



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY FEBRUARY 26TH, 2015

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF JANUARY 12TH AND JANUARY 29TH BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORT FOR JANUARY 2014
8. OLD BUSINESS
 - a. Special Districts Elections Update
9. CORRESPONDENCE-
10. NEW BUSINESS
 - a. STF-5310 Funding- Applicant award recommendations from STF Committee
 - b. Transportation Options- Individual Marketing Campaign
 - c. Budget Committee Appointments/Approval and updates
 - d. Intercity Grant Process Update
 - e. Connector Grant Update
 - f. Connector Award
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. OTHER ITEMS

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



**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
January 12, 2015**

1. CALL TO ORDER- Chair Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Rae Goforth, Commissioner Kevin Widener, Commissioner Neal Smith, Commissioner Mitch Mitchum, Vice Chair Paul Lewicki and Secretary Treasurer Carol Gearin

Staff Present: Executive Director, Jeff Hazen, Executive Assistant-Marketing Coordinator Mary Parker, Financial Officer, Diane Moody, Operations Manager Scott Earls, RideCare Manager Jason Jones and Mobility Management Coordinator Elisabeth Pietila.
3. CHANGES TO AGENDA- None.
4. PUBLIC COMMENT- None
5. PROPOSAL TO CHANGE JANUARY 22nd to JANUARY 29TH
Executive Director Jeff Hazen reported that staff is busy with the STF and 5310 Grant process and the Strategic Priorities process. Hazen After today's meeting staff will be working on the Coordinated Human Services Public Transportation Plan to bring before the Senior and Disabled Committee on January 20th for their input and approval which is needed prior to bringing the final updated plan before the Board on February 26th. Executive Director Hazen requested that the Board meeting scheduled for January 22nd be moved to January 29th to allow time for updates and meeting preparations to be made. Commissioner Widener asked if the 29th was Rider Appreciation and Homeless Connect day. There was discussion about both of the events on January 29th and how having the Board meeting at the same time could be difficult or could actually open the meeting up to the public. Commissioner Widener and Vice Chair Lewicki said they had no problems with changing the date. Chair Kleczek announced she would be not be available to attend he January or February Board meeting.
Commissioner Widener moved to approve changing the January 22nd Board Meeting to January 29th
Commissioner Smith seconded
Motion passed by unanimous aye vote of all Commissioners present.
6. BOARD/TEAM STRATEGIC PRIORITIES
Executive Director Hazen reported that the Leadership Team had spent 4 hours in a strategic planning session that focused on the Sunset Empire Transportation District's mission statement and resulted in a plan that's main goals are to build ridership by 15 % in the next year, reduce the use of Paratransit, expand Dial A Ride County wide and increase fixed route service. Executive Director Hazen explained the process that the Leadership Team followed to develop the proposed work plan that was presented to the Board. The plan listed Improving Customer Satisfaction, Increasing and Enhancing Services and Outreach, Improving Public Awareness of the District and how it is meeting its Mission, Improving Facilities, Improving Communication and Tech Systems and Providing Stable and Steady Administrative Support. Executive Director Hazen reviewed the supporting ideas and processes under each of the main headings.
Executive Director Hazen wants to see a reduction in the number of Service Improvement Forms received with customer concerns and receive more good comments.
He said he is working with Columbia County Rider on a joint application for the Columbia Connector Route which will enhance existing services. Commissioner Smith asked about the financial status of Columbia County Rider and if they were stable. Executive Director Hazen said he thought they were stable, but it is up to the County Commissioners how much money will be given towards transportation however

he said potentially Columbia County Rider is in line for receiving some funding for their Rainer Transit Center. Commissioner Goforth suggested making sure Commissioner Henry Heimuller is included in any of the planning. Executive Director Hazen said that Henry is included.

Executive Director Hazen said he would like to increase the frequency of the Route 101 as soon as possible as it is the most requested suggestion for improvement that he hears from riders. He also said that there is a great need for a Non Emergent Medical Transportation shuttle service to Longview and Portland.

Commissioner Goforth said she was concerned about the need for the Micro Transit Center in Seaside but having a presence there is important. Executive Director Hazen said this is an opportunity for us to have a presence, sell tickets and provide outreach in South County and we are only committing to a one year lease at \$300 a month. Commissioner Goforth said she worries about the costs involved. Commissioner Lewicki said this subject has come up a number of times and he thought it was a good idea and that it may be something that's time has come or it may not. Commissioner Lewicki suggested calling it the Seaside Transit Center as opposed to the Astoria Transit Center. Commissioner Smith asked if there will be a stop there. Executive Director Hazen there is not room for a stop there but the stop at the Seaside Cinema is close by. Chair Kleczek said she thought this was a good idea and if put in place would help create foundational information that could be used for applying for more funding for creating what was previously planned in South County.

Executive Director Hazen said that he wants to see more outreach and training done on a regular basis including outreach to those who have Limited English Proficiency (LEP). Executive Director Hazen said Veterans, Seniors, Persons with Disabilities, Millennials and Commuters would have targeted initiatives designed for them. Chair Kleczek asked if the Hispanic community was part of the targeted group. Lis said that we did not actually label LEP as a population, we are looking at all of these populations and the LEP in each. Chair Kleczek said she did not see Hispanics necessarily being part of the LEP population. Chair Kleczek said we have to keep two things in mind one is the limited English but the other is the cultural, awareness and acceptance of riding public transportation. Executive Director Hazen said that this had been discussed and that there are plans to use the Lower Columbia Hispanic Counsel to help us with the cultural differences.

Executive Director Hazen said we want to make sure we are relevant in the community and make sure that transportation is part of the local planning process and asked the Board to also participate with this goal on a regular basis. Commissioner Goforth encouraged participation in the city council meetings. There was discussion on how to reach out and participate with the local city councils. Executive Director Hazen said he is planning on attending the city council meetings every 6 months to keep everyone up to date with what the District is doing.

Executive Director Hazen said that there is and will continue to be a focus on cleaning up the facilities and shelters including an preventative maintenance plan.

Executive Director Hazen stressed the importance of improving all aspects of communication systems including making serious decisions about our entire computer system which is unreliable and is not as secure as it should be. Commissioner Goforth commented that there were complaints made at the last RideCare meeting about how bad the phone system is. There was discussion about the technology improvements that are being considered for the District including a computerized fare box system that will allow electronic fare cards to be used and will provide better tracking of riders and count cash.

Commissioner Gearin asked if cash would still be accepted as fare and also said she was concerned about those people who are not technically oriented. Executive Director Hazen yes said cash will always be accepted. Other upgrades needed on the busses include adding Wi-Fi, parking and reverse cameras, flat screens for updates and announcements and AC plug-ins for devices. He also said having flat screen televisions in the waiting area and a teleconference system in the conference room are on the list of needed improvements. Executive Director Hazen said that we are looking for grant funding that might be available for these improvements. Chair Kleczek suggested looking for a possible sponsorship.

The development of an advertising policy was discussed. Executive Director Hazen said he would get together with his counterparts and looking at what other transit providers have done concerning free speech and other issues. Commissioner Lewicki said that was a good point and that there are hundreds of other transit agencies out there that have already worked this out. Commissioner Lewicki also said when discussing software and program development to look at other agencies that developed programs with federal funds because those systems could also be available to any other federal agency without having to pay for it as it may be licensed to the transit industry because it is federally funded. Commissioner Lewicki suggested looking at Portland's system having electronic fare system and perhaps we could form a coalition like the NW Connector and the 5 counties could piggy back off the system in Portland, which might get us where we want to go without a lot of expense. Executive Director Hazen said that at the last few Connector meetings there has been discussion about applying for a grant jointly as a coalition for a variety of different uses. Executive Director Hazen noted that the Oregon Brokerage Software System (OBSS) that is used in RideCare is a shared software program.

Executive Director Hazen said he will be looking at the employee pay structure and look at the feasibility of a step system for pay raises.

Executive Director Hazen reported that drivers have received the winter driving training and that the class was very informative and fun.

Commissioner Gearin requested that professionalism be added to the Strategic Priorities list.

Chair Lewicki suggested changing the word servitude to public service.

Commissioner Gearin asked about the new Transit Center in Rainer and wondered if we could also have a mini office at the new Rainer Transit Center. Executive Director Hazen said that we are in the process of filing a joint grant application with Columbia County on the Route 30 route and will be having a meeting this Friday. Chair Kleczek said that the Connect 5 grant was applied for some time ago and at the time it was open it was decided that SETD did not have any projects that could be applied to the Connect 5 grant. There was discussion about the need to make the Route 30 an effective turnaround route. Commissioner Gearin asked if there is any way to have a stop in Hillsboro so that someone could transfer to the Max there. Chair Kleczek and Executive Director Hazen said that they had recently discussed this with Bill Johnson a planner from ODOT and are hopeful that the idea may move forward.

Commissioner Lewicki said that he thought that this is the way this process should go. The Board sets the goals and the Executive Director took the initiative to have the staff put together what is needed to support those goals.

Commissioner Smith said that there are some good ideas here but there needs to be some accountability so we can measure what has been done.

Commissioner Gearin said she just wants to make sure we can afford it and do not go into any more debt.

Chair Kleczek said she likes the goals and wants to make sure we look at which ones we can use as foundational pieces when we are applying for ODOT grants that are coming up. She added that if we start investing without applying for grants we are losing the potential for the money and taking down money that we are spending on it that is not being used as a match and that we could have got money for. We can use money from one hand to get money from another hand. Chair Kleczek said she would not like any grant cycle to come around where we do not have our foot in the door and we are not applying for something. Scott Earls said he would like to add to what has been said and make sure we do not spend money we do not have. All of this costs.

Commissioner Gearin said she thought this is fabulous footwork.

Diane Moody reported that the most significant points of the grant timeline are the meetings approving the 5310 and STF money which supports the grant process that we put out to the public which will be a couple times in January and February. The 5311 is a standard grant but sounds like we will be looking at some special topics, so looking at the timeline we have one grant that is due on the January 27th and then we have

grants due in February and March. Diane added that the grants and the budget go step and step so we will have to be thinking about budgeted items as we are putting together the grants. Commissioner Smith announced that he is not resigning but will not be running for Commissioner in the upcoming election. Chair Kleczek said she was sorry to hear this and thanked Commissioner Smith for his service and input.

Meeting was adjourned at 10:30 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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



**BOARD OF COMMISSIONERS
MEETING MINUTES
January 29, 2015**

1. CALL TO ORDER- Vice Chair Paul Lewicki called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Vice Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Kevin Widener, Commissioner Neal Smith, Mitch Mitchum and Commissioner Gearin Chair Kleczek-excused

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Operations Manager Scott Earl, Financial Officer Diane Moody, HR Officer Tami Carlson, RideAssist Coordinator Carol Penuel, IS John Layton and IT Konnor Claborn.
3. CHANGES TO AGENDA- Executive Director Hazen requested adding Resolution 2015-01 to the agenda.
4. PUBLIC COMMENT- None
5. AUDIT REPORT YEAR ENDED JUNE 30, 2014. Brad Bingenhiemer from Boldt. Carlisle and Smith LLC began his report saying that this was the best audit report that he has given the District for quite some time and he feels like the District has come a long way and he commended the Board, management and everyone that has gotten the District where it needs to be. Brad reported that the District had total assets of \$6.2 million and total liabilities of \$2.1 million resulting in a net equity position of \$4.1 million which is an increase of \$660,000 from the year before which is a good trend. The General Fund ended the year with a balance of \$600,000 and the RideCare fund ended the year with a balance of \$900,000. This was an increase of \$400,000 to the general fund which is a \$90,000 increase to the RideCare fund. In comparing the budget to actual the General Fund total revenues were projected at \$2.8 million and actual came in at \$2.9 million. Expenditures were projected at \$2.9 million and the actual expenditures were \$2.4 million which resulted in a \$500,000 positive variance in the budget and the RideCare very similar with revenues very close to what was projected. Brad said expenditures were over what was budgeted in the area of materials and services because you had more payments to DMAP provider than budgeted. Brad reported that there was an adjustment to the OMAP settlement of \$200,000. Brad reported that the State of Oregon requires the auditor to perform tests on Oregon laws and regulations which resulted in findings of the over expenditure, the capital fund did not roll up into the budget summary and when preparing your budget you have to estimate your beginning balance and we would have you be more thoughtful as you had anticipated \$850,000 for your beginning balance and you actually only had \$600,000. Brad also said that if we obtain an understanding of the internal controls of the organization and if we find any deficiencies we bring those forward. The second report has to do with internal controls and anything that has to do with compliance with other laws and contracts that could affect the financial statement. Brad reported they did not find anything. Brad said the third report is where specific programs are looked at for Grant compliance and we did not find any instances of noncompliance or internal controls. Brad said the only findings were the internal controls over Journal entries. Brad said that the recommendation would be to have an internal supervision and approval process of the Journal entries. Brad asked if there were any questions. Commissioner Gearin asked if the previous audit deficiency report has been resolved. Brad said that yes they deficiencies have been resolved, but said we got here through vigilance and you can never completely relax at this. Vice Chair Lewicki said it sounds like internal controls is where we need to focus and a prudent amount of our management to keep us in good shape. Brad agreed. Executive Director Hazen thanked Diane for her work and asked if she had anything to add. Diane said due to Executive Director transitions last year it was difficult to have an approval process for the Journal Entries however a process is

now in place for approval of the Journal Entries. Brad thanked the Board and said he looked forward to more reports like this one.

6. APPROVAL OF THE DECEMBER 11TH AND DECEMBER 30TH BOARD MEETING MINUTES-

December 11th Minutes: Commissioner Gearin asked where we were in the Fare change process and noted that John Anglim's name was misspelled. Executive Director Hazen said we have not moved ahead in the Fare change process and that he would have an update later in the meeting.

Commissioner Gearin moved to approve the minutes as corrected

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of Commissioners present

December 30th Minutes:

Commissioner Gearin moved to approve the minutes as presented

Commissioner Smith seconded the motion

Motion carried by unanimous aye vote of Commissioners present

7. REPORTS FROM CHAIR AND COMMISSIONERS:

Commissioner Widener- Nothing to report

Commissioner Michener- Reported he had a good tour of the District facilities and has his bus pass so will start riding the bus.

Secretary/Treasurer Gearin- Nothing to report

Commissioner Smith- Nothing to report

Commissioner Goforth- Reported that she had attended the RideCare meeting where there was a lot of discussion about the problems with the phones and many calls being dropped. Commissioner Goforth also reported attending the Senior and Disabled Advisory Committee Meeting which was well attended including people from North West Senior and Disabled office. She said it was a lively meeting with a lot of discussion and recommendations about using public transportation and the problems seniors and disabled are having and there are also problems for seniors trying to get to and from the Senior Center that is currently located at the old Yacht Club.

Vice Chair Lewicki- Nothing to report

8. FINANCIAL REPORTS:

Commissioner Goforth asked about the items in red. Diane said this is where we are under budget. Diane also said that she will be submitting a quarterly Budget report to the Board on where we are on materials, services and personal because that is how we annually submit to the city and it is what the auditors check.

Commissioner Widener moved to approve the December 2014 Financials

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

9. OLD BUSINESS

Fare Change Update- Executive Director Hazen said we have not moved forward on the Fare Change process yet due to wanting to combine the Fare change with an upcoming Route change so we would do them both at the same time which would save time and be easier on staff and the public. Executive Director Hazen reported that John has done some financial predictions and the fare change difference in Fare revenue will only be about \$1000. Commissioner Gearin asked if each zone would be a dollar more? Executive Director Hazen said that between each city will be \$1 which means some fares will go up and some go down and our drivers will be asking riders where the riders destination is going to be to make sure that the correct fare is collected.

10. CORROSPONDENCE- A Thank You note was received from Clatsop Community Action and the Wishing Tree thanking the District for their food donations and the Christmas adopt a family participation.

11. NEW BUSINESS

- a. Appoint Budget Officer-
Vice Chair Lewicki moved to appoint Executive Director Jeff Hazen as the 2015-2016 Budget Officer
Commissioner Goforth seconded the motion
Motion passed by unanimous aye vote of all Commissioners present

- b. Executive Director Quarterly Self Evaluation- Vice Chair Lewicki commented that the report was perhaps even more than was hoped for and he said he was pleasantly surprised at the depth of the report and that the goals were set up outside of the employment agreement so they could be used as meters for performance evaluating. Vice Chair Lewicki added that what was submitted works even better than that for this quarter considering the newness of these goals. Vice Chair Lewicki said going forward there may need to be modifications made to the time constraints due to other deadlines and expectations and this should be done in advance. There was discussion about the cost of the phone service and looking at new services and going for the best value not the best price. John said that when we purchased the service we have now we did not have the credit or flexibility we have now. He said the problems we have are a network problem and asked for everyone to be patient as Conner is working on solving the problems.
Commissioner Gearin said she really enjoys receiving the weekly Executive Director reports.

