



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY August 24, 2017

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. OATH OF OFFICE – JIM SERVINO
3. ROLL CALL
4. FISCAL YEAR 2016 AUDIT PRESENTATION
5. CHANGES TO AGENDA
6. PUBLIC COMMENT (3 minute limit)
7. APPROVAL OF JULY 27th, 2017 MEETING MINUTES
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. FINANCIAL REPORTS- JULY 2017
10. OLD BUSINESS
 - a. September through December meeting dates
 - b. Payroll procedure follow up
 - c. Computer/Network Acceptable Use Policy update
 - d. Seaside Urban Renewal
 - e. Board Vacancy Update
 - f. Executive Director Evaluation Committee report
11. NEW BUSINESS
 - a. Intergovernmental Agreement with Clatsop County Emergency Management Division
 - b. Mobility Management
 - c. 2017 Oregon Public Transportation Award Nominations
 - d. Commissioner Servino Recognition
12. CORRESPONDENCE
13. EXECUTIVE DIRECTOR REPORT
14. LEADERSHIP TEAM REPORTS
15. PUBLIC COMMENT (3 minute limit)
16. OTHER ITEMS



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
July 27th, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. OATH OF OFFICE FOR COMMISSIONERS- Commissioners, Kevin Widener, Position #2, Kathy Kleczek, Position #3, Pamela Alegria, Position #4 and Lylla Gaebel, Position #5 were given the Sunset Empire Transportation District Oath of Office and sworn in as newly elected Commissioners by Carol Gearin, Board Secretary.
3. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Kevin Widener, Secretary/Treasurer Carol Gearin, Commissioner Lylla Gaebel, Commissioner Pamela Alegria. Commissioner Tracy MacDonald arrived at 9:10 am. Commissioner Jim Servino was excused.

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, Operations Manager/Deputy Director Paul Lewicki, Paratransit Supervisor Jennifer Geisler, Mobility Management Coordinator Shana Verley, Human Resources Tami Carlson and Executive Assistant/Outreach Supervisor Mary Parker.
4. CHANGES TO AGENDA- Chair Kleczek requested the election of officers be delayed until Commissioner MacDonald arrived. Executive Director Hazen requested that item 10.b be presented before item 10.a so that the guest from the City of Seaside could leave after his presentation.
5. PUBLIC COMMENT- June Gibson did not have comment. Chair Kleczek thanked June for attending meetings.
6. APPROVAL OF JUNE 22, 2017 BOARD MEETING MINUTES-
There were two typo corrections reported.
Commissioner Gaebel moved to approve the June 2017 Board Minutes as corrected
Commissioner Gearin seconded the motion
Discussion- None
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment
 - b. Commissioner Widener- No comment
 - c. Commissioner Gearin- No comment
 - d. Commissioner Gaebel – Reported that she had attended the Driver’s Barbecue in Warrenton and it was a great time and thanked everyone that helped with that and she hopes to be invited again.
 - e. Chair Kleczek- Reported that she attended the Clatsop County Commissioners meeting last night where there was discussion about the Seaside Urban Renewal project. She asked Seaside City Manager Mark Winstanley if he could attend the Board meeting today to answer questions and he agreed and is here. Chair Kleczek also reported that it has been great to watch riders look at schedules posted in downtown Cannon Beach and has also handed out many schedules.
 - f. Commissioner MacDonald- Reported that he had taken a tour of the new Paratransit vans and they are very nice.
8. ELECTION OF OFFICERS
Commissioner Gearin nominated Commissioner Gaebel for Board Secretary Treasurer

Commissioner Alegria seconded the nomination
Commissioner Gaebel was approved as Secretary Treasurer unanimously.

Commissioner Gaebel nominated Commissioner Gearin for Board Vice Chair
Commissioner MacDonald seconded the nomination
Commissioner Gearin was approved as Vice Chair unanimously

Commissioner Gaebel nominated Commissioner Kleczek for Board Chair
Commissioner Alegria seconded the motion.

Discussion- Commissioner Widener said that it is his opinion that the Board Commission Chair position should be rotated and that when Chair Kleczek was appointed 3 years ago she had said she was not interested in it. Commissioner Widener said Chair Kleczek had not treated Board Commissioners equally as with her animosity towards him and she had gone to Jeff a few years ago and used her position to get holiday service put in and that is a violation of Board Chair Policy. He said Chair Kleczek had lied to the Board about being invited to the Travel Oregon studio as they did not approach you, you approached them and said he had talked to Court about this and he asked me if you were Board Chair. You lied to the Board in February and slandered me about issues I raised after you talked and talked and basically wanted to shut down the argument after calling me a liar. Commissioner Widener also said he hoped that Chair Kleczek would get some training and that she has not had half the training that he has had and has not had the advanced training he has had. Commissioner Widener said he was sorry that Chair Kleczek did not like it when he opposed her as a delegate for on the SDAO Board and that he was elected to this position not appointed.

Commissioner Kleczek was approved as Board Chair unanimously

9. FINANCIAL REPORTS- July 2017

Commissioner Gaebel requested that the font be increased on several of the pages. Chair Kleczek asked Tracy to check the meeting expenses which were more than usual and the \$4300 interest posted for Ridecare and to please update the report for the Board. Commissioner Gaebel pointed out that Heather Reynolds needs to be listed as the District's legal counsel.

Commissioner Widener moved to accept the July 2017 Financials as presented.

Commissioner Gaebel seconded the motion

Discussion- None

Motion passed by unanimous aye vote

10. OLD BUSINESS

- a. Seaside Urban Renewal District – Mark Winstanley, Seaside City Manager presented an overview of the previous urban renewal projects which have now been sunseted, describing the success and how all of Seaside benefited. He said small communities do not have an economic development department but usually use an Urban Renewal agency. Urban Renewal agencies promote economic development through infrastructure improvements hoping to redevelop particular areas and attract economic development to the community. Winstanley said Seaside has been successful as back in the 70's Seaside had 4 major hotels and now they have over 40 hotels which benefits all as it increases the value of the county as a whole. He said the assessed value of Seaside in the 70's was about 250, million and today it is over a billion. The Urban Renewal agency often partners to put together projects that will benefit the community and help the city to upgrade to allow growth. Winstanley said the South East Urban Renewal district being proposed will have improvements that help increase economy, benefit residence and tourism. The Board members expressed their concern about the District being involved in the new Urban Renewal project to make sure that public transit is considered in the design of streets with turnouts and public access to bus stops on both South Holladay and Wahanna. Winstanley said Seaside has a long history of reaching out to try to put together projects that encompass what it is that citizens of the community want to have. The best example of this is the current North Holladay project. Several comments were made by Board members about sidewalk requirements, building delays and making sure that those responsible will be held accountable. The Board requested that the Public Transit be considered going forward. Commissioner MacDonald and Commissioner Widener both said that they would like to attend upcoming meetings.

June Gibson made public comment that she would like to see the intersection by Pizza Palace considered for a stoplight as it is very dangerous as busses try to turn there, children try to cross the street there and there are apartments and businesses located there. Winstanley said that section of Wahanna is not part of the current plan but they could take a look at it.

10 MINTE BREAK TAKEN- Meeting reconvened at 10:55 AM

Executive Director Hazen suggested that the Board ask that a letter be written that states the important items that the Board wants to see considered. Commissioner Gearin requested that the District see the plans that include specifics including turnouts,, crosswalks and bus shelters on any street development. Commissioner Alegria requested that the overall infrastructure consider public transit, including all applicable roads and also sidewalks. Commissioner Gearin agreed. Chair Kleczek requested that we make sure that we clarify public transit as related to the District. Commissioner Alegria also added that there should be an interconnected pedestrian infrastructure required even if it is not in the plan that requires that funds be put aside for completion.

Commissioner MacDonald moved to have the letter completed and signed by the Board chair to be received by the City of Seaside by August 1, 2017.

Commissioner Gearin seconded the motion

Discussion-None

6 Aye

1 Nay

Motion passed

- b. Presentation of new Website- Executive Director Hazen reviewed that the District is part of the Northwest Oregon Transit Alliance (NAWOTA) which had applied for a grant for the development of a website for the Connector and a platform that any transit agency in Oregon could use to develop their websites. Jeff said NWOTA received the grant and presented the website that is at this time a work in progress but will be going live in about 2 weeks. Jeff demonstrated trip planning which still needs some adjustments and the Board made several other recommendations for improvements and specifically placing the service alerts in a very visible place. Chair Kleczek requested that steps be taken to make sure that access to the website is secure.

Commissioner Gaebel moved that the website be launched in two weeks

Commissioner MacDonald seconded the motion

Discussion- Commissioner Gaebel asked that the Astoria Trolley be accessed on the website.

Hazen demonstrated that it is linked on the new website

Motion passed unanimously

11. NEW BUSINESS

- a. Payroll Procedure- Executive Director Hazen said that when he was first hired there was an LGIP account set up which was for Medicaid payments from Ridecare which was growing and he was not clear how it could be used. Jeff said something did not seem quite right. In checking with Finance Officer Al Hernandez they reviewed the payroll process where Tami makes out the checks and then sends Al and Jeff the total payroll due which is then transferred from the General Fund and placed into the payroll account. Jeff said this meant that the General Fund was paying Ridecares payroll and Jeff and Al were led to believe that this was because Ridecare was paying back the General Fund for a debt from the past. Jeff asked Al to look for some kind of procedure or record of the payback and he could not find anything. Jeff said he asked Mary and she called Lori Carl who was HR before Tami and asked her if this process was what she had done for payroll and she said no. She separated the Ridecare payroll out for the month and it was then transferred out of Ridecare's account and put in the General Fund account to pay it back. Jeff said he also talked to Lori who said she had told Tami but Tami said she did not recall that at all. Jeff said the last time Ridecare payroll was paid to the General Fund was in September of 2014 which was when Diane and Lori were still here. Diane had not asked Lori so it did not get done so all this time the General Fund has been paying Ridecares payroll. Jeff said before 2017 closed this last month the Ridecare payroll

payment for the year was transferred into the General Fund. Jeff said he has called the auditors wondering why this was not caught. Tracy and Tami have set up a procedure for the Ridecare payroll transfer and it will now be done quarterly.

Commissioner Alegria requested that there be a timeline or flowchart made of the process and corrections that are made to correct this.

- b. Board Vacancy- Executive Director Hazen reported that Commissioner Servino has submitted his resignation from the Board. He and his wife are moving to Texas to be near their family.
Commissioner Gaebel moved to accept Commissioner Servino's resignation as of August 31st
Commissioner Widener seconded the motion
Motion passed unanimously
- Commissioner Gaebel moved that we advertise that we have an open Board position that is elected county wide and we particularly encourage those from East County to apply
Commissioner MacDonald seconded the motion
Discussion- Commissioner Alegria said she did not like this and suggested advertising heavily in East county but not tacking on extra stuff onto announcement.
3 Aye 3 Nay
Motion failed
- Commissioner Gearin moved to advertise for an open Board position County wide
Commissioner Widener seconded
Discussion- Commissioner Gearin asked if there are papers to advertise in East County. Jeff said there is the Clatskanie Chief.
Motion passed
- c. Commissioner Committee Assignments- Chair Kleczek made the following committee assignments:
- Senior and Disabled Advisory Committee- Commissioner Alegria
 - RideCare Advisory Committee- Commissioner Gearin
 - Northwest Transit Feasibility Study Committee- Commissioner Gaebel
 - Board Policy Committee- Commissioner Gearin and Chair Kleczek
 - Northwest Area Commission on Transportation
- d. Appointments to Senior and Disabled Transportation Advisory Committee
The Committee is recommending that Barbara Carson be reappointed to the committee and that the Board approve advertising for the vacant position.
Commissioner Widener moved to reappoint Barbara Carson to the Senior and Disabled Transportation Advisory Committee
Commissioner Gaebel seconded the motion
No Discussion
Motion passed unanimously
- Commissioner Widener moved to advertise for a two new committee member for the Senior and Disabled Transportation Advisory Committee
Commissioner Gaebel seconded the motion
Discussion-None
Motion passed unanimously
- e. Approval of Rider Appreciation Day-
Executive Director Hazen asked that the Board approve free bus rides all day on January 30, 2018 for Rider Appreciation Day and Homeless Connect be the same day

Commissioner Gaebel moved that we continue the tradition of offering free rides all day on January 30th for Homeless Connect and Rider Appreciation Day

Commissioner Gearin seconded the motion

Discussion- Commissioner Alegria asked why both events were scheduled on the same day. Chair Kleczek explained that having them on the same day allows people to attend both events, getting assistance at Homeless Connect and refreshments and handouts and prizes at Rider Appreciation at the Transit Center and it is less of a financial impact on the District.

