	1,777.94	8,190.00	28.29%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	117.20	634.00	819.53	3,804.00	2,984.47	7,609.00	10.77%
8035 CONF TRAINING & TRAVEL	0.00	490.00	271.84	3,310.00	3,038.16	6,788.00	4.00%
8045 DRUG/ALCOHOL/BG CHECKS	188.00	100.00	1,153.25	600.00	(553.25)	1,200.00	96.10%
8050 DUES SUBSCRIPTIONS & FEE	119.02	1,170.00	162.66	2,170.00	2,007.34	2,170.00	7.50%
8055 DURABLE EQUIP/SMALL TOO	0.00	1,500.00	7,260.00	10,500.00	3,240.00	19,700.00	36.85%
8065 EDUCATION/OUTREACH	0.00	500.00	0.00	1,200.00	1,200.00	2,400.00	0.00%
8070 EMPLOYEE RECOGNITION	0.00	300.00	0.00	500.00	500.00	1,800.00	0.00%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
8080 INSURANCE	946.53	1,452.00	3,254.78	2,882.00	(372.78)	5,742.00	56.68%
8090 LEGAL ADS	0.00	100.00	0.00	300.00	300.00	500.00	0.00%
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	200.00	0.00%
8100 MEETING EXPENSE	0.00	100.00	53.91	600.00	546.09	1,200.00	4.49%
8120 OFFICE SUPPLIES	243.71	237.00	1,780.59	2,022.00	241.41	4,050.00	43.97%
8130 PAYROLL PROCESSING FEES	28.00	40.00	189.35	260.00	70.65	520.00	36.41%
8135 PRINTING	12.23	250.00	77.90	1,500.00	1,422.10	3,000.00	2.60%
8139 PROFESSIONAL SERVICES	2,054.48	9,560.00	3,303.48	20,000.00	16,696.52	40,000.00	8.26%
8155 TELEPHONE/INTERNET SERV	3,023.56	3,266.00	19,750.54	19,592.00	(158.54)	39,184.00	50.40%
8165 UTILITIES	757.19	797.00	3,263.14	4,028.00	764.86	8,339.00	39.13%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>276,975.96</b>	<b>288,953.00</b>	<b>1,249,692.62</b>	<b>1,483,024.00</b>	<b>233,331.38</b>	<b>3,101,809.00</b>	<b>40.29%</b>
<b>Total Expense</b>	<b>308,143.32</b>	<b>326,917.43</b>	<b>1,447,380.81</b>	<b>1,721,492.88</b>	<b>274,112.07</b>	<b>3,595,346.60</b>	<b>40.26%</b>
<b>Net Ordinary Income</b>	<b>-62,081.01</b>	<b>-41,584.43</b>	<b>1,478.09</b>	<b>-45,833.88</b>	<b>47,311.97</b>	<b>-154,976.60</b>	<b>100.95%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9611 CLATSOP BANK-LOAN INT	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 3. OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
9600 DEBT SERVICE & INTERES-FEE	105.60	106.00	105.60	106.00	0.40	106.00	99.62%
9625 SDAO FLEXLEASE-PRINCIPAL	12,000.00	12,000.00	12,000.00	12,000.00	0.00	12,000.00	100.00%
9626 SDAO FLEXLEASE-INTEREST	1,386.00	1,386.00	1,386.00	1,386.00	0.00	2,772.00	50.00%
9655 DMAP REPAYMENT AGREEMENT	36,343.25	36,343.00	72,686.50	72,686.00	(0.50)	145,373.00	50.00%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00%
<b>Total Other Expense</b>	<b>49,834.85</b>	<b>49,835.00</b>	<b>86,178.10</b>	<b>86,178.00</b>	<b>(0.10)</b>	<b>360,251.00</b>	<b>23.92%</b>
<b>Net Other Income</b>	<b>-49,834.85</b>	<b>-49,835.00</b>	<b>-86,178.10</b>	<b>-86,178.00</b>	<b>(0.10)</b>	<b>-360,251.00</b>	<b>23.92%</b>
<b>Net Income</b>	<b>-111,915.86</b>	<b>-91,419.43</b>	<b>-84,700.01</b>	<b>-132,011.88</b>	<b>47,311.87</b>	<b>-515,227.60</b>	<b>83.56%</b>

**Sunset Empire Transportation  
Balance Sheet  
As of December 31, 2016**

<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 SETD GEN FUND BANK ACCTS	995,657.30	Accounts Payable	
1040 TILLS	300.00	2000 ACCOUNTS PAYABLES	
1050 RIDE CARE FUND BANK ACCTS	1,309,032.46	2010 SETD GENERAL FUND A/P	12,055.53
Total Checking/Savings	<u>2,304,989.76</u>	2020 RIDE CARE FUND A/P	47,890.10
Accounts Receivable		Total 2000 ACCOUNTS PAYABLES	<u>59,945.63</u>
1200 ACCOUNTS RECEIVABLES		Total Accounts Payable	59,945.63
1210 SETD A/R		Other Current Liabilities	47,986.00
1211 SETD A/R	31,795.32	Total Current Liabilities	<u>107,931.63</u>
Total 1210 SETD A/R	<u>31,795.32</u>	Long Term Liabilities	
Total 1200 ACCOUNTS RECEIVABLES	31,795.32	2800 INTERCOMPANY DUE TO/FROM	
1250 PROPERTY TAX RECEIVABLES	36,439.12	2810 DUE TO RIDE CARE	435,063.82
Total Accounts Receivable	68,234.44	2815 DUE TO/(FROM) SETD G F	(435,063.82)
Other Current Assets	26,582.02	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Total Current Assets	<u>2,399,806.22</u>	Total Long Term Liabilities	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>2,399,806.22</u></b>	Total Liabilities	107,931.63
		Equity	
		3000 OPENING BALANCE EQUITY	651,014.34
		3100 NWRC PRIOR PERIOD ADJUST	(136,476.00)
		3900 RETAINED EARNINGS	1,507,888.53
		Net Income	269,447.72
		Total Equity	<u>2,291,874.59</u>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,399,806.22</u></b>

**Sunset Empire Transportation  
Accounts Receivable  
As of December 31, 2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	1,890.00	0.00	0.00	0.00	0.00	1,890.00
CITY OF CANNON BEACH - A/R	2,797.00	0.00	0.00	0.00	0.00	2,797.00
Clatsop Care Center Health District	425.00	0.00	0.00	0.00	0.00	425.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	48,212.65	48,212.65
CLATSOP CRUISE HOSTS	0.00	0.00	7,841.00	0.00	0.00	7,841.00
COLUMBIA COUNTY TRANSPORTATION DIST	0.00	0.00	12,922.82	0.00	0.00	12,922.82
DHS - CHILD WELFARE-CLATSOP	612.00	0.00	0.00	0.00	0.00	612.00
DSHS-CHILDRENS ADMINISTRATION OFFICE	0.00	0.00	0.00	45.00	0.00	45.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
OR DHS-VOCATIONAL REHAB SERVICES	80.00	330.00	0.00	0.00	0.00	410.00
OR TREASURY	0.00	0.00	0.00	0.00	-11,773.53	-11,773.53
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	0.00	0.00	142.50	427.50
P-ANDI WARREN INSURANCE AGENCY	47.50	47.50	0.00	47.50	0.00	142.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	142.50	142.50	47.50	-95.00	380.00
P-HOMESPUN QUILTS	0.00	95.00	95.00	0.00	0.00	190.00
P-HOXIE, RONALD	0.00	47.50	0.00	47.50	0.00	95.00
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS/WORKSOURCE	0.00	90.00	0.00	0.00	0.00	90.00
RC-PASSES	0.00	0.00	0.00	1,350.00	0.00	1,350.00
TPJCC	2,365.00	0.00	0.00	0.00	0.00	2,365.00
<b>TOTAL</b>	<b><u>8,501.50</u></b>	<b><u>1,037.50</u></b>	<b><u>21,001.32</u></b>	<b><u>1,537.50</u></b>	<b><u>36,156.62</u></b>	<b><u>68,234.44</u></b>

**Sunset Empire Transportation  
Accounts Payable  
As of December 31, 2016**

General Fund	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ALSCO	65.80	0.00	0.00	0.00	0.00	65.80
ASTORIA FORD	588.80	0.00	0.00	0.00	0.00	588.80
CLASSIC TOWING	225.00	0.00	0.00	0.00	0.00	225.00
COASTAL ENTERPRISES, LLC	98.25	0.00	0.00	0.00	0.00	98.25
CRS	120.00	0.00	0.00	0.00	0.00	120.00
CTANW	300.00	0.00	0.00	0.00	0.00	300.00
E-HAZEN JEFF	220.70	0.00	0.00	0.00	0.00	220.70
MTR WESTERN BUS	2,232.19	0.00	0.00	0.00	0.00	2,232.19
O'REILLY AUTO PARTS	207.39	0.00	0.00	0.00	0.00	207.39
PACIFICSOURCE ADMINISTRATORS	0.00	0.00	0.00	0.00	0.00	0.00
SDIS	0.00	7,139.64	0.00	0.00	0.00	7,139.64
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
TERRY'S PLUMBING	95.00	0.00	0.00	0.00	0.00	95.00
VERIZON WIRELESS	762.76	0.00	0.00	0.00	0.00	762.76
<b>TOTAL-General Fund</b>	<b>4,915.89</b>	<b>7,139.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,055.53</b>
<b>RideCare</b>						
RC-BAKERS GENERAL STORE	0.00	237.50	0.00	0.00	0.00	237.50
COASTAL ENTERPRISES, LLC	26.00	0.00	0.00	0.00	0.00	26.00
RC-COLUMBIA COUNTY RIDER	6,180.21	0.00	0.00	0.00	0.00	6,180.21
RC-ELLIOTT'S TRANSPORT	5,395.40	0.00	0.00	0.00	0.00	5,395.40
RC-HOT SHOT TRANSPORTATION	2,433.14	0.00	0.00	0.00	0.00	2,433.14
RC-LEE, RYAN	1,504.46	0.00	0.00	0.00	0.00	1,504.46
RC-MEDIX AMBULANCE	5,804.00	0.00	0.00	0.00	0.00	5,804.00
RC-ROGUE VALLEY TRANSPORTATION DISTRICT	1,813.48	0.00	0.00	0.00	0.00	1,813.48
RC-SETD-PASSES	2,910.00	0.00	0.00	0.00	0.00	2,910.00
RC-TILLAMOOK COUNTY TRANSPORTATION	9,281.70	0.00	0.00	0.00	0.00	9,281.70
RC-WAPATO SHORES, INC	12,304.21	0.00	0.00	0.00	0.00	12,304.21
<b>Total-RideCare</b>	<b>47,652.60</b>	<b>237.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,890.10</b>
<b>Total</b>	<b>52,568.49</b>	<b>7,377.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,945.63</b>



**Sunset Empire Transportation  
Checks Over \$5,000  
12/31/2016**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	4147	12/06/2016	RC-MEDIX AMBULANCE	-7,354.20
Bill Pmt -Check	4149	12/06/2016	RC-OR DHS	-36,343.25
Bill Pmt -Check	4151	12/06/2016	RC-WAPATO SHORES, INC	-9,554.69
Bill Pmt -Check	4156	12/13/2016	RC-K & M MEDIVAN	-8,944.19
Bill Pmt -Check	4162	12/13/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-7,663.85
Bill Pmt -Check	4164	12/13/2016	RC-WAPATO SHORES, INC	-11,690.44
Bill Pmt -Check	4166	12/13/2016	RC-WILCOX & FLEGEL	-11,554.72
Bill Pmt -Check	4173	12/20/2016	RC-FARMERS CO-OP	-9,176.56
Bill Pmt -Check	4175	12/20/2016	RC-K & M MEDIVAN	-13,916.55
Bill Pmt -Check	4177	12/20/2016	RC-MEDIX AMBULANCE	-10,133.00
Bill Pmt -Check	4181	12/20/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-20,450.78
Bill Pmt -Check	4183	12/20/2016	RC-WAPATO SHORES, INC	-10,070.59
Bill Pmt -Check	4189	12/28/2016	RC-K & M MEDIVAN	-13,703.26
Bill Pmt -Check	4192	12/28/2016	RC-METRO WEST AMBULANCE	-5,634.93
Bill Pmt -Check	4196	12/28/2016	RC-WAPATO SHORES, INC	-10,284.34
Bill Pmt -Check	16575	12/06/2016	SDIS	-7,139.64
Bill Pmt -Check	16576	12/06/2016	US BANK TRUST N.A.	-56,215.00
Bill Pmt -Check	16605	12/14/2016	WILCOX & FLEGEL	-5,155.60
Liability Check	16634	12/27/2016	SDIS	-31,449.26
Check	122916 ACH	12/29/2016	CLATSOP COMMUNITY BANK	-6,573.50

# Bill

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

Date	Ref. No.
12/20/2016	0342 11/8-12/8

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

Bill Due	01/19/2017
Terms	
Memo	

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	0220 EARLS FRED MEYER - FOOD FOR QUARTERLY BIRTHDAY PARTY	73.52		SETD
8038 TRAVEL	BLACK BEAR DINER - FOOD FOR SCOTT AND STEVE TO PICKUP BUS	28.57		OPER 5311
8070 EMPLOYEE RECOGNITION	0318 FRY JO-ANN'S - SUPPLIES FOR CHRISTMAS PARTY	16.34		SETD
8070 EMPLOYEE RECOGNITION	STAPLES - SUPPLIES FOR CHRISTMAS PARTY	19.96		SETD
8070 EMPLOYEE RECOGNITION	FRED MEYER - SUPPLIES FOR CHRISTMAS PARTY	8.79		SETD
8070 EMPLOYEE RECOGNITION	JO-ANN'S - SUPPLIES FOR CHRISTMAS PARTY	3.98		SETD
8070 EMPLOYEE RECOGNITION	FRED MEYER - SUPPLIES FOR CHRISTMAS PARTY	85.81		SETD
8070 EMPLOYEE RECOGNITION	DOLLAR TREE - SUPPLIES FOR CHRISTMAS PARTY	64.00		SETD
8070 EMPLOYEE RECOGNITION	DOLLAR TREE - SUPPLIES FOR CHRISTMAS PARTY	12.90		SETD
8070 EMPLOYEE RECOGNITION	PAPA MURPHY'S - SUPPLIES FOR CHRISTMAS PARTY	15.00		SETD
8070 EMPLOYEE RECOGNITION	UPTOWN CAFE - SUPPLIES FOR CHRSTIMAS PARTY	25.00		SETD
8070 EMPLOYEE RECOGNITION	STARBUCKS - SUPPLIES FOR CHRISTMAS PARTY	15.00		SETD
8070 EMPLOYEE RECOGNITION	FRED MEYER - SUPPLIES FOR CHRISTMAS PARTY	604.29		SETD
8120 OFFICE SUPPLIES	0667 HAZEN STAPLES - OFFICE SUPPLIES	16.78		ADMINISTRATION

# Bill

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

Date	Ref. No.
12/20/2016	0342 11/8-12/8

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

Bill Due 01/19/2017
Terms
Memo

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8100 MEETING EXPENSE	WET DOG CAFE - FOOD FOR JEFF FOR CHAMBER MEETING	9.50		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - OFFICE SUPPLIES	3.29		ADMINISTRATION
8100 MEETING EXPENSE	0261 JONES FRED MEYER - FOOD FOR RIDE CARE ADVISORY	13.57	RIDE CARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD FOR RIDE CARE ADVISORY	10.62	RIDE CARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	85.99	RIDE CARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - GIFT CARDS FOR CHRISTMAS PARTY	400.00		SETD
8070 EMPLOYEE RECOGNITION	FRED MEYER - GIFT CARDS FOR CHRISTMAS PARTY	100.00		SETD
8059 TELEPHONE HARDWARE	AMAZON - PHONE HEADSET FOR RIDE CARE	55.78	RIDE CARE ADMIN	ADMINISTRATION
8059 TELEPHONE HARDWARE	AMAZON - PHONE HEADSET CABLE FOR RIDE CARE	39.98	RIDE CARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	36.69	RIDE CARE ADMIN	ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0334 LAYTON ADOBE - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MICROSOFT - SOFTWARE SUBSCRIPTION	478.00		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	GODADDY.COM - EMAIL NAME REGISTRATION	60.32		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MOZY - ONLINE BACKUP SUBSCRIPTION	1,220.78		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	27.99		ADMINISTRATION
8121 POSTAGE-SHIPING	USPS - POSTAGE	4.08		ADMINISTRATION
	0020 PARKER			

# Bill

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

Date	Ref. No.
12/20/2016	0342 11/8-12/8

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

Bill Due	01/19/2017
Terms	
Memo	

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	CASH AND CARY - SUPPLIES FOR CHRISTMAS PARTY	23.95		SETD
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	93.60		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	19.99		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SAFEWAY - SUPPLIES FOR CHRISTMAS PARTY	13.37		SETD
8070 EMPLOYEE RECOGNITION	SANDTRAP LODGE - SUPPLIES FOR CHRISTMAS PARTY	25.00		SETD
8120 OFFICE SUPPLIES	COUNTRY CAT - FOOD FOR MARY FOR CLASS	12.00		ADMINISTRATION
8038 TRAVEL	GILLEY'S - FOOD FOR MARY FOR CLASS	36.31		ADMINISTRATION
8038 TRAVEL	UNITED - TRANSPORTATION FOR MARY FOR CLASS	25.00		ADMINISTRATION
8038 TRAVEL	UNITED - TRANSPORATION FOR SHANA FOR CLASS	25.00		MOBILITY MANAGEMENT
8038 TRAVEL	AIRLINE LIMOUSINE CORP - TRANSPORTATION FOR MARY AND SHANA FOR CLASS	18.00		MOBILITY MANAGEMENT
8051 Late Fees Interest Charge	RETURN OF LATE FEE	0.00		ADMINISTRATION
8051 Late Fees Interest Charge	RETURN OF FINANCE CHARGE	-69.10		ADMINISTRATION

Expense Total : 3,794.63

**Bill Total : \$3,794.63**

Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a County of Linn v. State of Oregon and the State Forestry Department

This is a continuation of your discussion held at the December Board of Commissioners meeting. I have also included the list of people that were involved in the 2001 formation of the plan and the update that was done in 2010.

