



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY MARCH 23, 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 FEBRUARY 23, 2017 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- FEBRUARY 2017
8. OLD BUSINESS
 - a. Northwest Oregon Transit Alliance (NWOTA) Management Plan
 - b. Electric Vehicle Charging Station Update
9. NEW BUSINESS
 - a. Ordinance No. 2017-01: A Police Ordinance governing conduct in the use of District facilities. First reading.
 - b. Resolution 2017-04 Establishing a Special Transportation Fund
 - c. May 16, 2017 Special Districts Election – Slate of Candidates for SETD
10. CORRESPONDENCE-
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
MARCH 2017

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
MARCH 2017

MISC	MISCELLANEOUS
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NEMT	NON EMERGENT MEDICAL TRANSPORTATION
NRTAP	NATIONAL RURAL AND TRIBAL ASSISTANCE PROGRAM
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
FEBRUARY 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 Jim Servino, Commissioner Tracy MacDonald, Commissioner Lylla Gaebel and Commissioner Pamela Alegria

Staff Present- Executive Director Jeff Hazen, Finance Officer Al Hernandez, Administrative Assistant Mary Parker, RideCare Manager Jason Jones, Shana Verley, Mobility Management and Human Resources Tami Carlson.
3. CHANGES TO AGENDA-None
4. PUBLIC COMMENT-None
5. RECOGNITION OF PAUL LEWICKI'S SERVICE TO THE DISTRICT- Chair Kleczek welcomed Paul Lewicki to the Board Meeting and thanked him for his 5 plus years of service to the District. Chair Kleczek presented Paul with a crystal plaque inscribed with "In appreciation of your dedication, inspiration and support of the Staff and Board of Sunset Empire Transportation District". The District's coat tree was also dedicated to Paul as he had been instrumental in assuring that there would always be a place to hang coats during public meetings. Paul thanked everyone and said he would be keeping his eye on the District.
6. APPROVAL OF THE JANUARY 5th WORK SESSION AND JANUARY 20th MEETING MINUTES
Commissioner Servino moved to approve the January 5th and January 29th minutes
Commissioner Gaebel seconded the motion
Discussion- January 29th meeting: several typos were pointed out. Commissioner Gearin requested that the minutes be changed to say she had said that the Point Bus stop in Gearhart was a flag stop. Chair Kleczek requested that Paul Lewicki's removal as a signer on District bank accounts be added to the minutes. Chair Kleczek requested that the minutes also show that the Board approved Rider Appreciation Day to specifically be on January 31, 2017 and only approved dedicating Rider Appreciation Day to Rae Goforth for the year 2017. Commissioner Widener requested that the recording be checked about his making a comment to opt out of the Linn County lawsuit as is stated in the minutes. He did not think he had said that.
Commissioner Servino amended his motion to say the minutes were approved as corrected.
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment
 - b. Commissioner Widener- Reported that he had attended the SDAO Conference in Portland attending several classes and also attended the SDAO business and Board of Directors meetings. Commissioner Gaebel suggested that SETD have a delegate selected for nomination prior to the SDAO conference next year.
 - c. Commissioner MacDonald- Reported that something needs to be done about the lack of parking and the use of bus stops as parking spots in downtown Astoria.
 - d. Commissioner Gearin- Reported that she had taken the SDAO member survey.
 - e. Commissioner Gaebel- Reported that she had noticed that there was an electric vehicle parked in one of the designated charging spots that was not connected to the charger and asked if a note could be placed on car or if a sign could be posted asking owner to move car when charging is complete. Executive Director Hazen will look into this.

- f. Commissioner Servino- Reported that the Job Fair went very well and it was great to see that SETD was well represented at the Job Fair.
- g. Chair Kleczek- Reported that she had attended the SDAO Conference and there were quite a few worthwhile sessions and she had received information on several things the Board has expressed they would like to see with staff. Chair Kleczek talked with George Dunkel at the conference and suggested that the Board ask him to do Ethics 101 training geared specifically to the SETD Board following the elections in June. Chair Kleczek also reported that she had a schedule conflict on Saturday evening and thanked Commissioner Widener for taking on the role of delegate and attending these meetings. Chair Kleczek also reported that she had signed up for some of the apps offered by Tri Met which are very useful and proactive in sending out alerts prior to you leaving to go to your bus stop.

8. FINANCIAL REPORTS- JANUARY 2017

Commissioner Widener moved to accept the January 2017 Financial Report

Commissioner MacDonald seconded the motion

Discussion- Al answered several clarification and definition questions. Commissioner Alegria suggested that there be an appendix of financial and general acronyms added to the Board pack. Chair Kleczek added that the Board had requested this several times and also had requested that anytime an abbreviation is used that it first be spelled out followed by the abbreviation so there is reference. Commissioner Gaebel agreed that having an acronym list would be useful.

Commissioner MacDonald asked if SETD paid for background checks for the RideCare drivers. Jason said that RideCare is reimbursed for the background checks from the state. There were no changes made to the financials.

Motion passed unanimously

9. OLD BUSINESS

- a. Adoption of SETD 2017-2019 Strategic Plan- Chair Kleczek stated the staff is recommending the approval of the final version of the Strategic Plan that was formed during the Boards planning retreat in January and will be used to guide the staff in planning and with the budget for the next 2 years.

Commissioner Widener moved to approve the 2017-2018 Strategic Plan

Commissioner Gearin seconded the motion

Discussion- Commissioner Alegria commented that she did not think using the word relevant in the mission statement made sense, explaining if you are not relevant you shouldn't be here and as a transportation district more visibility of your entity would be important. Commissioner Gaebel said she thought having relevant in the mission statement keeps us on task so we are relevant and this is a very good thing. Commissioners Widener, Gearin and MacDonald agreed. Commissioner Servino said one of the things we wanted to do through benchmarking services was to get data back, for example how relevant are the current routes we have? We could just continue to do the routes we are doing or a more relevant way would be to look at the data and decide to make changes based on what the ridership actually is or the communicated needs. Executive Director Hazen shared that the Team had also scored the Strategic Plan and their scores aligned very closely to what the Board scored. Chair Kleczek said this was a valuable exercise and that through discussion the Board came to conclusions that we are aligning with staff which will help serve the community as a whole in the best way possible. Chair Kleczek added that the Board had discussed relevancy quite a bit during the work session so hopefully going forward we can remain relevant and become more of a go to form of transportation for our communities.

Motion passed unanimously

10. NEW BUSINESS

- a. Columbia Pacific Coordinated Care Organization Contract Amendment #4

Executive Director Hazen explained that this amendment will change the reimbursement rate to RideCare for each member from \$9.40 to \$9.90 each month. Also this amendment changes the contribution of the risk fund to \$180,000 based on the past few years. Currently they have been

depositing 5 % of the monthly capitation rate to the risk fund. Once the fund reaches \$180,000 they will not add to it, however if RideCare is paid out of that fund then they will go back to putting 5% back in the fund to bring it up to the \$180,000. Executive Director Hazen since the contract began we have been reimbursed \$177,000 from the CCO and we have reimbursed them \$118,000 and this goes back and forth. If our revenues exceed expenses then we reimburse the CCO 50% of the excess, if our expenses exceed our revenues then the CCO pays us 50% of the expense overage out of the reserve fund.

Commissioner Gaebel moved to approve the 4th amendment to the CCO contract and authorize the Board Chair to sign it.

Commissioner MacDonald seconded the motion

Discussion-There was discussion verifying that the amendment should be signed by the Board Chair.

Motion passed unanimously

b. Northwest Oregon Transit Alliance (NWOTA) Management Plan-

Executive Director Hazen gave a power point presentation on the Connector system which is also known as the Northwest Oregon Transit Alliance which was formed in 2012 between Columbia, Clatsop, Tillamook, Lincoln and Benton Counties with a Department of Energy Grant. The purpose was to improve transit services from the valley to the coast and up and down the coast by connecting services for a seamless service. The service is environmentally helpful and economically beneficial. The Connector system has received a grant to develop a management plan for the future which includes vision, long term goals, promoting stability and sustainability, setting priorities, focus on energy and resources and validate investment decisions. Currently the Connector is working on establishing a system wide driver training program. Connector goals are to improve rider access and convenience, promote awareness, improve regional service delivery, increase organizational and social stability and enhance community livability. The Connector meets monthly and has developed a 5 year plan which includes possibly combining Columbia County Rider and Sunset Empire Transportation District into one service district. Commissioner Gearin urged that they include Special Districts of Oregon in this plan. Chair Kleczek asked why the website is not named the North by Northwest Connector because the marketing does not lead to this website. Executive Director Hazen said the Connector is currently going through a rebranding and marketing change. Chair Kleczek asked if all of the previous signage, bus stops and marketing materials will no longer be used. Executive Director Hazen said they want to make the logo and marketing more relevant. Chair Kleczek said a lot of money has been invested in marketing the Connector. Executive Director Hazen asked Board members what the current logo meant and several were not sure. Executive Director Hazen said that is why the committee has been looking at a new logo. Commissioner Gearin said she agreed with Chair Kleczek that a lot of dollars have been dropped into the Connector plan and she thought the Board should vote on any branding changes. Commissioner Alegria said signage is for the user and if it means nothing and does not tell the user what it is and what it does you have lost the money spent on it. Commissioner Widener said he thought that the North by Northwest OXO was gone and it had become NWOTA and he understood that the drivers were advised not to wear the original logo. Chair Kleczek said she had sat on the Transit Alliance foundation and was part of the original meetings and committees and the North by North West Connector was never cancelled. Chair Kleczek also said the North by Northwest Connector still meets under the Northwest Oregon Transit Alliance but the problem is that the branding was never completely embraced as the website was under one name and the marketing was under a different name but the foundation is gone. Executive Director Hazen said the Alliance is working on aligning their policies, enhancing the website, installing new shelters, hiring a public information coordinator, coordinating transfers, increasing frequency on valley to coast corridors, expanding service into Yamhill County, coordinating with private providers and standardizing data collection. Commissioner Servino asked what the annual cost for being a part of the alliance is. Executive Director Hazen said members pay \$10,000 a year. Discussion of several details of the management report were clarified and discussed including the sale of passes on the website and adding a route directly to Portland. Commissioner Gearin said that changing the logo needs to go through the Board as it may include some legalities. Commissioner Gaebel said she was looking at the list of recommended entities to include in the planning and wondered if there would be outside input

