



**Sunset Empire Transportation District**  
**BOARD OF COMMISSIONERS**  
**SUPPLEMENTAL BUDGET HEARING AND MEETING AGENDA**  
**THURSDAY APRIL 23, 2015**  
**9:00 AM**  
**Astoria Transit Center, 900 Marine Drive Astoria, OR**

**AGENDA:**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. SUPPLEMENTAL BUDGET HEARING
5. PUBLIC COMMENT (3 minute limit)
6. APPROVAL OF MARCH 26TH BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORT FOR MARCH 2015
9. OLD BUSINESS
  - a. Website Update
10. CORRESPONDENCE
11. NEW BUSINESS
  - a. Long Term Transportation Plan Presentation
  - b. Cost Allocation Plan FY 2015/2016
  - c. June Board Meeting Date
  - d. Quarterly Executive Director Self and District Evaluation
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. OTHER ITEMS

Sunset Empire Transportation District Board of Commissioners meetings are open to the public and accommodations will be provided to persons with disabilities. Alternative formats available on request. For assistance please contact Mary Parker at 503-861-5370.

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Sunset Empire Transportation Dist., for the current fiscal year, will be  
(District name)

held at Astoria Transit Center 900 Marine Dr.  
(Location)

The hearing will take place on April 23, 2015 at 9:00 AM  a.m.  p.m. The purpose  
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after April 14, 2015 at  
(Date)

Astoria Transit Center 900 Marine Dr. Astoria OR, between the hours of 8:00  a.m.  p.m. and 5:30  a.m.  p.m.,  
(Location)

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Ride Care

	Resource	Amount		Expenditure	Amount
1.	DMAP/CCO	\$ 1,200,000.00	1.	Provider Payments	\$ 628,000.00
2.			2.	Capital Expense	\$ 11,883.00
3.			3.	Unappropriated Ending Bal.	\$ 560,117.00
<b>Revised Total Fund Resources</b>		<b>\$ 3,931,000.00</b>	<b>Revised Total Fund Requirements</b>		<b>\$ 3,931,000.00</b>

Comments:

Increase RideCare Fund budget DMAP/CCO revenues by \$1,200,000, increase related materials and services Provider Payments by \$628,000 to cover costs related to increased ridership, increase capital expenditures by \$11,883 to purchase computer and telecommunications systems to manage increased volume, and increase unappropriated ending balance by \$560,117. These proposed changes increase total materials & services to \$2,284,157, capital expense to \$17,527 and unappropriated fund balance to \$714,451.

FUND:

	Resource	Amount		Expenditure	Amount
1.			1.		
2.			2.		
3.			3.		
<b>Revised Total Fund Resources</b>			<b>Revised Total Fund Requirements</b>		

Comments:



**BOARD OF COMMISSIONERS  
MEETING MINUTES  
March 26, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Commissioner Rae Goforth, Commissioner Kevin Widener, Commissioner Neal Smith, Commissioner Mitch Mitchum and Commissioner Carol Gearin. Commissioner Paul Lewicki was excused.  
  
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Operations Manager Scott Earl, Financial Officer Diane Moody, HR Officer Tami Carlson,, RideAssist Coordinator Carol Penuel, IS John Layton and IT Konnor Claborn.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF THE FEBRUARY 26, 2015 BOARD MEETING MINUTES-  
Commissioner Gearin asked who Larry was that was referred to in new business. Mary clarified that it was Larry Miller, Director of the Senior Center and will add that clarification to the minutes. Commissioner Gearin asked if the new Connector route will still be going to the Amtrak station. Executive Director Hazen said that SETD will be going to Rainer and meeting the CC Rider bus which will then take riders to Longview and the Amtrak station in Kelso. Commissioner Gearin asked if the schedule will be coordinated so that the bus will meet a specific train. Scott Earls said that we are going to Amtrak more often so the odds are better that you can get closer to your time. Commissioner Gearin asked if the new fiber optics for the computer upgrades will be placed in conduit. Konner Claborn said yes and there will be conduit and extra conduit will be put in place for the future. Chair Kleczek requested the use of a last name or initial for clarification when using first names in the minutes.

Commissioner Gearin moved to approve the February 26, 2015 Board minutes  
Commissioner Mitchum seconded the motion  
Motion passed by unanimous aye vote of Commissioners present

6. REPORTS FROM CHAIR AND COMMISSIONERS:  
**Commissioner Goforth-** . Nothing to report.  
**Commissioner Smith-** Asked how the Route 10 stop at the Senior Center is going. Scott Earls reported that there are few Senior Center riders. However there are two playgrounds that have been built in that area that have little or no supervision which have the drivers concerned. Scott also said that there have been problems with fishermen parking boats and trailers in the area as well. Executive Director Hazen clarified that half of the parking area has been blocked off to the fishermen. Scott Earls also said that most of the feedback from the drivers is there are very few riders and most of them are from the apartments. Chair Kleczek asked if we are seeing any traffic from the Youth Center. Scott Earls said very little.  
Commissioner Widener commented that we do operate during school hours too. Commissioner Smith said he had voiced his opinion before and will voice it again, that he thinks this is a bad, bad, bad thing to do, we are setting ourselves up with precedence and we are going to have people asking us to stop by this corner because my kids get off here at 3 o'clock. Scott Earls said that when there was Star of the Sea School, kids going on to high school transferred to Astoria High from Cannon Beach and Seaside to continue going to school there classmates. Scott said there had been upwards of 10 students, now there are none. Commissioner Smith said he thinks financially this is a bad thing and for the future this is a bad thing

and we are going to go back into the same thing that we were doing before and provide service to one person where we were not providing service before. Commissioner Goforth said she thought a lot of it is because riders had to cross that very busy street and walk up that hill and the Senior Center has lost over 100 members. Commissioner Goforth said she thought having the stop was a good idea. Chair Kleczek asked that this discussion be continued later in the meeting, following the Commissioner Reports.

**Commissioner Widener-** Nothing to report

**Commissioner Mitchum-** Nothing to report

**Commissioner Gearin-** Nothing to report

**Chair Kleczek-** Reported she was glad to be back and was anxious to speak with you further about Senior Center stop later in the meeting. Chair Kleczek also reported that she had attended the NWACT meeting and received information about upcoming grant opportunities. Chair Kleczek also reported that NWACT Chair, Shirley Kalkhoven had passed away suddenly. Shirley was also the mayor of Nehalem and was very influential in transportation not only in our area but in the whole state and Chair Kleczek said we have some very big shoes to fill on the NWACT and in general in transportation in the state of Oregon.

7. FINANCIAL REPORTS:

Diane clarified several questions about bank fee and outstanding balances on account receivable. Commissioner Gearin said she was glad to see that the accounts payable is current.

Commissioner Mitchum moved to approve the March 2015 Financial Report

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

8. OLD BUSINESS-

Commissioner Gearin asked if there is a van or something that could be called to assist with the transportation temporarily to the Senior Center. Commissioner Widener said that it was his understanding that the Senior Center is served by both Paratransit and Dial a Ride. Commissioner Gearin said she was looking for something that would have volunteer drivers. Commissioner Smith said that the Senior Center has a bus. Executive Director Hazen said that they use also use volunteer drivers to drive the bus. Commissioner Gearin said what she is looking for is if there is a way we could provide minimal service because Scott is saying we are only getting a couple of riders. Executive Director Hazen said that we do not currently have Dial a Ride available in Astoria and one of our initiatives for our next year is to build a volunteer program. Commissioner Gearin asked if we let people know that we are going down there. Executive Director Hazen said yes Mary put out public announcements and a local email blast of information as well as flyers that were posted on the busses and many places in town and posted it on the SETD Facebook and Website. Chair Kleczek asked how long we are going to run the Senior Center stop if there isn't ridership. Executive Director Hazen said he would go down and talk with Larry Miller at the Senior Center. Chair Kleczek said that this is a valuable service to provide and part of our community that needs these services but I would like to see us do it in a good way. Executive Director Hazen said he would like to give it a little more time as school will be getting out soon and the Youth Center will be ramping up their summer programs. Chair Kleczek said that she thought this was a good deviation with the Senior Center and Youth Center since we are serving both ends of the spectrum age wise that we as a transportation district need to be providing service but we need to do it right and make sure that if we change our routes that we do it so it is transparent and unquestionable. Commissioner Smith said he has no problem serving the Senior Center, what I have a problem with is deviating a route to serve someone we did not serve in the first place. Chair Kleczek said just because we were not servicing that particular location before does not mean these are not people that we should be providing service for and we should create a system that is providing service to those that need it in the county. Commissioner Widener said this came out of a recommendation. We have also identified low income people as a gap, we have also identified commutes as a gap and the Route10 is our leading commuter route. Commissioner Widener

asked what are we supposed to do? Cut the service off if it becomes more than an hour route. Commissioner Widener said he had gone down with a stopwatch and it is a 3.5 minute deviation depending on the wait by the highway but that was with no one getting on or off. He also said he went a second time and there were two riders that got on and it only took about a minute for them to board, but he also said that we have to get our drivers off the bus for their breaks and to stretch their legs. Commissioner Widener also said that it is unsafe down there and he would not cross the highway there. Commissioner Gearin said that if someone questions we should be able to say that it is a temporary deviation due to the temporary relocation of the Senior Center and it is a dangerous intersection. That is a good way for us to walk away from any other requests. Commissioner Mitchum suggested a conversation with the Senior Center and the Community Center and let them know that we have set this up for them but we are not seeing much ridership and would like you to encourage it but we may need to re-think if we can continue to provide it or not.

9. CORROSPONDENCE-

A post card from Chair Kleczek was passed around to the Board from her recent trip. A list of upcoming regional trainings from SDAO was distributed. Executive Director Hazen said that there was a Board Training in Astoria on September 2<sup>nd</sup> and Risk Management on October 15<sup>th</sup>. Commissioner Gearin asked if the Board should get involved in Risk management training. Chair Kleczek thought it might be a good idea.

10. NEW BUSINESS-

- a. Website Upgrade- Executive Director Hazen reviewed the original IFocus agreement for planning, setting up and execution of the SETD website. He noted that there was a Phase 1 part B which he could not find an agreement on and which cost another \$10,000 to enhance the website which was done over the last year. Executive Director Hazen said our website is not very user friendly and technology is outdated, so we would like to move to Phase 2 for updating and further web development and asked Konner Claborn to explain what will be delivered with this. Konner said the true second phase of the website will encompass bringing the website to where it needs to be for user friendliness and interactivity issues because as of now many things are unresponsive including the mapping system. Konner said we want to get the website to where it is stable and user friendly before pushing new features on the site. He included a few core items to start initiatives on including updating the maps, incorporating the initial process for building an E-ticketing platform for those options in Phase 3 as well as the core development of an application base. Executive Director Hazen said the mapping is going to be the main part so we can get accurate information out there and then we will plan the development of the roll out of the application which we want to do this fiscal year and then roll out Phase 3 this July. Chair Kleczek said from the beginning she had asked about our website being optimized for various types of mobile devices and was told it was part of the plan and it was not, so she asked where that was in this plan and does it say devices will be optimized? Chair Kleczek also asked how do we hold the provider accountable and not end up at the end of the year with a \$12,000 bill and a list like this one again. Konner said we can list those as a key objectives to make them accountable. Chair Kleczek said if we are not starting out at square one and making what we have usable on a mobile device then why are we developing an application. Chair Kleczek said I think we should be working towards that but we should have the web readable now which is something we were originally promised 3 years ago and it was a programming thing and not them not receiving information. Konner said that the technology that they used is loadable on an older device but all the new technology does not load. Chair Kleczek said from the beginning it was not mobile friendly, they may be telling you one thing but I can tell you as someone that tried to use it that it was not and is not mobile friendly. Chair Gearin said she agreed that Chair Kleczek has been asking for this and it was promised. Commissioner Gearin said the costs have been about \$12,000

a year and now we are looking at \$29,000 for the hardware. Commissioner Gearin said she was getting a little concerned because we have done a lot of hiring and we have 2 more that we are going to hire so do you think we are moving a little too fast and should we do this in increments. Executive Director Hazen said the technology has got to be done. Commissioner Smith said you do not save money with technology by waiting. Executive Director Hazen said there will also continue to be ongoing costs. Konner explained that the hardware is designed to be modular. He said the way it is now if something goes out, everything goes out, but the new hardware design allows for minimal replacement so if something goes out you only need to replace one or two instead of four or five. The cost will go down but there is the initial cost that you are looking at. Commissioner Gearin asked how many people are computer savvy that use the bus. We have a lot of seniors and kids that use the bus and how many have a hand held device. Commissioner Gearin said we are spending a lot of money and does it need to be this complicated? Chair Kleczek explained that the infrastructure which is the fiber optics and the back up and security for the District is different from what is being talked about right now which is the website. The Website will cost \$13,000 per year for set up and maintenance. The \$29,000 is for the infrastructure so that our systems work and that they are communicating with each other and they are being backed up so there will not be any missing data and it will keep us safe and in compliance with the laws. Chair Kleczek said the \$13,000 is what people see and what riders will be using. It is what the riders need which is; where's the bus, when is it getting here, and how do I get from here to where I want to go and what is it going to cost me? And this needs to work on any device. It should not matter. Chair Kleczek asked Konner if we should remain working with Ifocus platform that they built or should we make the website do just what we want it to do. Konner said that he has no doubt that Ifocus can do what we want them to do as long as the right information is being communicated both ways and he believes that by doing this in the second phase we will see a huge turnaround. Chair Kleczek said she would like to see some concrete deliverables in our service agreement and a "Do Not Exceed" clause. Chair Kleczek asked what "tweaks and layout enhancements" meant in the agreement. Konner said we are going to go over and re-access all the design elements in the site and what is not working. Chair Kleczek said she would like to see more of those words and details used and not "tweaks and layout enhancements". Konner said that this is not the final contract and there will be changes made before the final contract. Chair Kleczek asked if the improvements listed in Appendix A for year 2014-2015 are going to be made by the end of the fiscal and be functioning and is there an extra cost? Konner said no those are part of the hours in the new contract. Commissioner Kleczek said it looks like we have already paid for this, but Konner clarified that it is part of the new contract which will be completed in 2014-2015. Commissioner Kleczek asked that if the "tweaks and layout enhancements" is not completed it should not be cut and pasted to the new contract for 2015-2016 since it is measurable. The contract termination was changed from 90 days to 30 days. Chair Kleczek pointed out that the contract will roll over next week on April 1<sup>st</sup> and we need to let them know we are changing it. Konner said that all we are paying them for now is for hosting and suggested instead of going into phase 3 in the next fiscal year we could go into phase 2, which would give us more time to work out the details without feeling rushed. Chair Kleczek said that when updating the website this next year there should be an eye on building it so that it is usable and functional with an application. Chair Kleczek said with the consideration of the deliverables being more measurable and spelled out and adding the "not to exceed" clause and changing the contract and how it renews, does anyone else have comments on the contract. The entire Board directed the staff to refine the contract.