- c. Approval of the Intergovernmental Agreement for the Long Range Comprehensive Transportation Plan- Executive Director Hazen reported that this plan had been put off for a while due to the changes within the District. He said now the contract has been approved by Jeaneyse Snow and has a couple of mistakes where they call us a city or a municipality that he will correct and it will be ready to sign. Commissioner Gearin asked about the requirements on page 23-B. Executive Director Hazen said he would be providing that information which he will be able to acquire from the city managers.
Commissioner Gearin moved to approve the Intergovernmental Long Range Comprehensive Transportation Plan
Commissioner Goforth seconded the motion
Motion passed by unanimous aye vote of all Commissioners present

- d. Review Updates of the Human Services Coordinated Transportation Plan- Executive Director Hazen said that the report that was included in the Board Pack showed the recommendations from the Senior and Disabled Advisory Committee of where the gaps are in service in the District. Many comments were made about the length of time between the Route 101 and the lack of service to the Senior Center that has been moved to the Yacht Club. Commissioner Gearin asked if we could take one of our busses down to the old yacht club. Scott Earls said no because you would be deviating a fixed route and if you deviate for one you have to deviate for everyone. There was discussion about the Senior Center bus being utilized and maybe using it to pick up seniors at the Short Stop or to help seniors get up and down the hill. Commissioner Goforth said they have a hard time getting a volunteer driver to drive the bus. Executive Director Hazen said that the Senior Center has lost 130 members since they moved to the yacht club and asked Scott if the Route 10 could make a stop at the yacht club. Scott said the time constraints would be difficult for the drivers and for the bus to remain on time. Vice Chair Lewicki said that this sounds like an issue that needs to be looked at more closely because the only reason we are here is to get people

from where they are to where they need to be and we have regulations that we have to abide to but if we have a current situation that affects a portion of our population that most depends on us I think it is incumbent for this organization to look at all the possible ways we can help out there. We can't just say there is not a solution and we cannot afford to do this and with all due respect to the staff I am sure you have looked at all the alternatives. Scott said that there is an alternative and that is having these people use Paratransit. Vice Chair Lewicki suggested that the Board will get a report at the next meeting about how we can help these folks out in the interim and in the long term. Executive Director Hazen discussed the need for volunteers to aid others in Transportation. Lis also explained that the largest amount of money that we receive that has the lowest match is specifically to enhance the transportation of the Senior and disabled and people of low income and by keeping the transportation dependent population in the top of our minds we will benefit the general public in many ways.

- e. Adopt Updated Drug and Alcohol Policy-Executive Director Hazen reported we had a Drug and Alcohol audit by a service that comes in and does a pre-audit preparation before the FTA does there audit. So this updated policy is now up to date and will pass the FTA inspection. Commissioner Gearin asked about medical marijuana. Tami Carlson said we have a zero tolerance so a positive test would be against policy. There was discussion about the new marijuana laws and the district's zero tolerance.

Commissioner Goforth moved to approve the Sunset Empire Transportation District Drug and Alcohol Policy

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote by all Commissioners present

- f. Appoint Commissioner to the Transportation Plan Advisory Committee- Executive Director Hazen explained that this committee goes along with the IGA that the Board just approved. Executive Director Hazen said that the committee is also known as TPAC and will be meeting six times in the next six months at the Transit Center with meetings lasting for about 2 hours. The meetings will be ran by the consultant who will provide plans to the committee and the consultant will bring information back to the project manage which is ODOT.

Commissioner Widener volunteered and Vice Chair Lewicki said he would be back up.

- g. Resolution 2015-01 – Executive Director Hazen said that this resolution will allow an account to be opened with the Local Government Investment Pool (LGIP) for RideCare Funds to be transferred into. Diane said the LGIP is like a money market account. It has the best interest rate available, you have to be a public entity to open an account and the Secretary of State oversees the accounts.

Commissioner Gearin- Aye

Commissioner Smith- Aye

Commissioner Goforth- Aye

Commissioner Widener- Aye

Vice Chair Lewicki- Aye

Commissioner Michener- Aye

- 12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that he had attended the Seaside City Council meeting because they were giving a Safe Routes to School program which fits into our Transportation Options program. He reminded everyone that today is the Project Homeless Connect program at the Seaside Convention Center in conjunction with our Ridership Appreciation celebration

today. Executive Director Hazen also reported that he had a great meeting with Doug at Tillamook Transit last week.

13. LEADERSHIP TEAM REPORTS-

14. OTHER ITEMS-

Meeting was adjourned at 10:35 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date_____

Mission Statement

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

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

YTD Actual to Budget Target: 58%

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget \$ (Under) \$ Over	%
Ordinary Income/Expense						
Income						
4000 · FARES	15,328.00	18,749.00	146,117.67	225,000.00	(78,882.33)	64.9%
4100 · CONTRACTED SERVICES - IGA	5,080.60	3,000.00	44,773.70	55,000.00	(10,226.30)	81.4%
4200 · TAXES	18,597.64	20,000.00	800,832.92	850,000.00	(49,167.08)	94.2%
4250 · TIMBER REVENUES	0.00	0.00	39,755.48	160,000.00	(120,244.52)	24.8%
4300 · MASS TRANSIT ASSESSMENT	14,963.37	15,000.00	37,452.45	50,000.00	(12,547.55)	74.9%
4305 · INTEREST	428.80	250.00	2,458.32	3,000.00	(541.68)	81.9%
4310 · MISC INCOME	0.00	0.00	112.68	0.00	112.68	
4450 · RENTAL INCOME	1,960.00	2,000.00	7,060.00	11,000.00	(3,940.00)	64.2%
5001 · GRANTS	27,622.00	28,000.00	338,256.00	1,054,456.00	(716,200.00)	32.1%
Total Income	83,980.41	86,999.00	1,416,819.22	2,408,456.00	(991,636.78)	58.8%
Gross Profit	83,980.41	86,999.00	1,416,819.22	2,408,456.00	(991,636.78)	58.8%
Expense						
6000 · PAYROLL WAGES	71,094.73	80,776.00	548,272.09	969,314.00	(421,041.91)	56.6%
6200 · PAYROLL TAXES & W/C - EMPLOYER	12,272.83	14,918.00	73,498.08	179,016.00	(105,517.92)	41.1%
6300 · BENEFITS	19,908.93	22,666.00	133,700.18	271,992.00	(138,291.82)	49.2%
6560 · PAYROLL EXP (OUTSOURCED FEES)	58.30	0.00	516.62	0.00	516.62	
6605 · REIMBURSED EXPENSES - p/r acct	0.00	0.00	475.00	0.00	475.00	
8010 · BANK CHGS/FEES	250.75	256.00	2,061.12	3,076.00	(1,014.88)	67.0% *
8055 · AUDIT	190.00	250.00	17,939.80	18,240.00	(300.20)	98.4% *
8155 · LEGAL ADS	0.00	126.00	0.00	1,520.00	(1,520.00)	0.0%
8160 · PROFESSIONAL SERVICES	0.00	3,800.00	2,919.50	22,800.00	(19,880.50)	12.8%
8167 · LEGAL COUNSEL	42.00	1,600.00	3,869.88	7,600.00	(3,730.12)	50.9%
8170 · EDUCATION/OUTREACH	347.00	2,277.00	1,906.90	27,330.00	(25,423.10)	7.0%
8175 · NEWSPAPER ADS	0.00	0.00	1,272.21	912.00	360.21	139.5% *

* Refer to Financial Exceptions Information Report

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

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
YTD Actual to Budget Target: 58%					\$ (Under)	
					\$ Over	%
8180 · OFFICE SUPPLIES	1,043.96	1,133.00	6,217.15	13,600.00	(7,382.85)	45.7%
8182 · OFFICE FURNITURE/EQUIPMENT	336.00	375.00	747.00	4,500.00	(3,753.00)	16.6%
8185 · POSTAGE-SHIPPING	0.00	76.00	602.34	910.00	(307.66)	66.2% *
8190 · PRINTING	0.00	0.00	2,866.50	10,000.00	(7,133.50)	28.7%
8195 · SUBGRANT PASS-THROUGH	0.00	0.00	1,538.33	2,200.00	(661.67)	69.9% *
8205 · TAXES/LICENSE	0.00	50.00	0.00	600.00	(600.00)	0.0%
8250 · TELECOMMUNICATIONS	956.77	833.00	6,748.22	10,000.00	(3,251.78)	67.5% *
8260 · RADIO SYSTEM-BUSES	0.00	0.00	3,346.24	5,000.00	(1,653.76)	66.9% *
8300 · BLDG GROUNDS & MAINT	920.07	950.00	11,034.72	32,727.00	(21,692.28)	33.7%
8350 · INSURANCE	-1,619.32	2,000.00	9,150.32	51,456.00	(42,305.68)	17.8%
8360 · FUEL	4,316.65	21,846.67	74,381.73	262,160.00	(187,778.27)	28.4%
8460 · UTILITIES	1,553.70	2,000.00	10,291.96	19,000.00	(8,708.04)	54.2%
8465 · JANITORIAL SERV & SUPPLIES	218.73	633.00	1,383.43	7,600.00	(6,216.57)	18.2%
8480 · UNIFORMS	1,708.87	1,267.00	4,090.16	7,600.00	(3,509.84)	53.8%
8500 · DONATIONS/GIFTS/CONTRIB	120.00	0.00	1,891.95	0.00	1,891.95	
8501 · DONATIONS CLEARING	-45.00	0.00	-1,816.95	0.00	(1,816.95)	
8550 · D/A SCREENING & BACKGROUND CKS	200.00	208.00	397.44	2,500.00	(2,102.56)	15.9%
8560 · DUES/SUBSCRIPTIONS/FEES	3,170.35	1,143.00	14,638.19	13,720.00	918.19	106.7% *
8570 · ELECTION FEES	0.00	0.00	0.00	4,940.00	(4,940.00)	0.0%
8575 · EMPLOYEE RECOGNITION	22.80	100.00	1,773.25	3,230.00	(1,456.75)	54.9%
8605 · VEHICLE MAINT & REPAIR	14,605.75	11,173.00	50,599.93	134,080.00	(83,480.07)	37.7%
8650 · COMPUTER INFO TECH SERVICES	1,458.52	4,160.00	19,091.10	49,913.00	(30,821.90)	38.2%
8660 · SHELTER CLEANING/REPAIR	6.20	100.00	1,756.20	3,000.00	(1,243.80)	58.5%
8705 · SMALL TOOLS/MINOR EQUIPMENT	299.99	183.00	487.31	2,200.00	(1,712.69)	22.2%
8750 · CONFERENCES/TRAINING/TRAVEL	2,219.14	2,084.00	8,257.81	25,000.00	(16,742.19)	33.0%
8780 · MEETING EXPENSE	53.16	75.00	1,100.99	1,376.00	(275.01)	80.0% *
Total Expense	135,710.88	177,058.67	1,017,006.70	2,169,112.00	(1,152,105.30)	46.9%

* Refer to Financial Exceptions Information Report

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

	Month	Month	YTD	Annual Budget	YTD Actual to		
	Actual	Budget	Actual		Annual Budget	\$ (Under)	%
YTD Actual to Budget Target: 58%							
Net Ordinary Income	-51,730.47	-90,059.67	399,812.52	239,344.00	160,468.52	167.0% *	
Other Income/Expense							
Other Income							
Other Expense							
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	6,600.00	157,725.56	197,140.00	(39,414.44)	80.0% *	
9700 · CAPITAL EXPENSE	11,000.00	26,688.00	11,000.00	216,880.00	(205,880.00)	5.1%	
9800 · CONTINGENCY	0.00	108,228.00	0.00	216,456.00	(216,456.00)	0.0%	
9850 · TRANSFERS OUT	0.00	0.00	0.00	50,000.00	(50,000.00)	0.0%	
Total Other Expense	<u>17,573.50</u>	<u>141,516.00</u>	<u>168,725.56</u>	<u>680,476.00</u>	<u>(511,750.44)</u>	<u>24.8%</u>	
Net Other Income	<u>-17,573.50</u>	<u>-141,516.00</u>	<u>-168,725.56</u>	<u>-680,476.00</u>	<u>511,750.44</u>	<u>24.8%</u>	
Net Income	<u><u>-69,303.97</u></u>	<u><u>-231,575.67</u></u>	<u><u>231,086.96</u></u>	<u><u>-441,132.00</u></u>	<u><u>672,218.96</u></u>	<u><u>152.4% *</u></u>	

* Refer to Financial Exceptions Information Report

**SUNSET EMPIRE TRANSPORTATION
RIDE CARE
Profit & Loss Budget Performance**

January 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
YTD Actual to Budget Target: 58%						
Ordinary Income/Expense						
Income						
4400 · PROVIDER SERV REIMBURSEMENTS	389,027.62	166,666.00	1,804,376.62	2,000,000.00	(195,623.38)	
Total Income	389,027.62	166,666.00	1,804,376.62	2,000,000.00	(195,623.38)	
Gross Profit	389,027.62	166,666.00	1,804,376.62	2,000,000.00	(195,623.38)	90.2% *
Expense						
6000 · PAYROLL WAGES	19,940.97	24,168.00	151,242.97	290,026.00	(138,783.03)	52.1%
6200 · PAYROLL TAXES & W/C - EMPLOYER	3,636.53	3,426.00	19,955.35	41,117.00	(21,161.65)	48.5%
6300 · BENEFITS	4,859.54	8,994.00	41,741.93	107,926.00	(66,184.07)	38.7%
6560 · PAYROLL EXP (OUTSOURCED FEES)	23.30	0.00	117.68	0.00	117.68	
7750 · RC PROVIDER SERVICES	120,079.23	115,937.00	1,059,523.42	1,391,250.00	(331,726.58)	76.2% *
7760 · DMAP ANNUAL ADJUSTMENT PAYMENTS	0.00	0.00	0.00	160,000.00	(160,000.00)	0.0%
8010 · BANK CHGS/FEES	0.00	18.00	8.25	224.00	(215.75)	3.7%
8055 · AUDIT	60.00	0.00	5,665.20	5,760.00	(94.80)	98.4% *
8155 · LEGAL ADS	0.00	40.00	0.00	480.00	(480.00)	0.0%
8160 · PROFESSIONAL SERVICES	198.00	416.00	1,713.00	5,000.00	(3,287.00)	34.3%
8167 · LEGAL COUNSEL	2,352.00	100.00	4,047.12	2,400.00	1,647.12	168.6% *
8170 · EDUCATION/OUTREACH	0.00	0.00	0.00	0.00	-	
8175 · NEWSPAPER ADS	167.12	0.00	167.12	400.00	(232.88)	41.8%
8180 · OFFICE SUPPLIES	191.56	533.00	1,638.45	6,400.00	(4,761.55)	25.6%
8182 · OFFICE FURNITURE/EQUIPMENT	0.00	216.00	93.49	2,592.00	(2,498.51)	3.6%
8185 · POSTAGE-SHIPPING	56.19	41.00	149.17	500.00	(350.83)	29.8%
8190 · PRINTING	0.00	163.00	0.00	1,960.00	(1,960.00)	0.0%
8205 · TAXES/LICENSE	0.00		0.00	100.00	(100.00)	0.0%
8250 · TELECOMMUNICATIONS	652.43	860.00	4,292.80	10,325.00	(6,032.20)	41.6%
8300 · BLDG GROUNDS & MAINT	420.28	1,215.00	3,670.40	14,585.00	(10,914.60)	25.2%
8350 · INSURANCE	826.50	1,339.00	2,140.86	5,354.00	(3,213.14)	40.0%

* Refer to Financial Exceptions Information Report

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

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
8400 · BUS PASSES	130.00	500.00	6,497.50	6,000.00	497.50	108.3% *
8460 · UTILITIES	713.04	700.00	3,180.81	6,000.00	(2,819.19)	53.0%
8465 · JANITORIAL SERV & SUPPLIES	30.24	200.00	310.04	2,400.00	(2,089.96)	12.9%
8480 · UNIFORMS	807.56	650.00	807.56	2,600.00	(1,792.44)	31.1%
8550 · D/A SCREENING & BACKGROUND CKS	0.00	125.00	585.06	1,500.00	(914.94)	39.0%
8560 · DUES/SUBSCRIPTIONS/FEES	157.76	110.00	1,248.39	1,330.00	(81.61)	93.9% *
8570 · ELECTION FEES	0.00	130.00	0.00	1,560.00	(1,560.00)	0.0%
8575 · EMPLOYEE RECOGNITION	7.20	45.00	517.93	1,020.00	(502.07)	50.8%
8650 · COMPUTER INFO TECH SERVICES	1,252.99	1,569.00	9,696.27	18,834.00	(9,137.73)	51.5%
8725 · MISCELLANEOUS	0.00	0.00	132.00	298.00	(166.00)	44.3%
8750 · CONFERENCES/TRAINING/TRAVEL	0.00	541.00	1,329.52	6,500.00	(5,170.48)	20.5%
8780 · MEETING EXPENSE	0.00	126.00	462.97	785.00	(322.03)	59.0%
Total Expense	<u>156,562.44</u>	<u>162,162.00</u>	<u>1,320,935.26</u>	<u>2,095,226.00</u>	<u>(774,290.74)</u>	<u>63.0% *</u>
Net Ordinary Income	232,465.18	4,504.00	483,441.36	-95,226.00	578,667.36	607.7% *
Other Income/Expense						
Other Expense						
9600 · DEBT SERVICE & INTEREST-FEES	36,343.25	36,343.25	255,345.44	354,337.00	(98,991.56)	72.1%
9700 · CAPITAL EXPENSE	0.00	0.00	5,533.00	5,643.00	(110.00)	98.1% *
9800 · CONTINGENCY	0.00	90,294.00	0.00	180,589.00	(180,589.00)	0.0%
9850 · TRANSFERS OUT	0.00	0.00	0.00	0.00	-	
Total Other Expense	<u>36,343.25</u>	<u>126,637.25</u>	<u>260,878.44</u>	<u>540,569.00</u>	<u>(279,690.56)</u>	<u>48.3%</u>
Net Other Income	<u>-36,343.25</u>	<u>-126,637.25</u>	<u>-260,878.44</u>	<u>-540,569.00</u>	<u>279,690.56</u>	<u>48.3%</u>
Net Income	<u><u>196,121.93</u></u>	<u><u>-122,133.25</u></u>	<u><u>222,562.92</u></u>	<u><u>-635,795.00</u></u>	<u><u>858,357.92</u></u>	<u><u>135.0% *</u></u>

