



SUNSET
TRANSPORTATION
SERVICES

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY JANUARY 23, 2014

9:00 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT
5. APPROVAL OF DECEMBER MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
8. AUDIT REPORT PRESENTATION – Bradley Bingenheimer- Boldt, Carlisle & Smith
9. OLD BUSINESS
 - a. Rebranding Update- Consultant
Present new service names and icons
 - b. Connector IGA update
10. CORRESPONDENCE – Thank you
11. NEW BUSINESS
 - a. Executive Director Hiring Process *
 - b. Appoint Budget Officer*
Diane Moody, Finance Officer
Present budget calendar
12. EXECUTIVE DIRECTOR'S REPORT
 - a. Management Report
13. OTHER ITEMS

*Action may be taken

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
MEETING MINUTES
THURSDAY DECEMBER 12, 2013**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:00 AM.

2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Neal Smith, Commissioner Rae Goforth, Commissioner Marcia Fenske, Commissioner Kevin Widener and Commissioner Carol Gearin
Excused: Commissioner Kathy Kleczek

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, NWRC Manager, Elisabeth Pietila, Mobility, Scott Earls, Operations, John Layton IT, Tammi Carlson and Saisha Operations Assistants.

Jeanyse Snow. District Legal Counsel

3. CHANGES TO AGENDA- None

4. EXECUTIVE SESSION- At 9:03 AM Chair Lewicki announced that the Board would be going into Executive session under ORS 192.62 h. Minutes are confidential but available to Board by request. Executive Session Closed at 9:20 AM

REGULAR PUBLIC BOARD MEETING: Reconvened at 9:30 AM.

5. APPROVAL OF OCTOBER 2013 BOARD MEETING MINUTES-

**Commissioner Goforth moved to accept the October 2013 Board Meeting Minutes
Commissioner Widener seconded the motion
Unanimous aye vote by all Commissioners present with the exception of
Commissioner Carol Gearin who abstained due to her absence from the October meeting
Motion passed**

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Widener- Reported that he had received letters from DHS and the Coordinated Care Organization saying they are doing away with the standard Oregon Health Plan and putting everyone on the OHP plus, which will mean an increase in riders. They are also doing away with the waiting list and the lottery for rides so there will be a lot more people eligible for rides. Jay commented that there could be 7000 more riders in the next 3 years and maybe 3000 this year. Commissioner Widener said that he wanted to report for Commissioner Kleczek that there are 2 different schedules on the web for the same route. John said he would
- b. Commissioner Gearin- Reported that she had attended the STS Board Policy Meeting.
- c. Commissioner Smith- Reported that he had seen a large sticker on the floor at a mall in Toledo that was used for advertising that also had the QR code attached and people were actually using. There was discussion about putting this type of sticker on the shelters and in other locations.
- d. Commissioner Fenske- Nothing to report today.
- e. Commissioner Goforth- Reported that she had attended the Senior and Disabled Committee Meeting and one of the things that was discussed was determining how to use some extra STF Grant funds. Commissioner Goforth said the staff had done a wonderful job of preparing recommendations for using the funds and it was decided by the

committee to start a Shopper Shuttle. Steve Hawks asked for a shelter at the Senior and Disabled Center in Warrenton. He was told that there is a shelter that we can restore and place on the pad that is in place. The Veterans Administration asked for a better pass program so we can sell them passes that actually are good for a full month. Rae said she was bringing the recommendation for the Shopper Shuttle to the Board for approval. Rae said that she had seen little garbage bags hanging on the busses from across the river which had their logo on them and were a clever marketing idea. .

- f. Chair Lewicki- Requested that any letters or comments that Board members want to be presented or relayed to the Board should be sent to the Chair of the Board so it can be managed appropriately.

Executive Director Jay Flint submitted his resignation to the Board of Commissioners. Jay explained that he has been invited to join a law practice. He thanked the Board for the opportunity he has been given. Jay offered his services as an Interim Director during the hiring process and transition. Chair Lewicki said he had contacted SDAO and they will be helping with the hiring process. Chair Lewicki has asked Jay to put together a list or roadmap of what committees he is currently serving on.

7. FINANCIAL REPORTS- Accountant Diane Moody presented the Exceptions Report and the new financial format. Diane said that what she has tried to achieve is for the Board to first look at a snapshot of the financials looking at the income versus expense which will be given on a quarterly basis. Chair Lewicki requested that the financial charts be copied and presented in color in the Board Packs. Diane said that she had condensed pages 7 thru 10 of the old financial reports into a report that is a comparison of the year to date to the annual budget in a side by side comparison for both the NWRC and STS. Commissioner Smith asked if the references on the exceptions report could also be marked on the financials. Diane also said she had taken care of all the journal entries so this financial report is clean. The new check register will only list checks that are issued for \$5000 and above. Chair Lewicki asked Diane if she would label columns with month actual and year to date actual. Commissioner Gearin asked Diane for a copy of the credit card report, accounts receivable and accounts payable reports. Diane suggested that if Commissioner Gearin reviews these reports she can bring any questions or concerns to the Board.

**Commissioner Fenske moved to approve the October 2013 financials.
Commissioner Smith seconded the motion
Motion passed by unanimous aye vote of all commissioners present.**

8. OLD BUSINESS-

- a. **Rebranding Update:** Jay reviewed what was discussed at the previous Board meeting and expressed that he thought that the new name voted on was Sunset Transportation Services. Commissioner Gearin, Commissioner Widener and Commissioner Fenske said that the vote had been for Sunset Transit Services. Jay said he thought using Transportation services allowed for a better description of all the services we provide. Commissioner Smith agreed.

**Chair Lewicki moved to change the District's name to Sunset Transportation Services.
Commissioner Widener seconded the motion.
The motion passed by unanimous aye vote of all commissioners present.**

Tiffany reviewed the different versions and options of the new logo and the final selections. There was discussion

about the cog design and why it had been chosen and what the cog means. Tiffany said that it looks like a wheel or a gear and represents motion. Jay said it also looks like a sun. Commissioner Smith was concerned about what the logo will look like when shrunk to letterhead size. Tiffany said she will have several templates for us to use that Tiffany asked the Board a make final decision on what cog design they liked best and what color they want the cog to be. There was a discussion about using the new logo on the busses, uniforms and letterhead.

**Commissioner Widener moved to accept the gold rounded cog for the new logo
Commissioner Smith seconded the motion
The motion passed by unanimous aye vote of all commissioners present.**

Tiffany said she also wanted to discuss the final position statement: *The organization that facilitates safe reliable and economical services for people who choose to utilize transportation options for travel to, from and within Clatsop County.* Tiffany clarified that this statement is a reminder or compass of what we do and why and it will be a basis for other decisions that are made for marketing. Tiffany said that this helps everyone that works here to be on the same page. Tiffany also asked the Board to consider which of the tag lines they thought best fit with the new logo and the direction the logo is going. “Good to Go” and “Going your way” were selected as the top tag lines. Tiffany will check and make sure that they can be used. Tiffany will bring the final versions of the icons to the next Board meeting.

- b. **Columbia County MOU**: Jay reported that ODOT had a chance to review this agreement and provide comments which are included in this draft. Jay noted that the MOU is predominantly an agreement of common courtesy between Columbia County and SETD. Jay said that once we approve and sign the agreement it will be sent to Columbia County. The planned start date for SETD’s new weekend route is January 4th with Monday January 6th being the start date for the new weekday schedule.

**Commissioner Goforth moved to approve the MOU Agreement between Columbia County and the Sunset Empire Transportation District.
Commissioner Gearin seconded the motion
Motion passed by unanimous aye vote of all commissioners present.**

- c. **Connector IGA Ordinance**: Jay reported that this is the first step in ratifying the IGA Ordinance for the 5 transit partners. This process will also require Board approval of an Ordinance which will start at the next meeting.

**Commissioner Fenske moved to approve the IGA for the NW Oregon Connector Alliance
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all commissioners present at meeting.**

- 9. CORRESPONDENCE- Chair Lewicki asked if there were any comments about the thank you letter from CEDR. Jay added that he was on the CEDR Board before he started at SETD and he will continue to serve on the CEDR board. He also said that the new Executive Director will serve as a non-voting member unless voted to the CEDR Board.

10. NEW BUSINESS

- a. **Adjust January and February Meeting Times**- Commissioner Gearin requested that the start time of the January and February Board meeting be changed to 10 AM as a precaution in case of bad weather. There was discussion about other ways to evaluate conditions and notify Board members if the Board meeting needed to be delayed.

Commissioner Gearin moved to change the start time of the January and February 2014 Board meetings to 10 AM.

Commissioner Goforth seconded the motion.