- b. Hardware Infrastructure Upgrade- Konner explained that the data infrastructure of today is reliant on physical machines so every time you need to do an application or do a project you're going to buy a physical server for that one project. You could end up with 20 or 30 servers. With the new system proposed there would be one storage unit for 2 servers in the entire infrastructure. The volt

tolerance is really high too so if one machine fails it will automatically kick over to the other and you will not notice that it went down. Chair Kleczek asked if everyone understood what Konner was saying. Commissioner Gearin asked if this is going to be purchased in this fiscal and if so where are we getting the money? Executive Director Hazen said that this is a capital cost and we have a capital budget that has enough money in it to do this because we aren't going to be getting the busses this fiscal year.

Commissioner Gearin moved that Sunset Empire Transportation District will take money out of the capital budget to buy the pieces of computer equipment as recommended by staff.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners present

- c. SDAO Board Practices Assessment (BPA)- Executive Director Hazen discussed the new BPA program that Special District Association of Oregon is offering and recommended that the Board choose a time when the assessment could be scheduled. After discussion it was determined that the first two weeks in June would be the best. Mary will send out a doodle poll to the Board and contact Rob Mills at SDAO to set the date. The Board Practices Assessment will take about 90 minutes.
- d. Modified Route 101- Executive Director Hazen said that we currently do the Route 11 which is a modified Route 10 on Cruise Ship Days., and this would be adding a modified Route 101 so that crew and passengers can get over to Warrenton and back to shop. Commissioner Goforth said she thought there was a bus going over to Costco and Fred Meyer already. Commissioner Mitchum said they are struggling to do that and this proposal would actually solve a big problem. Passengers would purchase a sticker on the ship and be picked up at the port. Commissioner Mitchum said that using school busses does not work well because they have to go back early for the schools. Executive Director Hazen said he has contacted the City of Seaside and the City of Cannon Beach to see if there are any large events where things get really congested and do we need to build extra capacity there. Chair Kleczek said her concern here is the same as the Senior Center/Youth Center bus. What kind of precedent are we setting? Is it a precedent because of large amounts of people we are adding an extra route? Then what do we need to look at for other events that we do not even know exist right now. What door are we opening and are we following a process or are we just reacting to one person's request. Chair Kleczek said she wanted to make sure that what we are doing can be duplicated for any other situation that might arise or when someone might make a similar request. Commissioner Gearin asked if we had to get permission from ODOT for Route 11. Executive Director Hazen said yes and read an email from Jean Palmateer which said that the modified route 101 would be allowable. There was discussion about possible capacity problems with people buying large items which Scott Earls did not think would be a problem. Scott Earls also explained the difficulty in providing services in Seaside where costs are would not be covered by the ridership versus adding service in Cannon Beach for the Sandcastle event where the city pays for the service. Commissioner Mitchum said that each rider would pay a dollar to go to Warrenton and a dollar to return from Warrenton. Chair Kleczek said she is not questioning if this particular route is cost effective but let's have a system in place so we have a measurement tool that we can use to determine if these routes pay off and gather those numbers so that we can justify a yes or a no for future requests.

11. EXECUTIVE DIRECTOR REPORT-

- a. Transit Day at the Capital is on April 8<sup>th</sup> and that SETD has appointments with Betsy Johnson and Debbie Boone. Anyone wanting to go should contact him. After discussion it was agreed that going would go down the night before.
- b. Mobility Management has been operating the Transit Center. ODOT allowed that but Mobility funds need to be used for the purpose they were intended. The new Veterans Transportation program and the Volunteer program will be developed in the next year and take a lot of time. A new Transit Center Manager has been put in place and John Layton has moved into that position. Rachelle will be coming out of the Transit Center and working in Mobility. Eric is working in Seaside at the Kiosk.
- c. The Budget Workshop is being held on April 1<sup>st</sup> here at the Transit Center.
- d. The Seaside Kiosk opens tomorrow. It will be open Wednesday thru Sunday from 9 AM to 6 PM and closed for lunch.
- e. The Long Range Transportation Plan will be doing an outreach the first of June to get feedback from the community. Lis and Kathy are helping set up the locations for public feedback. Sunday Market was suggested.
- f. Columbia County has received the money needed for the Rainer Transit Center.
- g. Please meet us at Del Ray Beach at 9:30 AM for participating in the SOLVE Beach Cleanup followed by a beach fire.

12. LEADERSHIP TEAM REPORTS-

- a. Commissioner Gearin asked Scott Earls if the bench in front of Wauna Federal Credit Union was ours. He confirmed that it was.

13. OTHER ITEMS-

Meeting was adjourned at 10:30 AM

Mary Parker, Recording Secretary

\_\_\_\_\_  
Commissioner Carol Gearin, Secretary/Treasurer

Date \_\_\_\_\_

*Mission Statement*

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



**SUNSET EMPIRE TRANSPORTATION  
GENERAL FUND  
Profit & Loss Budget  
Performance  
March 2015**

YTD Actual to Budget Target: 75%

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under) \$ Over	%
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4000 - FARES	18,261.23	18,752.00	187,814.68	225,000.00	(37,185.32)	83.5%
4100 - CONTRACTED SERVICES - IGA	2,365.00	3,000.00	47,138.70	55,000.00	(7,861.30)	85.7%
4200 - TAXES	21,043.89	15,000.00	829,397.04	850,000.00	(20,602.96)	97.6%
4250 - TIMBER REVENUES	0.00	0.00	68,186.44	160,000.00	(91,813.56)	42.6%
4300 - MASS TRANSIT ASSESSMENT	0.00	0.00	37,452.45	55,000.00	(17,547.55)	68.1%
4305 - INTEREST	328.61	250.00	3,151.15	3,000.00	151.15	105.0%
4310 - MISC INCOME	0.00	0.00	112.68	0.00	112.68	
4450 - RENTAL INCOME	760.00	800.00	8,580.00	12,000.00	(3,420.00)	71.5%
5001 - GRANTS	181,893.00	197,804.00	520,149.00	1,054,454.00	(534,305.00)	49.3%
<b>Total Income</b>	<b>224,651.73</b>	<b>235,606.00</b>	<b>1,701,982.14</b>	<b>2,414,454.00</b>	<b>(712,471.86)</b>	<b>70.5%</b>
<b>Gross Profit</b>	<b>224,651.73</b>	<b>235,606.00</b>	<b>1,701,982.14</b>	<b>2,414,454.00</b>	<b>(712,471.86)</b>	<b>70.5% *</b>
<b>Expense</b>						
6000 - PAYROLL WAGES	72,994.27	80,776.00	691,910.25	969,314.00	(277,403.75)	71.4%
6200 - PAYROLL TAXES & W/C - EMPLOYER	7,553.16	14,918.00	88,084.85	174,470.00	(86,385.15)	50.5%
6300 - BENEFITS	20,388.98	22,666.00	176,086.06	271,992.00	(95,905.94)	64.7%
6560 - PAYROLL EXP (OUTSOURCED FEES)	76.45	0.00	660.66	0.00	660.66	
6605 - REIMBURSED EXPENSES - p/r acct	0.00	0.00	570.00	0.00	570.00	
8010 - BANK CHGS/FEES	233.56	257.00	2,170.30	3,076.00	(905.70)	70.6%
8055 - AUDIT	0.00	0.00	17,939.80	18,240.00	(300.20)	98.4%
8155 - LEGAL ADS	0.00	128.00	0.00	1,520.00	(1,520.00)	0.0%
8160 - PROFESSIONAL SERVICES	1,782.20	1,900.00	5,110.20	22,800.00	(17,689.80)	22.4%
8167 - LEGAL COUNSEL	0.00	634.00	3,911.88	7,600.00	(3,688.12)	51.5%

**SUNSET EMPIRE TRANSPORTATION  
GENERAL FUND  
Profit & Loss Budget  
Performance  
March 2015**

YTD Actual to Budget Target: 75%

Ordinary Income/Expense

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
8170 · EDUCATION/OUTREACH	884.00	2,278.00	3,766.96	27,330.00	(23,563.04)	13.8%
8175 · NEWSPAPER ADS	0.00	0.00	1,439.32	912.00	527.32	157.8% *
8180 · OFFICE SUPPLIES	896.20	1,134.00	8,781.67	13,600.00	(4,818.33)	64.6%
8182 · OFFICE FURNITURE/EQUIPMENT	336.00	375.00	1,419.00	4,500.00	(3,081.00)	31.5%
8185 · POSTAGE-SHIPPING	45.32	52.00	783.40	910.00	(126.60)	86.1% *
8190 · PRINTING	0.00	834.00	5,038.50	10,000.00	(4,961.50)	50.4%
8195 · SUBGRANT PASS-THROUGH	0.00	350.00	1,538.33	2,200.00	(661.67)	69.9%
8205 · TAXES/LICENSE	0.00	0.00	95.00	600.00	(505.00)	15.8%
8250 · TELECOMMUNICATIONS	786.30	834.00	7,059.51	10,000.00	(2,940.49)	70.6%
8260 · RADIO SYSTEM-BUSES	0.00	0.00	3,346.24	5,000.00	(1,653.76)	66.9%
8300 · BLDG GROUNDS & MAINT	3,332.87	2,570.00	15,482.16	32,727.00	(17,244.84)	47.3%
8350 · INSURANCE	1,250.00	0.00	10,400.32	51,456.00	(41,055.68)	20.2%
8360 · FUEL	7,694.51	21,848.00	94,646.17	262,160.00	(167,513.83)	36.1%
8460 · UTILITIES	1,324.42	1,500.00	13,281.13	19,000.00	(5,718.87)	69.9%
8465 · JANITORIAL SERV & SUPPLIES	217.34	634.00	2,071.99	7,600.00	(5,528.01)	27.3%
8480 · UNIFORMS	116.56	700.00	4,380.90	7,600.00	(3,219.10)	57.6%
8500 · DONATIONS/GIFTS/CONTRIB	45.00	0.00	2,074.01	0.00	2,074.01	
8501 · DONATIONS CLEARING	-45.00	0.00	-1,999.01	0.00	(1,999.01)	
8550 · D/A SCREENING & BACKGROUND CKS	0.00	209.00	397.44	2,500.00	(2,102.56)	15.9%
8560 · DUES/SUBSCRIPTIONS/FEES	125.28	1,144.00	14,985.07	13,720.00	1,265.07	109.2% *
8570 · ELECTION FEES	0.00	0.00	0.00	4,940.00	(4,940.00)	0.0%
8575 · EMPLOYEE RECOGNITION	50.63	106.00	1,823.88	3,230.00	(1,406.12)	56.5%
8605 · VEHICLE MAINT & REPAIR	12,316.10	12,174.00	63,257.72	134,080.00	(70,822.28)	47.2%
8650 · COMPUTER INFO TECH SERVICES	20,437.12	4,158.00	42,504.03	49,913.00	(7,408.97)	85.2%
8660 · SHELTER CLEANING/REPAIR	0.00	100.00	1,756.20	3,000.00	(1,243.80)	58.5%

**SUNSET EMPIRE TRANSPORTATION  
GENERAL FUND  
Profit & Loss Budget  
Performance  
March 2015**

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
					<b>\$ (Under)</b>	
					<b>\$ Over</b>	<b>%</b>
<b>YTD Actual to Budget Target: 75%</b>						
<b>Ordinary Income/Expense</b>						
8705 · SMALL TOOLS/MINOR EQUIPMENT	9.98	184.00	612.48	2,200.00	(1,587.52)	27.8%
8750 · CONFERENCES/TRAINING/TRAVEL	4,811.83	4,167.00	14,512.40	25,000.00	(10,487.60)	58.0%
8780 · MEETING EXPENSE	41.45	50.00	1,400.26	1,375.00	25.26	101.8% *
<b>Total Expense</b>	<u>157,704.53</u>	<u>176,680.00</u>	<u>1,301,299.08</u>	<u>2,164,565.00</u>	<u>(863,265.92)</u>	<u>60.1%</u>
<b>Net Ordinary Income</b>	66,947.20	58,926.00	400,683.06	249,889.00	150,794.06	160.3% *
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	6,600.00	170,872.56	197,140.00	(26,267.44)	86.7%
9700 · CAPITAL EXPENSE	28,013.69	21,688.00	39,013.69	216,880.00	(177,866.31)	18.0%
9800 · CONTINGENCY	0.00	0.00	0.00	216,456.00	(216,456.00)	0.0%
9850 · TRANSFERS OUT	0.00	50,000.00	50,000.00	50,000.00	-	100.0%
<b>Total Other Expense</b>	<u>34,587.19</u>	<u>78,288.00</u>	<u>259,886.25</u>	<u>680,476.00</u>	<u>(420,589.75)</u>	<u>38.2%</u>
<b>Net Other Income</b>	<u>-34,587.19</u>	<u>-78,288.00</u>	<u>-259,886.25</u>	<u>-680,476.00</u>	<u>420,589.75</u>	<u>38.2%</u>
<b>Net Income</b>	<u><u>32,360.01</u></u>	<u><u>-19,362.00</u></u>	<u><u>140,796.81</u></u>	<u><u>-430,587.00</u></u>	<u><u>571,383.81</u></u>	<u><u>405.8% *</u></u>

**SUNSET EMPIRE TRANSPORTATION  
RIDE CARE FUND  
Profit & Loss Budget Performance  
March 2015**

YTD Actual to Budget Target: 75%

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
					\$ (Under)	
					\$ Over	%
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4305 - INTEREST	267.11		267.11	0.00		
4400 - PROVIDER SERV REIMBURSEMENTS	252,005.26	166,668.00	2,544,516.15	2,000,000.00	544,516.15	127.2%
<b>Total Income</b>	<u>252,272.37</u>	<u>166,668.00</u>	<u>2,544,783.26</u>	<u>2,000,000.00</u>	544,783.26	127.2% *
<b>Gross Profit</b>	252,272.37	166,668.00	2,544,783.26	2,000,000.00	544,783.26	127.2% *
<b>Expense</b>						
6000 - PAYROLL WAGES	20,910.92	24,170.00	191,910.02	290,026.00	(98,115.98)	66.2%
6200 - PAYROLL TAXES & W/C - EMPLOYER	2,213.30	3,428.00	25,148.47	41,117.00	(15,968.53)	61.2%
6300 - BENEFITS	6,518.60	8,994.00	53,329.96	107,926.00	(54,596.04)	49.4%
6560 - PAYROLL EXP (OUTSOURCED FEES)	16.35	0.00	152.84	0.00	152.84	
7750 - RC PROVIDER SERVICES	183,621.71	115,937.00	1,453,494.48	1,391,250.00	62,244.48	104.5% *
7760 - DMAP ANNUAL ADJUSTMENT PAYMENTS	0.00	0.00	0.00	160,000.00	(160,000.00)	0.0%
8010 - BANK CHGS/FEES	0.00	20.00	0.00	224.00	(224.00)	0.0%
8055 - AUDIT	0.00	440.00	5,665.20	5,760.00	(94.80)	98.4% *
8155 - LEGAL ADS	0.00	40.00	0.00	480.00	(480.00)	0.0%
8160 - PROFESSIONAL SERVICES	729.80	834.00	2,754.80	5,000.00	(2,245.20)	55.1%
8167 - LEGAL COUNSEL	0.00	100.00	4,047.12	2,400.00	1,647.12	168.6% *
8175 - NEWSPAPER ADS	0.00	0.00	167.12	400.00	(232.88)	41.8%
8180 - OFFICE SUPPLIES	241.05	534.00	2,401.45	6,400.00	(3,998.55)	37.5%
8182 - OFFICE FURNITURE/EQUIPMENT	0.00	648.00	173.48	2,592.00	(2,418.52)	6.7%
8185 - POSTAGE-SHIPPING	81.20	100.00	279.37	500.00	(220.63)	55.9%
8190 - PRINTING	0.00	164.00	0.00	1,960.00	(1,960.00)	0.0%
8205 - TAXES/LICENSE	0.00	0.00	0.00	100.00	(100.00)	0.0%
8250 - TELECOMMUNICATIONS	683.72	860.00	7,354.77	10,325.00	(2,970.23)	71.2%
8300 - BLDG GROUNDS & MAINT	660.74	1,216.00	5,310.45	14,585.00	(9,274.55)	36.4%