# January 2001 Plan Acknowledgments

This plan has been developed through a team effort by many talented individuals from government agencies, organizations, and the general public. Through their hard work and expertise, these people have developed a plan that will guide the northwest Oregon state forests into the next century.

I extend my sincere thanks and appreciation to all who participated in the planning process. The core team, steering committee, and other resource specialists are Oregon Department of Forestry employees except where otherwise noted. Specifically I wish to thank:

## Core Planning Team Members

Ross Holloway, project leader; Mike Schnee, technical project manager; Jane Hope, writing coordinator; Dave McAllister, fish and wildlife specialist (ODFW); Roy Elicker, fish and wildlife specialist; Rosemary Mannix, fish and wildlife specialist; Fred Stallard, regional coordinator Northwest Region; Jim Mair, regional coordinator Willamette Region; Logan Jones, HCP coordinator; Jenny Walsh and Jeff Brandt, monitoring and adaptive management coordinators; Cary Greenwood and Doug Decker, public involvement managers.

## Steering Committee Members

Mike Bordelon (chair, 2000), Roy Woo (chair, 1999-2000) and Lee Oman (chair, 1994-1998), area directors; Ray Craig, assistant state forester; Jeff Kroft, Division of State Lands; Tim Josi, Tillamook County commissioner; Jerry Dove, Tillamook County commissioner; Dave Schmidt, Linn County commissioner; Stan Medema, Astoria district forester; Mark Labhart, Tillamook district forester; Dave Johnson, Forest Grove district forester; Mike Templeton and Bill Lafferty, West Oregon district foresters; Dan Christensen, Clackamas-Marion district forester; Darrel Spiesschaert and Rick Rogers, Western Lane district foresters.

## Other Resource Specialists

Jeff Boechler, fisheries biologist (ODFW); Charlie Bruce, wildlife biologist (ODFW and ODF); Pam Overhulser, forest analyst; Mike DeLaune, forest analyst; Marcia Humes, wildlife biologist; Clint Smith, wildlife biologist; Mike Wilson, wildlife biologist; Jasen X. King, Northwest Oregon Area planning coordinator; Bill Voelker, silviculturist; Dave Enck, inventory forester; Dave Michael, geotechnical specialist; Scott Wilbrecht, forest engineer; Jeff Foreman, public information officer; John D. Barnes and Ric Balfour, public use coordinators; Alan Kanaskie, forest pathologist; Gary Lettman, forest economist; Don Matlick, air quality specialist; Ron Geitgey, Department of Geology and Mineral Industries; Bob Meinke, Department of Agriculture; Jim Boyle, soils science, Oregon State University.

## **State Agency Cooperators**

Ian Whitlock, Melinda Bruce, and Celeste Doyle, assistant attorneys general, Department of Justice; John Lilly, assistant director of policy and planning, Division of State Lands; Jeff Kroft, policy specialist, Division of State Lands.

## **Planning Forum**

John Hayes, assistant professor Oregon State University; Chris Jarmer, assistant to vice president, Stimson Lumber Company; Katy Kavanagh, forestry extension agent Oregon State University; Paul Levesque, executive assistant Tillamook County; Jim McCauley, director Oregon Forest Industries Council; Greg Miller, Oregon Forest Industries Council; Jim Myron, interim conservation director Oregon Trout; Guido Rahr III, Oregon Trout; Avis Rana, woodlot owner and Sierra Club member; Doug Ray, woodlot owner and board of directors both North Coast Land Conservancy and Coast Range Association; Kathleen Williams, Oregon Trout.

## **Peer Reviewers**

Robert Anthony, leader, Oregon Cooperative Wildlife Research Unit, Oregon State University; Andrew B. Carey, principal research biologist, Pacific Northwest Research Station, Olympia; Robert O. Curtis, principal mensurationist, Pacific Northwest Research Station, Olympia; Malcolm L. Hunter, Jr., professor, Department of Wildlife, University of Maine; Larry L. Irwin, national wildlife program manager, National Council of the Paper Industry for Air and Stream Improvement, Inc.; Bill McComb, professor, Department of Forest Science, Oregon State University; Chadwick D. Oliver, professor, College of Forest Resources, University of Washington; Thomas Spies, research forester, Pacific Northwest Research Station, Corvallis; John C. Tappeiner, National Biological Service, Corvallis.

## **Consultants**

Val Rapp, writing consultant; John Sessions, professor of forest engineering, Oregon State University; Malcolm L. Hunter Jr., biodiversity consultant; Steven Daniels, Oregon State University, planning forum consultant.

Any attempt to acknowledge the contributions of so many people will inevitably leave someone out. I apologize to any people whose names I missed. We appreciate the contributions of everybody who participated in developing the plan.

**James E. Brown**

Oregon State Forester



# Appendix F

## Public Involvement



Public involvement is critical in developing the very best possible forest management plan for the northwest Oregon state forests. The public contributes information, ideas, and values that are essential to plan development. Also, the public involvement process can help to gain the public's understanding and support for management actions on the northwest Oregon state forests.

The planning team carried out extensive public involvement as it developed the 2001 forest management plan, as detailed in this appendix. The Oregon Department of Forestry's planning team provided information and sought public input at each step of the planning process, and solicited comments on the draft strategies and proposed actions. The two federal agencies involved with the incidental take permit, the U.S. Fish and Wildlife Service and National Marine Fisheries Service, began to participate in the public involvement process in 1997, after development began on the proposed *Western Oregon State Forests Habitat Conservation Plan* (HCP).

The public involvement process was integrated with the overall planning process, and covered all parts of the planning process: the two forest management plans (northwest and southwest Oregon state forests), the proposed habitat conservation plan (HCP), and the federal NEPA (National Environmental Policy Act) analysis, which will be documented in an environmental impact statement (EIS) that will accompany the proposed HCP.

This appendix describes all public involvement for all documents leading up to approval of the 2001 forest management plan. The 2009 plan revision was based on the Board of Forestry's deliberation on the balance of economic, social, and environmental values provided through implementation of the Northwest Forest Management Plan (NW FMP) on the Tillamook and Clatsop State Forests. As this plan has been implemented on the

three North Coast Districts (Tillamook, Forest Grove, and Astoria), the Department has refined its information and learned from its management activities. With this updated knowledge, it had become apparent the expected economic outputs falls short of the predicted outputs, necessitating the adaptive management discussion with the Board. The process included meetings with stakeholders (e.g., timber and conservation interests), the Forest Trust Land Advisory Committee, and numerous Board of Forestry meetings where public testimony was heard. Further details on the Board of Forestry work can be found in the meeting materials prepared for each meeting posted on the Department web site.



## History of Public Involvement

The public involvement process during development of the 2001 forest management plan included newsletters, public meetings and forest tours, a toll-free phone line, information on the world-wide web, a planning forum (focused on the forest management plan), a public interest committee (focused on the proposed HCP), peer review, an independent scientific review, and informal contacts with groups and individuals.

A chronological history of all public involvement activities is given on the next few pages, showing how all the activities fit together and in what sequence they occurred. After the history, each aspect of the process is described in detail; thus there are headings for the newsletters, for each committee, etc. The history includes only activities related to state forest policy and planning. For example, the Board of Forestry meets every month and considers many issues related to Oregon forests, but the chronological history shows only meetings where state forest planning was discussed or a decision relevant to state forest planning was made. Newsletters included a number of articles; only a few main articles for each issue are mentioned below.

The following acronyms are used in the history of public involvement.

BOF	Board of Forestry
EIS	Environmental Impact Statement for Western Oregon State Forests Habitat Conservation Plan
HCP	Proposed Western Oregon State Forests Habitat Conservation Plan
ISR	Independent scientific review
NMFS	National Marine Fisheries Service
NW FMP	Northwest Oregon State Forests Management Plan
ODF	Oregon Department of Forestry
PIC	Public interest committee
SW FMP	Southwest Oregon State Forests Management Plan
USFWS	U.S. Fish and Wildlife Service

**Table F-1. Chronological History of Public Involvement**

Date	Event
<b>1994</b>	
Early 1994	Planning process begins for northwest Oregon state forests. (NW FMP)
May 1994	First issue of <i>Horizons</i> newsletter published; draft guiding principles. (NW FMP) Toll-free phone line established. (NW FMP, HCP, EIS)
May 25-June 2, 1994	Five public meetings; focus on draft guiding principles: Tillamook, Warrenton, Forest Grove, Salem, Eugene. (NW FMP)
June 1994	Board of Forestry meeting. (NW FMP, SW FMP, HCP)
August 1994	Second issue of <i>Horizons</i> newsletter published. (NW FMP)
Sept. 17, 1994	Public tours: Santiam and Tillamook State Forests. (NW FMP)
Early fall, 1994	Planning forum established; meetings begin. (NW FMP)
Nov. 1994	Third issue of <i>Horizons</i> newsletter published; draft management goals.(NW FMP)
Nov. 29-Dec. 8, 1994	Five public meetings; focus on draft management goals: Astoria, Tillamook, Forest Grove, Stayton, Philomath. (NW FMP)
<b>1995</b>	
Early 1995	State forests planning information posted on Department of Forestry's world-wide web page. (NW FMP)
Jan.-Oct. 1995	Department of Forestry drafts administrative rules on purpose of state forest lands. (NW FMP, SW FMP)
July 1995	Fourth issue of <i>Horizons</i> newsletter published; initial resource assessments. (NW FMP)
Oct. 20, 1995	Board of Forestry meeting; review of draft administrative rules. (NW FMP, SW FMP)
<b>1996</b>	
Jan. 1996	Fifth issue of <i>Horizons</i> newsletter published; draft vision and strategies. (NW FMP)
Early 1996	Planning process begins for southwest Oregon state forests. (SW FMP)
Early 1996	Citizen advisory committee formed to advise on administrative rules. (NW FMP, SW FMP)

**Table F-1. Chronological History of Public Involvement (continued)**

<b>Date</b>	<b>Event</b>
Feb. 1996	Peer review of draft strategies begins. (NW FMP)
Feb.-April 1996	Public hearings and comment period on draft administrative rules; three hearings: Salem, Roseburg, and Forest Grove. (NW FMP, SW FMP)
March 5-13, 1996	Five public meetings; focus on draft vision statement and management strategies: Astoria, Tillamook, Forest Grove, Stayton, Veneta. (NW FMP)
June 5, 1996	Board of Forestry meeting; review of NW FMP progress.
Early fall 1996	Peer review group completes its work. (NW FMP)
Fall 1996	Planning process begins for HCP. (HCP)
Oct. 1996	Sixth issue of <i>Horizons</i> newsletter published; HCP, implementation planning, progress report NW FMP. (HCP, EIS, NW FMP)
<b>1997</b>	
Jan. 8, 1997	Board of Forestry meeting; report on draft administrative rules. (NW FMP, SW FMP)
Jan.-July 1997	Citizen's advisory committee meetings. (NW FMP, SW FMP)
Feb. 1997	Release of draft NW FMP (revised in response to previous public comments and peer review). (NW FMP)
Feb.-March 1997	Five public meetings; focus on draft NW FMP: Philomath, Astoria, Tillamook, Forest Grove, Stayton. (NW FMP)
Feb.-April 4, 1997	Open written comment period on draft NW FMP. (NW FMP)
April 1997	Release of draft SW FMP. (SW FMP)
April 14-15, 1997	Two public meetings; focus on draft SW FMP: Glendale, Grants Pass. (SW FMP)
April 29, 1997	Board of Forestry meeting: report on draft FMPs. (NW FMP, SW FMP)
July 1997	Board of Forestry tour and meeting: Forest Grove; includes state and federal agency officials, county commission chairs, advisory group members, and media representatives; NW FMP concepts and strategies. (NW FMP)

**Table F-1. Chronological History of Public Involvement (continued)**

<b>Date</b>	<b>Event</b>
August 26, 1997	Five public hearings; focus on draft administrative rules: Salem, Forest Grove, Roseburg, Cannon Beach, Portland. (NW FMP, SW FMP)
August-Dec. 1997	Public comment period on draft administrative rules; comment period extended several times. (NW FMP, SW FMP)
Sept. 3, 1997	Board of Forestry meeting: report on public hearings; report on HCP. (NW FMP, SW FMP, HCP)
Sept. 20, 1997	Public tour of the Tillamook State Forest.
Oct. 1997	Eighth issue of <i>Horizons</i> newsletter published: HCP strategies; integrating HCP, FMPs, and administrative rule. (HCP, NW FMP, SW FMP)
Oct. 1997- Jan. 1998	Board of Forestry subcommittee on administrative rule develops rules. (NW FMP, SW FMP)
Oct. 11, 1997	Public tour of the Tillamook State Forest.
Oct. 28, 1997	Notice of public scoping meetings: Federal Register Notice that the Oregon Department of Forestry is developing an HCP; and that ODF, together with USFWS and NMFS, has scheduled public scoping meetings. (HCP, EIS)
Nov. 1997	First draft of HCP released; second draft of SW FMP released. (HCP, SW FMP)
Nov. 3-4, 1997	Two public meetings; focus on SW FMP and HCP: Glendale, Grants Pass. (HCP, EIS, SW FMP)
Nov. 17 and Dec. 3, 1997	Five public meetings; focus on NW FMP and HCP: Astoria, Tillamook, Salem, Eugene, Portland. USFWS and NMFS involved in meetings. (HCP, EIS, NW FMP)
<b>1998</b>	
Jan. 7, 1998	Board of Forestry meeting; BOF adopts new administrative rules on state forest management policy and planning; decision PIC to be formed. (NW FMP, SW FMP, HCP, EIS)
March 4, 1998	Board of Forestry meeting; progress report on PIC, other state forest policy and planning activities. (NW FMP, SW FMP, HCP, EIS)
March 19, 1998	Oregon Fish and Wildlife Commission tour of Tillamook State Forest. (NW FMP, HCP)

**Table F-1. Chronological History of Public Involvement (continued)**

<b>Date</b>	<b>Event</b>
April 1998	PIC established. (HCP, EIS)
April 23-24, 1998	Board of Forestry meeting; report on state forest policy and planning activities.
April-Nov., 1998	PIC meetings, including tour of state forests in August. (HCP, EIS)
May 1998	April 1998 draft of NW FMP released. (NW FMP)
May-July 1998	Independent scientific review of HCP. (HCP, EIS)
June 1998	Ninth issue of <i>Horizons</i> published; information on HCP, NW FMP, PIC, ISR, and monitoring and adaptive management strategies. (NW FMP, HCP, EIS)
June 3, 1998	Board of Forestry meeting; status report on SW FMP development. (SW FMP)
June 17, 1998	Meeting of land management classification system external review group. (NW FMP, SW FMP)
June-July 1998	Release of interim implementation plans for districts: Astoria, Clackamas-Marion, Forest Grove, Tillamook, West Oregon, Western Lane; information in IIPs relates to all planning documents. (NW FMP, HCP, EIS)
June 23-July 1, 1998	Five public meetings; focus on draft NW FMP and HCP: Astoria, Tillamook, Salem, Corvallis, Portland. USFWS and NMFS involved with meetings. (NW FMP, HCP, EIS)
July 23-23, 1998	Board of Forestry tour and meeting; update on land base designation and land management classification process: Forest Grove. (NW FMP, SW FMP)
Sept. 9, 1998	Board of Forestry meeting; report on draft rule language for land management classification system. (NW FMP, SW FMP)
Sept. 18, 1998	September 1998 draft of HCP released. (HCP, EIS)
Oct. 22-23, 1998	Board of Forestry meeting; progress reports on PIC, HCP. (HCP, EIS)
Dec. 1998	Board of Forestry meeting; progress report on HCP. (HCP, EIS)
Feb. 1999	Letter to <i>Horizons</i> mailing list; update on the HCP, SW FMP, NW FMP.