Roll call vote:

Commissioner Gearin- Aye

Commissioner Fenske- Nay

Commissioner Goforth- Aye

Commissioner Smith- Aye

Commissioner Widener- Nay

Commissioner Lewicki- Nay

Motion did not pass

- b. Senior and Disabled Advisory Board STF Recommendation-** John Layton made a presentation to the Board about the suggested uses of additional STF grant funds that he had also presented to the Senior and Disabled committee. John said that there will be a total of \$42, 000 available for 2013 through 2015. Staff evaluated several plans for utilizing the STF funds and submitted the top 3 to the Senior and Disabled Committee for their final recommendation to the Board. Submitted was 1. Shopper Shuttle- This would be a “by appointment” service for customers who live within $\frac{3}{4}$ of a mile of the route and would have limited number of trips and limited destinations related to shopping. 2. The 5 mile plan- Would allow Paratransit service areas to expand and cover a larger area. 3. Shelters and display boxes- Install 3 new shelters and purchase display boxes for protecting schedules in the shelters. John reported that the Senior and Disabled Committee had chosen the Shopper Shuttle. The Shopper Shuttle will be available for anyone who lives within $\frac{3}{4}$ of a mile of Jeffers Gardens, Miles Crossing, Meriwether Village, Astor House, Gateway, John Day, CMH, Transit Center, Fred Meyer and Costco. The service will be available 3 days a week, 6 hours a day and will require hiring a new part time driver. Appointments are required 48 hours in advance. Commissioner Fenske was concerned with using the term shuttle. Commissioner Fenske also said that there used to be a group of ladies out in Svenson that rode the bus every Thursday to go to Fred Meyer and asked if the Shopper Shuttle could go to Svenson on one of the service days. Tami said her concern would be opening the service up in Svensen and then taking it away after 2 years and it could take an entire shift for a driver to go out and back to the Svensen/ Knappa area. Lis said the shopper shuttle is really designed to reach close outlying areas and to pick up people who are close to fixed route but not eligible for the paratransit program. Lis also said that the Shopper Shuttle will highlight areas where we know we could get ridership based on our previous Dial A Ride services and current requests for ridership. Commissioner Fenske said that other than Jeffers Gardens, all of these people are within $\frac{3}{4}$ of a mile of a fixed route and the Senior Center, Gateway Apartments and Clatsop Retirement Village have regular shopping day busses. Commissioner Fenske said we are covering people who are already covered. Jay said the core goal of this is to open up service to the Jeffers Garden /Miles Crossing area and the only reason we hit the other areas is they are on the way. Chair Lewicki reminded the Board that a recommendation had been given to the Board by the Senior and Disabled Committee that needs to be approved or not approved.

Commissioner Gearin moved to approve the recommendation for the Shopper Shuttle Service

Commissioner Widener seconded the motion

Commissioner Fenske Nay

Commissioner Smith- Aye

Commissioner Gearin- Aye

Chair Lewicki- Aye

Commissioner Widener- Aye

Commissioner Goforth- Aye

Motion passed

c. Change Board Meeting Locations- The Board discussed holding meetings in other towns and communities in the County. Commissioner Goforth suggested waiting until summer. Commissioner Smith said it would be nice if the Board rode to the meetings on a bus. Jay will ask staff to look into locations and meeting facilities that could be utilized and report this at the next meeting.

i. *Note: At 11:30 AM Commissioner Fenske asked to be excused from the Board Meeting.*

d. Strategic Goals- Chair Lewicki asked for discussion or comments from the Board about the Goals list that Jay had submitted for their review. Jay said that he thought he could accomplish most of the goals this year.

**Commissioner Widener moved to approve the Executive Directors Goals for 2013-2014
Commissioner Goforth seconded the motion
Motion passed by unanimous aye vote of all commissioners present
Motion passed**

11. EXECUTIVE DIRECTORS REPORT

Management Report-Jay asked Tami to introduce new Operations Assistant Shasia Holthusen. Lori announced that Danielle will be leaving at the end of February so Lori has posted the job opening for a new Mobility Assistant.

Commissioner Smith asked how the hydrogen hookups are going. Jay said that the bus that the device was placed in has been in the shop so many times that we are in the process of deciding if we should move the device to another bus or not.

Policy Committee- Equipment Use Policy- Jay said he borrowed parts of this policy from a federal document as the district falls under federal requirements because we receive federal funding and so this policy and procedure follows all the federal rules we need to comply with. Commissioner Gearin noted that there are two places where the word Government was to be replaced by District. Commissioner Smith said he thought that there is always a separation of the Board Policies from Employee Policies. Jay said this is one area where they overlap because both Board and staff have been issued district equipment so we need a consistent policy across both levels to show what the allowed usage is. Commissioner Smith asked if the same procedure was going to be put in the Employee's Policy manual. Jay said yes it was. Commissioner Smith asked why. Chair Lewicki said the attachment is what is actually going into the employee policy manual which is a detailed procedure that actually supports the Board policy but is not a part of the policy. Jay said that we discussed removing the procedure from the Board policy but he argued to keep the procedures in because the Board needs to know what the dos and don'ts are under federal rules. Commissioner Smith said as Board members we cannot dictate employee policies and he does not feel that Board Policy should dictate anything but Board policy. Commissioner Gearin said that Board policy can dictate the use of district owned equipment because the Board dictates policy for the district and this is about district owned equipment. Jay said that an employee policy cannot contradict Board policy. Jay said the board needs to only approve the policy today not the procedures.

**Commissioner Gearin moved to approve the Board Equipment Use Policy
Commissioner Goforth seconded the motion
Commissioner Gearin- Aye Commissioner Widener- Aye
Commissioner Goforth- Aye Commissioner Smith – Nay
Chair Lewicki- Aye
Motion passed.**

12. OTHER ITEMS:

- The new Board Agenda format was discussed and it was suggested that for next month's agenda there will be an asterisk placed next to the agenda items that may require Board action.
- Commissioner Smith asked if we would try not to use acronyms in the documents for the board as they can be confusing.
- Jay reminded the Board about the Board training being held at the Transit Center on January 7th from 9 to 12 Noon with George Dunkel.
- Lori invited the Board and employees to participate in the annual Adopt a Family for this year. Every year a family in need is provided with gifts and food through employee donations which are delivered to the family by one of our busses. Lori asked that anyone interested contact her for more information.