**SUNSET EMPIRE TRANSPORTATION  
RIDE CARE FUND  
Profit & Loss Budget Performance  
March 2015**

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
					<b>\$ (Under)</b>	
					<b>\$ Over</b>	<b>%</b>
YTD Actual to Budget Target: 75%						
8350 · INSURANCE	0.00	0.00	2,140.86	5,354.00	(3,213.14)	40.0%
8400 · BUS PASSES	2,800.00	500.00	10,819.50	6,000.00	4,819.50	180.3% *
8460 · UTILITIES	580.48	500.00	4,350.60	6,000.00	(1,649.40)	72.5%
8465 · JANITORIAL SERV & SUPPLIES	30.24	200.00	370.52	2,400.00	(2,029.48)	15.4%
8480 · UNIFORMS	0.00	218.00	807.56	2,600.00	(1,792.44)	31.1%
8550 · D/A SCREENING & BACKGROUND CKS	284.50	250.00	869.56	1,500.00	(630.44)	58.0%
8560 · DUES/SUBSCRIPTIONS/FEES	50.05	112.00	1,298.44	1,330.00	(31.56)	97.6% *
8570 · ELECTION FEES	0.00	0.00	0.00	1,560.00	(1,560.00)	0.0%
8575 · EMPLOYEE RECOGNITION	0.00	45.00	517.93	1,020.00	(502.07)	50.8%
8650 · COMPUTER INFO TECH SERVICES	6,624.29	1,571.00	17,064.99	18,834.00	(1,769.01)	90.6% *
8725 · MISCELLANEOUS	0.00	0.00	132.00	298.00	(166.00)	44.3%
8750 · CONFERENCES/TRAINING/TRAVEL	283.20	543.00	1,932.97	6,500.00	(4,567.03)	29.7%
8780 · MEETING EXPENSE	7.31	47.00	500.99	785.00	(284.01)	63.8%
<b>Total Expense</b>	<u>226,337.46</u>	<u>161,471.00</u>	<u>1,792,995.45</u>	<u>2,095,226.00</u>	<u>(302,230.55)</u>	<u>85.6% *</u>
<b>Net Ordinary Income</b>	25,934.91	5,197.00	751,787.81	-95,226.00	847,013.81	889.1% *
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
9600 · DEBT SERVICE & INTEREST-FEES	0.00	0.00	255,345.44	354,337.00	(98,991.56)	72.1%
9700 · CAPITAL EXPENSE	0.00	0.00	5,533.00	5,643.00	(110.00)	98.1% *
9800 · CONTINGENCY	0.00	0.00	0.00	180,589.00	(180,589.00)	0.0%
9850 · TRANSFERS OUT	0.00	0.00	0.00	0.00	-	
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>260,878.44</u>	<u>540,569.00</u>	<u>(279,690.56)</u>	<u>48.3%</u>
<b>Net Other Income</b>	0.00	0.00	-260,878.44	-540,569.00	279,690.56	48.3%
<b>Net Income</b>	<u><u>25,934.91</u></u>	<u><u>5,197.00</u></u>	<u><u>490,909.37</u></u>	<u><u>-635,795.00</u></u>	<u><u>1,126,704.37</u></u>	<u><u>229.5%</u></u>

**SUNSET EMPIRE TRANSPORTATION**  
**Balance Sheet**  
As of March 31, 2015

	<u>Mar 31, 15</u>		<u>Mar 31, 15</u>
<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
<b>Current Assets</b>		<b>Liabilities</b>	
<b>Checking/Savings</b>		<b>Current Liabilities</b>	
<b>1000 · SETD</b>		<b>Accounts Payable</b>	
1005 · BUS FUND - CCB 02240	2,200.43	2010 · Accounts Payable	
1010 · ON-LINE PURCHASE CCB (7498)	281.54	2010A · SETD - A/P	39,833.54
1020 · CASH - FISCAL AGENT (HRA)- SETD	152.08	2010B · NWRC - A/P	29,431.60
1025 · LGIP 4992 (Operations)	767,192.86	<b>Total 2010 · Accounts Payable</b>	<u>69,265.14</u>
1030 · PAYROLL - CCB (3950)	4,543.96	<b>Total Accounts Payable</b>	69,265.14
1035 · CCB LOAN RES ACCT-CCB (2455)	75,203.79	<b>Other Current Liabilities</b>	
1040 · GENERAL FUND - CCB (3943)	185,205.38	2100 · PAYROLL LIABILITIES	1,750.92
1045 · EMPLOYEES FUND - CCB (3935)	767.89	2260 · DEFERRED REVENUE	22,241.19
<b>Total 1000 · SETD</b>	<u>1,035,547.93</u>	<b>Total Other Current Liabilities</b>	<u>23,992.11</u>
<b>1050 · RIDE CARE</b>		<b>Total Current Liabilities</b>	93,257.25
1065 · CASH - FISCAL AGENT(HRA) - NWRC	147.92	<b>Long Term Liabilities</b>	
1080 · NWRC Reimb - CCB (3976)	422,309.45	2800 · INTERCOMPANY TRANSACTION	
1085 · LGIP-RideCare	650,217.06	2820 · INTERCOMPANY RECEIVABLE	381,290.14
<b>Total 1050 · RIDE CARE</b>	<u>1,072,674.43</u>	2830 · INTERCOMPANY PAYABLE	-381,290.14
1099 · TRANSFERS HOLDING ACCOUNT	100.00	<b>Total 2800 · INTERCOMPANY TRANSACTION</b>	<u>0.00</u>
<b>Total Checking/Savings</b>	<u>2,108,322.36</u>	<b>Total Long Term Liabilities</b>	<u>0.00</u>
<b>Accounts Receivable</b>		<b>Total Liabilities</b>	93,257.25
1200 · ACCOUNTS RECEIVABLE		<b>Equity</b>	
1200A · SETD - A/R	188,480.10	3800 · FUND BALANCE SETD	609,987.31
<b>Total 1200 · ACCOUNTS RECEIVABLE</b>	<u>188,480.10</u>	3850 · FUND BALANCE NWRC	933,623.60
<b>Total Accounts Receivable</b>	188,480.10	3900 · RETAINED EARNINGS	3,000.00
<b>Other Current Assets</b>		<b>Net Income</b>	681,706.18
1205 · PROPERTY TAX RECEIVABLE	22,098.69	<b>Total Equity</b>	<u>2,228,317.09</u>
1410 · PREPAID INS/BENEFITS	624.68	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,321,574.34</u></u>
1411 · PREPAID EXPENSES	314.04		
1499 · UNDEPOSITED FUNDS	1,734.47		
<b>Total Other Current Assets</b>	<u>24,771.88</u>		
<b>Total Current Assets</b>	<u>2,321,574.34</u>		
<b>TOTAL ASSETS</b>	<u><u>2,321,574.34</u></u>		

**SUNSET EMPIRE TRANSPORTATION  
GENERAL FUND  
A/R Aging Summary  
As of March 31, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	30.00	0.00	0.00	0.00	0.00	30.00
CCC	0.00	0.00	120.00	0.00	0.00	120.00
CITY OF CANNON BEACH - A/R	0.00	0.00	2,715.60	0.00	0.00	2,715.60
DHS - ASTORIA - SSP/0401	360.00	36.00	0.00	0.00	0.00	396.00
ISN	0.00	30.00	0.00	0.00	210.00	240.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,020.00	-3,020.00
NWRC-PASSES	1,230.00	0.00	0.00	0.00	0.00	1,230.00
NWRC.	1,455.00	0.00	0.00	0.00	0.00	1,455.00
ODOT	0.00	181,893.00	0.00	0.00	0.00	181,893.00
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-BITS N BYTES COMPUTER SERVICE	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	95.00	0.00	0.00	0.00	0.00	95.00
P-HIPFISH-PARKING	47.50	95.00	47.50	45.50	0.00	235.50
P-HOMESPUN QUILTS	95.00	0.00	0.00	0.00	0.00	95.00
PACIFIC NW WORKS	155.00	0.00	0.00	0.00	0.00	155.00
TPJCC	2,365.00	0.00	0.00	0.00	0.00	2,365.00
<b>TOTAL</b>	<b><u>6,307.50</u></b>	<b><u>182,054.00</u></b>	<b><u>2,883.10</u></b>	<b><u>45.50</u></b>	<b><u>-2,810.00</u></b>	<b><u>188,480.10</u></b>

**SUNSET EMPIRE TRANSPORTATION**  
**A/P Aging Summary**  
As of March 31, 2015

**GENERAL FUND**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
ALSCO	0.00	29.03	0.00	0.00	0.00	29.03
BOLDT, CARLISLE & SMITH, LLC	0.00	2,345.00	0.00	0.00	0.00	2,345.00
CLATSOP ELECTRIC	0.00	325.00	0.00	0.00	0.00	325.00
CTAA	0.00	2,200.00	0.00	0.00	0.00	2,200.00
DELL INC	28,013.69	0.00	0.00	0.00	0.00	28,013.69
E-CARLSON, TAMI	20.00	75.90	0.00	0.00	0.00	95.90
E-CLABORN, KONNOR	40.00	0.00	0.00	0.00	0.00	40.00
E-MOODY, DIANE	20.00	0.00	0.00	0.00	0.00	20.00
E-PARKER, MARY	20.00	0.00	0.00	0.00	0.00	20.00
E-PIETILA, ELISABETH	40.00	0.00	0.00	0.00	0.00	40.00
GREYHOUND	0.00	819.30	0.00	0.00	0.00	819.30
MTR WESTERN BUS	0.00	2,766.16	0.00	0.00	0.00	2,766.16
NW NATURAL	0.00	112.69	0.00	0.00	0.00	112.69
SAFEKEEPING STORAGE CENTERS	274.00	0.00	0.00	0.00	0.00	274.00
SDIS	0.00	1,250.00	0.00	0.00	0.00	1,250.00
TOGO2013	0.00	100.00	0.00	0.00	0.00	100.00
VERIZON WIRELESS	0.00	1,382.77	0.00	0.00	0.00	1,382.77
<b>TOTAL</b>	<b><u>28,427.69</u></b>	<b><u>11,405.85</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>39,833.54</u></b>

**RIDE CARE FUND**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
NWRC-BROCK	25.00	0.00	0.00	0.00	0.00	25.00
NWRC-COLUMBIA COUNTY RIDER	2,665.13	190.00	0.00	0.00	0.00	2,855.13
NWRC-ELLIOTT'S TRANSPORT	1,729.00	0.00	0.00	0.00	0.00	1,729.00
NWRC-HOT SHOT TRANSPORTATION	4,352.52	0.00	0.00	0.00	0.00	4,352.52
NWRC-INTEGRA TELECOM	0.00	78.73	0.00	0.00	0.00	78.73
NWRC-MEDIX AMBULANCE	6,999.00	0.00	0.00	0.00	0.00	6,999.00
NWRC-RONALD MCDONALD HOUSE	40.00	0.00	0.00	0.00	0.00	40.00
NWRC-SETD-PARA	1,455.00	0.00	0.00	0.00	0.00	1,455.00
NWRC-SETD-PASSES	1,230.00	0.00	0.00	0.00	0.00	1,230.00
NWRC-WAPATO SHORES, INC	10,667.22	0.00	0.00	0.00	0.00	10,667.22
<b>TOTAL</b>	<b><u>29,162.87</u></b>	<b><u>268.73</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>29,431.60</u></b>



SUNSET EMPIRE TRANSPORTATION  
Check Detail 5000+  
March 2015

Type	Num	Date	Name	Account	Original Amount
Check	EFT 3-31-15	03/31/2015	CLATSOP COMMUNITY BANK	1040 - GENERAL FUND - CCB (3943)	-6,573.50
Bill Pmt -Check	2958	03/09/2015	NWRC-K & M MEDIVAN	1080 - NWRC Reimb - CCB (3976)	-9,390.26
Bill Pmt -Check	2959	03/09/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-9,085.00
Bill Pmt -Check	2961	03/09/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-7,819.25
Bill Pmt -Check	2962	03/09/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-12,149.31
Bill Pmt -Check	2967	03/16/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-7,536.00
Bill Pmt -Check	2970	03/16/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-9,250.00
Bill Pmt -Check	2972	03/16/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-11,908.33
Bill Pmt -Check	2978	03/23/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-8,050.00
Bill Pmt -Check	2982	03/23/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-8,753.25
Bill Pmt -Check	2983	03/23/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-12,166.39
Bill Pmt -Check	2991	03/27/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-7,988.00
Bill Pmt -Check	2997	03/27/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-11,482.94
Bill Pmt -Check	14946	03/03/2015	DELL INC	1040 - GENERAL FUND - CCB (3943)	-12,877.93
Bill Pmt -Check	14947	03/03/2015	NEWEGG BUSINESS	1040 - GENERAL FUND - CCB (3943)	-5,458.92
Bill Pmt -Check	15007	03/27/2015	SUPERIOR AUTO	1040 - GENERAL FUND - CCB (3943)	-9,326.50

# Bill

SUNSET EMPIRE TRANSPORTATION  
 900 MARINE DRIVE  
 ASTORIA OR 97103

Date	Ref. No.
03/16/2015	0188 2/6 - 3/8

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

**PAID**

Bill Due 04/02/2015
Terms
Memo

## Expenses

Account	Memo	Amount	Customer:Job	Class
VEHICLE MAINT & REPAIR	EARLS - 220 CARPENTER BUS SALES - PO 2716 - PARTS FOR BUS #21	272.56		OPER - 5311
TRAVEL	HAZEN - 0667 SDAO-MEALS	18.58		ADMIN
TRAVEL	SDAO-PARKING	1.50		ADMIN
TRAVEL	SDAO-PARKING	3.00		ADMIN
TRAVEL	SDAO-PARKING	3.50		ADMIN
TRAVEL	SDAO-LODGING	421.98		ADMIN
TRAVEL	BUDGET TRAINING-MEALS	9.39		ADMIN
TRAVEL	INTERCITY MEETING-MEALS	8.85		INTERCITY-29412
COMP PERIPHERALS	NEWEGG - PRINTER FOR ADMIN	139.99		ADMIN
TRAVEL	CONNECTOR MTG-MEALS (NO RC)	54.75		ADMIN
TRAVEL	ORBITZ - HOTEL - CTA (NO RC)	535.25		ADMIN
TRAVEL	DELTA AIR - FLIGHT - CTA (NO RC)	451.20		ADMIN
TEL-HARDWARE	JONES - 0261 NEWEGG - RETURN OF HEADSET - CREDIT	-187.99	NWRC.	RIDECARE
OFFICE SUPPLIES	STAPLES - TONER	98.99	NWRC.	RIDECARE
POSTAGE-SHIPPING	USPS - POSTAGE	32.20	NWRC-PASSES	RIDECARE
SOFTWARE-SUBSCRIPTIONS	LAYTON - 0253 ADOBE - SOFTWARE	39.98		ADMIN
OFFICE SUPPLIES	MOODY - 0469 STAPLES - OFFICE SUPPLIES	43.49		ADMIN

