



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY APRIL 27, 2017

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF MARCH 23, 2017 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- MARCH 2017
8. OLD BUSINESS
 - a. Ordinance No. 2017-01: A Police Ordinance governing conduct in the use of District facilities. First reading.
9. NEW BUSINESS
 - a. Service Policy – Reasonable Modification Policy
10. CORRESPONDENCE-
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
ISN	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE

MISC	MISCELLANEOUS
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NEMT	NON EMERGENT MEDICAL TRANSPORTATION
NRTAP	NATIONAL RURAL AND TRIBAL ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
NWRC	NORTHWEST RIDE CENTER (NOW KNOWN AS RIDE CARE)
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
QTR	QUARTER
RC	RIDE CARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
SDAC	SENIOR AND DISABLED ADVISORY COMMITTEE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TECH	TECHNOLOGY
TGM	TRANSPORTATION GRANTS MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPAC	TRANSPORTATION PLAN ADVISORY COMMITTEE
TPJCC	TONGUE POINT JOB CORPS CENTER
TSP	TRANSPORTATION SYSTEMS PLAN
YTD	YEAR TO DATE



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
MARCH 23, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Kevin Widener, Secretary/Treasurer Carol Gearin, Commissioner Lylla Gaebel and Commissioner Pamela Alegria. Excused-Commissioner Tracy MacDonald and Commissioner Jim Servino

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 and Executive Assistant Mary Parker.
3. CHANGES TO AGENDA- Executive Director Hazen requested to add a discussion about Pacific Power and Electric Buses to 9d.
4. PUBLIC COMMENT- June Gibson from Seaside asked that if possible the District look at purchasing kneeling busses which she had used in Arizona. Chair Kleczek said we have our eyes on low floor buses but the cost is prohibitive and our roads can be a problem as well. June also said she heard a driver tell a rider that had a cart full of groceries from the food bank that they could not bring the cart on the bus for all sorts of reasons. June asked if you have to go to the food bank how are you supposed to get it home if you don't take it on the bus. Commissioner Gaebel asked about the use of drop down stairs on busses. Scott Earls said that we had tried these before but since they retract under the bus they often get drug along or hit by curbs. Commissioner Gaebel asked if manual drop down stairs might be used instead.
5. APPROVAL OF FEBRUARY 2017 MEETING MINUTES
Commissioner Gaebel moved to approve the February 23, 2017 Minutes
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment
 - b. Commissioner Widener- Reported he had a statement he wanted to make but would wait until the full Board was present.
 - c. Commissioner Gaebel – Reported that she would like the Board to be thinking about budgeting to have daily janitorial service/maintenance provided so staff does not have to do this type of cleaning which can involve biohazards. Executive Director Hazen asked if there used to be janitorial services and Commissioner Gaebel said there had until there wasn't enough money due to cutbacks. Commissioner Gearin agreed and stated she also had concerns about staff being exposed to Hepatitis.
 - d. Commissioner Gearin- Reported that she had recently found out that SETD does not have a bus that connects with Amtrak's schedule in Kelso unless you wait for 4 hours. Scott Earls said the Connector bus that leaves at 6:45 AM connects with the CCRider bus in Rainier which does connect with Amtrak at Kelso in the morning, however there is not a bus that will bring a rider from South County to the Transit Center by 6:45 AM. Executive Director Hazen said that the grant for the Connector was cut but we have applied for more funding to increase the Connector service into Longview/Kelso again. Commissioner

Gearin stated that we are supposed to be serving seniors and I think this is something we need to look at and correct.

- e. Chair Kleczek- Reported that she attended an ACT meeting in Tillamook and transportation funds are still up in the air. She is encouraged about new thoughts of those thinking outside of the box and hopes to meet in the middle and accomplish some things like Safe Routes to School and alternative transportation. The next meeting will be held at the Port of Astoria on April 27th where Shasia will be doing a presentation.

7. FINANCIAL REPORTS- FEBRUARY 2017

Al reported that several of the outstanding accounts have actually been paid since the Board packs went out. Al also reported that the last 2 quarters were settled with the CCO for Ridecare and we should receive a payment of \$10,000 soon. Commissioner Gaebel asked why the 2015-2016 Audit is not posted to the web. Executive Director Hazen said the transition from the last financial officer to Al did not go seamlessly as there were several problems with how Quick Books was set up. The Board requested that our Auditors go through our financial records and the Auditors came up with a list of corrections that needed to be made by an outside accountant which has taken time but is almost complete. Al stated that our auditors filed for an extension with the state and plan on starting our 2015-2016 Audit in May and the 2016-2017 Audit in September or October.

Commissioner Gearin moved to approve the February 2017 Financials as presented.

Commissioner Gaebel seconded the motion

Discussion- None

Motion passed by unanimous aye vote

10. OLD BUSINESS

- a. Northwest Oregon Transit Alliance NWOTA Management Plan- Executive Director Hazen reviewed the request made at the February Board meeting that the Board would submit questions about the NWOTA Management Plan for him to answer and include in the March Board pack. There was further discussion and concerns about who would enforce the regulations, the financial management problems that Tillamook County Transportation is having, the importance of linking the Connector logo with signage, schedules and website, ensuring that NWOTA financial reports be given to the SETD Board on regular basis and that Columbia County Commissioners agree to the financial requirements of the management plan before SETD signs the plan.
- b. Electric Vehicle Charging Station Update-Executive Director Hazen reported that staff is watching and warning people who are misusing the electric charging station, however there is a law that came into effect in January 2016 allowing police to ticket those that are not using the charging station appropriately which staff can also utilize by calling the police if necessary.

11. NEW BUSINESS

- a. Ordinance No. 2017-01: A Police Ordinance governing conduct in the use of District facilities- Executive Director Hazen stated that there have been many problems at the transit center with people utilizing it for non-transit uses and discussed many situations that are unsafe for employees and how the costs are going up to repair plumbing and other damages to fixtures. Hazen stated if approved this ordinance will give SETD an enforcement tool that will make things better for our riders and employees. Hazen explained that the Ordinance is a combination of Ordinances from Salem and Lane County and has been approved by SETD's legal counsel. The Ordinance requires a first and second reading along with a public hearing for final adoption. Board discussion resulted in the following recommendations; more trash cans be made available at transit shelters, the Executive Director will oversee a recorded administrative appeal process and if not resolved the appeal will be brought before the Board at a formal public hearing. Hazen will ask legal counsel to add the public hearing step to the Ordinance and ask that the appeal process has a workable timeline. Executive Director Hazen said that he would correct the changes and bring the Ordinance back to the next meeting for the first reading of the Ordinance. Hazen said that once the Ordinance is in place and posted that he plans on bringing in uniformed security guards for a period of time to take ownership off of staff. Other comments included asking if sharps containers should be placed in the bathrooms, ensuring this Ordinance will be enforced at the electric charging station and parking

areas and include how to enforce at shelters and seating change on buses. Commissioner Gearin stated that she would like to know she is covered if she speaks to someone not following the Ordinance. Executive Director Hazen asked the Board to contact staff to handle any problems or situations that need to be addressed. Chair Kleczek said we as private citizens have every right to point out when someone is not following the law, so this Ordinance covers the staff and employees because it is their job description to protect the safety and security of the building and the facility, we as Board and Commissioners, that is not part of our job description we are just overseers so Executive Director Hazen can ask the attorney about it but I think that our job is to oversee that this is put in place and is done well and fully and hopefully we wouldn't need as private citizens to point out that somebody is outside of the Ordinance or law. Hazen said staff often knows these individuals and is keeping track of them because if they are repeat offenders they will be removed.

- b. Resolution 2017-04 establishing a Special Transportation Fund- Chair Kleczek read the resolution.
 Commissioner Gearin moved to adopt Resolution 2017-04 and give Board Chair permission to sign
 Commissioner Widener- seconded the motion
 Discussion- Chair Kleczek asked if there needed to be a purpose listed for the fund. Executive Director Hazen said that is only required for capital funds.
 Motion passed unanimously

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

- c. May 16, 2017 Special Districts Election – Slate of Candidates for SETD- Chair Kleczek thanked all the candidates for filing for election.
- d. Pacific Power and Electric Buses-Executive Director reported that a grant will be coming out called the LoNo Grant for Low or No emissions which the Department of Transportation will be taking the lead to develop. Hazen also reported that several transit districts may be able to pool together to apply for this and that electric companies are required by Oregon law to get involved in electrifying transportation. The Board received a 4 page draft of what Pacific Power has submitted to the Public Utility Commission (PUC) of Oregon and a letter that will be signed by Chair Kleczek and sent to the PUC stating SETD's interest in partnering with Pacific Power and purchasing an electric bus.
 Commissioner Gaebel moved to approve sending the letter and authorize Chair Kleczek to sign it
 Commissioner Alegria seconded the motion
 Discussion Commissioner Gearin asked what the cost of an electric bus is. Executive Director Hazen said they are expensive and the smaller ones are about \$800,000.
 However if we can get the LoNo Grant and have Pacific Power help with the match and get the Department of Transportation to come up with funding it would really help.
 Motion passed unanimously

12. CORRESPONDENCE- None

13. EXECUTIVE DIRECTOR REPORT- Report presented in Board Pack. Executive Director Hazen also reported that he will be keeping recruitment open for the Financial Officer. A letter of cancellation has been sent to the Credit Card processing vendor and SETD will be getting set up for square processing. Executive Director reported that he and Chair Kleczek, Vice Chair Widener and Mary Parker will be attending Transit Day and visiting with Representative Boone and Senator Johnson at the Oregon State Capital on April 11th. Commissioner Gaebel suggested the group visit with Representative Witt. Executive Director Hazen said he would try to set that up. Executive Director Hazen reported that we received notification from the Department of Human Services that due to budget cuts, they will no longer be contracting with RideCare for the Child Welfare program. Hazen stated that this program has not been real robust, but it is a really important program for getting foster kids to their appointments. Commissioner Gaebel said as a Board we could ask that you speak to the representatives that you meet with. There was Board consensus asking that those meeting with the representatives at the capital will speak about losing the Child Welfare Transportation Program. Commissioner Gearin asked about the status of the Columbia County feasibility study? Hazen said he has received one proposal which he has worked to get the cost down on and it being refocused on financial research. It is now being reviewed by ODOT. Executive Director Hazen said he will not sign the feasibility study agreement until we have a signed IGA with Columbia County.
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. Chair Kleczek asked Shasia to report on the Bike Training Centers that Seaside is installing. Shasia reported that Seaside had been chosen for a Jump Start Program for 4th thru 6th graders which is a bike safety program that will have its own bike training course and instructors that are trained specifically for teaching the program.
15. PUBLIC COMMENT-June Gibson from Seaside commented that most meetings only last for 1 hour which creates a big hardship because if this meeting was over at 10:05 AM she would have to wait 2 hours for a bus then when she got home to get the laundry she would have to wait another 2 hours before she could catch the next bus. Commissioner Gaebel said we used to have great bus service but have overextended and had to cut services and we are gradually building it back up again but we do not want to start service and cut it again. June said she has lived in Arizona and Kentucky and in Kentucky if you are over 70 you can ride for free.

16. OTHER ITEMS-

An audio recording of the Sunset Empire Transportation District's March 2017 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- March 2017

Meeting was adjourned at 11:20 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

NOTE on Reviewing Financials: 9 Month = 75.0 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,995,587 (\$103,575 better than budget), 65.2% of annual budget and 106.8% of monthly budget. YTD Total Materials & Services was \$347,194 (\$294,736 less than budget), 41.6% of annual budget and 78.9% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month are in line with budget with slight increases in Paratransit.
- 4090 Donations/Commissions: Vending machine commissions
- 4100 Contract Service-IGA: Cannon Beach billed for March Service (\$2,402) and Clatsop County Care Health District (\$287).
- 4200 Taxes: \$17,682 was current year property tax and \$1,121 prior year tax.
- 4272 Parking: Space # 11 & 12 have been leased, starting in April 2017.
- 4300 Interest: Effective October 1, 2016 the Local Government Investment Program (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 March 2017 interest.
- 5000 Grants: Reimbursement for 5311 grant higher than expected.

Expense

- 7000 Provider Payments: Reflects payments for Veteran's Medical Transportation Program in March 2017. We currently have 36 members & are planning another round of outreach in the coming months.
- 8006 ADS: Ads for Finance Officer.
- 8010 Bank Fees: Reflects the payment of two months' bank fees.
- 8020 Bldg & Grounds Maint: Reflects Plumbing services at the Transit Center for clogged toilet \$217.
- 8030 Comp-Info-Tech-Services: Monthly fee for Information Technology (IT) monitoring service (MindShift \$3,798) and Email Software Subscription \$478).
- 8035 Conference Training & Travel: Key meeting and conferences included: Special District Association of Oregon (SDAO) meeting, Community Transit Association of the North West (CTA) Mobility Management and the quarterly Transportation Options meeting in Salem.
- 8055 Durable Equipment /Small Tools: Purchase of an air conditioner for the server room \$280 (general fund share) and a desk top computer for Operations (1,029).
- 8070 Employee Recognition: Employee Birthday recognitions and retiring Board member award.
- 8075 Fuel: Reflects actuals paid in February 2017. Prices continue below budgeted amounts Unleaded prices are about \$2.10 and Bio diesel about \$1.95.
- 8080 Insurance: Payment of Property and Auto Insurance quarterly premiums and amortization of prepaid insurance from year end offset by the SDIS Longevity Credit of \$4,075.
- 8100 Meeting Expense: Reversal of accrual at June 2016 (\$879).
- 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 is on budget with Ride Care being better than budget.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 63.7% of total budget. YTD revenues of \$2,190,874 are \$355,720 less than Budget. Which is the result of receiving \$290,608 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 9 months (April to March 2017) of 9.35%. This is the result of the CPCCO reviewing eligibility files and screening members. It is expected that membership will continue to fluctuate over the next year. Offsetting this decline is a rate increase of \$.50 per member per month effective January 1, 2017. YTD Interest Income of \$8,6931 was \$4,131 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 \$1,926,955 are \$340,935 less than budget and are 62.1% of YTD budget. This was aided by a 4th quarter settlement of \$47,697 which resulted from the accrual process at year end received in September 2016.