**Table F-1. Chronological History of Public Involvement (continued)**

<b>Date</b>	<b>Event</b>
<b>1999</b>	
Jan. 1999	Five public hearings; focus on land classification and land designation rulemaking: Tillamook, Salem, Roseburg, Klamath Falls, Portland. (NW FMP, SW FMP)
April 1999	Board of Forestry meeting; review of proposed strategies and alternatives. (HCP, EIS)
April 1999	Tenth issue of <i>Horizons</i> published; update on timeline; information about ISR, PIC, review of public involvement. (HCP, EIS, NW FMP, SW FMP)
June 1999	Board of Forestry meeting; review of monitoring and adaptive management strategies. (HCP, EIS, NW FMP, SW FMP)
July 1999	Board of Forestry meeting; review of aquatic and riparian strategies. (HCP, EIS, NW FMP, SW FMP)
March 2000	Board of Forestry meeting and workshop; review of Sessions decadal analysis of alternatives, and report on NW FMP's connection to local economies. (NW FMP, SW FMP, HCP, EIS)
April 2000	Board of Forestry workshop; integration of HCP, FMP, implementation plans, and land management classification maps. (NW FMP, SW FMP, HCP)
May 2000	Board of Forestry workshop; review of FMP resource strategies, adaptive management strategies, monitoring plan, and working hypotheses. (NW FMP, SW FMP, HCP)
June 2000	Board of Forestry meeting; review of revised FMP resource strategies. (NW FMP, SW FMP)
July 2000	Board of Forestry meeting; decision to prepare FMP for administrative rule-making. (NW FMP, SW FMP)
September 2000	Board of Forestry meeting; direction to begin rule-making process. (NW FMP, SW FMP)



## ***Horizons* Newsletter**

The Department of Forestry published the first issue of the *Horizons* newsletter in August, 1994, and continued to publish the newsletter throughout the planning process. The newsletter was dedicated to state forests management planning news and was published approximately twice each year, as work was accomplished and new steps taken. See the chronological history for the exact dates of publication.

At first, the newsletter focused on the northwest Oregon state forests. As work began on the habitat conservation plan for all western Oregon state forests, and the management plan for the southwest Oregon state forests, the newsletter also covered these plans. See the chronological history for information on focus points for each newsletter issue.

*Horizons* was mailed to an extensive list of interested individuals, organizations, and agencies. A broader audience was reached through press releases and articles in western Oregon newspapers. Interested persons and groups were invited to request one-on-one meetings or presentations.

## ***Forest Log* Newsletter**

The Oregon Department of Forestry publishes a newsletter, the *Forest Log*, which covers all of the department's activities. Approximately 3,500 copies are mailed every two months to interested individuals, organizations, businesses, and agencies. Several articles covered the development of the forest management plans, the *Western Oregon State Forests Habitat Conservation Plan*, and the environmental impact statement for the HCP. The articles gave readers contact information and explained how they could get more involved in the planning process. The main articles in the *Forest Log* are listed below. The newsletter included many brief updates on the planning process, announcements of public meetings, and announcements of Board of Forestry actions related to planning.

- The November-December 1995 issue of the *Forest Log* had articles explaining the forest management planning process for the northwest Oregon state forests, the concepts of structure-based management, and how to sign up to receive the *Horizons* newsletter.
- The March-April 1996 issue, which was the department's 1995 annual report, stated as part of the report on state lands management, that a habitat conservation plan was being prepared for western Oregon state forests.
- The March-April 1998 issue, which was the department's 1997 annual report, had an article that reviewed the entire state forests planning process to date, including the draft forest management plans, the draft HCP, the new administrative rules, and the role of monitoring and adaptive management.

## **Public Meetings and Tours**

Public meetings were held at each major step of the planning process. Along with discussion of the forest management plans, the meetings also included discussion of the need for the HCP, the planning process for the HCP, and the relationship between the two forest plans and the HCP.

Public meetings were publicized in the newsletters, through press releases and media coverage, and letters to the *Horizons* mailing list. Specific locations varied for each set of meetings. Written comments were received after the meetings.

The meetings in November-December 1997 and June-July 1998 were held jointly by state and federal agencies. Representatives of the U.S. Fish and Wildlife Service and National Marine Fisheries Service were present, along with staff from the Oregon Department of Forestry.

In addition, Department of Forestry planners met informally with interested people and groups over the course of the planning process. These contacts included informal meetings and tours, telephone conversations, distribution of informational materials, and outreach to local news media.

## **Toll-Free Telephone Line for Information**

A toll-free information line was established in May 1994 (1-800-482-6866). The line provided recorded messages on the planning process and periodic updates; it also allowed people to give input by recording a message. The line was announced in the newsletters and kept in operation throughout the planning process.

## **World Wide Web Site: [www.odf.state.or.us](http://www.odf.state.or.us)**

The Department of Forestry has a world-wide web site. The department started to include information about state forests planning on the site in early 1995, and continued to do so after that time. The web site address is: [www.odf.state.or.us](http://www.odf.state.or.us), and includes information about all aspects of the department's work and responsibilities.

## **Notice of Intent**

The U.S. Fish and Wildlife Service and National Marine Fisheries Service ("the Services") published a notice in the Federal Register on October 28, 1997, about the HCP. The notice stated that the Oregon Department of Forestry had started the development of the HCP and was applying to the Services for an incidental take permit. The notice further stated that the Services and the Department of Forestry had jointly scheduled a series of public scoping meetings on the project. Finally, the notice stated that NEPA analysis would be done on the proposal, but at that time, the decision had not yet been made on what level of NEPA analysis would be required for the project. (Federal Register, October 28, 1997, Volume 62, Number 208, pages 55822-55825.)

The U.S. Fish and Wildlife Service and National Marine Fisheries Service published the Notice of Intent to prepare an environmental impact statement on the *Western Oregon State Forests Habitat Conservation Plan* in the Federal Register on \*\*.

## **Other Meetings**

The National Wildlife Federation, a private nonprofit organization, held a meeting in July 1997, to discuss the HCP for western Oregon state forests. The Department of Forestry sent representatives to present information and answer questions.

## **Steering Committee**

The planning process for the northwest Oregon state forests was guided by a steering committee comprised of Department of Forestry managers and county commissioners. The eleven-person group provided policy direction to the planning team and comment on key issues during the process. In addition, the steering committee members played a key role by informing community leaders and others of planning issues and progress.

### **Steering Committee Members**

Mike Bordelon, Northwest Oregon Area Director (chair, 2000) and State Forests Program Director

Roy Woo, Northwest Oregon Area Director (chair, 1999-2000)

Lee Oman, Northwest Oregon Area Director (chair, 1994-1998)

Ray Craig, Assistant State Forester

Dr. Jill Bowling, State Forests Program Director

Stan Medema, Astoria District Forester

Mark Labhart, Tillamook District Forester

Dave Johnson, Forest Grove District Forester

Bill Lafferty, West Oregon District Forester

Mike Templeton, West Oregon District Forester

Dan Christensen, Clackamas-Marion District Forester

Rick Rogers, Western Lane District Forester

Darrel Spiesschaert, Western Lane District Forester

Dave Schmidt, Linn County Commissioner

Tim Josi, Tillamook County Commissioner

Jerry Dove, Tillamook County Commissioner

## **Planning Forum for *Northwest Oregon State Forests Management Plan***

The Department of Forestry developed a contact group, called the planning forum, to assist the planning team with the development and review of resource goals and strategies for the management of the northwest Oregon state forests. Members were selected by the steering committee for the forest plan. The planning forum had eight members representing a wide range of interests related to state forest resource management. The group held its first meeting in October 1994 and completed its work in 1998. Over the 4-year period that the group met, the group held regular meetings and

went on field tours of the state forests in order to better understand the issues. Over this time, two original members resigned, and two new members were added.

The planning forum was a link between key constituencies and interests and the planning team, assisted the team with the development and review of resource goals and strategies, and helped clarify issues for the planning team.

### **Planning Forum Members**

Dr. John Hayes, Department of Forest Science, College of Forestry, Oregon State University

Chris Jarmer, assistant to vice-president for resources, Stimson Lumber Company

Dr. Katy Kavanaugh, forestry extension agent, Oregon State University

Paul Levesque, executive assistant to county commission, Tillamook County

Jim McCauley (started in 1996), director, Oregon Forest Industries Council

Greg Miller (resigned in 1996), director, Oregon Forest Industries Council

Jim Myron (started in 1996), interim conservation director, Oregon Trout

Avis Rana, small woodland owner, member of Sierra Club

Doug Ray, small woodland owner, on board of directors for North Coast Land Conservancy and the Coast Range Association

Kathleen Williams (resigned in 1996), conservation planner, Oregon Trout

### **Peer Review**

In February 1996, the Department of Forestry asked for professional review and critique of the draft strategies in the *Northwest Oregon State Forests Management Plan*. The peer review group included 10 recognized forestry and natural resource experts. The reviewers examined the structure-based management strategies and the other draft strategies in the forest plan, and provided extensive comments. The peer review of the draft strategies was completed by early fall 1996.

### **Peer Reviewers**

Dr. Robert Anthony, leader, Oregon Cooperative Wildlife Research Unit, Oregon State University

Dr. Andrew B. Carey, principal research biologist, USDA Forest Service Pacific Northwest Research Station, Olympia, WA

Dr. Robert O. Curtis, principal mensurationist, USDA Forest Service Pacific Northwest Research Station

Dr. Malcolm L. Hunter, Jr., professor, Department of Wildlife, University of Maine

Dr. Larry L. Irwin, national wildlife program manager, National Council of the Paper Industry for Air and Stream Improvement

Dr. Bill McComb, professor, Department of Forest Science, Oregon State University

Dr. Chadwick D. Oliver, professor, College of Forest Resources, University of Washington

Dr. Thomas Spies, research forester, USDA Forest Service Pacific Northwest Research Station

Dr. John C. Tappeiner, National Biological Service, Corvallis, OR

## **Public Interest Committee for the *Western Oregon State Forests Habitat Conservation Plan***

In January 1998, the Board of Forestry directed the Department of Forestry to establish a public interest committee (PIC) of eight to eleven people, who would be appointed by the State Forester. The committee members represented various groups with a stake in the *Western Oregon State Forests Habitat Conservation Plan*. The PIC's goal was to clearly define and focus on scientific, technical, and policy issues in the draft HCP, with the intention of helping to resolve these issues.

The State Forester appointed the PIC members on March 25, 1998. The members represented interest groups for recreation, environmental, fishing, timber, and counties with forest trust lands. A citizen representative was selected to chair the PIC, and the Department of Forestry appointed an ex-officio member to be the department's spokesperson. The department also provided administrative, informational, and technical support for the committee, and contracted two facilitators to assist the group in working through the issues. A complete list of committee, resource, and administrative/logistical members is given below.

The PIC delivered their final report to the State Forester in December 1998 (Public Interest Committee 1998). The report's Appendix D describes in detail the group's process and meetings. For each major issue considered by the committee, the report gives a summary of the issue, the group's discussion, the Department of Forestry direction and proposed strategy, and PIC recommendation. The major issues discussed were: integration of planning documents, northern spotted owl, marbled murrelets, non-listed species, aquatic and riparian issues, landscape design and management, monitoring and adaptive management, cumulative effects, communication and public involvement, and implementing agreements and enforcement.

### **PIC Committee Members**

Sybil Ackerman, National Wildlife Federation  
Cliff Adams, The Confederated Tribes of Grand Ronde  
Mickey Bellman, Quality Veneer and Lumber  
Rod Brobeck, Oregon Wildlife Heritage Foundation  
Sue Cameron, Tillamook County Commissioner  
Ray Craig, Oregon Department of Forestry (ex-officio)  
Bryan Johnston, (chair), citizen representative  
Harold J. Kalleck, Jr., Pacific Northwest 4-Wheel Drive Association  
James E. McCauley, Oregon Forest Industries Council  
Mike Propes, Polk County Commissioner  
Glen Spain, Pacific Coast Federation of Fishermen's Associations  
Sara Vickerman, Defenders of Wildlife

### **PIC Committee Facilitators**

Connie Green, Chemeketa Community College  
Vicki Willis, Chemeketa Community College

### **PIC Coordination**

Marcia Humes, Oregon Department of Forestry  
(PIC Coordinator: August – November, 1998)  
Jenny Walsh, Oregon Department of Forestry  
(PIC Coordinator: April – July, 1998)  
Jeri Chase, Oregon Department of Forestry

### **Resource Members**

Jeff Boechler, Oregon Department of Fish and Wildlife  
Mike Bordelon, Oregon Department of Forestry  
Charlie Bruce, Oregon Department of Fish and Wildlife  
Cary Greenwood, Oregon Department of Forestry  
John Hayes, Oregon State University  
Ross Holloway, Oregon Department of Forestry  
Logan Jones, Oregon Department of Forestry  
Dave McAllister, Oregon Department of Fish and Wildlife  
Mike Parton, National Marine Fisheries Service  
Jennifer Robison, Division of State Lands  
Mike Schnee, Oregon Department of Forestry  
Ian Whitlock, Department of Justice  
Joe Zisa, US Fish and Wildlife Service

## ***Independent Scientific Review of the Western Oregon State Forests Habitat Conservation Plan***

In 1998, the Department of Forestry asked for an independent scientific review of the draft *Western Oregon State Forests Habitat Conservation Plan* and *Northwest Oregon State Forests Management Plan*. The intent was to receive input and critique from a diverse group of scientists. Dr. John P. Hayes (Department of Forest Science, College of Forestry, Oregon State University), coordinated the thorough and intensive review, which was done by 26 scientists, each expert in one or more of the major issues. The final report describes in detail the approach used, discussion of the review, the reviewers' complete comments and responses to the review questions, and other related information (Hayes 1998). The reviewers began their work in May 1998 and finished in July 1998.

The independent scientific review examined the scientific underpinnings of the objectives and strategies set forth in the HCP. It was not designed to evaluate policy. As pointed out in the report's preface, scientific truth is not established by voting, but through a rigorous and critical evaluation of the evidence. The team included reviewers with expertise in northern spotted owls, marbled murrelets, other birds, mammals, amphibians, fish, plants, silviculture, aquatic ecology, forest ecology, geomorphology, hydrology, and landscape strategies. For most topics, the team included more than one person with expertise in the area, with the intent of including a diversity of perspectives. The selection committee considered 105 nominees; the final team had 26 people. These people are listed below. The report's Appendix F includes brief resumes of each team member.



The Department of Forestry prepared a set of questions to help structure the review. These questions were based on concerns raised by department staff, the PIC (described later in this appendix), the U.S. Fish and Wildlife Service, and National Marine Fisheries Service. Reviewers were asked to critique the HCP and forest management plan, focusing on their areas of expertise, and to answer the subset of questions related to their expertise. They were encouraged to comment on any aspects of the two plans and answer any additional questions that they desired. The report includes the full text of the questions and instructions to reviewers, as well as their comments.