# Bill

SUNSET EMPIRE TRANSPORTATION  
 900 MARINE DRIVE  
 ASTORIA OR 97103

Date	Ref. No.
03/16/2015	0188 2/6 - 3/8

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

**PAID**

Bill Due 04/02/2015
Terms
Memo

## Expenses

Account	Memo	Amount	Customer:Job	Class
POSTAGE-SHIPPING	USPS - POSTAGE	49.00	NWRC.	ADMIN
SOFTWARE-SUBSCRIPTIONS	SMARTSHEET - SOFTWARE	16.00		ADMIN
TRAVEL	PARKER - 0204			
OFFICE SUPPLIES	SDAO LODGING	218.80		ADMIN
MEETING EXPENSE	FRED MEYER	12.99		ADMIN
MEETING EXPENSE	CHAMBER BREAKFAST	9.50		ADMIN
MEETING EXPENSE	SAFEWAY MTG SUPPLIES	29.16		ADMIN
MEETING EXPENSE	LINDSTROMS DANISH MAID - MTG SUPPLIES	10.10		ADMIN
EDUCATION/OUTREACH	PIETILA - 0659			
	DISPLAYS2GO.COM - DISPLAYS	289.50		OPER - 5311
TRAVEL	HOTELS.COM - TO TRAINING	238.68		TRANS-OP 29191
CONFERENCES/TRAINING /TRAVEL	BICYCLE TRANSPORTATION ALLIANCE CONF REG	435.00		TRANS-OP 29191

Expense Total : 3,255.95

**Bill Total : \$3,255.95**

**Sunset Empire Transportation District**  
**MARCH FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the April 2015 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: 9 Months = 75% of Fiscal Year Budget\*

**General Fund Profit and Loss**

The District's General Fund Total Income is 70.5% to annual budget, with all income ahead of budget except for timber revenue and grants. Total Expense is below budget at 60%, of which Personnel Services is 67.5% and Materials & Services is 46% to their budget segments. The Other Expense remains low at 38% to budget, of which Debt Service and Transfer Out are the contributors to this expense category. Contingency and Capital Expense combined are less than 6% to budget, resulting in a positive Net Income that is 405.8% to budget.

**Revenue**

- 4450 Rental Income: All rental income is derived from parking spaces. (Same explanation as last month.)

**Expense**

- 8055 Audit: The audit is complete.
- 8175 Newspaper Ads: The number of open job positions/announcements for the first two quarters is much more than planned. (Same explanation as last month.)
- 8185 Postage/Shipping: This month's purchases are below budget and should reflect a similar pattern over the next few months. (Same explanation as last month.)
- 8560 Dues/Subscriptions/Fees: The SDAO payment in October plus additional charges incurred for refiling the DBAs will keep this line item over budget for the remainder of the year. (Same explanation as last month.)
- 8780 Meeting Expense: The winter event planned for December was budgeted for that month and was anticipated to be a major part of the annual budget. (Same explanation as last month.)
- 9600 Debt Service & Interest: While ahead of budget at this time, the Debt Service is where it is expected to be with the largest payment made in December to the Flexlease loan. (Same explanation as last month.)
- 9850 Transfer Out: This is the transfer of funds from the General to the Capital Fund. The fund is now 100% to budget. (Same explanation as last month.)

**\*Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg Grounds and Maintenance are more consistent on a monthly basis and can be used to gage 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**  

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**MARCH FINANCIAL EXCEPTIONS & INFORMATION REPORT**  

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**For the April 2015 Board of Commissioner's Meeting**

**RideCare Fund Profit and Loss**

RideCare's Total Income is over the annual budget at 127%. Total Expense is also over budget at 85.6%, of which Personnel Services is 61.5% and Materials & Services is 92% to their budget segments. The Other Expense is under budget at 48% due to 0% expended in Contingency. The result is a positive Net Income at 229.5% to budget.

***Expense***

- 7750 Provider Services: The year-to-date rides expense should remain higher than budget as well as the related reimbursement revenue for the remainder of the year. (Same explanation as last month.)
- 8055 Audit: The audit is complete.
- 8167 Legal Counsel: The unplanned legal review of employment related contracts during the first four months of the fiscal year has caused the budget overage. (Same explanation as last month.)
- 8400 Bus Passes: Bus pass purchases are much stronger than management projected. (Same explanation as last month.)
- 8560 Dues/Subscriptions: Same situation as stated under the General Fund. (Same explanation as last month.)
- 8650 Computer Tech Services: The jump in expense is due to the new server network purchase and installation.
- 9600 Debt Service & Interest: Same as explained under the General Fund section, while ahead of budget at this time, the Debt Service is where it is expected to be with the largest payment made in December to the Flexlease loan. (Same explanation as last month.)
- 9700 Capital Expense: This is for the phone line trunk required to support the increase in call volume. The trunk was the only planned capital purchase. (Same explanation as last month.)

**Information and Follow Up to Previous Board Meeting Questions**

There are no follow up items from the last meeting.

**\*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 gage 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**  
**TRANSPORTATION SERVICES**  
Sunset Empire Transportation District

**COST ALLOCATION PLAN**  
**~~JANUARY 2014- JUNE 2015~~**  
JULY 2015 – JUNE 2017

**Contact:**

**Diane Moody, Finance Officer**

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503-861-5363

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[www.ridethebus.org](http://www.ridethebus.org)

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## Introduction

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Sunset Empire Transportation District (~~SETD~~) ~~DBA Sunset Transportation Services, (“STS”)~~ is located in Northwest Oregon where the mouth of the great Columbia River meets the Pacific Ocean. The boundaries of ~~SETD STS~~ comprise the entire County of Clatsop, including the incorporated cities of Astoria, Warrenton, Gearhart, Seaside, and Cannon Beach.

The mission of ~~STSSSETD~~ is to:

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

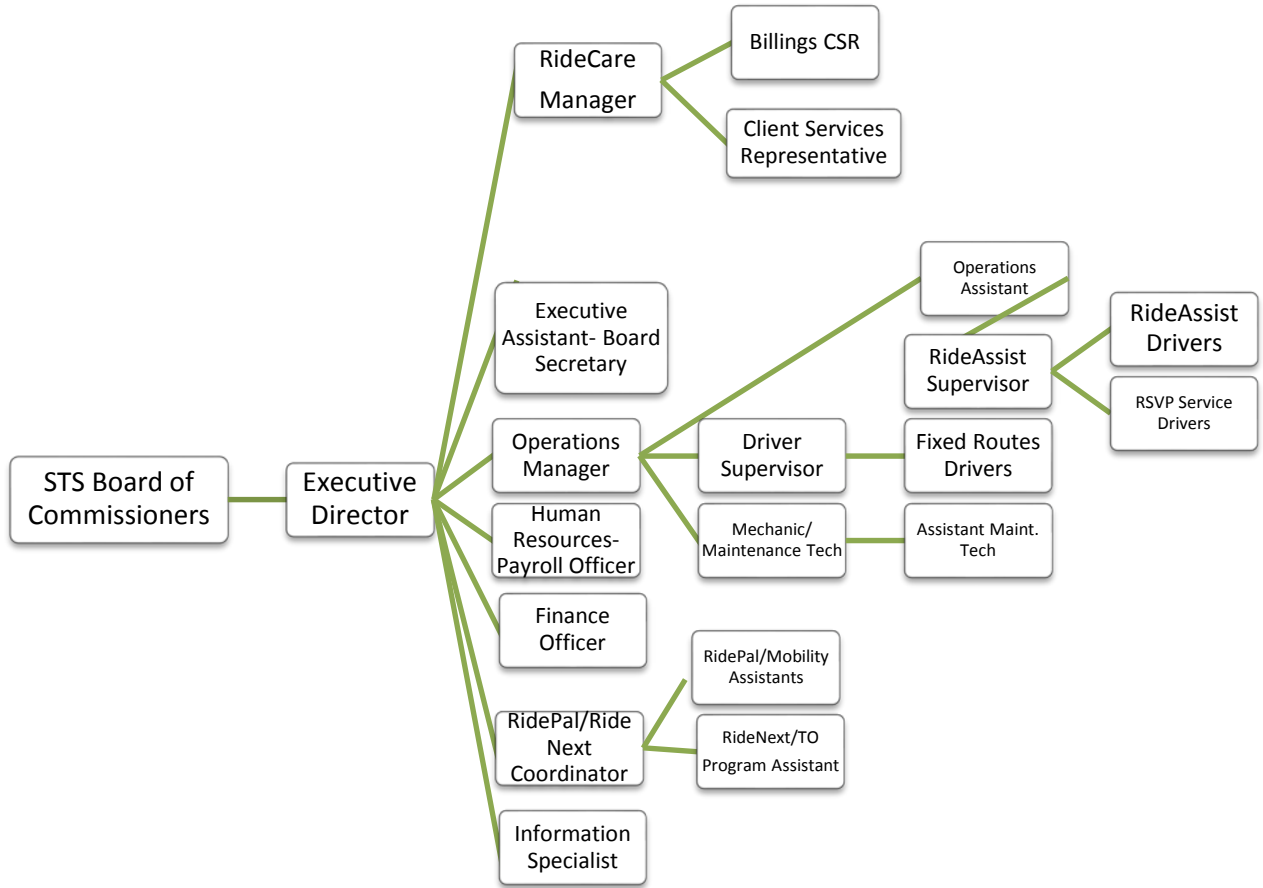
This is accomplished via a fixed route bus transportation system with complimentary ADA Paratransit services. District services are provided through a mixture of funding from local property taxes, timber taxes, state and federal grants, as well as local municipal partners.

Additionally, ~~STSSSETD~~ manages a Non-Emergent Medical Transportation (NEMT) Brokerage called RideCare, which is funded through Medicaid. RideCare operates under ~~a separate its own fund~~ budget ~~from STS~~.

~~STSSSETD~~ provides administrative oversight and governance to RideCare and shares its facilities, operational systems and office supplies. Therefore, in order to properly allocate expenses across each ~~fund of STS’s program areas and between STS and RideCare~~, this cost allocation plan shows allowable cost distributions ~~within STS and~~ between ~~STSSSETD~~ and RideCare.



# Organization Chart



## Purpose

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The purpose of this cost allocation plan is to summarize in writing the methods and procedures that STSSSETD uses to allocate costs between ~~its program areas and between STS SETD General Fund~~ and RideCare Fund for the period from ~~January 1, 2014 to June 30, 2015~~ July 1 2015 to June 30, 2017, unless superseded by a subsequent plan update.

This cost allocation plan was developed in accordance with federal reporting requirements of OMB Circular A-87 and OMB Circular A-133 and complies with Generally Accepted Accounting Principles (GAAP).

## General Cost Allocation Methodology

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### *General Accounting Principles*

- Basis of Accounting is Modified Accrual
- Allocation Basis – Indirect cost are allocated through cost pools

### *Basis of Accounting System*

Modified Accrual accounting recognizes revenues in the accounting period in which they become available and measurable and recognize expenditures in the period in which the liability is incurred except for long-term debt. Long-term debt is recognized when it is due.

### *Direct Costs*

Direct Costs are expenses that can be identified specifically with an entity or program and therefore are charged to that entity/program. The accounting system records these costs as they are recognized within the series of accounts assigned for that purpose. Further distribution is not required for these types of costs.

### *Indirect Costs*

Indirect costs are expenses incurred for common or joint objectives and therefore cannot be readily or specifically assigned to a particular entity or program. These types of costs are therefore to be distributed amongst those entities and programs that share in the direct benefits of those costs.

### *Basis for Distribution*

STSSSETD has created a pool of costs consisting of salaries, fringe benefits, rent, utilities, and other shared costs to be equitably distributed ~~among the STS programs and~~ between STSSSETD and RideCare. The pool, with all the indirect costs defined above, will be allocated based on either employees' ~~FTE hours~~ and/or square footage usage. As of ~~January 1, 2014~~ July 1, 2015 ~~employees FTE is estimated to be 80% SETD and 20% RideCare both bases are and square footage usage is -76% STSSSETD and 24% RideCare. The ratios will be set each year upon final Board approval of the annual budget.~~

**Methodology Changes**

The allocation methodology identified in this plan has been modified from previously years. The Board approved Cost Allocation Plan ~~is~~will be sent to the Oregon Department of Transportation for review within 30 (thirty) days of approval.

