



**Sunset Empire Transportation District**

**BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA**

**THURSDAY AUGUST 25, 2016**

**9:00 AM**

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

**AGENDA:**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. BOARD ELECTION OF OFFICERS (Chair, Vice-Chair, Secretary/Treasurer)
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3 minute limit)
6. PUBLIC HEARING – LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
7. APPROVAL OF JULY 28, 2016 MEETING MINUTES
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. FINANCIAL REPORTS- JULY 2016
10. OLD BUSINESS
  - a. Financial Review Report
  - b. Board member sub-committee assignments
  - c. Rider Appreciation Day
11. NEW BUSINESS
  - a. November/December Meeting Dates
  - b. Updated bank signature authority
12. CORRESPONDENCE-
13. EXECUTIVE DIRECTOR REPORT
14. LEADERSHIP TEAM REPORT
15. PUBLIC COMMENT (3 minute limit)
16. OTHER ITEMS

DATE: August 18, 2016  
TO: Board of Commissioners  
FROM: Jeff Hazen  
RE: Agenda Item #3 Election of Officers

At the beginning of each year, the Board of Commissioners elects Officers for the District. The Officer positions are:

Chairperson

Vice-Chairperson

Secretary/Treasurer

Staff recommends opening the floor for nominations for Chairperson. Once nominations are closed, a motion should be made to appoint the nominated Commissioner as Chairperson for Fiscal Year 16/17. This process should be repeated for the other two positions as well.

DATE: August 18, 2016  
TO: Board of Commissioners  
FROM: Jeff Hazen  
RE: Agenda Item #6 Public Hearing

The Board of Commissioners approved the Transportation and Growth Management (TGM) grant in the amount of \$168,340 with ODOT in January of 2015. After a year and a half of studies of existing services, outreach to stakeholder groups, onboard and online surveys, public outreaches and open houses, advisory committee input and staff input, the final the Long Range Comprehensive Transportation Plan was presented by Stephanie Wright and Scott Chapman from Nelson/Nygaard.

This plan lays the foundation for the future of the transportation services that the District will provide. It's important to note that this plan is just that, a plan. While it takes a 20 year look down the road, conditions and priorities may change before that and we will have to adjust the plan accordingly. It was developed based on existing services provided and needed services for the future. The near term suggestions can be implemented in a relatively short amount of time because they are fairly cost neutral. The short-term, mid-term, and long-term suggestions can be implemented when funding allows.

Staff is very excited to have this plan to help guide us as we strive to improve the services that the public wants and, more importantly, needs.

After the public hearing, we recommend that the Board adopts the plan with any corrections that you may see fit to include.



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
July 28, 2016**

Long Range Comprehensive Transportation Plan (LRCTP) Workshop- 9:00 AM-An overview of the completed Long-Range Comprehensive Transportation Plan prepared by Nelson Nygaard and Associates was presented to the Board by associates Scott Chapman and Stephanie Wright. The plan has many recommendations to improve and increase service. The plan will be made available for public review and input for the next 3 weeks. A Public Hearing for public input and the adoption of the plan by the Board will take place at the next Board of Commissioners meeting on August 25, 2016.

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:15 am.

2. ROLL CALL:

Present: Chair Kathy Kleczek, Vice Chair Paul Lewicki, Commissioner Kevin Widener, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner MacDonald was excused from meeting at 10:50 am.

Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Human Resources, Tami Carlson, RideCare Manager Jason Jones, Operations Manager Scott Earls, Mobility Manager Shana Verley, Paratransit Manager Jennifer Geisler and Transportation Options Specialist Shasia Fry.

3. CHANGES TO AGENDA- Commissioner MacDonald requested that Board appointment of new members to the Senior and Disabled Committee and the selection of a new Board Member be moved up on agenda to allow him to vote before having to leave at 10:30 AM.

4. PUBLIC COMMENT- Greg Tarvin a resident of Astoria requested that there be weekend service to Emerald Heights so riders do not have to walk all the way down to Highway 30. Greg also asked why repairs to the buses are not made at night instead of during the day which causes them to be late. Greg also suggested that new driver training be moved to the middle of the day so that the training does not interfere with the bus driver and cause the buses to run 15 minutes late first thing in the morning. Chair Kleczek said that the buses being on schedule is very important to the Board and will take his comments and suggestions into consideration. No other public comments made.

5. OLD BUSINESS

a. Cannon Beach Intergovernmental Agreement- Executive Director Hazen noted that the cost per hour of the contract does not actually capture the operational costs and staff will be working on more marketing to the hotels. Executive Director Hazen recommended the approval of the agreement as is and he will evaluate the hourly rates for presentation to the Board next year.

Commissioner Widener moved to approve the Cannon Beach Intergovernmental Agreement for 2016-2017

Commissioner MacDonald seconded the motion

Discussion- Scott Earls said that lunch breaks for the drivers is taking place.

Motion passed by unanimous aye vote.

b. Senior and Disabled Transportation Committee- New Member Appointments- Executive Director Hazen corrected his original cover letter saying there are not 5 but 4 vacancies. Executive Director Hazen recommended reappointing Patrick Preston to position #1 for another term, Larry Miller to position #2 for another term and recommended staggering the terms of the new members with appointment of Margaret Chenowith to position #3 term expiring June 30 2018, Barbara Carson to position #4 term expiring June 30 2017 and Merry Greget to position #5 term expiring June 30, 2018.

Commissioner Widener moved to re-appoint Patrick Preston and Larry Miller and to appoint Margaret Chenowith, Barbara Carson and Mary Greget to the Senior and Disabled Transportation Committee.

Commissioner Lewicki seconded the motion

Discussion-None

Motion passed by unanimous aye vote of Commissioners present

6. NEW BUSINESS

- a. Board Vacancy- Applicants Lylla Gaebel and Pamela Alegria each spoke about their experience and why they were interested in being on the SETD Board of Commissioners followed by a question and answer period by the Board.
  - Commissioner Widener moved to appoint Pamela Alegria as Board Commissioner
  - Commissioner Jim Servino seconded the motion
  - Discussion-Commissioner Widener discussed Pamela's qualifications and Commissioner Gearin discussed Lylla's qualifications.
  - Commissioner Lewicki-nay
  - Commissioner Widener-aye
  - Commissioner Gearin-nay
  - Commissioner Servino-aye
  - Chair Kleczek-nay
  - 2 Aye and 3 Nay- Motion did not pass
  
  - Commissioner Gearin moved to appoint Lylla Gaebel as Board Commissioner
  - Commissioner Lewicki seconded the motion
  - Discussion- None
  - Motion passed by unanimous aye vote of all Commissioners present
  - Commissioner Gaebel was sworn in as the SETD Board Commissioner Position #1
- b. Transcription Costs- Executive Director Hazen presented several different costs for transcription services. The Board agreed to move forward for the Budget Minutes to be transcribed.
- c. ODOT Agreement #31389- Executive Director Hazen asked the Board to approve his signing of this agreement for the purchase of 2 new smaller Paratransit vans.
  - Commissioner Gearin moved to authorize Executive Director Hazen to sign ODOT Agreement #31389
  - Commissioner Lewicki seconded the motion
  - Discussion- None
  - Motion passed by unanimous aye vote of all Commissioners present
7. APPROVAL OF JUNE 30, 2016 MEETING MINUTES-
  - Commissioner Widener moved to accept the minutes as presented
  - Commissioner Gearin seconded the motion
  - Discussion- Commissioner Servino requested removal of extra word on last page of minutes
  - Motion passed by unanimous aye vote of all commissioners present
8. CORRESPONDENCE- Chair Kleczek read an invitation to the Board to attend Oregon State College Alumni gathering at the County Fair and an announcement of upcoming SDAO events including Board trainings.
9. CHAIR AND COMMISSIONERS REPORT-Commissioner Widener reported walking for SETD in the 4<sup>th</sup> of July parades, riding with the Transportation Ops training, attended the Senior and Disabled Transportation Meeting and attended a town hall meeting with Senator Merkley. Chair Kleczek thanked Vice Chair Lewicki for covering the Budget Hearing and Board Meeting when she was unable to attend.
10. FINANCIAL REPORTS- JUNE 2016
  - Financial Officer Al Hernandez explained that the June report is a preliminary report as it is the year end and the auditors are not scheduled to be here until the end of October. Al explained that during the year accounting is done on a cash basis but at year end it is changed to an accrual basis.
  
  - Commissioner Widener moved to accept the June 2016 Financial Report
  - Commissioner Gearin seconded the motion
  - Discussion- None
  - Motion passed by unanimous aye vote of all Commissioners present
11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed report presented.
12. LEADERSHIP TEAM REPORTS- Reports submitted for June 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information

Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.

13. PUBLIC COMMENT- None

14. OTHER ITEMS- Chair Kleczek showed the new bus schedules, shelter map schedules and new logo stickers that Mary has been working on. Scott Earls was presented with the certificate for his completion of the Transit Safety and Security Certification Course from CTAA.

An audio recording of the Sunset Empire Transportation District's July 2016 Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- July 19, 2016.

Meeting was adjourned at 11:35 AM

Mary Parker, Recording Secretary

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Commissioner Carol Gearin, Secretary/Treasurer

Date \_\_\_\_\_

*Mission Statement*

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

**Sunset Empire Transportation District**  
**JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT**

**For the August 2016 Board of Commissioner's Meeting**

**NOTE on Reviewing Financials: 1 Month = 8.33 % of Fiscal Year Budget\***

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Income was \$66,313 (\$2,082 better than budget), 2.17% of annual budget and 103.24% of monthly budget. Total Materials & Services was \$147,750 (\$31,132 less than budget), 2.1% of annual budget and 37.50% of monthly budget. Revenues and Expenses were light the result of accruing revenue and expenses at June 2016 as required by modified accrual accounting. Other Expense of \$6,573.50 was on Budget.

**Revenue**

- 4000 Fares: Revenues for the month of \$25,330 are \$2,195 below budget.
- 4100 Contract Service-IGA: Cannon Beach billed for July Monthly Service.
- 4200 Property Tax: Is Strategic Investment Program Agreement (SIP) service fee.
- 4260 Mass Transit Assessment: Q3 distribution for Biennium 2015-2017 received in July was accrued in June (\$21,975.75).
- 4272 Parking: One parking spot is open, we have distributed a flyer to the businesses in the area to let them know there is a parking space available
- 4300 Interest: Effective July 27, 2016 LGIP increased their interest to .92% from (.875%). Fund savings are deposited into LGIP. This is July 2016 interest.