SUNSET EMPIRE TRANSPORTATION
Balance Sheet
As of January 31, 2015

	<u>Jan 31, 15</u>		<u>Jan 31, 15</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 - SETD	1,144,406.01	Accounts Payable	
1050 - RIDE CARE	857,506.43	2010 - Accounts Payable	
Total Checking/Savings	<u>2,001,912.44</u>	2010A - SETD - A/P	7,933.45
Accounts Receivable	2,301.60	2010B - NWRC - A/P	<u>130.00</u>
Other Current Assets		Total 2010 - Accounts Payable	<u>8,063.45</u>
1205 - PROPERTY TAX RECEIVABLE	24,802.89	Total Accounts Payable	8,063.45
1410 - PREPAID INS/BENEFITS	863.62	Other Current Liabilities	
1499 - UNDEPOSITED FUNDS	6,645.40	2100 - PAYROLL LIABILITIES	3,158.44
Total Other Current Assets	<u>32,311.91</u>	2260 - DEFERRED REVENUE	<u>25,040.39</u>
Total Current Assets	<u>2,036,525.95</u>	Total Other Current Liabilities	<u>28,198.83</u>
TOTAL ASSETS	<u>2,036,525.95</u>	Total Current Liabilities	36,262.28
		Long Term Liabilities	
		2800 - INTERCOMPANY TRANSACTION	
		2820 - INTERCOMPANY RECEIVABLE	
		2820B - SETD	-86,275.60
		2820 - INTERCOMPANY RECEIVABLE - Other	383,577.27
		Total 2820 - INTERCOMPANY RECEIVABLE	<u>297,301.67</u>
		2830 - INTERCOMPANY PAYABLE	
		2830A - NWRC	86,255.60
		2830 - INTERCOMPANY PAYABLE - Other	-383,557.27
		Total 2830 - INTERCOMPANY PAYABLE	<u>-297,301.67</u>
		Total 2800 - INTERCOMPANY TRANSACTION	<u>0.00</u>
		Total Long Term Liabilities	<u>0.00</u>
		Total Liabilities	36,262.28
		Equity	
		3800 - FUND BALANCE SETD	609,987.31
		3850 - FUND BALANCE NWRC	933,623.60
		3900 - RETAINED EARNINGS	3,000.00
		Net Income	<u>453,604.78</u>
		Total Equity	<u>2,000,215.69</u>
		TOTAL LIABILITIES & EQUITY	<u><u>2,036,477.97</u></u>

SUNSET EMPIRE TRANSPORTATION
General Fund
A/R Aging Summary
As of January 31, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
BARTON, ERIC/AR	36.00	42.00	54.00	0.00	0.00	132.00
CCC	0.00	120.00	0.00	0.00	0.00	120.00
CITY OF CANNON BEACH - A/R	0.00	2,715.60	0.00	0.00	0.00	2,715.60
DHS - ASTORIA - SSP/0401	0.00	180.00	180.00	0.00	0.00	360.00
DHS/BEAVERTON	0.00	0.00	0.00	0.00	-9.00	-9.00
ISN	0.00	0.00	900.00	0.00	0.00	900.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,020.00	-3,020.00
P-ALLSTATE INSURANCE AGENCY	0.00	142.50	142.50	0.00	0.00	285.00
P-ANDI WARREN INSURANCE AGENCY	0.00	47.50	0.00	0.00	0.00	47.50
P-BITS N BYTES COMPUTER SERVICE	0.00	47.50	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	0.00	47.50	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	0.00	95.00	0.00	0.00	0.00	95.00
P-H&R Block	0.00	95.00	0.00	0.00	0.00	95.00
P-HIPFISH-PARKING	0.00	47.50	47.50	45.50	0.00	140.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
PACIFIC NW WORKS	0.00	155.00	0.00	0.00	0.00	155.00
TOTAL	<u>36.00</u>	<u>3,925.10</u>	<u>1,324.00</u>	<u>45.50</u>	<u>-3,029.00</u>	<u>2,301.60</u>

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

GENERAL FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
COASTAL ENTERPRISES, LLC	0.00	140.00	0.00	0.00	0.00	140.00
DSU PETERBILT & GMC INC.	0.00	778.82	0.00	0.00	0.00	778.82
iFOCUS CONSULTING	0.00	32.00	0.00	0.00	0.00	32.00
MAC TOOLS	0.00	299.99	0.00	0.00	0.00	299.99
MTR WESTERN BUS	0.00	2,003.83	0.00	0.00	0.00	2,003.83
O'REILLY AUTO PARTS	0.00	87.50	0.00	0.00	0.00	87.50
PACIFIC POWER	0.00	0.00	-0.03	0.00	0.00	-0.03
PACIFCSOURCE ADMINISTRATORS	0.00	3,025.00	0.00	0.00	0.00	3,025.00
PETTY CASH	0.00	142.84	0.00	0.00	0.00	142.84
SDIS	0.00	0.00	0.00	0.00	0.00	0.00
VERIZON WIRELESS	0.00	1,382.17	0.00	0.00	0.00	1,382.17
WILCOX & FLEGEL	0.00	89.31	0.00	0.00	0.00	89.31
TOTAL	<u>0.00</u>	<u>7,981.46</u>	<u>-0.03</u>	<u>0.00</u>	<u>0.00</u>	<u>7,981.43</u>

RIDECARE

NWRC-COLUMBIA COUNTY RIDER	0.00	130.00	0.00	0.00	0.00	130.00
TOTAL	<u>0.00</u>	<u>130.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130.00</u>

SUNSET EMPIRE TRANSPORTATION

Checks \$5000+

January 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Check	EFT 1-31-15	01/31/2015	CLATSOP COMMUNITY BANK	1040 - GENERAL FUND - CCB (3943)	-6,573.50
Bill Pmt -Check	2856	01/05/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-7,766.14
Bill Pmt -Check	2857	01/05/2015	OREGON DEPT OF HUMAN SERVICES	1080 - NWRC Reimb - CCB (3976)	-36,343.25
Bill Pmt -Check	2869	01/12/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-7,900.12
Bill Pmt -Check	2874	01/16/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-8,998.00
Bill Pmt -Check	2878	01/16/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-14,397.00
Bill Pmt -Check	2880	01/16/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-9,943.36
Bill Pmt -Check	2885	01/23/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-9,310.50
Bill Pmt -Check	2889	01/23/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-10,080.46
Bill Pmt -Check	2899	01/30/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-10,402.25
Bill Pmt -Check	2900	01/30/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-10,546.34
Bill Pmt -Check	14835	01/05/2015	SDIS	1040 - GENERAL FUND - CCB (3943)	-9,391.38
Bill Pmt -Check	14874	01/16/2015	GARAGE EQUIPMENT	1040 - GENERAL FUND - CCB (3943)	-11,000.00
Bill Pmt -Check	14891	01/30/2015	DSU PETERBILT & GMC INC.	1040 - GENERAL FUND - CCB (3943)	-11,943.72

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
01/16/2015	0188 12/9 - 1/8

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

PAID

Bill Due 01/31/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
OFFICE SUPPLIES	EARLS - 0220 E-CAMERA - EMERGENCY / ACCIDENT CAMERAS	56.10		OPER - 5311
VEHICLE MAINT & REPAIR	AWASH - REPAIRED BUS WASHING SYSTEM	124.30		OPER - 5311
DUES/SUBSCRIPTIONS/FEE ES	TRANSACTION FEE	2.49		OPER - 5311
DUES/SUBSCRIPTIONS/FEE ES	HAZEN - 0667 ASTORIA-WARRENTON CHAMBER OF COMMERCE - ANNUAL DUES	35.00		ADMIN
POSTAGE-SHIPPING	JONES - 0261 USPS - STAMPS FOR RIDECARE	49.00	NWRC.	RIDECARE
TEL-HARDWARE	NEWEGG - TELEPHONE HEADSET FOR RIDECARE	149.99	NWRC.	RIDECARE
BLDG GROUNDS & MAINT	HOME DEPOT - PAINT AND PAINT SUPPLIES FOR RIDECARE	48.67	NWRC.	RIDECARE
BLDG GROUNDS & MAINT	LAYTON - 0253 HOME DEPOT - PAINT FOR IT OFFICE	16.09		ADMIN
POSTAGE-SHIPPING	USPS - POSTAGE FOR RIDECARE	7.19	NWRC.	RIDECARE
HARDWARE	LENOVO - COMPUTER FOR RIDECARE	954.19	NWRC.	RIDECARE
SOFTWARE-SUBSCRIPTIONS	ADOBE - SOFTWARE	39.98		ADMIN
	MOODY - 0469			

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
01/16/2015	0188 12/9 - 1/8

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

PAID

Bill Due 01/31/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
TRAVEL	STARBUCKS-MEAL FOR	7.90		ADMIN
POSTAGE-SHIPPING	ODOT TRAINING			
OFFICE SUPPLIES	USPS - POSTAGE	49.00		ADMIN
	STAPLES - OFFICE SUPPLIES	26.48		ADMIN
OFFICE SUPPLIES	PARKER - 0204			
	CASH & CARRY - SURVEY	29.08		ADMIN
	SUPPLIES			
DUES/SUBSCRIPTIONS/FES	OREGON SEC. OF STATE -	50.00		ADMIN
DUES/SUBSCRIPTIONS/FES	DBA RIDETHEBUS			
DUES/SUBSCRIPTIONS/FES	OREGON SEC. OF STATE -	50.00	NWRC.	RIDECARE
DUES/SUBSCRIPTIONS/FES	DBA RIDECARE			
DUES/SUBSCRIPTIONS/FES	OREGON SEC. OF STATE -	50.00		ADMIN
DUES/SUBSCRIPTIONS/FES	DBA RIDEPAL			
DUES/SUBSCRIPTIONS/FES	OREGON SEC. OF STATE -	50.00		ADMIN
DUES/SUBSCRIPTIONS/FES	DBA RIDEASSIST			
OFFICE SUPPLIES	ABECO - SUPPLIES	33.95		ADMIN
MEETING EXPENSE	FRED MEYER - SUPPLIES	6.88		ADMIN
MEETING EXPENSE	HOME BAKERY - SUPPLIES	13.90		ADMIN
DONATIONS/GIFTS/CONTRIB	FRED MEYER - ADOPT A	75.00		ADMIN
MEETING EXPENSE	FAMILY GIFT CARDS			
CONFERENCES/TRAINING/TRAVEL	HOME BAKERY - SUPPLIES	9.70		ADMIN
	CLATSOP COMMUNITY	347.00		ADMIN
	COLLEGE - CLASS FOR HR			
MEETING EXPENSE	PIETILA - 0659			
	FRED MEYER - SENIOR AND	22.68		ADMIN
	DISABLED SUPPLIES			

Expense Total : 2,304.57

Bill Total : \$2,304.57

Sunset Empire Transportation District
JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the February 2015 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 7 Months =58% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 58.8% to annual budget, with Fares (65%), Contracted Services (81%), Taxes (94%) and Interest (81%) ahead of budget. Total Expense is 47%. The Other Expense remains low at 25% to budget, of which Debt Service makes up most of that expense segment. The result is a positive Net Income at 152% to budget.

Revenue

- 4450 Rental Income: The majority of the rental income is derived from the billboard space (\$1,200). The remainder income is from parking spaces.

Expense

- 8010 Bank Charges: This month's cost is to budget, which should continue for the remainder of the year.
- 8055 Audit: This is in-line with the work performed to-date by the auditors. (Same explanations as last month.)
- 8175 Newspaper Ads: The number of open job positions/announcements for the first two quarters is much more than planned. (Same explanation as last month.)
- 8185 Postage/Shipping: This month's purchases are below budget and should reflect a similar pattern over the next few months. (Same explanation as last month.)
- 8195 Subgrant Pass-Through: A quarterly payment was made in first quarter to Astoria Senior Center in accordance with the 5310 grant award. (Same explanation as last month.)
- 8260 Radio System: The radio tower annual lease payment was made in December. (Same explanation as last month.)
- 8560 Dues/Subscriptions/Fees: The SDAO payment in October plus additional charges incurred for refiling the DBAs will keep this line item over budget for the remainder of the year.
- 8780 Meeting Expense: The winter event planned for December was budgeted for that month and was anticipated to be a major part of the annual budget.

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

Sunset Empire Transportation District

JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the February 2015 Board of Commissioner's Meeting

RideCare Fund Profit and Loss

RideCare Total Income is over budget at 90%. Total Expense is also slightly over budget at 63%. The Other Expense is slightly under budget, of which Capital Expense is 98% and Debt Services is 72% to their budget segments. The result is a positive Net Income at 135% to budget.

Expense

- 7750 Provider Services: The year-to-date rides expense should remain higher than budget as well as the related reimbursement revenue for the remainder of the year. ((Same explanation as last month.)
- 8055 Audit: Same as explained under the General Fund--this is in line with the work performed to-date by the auditors. (Same explanation as last month.)
- 8167 Legal Counsel: The unplanned legal review of employment related contracts during the first four months of the fiscal year has caused the budget overage. (Same explanation as last month.)
- 8400 Bus Passes: Bus pass purchases are much stronger than management projected. (Same explanation as last month.)
- 8560 Dues/Subscriptions: Same situation as stated under the General Fund. (Same explanation as last month.)
- 8780 Meeting Expense: The winter event planned for December was budgeted for that month and was anticipated to be a major part of the annual budget. (Same explanation as last month.)
- 9700 Capital Expense: This is for the phone line trunk required to support the increase in call volume. The trunk was the only planned capital purchase. (Same explanation as last month.)

Information and Follow Up to Previous Board Meeting Questions

There are no follow up items from the last meeting.

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



Please check the appropriate funding source for your request. **Each funding source request must have its own application.**

Federal 5310 funding for Enhanced Mobility of Older Adults and Individuals with Disabilities
(Requires a 10.27% match)

Project Type (Check the box of the most relevant one)

Mobility Management (Promote service coordination, outreach and direct customer service through coordination of transportation services.)

Replacement Vehicles (Must follow ODOT vehicle purchase requirements for replacement vehicles)

Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for 5310 funds in the past? If so when and for what?
Yes in 2013. For Mobility Management operations, preventative maintenance of buses, and support of sub-recipients Astoria Senior Center shuttle operations, and Coastal Rehabilitation Services purchase of a new van.

State of Oregon Special Transportation Fund Program (STF)
(No Match Required)

Project Type (Check the box of the most relevant one)

Planning

Operating

Capital/Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for STF funds in the past? If so when and for what?