**Cost Allocations**

*The following indirect costs are allocated based on ~~hours expended~~FTE ratio between the SETD General Fund and ~~in the STS programs and RideCare~~ Fund-unit.*

<b>Costs</b>	<b>Allocation To:</b>
<p><b>1. Administrative Salaries and Fringe Benefits</b></p> <p>Administrative salaries and fringe benefits include Administrative staff that is responsible for company-wide:</p> <ul style="list-style-type: none"> <li>• Executive Directorship</li> <li>• Supporting Governance of the District</li> <li>• Accounting/Finance Management</li> <li>• Human Resources Management</li> <li>• Information Systems Management</li> <li>• Education and Outreach</li> </ul> <p>Fringe benefits for the employees mentioned above, including but not limited to health, dental, life &amp; disability insurance, vacation, holiday &amp; sick pay, FICA, UC, and workers' compensation are also allocated in the same manner as staff salaries.</p>	<p><del>STS Programs and RideCare</del></p>
<p><b>2. Computers and related Office Equipment and website</b></p> <p>The computer network system (such as email and file servers and related software), website and those internet, software subscription and computers &amp; peripherals used by Administrative staff.</p> <p>Computer maintenance services on the network and for hardware and software used by Administrative staff.</p>	<p><del>STS Programs and RideCare</del></p>
<p><b>3. Election Fees</b></p>	<p><del>STS Programs and RideCare</del></p>
<p><b>4. Employee Recognition</b></p>	<p><del>STS Programs and RideCare</del></p>
<p><b>5. <del>Facilities Expense</del></b></p>	<p><del>STS Programs and RideCare</del></p>
<p><b>6. Insurance</b></p> <p>Workers compensation and general liability insurance.</p>	<p><del>STS Programs and RideCare</del></p>

<b>Costs</b>	<b>Allocation To:</b>
<b>7. Meeting Expense</b> Meeting expenses related to company-wide organizational development, management, administration and governance.	<del>STS Programs and RideCare</del>
<b>8. Office Expenses &amp; Supplies</b> Office expenses and supplies purchase for administrative management functions serving the entire company. Expenses used for a specific program/entity will be charged to that program/entity. All purchases made are done through the Purchase Order system which tracks and includes an approval process for all items purchased.	<del>STS Programs and RideCare</del>
<b>9. Other Operating Costs (including dues, fees, licenses, newspaper ads, etc.)</b> All other operating expenses that are directly related to company-wide organizational development, management, administration, and governance.	<del>STS Programs and RideCare</del>
<b>10. Professional Services, Legal Counsel, and Audit Costs</b> All professional service (such as consultants, accounting and auditing services) and audit costs related to company-wide activities.	<del>STS Programs and RideCare</del>
<b>11. Telephones</b> Phone services provided directly to and usage of the portion of the phone system used the Administrative staff.	<del>STS Programs and RideCare</del>
<b>12. Training, Conferences and Travel Costs</b>  All training, travel and conference cost for Board members and Administrative staff related to company-wide organizational development, management, administration and governance.	<del>STS Programs and RideCare</del>
<b>13. Utilities: STS Warrenton Facility</b>	<del>STS Programs only</del>

*The following indirect costs will be allocated based on square footage.*

<b>Costs</b>	<b>Allocation To:</b>
<b>1. Building Grounds, Maintenance and Janitorial Services and Supplies</b>	<del>STS and RideCare</del> <del>Note: STS portion is allocated between programs based on employees hours expended.</del>
<b>2. Facilities Expenses</b>	<del>STS and RideCare</del> <del>Note: STS portion is allocated between programs based on FTEs working under the programs.</del>
<b>3. Insurance: Property and Cyber</b>	<del>STS and RideCare</del> <del>Note: STS portion is allocated between programs based on FTEs working under the programs.</del>

<i>Costs</i>	<i>Allocation To:</i>
<b>4. Utilities: Astoria STS Facility</b>	<b>STS and RideCare</b> <b>Note: STS portion is allocated between programs based on FTEs working under the programs.</b>

*The following costs will be allocated based on direct usage of the items or the system*

1. Computer services, computer workstations and software on the workstations.
2. Fuel
3. Insurance-Automobile
4. Telephones and telephone services

***Other Costs (including dues, fees, licenses, etc.)***

All other costs that are not described above will be allocated between the affected programs/entities based on their ratio of usage or expense versus the total usage or expense. *These unforeseen cost allocations must all be approved by the Executive Director prior to allocation distribution.*

***Unallowable Costs***

Costs that are unallowable in accordance with OMB Circular A-87, and federal agency program regulations and the terms of grant and sub-grant agreements are treated as direct costs and allocated to unrestricted non-federal funding streams.

**STS-General Fund Budget Summary for Fiscal Year 2013-14**

SUNSET EMPIRE TRANSPORTATION DISTRICT						
GENERAL FUND						
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2013-2014		
Actual		Adopted supplemental Budget 2012-2013		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2010-2011	First Preceding Year 2011-2012					
\$ 136,688	\$ -	\$ 404,684	Beginning Fund Balance	\$ 631,736	\$ 631,736	\$ 631,736
\$ 58,173	\$ 63,598	\$ 55,000	State Mass Transit Payroll Distribution	\$ 60,000	\$ 60,000	\$ 60,000
\$ 121,919	\$ 128,069	\$ 135,572	State Timber Revenue	\$ 150,889	\$ 150,889	\$ 150,889
\$ 302	\$ 1,053	\$ 1,200	Interest	\$ 1,200	\$ 1,200	\$ 1,200
\$ 1,307	\$ 49,108	\$ 49,625	Sales of Equipment (From Previous Year)	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 6,300	State APD Non-Medical Program	\$ 6,300	\$ 6,300	\$ 6,300
\$ 8,310	\$ 9,120	\$ 8,220	Rentals	\$ 10,420	\$ 10,420	\$ 10,420
\$ 339,034	\$ 225,361	\$ 207,252	Fares	\$ 225,000	\$ 225,000	\$ 225,000
\$ 53,580	\$ 59,363	\$ 79,791	IGA Contracted Service	\$ 53,889	\$ 53,889	\$ 53,889
\$ -	\$ -	\$ -	Administrative Support for NWRC	\$ -	\$ -	\$ -
\$ 740,733	\$ 18,956	\$ -	Other Grants	\$ -	\$ -	\$ -
\$ 61,473	\$ 75,538	\$ 90,538	ODOT - (STF/STO) State Funds	\$ 73,620	\$ 73,620	\$ 73,620
\$ 18,759	\$ 67,765	\$ 63,555	ODOT - Section 5310 Prev. Maint.	\$ 63,476	\$ 63,476	\$ 63,476
\$ 364,963	\$ 415,787	\$ 455,656	ODOT - Section 5311 Operations	\$ 455,656	\$ 455,656	\$ 455,656
\$ -	\$ -	\$ 58,761	ODOT - Section 5311 Operations (Supplemental)	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 166,000	ODOT - State of Good Repair (New bus)	\$ 132,800	\$ 132,800	\$ 132,800
\$ -	\$ -	\$ 62,914	ODOT - Video Surveillance Equipment	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 32,599	ODOT - New Shop Truck	\$ -	\$ -	\$ -
\$ 10,832	\$ 66,818	\$ 82,861	ODOT 5310 - Pass through	\$ 18,511	\$ 18,511	\$ 18,511
\$ -	\$ -	\$ -	ODOT - Mobility Management	\$ 85,117	\$ 85,117	\$ 85,117
\$ 86,151	\$ 62,653	\$ 125,915	ODOT - Drive Less. Connect Grant	\$ 75,646	\$ 75,646	\$ 75,646
\$ -	\$ 33,642	\$ 306,021	ODOT - Intercity Grant (Hwy 30)	\$ 271,588	\$ 271,588	\$ 271,588
\$ -	\$ -	\$ -	DOE - NWOTA/Connector Project	\$ 160,000	\$ 160,000	\$ 160,000
\$ -	\$ -	\$ -	TGM Grant (Transit Plan)	\$ 75,000	\$ 75,000	\$ 157,000
\$ 3,428	\$ 4,746	\$ -	FLAP Grant (LEWI Route)	\$ 33,100	\$ 33,100	\$ 33,100
\$ 2,005,652	\$ 1,281,577	\$ 2,392,464	Miscellaneous	\$ -	\$ -	\$ -
\$ 75,000	\$ 310,000	\$ 351,626	<b>Total Resources w/out Property Tax</b>	\$ <b>2,583,948</b>	\$ <b>2,583,948</b>	\$ <b>2,665,948</b>
\$ 784,624	\$ 797,961	\$ 772,721	Transfer In	\$ 60,000	\$ 60,000	\$ 60,000
\$ -	\$ -	\$ -	Property Tax	\$ 798,357	\$ 798,357	\$ 798,357
\$ 2,865,276	\$ 2,389,538	\$ 3,516,811	<b>Total Resources with Property Tax</b>	\$ <b>3,442,305</b>	\$ <b>3,442,305</b>	\$ <b>3,524,305</b>
Historical Data			EXPENSE DESCRIPTION	Budget for Next Year 2013-2014		
Actual		Adopted Budget 2012-2013		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2010-2011	First Preceding Year 2011-2012					
\$ 1,301,474	\$ 584,709	\$ 723,720	<b>PERSONNEL SERVICES</b>			
\$ 104,972	\$ 54,045	\$ 79,609	Wages	\$ 859,850	\$ 859,850	\$ 859,850
\$ -	\$ -	\$ 72,000	Payroll Taxes/Worker's Comp	\$ 135,584	\$ 135,584	\$ 135,584
\$ 344,264	\$ 102,137	\$ 228,340	Payback SDAO Health Insurance/Workers Comp	\$ -	\$ -	\$ -
\$ 1,750,710	\$ 740,891	\$ 1,103,669	Benefits	\$ 266,810	\$ 266,810	\$ 266,810
\$ -	\$ -	\$ -	<b>Personnel Total</b>	\$ <b>1,262,244</b>	\$ <b>1,262,244</b>	\$ <b>1,262,244</b>
\$ -	\$ -	\$ -	<b>MATERIALS AND SERVICES</b>			
\$ 38,458	\$ 19,026	\$ 20,000	Audit	\$ 22,000	\$ 22,000	\$ 22,000
\$ 584	\$ 472	\$ 400	Bank Charges	\$ 1,200	\$ 1,200	\$ 1,200
\$ 10,900	\$ 11,820	\$ 18,990	Building Grounds and Maintenance	\$ 28,000	\$ 28,000	\$ 28,000
\$ 7,734	\$ 10,155	\$ 24,159	Computer Equipment and Maintenance	\$ 42,500	\$ 42,500	\$ 42,500
\$ 5,838	\$ 5,915	\$ 16,659	Conferences, Training and Travel	\$ 19,000	\$ 19,000	\$ 19,000
\$ 5,065	\$ -	\$ 10,500	Donations/Contributions	\$ 5,000	\$ 5,000	\$ 5,000
\$ 4,504	\$ 907	\$ 390	Drug/Alcohol/Background Screening	\$ 1,500	\$ 1,500	\$ 1,500
\$ 11,793	\$ 2,243	\$ 3,000	Dues/Subscriptions/Fees	\$ 5,200	\$ 5,200	\$ 5,200
\$ 4,843	\$ -	\$ 10,000	Election Fees	\$ -	\$ -	\$ -
\$ 4,908	\$ 779	\$ 2,500	Employee Recognition	\$ 3,500	\$ 3,500	\$ 3,500
\$ 253,431	\$ 125,501	\$ 260,583	Fuel	\$ 244,195	\$ 244,195	\$ 244,195
\$ 115,933	\$ 58,613	\$ 78,427	Liability Insurance	\$ 45,000	\$ 45,000	\$ 45,000
\$ 12,475	\$ 5,785	\$ 8,000	Janitorial Services and Supplies	\$ 8,000	\$ 8,000	\$ 8,000
\$ 2,742	\$ 595	\$ 1,000	Legal Ads	\$ 1,500	\$ 1,500	\$ 1,500
\$ 5,311	\$ -	\$ 3,000	Legal Counsel	\$ 3,500	\$ 3,500	\$ 3,500
\$ 1,989	\$ 1,387	\$ 49,109	Marketing/Outreach/Branding	\$ 40,000	\$ 40,000	\$ 40,000
\$ 1,451	\$ 403	\$ 500	Meeting Expense	\$ 1,000	\$ 1,000	\$ 1,000
\$ 3,800	\$ 13	\$ -	Miscellaneous	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 1,000	Newspaper Ads	\$ 1,200	\$ 1,200	\$ 1,200
\$ 10,911	\$ 6,442	\$ 10,000	Office Supplies	\$ 13,000	\$ 13,000	\$ 13,000
\$ -	\$ 1,215	\$ 3,000	Connector Alliance (Admin/Mkting)	\$ 10,000	\$ 10,000	\$ 10,000
\$ 1,420	\$ 801	\$ 1,000	5310 - Pass Through -Senior Center	\$ 4,011	\$ 4,011	\$ 4,011
\$ 40,676	\$ 1,177	\$ 3,027	Postage	\$ 1,000	\$ 1,000	\$ 1,000
\$ 40,682	\$ 7,789	\$ 7,500	Printing	\$ 8,000	\$ 8,000	\$ 8,000
\$ -	\$ -	\$ 3,700	Professional Services	\$ 70,000	\$ 70,000	\$ 152,000
\$ 3,861	\$ 75	\$ 2,554	SPD Reimbursement	\$ 3,700	\$ 3,700	\$ 3,700
\$ 297	\$ 189	\$ 750	Shelter Cleaning and Repair	\$ 2,500	\$ 2,500	\$ 2,500
\$ 28,480	\$ 12,656	\$ 18,000	Small Tools - Minor Equipment	\$ 2,000	\$ 2,000	\$ 2,000
\$ 7,360	\$ -	\$ -	Taxes/License	\$ 750	\$ 750	\$ 750
\$ 2,878	\$ 1,681	\$ 4,300	Telecommunications	\$ 9,500	\$ 9,500	\$ 9,500
\$ 23,568	\$ 14,488	\$ 17,500	Tires	\$ -	\$ -	\$ -
\$ 99,853	\$ 60,763	\$ 73,596	Uniforms	\$ 6,000	\$ 6,000	\$ 6,000
\$ 751,745	\$ 350,890	\$ 655,144	Utilities	\$ 18,000	\$ 18,000	\$ 18,000
\$ -	\$ -	\$ -	Vehicle Maintenance and Repair	\$ 96,000	\$ 96,000	\$ 96,000
\$ -	\$ -	\$ -	<b>Materials and Services Total</b>	\$ <b>716,756</b>	\$ <b>716,756</b>	\$ <b>798,756</b>
\$ -	\$ 647,550	\$ -	Beginning Deficit Fund Balance			
\$ -	\$ 192,729	\$ -	Prior Period Adjustment			
\$ 635,245	\$ 564,988	\$ 700,000	Interfund Loan Repayment (Pays DHS Audit)	\$ 146,000	\$ 146,000	\$ 146,000
\$ 375,125	\$ 14,622	\$ 419,391	<b>DEBT SERVICE</b>	\$ 264,000	\$ 264,000	\$ 264,000
\$ -	\$ -	\$ 325,000	CAPITAL	\$ 511,200	\$ 511,200	\$ 511,200
\$ (647,550)	\$ (122,132)	\$ 313,607	CONTINGENCY	\$ 247,570	\$ 247,570	\$ 247,570
\$ -	\$ -	\$ -	<b>UNAPPROPRIATED ENDING BALANCE</b>	\$ 294,536	\$ 294,536	\$ 294,536
\$ 2,865,276	\$ 2,389,538	\$ 3,516,811	<b>TOTAL REQUIREMENTS</b>	\$ <b>3,442,305</b>	\$ <b>3,442,305</b>	\$ <b>3,524,305</b>
\$ 2,865,276	\$ 2,389,538	\$ 3,516,811	<b>TOTAL RESOURCES</b>	\$ <b>3,442,305</b>	\$ <b>3,442,305</b>	\$ <b>3,524,305</b>
\$ -	\$ -	\$ -	<b>Difference</b>	\$ <b>0</b>	\$ <b>0</b>	\$ <b>0</b>