13. PUBLIC COMMENT: None

Meeting was adjourned at 11:50 AM

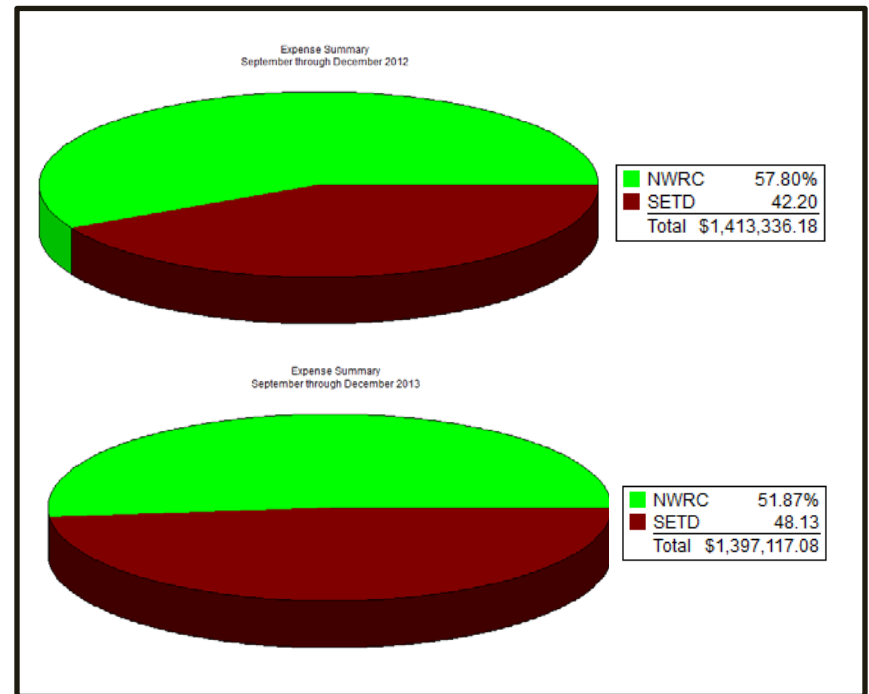
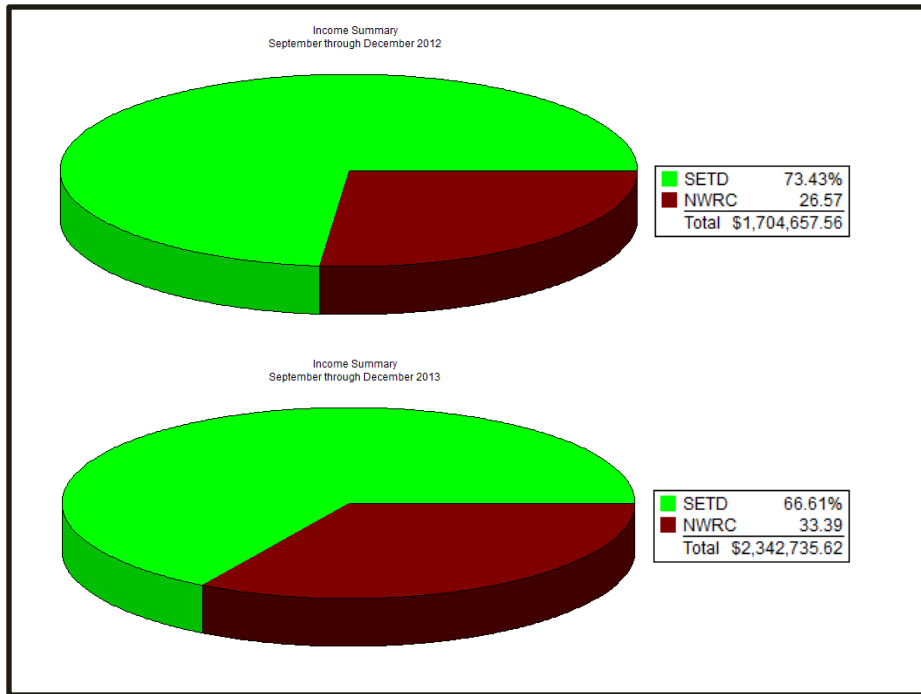
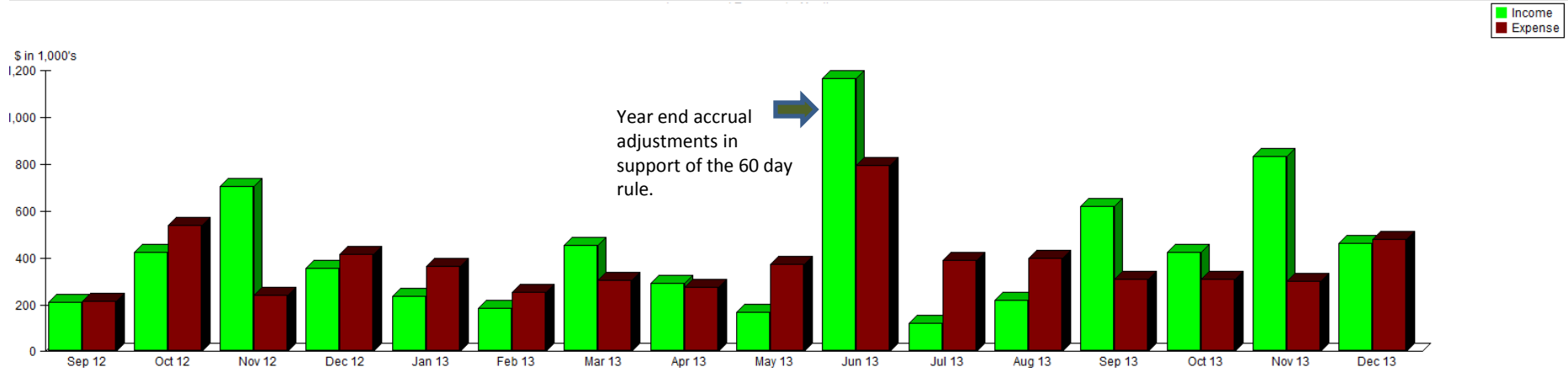
Mary Parker, Recording Secretary

_____ Date _____
 Commissioner Carol Gearin, Secretary/Treasurer

Mission Statement

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

Sunset Transportation Services Company Wide Quarterly Report Q2 2013



SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance
December 2013

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Difference	\$	%
Ordinary Income/Expense								
Income								
4000 · FARES	13,403.29	18,750.00	131,276.58	112,500.00	225,000.00	\$ (93,723)	58%	
4100 · CONTRACTED SERVICES - IGA	17,583.45	4,490.75	31,808.60	26,944.50	53,889.00	\$ (22,080)	59%	
4200 · TAXES	1,956.53	66,529.75	783,375.04	399,178.50	798,357.00	\$ (14,982)	98%	
4250 · TIMBER REVENUES	0.00	12,574.08	54,906.68	75,444.52	150,889.00	\$ (95,982)	36%	
4300 · MASS TRANSIT ASSESSMENT	14,948.46	5,000.00	31,371.07	30,000.00	60,000.00	\$ (28,629)	52%	
4301 · STATE APD NON-MEDICAL PROGRAM	0.00	525.00	0.00	3,150.00	6,300.00	\$ (6,300)	0%	
4305 · INTEREST	458.60	100.00	953.51	600.00	1,200.00	\$ (246)	79%	
4310 · MISC INCOME	0.00		21.39			\$ 21		
4450 · RENTAL INCOME	1,425.00	868.33	5,177.50	5,210.02	10,420.00	\$ (5,243)	50%	
5001 · GRANTS	173,780.00	127,209.48	630,620.08	763,257.16	1,526,514.00	\$ (895,894)	41%	
Total Income	223,555.33	236,047.39	1,669,510.45	1,416,284.70	2,832,569.00	\$ (1,163,059)	59%	
Gross Profit	223,555.33	236,047.39	1,669,510.45	1,416,284.70	2,832,569.00			
Expense								
6000 · PAYROLL WAGES	63,550.02	71,654.16	420,869.45	429,925.04	859,850.00	\$ (438,981)	49%	
6200 · PAYROLL TAXES - EMPLOYER	6,268.65	11,298.66	44,742.10	67,792.04	135,584.00	\$ (90,842)	33%	
6300 · BENEFITS AND W/C	10,778.98	22,234.16	101,356.32	133,405.04	266,810.00	\$ (165,454)	38%	
6560 · PAYROLL EXP (OUTSOURCED FEES)	61.65		368.31			\$ 368		
6605 · REIMBURSED EXPENSES - p/r acct	0.00		469.00			\$ 469		
7750 · DMAP TRIP REIMBURSEMENTS	0.00		2,122.00			\$ 2,122		
8010 · BANK CHGS/FEES	838.16	100.00	1,686.61	600.00	1,200.00	\$ 487	141% *	
8055 · AUDIT	3,149.00	1,833.33	13,522.44	11,000.02	22,000.00	\$ (8,478)	61% *	
8100 · BAD DEBT	0.00		1,036.00			\$ 1,036		
8155 · LEGAL ADS	0.00	125.00	65.42	750.00	1,500.00	\$ (1,435)	4%	
8160 · PROFESSIONAL SERVICES	0.00	12,666.66	8,280.82	76,000.04	152,000.00	\$ (143,719)	5%	
8165 · PLANNING/CONSULTING	0.00	0.00	0.00	0.00	0.00	\$ -		
8167 · LEGAL COUNSEL	625.80	291.66	1,696.80	1,750.04	3,500.00	\$ (1,803)	48%	
8170 · MARKETING / ADVERTISING	1,586.25	3,333.33	14,354.83	20,000.02	40,000.00	\$ (25,645)	36%	
8174 · Connector Alliance	599.85		599.85			\$ 600		
8175 · NEWSPAPER ADS	251.80	100.00	819.24	600.00	1,200.00	\$ (381)	68% *	