before moving forward. Executive Director Hazen said that there had been community representation at a couple of the meetings. Commissioner Gaebel said this may be the time to form a subcommittee of the advisory committee made up of the recommended people listed in the plan. Chair Kleczek said during the original formation there were multiple outreach sessions for input from a wide section of the community. Commissioner Servino said that there are two parts to this and one is this plan and giving our approval the deeper part as far as the fiduciary aspect of it is that we have a \$10,000 commitment but there are other costs beyond that to the District when we provide legs of transportation to fill out this plan that we normally wouldn't run if we were not part of the plan. Chair Kleczek clarified that when the Connector was originally set up it re-established the outside bus links that had been cut in downsizing. Following further discussion the Board expressed the need for further clarification. Chair Kleczek stated that what she is hearing is that there is a lack of clarity in the management plan as it has been presented, so the Board is not able to sign off on the plan at this time due to the questions that need to be answered by the Alliance. Chair Kleczek asked that the Board send her their questions which Mary will assist in compiling and then send back to Chair Kleczek. Chair Kleczek will send the final list of questions to Executive Director Hazen who will bring the questions to the next NWOTA Meeting and bring the answers to the March Board meeting.

- c. Approval of Budget Calendar- After Board discussion the following dates were approved for the SETD Budget Meeting Calendar for fiscal year 2017-2018:
 - April 20th Budget Training 10 am – 12 noon
 - May 11th Budget Meeting 9 am – 3 pm
 - May 18th Budget Meeting 9 am – 1 pm (second meeting only if needed)
 - May 25th Board Meeting/Budget Hearing 9 am
 - June 23rd Board Meeting Adopt Budget 9 am
 - Commissioner Gaebel moved to approve the amended 2017-2018 Budget Calendar
 - Commissioner Widener seconded the motion
 - Motion passed unanimously

- d. Appointment of Budget Officer- The Board appointed Executive Director Jeff Hazen as the Budget Officer for fiscal year 2017 - 2018.
 - Commissioner Gaebel moved to approve the appointment of Executive Director Jeff Hazen as the SETD Budget Officer for fiscal year 2017-2018
 - Commissioner Widener seconded the motion
 - Motion passed unanimously

- e. Appointment of Budget Committee Members- Executive Director Hazen recommended the appointment of Tita Montero and Jeff Frane to the 2017-2018 Budget Committee with returning members Melinda Ward, Darlene Felkins, Linda Moreland, Barbara Blue and John Lansing.
 - Commissioner Widener moved to add Tita Montero and Jeff Frane to the 2017-2018 Budget Committee
 - Commissioner Alegria seconded the motion
 - Motion passed unanimously

- f. Resolution 2017-03- Executive Director Jeff Hazen explained that several lawsuits were filed following an accident where a blind person had fallen into a hole on a construction site that was accidentally left uncovered. The lawsuits filed included one against the employee. This resolution will protect SETD employees from personally being sued or held liable for this type of an accident during work.
 - Commissioner Gearin moved to approve Resolution 2017-03
 - Commissioner Widener seconded the motion
 - Roll Call Vote: Commissioner Servino aye
 - Commissioner Gaebel aye
 - Commissioner Gearin aye
 - Commissioner MacDonald aye
 - Commissioner Widener aye

Commissioner Alegria aye
Chair Kleczek aye

Motion passed unanimously

11. CORRESPONDENCE- Executive Director Hazen said that he had checked to verify that Linn County had received the letter he sent them informing them of the Boards decision to opt out of the Linn County versus the State of Oregon lawsuit. Linn County had received the letter but had not actually added SETD to the list of those opting out but did after his reminding them. Chair Kleczek and Vice Chair Widener both reported they had been contacted by constituents asking how the District had voted on joining the lawsuit or not. Commissioner Gaebel requested and the Board agreed that a press release with the District’s decision to opt out of the law suit be released. Executive Director Hazen handed out the book A Rider’s Voice to each of the Board members. The book was written by Ride Connection in Portland who compiled moving stories about public transit users. Executive Director Hazen will try to get more copies of the Rider’s Voice to disperse locally.
12. EXECUTIVE DIRECTOR REPORT- January 2017 report included in Board Pack. Executive Director Hazen discussed the updates to his looking into electric buses and that a new smaller bus is now available. There may be a grant available and an opportunity to work with Pacific Power on this project as well. Executive Director Hazen reported that he and Shana and Shasia had attended the Job Fair at the Clatsop Fair grounds and it was well attended. Executive Director Hazen will send out a doodle poll to the Board for attending Transit Day at the Oregon Capital on April 11th.
13. LEADERSHIP TEAM REPORTS- Reports submitted for January 2017: Operations- Scott Earls, 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.
14. PUBLIC COMMENT-None
15. OTHER ITEMS- Chair Kleczek asked if we are keeping track of our on time performance as there was a gentleman that came to a meeting last year and discussed the buses being on time and we said we would look into it. Executive Director Hazen said that asking the drivers to write down their time is too time consuming, but he will look into monitoring and recording on time performance.

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

Meeting was adjourned at 11:47AM

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.

Sunset Empire Transportation District

FEBRUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the March 2017 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 8 Month = 66.6 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year To Date (YTD) Income was \$1,766,201 (\$88,944 better than budget), 57.68% of annual budget and 111.8% of monthly budget. YTD Total Materials & Services was \$296,622 (\$281,210 less than budget), 35.52% of annual budget and 68.32% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month reflects an increase in Bus Fares for the month of about 4% (also a 4% increase in ridership compared to prior year). Fare Box reflects an increase of about \$1,100 in February 2017 compared to February 2016 (February 2016 had 29 days while February 2017 had only 28 days).
- 4090 Donations/Commissions: Laminations \$133, Teachers Association \$100 and driver tips \$93.
- 4100 Contract Service-IGA: Cannon Beach billed for February Service (\$2,446) and Clatsop Care \$475 and Columbia County Transportation District \$16,321.
- 4250 Timber Sales: Quarter payment was \$ 66,982. The account was budgeted for \$40,000 per quarter.
- 4200 Property Tax: Reflects tax revenues of \$6,723 of which \$5,137 is current period and \$1,586 is prior period.
- 4250 Timber Sales: Quarter payment was \$65,982. This was budgeted at \$40,000 per quarter.
- 4272 Parking: Space # 12 gave notice that they will no longer need the parking space from March on.
- 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 February 2017 interest.

Expense

- 6300 Employee Benefits: Reflects a claim paid out of Health Reimbursement Account-Medical B to 1 employees \$1,500 and January Pension payment was made on February 1 2017. Thus, two pension payments are reflected in February 2017.
- 7000 Provider Payments: Reflects payments for Veteran's Medical Transportation Program and in February 2017 we paid to Ride Care their administrative fee for coordination (\$850). We currently have 36 members, we are planning another round of outreach in the coming months.
- ADS: Ads for drivers.
- 8010 Bank Fees: Reflects the payment of two months' bank fees.
- 8020 Bldg & Grounds Maint: Reflects repairs to the elevator in Astoria (\$5,020 general fund share).
- 8030 Comp-Info-Tech-Services: Monthly fee for Information Technology (IT) monitoring service (MindShift).
- 8055 Durable Equipment /Small Tools: Purchase of 25 Bus Seat Pads (\$4,700) with 50% reimbursement from SDIS (Special District Insurance Services) 2017 Safety and Security Grant.
- 8075 Fuel: Reflects actuals paid in February 2017. Prices continue below budgeted amounts Unleaded prices are about \$2.10 and Bio diesel about \$1.85.

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

Sunset Empire Transportation District
FEBRUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the March 2017 Board of Commissioner's Meeting

- 8155 Telephone/Internet: Reflects the result of General Fund (GF) having larger share of the CoastCom services than budgeted. The GF was budgeted 25% of expenses and October reflects an actual usage of 30%. Overall the billing in on budget with Ride Care being better than budget.
- 9700 Capital Expense: Reflects the purchase of the two Gillig Buses in September 2016.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 56.61% of total budget. YTD revenues of \$1,947,428 are \$306,346 less than Budget. Which is the result of receiving \$255,541 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 8 months (April to Feb 2017) of 11.52%. This is the result of the CPCCO reviewing eligibility files and screening members. It is expected that membership will continue to fluxuate 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 \$7,487 was \$3,488 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 \$1,651,608 are \$322,518 less than budget and are 53.250% 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: Low the result of delays in the billing by Tillamook and Columbia County Rider as they continued to catch up on late billing. Tillamook continues to have delays due to programing 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 \$670.
- 8020 Bldg. & Ground Maint: Ride Care share of elevator repairs \$1,255.
- 8030 Comp-Info-Tech Services: Ride Care share of Mindshift (Information Technology Service) February.
- 8045 Drug/Alcohol Background: The result of drug & background checks for (7) Wapato Shores.
- 8070 Employee Recognition: Quarterly employee of the
- 8130 Payroll Processing fee: Payment of QuickBooks (QB) annual Payroll (PR) updating fee. This charge was budgeted and allocated to the year.
- 8136 Professional Services: January 2017 Processing of Answering service invoice.
- 8155 Telephone/Internet Service: Is better than budget the result of RC actuals representing 70% of the Coastcom service while budgeted at 75%. Overall telephone is under budget and YTD include Oct prepayment when you include General Fund.
- 8165 Utilities: \$190 over budget for the month due to colder than expected weather. YTD still underbudget by \$ 492.
- END