## Northwest Ride Center Budget Summary for Fiscal Year 2013-14

SUNSET EMPIRE TRANSPORTATION DISTRICT						
Northwest Ride Center Fund						
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2013-2014		
Actual		Adopted Budget This Year 2012-2013		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2010-2011	First Preceding Year 2011-2012					
\$ 251,180	\$ 781,028		Beginning Fund Balance	\$ 952,340	\$ 952,340	\$ 952,340
\$ 1,664,879	\$ 1,603,437	\$ 1,504,704	DMAP	\$ 1,840,119	\$ 1,840,119	\$ 1,840,119
	\$ 192,729		Prior Period Adjustment			
			Repayment of SETD Interfund Loan	\$ 146,000	\$ 146,000	\$ 146,000
\$ 752	\$ 613		Miscellaneous/Interest			
<b>\$ 1,916,811</b>	<b>\$ 2,577,807</b>	<b>\$ 1,504,704</b>	<b>TOTAL</b>	<b>\$ 2,938,459</b>	<b>\$ 2,938,459</b>	<b>\$ 2,938,459</b>
Historical Data			EXPENSE DESCRIPTION	Budget for Next Year 2013-2014		
Actual		Adopted Budget This Year 2012-2013		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2010-2011	First Preceding Year 2011-2012					
<b>PERSONNEL SERVICES</b>						
\$ 230,808	\$ 209,987	\$ 248,682	Wages	\$ 244,448	\$ 244,448	\$ 244,448
\$ 21,732	\$ 20,794	\$ 27,355	Payroll Taxes/Workers' Comp	\$ 31,389	\$ 31,389	\$ 31,389
\$ 83,785	\$ 48,161	\$ 91,609	Employee Benefits	\$ 85,792	\$ 85,792	\$ 85,792
<b>\$ 336,325</b>	<b>\$ 278,942</b>	<b>\$ 367,646</b>	<b>Total</b>	<b>\$ 361,629</b>	<b>\$ 361,629</b>	<b>\$ 361,629</b>
<b>MATERIALS AND SERVICES</b>						
\$ 7,907	\$ 8,019	\$ 8,019	Audit	\$ 9,000	\$ 9,000	\$ 9,000
\$ 22	\$ 56	\$ 100	Bank Fees	\$ 500	\$ 500	\$ 500
\$ 355	\$ 732	\$ 2,000	Building/grounds repair and maintenance	\$ 3,000	\$ 3,000	\$ 3,000
		\$ 3,500	Bus Passes	\$ 3,700	\$ 3,700	\$ 3,700
\$ 3,364	\$ 13,320	\$ 15,159	Computer maintenance and repair	\$ 27,100	\$ 27,100	\$ 27,100
\$ 3,135	\$ 3,976	\$ 2,500	Conferences/Training	\$ 2,500	\$ 2,500	\$ 2,500
\$ 22		\$ -	Donations/gifts/contributions	\$ -	\$ -	\$ -
\$ 466	\$ 4,232	\$ 2,500	Drug/Alcohol/Background screening	\$ 1,500	\$ 1,500	\$ 1,500
\$ 1,395	\$ 708	\$ 200	Dues/Subscriptions	\$ 800	\$ 800	\$ 800
\$ 499	\$ 119	\$ 500	Employee recognition	\$ 750	\$ 750	\$ 750
\$ 3,935	\$ 5,529	\$ 8,000	Liability Insurance	\$ 2,500	\$ 2,500	\$ 2,500
		\$ -	Indirect	\$ -	\$ -	\$ -
\$ 2,246	\$ 1,500	\$ 2,000	Janitorial	\$ 2,000	\$ 2,000	\$ 2,000
\$ 94	\$ 440		Legal Ads	\$ 500	\$ 500	\$ 500
\$ 90		\$ 2,000	Legal counsel	\$ 2,000	\$ 2,000	\$ 2,000
\$ 237	\$ 177	\$ 200	Meeting Costs	\$ 800	\$ 800	\$ 800
\$ 1,720	\$ 2,855	\$ -	Miscellaneous	\$ -	\$ -	\$ -
		\$ 500	Newspaper Ads	\$ 500	\$ 500	\$ 500
\$ 2,364	\$ 3,077	\$ 5,000	Office Supplies	\$ 5,000	\$ 5,000	\$ 5,000
\$ 736,272	\$ 928,339	\$ 800,000	DMAP provider payments	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
\$ 32	\$ 97	\$ 750	Postage	\$ 500	\$ 500	\$ 500
\$ 177		\$ 1,000	Printing	\$ 750	\$ 750	\$ 750
\$ 16,367	\$ 4,328	\$ 2,500	Professional services	\$ 2,500	\$ 2,500	\$ 2,500
		\$ -	Small Tools	\$ -	\$ -	\$ -
\$ 15,233	\$ 9,732	\$ 10,115	Telecommunications	\$ 9,000	\$ 9,000	\$ 9,000
\$ 249		\$ 1,000	Uniforms	\$ 1,000	\$ 1,000	\$ 1,000
\$ 3,277	\$ 6,963	\$ 7,035	Utilities	\$ 8,000	\$ 8,000	\$ 8,000
<b>\$ 799,458</b>	<b>\$ 994,199</b>	<b>\$ 874,578</b>	<b>TOTAL</b>	<b>\$ 1,183,900</b>	<b>\$ 1,183,900</b>	<b>\$ 1,183,900</b>
			Transfer Out (Gen Fund for SDAO Loan)	\$ 60,000	\$ 60,000	\$ 60,000
	\$ 58,065	\$ 51,626	Debt Service (DHS Audit Repayments)	\$ 146,000	\$ 146,000	\$ 146,000
	\$ 184		Capital	\$ 2,400	\$ 2,400	\$ 2,400
		\$ 210,854	Contingency	\$ 253,560	\$ 253,560	\$ 253,560
\$ 781,028	\$ 1,246,417		Ending Fund Balance	\$ 930,970	\$ 930,970	\$ 930,970
<b>\$ 1,916,811</b>	<b>\$ 2,577,807</b>	<b>\$ 1,504,704</b>	<b>TOTAL EXPENSES</b>	<b>\$ 2,938,459</b>	<b>\$ 2,938,459</b>	<b>\$ 2,938,459</b>
<b>\$ 1,916,811</b>	<b>\$ 2,577,807</b>	<b>\$ 1,504,704</b>	<b>TOTAL RESOURCES</b>	<b>\$ 2,938,459</b>	<b>\$ 2,938,459</b>	<b>\$ 2,938,459</b>
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Difference</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

## Certification

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This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- 1) Sunset Empire Transportation District Services Cost Allocation Plan was prepared in a manner consistent with the applicable cost principles set forth in OMB Circular A-87, and meets GAAP.
- 2) All costs included in this proposal to establish cost allocations for ~~January 1, 2014~~ July 1, 2015, to June 30, 2015, are allowable in accordance with the requirements of OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments," and the Federal award(s) to which they apply. Unallowable costs have been addressed in this cost allocation plan.
- 3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that are treated as indirect have not been claimed as direct costs. Similar types of costs are accounted for consistently in accordance with generally accepted accounting principles. All federally unallowable costs are excluded from allocations.
- 4) An adequate accounting and statistical system exists to support claims that will be made under this cost allocation plan.
- 5) The information provided in support of the cost allocation plan is accurate.

I attest that the foregoing is true and correct.

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

Diana BartolottaJeff Hazen  
Executive Director



April 16, 2015

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

Re: Quarterly District Review

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

- **Operations**

- We continue to show good ridership numbers with the exception of Dial-A-Ride. Since we started the service back up, we have only provided 68 rides since October. We are currently showing an increase in ridership on fixed routes of 4.5% for this fiscal year. Customer Service training was well received by the crew and I am pleased to report that we have had a significant decrease of SIP forms that seemed to be out of control during my first few months with the District. As of today, I don't believe I've seen a single one in at least 4 weeks.
- Having the lot attendant has been very helpful with the cleanliness of the vehicles. He has also been helpful throughout the facilities with minor maintenance issues. Unfortunately, the mechanic's assistant we had didn't work out and he resigned recently. We are currently recruiting for a replacement so that Norm has back up.

- **Paratransit**

- Carol and Jennifer have transitioned well into their roles in Paratransit. Our ridership is up 20% for the last 12 months. Our newest Paratransit driver, Angie has fit in extremely well with the Paratransit crew. She is outgoing and always has a smile on her face.

- **RideCare**

- The business is doing very well, our income from the CCO is stronger than anticipated and the call volume is steadily climbing. We are comfortable with the transition to the CCO model and continue to work closely with them on any issues that may come up. I'm sad to report that one of our call takers, Sarah, will be leaving us at the end of this month. She was a dynamo on the phones and will be sorely missed.

- **Mobility Management**

- This is one of the areas that I am most excited about. We have started our transition of relieve Mobility from the operation of the transit center so they can focus on the upcoming volunteer and veteran's initiatives that we prioritized for the next couple of years. Transit center transition should be completed by the end of May. We will do the office shuffle in May after the budget committee meetings have been completed. Lis is working closely with TO also.

- **Transportation Options**

- Our TO program is off and running with Shasia at the lead. She is working with our consultants on the individualized marketing campaign for Astoria.

- **Marketing**
  - This continues to be a big focus for me. We have opened our Seaside Transit Kiosk to provide outreach to our south county residents. Mary has begun her outreach in the Seaside area promoting the streetcar. She is working with the Seaside Downtown Development Association to have them help promote our service as well.
- **HR**
  - Tami has been doing a great job in her role as HR officer. The HR course that she took at the college has been very beneficial to her learning the position. She is able to regularly reference her class work when things come up. She is becoming more confident in herself every day.
- **Finance**
  - Our finances continue to be in good shape in all areas. I'm pleased that we have been able to redirect resources to do the technology improvements that were so desperately needed. We continue to keep strong financial controls in place and are looking forward to the budget cycle this year.
- **Technology**
  - Our systems are becoming more secure due to the upgrades we are making. These improvements are bringing us into compliance and also laying the groundwork for future enhancements that we will make throughout the system. Our website continues to be a work in progress. We are currently looking at different options, including taking it in house. The website will be a big focus for Konnor once the tech upgrades have been taken care of.

- G. To perform and participate in on-going professional development training and attend conferences and seminars appropriate to the Executive Director position.

The Executive Director shall be bound by all rules, regulations and policies now in existence or hereinafter adopted by the Board of Directors and shall administer the affairs of the District in accordance therewith and pursuant to the laws of the State of Oregon.

#### SECTION IV EVALUATION

The Executive Director, in carrying out his/her responsibilities, shall demonstrate the following:

- A. Ability to cooperate with the District Board of Directors, community citizens and leaders, peer organizations and neighboring cities, districts and Clatsop County;
- B. Ability to effectively communicate;
- C. Ability to effectively lead district employees and volunteers;
- D. Good work habits as an example to members/employees;
- E. Full and efficient utilization of all facilities and services; and,
- F. Management skills necessary to maximize the services made available to the patrons and minimize the cost to the taxpayers.

The Board of Directors ("Board") shall complete a six-month performance review of Executive Director based upon the above criteria and overall performance of job duties, on or before April 30, 2015. The Board shall complete an annual performance review of the Executive Director on or before November 30, 2015, and annually on the same day for each year that this Agreement is in effect. Upon such annual performance review, the parties will agree to any compensation adjustments, and any other adjustments that will go into effect for the next year of this Agreement, unless either party notifies the other of its intention not to renew this Agreement, as outlined in Section II.

Additionally, Executive Director shall complete a written self-evaluation of his performance and the performance of the organization and present quarterly at Board meetings in January, April, July and October of each year.

It is the duty of the Executive Director to coordinate with the Board Chair to ensure that timely performance reviews and self-evaluations are completed and included in the agenda of regularly-scheduled Board meetings. As allowed by law, such performance reviews and self-evaluations shall be delivered orally during an Executive Session of a Regular Board Meeting, unless Executive Director elects to have such items presented during the open session. The procedures for evaluation will be adopted by the District in accordance with the open meeting laws of the State of Oregon, District policies, or combination thereof, as applicable.

*This provision does not limit the Board of Directors to additional evaluations, either formal or informal, as the Board determines are in the best interest of the District.*

January 20, 2015

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

Re: Self-evaluation

This is my quarterly self-evaluation as required under the terms of my Employment Agreement. I will refer to the subsections of Section IV of the Agreement to evaluate myself.

- **Ability to cooperate with the District Board of Commissioners, community citizens and leaders, peer organizations and neighboring cities, districts, and Clatsop County.**
  - I feel that I have a good working relationship with the Board of Commissioners. I believe that my weekly Board reports have helped foster cooperation between the Board and me. My background has given me an appreciation for the Board's role and also for my role in the District. I fully understand my responsibilities as the Executive Director and that while I am part of the decision making process, ultimately the Board has the final say and I will always support the Board's decisions.
  - I am part of the Area Leaders group that meets monthly. We have discussions on various topics of relevance but also share what is going on within our respective organizations. This group is made up of the County Manager, the City Managers, and Special District Managers. The NWOTA (NW Connector) has been a great opportunity to interact with other transit leaders. This has been very beneficial to me during my learning curve. Relationship building is crucial for our District and fortunately, it is in my DNA to build relationships in order for the public at large to continue to have confidence in the District. I am mindful of prioritizing what organizations I need to be involved with on a regular basis and what benefit the District will have being involved with them.
  - Several of our Leadership Team members are involved with various groups as well. They make sure that transportation is always a part of the conversation when their respective group meets. This helps in building the relevancy of the District.
  
- **Ability to effectively communicate.**
  - While my weekly reports don't go into great depth, they give the Board a sense of what we are working on throughout the week and don't have to wait until the monthly Board meeting to find out what has been happening within the organization. I am a firm believer that the weekly reports are a necessary component of my job so that you are getting as much information as possible in a timely fashion.
  
- **Ability to effectively lead district employees and volunteers:**

- I hadn't planned to make any personnel changes for at least the first six months on the job, but the resignation of Lori caused me to look at some changes. I am a firm believer in promoting from within and was pleased that I was able to move Tami from Para-transit to HR. It has brought her out of her 11 year comfort zone and given her a new challenge. The timing was right to also bring on an IT person and move John over to Astoria where he can continue his IS work but also help out in finance to allow Diane to focus more of her time on grant management and budgeting.
- Developing people is an important facet of a good leader. I'm excited about the opportunities that have been made for people within the District to grow their careers.
- The Team knows that they can call upon me at any time and I have also made that clear with all employees throughout the district. I'm at the Warrenton facilities every day in order to keep tabs on what is happening and to make myself available for anything.
- **Good work habits as an example to members/employees:**
  - I always lead by example and am instilling that in the Leadership Team. I remember during my first week here, I noticed the garbage can out front was full. I came into the transit center and asked where the garbage bags were located so I could empty the garbage. The reaction was humorous to me because they didn't think that I should be doing a task like that. We all need to take ownership and jump in and help when it's needed.
- **Full and efficient utilization of all facilities and services:**
  - This will be an ongoing goal. I have identified that our facilities have become somewhat of a hoarder's paradise and I continue to challenge the team to look at what is being stored in both facilities and to purge things that we will likely never use. Services that we provide need to improve to cover as many areas as possible. Dial-A-Ride is a good example of that. Was it rolled out to the right areas and how can we make it a system wide program again?
- **Management skills necessary to maximize the services made available to patrons and minimize the cost to the taxpayers.**
  - My background in local government has made me keenly aware of managing public dollars. I am conservative when it comes to writing budgets but at the same time, always looking for opportunities to improve our services.