Organizational Information

Name and Address of Organization	Sunset Empire Transportation District 900 Marine Drive Astoria, OR 97103
Website	www.ridethebus.org
Contact Person	Diane Moody
Contact's Phone Number	503-861-5363
Contact's Email Address	dianem@ridethebus.org

Organizational Background

Organizational Structure	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Non-Profit <input type="checkbox"/>
Annual Budget	\$ 6,045,454		
Populations Served	Residents of and visitors to Clatsop County. As of 2010, Clatsop County population is 37,244 and consists of: 1. Just under 16% people that are over the age of 65 and is projected to increase to 22% by 2020. 2. Just over 16% people that are with disabilities. 3. Just over 13% people that are civilian veterans.		
Area Served	Clatsop County, and through its Connector partnerships, access to and from neighboring counties, Longview, WA and Portland, OR.		
Summary of Services Provided	Public transportation through the District's fixed route services and Para Transit program, non-emergency transportation through the RideCare department.		
Do you have a Board of Directors?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	See attachment section on next page
Method of Providing Transportation	Direct Provider <input checked="" type="checkbox"/>	Transportation Facilitator <input type="checkbox"/>	

Project Description

Summary of Project	<p>Provide description that includes how the proposed project will eliminate current barriers to transportation for senior citizens and persons with disabilities.</p> <p>There are two proposed projects. One is general operating support for Mobility Management program to cover delivery of existing education and training services and to develop two new services that will benefit veterans and other senior and disabled citizens. The other project is a Preventative Maintenance program that keeps the District's fleet of buses and vans in safe, compliant and good condition for reliable transport of passengers.</p> <p>The <i>Mobility Management</i> program will continue to deliver the following existing services:</p> <ul style="list-style-type: none">• Create and implement a more robust outreach and education plan with strategies, goals and outcomes that includes measurements for success. This plan will have, for example, an Older Adult focused outreach: county senior meal sites, senior living, community service clubs and groups, field trips, senior centers and Encore Adult education.• Facilitate, coordinate and improve services for seniors and persons with disabilities.• Continual education, travel training and assessment assistance for transportation placement and programs.• Annually update and regular monitoring of the District's Title VI program, ADA Para transit and LEP plans and other public service compliance related plans. Educate and train District staff on the District's responsibilities to the plans and the public. <p>The two new services shall include:</p> <ul style="list-style-type: none">• Create a new Volunteer program for the District that supports multi-use service such as drivers, RIDEPALS, and ambassadors. Volunteer program will include screenings, trainings and recognition.• Establish a Veterans Transportation initiative in partnership with Disabled Veterans of America, which includes development of a transportation assistance toolkit. <p>The <i>Preventative Maintenance</i> program will keep 20 fleet vehicles in good standing so the District can continue to provide its existing transportation services and increase frequency on its 101 route and offer one new route to better serve the greater Warrenton area.</p>
--------------------	--

<p>Projected Beneficial Impact</p>	<p>Provide description that includes the impact and % or number of population impacted:</p> <p>Preventative Maintenance program: An average monthly ridership of 16,585, which includes approx. 200 people traveling with monthly passes and 450 students.</p> <p>Mobility Management aims to impact at least 10% of the Veterans, Seniors and Disabled population.</p>
<p>Any other relevant information you would like to include?</p>	

Funding Request

Dollar amount requested?	\$285,081.00 Preventative Maintenance 1. Personnel Services: \$16,900 2. Materials and Services: \$112,600 Mobility Management Personnel Services: \$ \$155,500
If match amount is required, what is your match source?	Disabled Veterans of America--In-Kind Clatsop County Property Taxes-Dollars

Attachments

Please attach the following items:

- Project Budget
- Governing Bylaws

Authorized Representative Name Jeff Hazen

Signature _____ Date _____

SETD Receipt of Application by _____ Date _____



Please check the appropriate funding source for your request. **Each funding source request must have its own application.**

Federal 5310 funding for Enhanced Mobility of Older Adults and Individuals with Disabilities
(Requires a 10.27% match)

Project Type (Check the box of the most relevant one)

Mobility Management (Promote service coordination, outreach and direct customer service through coordination of transportation services.)

Replacement Vehicles (Must follow ODOT vehicle purchase requirements for replacement vehicles)

Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for 5310 funds in the past?

State of Oregon Special Transportation Fund Program (STF)
(No Match Required)

Project Type (Check the box of the most relevant one)

Planning

Operating

Capital/Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for STF funds in the past? If so when and for what?
Yes in 2013. The funds were secured to buy new shelters, launch Dial-A-Ride and provide operating support match to Mobility Management, Fixed Route services and to support the Astoria Senior Center transportation services

Organizational Information

Name and Address of Organization	Sunset Empire Transportation District 900 Marine Drive Astoria, OR 97103
Website	www.ridethebus.org
Contact Person	Diane Moody
Contact's Phone Number	503-861-5363
Contact's Email Address	dianem@ridethebus.org

Organizational Background

Organizational Structure	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Non-Profit <input type="checkbox"/>
Annual Budget	\$ 6,045,454		
Populations Served	Residents of and visitors to Clatsop County. As of 2010, Clatsop County population is 37,244 and consists of: 1. Just under 16% people that are over the age of 65 and is projected to increase to 22% by 2020. 2. Just over 16% people that are with disabilities. 3. Just over 13% people that are civilian veterans.		
Area Served	Clatsop County, and through its Connector partnerships, access to and from neighboring counties, Longview, WA and Portland, OR.		
Summary of Services Provided	Public transportation through the District's fixed route services and Para Transit program, non-emergency transportation through the RideCare department.		
Do you have a Board of Directors?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	See attachment section on next page
Method of Providing Transportation	Direct Provider <input checked="" type="checkbox"/>	Transportation Facilitator <input type="checkbox"/>	

Project Description

<p>Summary of Project</p>	<p>Provide description that includes how the proposed project will eliminate current barriers to transportation for senior citizens and persons with disabilities.</p> <p>There are three proposed projects.</p> <ol style="list-style-type: none"> 1. Expand fixed route services to be more relevant to the needs of the District's ridership by increasing the frequency of the 101 route and offering a new route to serve the greater Warrenton area. 2. Develop a written plan and establish a District Volunteer program to recruit and train people interested in becoming a driver, RIDEPAL assistant, and/or ambassadors to serve the mobility needs of veterans, senior and disabled citizens. 3. Develop a transportation program—Vets in Need of Transportation—in partnership with the Disabled American Veterans which will connect to drivers participating in 2. District Volunteer program, which will include a toolkit and reference book for veterans to use. This project will overcome transportation challenges for disabled veterans in getting to medical appointments, Camp Rilea and County Veterans Services.
<p>Projected Beneficial Impact</p>	<p>Provide description that includes the impact and % or number of population impacted:</p> <p>The current average monthly ridership of 16,585, which includes approx. 200 people traveling with monthly passes and 450 students from Tongue Point, Clatsop Community College and local high schools, will increase by 15%.</p> <p>The new Volunteer and Vets in Need of Transportation programs will impact at least 10% of the Veterans, Seniors and Disabled population.</p>
<p>Any other relevant information you would like to include?</p>	

Funding Request

Dollar amount requested?	\$200,000.00
If match amount is required, what is your match source?	No.

Attachments

Please attach the following items:

- Project Budget
- Governing Bylaws

Authorized Representative Name Jeff Hazen

Signature _____ Date 2/6/15

SETD Receipt of Application by _____ Date _____



**SUNSET EMPIRE
TRANSPORTATION
DISTRICT**

900 Marine Drive
Astoria, OR 97103
503-861-RIDE (7433)
www.ridethebus.org

Please check the appropriate funding source for your request. **Each funding source request must have its own application.**



Federal 5310 funding for Enhanced Mobility of Older Adults and Individuals with Disabilities
(Requires a 10.27% match)

Project Type (Check the box of the most relevant one)



Mobility Management (Promote service coordination, outreach and direct customer service through coordination of transportation services.)



Replacement Vehicles (Must follow ODOT vehicle purchase requirements for replacement vehicles)



Equipment (Must be over \$5,000 for an individual item or "system" value.)

Has the organization applied for 5310 funds in the past? If so when and for what?
Yes, the Astoria Senior Center applied and was succesful during Fiscal Year 2013-2015. Purpose was to provide greater benefit to our Seniors for travel and entertainment purposes.



State of Oregon Special Transportation Fund Program (STF)
(No Match Required)

Project Type (Check the box of the most relevant one)



Planning



Operating



Capital/Equipment (Must be over \$5,000 for an individual item or "system" value.)

Has the organization applied for STF funds in the past? If so when and for what?

Organizational Information

Name and Address of Organization	Astoria Senior Center 1111 Exchange St., Astoria, OR 97103
Website	www.astoriaseniorcenter.vpweb.com
Contact Person	Larry Miller
Contact's Phone Number	503-325-3231
Contact's Email Address	larry.asc@hotmail.com

Organizational Background

Organizational Structure	Public <input type="radio"/>	Private <input type="radio"/>	Non-Profit <input checked="" type="radio"/>
Annual Budget	\$ 74,345.00		
Populations Served	Astoria Senior Center, Inc. (ASC) was founded to furnish opportunities for senior citizens to participate in diverse activities, including but not limited to travel, entertainment, recreation and cultural events.		
Area Served	Clatsop County and surrounding area		
Summary of Services Provided	The ASC has operated for several decades in downtown Astoria, serving the large senior population. Over 500 members and participants utilize the facilities, which offer social contact, counseling, exercise, nutrition, health screening, travel opportunities and other services.		
Do you have a Board of Directors?	No <input type="radio"/>	Yes <input checked="" type="radio"/>	
		See attachment section on next page	
Method of Providing Transportation	Direct Provider <input checked="" type="radio"/>	Transportation Facilitator <input type="radio"/>	

Project Description

<p>Summary of Project</p>	<p>Provide description that includes how the proposed project will eliminate current barriers to transportation for senior citizens and persons with disabilities.</p> <p>We anticipate taking shopping and recreational trips in and out of the County of Clatsop. Because of a limited budget for fuel and maintenance our trips will also be limited. This year we anticipate making 120 local shopping trips carrying a maximum of 12 persons per trip; a minimum of 12 shopping trips to the Longview, WA area; 1 trip to Salem; 1 trip to Hood River; 1 trip to Tillamook and 4 trips to the Portland area. Trips out of the area to other than Longview, WA will be recreational in nature, i.e. museum, zoo, etc.</p> <p>This project will assist in eliminating personal financial barriers for our Senior Citizens who may choose not to attend functions that would cost them money; money that has not been budgeted. As you know most Seniors live on a fixed income with limited budgets. Normally Seniors don't budget for recreational trips unless they are very, very affordable. Many do not own or operate private vehicles.</p>
<p>Projected Beneficial Impact</p>	<p>Provide description that includes the impact and % or number of population impacted:</p> <p>With the ASC able to pickup more of the operating costs of the vehicle and a trip we would be able to pass on to the members that savings by not having to charge as much as normally would be charged. Thus, this would free up personal monies for such things as more groceries when shopping or being able to more freely afford meal or entertainment costs when out of town on recreational trips. Could potentially benefit 50% of the members.</p>
<p>Any other relevant information you would like to include?</p>	<p>By freeing up a portion of our budgeted funds for transportation the saved dollars could be used to help fund health and welfare efforts of the ASC in addition to transportation - i.e. may free dollars that could be used for part-time custodial services allowing us to provide a healthier environment.</p>

Funding Request

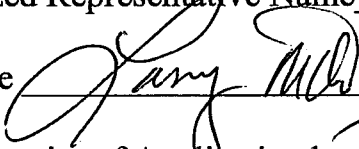
Dollar amount requested?	\$ 5060.00
If match amount is required, what is your match source?	Budgeted dollars

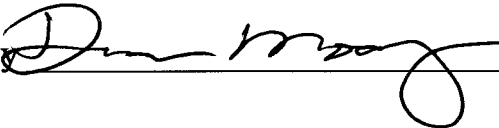
Attachments

Please attach the following items:

- Project Budget
- Governing Bylaws

Authorized Representative Name Larry Miller

Signature  Date 1/30/15

SETD Receipt of Application by  Date 1.30.15

Astoria Senior Center Project Budget
Federal 5310 Funding for Enhanced Mobility of Older
Adults and Individuals with Disabilities

Description	Estimate for this Project
Administrative Wages/Benefits	\$1,500.00
Bus Maintenance to Include Insurance Deductible	\$500.00
Fuel costs @ \$2.50 per gallon	\$1,000.00
Vehicle Insurance	\$2,060.00
TOTAL COSTS	\$5,060.00

**BYLAWS OF ASTORIA SENIOR CENTER,
INCORPORATED
November 21, 2013**

ARTICLE I. Name

Section 1. The name of this organization shall be the ASTORIA SENIOR CENTER, INCORPORATED, hereinafter for brevity referred to as ASC, INC., currently located at 1111 Exchange Street, Astoria, Oregon 97103.

ARTICLE II. Purpose

Section 1. The corporation shall function as, and shall be, a non-profit, charitable corporation in the City of Astoria, Oregon, and vicinity, furnishing opportunities for Senior Citizens to participate in diversified activities including but not limited to entertainment, recreational and cultural events. The corporation will not engage in any activities which could disqualify the Center for non-profit status under Section 501(c) (3) of the Internal Revenue Code.

Section 2. The Center will promote these programs and provide a meeting place for the accomplishment of the objectives described in Section 1, above.

Section 3. To receive contributions and to utilize such contributions for the benefit of the ASTORIA SENIOR CENTER, INCORPORATED, and to properly account for such funds.

ARTICLE III. Membership

Section 1. Membership shall be open to all residents of the City of Astoria and vicinity who are 60 years and older. Additionally, anyone aged 60 or over shall be eligible to visit the Senior Center without payment of dues; such persons shall be considered Visitors. Privileges afforded to visitors and members alike shall be as indicated in a separate membership policy.

Section 2. There shall be three (3) classes of membership:

a. Regular Members - This class of membership consists of members who voluntarily pay annual dues. The amount of annual dues will be established by the Board not later than November of each year, at the Annual Meeting. Regular Members have voting rights.

b. Grandfathered Life Members - This class of membership consists of all members age 60 and over who were considered life members under previous bylaws. (Those former life members who have not reached the age of 60 will

have their membership suspended until they reach age 60, at which time their life memberships will be restored without any additional cost to them.) With the exception of Grandfathered Members who have been suspended because of age, all Grandfathered Members will have voting rights. Suspended members shall not have voting rights.

c. Honorary Members - The Board may grant up to two (2) honorary annual memberships each year to individuals who have made an outstanding contribution to the Center and/or the senior citizens of the community. (The contribution need not be financial in nature.) This class does not have voting rights.

ARTICLE IV. Management

Section 1. The Astoria Senior Center, Inc. shall be governed by the Executive Board of which all must be members in good standing. Good Standing shall be defined as current in payment of dues or a Grandfathered Life Member not in a suspended status.

Section 2. The officers of this organization shall be as follows:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Sergeant-at-Arms

In addition to the Center officers there shall be four board members-at-large. The five officers and four members-at-large shall constitute the Executive Board of the Astoria Senior Center.

The above positions will be elected by the two classes of members with voting rights (dues-paying members and grandfathered members).

In addition to the above listed officers the immediate past President of the ASC, Inc. shall serve on the Board as a non-voting, ex-officio officer.

Section 3. Advisory Panel - An advisory panel may be established by the President and members may be appointed to it with the consent of the Executive Board. Any

member in good standing may be appointed to the Advisory Panel. The Advisory Panel shall serve as a liaison between the officers and the members of the organization.

Section 4. Standing Committees - Committees may be formed as the need arises. The members of all standing committees shall be appointed by the President upon the recommendation and approval of the Executive Board. The chairperson of each committee shall be determined by the committee's members with the concurrence of the Center President. The chairperson of each committee shall preside at all of the committee's meetings with the Center President serving as an ex-officio member of the committee.

Section 5. The position of Ombudsman is established for the purpose of resolving conflicts between members. To be selected for this position a member must have the approval of the entire Executive Board and may be removed from that position only with a majority vote of the Executive Board or 75% of the membership in attendance in a regularly scheduled membership meeting. The Ombudsman must be a member in good standing.

Section 6. With the approval of the membership the Board of Directors may hire a Center Manager to conduct the day-to-day operations of the Center and to perform such duties as the Board may assign.

Section 7. The Executive Board shall exercise all duties and powers normally exercised by an Executive Board under the laws of the State of Oregon.

Section 8. The Executive Board shall negotiate and approve all agreements with the City of Astoria pertaining to the occupancy and use of the city-owned building of the Astoria Senior Center.

Section 9. If any vacancy occurs in the Executive Board before the term of office expires, the Executive Board shall appoint the necessary replacement. Any member thus appointed shall serve throughout the remaining term of office. If the office of President is vacant, the Vice-President shall assume the position of President and a new Vice-President shall be appointed by the Board.

Section 10. No officer shall be personally liable to the corporation or its members for monetary or other damages, provided that this Article shall not eliminate the liability for any act or omission for which elimination of liability is not permitted under the Oregon Nonprofit Corporation Act. Any officer shall be entitled to indemnity for any expenses incurred in the performance of his or her duties.

ARTICLE V. Officers

- Section 1. For calendar years 2013 and 2014, and pursuant to Article IV, there shall be five elected officers and four members-at-large which shall constitute the Board of Directors. All officers and members-at-large shall serve a term of one (1) year, from January 1st through December 31st of each year (2013, 2014). Effective with the elections for Calendar Year 2015, Officers and Members-at-large shall be nominated and elected during the Annual Membership Meeting in November. All officers and members-at-large shall be elected for a two-year term and shall continue in office until their successors are elected. The President, Secretary, Sergeant-at-Arms and Members-at-Large in positions #1 and #3 shall be elected in even numbered years. The Vice President, Treasurer and Members-at-large in Positions #2 and #4 shall be elected in odd numbered years. The drawing of lots shall initially determine the position number of Members-at-large. The President, Vice President and Treasurer shall not normally hold such a position for more than two consecutive terms. However, the President and Vice President may be elected to serve a third consecutive term should ninety percent (90) of members voting approve of the additional term. Further, the Treasurer may be elected to an unlimited number of consecutive terms if ninety percent (90) of members voting each year approve. An individual may be elected to and serve in the positions of Secretary and Sergeant-at-Arms for an unlimited number of consecutive terms.
- Section 2. The President, or in his/her absence the Vice-President, shall preside at all meetings of the Executive Board and of the general membership.
- Section 3. The Vice-President, in the absence or inability of the President to act, shall perform the duties of President.
- Section 4. The Secretary shall keep a record of the proceedings of all meetings of the corporation and of the Executive Board. The Secretary shall prepare correspondence not specifically assigned to other officers or the Center Manager.
- Section 5. The Sergeant-at-Arms shall see to it that records of attendance of members, meetings are prepared and retained in the Center's permanent files for a minimum of five years.
- Section 6. The Treasurer shall ensure that all funds are properly deposited with such financial institutions as may be designated by the Executive Board. He or she shall present an annual financial report to the membership. The Treasurer shall act as the chairperson of the Audit Committee pursuant to Article VII, Section 7.