**Expense**

- 6005 Salaries & Wages: Overtime was higher than expected the result of the 4<sup>th</sup> of July holiday, driver shortage and the on line Safety Classes the drivers are taking are all on overtime.
- 7000 Provider Payments: Reimbursement to Vets volunteer driver program
- 8035 Conf Training & Travel: Reflects ACT ( Association for Commuter Transportation) Conference in July
- 8075 Fuel: Reflects Accrual process through July. Also prices continue below budgeted amounts Unleaded prices are about \$2.10 and Bio diesel about \$1.80
- 8130 Payroll Processing Fee: Includes July 2016 PR Fees.
- 8050 Insurance: Was paid in June as due date was July 1, 2016
- 8155 Telephone/Internet: Reflects July and August payments. Coastcom bills in advance thus the August payment. As we are on modified accrual accounting the July payment (service) was recorded in July.
- END

**Ride Care Fund Profit and Loss**

Ride Care's total Income is 7.00% of total budget. YTD (month) revenues of \$240,702 are \$35,591 less than Budget. Which is the result of receiving \$17,995 less from CPCCO than budgeted and not recording any reimbursements from OHA or DHS \$12,632 as budgeted. Interest Income of \$827 was

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

**Sunset Empire Transportation District**  
**JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT**

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**For the August 2016 Board of Commissioner's Meeting**

\$ 327 better than budgeted partly the result of an increase in the interest rate to .92% from .875%.  
YTD Materials & Services of \$122,613 are \$106,502 less than budget and are 4.28% of YTD budget.

***Expense***

- 7000 Contract Providers: Year end June included invoices processed in July which related to June activity and before accrued. Thus July 2016 is less than budget.
- 8155 Telephone/Internet Service: Includes July and August CoastCom billings (\$5,125.58). As Coastcom bills in advance, August services was paid in July. As we are on modified accrual accounting the July payment (service) was recorded in July. Cell Phone allowance reimbursement for July 2016.
- END

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
YTD Actual % Budget Target: 8.33%					Better		
Ordinary Income/Expense					(Worse)		
<b>Income</b>							
4000 FARES	25,329.48	27,525.00	25,329.48	27,525.00	(2,195.52)	268,300.00	9.44%
4090 DONATIONS/COMMISSIONS	0.00	0.00	0.00	0.00	0.00	600.00	0.00%
4100 CONTRACTED SERVICES-IGA	6,734.00	7,200.00	6,734.00	7,200.00	(466.00)	180,917.00	3.72%
4200 TAXES	4,699.07	0.00	4,699.07	0.00	4,699.07	925,000.00	0.51%
4250 TIMBER SALES	0.00	0.00	0.00	0.00	0.00	160,000.00	0.00%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	0.00	0.00	55,000.00	0.00%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
4272 PARKING SPACES	712.50	760.00	712.50	760.00	(47.50)	9,120.00	7.81%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	160.00	0.00%
4270 RENTAL INCOME - Other	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 4270 RENTAL INCOME</b>	<b>712.50</b>	<b>760.00</b>	<b>712.50</b>	<b>760.00</b>	<b>(47.50)</b>	<b>10,480.00</b>	<b>6.80%</b>
4300 INTEREST	377.19	400.00	377.19	400.00	(22.81)	4,800.00	7.86%
4310 MISC INCOME	25.00		25.00		25.00		
5000 GRANTS					0.00		
5001 ODOT GRANTS	0.00	0.00	0.00	0.00	0.00	1,128,379.00	0.00%
<b>Total 5000 GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,379.00</b>	<b>0.00%</b>
5080 OREGON STF FUNDS	28,436.00	28,346.00	28,436.00	28,346.00	90.00	328,560.00	8.65%
<b>Total Income</b>	<b>66,313.24</b>	<b>64,231.00</b>	<b>66,313.24</b>	<b>64,231.00</b>	<b>2,082.24</b>	<b>3,062,036.00</b>	<b>2.17%</b>
<b>Gross Profit</b>	<b>66,313.24</b>	<b>64,231.00</b>	<b>66,313.24</b>	<b>64,231.00</b>	<b>2,082.24</b>	<b>3,062,036.00</b>	<b>2.17%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	97,276.67	95,663.00	97,276.67	95,663.00	(1,613.67)	1,243,631.00	7.82%
6200 PAYROLL EXPENSES	8,740.03	11,816.00	8,740.03	11,816.00	3,075.97	153,610.00	5.69%
6300 EMPLOYEE BENEFITS	24,178.12	24,597.00	24,178.12	24,597.00	418.88	295,166.00	8.19%
<b>Total 1. PERSONNEL SERVICES</b>	<b>130,194.82</b>	<b>132,076.00</b>	<b>130,194.82</b>	<b>132,076.00</b>	<b>1,881.18</b>	<b>1,692,407.00</b>	<b>7.69%</b>
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENTS	29.40	1,479.00	29.40	1,479.00	1,449.60	17,750.00	0.17%
7030 BUS PASSES	300.00	340.00	300.00	340.00	40.00	4,080.00	7.35%
8005 AUDIT	0.00	3,000.00	0.00	3,000.00	3,000.00	26,160.00	0.00%
8006 ADS (HR JOB POSTING)	0.00	150.00	0.00	150.00	150.00	4,200.00	0.00%
8010 BANK FEES	10.90	250.00	10.90	250.00	239.10	3,005.00	0.36%
8020 BLDING & GROUNDS MAINT	709.04	2,114.00	709.04	2,114.00	1,404.96	25,373.00	2.79%
8030 COMP-INFO-TECH SERVICES	0.00	0.00	0.00	0.00	0.00	26,237.00	0.00%
8035 CONF TRAINING & TRAVEL	1,040.00	1,100.00	1,040.00	1,100.00	60.00	37,042.00	2.81%
8045 DRUG/ALCOHOL/BG CHECKS	270.75	263.00	270.75	263.00	(7.75)	3,200.00	8.46%
8050 DUES SUBSCRIPTIONS & FEES	0.00	250.00	0.00	250.00	250.00	9,280.00	0.00%
8053 IGA - DUES AND FEES	0.00	0.00	0.00	0.00	0.00	16,700.00	0.00%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	16,750.00	0.00%
8061 EQUIPMENT LEASE/RENT	336.00	462.00	336.00	462.00	126.00	25,500.00	1.32%
8065 EDUCATION/OUTREACH	139.75	0.00	139.75	0.00	(139.75)	39,510.00	0.35%
8070 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
8075 FUEL	9,458.64	19,897.00	9,458.64	19,897.00	10,438.36	238,772.00	3.96%
8080 INSURANCE	0.00	11,541.00	0.00	11,541.00	11,541.00	56,142.00	0.00%
8090 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	800.00	0.00%
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	6,400.00	0.00%
8100 MEETING EXPENSE	0.00	100.00	0.00	100.00	100.00	1,400.00	0.00%

8120 OFFICE SUPPLIES	77.00	1,200.00	77.00	1,200.00	1,123.00	15,450.00	0.50%
8130 PAYROLL PROCESSING FEES	117.60	160.00	117.60	160.00	42.40	2,080.00	5.65%
8135 PRINTING	0.00	0.00	0.00	0.00	0.00	33,950.00	0.00%
8139 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	32,850.00	0.00%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	0.00	0.00	330.00	0.00%
8155 TELEPHONE/INTERNET SERVICE	2,562.96	1,775.00	2,562.96	1,775.00	(787.96)	21,296.00	12.03%
8160 UNIFORMS	65.80	150.00	65.80	150.00	84.20	5,924.00	1.11%
8165 UTILITIES	146.92	1,575.00	146.92	1,575.00	1,428.08	21,667.00	0.68%
8170 VEHICLE MAINT & REPAIRS	2,290.83	1,000.00	2,290.83	1,000.00	(1,290.83)	120,200.00	1.91%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>17,555.59</b>	<b>46,806.00</b>	<b>17,555.59</b>	<b>46,806.00</b>	<b>29,250.41</b>	<b>835,048.00</b>	<b>2.10%</b>
<b>Total Expense</b>	<b>147,750.41</b>	<b>178,882.00</b>	<b>147,750.41</b>	<b>178,882.00</b>	<b>31,131.59</b>	<b>2,527,455.00</b>	<b>5.85%</b>
<b>Net Ordinary Income</b>	<b>-81,437.17</b>	<b>-114,651.00</b>	<b>-81,437.17</b>	<b>-114,651.00</b>	<b>33,213.83</b>	<b>534,581.00</b>	<b>-15.23%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9610 CLATSOP BANK-PRINCIPAL	5,361.32	5,404.03	5,361.32	5,404.03	42.71	66,421.11	8.07%
9611 CLATSOP BANK-LOAN INT	1,212.18	1,169.47	1,212.18	1,169.47	(42.71)	12,460.89	9.73%
<b>Total 3. OTHER EXPENSES</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>0.00</b>	<b>78,882.00</b>	<b>8.33%</b>
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	334.00	0.00%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	38,000.00	0.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	8,778.00	0.00%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	797,000.00	0.00%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	106,104.00	0.00%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Other Expense</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>6,573.50</b>	<b>0.00</b>	<b>1,029,098.00</b>	<b>0.64%</b>
<b>Net Other Income</b>	<b>-6,573.50</b>	<b>-6,573.50</b>	<b>-6,573.50</b>	<b>-6,573.50</b>	<b>0.00</b>	<b>-1,029,098.00</b>	<b>0.64%</b>
<b>Net Income</b>	<b>-88,010.67</b>	<b>-121,224.50</b>	<b>-88,010.67</b>	<b>-121,224.50</b>	<b>33,213.83</b>	<b>-494,517.00</b>	<b>17.80%</b>