Expense

- 7000 Contract Providers: Over budget the result of catch up payments being processed for Wapato Shores (\$13,600), Tillamook (\$32,800), K & M (\$6,420) Columbia County (\$6,400) and Gas Voucher processing was heavy. Back payments to providers totaled about \$72,000. Tillamook continues to have delays due to programming issues with their billing program. For February Tillamook billed \$14,500, January \$ 26,600 and in prior months their billing has been about \$40,000. Progress is being made by both agencies.
- 7030 Bus Passes: Columbia County \$280 and Sunset Empire Transportation District \$27.
- 8030 Comp-Info-Tech Services: Ride Care share of Mindshift (Information Technology Service) March (\$950), and Server License for Phone Call Recording \$944.
- 8045 Drug/Alcohol Background: The result of drug & background checks for (3) Wapato Shores employees.
- 8080 Insurance: Payment of quarterly property insurance premiums and amortization of prepaid insurance from year end.
- 8120 Office Supplies: All in one Color Printer (\$427.49).
- 8139 Professional Services: February 2017 Processing of Answering service invoice. Pending is billing for OBSS work performed at Rogue Valley Transportation District.
- 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 when you include General Fund.
- END

Sunset Empire Transportation
Profit & Loss Budget Performance General Fund
March 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 75.0%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4000 FARES	22,339.44	20,025.00	233,450.87	199,225.00	34,225.87	268,300.00	87.0%
4090 DONATIONS/COMMISSIONS	106.93	0.00	1,451.40	450.00	1,001.40	600.00	241.9%
4100 CONTRACTED SERVICES-IGA	2,689.50	7,625.00	68,334.31	109,169.00	(40,834.69)	180,917.00	37.8%
4200 TAXES	18,803.18	22,000.00	859,168.93	870,000.00	(10,831.07)	925,000.00	92.9%
4250 TIMBER SALES	0.00	0.00	212,084.44	120,000.00	92,084.44	160,000.00	132.6%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	31,512.46	27,500.00	4,012.46	55,000.00	57.3%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00		1,200.00	1,200.00	0.00	1,200.00	100.0%
4272 PARKING SPACES	712.50	760.00	6,317.50	6,840.00	(522.50)	9,120.00	69.3%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	160.00	0.0%
4270 RENTAL INCOME - Other	0.00		0.00	0.00	0.00	0.00	
Total 4270 RENTAL INCOME	712.50	760.00	7,517.50	8,040.00	(522.50)	10,480.00	71.7%
4300 INTEREST	524.67	400.00	4,635.15	3,600.00	1,035.15	4,800.00	96.6%
4310 MISC INCOME	0.00		817.48		817.48		
5000 GRANTS	184,264.00	163,945.00	491,306.00	468,990.00	22,316.00	1,128,379.00	43.5%
5080 OREGON STF FUNDS	0.00	0.00	85,308.00	85,038.00	270.00	328,560.00	26.0%
Total Income	229,440.22	214,755.00	1,995,586.54	1,892,012.00	103,574.54	3,062,036.00	65.2%
Gross Profit	229,440.22	214,755.00	1,995,586.54	1,892,012.00	103,574.54	3,062,036.00	65.2%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	128,373.94	143,496.00	835,707.46	913,639.00	77,931.54	1,243,631.00	67.2%
6200 PAYROLL EXPENSES	11,214.61	17,724.00	95,795.81	114,162.00	18,366.19	153,610.00	62.4%
6300 EMPLOYEE BENEFITS	22,146.56	24,597.00	213,775.05	221,375.00	7,599.95	295,166.00	72.4%
Total 1. PERSONNEL SERVICES	161,735.11	185,817.00	1,145,278.32	1,249,176.00	103,897.68	1,692,407.00	67.7%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	554.19	1,479.00	3,488.19	13,312.00	9,823.81	17,750.00	19.7%
7030 BUS PASSES	0.00	340.00	0.00	3,060.00	3,060.00	4,080.00	0.0%
8005 AUDIT	0.00	0.00	2,200.00	26,000.00	23,800.00	26,160.00	8.4%
8006 ADS (HR JOB POSTING)	660.00	350.00	1,190.35	3,150.00	1,959.65	4,200.00	28.3%
8010 BANK FEES	258.48	250.00	2,409.17	2,255.00	(154.17)	3,005.00	80.2%
8020 BLDING & GROUNDS MAINT	2,088.45	2,114.00	22,605.15	19,031.00	(3,574.15)	25,373.00	89.1%
8030 COMP-INFO-TECH SERVICES	4,770.40	3,274.00	24,065.98	19,502.00	(4,563.98)	26,237.00	91.7%
8035 CONF TRAINING & TRAVEL	3,162.02	2,304.00	11,889.62	28,142.00	16,252.38	37,042.00	32.1%
8045 DRUG/ALCOHOL/BG CHECKS	318.00	267.00	1,212.36	2,399.00	1,186.64	3,200.00	37.9%
8050 DUES SUBSCRIPTIONS & FEES	52.50	300.00	9,976.11	8,585.00	(1,391.11)	9,280.00	107.5%
8053 IGA - DUES AND FEES	0.00	1,675.00	14,167.00	12,525.00	(1,642.00)	16,700.00	84.8%
8055 DURABLE EQUIP/SMALL TOOLS	1,309.13	900.00	6,673.60	13,552.00	6,878.40	16,750.00	39.8%
8061 EQUIPMENT LEASE/RENT	426.21	458.00	4,191.89	24,126.00	19,934.11	25,500.00	16.4%
8065 EDUCATION/OUTREACH	44.94	2,492.00	5,571.87	29,786.00	24,214.13	39,510.00	14.1%
8070 EMPLOYEE RECOGNITION	312.13	100.00	6,592.22	3,700.00	(2,892.22)	4,000.00	164.8%
8072 Election Fees	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	0.0%
8075 FUEL	10,382.69	19,897.00	79,366.12	179,073.00	99,706.88	238,772.00	33.2%
8080 INSURANCE	13,570.16	2,000.00	39,579.21	43,942.00	4,362.79	56,142.00	70.5%
8090 LEGAL ADS	0.00	0.00	351.66	300.00	(51.66)	800.00	44.0%
8095 LEGAL COUNSEL	100.00	500.00	616.00	3,900.00	3,284.00	6,400.00	9.6%
8100 MEETING EXPENSE	943.22	100.00	1,437.56	1,000.00	(437.56)	1,400.00	102.7%
8120 OFFICE SUPPLIES	749.73	1,200.00	8,250.64	11,050.00	2,799.36	15,450.00	53.4%
8130 PAYROLL PROCESSING FEES	110.60	240.00	1,546.80	1,600.00	53.20	2,080.00	74.4%
8135 PRINTING	240.04	2,683.00	2,382.92	24,798.00	22,415.08	33,950.00	7.0%
8139 PROFESSIONAL SERVICES	0.00	2,150.00	441.30	23,151.00	22,709.70	32,850.00	1.3%
8140 SUBGRANT PASS THROUGH	0.00	3,000.00	0.00	15,000.00	15,000.00	15,000.00	0.0%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	74.22	125.00	50.78	330.00	22.5%
8150 TELEPHONE/INTERNET SERVICE	1,832.54	1,775.00	18,053.88	15,975.00	(2,078.88)	21,296.00	84.8%

8160 UNIFORMS	65.80	250.00	1,217.79	2,424.00	1,206.21	5,924.00	20.6%
8165 UTILITIES	1,900.22	2,000.00	13,780.83	16,467.00	2,686.17	21,667.00	63.6%
8170 VEHICLE MAINT & REPAIRS	6,718.57	12,000.00	63,861.17	90,000.00	26,138.83	120,200.00	53.1%
Total 2. MATERIALS & SERVICES	50,570.02	64,098.00	347,193.61	641,930.00	294,736.39	835,048.00	41.6%
Total Expense	212,305.13	249,915.00	1,492,471.93	1,891,106.00	398,634.07	2,527,455.00	59.1%
Net Ordinary Income	17,135.09	-35,160.00	503,114.61	906.00	502,208.61	534,581.00	94.1%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,584.69	5,617.15	49,417.36	49,481.28	63.92	66,421.11	74.4%
9611 CLATSOP BANK-LOAN INT	988.81	953.35	9,744.14	9,677.22	(66.92)	12,460.89	78.2%
Total 3. OTHER EXPENSES	6,573.50	6,570.50	59,161.50	59,158.50	(3.00)	78,882.00	75.0%
9600 DEBT SERVICE & INTERES-FEE	0.00		334.40	334.00	(0.40)	334.00	100.1%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		38,000.00	38,000.00	0.00	38,000.00	100.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	4,389.00	4,389.00	0.00	8,778.00	50.0%
9700 CAPITAL EXPENSE	0.00	66,000.00	212,931.00	271,000.00	58,069.00	797,000.00	26.7%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	106,104.00	0.0%
9850 TRANSFER OUT	0.00		0.00	0.00	0.00	0.00	
Total Other Expense	6,573.50	72,570.50	314,815.90	372,881.50	58,065.60	1,029,098.00	30.6%
Net Other Income	-6,573.50	-72,570.50	-314,815.90	-372,881.50	58,065.60	-1,029,098.00	30.6%
Net Income	10,561.59	-107,730.50	188,298.71	-371,975.50	560,274.21	-494,517.00	-38.1%

Sunset Empire Transportation
Profit & Loss Budget Performance RideCare
March 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 66.6%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4300 INTEREST	1,143.56	500.00	8,631.48	4,500.00	4,131.48	6,000.00	143.9%
4500 RC PROVIDER SERVICE REIM	242,301.66	292,320.00	2,182,242.13	2,542,094.00	(359,851.87)	3,434,370.00	63.5%
Other Types of Income	0.00		0.00	0.00	0.00	0.00	
Total Income	243,445.22	292,820.00	2,190,873.61	2,546,594.00	(355,720.39)	3,440,370.00	63.7%
Gross Profit	243,445.22	292,820.00	2,190,873.61	2,546,594.00	(355,720.39)	3,440,370.00	63.7%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	40,074.30	40,491.93	241,899.29	262,446.65	20,547.36	350,930.63	68.9%
6200 PAYROLL EXPENSES	3,449.14	5,215.92	24,532.43	33,972.88	9,440.45	45,204.75	54.3%
6300 EMPLOYEE BENEFITS	4,997.62	11,238.72	43,156.04	74,924.78	31,768.74	97,402.22	44.3%
Total 1. PERSONNEL SERVICES	48,521.06	56,946.57	309,587.76	371,344.31	61,756.55	493,537.60	62.7%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	265,194.54	236,802.00	1,891,813.55	2,058,970.00	167,156.45	2,781,506.00	68.0%
7030 BUS PASSES	307.50	1,500.00	12,500.00	13,500.00	1,000.00	18,000.00	69.4%
7050 DMAP/CCO Annual Adjustment	0.00	35,000.00	-47,696.76	70,000.00	117,696.76	140,000.00	-34.1%
8005 AUDIT	0.00	0.00	550.00	5,940.00	5,390.00	6,540.00	8.4%
8006 ADS (HR JOB POSTING)	0.00	100.00	468.58	1,400.00	931.42	2,000.00	23.4%
8010 BANK FEES	10.00	14.00	118.00	128.00	10.00	171.00	69.0%
8020 BLDING & GROUNDS MAINT	408.25	682.00	4,822.83	6,142.00	1,319.17	8,190.00	58.9%
8030 COMP-INFO-TECH SERVICES	2,008.36	634.00	4,938.90	5,706.00	767.10	7,609.00	64.9%
8035 CONF TRAINING & TRAVEL	337.51	428.00	609.35	5,468.00	4,858.65	6,788.00	9.0%
8045 DRUG/ALCOHOL/BG CHECKS	189.00	100.00	1,878.25	900.00	(978.25)	1,200.00	156.5%
8050 DUES SUBSCRIPTIONS & FEES	0.00		162.66	2,170.00	2,007.34	2,170.00	7.5%
8055 DURABLE EQUIP/SMALL TOOLS	70.00	2,000.00	7,504.30	16,000.00	8,495.70	19,700.00	38.1%
8065 EDUCATION/OUTREACH	0.00	500.00	0.00	1,800.00	1,800.00	2,400.00	0.0%
8070 EMPLOYEE RECOGNITION	0.00	100.00	26.99	1,600.00	1,573.01	1,800.00	1.5%
8072 Election Fees	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.0%
8080 INSURANCE	2,251.35	1,430.00	6,950.98	4,312.00	(2,638.98)	5,742.00	121.1%
8090 LEGAL ADS	0.00	100.00	0.00	400.00	400.00	500.00	0.0%
8095 LEGAL COUNSEL	0.00	0.00	0.00	100.00	100.00	200.00	0.0%
8100 MEETING EXPENSE	0.00	100.00	108.10	900.00	791.90	1,200.00	9.0%
8120 OFFICE SUPPLIES	638.54	337.00	3,186.16	3,033.00	(153.16)	4,050.00	78.7%
8130 PAYROLL PROCESSING FEES	27.65	60.00	386.70	400.00	13.30	520.00	74.4%
8135 PRINTING	18.19	250.00	158.80	2,250.00	2,091.20	3,000.00	5.3%
8139 PROFESSIONAL SERVICES	257.00	9,560.00	4,165.48	30,000.00	25,834.52	40,000.00	10.4%
8155 TELEPHONE/INTERNET SERVICE	2,753.38	3,265.00	28,336.32	29,387.00	1,050.68	39,184.00	72.3%
8165 UTILITIES	875.80	802.00	5,965.69	6,384.00	418.31	8,339.00	71.5%
Total 2. MATERIALS & SERVICES	275,347.07	293,764.00	1,926,954.88	2,267,890.00	340,935.12	3,101,809.00	62.1%
Total Expense	323,868.13	350,710.57	2,236,542.64	2,639,234.31	402,691.67	3,595,346.60	62.2%
Net Ordinary Income	-80,422.91	-57,890.57	-45,669.03	-92,640.31	46,971.28	-154,976.60	29.5%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00		0.00	0.00	0.00	0.00	
Total 3. OTHER EXPENSES	0.00		0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00		105.60	106.00	0.40	106.00	99.6%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		12,000.00	12,000.00	0.00	12,000.00	100.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	1,386.00	1,386.00	0.00	2,772.00	50.0%
9655 DMAP REPAYMENT AGREEMENT	36,343.25	36,343.00	125,331.75	109,029.00	(16,302.75)	145,373.00	86.2%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	200,000.00	0.0%
Total Other Expense	36,343.25	36,343.00	138,823.35	122,521.00	(16,302.35)	360,251.00	38.5%
Net Other Income	-36,343.25	-36,343.00	-138,823.35	-122,521.00	(16,302.35)	-360,251.00	38.5%
Net Income	-116,766.16	-94,233.57	-184,492.38	-215,161.31	30,668.93	-515,227.60	35.8%