Motion passed unanimously

f. Approval of National Tribute To Rosa Parks Day

Mary asked for Board approval of a Resolution commemorating Rosa Parks Day which will be recognized on December 1, 2017 by reserving a seat in the front of each bus and other displays.

Commissioner Widener moved that staff be directed to form a Resolution to Celebrate Rosa Parks Day which will be read to the Board prior to Dec. 1st

Commissioner MacDonald seconded the motion

Motion passed unanimously

g. Executive Director Evaluation-

Tami Carlson HR explained that the annual Executive Director Evaluation is due and a subcommittee appointed however the subcommittee usually is made up of the Board Chair, Vice Chair and Secretary Treasurer. Chair Kleczek said that if the Board is ok to move ahead they will be receiving the evaluation forms soon.

h. Executive Director Agreement Renewal -

Tami Carlson HR reported that under section 2 of the Executive Director Agreement the Board must give notice to the Executive Director by August 2, 2017 if there is a reason that they do not want to renew the existing Agreement. The Agreement will automatically renew for another year on October 31, 2017. The Board did not have any reason to not let the Agreement renew. Commissioner Gaebel requested that the Executive Director Evaluation and Agreement Renewal process be presented a little earlier to the Board next time. Chair Kleczek said yes they would be working on that.

12. CORRESPONDENCE- None

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen went over several items in his report.

14. LEADERSHIP TEAM REPORTS- Reports submitted for July 2017: Operations- Paul Lewicki, IT/Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Mobility Management- Shana Verley, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.

15. PUBLIC COMMENT-

16. OTHER ITEMS-Chair Kleczek said that there were some very serious allegations made in regards to my behavior earlier in this meeting and I vehemently disagree with all those allegations and don't know where they come from. Chair Kleczek said she wanted to remind the Board of proper decorum and ethics of elected officials and we are all on the line for behavior outside the scope and there is no insurance that will cover that.

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

Meeting was adjourned at 11:45 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.

DRAFT

Sunset Empire Transportation District
JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the August 2017 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 Year to Date (YTD) Income was \$50,822 (\$15,536 less than budget), 2% of annual budget and 107% of monthly budget. YTD Total Materials & Services was \$24,010 (\$42,959 less than budget), 3% of annual budget and 79% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were up \$3461 for the month and better than budget year to date.
- 4100 Contract Service-IGA: Billing just completed for May-July for a total of \$7,744.
- 4260 Mass Transit Assessment: Received \$18,855.71 which posted into previous period, see item J.
- 4272 Parking: All parking spaces are leased out.
- 4300 Interest: June interest for General Fund was \$656.21.
- 4500 RC Provider Service: June 2017 revenues.
- 5000 Grants: Reimbursements have not been submitted for last quarter of fiscal year. Yearend closing and reporting to ODOT is complete. Reimbursement requests should be complete by mid-August 2017. We did receive our reimbursement of \$133,720 for the two new vans, see item K.

Expense

- 6005 Salaries & Wages: Down due to year end accruals and open positions.
- 8030 Comp-Info-Tech Services: Higher than budgeted, normal activity.
- 8035 Conf Training: HR training for Mary and John.
- 8053 IGA – Dues & Fees: Q1 NWOTA Partner Dues of \$2500
- Note: There are a couple of expense accounts with a negative amount due to accruals for year end.
- END

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

Sunset Empire Transportation District
JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the August 2017 Board of Commissioner's Meeting

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 8% of total budget. YTD revenues of \$244,908 are \$3,942.31 less than Budget. YTD Interest Income of \$937.44 is \$487.44 better than budgeted YTD. Materials & Services of \$181,674.99 are \$42,776 less than budget and are 7% of YTD budget.

Expense

- 7000 Contract Providers: Major providers include K &M \$26,075, Wapato \$67,543 and Tillamook \$35,036. Gas Vouchers accounted for \$22,272.
- Salaries and Wages: Below budget \$17,645 for the month.
- 4300 Interest: Posted to RideCare was \$937.44
- 7030 Bus Passes: Down for July at only \$100.
- 8030 Conf Training: HR Seminar – Jason Jones
- END

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

Sunset Empire Transportation District Profit & Loss Budget Performance-SETD

			July 2017		YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
	Month Actual	Month Budget	YTD Actual	YTD Budget			
Ordinary Income/Expense					Better		
Income					(Worse)		
4000 FARES	27,070.44	23,609.00	27,070.44	23,609.00	3,461.44	273,000.00	10%
4090 DONATIONS/COMMISSIONS	-123.26	1,075.00	-123.26	1,075.00	(1,198.26)	12,900.00	-1%
4100 CONTRACTED SERVICES-IGA	0.00	10,325.00	0.00	10,325.00	(10,325.00)	123,900.00	0%
4200 TAXES	0.00	0.00	0.00	0.00	-	892,000.00	0%
4250 TIMBER SALES	0.00	0.00	0.00	0.00	-	160,000.00	0%
4260 MASS TRANSIT ASSESSMENT	0.00	15,500.00	0.00	15,500.00	(15,500.00)	67,000.00	0%
4270 RENTAL INCOME	712.50	760.00	712.50	760.00	(47.50)	10,520.00	7%
4300 INTEREST	656.21	400.00	656.21	400.00	256.21	4,800.00	14%
4310 MISC INCOME	1.00		1.00		1.00		
4500 RC PROVIDER SERVICE REIM	-830.85	0.00	-830.85	0.00	(830.85)	0.00	
5000 GRANTS	0.00	0.00	0.00	0.00	-	675,247.00	0%
5080 OREGON STF FUNDS	23,310.00	14,689.00	23,310.00	14,689.00	8,621.00	58,753.00	40%
Other Types of Income	26.00		26.00		26.00		
Total Income	50,822.04	66,358.00	50,822.04	66,358.00	(15,535.96)	2,278,120.00	2%
Gross Profit	50,822.04	66,358.00	50,822.04	66,358.00	(15,535.96)	2,278,120.00	2%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	47,037.33	93,949.00	46,075.40	93,949.00	47,873.60	1,221,315.00	4%
6200 PAYROLL EXPENSES	18,450.09	11,168.00	19,412.02	11,168.00	(8,244.02)	145,195.00	13%
6300 EMPLOYEE BENEFITS	23,656.22	27,540.00	23,656.22	27,540.00	3,883.78	358,025.00	7%
Total 1. PERSONNEL SERVICES	89,143.64	132,657.00	89,143.64	132,657.00	43,513.36	1,724,535.00	5%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	301.86	183.00	301.86	183.00	(118.86)	2,200.00	14%
7030 BUS PASSES	0.00	183.00	0.00	183.00	183.00	2,200.00	0%
8005 AUDIT	0.00	3,000.00	0.00	3,000.00	3,000.00	28,652.00	0%
8006 ADS (HR JOB POSTING)	0.00	350.00	0.00	350.00	350.00	4,200.00	0%
8010 BANK FEES	240.64	278.00	240.64	278.00	37.36	3,341.00	7%
8020 BLDING & GROUNDS MAINT	1,178.64	2,656.00	1,178.64	2,656.00	1,477.36	31,878.00	4%
8030 COMP-INFO-TECH SERVICES	3,899.93	2,924.00	3,899.93	2,924.00	(975.93)	78,172.00	5%

Sunset Empire Transportation District Profit & Loss Budget Performance-SETD

	July 2017						
	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8035 CONF TRAINING & TRAVEL	1,410.00	1,115.00	1,410.00	1,115.00	(295.00)	24,084.00	6%
8040 DONATIONS/CONTRIBUTIONS	-225.52		-225.52		225.52		
8045 DRUG/ALCOHOL/BG CHECKS	0.00	416.00	0.00	416.00	416.00	5,000.00	0%
8050 DUES SUBSCRIPTIONS & FEES	897.88	1,000.00	897.88	1,000.00	102.12	19,143.00	5%
8053 IGA - DUES AND FEES	2,500.00	0.00	2,500.00	0.00	(2,500.00)	0.00	
8055 DURABLE EQUIP/SMALL TOOLS	0.00	5,366.00	0.00	5,366.00	5,366.00	64,400.00	0%
8061 EQUIPMENT LEASE/RENT	336.00	458.00	336.00	458.00	122.00	5,500.00	6%
8065 EDUCATION/OUTREACH	148.72	3,333.00	148.72	3,333.00	3,184.28	40,000.00	0%
8070 EMPLOYEE RECOGNITION	208.74	823.00	208.74	823.00	614.26	9,880.00	2%
8072 Election Fees	0.00	0.00	0.00	0.00	-	0.00	
8075 FUEL	3,508.65	21,039.00	3,508.65	21,039.00	17,530.35	252,472.00	1%
8080 INSURANCE	-36.47	0.00	-36.47	0.00	36.47	61,479.00	0%
8090 LEGAL ADS	0.00	50.00	0.00	50.00	50.00	800.00	0%
8095 LEGAL COUNSEL	0.00	500.00	0.00	500.00	500.00	6,400.00	0%
8100 MEETING EXPENSE	0.00	146.00	0.00	146.00	146.00	1,760.00	0%
8120 OFFICE SUPPLIES	625.45	1,446.00	625.45	1,446.00	820.55	17,352.00	4%
8130 PAYROLL PROCESSING FEES	0.00	166.00	0.00	166.00	166.00	2,128.00	0%
8135 PRINTING	283.11	2,816.00	283.11	2,816.00	2,532.89	33,800.00	1%
8139 PROFESSIONAL SERVICES	0.00	3,520.00	0.00	3,520.00	3,520.00	42,240.00	0%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	-	0.00	
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	0.00	-	330.00	0%
8155 TELEPHONE/INTERNET SERVICE	1,980.48	2,558.00	1,980.48	2,558.00	577.52	30,702.00	6%
8160 UNIFORMS	115.28	910.00	115.28	910.00	794.72	10,924.00	1%
8165 UTILITIES	221.88	1,733.00	221.88	1,733.00	1,511.12	20,796.00	1%
8170 VEHICLE MAINT & REPAIRS	6,415.16	10,000.00	6,415.16	10,000.00	3,584.84	120,000.00	5%
Total 2. MATERIALS & SERVICES	24,010.43	66,969.00	24,010.43	66,969.00	42,958.57	919,833.00	3%
Total Expense	113,154.07	199,626.00	113,154.07	199,626.00	86,471.93	2,644,368.00	4%
Net Ordinary Income	-62,332.03	-133,268.00	-62,332.03	-133,268.00	70,905.97	-366,248.00	17%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							

**Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD**

	July 2017						
	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9610 CLATSOP BANK-PRINCIPAL	5,699.70	5,728.48	5,699.70	5,728.48	28.78	70,517.00	8%
9611 CLATSOP BANK-LOAN INT	873.80	845.54	873.80	845.54	(28.26)	8,365.00	10%
Total 3. OTHER EXPENSES	6,573.50	6,574.02	6,573.50	6,574.02	0.52	78,882.00	8%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		0.00		-	41,800.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	3,351.00	0.00	3,351.00	3,351.00	7,041.00	0%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	-	28,000.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	-	200,000.00	0%
9850 TRANSFER OUT	0.00		0.00		-	104,208.00	0%
Total Other Expense	6,573.50	9,925.02	6,573.50	9,925.02	3,351.52	459,931.00	1%
Net Other Income	-6,573.50	-9,925.02	-6,573.50	-9,925.02	(3,351.52)	-459,931.00	1%
	-68,905.53	-143,193.02	-68,905.53	-143,193.02	74,257.49	-826,179.00	8%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
July 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YDT Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					(Worse)		
4000 FARES	0.00	0.00	0.00	0.00	0.00	0.00	
4300 INTEREST	937.44	450.00	937.44	450.00	487.44	5,400.00	17%
4500 RC PROVIDER SERVICE REIM	243,970.25	248,400.00	243,970.25	248,400.00	(4,429.75)	3,230,727.00	8%
Total Income	244,907.69	248,850.00	244,907.69	248,850.00	(3,942.31)	3,236,127.00	8%
Gross Profit	244,907.69	248,850.00	244,907.69	248,850.00	(3,942.31)	3,236,127.00	8%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	12,755.62	26,667.00	12,755.62	26,667.00	13,911.38	346,677.00	4%
6200 PAYROLL EXPENSES	1,059.61	3,366.00	1,059.61	3,366.00	2,306.39	43,758.00	2%
6300 EMPLOYEE BENEFITS	7,419.39	8,847.00	7,419.39	8,847.00	1,427.61	115,021.00	6%
Total 1. PERSONNEL SERVICES	21,234.62	38,880.00	21,234.62	38,880.00	17,645.38	505,456.00	4%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	176,715.21	211,450.00	176,715.21	211,450.00	34,734.79	2,537,410.00	7%
7030 BUS PASSES	100.00	1,500.00	100.00	1,500.00	1,400.00	18,000.00	1%
8005 AUDIT	0.00	2,000.00	0.00	2,000.00	2,000.00	9,048.00	0%
8006 ADS (HR JOB POSTING)	0.00	20.00	0.00	20.00	20.00	200.00	0%
8010 BANK FEES	0.00	14.00	0.00	14.00	14.00	171.00	0%
8020 BLDING & GROUNDS MAINT	47.00	802.00	47.00	802.00	755.00	9,628.00	0%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	843.11	1,453.00	843.11	1,453.00	609.89	52,438.00	2%
8035 CONF TRAINING & TRAVEL	525.00	300.00	525.00	300.00	(225.00)	8,046.00	7%
8045 DRUG/ALCOHOL/BG CHECKS	0.00	144.00	0.00	144.00	144.00	1,725.00	0%
8050 DUES SUBSCRIPTIONS & FEES	0.00	200.00	0.00	200.00	200.00	3,698.00	0%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,016.00	0.00	1,016.00	1,016.00	12,200.00	0%
8065 EDUCATION/OUTREACH	0.00	166.00	0.00	166.00	166.00	2,000.00	0%
8070 EMPLOYEE RECOGNITION	0.00	343.00	0.00	343.00	343.00	4,120.00	0%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8080 INSURANCE	0.00	0.00	0.00	0.00	0.00	6,814.00	0%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
July 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YDT Budget to YTD Actual	Annual Budget	YTD Act to Budget
8090 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	0.00	
8095 LEGAL COUNSEL	0.00	42.00	0.00	42.00	42.00	500.00	0%
8100 MEETING EXPENSE	0.00	53.00	0.00	53.00	53.00	640.00	0%
8120 OFFICE SUPPLIES	202.33	441.00	202.33	441.00	238.67	5,298.00	4%
8130 PAYROLL PROCESSING FEES	0.00	34.00	0.00	34.00	34.00	444.00	0%
8135 PRINTING	5.15	133.00	5.15	133.00	127.85	1,600.00	0%
8139 PROFESSIONAL SERVICES	0.00	250.00	0.00	250.00	250.00	3,000.00	0%
8155 TELEPHONE/INTERNET SERVICE	2,923.88	3,218.00	2,923.88	3,218.00	294.12	38,618.00	8%
8160 UNIFORMS	0.00	83.00	0.00	83.00	83.00	1,000.00	0%
8165 UTILITIES	313.31	789.00	313.31	789.00	475.69	9,475.00	3%
Total 2. MATERIALS & SERVICES	181,674.99	224,451.00	181,674.99	224,451.00	42,776.01	2,726,073.00	7%
Total Expense	202,909.61	263,331.00	202,909.61	263,331.00	60,421.39	3,231,529.00	6%
Net Ordinary Income	41,998.08	-14,481.00	41,998.08	-14,481.00	27,547.08	4,598.00	913%
Other Income/Expense							
Other Expense							
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		0.00		0.00	13,200.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	1,112.00	0.00	1,112.00	1,112.00	2,224.00	0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	343,405.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	125,546.00	0%
Total Other Expense	0.00	1,112.00	0.00	1,112.00	1,112.00	484,375.00	0%
Net Other Income	0.00	-1,112.00	0.00	-1,112.00	(1,112.00)	-484,375.00	0%
	41,998.08	-15,593.00	41,998.08	-15,593.00	26,435.00	-479,777.00	-9%

Sunset Empire Transportation District
Balance Sheet
As of July 31, 2017

	<u>Jul 31, 17</u>		
ASSETS		Liabilities	
Current Assets		Current Liabilities	
Checking/Savings		Accounts Payable	
1000 SETD GEN FUND BANK ACCTS	554,019.33	2000 ACCOUNTS PAYABLES	5,017.40
1040 TILLS	371.00	Total Accounts Payable	<u>5,017.40</u>
1050 RIDE CARE FUND BANK ACCTS	914,736.27	Other Current Liabilities	<u>56,132.43</u>
Total Checking/Savings	<u>1,469,126.60</u>	Total Current Liabilities	<u>61,149.83</u>
Accounts Receivable		Long Term Liabilities	
1200 ACCOUNTS RECEIVABLES	335,795.30	2800 INTERCOMPANY DUE TO/FROM	
1250 PROPERTY TAX RECEIVABLES	45,357.23	2810 DUE TO RIDE CARE	-220,178.82
Total Accounts Receivable	<u>381,152.53</u>	2815 DUE TO/(FROM) SETD G F	220,178.82
Other Current Assets		Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
1400 PREPAID EXPENSES	48,256.81	Total Long Term Liabilities	<u>0.00</u>
1500 UNDEPOSITED FUNDS	2,814.20	Total Liabilities	<u>61,149.83</u>
Total Other Current Assets	<u>51,071.01</u>	Equity	
Total Current Assets	<u>1,901,350.14</u>	3200 GF PRIOR PERIOD ADJUST	-8,891.00
TOTAL ASSETS	<u><u>1,901,350.14</u></u>	3700 FUND BALANCE NWRC-RESTRICT	1,311,965.11
LIABILITIES & EQUITY		3800 FUND BALANCE GENERAL FUND	789,741.87
		3900 RETAINED EARNINGS	21,084.18
		Net Income	<u>-273,699.85</u>
		Total Equity	<u>1,840,200.31</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,901,350.14</u></u>

Sunset Empire Transportation District A/R Aging Summary As of July 31, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	600.00	0.00	0.00	0.00	0.00	600.00
CLATSOP CRUISE HOSTS	6,521.00	0.00	0.00	0.00	0.00	6,521.00
DHS - CHILD WELFARE-CLATSOP	765.00	933.00	0.00	0.00	0.00	1,698.00
DSHS-Childrens Admin Office	0.00	144.00	0.00	0.00	0.00	144.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
OR DHS-VOCATIONAL REHAB SERVICES	0.00	60.00	-7.00	0.00	0.00	53.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	0.00	0.00	0.00	47.50	190.00
P-HOMESPUN QUILTS	95.00	0.00	0.00	0.00	0.00	95.00
P-HOXIE, RONALD	0.00	0.00	47.50	0.00	0.00	47.50
P-IMPACT THRIFT	47.50	0.00	0.00	0.00	0.00	47.50
P-THORSEN, MARY	95.00	0.00	0.00	0.00	0.00	95.00
P - HOLLAND, CAMILLE	0.00	0.00	38.30	0.00	0.00	38.30
PROVIDENCE ELDERPLACE	0.00	120.00	0.00	0.00	0.00	120.00
Providence Seaside Hospital	0.00	162.00	132.00	0.00	0.00	294.00
SCBEC/PACIFIC NW WORKS	0.00	120.00	0.00	0.00	0.00	120.00
	<u><u>8,551.00</u></u>	<u><u>1,539.00</u></u>	<u><u>210.80</u></u>	<u><u>0.00</u></u>	<u><u>-282.50</u></u>	<u><u>10,018.30</u></u>

Sunset Empire Transportation District A/P Aging Summary As of July 31, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ABECO	25.77	0.00	0.00	0.00	0.00	25.77
ALSCO	75.54	0.00	0.00	0.00	0.00	75.54
ASTORIA FORD	387.52	0.00	0.00	0.00	0.00	387.52
CRS	200.00	0.00	0.00	0.00	0.00	200.00
ENGLUND MARINE SUPPLY CO, INC	5.44	0.00	0.00	0.00	0.00	5.44
GNSA	261.54	0.00	0.00	0.00	0.00	261.54
JACKSON & SON OIL, INC.	3,561.28	0.00	0.00	0.00	0.00	3,561.28
MTR WESTERN BUS	0.00	0.00	0.00	0.00	0.00	0.00
O'REILLY AUTO PARTS	473.35	0.00	0.00	0.00	-178.04	295.31
PACIFICSOURCE ADMINISTRATORS	0.00	0.00	0.00	0.00	0.00	0.00
PP-GF_for concversion	0.00	0.00	0.00	0.00	0.00	0.00
PP-RC_for conversion adj	0.00	0.00	0.00	0.00	0.00	0.00
RC-K & M MEDIVAN	0.00	0.00	0.00	0.00	0.00	0.00
RC-TILLAMOOK COUNTY TRANSPORTATION	100.00	0.00	0.00	0.00	30.00	130.00
SDAO	75.00	0.00	0.00	0.00	0.00	75.00
SDIS	0.00	0.00	0.00	0.00	0.00	0.00
	<u><u>5,165.44</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-148.04</u></u>	<u><u>5,017.40</u></u>

Sunset Empire Transportation District

Check Detail

July 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
ACH	07/31/2017	CLATSOP COMMUNITY BANK	6,573.50
4567	07/10/2017	RC-K & M MEDIVAN	7,478.54
4573	07/10/2017	RC-WAPATO SHORES, INC	17,448.42
4580	07/18/2017	RC-LEE, RYAN	5,785.00
4587	07/18/2017	RC-SKINNYS TEXACO	7,599.86
4588	07/18/2017	RC-TILLAMOOK COUNTY TRANSPORTATI	10,983.25
4589	07/18/2017	RC-WAPATO SHORES, INC	15,404.05
4590	07/18/2017	RC-WILCOX & FLEGEL	6,644.83
4598	07/26/2017	RC-K & M MEDIVAN	7,477.93
4606	07/26/2017	RC-TILLAMOOK COUNTY TRANSPORTATI	17,107.00
4608	07/26/2017	RC-WAPATO SHORES, INC	16,662.05
4614	07/31/2017	RC-K & M MEDIVAN	6,246.58
4621	07/31/2017	RC-TILLAMOOK COUNTY TRANSPORTATI	6,946.00
4622	07/31/2017	RC-WAPATO SHORES, INC	18,019.81
17106	07/10/2017	MTR WESTERN BUS	6,657.10
17134	07/18/2017	WILCOX & FLEGEL	7,500.75
17136	07/26/2017	SDIS	36,562.43
0608740	07/12/2017	INTERNAL REVENUE SERVICE	11,904.62
2904821	07/26/2017	INTERNAL REVENUE SERVICE	12,886.90