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**Sunset Empire Transportation
Profit & Loss Budget Performance General Fund
February 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							
4000 FARES	18,616.52	18,025.00	211,171.43	179,200.00	31,971.43	268,300.00	78.71%
4090 DONATIONS/COMMISSIONS	0.00	150.00	1,344.47	450.00	894.47	600.00	224.08%
4100 CONTRACTED SERVICES-IGA	19,242.49	30,665.00	65,644.81	101,544.00	(35,899.19)	180,917.00	36.28%
4200 TAXES	6,723.21	10,000.00	840,365.75	848,000.00	(7,634.25)	925,000.00	90.85%
4250 TIMBER SALES	65,982.31	40,000.00	212,084.44	120,000.00	92,084.44	160,000.00	132.55%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	31,512.46	27,500.00	4,012.46	55,000.00	57.30%
4270 RENTAL INCOME							
4271 BILLBOARD LEASE	0.00		1,200.00	1,200.00	0.00	1,200.00	100.00%
4272 PARKING SPACES	712.50	760.00	5,605.00	6,080.00	(475.00)	9,120.00	61.46%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	160.00	0.00%
4270 RENTAL INCOME - Other	0.00		0.00	0.00	0.00	0.00	
Total 4270 RENTAL INCOME	712.50	760.00	6,805.00	7,280.00	(475.00)	10,480.00	64.93%
4300 INTEREST	549.43	400.00	4,104.70	3,200.00	904.70	4,800.00	85.51%
4310 MISC INCOME	0.00		817.48		817.48		
5000 GRANTS							
5001 ODOT GRANTS	0.00	0.00	307,042.00	305,045.00	1,997.00	1,128,379.00	27.21%
Total 5000 GRANTS	0.00	0.00	307,042.00	305,045.00	1,997.00	1,128,379.00	27.21%
5080 OREGON STF FUNDS	0.00	0.00	85,308.00	85,038.00	270.00	328,560.00	25.96%
Total Income	111,826.46	100,000.00	1,766,200.54	1,677,257.00	88,943.54	3,062,036.00	57.68%
Gross Profit	111,826.46	100,000.00	1,766,200.54	1,677,257.00	88,943.54	3,062,036.00	57.68%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	82,378.97	95,664.00	707,333.52	770,143.00	62,809.48	1,243,631.00	56.88%
6200 PAYROLL EXPENSES	6,529.40	11,816.00	84,581.20	96,438.00	11,856.80	153,610.00	55.06%
6300 EMPLOYEE BENEFITS	27,737.16	24,597.00	191,857.28	196,778.00	4,920.72	295,166.00	65.00%
Total 1. PERSONNEL SERVICES	116,645.53	132,077.00	983,772.00	1,063,359.00	79,587.00	1,692,407.00	58.13%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	1,167.84	1,480.00	2,934.00	11,833.00	8,899.00	17,750.00	16.53%
7030 BUS PASSES	0.00	340.00	0.00	2,720.00	2,720.00	4,080.00	0.00%
8005 AUDIT	600.00	5,000.00	2,200.00	26,000.00	23,800.00	26,160.00	8.41%
8006 ADS (HR JOB POSTING)	0.00	350.00	530.35	2,800.00	2,269.65	4,200.00	12.63%
8010 BANK FEES	576.13	250.00	2,247.49	2,005.00	(242.49)	3,005.00	74.79%
8020 BLDING & GROUNDS MAINT	6,703.10	2,114.00	20,576.67	16,917.00	(3,659.67)	25,373.00	81.10%
8030 COMP-INFO-TECH SERVICES	4,222.65	3,274.00	19,295.58	16,228.00	(3,067.58)	26,237.00	73.54%
8035 CONF TRAINING & TRAVEL	225.40	6,090.00	8,727.60	25,838.00	17,110.40	37,042.00	23.56%
8045 DRUG/ALCOHOL/BG CHECKS	0.00	267.00	894.36	2,132.00	1,237.64	3,200.00	27.95%
8050 DUES SUBSCRIPTIONS & FEES	76.31	135.00	9,923.61	8,285.00	(1,638.61)	9,280.00	106.94%
8053 IGA - DUES AND FEES	0.00	2,500.00	14,167.00	10,850.00	(3,317.00)	16,700.00	84.83%
8055 DURABLE EQUIP/SMALL TOOL	4,971.99	900.00	5,364.47	12,652.00	7,287.53	16,750.00	32.03%
8061 EQUIPMENT LEASE/RENT	516.42	458.00	3,765.68	23,668.00	19,902.32	25,500.00	14.77%
8065 EDUCATION/OUTREACH	2,308.40	2,492.00	5,317.75	27,294.00	21,976.25	39,510.00	13.46%
8070 EMPLOYEE RECOGNITION	266.73	100.00	6,413.49	3,600.00	(2,813.49)	4,000.00	160.34%
8072 Election Fees	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	0.00%
8075 FUEL	10,412.37	19,897.00	68,983.43	159,176.00	90,192.57	238,772.00	28.89%
8080 INSURANCE	0.00	2,000.00	26,009.05	41,942.00	15,932.95	56,142.00	46.33%
8090 LEGAL ADS	151.66	0.00	351.66	300.00	(51.66)	800.00	43.96%
8095 LEGAL COUNSEL	180.00	500.00	516.00	3,400.00	2,884.00	6,400.00	8.06%
8100 MEETING EXPENSE	45.10	100.00	494.34	900.00	405.66	1,400.00	35.31%
8120 OFFICE SUPPLIES	296.80	1,350.00	7,440.94	9,850.00	2,409.06	15,450.00	48.16%
8130 PAYROLL PROCESSING FEES	109.20	160.00	1,436.20	1,360.00	(76.20)	2,080.00	69.05%

8135 PRINTING	948.78	2,683.00	2,218.66	22,115.00	19,896.34	33,950.00	6.54%
8139 PROFESSIONAL SERVICES	0.00	2,150.00	441.30	21,001.00	20,559.70	32,850.00	1.34%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	12,000.00	12,000.00	15,000.00	0.00%
8150 TAXES/LICENSES/BUS REG FE	0.00	0.00	74.22	125.00	50.78	330.00	22.49%
8155 TELEPHONE/INTERNET SERVI	1,868.74	1,775.00	16,221.34	14,200.00	(2,021.34)	21,296.00	76.17%
8160 UNIFORMS	132.09	150.00	1,053.29	2,174.00	1,120.71	5,924.00	17.78%
8165 UTILITIES	2,171.93	2,160.00	11,880.61	14,467.00	2,586.39	21,667.00	54.83%
8170 VEHICLE MAINT & REPAIRS	8,970.33	10,000.00	57,142.60	78,000.00	20,857.40	120,200.00	47.54%
Total 2. MATERIALS & SERVICES	46,921.97	68,675.00	296,621.69	577,832.00	281,210.31	835,048.00	35.52%
Total Expense	163,567.50	200,752.00	1,280,393.69	1,641,191.00	360,797.31	2,527,455.00	50.66%
Net Ordinary Income	-51,741.04	-100,752.00	485,806.85	36,066.00	449,740.85	534,581.00	90.88%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,654.36	5,622.22	43,832.67	43,864.13	31.46	66,421.11	65.99%
9611 CLATSOP BANK-LOAN INT	919.14	951.28	8,755.33	8,723.87	(31.46)	12,460.89	70.26%
Total 3. OTHER EXPENSES	6,573.50	6,573.50	52,588.00	52,588.00	0.00	78,882.00	66.67%
9600 DEBT SERVICE & INTERES-FEE	0.00		334.40	334.00	(0.40)	334.00	100.12%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		38,000.00	38,000.00	0.00	38,000.00	100.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	4,389.00	4,389.00	0.00	8,778.00	50.00%
9700 CAPITAL EXPENSE	25,000.00	0.00	212,931.00	205,000.00	(7,931.00)	797,000.00	26.72%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	106,104.00	0.00%
9850 TRANSFER OUT	0.00		0.00	0.00	0.00	0.00	
Total Other Expense	31,573.50	6,573.50	308,242.40	300,311.00	(7,931.40)	1,029,098.00	29.95%
Net Other Income	-31,573.50	-6,573.50	-308,242.40	-300,311.00	(7,931.40)	-1,029,098.00	29.95%
Net Income	-83,314.54	-107,325.50	177,564.45	-264,245.00	441,809.45	-494,517.00	-35.91%