### **Reviewers for the Independent Scientific Review**

Dr. Lee E. Benda, Earth Systems Institute  
Dr. Andrew R. Blaustein, Department of Zoology, Oregon State University  
Dr. Carol L. Chambers, School of Forestry, Northern Arizona University  
Dr. Steven P. Courtney, Sustainable Ecosystems Institute  
Dr. Dean S. DeBell, USDA Forest Service Pacific Northwest Research Station  
Dr. Eric Forsman, USDA Forest Service Pacific Northwest Research Station  
Dr. James G. Hallett, Zoology Department, Washington State University  
Dr. Andrew J. Hansen, Biology Department, Montana State University  
Dr. John A. Helms, Department of Environmental Science, Policy, and Management,  
University of California, Berkeley  
Dr. David E. Hibbs, Department of Forest Science, Oregon State University  
Dr. Thomas M. Hinckley, College of Natural Resources, University of Washington  
Dr. Larry L. Irwin, NCASI  
Dr. Sherri Lynn Johnson, Department of Geosciences, Oregon State University  
Dr. John M. Marzluff, College of Forest Resources, University of Washington  
Dr. William C. McComb, Department of Forestry and Wildlife Management, University  
of Massachusetts  
Dr. E. Charles Meslow, Wildlife Management Institute  
Ms. S. Kim Nelson, Department of Fisheries and Wildlife, Oregon State University  
Dr. Reed F. Noss, Conservation Biology Institute  
Dr. Deanna H. Olson, USDA Forest Service Pacific Northwest Research Station  
Dr. Daniel K. Rosenberg, Department of Fisheries and Wildlife, Oregon State University  
Dr. John C. Tappeiner, Forest and Rangeland Ecosystem Science Center  
Dr. Dale A. Thornburgh, Natural Resources Management Department, Humboldt State  
University  
Dr. James M. Trappe, Department of Forest Science, Oregon State University  
Dr. Stephen D. West, College of Forest Resources, University of Washington  
Dr. Robert C. Wissmar, Fisheries Research Institute, University of Washington  
Dr. Donald B. Zobel, Department of Botany and Plant Pathology, Oregon State  
University

## **Process for Administrative Rules for Management of State Forest Lands**

During the development of the HCP and forest management plans, it became apparent that new administrative rules on forest planning and the management of state forest lands would provide clear, overall direction for these lands, and would make permanent a number of temporary directives. Therefore, a process was started to develop draft rules, get public input, and establish permanent administrative rules.

The public input process included a citizens' advisory committee, public hearings, and a public comment period. Hearings on the draft rules were held in February-April 1996. A citizens' advisory committee formed at this same time to advise on revisions of the draft rules. This committee completed its work in July 1997. A second set of hearings was held on the new draft rules in August 1997. All five hearings were held on the same day, August 26, 1997; the locations were Cannon Beach, Forest Grove, Roseburg, Portland, and Salem. Written comments were accepted until January 1998.

The Board of Forestry unanimously approved new administrative rules for the management of state forest lands in January 1998.

## **Land Base Designation Public Involvement Process**

On January 7, 1998, the Board of Forestry adopted new administrative rules on state forest management policy and planning (see above). Among other items, these rules require that state forest lands be designated either as 1) silviculturally capable of growing forest tree species; or 2) as not capable of such growth. Each district was required to determine the land base designations for state forest lands in their district, and then to develop maps displaying this information. The State Forester approved the draft maps in 1998. On September 9, 1998, the Board of Forestry authorized the State Forester to begin the rulemaking process to adopt OAR 629-035-0045 Forest Land Base Designation Maps and the draft maps as an administrative rule.

As part of the rulemaking process, public hearings were held on the land base designation maps in January 1999. Written comments were also accepted during January 1999.

The draft land base designation maps were submitted for adoption as administrative rule to the Board of Forestry at their April 1999 meeting. The land base designation maps were adopted, and are OAR 629-035-0045.

The forest land management classification system is OAR 629-035-0050. Actual land classifications will be approved after the forest management plan is approved.



Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Intergovernmental Agreement (IGA) with Columbia County

This IGA is for a feasibility study that has been funded by the Oregon Department of Transportation (ODOT). The Northwest Oregon Transit Feasibility Study will provide strategic and technical information about coordinated transit services and administration in Clatsop and Columbia Counties. It will look at the potential for consolidation of the services and other options.

This IGA has been reviewed and approved by legal counsel. At the December Board of Commissioners meeting, the question came up about how the match funds (\$6,000) would be divided between the two parties. The IGA does not specify how the match funds will be divided. We should have a better idea of that after we sit down with the firm that will be doing the study for us.

Staff is recommending that the Board approve the IGA with Columbia County and authorize the Chair to sign the IGA on behalf of the District.

**Intergovernmental Agreement (IGA) Between  
Sunset Empire Transportation District and Columbia County**

**WHEREAS**, Sunset Empire Transportation District ("SETD") and Columbia County ("COUNTY") both operate separate transit systems serving riders within their respective service areas; and

**WHEREAS**, SETD and the COUNTY have an interest in working to identify opportunities to achieve increased coordination, cost efficiencies and consolidation of the SETD system by the COUNTY; and

**WHEREAS**, the COUNTY annually contributes funding in excess of \$100,000 to operate its own transit system using funding received from Oregon Department of Transportation ("ODOT") and has been identifying ways to determine the best course of action to fund its transit system including a special district formation; and

**WHEREAS**, SETD currently levies a property tax which is dedicated to the public bus system; and

**WHEREAS**, SETD and the COUNTY currently have an intergovernmental agreement in place to cover the joint costs of operating of the Lower Columbia Connector service operating between Portland and Rainier and Rainier and Astoria; and

**WHEREAS**, SETD and the COUNTY wish to explore the feasibility of consolidation of their transit services; and

**WHEREAS**, ODOT recently agreed to provide funding to fully support a study of a merger between SETD and COUNTY's transit system.

**NOW, THEREFORE, SETD AND THE COUNTY HEREBY AGREE AS FOLLOWS:**

- SETD and the COUNTY have requested \$30,000 in Federal Transit Administration (FTA) Section 5305 Planning funds through ODOT; and that the funding being sought is for the explicit purpose of retaining a firm to analyze the possibility of a consolidation of the COUNTY's transit system with SETD; and that any such FTA funds awarded will be subject to a 20% matching requirement, which will be split between the parties using in-kind administrative support.
- SETD and COUNTY agree, to further explore the feasibility of consolidating the COUNTY's transit system with SETD, with a goal of identifying mutual benefit to both Clatsop and Columbia County residents, providing a stable funding source for transit service in Columbia County, seeking economies of scale, evaluating the implications of a tax base for both counties, the process to expand an existing transit district between two counties and develop alternatives should consolidation be infeasible, including a separate Columbia County transit district, county service

district or status quo.

- SETD will manage the project with COUNTY and ODOT as supporting partners.
- The general public and the respective STF Advisory Committees from SETD and the COUNTY will have an opportunity to comment on the study.
- SETD will prepare all Request for Proposals, Scope of Work and all other pertinent documents for solicitation of consultants for the consolidation study. The COUNTY will provide review and input into the solicitation documents. The solicitation will occur pursuant to the SETD procurement rules and regulations and pursuant to FTA requirements.
- The COUNTY and SETD will be participants in the selection of a qualified proposer for the study.
- SETD will enter into a contract with the successful proposer, pay all necessary bills of the proposer and file for reimbursements from ODOT.
- SETD will enter into an agreement with ODOT for the funding, a copy of which is attached hereto and incorporated herein by this reference.
- The County will provide to SETD documentation regarding the in-kind match funding for the study. Reporting will be done quarterly no later than 30 days after the end of the quarter.
- SETD and the COUNTY agree that in the event that a consolidation is recommended and the Parties agree to pursue such consolidation, that the form of governance will be in accordance with the Oregon Special District and Transit District laws and that the vote of Clatsop and Columbia County residents would be required to enact such consolidation.
- Should the consolidation not be recommended, the IGA shall terminate and the COUNTY will pursue other recommendations identified into the study, including, but not limited to: No Action, formation of a transit district, subject to a separate vote or formation of a county service district, subject to a vote, if a tax will be included.
- The Parties agree to enter into this IGA in good faith to explore consolidation of the COUNTY's transit system with SETD subject to the conditions outlined above; however, if unforeseen or changing legal or financial conditions preclude the ability of either the COUNTY or SETD to agree to a consolidation as contemplated herein, or if the necessary approval(s) are not obtained as defined by law, then this document shall be of no further force and effect upon the notification of one party to the other.

- Subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260-300, the Oregon Constitution, article XI, Section 7 and the terms of any applicable policies of insurance, the PARTIES agree to save, hold harmless and indemnify each other, including their officers, agents and employees, from any loss, damage, injury, claim, or demand by a third party against either party to this agreement arising from the activities of the other party in connection with this Agreement. Neither party shall be liable for any loss, damage, injury, and claim nor did demand against each other arising from their respective activities in connection with this agreement, except as otherwise expressly set forth herein.

IN WITNESS WHEREOF, SETD and Columbia County have caused this agreement to be executed by their authorized representative as of the date set forth below. This agreement shall be effective as of February 1, 2017.

By \_\_\_\_\_  
Henry Heimuller

By \_\_\_\_\_  
Kathy Kleczek

Title: Chair

Title: Board Chairperson

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b Special Transportation Fund (STF) Recommended Projects

The Senior and Disabled Transportation Advisory Committee (S&D Committee) will be meeting on January 17<sup>th</sup> to review applications for the STF funding for the upcoming biennium. They will provide a recommendation on how the STF funds shall be appropriated to the Board. This recommendation will be emailed to you on Tuesday, January 17<sup>th</sup> after their meeting.

As the STF agency for Clatsop County, for the 17-19 biennium, the District will be allocated an estimated \$186,482 to be allocated to the successful applicants. This amount is a reduction in funding from the State of approximately \$41,000 from the current biennium.

Staff is recommending that the Board approve the S & D Committee's recommendation for STF funding for the 17-19 biennium.

Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.c §5310 Funds Recommended Projects

The Senior and Disabled Transportation Advisory Committee (S&D Committee) will be meeting on January 17<sup>th</sup> to review applications for the §5310 Enhanced Mobility of Seniors & Individuals with Disabilities funding for the upcoming biennium. They will provide a recommendation on how the §5310 funds shall be appropriated to the Board. This recommendation will be emailed to you on Tuesday, January 17<sup>th</sup> after their meeting.

Oregon distributes state, FTA, and ODOT Surface Transportation Program funds biannually to improve service to the special needs, seniors, and other transit-dependent populations beyond traditional services. Typical projects include vehicle fleet growth and maintenance, facilities, signs, equipment, and purchased service. This allows service providers to maintain assets and services that are safe, in good condition, and designed appropriately for the specified routes and services. Funds can also be used to provide operations, travel training, and information for seniors and individuals with disabilities.

For the 17-19 biennium, the District will be allocated an estimated \$285,081 to be allocated to the successful applicants. This amount is a reduction in funding from the State of approximately \$12,000 from the current biennium.

Staff is recommending that the Board approve the S & D Committee's recommendation for §5310 funding for the 17-19 biennium.


Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.d Board Vacancy

As you know Paul Lewicki has resigned his seat, effective December 31, 2016. The Board will need to determine how it wants to proceed to fill the vacancy. The appointee will serve until the next Special District election is held which will be in May of 2017.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>MID-TERM BOARD VACANCY</b>	Policy # <b>B-308</b>	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

**POLICY:**

The Board shall fill a vacancy on the Board by appointment by a majority of the remaining members of the governing body. (ORS 198.320-Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member's resignation.
2. The appointee will serve until a successor can be elected at the next regular special district election.



Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.e Updated Board Bank Signatures

With the turnover of Board members in the past year, we have struggled with the process to get new Board members added and previous Board members removed from the accounts at the bank in a timely matter. I had Clatsop Community Bank email me a copy of current signatories for the District and it does indeed show that we do not have the proper people on the accounts. The following is a list of who is on the active list:

Carol Gearin  
Jeff Hazen  
Kathy Kleczek  
Kevin Widener  
Paul Lewicki  
Rae Goforth  
Tracy MacDonald

I went through past minutes and found that in April, the Board approved Jim Servino to be added. In August, the Board approved Lylla Gaebel to be added. These were both done by motion. Previously, the Board has passed resolutions adding and removing names from the signature list.

To make sure that we are current, I am recommending that the Board approve Resolution 2017-01 to remove previous Commissioners. I am also recommending that the Board approve Resolution 2017-02 to add Commissioners.



SUNSET EMPIRE TRANSPORTATION DISTRICT  
Board of Commissioners

RESOLUTION 2017-01

The Board of Commissioners of Sunset Empire Transportation District, Astoria Oregon, hereby resolves to cancel all authority given to Paul Lewicki and Rae Goforth as signers on all bank accounts at Clatsop Community Bank including checking, online banking, the Automated Clearing House (ACH) and for all other matters related to the District.

MOTION OF ADOPTION

Name	Aye	Nay	Abstain	Absent
Chair Kleczek				
Commissioner Widener				
Commissioner MacDonald				
Commissioner Gearin				
Commissioner Gaebel				
Commissioner Servino				

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS 20<sup>th</sup> DAY OF JANUARY, 2017.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By \_\_\_\_\_

Title: Kathy Kleczek, Board Chair

ATTEST:

By: \_\_\_\_\_

Title: Carol Gearin, Board Secretary/Treasurer



SUNSET EMPIRE TRANSPORTATION DISTRICT  
Board of Commissioners

RESOLUTION 2017-02

The Board of Commissioners of Sunset Empire Transportation District, Clatsop County Oregon, hereby resolves to authorize that Commissioners Jim Servino and Lylla Gaebel have full authority to become signers on all bank accounts at Clatsop Community Bank including checking, online banking, the Automated Clearing House (ACH) and for all other matters related to the District.

MOTION OF ADOPTION

Name	Aye	Nay	Abstain	Absent
Chair Kleczek				
Commissioner Widener				
Commissioner MacDonald				
Commissioner Gearin				
Commissioner Gaebel				
Commissioner Servino				

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS 20<sup>th</sup> DAY OF JANUARY, 2017.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By \_\_\_\_\_

Title: Kathy Kleczek, Board Chair

ATTEST:

By: \_\_\_\_\_

Title: Carol Gearin, Board Secretary/Treasurer

Date: January 11, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.f Selection of Legal Counsel

With the retirement of Jeanyse Snow, the Board needs to select a new attorney to provide legal services to the District. We received two responses for the RFQ, the first from Heather Reynolds and the second from Blair Henningsgaard. Both attorneys have their practices located here in Astoria. I have included their responses to the RFQ and the responses I received from the reference checks that I sent out.

The budget for legal services this year is \$6,400. YTD we have spent \$336. Jeanyse's hourly rate was \$210 per hour.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>SELECTION AND DUTIES OF LEGAL COUNSEL</b>	Policy # <b>B-310</b>	Effective Date: <i>March 28, 2013</i>
	Signature <i>Paul [Signature]</i>	Date of Last Review

**POLICY:**

1. The Board shall select legal counsel for the District.
2. The Board authorizes the Board Chair and/or the Executive Director to seek legal counsel independently, providing such counsel is consistent with the Board's general direction.
3. The Board expects legal counsel to provide legal advice by responding to specific requests as well as proactively advising on changes to the laws that affect the District.
4. In the event that either the Board Chair or the Executive Director independently seeks legal counsel, such contact should be reported to the full Board at the earliest convenience.

## HEATHER REYNOLDS

ATTORNEY AT LAW  
P.O. Box 145 • 800 Exchange Street, Suite 330  
Astoria, Oregon 97103  
(503) 325-8449  
FAX (503) 338-2969  
[heather@reynoldsattorney.com](mailto:heather@reynoldsattorney.com)

December 27, 2016

Ms. Kathy Kleczek, Chair  
Board of Directors of the Sunset Empire Transportation District  
900 Marine Drive  
Astoria, Oregon 97103

Dear Chair Kleczek and Directors:

Per my telephone conversation with Executive Director Jeff Hazen, I am interested being the Attorney for the Sunset Empire Transportation District. You now have a well-run district, and I understand your legal needs are the usual municipal law issues that occasionally arise. Having handled several legal matters for your District through the years when attorney Jeanyse Snow had a conflict or was unavailable, I am familiar with your District and its operations.

Municipal law is the primary focus of my practice. I have been licensed in Oregon for over 35 years (and in Washington for 30). I currently represent 11 public entities in three counties. These include a number of sewer districts, a water district, a port district, a park district, a health district, the City of Ilwaco, and Clatsop County. I have been Clatsop County Counsel for over 20 years, and have been attorney for many of the Districts for over a decade. The legal issues for these public entities involve contracts, real property, public record and meeting questions, intergovernmental relations, ordinance drafting, utility collection, labor relations and risk management. I have included a resume detailing some of the government projects I have worked on. I also represent non-governmental clients. These are primarily homeowners associations, contractors and clients involved in land transactions, estate planning or business formation.

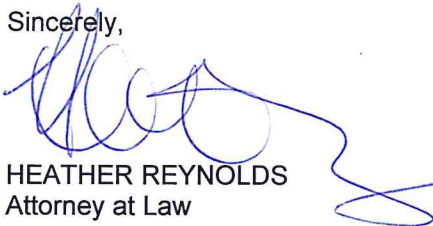
My office is in the County Administration Building, a couple blocks from your District headquarters. My schedule is flexible. If an emergency arose and I was needed "on-site" for a period of time, that could be easily arranged.