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance
December 2013

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Difference	
8180 · OFFICE SUPPLIES	582.57	1,083.33	6,737.60	6,500.02	13,000.00	\$ (6,262)	52%
8185 · POSTAGE	45.71	83.33	485.16	500.02	1,000.00	\$ (515)	49%
8190 · PRINTING	0.00	666.66	3,335.97	4,000.04	8,000.00	\$ (4,664)	42%
8205 · TAXES/LICENSE	285.00	62.50	537.00	375.00	750.00	\$ (213)	72% *
8250 · TELECOMMUNICATIONS	1,390.83	791.66	7,559.73	4,750.04	9,500.00	\$ (1,940)	80% *
8300 · BLDG GROUNDS & MAINT	618.77	2,333.33	8,677.19	14,000.02	28,000.00	\$ (19,323)	31%
8350 · INSURANCE	16,901.06	3,750.00	30,040.05	22,500.00	45,000.00	\$ (14,960)	67% *
8360 · FUEL	4,327.18	20,349.58	70,671.04	122,097.51	244,195.00	\$ (173,524)	29%
8460 · UTILITIES	2,315.78	1,500.00	8,704.11	9,000.00	18,000.00	\$ (9,296)	48%
8465 · JANITORIAL SERV & SUPPLIES	574.03	666.66	3,296.17	4,000.02	8,000.00	\$ (4,704)	41%
8480 · UNIFORMS	114.12	500.00	1,334.71	3,000.00	6,000.00	\$ (4,665)	22%
8500 · DONATIONS/GIFTS/CONTRIB	250.00	416.68	779.04	2,500.02	5,000.00	\$ (4,221)	16%
8550 · DRUG/ALCOHOL SCREENING	89.50	125.00	1,246.50	750.00	1,500.00	\$ (254)	83% *
8560 · DUES/SUBSCRIPTIONS/FEES	-249.98	433.33	2,388.76	2,600.02	5,200.00	\$ (2,811)	46%
8570 · ELECTION FEES	0.00	0.00	-62.00	0.00	0.00	\$ (62)	
8575 · EMPLOYEE RECOGNITION	227.02	291.66	874.98	1,750.01	3,500.00	\$ (2,625)	25%
8590 · MONTHLY BUS PASSES	0.00		45.00			\$ 45	
8605 · VEHICLE MAINT & REPAIR	3,239.04	8,000.00	42,266.05	48,000.00	96,000.00	\$ (53,734)	44%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	6,393.86	3,541.66	25,936.07	21,250.04	42,500.00	\$ (16,564)	61% *
8660 · SHELTER CLEANING/REPAIR	326.76	208.33	434.63	1,250.02	2,500.00	\$ (2,065)	17%
8705 · SMALL TOOLS/MINOR EQUIPMENT	0.00	166.66	1,138.59	1,000.04	2,000.00	\$ (861)	57%
8725 · MISCELLANEOUS	0.00		14.50			\$ 15	
8750 · CONFERENCES/TRAINING/TRAVEL	2,156.86	1,583.33	13,529.55	9,500.02	19,000.00	\$ (5,470)	71% *
8780 · MEETING EXPENSE	76.84	83.33	214.78	500.02	1,000.00	\$ (785)	21%
Total Expense	127,375.11	170,273.99	842,174.37	1,021,645.10	2,043,289.00	\$ (1,201,115)	41%
Net Ordinary Income	96,180.22	65,773.40	827,336.08	394,639.60	789,280.00	\$ 38,056	105%
Other Income/Expense							
Other Income							
9150 · TRANSFERS IN	0.00	5,000.00	0.00	30,000.00	60,000.00		
Total Other Income	0.00	5,000.00	0.00	30,000.00	60,000.00	\$ (60,000)	0%

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance
 December 2013

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Difference		
Other Expense								
9600 · DEBT SERVICE & INTEREST-FEES	117,395.69	34,166.67	150,263.19	204,999.98	410,000.00	\$ (259,737)	37%	
9700 · CAPITAL EXPENSE	0.00	42,600.00	116,412.94	255,600.00	511,200.00	\$ (394,787)	23%	
9800 · CONTINGENCY	0.00	20,630.83	0.00	123,785.02	247,570.00	\$ (247,570)	0%	
Total Other Expense	<u>117,395.69</u>	<u>97,397.50</u>	<u>266,676.13</u>	<u>584,385.00</u>	<u>1,168,770.00</u>	\$ (902,094)	23%	
Net Other Income	<u>-117,395.69</u>	<u>-92,397.50</u>	<u>-266,676.13</u>	<u>-554,385.00</u>	<u>-1,108,770.00</u>	\$ 842,094	24%	
Net Income	<u><u>-21,215.47</u></u>	<u><u>-26,624.10</u></u>	<u><u>560,659.95</u></u>	<u><u>-159,745.40</u></u>	<u><u>-319,490.00</u></u>	\$ 880,150	-175%	

* Exceptions Report

Northwest Ride Center
Profit Loss Budget Performance
December 2013

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Difference	\$	%
Ordinary Income/Expense								
Income								
4305 - INTEREST	0.00		15.08					
4400 - PROVIDER PAYMENTS	238,722.00	153,343.25	1,015,080.00	920,059.50	1,840,119.00	\$	(825,039)	55%
Total Income	<u>238,722.00</u>	<u>153,343.25</u>	<u>1,015,095.08</u>	<u>920,059.50</u>	<u>1,840,119.00</u>	\$	(825,024)	55%
Gross Profit	238,722.00	153,343.25	1,015,095.08	920,059.50	1,840,119.00	\$	(825,024)	55%
Expense								
6000 - PAYROLL WAGES	20,797.10	20,370.66	119,443.28	122,224.04	244,448.00	\$	(125,005)	49%
6200 - PAYROLL TAXES - EMPLOYER	2,029.09	2,615.75	12,377.70	15,694.50	31,389.00	\$	(19,011)	39%
6300 - BENEFITS	430.16	7,149.33	25,820.60	42,896.02	85,792.00	\$	(59,971)	30%
6560 - PAYROLL EXP (OUTSOURCED FEES)	16.35		80.84					
7750 - DMAP TRIP REIMBURSEMENTS	154,611.94	91,666.66	741,812.23	550,000.04	1,100,000.00	\$	(358,188)	67% *
8010 - BANK CHGS/FEES	0.00	41.66	0.00	250.04	500.00	\$	(500)	0%
8055 - AUDIT	1,551.00	750.00	7,634.00	4,500.00	9,000.00	\$	(1,366)	85% *
8155 - LEGAL ADS	0.00	41.66	0.00	250.04	500.00	\$	(500)	0%
8160 - PROFESSIONAL SERVICES	133.00	208.33	3,774.12	1,250.02	2,500.00	\$	1,274	151% *
8167 - LEGAL COUNSEL	63.00	166.66	168.00	1,000.04	2,000.00	\$	(1,832)	8%
8175 - NEWSPAPER ADS	0.00	41.66	290.95	250.04	500.00	\$	(209)	58% *
8180 - OFFICE SUPPLIES	92.84	416.66	1,160.70	2,500.04	5,000.00	\$	(3,839)	23%
8185 - POSTAGE	4.64	41.66	96.64	250.04	500.00	\$	(403)	19%
8190 - PRINTING	0.00	62.50	38.60	375.00	750.00	\$	(711)	5%
8250 - TELECOMMUNICATIONS	768.18	750.00	5,026.52	4,500.00	9,000.00	\$	(3,973)	56%
8300 - BLDG GROUNDS & MAINT	137.00	250.00	2,811.90	1,500.00	3,000.00	\$	(188)	94% *
8350 - INSURANCE	2,764.01	208.33	5,343.81	1,250.02	2,500.00	\$	2,844	214% *
8400 - BUS PASSES	0.00	308.33	840.00	1,850.02	3,700.00	\$	(2,860)	23%
8460 - UTILITIES	535.26	666.66	2,563.60	4,000.04	8,000.00	\$	(5,436)	32%
8465 - JANITORIAL SERV & SUPPLIES	125.00	166.66	750.00	1,000.04	2,000.00	\$	(1,250)	38%
8480 - UNIFORMS	0.00	83.33	0.00	500.02	1,000.00	\$	(1,000)	0%
8550 - DRUG/ALCOHOL SCREENING	0.00	125.00	562.00	750.00	1,500.00	\$	(938)	37%

Northwest Ride Center
Profit Loss Budget Performance
December 2013

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Difference		
8560 · DUES/SUBSCRIPTIONS/FEES	74.00	66.66	793.11	400.04	800.00	\$ (7)	99%	*
8575 · EMPLOYEE RECOGNITION	0.00	62.50	130.31	375.00	750.00	\$ (620)	17%	
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	4,746.36	2,258.33	17,166.72	13,550.02	27,100.00	\$ (9,933)	63%	*
8725 · MISCELLANEOUS	0.00		128.00			\$ 128		
8750 · CONFERENCES/TRAINING/TRAVEL	104.97	208.33	2,296.95	1,250.02	2,500.00	\$ (203)	92%	*
8780 · MEETING EXPENSE	52.93	66.66	144.76	400.04	800.00	\$ (655)	18%	
Total Expense	189,036.83	128,793.98	951,255.34	772,765.12	1,545,529.00	\$ (594,274)	62%	*
Net Ordinary Income	49,685.17	24,549.27	63,839.74	147,294.38	294,590.00	\$ (230,750)	22%	
Other Income/Expense								
Other Income								
9150 · TRANSFERS IN	0.00	12,166.67	0.00	72,999.98	146,000.00	\$ (146,000)	0%	
Total Other Income	0.00	12,166.67	0.00	72,999.98	146,000.00	\$ (146,000)	0%	
Other Expense								
9600 · DEBT SERVICE & INTEREST-FEES	54,584.06	12,166.66	127,270.56	73,000.04	146,000.00	\$ (18,729)	87%	*
9700 · CAPITAL EXPENSE	0.00	200.00	0.00	1,200.00	2,400.00	\$ (2,400)	0%	
9800 · CONTINGENCY	0.00	21,130.00	0.00	126,780.00	253,560.00	\$ (253,560)	0%	
9850 · TRANSFERS OUT	0.00	5,000.00	0.00	30,000.00	60,000.00	\$ (60,000)	0%	
Total Other Expense	54,584.06	38,496.66	127,270.56	230,980.04	461,960.00	\$ (334,689)	28%	
Net Other Income	-54,584.06	-26,329.99	-127,270.56	-157,980.06	-315,960.00	\$ 188,689	40%	
Net Income	-4,898.89	-1,780.72	-63,430.82	-10,685.68	-21,370.00	\$ (42,061)		