**Sunset Empire Transportation
Balance Sheet
As of March 31, 2017**

ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 SETD GEN FUND BANK ACCTS	744,932.98	Accounts Payable	60,019.72
1040 TILLS	300.00	Other Current Liabilities	75,735.48
1050 RIDECARE FUND BANK ACCTS	1,356,343.97	Total Current Liabilities	<u>135,755.20</u>
Total Checking/Savings	<u>2,101,576.95</u>	Long Term Liabilities	
Accounts Receivable		2800 INTERCOMPANY DUE TO/FROM	
1200 ACCOUNTS RECEIVABLES	5,469.00	2810 DUE TO RIDECARE	435,063.82
1250 PROPERTY TAX RECEIVABLES	45,357.23	2815 DUE TO/(FROM) SETD G F	(435,063.82)
Total Accounts Receivable	<u>50,826.23</u>	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Other Current Assets		Total Long Term Liabilities	<u>0.00</u>
1400 PREPAID EXPENSES	12,100.50	Total Liabilities	135,755.20
1500 UNDEPOSITED FUNDS	2,017.00	Equity	
Total Other Current Assets	<u>14,117.50</u>	3100 NWRC PRIOR PERIOD ADJUST	(136,476.00)
Total Current Assets	<u>2,166,520.68</u>	3200 GF PRIOR PERIOD ADJUST	(8,891.00)
TOTAL ASSETS	<u>2,166,520.68</u>	3700 FUND BALANCE NWRC-RESTRICT	1,311,965.11
		3800 FUND BALANCE GENERAL FUND	789,740.87
		3900 RETAINED EARNINGS	70,620.17
		Net Income	<u>3,806.33</u>
		Total Equity	<u>2,030,765.48</u>
		TOTAL LIABILITIES & EQUITY	<u><u>2,166,520.68</u></u>

**Sunset Empire Transportation
Accounts Receivable
As of March 28, 2017**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	240.00	0.00	0.00	0.00	0.00	240.00
CITY OF CANNON BEACH - A/R	2,402.00	0.00	0.00	0.00	0.00	2,402.00
Clatsop Care Center Health District	287.50	0.00	0.00	0.00	0.00	287.50
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	45,357.23	45,357.23
DHS - CHILD WELFARE-CLATSOP	0.00	657.00	0.00	0.00	0.00	657.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
ODOT	0.00	0.00	0.00	0.00	-20.00	-20.00
OR DHS-VOCATIONAL REHAB SERVICES	0.00	0.00	0.00	80.00	0.00	80.00
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	0.00	142.50	0.00	-95.00	190.00
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-IMPACT THRIFT	0.00	47.50	47.50	0.00	0.00	95.00
P-THORSEN, MARY	0.00	95.00	0.00	0.00	0.00	95.00
RC-PASSES	0.00	0.00	0.00	0.00	1,350.00	1,350.00
SCBEC/PACIFIC NW WORKS	0.00	0.00	90.00	0.00	0.00	90.00
TOTAL	<u>3,119.50</u>	<u>1,037.00</u>	<u>327.50</u>	<u>80.00</u>	<u>46,262.23</u>	<u>50,826.23</u>

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CRS	40.00	0.00	0.00	0.00	0.00	40.00
E-DEAN, CURTIS	95.00	0.00	0.00	0.00	0.00	95.00
E-GRIFFIN, MICHAEL	115.00	0.00	0.00	0.00	0.00	115.00
MTR WESTERN BUS	1,079.16	0.00	0.00	0.00	0.00	1,079.16
NW NATURAL	157.43	0.00	0.00	0.00	0.00	157.43
PACIFICSOURCE ADMINISTRATORS	0.00	0.00	0.00	0.00	0.00	0.00
PP-GF_for conversion	0.00	0.00	0.00	0.00	0.00	0.00
PP-RC_for conversion adj	0.00	0.00	0.00	0.00	0.00	0.00
RC-ASTORIA MINI MART	0.00	25.50	0.00	0.00	0.00	25.50
RC-BAKERS GENERAL STORE	45.50	0.00	0.00	0.00	0.00	45.50
RC-COLUMBIA COUNTY RIDER	3,814.58	0.00	0.00	0.00	0.00	3,814.58
RC-DEER ISLAND STORE	354.00	0.00	0.00	0.00	0.00	354.00
RC-ELLIOTT'S TRANSPORT	3,711.60	0.00	0.00	0.00	0.00	3,711.60
RC-HOT SHOT TRANSPORTATION	5,558.88	0.00	0.00	0.00	0.00	5,558.88
RC-K & M MEDIVAN	5,661.77	0.00	0.00	0.00	0.00	5,661.77
RC-LEE, RYAN	2,061.04	0.00	0.00	0.00	0.00	2,061.04
RC-MEDIX AMBULANCE	3,694.20	0.00	0.00	0.00	0.00	3,694.20
RC-METRO WEST AMBULANCE	1,885.00	0.00	0.00	0.00	0.00	1,885.00
RC-MTN RETREAT SECURE TRANSPORT	1,104.00	0.00	0.00	0.00	0.00	1,104.00
RC-SKINNYS TEXACO	5,293.73	0.00	0.00	0.00	0.00	5,293.73
RC-TRUCKE'S 1 STOP	2,287.68	0.00	0.00	0.00	0.00	2,287.68
RC-WAPATO SHORES, INC	17,249.25	0.00	0.00	0.00	0.00	17,249.25
RC-WARRENTON MINI MART	162.25	0.00	0.00	0.00	0.00	162.25
RC-WILCOX & FLEGEL	4,127.97	0.00	0.00	0.00	0.00	4,127.97
SDIS	571.76	0.00	0.00	0.00	0.00	571.76
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
V-CARTER, JOHN	159.30	0.00	0.00	0.00	0.00	159.30
VERIZON WIRELESS	765.12	0.00	0.00	0.00	0.00	765.12
TOTAL	<u>59,994.22</u>	<u>25.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,019.72</u>

**Sunset Empire Transportation
Accounts Payable
As of March 28, 2017**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CRS	40.00	0.00	0.00	0.00	0.00	40.00
E-DEAN, CURTIS	95.00	0.00	0.00	0.00	0.00	95.00
E-GRIFFIN, MICHAEL	115.00	0.00	0.00	0.00	0.00	115.00
MTR WESTERN BUS	1,079.16	0.00	0.00	0.00	0.00	1,079.16
NW NATURAL	157.43	0.00	0.00	0.00	0.00	157.43
RC-ASTORIA MINI MART	0.00	25.50	0.00	0.00	0.00	25.50
RC-BAKERS GENERAL STORE	45.50	0.00	0.00	0.00	0.00	45.50
RC-COLUMBIA COUNTY RIDER	3,814.58	0.00	0.00	0.00	0.00	3,814.58
RC-DEER ISLAND STORE	354.00	0.00	0.00	0.00	0.00	354.00
RC-ELLIOTT'S TRANSPORT	3,711.60	0.00	0.00	0.00	0.00	3,711.60
RC-HOT SHOT TRANSPORTATION	5,558.88	0.00	0.00	0.00	0.00	5,558.88
RC-K & M MEDIVAN	5,661.77	0.00	0.00	0.00	0.00	5,661.77
RC-LEE, RYAN	2,061.04	0.00	0.00	0.00	0.00	2,061.04
RC-MEDIX AMBULANCE	3,694.20	0.00	0.00	0.00	0.00	3,694.20
RC-METRO WEST AMBULANCE	1,885.00	0.00	0.00	0.00	0.00	1,885.00
RC-MTN RETREAT SECURE TRANSPORT	1,104.00	0.00	0.00	0.00	0.00	1,104.00
RC-SKINNYS TEXACO	5,293.73	0.00	0.00	0.00	0.00	5,293.73
RC-TRUCKE'S 1 STOP	2,287.68	0.00	0.00	0.00	0.00	2,287.68
RC-WAPATO SHORES, INC	17,249.25	0.00	0.00	0.00	0.00	17,249.25
RC-WARRENTON MINI MART	162.25	0.00	0.00	0.00	0.00	162.25
RC-WILCOX & FLEGEL	4,127.97	0.00	0.00	0.00	0.00	4,127.97
SDIS	571.76	0.00	0.00	0.00	0.00	571.76
V-CARTER, JOHN	159.30	0.00	0.00	0.00	0.00	159.30
VERIZON WIRELESS	765.12	0.00	0.00	0.00	0.00	765.12
TOTAL	<u>59,994.22</u>	<u>25.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,019.72</u>

Sunset Empire Transportation
Checks Over \$5,000
3/31/2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	4295	03/01/2017	RC-ELLIOTT'S TRANSPORT	-6,462.00
Bill Pmt -Check	4297	03/01/2017	RC-HOT SHOT TRANSPORTATION	-5,206.85
Bill Pmt -Check	4298	03/01/2017	RC-K & M MEDIVAN	-7,455.11
Bill Pmt -Check	4304	03/01/2017	RC-WAPATO SHORES, INC	-15,109.04
Bill Pmt -Check	4308	03/07/2017	RC-K & M MEDIVAN	-6,420.32
Bill Pmt -Check	4310	03/07/2017	RC-MEDIX AMBULANCE	-5,631.80
Bill Pmt -Check	4313	03/07/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	-32,558.05
Bill Pmt -Check	4314	03/07/2017	RC-WAPATO SHORES, INC	-13,637.85
Bill Pmt -Check	4318	03/14/2017	RC-K & M MEDIVAN	-5,642.67
Bill Pmt -Check	4320	03/14/2017	RC-MEDIX AMBULANCE	-5,208.40
Bill Pmt -Check	4322	03/14/2017	RC-OR DHS	-36,343.25
Bill Pmt -Check	4325	03/14/2017	RC-WAPATO SHORES, INC	-15,670.52
Bill Pmt -Check	4335	03/22/2017	RC-SKINNYS TEXACO	-9,913.08
Bill Pmt -Check	4337	03/22/2017	RC-WAPATO SHORES, INC	-16,136.42
Bill Pmt -Check	4343	03/28/2017	RC-ELLIOTT'S TRANSPORT	-7,869.00
Bill Pmt -Check	4345	03/28/2017	RC-K & M MEDIVAN	-12,179.78
Bill Pmt -Check	4350	03/28/2017	RC-WAPATO SHORES, INC	-16,640.84
Bill Pmt -Check	16769	03/01/2017	CENTRIC ELEVATOR CORP.	-6,275.00
Bill Pmt -Check	16803	03/14/2017	JACKSON & SON OIL, INC.	-7,367.23
Bill Pmt -Check	16807	03/14/2017	SDIS	-22,430.89
Liability Check	16862	03/31/2017	SDIS	-32,819.26
Check	33020107	03/30/2017	CLATSOP COMMUNITY BANK	-6,573.50

Bill

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

Date	Ref. No.
03/16/2017	0342 2/6-3/8

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

PAID

Bill Due	04/15/2017
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0220 EARLS MCGRATH'S FISH - FOOD FOR SCOTT FOR SDAO MEETING	30.00		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR SCOTT FOR SDAO MEETING	10.00		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR SCOTT FOR SDAO MEETING	7.50		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - FOOD FOR QUARTERLY BIRTHDAY PARTY	55.28		ADMINISTRATION
8038 TRAVEL	0318 FRY EXPEDIA - LODGING FOR SHASIA FOR TRANSPORTATION OPTION MEETING	197.20		TRANS OPTIONS
8066 EVENT SUPPLIES	FRED MEYER - FOOD FOR VETERAN'S OUTREACH MEETING	29.94		STF STATE
8038 TRAVEL	THE ROCK WOOD FIRED - FOOD FOR SHASIA FOR TRANSPORTATION OPTION MEETING	20.00		TRANS OPTIONS
8038 TRAVEL	PP TRANSPORTATION - TRANSPORTATION FOR SHASIA FOR TRANSPORTATION OPTION MEETING	100.00		TRANS OPTIONS
8038 TRAVEL	DENNY'S - FOOD FOR SHASIA FOR TRANSPORTATION OPTION MEETING	19.00		TRANS OPTIONS

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

Date	Ref. No.
03/16/2017	0342 2/6-3/8

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

PAID

Bill Due	04/15/2017
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	LA QUINTA INN - LODGING FOR SHASIA FOR TRANSPORTATION OPTION MEETING	116.34		TRANS OPTIONS
8065 EDUCATION/OUTREACH	FACEBOOK - TRANSPORTATION OPTOIN ADVERTISING	15.00		TRANS OPTIONS
8038 TRAVEL	0667 HAZEN CITY OF PORTLAND - PARKING FOR JEFF FOR SDAO MEETING	3.00		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	10.00		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	11.95		ADMINISTRATION
8038 TRAVEL	CITY OF PORTLAND - PARKING FOR JEFF FOR SDAO MEETING	4.00		ADMINISTRATION
8038 TRAVEL	CITY OF PORTLAND - PARKING FOR JEFF FOR SDAO MEETING	1.95		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	10.00		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	3.00		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	6.00		ADMINISTRATION

Bill

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

Date	Ref. No.
03/16/2017	0342 2/6-3/8

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

PAID

Bill Due	04/15/2017
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	6.00		ADMINISTRATION
8038 TRAVEL	HYATT HOUSE - LODGING FOR TAMI FOR SDAO MEETING	171.80		ADMINISTRATION
8038 TRAVEL	PARKING MANAGEMENT COMPANY - PARKING FOR JEFF FOR SDAO MEETING	6.00		ADMINISTRATION
8038 TRAVEL	THIRSTY LION PUB - FOOD FOR JEFF, KATHY AND KEVIN FOR SDAO MEETING	74.06		ADMINISTRATION
8038 TRAVEL	HYATT HOUSE - LODGING FOR JEFF FOR SDAO MEETING	515.40		ADMINISTRATION
8038 TRAVEL	HYATT HOUSE - LODGING FOR KEVIN FOR SDAO MEETING	515.40		ADMINISTRATION
8038 TRAVEL	CANTON GARDEN - FOOD FOR JEFF FOR PTAC MEETING	8.95		ADMINISTRATION
8120 OFFICE SUPPLIES	RADIO SHACK - CABLE FOR PROJECTOR	9.99		ADMINISTRATION
8006 ADS (HR JOB POSTING)	ASSOCIATION OF OREGON - JOB POSTING	50.00		ADMINISTRATION
8006 ADS (HR JOB POSTING)	OREGON GOVERNMENT FINANCIAL OFFICER ASSOC. - JOB POSTING	200.00		ADMINISTRATION
8100 MEETING EXPENSE	FOOD FOR JEFF FOR CHAMBER MEETING	11.50		ADMINISTRATION
8006 ADS (HR JOB POSTING)	CRAIGSLIST.ORG FOR FINANCIAL OFFICER	35.00		ADMINISTRATION
8120 OFFICE SUPPLIES	0261 JONES STAPLES - OFFICE SUPPLIES	32.99	RIDECARE ADMIN	ADMINISTRATION

Bill

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

Date	Ref. No.
03/16/2017	0342 2/6-3/8

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

PAID

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Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
7030 BUS PASSES	TRIMET - BUS PASS FOR RIDE CARE CLIENT	27.50	RIDE CARE ADMIN	CPCCO
8032 SUPPORT SERVICES/CONTRACT	0334 LAYTON ADOBE - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MICROSOFT - SOFTWARE SUBSCRIPTION - EMAIL	478.00		ADMINISTRATION
8056 COMPUTER HARDWARE	LENOVO - COMPUTER FOR OPERATIONS	1,029.14		ADMINISTRATION
8121 POSTAGE-SHIPING	0020 PARKER USPS - POSTAGE	55.06		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	CRYSTALPLUS AWARDS - AWARD FOR PAUL LEWICKI	99.68		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - FOOD FOR BOARD MEETING	16.50		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD FOR BOARD MEETING	36.63		ADMINISTRATION
8038 TRAVEL	RHEIN HAUS - FOOD FOR SHANA FOR NW COMMUNITY TRANSIT ASSOCIATION MEETING	23.73		ADMINISTRATION
8038 TRAVEL	EMERALD QUEEN CASINO - FOOD FOR SHANA FOR NW COMMUNITY TRANSIT ASSOCIATION MEETING	11.00		ADMINISTRATION
8038 TRAVEL	EMERALD QUEEN HOTEL AND CASINO - LODGING FOR SHANA FOR NW COMMUNITY TRANSIT ASSOCIATION MEETING	305.19		ADMINISTRATION

Expense Total : 4,404.66

Bill Total : \$4,404.66

Date: April 19, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Ordinance No. 2017-01: A Police Ordinance governing conduct in the use of District facilities. First Reading.