Since I have a one person practice, I have formed alliances with larger specialist law firms to provide my clients with back-up when I am not available and provide expertise in unusual issues or litigation. For Special District clients I like to use the Local Government Law Group, with attorney Carolyn Connelly being the primary contact. Although based in Eugene, they represent over 100 local governments statewide, including several on the North Coast. An introduction to their firm is attached.

My usual hourly rate for municipal clients is currently \$180 per hour, but will be increasing to \$200 for each municipal client as their existing contracts expire. Thus my rate for your District would be \$200 per hour. I invoice my municipal clients at the end of each month. The Local Government Law Group charges \$226 per hour and invoices monthly as well.

Thank you for considering my application, and I would be happy to answer any questions that arise.

Sincerely,



HEATHER REYNOLDS  
Attorney at Law

## HEATHER REYNOLDS

Attorney at Law  
P.O. Box 145 • 800 Exchange Street, Suite 330  
Astoria, Oregon 97103  
(503) 325-8449  
(503) 338-2969 – Fax  
[heather@reynoldsattorney.com](mailto:heather@reynoldsattorney.com)

### Professional Experience:

Self-employed Attorney, Astoria, Oregon (1984 - present)  
Associate: Macdonald, McCallister & Snow, Astoria, Oregon (1981-1984)

### Areas of Expertise:

#### ***Municipal Law:***

Public contracts; construction law; elections and recording; property sales and leases; personnel; public records and public meetings law; tax collection; civil process; policies and ordinances; land use; and law enforcement

#### ***Real Estate Law:***

Property sales and leases; easements and restrictive covenants

#### ***Business Law:***

Company formation; sale of businesses; personnel; and contracts

### Selected Projects:

***Ambulance Service*** – drafted the 2016 Clatsop County Ambulance Service Franchise Agreement, negotiated an agreement with Columbia County, and drafted an intergovernmental agreement between the counties and accompanying Orders.

***Change law*** – identified legal issue with Division of State lands and public road rights of way, drafted amendment to SB 600 to clarify the law and protect County roads, worked with Senator Johnson and Association of Oregon Counties to pass amendment.

***Fairgrounds*** - worked with the Fair Board and Clatsop County Board of County Commissioners to develop a stable funding source for the fairgrounds. Provided analysis of structure and funding options, wrote a successful local option levy.

***Sewer System*** - assisted with the bidding, contracts and construction oversight for installation of a new 470 connection sewer system, drafted a sewer use ordinance, systems development ordinance, pumping agreements, intergovernmental agreements, and easements.

***Rocks and Beer*** - As attorney for a number of local businesses, I advise clients in matters as varied as drafting sale documents for the purchase of rock quarries to drafting Oregon and Washington beer distribution agreements.

**Education:**

Juris Doctor, 1981, Willamette University College of Law, Salem, Oregon  
Bachelor of Arts, 1977, Whitman College, Walla Walla, Washington

**Licenses:**

Licensed in Oregon (1981) and Washington (1985), U.S. District Court of Oregon (1981), U.S. District Court for Western Washington (1986)

**Representative Public Clients:**

<b>Name:</b>	<b>Date:</b>
Clatsop County	(1995-present)
Sunset Park and Recreation District	(2003-present)
Port of Ilwaco	(2005-present)
Miles Crossing Sewer District	(2007-present)
Union Health District	(2007-present)
Shoreline Sanitary Sewer District	(2008-present)
City of Ilwaco	(2010-present)
Sundown Sanitary District	(2010-present)
Arch Cape Water District	(2013-present)
Neskowin Regional Water District	(2014-present)
Neskowin Regional Sanitary Authority	(2014-present)

**Community Service:**

Director, Board of Directors, Oregon County Counsel's Assoc.	(2008-2011)
President (2009-2010)	
Director, Board of Directors, Clatsop Community Bank	(2007-present)
Director, Board of Directors, Clatsop Care Center Health District	(2007-present)
Chair (2011-2013)	



Carolyn H. Connelly  
Christy K. Monson  
Ross M. Williamson\*  
Lauren A. Sommers  
Diana Moffat  
Mark A. Wolf  
Russell D. Poppe, *Of Counsel*  
John A. Wolf, *Of Counsel*  
\*Also Admitted in Washington

## The Local Government Law Group Legal Counsel

### INTRODUCTION

The Local Government Law Group has over 100 years of combined experience in municipal law. We represent over 80 fire and other special districts as well as government-related entities throughout the state. We also serve as the City Attorney for more than 21 Oregon cities. In addition to our general counsel clients, we provide legal advice on special projects for many other Oregon cities, districts and government-related entities.

### Our Firm

The Local Government Law Group consists of six experienced attorneys specializing in providing expert legal services to Oregon's local governments: Carolyn H. Connelly, Christy K. Monson, Ross M. Williamson, Lauren A. Sommers, Diana Moffat, and Mark Wolf. Two *of counsel* attorneys also regularly assist our firm: Russell D. Poppe, and John A. Wolf.

The attorneys of the Local Government Law Group provide representation exclusively to governmental entities, without the competing pull on our resources from private interests. Every entity is different. We have vast experience in tailoring legal solutions to each entity's needs and style. We have structured our law practice and areas of expertise specifically to allow us to provide services tailored to fit the needs of local governments.

### RESUME FOR CAROLYN CONNELLY:

**Name:** Carolyn H. Connelly  
**Years of Municipal Experience:** 21  
**Oregon Bar Admission:** 1995  
**Law School:** Vermont Law School

**Specialization:** Public contracting, infrastructure financing, land use, environmental law, public meetings and public records.

**Professional Affiliations:** Oregon State Bar, Oregon City Attorneys' Association, and Lane County Bar Association.

**Summary of Experience:** Carrie specializes in infrastructure financing, environmental law, land use law, public contracting, and real estate law, while maintaining expertise in open meetings, public records, and the drafting and review of legislation and contracts. Carrie has authored a chapter in the Oregon Fire District Directors' Handbook and a section for the Oregon Law Institute regarding special district boundary changes. Carrie regularly speaks on land use development issues, public contracting, public records and meeting laws, government ethics, employment matters, and environmental issues. Carrie graduated from Vermont Law School with both a Juris Doctorate and a Masters in Environmental Law in 1995. During law school, she interned with the Bi-State Columbia River Gorge Commission. Upon graduation, Carrie continued this position, while clerking for both the Hood River and Wasco County Circuit and District Court judges. Following her clerkships, Carrie went into private practice specializing in municipal defense litigation. Carrie is a past president of Lane County Women Lawyers and currently serves on the League of Oregon Cities Legal Advocacy Committee. Carrie is also an active volunteer for Eugene-area non-profit organizations and schools.

**Attachment 1 -Cover Sheet**

The submission of this quote does not obligate the District to fund the proposed contract. If the quote is approved for funding, a contract will be executed between the District and the contractor. When funding is authorized, the contractor will be expected to adhere to the terms of the executed contract.

The undersigned submitter hereby proposes to furnish all labor, materials, tools and equipment, to provide services in accordance with the specifications and provisions received with the RFQ.

1. Full Legal Name of Submitter's Organization:

Heather Reynolds, Attorney at Law

2. Mailing Address:

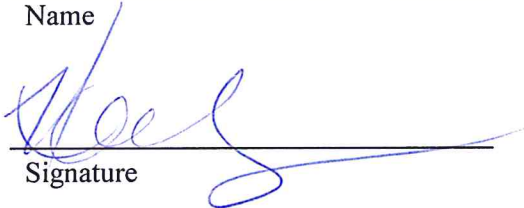
<u>PO Box 145</u>	<u>Astoria</u>	<u>Oregon</u>	<u>97103</u>
Street	City	State	Zip
<u>(503)-325-8449</u>	<u>Heather@Reynoldsattorney.com</u>	<u>(503)-338-2969</u>	
Telephone	Email	Fax	

3. Federal Taxpayer Identification Number: **93-0878185**

4. Principal who is authorized to bind the submitter:

Heather Reynolds  
Name

Attorney-at-Law  
Title

  
Signature

12.27.2016  
Date

5. Submitter's contact person shall be: **Heather Reynolds, (503)-325-8449**

**Attachment 2 -Municipal Client Experience Reference Form**

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

Submitter's Name: Heather Reynolds
Company/Organization: Clatsop County
Contact: Cameron Moore
Address: 800 Exchange St, Suite 410, Astoria, Oregon 97103
Telephone: 503-325-1000
Email: Cammoore@co.clatsop.or.us
Start/End Date: 1995-present
<p>Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</p> <p>I have served as County Counsel for the past 20 plus years. The scope of work for the County Counsel position is generally described as: Advise all County officials on matters relating to County business; Prepare and/or review and approve ordinances, resolutions, contracts, agreements, leases, deeds and other related documents; Represent the County in litigation; Attend County Board, County staff and/or department head coordination and other meetings as requested. (County Board meets twice each month); Monitor current legislation and/or litigation as such may relate to the County and advise County officials thereof; Provide legal opinions on matters relating to County activities; Participate in the development of staff recommendations for action by the Board of County Commissioners, or other commissions or boards; Make recommendations for updating existing codes, resolutions and other policies and practices; Represent County in intergovernmental relations as appropriate; Act as liaison with County's insurance provider regarding claims, and; Perform related duties as necessary.</p>

## Attachment 2 -Municipal Client Experience Reference Form

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

Submitter's Name: Heather Reynolds
Company/Organization: Port of Ilwaco
Contact: Executive Director Guy Glenn
Address: 165 Howerton Ave., Ilwaco, Washington, 98624
Telephone: (360)-642-3413
Email: Guy Glenn <gglenn@portofilwaco.org>
Start/End Date: 2005-present
<p>Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</p> <p>I serve as Port Attorney for the Port of Ilwaco and the Port of Chinook. The scope of work is generally described as: Advise Port officials and staff; Prepare and/or review and approve resolutions, contracts, agreements, leases, deeds and other related documents; Represent the Ports in litigation; Assist in marina fee collection and seizures; assist with grant funding requests; Advise on personnel matters, and; Advise on public records and meetings issues.</p>

## Attachment 2 -Municipal Client Experience Reference Form

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

Submitter's Name: Heather Reynolds
Company/Organization: Shoreline Sanitary District
Contact: President John Glen
Address: PO Box 732, Warrenton, Oregon 97146
Telephone: (503)-861-0574
Email: John Glen <jglen@pacifier.com>
Start/End Date: 2008-present
<p>Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</p> <p>Assist district in obtaining funding and constructing new sewer system; Assist district in negotiating intergovernmental agreement to transfer operation of the system to the City of Warrenton; Advise on public records and meetings issues and advise on personnel/contracting issues.</p>

### Attachment 3 – Federal Certifications

#### GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Instructions for Certification: By signing and submitting this bid or quotation, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” 2 CFR part 180,
2. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
  - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
    - 1) Debarred,
    - 2) Suspended,
    - 3) Proposed for debarment,
    - 4) Declared ineligible,
    - 5) Voluntarily excluded, or
    - 6) Disqualified,
  - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgement rendered against any of them for:
    - 1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
    - 2) Violation of any Federal or State antitrust statute, or
    - 3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,



- c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
- d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
- e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
- f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
  - 1) Equals or exceeds \$25,000,
  - 2) Is for audit services, or
  - 3) Requires the consent of a Federal official and
- g. It will require that each covered lower tier contractor and subcontractor:
  - 1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
  - 2) Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
    - i. Debarred from participation in its federally funded Project,
    - ii. Suspended from participation in its federally funded Project,
    - iii. Proposed for debarment from participation in its federally funded Project,
    - iv. Declared ineligible to participate in it federally funded Project,
    - v. Voluntarily excluded from participation in its federally funded Project, or
    - vi. Disqualified from participation in its federally funded Project, and




3. It will provide a written explanation as indicated on a page attached in FTA's TEAM-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

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Certification

Contractor Heather Reynolds, Attorney at Law

Signature of Authorized Official  Date 12/27/2016

Name and Title of Contractor's Authorized Official Heather Reynolds, Attorney-at-Law

## Jeff Hazen

---

**From:** Cameron Moore <cammoore@co.clatsop.or.us>  
**Sent:** Friday, January 06, 2017 4:52 PM  
**To:** Jeff Hazen  
**Subject:** RE: Heather

Jeff,

I hope I can combine the references that you requested for Blair and Heather. Blair has done some very specific and limited work for the County during my brief tenure. We were happy with the work he has done and would certainly use him again. We experienced no issues with Blair. I have no reservations about recommending him to another local government.

Heather is a different situation because as County Counsel I have worked with her extensively during my tenure. The County plans to continue using Heather as County Counsel and have experienced no issues with her work for the County. I would certainly recommend her to another local government.

Hope this helps.

Cam

Cameron Moore  
Clatsop County Manager  
[cammoore@co.clatsop.or.us](mailto:cammoore@co.clatsop.or.us)  
503-338-3623

---

**From:** Jeff Hazen [mailto:[jeff@ridethebus.org](mailto:jeff@ridethebus.org)]  
**Sent:** Friday, January 06, 2017 2:58 PM  
**To:** Cameron Moore  
**Subject:** Heather

Hi Cam, Heather has submitted a proposal to provide general legal counsel to the District and has listed you as a reference. Can you provide answers to the following questions for me and reply by Wednesday, January 11th?

1. Are you satisfied with the legal counsel that she provides the County?
2. Do you plan to continue using her as legal counsel?
3. Has the County had any issues with the work that she does for the County and if so how were those issues resolved?
4. Would you recommend her to another local government as a municipal attorney?

Thanks!

*Jeff Hazen*

Executive Director  
Sunset Empire Transportation District  
900 Marine Drive | Astoria | OR | 97103  
Ph: 503-861-5399 | Cell: 503-298-7114  
Fx: 503-325-1606

## Jeff Hazen

---

**From:** Guy Glenn <gglenn@portofilwaco.org>  
**Sent:** Monday, January 09, 2017 11:54 AM  
**To:** Jeff Hazen  
**Subject:** RE: Heather Reynolds

Jeff,

Here are my responses to your questions:

1. Are you satisfied with the legal counsel that she provides the Port?

Yes, we are satisfied. She has been the Port's attorney for many years. I am not certain how long. We also manage the Port of Chinook, a separate Port district, and satisfaction on their front also. Heather is also the attorney for the City of Ilwaco. We interact with the City frequently and she advises each of us independently and states any potential conflicts of interest.

2. Do you plan to continue using her as legal counsel?

Yes, we will. Heather has experience with government related legal matters, has common sense and is solution oriented. She knows the crux of an issue and won't spend or charge for unnecessary time. Her response time has been good – if we have a question she typically responds within a day or so, if not available when called. E-mailing also works well – she is responsive and able to review documents within a short timeframe if needed.

3. Has the Port had any issues with the work that she does for the Port and if so how were those issues resolved?

We have not had any specific issues. Once in a while an issue will arise with the City of Ilwaco where each of us are entering into an agreement. She does a good job of clearly advising us as to our interests. The experience she has comes through in situations like this because she understands the implications of a decision for either of us. Those decisions have not been contentious - her advice has not been biased.

In December of 2015 we entered into an interlocal agreement with the Port of Chinook to basically provide inclusive management for them. Heather recognized the potential conflict of interest, since she is attorney for both districts, and advised them to seek separate legal counsel. Both attorneys worked well together and provided separate legal advice. The agreement was not drafted from a template (not a typical agreement) – we created it entirely and the process went very well.

4. Would you recommend her to another local government as a municipal attorney?

Heather has experience and is a good problem solver. I think one of the most important aspects of an attorney is to keep their client out of trouble. No problems so far... In addition, she offers clear and concise advise, which is very helpful. I think her fees are reasonable.

Hope this helps. Feel free to ask any other questions if needed.

Thanks,

Guy

Guy Glenn, Jr.  
Manager

Port of Ilwaco and  
Port of Chinook - Interlocal Agreement  
165 Howerton Way PO Box 307  
Ilwaco, WA 98624  
360.642.3143  
360.783.2104 cell  
360.642.3148 fax

[www.portofilwaco.com](http://www.portofilwaco.com)

**From:** Jeff Hazen [mailto:[jeff@ridethebus.org](mailto:jeff@ridethebus.org)]  
**Sent:** Friday, January 06, 2017 3:00 PM  
**To:** Guy Glenn <[gglenn@portofilwaco.org](mailto:gglenn@portofilwaco.org)>  
**Subject:** Heather Reynolds

Hi Guy, Heather has submitted a proposal to provide general legal counsel to the District and has listed you as a reference. Can you provide answers to the following questions for me and reply by Wednesday, January 11th?