Sunset Empire Transportation
Profit & Loss Budget Performance RideCare
February 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	982.39	500.00	7,487.92	4,000.00	3,487.92	6,000.00	124.80%
4500 RC PROVIDER SERVICE REIM	256,651.49	289,805.00	1,939,940.47	2,249,774.00	(309,833.53)	3,434,370.00	56.49%
Other Types of Income	0.00		0.00	0.00	0.00	0.00	
Total Income	257,633.88	290,305.00	1,947,428.39	2,253,774.00	(306,345.61)	3,440,370.00	56.61%
Gross Profit	257,633.88	290,305.00	1,947,428.39	2,253,774.00	(306,345.61)	3,440,370.00	56.61%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	25,157.98	26,994.66	201,824.99	221,954.72	20,129.73	350,930.63	57.51%
6200 PAYROLL EXPENSES	2,119.94	3,477.29	21,083.29	28,756.96	7,673.67	45,204.75	46.64%
6300 EMPLOYEE BENEFITS	5,419.78	7,492.48	38,210.76	63,686.06	25,475.30	97,402.22	39.23%
Total 1. PERSONNEL SERVICES	32,697.70	37,964.43	261,119.04	314,397.74	53,278.70	493,537.60	52.91%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	185,886.62	234,673.00	1,626,619.01	1,822,168.00	195,548.99	2,781,506.00	58.48%
7030 BUS PASSES	670.00	1,500.00	12,192.50	12,000.00	(192.50)	18,000.00	67.74%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	-47,696.76	35,000.00	82,696.76	140,000.00	-34.07%
8005 AUDIT	150.00	0.00	550.00	5,940.00	5,390.00	6,540.00	8.41%
8006 ADS (HR JOB POSTING)	0.00	200.00	468.58	1,300.00	831.42	2,000.00	23.43%
8010 BANK FEES	38.00	14.00	108.00	114.00	6.00	171.00	63.16%
8020 BLDING & GROUNDS MAINT	1,547.46	683.00	4,414.58	5,460.00	1,045.42	8,190.00	53.90%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	927.41	634.00	2,930.54	5,072.00	2,141.46	7,609.00	38.51%
8035 CONF TRAINING & TRAVEL	0.00	1,240.00	271.84	5,040.00	4,768.16	6,788.00	4.00%
8045 DRUG/ALCOHOL/BG CHECKS	268.00	100.00	1,689.25	800.00	(889.25)	1,200.00	140.77%
8050 DUES SUBSCRIPTIONS & FEES	0.00		162.66	2,170.00	2,007.34	2,170.00	7.50%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	2,000.00	7,434.30	14,000.00	6,565.70	19,700.00	37.74%
8065 EDUCATION/OUTREACH	0.00	100.00	0.00	1,300.00	1,300.00	2,400.00	0.00%
8070 EMPLOYEE RECOGNITION	26.99	0.00	26.99	1,500.00	1,473.01	1,800.00	1.50%
8072 Election Fees	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
8080 INSURANCE	0.00	0.00	4,699.63	2,882.00	(1,817.63)	5,742.00	81.85%
8090 LEGAL ADS	0.00	0.00	0.00	300.00	300.00	500.00	0.00%
8095 LEGAL COUNSEL	0.00	0.00	0.00	100.00	100.00	200.00	0.00%
8100 MEETING EXPENSE	0.00	100.00	108.10	800.00	691.90	1,200.00	9.01%
8120 OFFICE SUPPLIES	133.01	337.00	2,547.62	2,696.00	148.38	4,050.00	62.90%
8130 PAYROLL PROCESSING FEES	27.30	40.00	359.05	340.00	(19.05)	520.00	69.05%
8135 PRINTING	7.71	250.00	140.61	2,000.00	1,859.39	3,000.00	4.69%
8139 PROFESSIONAL SERVICES	320.00	220.00	3,908.48	20,440.00	16,531.52	40,000.00	9.77%
8155 TELEPHONE/INTERNET SERVICE	2,947.27	3,265.00	25,582.94	26,122.00	539.06	39,184.00	65.29%
8165 UTILITIES	859.60	777.00	5,089.89	5,582.00	492.11	8,339.00	61.04%
Total 2. MATERIALS & SERVICES	193,809.37	246,133.00	1,651,607.81	1,974,126.00	322,518.19	3,101,809.00	53.25%
Total Expense	226,507.07	284,097.43	1,912,726.85	2,288,523.74	375,796.89	3,595,346.60	53.20%
Net Ordinary Income	31,126.81	6,207.57	34,701.54	-34,749.74	69,451.28	-154,976.60	-22.39%
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	99.62%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		12,000.00	12,000.00	0.00	12,000.00	100.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	1,386.00	1,386.00	0.00	2,772.00	50.00%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	88,988.50	72,686.00	(16,302.50)	145,373.00	61.21%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00%
Total Other Expense	0.00	0.00	102,480.10	86,178.00	(16,302.10)	360,251.00	28.45%
Net Other Income	0.00	0.00	-102,480.10	-86,178.00	(16,302.10)	-360,251.00	28.45%
Net Income	31,126.81	6,207.57	-67,778.56	-120,927.74	53,149.18	-515,227.60	13.16%

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**Sunset Empire Transportation
Balance Sheet
As of February 28, 2017**

ASSETS

Current Assets	
Checking/Savings	
1000 SETD GEN FUND BANK ACCTS	767,712.45
1040 TILLS	300.00
1050 RIDE CARE FUND BANK ACCTS	1,403,564.01
Total Checking/Savings	<u>2,171,576.46</u>
Accounts Receivable	
1200 ACCOUNTS RECEIVABLES	
1210 SETD A/R	25,666.99
Total 1200 ACCOUNTS RECEIVABLES	<u>25,666.99</u>
1250 PROPERTY TAX RECEIVABLES	36,439.12
Total Accounts Receivable	<u>62,106.11</u>
Other Current Assets	<u>26,718.62</u>
Total Current Assets	<u>2,260,401.19</u>
TOTAL ASSETS	<u><u>2,260,401.19</u></u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	68,890.51
2000 ACCOUNTS PAYABLES	<u>68,890.51</u>
Total Accounts Payable	68,890.51
Other Current Liabilities	<u>52,451.81</u>
Total Current Liabilities	121,342.32
Long Term Liabilities	
2800 INTERCOMPANY DUE TO/FROM	
2810 DUE TO RIDE CARE	435,063.82
2815 DUE TO/(FROM) SETD G F	(435,063.82)
Total 2800 INTERCOMPANY DUE TO/FRO	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>
Total Liabilities	121,342.32
Equity	
3000 OPENING BALANCE EQUITY	651,014.34
3100 NWRC PRIOR PERIOD ADJUST	(136,476.00)
3900 RETAINED EARNINGS	1,514,734.64
Net Income	<u>109,785.89</u>
Total Equity	<u>2,139,058.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,260,401.19</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	300.00	0.00	0.00	0.00	0.00	300.00
CITY OF CANNON BEACH - A/R	2,446.00	0.00	0.00	0.00	0.00	2,446.00
Clatsop Care Center Health District	475.00	0.00	0.00	0.00	0.00	475.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	36,439.12	36,439.12
COLUMBIA COUNTY TRANSPORTATION DIST	0.00	16,321.49	0.00	0.00	0.00	16,321.49
DHS - CHILD WELFARE-CLATSOP	1,242.00	0.00	0.00	0.00	0.00	1,242.00
ISN	330.00	0.00	0.00	0.00	-330.00	0.00
ODOT	0.00	0.00	0.00	0.00	0.00	0.00
OR DHS-VOCATIONAL REHAB SERVICES	0.00	0.00	80.00	0.00	0.00	80.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
OR TREASURY	0.00	0.00	0.00	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
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	142.50	0.00	0.00	-95.00	190.00
P-HOMESPUN QUILTS	0.00	190.00	0.00	95.00	0.00	285.00
P-HOXIE, RONALD	0.00	95.00	0.00	0.00	0.00	95.00
P-IMPACT THRIFT	0.00	47.50	0.00	0.00	0.00	47.50
P-THORSEN, MARY	0.00	95.00	0.00	0.00	0.00	95.00
PACIFIC NW WORKS/WORKSOURCE	0.00	90.00	0.00	0.00	0.00	90.00
RC-PASSES	0.00	0.00	0.00	0.00	1,350.00	1,350.00
RC-SETD PARA	0.00	0.00	0.00	0.00	0.00	0.00
TPJCC	0.00	2,365.00	0.00	0.00	0.00	2,365.00
TOTAL	<u>5,125.50</u>	<u>19,441.49</u>	<u>80.00</u>	<u>95.00</u>	<u>37,364.12</u>	<u>62,106.11</u>

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

General Fund	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ALSCO	33.39	0.00	0.00	0.00	0.00	33.39
ASTORIA, CITY OF	608.26	0.00	0.00	0.00	0.00	608.26
CENTRIC ELEVATOR CORP.	6,275.00	0.00	0.00	0.00	0.00	6,275.00
COASTAL ENTERPRISES, LLC	69.50	126.50	0.00	0.00	0.00	196.00
CRS	120.00	0.00	0.00	0.00	0.00	120.00
INDUSTRIAL DIESEL POWER, INC	327.80	0.00	0.00	0.00	0.00	327.80
LOOP JACOBSEN JEWELERS ASTORIA	22.00	0.00	0.00	0.00	0.00	22.00
MCCALL TIRE CENTER - Warrenton	360.50	0.00	0.00	0.00	0.00	360.50
MCCARTY'S SACRO EASE INC	4,700.00	0.00	0.00	0.00	0.00	4,700.00
MINDSHIFT TECHNOLOGIES	0.00	-4,748.00	0.00	0.00	0.00	-4,748.00
MTR WESTERN BUS	2,002.60	0.00	0.00	0.00	0.00	2,002.60
NW NATURAL	739.15	0.00	0.00	0.00	0.00	739.15
OREGON STATE POLICE	268.00	0.00	0.00	0.00	0.00	268.00
PACIFIC POWER	1,366.30	0.00	0.00	0.00	0.00	1,366.30
PACIFICSOURCE ADMINISTRATORS	1,500.00	0.00	0.00	0.00	0.00	1,500.00
POLK RILEY'S PRINTING, INC.	497.80	0.00	0.00	0.00	0.00	497.80
ROD'S AUTO & MARINE ELECTRIC	991.45	0.00	0.00	0.00	0.00	991.45
SDIS	7,139.64	0.00	0.00	0.00	0.00	7,139.64
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
V-CARTER, JOHN	50.76	0.00	0.00	0.00	0.00	50.76
V-SASSO, KATHRYN	33.48	0.00	0.00	0.00	0.00	33.48
VERIZON WIRELESS	762.51	0.00	0.00	0.00	0.00	762.51
TOTAL	<u>27,868.14</u>	<u>-4,621.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>23,246.64</u>