INCOME

4000 FARES

4010 FIXED ROUTE FARES

4015 PARATRANSIT FARES

4016 MEDICAID FARES

4017 NON-MEDICAID FARES

4015 PARATRANSIT FARES - Other

Total 4015 PARATRANSIT FARES

4020 MTR WESTERN

4025 GREYHOUND

4090 DONATIONS/COMMISSIONS

4100 CONTRACTED SERVICES-IGA

4200 TAXES

4205 PROPERTY TAXES

4207 Prior Year Property Tax

4205 PROPERTY TAXES - Other

Total 4205 PROPERTY TAXES

4210 LAND SALES

4200 TAXES - Other

4250 TIMBER SALES

4260 MASS TRANSIT ASSESSMENT

4270 RENTAL INCOME

4271 BILLBOARD LEASE

4272 PARKING SPACES

4273- Charging Station

4270 RENTAL INCOME - Other

4300 INTEREST

4310 MISC INCOME

4500 RC PROVIDER SERVICE REIM

5000 GRANTS

5001 ODOT GRANTS

5002 5311 GRANT OPERATIONS

5003 5310 MOBILITY MGT GRANT

5004 PREV MAINTENANCE GRANT

5005 CAPITAL PURCHASES GRANT

5006 TRANS OPTIONS DR LESS CON

5007 5305 PLANNING/FEASIBILITY

5015 INTERCITY GRANT (Hwy 30)

5050 MISC GRANTS

5080 OREGON STF FUNDS

Other Types of Income

Miscellaneous Revenue

EXPENSE

1. PERSONNEL SERVICES

6005 SALARIES & WAGES

- 6006 S&W HOURLY
- 6007 S&W OVERTIME HOURS
- 6008 S&W SALARY
- 6009 S&W SICK
- 6010 VACATION
- 6011 S&W HOLIDAY

6200 PAYROLL EXPENSES

- 6205 PAYROLL TAXES-FUTA
- 6206 PAYROLL TAXES-MEDICARE
- 6207 PAYROLL TAXES-SOC SECURITY
- 6208 PAYROLL TAXES-SUTA
- 6210 WORKERS COMP
 - 6211 WORKERS COMP-WBFA
 - 6212 WORKERS COMP-SDIS INS

Total 6210 WORKERS COMP

6200 PAYROLL EXPENSES - Other

6300 EMPLOYEE BENEFITS

- 6305 RETIREMENT
- 6320 HEALTH INSURANCE
- 6325 FSA/HRA EXP

2. MATERIALS & SERVICES

7000 RC PROVIDER PAYMENTS

- 7006 CONTRACTED PROVIDERS
- 7000 RC PROVIDER PAYMENTS - Other

7030 BUS PASSES

8005 AUDIT

8006 ADS (HR JOB POSTING)

8010 BANK FEES

8011 MERCHANT SERVICES

8010 BANK FEES - Other

8020 BLDING & GROUNDS MAINT

- 8021 B&M GENERAL
- 8022 B&M JANITORIAL
- 8023 B&M SHELTER CLEAN & REPAIR
- 8020 BLDING & GROUNDS MAINT - Other

8030 COMP-INFO-TECH SERVICES

- 8031 WEBSITE/ON-LINE SW SUB
- 8032 SUPPORT SERVICES/CONTRACTS
- 8030 COMP-INFO-TECH SERVICES - Other

8035 CONF TRAINING & TRAVEL
 8036 CONFERENCE/TRAINING FEES
 8037 DRIVERS CERT REIM (CDL)
 8038 TRAVEL
 8035 CONF TRAINING & TRAVEL - Other
8040 DONATIONS/CONTRIBUTIONS
8045 DRUG/ALCOHOL/BG CHECKS
 BACKGROUND CHECKS
 8045 DRUG/ALCOHOL/BG CHECKS - Other
8050 DUES SUBSCRIPTIONS & FEES
 8051 Late Fees Interest Charges
 8050 DUES SUBSCRIPTIONS & FEES - Other
8053 IGA - DUES AND FEES
8055 DURABLE EQUIP/SMALL TOOLS
 8056 COMPUTER HARDWARE
 8057 OFFICE FURNITURE & EQUIP
 8058 SMALL TOOLS
 8060 OTHER DURABLE GOODS
 8055 DURABLE EQUIP/SMALL TOOLS - Other
8061 EQUIPMENT LEASE/RENT
8065 EDUCATION/OUTREACH
 8066 EVENT SUPPLIES
 8065 EDUCATION/OUTREACH - Other
8070 EMPLOYEE RECOGNITION
8072 Election Fees
8075 FUEL
8080 INSURANCE
 8081 GENERAL LIABILITY
 8082 PROPERTY
 8083 AUTO
 8080 INSURANCE - Other
8090 LEGAL ADS
8095 LEGAL COUNSEL
8100 MEETING EXPENSE
8120 OFFICE SUPPLIES
 8121 POSTAGE-SHIPPING
 8120 OFFICE SUPPLIES - Other

8130 PAYROLL PROCESSING FEES
8135 PRINTING
8139 PROFESSIONAL SERVICES
8140 SUBGRANT PASS THROUGH
8150 TAXES/LICENSES/BUS REG FEE
8155 TELEPHONE/INTERNET SERVICE
8160 UNIFORMS
8165 UTILITIES
8170 VEHICLE MAINT & REPAIRS
 8172 OUTSIDE SERVICES
 8173 STOCK PARTS
 8175 PREV MAINTENANCE
 8176 PM PARTS
 8177 PM OUTSIDE SERVICES
 8178 TIRE PURCHASES
8170 VEHICLE MAINT & REPAIRS - Other

3. OTHER EXPENSES

 9610 CLATSOP BANK-PRINCIPAL
 9611 CLATSOP BANK-LOAN INT
9600 DEBT SERVICE & INTERES-FEE
9625 SDAO FLEXLEASE-PRINCIPAL
9626 SDAO FLEXLEASE-INTEREST
9700 CAPITAL EXPENSE
9800 CONTINGENCY
9850 TRANSFER OUT

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.a. September through December meeting dates

Because of the dates of Thanksgiving and Christmas, in the past few years the Board has combined the November and December meetings and held it in early to mid-December. This year, Thanksgiving is on the 4th Thursday of November as it usually is but there are 5 Thursdays this year in November. The 4th Thursday of December is December 28th. There is also a conflict in September. The Board needs to determine what dates they want to hold the Board meetings for the remainder of the year. Below is a calendar of each month:

September						
S	M	T	W	T	F	S
					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

October						
S	M	T	W	T	F	S
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				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	Thanksgiving	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	Christmas	26	27	28	29	30
31						

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Payroll Procedure update

I had a conversation with one of the auditors about the payroll procedure that I informed the Board of last month. The actual transfer of cash between funds is not something they audit. Tracy will provide an update on how the “owe to and the owe from” works in the system and her conversation with one of the auditors.

I had indicated that she would be doing the transfers on a quarterly basis, but we changed it back to a monthly transfer and July’s has been done.

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.c Computer/Network Acceptable Use Policy update

In light of a recent incident, additional verbiage has been added to the policy on advice of legal counsel. I have highlighted the additional verbiage in the policy. This additional verbiage needed to be added in order to enforce the policy as it was previously written.

Staff is recommending that the Board pass a motion to approve the revised Computer/Network Acceptable Use Policy.

Computer/Network Acceptable Use Policy

Computer/Network Acceptable Use Policy

BACKGROUND

Access to computer systems and networks owned or operated by Sunset Empire Transportation District is a privilege, which imposes certain responsibilities and obligations and is granted subject to district policies and local, state, and federal laws. The objective of this policy is to ensure an available, reliable, secure, and responsive network environment at Sunset Empire Transportation District. It is the responsibility of each User to ensure that the district's technology is used appropriately.

ACCEPTABLE USE POLICY

Any activity that compromises the performance of the district's computers and/or network such that others are negatively affected is not acceptable. Acceptable use is always ethical, reflects personal honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and an individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. If any use adversely impacts the network, the user will be asked to reconfigure his or her work so that network impact is avoided.

Examples of inappropriate use at any time include but are not limited to:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Sunset Empire Transportation District.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Sunset Empire Transportation District, or the end user does not have an active license.
- Introduction of malicious programs onto any device connected to the district network (i.e., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes employees, as well as family and other household members when work is being done at home.
- Using a district computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction. **In addition, using a district computing asset to view, download or transmit sexually explicit material.**

- Making fraudulent offers of products, items, or services originating from any SETD account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to the Information Technology Department is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user or network (i.e. denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

SOFTWARE LICENSING COMPLIANCE POLICY

Software may only be used in compliance with applicable license and purchasing agreements. Only authorized copying of files or programs and authorized program utilization are ethical and legal. The Information Technology Department is charged with the responsibility for enforcing software licensing compliance for the district.

SECURITY POLICY

The purpose of this policy is to **prevent unauthorized access** to the district's or individual's data/information stored on the Network. At the same time, we are striving to achieve three goals necessary for a productive networking environment, namely:

- **Availability** - ensure that systems, networks, applications, utilities and data are on-line and accessible when authorized users need them for uses and purposes consistent with the district's mission and goals.
- **Integrity** - protect SETD's information, data, or software from improper modification or access (i.e. virus or unauthorized access).
- **Confidentiality** - assure that sensitive data is read only by authorized individuals and is not disclosed to unauthorized individuals or to the public.

While not identified as a goal, per se, every effort will be made to implement security measures that will not impact performance of the network. In order to ensure this environment for all staff, associated with the district, **users are responsible for taking reasonable precautions to maintain the security of information stored on, or accessed by, their computer system(s).**

Anyone who attempts to disable, defeat or circumvent any security measures will be in violation of this policy. Access to the Sunset Empire Transportation District network increases the vulnerability of whatever equipment is connected to the network. While the following measures can reduce the risk of exposure, Sunset Empire Transportation District makes no warranty, either explicit or implied, with respect to security measures implemented on the network or computing resources. Users shall be responsible for their own security measures to protect hardware, software and data.

Individual Computer Policy

Users are responsible for maintaining security controls on their district-issued devices, or any equipment that connects to the district's Network, including but not limited to: encryption of laptops that may contain confidential information; current antivirus software; up-to-date system patches; and screen saver passwords. Computers owned by the district will be configured in this manner. Please note that confidential data is not to be stored on desktops or any auxiliary storage device.

What could happen when you share your password?

If you share your network password (or logged on personal computer) with another user, this user will then have access to any private data and programs that are accessible through use of your password. This would include data in your own computer and files as well as data in other users' files and in any shared files that you have special permission to use. You are responsible for any unauthorized access to confidential data that is thus made available. You are also responsible in case of accidental or purposeful erasure and/or tampering with your data. It is possible that this user might accidentally or intentionally damage systems software and that such an incident would be traced back to your computer or user id. You are responsible for any damage made possible by the sharing of your password.

- If you share your e-mail password with other users, they could send mail to others using your password and your name. If a user sends e-mail locally that is malicious or embarrassing, the received e-mail will look like it came from you. A malicious, naive, or inattentive user could send off campus e-mail that might jeopardize Sunset Empire Transportation District's permission to access parts of the Internet. You are responsible for the uses that are made of your e-mail password

What can you do to secure your ID and password?

Examples of activities that help ensure a secure network include, but are not limited to, the following:

- Log off of general use computers (copy and work rooms) when not using them.
- Choose passwords wisely and keep them secret.