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual Better (Worse)	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 8.33%							
Ordinary Income/Expense							
Income							
4300 INTEREST	827.33	500.00	827.33	500.00	327.33	6,000.00	13.79%
4500 RC PROVIDER SERVICE REIM	239,874.56	272,793.00	239,874.56	272,793.00	(32,918.44)	3,434,370.00	6.98%
Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Income</b>	<b>240,701.89</b>	<b>273,293.00</b>	<b>240,701.89</b>	<b>273,293.00</b>	<b>(32,591.11)</b>	<b>3,440,370.00</b>	<b>7.00%</b>
Gross Profit	240,701.89	273,293.00	240,701.89	273,293.00	(32,591.11)	3,440,370.00	7.00%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	23,913.12	26,994.83	23,913.12	26,994.83	3,081.71	350,930.63	6.81%
6200 PAYROLL EXPENSES	2,114.27	3,477.29	2,114.27	3,477.29	1,363.02	45,204.75	4.68%
6300 EMPLOYEE BENEFITS	5,232.43	7,492.48	5,232.43	7,492.48	2,260.05	97,402.22	5.37%
<b>Total 1. PERSONNEL SERVICES</b>	<b>31,259.82</b>	<b>37,964.60</b>	<b>31,259.82</b>	<b>37,964.60</b>	<b>6,704.78</b>	<b>493,537.60</b>	<b>6.33%</b>
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	116,408.48	220,944.00	116,408.48	220,944.00	104,535.52	2,781,506.00	4.19%
7030 BUS PASSES	560.00	0.00	560.00	0.00	(560.00)	0.00	
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00%
8005 AUDIT	0.00	340.00	0.00	340.00	340.00	6,540.00	0.00%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
8010 BANK FEES	10.00	14.00	10.00	14.00	4.00	171.00	5.85%
8020 BLDING & GROUNDS MAINT	205.01	682.00	205.01	682.00	476.99	8,190.00	2.50%
8025 BUS PASSES	0.00	1,500.00	0.00	1,500.00	1,500.00	18,000.00	0.00%
8030 COMP-INFO-TECH SERVICES	0.00	634.00	0.00	634.00	634.00	7,609.00	0.00%
8035 CONF TRAINING & TRAVEL	0.00	290.00	0.00	290.00	290.00	6,788.00	0.00%
8045 DRUG/ALCOHOL/BG CHECKS	181.50	100.00	181.50	100.00	(81.50)	1,200.00	15.13%
8050 DUES SUBSCRIPTIONS & FEES	0.00	0.00	0.00	0.00	0.00	2,170.00	0.00%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	19,700.00	0.00%
8065 EDUCATION/OUTREACH	0.00	0.00	0.00	0.00	0.00	2,400.00	0.00%
8070 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
8080 INSURANCE	0.00	0.00	0.00	0.00	0.00	5,742.00	0.00%
8090 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	200.00	0.00%
8100 MEETING EXPENSE	0.00	100.00	0.00	100.00	100.00	1,200.00	0.00%
8120 OFFICE SUPPLIES	24.50	337.00	24.50	337.00	312.50	4,050.00	0.60%
8130 PAYROLL PROCESSING FEES	29.40	40.00	29.40	40.00	10.60	520.00	5.65%
8135 PRINTING	0.00	250.00	0.00	250.00	250.00	3,000.00	0.00%
8139 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	40,000.00	0.00%
8155 TELEPHONE/INTERNET SERVICE	5,157.58	3,265.00	5,157.58	3,265.00	(1,892.58)	39,184.00	13.16%
8165 UTILITIES	36.72	619.00	36.72	619.00	582.28	8,339.00	0.44%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>122,613.19</b>	<b>229,115.00</b>	<b>122,613.19</b>	<b>229,115.00</b>	<b>106,501.81</b>	<b>3,101,809.00</b>	<b>3.95%</b>
<b>Total Expense</b>	<b>153,873.01</b>	<b>267,079.60</b>	<b>153,873.01</b>	<b>267,079.60</b>	<b>113,206.59</b>	<b>3,595,346.60</b>	<b>4.28%</b>
Net Ordinary Income	86,828.88	6,213.40	86,828.88	6,213.40	80,615.48	-154,976.60	-56.03%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 3. OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	106.00	0.00%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	2,772.00	0.00%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	145,373.00	0.00%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>360,251.00</b>	<b>0.00%</b>
Net Other Income	0.00	0.00	0.00	0.00	0.00	-360,251.00	0.00%
<b>Net Income</b>	<b>86,828.88</b>	<b>6,213.40</b>	<b>86,828.88</b>	<b>6,213.40</b>	<b>80,615.48</b>	<b>-515,227.60</b>	<b>-16.85%</b>

**Balance Sheet**  
**As of July 31, 2016**

**ASSETS**

Current Assets

Checking/Savings

1000 SETD GEN FUND BANK ACCTS	
1001 CCB-OPERATING (3943)	122,037.48
1002 CCB-PAYROLL (3950)	3,712.73
1005 CCB-VEHICLE SALES ACCT	2,201.90
1010 CCB-EMPLOYEE ACCT (3935)	1,720.00
1015 HRA FISCAL AGENT	1,592.08
1020 LGIP (4992)	446,272.95
1030 CAPITAL RESERVE FUND	75,304.58

Total 1000 SETD GEN FUND BANK ACCTS 652,841.72

1040 TILLS 300.00

1050 RIDE CARE FUND BANK ACCTS

1051 CCB-RC OPERATING (3976)	164,855.28
1055 HRA FISCAL AGENT (RC)	507.92
1056 RC LGIP (3959)	1,107,958.77

Total 1050 RIDE CARE FUND BANK ACCTS 1,273,321.97

Total Checking/Savings 1,926,463.69

Accounts Receivable

1200 ACCOUNTS RECEIVABLES

1210 SETD A/R	
1211 SETD A/R	11,429.82
1215 SETD A/R-GRANTS	158,000.00
Total 1210 SETD A/R	169,429.82
1200 ACCOUNTS RECEIVABLES - Other	740.00

Total 1200 ACCOUNTS RECEIVABLES 170,169.82

1250 PROPERTY TAX RECEIVABLES 36,439.12

Total Accounts Receivable 206,608.94

Other Current Assets

1049 VALIC	3,546.83
1400 PREPAID EXPENSES	19,062.34
1500 UNDEPOSITED FUNDS	6,085.40

Total Other Current Assets 28,694.57

Total Current Assets 2,161,767.20

**TOTAL ASSETS 2,161,767.20**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

2000 ACCOUNTS PAYABLES

2010 SETD GENERAL FUND A/P	46,562.08
2020 RIDE CARE FUND A/P	53,021.44

Total 2000 ACCOUNTS PAYABLES 99,583.52

Total Accounts Payable 99,583.52

Other Current Liabilities

2100 PAYROLL LIABILITIES 58,943.47

2130 FSA-PT 939.50

2134 BENEFITS MEDICAL SDIS 6,913.72

2135 OTHER P/R LIABILITIES 865.59

2300 DEFERRED REVENUE 45,714.12

Total Other Current Liabilities 113,376.40

Total Current Liabilities 212,959.92

Long Term Liabilities

2800 INTERCOMPANY DUE TO/FROM

    2810 DUE TO RIDE CARE 435,063.82

    2815 DUE TO/(FROM) SETD G F -435,063.82

Total 2800 INTERCOMPANY DUE TO/FROM 0.00

Total Long Term Liabilities 0.00

Total Liabilities 212,959.92

Equity

3000 OPENING BALANCE EQUITY 651,014.34

3100 NWRC PRIOR PERIOD ADJUST -136,476.00

3900 RETAINED EARNINGS 1,435,450.73

    Net Income -1,181.79

Total Equity 1,948,807.28

**TOTAL LIABILITIES & EQUITY 2,161,767.20**

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
AEROVIRONMENT	0.00	0.00	237.32	0.00	0.00	237.32
CITY OF CANNON BEACH - A/R	6,734.00	0.00	0.00	0.00	0.00	6,734.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	36,439.12	36,439.12
DHS - CHILD WELFARE-CLATSOP	0.00	720.00	0.00	0.00	0.00	720.00
HULTQUIST, JUANITA 3	0.00	0.00	0.00	0.00	0.00	0.00
ISN	330.00	0.00	0.00	0.00	-330.00	0.00
ODOT	0.00	0.00	158,000.00	0.00	0.00	158,000.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
OR TREASURY	0.00	-33,749.28	33,749.28	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	0.00	95.00	95.00	0.00	95.00	285.00
P-H&R Block	47.50	0.00	0.00	0.00	-190.00	-142.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
P-HOXIE, RONALD	0.00	47.50	0.00	0.00	0.00	47.50
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS	0.00	45.00	5.00	45.00	0.00	95.00
RC-SETD PARA	0.00	0.00	1,401.00	0.00	0.00	1,401.00
TPJCC	2,365.00	0.00	0.00	0.00	0.00	2,365.00
<b>TOTAL</b>	<b><u>9,666.50</u></b>	<b><u>-32,604.28</u></b>	<b><u>193,487.60</u></b>	<b><u>45.00</u></b>	<b><u>36,014.12</u></b>	<b><u>206,608.94</u></b>

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

General Fund	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Association for Commuter Transportation	1,075.00	0.00	0.00	0.00	0.00	1,075.00
BIO-MED TESTING SERVICES, INC	0.00	240.00	0.00	0.00	0.00	240.00
CASH N CARRY	139.75	0.00	0.00	0.00	0.00	139.75
COASTAL ENTERPRISES, LLC	0.00	24.50	0.00	0.00	0.00	24.50
CRS	0.00	40.00	0.00	0.00	0.00	40.00
JACKSON & SON OIL, INC.	4,107.14	4,457.77	0.00	0.00	0.00	8,564.91
LAZERQUICK	0.00	407.00	0.00	0.00	0.00	407.00
MTR WESTERN BUS	1,175.13	0.00	0.00	0.00	0.00	1,175.13
NW NATURAL	114.57	0.00	0.00	0.00	0.00	114.57
OREGON STATE POLICE	212.25	0.00	0.00	0.00	0.00	212.25
PACIFICSOURCE ADMINISTRATORS	0.00	0.00	162.50	0.00	0.00	162.50
POLK RILEY'S PRINTING, INC.	0.00	1,588.00	0.00	0.00	0.00	1,588.00
SDIS	0.00	0.00	27,491.47	0.00	0.00	27,491.47
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
WILCOX & FLEGEL	5,351.50	0.00	0.00	0.00	0.00	5,351.50
<b>TOTAL GF</b>	<b><u>12,175.34</u></b>	<b><u>6,757.27</u></b>	<b><u>27,653.97</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>46,586.58</u></b>
RideCare						
RC-COLUMBIA COUNTY RIDER	219.55	120.00	0.00	0.00	0.00	339.55
RC-DEER ISLAND STORE	1,040.01	0.00	0.00	0.00	0.00	1,040.01
RC-ELLIOTT'S TRANSPORT	4,184.50	0.00	0.00	0.00	0.00	4,184.50
RC-FARMERS CO-OP	2,086.94	0.00	0.00	0.00	0.00	2,086.94
RC-HOT SHOT TRANSPORTATION	4,083.77	0.00	0.00	0.00	0.00	4,083.77
RC-MEDIX AMBULANCE	5,724.80	0.00	0.00	0.00	0.00	5,724.80
RC-METRO WEST AMBULANCE	6,538.70	0.00	0.00	0.00	0.00	6,538.70
RC-SETD-PASSES	300.00	0.00	0.00	0.00	0.00	300.00
RC-SKINNYS TEXACO	2,306.92	0.00	0.00	0.00	0.00	2,306.92
RC-TILLAMOOK COUNTY TRANSPORTATION	6,723.25	0.00	0.00	0.00	0.00	6,723.25
RC-TRUCKE'S 1 STOP	1,060.55	0.00	0.00	0.00	0.00	1,060.55
RC-WAPATO SHORES, INC	13,347.12	0.00	0.00	0.00	0.00	13,347.12
RC-WILCOX & FLEGEL	4,852.58	408.25	0.00	0.00	0.00	5,260.83
<b>TOTAL RC</b>	<b><u>52,468.69</u></b>	<b><u>528.25</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>52,996.94</u></b>
<b>Total AP</b>	<b><u>64,644.03</u></b>	<b><u>7,285.52</u></b>	<b><u>27,653.97</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>99,583.52</u></b>