Ride Care						
RC-COLUMBIA COUNTY RIDER	8.40	0.00	0.00	0.00	0.00	8.40
RC-ELLIOTT'S TRANSPORT	6,462.00	0.00	0.00	0.00	0.00	6,462.00
RC-FARMERS CO-OP	3,556.68	0.00	0.00	0.00	0.00	3,556.68
RC-HOT SHOT TRANSPORTATION	5,206.85	0.00	0.00	0.00	0.00	5,206.85
RC-K & M MEDIVAN	7,455.11	0.00	0.00	0.00	0.00	7,455.11
RC-LEE, RYAN	1,934.34	0.00	0.00	0.00	0.00	1,934.34
RC-MEDIX AMBULANCE	3,964.20	0.00	0.00	0.00	0.00	3,964.20
RC-METRO WEST AMBULANCE	949.00	0.00	0.00	0.00	0.00	949.00
RC-OREGON COAST TRANSPORTERS, LLC	507.00	0.00	0.00	0.00	0.00	507.00
RC-TILLAMOOK COUNTY TRANSPORTATION	491.25	0.00	0.00	0.00	0.00	491.25
RC-WAPATO SHORES, INC	15,109.04	0.00	0.00	0.00	0.00	15,109.04
Total	<u>45,643.87</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,643.87</u>

Sunset Empire Transportation
Checks Over \$5,000
2/28/2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	4260	02/13/2017	RC-K & M MEDIVAN	-6,334.30
Bill Pmt -Check	4262	02/13/2017	RC-MEDIX AMBULANCE	-5,121.20
Bill Pmt -Check	4266	02/13/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	-12,106.90
Bill Pmt -Check	4267	02/13/2017	RC-WAPATO SHORES, INC	-12,956.57
Bill Pmt -Check	4271	02/14/2017	RC-ELLIOTT'S TRANSPORT	-5,159.00
Bill Pmt -Check	4272	02/14/2017	RC-K & M MEDIVAN	-7,018.39
Bill Pmt -Check	4279	02/14/2017	RC-WAPATO SHORES, INC	-12,391.07
Bill Pmt -Check	4281	02/21/2017	RC-COLUMBIA COUNTY RIDER	-6,027.10
Bill Pmt -Check	4284	02/21/2017	RC-K & M MEDIVAN	-5,918.42
Bill Pmt -Check	4289	02/21/2017	RC-WAPATO SHORES, INC	-13,812.34
Bill Pmt -Check	4291	02/21/2017	RC-WILCOX & FLEGEL	-5,007.39
Bill Pmt -Check	16735	02/14/2017	JACKSON & SON OIL, INC.	-6,144.45
Bill Pmt -Check	16738	02/14/2017	MINDSHIFT TECHNOLOGIES	-8,799.06
Bill Pmt -Check	16758	02/21/2017	INDUSTRIAL DIESEL POWER, INC	-5,164.56
Liability Check	16767	02/22/2017	SDIS	-31,449.26
Check	022817	02/28/2017	CLATSOP COMMUNITY BANK	-6,573.50

Bill

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

Date	Ref. No.
02/13/2017	0342 1/9-2/5

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

PAID

Bill Due 03/15/2017
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8120 OFFICE SUPPLIES	0220 EARLS CITY LUMBER - HEATER FOR OPS	59.97		OPER 5311
8021 B&M GENERAL	USPS - POSTAGE	55.30		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - GIFT CARD FOR EMPLOYEE OF QUARTER AND FOOD FOR DRIVER MEETING	48.46		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	10.16		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - GIFT CARD FOR EMPLOYEE OF YEAR	50.00		ADMINISTRATION
8065 EDUCATION/OUTREACH	0318 FRY SURVEYMONKEY - SURVEYS FOR TRANSPORTATION OPTIONS	300.00		TRANS OPTIONS
8135 PRINTING	PRINTING SERVICES - NWT BANNER	71.06		TRANS OPTIONS
8135 PRINTING	PRINTING SERVICES - NWT BANNER	71.06		TRANS OPTIONS
8066 EVENT SUPPLIES	PRINTING SERVICES - NWT STICKERS	75.78		TRANS OPTIONS
8065 EDUCATION/OUTREACH	FRED MEYER - FOOD FOR VETERAN'S EVENT	23.40		MOBILITY MANAGEMENT
8038 TRAVEL	0667 HAZEN MCGRATH'S FISH - FOOD FOR JEFF FOR PTAC	14.58		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	6.47		ADMINISTRATION
8038 TRAVEL	ARBY'S - FOOD FOR JEFF FOR TGM MEETING	6.89		ADMINISTRATION
8038 TRAVEL	ORBITZ - LODGING FOR JEFF FOR E FARE WORKSHOP	127.93		ADMINISTRATION

Bill

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

Date	Ref. No.
02/13/2017	0342 1/9-2/5

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Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	PARKING MANAGEMENT CO. - PARKING FOR JEFF E FARE WORKSHOP	16.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0261 JONES SAFEWAY - FOOD FOR RIDECARE ADVISORY	26.99	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	28.99	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	74.27	RIDECARE ADMIN	ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0334 LAYTON ADOBE - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MICROSOFT - SOFTWARE SUBSCRIPTOIN - EMAIL	478.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	98.00		ADMINISTRATION
8100 MEETING EXPENSE	0020 PARKER HOME BAKING CO- FOOD FOR BOARD MEETING	12.10		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SHELL - GREETING CARD	3.79		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	PARAMOUNT DRUG - GREETING CARD	9.08		ADMINISTRATION
8066 EVENT SUPPLIES	CASH AND CARRY - FOOD FOR RIDER APPRECIATION DAY	42.24		ADMINISTRATION
8066 EVENT SUPPLIES	DOLLAR TREE - FOOD FOR RIDER APPRECIATION DAY	17.00		ADMINISTRATION
8066 EVENT SUPPLIES	FRANZ- FOOD FOR RIDER APPRECIATION DAY	9.98		MOBILITY MANAGEMENT
8066 EVENT SUPPLIES	ENGLUND MARINE - PRIZES FOR RIDER APPRECIATION DAY	64.18		ADMINISTRATION

Bill

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

Date	Ref. No.
02/13/2017	0342 1/9-2/5

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

PAID

Bill Due 03/15/2017
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8100 MEETING EXPENSE	HOME BAKING CO - FOOD FOR BOARD MEETING	33.00		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	14.28		ADMINISTRATION

Expense Total : 1,883.94

Bill Total : \$1,883.94

Date: March 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 8.a Northwest Oregon Transit Alliance (NWOTA) Management Plan

The NWOTA Management Plan was presented to the Board at the February Board meeting. There were several comments and questions brought up and the Board determined that each Board member should submit their comments/questions to Chair Kleczek and that she would work with Mary to consolidate them. Chair Kleczek then forwarded the question to me so I could respond to each of them and provide clarification.

Attached, you will find the six questions and the responses to them. I do need to clarify something that I incorrectly communicated to the Board at the February meeting. I thought that all of the other agencies had adopted the management plan but that was incorrect. Tillamook County Transportation District is the only one so far that has adopted it.

Staff is recommending that you adopt the NWOTA Management Plan.

1. Regulations:

- a. How will the “same” regulations be determined, by whom?

The Coordinating Committee conducted a process to select policies would provide travelers a seamless travel experience throughout the region. For example; operate the same holidays, similar service animal and transporting animal policies, transporting bicycle policies, etc. The Connector Action Plan calls for Benton County to take the lead on this item. This will be discussed as a group to come to agreement. The plan is to address one policy at a time and once agreement has been made on a policy, it will be brought to the Board of each agency for ratification.

- b. How will they be enforced cross district?

Much the same as they are now, by the operators and staff. Beginning April 2017 NWOTA is developing a regional driver and dispatching training curriculum to implement policies in a consistent manner.

2. Finances:

- a. Additional monies have been suggested, who will determine payment amounts?

The NWOTA Coordinating Committee develops an annual NWOTA Budget. Each NWOTA partner agency predetermines how much money to budget towards the project. For example, ODOT grants...currently divide match among the partners. Some of these have been soft match, i.e. staff/volunteer time tracked as match. Any hard match (cash) is divided amongst the 5 partners based on impact within our respective service areas. For instance, as we go through a bus stop enhancement study, when it is determined what stops may be enhanced or added, individual partners would only be responsible for the match within their respective service areas.

- b. The Board feels elected officials should be more involved in spending decisions, sooner rather than later. What is the process for approving operational spending and financial reports? Those spending should not be approving.

Currently, the Board has given the Executive Director spending authority of \$10,000. The partners have been contributing \$10,000 per year to NWOTA as our commitment to the ongoing operation of the partnership. If the Coordinating Committee came to an agreement that the \$10,000 should be increased, that would have to be approved by the Board. Also, the annual budget would include these expenditures. The partners review the financials of the Northwest Oregon Transit Alliance (NWOTA) each month. As the fiscal agent for NWOTA, Tillamook County Transportation District's (TCTD) Board of Directors approves the financial reports.

3. Branding:

- a. It is concerning that a significant amount of monies has already been spent on branding and regardless that the brand/logo marketing has been ineffectual, starting over doesn't seem to be something the SETD Board is in favor of doing.

The branding of NWOTA is not a part of the management plan. It was mentioned when I talked about the new website that is under development. I would like to keep that discussion separate and focus on the management plan. I will give you some background on it however.