* Exceptions Report

SUNSET TRANSPORTATION SERVICES
Balance Sheet
As of December 31, 2013

	<u>Dec 31, 13</u>		<u>Dec 31, 13</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 · SETD	1,324,421.90	Accounts Payable	
1050 · NORTHWEST RIDE CENTER	481,769.49	2010 · Accounts Payable	67,724.46
1099 · TRANSFERS HOLDING ACCOUNT	2.11	Total Accounts Payable	67,724.46
Total Checking/Savings	<u>1,806,193.50</u>	Other Current Liabilities	
Accounts Receivable		2100 · PAYROLL LIABILITIES	5,283.64
1200 · ACCOUNTS RECEIVABLE	10,957.05	2260 · DEFERRED REVENUE	28,084.18
Total Accounts Receivable	<u>10,957.05</u>	Total Other Current Liabilities	<u>33,367.82</u>
Other Current Assets		Total Current Liabilities	101,092.28
1205 · PROPERTY TAX RECEIVABLE	45,872.36	Long Term Liabilities	
1410 · PREPAID INSURANCE	2,800.01	2800 · INTERCOMPANY TRANSACTION	1,293.00
1499 · UNDEPOSITED FUNDS	4,938.36	Total Long Term Liabilities	<u>1,293.00</u>
Total Other Current Assets	<u>53,610.73</u>	Total Liabilities	102,385.28
Total Current Assets	<u>1,870,761.28</u>	Equity	
TOTAL ASSETS	<u><u>1,870,761.28</u></u>	3000 · OPENING BAL EQUITY	500.00
		3800 · FUND BALANCE SETD	-316,731.50
		3850 · FUND BALANCE NWRC	1,440,857.81
		3900 · RETAINED EARNINGS	146,520.56
		Net Income	497,229.13
		Total Equity	<u>1,768,376.00</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,870,761.28</u></u>

SUNSET TRANSPORTATION SERVICES/ NWRC
Checks \$5,000+
November through December 2013

Type	Num	Date	Source Name	Account	Paid Amount	Original Amount
Check	WIRE 2	12/30/2013	US BANK TRUST N.A.	1040 · GENERAL FUND - CCB (3943)		-165,406.25
			US BANK TRUST N.A.	9625A · PRINCIPAL	-100,500.00	100,500.00
			US BANK TRUST N.A.	9625B · INTEREST	-9,551.69	9,551.69
			US BANK TRUST N.A.	9625C · LOAN FEES	-770.50	770.50
			US BANK TRUST N.A.	9625A · PRINCIPAL	-49,500.00	49,500.00
			US BANK TRUST N.A.	9625B · INTEREST	-4,704.56	4,704.56
			US BANK TRUST N.A.	9625C · LOAN FEES	-379.50	379.50
TOTAL					-165,406.25	165,406.25
Check	EFT 11-13	11/29/2013	CLATSOP COMMUNITY BANK	1040 · GENERAL FUND - CCB (3943)		-6,573.50
			CLATSOP COMMUNITY BANK	9615A · PRINCIPAL	-4,616.99	4,616.99
			CLATSOP COMMUNITY BANK	9610B · INTEREST	-1,956.51	1,956.51
TOTAL					-6,573.50	6,573.50
Check	EFT 12-13	12/31/2013	CLATSOP COMMUNITY BANK	1040 · GENERAL FUND - CCB (3943)		-6,573.50
			CLATSOP COMMUNITY BANK	9615A · PRINCIPAL	-4,616.99	4,616.99
			CLATSOP COMMUNITY BANK	9610B · INTEREST	-1,956.51	1,956.51
TOTAL					-6,573.50	6,573.50
Bill Pmt -Check	2237	11/07/2013	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)		-13,188.00
Bill	MED.1024-1026	10/28/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,391.00	2,391.00
Bill	MED.1020-23	10/28/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-3,334.50	3,334.50
Bill	AD20131105	11/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-11.00	11.00
Bill	MED.1026-1026	11/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-24.00	24.00
Bill	MED.1027-1030	11/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-4,148.50	4,148.50
Bill	MED.1031-1031	11/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-837.50	837.50
Bill	MED.1101-1102	11/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,441.50	2,441.50
TOTAL					-13,188.00	13,188.00
Bill Pmt -Check	2243	11/07/2013	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)		-25,477.45

SUNSET TRANSPORTATION SERVICES/ NWRC
Checks \$5,000+
November through December 2013

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill	WST-101213-CLA	10/28/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-430.40	430.40
Bill	WST-10-19 - 25-13CLA	10/28/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-4,020.95	4,020.95
Bill	WST-10-19 - 25-13COL	10/28/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-8,270.45	8,270.45
Bill	WST-10-19-25-13TIL	10/28/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-192.10	192.10
Bill	WST-10-26-11-01-13CL	11/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-3,170.20	3,170.20
Bill	WST-10-23-11-1-13COL	11/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-8,602.15	8,602.15
Bill	WST-10-26-11-1-13TIL	11/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-791.20	791.20
TOTAL					-25,477.45	25,477.45
Bill Pmt -Check	2259	11/22/2013	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)		-7,261.50
Bill	MED.1023-1023	11/21/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-121.00	121.00
Bill	MED.1103-1106	11/21/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-3,775.00	3,775.00
Bill	MED.1109-1109	11/21/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-3,365.50	3,365.50
TOTAL					-7,261.50	7,261.50
Bill Pmt -Check	2264	11/22/2013	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)		-13,395.17
Bill	WST-1102-110813TIL	11/21/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-80.00	80.00
Bill	WST-1109-111513CLA	11/21/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-3,732.95	3,732.95
Bill	WST-1109-111513 COL	11/21/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-8,790.25	8,790.25
Bill	WST-1109-111513TIL	11/21/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-791.97	791.97
TOTAL					-13,395.17	13,395.17
Bill Pmt -Check	2268	11/27/2013	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)		-7,498.50
Bill	MED1110-113	11/23/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-4,660.00	4,660.00
Bill	MED.1114-1116	11/23/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,838.50	2,838.50
TOTAL					-7,498.50	7,498.50
Bill Pmt -Check	2274	12/06/2013	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)		-12,143.00
Bill	MED.1117-1120	11/29/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-3,286.00	3,286.00
Bill	MED.1121-1123	11/29/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,309.00	2,309.00
Bill	MED.1124-1126	12/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-4,070.50	4,070.50
Bill	MED.1127-1130	12/05/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,477.50	2,477.50

SUNSET TRANSPORTATION SERVICES/ NWRC
Checks \$5,000+
November through December 2013

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
TOTAL					-12,143.00	12,143.00
Bill Pmt -Check	2279	12/06/2013	NWRC-TILLAMOOK COUNTY TRANSPORTAT	1080 · NWRC Reimb - CCB (3976)		-7,471.50
Bill	TCTD 11/10-11/16/13	12/05/2013	NWRC-TILLAMOOK COUNTY TRANSPORTATI	7752 · PROVIDERS	-3,995.75	3,995.75
Bill	TCTD 11/17-11/23/13	12/05/2013	NWRC-TILLAMOOK COUNTY TRANSPORTATI	7752 · PROVIDERS	-3,475.75	3,475.75
TOTAL					-7,471.50	7,471.50
Bill Pmt -Check	2280	12/06/2013	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)		-31,507.81
Bill	AD20131126	11/29/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-59.00	59.00
Bill	WST-1116-112213CLA	11/29/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-2,781.11	2,781.11
Bill	WST-1116-112213 COL	11/29/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-9,942.20	9,942.20
Bill	WST-1116-112213TIL	11/29/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-421.20	421.20
Bill	WST-1102-110813CLA	12/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-3,236.70	3,236.70
Bill	WST-1102-110813COL	12/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-7,767.85	7,767.85
Bill	WST-1123-112913CLA	12/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-2,892.95	2,892.95
Bill	WST-1123-112913COL	12/05/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-4,406.80	4,406.80
TOTAL					-31,507.81	31,507.81
Bill Pmt -Check	2292	12/11/2013	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)		-9,623.44
Bill	WST-1130-120613CLA	12/11/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-3,557.54	3,557.54
Bill	WST-1130-120613COL	12/11/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-6,065.90	6,065.90
TOTAL					-9,623.44	9,623.44
Bill Pmt -Check	2305	12/20/2013	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)		-6,306.50
Bill	med.1208-121113	12/19/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-3,396.00	3,396.00
Bill	med.1212-121413	12/19/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,910.50	2,910.50
TOTAL					-6,306.50	6,306.50
Bill Pmt -Check	2307	12/20/2013	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)		-12,838.26
Bill	WST-1207-121313COL	12/16/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-7,244.35	7,244.35