**Sunset Empire Transportation**  
**Checks Over \$5,000**  
**7/31/2016**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	3890	07/07/2016	RC-HOT SHOT TRANSPORTATION	-5,237.52
Bill Pmt -Check	3891	07/07/2016	RC-MEDIX AMBULANCE	-5,824.00
Bill Pmt -Check	3898	07/07/2016	RC-WAPATO SHORES, INC	-13,018.38
Bill Pmt -Check	3901	07/07/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-9,514.75
Bill Pmt -Check	3905	07/08/2016	RC-HOT SHOT TRANSPORTATION	-13,156.45
Bill Pmt -Check	3906	07/08/2016	RC-K & M MEDIVAN	-16,373.07
Bill Pmt -Check	3908	07/08/2016	RC-MEDIX AMBULANCE	-5,696.40
Bill Pmt -Check	3911	07/08/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-28,042.50
Bill Pmt -Check	3914	07/08/2016	RC-WAPATO SHORES, INC	-23,934.77
Bill Pmt -Check	3919	07/26/2016	RC-ELLIOTT'S TRANSPORT	-6,944.60
Bill Pmt -Check	3923	07/26/2016	RC-MEDIX AMBULANCE	-11,930.00
Bill Pmt -Check	3929	07/26/2016	RC-WAPATO SHORES, INC	-12,357.63
Bill Pmt -Check	16261	07/08/2016	POLK RILEY'S PRINTING, INC.	-10,451.25
Bill Pmt -Check	16264	07/08/2016	WILCOX & FLEGEL	-5,744.17
Liability Check	16265	07/14/2016	SDIS	-33,447.67
Bill Pmt -Check	16285	07/26/2016	CARD SERVICE CENTER	-5,333.60
Check	CCB72916	07/29/2016	CLATSOP COMMUNITY BANK	-6,573.50

# Bill

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

Date	Ref. No.
06/29/2016	0342 6/8 - 7/8

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

Bill Due 07/29/2016
Terms
Memo

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FULLINTENDITY.COM - ID CARDS	96.50		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	HOME DEPOT - TAPE FOR KIOSK	8.98		OPER 5311
8031 WEBSITE/ON-LINE SW SUB	MICROSOFT - SOFTWARE SUBSCRIPTION	438.38		OPER 5311
8120 OFFICE SUPPLIES	STAPLES - VIDEO CARD FOR RIDE CARE COMPUTER	89.99	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	VALLEY CAFE - FOOD FOR KONNOR FOR BROKERAGE MEETING	15.45	RIDE CARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0220 EARLS FRED MEYER - FOOD FOR QUARTERLY BIRTHDAY PARTY	70.69		OPER 5311
8173 STOCK PARTS	MCCOY FREIGHTLINER - CLIP RETAINER FOR BUS	31.84		OPER 5311
8173 STOCK PARTS	PAYPAL - BRAMCO INC - SIDE VIEW MIRROR FOR BUS	297.01		OPER 5311
8135 PRINTING	STAPLES - DAY PASS PRINTING	12.99		OPER 5311
8070 EMPLOYEE RECOGNITION	FRED MEYER - EMPLOYEE RETIREMENT PARTY	99.92		OPER 5311
8120 OFFICE SUPPLIES	STAPLES - PRINTER INK	26.99		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	0318 FRY COMMUTE OPTIONS - FEES FOR SHASIA FOR SAFE ROUTES TO SCHOOL CONFERENCE	80.00		TRANS OPTIONS



# Bill

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

Date	Ref. No.
06/29/2016	0342 6/8 - 7/8

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CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

**PAID**

Bill Due	07/29/2016
Terms	
Memo	

## Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	STARBUCKS - FOOD FOR SHASIA	3.25		TRANS OPTIONS
8038 TRAVEL	CAFE YUMM! - FOOD FOR SHASIA FOR SAFE ROUTES TO SCHOOL CONFERENCE	10.75		TRANS OPTIONS
8038 TRAVEL	LAUGHING PLANET CAFE - FOOD FOR SHASIA FOR SAFE ROUTES TO SCHOOL CONFERENCE	10.00		TRANS OPTIONS
8038 TRAVEL	CAFE YUMM! - FOOD FOR SHASIA FOR SAFE ROUTES TO SCHOOL CONFERENCE	17.00		TRANS OPTIONS
8038 TRAVEL	NEIGHBORHOOD MARKET - FOOD FOR SHASIA FOR SAFE ROUTES TO SCHOOL CONFERENCE	6.31		TRANS OPTIONS
8038 TRAVEL	BEST WESTERN - LODGING FOR SHASIA FOR SAFE ROUTES TO SCHOOL CONFERENCE	338.39		TRANS OPTIONS
8066 EVENT SUPPLIES	DOLLAR TREE - SUPPLIES FOR 4TH OF JULY PARADE	5.00		OPER 5311
8066 EVENT SUPPLIES	JOANN - SUPPLIES FOR 4TH OF JULY PARADE	6.98		OPER 5311
8038 TRAVEL	EXPEDIA - HOTEL FOR SHASIA FOR ASSOCIATION OF COMMUTER TRANSPORTATION CONFERENCE	427.08		TRANS OPTIONS
8038 TRAVEL	0667 HAZEN EL TAPATIO - FOOD FOR JEFF FOR MEETING WITH COLUMBIA COUNTY	14.70		ADMINISTRATION

# Bill

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

Date	Ref. No.
06/29/2016	0342 6/8 - 7/8

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

Bill Due 07/29/2016
Terms
Memo

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8036 CONFERENCE/TRAINING FEES	CALACT - FEES FOR JEFF FOR NATIONAL CONFERENCE ON RURAL PUBLIC & INTERCITY BUS TRANSPORTATION	515.00		ADMINISTRATION
8038 TRAVEL	UNITED - FLIGHT FOR JEFF FOR NATIONAL CONFERENCE ON RURAL PUBLIC & INTERCITY BUS TRANSPORTATION	664.20		ADMINISTRATION
8022 B&M JANITORIAL	FRED MEYER - JANIORIAL SUPPLIES	6.98		OPER 5311
8038 TRAVEL	ETOWAH VALLEY GOLF - LODGING FOR JEFF FOR NATIONAL CONFERENCE ON RURAL PUBLIC & INTERCITY BUS T...	150.30		PARATRANSIT
8100 MEETING EXPENSE	0261 JONES FRED MEYER - FOOD FOR DRIVER CLASSES	13.25	RIDECARE ADMIN	ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT - RIDECARE BUILDING REPAIR	7.48	RIDECARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD FOR DRIVER CLASSES	31.34	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	SUBWAY - FOOD FOR DRIVER CLASSES	44.00	RIDECARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - FOOD FOR DRIVER CLASSES	9.08	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - KEYBOARD / MOUSE	63.98	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - KEYBOARD	19.99	RIDECARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	AMAZON - RETIREMENT GIFT	15.95		ADMINISTRATION

# Bill

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

Date	Ref. No.
06/29/2016	0342 6/8 - 7/8

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

Bill Due	07/29/2016
Terms	
Memo	

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8057 OFFICE FURNITURE & EQUIP	STAPLES - CHAIR	99.99	RIDECARE ADMIN	ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	DROPBOX - SOFTWARE SUBSCRIPTION	99.00	RIDECARE ADMIN	ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	STAPLES - CHAIR	99.99	RIDECARE ADMIN	ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	STAPLES - CHAIR	99.99	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	DENNY'S - FOOD FOR JASON, JEFF AND KONNOR FOR BROKERAGE MEETING	30.96	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	OREGON PARKING YELLOW - PARKING FOR JASON, JEFF AND KONNOR FOR BROKERAGE MEETING	6.00	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	VALLEY CAFE - FOOD FOR JASON, JEFF AND KONNOR FOR BROKERAGE MEETING	20.20	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	LA QUINTA INN - LODGING FOR JASON FOR BROKERAGE MEETING	98.62	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	LA QUINTA INN - LODGING FOR JEFF FOR BROKERAGE MEETING	98.62	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	LA QUINTA INN - LODGING FOR KONNOR FOR BROKERAGE MEETING	98.62	RIDECARE ADMIN	ADMINISTRATION
8065 EDUCATION/OUTREACH	0204 PARKER FRED MEYER - FOOD FOR BUDGET MEETING	27.07		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SAFEWAY - GREETING CARDS	9.68		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - STAMPS	94.00		ADMINISTRATION

# Bill

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

Date	Ref. No.
06/29/2016	0342 6/8 - 7/8

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

Bill Due 07/29/2016
Terms
Memo

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8066 EVENT SUPPLIES	AMAZON - 4TH OF JULY SUPPLIES	32.78		ADMINISTRATION
8066 EVENT SUPPLIES	AMAZON - 4TH OF JULY SUPPLIES	16.40		ADMINISTRATION
8066 EVENT SUPPLIES	AMAZON - 4TH OF JULY SUPPLIES	95.54		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - REFRESHMENTS FOR BOARD MEETING	7.29		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - REFRESHMENTS FOR BOARD MEETING	11.00		ADMINISTRATION
8023 B&M SHELTER CLEAN & REPAIR	STAPLES - CLEANING SUPPLIES FOR SHELTER	19.99		ADMINISTRATION
8066 EVENT SUPPLIES	CASH & CARRY - CANDY FOR 4TH OF JULY	139.75		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	WSU CONF MGMT - FEES FOR WASHINGTON DEPARTMENT OF TRANSPORTATION CONFERENCE	325.00		MOBILITY MANAGEMENT
8035 CONF TRAINING & TRAVEL	BRECKENRIDGE - LODGING FOR SHANA FOR WASHINGTON DEPARTMENT OF TRANSPORTATION CONFERENCE	118.38		MOBILITY MANAGEMENT

Expense Total : 5,333.60

**Bill Total : \$5,333.60**

DATE: August 18, 2016

TO: Board of Commissioners

FROM: Jeff

RE: Agenda Item #10.a Financial Review Report

As you may recall, the Board directed staff to secure the services of our CPA firm to review the accounting software transition due to concerns that both the Board and staff had. There were several findings and recommendations that the accountants have outlined in the attached report. We will be updating you on the progress of making the corrections that are shown in the Recommendations section.