1. Are you satisfied with the legal counsel that she provides the Port?
2. Do you plan to continue using her as legal counsel?
3. Has the Port had any issues with the work that she does for the Port and if so how were those issues resolved?
4. Would you recommend her to another local government as a municipal attorney?

Thanks!

*Jeff Hazen*

Executive Director  
Sunset Empire Transportation District  
900 Marine Drive | Astoria | OR | 97103  
Ph: 503-861-5399 | Cell: 503-298-7114  
Fx: 503-325-1606  
[jeff@ridethebus.org](mailto:jeff@ridethebus.org) | [www.ridethebus.org](http://www.ridethebus.org)

*"Don't wait for the perfect moment, take the moment and make it perfect."*

## Jeff Hazen

---

**From:** John Glen <jglen@pacifier.com>  
**Sent:** Saturday, January 07, 2017 4:20 PM  
**To:** Jeff Hazen  
**Subject:** RE: Heather Reynolds

Good afternoon Mr. Hazen,

I have known Ms. Reynolds for over 15 years, during which time I have used her as my personal lawyer and as the District lawyer. In response to the questions that you listed below:

1. Yes, as Chairman of the Board of Directors for Shoreline Sanitary District I have been very satisfied with the support that Ms. Reynolds has provided to the District. She has always been timely when responding to questions and in providing proposed solutions to issues that we have had.
2. Yes, we plan to continue to retain Ms. Reynolds as the District legal representative.
3. No, the District has not had any negative issues with Ms. Reynolds.
4. Yes, I would recommend her to other local government or municipal organizations.

If you have any other questions, please feel free to email me or call me at 503-861-0574.

John L. Glen  
Chairman, Shoreline Sanitary District BOD

---

**Sent:** Friday, January 06, 2017 3:01 PM  
**Subject:** Heather Reynolds

Hi John, Heather has submitted a proposal to provide general legal counsel to the District and has listed you as a reference. Can you provide answers to the following questions for me and reply by Wednesday, January 11th?

1. Are you satisfied with the legal counsel that she provides the District?
2. Do you plan to continue using her as legal counsel?
3. Has the District had any issues with the work that she does for the District and if so how were those issues resolved?
4. Would you recommend her to another local government as a municipal attorney?

Thanks!

*Jeff Hazen*  
Executive Director  
Sunset Empire Transportation District  
900 Marine Drive | Astoria | OR | 97103  
Ph: 503-861-5399 | Cell: 503-298-7114  
Fx: 503-325-1606  
[jeff@ridethebus.org](mailto:jeff@ridethebus.org) | [www.ridethebus.org](http://www.ridethebus.org)

*"Don't wait for the perfect moment, take the moment and make it perfect."*

**Attachment 1 – Cover Sheet**

The submission of this quote does not obligate the District to fund the proposed contract. If the quote is approved for funding, a contract will be executed between the District and the contractor. When funding is authorized, the contractor will be expected to adhere to the terms of the executed contract.

The undersigned submitter hereby proposes to furnish all labor, materials, tools and equipment, to provide services in accordance with the specifications and provisions received with the RFQ.

1. Full Legal Name of Submitter's Organization:

Blair Henningsgaard

2. Mailing Address:

POB 1030, Astoria, OR 97103

Street	City	State	Zip
<u>503-325-0151</u>	<u>blair@astorialaw.net</u>	<u>503-325-5768</u>	
Telephone	Email	Fax	

3. Federal Taxpayer Identification Number: 93-1172531

4. Principal who is authorized to bind the submitter:

Blair Henningsgaard

Name

Title



Signature

Date

12-28-14

5. Submitter's contact person shall be: Blair Henningsgaard  
(Name and Phone Number)





December 28, 2016

Kathy Kleczek, Chair  
Sunset Empire Transportation District  
900 Marine Dr.  
Astoria, OR 97103

Dear Ms. Keczek,

This letter responds to your Request for Quotation for the provision of legal services to the Sunset Empire Transportation District.


My understanding is that the District wishes to employ general legal counsel to, among other things, attend meetings, and provide routine legal services which would include contract review, litigation and assistance with intergovernmental relations. I have reviewed the scope of work provided and am able to meet the listed requirements.

I have been a member of the Oregon Bar since 1978 and am familiar with all aspects of municipal law. I currently serve as the Astoria City Attorney and have held that position since January 2011. I am also council for the Clatsop Care Health District, Youngs River Lewis and Clark Water District. My experience representing local government includes service as co-county counsel for Clatsop County for over ten years, where I primarily handled land use, property tax and litigation matters. In addition I have provided legal services to the City of Warrenton and the Columbia River Estuary Study Task Force (CREST). I am also quite familiar with a board member's role having served as a member of the Astoria City Council, the Clatsop County Commission and on several City and County boards. My complete resume is attached.

I operate as a sole practitioner with a single staff person. I have rarely needed to provide backup for municipal clients but am able to do so if required. My clients are provided copies of all records and communications in electronic (PDF, MS Word and MS Excel) and/or paper formats. My current hourly rate for municipal clients is \$190 per hour.

Thank you for allowing me an opportunity to present this application.

Sincerely Yours,



Blair Henningsgaard

BLAIR J. HENNINGSGAARD  
ATTORNEY AT LAW  
818 COMMERCIAL, SUITE 403  
P. O. BOX 1030 • ASTORIA, OR 97103  
503-325-0151 • FAX 503-325-5768

# **Blair Henningsgaard**

POB 1030, Astoria, Oregon 97103  
503 325 0150

---

**Graduate** Astoria High School - June 1970  
University of Oregon (Honors College) BA - April 1974  
University of Oregon Law School - JD - May 1978

**Admitted** - Oregon State Bar - September 1978  
United States District Court, Oregon - March 1980  
United States Ninth Circuit Court of Appeals - June 1991  
United States Supreme Court - April 1993

## **Legal Experience**

1978-1983 Associate - Bedingfield, Joelson & Gould Coos Bay, Oregon  
1983-1994 Partner - Brownhill & Henningsgaard, Astoria, Oregon  
1994- date Sole Practitioner - Astoria, Oregon

## **Bar Activities**

State Professional Responsibility Board January 2013-2016  
OSB fee arbitration panel October 1989 - present  
OSB bar benefits committee 1990-1992  
Clatsop County LPRB 1986-1990, chairman 1989-1990  
President CC Bar 1993-1994

## **Community Activities**

Clatsop County Commission 1988-1990  
Astoria City Council 2002-2010  
Director - UO Alumni Association Board 1987-1993  
Director - Lower Columbia Hospice Board 1984-2006  
Member - Clatsop County Home Health Advisory Committee 1992- 1994  
Member - Lower Columbia Home Health Policy Board 1994-2006  
Member - Lower Columbia Naval Task Force 1988-1992  
Director - Clatsop County Red Cross 1984-1988  
Director - Astoria YMCA Board 1983-1986  
Member - Astoria Landmarks Commission 1984-1988  
Member - Clatsop County Board of Equalization - 1988-1991  
Member - Clatsop County Charter Review Committee - 2006  
Director - Clatsop County Historical Society 1993-1998 - President 1998  
Director - Astoria Golf & Country Club - 1996 - 1999 - President 1999  
Member - Astoria Rotary, 1984 - 2008  
Member - Astoria Bi-Centennial Planning Committee - 2007-2010



**Attachment 2 – Municipal Client Experience Reference Form**

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

<p>Submitter's Name: Blair Henningsgaard</p>
<p>Company/Organization: City of Astoria</p>
<p>Contact: Brett Estes</p>
<p>Address: 1095 Duane, Astoria</p>
<p>Telephone: 503-325-5824</p>
<p>Email: bestes@astoria.or.us</p>
<p>Start/End Date:</p>
<p>Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</p> <p>For the City I provide general council services to the City including:</p> <ul style="list-style-type: none"> <li>a) Advising City officials on matters relating to City business;</li> <li>b) Preparation and/or review and approval, of contracts, agreements, leases, deeds and other related documents;</li> <li>c) Representing the City in litigation;</li> <li>d) Attending City Council Meetings as well as committee and advisory board meetings on request.</li> <li>e) Monitoring current municipal county, state and federal case law and legislation as related to the City and advise City officials;</li> <li>f) Provision of legal opinions on matters relating to City activities;</li> <li>g) Representing the City in intergovernmental relations as appropriate;</li> <li>h) Maintaining appropriate records and files;</li> <li>i) Acting as liaison with special counsel hired by the City;</li> <li>j) Acting as liaison with City insurance provider regarding claims;</li> <li>k) Performing related duties as necessary.</li> </ul>

**Attachment 2 – Municipal Client Experience Reference Form**

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

<b>Submitter's Name:</b> Blair Henningsgaard
<b>Company/Organization:</b> Clatsop Care Health District
<b>Contact:</b> Nicole Williams
<b>Address:</b> 646 16th Street, Astoria
<b>Telephone:</b> 503-325-0313 ext 212
<b>Email:</b> ceo@clatsopcare.org
<b>Start/End Date:</b> December 2013 - date
<p><b>Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</b></p> <p>For the Health Care District I provide general council services including:</p> <ul style="list-style-type: none"> <li>A. Prepare and/or review and approve resolutions, contracts, agreements, leases, property and other related documents;</li> <li>B. Represent the District in litigation including cases in Circuit Court, the Oregon Supreme Court, the Court of Appeals, and civil proceedings not covered by District insurance;</li> <li>C. Attend Board of Directors meetings and other meetings when needed and as requested;</li> <li>D. Provide legal opinions on matters relating to District activities;</li> <li>E. Participate in the development of staff recommendations for action by the Board of Directors, or other committees or boards;</li> <li>F. Make recommendations for updating existing policies and procedures;</li> <li>G. Represent District in intergovernmental relations as appropriate;</li> <li>H. Maintain appropriate records and files;</li> <li>I. Assist in the preparation of findings of fact as appropriate;</li> <li>J. Act as liaison with District Bond counsel and all special purpose counsel hired by District;</li> <li>K. Serve as legal advisor to the Board of Directors, Chief Executive Officer, Administrators and Managers on labor relations and negotiations;</li> <li>L. Perform related duties as necessary</li> </ul>

**Attachment 2 – Municipal Client Experience Reference Form**

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

Submitter's Name: Blair Henningsgaard
Company/Organization: Clatsop County
Contact: Cameron Moore
Address: 800 Exchange St, Suite 410, Astoria
Telephone: 503-325-1000
Email: cammoore@co.clatsop.or.us
Start/End Date: 2011-2016
<p>Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</p> <p>My most recent assignment for Clatsop County was securing enforcement of County land use regulations at the Sunset Lake RV Park. This litigation involved administrative hearings, appeals and Circuit Court proceedings</p>

**Attachment 2 – Municipal Client Experience Reference Form**

The submitter must provide a minimum of two (2) and maximum of five (5) client references for municipal services it has performed within the past five (5) years that are similar in scope and type of service as specified in the RFQ. Complete this form for each corporate reference.

Submitter's Name: Blair Henningsgaard
Company/Organization: Youngs River Lewis and Clark Water District
Contact: Randy Blair, Board Chair
Address: 34583 US Hwy 101 Business, Astoria
Telephone: 503-325-4330
Email: r_blair@warrentonfiber.com
Start/End Date: 2010-date
Describe experience for this project as it relates to the RFQ. The description of the project must be detailed and comprehensive enough to permit the District to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement. For the District I perform all required legal services.

### Attachment 3 – Federal Certifications

#### GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Instructions for Certification: By signing and submitting this bid or quotation, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” 2 CFR part 180,
2. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
  - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
    - 1) Debarred,
    - 2) Suspended,
    - 3) Proposed for debarment,
    - 4) Declared ineligible,
    - 5) Voluntarily excluded, or
    - 6) Disqualified,
  - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgement rendered against any of them for:
    - 1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
    - 2) Violation of any Federal or State antitrust statute, or
    - 3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,

- c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
- d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
- e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
- f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
  - 1) Equals or exceeds \$25,000,
  - 2) Is for audit services, or
  - 3) Requires the consent of a Federal official and
- g. It will require that each covered lower tier contractor and subcontractor:
  - 1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
  - 2) Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
    - i. Debarred from participation in its federally funded Project,
    - ii. Suspended from participation in its federally funded Project,
    - iii. Proposed for debarment from participation in its federally funded Project,
    - iv. Declared ineligible to participate in it federally funded Project,
    - v. Voluntarily excluded from participation in its federally funded Project, or
    - vi. Disqualified from participation in its federally funded Project, and

3. It will provide a written explanation as indicated on a page attached in FTA's TEAM-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

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Certification

Contractor Blair Henningsgaard

Signature of Authorized Official  Date 12/28/14

Name and Title of Contractor's Authorized Official \_\_\_\_\_

## Jeff Hazen

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**From:** Arline LaMear <alamear@astoria.or.us>  
**Sent:** Friday, January 06, 2017 4:32 PM  
**To:** Brett Estes  
**Cc:** Jeff Hazen  
**Subject:** RE: Blair Henningsgaard

Hi Jeff,  
The answers to #'s 1,2, and 4 are "Yes". The answer to #3 is "No". Give me a call if you need further input.  
Arline

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**From:** Brett Estes  
**Sent:** Friday, January 06, 2017 4:07 PM  
**To:** Arline LaMear  
**Cc:** 'Jeff Hazen' (jeff@ridethebus.org)  
**Subject:** FW: Blair Henningsgaard

Hi Arline,

Jeff Hazen from Sunset Empire Transit sent the email below my way. I let him know that Blair was not my report and he asked I send this to you. Please let me know if you have any questions that I could help with in providing answers.

Thanks,  
Brett

**From:** Jeff Hazen [mailto:jeff@ridethebus.org]  
**Sent:** Friday, January 6, 2017 2:53 PM  
**To:** Brett Estes  
**Subject:** Blair Henningsgaard

Hi Brett, Blair has submitted a proposal to provide general legal counsel to the District and has listed you as a reference. Can you provide answers to the following questions for me and reply by Wednesday, January 11th?

1. Are you satisfied with the legal counsel that he provides the City?
2. Do you plan to continue using him as legal counsel?
3. Has the City had any issues with the work that he does for the City and if so how were those issues resolved?
4. Would you recommend him to another local government as a municipal attorney?

Thanks!

Jeff Hazen  
Executive Director  
Sunset Empire Transportation District  
900 Marine Drive | Astoria | OR | 97103  
Ph: 503-861-5399 | Cell: 503-298-7114



## Jeff Hazen

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**From:** Cameron Moore <cammoore@co.clatsop.or.us>  
**Sent:** Friday, January 06, 2017 4:52 PM  
**To:** Jeff Hazen  
**Subject:** RE: Heather

Jeff,

I hope I can combine the references that you requested for Blair and Heather. Blair has done some very specific and limited work for the County during my brief tenure. We were happy with the work he has done and would certainly use him again. We experienced no issues with Blair. I have no reservations about recommending him to another local government.

Heather is a different situation because as County Counsel I have worked with her extensively during my tenure. The County plans to continue using Heather as County Counsel and have experienced no issues with her work for the County. I would certainly recommend her to another local government.

Hope this helps.

Cam

Cameron Moore  
Clatsop County Manager  
[cammoore@co.clatsop.or.us](mailto:cammoore@co.clatsop.or.us)  
503-338-3623

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**From:** Jeff Hazen [mailto:[jeff@ridethebus.org](mailto:jeff@ridethebus.org)]  
**Sent:** Friday, January 06, 2017 2:58 PM  
**To:** Cameron Moore  
**Subject:** Heather

Hi Cam, Heather has submitted a proposal to provide general legal counsel to the District and has listed you as a reference. Can you provide answers to the following questions for me and reply by Wednesday, January 11th?

1. Are you satisfied with the legal counsel that she provides the County?
2. Do you plan to continue using her as legal counsel?
3. Has the County had any issues with the work that she does for the County and if so how were those issues resolved?
4. Would you recommend her to another local government as a municipal attorney?

Thanks!

*Jeff Hazen*  
Executive Director  
Sunset Empire Transportation District  
900 Marine Drive | Astoria | OR | 97103  
Ph: 503-861-5399 | Cell: 503-298-7114  
Fx: 503-325-1606

## Jeff Hazen

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**From:** Randy Blair <r\_blair@warrentonfiber.com>  
**Sent:** Tuesday, January 10, 2017 12:45 PM  
**To:** Jeff Hazen  
**Subject:** Re: Blair Henningsgaard

Sure Jeff, Blair has done very well as legal counsel for our water district, He has made himself familiar with the policies and ordinances of the district, and legal and personnel issues as well. We plan on using Blair until he no longer wishes and/or he finds a young upcoming attorney to replace him. Probably the only issue is we don't use his legal knowledge enough. I would recommend him as I think he will do a good job of familiarizing himself with the issues at hand. Randy

Hi Randy, , Blair has submitted a proposal to provide general legal counsel to the District and has listed you as a reference. Can you provide answers to the following questions for me and reply by Wednesday, January 11th?