- Do not aid or allow any unauthorized person to use district computers or network equipment.
- Access the network and data in an authorized fashion only. Using someone else's password to access unauthorized services or data is a violation of this policy, regardless of how the password was obtained. **Do not use anyone else's password!**
- Ensure your workstation, when logged on to the network, is reasonably secure in your absence from your office. Examples include but are not limited to:
 - o Enable windows security by hitting the windows key and the "L" key at the same time.
 - o Locking your office door when absent or logging out
- Never type a password for an unknown person.
- Never send security related information (i.e. a password) over e-mail.
- Do not give accounts or passwords to anyone over the phone or unknown service technicians.
- Do not attempt to break into accounts or bypass security measures in any way.
- Password protect your mobile phone and use available encryption features to protect sensitive data, including work email, that may be contained on it.
- Do not configure your web browser to remember passwords or form data.
 - o To do this in Internet Explorer: Go to Tools - Options-Content- Autocomplete- Settings- Uncheck All boxes.
 - o In Firefox: Go to Tools -Options -Privacy -History -Never Remember History
- If you should inadvertently obtain information to which you are not entitled or become aware of a breach of security pertaining to any computing service, immediately report the incident to IT, or the Information Security Officer, extension 5390.

What is the District doing to help protect information on the network?

To support the identified goals of this Policy, the Information Technology Department:

- Is responsible for managing and overseeing security to ensure privacy and integrity of user information. This will include reasonable efforts to:
 - o Shared programs and data are available to users and are invulnerable to accidental erasure and/or tampering.

- o E-mail and private user information (on servers) is invulnerable to accidental erasure and/or tampering.
- o Backups of both public and private server information, at least weekly, to ensure that any information lost, erased, or corrupted can be recovered.
- Monitors the system for security breaches and unauthorized activity using available security utilities and software.
- Utilizes a variety of network equipment to assist in the safety and security of the district's networks.
- Uses available utilities to ensure secure movement of data within the SETD network and over the Internet.
- Takes reasonable precautions to minimize network and machine downtime.

E-MAIL POLICY

The primary purpose of Sunset Empire Transportation District's mail system, is for correspondence relating to the mission of the district. E-mail is a resource provided to the staff, to enhance the performance and productivity of the district. All district employees recognize that the hardware, software, and network resources used by the e-mail system as well as e-mail correspondence are owned by the district.

The following actions are not allowed:

- Sending unsolicited e-mail messages or newsgroup posts, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of e-mail header information.
- Solicitation of email for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited e-mail originating from within SETD's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Sunset Empire Transportation District or connected via Sunset Empire Transportation District's network.

E-mail communications are not considered private despite any such designation or functionality within the software application, either by the sender or the recipient. Access to the district's e-mail services is a privilege that may be wholly or partially restricted by the company without prior notice and without consent of the e-mail user, when required by and consistent with law, when there is a substantiated reason to believe that violations of policy or law have occurred or, in time sensitive cases, when required to meet critical operational needs. The administrators of the district's e-mail system may, within certain limits, block mail including external, unsolicited, bulk e-mail (spam) or viruses.

Procedures:

Sending messages to groups:

- Do not select the entire address list for inclusion in the to:, cc: and/or bc: fields. (Unless an Exception is Explicitly Granted)
- Send only to those people who "need to know" the information
- Never use the Return Receipt option when sending to large groups

Security of E-mail

- Never open an attachment or click on a web link from a person that you do not know. Many phishing scams involve an infected attachment or web link that looks to be from a legitimate bank or financial institution.
- Be aware of the potential for forged e-mail. One example is that a person has acquired another individual's password and that person pretends to be the other individual and sends forged e-mail.
- Be extremely careful when executing programs you receive via e-mail, as they may contain viruses that could be dangerous to the network, servers, or your computer.

Harassment

- Users should be sensitive to the public nature of the shared computing facilities and take care to refrain from transmitting to others in any location inappropriate images, sounds, or messages which might reasonably create an atmosphere of discomfort or be considered harassing.

Privacy:

- Do not say anything you would not want others, besides your correspondent, to read. Messages meant to be confidential can be intercepted during or after transmission, and even deleted messages might have been stored on backup tapes. Users are advised not to send confidential district communications via e-mail. The district will make every attempt to assure the security of the e-mail system, however, this is not a guarantee.

- The district does not monitor e-mail communications as a matter of routine. However, Users understand and consent to any monitoring, interception, use or disclosure of e-mail communications deemed necessary by the district in its discretion for the purpose of investigating and enforcing its Acceptable Use Policy, maintaining the integrity and efficient operation of the district's systems, or as may be required in connection with legal requests from governmental authorities.
- The district can assure neither privacy of an individual user's use of the e-mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored.
- Backup copies may be retained for periods of time even if the user has deleted the message from his account.
- IT members may, in the course of routine system maintenance, troubleshooting, upgrades, etc, inadvertently see the content of e-mail messages.
- E-mail account holders are expected to comply with district requests for copies of e-mail records in their possession that pertain to district business or whose disclosure is required to comply with applicable laws.
- E-mail account holders may, under certain conditions, have e-mail files accessed by others when it relates to district business.
- Do not send confidential information via e-mail such as social security numbers, account passwords, or credit card numbers.

AUTHORIZED USERS

Authorized Users of SETD computer networks and resources include, staff, contracted Application Service Providers, contract employees, and official guests. Temporary privileges will be given, as appropriate, for official guests at the district. Unauthorized users may not use the district's computer systems or networks.

PERSONAL USE

The district's network, and computing resources connected to it, are designed to be used for official purposes. Authorized users may utilize the district's network and computing resources for their own use on their own time as long as that use abides by all district policies, and use policies and local, state, and federal laws.

The district expects users to be responsible in their use of the system. Staff, and authorized agents or guests of the district, agree to refrain from any private communication which suggests that there is district approval of such communication.

PRIVACY

The district does not intend, as a matter of policy, to monitor the use of technology (including e-mail) and will respect individual privacy to the extent feasible. However, users understand and

consent to any monitoring of network services deemed necessary by the district in its discretion for the purpose of investigating and enforcing its Computer and Network Policies, maintaining the integrity and efficient operation of the district's systems, or as may be required in connection with legal requests.

DATA SECURITY

The system is owned by Sunset Empire Transportation District and the district maintains the right to provide further regulation, as it deems appropriate, to limit use or access, and to monitor the systems used for security purposes. Users, by their use of the system, acknowledge the district's rights in this regard.

The district cannot completely guarantee the security and integrity of any information placed on the network, including personal data or programs placed on the network or individuals' workstations. While reasonable measures are being taken to ensure the availability, integrity, and confidentiality of information on the network, there is still the threat of natural disaster, sophisticated hackers, and password violations which could jeopardize the system. Information stored on network servers is backed up, and therefore, recoverable.

CONSEQUENCES

In the event that this Policy is questioned, the Information Security Officer is authorized to provide interpretation of this policy. Users violating this Policy will be required to discontinue their inappropriate use immediately. Any further violation may lead to the loss of network privileges as approved by the Board or Executive Director. Offenders are also subject to district disciplinary procedures as well as criminal or civil prosecution. Any appeals should follow appropriate district grievance procedures.

QUESTIONS

Questions on the interpretation of this Policy should be directed to the Information Security Officer.

MODIFICATIONS TO THIS POLICY

The Information Security Officer reserves the right to modify this policy at any time. Users of the system will receive prompt notification of all modifications.

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.d Seaside Urban Renewal Update

The hearing for the proposed Seaside urban renewal area was held on Monday, August 14th. According to City Manager Mark Winstanley, the City Council did not address the recommendations outlined in the Board's letter to the City Council. He is gathering comments from the Council members in order to provide a written response as required by law. It is unknown if we will receive the response prior to the August 24th meeting.

Staff will continue to communicate with the City to make sure that they fulfill their legal obligation to respond in writing regarding the District's recommendations.

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.e Board Vacancy Update

As of the time of putting together the Board meeting packet, we have not received any applications for the Board position being vacated by Commissioner Servino at the end of this month.

We have purchased advertising in the Daily Astorian, the Seaside Signal, the Cannon Beach Gazette, and the Clatskanie Chief. The deadline for qualified individuals to submit their interest by 5:00 on September 20th.

Date: August 17, 2017

To: Board of Commissioners

From: Tami Carlson

Re: Executive Director Evaluation Committee report

Chair Kleczek will be reporting to the Board the progress that has been made on the Executive Director's evaluation for FY 2017.

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 11.a Intergovernmental Agreement with Clatsop County Emergency Management Division

This intergovernmental agreement (IGA) with Clatsop County's Emergency Management Division is necessary in order to receive reimbursement for our costs incurred if we are mobilized for an emergency by the emergency operations center (EOC).

The IGA also calls for holding a table top disaster exercise so we know what weaknesses may be identified and how we can mitigate them. The reimbursement rates for the buses used are set by the Federal Emergency Management Administration (FEMA).

Staff is recommending that the Board approve the intergovernmental agreement with Clatsop County's Emergency Management Division and authorize the Board Chair to sign it.

INTERGOVERNMENTAL AGREEMENT
BETWEEN SUNSET EMPIRE TRANSPORTATION DISTRICT
AND CLATSOP COUNTY
REGARDING EMERGENCY SERVICES

1. THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered effective September 1, 2017, by and between the Sunset Empire Transportation District (SETD), a public transportation Special District operating and existing under ORS 198 and a municipal corporation of the state of Oregon and Clatsop County (County), a political subdivision of the state of Oregon.

2. RECITALS:

2.1 SETD operates a public transit system in and about Clatsop County, Oregon.

2.2 The County coordinates emergency operations and emergency planning in Clatsop County through its Emergency Management Division

2.3 SETD desires to receive the benefits of being included within the emergency operation plans for the County, and the County desires to have resources of SETD available for employment during certain emergency situations.

2.4 SETD and the County have the authority to enter into this Agreement pursuant to ORS 402.010 and 402.015.

3. AGREEMENT: In consideration of the mutual benefits and covenants described herein, the parties agree as follows:

3.1 Purpose. The purpose of this Agreement is to provide the legal framework and establish procedures and conditions for making a limited number of SETD owned vehicles and SETD operators available to the Emergency Management Division for deployment during declared emergencies or disasters, and to address relevant indemnification and liability issues.

SETD and the Emergency Management Division will hold a desktop exercise at minimum of one time during the duration of this IGA. Further, the method for reimbursement to SETD concerning emergency use of available SETD vehicles and compensation of drivers and support staff during a declared emergency or disaster is established herein.

3.2 Available Resources of SETD. SETD agrees that it will reasonably make available vehicles it owns and available SETD employed drivers to the Emergency Management Division for use and deployment in an emergency or disaster as determined by the Emergency Operations Center (EOC). Provided: SETD general transportation services on its fixed routes and SETD’s ADA para-transit transportation services. SETD’s auxiliary transportation services for those with special needs, and SETD’s supplemental transportation services related to the evacuation of Clatsop Care Center and Astor House herein known as “priority transportation services”, shall be given first priority by SETD.

If an emergency or disaster is declared by the Board of County Commissioners and one or more SETD owned vehicles are operational and not in service, i.e., are not needed to provide the priority

transportation services, herein known as “available SETD vehicles”, such SETD vehicles may be employed for use in emergency or disaster based on the ability of SETD drivers to respond. No SETD owned vehicles, other than vehicles which are in good condition, are operational, and are not needed to furnish the priority transportation services, shall be made available to the EOC for emergency transportation purposes under this Agreement. It is understood that the EOC will not call for SETD vehicles unless a declared emergency or disaster exists requiring the use of those vehicles.

At all times material herein, available SETD vehicles will only be operated by SETD employed drivers.