SUNSET TRANSPORTATION SERVICES/ NWRC
Checks \$5,000+
November through December 2013

Type	Num	Date	Source Name	Account	Paid Amount	Original Amount
Bill	WST-120213-TIL	12/19/2013	NWRC-WAPATO SHORES, INC	7751 · GAS VOUCHERS	-163.60	163.60
Bill	WST-1207-121313CLA	12/19/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-4,514.86	4,514.86
Bill	WST-1207-121313TIL	12/19/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-422.20	422.20
Bill	WST-121313-CLARE	12/19/2013	NWRC-WAPATO SHORES, INC	7751 · GAS VOUCHERS	-48.75	48.75
Bill	WST-121313-BILLS	12/19/2013	NWRC-WAPATO SHORES, INC	7751 · GAS VOUCHERS	-444.50	444.50
TOTAL					-12,838.26	12,838.26
Bill Pmt -Check	2314	12/27/2013	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)		-5,421.00
Bill	MED.12/15-12/18/13	12/26/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,347.00	2,347.00
Bill	MED.12/19-12/21/13	12/26/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-2,420.00	2,420.00
Bill	AD20131223	12/26/2013	NWRC-MEDIX AMBULANCE	7752 · PROVIDERS	-654.00	654.00
TOTAL					-5,421.00	5,421.00
Bill Pmt -Check	2316	12/27/2013	NWRC-TILLAMOOK COUNTY TRANSPORTAT	1080 · NWRC Reimb - CCB (3976)		-6,987.25
Bill	TCTD 11/124-11/30/13	12/26/2013	NWRC-TILLAMOOK COUNTY TRANSPORTATI	7752 · PROVIDERS	-1,936.25	1,936.25
Bill	TCTD 12/01-12/07/13	12/26/2013	NWRC-TILLAMOOK COUNTY TRANSPORTATI	7752 · PROVIDERS	-3,027.25	3,027.25
Bill	TCTD 12/08-12/14/13	12/26/2013	NWRC-TILLAMOOK COUNTY TRANSPORTATI	7752 · PROVIDERS	-2,023.75	2,023.75
TOTAL					-6,987.25	6,987.25
Bill Pmt -Check	2317	12/27/2013	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)		-12,976.95
Bill	WST-1214-122013CLA	12/26/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-4,134.75	4,134.75
Bill	WST-1214-122013COL	12/26/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-8,678.60	8,678.60
Bill	WST-1214-122013TIL	12/26/2013	NWRC-WAPATO SHORES, INC	7752 · PROVIDERS	-163.60	163.60
TOTAL					-12,976.95	12,976.95
Bill Pmt -Check	13887	11/15/2013	BOLDT, CARLISLE & SMITH, LLC	1040 · GENERAL FUND - CCB (3943)		-7,100.00
Bill	105622	11/04/2013	BOLDT, CARLISLE & SMITH, LLC	8055 · AUDIT	-4,757.00	4,757.00
			BOLDT, CARLISLE & SMITH, LLC	8055 · AUDIT	-2,343.00	2,343.00
TOTAL					-7,100.00	7,100.00
Bill Pmt -Check	13899	11/15/2013	JACKSON & SON OIL, INC.	1040 · GENERAL FUND - CCB (3943)		-7,786.02

SUNSET TRANSPORTATION SERVICES/ NWRC
Checks \$5,000+
November through December 2013

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill	10130975	11/08/2013	JACKSON & SON OIL, INC.	8360 · FUEL	-7,786.02	7,786.02
TOTAL					<u>-7,786.02</u>	<u>7,786.02</u>
Bill Pmt -Check	13911	11/15/2013	WILCOX & FLEGEL	1040 · GENERAL FUND - CCB (3943)		-6,974.37
Bill	CL15259	10/30/2013	WILCOX & FLEGEL	8360 · FUEL	-6,021.57	6,021.57
Bill	0552339-IN	10/21/2013	WILCOX & FLEGEL	8605 · VEHICLE MAINT & REPAIR	-952.80	952.80
TOTAL					<u>-6,974.37</u>	<u>6,974.37</u>
Bill Pmt -Check	13958	12/13/2013	JACKSON & SON OIL, INC.	1040 · GENERAL FUND - CCB (3943)		-5,279.98
Bill	11130962	12/09/2013	JACKSON & SON OIL, INC.	8360 · FUEL	-5,279.98	5,279.98
TOTAL					<u>-5,279.98</u>	<u>5,279.98</u>
Bill Pmt -Check	13968	12/13/2013	WILCOX & FLEGEL	1040 · GENERAL FUND - CCB (3943)		-6,414.12
Bill	CL18468	11/29/2013	WILCOX & FLEGEL	8360 · FUEL	-6,414.12	6,414.12
TOTAL					<u>-6,414.12</u>	<u>6,414.12</u>

Sunset Transportation Services

DECEMBER FINANCIAL EXCEPTIONS REPORT

For the January 2014 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 6 Months = 50% of Fiscal Year Budget*

For period ending December 31, 2013

SETD Profit and Loss

We are over budget for revenues and under budget for total expenses.

Revenue

- 4450 Rental Income: All from parking spaces.

Expense

- 8010 Bank Chgs/Fees: The majority of these charges are merchant services fees for credit card processing.
- 8050 Audit: Slightly over budget for this period, but will be in line with budget by year end.
- 8175 Newspaper Ads: All costs in this expense line item are for posting open positions.
- 8205 Taxes/License: Two annual licenses were paid in this quarter.
- 8250 Telecommunications: \$1,500 in repairs was required this quarter for the wireless radio system.
- 8350 Insurance: Quarterly payment made in Q1 2013-14 for Q4 2012-13 puts SETD slightly ahead of budget.
- 8550 Drug/Alcohol Screening: Slightly higher due to new hires.
- 8650 Computer Maint/Repairs/Software: Purchased two new computers this quarter for Admin staff.
- 8750 Conferences/Training: The ODOT conference and a management training occurred this quarter. The only other major conference currently planned for participation this year is the Special Districts training in Seaside.

NWRC Profit and Loss

We are slightly over budget for income and over budget for total expenses.

Expense

- 7750 Trip Reimbursements: Greater than expected number of rides has taken place and will continue due to the Affordable Health Care Act. DMAP reimbursements will continue to increase proportionately.
- 8160 Professional Services: This is due to the allocated costs for the Internal Control procedural manual being created by Boldt.
- 8175 Newspaper Ads: As with SETD, all costs in this expense line item are for posting open positions.

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

Sunset Transportation Services

DECEMBER FINANCIAL EXCEPTIONS REPORT

For the January 2014 Board of Commissioner's Meeting

- 8300 Bldg Grounds & Maintenance: A new screen door and security lights were purchased this quarter. This expense should be in line with budget by year end.
- 8350 Insurance: Cyber Liability Insurance was purchased this quarter due to the expected continued increase in ridership and related privacy risk.
- 8560 Dues/Subscriptions/Fees: Three annual dues were paid this quarter.
- 8650 Computer Maintenance/Repair Software: Purchased two new computers this quarter for Admin staff.
- 8750 Conference/Training Travel: This is due to a management training session and a day training course on new management software.

***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.

We served 436 households
for a total of 1581 people
in the Astoria/Knapapa
Area.

2015
Thank you all so much for
continuing to do the food
drive during December. We
(Christmas Basket Program) felt
honored to again receive some
of that bounty.

In a short period of
time you brought us
536 pounds of food! It was
sorted out and put into
food boxes in short order.

Myrtle Bruner
Coordinator

EXECUTIVE DIRECTOR

SUNSET EMPIRE TRANSPORTATION DISTRICT

Job Summary:

The Executive Director will report directly to the Sunset Empire Transportation District (SETD) Board of Directors. Under the direction of the Board, the Executive Director will be responsible for the overall planning, organizing, and financial matters of the transit district. The position is responsible for the efficient operations of the District, which includes the implementation and coordination of all policies adopted by the Board. **The Executive Director serves as the budget officer of the District.**

Reporting Relationships:

The Executive Director reports directly to the Board of Directors of the Sunset Empire Transportation District. The position is responsible for the development of an appropriate organizational structure that describes the reporting mechanism for all positions in the District.