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

**June 30, 2016**

SUNSET EMPIRE TRANSPORTATION DISTRICT

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**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

Jeff Hazen, Executive Director  
Sunset Empire Transportation District  
900 Marine Drive  
Astoria, OR 97103

We have performed the procedures enumerated on page 2, which were agreed to by Sunset Empire Transportation District (SETD) as of June 30, 2016 solely to assist the SETD's with respect to the validation of the accounting software transition for the period July 1, 2015 through December 31, 2015. SETD's management is responsible for the District's activities and records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described on page 2, either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are presented on page 2 and additional recommendations are presented on pages 3 through 7.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the financial statements of the SETD, its activities, or specified elements, accounts, or items thereof. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Directors of SETD and is not intended to be and should not be used by anyone other than those specified parties.

Very truly yours,

*Boldt Carlisle & Smith*

Boldt Carlisle + Smith  
Certified Public Accountants  
Salem, Oregon  
June 30, 2015



**SUNSET EMPIRE TRANSPORTATION DISTRICT  
PROCEDURES AND FINDINGS**

## SUNSET EMPIRE TRANSPORTATION DISTRICT

### PROCEDURES AND FINDINGS

Obtain the two QuickBooks accounting files:

- *Ensure beginning balances agree to audited June 30, 2015 balances.*
  - *The July 1, 2015 balances in both the new and old QuickBooks do not agree to the audited June 30, 2015 balances.*
  - *In the new QuickBooks the July 1, 2015 entries included opening entries and transactions which were comingled such that it was not possible to determine what items made up the opening entry.*
  - *Outstanding items were not entered as part of the beginning balances.*
  - *Adjusting entries proposed during the June 30, 2015 were not entered with an effective date of July 1, 2015.*
- *Obtain all bank statements from July 1, 2015 through December 31, 2015.*
  - *Boldt Carlisle + Smith only received bank statements for the operating accounts for the General and RideCare funds.*
  - *Boldt Carlisle + Smith was not able to ensure the bank reconciliations are accurate. This is due to the following:*
    - *The beginning outstanding items were not entered in the new QuickBooks.*
    - *The use of journal entries to record transactions in bulk in the new QuickBooks.*
    - *Not all transactions are recorded in the new QuickBooks.*
- *Review customer balance report for Accounts Receivable outstanding balance at December 31, 2015 and discuss accounts older than 60 days with the District.*
  - *Boldt Carlisle + Smith concludes that the amount of corrective action necessary to ensure the new QuickBooks file contain all the relevant records has made this procedure impractical to complete.*
- *Review vendor balance report for Accounts Payable outstanding balance at December 31, 2015 and discuss accounts older than 60 days with the District.*
  - *Boldt Carlisle + Smith concludes that the amount of corrective action necessary to ensure the new QuickBooks file contain all the relevant records has made this procedure impractical to complete.*
- *Discuss with the District the December 31, 2015 balances for all other balance sheet accounts.*
  - *Boldt Carlisle + Smith concludes that the amount of corrective action necessary to ensure the new QuickBooks file contain all the relevant records has made this procedure impractical to complete.*

**RECOMMENDATIONS**

## SUNSET EMPIRE TRANSPORTATION DISTRICT

### RECOMMENDATIONS

In connection with our performance of agreed upon procedures we noted the following suggestions:

**Before starting, SETD should ensure the audit trail feature in QuickBooks is turned on. This will allow the review of the original transaction and any changes that occur to the original transaction. This should be done for the old and new QuickBooks files.**

#### Definitions/Descriptions

Old QuickBooks File: This is the file that is no longer in use. It should contain records through the year ended June 30, 2015. This file will be broken up into two pieces described below.

Old QuickBooks File – Pre-July 1, 2015: This portion of your records has been audited. This should have been used through June 30, 2015.

Old QuickBooks File – Post-June 30, 2015: This portion of the file should not have been used. This activity should have been recorded in the New QuickBooks File.

New QuickBooks File: This is the current file. It should contain the records for the activity starting on July 1, 2015. This file will be broken up into two pieces described below.

New QuickBooks File – Pre-July 1, 2015: This portion of the file should not have been used.

New QuickBooks File – Current: This is your current QuickBooks File. It should contain all transactions starting July 1, 2015.

#### Recommendations – Overall

The recommendation will be discussed in greater detail later in this report.

1. The Old QuickBooks File – Pre-July 1, 2015 should be returned to the audited amounts.
2. The Old QuickBooks File – Post-June 30, 2015 should be zeroed out.
3. The New QuickBooks File – Pre-July 1, 2015 should be zeroed out.
4. The New QuickBooks File – Current should contain current activity in detail.

#### Old QuickBooks File – Pre-July 1, 2015

5. As part of our audit of the fiscal year ended June 30, 2015, Boldt Carlisle + Smith (BCS) obtained the Old QuickBooks File – Pre-July 1, 2015. The unadjusted trial balance was then entered into our software. Any adjustments made to the trial balance were done through the use of journal entries.

There were two types of adjusting journal entries. When BCS came across information that we believed should have been adjusted, then BCS proposed an adjusting journal entry. When SETD came across information that led you to adjust the books, then BCS receive a printout of the journal entry posted to SETD's books.

All entries were entered into our software. We differentiated between the two types by placing "client-prepared journal entry" at the beginning of the journal entry description.

When BCS delivered the draft of the financial statements including footnotes, we provided a copy of all the journal entries. After approving the proposed journal entries, SETD posted all the journal entries to QuickBooks. Since the list of journal entries included the “client-prepared journal entries”, some entries were posted twice.

**Recommendation:** SETD should review the list of journal entries and verify that the “client-prepared journal entries were not posted twice. Any such entries should be eliminated through the use of a journal entry. The journal entry should be approved and the appropriate documentation retained in SETD’s records.

6. BCS provided SETD with proposed adjusting journal entries at the end of our audit. AJE 26 was accepted by management and posted to your QuickBooks. The AJE should have been posted as \$19,981, but was only entered as \$19,961 resulting in a change of \$20.

**Recommendation:** SETD should correct the entry to the amount approved for the audited financial statements. Any such correction should be through the use of a journal entry. The journal entry should be approved and the appropriate documentation retained in SETD’s records.

(If it is determined that the amount should have been \$19,961, the adjustment should be done in the New QuickBooks – Current File.)

7. BCS proposed adjusting journal entry 19. The amount was accepted by management and posted to your QuickBooks. The adjusting journal entry was for two vendors and should have been posted separately.

**Recommendation:** SETD should correct the journal entry to include the two amounts to the individual vendors. Any such correction should be through the use of a journal entry. The journal entry should be approved and the appropriate documentation retained in SETD’s records.

8. After our audit, SETD posted a transaction for vendor Snow & Snow Attorney at Law for \$1,260.

**Recommendation:** SETD should eliminate the transaction. Any such correction should be through the use of a journal entry. The journal entry should be approved and the appropriate documentation retained in SETD’s records.

(SETD should record this transaction in the New QuickBooks File – Current. SETD should consider the materiality of this transaction. If management determines the amount is material, then a prior period adjustment may be considered necessary. If management determines the amount is immaterial, then the expenditure may be posted to the 2015-16 activity.)

9. When items 5 – 8 have been completed an evaluation of the ending balances in the Old QuickBooks File – Pre-July 1, 2015 should be compared to the June 30, 2015 audited financial statements. The evaluation should focus on the balance sheet. If differences remain, additional procedures may need to be performed.

#### **Old QuickBooks File – Post-June 30, 2015**

10. Items have been posted to the file after the start date of the New QuickBooks File – Current of July 1, 2015.

**Recommendation:** All transaction posting in the Old QuickBooks File – Post-June 30, 2015 should be posted in the New QuickBooks File – Current.

**This will allow for a complete set of records for the 2015-16 fiscal year.**

**This will allow for a proper reconciliation of the accounts.**

Non-payroll transactions should be evaluated to ensure the proper treatment for the transaction in the New QuickBooks File – Current. For example, a check written may be for a reduction of a payable where the expenditure was recorded in the 2014-15 year. Or, the check written may be for a reduction of a payable where the expenditure is a new transaction and should be recorded in the 2015-16 year.

Payroll transactions should be posted in the New QuickBooks File – Current. Since there are numerous transactions, further research on batch entries in QuickBooks should be done.

**Whether a non-payroll or payroll items, detailed entries should be made in QuickBooks. The individual information must be entered. For example, SETD should enter each individual check for payroll. If Sally got a check for \$50 and Jim got a check for \$75, then both checks should be entered. SETD should not combine the entry and post payroll of \$125.**

**Recommendation:** When posting the transactions into the New QuickBooks File – Current enter one month at a time. This will allow SETD to reconcile the accounts in smaller, more manageable portions. This will allow SETD to isolate errors and fix them in a more efficient manner.

The monthly reconciliation of the accounts will need to be coordinated with other recommendations to ensure that all transactions for the month are recorded.

**Recommendation:** Once the New QuickBooks File – Current contains all the transactions and has been reconciled, SETD should delete all transactions dated July 1, 2015 and later.

### **New QuickBooks File – Pre-July 1, 2015**

11. Items have been posted to the file prior to the start date of the New QuickBooks File – Current of July 1, 2015.

**Recommendation:** All transactions prior to July 1, 2015 should be evaluated to ensure proper treatment for the transaction in the New QuickBooks File – Current. For example, a transaction may have been posted pre-July 1 to create a receivable. The purpose of the entry was to allow the receipt of the check in the New QuickBooks File – Current. However, SETD has followed other recommendation and may have entered the beginning receivable balance in detail and therefore does not need this transaction entered at all. However, an entry may have been posted pre-July 1 and the transaction has not been posted in the transactions of the Old QuickBooks File – Pre-July 1, 2015 or the New QuickBooks File - Current.

Once the necessary entries have been entered, delete all transactions prior to July 1, 2015.

12. The entry used to record beginning balances does not agree with the ending audited amounts. First, the amounts were entered before BCS preformed the audit. Second, the adjusting journal entries were not entered in the New QuickBooks – Current as indicated per the audit. This was needed to get from the unaudited beginning numbers to the beginning numbers. Third, the beginning balances entry was adjusted throughout the first half of the year to account for some activity recorded in the Old QuickBooks File – Post-June 30, 2015. Finally, the beginning balances were entered in total and therefore, do not contain enough detailed information. For example, bank account activity should have been entered in detail to allow for the accounting of outstanding items as of June 30, 2015.

**Recommendation:** The entry to record beginning balances should be deleted.

Although this entry is actual recorded in the New QuickBooks – Current, BCS is addressing it here because the beginning balances needs to be entered on a date that can be isolated (no other activity).

Typically, BCS recommends that the first and the last day of the year should be reserved for journal entries only. Since SETD has already booked entries on July 1, 2015, it will be necessary to record the opening balances prior to this date. Therefore, it should be dated in the period BCS is calling New QuickBooks File – Pre-July 1, 2015.