At the March Board meeting, this ordinance was discussed. There was good discussion on the ordinance and the Board directed me to make some changes to the ordinance. Some of the changes were minor grammatical errors and one was to add language regarding the electric vehicle charging stations parking spots. The Board also wanted the ordinance change and have the Board hear appeals. I have made the minor changes including the addition of language regarding the electric charging stations.

I asked our legal counsel to draft the appeals language and while she understands the Board's desire to make final decisions in matters, it creates a number of problems. Because an exclusion is depriving a person of the right to use public transportation, the hearing is quasi-judicial in nature. She pointed out the risks of having the Board conduct such a hearing are as follows:

- It is time consuming for a public body to arrange and hear an appeal. The appellant will want the final decision quickly. Arguably due process requires that (although she could find no case law on point in Oregon). That is why there are time limitations in the current draft ordinance for an Executive Director decision. The District Board, unless it holds special meetings, may take several months to arrange the hearing, and another month to approve its Finding and Order. This creates a conflict. For example, an Operations Supervisor or any Peace Officer can exclude someone for up to 90 days. If the excluded person appealed and the Board didn't conduct a hearing and issue Findings and an Order until after 90 days, and it is determined that the person should not have been excluded, then the District would likely face a lawsuit from the Appellant for wrongful exclusion. Thus, exclusion matters need to be heard very quickly.
- The hearing before the Board would be a public meeting. She could foresee that the evidence a person may wish to bring to contest an expulsion may be medical and HIPAA protected. (For example, a person whose behavior was caused by failure to take their anti-psychotic medication may wish to provide evidence that they are taking their medication again.) If a person wanted to appeal, but also wanted to protect their medical condition from public disclosure, it would be challenging to provide that privacy in a public hearing.
- A quasi-judicial hearing means the Board is sitting in judgement. It would need to conduct a hearing in a manner similar to a trial. It would need to deliberate on a decision in public. With such deliberation, there is a chance that an observation of a Board

member could be construed by the appellant as discriminatory in some manner. If only one person makes a decision, then there is no public deliberation.

For those reasons, she recommends against having the Board as the hearing body for exclusions. She urges, that from a legal and risk management standpoint, that the ordinance be adopted as originally drafted (with the minor edits mentioned above), to solely vest such decisions in the Executive Director, because the need to quickly reach a decision in a controlled manner and because a decision may involve confidential evidence. An alternative would be to hire a hearings officer to conduct the hearings, but that is an additional expense that the Board would need to weight.

I followed up with her and posed the question, could we change the word hearing to review and here is her response:

- Because an expulsion from riding a bus is taking away a privilege, there are certain due process rights that have to be honored, as they are in a court of law. One is the right to a fair hearing before the privilege is revoked. There needs to be procedures outlined in the ordinance for such a hearing to occur, so that it is possible for a court, with 20/20 hindsight, to weigh whether an individual's due process hearing rights were upheld. If procedures were followed, then due process occurred. A "review" implies a much more informal hearing, with a lot of room for subjective decision making and looser deadlines. Substituting the concept of an informal "review" as opposed to a formal "hearing" could jeopardize the due process rights of citizens. For all the reasons stated, she again recommends that the Board not involve itself in expulsion or suspension hearings or decisions.

I have included two versions of the Ordinance. The first one is without Board involvement and I have highlighted the changes I made in response to your comments at the March meeting. The second one is with Board involvement and the changes are in Section 5. Based on the legal advice that she has provided, staff is recommending that the Board conduct the first reading of Ordinance No. 2017-01 without Board involvement so that we have the tool necessary to address the increasing unwelcome behavior at our facilities.

IN THE BOARD OF COMMISSIONERS OF
SUNSET EMPIRE TRANSPORTATION DISTRICT

ORDINANCE NO. 2017-01)	A POLICE ORDINANCE
)	GOVERNING CONDUCT IN THE
)	USE OF DISTRICT FACILITIES

The Board of Commissioners of Sunset Empire Transportation District does hereby Ordain and Decree the following Ordinance.

1. PURPOSE: To facilitate the purposes set forth in ORS Chapter 267, and for the safety, convenience, and comfort of District Passengers and for the protection, preservation, use and enjoyment of District property, it is necessary to establish the following rules and regulations relating to the use of District facilities and providing remedies for violations thereof.

2. DEFINITIONS: As used in this Police Ordinance, unless the context requires otherwise.

2.1 “District” means the Sunset Empire Transportation District, a municipal corporation.

2.2 “District Facility” means all real property, improvements, structures, and personal property owned, possessed or occupied by the District, leased or licensed by the District, or devoted on an exclusive or nonexclusive basis to the use of the District and includes without limitation a transit transfer station, bus stop, passenger shelter, passenger waiting area(s), information center, parking lot, park and ride lot, and any other property, equipment, improvements or buildings under the ownership, possession, custody or control of the District, including adjoining walkways, stairways, ramps and elevators.

2.3 “District Vehicle” includes without limitation a bus, van, automobile or other vehicle used to transport passengers and owned or operated by the District.

2.4 “Emergency” means a fire, actual or threatened serious physical injury to person, or any apparently urgent medical need occurring on or in a District Facility or aboard a District Vehicle.

2.5 “Passenger Waiting Room” means an indoor Transit Facility with chairs or benches provided by the District for passengers to wait for a District Vehicle.

2.6 “Peace Officer means a sheriff, constable, marshal, municipal police officer, member of the Oregon State Police or investigator of the Criminal Justice Division of the Oregon Department of Justice.

2.7 “Supervisor” means the Executive Director, the Transit Center Manager, the Operations Manager or any Operations Supervisor during their employment in that capacity by the District.

2.8 “Operator” means a District employee responsible for operating any District Vehicle.

2.9 “Passenger” means a person who holds a valid fare and is aboard a District Vehicle or waiting for the next available District Vehicle or connecting service vehicle to such person’s destination, or a person who enters a District Facility with the intent to utilize a valid fare for transportation on the next available District Vehicle or connecting service vehicle for such person’s destination.

2.10 “Habitual Offender” is a person classified as a habitual offender upon the person’s third exclusion during a thirty-six (36) month period or upon the conviction for a felonious act committed on or in District facilities or aboard a District Vehicle.

2.11 “Service Animal” means any animal used by a person who requires the assistance of such animal to facilitate that person’s life functions, including but not limited to seeing or hearing and includes animals in training for such use.

2.12 “Exclusion” is a sanction administered to an individual for violations of this ordinance. An exclusion prohibits that individual from entering or remaining on or in a designated District Facility or on a District Vehicle at a specific location for a specified duration.

2.13 “Solicit” is to try to obtain by entreaty, persuasion, or formal application; to petition persistently; to entice into evil or illegal action; to approach with an offer of sexual services; to make solicitation or petition for something desired and may include: Panhandling, begging, leafleting, gathering petitions, charity solicitations or selling.

3. REGULATIONS

3.1 Smoking Prohibited: No person shall smoke or vape tobacco, marijuana, or any other substance, or shall carry any lighted or smoldering substance, in any form, on or in a District Facility (other than at a bus stop where there is no shelter) or aboard a District Vehicle or in any other area designated as a non-smoking area.

3.2 Food and Beverages: No person shall bring or carry aboard a District Vehicle food in open containers or beverages in containers that are not sealed and impermeable or will otherwise not spill their contents when dropped or tipped over.

3.3 Radios: No person shall operate a radio, scanner, other audio device, or musical instrument aboard any District Vehicle or any District Facility, unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. This rule does not apply to a Peace Officer, firefighter, District employee, or emergency response professional, in the course of employment.

3.4 Prohibited Carry-on Items:

3.4.1 No person shall bring or carry aboard a District Vehicle any animal not housed in an enclosed carrying container designed to carry the animal. A Disabled Person or a Service Animal trainer may bring or carry aboard a Service Animal. A Peace Officer may bring or carry aboard a certified police canine animal.

3.4.2 Collapsible type shopping carts may be brought or carried aboard a District Vehicle. When empty, the cart must be collapsed and kept with the passenger at their seat. When not empty, the cart must be stored behind a seat so that it cannot roll forward when the bus stops. The cart may not block any aisle or stairway.

3.4.3 No person shall bring or carry in or on any District Facility any flammable, combustible, explosive or corrosive (as those terms are defined in ORS 453.005) substance or device, except matches and cigarette lighters or factory-sealed household products. No person shall light any match or cigarette lighter or ignite any flame or ember on board a District Vehicle.

3.5 Criminal Conduct within or affecting District Facilities: It shall be a violation of this Ordinance for any person to engage in conduct in violation of any of the following laws if such conduct occurs within or in any way affects any District Facility:

3.5.1 Initiating a false report in violation of ORS 162.375.

3.5.2 Giving false information in violation of ORS 162.385.

3.5.3 Assault in any degree in violation of ORS 163.160 through 163.185.

3.5.4 Menacing in violation of ORS 163.190.

3.5.5 Reckless endangering in violation of ORS 163.195.

3.5.6 Public indecency in violation of ORS 163.465.

3.5.7 Trespass in violation of ORS 164.245.

3.5.8 Disorderly conduct in violation of ORS 166.025.

3.5.9 Interfering with public transportation in violation of ORS 166.116.

3.5.10 Unlawful use of weapon in violation of ORS 166.220.

3.5.11 Concealed weapon in violation of ORS 166.240.

3.5.12 Possession of dangerous weapon in a public building in violation of ORS 166.370.

3.5.13 Manufacture or delivery of controlled substances in violation of ORS 475.752.

3.6 Littering: No person shall discard or deposit any rubbish, trash, debris, and garbage or refuse substance in or on a District Facility or aboard a District Vehicle, except in a proper waste disposal receptacle. No person shall spit, defecate, or urinate in or on a District Facility, except a toilet, or aboard any District Vehicle.

3.7 Posting Notices: No person shall place, permit or cause to be placed any notice or advertisement upon any District Facility, or upon any District Vehicle or upon any other vehicle on a District Facility, without

first obtaining written permission of the Executive Director or his/her designee.

3.8 Damage to District Property: No person shall, without the permission or consent of the District, take, appropriate, obtain, withhold, damage, mutilate, deface, remove, alter or destroy any District property, District Facility, District Vehicle, or any sign, notice or advertisement posted by the District or located in or on any District Facility or District Vehicle.

3.9 Safety: No person shall:

3.9.1 Extend any portion of his/her body through any door or window of a District Vehicle while it is in motion;

3.9.2 In any manner hang onto, or attach himself or herself to any exterior part of a District Vehicle while the vehicle is resting or in motion;

3.9.3 Interfere, in any manner, with the safe operation or movement of any District Vehicle;

3.9.4 Stop or park a vehicle in any roadway in such a manner as to interfere with the passage of a District Vehicle, or fail to yield the right of way to a District Vehicle when required by ORS 811.167;

3.9.5 Ride a skateboard or roller-skates on or in a District Facility;

3.9.6 Ride a bicycle on or in a District Facility except a Peace Officer or District employee in the performance of their duties.

3.9.7 Abandon a grocery cart upon a District Facility;

3.9.8 Be present on or in any District Facility or aboard a District Vehicle unless the person is wearing shoes and clothing, including a shirt, except infants being held or passengers confined to a wheelchair. Bandages or dressings must cover any unhealed broken skin or wounds which may transmit communicable disease;

3.9.9 Throw, toss or kick any ball, disc or other object on or in a District Facility or aboard any District Vehicle;

3.9.10 Climb upon any bus stop sign, or climb, stand, or lie upon any bench, passenger shelter, garbage container or planter that is under the ownership, possession, custody or control of the District.

3.9.11 Bring or carry aboard a District Vehicle any package, carrier, container or article of a size which cannot be safely stowed without creating a safety hazard by blocking any aisle or stairway on the vehicle;

3.9.12 Attract a public nuisance or create a health hazard on or in a District Facility by dropping food items that may attract fowl or vermin such as rats, pigeons or cockroaches that may be destructive, annoying, or harmful to health, except for disposal of such food items in a proper waste disposal receptacle.

3.10 No Shoes on District Furnishings: No person shall place their shoes on seat cushions or furnishings on or in a District Facility or aboard a District Vehicle.

3.11 District Facilities Purpose: To ensure the safety, security, comfort, and convenience of passengers, District facilities and District Vehicles are intended for the exclusive use of District passengers.

3.11.1 No person shall impede or block the free movement of others within a District Facility or District Vehicle, interfere with the ingress and egress to or from a District Facility or District Vehicles, intimidate or harass others within a District Facility or District Vehicle, or otherwise interfere with the safe and efficient operations of the District.

3.11.2 No person shall occupy or use any District Facility except for the purpose of boarding, disembarking, waiting for a District Vehicle, or conducting District related business.

3.11.3 No person occupying a District Facility for the purpose of waiting to ride a District Vehicle shall fail or refuse to take the next available bus to the person's destination.

3.11.4 No person occupying a District Facility for the purpose of waiting to greet passengers on any arriving District Vehicle, shall fail or refuse to leave the District Facility promptly after arrival of the District Vehicle for which the person is waiting.

3.11.5 No person occupying a District Facility shall fail to identify upon demand to any District employee or representative, the District Vehicle for which the person is waiting.

3.11.6 No person shall sell or distribute anything, solicit for any purpose, or canvass to collect money in or on any District Facility or aboard any District Vehicle unless authorized in writing by the Executive Director or designee pursuant to objective, content neutral standards and administrative procedures which shall be adopted by the Executive Director establishing the reasonable conditions on time, place and manner of activities based upon the magnitude of the interference of the activity upon the safe and efficient operation of the transit system.