Essential Qualifications:

- | | |
|------------|---|
| Education | Associate Degree or equivalent experience in a related field. |
| Experience | Two years of documented management level experience in transportation or related field. |
- STRONG** background in municipal finances
 - Demonstrated success in the researching, authoring, obtaining and managing of Federal, State, and local grants.
 - Experience in partnering with local, State and Federal agencies
 - Experience in administration and organizational planning
 - Knowledge of principles, practices, and standards of public transportation systems
 - Excellent oral, written and presentation skills
 - Ability to work effectively with a governing board
 - Ability to obtain and maintain a valid Oregon Drivers License

Desired Qualifications:

- Bachelor's Degree in financial, business, or public administration
- Experience in organizational turnaround
- Ability to lead positive organizational change
- Team builder and team player
- Superior time management skills with the ability to manage multiple tasks concurrently

EXECUTIVE DIRECTOR

SUNSET EMPIRE TRANSPORTATION DISTRICT

Essential Job Functions:

Physical: Works primarily in an office environment. Some travel may be required outside of Clatsop County during the day and evening hours. Physical demands of the position are minimal, involving moving materials, books, files, etc. weighing up to 20 pounds.

Mental: The Executive Director works in fast-paced office environment characterized by limited resources, frequent deadlines, interruptions, and complex management decisions.

General Duties:

1. Manages the acquisition, construction, maintenance, and operations of the transit district which includes the Medicaid Brokerage/Northwest Ride Center.
2. Administers the District's operational and personnel policies.
3. Prepares the District annual budget.
4. Ensures monthly expenditure and revenue reports are submitted to the Board for review on a timely basis.
5. Communicates effectively to the Board on matters of the District.
6. Prepares all plans and specifications for acquisitions of equipment or construction of improvements or facilities for the District.
7. Prepares agendas for monthly and Special Board meetings
8. Maintains an operational awareness of all Federal, State and local laws and regulations that affect the operation of the District and informs the Board of changes.
9. Prepares and recommends Policies for Board review and adoption and ensures the Board Policy Manual is updated annually.
10. Prepares and submits to the Board by August 30th of each year, a complete report of the District's finances and administrative activities from the preceding fiscal year.
11. Ensures that all employees are evaluated on an annual basis.
12. Assists the Board of Directors in the development of strategic plans that address the financial and service levels of the transportation district.
13. Represents the Board of Directors to media, citizens and local organizations/groups regarding the transportation district.
14. Ensures that all operational activities are in compliance with Federal, State and Local regulations.
15. Coordinates the development of operational performance metrics for the analysis of bus and para transit operations, ridership, customer service and employee relations.
16. Ensures the District's website is maintained and updated
17. Ensures the District's Drug & Alcohol Policy is maintained to Industry Regulations.
18. Other duties as required.

**EXECUTIVE DIRECTOR
SUNSET EMPIRE TRANSPORTATION DISTRICT**

Salary Range: \$ 55,000.00 to \$ 70,000.00 depending on qualifications

Benefits: Competitive benefit package for the region and subject to negotiation.

SETD Policy requires all new employees pass a criminal background check and pre-employment drug testing.

Adopted by the Sunset Empire Transportation Board of Directors, on January __, 2014

Sunset Empire Transportation District General Manager Selection Process Timeline

First Draft for Board Discussion

January 23, 2014	Board Meeting, to introduce job description, benefit package and selection process review & approval
January 2014	Special Board Meeting to finalize job description, benefit package and selection process. (If Necessary)
February 3, 2014	Application period opens
March 7, 2014	Application period closes
March 11, 2014	Applications scoring completed by SDAO and packets to District
March 20, 2014	Board Meeting, Input from Board Members on candidates
March 25, 2014	Necessary candidates reference checks completed by SDAO
March 26, 2014	Semi Finalist candidates selected and notified
April 14-15, 2014	Assessment Center and Interview Panels
April 14-15, 2014	Board Meeting, Finalist Interviews, Contingent Offer
April 2014	Contract negotiations with finalist, medical evaluation completed, and background check completed, final reference checks completed.
May 19, 2014	Start date for General Manager

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Sunset Empire Transportation District.

SDAO agrees to provide facilitation and assistance with General Manager/CEO Recruitment and Hiring process as part of SDAO's Management Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$40.00 per hour not to exceed 40 hours (\$1,600.00) plus expenses not to exceed \$2,000.00 without additional approval.

This agreement is made and entered into on this _____ day of January, 2014.

Special Districts Association of Oregon

By: _____
George Dunkel
SDAO Consulting Services Administrator

Sunset Empire Transportation District

By: _____
Board President

Sunset Transportation Services

NOVEMBER/DECEMBER MANAGEMENT REPORT

For the January 2014 Board of Commissioner's Meeting

Director's Report

Connector IGA update/changes

- We have taken a significant departure from the planned IGA structure that was introduced and approved at the last Board meeting. The problem arose when Lincoln County (LC) Transit tried to introduce the IGA to its Board. The LC Attorney rejected the IGA and stated that LC would not like to help create a new independent ORS 190 to due internal issues, but would be willing to continue the Connector IGA with a fiscal agent attached. This same reservation was shared by Benton and Columbia Counties and has forced the Alliance to rethink the IGA. The Alliance voted in early January to change the IGA to include Tillamook Co Transit District as the new fiscal agent of the Connector Alliance. LC's attorney will take the lead on redrafting the IGA to accommodate these changes. Jay will keep our attorney in the loop during this redrafting effort.
- Therefore, there will not be an ordinance ready to introduce at the Board meeting this month. Please be patient with this process, it is not easy getting five agencies to all agree 100% on an agreement but we are moving in the right direction.

Rebranding

- Next step for this month's Board meeting is to approve the icons and names for each of our five departments/services. Tiffany will present these icon drafts at the meeting. The new names for the five services are:
 - Fixed Route: RIDE the bus
 - Paratransit: RIDE assist
 - Mobility: RIDE pal
 - Transportation Options: RIDE next
 - Northwest Ride Center: RIDE care

New Miles Crossing/John Day Shuttle

- We are working on the details of this new demand response service. However, with Scott's unexpected extended leave from the office, we have pushed back the start date from Feb 1 to March 1.

Operations Report

- Scott had to take an extended leave and will be out all of January and likely part of February too. Jay and Lori met with the Operations team, and divided up Scott's duties between John, Tami, Norm, and Steve Weinard (Driver Supervisor). This temporary arrangement will be revisited each week to ensure all of Scott's duties are being accomplished.
- Hwy 30/Columbia Connector route began on Jan 4th as planned. The new connections with CC Rider are working well. We have only had a couple hiccups with riders getting confused.
- Both bids were awarded to Western Bus for all three buses and approved by ODOT. Purchase Orders have been sent out to Western Bus. Next step is to meet with Western Bus and go over the bus details – such as seat fabric color. Estimated delivery date of late May / early June.
- Attended the County TSP meeting with Jay. Very informative with lots of ideas.
- Christmas party was a success. Very good food. Nice venue. Thanks to all involved.
- Canned food drive ended Dec. 24th. Donations were down slightly from last year. Only 9 cases of food to the Food Basket and cases to the County food Bank.
- We had very good participation with the Adopt a family this year. I hope we can continue this in the future.

- Additional security cameras installed at the yard.
- New Bus Shelter Installed at Warrenton Mini Mart.

ADA Paratransit Report

Monthly Report: November 2013

- In November we hired a part-time Operation's Assistant "Shasia Holtusen". She will be helping in the Paratransit department as well as in Operations.
- On November 21st Tami participated in a MTM ADA Assessment Webinar.
- Tami attended a special staff meeting on November 25th called by Jay E.D. regarding OBSS and NWRC discussion. Agenda included the new STF funds update; Paratransit service area expansions; OBSS and electronic filing – PT letters and eligibility cards; NWRC provider increase via SETD and cost re-evaluation.
- In November Paratransit provided 490 rides; an average of 24.5 riders per day.
- 44% of the current Paratransit applicants used the service in November.
- There were 8 new ADA Paratransit applications received and 7 approved.
- The Paratransit drivers sold 19 ticket books totaling \$486.00. Ticket book sales continue to increase.
- Fare collection was successful and increased by \$126.00 from last month.

Paratransit Fares Collected for November: \$3,591.00

- Para-transit Fares: \$350.00
- Tickets Collected: \$548.00
- Medicaid: \$2,693.00

Monthly Report: December 2013

- In December Shasia and Tami attended the S&D Transportation Advisory Committee meeting and the SETD Board meeting. Shasia was introduced at both meetings as the new Operations Assistant.
- In December Paratransit provided 429 rides; an average of 20.4 riders per day.
- 42% of the current Paratransit applicants used the service in December.
- There were 4 new ADA Paratransit applications received and 12 approved.
- The Paratransit drivers sold 9 ticket books totaling \$225.00.
- Fare collection was successful but decreased by \$498.00 from last month.