FY 14-15 Executive Director Goals		Evaluation			Comments						
Goal	Due By	Complete	On Time	Quality							
Develop and present to the Board a short range (FY 15) strategic plan for the District showing elements at each of the departmental levels as well as the District.	By the beginning of the budget preparation	N	N/A	N/A	This will be completed and included with the budget document provided to the full budget committee						
Develop and present to the Board a detailed outreach plan for FY 15-16. This plan should include all facets of the District with a focus on increasing ridership, quality of the service provided, and improvement of external communications to a diverse customer base. Identify organizations including emergency preparedness to be involved with.	By fiscal year end	N	N/A	N/A	My plan is to have this assembled and presented to the board at the May Board meeting.						
Develop a strategic plan to implement technology upgrades to include improvements to our website and to our internal systems.	By fiscal year end	Y	Y	3	Technology improvements was one of the first things I wanted to work on when I saw the conditions of our systems. I hired an IT person to address the issues that we have. We have been able to jump start the technological infrastructure improvements this fiscal year due to cost controls. These improvements will enhance our ability to provide better information for our customers.						
Identify and secure funding via grants and other instruments to support current and new projects which reflect the goals and plans of the District.	Report to status and progress to the Board quarterly	Y	Y	3	Working with CC Rider to enhance our intercity grant and provide better service and connections with them. We are also going to be submitting an application for a TIGER grant that the Secretary of Transportation recently announced.						
Develop and present to the Board a list of Executive Director goals for fiscal year 2015-2016.	Prior to first annual performance evaluation	N	N/A	N/A	This will be developed in June and presented to the Board at the June meeting						
Plan an annual session for the Board and the Leadership Team to develop priorities for the next fiscal year and incorporate them into the budget writing process.	By the beginning of the budget preparation	Y	Y	3	This was competed earlier this year and they have been incorporated into our budget process.						
				5	Outstanding						
				4	Exceeds Goal						
				3	Meets Goal						
				2	Partially Meets Goal						
				1	Does Not Meet Goal						

FY 14-15 Executive Director Goals		Evaluation			Comments
Goal	Due By	Complete	On Time	Quality	
Develop and present to the Board a short range (FY 15) strategic plan for the District showing elements at each of the departmental levels as well as the District.	By the beginning of the budget preparation	Y/N	Y/N	5 4 3 2 1	
Develop and present to the Board a detailed outreach plan for FY 15-16. This plan should include all facets of the District with a focus on increasing ridership, quality of the service provided, and improvement of external communications to a diverse customer base. Identify organizations including emergency preparedness to be involved with.	By fiscal year end	Y/N	Y/N	5 4 3 2 1	
Develop a strategic plan to implement technology upgrades to include improvements to our website and to our internal systems.	By fiscal year end	Y/N	Y/N	5 4 3 2 1	
Identify and secure funding via grants and other instruments to support current and new projects which reflect the goals and plans of the District.	Report to status and progress to the Board quarterly	Y/N	Y/N	5 4 3 2 1	
Develop and present to the Board a list of Executive Director goals for fiscal year 2015-2016.	Prior to first annual performance evaluation	Y/N	Y/N	5 4 3 2 1	
Plan an annual session for the Board and the Leadership Team to develop priorities for the next fiscal year and incorporate them into the budget writing process.	By the beginning of the budget preparation	Y/N	Y/N	5 4 3 2 1	
				5 Outstanding	
				4 Exceeds Goal	
				3 Meets Goal	
				2 Partially Meets Goal	
				1 Does Not Meet Goal	

# Executive Director Report

## Weekly Reports:

3/30/15

Last week I wrapped up interviews for the Transit Center Manager position and as I reported at the board meeting, John Layton was selected to fill that role. I had 3 applicants and was very pleased with the conversations that I had with each of them. We have some great talent within the district! Mary, Konnor and I spent time setting up the Seaside Transit Kiosk. We did a soft opening of the kiosk on Friday and as you know, Eric will be staffing it. It was nice to see both Kevin and Kathy stop by to check it out! Eric has been giving out transportation information to people as they come in. We will be doing a grand opening along with a press release soon. One of the things I'd like to see with the district is to have a Wellness Program in place. There has been interest in it previously but nothing moved forward on it. My vision is to have an employee driven program with Shasia as the team leader of it. She has reached out to the employees to see who would be interested in the committee to develop the program. My goal is to see the overall health of all of our employees improve and hopefully drive down our medical costs in the long term. The department heads have completed their first drafts of their respective budgets and Diane is now working on the first draft of the whole budget with the drafts that have been submitted.

4/6/15

Last week, we held customer service training for all of the employees. The sessions went well and served as a great reminder of importance of customer service. It was great to see the entire budget committee attend the training workshop. I hope that you found the information on Oregon local budget law useful as we prepare for the budget committee meeting(s). Mary and I met to discuss spring marketing. A lot of her focus will be on the Seaside Streetcar. Our numbers suffered significantly last year due in part to the lack of marketing prior to the streetcar season. She is working with Tita Montero from the Seaside Downtown Development Association on working together to promote the streetcar. John has begun his transition into his new role. We won't make the three way move with John, Diane and Lis until May after the budget committee meetings. The outreach at the Seaside Kiosk is going well. Eric has been giving out transportation information and has started seeing sales with tickets. Speaking of Seaside, the Transportation Secretary announced \$500 million in TIGER grants for this year. 20% of it is dedicated to rural areas and for rural areas there is potential for full funding without match! Normally the TIGER grant requires a 20% match. We are going to prepare a grant for the Seaside Transit Center facility that was being developed 4 years ago. We have a May 4th deadline for the pre-application to be in. After I return from Salem, I will be going through the old files from the project to get a good sense of the project and to see what needs to be updated. We will be doing a supplemental budget hearing at the April meeting. With the transition to the CCO at Ride Care, our revenues and expenditures need to be adjusted.

4/13/15

Last week, the PMT and I worked together to develop the stakeholders list for our transportation plan. They have sent out invitations for the meetings that are going to be held in both Astoria and Seaside. Wednesday was Transit Day at the Capital where we had the opportunity to meet with Senator Johnson and Rep. Boone in regards to transportation issues. We also were briefed by Senator Beyers and Rep. McKeown on transportation issues that their respective bodies are addressing. We did have some free time and were able to sit in on the Senate session where Senator Johnson announced our presence in the gallery. I think that the Senate clerk is the fastest talker that I have personally witnessed! We also sat in on a House session as well. The highlight of the day was when Governor Brown came down and spoke to the attendees and also read and signed a proclamation declaring April



8, 2015 as Transit Day in Oregon. I met with Tiffany Brown, Director of Emergency Management, to discuss the formation of an MOU for use in case of emergencies where we are called upon to provide emergency transportation services. At the Connector meeting on Friday, we discussed the RFQ for the Rural Transit Planning Grant that we received. We also had a discussion about the STIP grant that we were awarded for enhancing transit access throughout the system. We also spent the afternoon discussing the Connector website with M2 and gave them direction on what we wanted on the website. Sound familiar?! Speaking of websites, Konnor is looking at other options to our website that could include taking the whole thing in house. We decided not to move forward quickly before the fiscal year ends and to give some serious thought about what we want on the website and what options we have to be fiscally responsible with the enhancements and management of the website.

#### -Tiger Grant update

I attended the Tiger Summit that was held on Thursday in Washington DC. Fortunately, they did a broadcast it online so we saved on travel costs. They are also holding some webinars concerning different facets of the grant process. Both Diane and I will be viewing those as time allows. Pre-applications are due on May 4<sup>th</sup> and we shouldn't have a problem getting that in by then. The full grant application is due on June 5<sup>th</sup>. We have a lot of data already in place from the previous Connect award that didn't move forward due to the setback that the district experienced. One of the questions that I asked during the summit was in regards to the studies that were done previously and could they be used as part of our application and they let me know that yes, they would still be applicable. I met with Mark Winstanley from Seaside and he certainly supports our efforts. As we go through the process we will weigh in with the city council.

#### -Fares & Routes update

I plan on addressing the fare changes that we discussed earlier this year through small community outreach meetings. We will also incorporate some of the route tweaks that we are considering as well during those meetings. I am looking at late May/early June to set these up.

## Phones and Computers

### Admin

- Currently we are still waiting for the fiber construction permits to be approved, according to a tentative outline, they should be approved in the next two weeks. Once approved, the construction should begin, and should only take about a month. I am very much looking forward to the next step in this process! As we approach the end of this Fiscal Year, I am proud to say we are almost complete with the major technology upgrades. I am continuing to develop a strategic plan to keep computers and technology updated on an annual basis, so we can save money, and keep our network and information secure.

### Mobility

- With the transition to our new TC Manager, Mobility is moving to its own department again. With this change we are supplying them with two phones and two computers.

### RideCare

- After updating and tweaking Ride Care's OBSS system many times the last few months, I am proud to say that we have fully upgraded our system to where it needs to be, and the final critical updates have been applied. We now have a solid platform to work from. The last few updates really streamlined our system. As always there are minor tweaks here and there, but overall the staff is very pleased.

## Maps, Schedules and Website

- Per the last board meeting, I am continuing to work on this with iFocus. I am also working on looking at alternatives, to shop our options.

## Conferences and Training

- Nothing New

## Transportation Options

- I am happy to announce that I have gotten the new T.O. IM campaign website up and running. You can visit the site at ([driveless.ridethebus.org](http://driveless.ridethebus.org)). I am super excited to see this program launch!

## Other

- As the next few months progress new systems will come online, I am very much looking forward to the transition to the new, and fully secure network. The investments and time we make into these initiatives as we move forward, will guarantee our security is compliant. As well, it will also guarantee a more productive, structured, and fluid work environment for staff.

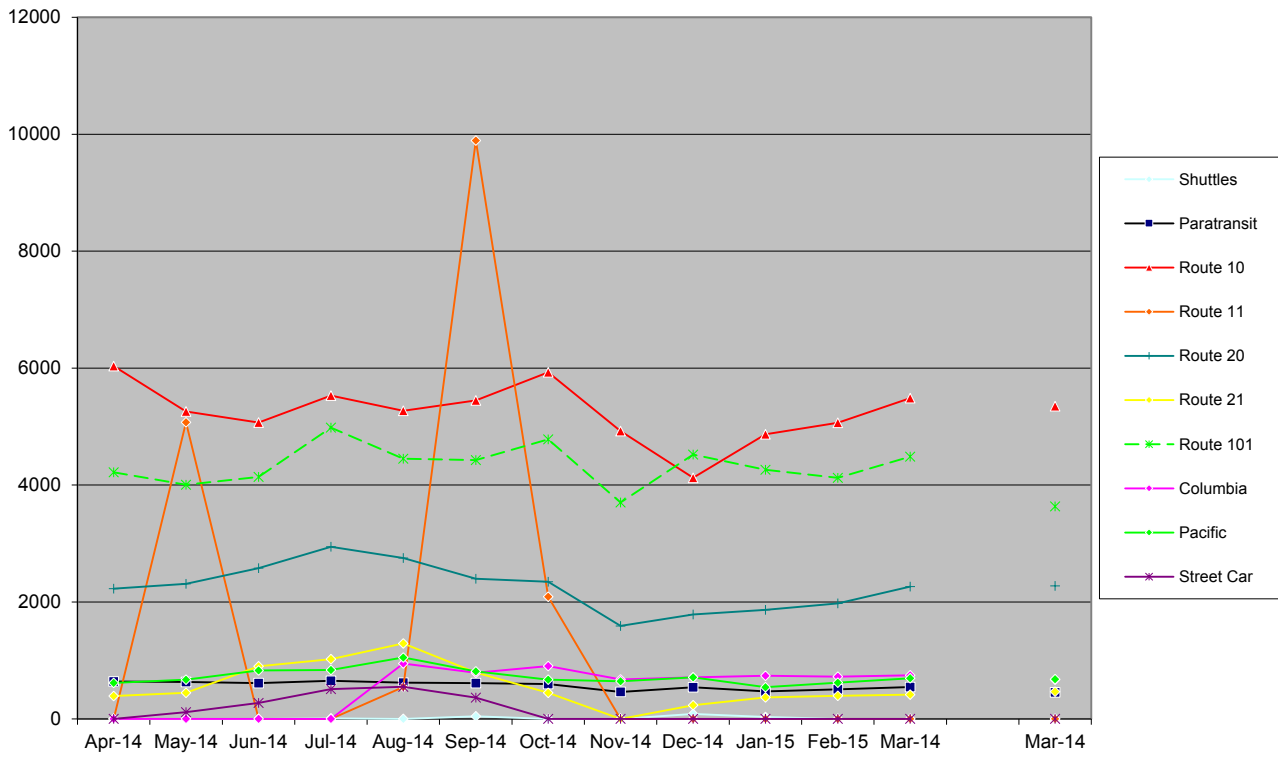
## March Operations Report

1. Budget meetings. Almost done and ready for presentation to the Budget Committee.
2. Team meetings. I believe we are working very well together.
3. Customer Service Training was offered and was well received by all that attended.
4. Attended an open house at CCC to discuss the next phase of the storm water runoff project in Astoria. This phase will be challenging for us but should have acceptable detours and small delays. It effects 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> streets. I did received assurances that at no time will 14<sup>th</sup> and 16<sup>th</sup> be closed at the same time, so we should be able to work around most all delays. There will also be construction at the college for their next phase of improvements.
5. Spring breaks presented their usual challenges but nothing we couldn't handle.
6. We have the Trolley back from repairs and it looks good.
7. We are already seeing increased traffic so we will have to be on our game this summer to keep things flowing.