3.11.7 No person shall park in parking spaces marked as "Reserved" at the Astoria Transit Center without a valid agreement from the District, between the hours of 8:00AM-6:00PM Monday through Friday. No person shall park in a space marked as "Park and Ride" (for passengers riding on the NW POINT or Connector buses) without a valid 72 hour permit from the District. No person shall park in a non-marked public parking spaces for

more than three hours. No person shall park in a parking spot designated for electric charging of a vehicle that is not engaged in the charging process. No owner or operator of a vehicle shall permit or suffer the vehicle to be abandoned in the Astoria Transit Center parking lot.

3.12 Non-payment of Fare; Misuse of a District Pass; Theft of Services: Non-payment of fare or misuse of a pass is theft of services.

3.12.1 No person shall occupy, ride in or use any District Vehicle unless the person pays the applicable fare or tenders a valid and lawfully acquired District ticket, card or pass.

3.12.2 Passes are non-transferable. No person shall use or attempt to use a District pass or board or ride in a District Vehicle unless the pass was lawfully acquired at an authorized District outlet by or on behalf of that person.

3.12.3 No person shall tender one fare for a round-trip ride from the transit center back to the transit center. Such round-trip requires two fares. Passengers who have a pass may ride round- trip at any time.

3.12.4 : Any District employee or representative may confiscate a bus pass tendered for fare in violation of this section.

3.12.5 Regularly sworn Peace Officers of law enforcement agencies having jurisdiction within the District and the Oregon State Police are exempt from payment of fare when they are in uniform or display police identification or display their badge.

3.13 Repulsive Odors: No person shall enter or remain on or in District facilities or aboard a District Vehicle if the person, the person's clothing, or anything in the person's possession emits a grossly repulsive odor that is unavoidable by other District passengers or employees in the facilities or aboard the District Vehicles and which causes a nuisance or extreme discomfort to District passengers or employees.

3.14 Prohibited Alcohol, Cannabis Products and Controlled Substance: No person shall use or possess alcohol or a controlled substance (as defined in ORS 475.005) on or in a District Facility or aboard a District Vehicle, except legally possessed alcoholic beverages that have not been unsealed, legally possessed cannabis products in an amount permitted by ORS Chapter 475B, and legally possessed prescription medication.

3.15 Rules Specific to Astoria Transit Center:

3.15.1 Definitions:

3.15.1.1 "Astoria Transit Center" is the designated transit area and passenger waiting room located within the block bordered by Marine Drive, 9th Street, Astor Street, and 10th Street located in downtown Astoria.

3.15.1.2 "Astoria Transit Center Plaza" is that area outside of the Transit Center Building that consists of passenger waiting areas, shelters, sidewalks, bike lockers, bus lanes, and parking area.

3.15.2 The Astoria Transit Center Plaza will be closed to the public during non-operating hours, which are 5:45 AM -10:00 PM. The District Executive

Director or Designee shall have the discretion to set, extend or reduce non-operating hours.

3.15.3 No person, other than a Peace Officer, a District employee, or person authorized by the District Executive Director shall be on or in Astoria Transit Center Plaza during non-operating hours.

3.15.4 All non-District Vehicles are barred from the Bus lanes at the Astoria Transit Center at all times, except for emergency vehicles or vehicles permitted by a District Supervisor.

3.15.5 No pedestrian travel shall be permitted within the Astoria Transit Center Plaza except on sidewalks and within marked crosswalks. Jaywalking across any areas provided for vehicle travel or parking within the Astoria Transit Center Plaza is prohibited.

4. ENFORCEMENT:

4.1 Entrance Refusal: Any Peace Officer, District Operator, District Manager, District Supervisor, or others as designated in writing by the Executive Director, has the authority to refuse entrance on or into any District Facility, or aboard a District Vehicle; require departure from a District Facility or District Vehicle; or require a seating change of any person who violates any provision of this ordinance, regardless of location and regardless of presentation of pass, transfer, ticket, or payment of fare.

4.2 Penalties: Any person who violates any provision of this ordinance, in addition to other penalties provided by law, commits a violation as defined in ORS 153.005 to 153.992 and upon conviction shall be punished by a fine of not more than \$250.

4.3 Authorization: Any Peace Officer of the state of Oregon is authorized to issue citations, as provided by Oregon law, to any person who violates any provision of this ordinance.

5. EXCLUSION FROM SYSTEM

5.1 Exclusion: In addition to other measures provided for violation of this Ordinance, any Peace Officer, District Manager, Operations Supervisor, or others as designated in writing by the Executive Director, may exclude from any part or all of a District Facility or District Vehicles any person who violates any provision of this Ordinance, for a period of time not to exceed ninety (90) days, and may exclude Habitual Offenders for extended exclusion periods as provided.

5.2 Habitual Offenders: Habitual offenders shall be excluded from all District facilities and all District Vehicles or from such portions of District Facilities or District Vehicles, or both, and for such duration of time (up to but not exceeding five years), all as may be determined by the Executive Director. The Executive Director shall adopt, and may modify from time to time, guidelines for determining the appropriate scope and duration of exclusion of Habitual Offenders based on the nature and frequency of their violations or offenses. A person deemed a Habitual Offender may appeal their exclusion through the procedure described in Section 5.5.

5.3 Exclusion Perimeters: A person excluded under this Ordinance may not enter or remain on or in any part of a District Facility or be aboard a District Vehicle from which said person is excluded during the period of exclusion.

5.4 Exclusion Form: Written notice signed by the issuing party shall be given to a person excluded from all or part of a District Facility, which notice shall specify the reason for exclusion, places and duration of exclusion, the consequences for failure to comply with the notice, and notice of appeal rights. Exclusion shall commence immediately upon delivery of the notice to the excluded person.

5.5 Appeal Process: The excluded person may appeal in writing within ten (10) days after the commencement of the exclusion to the Executive Director or designee for de novo review of the exclusion. The appeal may request that the Executive Director or designee rescind or waive the exclusion, alter the places of exclusion or reduce the duration of exclusion. An appeal shall contain a copy of the exclusion notice, a request for a hearing or request for written review without a hearing, and a statement setting forth the reason that the exclusion should be rescinded, altered or reduced. The appeal may include a request that the exclusion be stayed or suspended pending a final decision on the appeal, which request must be supported by a statement of reasons relied upon by the appellant supporting a stay or suspension. A request for a stay or suspension pending final decision shall be denied or approved, in whole or in part, within 2 business days following receipt of the appeal containing the request. The Executive Director or designee shall render a decision no later than ten (10) days after receipt of an appeal unless the appeal requests that a hearing be held. In addition to or in the alternative to an appeal, at any time during the exclusion, an excluded person may petition in writing to the Executive Director or designee for a temporary waiver of the exclusion which may be allowed or denied at the discretion of the Executive Director.

5.6 Appeal Hearing: If the appeal by an excluded person includes a request for a hearing, a public hearing will be conducted by the Executive Director or designee within ten (10) days after the receipt of the appeal and the General Manager or designee will render a decision within fifteen (15) days after the hearing.

5.6.1 The order of the hearing shall be as follows: presentation of documentation and testimony supporting the exclusion, followed by presentation of documentation and testimony opposing the exclusion.

5.6.2 The burden of proof of a fact or position rests on the District to establish a violation of this Ordinance.

5.6.3 The Executive Director or designee may question witnesses and review all documentation referred to by the witnesses.

5.6.4 There shall be no continuance or reopening of the hearing.

5.6.5 The hearing shall be electronically recorded.

6. CONSTRUCTION: Nothing herein is intended to compromise or waive the right to enforce concurrently, or in the alternative, other remedies available including without limitation any remedies available pursuant to the Oregon Revised Statutes, city ordinances or any civil remedies. It is the intent of the District that this ordinance shall be liberally construed to effectuate its purpose and policies. Captions are for the convenience of the reader and shall not add to or limit any of the provisions of this ordinance.

7. SEVERABILITY: It is the intent of the District, in the adoption of this ordinance, that if any part of the ordinance is held unconstitutional or otherwise invalid, the remaining parts shall remain in force unless;

7.1 The remaining parts are so essentially and inseparably connected which and dependent upon the unconstitutional or invalid part that it is apparent that the remaining parts would not have been enacted with the unconstitutional or invalid part; or

7.2 The remaining parts, standing alone, are incomplete and incapable of being executed in accordance with the District's intent.

8. EFFECTIVE DATE: This ordinance shall take effect 30 days after its adoption.

THE BOARD OF COMMISSIONERS FOR
SUNSET EMPIRE TRANSPORTATION DISTRICT

Kathy Kleczek, Chairperson

Recording Secretary

First Reading: _____

Second Reading: _____

Effective Date: _____

IN THE BOARD OF COMMISSIONERS OF
SUNSET EMPIRE TRANSPORTATION DISTRICT

ORDINANCE NO. 2017-01)
) A POLICE ORDINANCE
) GOVERNING CONDUCT IN THE
) USE OF DISTRICT FACILITIES

The Board of Commissioners of Sunset Empire Transportation District does hereby Ordain and Decree the following Ordinance.

1. PURPOSE: To facilitate the purposes set forth in ORS Chapter 267, and for the safety, convenience, and comfort of District Passengers and for the protection, preservation, use and enjoyment of District property, it is necessary to establish the following rules and regulations relating to the use of District facilities and providing remedies for violations thereof.

2. DEFINITIONS: As used in this Police Ordinance, unless the context requires otherwise.

2.1 “District” means the Sunset Empire Transportation District, a municipal corporation.

2.2 “District Facility” means all real property, improvements, structures, and personal property owned, possessed or occupied by the District, leased or licensed by the District, or devoted on an exclusive or nonexclusive basis to the use of the District and includes without limitation a transit transfer station, bus stop, passenger shelter, passenger waiting area(s), information center, parking lot, park and ride lot, and any other property, equipment, improvements or buildings under the ownership, possession, custody or control of the District, including adjoining walkways, stairways, ramps and elevators.

2.3 “District Vehicle” includes without limitation a bus, van, automobile or other vehicle used to transport passengers and owned or operated by the District.

2.4 “Emergency” means a fire, actual or threatened serious physical injury to person, or any apparently urgent medical need occurring on or in a District Facility or aboard a District Vehicle.

2.5 “Passenger Waiting Room” means an indoor Transit Facility with chairs or benches provided by the District for passengers to wait for a District Vehicle.

2.6 “Peace Officer means a sheriff, constable, marshal, municipal police officer, member of the Oregon State Police or investigator of the Criminal Justice Division of the Oregon Department of Justice.

2.7 “Supervisor” means the Executive Director, the Transit Center Manager, the Operations Manager or any Operations Supervisor during their employment in that capacity by the District.

2.8 “Operator” means a District employee responsible for operating any District Vehicle.

2.9 “Passenger” means a person who holds a valid fare and is aboard a District Vehicle or waiting for the next available District Vehicle or connecting service vehicle to such person’s destination, or a person who enters a District Facility with the intent to utilize a valid fare for transportation on the next available District Vehicle or connecting service vehicle for such person’s destination.

2.10 “Habitual Offender” is a person classified as a habitual offender upon the person’s third exclusion during a thirty-six (36) month period or upon the conviction for a felonious act committed on or in District facilities or aboard a District Vehicle.

2.11 “Service Animal” means any animal used by a person who requires the assistance of such animal to facilitate that person’s life functions, including but not limited to seeing or hearing and includes animals in training for such use.

2.12 “Exclusion” is a sanction administered to an individual for violations of this ordinance. An exclusion prohibits that individual from entering or remaining on or in a designated District Facility or on a District Vehicle at a specific location for a specified duration.

2.13 “Solicit” is to try to obtain by entreaty, persuasion, or formal application; to petition persistently; to entice into evil or illegal action; to approach with an offer of sexual services; to make solicitation or petition for something desired and may include: Panhandling, begging, leafleting, gathering petitions, charity solicitations or selling.

3. REGULATIONS

3.1 Smoking Prohibited: No person shall smoke or vape tobacco, marijuana, or any other substance, or shall carry any lighted or smoldering substance, in any form, on or in a District Facility (other than at a bus stop where there is no shelter) or aboard a District Vehicle or in any other area designated as a non-smoking area.

3.2 Food and Beverages: No person shall bring or carry aboard a District Vehicle food in open containers or beverages in containers that are not sealed and impermeable or will otherwise not spill their contents when dropped or tipped over.

3.3 Radios: No person shall operate a radio, scanner, other audio device, or musical instrument aboard any District Vehicle or any District Facility, unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. This rule does not apply to a Peace Officer, firefighter, District employee, or emergency response professional, in the course of employment.

3.4 Prohibited Carry-on Items:

3.4.1 No person shall bring or carry aboard a District Vehicle any animal not housed in an enclosed carrying container designed to carry the animal. A Disabled Person or a Service Animal trainer may bring or carry aboard a Service Animal. A Peace Officer may bring or carry aboard a certified police canine animal.

3.4.2 Collapsible type shopping carts may be brought or carried aboard a District Vehicle. When empty, the cart must be collapsed and kept with the passenger at their seat. When not empty, the cart must be stored behind a seat so that it cannot roll forward when the bus stops. The cart may not block any aisle or stairway.

3.4.3 No person shall bring or carry in or on any District Facility any flammable, combustible, explosive or corrosive (as those terms are defined in ORS 453.005) substance or device, except matches and cigarette lighters or factory-sealed household products. No person shall light any match or cigarette lighter or ignite any flame or ember on board a District Vehicle.

3.5 Criminal Conduct within or affecting District Facilities: It shall be a violation of this Ordinance for any person to engage in conduct in violation of any of the following laws if such conduct occurs within or in any way affects any District Facility:

- 3.5.1 Initiating a false report in violation of ORS 162.375.
 - 3.5.2 Giving false information in violation of ORS 162.385.
 - 3.5.3 Assault in any degree in violation of ORS 163.160 through 163.185.
 - 3.5.4 Menacing in violation of ORS 163.190.
 - 3.5.5 Reckless endangering in violation of ORS 163.195.
 - 3.5.6 Public indecency in violation of ORS 163.465.
 - 3.5.7 Trespass in violation of ORS 164.245.
 - 3.5.8 Disorderly conduct in violation of ORS 166.025.
 - 3.5.9 Interfering with public transportation in violation of ORS 166.116.
 - 3.5.10 Unlawful use of weapon in violation of ORS 166.220.
 - 3.5.11 Concealed weapon in violation of ORS 166.240.
 - 3.5.12 Possession of dangerous weapon in a public building in violation of ORS 166.370.
 - 3.5.13 Manufacture or delivery of controlled substances in violation of ORS 475.752.
- 3.6 Littering: No person shall discard or deposit any rubbish, trash, debris, and garbage or refuse substance in or on a District Facility or aboard a District Vehicle, except in a proper waste disposal receptacle. No person shall spit, defecate, or urinate in or on a District Facility, except a toilet, or aboard any District Vehicle.
- 3.7 Posting Notices: No person shall place, permit or cause to be placed any notice or advertisement upon any District Facility, or upon any District Vehicle or upon any other vehicle on a District Facility, without

first obtaining written permission of the Executive Director or his/her designee.