Section 7. Members-at-large will participate in Board activities and voting in the same manner as Center officers. Members-at-large shall be identified as Position #1, Position #2, Position #3 and Position #4. Although they do not have specified duties, they may be assigned duties such as committee chairmanships by the Board.

Section 8. A nominating committee of three Center members, appointed by the Executive Board shall prepare a recommended slate of officers, to include Members-at-large and present it to the membership for its consideration at the Annual Meeting. Other names may be placed in nomination on the floor by the general membership. Notice of the Annual Meeting must be posted in at least two prominent locations in the Senior Center at least two (2) weeks prior to the Annual Meeting. The Nominating Committee's recommended slate of officers will be placed adjacent to the Annual Meeting notice at least one (1) week prior to the Annual Meeting.

Section 9: Only one member of a family shall be eligible for election to the positions listed in Sections 2 through 6 of this Article.

Section 10: a. Recall is a procedure that allows members to remove and replace an elected Officer or Board Member at Large before the end of a term of office. Grounds for Recall would be neglect of duty, misuse of office, or incompetence in the performance of duties when that neglect of duty, misuse of office, or incompetence in the performance of duties has a material adverse effect upon the conduct of the office; or upon conviction of a drug-related misdemeanor or a misdemeanor involving a "hate crime". In the event the membership desires to recall an Officer or Member at Large they must present to the Board a recall petition signed by a minimum of 5% of the paid-up members citing the reason for recall. This petition must be signed and presented to the Board within a 30-day period.

b. Once the Board has reviewed the cause and has determined that the petition contains the required signatures of paid up members, the petition will be submitted to the membership at either the next regularly scheduled monthly meeting or at a special meeting called with at least a 15 day notice to members.

c. An affirmative vote by at least 75% of the paid-up members present at the meeting is required to recall (dismiss) the officer or board member from his or her position. By a similar vote the membership shall determine if the officer or board member should be expelled from Center membership in addition to being recalled from office.

ARTICLE VI. Meetings

- Section 1. The Annual Meeting of the members of the corporation shall be held each year on the third Thursday of November at 10:00 A.M. In the event this is not possible, the Board of Directors will select an alternate date (which must be before the end of the calendar year) and must announce the alternate date a minimum of two weeks in advance of the rescheduled meeting date. This announcement will consist of notices being posted in the Center, a paid announcement in the local newspaper, and an attempt to reach all members by telephone.
- Section 2. The purpose of the Annual Meeting is to conduct elections, report on the current programs, discuss plans for future programs, present financial information, and secure input from the membership.
- Section 3. For the purpose of the Annual Meeting a quorum shall be those dues-paying and grandfathered (excluding suspended Life Members) members who have signed the attendance roll but not less than five percent (5%) of those members in good standing.
- Section 4. Board of Directors meetings shall be held monthly in the Center at a time designated by the President. The meeting shall be held before the monthly membership meeting but not necessarily on the same day. Five (5) voting members of the Board, one of which must be the President or Vice-President, shall constitute a quorum.
- Section 5. Monthly membership meetings shall be held on the third Thursday of each month unless that Thursday is a holiday (in which case the meeting shall be held on the fourth Thursday of the month). Notification of the day and time of the meeting will be posted at the Senior Center seven (7) days prior to the scheduled meeting.
- Section 6. The President may call additional Board and Membership meetings as he/she feels appropriate however he may not reschedule the annual membership meeting.
- Section 7. Under extraordinary circumstances a meeting equivalent to the Annual Meeting may be convened following the same rules and the same authority as are applicable to an Annual Meeting. (See "Procedures" in Article VII.) Such triggering events would include such things as a major disaster, the loss of the majority of Center officers or other such compelling events. The senior Board member may call such a meeting when the meeting is authorized by a majority of Board members available or by five percent (5%) of the Center's voting members.

ARTICLE VII. Procedures

- Section 1. In the event of a dispute, Robert's Rules of Order with courtesy shall govern the proceedings of ASC, INC. meetings.
- Section 2. Amendments to the Bylaws may be made at the Annual Membership meeting by a two-thirds majority of those present. Notification of such meeting must be posted in the Senior Center at least two (2) weeks prior to the meeting date, together with any proposed amendments.
- a. In the event that a state or federal regulation requires the Astoria Senior Center to meet certain age requirements the Board may, at its discretion, change the minimum age to meet a required rule or regulation. Such action may be taken without reference to the membership and may do so at any time of the year. Waiting for the Annual Meeting will not be a requirement for this and only this provision.
- Section 3. The ASC, INC is not formed for profit, and no part of the Center's assets shall be used for the private benefit of any of the members. (This provision shall not apply to activities organized and scheduled for the benefit of a substantial number of members.)
- Section 4. To carry out the purpose of ASC, INC. funds may be raised through membership drives, sale of articles, sale of tickets to special events, receipt of donations, or by other means, provided that the process is legal and for the benefit of the Senior Center and its operation.
- Section 5. To further enhance the purpose of the ASC, Inc., the corporation may also solicit grants from governmental agencies, trusts and corporations as well as other entities and individuals.
- Section 6. The ASC, INC. Will not participate in any fund-raising activity which could jeopardize its federal or state non-profit status.
- Section 7. Financial Audits
- a. Pursuant to Article V, Section 6, the Treasurer shall act as the chairperson of the ASC, INC. Audit Committee. Two additional members of the Center shall be appointed to this committee by the Board of Directors in January of each year. In addition, the Center Manager shall be a non-voting, ex-officio member of this committee.

b. Upon receipt of the end-of-year financial statements the committee shall conduct an internal audit of the financial books and records of the ASC, INC. and make both a written and an oral report of its findings at a regular monthly membership meeting not later than June of each year.

c. In the event the Board of Directors or at least ten percent (10%) of the voting (dues paying and voting grandfathered) membership desires an outside audit, compilation or review of the Center's financial records, the Board of Directors shall contract with a local public accounting firm for these services. In this event, the contracted CPA firm shall present its findings to the Board and the Membership in a manner determined by the Board.

Section 8. In the event of the dissolution of ASC, Inc., any funds and/or property remaining after the satisfaction of all liabilities and obligations shall be transferred to a charitable organization operated for the use and benefit of Senior Citizens of the area. Such a transfer of assets shall be determined and voted upon by the membership at this time.

ARTICLE VIII. Senior Center Trust

Section 1. The ASC, INC. received a substantial legacy. According to the legacy's terms the funds must be used solely for the benefit of local Senior Citizens. To comply with these terms, the ASC, INC. established an irrevocable trust on September 26, 2003 to preserve the original legacy amount of \$820,000.

Section 2. The trust will be governed by the provisions of the trust document, applicable federal and state laws, and the bylaws of the trust.

Section 3. In preparing the trust document it was the intent of the members of the ASC, INC. that the operations of the Center be funded primarily from the income generated by the trust principal but that the trust principal not be invaded. Once each year the trustees shall determine how much of the trust's income shall be distributed to the Center for its operation and how much, if any, should be retained in the trust. AMENDED by a two-thirds majority vote of those present on November 20, 2003.

Section 4. Specific information as to Trustee membership and responsibilities can be found in the Astoria Senior Center Trust bylaws.

ASTORIA SENIOR CENTER, INC.

Wesley Ginther, President

Margy Smith, Secretary

This edition of the bylaws changes many Articles which related to membership qualifications and classifications, Board qualifications and voting rights. It also provides for convening a special membership meeting with the authority of an Annual Meeting under extraordinary circumstances.

Original Bylaws and Subsequent Amended Bylaws: June 7, 1991; October 12, 1994; November 30, 1995; March 16, 2000; November 20, 2003; April 16, 2008; November 16, 2012; December 3, 2012; November 21, 2013



Please check the appropriate funding source for your request. **Each funding source request must have its own application.**



Federal 5310 funding for Enhanced Mobility of Older Adults and Individuals with Disabilities
(Requires a 10.27% match)

Project Type (Check the box of the most relevant one)



Mobility Management (Promote service coordination, outreach and direct customer service through coordination of transportation services.)



Replacement Vehicles (Must follow ODOT vehicle purchase requirements for replacement vehicles)



Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for 5310 funds in the past? If so when and for what?



State of Oregon Special Transportation Fund Program (STF)
(No Match Required)

Project Type (Check the box of the most relevant one)



Planning



Operating



Capital/Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for STF funds in the past? If so when and for what?
Yes, we applied for STF Funds for the 2013 Biennium and were successful

Organizational Information

Name and Address of Organization	Astoria Senior Center 1111 Exchange St., Astoria, OR 97103
Website	www.astoriaseniorcenter.vpweb.com
Contact Person	Larry Miller
Contact's Phone Number	503-325-3231
Contact's Email Address	larry.asc@hotmail.com

Organizational Background

Organizational Structure	Public <input type="radio"/>	Private <input type="radio"/>	Non-Profit <input checked="" type="radio"/>
Annual Budget	\$ 74,345.00		
Populations Served	Astoria Senior Center, Inc. (ASC) was founded to furnish opportunities for senior citizens to participate in diverse activities, including but not limited to travel, entertainment, recreation and cultural events.		
Area Served	Clatsop County and surrounding area		
Summary of Services Provided	The ASC has operated for several decades in downtown Astoria, serving the large senior population. Over 500 members and participants utilize the facilities, which offer social contact, counseling, exercise, nutrition, health screening, travel opportunities and other services.		
Do you have a Board of Directors?	No <input type="radio"/>	Yes <input checked="" type="radio"/>	
	See attachment section on next page		
Method of Providing Transportation	Direct Provider <input checked="" type="radio"/>	Transportation Facilitator <input type="radio"/>	

Project Description

<p>Summary of Project</p>	<p>Provide description that includes how the proposed project will eliminate current barriers to transportation for senior citizens and persons with disabilities.</p> <p>We anticipate taking shopping and recreational trips in and out of the County of Clatsop. Because of a limited budget for fuel and maintenance our trips will also be limited. This year we anticipate making 120 local shopping trips carrying a maximum of 12 persons per trip; a minimum of 12 shopping trips to the Longview, WA area; 1 trip to Salem; 1 trip to Hood River; 1 trip to Tillamook and 4 trips to the Portland area. Trips out of the area to other than Longview, WA will be recreational in nature, i.e. museum, zoo, etc.</p> <p>This project will assist in eliminating personal financial barriers for our Senior Citizens who may choose not to attend functions that would cost them money; money that has not been budgeted. As you know most Seniors live on a fixed income with limited budgets. Normally Seniors don't budget for recreational trips unless they are very, very affordable. Many do not own or operate private vehicles.</p>
<p>Projected Beneficial Impact</p>	<p>Provide description that includes the impact and % or number of population impacted:</p> <p>With the ASC able to pickup more of the operating costs of the vehicle and a trip we would be able to pass on to the members that savings by not having to charge as much as normally would be charged. Thus, this would free up personal monies for such things as more groceries when shopping or being able to more freely afford meal or entertainment costs when out of town on recreational trips. Could potentially benefit 50% of the members.</p>
<p>Any other relevant information you would like to include?</p>	<p>By freeing up a portion of our budgeted funds for transportation the saved dollars could be used to help fund health and welfare efforts of the ASC in addition to transportation - i.e. may free dollars that could be used for part-time custodial services allowing us to provide a healthier environment.</p>

Funding Request

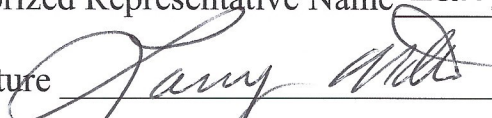
Dollar amount requested?	\$ 5060.00
If match amount is required, what is your match source?	Budgeted dollars

Attachments

Please attach the following items:

- Project Budget
- Governing Bylaws

Authorized Representative Name Larry Miller

Signature  Date 1/30/15

SETD Receipt of Application by _____ Date _____

Astoria Senior Center Project Budget
Federal 5310 Funding for Enhanced Mobility of Older
Adults and Individuals with Disabilities

Description	Estimation for this Project
Administrative Wages/Benefits	\$1,500.00
Bus Maintenance to Include Insurance Deductible	\$500.00
Fuel costs @ \$2.50 per gallon	\$1,000.00
Vehicle Insurance	\$2,060.00
TOTAL COSTS	\$5,060.00



SUNSET EMPIRE
TRANSPORTATION
DISTRICT

900 Marine Drive
Astoria, OR 97103
503-861-RIDE (7433)
www.ridethebus.org

Please check the appropriate funding source for your request. **Each funding source request must have its own application.**



Federal 5310 funding for Enhanced Mobility of Older Adults and Individuals with Disabilities
(Requires a 10.27% match)

Project Type (Check the box of the most relevant one)



Mobility Management (Promote service coordination, outreach and direct customer service through coordination of transportation services.)



Replacement Vehicles (Must follow ODOT vehicle purchase requirements for replacement vehicles)



Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for 5310 funds in the past? If so when and for what?



State of Oregon Special Transportation Fund Program (STF)
(No Match Required)

Project Type (Check the box of the most relevant one)



Planning



Operating



Capital/Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for STF funds in the past? If so when and for what?

No

Organizational Information

Name and Address of Organization	Clatsop Care Health District - Clatsop Care Center 646 16th Street Astoria, OR 97103
Website	www.clatsopcare.org
Contact Person	Nicole Williams, CEO
Contact's Phone Number	503-468-0904
Contact's Email Address	ceo@clatsopcare.org

Organizational Background

Organizational Structure	Public <input checked="" type="radio"/>	Private <input type="radio"/>	Non-Profit <input type="radio"/>
Annual Budget	\$ 14,500,000.00		
Populations Served	We serve all ages of senior and disabled clients (over 166 people daily for our district) and/or residents including a significant (30% on average of overall clients served) Medicaid population.		
Area Served	We primarily serve residents in Clatsop County and Southwest Washington however, we do accept clients out of area if we have a vacancy.		
Summary of Services Provided	Skilled Nursing, Intermediate Care (Nursing), Rehabilitation, Assisted Living, In-Home Care. We will also be providing residential care for those suffering from Alzheimers and Dementia related diseases starting May 1, 2015.		
Do you have a Board of Directors?	No <input type="radio"/>	Yes <input checked="" type="radio"/>	See attachment section on next page
Method of Providing Transportation	Direct Provider <input checked="" type="radio"/>	Transportation Facilitator <input type="radio"/>	

Project Description

<p>Summary of Project</p>	<p>Provide description that includes how the proposed project will eliminate current barriers to transportation for senior citizens and persons with disabilities.</p> <p>Our current bus that we use to transport residents at the Care Center is over 16 years old and needs to be replaced. The ramp door on the bus does not completely shut which is both a safety and health concern for our residents. It breaks down frequently. When the bus is broken down, our resident trips cease as we have no other method of transport.</p> <p>The current bus only has 3 tie downs for wheel chair transport; however, half of our residents (up to 25) require accommodations for wheel chair transport. The current lift is unable to accommodate larger wheel chairs because it is not wide enough. The springs in the driver seat are worn down which causes a safety and comfort issue for the driver.</p> <p>A new transport bus which could accommodate larger wheel chairs and provide more trips for our ambulatory residents. We take our residents shopping and on field trips at least two times per week. The District could increase the amount of trips for our residents if there was not constant struggle over our current bus mechanical and lift issues.</p> <p>We will also be opening a new facility that will serve 32 dementia and Alzheimer's diagnosed residents. If we were to acquire a new bus, this will also serve that facility and residents would be transported for shopping and other trips.</p>
<p>Projected Beneficial Impact</p>	<p>Provide description that includes the impact and % or number of population impacted:</p> <p>This bus would provide transport for approximately 60% of our current residents (including those at the new facility). This would equate to approximately 82 residents on any given day. We could increase our trips by double if provided this grant, so from 2 times weekly to 4 times weekly.</p>
<p>Any other relevant information you would like to include?</p>	<p>Clatsop Care Center is the only facility in the region that provides skilled and intermediate nursing care. We also are committed to serving those clients that receive medicaid benefits and align that population we serve with the current medicaid population of the County (approximately 30%). Since we continue to follow that mission, we are limited in discretionary budget funds that can go towards other expenses beyond direct patient care.</p>

Funding Request

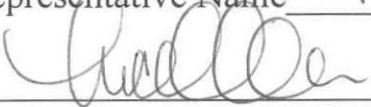
Dollar amount requested?	\$ 66,000.00
If match amount is required, what is your match source?	We would match with funds in our Memorial Fund, a special fund designated to for enhancement of resident care.