I think I may have created some misunderstanding over the whole issue of “branding” and “re-branding”. In the process of developing our website, our consultants pointed out that in order for a website for a service to be effective – as opposed to say a physical sign on a post – the service needs to be identified by a simple, easy to learn and know name. Some of you mentioned the Nike “swoosh” symbol, for example. But when you look up Nike on the web, you don’t Google the swoosh, you google their name: Nike. Well, we needed something similar for our service. We have our official business name: Northwest Oregon Transit Alliance, or NWOTA, but for the average Joe Citizen, that doesn’t mean anything. That’s not something intuitive they are going to look up on a website. We have our “OXO” symbol, but again, you can’t google that. We needed a “name brand”. So, we worked together and came up with one: “nwconnector”. It’s easy, it’s one word, it can be put on our website and our brochures and maps. So, we aren’t really “re-branding” anything. We just needed to refine our already existing brand name into something short and simple, that we could use for our new website. We kept the same color scheme as our OXO signs, and the same font type. We just have a name that means something now, that people can look up on the web. To us, that really wasn’t “re-branding”, that was just refining our brand name for a new purpose. One of the actions that Trillium took on during this discussion was bringing the nation’s premier transit marketing expert, Selena Barlow, to one our meetings to talk about this.

This is focused on the website design. We envision utilizing grants when/if we move forward with changing signage like what was done with the initial purchase of signage.

- b. How long would the rebranding process take?
See response of 3.a.
 - c. What is the estimated total cost of rebranding?
See response of 3.a.
4. Power of review:
- a. Will the entire plan be reviewed on a periodic basis or just sections?
The action plan is a living document that will be reviewed regularly as progress is made on each goal. Quarterly review will be held on the whole action plan.
 - b. Who will do the review?
The Coordinating Committee.
 - c. When or how often will the review be scheduled?
As noted in the plan, the Coordinating Committee should perform a minor update of the management plan, primarily to retire any objectives that have been

accomplished and to identify new objectives and action items for the next five years. Also noted is the need for the Coordinating Committee to consider a major plan update at 15-20 years to reconfirm or refine the organization's overall vision, mission, goals, objectives and strategic actions.

- d. If changes are proposed will they go before the Board for approval?

Yes, I believe that I can do a better job communicating with the Board what initiatives the Coordinating Committee is working on. I believe this was one of the primary intentions of the Coordinating Committee. I think the purpose of the Plan from the beginning was to determine next steps to provide the collaborative effort renewed focus.

5. Coordinator:

- a. When is a coordinator going to be hired?

The task to develop a job description for the regional Public Involvement Coordinator is targeted to be completed in 2017. This will include determining the appropriate budget for the position and then identifying funding sources to fund the position. Once those tasks are completed, recruitment would begin.

- b. Who would be charged with hiring and paying this person?

The hiring process has not been determined yet. As the fiscal agent, TCTD would be the employer.

6. Operational

- a. Agreeing, combining and writing policies is a difficult task, how is this going to be accomplished?

We have an amazing partnership amongst the five agencies. We work extremely well together and I believe that as we work on streamlining policies, we will be able to reach consensus. I would characterize the culture of the Coordinating Committee to being passionately dedicated to taking steps that ensures local and regional customers having a positive experience to increase ridership.

- b. Will the Board have review or make the approval of these new policies?

As outlined in the action plan, once a policy has been approved by the Coordinating Committee, the policy will be brought before each agency's elected Board for ratification.

Date: March 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 8.b Electric Vehicle Charging Station Update

A concern was brought up at the February Board meeting in regards to vehicles being parked in the spots reserved for the electric charging stations. Staff has been monitoring it closely and have been making sure that the vehicles that are parked there are in fact using them as was intended. I did find a bill that addresses the situation and became law on January 1, 2016 in Oregon and have attached it. We will continue to monitor it and start off by nicely talking with the vehicle operator if they are violating the use of the space. If the person continues to violate the use of the space we will contact the police and have them cited pursuant to Oregon law.

CHAPTER 208

AN ACT

HB 2625

Relating to parking offenses.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) As used in this section, "alternative fuel vehicle" has the meaning given that term in ORS 469B.100, except that "alternative fuel vehicle" includes vehicles registered in any jurisdiction.

(2) A person commits the offense of unlawful parking in a space reserved for alternative fuel vehicle refueling if:

(a) The person parks a vehicle in any parking space that is on premises open to the public;

(b) The parking space is marked or signed as reserved for alternative fuel vehicle refueling; and

(c) The vehicle in the parking space is not engaged in the refueling process.

(3) The offense of unlawful parking in a space reserved for alternative fuel vehicle refueling is a Class D traffic violation.

Approved by the Governor June 2, 2015

Filed in the office of Secretary of State June 3, 2015

Effective date January 1, 2016

Date: March 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.1 A Police Ordinance governing conduct in the use of District facilities-
First Reading

Recently, staff has seen an increase of issues with the usage of the transit center by persons that are not using it for the intended purpose of providing a facility for public transportation users. We have had to make several repairs to the restrooms due to people flushing items such as underwear down the toilet causing overflows. We continue to find hypodermic needles hiding in the restrooms and also people using the restrooms as a bathing facility. You may remember the recent shut down of the transit center from several hours due to a massive body lice infestation.

We have consulted with legal counsel and the attached ordinance will help us address the issue. Once the ordinance has been adopted, we will enforce it. Our goal is to provide a clean and safe place for public transportation users to wait for their bus. We will not be allowing the facility to be used as a shelter for non-transit users. This will apply to all district facility including buses and shelters.

Staff is recommending that the First Reading by Title only be held at this meeting. A second reading, public hearing and adoption would be on the April Board meeting agenda.

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 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 or 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 may or may not be tape recorded at the discretion of the Executive Director or designee conducting the public hearing.

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: _____



Board of Commissioners

RESOLUTION 2017-04

ESTABLISHMENT OF A SPECIAL TRANSPORTATION FUND

WHEREAS, the Sunset Empire Transportation District (District) has been designated a Special Transportation Fund Agency; and

WHEREAS, Oregon Special Transportation Fund law requires separate accounting for Special Transportation Funds (STF); and

WHEREAS, STF Agencies that are districts must establish a Special Revenue Fund within the STF Agency's Adopted budget.

NOW THEREFORE THE SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1: The Board of Commissioners hereby ratifies the establishment of a Special Transportation Fund for fiscal year 2017-2018 as required by Oregon STF law.

Section 2: The Special Transportation Fund will comply with Oregon Budget Law and be included in the District's adopted budget for 2017-2018.

Section 3: This reserve fund shall continue to be known as the Special Revenue Fund.

Section 4. The need for this fund will be reviewed within 2 years from the date of this Resolution.

MOTION OF ADOPTION

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

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS
_____ DAY OF _____ 2017.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Kathy Kleczek, Board Chair

ATTEST:

By: _____

Title: Carol Gearin, Secretary Treasurer

Date: March 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.c May 16, 2017 Special Districts Election – Slate of Candidates

The deadline for filing for the Special Districts Election to be held on May 16, 2017 was on March 16, 2017. According to the Clatsop County Elections Department website, the following people have filed for seats on the Sunset Empire Board of Commissioners:

Position 2: Kevin Widener

Position 3: Kathy Kleczek

Position 4: Pamela Alegria

Position 5: Lylla Gaebel (2 year unexpired term)

Position 7: Jim Servino

Executive Director Report
March 2017 Board Meeting
Jeff Hazen

-We are continuing to develop next year's budget. Al has been working with each of the team leaders regularly and he and I are meeting weekly to review progress.

-Ride Connection in Portland graciously gave us a case of the book, *The Rider's Voice*. We will be distributing them amongst the public libraries and the high school libraries.

-At the last meeting, we discussed the need for ride checks to be done again to evaluate on time performance of the routes. I haven't scheduled that yet due to our critical shortage of drivers. We lost another driver due to medical issues and both his personal and commercial licenses have been revoked by the Department of Motor Vehicles. We have another driver out due to a medical issue and are awaiting his return to work. Scott has had to spend significant time driving. On the positive side, we have started the hiring process for 2 new drivers.

-RideCare has experience additional turnover and we're excited that we just hired 3 new employees to work there. They all appear to be a good fit for the RideCare team.

-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.

-Work on the NWOTA website continues, Trillium has indicated that they will have a first draft to us by the end of this week hopefully. Our goal is to get it live by the end of the month.

Weekly Reports

2/28/17

I had a follow up call with the consultants working on Tri-met's e-fare program to continue our discussion on feasibility of it for our system. I have additional information that I need to gather for them for a more in depth look at it. I have finalized and submitted the Special Transportation Fund (STF) and 5310 Mobility Management formula grant applications. Kathy and I had a good orientation session with Pamela a couple of weeks ago. As I mentioned at last week's Board meeting, the Job Fair sponsored by Clatsop Economic Development Resources (CEDR) and the Employment Department was excellent. Due to Tami's illness, I spent the day out there and was able to meet and talk with several people about opportunities at Sunset Empire. With Al's notice of retirement, we have put out a nationwide recruitment for the Financial Officer position. Last time around, we just did a west coast blast and only received 1 applicant from Oregon and 2 from California. We have posted the position with the following organizations; Government Finance Officers Association, Oregon Government Finance Officers Association, Community Transportation Association of America, Special Districts Association of Oregon, Mass Transit

Magazine, Oregon Transit Association, League of Oregon Cities, Association of Oregon Counties, and

Transittalent.com. Some of the ads are posted but a few should be posted this week. I'll keep the Board apprised as we go through the recruitment. As a follow up to some things that came up during the Board meeting last week, the car charging station already has signs posted. I have attached a picture and we will monitor the area. A question was brought up about the Proterra bus and the ability to put chains on it. When I talked with the company, they let me know that the way that the axel and chassis are set up don't allow for automatic tire chains. However, he did share that during the Sundance Film Festival in Park City, Utah they performed better in the blizzard better than the diesel buses and they didn't have to chain up. The city of Edmondton sent personnel down to Utah to experience it and drive during the blizzard and were equally impressed, they ordered 6 buses. There is a very low center of gravity and the weight distribution of the batteries between the front and rear axles made this possible. If there is deep snow, the buses could be chained up manually. Also, we are going to be doing an in depth look at our routes to improve timeliness. Our timeliness is poor as indicated in the long range comprehensive transportation plan. Our routes were set up using old "technology". The Operations Manager would drive the van on a route and go 5mph below the speed limit to set up the times. Oregon Department of Transportation (ODOT) has given every transit agency in Oregon access to Remix, a route designing software program. I have contacted Remix to get Scott set up with access to the program so he can learn it and then use it to design more timely routes. I am learning the program as well so I can go in and experience it as well.