3.8 Damage to District Property: No person shall, without the permission or consent of the District, take, appropriate, obtain, withhold, damage, mutilate, deface, remove, alter or destroy any District property, District Facility, District Vehicle, or any sign, notice or advertisement posted by the District or located in or on any District Facility or District Vehicle.

3.9 Safety: No person shall:

3.9.1 Extend any portion of his/her body through any door or window of a District Vehicle while it is in motion;

3.9.2 In any manner hang onto, or attach himself or herself to any exterior part of a District Vehicle while the vehicle is resting or in motion;

3.9.3 Interfere, in any manner, with the safe operation or movement of any District Vehicle;

3.9.4 Stop or park a vehicle in any roadway in such a manner as to interfere with the passage of a District Vehicle, or fail to yield the right of way to a District Vehicle when required by ORS 811.167;

3.9.5 Ride a skateboard or roller-skates on or in a District Facility;

3.9.6 Ride a bicycle on or in a District Facility except a Peace Officer or District employee in the performance of their duties.

3.9.7 Abandon a grocery cart upon a District Facility;

3.9.8 Be present on or in any District Facility or aboard a District Vehicle unless the person is wearing shoes and clothing, including a shirt, except infants being held or passengers confined to a wheelchair. Bandages or dressings must cover any unhealed broken skin or wounds which may transmit communicable disease;

3.9.9 Throw, toss or kick any ball, disc or other object on or in a District Facility or aboard any District Vehicle;

3.9.10 Climb upon any bus stop sign, or climb, stand, or lie upon any bench, passenger shelter, garbage container or planter that is under the ownership, possession, custody or control of the District.

3.9.11 Bring or carry aboard a District Vehicle any package, carrier, container or article of a size which cannot be safely stowed without creating a safety hazard by blocking any aisle or stairway on the vehicle;

3.9.12 Attract a public nuisance or create a health hazard on or in a District Facility by dropping food items that may attract fowl or vermin such as rats, pigeons or cockroaches that may be destructive, annoying, or harmful to health, except for disposal of such food items in a proper waste disposal receptacle.

3.10 No Shoes on District Furnishings: No person shall place their shoes on seat cushions or furnishings on or in a District Facility or aboard a District Vehicle.

3.11 District Facilities Purpose: To ensure the safety, security, comfort, and convenience of passengers, District facilities and District Vehicles are intended for the exclusive use of District passengers.

3.11.1 No person shall impede or block the free movement of others within a District Facility or District Vehicle, interfere with the ingress and egress to or from a District Facility or District Vehicles, intimidate or harass others within a District Facility or District Vehicle, or otherwise interfere with the safe and efficient operations of the District.

3.11.2 No person shall occupy or use any District Facility except for the purpose of boarding, disembarking, waiting for a District Vehicle, or conducting District related business.

3.11.3 No person occupying a District Facility for the purpose of waiting to ride a District Vehicle shall fail or refuse to take the next available bus to the person's destination.

3.11.4 No person occupying a District Facility for the purpose of waiting to greet passengers on any arriving District Vehicle, shall fail or refuse to leave the District Facility promptly after arrival of the District Vehicle for which the person is waiting.

3.11.5 No person occupying a District Facility shall fail to identify upon demand to any District employee or representative, the District Vehicle for which the person is waiting.

3.11.6 No person shall sell or distribute anything, solicit for any purpose, or canvass to collect money in or on any District Facility or aboard any District Vehicle unless authorized in writing by the Executive Director or designee pursuant to objective, content neutral standards and administrative procedures which shall be adopted by the Executive Director establishing the reasonable conditions on time, place and manner of activities based upon the magnitude of the interference of the activity upon the safe and efficient operation of the transit system.

3.11.7 No person shall park in parking spaces marked as "Reserved" at the Astoria Transit Center without a valid agreement from the District, between the hours of 8:00AM-6:00PM Monday through Friday. No person shall park in a space marked as "Park and Ride" (for passengers riding on the NW POINT or Connector buses) without a valid 72 hour permit from the District. No person shall park in a non-marked public parking spaces for

more than three hours. No person shall park in a parking spot designated for electric charging of a vehicle that is not engaged in the charging process. No owner or operator of a vehicle shall permit or suffer the vehicle to be abandoned in the Astoria Transit Center parking lot.

3.12 Non-payment of Fare; Misuse of a District Pass; Theft of Services: Non-payment of fare or misuse of a pass is theft of services.

3.12.1 No person shall occupy, ride in or use any District Vehicle unless the person pays the applicable fare or tenders a valid and lawfully acquired District ticket, card or pass.

3.12.2 Passes are non-transferable. No person shall use or attempt to use a District pass or board or ride in a District Vehicle unless the pass was lawfully acquired at an authorized District outlet by or on behalf of that person.

3.12.3 No person shall tender one fare for a round-trip ride from the transit center back to the transit center. Such round-trip requires two fares. Passengers who have a pass may ride round- trip at any time.

3.12.4 : Any District employee or representative may confiscate a bus pass tendered for fare in violation of this section.

3.12.5 Regularly sworn Peace Officers of law enforcement agencies having jurisdiction within the District and the Oregon State Police are exempt from payment of fare when they are in uniform or display police identification or display their badge.

3.13 Repulsive Odors: No person shall enter or remain on or in District facilities or aboard a District Vehicle if the person, the person's clothing, or anything in the person's possession emits a grossly repulsive odor that is unavoidable by other District passengers or employees in the facilities or aboard the District Vehicles and which causes a nuisance or extreme discomfort to District passengers or employees.

3.14 Prohibited Alcohol, Cannabis Products and Controlled Substance: No person shall use or possess alcohol or a controlled substance (as defined in ORS 475.005) on or in a District Facility or aboard a District Vehicle, except legally possessed alcoholic beverages that have not been unsealed, legally possessed cannabis products in an amount permitted by ORS Chapter 475B, and legally possessed prescription medication.

3.15 Rules Specific to Astoria Transit Center:

3.15.1 Definitions:

3.15.1.1 "Astoria Transit Center" is the designated transit area and passenger waiting room located within the block bordered by Marine Drive, 9th Street, Astor Street, and 10th Street located in downtown Astoria.

3.15.1.2 "Astoria Transit Center Plaza" is that area outside of the Transit Center Building that consists of passenger waiting areas, shelters, sidewalks, bike lockers, bus lanes, and parking area.

3.15.2 The Astoria Transit Center Plaza will be closed to the public during non-operating hours, which are 5:45 AM -10:00 PM. The District Executive

Director or Designee shall have the discretion to set, extend or reduce non-operating hours.

3.15.3 No person, other than a Peace Officer, a District employee, or person authorized by the District Executive Director shall be on or in Astoria Transit Center Plaza during non-operating hours.

3.15.4 All non-District Vehicles are barred from the Bus lanes at the Astoria Transit Center at all times, except for emergency vehicles or vehicles permitted by a District Supervisor.

3.15.5 No pedestrian travel shall be permitted within the Astoria Transit Center Plaza except on sidewalks and within marked crosswalks. Jaywalking across any areas provided for vehicle travel or parking within the Astoria Transit Center Plaza is prohibited.

4. ENFORCEMENT:

4.1 Entrance Refusal: Any Peace Officer, District Operator, District Manager, District Supervisor, or others as designated in writing by the Executive Director, has the authority to refuse entrance on or into any District Facility, or aboard a District Vehicle; require departure from a District Facility or District Vehicle; or require a seating change of any person who violates any provision of this ordinance, regardless of location and regardless of presentation of pass, transfer, ticket, or payment of fare.

4.2 Penalties: Any person who violates any provision of this ordinance, in addition to other penalties provided by law, commits a violation as defined in ORS 153.005 to 153.992 and upon conviction shall be punished by a fine of not more than \$250.

4.3 Authorization: Any Peace Officer of the state of Oregon is authorized to issue citations, as provided by Oregon law, to any person who violates any provision of this ordinance.

5. EXCLUSION FROM SYSTEM

5.1 Exclusion: In addition to other measures provided for violation of this Ordinance, any Peace Officer, District Manager, Operations Supervisor, or others as designated in writing by the Executive Director, may exclude from any part or all of a District Facility or District Vehicles any person who violates any provision of this Ordinance, for a period of time not to exceed ninety (90) days, and may exclude Habitual Offenders for extended exclusion periods as provided.

5.2 Habitual Offenders: Habitual offenders shall be excluded from all District facilities and all District Vehicles or from such portions of District Facilities or District Vehicles, or both, and for such duration of time (up to but not exceeding five years), all as may be determined by the Executive Director. The Executive Director shall adopt, and may modify from time to time, guidelines for determining the appropriate scope and duration of exclusion of Habitual Offenders based on the nature and frequency of their violations or offenses. A person deemed a Habitual Offender may appeal their exclusion through the procedure described in Section 5.5.

5.3 Exclusion Perimeters: A person excluded under this Ordinance may not enter or remain on or in any part of a District Facility or be aboard a District Vehicle from which
41 said person is excluded during the period of exclusion.

5.4 Exclusion Form: Written notice signed by the issuing party shall be given to a person excluded from all or part of a District Facility, which notice shall specify the reason for exclusion, places and duration of exclusion, the consequences for failure to comply with the notice, and notice of appeal rights. Exclusion shall commence immediately upon delivery of the notice to the excluded person.

5.5 Appeal Process: The excluded person may appeal in writing within ten (10) days after the commencement of the exclusion to the Executive Director or designee for de novo review of the exclusion. The appeal may request that the Executive Director or designee rescind or waive the exclusion, alter the places of exclusion or reduce the duration of exclusion. An appeal shall contain a copy of the exclusion notice, a request for a hearing or a written review without a hearing, and a statement setting forth the reason that the exclusion should be rescinded, altered or reduced. The appeal may include a request that the exclusion be stayed or suspended pending a final decision on the appeal, which request must be supported by a statement of reasons relied upon by the appellant supporting a stay or suspension. A request for a stay or suspension pending final decision shall be denied or approved, in whole or in part, within 2 business days following receipt of the appeal containing the request. The Executive Director or designee shall render a decision no later than ten (10) days after receipt of an appeal unless the appeal requests that an hearing be held. In addition to or in the alternative to an appeal, at any time during the exclusion, an excluded person may petition in writing to the Executive Director or designee for a temporary waiver of the exclusion which may be allowed or denied at the discretion of the Executive Director. The hearing shall be electronically recorded.

5.6 Hearing by Board of Commissioners: An excluded person may appeal a decision of the Executive Director to the District Board of Commissioners by filing a written request with the Board within (10) days of the mailing date (or delivery date if hand delivered) of the notice of decision. After receipt of a timely appeal, the Board of Commissioners shall set a date for a public hearing concerning the issues raised by the appeal. The order of the hearing shall be as follows: presentation of documentation and testimony supporting the exclusion, followed by presentation of documentation and testimony opposing the exclusion. The decision of the District Board of Commissioners following such hearing shall be the District's final decision. The hearing shall be electronically recorded.

6. CONSTRUCTION: Nothing herein is intended to compromise or waive the right to enforce concurrently, or in the alternative, other remedies available including without limitation any remedies available pursuant to the Oregon Revised Statutes, city ordinances or any civil remedies. It is the intent of the District that this ordinance shall be liberally construed to effectuate its purpose and policies. Captions are for the convenience of the reader and shall not add to or limit any of the provisions of this ordinance.

7. SEVERABILITY: It is the intent of the District, in the adoption of this ordinance, that if any part of the ordinance is held unconstitutional or otherwise invalid, the remaining parts shall remain in force unless;

7.1 The remaining parts are so essentially and inseparably connected which and dependent upon the unconstitutional or invalid part that it is apparent that the remaining parts would not have been enacted with the unconstitutional or invalid part; or

7.2 The remaining parts, standing alone, are incomplete and incapable of being executed in accordance with the District's intent.

8. EFFECTIVE DATE: This ordinance shall take effect 30 days after its adoption.

THE BOARD OF COMMISSIONERS FOR
SUNSET EMPIRE TRANSPORTATION DISTRICT

Kathy Kleczek, Chairperson

Recording Secretary

First Reading: _____

Second Reading: _____

Effective Date: _____

Date: April 6, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Service Policy

Attached is our draft Service Policy that covers Reasonable Modification. This is a requirement from the Federal Transit Administration (FTA). This policy meets the FTA requirements for reasonable modification.

Staff is recommending approval of the Reasonable Modification Policy.

SUNSET EMPIRE TRANSPORTATION DISTRICT POLICY AND PROCEDURES Reasonable Modification Policy	Policy #	Effective Date
		Date of Last Review
	Signature	

1. Purpose

The purpose of the reasonable modification policy is to ensure that the Sunset Empire Transportation District (SETD) offers equal and effective opportunities and access to public transportation services for persons with disabilities and full compliance with the provisions of the Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

2. Policy

SETD is committed to providing equal access and opportunity to qualified individuals with disabilities in all programs, services and activities. SETD recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable modifications to policies and procedures. SETD will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable modifications, as necessary, to afford equal access to programs for persons with disabilities. SETD does not discriminate on the basis of disability in admission to, participation in, or receipt of services and benefits under any transit program or activity. SETD will take appropriate steps to ensure that persons with disabilities have an equal opportunity to participate.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of SETD, or be subject to discrimination by SETD.

3. Reasonable Modifications

A reasonable modification is a change or exception to a policy, practice, or procedure that allows disabled individuals to have equal access to programs, services, and activities. SETD will make reasonable modifications to policies, practices and procedures when necessary to ensure access to transit services for qualified individuals with disabilities, unless:

- a. Making the accommodation would fundamentally alter the nature of the public transportation service.

- b. Making the accommodation would create a direct threat to the health or safety of other passengers.
- c. The individual with a disability is able to fully use SETD's service without the accommodation being made.

For the purposes of this section, the term reasonable accommodation shall be interpreted in a manner consistent with the term "reasonable modifications" as set forth in the Americans with Disabilities Act Title II regulations at 28 CFR 35.130(b)(7), and not as it is defined or interpreted for the purposes of employment discrimination under Title I of the ADA (42 U.S.C. 12111–12112) and its implementing regulations at 29 CFR part 1630.

4. Eligibility Criteria

An individual is eligible to be considered to receive a reasonable modification if that individual has: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or been regarded as having such impairment.