Pursuant to federal laws, rules, and regulations and federal grant requirements applicable to SETD and any emergency transportation services furnished by SETD, SETD is not permitted to furnish emergency transportation services or allow its transit vehicles to be used for emergency transportation purposes for more than 45 days per declared emergency or disaster. Consequently, SETD shall not be obligated or required to provide to the EOC emergency transportation services for more than 45 days per declared emergency or disaster or to allow its transit vehicles to be used for emergency or disaster.

3.3 Planning and Training Services. The Emergency Management Division agrees to assist SETD in preparing and implementing an emergency response plan in the event of a disaster or emergency involving SETD vehicles. The Emergency Management Division shall provide appropriate training to SETD employed staff according to a plan and schedule as agreed upon by the SETD Operations Manager/Deputy Executive Director and the Emergency Management Division Manager.

3.4 Reimbursement of Costs. When emergency services training is conducted under this Agreement or when emergency services are furnished under this Agreement, County agrees to promptly reimburse SETD for all fuel costs and personnel costs, personnel overtime costs, and other costs and expenses incurred by SETD in connection therewith as set forth in Exhibit “A” attached hereto and incorporated herein by this reference. Within 45 days of the date that the emergency services are provided, SETD shall submit an invoice detailing the costs to be reimbursed by County. Within 30 days of the date that the invoice is given to the County, the County shall remit full payment of the invoice to SETD.

3.5 Indemnification. In some declared emergency or disaster situations, the available SETD vehicles and operators requested by the EOC and employed for the emergency or disaster pursuant to the provisions of this Agreement may be entitled to certain privileges, benefits, and immunities and subject to certain liability waivers under applicable federal and state emergency management regulations for registered emergency workers and services. SETD drivers shall be required to document the condition of the exterior portions of the available SETD vehicles both immediately before and immediately after the same are used in any emergency or disaster or for emergency training purposes. The Emergency Management Division shall be entitled to review such documentation concerning the condition of the exterior portions of the available SETD vehicles promptly upon the request of Emergency Management Division.

Notwithstanding the foregoing, the County shall fully and absolutely defend, indemnify and hold harmless SETD from and against any action, case of action, claim, and/or litigation arising out of or from the employment, operation, or use of any available SETD vehicles(s) in a declared emergency or disaster under this Agreement or for emergency training purposes, including, but not limited to, any claim, action, cause of action, claim, and/or litigation arising from the act(s) or omission(s) of any SETD operator(s) and/or any County employee(s), officer(s), or agent(s) subject to the Oregon Tort Claims Law. In the event that any

SETD owned vehicle is damaged while being used or operated in a declared emergency or disaster under this Agreement or for emergency training purposes, the County shall hold harmless and indemnify SETD from and against and shall fully pay all expenses and costs necessary to fix and repair the damaged SETD owned vehicle and restore said vehicle to its prior condition, provided, however, that the County shall not be responsible for fixing, repairing, or replacing any part of component of a SETD owned vehicle used or operated in a declared emergency or disaster or for emergency training purposes under this Agreement which merely fails or malfunctions during said use or operation.

3.6 Term of Agreement. Unless this Agreement is terminated as provided below, this Agreement shall be for twenty-four (24) months, beginning on October 1, 2017 and ending on September 30, 2019. Either party may, with or without cause, terminate this Agreement by giving the other party at least sixty (60) days prior written notice of termination.

3.7 Dispute Resolution. Any dispute that arises under this Agreement shall first be submitted to the County Manager and the SETD Executive Director, who shall meet and attempt to resolve the dispute after consulting with their respective Boards. In the event the Emergency Management Division Manager and the SETD Executive Director shall be unable to resolve the dispute during the meeting, the parties shall then mediate the dispute as hereinafter provided. Within 30 days of the date that the County Manager and the SETD Executive Director meet and fail to resolve the dispute (“meeting date”), the SETD Board of Commissioners shall select and appoint SETD representatives, who shall be empowered and authorized to propose a mediator to resolve the dispute and participate in the mediation on behalf of SETD, and the Board of County Commissioners shall select and appoint County representatives, who shall be empowered and authorized to propose a mediator to resolve the dispute and participate in the mediation on behalf of the County. Within 60 days of the meeting date, the SETD representatives and the County representatives shall endeavor to confer and mutually agree upon and select an agreed mediator. If the representatives are unable to mutually agree upon and select a mediator within 60 days of the meeting date, either party may apply to the Circuit Court of the State of Oregon for Clatsop County for the appointment of a mediator to resolve the dispute, and said Circuit Court shall be fully empowered to appoint a mediator to resolve the dispute. Within 30 days of the selection or appointment of the mediator, the mediator shall schedule the mediation, and said representatives of the parties shall attempt to resolve the dispute by participating, in good faith, in the mediation before the selected or appointed mediator for at least six hours. Each party shall pay one-half of the fees of the mediator and the costs and expenses associated with the mediation. If the dispute is not resolved during the mediation, either party may initiate an action in a court of competent jurisdiction to resolve the dispute.

3.8 Notice. Any notice required or permitted to be given by either party to the other shall be deposited in the United States mail, postage prepaid, addressed to:

If County:	Clatsop County Emergency Management Division 800 Exchange St., Suite 400 Astoria, OR, OR 97103
If SETD :	SETD 900 Marine Dr. Astoria, OR 97103

Or at such other address as either party may designate to the other in writing from time to time.

All notices to be given with respect to this Agreement shall be in writing. Every notice shall be deemed to have been given at the time it shall be deposited in the United States Postal Service in the manner prescribed herein. Nothing contained herein shall be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process.

- 3.9 Relationship of the Parties. No agent, official, employee, servant, or representative of SETD shall be deemed an officer, employee, agent, servant or representative of the County for any purpose. No agent, official, employee, servant or representative of the County shall be deemed an officer, employee, agent, servant, or representative of SETD for any purpose.
- 3.10 Entire Agreement. This Agreement constitutes the entire agreement between the SETD and the County with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, with respect to such subject matter. Any alteration or amendment or modification of this Agreement shall be valid only if set forth in writing and signed by both parties hereto.
- 3.11 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of Oregon.
- 3.12 Severability. In the event any portion of this Agreement is determined to be void or unenforceable, such provision shall be severable and will not affect the validity of the remaining portion of this Agreement.
- 3.13 Time. Time is of the essence with respect to this Agreement.
- 3.14 Recording or Listing of Agreement. This Agreement, prior to its entry into force, shall either be filed for recording with the Clatsop County or be listed by subject on each party's web site or other electronically retrievable public source.

WHEREFORE, each party, by and through its undersigned representative acting with authority, has signed this Agreement to be effective on the first day and year written above.

SUNSET EMPIRE TRANSPORTATION
DISTRICT

CLATSOP COUNTY BOARD OF COUNTY
COMMISSIONERS:

By _____
Board Chair

By _____
Board Chair

Date: _____

Date: _____

Exhibit "A"

Intergovernmental Agreement Re: Emergency Transportation Services

Costs to be reimbursed by County to SETD

Service/Personnel/Labor Costs	Personnel Costs (Hourly Rates)
Driver services	\$31.05 per driver per vehicle
Dispatch and Management Services	\$37.71 (1 Dispatcher + Operations Manager)

Provided: SETD shall be entitled to waive all costs or a portion of costs related to dispatch and management services.

Further, provided: In the event a driver is required to work more than 40 hours in a week as a result of furnishing emergency services, County shall reimburse SETD associated overtime costs in excess of any regular hourly rates.

Equipment Specification and Code	Equipment Costs (Hourly Rates)
Bus; Cost Code 8180; Up to 150 HP	\$21.75
Bus; Cost Code 8181; Up to 210 HP	\$27.50
Bus; Cost Code 8182; Up to 300 HP	\$32.25 (Most SETD buses are in this code)

Equipment Specifications, Codes and Hourly Rates are based upon FEMA's Schedule of Equipment Rates Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Rates above are applicable to major disasters and emergencies declared by the President of the United States on or after January 1, 2017.

Total Personal and Equipment Cost Example: Driver operating a 305 horsepower vehicle for one hour amounts to \$63.30 (\$31.05 driver cost + \$32.25 equipment cost).

Provided: This Exhibit shall be amended every 5 years to conform to the hourly rates of SETD drivers, dispatchers, or other personnel performing services relevant to the IGA entered into between the parties in the event the wage scale changes affecting the hourly rates of such SETD employees.

EMERGENCY MANAGEMENT CONTACT LIST

(LIST APPEARS IN ORDER OF AUTHORITY TO RESPOND TO EMERGENCY REQUEST FOR VEHICLES)

Name:	Title:	Office #:	Cell #:
Jeff Hazen	Executive Director	503-861-5399	503-298-7114/503-791-0131
Paul Lewicki	OPS Mgr./Deputy Exec. Dir.	503-861-5364	714-305-9007
Steve Weinart	Driver Supervisor	503-861-5386	503-440-1550
Lawrence McDonald	Driver Supervisor	503-861-5386	503-791-2418

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 11.b Mobility Management

As reported in my weekly report for the week of July 31st, our Mobility Management Coordinator resigned her position.

This position is funded through the §5310 program. §5310 is a program that agencies can use to fund a variety of programs. Traditional project examples include:

- Buses and vans
- Wheelchair lifts, ramps, and securement devices
- Transit-related information technology systems, including scheduling/routing/one-call systems
- Preventative Maintenance
- Mobility management programs
- Acquisition of transportation services under a contract, lease or other arrangement

Nontraditional §5310 project examples include:

- Travel training
- Volunteer driver programs
- Building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- Improving signage, or way-finding technology
- Incremental cost of providing same day service or door-to-door service
- Purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs
- Mobility management programs

In the nearly 3 years that I have been with the District, I have not found significant value in having a Mobility Management Coordinator. I don't know of any other rural agency in Oregon that has this position on their staff. One of the priorities for being able to provide reliable transportation is having a fleet that is in good repair. Our fleet is significantly challenged in keeping it reliable due to not replacing vehicles at the end of their useful life. I am going to have our ODOT agreement for this biennium amended to move the funds out of mobility management and into capital in order to buy a bus in FY 19. In discussions with Mary, we both feel that we have enough qualified staff in the District to be able to handle some of the things like travel trainings.

Date: August 17, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 11.c 2017 Oregon Public Transportation Award Nominations

Each year at the Oregon Public Transportation Conference, the Oregon Transit Association (OTA) awards individuals and agencies that have made significant contributions to public transportation in Oregon. The categories are:

- Oregon Public Transportation Board Member Award
- Oregon Public Transportation Business Member Award
- Outstanding Public Transportation Employee Award
- Public Transportation System Innovation Award
- Local Distinguished Service Award
- Outstanding Public Transportation Manager Award
- Public Transportation Hero Award

The OTA is seeking nominations for these awards and the deadline to submit nominations is September 10th. Staff is seeking input from the Board if the Board would like to submit any nominations for these awards.

Executive Director Report
August 2017 Board Meeting
Jeff Hazen

- Eclipse Recap
- Ordinance Enforcement Update
- NW POINT Update
- Bus Procurement Update
- Driver Update
- Website Update

Strategic Priorities Monthly Update (updates in **green**):

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases
 - On-time Performance
 - Fleet reliability
 - Employee Retention statistic
- Develop a SETD specific emergency plan.
 - SETD operational specific emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies at facilities and on buses
 - Emergency contact and reporting requirements
 - Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.
- Complete a feasibility study including associated cost to include
 - Adding Columbia County services into SETD **In progress**
 - Increasing services **New transportation package will provide funding in 2019 to allow for additional services.**
 - Fixed routes
 - Para-transit
 - Dial-a-ride
 - RideCare
 - Improving System
 - Improved lighting at bus shelters **Operations researching**
 - Route on-time performances **RFQ going out this year for App**
 - Amenities

- Technologies
 - Real-time bus tracking **Will be part of RFQ for App**
 - Website **Launched on 8/12/17**
 - Mobile apps **Will be part of RFQ for App**
 - E-fare **RFQ going out this year**
 - Credit cards **Credit cards now accepted at kiosk. Processed by Square**
 - Electronic charging stations
 - On-board wi-fi
- Improve Appearance
 - Buses
 - Shelters **Now having Coast Rehabilitation Services cleaning shelters**
 - Facilities
 - Employees

Priority Two

- Increase employee recruitment and retention
 - Develop SETD succession plan **Operations Mgr. is also Deputy Executive Director.**
 - Identify on-going training opportunities at all levels **Ongoing. Sending 3 Leadership Team members to intensive training with HR Answers this fall.**
 - Update job descriptions
 - Develop employee incentive programs
 - Conduct market compensation reviews **Tami has begun the process**
 - Employee rewards
 - Hats
 - Pins
 - Shirts

Priority Two (cont.)