Attachments

Please attach the following items:

- Project Budget
- Governing Bylaws

Authorized Representative Name Nicole Williams

Signature  Date 2/4/15

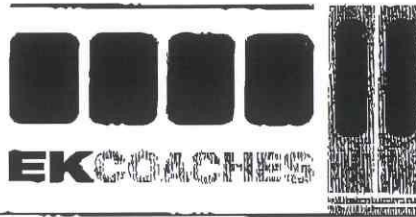
SETD Receipt of Application by _____ Date _____

Project Budget for STF Grant – Clatsop Care Center

Unit Price for bus - \$66,000.00

Please see attached quotation for bus purchased by Clatsop Retirement Village in 2011. We adjusted price based on allowances for more wheel chair passengers.

Maintenance and fuel for this bus are already part of the District's annual budget.



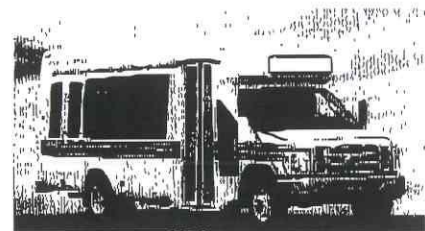
**Quotation for Clatsop Retirement Village
2011 SUPREME SENATOR**

**(10) AMBULATORY PASSENGERS + (3) WHEELCHAIR PASSENGERS
OR 14 PASSENGERS WITH WALKER STORAGE**

January 18, 2011

INCLUDES ALL STANDARD EQUIPMENT:

- 2011 SUPREME SENATOR FLAT FLOOR PARATRANSIT BUS
- 2011 FORD E-450 CUTAWAY CHASSIS
- 176" WHEEL BASE, 14,500 GVW
- 6.8L V-10 GASOLINE ENGINE
- 4-SPEED AUTOMATIC TRANSMISSION
- DRIVER'S AIRBAG
- AUXILIARY TRANSMISSION OIL COOLER
- POWER STEERING, TILT AND CRUISE CONTROL
- SELF-ADJUSTING DISC BRAKES, ABS
- DASH HEATER, AIR CONDITIONING, AND DEFROST
- 195 AMP ALTERNATOR
- DUAL HEAVY DUTY BATTERIES, ONE UNDER HOOD, ONE ON FRAME RAIL
- DUAL ENTRY STEPWELL
- MUD FLAPS FRONT AND REAR
- FLUSH MOUNT INTERIOR DOME LIGHTS (4)
- 55-GALLON FUEL CAPACITY
- HEAVY DUTY SUSPENSION – H D SPRINGS AND SHOCKS
- FRONT AND REAR STABILIZER BARS 1" DIAMETER
- OEM FRONT BUMPER
- PAINTED STEEL REAR BUMPER
- (6) LT225 / 75R X 16D, ALL SEASON RADIAL TIRES
- FULL STEEL CAGE CONSTRUCTION,
- FIBERGLASS FRP EXTERIOR SIDE WALLS
- ALUMINUM HEAT SHIELD OVER CHASSIS
- DRIVE SHAFT GUARD
- AUXILIARY HEATER WITH SHUT OFF VALVE
- THOROUGH UNDERCOATING – PENZ GUARD III



Sample photo – not actual bus

7197 S. Tull Rd. Canby, OR 97013 / 503-266-0195 / 503-266-0196 Fax
www.ekcoaches.com / Kimberly@ekcoaches.com

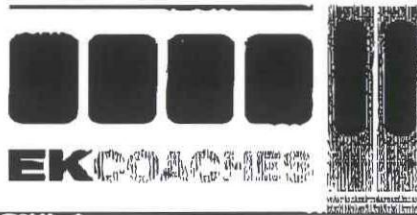


- SAFETY STANCHIONS AND MODESTY PANEL – LEFT OF ENTRY
- MEETS OR EXCEEDS ALL FMVSS REQUIREMENTS
- ALTOONA TESTED, FORD QVM COMPLIANCE
- 3 YEAR 36,000 MILE BUMPER-TO-BUMPER CHASSIS WARRANTY
- 5 YEARS, 75,000 MILE BODY CONSTRUCTION WARRANTY

INCLUDES THE FOLLOWING OPTIONS

- EXHAUST ROUTED TO STREETSIDE
- MOR-RYDE REAR SUSPENSION KIT (for softer ride)
- DRIVER SIDE RUNNING BOARD
- 32" ELECTRIC ENTRY DOOR WITH FULL HEIGHT GLASS PANELS
- EXTERIOR KEY LOCK FOR PASSENGER DOOR
- ADDITIONAL ENTRY HAND RAIL – RIGHT SIDE
- REAR EMERGENCY DOOR WITH UPPER AND LOWER WINDOWS
- 36" X 36" TOP T-SLIDER PASSENGER WINDOWS
- DOUBLE WHEELCHAIR DOORS WITH SPRING STRUT
- BRAUN ADA WHEELCHAIR LIFT, 403/404 COMPLIANT
- INTERMOTIVE TRANSMISSION AND BRAKE INTERLOCK, ADA
- (3) Q-STRAINT "QRT MAX" W/C TIEDOWNS W/SHOULDER HARNESS MOUNTED IN "L" TRACK
- ADA INTERIOR AND EXTERIOR LIFT LIGHTS
- ADA SIGNAGE
- GREY FIBERGLASS WALLS AND CAB AREA
- GREY VELOUR CEILING FABRIC
- GREY VINYL CAB LINER
- 6" x 9" INTERIOR VIEW MIRROR
- (10) FREEDMAN MID-BACK BUCKET SEATS
- TWO (2) DOUBLE FOLD AWAY SEAT OVER WHEELCHAIR POSITION
- TOTAL 14 PASSENGERS
- BLUE VINYL ON SEAT BOTTOM /CLOTH FABRIC ON SEAT BACK ON ALL SEATS
- AISLE SIDE ANTI-VANDAL GRABHANDLES ON SEAT BACKS
- RETRACTING SEATBELTS ON ALL PASSENGER SEATS
- FREEDMAN SHIELD HIGH BACK RECLINING DRIVER SEAT, W/ ARMREST AND LUMBAR WITH MATCHING FABRIC
- 48,000 BTU REAR AIR CONDITIONING
- 65,000 BTU REAR HEATER, SEAT FRAME MOUNTED

7197 S. Tull Rd. Canby, OR 97013 / 503-266-0195 / 503-266-0196 Fax
www.ekcoaches.com / Kimberly@ekcoaches.com



- FIRST AID KIT
- FIRE EXTINGUISHER
- TRIANGLE REFLECTOR KIT
- REVERSE ALARM
- LED EXTERIOR LIGHTS (STOP/TURN/TAIL)
- OVERHEAD LUGGAGE RACK ON CURBSIDE ONLY
- DRIVER'S INTERIOR STORAGE BOX
- EXTERIOR MIRRORS W/ CONVEX, BLACK
- AM/FM/CD W/ (4)-SPEAKERS
- GRAY MARBLE RUBBER FLOORING
- WHITE STEP NOSING
- WHITE BASE BODY
- ANGLED RIGHT HAND GRAB HANDLE
- STAINLESS STEEL WHEEL INSERTS
- WALKER RACK LOCATED IN FRONT OF REAR LIFT

UNIT PRICE

\$ 63,365.00*

Price includes all rebates including:

- **Mobility \$1200**

The following rebate could be available should Clatsop Care sign up with Med Assets for Group Purchasing: (NOT INCLUDED IN PRICE ABOVE)

- **Med Assets Fleet Rebate – (Requires Med Assets application/approval) \$2350 Ford Fleet Rebate**
- **Price does not include DMV licensing or registration**

7197 S. Tull Rd. Canby, OR 97013 / 503-266-0195 / 503-266-0196 Fax
www.ekcoaches.com / Kimberly@ekcoaches.com

*BYLAWS
OF
CLATSOP CARE CENTER HEALTH DISTRICT*

STATEMENT OF PURPOSE: Clatsop Care Center Health District was created pursuant to the authority of ORS 440.315 to 440.410 with the specific authority to provide nursing home, intermediate care, residential and assisted living facilities and services through the resolution of The Clatsop County Board of Commissioners, dated March 22, 1978.

ARTICLE I

PRINCIPAL OFFICE

The principal office of the Clatsop Care Center Health District shall be at 646 - 16th Street, Astoria, Oregon 97103.

ARTICLE II

MEMBER

- 2.1 Membership. The sole member of the Health District shall be Clatsop Care Center Health District as established by the Board of County Commissioners for Clatsop County; Resolution and Order 78-1-12.
- 2.2 Powers Reserved. In addition to those other rights reserved to Clatsop Care Center Health District by these Bylaws, Clatsop Care Center Health District's governing board shall have the sole and exclusive right to:
- (a) Establish and approve policies for the governance and operations of the District.
 - (b) Approve annual operating, cash and capital budgets; and
 - (c) Approve long-term commitments.
 - (d) Hire, evaluate and discharge Chief Executive Officer.
- 2.3 Annual Meeting. The annual meeting of the Governing Board of Clatsop Care Center Health District shall be the first board meeting of the fiscal year, held at the principal office.
- 2.4 Action. The acts or decisions of the Governing Board of Clatsop Care Center Health District shall be considered the acts of the member.

ARTICLE III

BOARD OF DIRECTORS

- 3.1 General Powers. The business and affairs of the Clatsop Care Center Health District shall be managed by its Governing Board of Directors and shall have only those powers which are expressed in, or necessarily implied from Oregon Revised Statutes (ORS 440-315 to 440-420).
- 3.2 Number, Tenure and Qualification.
- 3.2.a The Governing Board shall consist of seven (7) members. No person shall be eligible to be a Board Member who is not, at the time of election or appointment an elector of the District. No person shall be eligible to be a Board Member who is an employee of Clatsop Care Center Health District including Clatsop Care Center, Clatsop Retirement Village, Clatsop and In-Home Care Services.
- 3.2.b The public election of Board Members shall be held only on uneven numbered years and shall be conducted as provided by ORS Chapter 255.
- 3.2.c Members of the Governing Board shall serve for terms of four (4) years. The terms shall be staggered.
- 3.2.d Members of the Governing Board who miss four or more meetings consecutively shall be requested to resign their position and the position declared vacant. (ORS 440.330(5))
- 3.2.e Any director may resign by delivering his or her resignation to the Board at its principal office or to the Chief Executive Officer. Such resignation shall be effective upon formal acceptance of the board.
- 3.2.f Any vacancy occurring on the Board by resignation, disqualification or otherwise, shall be filled by appointment of the Governing Board of Clatsop Care Center Health District in accordance with ORS 198.320.
- 3.2.g The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected
- 3.2.i The number of Board Members may be increased by the Governing Board of Clatsop Care Center Health District, but no decrease shall have the effect of shortening the term of any incumbent member. At no time shall total Board Members exceed nine (9) persons. Additional members have to be elected by the constituents of Clatsop Care Center Health District. Board members shall serve without compensation, but may be reimbursed for actual expenses incurred in the performance of Board duties deemed to be reasonable and prudent and requested and/or approved by the Board.

ARTICLE III

3.3 Meetings.

3.3.a The regular Board Meeting of Clatsop Care Center Health District shall generally be held on the fourth Tuesday of each month.

3.3.b Open meetings. The Board of Directors will comply with the Open Meeting Regulations for Oregon Local Government (ORS 192.610 - 192.690).

3.3.c Special Meetings. Special meetings of the Governing Board, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the Chairperson or by one-third of the Board Members.

3.3.d Executive Meetings. The Board may meet in Executive meetings in certain instances specified by law, pursuant to ORS 192.660. The guidelines for executive sessions can be found in the meeting manual for the Health District. No final vote or decision shall be taken or made in Executive Session.

3.3.e Place of meetings: Board meetings will be held in the principal office or at any place, within the geographic boundaries of the Health District. (ORS 192.630 (4)).

3.3.f Access to Meetings for Persons With Disabilities: Meetings subject to the Public Meetings Law will be held in places accessible to individuals with mobility and other impairments. A good faith effort to provide an interpreter for hearing impaired persons will be made when the Governing Board is given at least 48 hours notice of request to have an interpreter present.

3.3.g Notice of meetings: Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be given to Board Members not less than twenty four (24) hours nor more than thirty (30) days before the date of the meeting.

3.3.h Meeting by Telephone Conference. The Governing Board may hold a meeting by conference telephone or similar equipment in accordance with ORS 192.670 (2).

ARTICLE III

BOARD OF DIRECTORS (CONT.)

3.3 Public Notification. Public notice will be given in accordance with ORS 192.640 - 192.660.

- 3.4 Quorum. A majority of the Governing Board represented in the meeting in person shall constitute a quorum of the Governing Board. The act of the majority of the members present at a meeting at which a quorum is present shall be an act of the Governing Board.
- 3.5 Proxies. In accordance with Oregon Attorney General's Public Meeting Rules - vote by proxy is not allowed.
- 3.6 Voting. All official actions of the Governing Board will be taken by public vote. Written ballots, if used, must identify the member voting and the vote must be announced.
- 3.7 General Powers. The business and affairs of the Health District shall be managed by its Chief Executive Officer.
- 3.8 Minutes. Minutes and record keeping shall be performed as required by the Public Meetings Laws, ORS 192.650.
- 3.9 Except as otherwise provided by law and as outlined in these By Laws, Clatsop Care Center Health District shall establish their own procedural rules for parliamentary procedure designed to meet the needs of the Board and the Residents of the District. Such procedural rules shall be outlined in the meeting manual.
- 3.11 Committees. The Board of Directors shall have the authority of establishing permanent or ad-hoc Committees which serve the best interests of the Health District.

ARTICLE IV

FISCAL YEAR

- 4.1 The fiscal year of Clatsop Care Center Health District shall be July 1 to June 30.

ARTICLE V

OFFICERS

- 6.1 Designation and Number. The officers of the Governing Board shall be a Chair of the Board and Secretary/Treasurer.

- 6.2 Appointment, Election and Term of Office. The Health District CEO shall be retained by the Governing Board of Clatsop Care Center Health District. The other officers of the Board shall be elected by the Board at the annual meeting (usually takes place at the first meeting in July). If the election of officers is not held at that meeting, it shall be held as soon thereafter as is convenient.
- 6.3 Qualification. All officers shall be members of the Governing Board.
- 6.4 Removal. Any officer or agent elected by the Governing Board may be removed by the Board whenever, in its judgment, the best interests of the Health District would be served thereby. Removal shall be without prejudice to the person removed. Election of an officer or agent shall not of itself create contract rights.
- 6.5 Vacancies. Any vacancy in any elected office because of death, resignation, removal, disqualification or otherwise, shall be filled by appointment of the Governing Board. This appointment shall expire on June 30 after the next regular District election at which a successor is elected.
- 6.6 Chair of the Governing Board. The Chair shall have the same right as other members of the Board to discuss and vote on questions before the board. The Chair of the Governing Board shall preside at all meetings of the Governing Board and consult with the Administrator regarding the preparation of the Board agenda. For purposes of Oregon law, the Chair shall act as the principal officer of Clatsop Care Center Health District and shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board. The Chair of the Board shall serve for a period of two years unless by majority vote the Board authorizes the Chair to continue for longer than two years.
- 6.7 Chief Executive Officer. The Chief Executive Officer shall be hired by the Board of Directors and shall perform those duties as described in a job description approved by the Board of Directors. The C.E.O. shall be authorized to act on behalf of the Board and execute official documents within the confines of those limitations determined by Board action.
- 6.8 Secretary/Treasurer. The Secretary/Treasurer shall authenticate, by signature, any instruments, which require authentication of the Health District's Governing Board. The Secretary/Treasurer shall perform such other duties prescribed by the Governing Board. The Secretary/Treasurer shall serve in this position for a period of two years unless by majority vote the Board opts to make an exception.

ARTICLE VI

CHIEF EXECUTIVE OFFICER

- 7.1 Chief Executive Officer. The chief operating officer of the Clatsop Care Center Health District shall be retained, evaluated, and discharged by the Board of Directors. The C.E.O. shall perform those duties as described in the job description approved by the Board of Directors. The C.E.O. shall be authorized to

act on behalf of the Board and execute official documents for the Health District within the confines of those limitations imposed by the Board.

The Chief Executive Officer is responsible to the full Board of Directors and shall report to the Board at each scheduled meeting in accordance with needs, requirements and requests.