5. Requests for Reasonable Modifications

SETD shall make information about how to contact SETD to make requests for reasonable modifications readily available to the public through its website and rider policy guidelines. SETD shall follow these procedures in taking requests:

- a. Individuals requesting modifications shall describe what they need in order to use the service.
- b. Individuals requesting modifications are not required to use the term "reasonable modification" when making a request. Personnel at SETD will determine if the request represents a reasonable modification and proceed in accommodating the request accordingly.
- c. Whenever feasible, SETD requests that individuals make such requests for modifications before SETD is expected to provide the modified service.
- d. Where a request for modification cannot practicably be made and determined in advance (e.g., because of a condition or barrier at the destination of a paratransit, demand response, or fixed route trip of which the individual with a disability was unaware until arriving), operating personnel shall make a determination of whether the modification

should be provided at the time of the request. Operating personnel may consult with SETD's management before making a determination to grant or deny the request.

Requests for accommodation may be made either orally or in writing. The reasonable accommodation process begins as soon as the request for accommodation is made. The request can be submitted in any written format. Alternative means of filing a request, such as personal interviews, phone calls, or electronically recorded requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

6. Interactive Process

When a request for accommodation is made, SETD and the individual requesting an accommodation must engage in a good faith interactive process to determine what, if any accommodation shall be provided. The individual and SETD must communicate with each other about the request, the process for determining whether an accommodation will be provided, and the potential accommodations. Communication is a priority throughout the entire process.

7. Time Frame for Processing Requests and Providing Reasonable Modification

SETD will process requests for reasonable accommodation and then provide accommodations, where appropriate, in as short a time frame as reasonably possible. SETD recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation(s) requested and whether it is necessary to obtain supporting information.

8. Granting a Reasonable Modification Request

As soon as SETD determines that a reasonable accommodation will be provided, that decision shall be immediately communicated to the individual. This notice must be in writing in order to maintain the required information for reporting purposes. Upon request, alternative means of response will be provided.

In choosing among alternatives for meeting nondiscrimination and accessibility requirements with respect to new, altered, or existing facilities, or designated or specified transportation services, SETD shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate to the needs of individuals with disabilities.

9. Denying a Reasonable Modification Request

As soon as SETD determines that a request for reasonable accommodation will be denied, SETD will communicate the basis for the decision in writing to the individual requesting the modification. The explanation for the denial will clearly state:

- a. The specific reasons for the denial;
- b. Any alternative accommodation that may create the same access to transit services as requested by the individual; and
- c. The opportunity to file a complaint relative to the SETD's decision on the request.

10. Complaint Process

SETD has a process for investigating and tracking complaints from qualified individuals. These procedures shall be posted on the SETD's website and will be provided to any individual where SETD has denied a request for accommodation. The process and any forms necessary to file a complaint are readily available from the web. Alternative means of filing complaints, such as personal interviews, phone calls, or electronically recorded requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

Any person who believes she or he has been discriminated against in obtaining a reasonable modification may file a complaint by completing and submitting a SETD's Reasonable Modification Complaint Form. SETD investigates complaints received no more than 30 days after receipt. SETD will process complaints that are complete. Once the complaint is received, the complainant will receive an acknowledgement of receipt. If more information is needed to resolve the complaint, SETD may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to SETD.

If SETD is not contacted by the complainant or does not receive the additional information within 30 business days, SETD may administratively close the complaint. In addition, a complaint may be administratively closed if the complainant no longer wishes to pursue their case.

After SETD investigates the complaint, a decision will be rendered in writing to the complainant. SETD will issue either a Letter of Finding or Letter of Closure.

- a. Letter of Finding – This letter will summarize the complaint, any interviews conducted regarding the complaint, and explains what actions will be taken by SETD to address the complaint.

- b. Letter of Closure – This letter will explain why SETD has determined that the complaint does not merit accommodation under the Americans with Disabilities Act and that the complaint will be closed.

11. Designated Employee

SETD shall designate one official within the organization responsible for processing reasonable modification requests and handling complaints. This individual is:

Shana Verley-Molina, Mobility Management Coordinator
Sunset Empire Transportation District
900 Marine Dr.
Astoria, OR 97103
503-861-5372
shana@ridethebus.org

12. Appeals

If the complainant disagrees with the decision of SETD, an opportunity to appeal the decision may be pursued provided the complainant files notice of appeal within 21 days of the issuance of a Letter of Finding or a Letter of Closure by SETD. In the event of appeal, the complainant will be granted all due process, including the ability to be present additional evidence, present the case in person during an appeal hearing, and to be represented by counsel.

SETD shall designate one official within the organization responsible for processing appeals. This individual is:

Jeff Hazen, Executive Director
Sunset Empire Transportation District
900 Marine Dr.
Astoria, OR 97103
503-861-5399
jeff@ridethebus.org

13. Record Retention

SETD will maintain all records related to reasonable modification requests and denials for at least three (3) years.

Dear Rick Sharro
People, thank you
For your help with
Rickes and gas vouchers
From our motel in Seaside
To the cancer treatments
in Portland without
you we couldnt have went
to all our treatments
please keep up the good work
and God Bless you



RECEIVED

APR 12 2012

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WIS Dells

WIS



Oregon

Kate Brown, Governor

RECEIVED

APR 15 2017

A

April 13, 2017

SUNSET EMPIRE TRANSPORTATION DISTRICT
900 MARINE DRIVE
ASTORIA OR 97103

Public Utility Commission

201 High St SE Suite 100

Salem, OR 97301-3398

Mailing Address

PO Box 1088

Salem, OR 97308-1088

Consumer Services

503-378-6600

1-800-522-2404

Email

puc.consumer@state.or.us

RE: Pacific Power's Proposed Transportation Electrification Pilot Programs

Dear Kathy:

Thank you for contacting the Oregon Public Utility Commission regarding Pacific Power's proposed Transportation Electrification Pilot Programs. Your comments have been added to the public record.

Sincerely,

Abby Lesh
Consumer Specialist



Oregon Public Utility Commission
Consumer Services Section
(503) 378-6600 or toll free 1-800-522-2404
puc.consumer@state.or.us

Executive Director Report
April 2017 Board Meeting
Jeff Hazen

-It is with heartfelt sadness that I let you know that Shasia Fry has resigned from SETD. Shasia was our Transportation Options Program Specialist. When I joined the District a couple of years ago, I immediately recognized that SETD has a great group of people working here. I also saw great potential in some of the employees by observing their work ethic and more importantly, their enthusiasm. Throughout my entire management career, I have always made it a priority to identify people that have the potential to grow within the organization and to provide them with opportunities. One of the employees that I recognized early on was Shasia Fry, our then Operations Assistant. Shasia not only did a great job in Operations, she made it a goal to make the Operations Department a bright and cheery place to come to work with the decorations that she liked to adorn the building with. She always had a smile on her face while working in Operations. It was a no brainer for me to promote her to Transportation Options (TO) Coordinator because of the enthusiasm and work ethic she has. TO is challenging in rural Oregon, but she took the ball and ran with it. She did a spectacular job with the Astoria focused program. She made a difference in people's views on how to get around without always having to jump in the car and driving. There is no doubt in my mind that because of Shasia's work, she has contributed greatly to the increased ridership that we have been experiencing. While most transit agencies across the nation have been experiencing decreases in ridership due to lower fuel prices, ours has been increasing! She has also made the offices in the transit bright and cheery as well! She will be sorely missed not only by us, but by transit agencies across Oregon because of her involvement with TOGO (Transportation Options Group of Oregon), and by staff at ODOT. Like me, they all had the highest regard for her! Shasia let us know that she will always be an advocate for public transportation. Once you work in public transportation, it gets in your blood and gets you excited about the importance of the work that we do.

-We have expanded the janitorial role of Coast Rehabilitation Services to provide week day cleaning of the restrooms and lobby at the transit center. It is an additional \$55 per week to add the 4 other days.

-John and I held a call with Trillium on our website. We will be reviewing the pages that they have copied to the new site and having them make necessary corrections. John commented that he liked the look of the new website, both for the NW Connector and the individual agency web sites.

-The search continues for the Finance Officer position. The posting for the 60+ colleges expires on April 28th. So far we have not received any additional applications.

-We are still short on drivers and Scott continues to drive routes. This week he is driving on 3 days.

Weekly Reports

3/20/17

Last week, I had a meeting with Pacific Power and Alison from ODOT (Oregon Department of Transportation) in regards to the potential partnership with Pacific Power on assisting with fleet electrification. Alison has been working with the representative from Pacific Power in southern Oregon as well. We were able to share with each other what public transportation in Oregon is looking at for LoNo (Low or no emission) bus grants. Pacific Power shared with us their goals that they have developed and have submitted to the PUC (Public Utility Commission). There is definitely interest in working with each other as ODOT develops a grant application for LoNo buses. I met with REMIX on the phone last week to discuss what their next enhancement to the route planning program we have. They are adding a scheduling module which will coincide with the route planning program. Because I haven't had much experience on the route planning program, they are going to get us set up on a refresher course to go through the basics to make sure we are comfortable with it. I will be including Scott in this. On Thursday, I had the opportunity to appear before the OTC (Oregon Transportation Commission) to update them on the Strategic initiatives Plan that the PTAC (Public Transportation Advisory Committee) recently went through. I did the presentation along with Allan Pollock, my counterpart at Salem/Keizer Transit and Hal Gard, the Director of Rail and Public Transportation for ODOT. It was just my luck that this meeting of the OTC was the first one that they started streaming live. Glad I bought a new suit last month!

Thank you to Commissioner Gaebel, she discovered an error in the ordinance included in the Board packet for this week's meeting. On page 34 in Section 3.15.2, it says our non-operating hours are 5:45 AM – 10:00 PM. Obviously, I had a dyslexic moment, those times should be reversed.

3/29/17

Work continues on the budget and Al and I are meeting weekly to review staff progress on the budget. The Northwest Oregon Transit Alliance (NWOTA) coordinating committee had a webinar with Trillium to see the draft of the website. As I stated earlier, we are pushing the launch into April to make sure that the NWOTA website is perfect. I sat in on a webinar where first mile/last mile discussion was held. It was helpful to get some insight on what some solutions are out there to address the issue. Unfortunately, they were mainly focused on urban settings but it prompted me to think about how we could potentially address it in a rural setting.

I appreciate the support that the Board gave staff on the development of the ordinance to assist in making the transit center a more welcoming place for our riders. I am working with Heather on the language change in the appeals process to make sure that it is correct and we will bring it back to you at the April meeting to get the ball rolling on the adoption of the ordinance. I was talking to Doug in Tillamook yesterday and they are having the same issues. They recently had to have a transient arrested because he decided to urinate right in the middle of their transit center lobby.

I went to Rogue Valley Transit District (RVTD) in Medford on Friday to see their presentation of the E-Fare system that they have done a pilot on and are now implementing it. It was very beneficial to see another system so I have a comparison with Trimet's system that they are rolling out. The RVTD system is very impressive and the cost shocked me in a good way! More on E-Fare to come as we continue our research.

We have ended up with three applicants for the Financial Officer position. Tami and I will be interviewing one of the candidates on Friday. She is the strongest candidate on paper out of the three. After that interview, we will determine if we need to interview one of the other applicant. The third applicant we received doesn't have the background necessary to fulfill our needs.

4/4/17

I spent some time last week rewording the ordinance that was presented to you at the meeting last month. I've had Heather take a look at it and provide me some input so it will be finalized and on the April agenda for a first reading. I have been meeting with various transit technology companies to learn more about their products to get a better idea of what will work best for us. There is a great 2 day training on implementing rural transit technology from the National Transit Institute (NTI) and Rutgers coming up in June but it is scheduled during the June Board meeting. I worked on an update to a service policy that is required by the Federal Transit Administration. I've begun to work on a presentation for the Budget Committee Training Workshop. I should have it wrapped up by next week. Tami and I interviewed a candidate for the Financial Officer's position. She was by far the most qualified on paper and we had a great discussion with her. We offered her the position yesterday but she declined and has chosen to go with an ESD position that became available. They are a PERS employer and obviously that was extremely important plus the salary was much higher there as well. So we are back to recruitment again. Commissioner Servino had made a suggestion to look at college recruitment so we will be working on that outreach this week along with doing an interview with an applicant that applied a couple of weeks ago. More bad news on the driver front, both of the people that we hired for drivers started their training and then decided it wasn't for them so they have both quit.

4/17/17

Good morning, I hope you all enjoyed the somewhat nicer weather over the Easter holiday weekend. Our recruitment for Al's replacement continues. I have extended the job posting until April 28th. For the college recruitment, we have job postings in over 50 colleges and universities on the west coast and in the Midwest. Tami and I had a phone interview with another candidate and it went well. We let him know that we had extended the deadline in order to broaden the recruitment. The City of Warrenton is back on track with their Transportation Systems Plan (TSP). I spent time reviewing some of the materials that they have generated. I sit on their advisory committee and I believe that the next meeting with the committee will be held

in May or June. I also sit on the City of Gearhart's advisory committee and we had another meeting last week to review the transportation projects that are being prioritized at this point.

Last week I attended the first §5311 work group meeting. This work group is reviewing how §5311 are distributed throughout Oregon. This is FTA operating money for rural providers and currently it is a formula allocation based on miles driven and ridership. We are one of only a few states in the nation that does it strictly by allocation. Many other states do it through a competitive grant program or a combination of allocation and competitive grants. We will be reaching out to all the providers in Oregon to get their input and come up with options based on that input. We will narrow it down to a few and then do another reach out to help us narrow it down to a recommendation that we will present to the Oregon Transportation Commission.

Kathy, Kevin, Mary and I attended Transit Day at the Capitol. I'll defer to Kathy and Kevin to make their remarks about the event at the Board meeting next week. Scott and I were on a personalized Remix Training session webinar on Wednesday. Unfortunately, Scott's computer couldn't handle the program because of the age of the computer so we had to postpone the rest of the training. Fortunately, his new computer has arrived and it is now up and running so we will be able to continue with the training. We had our Connector meeting in Tillamook on Friday. We reviewed the progress of the construction of the new website. It looks great and is very functional and easy to use. A couple of years ago, we had a discussion about Groupon and whether we wanted to try a promotion out. Our marketing representative was very much against it so we didn't move forward with it. I recently read a success story on a transit agency doing a promotion on Groupon and I took another look at it and shared what I learned with the partners. We feel that it is worth trying it out and the timing is good because we will be launching the new website soon. I'll be putting together a more proposal for the committee to look at that will include all of the details such as dates to run the promotion, blackout dates for the use of the promotion and cost of the promotion.