1. Are you satisfied with the legal counsel that he provides the District?
2. Do you plan to continue using him as legal counsel?
3. Has the District had any issues with the work that he does for the District and if so how were those issues resolved?
4. Would you recommend him to another local government as a municipal attorney?

Thanks!

*Jeff Hazen*

Executive Director  
Sunset Empire Transportation District  
900 Marine Drive | Astoria | OR | 97103  
Ph: 503-861-5399 | Cell: 503-298-7114  
Fx: 503-325-1606  
jeff@ridethebus.org | [www.ridethebus.org](http://www.ridethebus.org)

*"Don't wait for the perfect moment, take the moment and make it perfect."*

Executive Director  
January 2017 Board Meeting  
Jeff Hazen

-Grant season is upon us so we are working through the various process for the grants we receive through ODOT. The largest one, \$5311 our operating grant, is due on January 20<sup>th</sup> so we are getting that put together right now so we can submit it to ODOT. Since the dollar amount is the same, not much is having to be changed from the last biennium. The other grants aren't due until February so we will have time to focus on those after Board approval of the projects.

-mindSHIFT has completed the onboarding process and they are now monitoring everything for us. John and I had a conference call with their team to make sure everything was complete. Both John and I appreciated the level of professionalism they have. John will be following up with the regional manager on a couple of things to finalize the process. In John's IT report, you will see a brief description of how employees are able to communicate issues to mindSHIFT depending on the nature of the issue.

-I thought that John and Bill did a great job facilitating the Board's goal setting session. We are still waiting for the final document and then we will bring it before the Board in February for further discussion on timelines and then your adoption.

-I'm thankful for this week's winter storm in Portland. A meeting that was scheduled in Portland on the 12<sup>th</sup> was cancelled so I didn't have to go in. With Mary being out, I am the one assembling the Board packet so if there are any issues, please let me know. Normally Mary assembles it and then I review it for any corrections that need to be made. Now I must be both sets of eyes!

-One of the things we discussed at the goal setting session was getting an update on where we are at with the current strategic priorities. I have included that update at the end of my report. Going forward, you will get quarterly updates on the goals that you will be setting.

-At your February meeting, we will kick off the budget season by bringing the budget calendar to you for your approval.

-Save the Dates

-February 9-12 SDAO Conference in Portland. Kathy, Kevin, Tami and Jeff will be attending.

-October 1-4 Oregon Public Transit Conference in Pendleton. We will need to know in February how many Board members will be going so we can include it in the upcoming budget.

## Weekly Reports

12/27/16

Good Morning, last week we registered Kathy, Kevin, Tami, and me for the SDAO conference in February. Unfortunately, the hotel where the conference is being held was booked but I got everyone rooms at a nearby hotel within walking or transit distance. I made sure that the advertisement for the legal RFQ was posted on the three sites we talked about, SDAO, LOC, and AOC and they all have it. I also released the RFQ for the feasibility study after Jamey reviewed it and it was sent to the following firms:

Parson Brinckerhoff

Jarrett Walker & Associates

Planengineering

David Evans & Associates

Kittelson & Associates

Nelson Nygaard

Cogan Owens Greene

EcoNorthwest

I've been working on some numbers to have discussions with ODOT on the lack of increase of 5311 funds for us for the next biennium. They allocated the exact same amount as the current biennium without seeming to take into consideration that we have increased our service on route 101 and extending our routes in the evening. As you may recall, I shared with you that last quarter, our ridership increased 19.4% and here are our current increases this quarter to date over last year with just a couple of weeks left:

Route:	Increase %:
10	21.8%
11	92.3%
12	43.5%
15	28.4%
20	8.7%
21	4.4%
101A	31.2%
101B	33.8%
101 Total	31.8%
Columbia	39.2%
Pacific	21.9%
Streetcar	(100%) We had a week of service in this quarter last year
Total	33.3%

I will be sharing these numbers as well in my discussions with ODOT.

12/19/16

Last week I edited the presentation that Nelson/Nygaard showed you at the completion of the Long Range Comprehensive Transportation Plan. I was invited to present it to the Seaside City Council last week. It was a bittersweet meeting to attend since former Mayor Larson had just passed away. Everyone had extremely nice things to say about his service to the community. I

am so thankful that they were able to name the Library building after him before he passed away. Jay Barber was selected as the new Mayor and I know that he will do a fine job. I attended a webinar put on by the National Aging and Disability Center about the USDOT Technology Programs. I didn't attend the whole thing because they ended up having technical problems with the presentations. I do have the power point so I could kind of glean the information from the last part of the webinar that I missed. I guess they need to work on their technology!! We have started the process of outreach to inform the public and agencies of the upcoming STF and 5310 funding program. We will be reviewing applications for funding at next month's S & D meeting and bring their recommendations to the Board at the January 28th meeting so we can get the grants written. The RFQ for Legal Services was posted on the websites of SDAO, League of Oregon Cities, and Association of Oregon Counties. This will also be on the Boards January 28th agenda for your selection.

I was deeply saddened to hear of Hal Snow's passing last week. I worked with Hal when I served on the Warrenton City Commission. It is a tremendous loss not only to the legal community but to the community as a whole because of the charitable activities he was involved with. Mary is taking care of getting a card to Jeanyse for us to sign and she will let you know when you can come in an sign it.

I personally want to thank Paul for his service to the District. He truly made a difference! I'm sad to see him leave us but totally understand his wanting to get out and travel. That's what retirement is for and I know that he and his wife will enjoy their travels wherever they go!

12/12/16

I don't have a lot to add since the Board meeting last week but I will update you on a couple of things. During the discussion on financials at the Board meeting, there was a concern raised about past due parking fees. The \$142.50 past due parking fees from Allstate Insurance has been paid so they are current. Also, I have advertised the RFQ for Legal services on Special Districts, League of Oregon Cities, and Association of Oregon Counties websites. Lastly, Michael Ray has been appointed as the new Transit Administrator for CC Rider in Columbia County. He as bee filling that role on an interim basis while also doing his job as their Transit Coordinator.

12/5/16

Good morning, our 4 agency consortium met via phone last week to further discuss the brokerage software development. One of the first things that needs to be done is to get the current system, OBSS, updated to the newest version. Our brokerage and Cascades West need to be updated so we are going to have RVTD's IT person do the upgrades for both agencies. RVTD is going to hire a software developer to help us develop the software. Jason and his team will be providing input on what they want to have incorporated into the new software. Doug from Tillamook County Transportation District, the city managers from Cannon Beach and Manzanita, and I met on Monday to explore the options for improvements on our connections. We looked at several options that the consultants had presented and we landed on increasing the

amount of trips from Tillamook to Clatsop County and making all of the connections at Cannon Beach rather than some at Cannon Beach and some at Manzanita. Doug will be incorporating this desired choice into the 5311(f) intercity grant to try and get funding for the increased service. We submitted the grant request for SDIS's safety award. The total cost of the project of providing seat cushions with lumbar support is approximately \$5400. I spoke with Michael from CC Rider on Friday when we met for the Connector meeting on Friday about the IGA. I hadn't heard back from them after I responded to their legal counsel's comments on the IGA. He agreed with my responses so we will have this on the agenda for the Board at your January meeting. At the meeting this week, I will be asking for you to indicate whether you will be attending the Special District's annual conference February 10-12. I want to get everyone registered and rooms booked as soon as possible. I will also need to know what sessions you want to attend. Here is the link to the conference website: <http://www.sdao.com/ac>

## 2015-17 Strategic Priorities

Sunset Empire Transportation District is dedicated to providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity, and courtesy.

In the next biennium, the leadership team intends to do this by focusing on actions that:

1. Increase the number of rides on SETD's fixed routes by 15% per year and reduces the need for more costly supplemental services.
2. Resume Dial-A-Ride ridership to levels similar to its operations ending in 2010.
3. Sustain RideCare as a cost-effective means to deliver quality NEMT brokerage services.

How we propose to get there:

1. Improve Customer Satisfaction
  - All riders to receive a friendly greeting every time they step on the bus. **Ongoing process but greatly improved.**
  - Bus stops to be more visible to the drivers.
  - All shelters to be lit.
  - Ride quality and bus safety maintained and/or enhanced so buses drive smoothly, and are less noisy for riders.
  - Deliver timely and relevant information to current and potential riders
  - Systematic customer service monitoring
    - SIPS **Great improvement 2014-72 complaints, 2015-60, 2016-36**
    - Regular surveys **We've done one customer service survey and then did additional surveys during the transportation plan process.**
    - On-bus communication feedback loop campaign, e.g., Let us know how were doing? Email@ridethebus.org or call 503-861-0657
2. Increase and Enhance Services and Outreach
  - Dial-A-Ride: Expand the service area to include all of Clatsop County.
  - Fixed: Improve the intercity Columbia connector route so it is more relevant to riders and establish a strong education campaign to promote it. **While it is more streamlined with CC Rider, we need additional runs. This is contingent on ODOT funding.**
  - Fixed: Increase the frequency of the 101 route to be more relevant to the riders. **We didn't wait for the plan to call out for it. We knew it was needed and ridership has reflected that. 2016=16% increase in ridership on 101.**
  - Fixed: Better serve Warrenton through new routes that offer increased frequency. **Established Route 15. Will expand it as funding becomes available.**
  - RideCare: Shuttle service for NEMTS to Longview and Portland.
  - All Services: Establish an outreach center in Seaside. **Successfully launched the Seaside Kiosk at the outlet mall.**

- All Services: Deliver regularly scheduled, targeted training program for individuals and local service organizations. ***We have a good training program in place but still need to improve frequency of training.***
  - All Services: Improve the way resources and information is delivered through our one-stop information hubs.
  - All Services: Design targeted initiatives for
    - Veterans ***Started new program for Veterans***
    - Seniors
    - Persons with Disabilities
    - Millennials ***Coaster rollout during the summer of '16. Will expand distribution early '17***
    - Commuters
3. Improve Public Awareness of SETD and how it is meeting its Mission.
- SETD to increase its relevancy to, participation in and engagement with public organizations and community leaders. Especially as it relates to transportation needs and community economic development growth strategies.
    - Board members to identify initiatives and/or organizations they can participate in on a regular basis.
    - Leadership team to write an engagement plan identifying priority areas, interests and organizations.
    - Director to devote his time to effective relationship building activities that yield tangible outcomes. ***Have been presenting to all City and County Councils/Commissions on the state of the District.***
    - Design and implement an effective social media campaign.
4. Improve Facilities
- Keep it Clean. All facilities, including shelters will be routinely clean and free of unnecessary storage and clutter. ***We are not at the level I expect and this will continue to be an operational focus.***
  - Facility improvement and maintenance plan to be written and implemented. ***Plan has been written and implemented. Periodic follow up with operations needed.***
  - Shelter placement and improvement plan to be written and implemented contingent on an accessibility assessment. ***As part of the transportation plan process, the placement process is called out in the plan for bus stop amenities.***
  - RideCare facility to be assessed for expansion needs in step with service growth. ***We are not at the point yet to expand the facility. This will continue to be reviewed based on growth of the service.***
5. Improve Communication/Tech Systems



- Communications: Website enhancement—Phase II
    - Achieve better functionality
    - Deliver a robust trip planning system
    - Real-time bus tracking information presented in a useful way to riders
    - Quality interface for community input
  - Communications: Build/design relevant apps—Phase I
  - Efficiencies: Provide an electronic ticket/scanning system and computerized fare box—Phase I *I am part of an ODOT/TRIMET committee to study e-fare expansion to neighboring agencies.*
  - Efficiencies/Security: Implement a stable and expandable computer/communications network for the entire District **Completed**
  - On-board Bus
    - Wi-Fi Service
    - Install counters for better accuracy in counting ridership
    - Parking/Reverse Cameras on all buses
    - Flat screens to feed updates/announcements
    - A/C plug ins
  - At the Transit Center (TC) and Micro Transit Center(s)
    - LCD reader boards to communicate schedules, updates, and announcements
    - Rapid A/C charging stations for electronics charging.
    - Update the security system at the TC.
    - Upgrade the TC conference room communications system to better support conference calling and presentation options. **Completed**
6. Provide stable and steady administrative support.
- Manage finances and cash flow to achieve the District’s goals in a manner that does not require the District to take on unnecessary additional debt. **Achieved and ongoing.**
  - Identify alternative revenue sources, such as advertising and competitive grants, to further support the District’s goals. **Ongoing task**
  - Provide the most cost effective options for employee travel. **Achieved. Purchase of the used state car has proven to be a very cost effective move.**
  - Make necessary adjustments to build a diversified employee base and improve employee retention rates. **Developed new wage scale to help with this but it is still a challenge. Recruiting is very difficult currently.**
  - Provide continued staff development and training in areas that improve public service, customer satisfaction, safety, compliance, professionalism, and operational efficiencies. **Headway has been made in this area, will be ongoing.**

Rider Report  
January Board Meeting Report  
November Information  
John Layton

**“The Bus” (Fixed Route) Highlights:**

- **16,364 people** used fixed routes in November for an average of **564.3 riders per day**.
- **31.9% increase** in average passengers who rode fixed routes per day from last November (427.8 to **564.3**)
- **15.5 people per hour**, on average, got on any fixed route at any time that the bus runs in November. **19.3% increase** (8.8 to 10.5) from last November.
- **2.3% decrease** in the ratio of elderly/disabled riders from last November (18.9% to **18.4%**)

**RideAssist Highlights:**

- **812 rides** were provided by RideAssist in November for an average of **35.3 rides per day**.
- **23% increase** in average RideAssist passengers per day from last November (28.7 to **35.3**)
- **2.4% increase** in all ADA Paratransit rides from last November (494 to **506**)

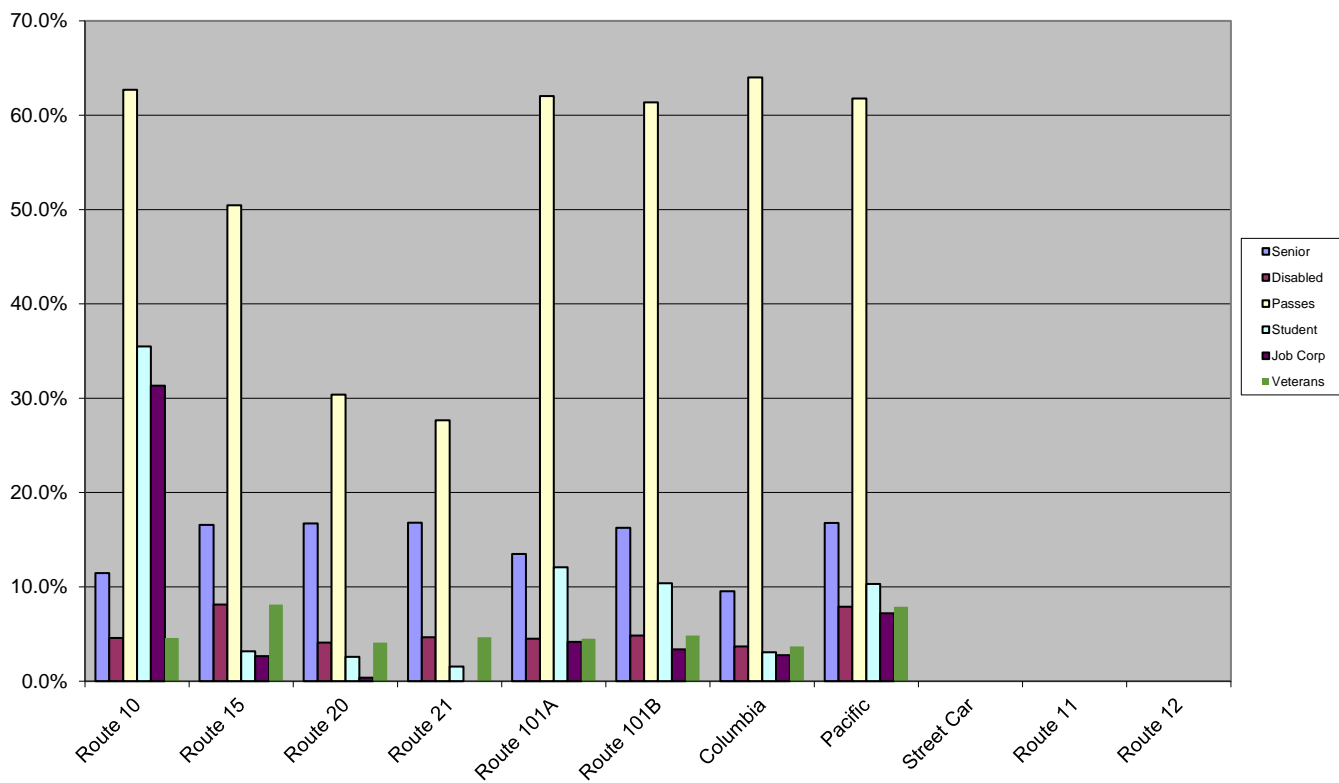
**Clatsop Care Center Health District Highlights:**

- **8 people** were provided by SETD in November for an average of **4 riders per day**.