ARTICLE VII

POLICIES

- 8.1 Governance By Policies: The Board of Directors shall establish and revise policies for the governance of the District. It shall be the policy of the Governing Board to delegate to the Chief Executive Officer Facility Administrators and staff the responsibility for the day-to-day administration of the District, in a manner consistent with the policies and directions of the Board.
- 8.2 Compliance With Law: Policies shall comply with all applicable Federal, State and Local laws and regulations. If any policy or portion thereof is found to conflict with applicable laws or regulations, such policy shall be deemed void without further Board action.
- 8.3 Conflict of Interest: A policy on Conflict of Interest shall be reviewed annually by the Board and signed by each respective Board Member at the annual meeting

ARTICLE VIII

INDEMNIFICATION

The Clatsop Care Center Health District shall defend, save harmless and indemnify any of its officers, employees and agents, whether elected or appointive, against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty (ORS 30.285)

ARTICLE IX

CONTRACTS, LOANS, CHECKS AND OTHER INSTRUMENTS

- 9 Contracts. The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

- 9.1 Contracts issued by the District shall be awarded by competitive bidding, except as specifically exempted in the Oregon Attorney General's Model Public Contract Rules as amended and adopted by the Board of Directors of Clatsop Care Center Health District from time to time, or as provided in ORS 279.015, 279.017, 279.053 or 279.056.
- 9.2 Loans. No loans shall be contracted on behalf of the Health District and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Governing Board. Such authority may be general or confined to specific instances.
- 9.3 Checks, drafts, etc. All checks, drafts or other orders for the payment of money and notes or other evidences of indebtedness issued in the name of the Health District shall be signed by such officer (s) or agent(s) of the Governing Board and in such manner as shall from time to time be determined by resolution of the Board of Directors of Clatsop Care Center Health District.

ARTICLE X

SEVERABILITY

Any determination that any provision of these Bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these Bylaws.

ARTICLE XI

AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Governing Board of Clatsop Care Center Health District, by a majority vote of all directors in office, at any regular or special meeting, in accordance with ORS 198.510 to 198.600.

CERTIFICATE OF ADOPTION

I certify that the foregoing Amended and Restated Bylaws were duly adopted by the Board of Directors on

Karen J. M. Baker
Board Chair

11/18/14
Date

Attest:

Nancy Winters
Board Secretary/Treasurer

11/18/14
Date

900 Marine Drive
Astoria, OR 97103
503-861-RIDE (7433)
www.ridethebus.org

Please check the appropriate funding source for your request. **Each funding source request must have its own application.**

Federal 5310 funding for Enhanced Mobility of Older Adults and Individuals with Disabilities

(Requires a 10.27% match)

Project Type (Check the box of the most relevant one)

Mobility Management (Promote service coordination, outreach and direct customer service through coordination of transportation services.)

Replacement Vehicles (Must follow ODOT vehicle purchase requirements for replacement vehicles)

Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for 5310 funds in the past? If so when and for what?

State of Oregon Special Transportation Fund Program (STF)

(No Match Required)

Project Type (Check the box of the most relevant one)

Planning

Operating

Capital/Equipment (Must be over \$5,000 for an individual item or “system” value.)

Has the organization applied for STF funds in the past? If so when and for what?

No, our organization has not.

Organizational Information

Name and Address of Organization	Sunset Empire Park & Recreation District PO Box 514 Seaside, OR 97138
Website	http://www.sunsetempire.com
Contact Person	Darren Gooch, IT & Marketing Manager
Contact's Phone Number	503.738.7393 x3
Contact's Email Address	dgooch@sunsetempire.com

Organizational Background

Organizational Structure	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Non-Profit <input type="checkbox"/>
Annual Budget	\$2,500,000.00		
Populations Served	We serve all age categories and populations.		
Area Served	Clatsop County		
Summary of Services Provided	Youth, Senior, Adult, recreation and aquatic programs.		
Do you have a Board of Directors?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	See attachment section on next page
Method of Providing Transportation	Direct Provider <input checked="" type="checkbox"/>	Transportation Facilitator <input type="checkbox"/>	

Project Description

<p>Summary of Project</p>	<p>Provide description that includes how the proposed project will eliminate current barriers to transportation for senior citizens and persons with disabilities.</p> <p>The Sunset Empire Park & Recreation District (SEPRD) recently participated in a Senior Focus Group, held at the Bob Chisholm Community Center in Seaside, OR in partnership with Northwest Senior and Disability Services (NWSDS). The Focus Group was aimed at better understanding seniors' needs and helping overcome their barriers to activities and needed services. One of the most repeated statements among the 65 and over participants was the diminishing capacity to drive and the increasing reliance on family and friends to get them where they need to go. When friends or family are not available and public transportation routes are too far away for them to walk, most seniors simply resign themselves to being homebound.</p> <p>In response to the information gathered from the focus group, SEPRD has developed a transport program that will pick up seniors who face the challenge of finding suitable transportation, to the Bob Chisholm Community Center on Mondays and Wednesdays where they are able to take part in daily activities and the meal program offered by NWSDS. The meal program offers seniors a USDA approved lunch entrée.</p> <p>The NWSDS meal site currently serves up to 25 seniors on a daily basis. Of these 25 participants, well over half of them arrive early and stay later to participate in many of the activities SEPRD offers for seniors. The activities include a Arthritis Exercise class, Knit-Needle-Crochet group, pinochle, bingo, a matinee movie and a Tai Chi program designed specifically to improve balance and prevent falls. The list of activities continues to grow monthly.</p> <p>SEPRD purchased two new buses last October that it currently uses to transport elementary students to its After School Adventure program at Seaside Heights Elementary School and for summer aquatics activities such as the Beach Lifeguarding program and Learn-to-Surf Camps. The buses would be used as part of the Senior Transport project to drop off seniors at the center by 10:00am so they can take part in early activities before lunch, and return them home after lunch and/or afternoon activities have finished.</p>
<p>Projected Beneficial Impact</p>	<p>Provide description that includes the impact and % or number of population impacted:</p> <p>Social interaction and engagement is the primary reason seniors cite for visiting the community center for lunch and activities. Almost</p>

	<p>50% of the current users report that lack of transportation is the primary reason that they are unable to attend on a regular basis. This means that of the 25 current attendees, 12 are struggling with the transportation barrier. Over the next five years, at least another 10% will be in a position to have to voluntarily turn in their driver's licenses.</p> <p>Additionally, there exists a population who have not attended the lunch program and would like to, but do not have transportation to and from our center. SEPRD intends to reach out to that population and include them as part of this project.</p> <p>SEPRD has the capacity to serve 14 seniors.</p>
<p>Any other relevant information you would like to include?</p>	<p>SEPRD feels that seniors are an overlooked population that all too often become reclusive without much needed social stimulation. In addition to the transportation issues that came to light as part of the focus group, the need for more senior activities was also a key factor. As a result, SEPRD staff have already formulated and instituted a plan to develop additional daily activities to keep its senior population active and engaged. The number of activities continues to grow monthly with continued input from the seniors.</p>

Funding Request

Dollar amount requested?	\$7,072.00
If match amount is required, what is your match source?	

Attachments

Please attach the following items:

- Project Budget
- Governing Bylaws

Authorized Representative Name Justin D. Cutler

Signature  Date 2/6/15

SETD Receipt of Application by _____ Date _____

SEPRD Senior Transportation Project Budget

Project Costs:

- Staffing—SEPRD will employ one driver for four hours a day, two times a week for the entire year for a total of 416 staff hours. We have set the pay rate at \$12.00/hour.
 - Total Staffing costs: $\$12.00 \times 416 = \$4,992.00$
 - Fuel Expense—Fuel costs have been projected at \$20 per day with 104 operating days over the year.
 - Total Fuel Expense: $\$20 \times 104 = \$2,080.00$
- Total Project Cost = \$7,072.00

Governing Bylaws

As a Special District, SEPRD does not have bylaws, but follows ORS 198 and ORS 266 as defined by Oregon Law.

Senior and Disabled Committee
2015 Application Scoring Totals

							Subtotals	Avg Score		
Sunset Parks & Rec STF	30	35	26	28	30	29	178	29.7		
Clatsop Care STF	26	33	24	28	31	29	171	28.5		
Senior Center STF	28	35	25	29	31	27	175	29.2	Larry's not included in	
Sunset Empire STF	37	35	33	34	34	32	205	34.2		
Sunset Empire 5310	37	34	32	30	35	35	203	33.8		
Senior Center 5310	28	35	25	29	31	27	175	29.2	Assumed same score a	

Senior and Disabled Committee
2015 Application Scoring Totals

average
s STF

Special Transportation Fund Committee Recommendations 2-17-15

Motion: Patrick made a motion to approve the full amount of the 5310 grant funding to SETD. Sylvia seconded the motion. Chair Sharp called for a vote and all were in favor. None opposed. Motion passed.

Motion: Pat made a motion to approve the full amounts of the top 3 ranked applications for the STF funding. Those were SETD, Astoria Senior Center and the Sunset Empire Parks and Recreation District. Larry seconded the motion. Chair Sharp called for a vote and all were in favor. None opposed. Motion passed.

Motion: Larry made a motion to award the remaining STF funds in the amount of 15,708 to Clatsop Care Health District to purchase a vehicle. Margaret seconded the motion. Chair Sharp called for discussion. Pat noted that the committee could be less specific with the intent of the funds. He stated that maybe the committee should allow Clatsop Care Health District more freedom to use the funds for general transportation instead of a vehicle specifically. Larry said it would be simple to say that the remainder of the funds goes to Clatsop Care Health District for purchase of a vehicle. Chair Sharp noted that the application from the Health District anticipates adding funds and applying other funds to this new vehicle purchase. Chair Sharp called for a vote. All were in favor. None opposed.

Funding Recommendations:

Federal 5310 total funding

1. Sunset Empire Transportation District in Partnership with Veterans 285,081

State Special Transportation Funds total funding 227,840

1. Sunset Empire Transit District in Partnership with Veterans 200,000
2. Sunset Empire Recreational District 7,072
3. Astoria Senior Center 5,060
4. Clatsop Care Health District 15,708



Linda Moreland, FLMI

Financial Associate

linda.moreland@thrivent.com

Thrivent.com/fr/linda.moreland

1642 Franklin Ave

Astoria, OR 97103

503-780-8704

 Facebook.com/linda.moreland.thrivent

 Linkedin.com/in/lindamorelandthrivent

About Me

Whether you're just starting out in your career or are preparing for the retirement you've dreamed about, I can help you identify financial opportunities to help you reach your ultimate destination with confidence.

Based on your goals, needs and budgets, I can help develop a spectrum of financial solutions—including retirement income accumulation and distribution—which may include investments, insurance or annuities.

I'll also work with accountants and estate planning attorneys to help create and implement tax minimization and estate preservation strategies so you can live and leave a legacy for the people and causes that matter to you.

Professional Accomplishments

- FLMI (Fellow Life Management Institute).

Education and Experience

- FINRA Series 07 General Securities Representative.
- FINRA Series 66 Uniform Combined State Law.
- Life & Health Insurance Licenses.
- Bachelor of Science in Accounting from University of Oregon, 1980.
- Certified Public Accountant, Oregon, 1982.
- Passed Certified Financial Planner examination, July, 2013
- Thrivent Financial representative since 2013

About Me

- Married to Scott Saulsbury
- Children: Katie, 28 and Elise, 21
- Member: Grace Episcopal Church
- Member: Assistance League of the Columbia Pacific
- Member: Astoria-Warrenton Chamber of Commerce
- Member: Astoria Downtown Historic District Association
- Member: Columbia Memorial Hospital Foundation Finance Committee
- I enjoy cycling, kayaking & yoga

Representing Thrivent Financial

For more than 100 years, Thrivent Financial has helped our members—nearly 2.4 million strong—to be wise with money and live generously. As a membership organization of Christians, we succeed when our members and their communities thrive.

Strong, stable and ethical

Independent insurance analysts A.M. Best and Fitch ratings give us high marks for our financial strength and ability to pay claims¹; in other words ... how well we keep our promises.

A.M. Best

A++

Superior¹

April 2014
Highest of 16 ratings

Fitch Ratings

AA

Very Strong¹

February 2014
Third highest of 19 ratings

Thrivent was named one of the "World's Most Ethical Companies" in 2014 for the third consecutive year by Ethisphere Institute. We earned this distinction as a result of our leadership in promoting ethical business standards and for introducing innovative ideas to benefit the public.

Ethisphere Institute is a leading international think tank dedicated to the creation, advancement and sharing of best practices in business ethics, corporate social responsibility, anticorruption and sustainability.



¹Ratings reflect Thrivent Financial's overall financial strength and claims-paying ability, but do not apply to the investment performance of investment products.

Insurance products issued or offered by Thrivent Financial, the marketing name for Thrivent Financial for Lutherans, Appleton, WI. Not all products are available in all states. Securities and investment advisory services are offered through Thrivent Investment Management Inc., 625 Fourth Ave. S., Minneapolis, MN 55415, a FINRA and SIPC member and a wholly owned subsidiary of Thrivent. Thrivent Financial representatives are registered representatives of Thrivent Investment Management Inc. They are also licensed insurance agents/producers of Thrivent. Fee-based investment advisory services are available through qualified investment advisor representatives only. For additional important information, visit Thrivent.com/disclosures.

February 18, 2015

This letter is to verify I am willing to be on the Budget Committee again this year for Clatsop County's transportation system "Sunset Empire Transportation District", as I have for the past three or more years. I can't remember when I started but things are going in the right direction and I am glad to help out if I can.

Thanks so much,

Melinda M Ward
(Mindy)
CFO for
Bella Ristorante, Inc dba
Pizza a'fetta
Bella Espresso – Cannon Beach, LLC

To the SETD Board:

Thank you for considering me for a post on the SETD budget committee. I have served in the past and am interested in serving this year.

As the adult protective services worker for Northwest Senior & Disability Services, the Area Agency on Aging here in Clatsop County I see the need for a comprehensive and sustainable transit system as a paramount need for the elderly and disabled in our county. I saw the negative impact when the services had to be cut and I know the positive impact of a full service transit system.

Thank you very much for considering me for the position.

Steve Hawks

Executive Director Report

Weekly Reports:

1/30/15

I'll make this a 2 week report. Last week, as you heard at the board meeting, Kathy and I met with Mitch and gave him a tour of both the Astoria and Warrenton facilities. We held our SDAC meeting on Tuesday which provided great input for this grant cycle. I attended an E-prep meeting with Scott at Camp Rilea last week. The county is still working on the MOU as related to emergency transportation. I had a great meeting with Doug in Tillamook where we discussed some connection issues and the NW Connector. I was invited to attend the Family Dependency Team meeting with Judge Brownhill this week. I talked about the contract that we signed recently with DHS to provide their clients with non-medical rides. Several questions were asked about the transportation including Judge Brownhill asking how many rides we have given so far. We have only had 2 calls under this contract from DHS and actually only 1 of them fell under the contract, the other was actually a medical ride so it fell under the NEMT program. She was not very pleased that we had only been called upon twice. DHS was not represented at the meeting unfortunately to explain this to the judge. I believe that later in the day, she contacted DHS to discuss this with them but I don't know what was discussed. When Jason and I attended the DHS contractor's meeting the next day, we were pulled aside and asked why we were upset about the program. That took both of us by surprise. They went on to say that the word through the grapevine was that we were upset because we had only been called twice. We made it very clear that we weren't upset, that it was Judge Brownhill that was not pleased. We went into the meeting and discussed it some more. I won't go into details, but suffice it to say, DHS needs to work on their internal communications in my opinion. I wrapped up the subcontractor agreements and met with Jeanyse who only had a few minor editorial changes to it. I will be making those corrections and then Jason will move forward with the contract with each of our subcontractors. Our budget cycle is about to begin and I will be reaching out to our current budget committee members (including you) via email to give them some information on our strategic planning. We are planning a budgeting workshop for the budget committee in mid to late March. Just a reminder that I will be at the SDAO conference this coming week, please feel free to contact me on my cell or via email as I will check them throughout the day.

2/12/15

Scott, Lis, and I traveled up the hill last week to meet with the President and the Dean of Clatsop Community College. They are prepping their plans for construction and wanted to engage us on how we could assist with the transportation needs that they need. We explained the previous program that we had and how it works. It is much like the Tongue Point program, they paid a set amount per student per quarter. We'd like to see them go back to this model and help us encourage students and staff to utilize our system. They had great numbers a few years back and currently, we are only selling a handful of student passes. We provided them with ridership numbers so they could see the impact we were having by their students riding our buses.

Tami and I went to the SDAO annual conference. There were several good sessions that we each attended and I'll report more on that at the board meeting this month. Just a reminder that the filing is now open with a deadline of March 19th for candidates to file declaration of candidacy or nominating petition for the seats that are coming open on the board. If you have any questions, let Mary or me know.

-SDAO

Here are the links to all of the SDAO conference presentations. I attended the basic grant writing seminar along with the following breakout sessions:

Hiding from the internet

Administering Oregon's Marijuana Law

The Devil's in the Details: How to avoid costly mistakes in worker's compensation claims.

Strategic Planning: From Mission to Service Delivery

Oregon's Economic Landscape

The keynote address Friday morning was phenomena. The presentation was about protecting your organization from computer crime by Michael Bazzell. He was a cyber-crimes specialist with the FBI and what he shared more than reinforced my concern about the security of our systems.

Tami went to the HR related breakout sessions and got a lot out of them.

Here are the links to all of the SDAO conference presentations.

<http://www.sdao.com/AC/Resources/Presentations/AC/Presentations.aspx>

-Senior Center/ARC

The new stop for the Senior Center/ARC is working well. When Seniors are unable to wait outside for the bus, the center staff will call the transit center to let us know that there are people waiting to be picked up. We will then radio the driver to inform them so they don't keep going if they don't see anyone standing there.