- Increase District Relevancy
 - Greater awareness of the District Services
 - Who
 - What
 - When
 - Where
 - Accessibility
 - Information about all things SETD services
 - Create a positive culture
 - Define Sunset Empire Transportation District
 - Establish expectation
 - Raise the bar **Ongoing in all aspects of the business**

Priority Three

- Develop capital replacement Plan
 - Fleet
 - Technology **In place**
 - Facilities
- Identify new funding opportunities
 - Review fares **In progress**
 - Seek public/private partnerships
 - Volunteers
 - Analyze current non-emergency medical transportation services for potential increased or new revenue
 - Continue to explore new Federal/State/Local grant opportunities
- Implement current budget process

Weekly Reports:

8/16/17

The grant for the purchase of new buses through the 5339 program was submitted to ODOT last week. We are asking for 3 of the Class C buses that were scheduled for replacement in 2013/2014. We had to submit our application to ODOT and then they are submitting them to the FTA. This will not be a concern for this fiscal year. It is unknown when the FTA will announce the awards, they could be announced anywhere from a month to a year. Once the awards are announced, it will be approximately a 12-month procurement process so we will be able to budget for it in the proper year. The City of Astoria has approved curbside glass recycling for residents. We are having a lot of issues with garbage being dumped in the recycle containers on the transit center plaza. Once someone puts garbage in one of them, more people think its ok to do it as well and we end up with garbage strewn about. These recycling containers will be removed this coming Friday. We have put up a sign announcing that glass recycling is no longer available at this location and that the transfer station on Williamsport Rd. can accept glass containers. Unfortunately, John and Mary were out last week when Trillium did some training on editing the new website but I sat in on it and have found it to be very easy to handle. John got some training when he was back to work and I will be sitting down with Mary on how it works. The new website is now live and traffic from ridethebus.org is being redirected automatically to it. I believe that I told you earlier that Penny, one of our Para-transit drivers was going to be going to the Bus Roadeo this year but she ended up having a conflict and can't attend. Fortunately, we have another driver that is going to participate. Bronn will get to show off his excellent driver skills at the Roadeo! Mary was on vacation last week so I went ahead and got an ad out for the Board vacancy. It started to run last week in the Daily Astorian and will also be in the Seaside Signal and Cannon Beach Gazette. It also started running in the Clatskanie Chief. Our new Transportation Options Program Specialist, Matt Weintraub is on board now. I met with him on Thursday and have him in Bend getting some training this week. Our next feasibility study committee meeting has been scheduled for September 5th and will be

conference call style. Paul joined me at the NW Connector meeting in Tillamook. We discussed some changes that we wanted made to the website, including ones that the Board discussed last month. Trillium will be updating it by next week. Finally, Shana Verley, our Mobility Management Coordinator has resigned and is no longer with us.

8/7/17

The last couple of weeks have been busy with work on many fronts, I'll give you some of the highlights. We have posted signs about the police ordinance in the transit center in preparation for enforcement. Ed wanted copies of the ORS's that are listed in the ordinance so I had to look those up and print them for him. He will have the security person read them so he understands them. We have a tentative date of August 14th to have a uniformed security person on site to begin the enforcement. I've begun to write the RFP for E-fare and hope to have that completed this week to send out so we have done our due diligence in seeking the appropriate system for SETD. The proposal evaluations for the City of Astoria's Uniontown Reborn project have been completed. The evaluators from the City had a phone conference last week with ODOT personnel to go over our thoughts on how we scored each of the proposals. CH2M was the successful proposer on the project and I believe they will do a great job. Transit is an important part of the project so I'm glad that I was asked to be an evaluator on the proposals. I've also been working on the grant application for the purchase of new buses through the 5339 program. We are requesting 3 Category C buses which are the smaller ones to replace 3 2007 buses that were originally scheduled for replacement in FY 13/14. I will be submitting the application this afternoon. The STF subrecipient agreement with Astoria Senior Center has been signed so we can distribute the \$4,250 that was awarded to them through the STF process earlier this year. They will be using the funds for the operation of the Senior Center bus. We have received the Financial Statements from the auditors and I have written both the Management Analysis and Discussion Letter and the Management Representation Letter. They have been submitted to audit firm and I'm awaiting a response from them as to the timeline of receiving the final audit and when they will present it to the Board. I had a call with Trillium last week to discuss the Board's input on the new website. I'm going to be updating some of the information on the new site this week before we pull the trigger on going live. I anticipate that it will be live by the end of this week. There will be a phone training this afternoon that I will attend. Mary is on vacation this week and John had a request for today off so they will have to get additional training later.

7/24/17

One of the things I've been waiting for from the County's Emergency Management Division is an IGA. I had this discussion with the division manager a couple of years ago because it is necessary to have an IGA in place in order for us to be reimbursed for our costs if we are deployed during a declared emergency. I reminded her last year that we needed to get one in place. Having not had any success in getting one from the county, I went ahead and wrote one and am having legal counsel review it at this time. I've begun the process of procurement of an E-fare system. I will be putting together an RFP this week and sending it out. A conference call was held last week with Trimet's consultant on the Hop Pass program and most, if not all, of the

agencies balked at the cost of implementation of that program. It sounds as if Lane County Transit (LTD) is heavily leaning to going with Touch Pass. They were at the presentation that I went to at RVTD. I think the consultant was surprised when I told him that his estimate of the cost of Touch Pass was over estimated by 99%!

I spent time last week and will spend a little more time this week scoring proposals submitted by consultants to the City of Astoria and ODOT for the city's Uniontown Reborn Master Plan. This project is to help improve the west end entrance to the city. There will be transit components in the project that I look forward to working with them on. Paul has completed the RFP for two replacement buses and I have reviewed it and had him make a couple of changes. He will get it out to ODOT this week for their approval and then it will go out to the vendors.

The NW Connector partners have agreed to testing out doing a Groupon promotion. We held a conference call on Friday with the rep I've been working with and Tillamook County Transportation District to go over the logistics of the program. I'm hopeful that this helps get the Connector service out there and attracts new riders. One of the things that they will be doing, is after the buyer has redeemed their voucher, they will be sent a follow up email to find out if they are a new rider on the Connector, if they are a current user, or if they are a former rider and are trying it out again. That information along with the demographic information we will be getting on the buyers will be great to have.

Michael from CC Rider and I had a conference call with our consultant on the feasibility study to go over some of the work that she has done now. She still needs a little more background information from both of us so we are getting that to her this week.

We are going to run a test with the Streetcar. Our ridership on Route 21 in Cannon Beach isn't where I feel it should be. Currently, the Streetcar only operates in Seaside on Saturdays and Sundays in the Summer. Since we have a summertime weekday Route 21, we are going to run it in Cannon Beach Monday through Friday. Some riders get confused by having 2 routes in Cannon Beach. By having the Streetcar with signs that say Cannon Beach Shuttle, we think that will help alleviate some of the confusion. Tourists love the Streetcar! We will watch weather and not use it if we know we have inclement weather in the forecast.

“The Bus” (Fixed Route) Highlights:

- **18,754 people** used fixed routes in July for an average of **605 riders per day**.
- **6.8% increase** in average passengers who rode fixed routes per day from last July (566.5 to **605**)
- **10.3 people per hour**, on average, got on any fixed route at any time that the bus runs in July. **8.4% increase** (9.5 to 10.3) from last July.
- **0.3% increase** in the ratio of elderly/disabled riders from last July (18.96 % to **19.02%**)

RideAssist Highlights:

- **781 rides** were provided by RideAssist in July for an average of **35.5 rides per day**.
- **25.5% increase** in average RideAssist passengers per day from last July (28.3 to **35.5**)
- **5.5 % increase** in all ADA Paratransit rides from last July (509 to **537**)

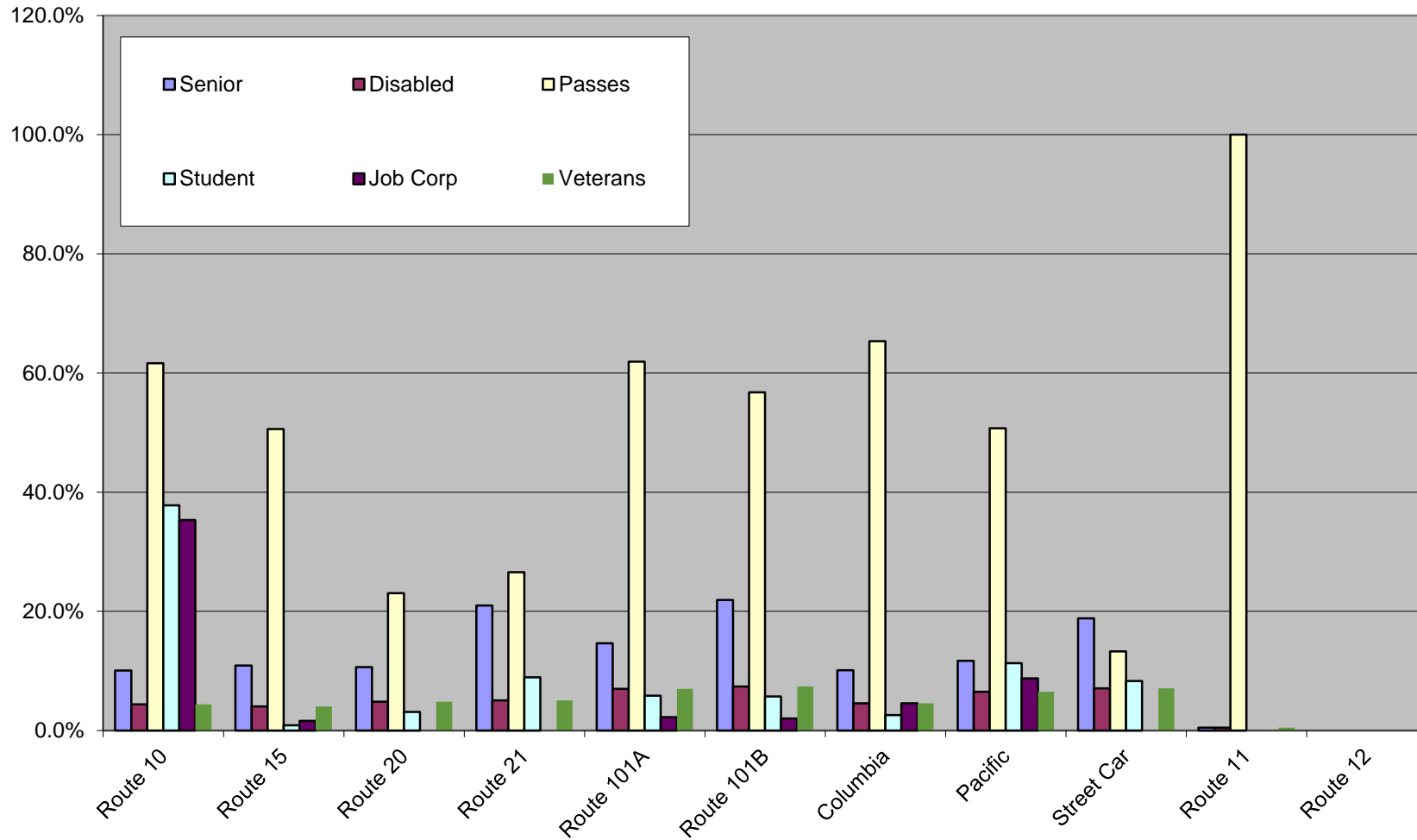
Clatsop Care Center Health District Highlights:

- **10 rides** were provided by SETD in July for an average of **5 riders per day**.