**System Highlights:**

- **17,184 people** used Sunset Empire Transportation in November for an average of **592.6 riders per day**.
- **33.4% increase** in all average passengers per day from last November (444.3 to **592.6**)

### Rider Breakdown by Route



Rider Report  
January Board Meeting Report  
December Information  
John Layton

**“The Bus” (Fixed Route) Highlights:**

- **14,454 people** used fixed routes in December for an average of **481.8 riders per day**.
- **18.7% increase** in average passengers who rode fixed routes per day from last December (406 to **481.8**)
- **8.9 people per hour**, on average, got on any fixed route at any time that the bus runs in December. **11.2% increase** (8.0 to 8.9) from last December.
- **0.6% decrease** in the ratio of elderly/disabled riders from last December (20.5% to **20.4%**)

**RideAssist Highlights:**

- **836 rides** were provided by RideAssist in December for an average of **32.2 rides per day**.
- **7.2% increase** in average RideAssist passengers per day from last December (30 to **32.2**)
- **6.7% increase** in all ADA Paratransit rides from last December (479 to **511**)

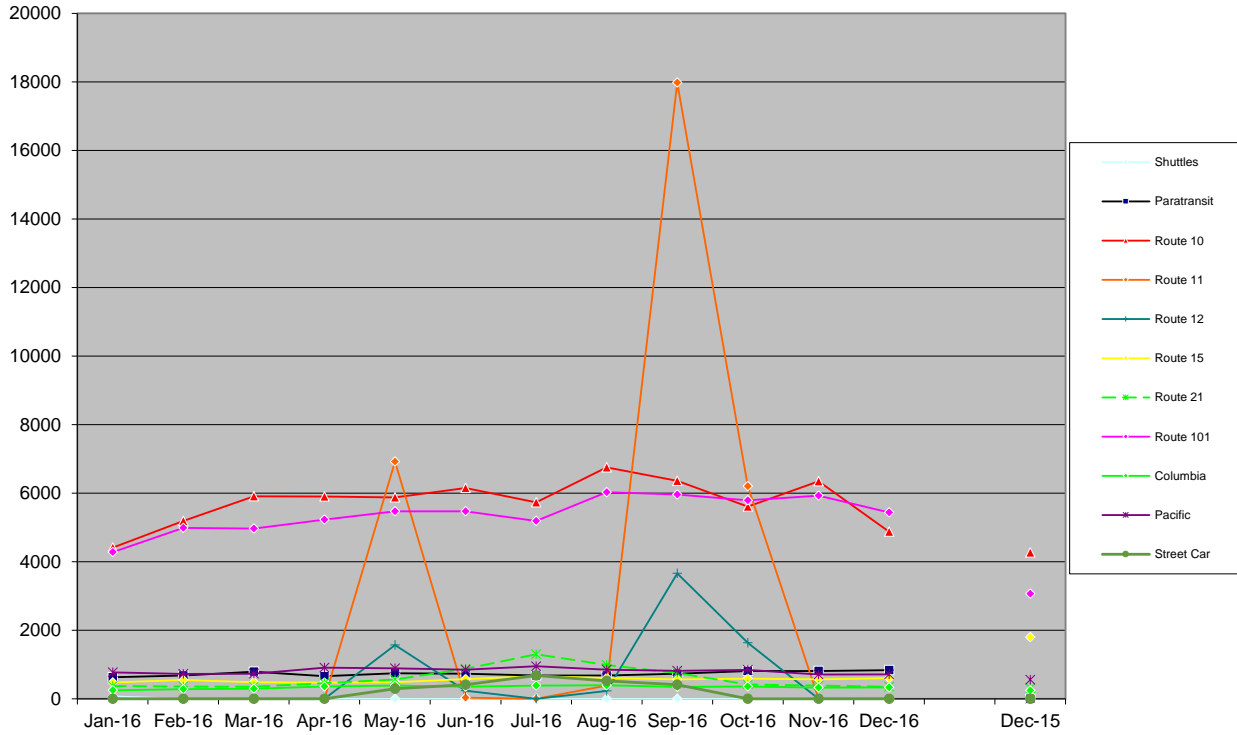
**Clatsop Care Center Health District Highlights:**

- **29 people** were provided by SETD in December for an average of **5.8 riders per day**.

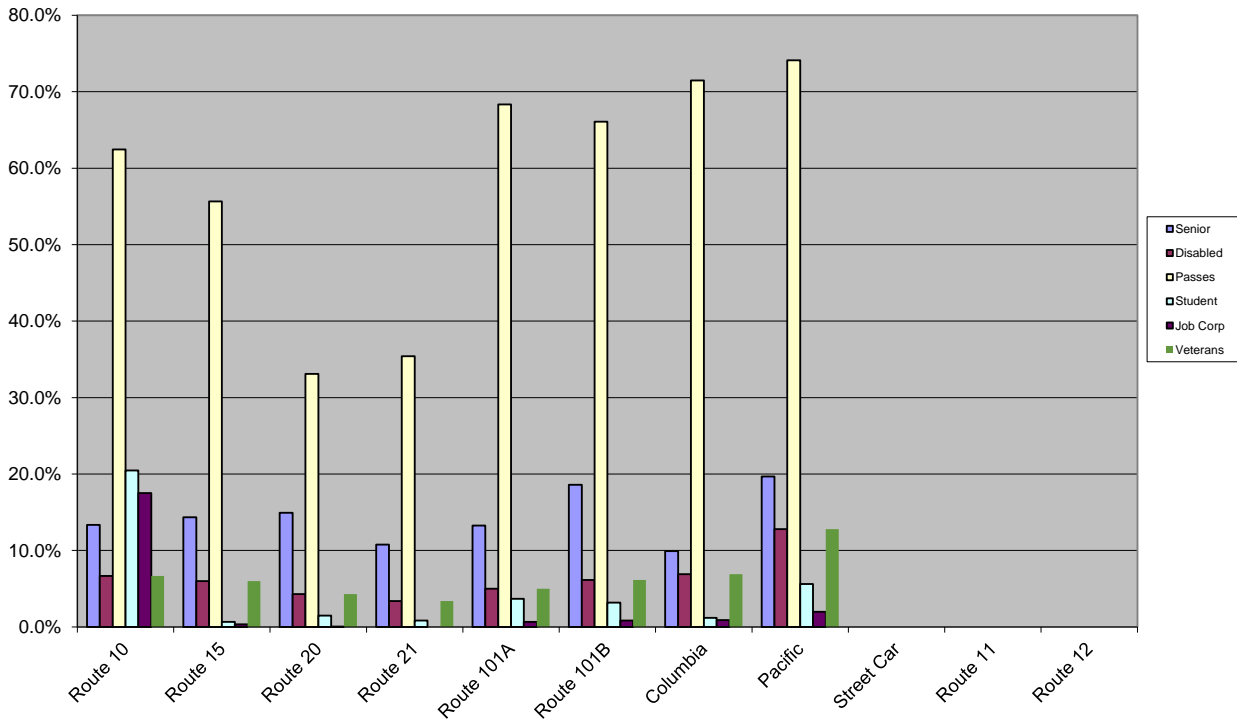
**System Highlights:**

- **15,319 people** used Sunset Empire Transportation in December for an average of **510.6 riders per day**.
- **21.4% increase** in all average passengers per day from last December (420.7 to **510.6**)

**SETD Rides**



**Rider Breakdown by Route**



## Operations

### January 2017 Board Report

Scott Earls

1. To complete the Food Drive Report we had 27 cases of food that we delivered to the Food Basket Program and 47 cases of food to the County Food Bank.
2. We had a handful of employees deliver food and gifts to our adopted family. This year's family was from Seaside. Thank you to everyone that helped and donated.
3. The final numbers for ridership for the calendar year 2016 were awesome, (see John's ridership report).
4. Jeff and I have been working on the next vehicle grant; it is for 2 Category B buses. Category B is 30-35' and 25 to 30 passenger. We are doing our best to make sure we get the best buses we can for the money we have available.
5. We now have 5 buses that are equipped with digital signs for better visibility to our riders. The programming for 3 of the signs has been difficult for the drivers to pick up on but they are getting better every day. We will have training at the drivers meetings on the 18<sup>th</sup> of Jan.
6. We have lost 2 valued drivers this month that will take some time to replace. The first one is Bill Logan. Bill was with us for just 1 year. He was an experienced driver when he came to us and was able to pick up our system very rapidly, he will be missed for now but he may be back in the future. The second driver to leave is Mackenzie Jones. She was quickly chosen as employee of the quarter and then employee of the year. There were many reasons why, but as an example on her time off one day she saw a man that she recognized as a frequent bus rider near Costco that seemed to be having some medical issues. Mack stopped to help as much as she could and the gentleman requested a ride home. Without a pause Mack gave him a ride to Seaside and along the way convinced him to go to the hospital. He credits her for saving his life that day. Mack always goes over and above the call of duty. She is leaving to help a friend in need. Maybe someday she too will come back. Both have shared that it has been great working with the people at SETD. We are advertizing for drivers in the local paper but so far we have no applicants. We will train to get an applicant a class B CDL.
7. I attended a Wal-Mart Pre-Construction meeting on the 5<sup>th</sup>. It was mostly concerning the placement of light signals at the second intersection on Ensign Lane and the need to adjust the traffic flow while installing them. I did confirm the already agreed to bus pull out at their location and it proximity to that crosswalk will be perfect.
8. I participated in two webinars on driver safety. The first was the hazards of the distracted driver and the second was Fatigue and sleep Apnea. I will be passing on info to drivers at this month's driver meetings.

RIDE ASSIST  
January 2017 Board Report  
Jennifer Geisler

- In December, RideAssist had 735 rides for an average of 28 rides per day. We provided 225 RideCare rides for December.
- Dial-A-Ride had 0 rides.
- We have received 10 new ADA Paratransit application. Seven have used the service within their first month.
- The Paratransit drivers sold three orange ticket books and 10 green ticket books for a total \$321.
- There were 137 Veteran rides provided and 101 escorts.
- There were 0 ride denials for ADA Paratransit.
- I led a Paratransit driver meeting on December 19<sup>th</sup> in Warrenton.
- Paratransit collected \$93 in tips from September through December. Paratransit clients are very grateful for the service.

**Paratransit Fares Collected for December 2016**

- |                             |                |
|-----------------------------|----------------|
| • Paratransit Fares (cash): | \$799          |
| • Tickets Collected:        | \$576          |
| • Medicaid Collected:       | Not yet billed |
| • Ticket books sold:        | \$321          |

Mobility Management  
January 2017 Board Report  
Shana Verley

**\*Training and Research**

This month I went to a Rutgers Training Conference regarding the American's Disability Act. The training was of great resource and will be used within our company.

I also completed the following safety courses: Back Injury and Lifting and MRSA Awareness.

**\*Program Development**

The Veteran's Enhanced Transportation Program is still running pretty smoothly, we are currently working on holding a meeting to brainstorm more ideas for outreach and additional usage.



Transportation Options Report  
January 2017 Board Report  
Shasia Fry

### Safe Routes to School

I have been working closely with the Oregon Safe Route to School program, as well as the For Every Kid Coalition to plan a Town Hall meeting in February. This meeting will be hosted at Seaside Heights Elementary School. The event will be an opportunity for the city of Seaside and its residents to voice their opinion and needs for a Safe Routes to School Program.

Partnered with Seaside Public works and the Maintenance Director of Seaside School district, a walkability assessment was done of Seaside Heights Elementary. During this assessment, we located problem areas and obstacles for children who choose to walk and bike to school.

### ODOT Performance Measures

NWTO was asked to participate in an ODOT Transportation Options Performance Measure Pilot Program. I have attended conference calls and group emails in response to the performance measures decided upon by the performance measure working group.

The pilot will consist of community surveys and provider questionnaires. It will begin January 23<sup>rd</sup>.

### Outreach

I have been working with Ben N., who works for the Coast Guard and hosts a bicycling group in the area. I provided him with safety information and lights to distribute amongst his group. I have also been working with the Seaside Walking Group and provided them with Safety information and lights.

### Employer T.O. program

I am currently doing research on Employer T.O. programs throughout the state. I am researching incentive and emergency ride home programs as well. It is my hope to start an Employer T.O. Program by the beginning of summer.

### Adopt -a-family and Holiday Party

I helped with the planning and coordination of the holiday activities for the year. This year's holiday party was well attended and our Adopt-A-Family had great participation.

Human Resource Report  
January 2017 Board Report  
Tami Carlson

- December 15<sup>th</sup> at the SETD mandatory driver's meetings guest speaker Jennifer Holen from United Way gave a wonderful presentation on the UWCC 2017 Campaign; how and where funds are distributed in Clatsop County. Reps from Clatsop Community Action (CCA) and the Regional Foodbank shared about the programs they are involved with locally.
- Welcome to RideCare new teammate Kelsey Meier. Kelsey joined RC December 19<sup>th</sup> replacing Cassandra VanOsdol who resigned at the end of November.
- In-house job posting for a Relief Payroll Clerk. This is a back-up position for the Payroll Officer.
- In-house posting for a full-time fixed route driver to replace the driver who is partially retiring and moving to relief driver status.
- Other projects – Completed the 2017 renewal process for SETD's HRA and FSA employee benefit plans; finalized draft of SETD Employee Policy with Jeff Hazen E.D.; assisted Board Subcommittee with Executive Director's annual evaluation process; continued online SafePersonnel trainings.

- In the month of December RideCare hired 1 FTE to replace an FTE who left the company. Training will begin on December 12<sup>th</sup> for Kelsey Meier as she will be learning how to work on the call team in preparation of becoming a dispatcher.
- A Computer Technical specialist from the Medford brokerage came to RideCare to update our scheduling and billing system. This much needed update will bring us into compliance on some issues that had been lacking during the last several months and prep our system for future software upgrade/creation. The process went pretty good with just one item that needed to be left for another day. Real time eligibility of state Medicaid members will be in place in early January.
- Jason met with the CCO in regards to how the CCO and RideCare can build onto existing extra programs that we have operating such as the Health Resilience Transportation Program. There needs to be some data from both the CPCCO and RideCare to help determine what transportation requests are trending higher than others. There is a hope that at some time in the future we can take some request that are trending high or are seen as redundant and find alternate transportation solutions that still maintain our NEMT responsibility.
- Our LEAD position is going well as Donna has settled into the extra responsibilities. Due to a dispatcher leaving the company though, Donna has not been able to fully concentrate on all of the new duties in order to cover for the departed dispatcher. We look to have the dispatching position filled before the end of January thus allowing Donna to fully integrate into the new tasks that make up the Lead position.
- RideCare has experienced 3 major weather events in the month of December that required some safety procedures be put into action to transport our members safely. Extra travel time, extra communication to Portland facilities, travel cancelations for dangerous routes and extra vehicles brought in to help lessen the burden on any one NEMT provider. Extensive real time communication with the CCO was necessary to keep them up to date on any issues affecting their members' safety. In these events, life sustaining services such as Dialysis are the focus of remaining vehicles that are able to travel.

- The new computer company – mindSHIFT – has officially taken over support of our computer system. Our employees can contact the company in three ways:
  - If they need help right away – employee can't work – then the employee can either call or instant message mindSHIFT through their portal. The wait time is supposed to be under 90 seconds.
  - For other issues that the user can work around, they can email mindSHIFT and they will contact our employee within the day to help.
  - MindSHIFT is constantly monitoring our servers and have already let us know about some minor problems that have come up.
  - I have some projects that I didn't finish that mindSHIFT will be taking on. This is a great relief to me.
- We still need to purchase new computers for Scott, Shana and Shasia.
- We need to purchase some new monitors for RideCare as some of them are starting to wear out.