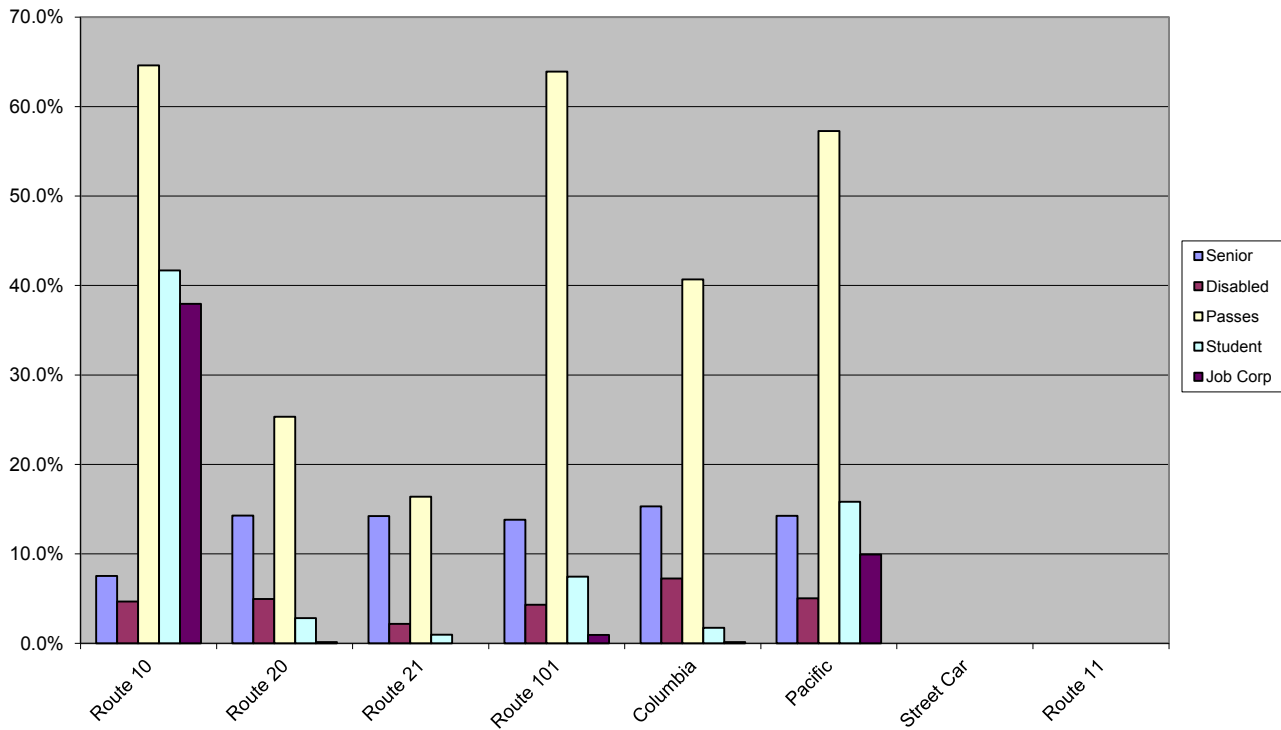
*Scott Earls*



### SETD Rides



### Rider Breakdown by Route





**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

**Rider Report**  
**March 2015**

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

- **14,092** people used fixed routes in March for an average of **454.6** riders per day.
- **1.4 % decrease** in average passengers who rode fixed routes per day from last month (460.9 to 454.6)
- **7.8 % increase** in average passengers who rode fixed routes per day from last March (421.7 to 454.6)
- **12.2 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in March. **1.6 % decrease** (12.4 to 12.2) from last month and a **3.4 % increase** (11.8 to 12.2) from last March.
- **\$4.92 per rider** is the estimate cost per person riding fixed route in March.
- **9.7 % increase** in the ratio of elderly/disabled riders from last month (14.8 % to 16.24 %)
- **3.2 % increase** in the ratio of elderly/disabled riders from last March (15.74 % to 16.24%)

**RideAssist Highlights:**

- **547** people used RideAssist in March for an average of **24.9** riders per day.
- **1.6 % decrease** in average RideAssist passengers per day from last month (25.3 to 24.9)
- **14.7 % increase** in average RideAssist passengers per day from last March (21.7 to 24.9)
- **\$42.92 per rider** is the estimated cost per person riding RideAssist in March.
- **10.2 % increase** in all ADA Paratransit rides from last month (314 to 346)
- **24.5 % increase** in all ADA Paratransit rides from last March (278 to 346)

**System Highlights:**

- **14,639** people used Sunset Transportation Services in March for an average of **472.2** riders per day.
- **1.4 % decrease** in all average passengers per day from last month (478.9 to 472.2).
- **8.2 % increase** in all average passengers per day from last March (436.5 to 472.2)
- **41.4 % decrease** in average fuel cost from last March (\$.41 to \$.24).
- **\$6.34 per rider** is the estimated cost per person riding on SETD.

## **Sunset Empire Transportation District**

### **Marketing/Outreach Report**

**April 2015**

**Mary Parker**

OUTREACH- I attended the Seaside Downtown Development Association (SDDA) breakfast meeting in Seaside. The Seaside Convention Center presented their annual report. Met with SDDA Executive Director, Tita Montero following the meeting and discussed strategies to improve access, distribution of schedules and support from the Seaside businesses to increase ridership on the Seaside Streetcar this summer.

SEASIDE TRANSIT KIOSK- The Seaside Transit Kiosk opened on March 27<sup>th</sup>. It was exciting for all of us (especially Jeff) to start something fresh and new and to work out the kinks, change things up a bit and look at the new opportunities and how we distribute transit information to South County. Jon Rahl the Director of Tourism in Seaside said they are very happy to have SETD right down the street and has been referring visitors there, specifically on the weekends. Eric is a great Customer Service Representative and has been reaching out to the businesses at the mall to let them know about our services there. I am sure that the Kiosk will help us develop more connections with the residents, businesses, services and the visitors in that area.

EDUCATION/CONFERENCES- I attended the Oregon Governors Conference on Tourism in Eugene on April 13<sup>th</sup>. It was an intensive program that focused on regional, national and international travel, tourism and marketing. Travel Oregon sponsored the conference. They are a state funded program that assists, mentors and supports communities, businesses and people in developing and improving resources, products and services to enhance economic development. The conference was attended by staff from the Oregon Visitors Centers, State Parks, Counties and Cities and many private businesses that benefit from tourism. The program covered current information, which has been rapidly changing, about who tourists are, what tourists are looking for, where and how they look for information, what they are spending, what they value and how to keep them engaged and interested.



RIDECARE

4/10/15

RIDECARE manager's report for March

Jason Jones

Quick Hits:

- Busy working on Budget.
- Met with DHS regarding Non-Medical rides. 3/4
- Attended Servant Leadership Training. 3/12
- Defensive Driver and Passenger Assistant classes finalized. 3/19
- Final piece to OBSS full install was successful. We now have real time. 3/25
- Attended the NEMT Stakeholder's meeting in Salem. 3/26
- Met with NWSDS regarding clients. 3/30
- CPCCO reporting going well.

1. Ride Care continued to work on finalizing our budget for the coming year. We are thankful for a very organized and helpful approach from our financial department.
2. Our Non-Medical rides for Child Welfare agreement has been going very good after a lackluster start. March saw a slight dip in ride requests from DHS at 40 trips. February had 50 trips. Ride Care is handling the requests very efficiently by utilizing 8 volunteers to take the children to the various places DHS needs them to go. I have been told that this program has helped the DHS office by reducing the workload the case workers had. Previously, the case worker was the person that was transporting all of the people.
3. Jason attended a servant leadership training hosted by Seaside's Sunset Empire Parks department. The training was very valuable and pertinent to many situations a manger could be facing at any point. Jason was accompanied by Lis, Scott and Carol and I believe they all thought well of the course.
4. Ride Care will be hosting 6 total Defensive Driving and Passenger Assistance classes in 2015. These classes are a requirement for drivers that service all medicaid clients in the State of Oregon and last for 2 years. Classes will be held at the Medix training facility on: May 1&2, July 17&18 and December 11&12.
5. After last month's successful install of the new version of OBSS (RideCare's scheduling software) it was time to add in the final piece to the puzzle; Real Time eligibility capabilities. This update was to give us the ability to check every person's immediate eligibility status when we needed it most, at the point of call. As of March 25th Ride Care has had this capability but we continue to watch it with a close eye because known technical issues. Thank you to our IT and IS staff for all the hard work in making this a reality.
6. Jason attended the quarterly Stakeholder's meeting at the state on March 26th. Many items were discussed including the Volunteer drivers situation, State eligibility files and the continued NEMT integration. It is widely known that the Volunteer status is tenuous but moving forward. We were assured that OHA and DHS will come up with a solution that will allow the current Volunteer driving model to continue. We were told that the State would stop exporting the eligibility files on April 1 as the files have now been successfully ported over to the CCOs. RideCare is in position to read these files correctly now. The head NEMT analyst let us know that the main eligibility rolls at the state should be leveling out from the increases we have seen over the last year. He also let us know that we would be





RIDECARE

seeing a greater % of the population use the system. Mr. Ross took some of our concerns within the conversation and is looking into them.

7. Jason met with NW Senior and Disability Services on March 30 regarding some of the concerns we have with several clients and how they are having trouble accessing our services. The conversation was very fruitful and Jason feels that movement has already been made in correcting some of the issues that were creating the concerns.
8. Reporting to the CCO regarding has been working smooth. At this time, they have not had any issues that have needed clarification.

# Sunset Empire Transportation District

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## **RIDE ASSIST**

Carol Penuel  
Paratransit Supervisor

Monthly Report: March, 2015

- In March, Paratransit provided 547 rides; an average of 24.9 riders per day, which is an increase of 24.5 percent from last March and 10.2 percent increase from last month.
- Ridership for Dial-a-ride in March was 14 rides, 13 from the Lewis & Clark service area and 1 from Hammond-Warrenton area.
- There were 14 new ADA Paratransit applications received and 5 approved.
- The Paratransit drivers sold 20 ticket books for a total of \$522.00
- There were 21 Veteran rides given which is 10 less than last month.
- On March 30<sup>th</sup>, Jennifer and I attended the customer service training at the transit center and it was very informative.

## **Paratransit Fares Collected for February: \$3454.00**

- Para-transit Fares: \$ 636.00
- Tickets Collected: \$ 500.00
- Medicaid Collected 2,318.00

# **Transportation Options Report March/April**

**Shasia Fry- Transportation Options Specialist**

## **Conferences and Trainings**

This past month, I had the opportunity to attend the 2015 Active Transportation Summit in Portland Oregon. The summit focused mainly on Transportation Demand Management with many highlights on infrastructure and politics of active Transportation. There I gained a strong interest in the advocacy portion of transportation. I took a few different classes and learned from many different professionals. I attended 5 different sessions on a variety of subjects. My favorite two sessions were “Fifty Miles Down A County Road”, and “Breaking New Ground, Making active transportation Viable to High school and Middle school students. In the first session we learned about rural communities and how active transportation, although wide spread, is available to them. In the second session I learned about middle and high school aged children and the challenges they face in using transportation. As I said, this conference got me very interested in the advocacy portion of transportation, since many of the discussions were centered on politics. It was perfect timing that on April 8<sup>th</sup>, I traveled to Salem for Transit day at the Capitol. There I was able to learn about issues that transportation advocates and companies have to deal with. I sat in on both the House and the Senate sessions, and learned how things are handled on a government level.

## **Employee Wellness Program**

SETD employees are starting an employee wellness program. It was decided that I would be the only representation on the committee from the management team. This committee will be employee ran and driven. Our hope is to create a program that helps employees make healthy lifestyle decisions, while creating a work environment that is both encouraging and supportive. We will have our first meeting at the end of this month to decide what needs and ideas everyone has for the program. From there we will be conducting a survey of employees and brainstorming an approach for the program.

## **Outreach**

This month one of my main focuses is outreach to the other counties, identifying who in those counties we will partner with. I have met Janet from Columbia County and have been in contact with Doug from Tillamook. We are proposing a date to meet and talk about how I can bring transportation options to their counties. This October we will be advertising the DriveLess Challenge in each county and we will discuss an approach for each of the 3 counties.

This past week I gave a presentation to the RideCare committee. I was asked to present on the connection between Transportation Options and RideCare. After giving a brief history to the attendees of the meeting I discussed how transportation options create healthy communities and how healthy communities equals money saved.

## **Drive Less Save More Astoria**

Our Drive Less Save More campaign is on target to launch June 1<sup>st</sup>. Recently we have been receiving a lot of the collateral things for our approval i.e. T-shirts, bags ect. We also have been finishing up on our map and have the Spanish translations completed for the map, and our welcome letter. We are working on photography for the campaign; we have a great guy who is a local avid T.O. user to take some area specific photos. He also will be the first person we interview for our Newsletter being sent out in June. We are in the process of writing that. Our event planning is in the middle stages, we are indentifying individuals to contact to get those event locations finalized. This last Monday our ad in the newspaper went out for our summer outreach ambassador. I will be spreading the ad to the college and to other local organizations. The position will close on the 23<sup>rd</sup> of April. The intern is set to start working the 18<sup>th</sup> of May and work until the 2<sup>nd</sup> of October. Their duties will include data entry, event participation and collateral delivery.

# **Mobility Management Update March/April**

## **Elisabeth Pietila- Mobility Management Coordinator**

### **Compliance:**

The budgets for Transportation Options and Mobility Management have been finalized from my end and delivered to Diane. Budget preparation is still a skill I am learning. I am happy that Diane is here to guide us all through our department budgets and ask the right questions to assist us in making good choices.

I am excited to meet with the TGM consultants who will be here conducting staff interviews and field work. I am glad we will be conducting public participation processes in order to REAL feedback from riders and non-riders. We will be employing some non-traditional ways to gather information and provide outreach. Mobility Management is the bridge to community engagement.

The Senior and Disabled Advisory Committee have two openings for members. We will be looking to fill those spots in the new few months. We would like to get some South County representation.

**Outreach:** I am working with 2 new human service transportation providers. The Salvation Army is working with Clatsop Community Action to enable more resources in the form of bus vouchers for needy clients. The other provider is through Providence Seaside and a brokerage called Project Access Now. They will be purchasing day passes from us for hospital discharge clients who do not have other transportation resources.

We had our first semi-formal meeting with the DAV volunteer driver coordinator Dick Lang. We will be kicking off our project in July and Jason, Diane and I are preparing our planning strategy. There will be urgent needs and while the program takes shape. After our research period we will be developing a brief that will support the project.

I have been participating in the Oregon Public Transit Conference Planning group for the OTA 2015. This conference will be in Eugene and the theme and sessions are currently being developed. We meet once a month.

### **Transit Center:**

Rachelle and I have been preparing for the move out of the Transit Center. We have completed a knowledge transfer plan that will assist John in his transition into Transit Center Manager. The main topics covered in this plan are communication channels, main activities, key contacts and relationships, assignments and a series of duties broken down by day, week, month, quarter and year. This kind of plan is essential for a seamless transition. Mobility has delivered great customer service and we know John will pick right up where we leave off.

The Seaside Kiosk is doing well. Eric is keeping track of the foot traffic and what types of needs are being expressed by customers.

**Education:** I attended the Active Transportation Summit in Portland. It was 2 days of valuable education. The keynote was titled “Vision Zero: the people centered approach to transportation that is transforming New York City and what it could mean for Oregon” . The sessions I attended were

1. Large Institutions: How their decisions affect transportation.
2. Health and Transportation....A love story?
3. Fifty Miles or More Down a Country Road- moving people in rural Oregon.

Each session was dynamite. It was a great opportunity to learn more about TDM (transportation Demand Management) strategies and transportation options encouragement and development. I will continue to work with Shasia for the next year as the Northwest Transportation options program develops.

The Drive Less Save More Astoria Individualized Marketing Campaign planning is going great! We are still on track with our production schedule and our marketing professionals are doing a great job guiding us through the process. We are currently working on our event planning. You will see more of the Campaign as it gets close to the launch in June. The campaign will hyper target Astoria and run from June to September. One of our events is called Extreme Astoria. Stay tuned for details to this!



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

Human Resource

Tami Carlson

Monthly Report: March 2015

- Special Districts Insurance Services recently announced new partnerships with Regence BlueCross BlueShield of Oregon for health coverage and MODA for dental. As of June 1<sup>st</sup> Pacific Source will be rolling over to Regence. On March 18<sup>th</sup> I attended an informational session in Tillamook presented by SDIS and brought back valuable feedback about the transition. Although the changes are a positive move by SDIS, SETD is looking at all options to provide employees with health/dental coverage to fit the needs of everyone in the organization.
- March 18<sup>th</sup> Driver's Meeting was combined with Driver Appreciation Day. Scott did a great job organizing a company BBQ.
- March 24<sup>th</sup> Dennis Cook was rehired for a fixed route temporary driver. Due to other temporary drivers moving on, plans are in the works to replace those drivers in April.
- March 30<sup>th</sup> SETD held a mandatory Customer Service Training for all employees. John Anglim from True North Learning and Development presented very positive and informational sessions.
- This month the team worked diligently to finalize the 2015/16 budget process.