3/15/17

I reviewed Tami's work on the Workers Compensation Renewal form that we had to get sent in. There weren't many changes from last year's. I also reviewed our Flexible Spending Account (FSA) documentation to review changes in the program, again there weren't many changes in the program this year. For those not familiar with FSA's, it is a program where employees can designate an amount of money they want set aside for a year out of their pay check to pay for various medical services. The amount they determine for the year is divided up by the amount of pay periods we have in a year and it is deducted from their pay on a pretax basis. This is helpful when they know they are going to have a significant co-pay on a procedure or possibly a costly prescription. The amount that they determine is available to them on the first day of the year, they don't have to wait to "build" up their account.

One of the benefits that we get as members of Special Districts Insurance Services (SDIS), is a pre-loss program. We have access to staff and attorneys at SDIS to assist us in dealing with employment issues that can be challenging. They are able to give us guidance and recommendations on best strategies to deal with those challenging issues. Tami and I have been working with the attorney to get that guidance. It is beneficial to have this program to mitigate potential future employment litigation.

As you know, Oregon Department of Transportation (ODOT) Rail and Public Transportation Division (RPTD) is updating the Oregon Public Transportation Plan (OPTP). As part of that update, they recently held three small focus group meetings, one in Portland, one in Boardman and one here in Astoria. At the one held here, we had riders and drivers from both our District and from Tillamook County Transportation District (TCTD). It was a great meeting and the consultants gleaned a lot of information from the riders and drivers. Jean Palmateer was here as well and was furiously writing four pages of notes! One of the nice things that all of the riders mentioned was how nice the drivers are that provide transportation in both of our Districts. I was glad that we had one of our veteran drivers, Bill Ray, there so he could hear that first hand.

I met with the consultant that submitted a proposal for the feasibility study on the potential consolidation of Columbia County Rider into our District. Their proposal came in much higher than anticipated so we were able to redo some of the tasks in order to get it down to the funded amount. We refocused more of their time into financial matters which are going to be key prior to making any decisions.

As you may recall, we have received a grant for the purchase of two replacement buses and Scott has been working with vendors on the potential of low floor buses. The cost of them is significantly higher so we are working up a request for proposal (RFP) for the purchase of two regular floor buses.

I have been spending time both here at work and at home prepping for a presentation that Allan Pollock, the General Manager for Salem/Kaiser Transit and I will be giving to the Oregon Transportation Commission (OTC) this week. I was in drama in high school and performed in a couple of plays and for the life of me, I can't remember how I memorized all my lines back then! It may end up just being me that gives the presentation because Allan is currently in Washington D.C. at the American Public Transportation Association (APTA) meeting and they've been hit with quite a snow storm so travel has been affected.

Rider Report
March Board Meeting Report
John Layton

“The Bus” (Fixed Route) Highlights:

- **14,568 people** used fixed routes in February for an average of **520.3 riders per day**.
- **20.4% increase** in average passengers who rode fixed routes per day from last February (484 to **520.3**)
- **9.8 people per hour**, on average, got on any fixed route at any time that the bus runs in February. **8.8% increase** (9 to 9.8) from last February.
- **9.5% decrease** in the ratio of elderly/disabled riders from last February (19.4% to **17.5%**)

RideAssist Highlights:

- **539 rides** were provided by RideAssist in February for an average of **24.5 rides per day**.
- **17.4% decrease** in average RideAssist passengers per day from last February (29.7 to **24.5**)
- **13.6% decrease** in all ADA Paratransit rides from last February (470 to **406**)

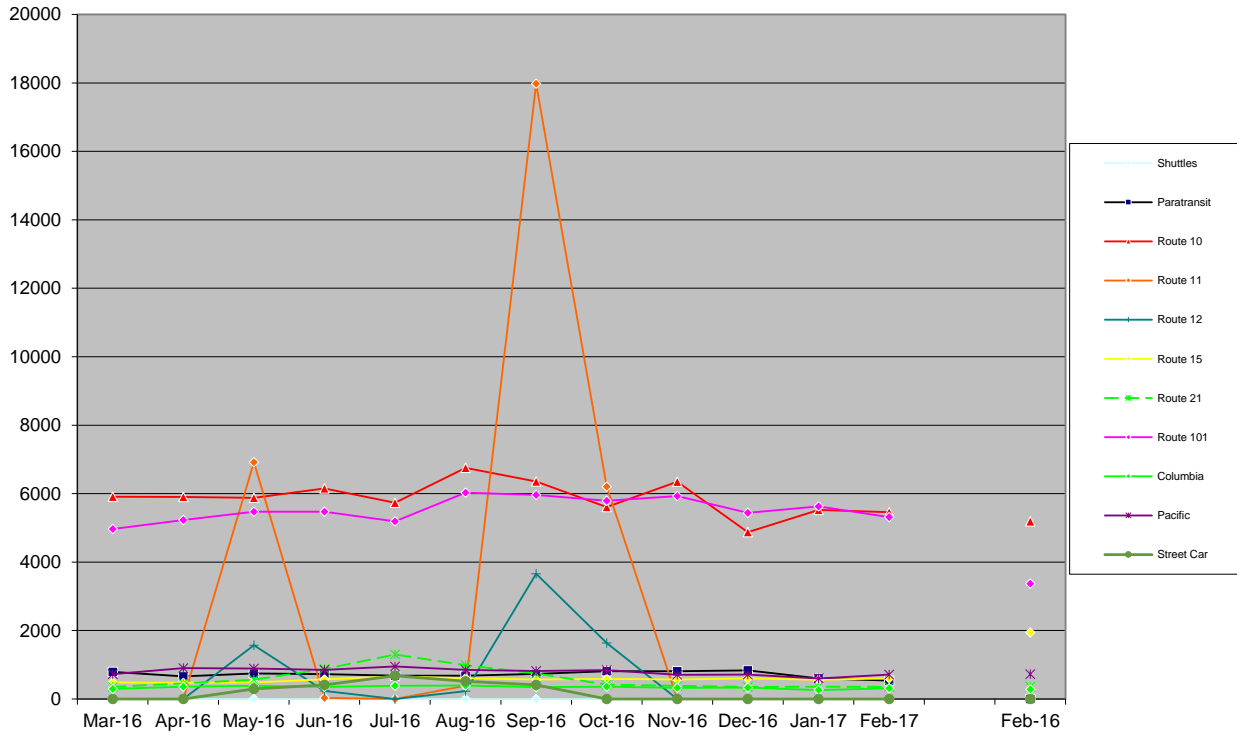
Clatsop Care Center Health District Highlights:

- **16 people** were provided by SETD in February for an average of **5.3 riders per day**.

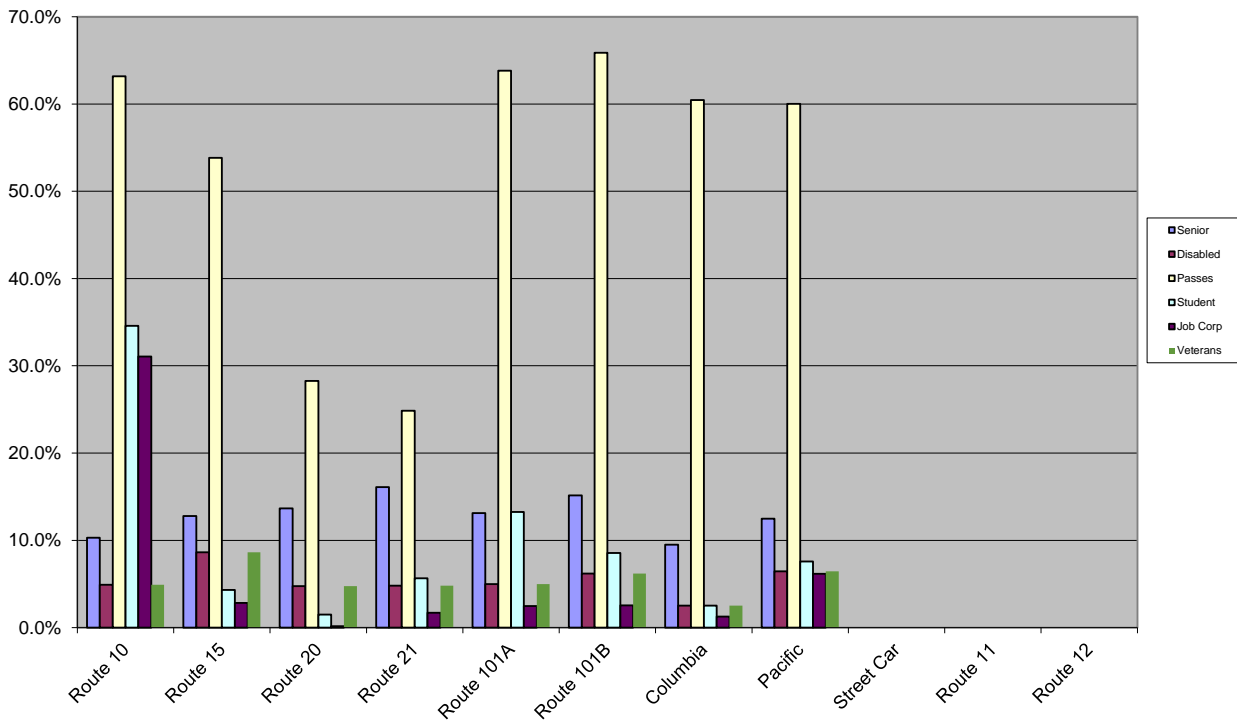
System Highlights:

- **15,123 people** used Sunset Empire Transportation in February for an average of **540.1 riders per day**.
- **8 % increase** in all average passengers per day from last February (500.2 to **540.1**)

SETD Rides



Rider Breakdown by Route



Operations

March, 2017 Board Meeting Report

Scott Earls

1. Route 20 has been delayed on a regular basis for tree trimming along Hwy 101 from the junction to the first turnoff into Cannon Beach. ODOT will be dueing this for most of this month.
2. We are interviewing applicants for driver training.
3. I have been doing lots of driving fixed route to make up for illness and vacation.
4. Budget time of course is here, I have my first draft in and hope to be getting feedback soon.
5. The maintenance dept. is working hard to get all buses ready for yearly inspections. We have an outside certified inspector come in annually to do safty inspections on our fleet. They should be here this month we are working on a schedule that works for both of us.

RIDE ASSIST
February 2017
Jennifer Geisler

- In February, RideAssist had a total of 539 rides for an average of 25 rides per day. We provided 83 RideCare rides, 406 ADA rides and had 50 escorts.
- Dial-A-Ride had 0 rides.
- We have received seven new ADA Paratransit application. All seven have used the service within their first month and many of them have become frequent riders.
- The Paratransit drivers sold two orange ticket books and six green ticket books for a total \$198.
- There were 63 Veteran rides provided.
- There were two ride denials for ADA Paratransit due to the lack of capacity.

Paratransit Fares Collected for February 2017

• Paratransit Fares (cash):	\$709
• Tickets Collected:	\$419
• Medicaid Collected:	\$1462
• Ticket books sold:	\$198

Sunset Empire Transportation District

Marketing/Outreach Supervisor Report

March 2017

Mary Parker

Job Corp Student Transit Training-

I presented a travel training class to the incoming students at the Job Corp. The incoming students go through a 3 week orientation and transit training is included in that. The first training was so much more than I anticipated. My goal was to not just offer information about our services but to inspire students to use public transportation to explore the Oregon and Washington coast. I focused on all of the parks, museums, beaches, lakes and the seasonal activities. I asked each of them to tell me where they were from and if they had ever been to the area before. Only one of the 15 students had ever been to the area before and they are not allowed off campus for 3 weeks from when they start school. There was only one student from Astoria and the rest were from other areas in Washington and Oregon. Half had used public transportation before coming here. They each wanted to plan how they could go home and what options they have. Part of the training includes discussing manners and behavior while on the bus. So fun to see their sincere interest in planning adventures using public transit.

Connector Marketing Spring Break-

We have been assisting with the current marketing campaign of the Connector services with Columbia County Rider for Spring Break. The campaign includes radio, newspaper and poster ads using the contracted marketing firm that the Alliance has been using for a couple years.

Outreach Team Plans-

Shana, Shasia and I had met and wrote down many of the upcoming events, projects and activities that we are going to participate in. Some of the events we have been participating in and others new. We have taken a fresh look at each of the events or projects, evaluating purpose, cost, timing and determining if we can improve. The goal is for us to develop an annual plan based on what each of us will be participating in, how effective or useful it is, how high of a priority it is and who will take the lead or participate. The next step will be to develop a timeline of the preparations that need to take place prior to the event so that we can continue to add to our outreach and prepare on a regular basis.

Mobility Management

February 2017 Report

Shana Verley

*Training and Research

The safety course I completed this month is:

Bloodborne Pathogen Exposure Prevention

Webinars attended include:

Shared-Use Mobility and Inclusive Planning put on by the Easter Seals. During this webinar, 3 rural transit providers described their initiatives to get youth to use public transportation. The panelists included Amber Blake from Durango Transit in Colorado; Michelle Brooks on behalf of the Town of Acton, MA; and Mary Anderson of Whatcom Council of Governments in Washington State.

The Veterans Enhanced Transportation Program is still running smoothly. I held a meeting with our partnering entities (Clatsop County Veteran's Service Officer Luke Thomas, Clatsop Community Action Nell Ero, Disabled American Veteran Volunteer Dick Lang, Local Veteran Employment Representative Patrick Preston, volunteer drivers, and Jason from RideCare and we all brainstormed ways to grow the program. More outreach has been scheduled, we will be making and handing out more rack cards.

*Outreach

I gave a presentation to Clatsop Behavioral Health's providers regarding all the programs SETD has to offer. The group was very interested and grateful for the information.

I attended the Job Fair, gave out useful information and also did some networking with Astoria High School's lives in transition program and with leaders from Coastal Rehabilitation.

I have also been helping RideCare as they have been short staffed.

Transportation Options Report
March 2017 Board Report
Shasia Fry

Seaside Safe Routes to School

There has been a lot of buzz in Seaside about the Safe Routes to School Program. We were featured in the Way to Wellville newsletter and the Seaside Signal Newspaper. I have had 3 parents reach out to me to let me know that they are interested in helping with the program and volunteering in May for Bike and Walk to school day. LeeAnne Ferguson and I were asked to present at May's NWACT meeting. We will be presenting alongside Dale McDowell from Seaside Public Works.

May Bike and Walk to School Month

Seaside School District has shown huge support and interest in participating in this Mays Bike and Walk to School month. I have been working on flyers and graphics for the schools to give out and will be working in April to set up events for the students.

Jumpstart Program

I have been working closely with The Street Trust (formally known as the Bicycle Transportation Alliance) on creating an MOU for Seaside to sign. This MOU would be an agreement between The Street Trust and Seaside School District, explain the responsibilities of each party during the Bicycle JumpStart Year. It will explain training responsibilities, bicycle maintenance and equipment rentals.

Transportation Options Quarterly

This month I attended the statewide quarterly meeting in Salem. I also attended an Individual Marketing Round Table, that was hosted by Alta Planning and Design. Alta Planning and Design has taken over the contract for the statewide Drive Less Challenge in October, and hosted a work shop on things for this upcoming challenge.

During the Individualized Marketing Round table, we discussed problems and solutions to hosting IM campaigns in communities. ODOT has seen the benefits to IM campaigns and is looking to invest more time and money into communities to host campaigns.

During the Statewide Quarterly meeting, ODOT shared with us the changes that will be made to this upcoming years Drive Less Challenge and who our contacts would be during the transition time.

Outreach

Along with Shana, I attended the Clatsop County Job Fair. There I handed out safety lights and information to students about how they can utilize the bus to get to work.

Human Resource Report
March Board Meeting Report
Tami Carlson

- February 8th attended LCHRMA luncheon in Astoria. Topic presented “In House Investigations” by Denise Downs. She gave an update on several new laws that were implemented for 2017. This training was very informational and well presented. New Whistleblower Policy to be included in current SETD employee’s policy manual.
- February 9th met with our Pacific Source Rep. Cyndi Luciani. I meet with Cyndi every year to discuss our Health Reimbursement/Flex Spending (HRA/FSA) plans and renewal requirements. SETD continues to hold those accounts with Pacific Source even though our health benefits continue with Regence.
- February 10th & 11th attended the annual SDAO conference held in Portland. As usual this conference was successful and very informational. Trainings attended at this year’s conference were “Performance Management”, “Employee Protective Speech”, “Wrongful Discharge & Civil Rights”, “HR – Workers’ Comp.” and “Internal Investigations”.
- Continued recruiting for bus driving positions. Received several applications for potential drivers from the CEDR Job Fair held at the Clatsop County Fairgrounds on Feb. 22nd. Interview process in the works.
- Continued recruiting for RideCare staffing. We are seeking to fill 3 CSR positions. Received several applications with potential candidates and interview process in the works.
- February 28th at the mandatory driver’s meetings we celebrated by having our employee’s quarterly birthday celebration. Spoke to drivers about coats with new logo – order in process.
- Other projects – Submitted annual (due Feb. 24th) Drug & Alcohol report to Oregon Management Information System (MIS); completed 2017 Workers’ Comp. application renewal (due Mar. 1st); completed requested employer 2016 public records data report on all SETD employees; working on 2017-18 budget process.

Ride Care
March Board Meeting Report
Jason Jones

- In the month of February Ride Care has had 2 open positions that will be filled by middle part of March. Interviews were held late February.
- Ride Care experienced several malfunctions with our phones. In many trouble shooting sessions with our provider Coast Com we seemed to have ironed out the issues. We will conduct further oversight testing of the phones and of the headsets as some of those are nearing the end of their useful life.
- Ride Care experienced a slightly busier month in February due to the extreme weather in the Portland area that caused a lot of cancelations back in January. This has put some strain on our overall capacity but thankfully we did not have to deny any rides for that reason. The CCO (Coordinated Care Organization) was thankful for the updates I sent them and appreciative for our office working hard to reschedule transportation requests for their members.
- Ride Care is looking to add up to 2 more NEMT (Non-Emergent Medical Transportation) providers in the coming months to provide some backup and increased overall capacity.
- 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. 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.