Since all entries posted pre-July 1 have been deleted, you may post transactions to June 30, 2015.

**Recommendation:** The beginning balances need to be entered in detail. This means cash accounts should be posted using the bank balance and the individual outstanding items on the June 30, 2015 bank reconciliations – which should agree to the reconciled book balance. Accounts receivable and payable should be entered using individual invoices by customer/vendors which agree to the June 30, 2015 aging reports. Other accounts should be evaluated to ensure detailed information is entered when required while other accounts could just have a single entry to record the beginning balance.

**Recommendation:** Entry of the beginning fund balances should incorporate the use of SETD’s three funds.

**Recommendation:** After all beginning entries have been made SETD should print the balance sheet for June 30, 2015 and compare the balances to the audited financial statement balances.

**Note:** The issue regarding the adjusting journal entries is not an issue since the beginning balances are starting with the audited amounts and not the unadjusted amounts.

#### **New QuickBooks File – Current**

13. As stated in the section New QuickBooks File – Pre-July 1, 2015, the beginning balance journal entry is not supported.

**Recommendation:** SETD should delete the journal entry. All beginning balances have been recorded on June 30, 2015. All transactions recorded in the other “files” have been recorded as individual entries.

14. Transactions posted from other “files” through the use of journal entries are not supported.

**Recommendations:** SETD should delete all journal entries used to record transactions that were recorded in other “files”. The individual transactions should have been posted during the implementation of other recommendations.

15. QuickBooks has the ability to unreconciled bank accounts.

**Recommendation:** SETD should consider reconciling all accounts. As recommended earlier, the adjustments necessary to the New QuickBooks File – Current should be done on a month-by-month basis. Then, each account should be reconciled for the month. BCS believes this will be more efficient since it will isolate errors into a more manageable timeframe.

16. Any accounts receivable or payable transaction should be applied.

**Recommendation:** An aging report should be reviewed to ensure only outstanding receivables and payables remain on the lists.

17. Due to the similar names of the Due To and Due From accounts, SETD has recorded the incorrect balances. This should be corrected in the recommendation above. This is just an item noted in a review of the balance sheet prior to changes.
18. The District maintains fund accounting by the use of classes in QuickBooks. Although the District has implemented the use of classes on all revenue and expenditure transactions, some balance sheet account have not been classed per fund activity.

As stated above, the beginning balances need to be recorded using the classes for fund accounting. Additionally, the transactions being recorded need to be classified into funds as well.

Some balance sheet accounts are specifically identifiable by fund. Others have started using a "pooled" account approach. An example of this type of account is the CCB Loan RES ACCT. The total balance is \$75,229.13 on June 30, 2015. By fund the balance is \$25,229.13 for the General Fund and \$50,000.00 for the Capital Reserve Fund.

Prior to the current year, the booking of transactions involving interfund activity was recorded using the Due To and Due From accounts.

**Recommendation:** All activity, balance sheet or profit and loss accounts should be recorded using classes. When a transactions involves interfund activity, the use of the Due To and Due from accounts should be used. This will keep the transaction in balance. Therefore, the financial statements will be in balance as well.

**Recommendation:** Financial statements should be reviewed on a regular basis to ensure the funds balance. Financial statements presented to the Board of Directors must balance by fund.

**Recommendation:** The use of a "plug" figure to maintain balanced financial statements by fund should not be used.

19. Any correction of transactions in the New QuickBooks File – Current should be done through the use of journal entries. The journal entry should be approved and the appropriate documentation retained in SETD's records.



DATE: August 18, 2016  
TO: Board of Commissioners  
FROM: Jeff Hazen  
RE: Agenda Item 10.b Rider Appreciation Day

At the July Board meeting, discussion was held about ways to recognize the service to the District of Commissioner Goforth. One of the ideas was to memorialize Commissioner Goforth by renaming the annual Rider Appreciation Day that is held in January in connection with Project Homeless Connect.

We will also be looking at other ways to honor Commissioner Goforth as we work with the City of Astoria when they go through their planning process to improve the west entrance to the City including the Uniontown area.

We should also revisit the discussions that were held a few years ago regarding the naming of the transit plaza to recognize Commissioner Bob Gannaway's service to the District. Staff will be looking for direction from the Board on this.

We recommend the Rider Appreciation Day be renamed "The Rae Goforth Rider Appreciation Day".

DATE: August 18, 2016  
TO: Board of Commissioners  
FROM: Jeff Hazen  
RE: Agenda Item 10.b Committee Assignments

In Board Policy B-2, Duties of Board Chair, it states that “The Chair shall create sub-committees and assign Board members as needed. Up to 3 Commissioners can be assigned to each committee, which can be either standing or ad hoc committees. Each committee will select its own Chair.”

We currently have 4 sub-committees:

<u>Committee:</u>	<u>Current Board Member Assignments:</u>
RideCare Advisory Committee	Commissioner Gearin (interim)
Senior & Disabled Transportation Advisory Committee	Commissioner Widener (interim)
Board Policy Committee	Chair Kleczek Commissioner Gearin
Executive Director Evaluation Committee	Chair Kleczek Commissioner Lewicki

Chair Kleczek will be making assignments to the committees after discussion with the Board.

DATE: August 18, 2016  
TO: Board of Commissioners  
FROM: Jeff Hazen  
RE: Agenda Item 11.a November/December Meeting Dates

The Board of Commissioners meets on the 4<sup>th</sup> Thursday of each month. The Thanksgiving holiday always falls on the 4<sup>th</sup> Thursday in November. Over the past 3 years, the Board has combined the November and December meetings and held the meeting on the 2<sup>nd</sup> Thursday of December. This year the 2<sup>nd</sup> Thursday is on December 8<sup>th</sup>.

Staff is requesting that the Board determine what date they would like to meet on for the November/December meeting.

December

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DATE: August 18, 2016  
TO: Board of Commissioners  
FROM: Jeff Hazen  
RE: Agenda Item 11.b Updated Bank Signature Authority

With the appointment of Lylla Gaebel to the Board of Commissioners, we need to update the bank signature authority. We are asking that the Board make a motion to add Commissioner Gaebel to the bank signature authority and remove Commissioner Goforth.

Executive Director Report  
August 2016 Board Meeting Report  
Jeff Hazen

- Mary's review has been completed and will be given to her on 8/19.
- Transcriptions services tryouts will be reported back to the Board in September
- Scope of work for the feasibility study looking at District expansion into Columbia County is back to Jamey for final review.
- I will be sharing a marketing piece that Mary developed to target the Millennial generation. The Leadership Team gave her a rousing round of applause for it!
- I have received 3 responses to the requests for quotes (RFQ) for IT services. We have also received 2 applications for an IT position and they will be interviewed next week. Once those applicants have been interviewed, I will make a determination on which way to proceed.

Weekly Reports:

7/25/16

Last week was shortened by a day since I was sick on Friday. Fortunately, it was one of the colds that hits me hard and is gone within two days. Last week time was spent on Board reports and getting the packets out to you. We held our S & D committee meeting on Tuesday and reviewed where the Veterans program is along with an update on the vehicle grants for this year. As you probably saw by your packet for the Board meeting we have three new members we are asking you to appoint to the committee. They were all in attendance at the meeting and will be excellent committee members! I had a call with our consultants on the transportation plan going over logistics for their presentation on Thursday. They are looking forward to presenting you with the plan. We had driver meetings on Thursday. I attended both of them to discuss our weapons policy and changes to it. We had a couple of riders in the last month that had concealed weapons. In the first case, the rider's coat opened up enough for the gun to be visible and the driver had the rider leave the bus since our policy states no weapons allowed. He complained to John at the TC who then called me for guidance since I was in Salem with Jason and Konnor. I said that I would do further research on it when I got back to the office. In looking at Oregon's concealed carry law, it states that permit holders are allowed to carry in public buildings. I then looked at policies at some transit agencies in Oregon and sent the policies over to Jeanyse Snow, our attorney, for her opinion on them. She agreed with me that Trimet's had the best language so we will be incorporating it into our policy. It reads:

*"Weapons: No person, except a peace officer, shall bring or carry aboard a District Vehicle any firearm, knife (except a folding knife with a blade less than 3 ½ inches in length), or any other instrument, article, device, material or substance specifically designed for, or attempted to be used to, inflict or cause bodily harm to another, except in accordance with administrative rules as may be promulgated by the General Manager or otherwise provided by law. Where possession of such weapons cannot be prohibited by law, a person in possession of a weapon, or in possession of a replica firearm, may not display or carry the weapon or replica firearm, in a manner which is likely to result in fear or alarm by other persons or District employees. As*

*used in this section “replica firearm” means any device that substantially resembles a firearm or can reasonably be perceived to be an actual firearm.”*

We will still state that weapons are not allowed on the bus but drivers will follow this policy and verify that if there is a concealed weapon noticed, they will ask to see the person’s concealed carry permit. If they can’t produce one, they will be asked to leave the bus. One of the questions that the driver’s asked was about the ability for drivers to carry concealed weapons if they are a permit holder. I let them know that they are not allowed to carry while on duty and in the buildings or buses.

We had a nice sendoff cake at the meetings for Konnor and said farewell!

8/1/16

Good morning, I want to start off with a great story. On Monday as I was getting ready to leave, the transit center was busy. Debbie was helping customers and Al was also. The phone was ringing as I walked through the counter area so I answered it. The lady on the phone called and said she had some questions but first she wanted to rave about how wonderful the new schedules were. She went on and on about how she travels all over the country and uses public transportation wherever she is. She has never seen a more easy to read schedule than ours. We had a great conversation about how it was developed and how great of a job Mary did putting it together. I asked her if she would like to talk to Mary and share her excitement over the schedules and she said, absolutely! I transferred the call up to Mary where they had a great time talking. I went back upstairs and Mary had the biggest smile on her face, it made her day!

I had a meeting with Amy Baker, the interim Executive Director at Clatsop Behavioral Healthcare. Until my name popped on her schedule, she wasn’t aware that there was transportation in the area so I was able to fill her in on all of our services. We focused a lot on the NEMT brokerage and she had several questions that we were able to answer for her. She has a monumental task in front of her but I believe she has the capabilities to right the ship and get it headed in the right direction. I also had a meeting last week with Eric Hunter, the new CEO at CareOregon. He is excited to be in Oregon because he has been keeping track of Oregon’s progress in healthcare for some time. I attended the CEDR (Clatsop Economic Development Resources) summit on housing. It was a robust conversation about the needs in the area for all types of housing. I shared the importance of making sure that we are at the table early in the process for any large scale developments so we can work with the developers on transit oriented facilities. After our Board meeting, I took Lylla out for lunch to give her some background on some of the things the District has been doing. It’s great to have her back on the Board, especially with her institutional knowledge. I did reach out to our applicant, Pamela, and encouraged her to look at filling the vacancy on the S & D Committee. I shared with her the important role that this committee has. I was finally able to meet with the new County Manager and we had a good conversation. He seems like a great fit for the County.