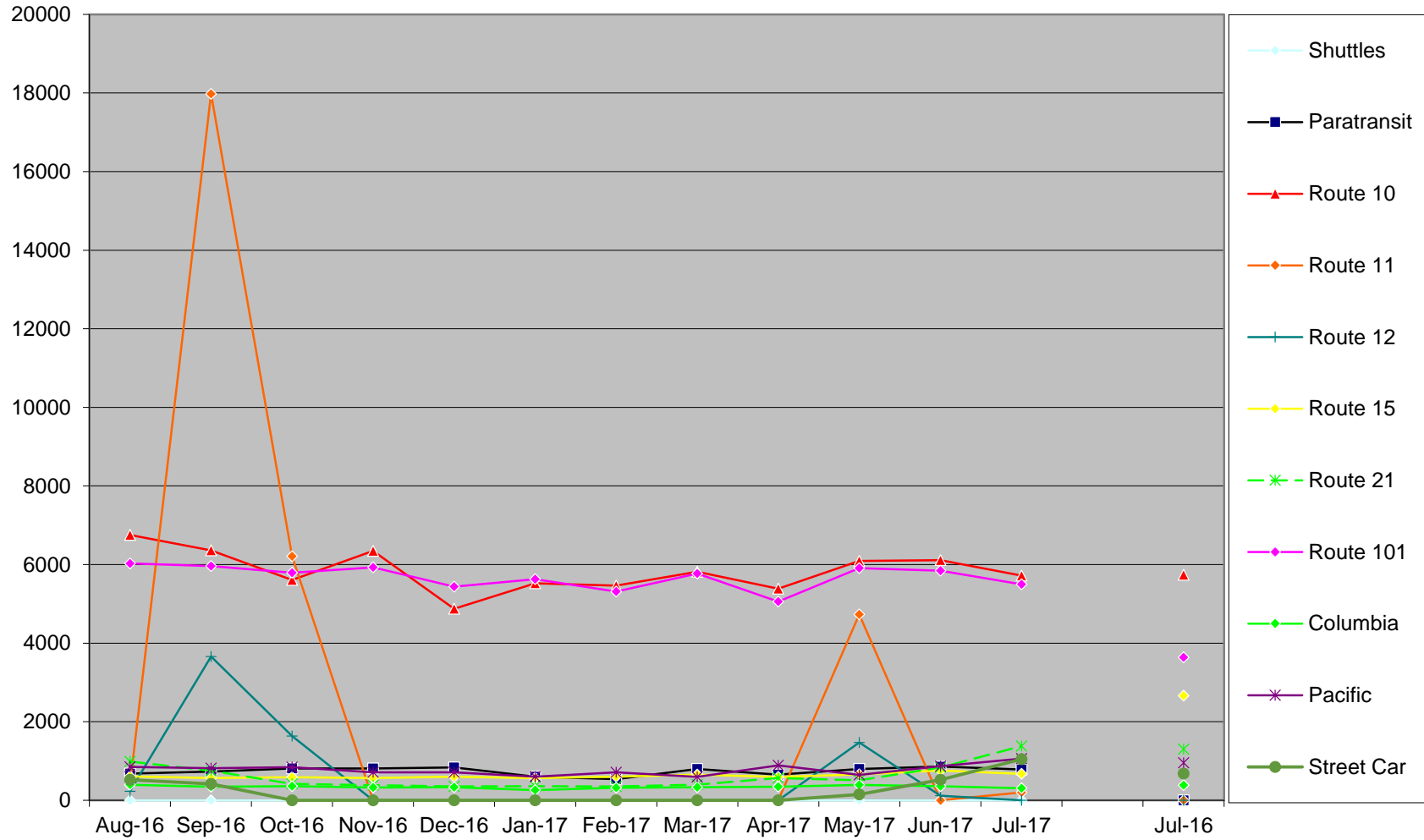
System Highlights:

- **19,545 people** used Sunset Empire Transportation in July for an average of **630.5 riders per day**.
- **7.2 % increase** in all average passengers per day from last July (588.4 to **630.5**)

Rider Breakdown by Route



SETD Rides



Operations Report
August Board Meeting
Paul Lewicki

We managed to provide our normal, high level of service throughout some of the hottest and most heavily trafficked periods in recent history in July and August. Although conditions on the routes were very trying for our drivers and our equipment, our riders continued to get to their destinations safely.

We have developed the RFQ for two replacement category B buses, ran it by ODOT for their input and go ahead, and distributed to the four state approved bus vendors. We have asked the vendors to complete their quotes and return to SETD by August 16th to coordinate with ODOT's availability to approve the purchase decision. This purchase will provide new equipment to replace buses which have outlived their useful lives.

We have addressed a few outstanding plumbing issues at the Warrenton Bus Yard. A plumbing contractor is working on repairs. We expect to see a reduction in our water bill because of these repairs.

AngelTrax, the vendor for our bus video systems, was on site and installed two additional bus video systems as well as performed several repairs and tweaks to existing installations. This will improve our ability to monitor activities on the buses and to capture video which helps in the investigation of those activities, including collisions and near misses. We are also activating the real-time tracking equipment on one bus to evaluate the data that the system provides. This will allow us to see the location of a bus en route, and provides a stepping stone toward our eventual implementation of real-time bus tracking on our riders' smart phones and computers.

We have embarked upon a campaign to review each of the systems on each of our buses to ensure that our maintenance supports safe, fully functional, and dependable service while on the routes. This includes repairing and fine-tuning air conditioners, wheelchair lifts and other systems critical to our providing comfortable and reliable service to our customers.

RIDE ASSIST
August 2017 Report
Jennifer Geisler

- In July, RideAssist had 781 rides for an average of 35.5 rides per day. There were 558 ADA, 85 escorts, 136 RideCare rides provided and two Dial-A-Ride.
- The two new Ford Transits were wrapped and put into service. The first bus to be wrapped was in the Warrenton Fourth of July Parade and toured by the S & D committee. The drivers, riders and community have had nothing but good words to share about the two new vans.
- I have started an online Paratransit Management Course through EasterSeals. This is a two-year program that includes webinars and testing. The course covers many topics from the history of the disability movement, eligibility for ADA complementary Paratransit, financial management, appeals process, emergency preparedness and much more.
- I participated in two webinars, Implementing Conditional Eligibility for ADA Complementary Paratransit and Sensitivity Training to Include the Passenger Community. These both were very valuable webinars in equipping the staff and our ridership for fixed route and RideAssist.
- I attended the Senior and Disabled meeting on July 18th with one of the new Ford Transit's.

Paratransit Fares Collected for July

- Para-transit Fares: \$ 1018
- Dial-A-Ride \$24
- Tickets Collected: \$452
- Medicaid Collected: \$2236
- Ticket books sold: \$273
- Tips collected \$56

Marketing and Outreach
August 2017 Board Meeting Report
Mary Parker

Transportation Options- We are happy to welcome Mathew Weintraub as our new Transportation Options Program Specialist. Mathew has great experience in program development, is a bicycling enthusiast, has done grant writing, events planning and has worked locally at the Cannon Beach Chamber of Commerce. Mathew will be going to Bend for some T.O. training and then jumping into the Drive Less Save More event.

Summer Routes- So thrilled to have the Streetcar in Cannon Beach doing the Route 21 weekday route. The Streetcar really brings a lot of color and charm everywhere it goes. We are redesigning the Route 21 weekday printed schedule to include a picture of the Streetcar and a map of Cannon Beach.

Seaside- I continue to walk the streets and distribute Streetcar schedules and flyers in Seaside. Ridership has come up which is great!

Coasters- I have been distributing the SETD summer marketing coasters again to local breweries and pubs.

Drivers Wanted- I have been helping with the outreach for new drivers. Besides advertising in the local paper we also advertised on several radio stations with ads starting at 4 AM. I also had a banner made and placed it on the fence in Warrenton where it would be visible by the log truck and chip truck drivers. We also have placed help wanted ads on the buses.

Mobility Management- Shana Verley has resigned and we are sorry to lose her at SETD. Shana started in RideCare and then applied for the Mobility Management position about 2 years ago. We wish her well in her new adventures.



Human Resource Report
August Board Meeting Report
Tami Carlson

- Steve Weinert was named Employee of the 2nd Quarter 2017. Steve is a fixed route supervisor and has been with the district since 2003. Congratulations Steve!
- July 19th participated in a National Transit Institute (nti) webinar training to reduce accidents for transit agencies. Very informational and interesting stats from several transit agencies.
- July 20th at the mandatory driver's meetings we celebrated the quarterly birthdays by have a district BBQ.
- Recruitment for a Transportation Options Program Specialist resulted in several applicants. Five interviews scheduled for July. Interviewing for a Mechanic Assistant resulted in a potential candidate. Advertising for bus drivers continue.
- Subscribed to Local Government Personal Institute (LGPI) Oregon. Membership enables SETD to have another great resource for labor relations and HR assistance. The monthly newsletter provides updates for new laws from the legislature.
- Other projects – Submitted 2nd quarter 2017 federal and state payroll tax forms; completed 2016-17 worker's comp. audit; continued TECC data survey; data gathering for CCR feasibility study; prepare for FTA/ODOT drug and alcohol audit.

RideCare Report
August Board Meeting
Jason Jones

- Ride Care experienced its lowest call totals for the year in the month of July at 9,341. This is not unusual as July is historically our slowest month of the year. That being said, our average for the year is still above 10,000 calls per month.
- In the most recent Clinical Advisory Panel meeting I learned that Non-Emergent Medical Transportation is having a positive effect by getting the CCO's members to and from their medical visits efficiently and preventing Emergency Room visits by getting them to their primary care visits.
- The Opioid sub-committee I sit on for the CCO recently decided to continue the work with the following goals: Striving towards what is more evidence based reporting, focusing more on benzos and developing a better benzo strategy and focus on acute to chronic to ensure we are not refilling the pot. This is such a great team I'm working with here as I see such dedication to helping our communities reduce the Opioid epidemic through better prescribing and education.
- The Oregon Ombudsman council on NEMT got together in July to discuss ways we can make NEMT better for Oregon Medicaid members. My attendance was mainly to listen and notate but I did notice that a lot of the suggestions that were popping up were items that we are achieving every day. I noted to the committee that Ride Care is always open to ideas or direction that would help us be a stronger resource for our members. It is unfortunate that this Ombudsman council had to be convened in the absence of any Fee For Service OHP lead individual. Ralph Magrish has been in office now for 3 months so we look forward to his opinions on these matters in the near future.

What is an Ombudsman?

- *Respond to customer concerns or complaints*
- *Investigate and research issues or grievances to determine whether program staff are in compliance with DHS policies and procedures*
- *Track and identify systemic trends or training needs; recommend modifications to policy and procedures when findings determine that an existing policy has an unintended or adverse impact on clients*
- *Communicate on behalf of individuals who perceive inequities or inconsistencies within the DHS systems*
- *Provide appropriate, timely and quality services to customers; assist with information and access to DHS programs and services*
- Reinforce the intentions that drive program integrity; GAO is one component of accountability for all DHS programs
- Guidance on navigating within the DHS organization; including client rights and due processes.

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