-Seaside update

The outlet mall is making improvements to the turret this month so we will be able to set up our information center in March

-Cannon Beach update

I will be meeting with Brant Kucera, City Manager, during the week of the 23rd to review the Cannon Beach Shuttle service.

SETD NEWS YOU CAN USE

2/19/15

Welcome!

You're the lucky recipient of our new bi-weekly newsletter. With everything that goes on within the district, we feel it's important that we share all of the information possible so everyone is kept abreast of what is going on. We will attempt to keep the information fresh and easy to digest and it will cover various topics from the different departments. We hope that you will enjoy reading it and if you have suggestions on how to improve it or if you have ideas for articles, please let your manager know.

Rider Appreciation Day



Grant Recommendations

Our Seniors and Disabilities Committee met on Tuesday and recommended directing all of the 5310 grant money to SETD in order for us to provide mobility management and to fund our preventative maintenance. The STF money will go to the Astoria Senior Center (\$5,060), Sunset Empire Parks and Recreation District (\$7,072), Clatsop Care Health District (\$15,708), and SETD (\$200,000). We will be using these funds to increase our 101 route during peak hours, enhance our Warrenton route, and focus on Veteran transportation needs.

Important Dates:

Board Meeting 2/27

Rachelle's Birthday 2/22

Julia's Birthday 2/28



SETD NEWS YOU CAN USE

2/19/15

Did you know?

We are in the grant cycle right now. Besides the 5310 and STF grants you read about on the front page of the newsletter, we also have the 5311 operating grant. We go through the grant cycle every two years because that is how the state appropriates funds, on a biennial basis. One of the grants we are working on is a joint application with Columbia County to provide an inner-city route between Portland and Astoria on Highway 30. We will leave Astoria 4 times a day and go to Ranier where we will meet the CC Rider bus coming from Portland. Also, CC Rider will have a bus there at the same time to provide service to Longview. The best part of this is that we will have this service 7 days a week. We will probably be calling it the Lower Columbia Connector. We're excited about this enhancement to our Highway 30 route and believe it will be a successful partnership with CC Rider.

Mission Statement

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

Care to ride?

Oops, I meant to say Ride Care! This year began our new partnership with Columbia Pacific Coordinated Care Organization (CPCCO). Up until this year, Ride Care had partnered directly with the Oregon Health Authority (OHA). OHA reimbursed us for all of the rides that Ride Care arranged. Beginning this year, the CPCCO now pays us a flat amount per member per month. This is now the model used throughout the state with the different CCO's. Our CCO coordinates the health care for the Medicaid patients in Columbia, Clatsop, and Tillamook counties. We are the brokerage for the 3 counties and our crew does a great job coordinating the non-emergency medical transportation needs for those who need assistance.



Last month Sarah answered 2,374 phone calls compared to 1,900 the month before. Great job Sarah!!!!

Phones and Computers

Admin

- Jennifer Geisler our new OPS Assist. Has taken over Shasia's old job, and has also taken over her old computer and phone. I have been working with her to give her access to various systems, and files.

Mobility

- Nothing New

RideCare

- Currently John and I are working to move OBSS into the final stages on our Test server. We are still working out some kinks with the 270/271 process. However, we are on schedule, and plan to have our Production system upgraded and operational with these new features next week.
- Aleesha Nedd has been hired as our new Ride Care CSR. With this new position, we have gotten her set up on OBSS, as well as with Carol's old computer and a dedicated phone.
- Nothing New

Maps, Schedules and Website

- Nothing New

Conferences and Training

- Nothing New

Other

- These last few weeks I have been finalizing my IT upgrade plan, along with help and input from Jeff, and Diane. I am hoping in the next week to have everything put together, and a solid project time line duration, as well as different check-in steps throughout the process.

Sunset Empire Transportation District

900 Marine Drive – Astoria, Oregon 97103
Phone: (503) 861-5385 – Fax: (503) 861-4299
Email: Carol@ridethebus.org

RIDE ASSIST

Carol Penuel
Paratransit Supervisor

Monthly Report: January, 2015

- On January 20th Carol participated in the Senior & Disabled Advisory Committee meeting. Topics discussed were the SETD Long Range Planning, the Human Services Coordinated Plan, and a great brainstorming session on gaps in services and how to fill those gaps.
- Carol Penuel officially started as the new Paratransit Supervisor on January 5th.
- On January 29th Homeless Connect Customer Appreciation day , there were 10 Paratransit riders for a total donation of \$36.00.
- In January Paratransit provided 469 rides; an average of 22.3 riders per day.
- Ridership for Dial-a-ride in January was 13 rides from the Lewis & Clark service area.
- There were 2 new ADA Paratransit applications received and 1 approved
- The Paratransit drivers sold 20 ticket books for a total of \$447.00
- There were 20 Veteran rides, which is an increase from last month.

Paratransit Fares Collected for January:

- Para-transit Fares: \$606.00
- Tickets Collected: \$447.00
- Medicaid – Pending due to January billing not completed



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Rider Report
January 2015

“The Bus” (Fixed Route) Highlights:

- **12,675** people used fixed routes in January for an average of **422.5** riders per day.
- **6.1 % increase** in average passengers who rode fixed routes per day from last month (398.2 to 422.5)
- **3.0 % increase** in average passengers who rode fixed routes per day from last January (410.2 to 422.5)
- **11.4 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in January. **8.6 % increase** (10.5 to 11.4) from last month and a **4.6 % increase** (10.9 to 11.4) from last January.
- **\$5.27 per rider** is the estimate cost per person riding fixed route in January.

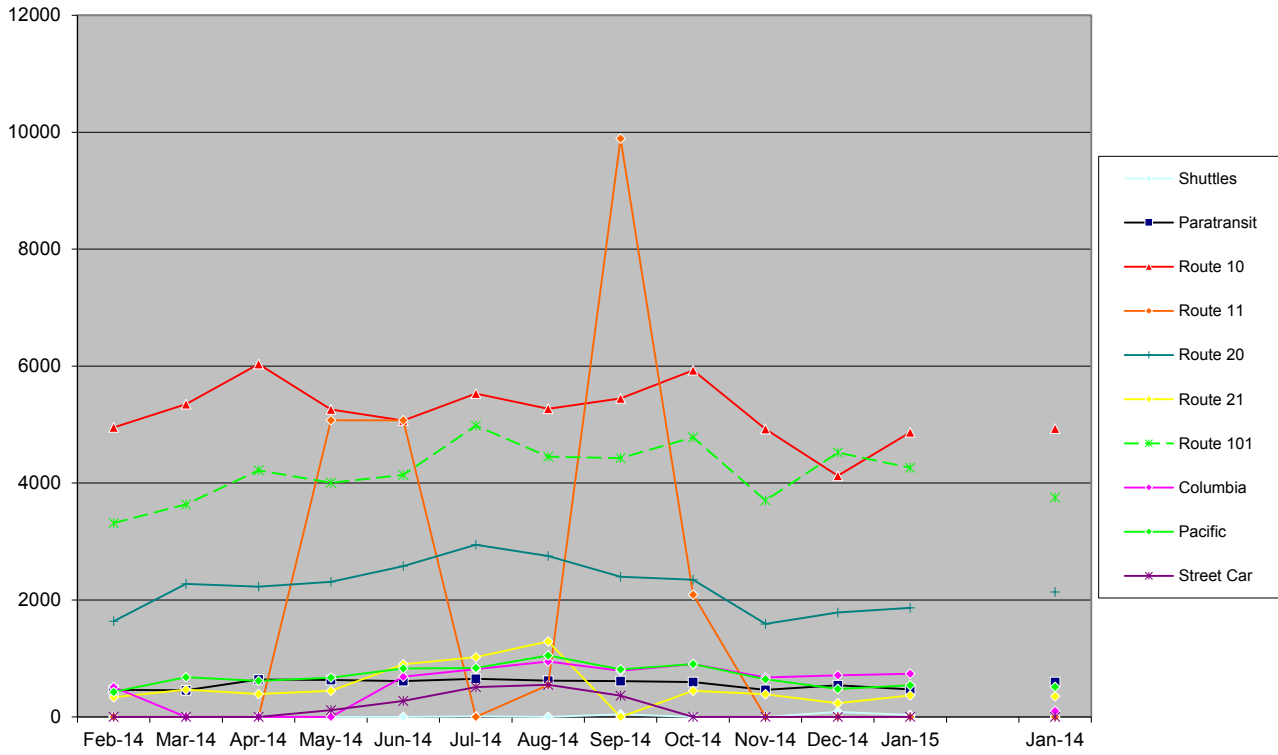
RideAssist Highlights:

- **469** people used RideAssist in January for an average of **22.3** riders per day.
- **9.3 % decrease** in average RideAssist passengers per day from last month (24.6 to 22.3)
- **17.6 % decrease** in average RideAssist passengers per day from last January (27.1 to 22.3)
- **\$36.77 per rider** is the estimated cost per person riding RideAssist in January.
- **1.9 % decrease** in all ADA Paratransit rides from last month (312 to 306)
- **3.0 % increase** in all ADA Paratransit rides from last January (297 to 306)

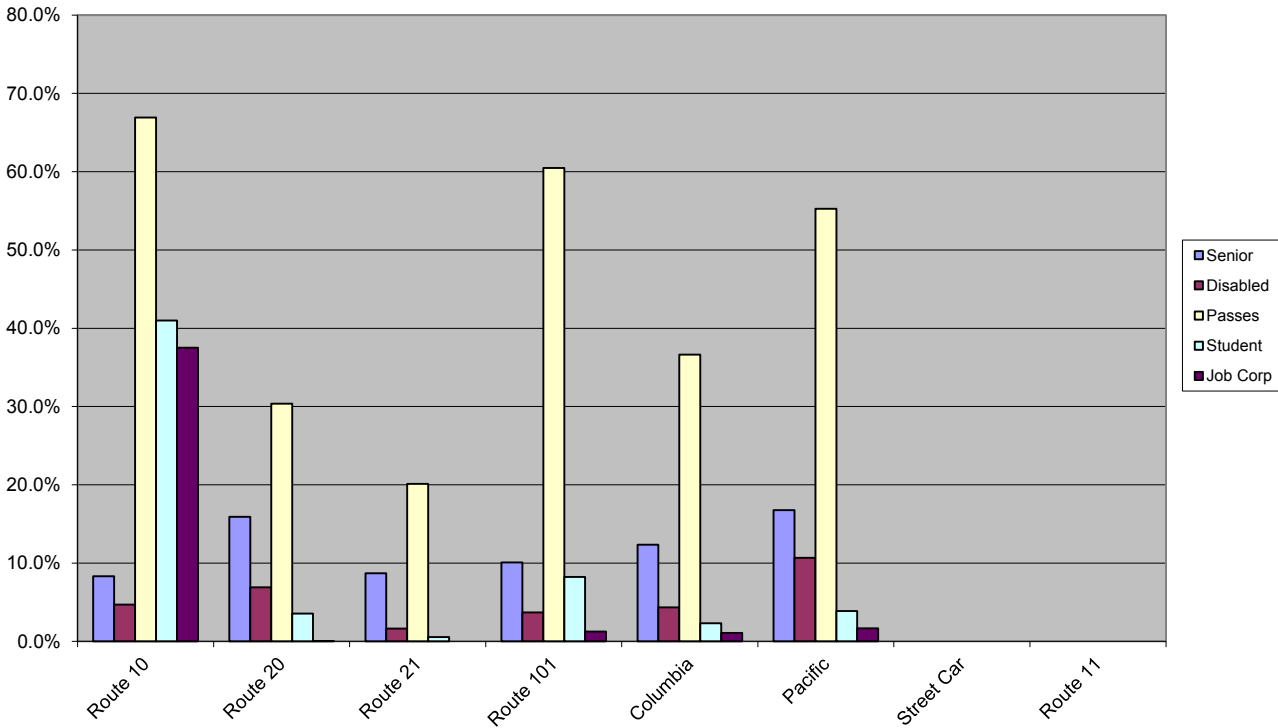
System Highlights:

- **13,144** people used Sunset Transportation Services in January for an average of **438.1** riders per day.
- **5.3 % increase** in all average passengers per day from last month (416.3 to 438.1).
- **1.9 % increase** in all average passengers per day from last January (430.1 to 438.1)
- **44.8 % decrease** in average fuel cost from last January (\$.36 to \$.20).
- **\$6.39 per rider** is the estimated cost per person riding on SETD.
- **10.9 % increase** in the ratio of elderly/disabled riders from last month (13.91 % to 15.43 %)
- **1.8 % increase** in the ratio of elderly/disabled riders from last January (15.16 % to 15.43%)

SETD Rides



Rider Breakdown by Route



Transportation Options report January/February

Shasia Fry- Transportations Options Specialist

As of February 9th, I moved from my previous position as the Operations Assistant to my new role as Transportations Option Specialist.

Trainings/Research

To gain a good understanding of what my role will be as the Transportations Options Specialist, I have been completing many different trainings and initial meeting calls with groups that play a large role in the T.O. program. While talking with Mark Messinger, with the Athena Group, I was able to learn about the Drive less Connect website and how to navigate it as an administrator. I then completed a tutorial on the DLC website as an administrator. As the RNA (Regional Network Administrator); I will be monitoring and assisting DLC users within Clatsop, Tillamook and Columbia County.

Research is a large part of my initial move into the program. I have been learning about, different T.O. programs and T.O. groups that advocate for alternative modes of transportation. I have also learned the bases of T.O., its goals and ideas and where ODOT and the budgeting come into play. I also have done research on the three counties, to gain a good grasp of their T.O. needs.

Drive Less Connect

I have had the opportunity of talking with many different members of the Drive Less Connect Team. We will be participating in the Drive Less Connect Challenge this upcoming October, and will promote this challenge in all three counties.

Drive Less save More Astoria IM Campaign

Astoria's Drive Less Save more individualize marketing campaign will be launching this summer. I have been working closely with Alta in the planning phases of the campaign. We have been identifying members of the community who may have ideas or partnerships that we could utilize during the campaign. February 19th and 20th we will be hosting 2 stakeholder meetings aimed at gaining a strong understanding of the community needs and ideas.

After much discussion, we have set our target area to include Emerald Heights to Williamsport Road, reaching all of Astoria within those limits. I have been working with Lis and Alta on constructing a map of Astoria that includes bike lanes, hidden walking paths and trails. We have also been discussing our Spanish speaking population and have decided to print as many materials as available, in both English and Spanish.

Mobility Management Update January/February

Elisabeth Pietila- Mobility Management Coordinator

Compliance:

Updates have been completed on the Human Services Coordinated Plan. Annual certification is complete on the American with Disabilities Act Paratransit Plan. Special Transportation Fund Committee and grant program 5310 is open to the public. We received total of 6 applications and Rae will have the recommendations for the Board. This was a lively and very public process. I am very happy with the increased efforts SETD has made in public notification and awareness.

Outreach:

I am continuing the Veterans Transportation outreach. Dick Lang and I have worked up and application for the 5310/STF grant programs. Monthly calls with the Veterans Task force out of the VA hospital. We are working on coordinating veteran's transportation for those with mobility challenges. Customer appreciation day was a success. We had a booth at the Project Homeless Connect and were able to assist with schedules and trip planning. I attended the quarterly Connect the Dots meeting for outreach opportunities to social service and community service providers. Met with Youth in Transition coordinator for Seaside and Warrenton schools to schedule next series of bus orientation classes. These will be in the spring and will follow the "Transportation for Everyone" in house curriculum.

Transit Center:

Park & Rides for DEC/JAN 5

Northwest Transportation Options:

NWTO is working on planning the Astoria Individualized Marketing Campaign that will run this summer focused on the Astoria. Shasia has been training and working on getting her work plan and budget developed. She has had some training in the Drive Less Connect network. She has meetings scheduled with the DLC team and the planning phases of the upcoming statewide DLC challenge in October. She is doing great and will have lots of share with the board.

Education

None to report.

Sunset Empire Transportation District

Marketing/Outreach Report

January-February 2015

Mary Parker

HOW WE LOOK- Our shelters still looking quite nice and clean.

SOUTH COUNTY- The interior upgrades have begun on our Seaside Transit Office. New flooring, carpeting, wiring and paint. We are getting excited to be front and center and rocking transit IN SEASIDE this spring.

OUTREACH/MARKETING- A radio ad about the Route 30 to Longview ran for 2 weeks in January. We sent out press releases, posted lots of flyers and maps and ran a color ad in the daily Astorian announcing the new stop on the Route 10 at the Senior Center.

NEW SCHEDULES- We just received an order of 2000 updated and improved colored bus schedules. The staff puts a lot of time and energy into improving these schedules every time they are printed. We try to make them as user friendly, precise and as informative as possible. I went out on schedule delivery to Seaside and Cannon Beach last Tuesday. It is great getting out and talking transit with everyone and distributing schedules. We are very supported by our local services and businesses. The staff at Tolovana Inn are really supportive and they have information about the bus on their website.

Oregon Spring Break- March 23-27