Well, we missed having the election of Officers on the agenda for the July meeting. We will have it on the agenda for August.

8/8/16

Tami and I met with one of our new contacts with our insurance agent, Brown and Brown, to review our Worker's Compensation policy renewal. Our rate went up dramatically for this year because of a high cost injury in 2014. We knew about the increase and it is reflected in the budget. It's disappointing since last year we had a dramatic decrease in our rate because we had some old injuries drop off the calculation table. That's the nature of the beast though, and rest assured safety is a big focus internally and we are committed to identifying and correcting unsafe conditions and unsafe behavior. I spent a good amount of time last week writing the RFQ for IT services. As I explained after announcing Konnor's departure, contracting out our IT service is one option. We are also advertising for the position that Konnor held, IT Specialist. I released the RFQ on Friday and will evaluate the quotes we receive and compare them with the cost and effectiveness of having someone in-house to determine what will be the most advantageous for the District. I have taken one vendor on a tour of the District to show them our IT infrastructure and will be doing the same with some other companies this week. We are still continuing to discuss the future of RideCare's software, OBSS. We were set to make a decision last week but still had some unanswered questions from the Oregon Health Authority. As a reminder, this discussion is being held between 4 public brokerages, Rogue Valley Transportation District, Central Oregon Council of Governments, Cascades West Council of Governments and us. I was able to meet with John Andoh the new Transit Director for CC Rider. I was able to discuss the potential expansion of the District and take him on a tour of the District's facilities to introduce him to our staff. Tracy happened to be here so he was able to meet him as well.

Finally, I do appreciate your service to the community and although we don't get a lot of public participation at your meetings, I am forever thankful that this never happens here, <http://www.star-telegram.com/news/traffic/your-commute/article93984602.html>

8/15/16

I gave tours to a couple of different firms of our IT infrastructure as part of the RFQ that is out. One is local and the other is a national company with a presence in Portland. Jason was busy getting quotes on office furnishings. With the growth of RideCare's business and staffing, it was necessary to getting cubicles set up so we are better structured within the office and to help temper the noise from other call takers. With estimates coming in at \$10k+ for what we were looking for, we were pleased to be able to find a company out of Portland to do it much less expensively and it included installation. We had the opportunity to take advantage of the reconditioned stock that they had rather than brand new furnishings. Tuesday afternoon, we had K-9 units from Clatsop County Sheriff's office, Cannon Beach Police Department, and Yakima County, WA Sheriff's office at the Warrenton site to do some drug detection training. They planted Heroin, Cocaine, and Meth on two of the buses and then brought the dogs, one at a time on each of the buses to see how well they performed. It was fascinating for Scott and I to watch them work and how excited they got when they got their toy when they found the drugs! They

were so appreciative of being able to do this training on the buses as a change from doing it in a building. Our excellent relationships with the local public safety agencies is beneficial to both them and us. They are always very responsive when we have issues that we need to call them on. I've attached a few pictures for you. I had a meeting with Aaron from Trillium in Portland in regards to their partnership with Swiftly. Swiftly has a transit app. He gave a general overview of the app and how it works. Doug in Tillamook is going to be doing a pilot project with it for a few months so we will be able to see how well it works in a rural setting. Both he and I were very pleasantly surprised at the low cost of the system. Friday, we had one of the best Team meetings we've had since I joined the District. I had given everyone a homework assignment earlier in the week so they could think about it and write down their thoughts. We had a VERY robust discussion on the topic. This is what I offered up and what questions I wanted them to answer:

Our most expensive ride to give is a Paratransit ride. What if we did a pilot project where those riders that have qualified to ride Paratransit are able to ride the fixed route service within the County for free?

What are the advantages?

What are the pitfalls?

How would drivers identify qualified riders?

What else do we need to consider?

Everybody participated in the conversation and they really liked having the time to gather their thoughts ahead of time. We'll continue to look at this idea before bringing it to the Board for their thoughts.

Thanks for your input on Mary's draft review, I'm going to take your comments and edit the review so I can give it to Mary this week. Also, we are having a summer employee appreciation BBQ this Thursday from 11:00-3:00 at the Warrenton Operations yard. I hope that you can join us as we celebrate our employees' efforts!



**Fixed Route Highlights:**

- **17,561 people** used fixed routes in July for an average of **566.5 riders per day**.
- **8.9% increase** in average passengers who rode fixed routes per day from last July (520.3 to **566.5**)
- **9.5 people per hour**, on average, got on any fixed route at any time that the bus runs in July. A **22.1% decrease** (12.2 to 9.5) from last July.
- **19.6% decrease** in the ratio of elderly/disabled riders from last July (23.57% to **18.96%**)

**RideAssist Highlights:**

- **679 rides** were provided by RideAssist in July for an average of **28.3 rides per day**.
- **0.9% decrease** in average RideAssist passengers per day from last July (28.3 to **28.5**)
- **4.1% increase** in all ADA Paratransit rides from last July (489 to **509**)

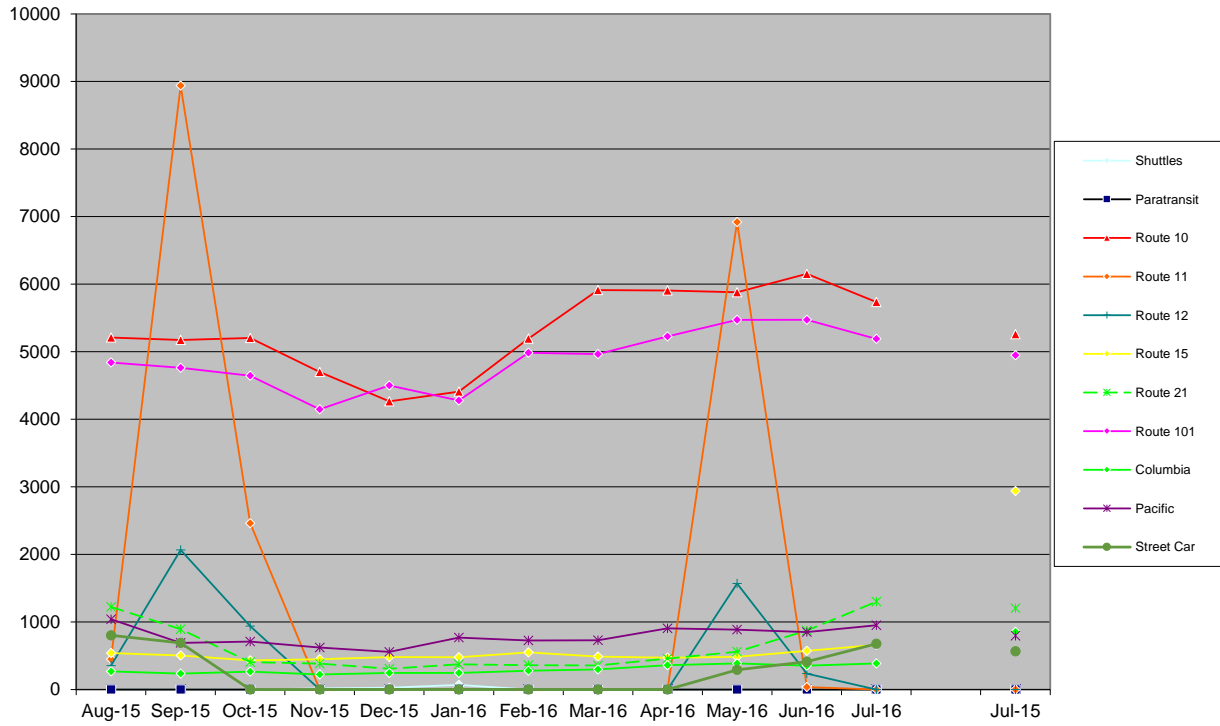
**Clatsop Care Center Health District Highlights:**

- **0 people** were provided by SETD in July for an average of **0 riders per day**.

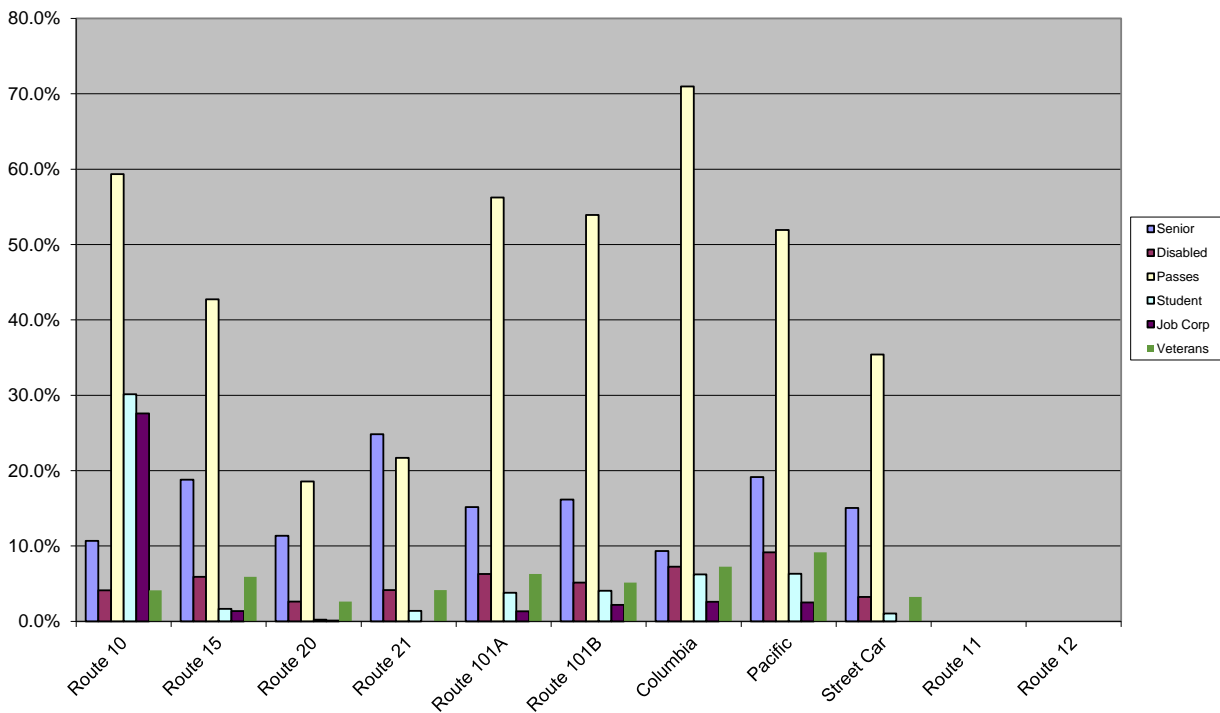
**System Highlights:**

- **18,240 people** used Sunset Empire Transportation in July for an average of **588.4 riders per day**.
- **7% increase** in all average passengers per day from last July (550 to **588.4**)

**SETD Rides**



**Rider Breakdown by Route**



## Operations

### August 2016 Board Meeting Report

Scott Earls

1. I am working on the CSSO (Certified Safety and Security Officer) review process to get SETD certified.
2. We interviewed and awarded for the full time position in the maintenance department to Curt Dean. Curt has been a part time driver for fixed route since April.
3. We interviewed and awarded a full time position in ParaTransit to Denny Cook. Denny has been a part time driver for fixed route.
4. We now need to hire and train 2 new drivers.
5. Still have not received the 2 new buses. I am counting on them being delivered before Sept.1
6. Volleyball weekend has come and gone, with normal traffic congestion in South County.
7. We are still in the middle of Buoy 10 season. More traffic to follow.
8. Hood to Coast weekend is Aug 27, 28.