“The Bus” (Fixed Route) Highlights:

- **15,946 people** used fixed routes in March for an average of **514.4 riders per day**.
- **6% increase** in average passengers who rode fixed routes per day from last March (485.1 to **514.4**)
- **9.5 people per hour**, on average, got on any fixed route at any time that the bus runs in March. **6.7% increase** (8.9 to 9.5) from last March.
- **4.7% increase** in the ratio of elderly/disabled riders from last March (19.3% to **20.2%**)

RideAssist Highlights:

- **800 rides** were provided by RideAssist in March for an average of **33.3 rides per day**.
- **5.1% increase** in average RideAssist passengers per day from last March (31.7 to **33.3**)
- **1.7% increase** in all ADA Paratransit rides from last March (537 to **546**)

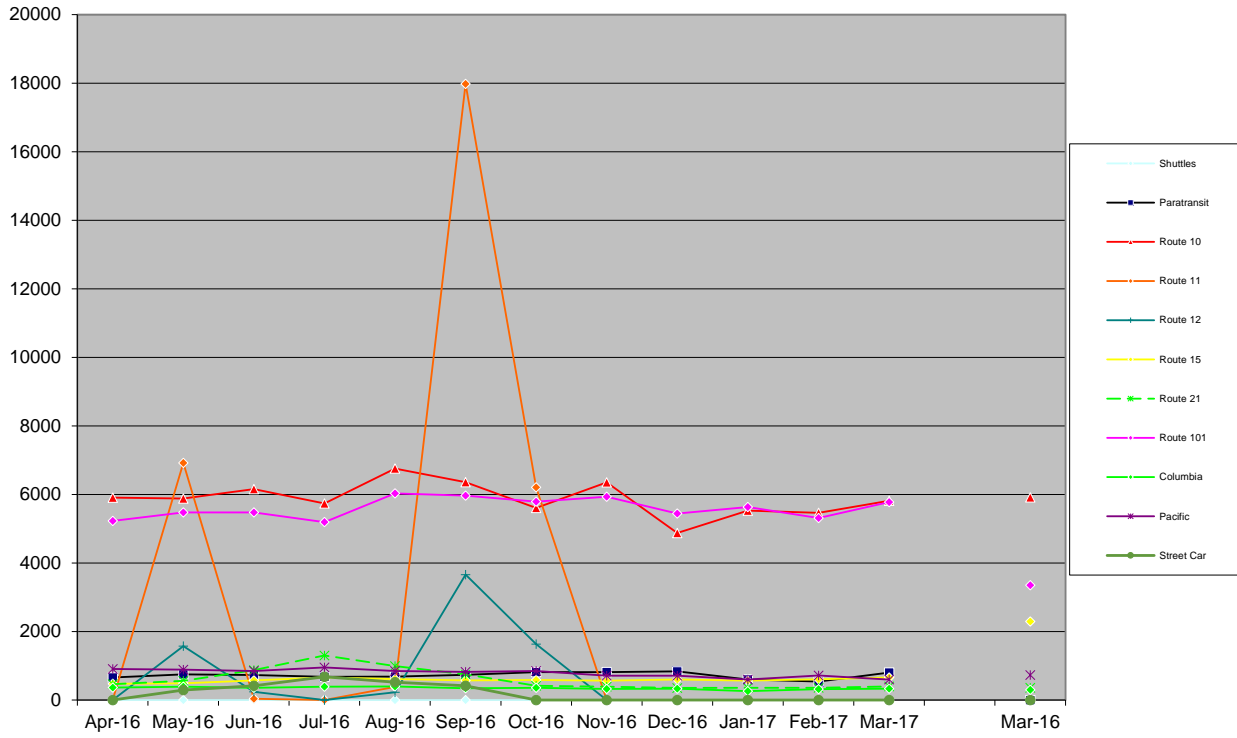
Clatsop Care Center Health District Highlights:

- **9 people** were provided transportation by SETD in March for an average of **4.5 riders per day**.

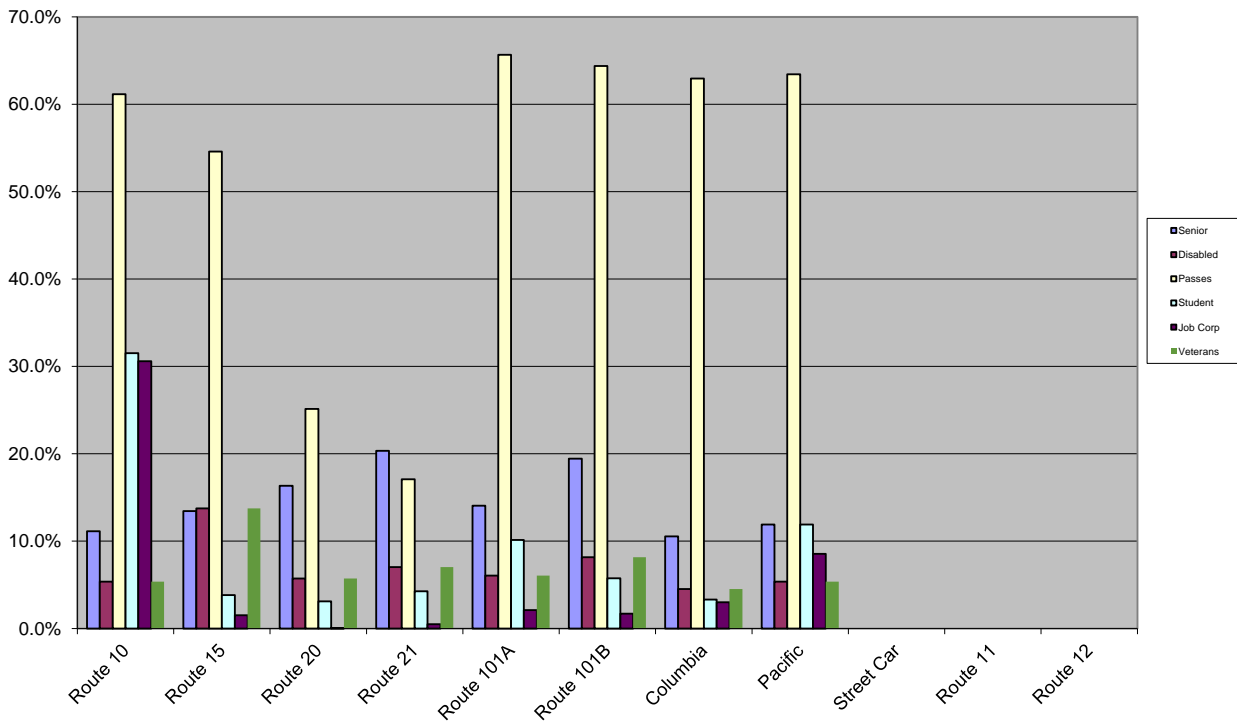
System Highlights:

- **16,755 people** used Sunset Empire Transportation in March for an average of **540.5 riders per day**.
- **7.6 % increase** in all average passengers per day from last March (502.5 to **540.5**)

SETD Rides



Rider Breakdown by Route



Operations
April 2017 Board Meeting Report
Scott Earls

1. Still short on drivers, we have hired a fully licensed driver that is a fill in from Seaside school district.
2. We are getting yearly inspections done on all the buses.
3. Operations is still having bouts of the virus and strep throat going around. Numerous drivers out sick.
4. I have sat in on a few webinars on safety and risk management in the last month.
5. I have had a few discussions with the Port host about the start of the RT.11 and RT. 12 season.
6. We will start the Seaside Street Car, as we have in the past, it will start the 27th, 28th, and 29th of May. The Cannon Beach week day traditionally starts on Thursday of Sand Castle weekend.
7. We are still maintaining good ridership numbers for the current year.

RIDE ASSIST

April 2017 Board Meeting Report

Jennifer Geisler

- In March, RideAssist had 800 rides for an average of 33 rides per day. There were 546 ADA rides, one Dial-A-Ride and we provided 172 RideCare rides.
- The Paratransit drivers sold 3 orange ticket books and 9 green ticket books.
- There were 2 ride denials for ADA Paratransit rides due to lack of capacity.
- For the month of March, we provided two ADA weekend ride requests.
- RideAssist is a growing department and we are anxiously awaiting the arrival of the two new vans and two full time drivers. In the meantime, we are doing a lot of shared rides with longer trips for clients.

Paratransit Fares Collected for March

- Para-transit Fares: \$874
- Tickets Collected: \$550
- Medicaid Collected: \$3113
- Ticket books sold: \$297

Mobility Management
April 2017 Board Meeting Report
Shana Verley

*Training and Research

This month I attended the Community Transportation Association of the Northwest's Mobility Management and Travel Training Summit in Fife WA. This is the second time I have been and as usual, it exceeded my expectations. The first day was a 12 hour course squeezed into 8 hours in which I learned and became certified in Mental Health First Aid. Other useful and exceptional topics during this summit were: Interviewing Techniques, Stress Management, Public Speaking, Dignity of Risk, Core Competencies for Travel Trainers, Connecting With Translators & Building a Multilingual Program and How to Communicate the Safety and Value of Transit Options to Passengers and Communities. This Summit continues to be at the top of my list, it is extremely educational and useful in my current position.

Webinars attended include:

Kids on Transit: It was a very interesting webinar focused on how to get children, especially around the middle school age, to use public transportation.

The Veterans Enhanced Transportation Program is still rolling along, I am in the process of taking on Northwest Senior and Disabilities Services as another entity that would recruit more veterans in need of our program.

*Outreach

I did a travel training with a mom and her 2 little boys, we went over the schedule and how to read it and also rode the bus. They are now faithful riders!

During the month of March I spent a lot of time helping on the phones at RideCare.

Transportation Options Report
April 2017 Board Meeting Report
Shasia Fry

Drive Less Challenge

I have been in contact with Kelly Bantle from Pacwest , discussing this year's upcoming October Drive Less Challenge. We have been working on the budget breakdown for the regions and discussing how we will approach this year's challenge. I have also been working on the purchasing of our Be Safe Be Seen Campaign. I am working on designing an outreach timeline for the Be Safe campaign in the Fall.

Seaside Safe Routes to School

The Street Trust and I have completed the MOU for the Jumpstart program for Seaside. I have been in contact with Sheligh Roley , the superintendent of the Seaside School District. She will be working closely with the principals of each school and setting up a team meeting to discuss the program.

North West Transportation Options

I have been working on the transitional pieces for North West T.O. For each piece of the program, I have created binders and guidelines. I created a contact list and inventory list. Each portion of the binder has descriptions of events and contacts and next steps. I created this in hopes that whoever fills the position of T.O. specialist ,will have a smooth transition and will be able to continue some of the projects that I have been working on.

Human Resource Report
April 2017 Board Meeting Report
Tami Carlson

- March 1st attended LCHRMA luncheon in Astoria. Topic presented “Employment Law Update” by Liani Reeves. Liani discussed topics that employers should know about in the forever changing area of employment law, including recent updates to laws and regulations. New federal laws and rules include OSHA reporting, I-9 form update, policies and poster requirements. She also shared significant court cases and what’s on the horizon in Congress and the Oregon Legislature for future.
- Continued recruiting for bus driving positions. Received several applications for potential drivers of which 2 were hired and then both decided bus driving was not their expertise. Interviews are on-going.
- Interviews for RideCare staffing resulted in 3 new hires this month. We are pleased to welcome Jane Johnson, Sandra Kahler and Deelinda Lee to the RC Team. All three employees have great customer service skills and compassion for helping folks in need.
- Al Hernandez retired at the end of March. The recruiting and interview process for a new finance officer has begun resulting in only a few potential applicants so far.
- Other projects – Finalized the 2017 FSA/HRA renewal with Pacific Source; developing an employee proof of vehicle insurance policy and procedures which is required by SDIS for employees traveling to district events using their own vehicles; continued budget process; Online SafePersonnel trainings.

Ride Care
April 2017 Board Meeting Report
Jason Jones

- Ride Care has hired 3 new Customer Service Representatives to our team. DeeLinda, Jane and Sandra started on March 16th and have been running through our training program. We will be specifically adding a Call taker and 2 dispatch positions.
- Ride Care is working with 2 potential new providers. The month of March was spent getting to know the 2 companies and determine where they could fit in. It is important for Ride Care to maintain its capacity readiness and adding these 2 new companies by May will go a long way in meeting our current and future needs.
- Ride Care has addressed our server cooling situation by adding a new AC unit in the server room. The existing unit had stopped working and purchasing the new AC unit will allow us to keep the temperatures at acceptable levels.
- Jason continues in his role of transportation representative for the CPCCO's (Columbia Pacific Coordinated Care Organization's) CAP (Clinical Advisory Panel) where we are working to maintain guidelines that help us create policy and solutions for our CCO members. During our last meeting we focused on how medical professionals prescribe other medical services. In order to stem the amount of Emergency Department visits members are going to it was decided that how a clinician maintains on going care is paramount. I'm also part of a sub-committee that is continuing to look into solutions for our counties' Opioid addiction and how we can better care for those that are addicted. This continues to be an exciting yet long and tedious process that I look forward to seeing some true community results in the coming months and years. Jason will be attending the Opioids NW summit in Seaside in April.
- San SunOwen came to visit Ride Care in March from the Coordinated Care Organization. We spoke about many items that were centered on how Medical Transportation is being used and we can get better. We are attempting to put together a regular meeting schedule on a monthly basis with just the 2 of us then attempt to have a quarterly meeting with other brokerages.

Sunset Empire Transportation District

Marketing/Outreach Supervisor Report

April 2017

Mary Parker

Job Corp Student Transit Training-I am continuing to present weekly travel training classes to the incoming students at the Job Corp. I also recently met with the staff there that is responsible for making travel arrangements for students as well. Their job is not an easy task to accomplish with the reduced travel options in our area on the weekends. As has been discussed one of the problems is that bus schedules do not match with Amtrak schedules very well and weekend bus service is reduced so is not very useful for travel as well. Students also must comply with a 5 PM curfew on Sunday, which means that they cannot use the Point Bus unless they receive a special waiver which is difficult to get. Also the bus provided by Job Corp will only go to the stop near 16th street (Custard King) so students have to run as fast as they can to the transit center across 7 blocks to catch the Point bus on Friday nights. Sad that their bus would not bring them to the Transit Center. We will be looking at the many transportation obstacles that these students have and try to resolve or at least improve their use and access to our routes.

Outreach Team - Shasia has unfortunately submitted her resignation from Transportation Options at SETD. Shasia started here in Operations as an Operations Assistant 3 years ago. She was then hired to be the Transportation Options Coordinator for Clatsop, Columbia and Tillamook County. She was immediately handed a huge project for the Drive Less Save More program and did a great job of promoting change in how people from this area look at and utilize all modes of transportation. She also worked in Tillamook and Columbia County on several events and projects. Shasia has currently been assisting with the Safe Routes to School program with the Seaside School District which is on its way of being implemented. We will miss her beautiful artwork and are very sorry to see her go. We wish her the very best in her future endeavors.

Summer Fun- I am really looking forward to this summer. Our adorable Streetcar will be starting up on Memorial Day weekend, the Cruise Ships are coming to town so our Route 11 is coming out of mothballs and we will be marketing our Summer Fun Pass for kids to use in the area. A lot to look forward to and a lot to prepare for!!