Paratransit Fares Collected for December: \$3,093.00

- Para-transit Fares: \$397.00
- Tickets Collected: \$433.00
- Medicaid: \$2,263.00

Human Resources Report

- As part of the Lower Columbia Human Resources Management Association, Lori will continue to be the Treasurer for one more year.
- November 20th, we had David Reid from AFLAC, and Jeff Evans from VALIC at our mandatory driver and staff meetings. We have these representatives come each year to talk about the programs and additional benefits that the employees can participate in for the upcoming year.
- We have changes happening in the Mobility Department. It was confirmed in December that Danielle would be leaving us, all for a very good reason 😊. So we did have to place an ad from December 4th – 18th and received about 18 applications. We held interviews on January 2nd and did find a good candidate for the job. All references checked out excellent and she will start with us on January 20th. Her name is Rachelle Dilley.

- On December 14th we held our annual Christmas party. We were very blessed to use the Barbey Maritime Center. We played games and enjoyed each other's company. I feel it was a very good time with all who attended. The caterers did a very nice job in accommodating us.
- We delivered gifts and a large basket of food to our Adopt-a-Family "Family" on December 20th. Thank you to all who participated and helped out in various ways. The family was so very thankful and overwhelmed.

Information Technology Report

Phones and Computers

Admin

- New computers have been purchased for John and Mary. We should receive them in January.

NWRC

- Bryon Palmer with Trimet is in the process of updating our version of OBSS. We will be training on the new version this month and we hope to have the new version of OBSS operational by the end of January.

Mobility Management

Compliance:

- LEP plan training completed with the drivers and operations department
- STF grant Shopper Shuttle Service Development

Outreach:

- Planning Transit 101 class February 10th at the Transit Center
- Open House Rider Appreciation Day
- Project Homeless Connect
- Job Corps class
- Schedule delivery especially new route 30
- Shelter posting

Assessments:

- Working on ADA Applications referred from Tami, New shared file for electronic communication and filing of notes and assessments. This will be the bridge to using the OBSS software.

Transit Center:

- Collected applications and Hired Full Time Mobility Assistant to start on January 20th. There will be crossover as Danielle prepares for her departure. Rachelle Dilley will join us and take over Danielle's duties.
- Transit Center now using electronic logging system in QuickBooks. Abandoned the paper system for logging sales. Diane led this transition.

Transportation Options:

- Work Plan Draft due February 1st.
- Planning an individualized marketing plan for "RIDEnext"
- Participating in the "Be Seen" campaign with Drive less Connect
- Second visit with Columbia County and Janet Wright did not go well. Columbia County is resisting being integrated into the new program. Will work with ODOT to alleviate this situation.
- Photographing Park and Ride Sites

Northwest Ride Center Report

- The NWRC interviewed Shana Verely and offered her the job as Client Service Representative. She accepted and started working on 11/5. She is bi-lingual and has been a quick study in this program.
- John and Jason held a conference call with M2 to help them fill in a few pieces as they develop the scheduling program. This meeting was very encouraging to the process.
- Jay and Jason attended a conference call in which eligibility files were discussed.
- The NWRC hosted a PASS and DD class on 11/8. 8 drivers attended the meetings.
- Jason attended a Volunteers driver's meeting on 11/13. The highlight was that we were able to get a few drivers willing to begin working through IOBSS software.
- Jason administered the NWRC advisory board meeting on 11/14.
- Shana, Mary, and Jason attended a Hispanic outreach event where NO ONE came except the people hosting the event. We ended up discussing options and hammering out a direction for the ad hock group.
- Jason attended the CCO's Clatsop Community Advisory Committee local event on 11/7 as well as a meeting in early January. Jay stepped down from the committee and recommended Jason as his replacement at that meeting.
- Jason attended a meeting on NEMT with CC Rider and Columbia Co care providers in December.
- Jason continues to work with John on providing direction for the scheduling module for OBSS with the contractors.
- NWRC staff is preparing to ramp up for the projected increases in Medicaid eligible clients in January.
- Jason set up a quality assurance team within his staff to develop internal data tracking criteria to measure staff performance.
- Jason and Jay met with DHS District Manager, Lee Coleman, to further develop the volunteer program to include Child Welfare trips. The plan is for NWRC to dispatch for those non-medical rides and DHS will reimburse us for expenses. This is a strategic decision to help support the NEMT volunteer program. This may start in March 2014.

Rider Report
November 2013

Fixed Route Highlights:

- 12,082 people used fixed routes in November for an average of 416.6 riders per day.
- 1.8 % increase in average passengers who rode fixed routes per day from last November (409.2 to 416.6)
- \$5.32 per rider is the estimate cost per person riding fixed route in November.

ADA Para-Transit Highlights:

- 490 people used Para-transit in November for an average of 24.5 riders per day.
- 7.7 % increase in all ADA Paratransit rides from last November (259 to 279)
- \$30.25 per rider is the estimated cost per person riding Para-transit in November.

System Highlights:

- 12,572 people used SETD services in November for an average of 433.5 riders per day.
- 1.8 % increase in all average passengers per day from last November (426 to 433.5)
- 2.8 % decrease in average fuel cost from last November (\$.36 to \$.35).
- 4.7 % decrease in the ratio of elderly/disabled riders from last November (15.93% to 15.18%)

Rider Report

December 2013

Fixed Route Highlights:

- 10,718 people used fixed routes in December for an average of 357.3 riders per day.
-
- 7.2 % increase in average passengers who rode fixed routes per day from last December (333.3 to 357.3)
- \$6.23 per rider is the estimate cost per person riding fixed route in December.

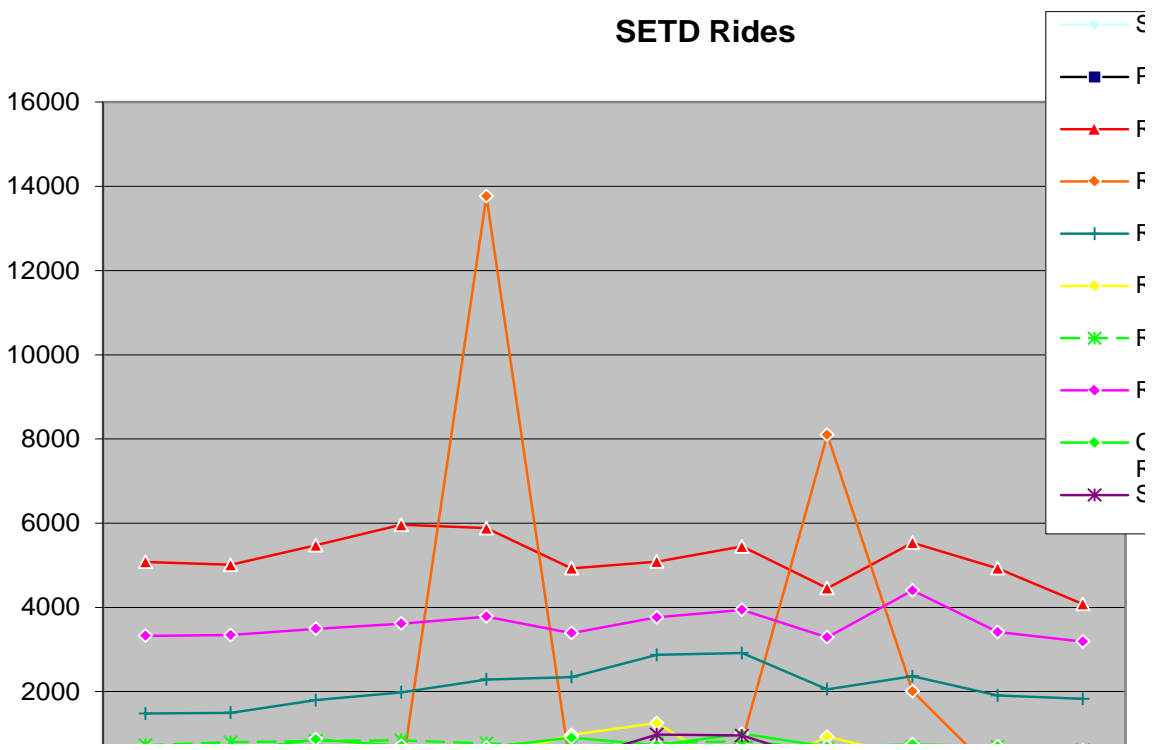
ADA Para-Transit Highlights:

- 429 people used Para-transit in December for an average of 20.4 riders per day.
-
- 2.5 % increase in average Para-transit passengers per day from last December (19.9 to 20.4)
-
- \$29.09 per rider is the estimated cost per person riding Para-transit in December.

System Highlights:

- 11,147 people used SETD services in December for an average of 371.6 riders per day.
-
- 7.2 % increase in all average passengers per day from last December (346.6 to 371.6)
-
- 21.4 % increase in average fuel cost from last December (\$.28 to \$.34).
-
- 3.2 % increase in the ratio of elderly/disabled riders from last December (16.77% to 17.30%)
-
- 30.3 % increase in all ADA Paratransit rides from last December (198 to 258)

SETD Rides



Rider Breakdown by Month