RIDE ASSIST  
August 2016 Board Report  
Jennifer Geisler

- In July, Paratransit had 679 rides for an average of 28 rides per day. The ADA rides increased 4.1% from last July, 489 rides to 509 ADA rides.
- Dial-A-Ride had 1 ride in the month of July.
- There were 13 new ADA Paratransit applications received. Five used the ADA service in their first month.
- There were 142 veteran rides. 109 escorts assisted the ADA clients.
- There were 2 ride denials. One was for ADA Paratransit and one was for Dial-a-Ride. The denials were because there was a lack of capacity.
- For the month of July, we provided 7 ADA weekend ride requests on three different weekends.
- Denny Cook has been hired as full time Paratransit driver to fill the open position.
- The Paratransit drivers sold 12 ticket books for a total of \$288.00

**Paratransit Fares Collected for July**

- Para-transit Fares: \$888.00
- Tickets Collected: \$530.00
- Medicaid Collected: \$869.00
- Ticket books sold: \$288.00

Marketing and Outreach  
August 2016 Board Meeting Report  
Mary Parker

The new SETD coaster/business cards are being distributed throughout the county. I am hopeful that these will be found interesting and thought provoking when sitting under beverages and on tables in the area. They are colorful, useful, collectable, informative and durable which hopefully means they will be seen and used over and over again. This is a good thing!

The final design has been approved for the bus wraps. The wraps will match the scenes that we used for the new buses a couple years ago. There will be one small change that some of you may notice. The wraps will be applied to the buses at Western Bus. Tim Gillespie will let me know the date of installation in case anyone wants to go and watch the process.

I attended the Astoria Warrenton Chamber breakfast in July and distributed discussed the new schedules. There were several new businesses introduced which is always nice to hear about. It was also very nice to meet the Regatta Court and hear their presentations.

We are continuing to distribute poster maps and schedules throughout the area. Poster maps are up at the Senior Centers and at the Chamber of Commerce locations.

The new individual schedules which match the map poster are now on the SETD website.

Mobility Management  
August 2016 Board Meeting Report  
Shana Verley

**\*Training and Research**

This month I completed the courses Automated External Defibrillators, Fire Extinguisher Safety, Stress Management.

I participated in the following webinars: Filling the Mobility Gaps for Older Adults and People with Disabilities and 101 Webinar Series: ADA and Rural Transportation.

**\*Program Development**

VET Program: Sadly, one of our volunteer drivers passed away, so we interviewed one more and now he is on board. We currently have 22 veterans accessing our program 😊

**\*Outreach**

I assisted Shasia in the Transit Tour, there were a total of 11 riders.

I was asked by Ride Care to complete a mobility evaluation which was done at the Seaside Kiosk in company with Eric.

Di Stuppy from AARP and I met to discuss how to benefit by work together. I am currently working on putting 100 packets together for her to give out in her classes. She will also be joining me for my first Training that will hopefully be held at the Astoria Senior Center.

Transportation Options  
August Board Meeting Report  
Shasia Fry

Safe Routes to School

I wrote and sent out a letter of interest to all the schools in Clatsop, Tillamook and Columbia. This letter explained what Safe Routes to School is, how their school could benefit from the program and how to contact me if they are interested. I was at the time unaware that school administration takes the month of July off so I have not received much interest. I did however get in contact with Dale McDowell of the Seaside Public Works department, who had tried to start a program in previous years but was unsuccessful. Him and I will be meeting this month to discuss the program and how to create a successful one.

National Walk and Bike to School Day is October 5<sup>th</sup> this year. I am working on a packet of information to bring to the local schools in hopes that even if they do not have a Safe Routes to School Program, they could participate in Walk and Bike to School Day.

Transit Tour

On July 15<sup>th</sup>, we held an Astoria Transit Tour. We had 12 people in attendance, 11 which had never ridden the bus before. On the tour we rode the route 10 bus through one loop of Astoria. Along the tour, we played bus bingo and discussed the ins and outs of bus riding. After the tour I had the riders fill out a survey of the trip.

On the Survey we asked riders

How effective was this event?

12 out of 12 people said it was very effective.

After this event, how likely are you to start taking transit?

7 said very likely

5 said somewhat likely

Some of the positive comments where:

Very informative and helpful

Best Transit Ever

Excellent, She was very knowledgeable and personable.

Big Jump

I have been researching both the Astoria Transportation Plan and Clatsop Counties Transportation Plan. I will be using this information to create a community profile for area.

#### Admin

- I'm back – for the short term.
- We are going to add paging to our phone system which will allow a person to page all the phones at both offices. This is nice when trying to track down someone and you know they are at the other building.
- We are looking to hire either another IT person or bring in a consulting company. I think it would be nice to have the person in house to not only be here to solve IT problems but to be here to help out other people. I felt that was one of the biggest advantages we had when I did the IT work was that I could fill in where needed.
- I'm hoping to get the Astoria Copier working with PDFs. There is a problem with certain computers printing "Ascii garbage" when trying to print multiple PDFs. ABECO has said it is a driver issue so we will work with them to get the drivers fixed.

#### Operations

- The only color laser printer is out of ink and it is a very expensive printer to refill and it is getting old (we have had it about as long as I worked here). As a temporary solution, we are going to do the mass printing in Astoria and connect the inkjet printer that is already in Warrenton to do small printings.
- The Operation Manager, Scott, needs to get a new computer soon. It is one of the oldest computers we have left in the company. We will need to wait until later in the year when we have more money in the bank.

#### Mobility:

- Our Mobility Management Coordinator, Shana, has need of a new computer. We have it budgeted but we are at the time of year where we get a little tight with cash. We will be looking to get her a new laptop later in next quarter.

#### Ride Care:

- We are still negotiating with Byron (original programmer of OBSS) and his son Nick on a plan to support and update OBSS. There has been no decision made about continuing with OBSS or going a different direction.
- RideCare has a new employee, Sarah and we have purchased a new computer for her. Until a new computer shows up, we had to find an old computer to make due.
- Several of the phone headsets are losing their charge. Jason is going to purchase a trial replacement battery to see if they will be a good, low cost, solution for the other headsets.
- We are still trying to find a way to allow Medix to be able to access OBSS to help RideCare out with the afterhours rides. Konnor did a good job securing our network so we want to make sure our solution with Medix keeps everything secure.

#### Transportation Options:

- Our Transportation Options Specialist, Shasia, has need of a new computer (buttons have fallen off of it). We have it budgeted but we are at the time of year where we get a little tight with cash. We will be looking to get her a new laptop later in next quarter.

#### Misc:

- It really has been a challenge to take Konnor's role and try to do his job. I'm very grateful for my coworkers in the Transit Center and Kiosk and for my fellow managers filling in for me while I fill in for Konnor.



Human Resource Report  
August Board Meeting Report  
Tami Carlson

- July 1<sup>st</sup> employee wage increase, COLA and health benefit renewal/changes took effect.
- In-house posting and interviewing for Ops. Assistant resulted in the hiring of Maryanne Champagne. Maryanne has been a ParaTransit driver since February 2008.
- An in-house for a full-time ParaTransit driver to replace Maryanne was posted and the recruiting process for relief fixed route drivers continue.
- The vacant position in the shop also resulted an in-house posting for a Mechanic Assistant.
- Konnor Claborn IT Specialist moved on this month. We may post this position in the future.
- RideCare interviews continue with plans of adding another CSR to the team.
- Employee of the 2<sup>nd</sup> Quarter 2016 (April–May-June) is Marcela Foeste. Marcela is a TC Customer Service Rep. and has been with SETD since August 2015. Congratulations Marcela!
- July 26<sup>th</sup> attended the monthly SETD Safety Committee meeting.
- Other projects- Submitted Federal/State Quarterly Payroll Tax Reports. Completed Worker's Comp. Audit. and Public Records Request from American Transparency. American Transparency is a Florida based non-profit agency compiling data for the purpose of advising the public about government employee salaries.

Ride Care  
August Board Meeting Report  
Jason Jones

- Ride Care worked very hard in the month of July getting all caught up on our Volunteer billing manifests and creating strong contacts with the state. Keeping strong communication with DHS is a tough task due to the fact that they are going through some restructuring at the moment.
- Jeff and Jason continued working with 4 other brokerages to try and solidify a plan to move forward with taking next steps in the development of OBSS.
- Jason has continued with the monthly CPCCO Clinical Advisory Panel and this month was a little lite with some out on vacation or sick. We expect to see progress reports from some of the CAP sub-groups in regards to the advancement of the programs to help lower our dependence on opioids.
- Our billing clerk went on vacation during this month which left Jason and Donna to keep things current. This gives us a great opportunity to keep those of use who backup other positions sharp and up to date.
- Ride Care has created a new dispatching duty called Volunteer Dispatching Coordinator. Ride Care has a large contingent of Volunteer drivers which play a very important role in helping to keep our costs low. The program has grown larger and more complicated in the recent months due to the additional requirement from the State that Ride Care does the driver billing or as we call it: (Driver Manifest Processing)
- Ride Care is in the middle of a slight summer dip in business with our trips dropping by 4% from June into July. This dip happens every summer around this time and usually spans the late part of June through early September. Rides provided will increase with the start of fall.
- Ride Care has taken steps to begin the hiring process of our 9<sup>th</sup> FTE. We look to have this process completed by the end of August thus bringing our call center to appropriate staffing levels. Breakdown: 1 manager, 1 Billing clerk, 2 dispatchers, 1 Volunteer Dispatching Coordinator and 4 call team persons. Hint: From December 2015 to June 2016 our call teammates would have seen up to 120 calls per day average, Yikes!! Today, that average is a manageable 80-90!!.