



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY MARCH 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 FEBRUARY 26TH BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORT FOR FEBRUARY 2015
8. OLD BUSINESS
9. CORRESPONDENCE
10. NEW BUSINESS
 - a. Action Item: Website Upgrade-
 - b. Action Item: Hardware Infrastructure Upgrade-
 - c. SDAO District Board Assessment-
 - d. Modified Route 101-
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
MEETING MINUTES
February 26, 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 and Commissioner Mitch Mitchum. Commissioner Gearin and 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, Mobility Coordinator Elisabeth Pietila, RideAssist Coordinator Carol Penuel, IS John Layton, TO Shasia Fry and IT Konnor Claborn.
3. CHANGES TO AGENDA- Executive Director Hazen requested that technology upgrades be added to the agenda. Vice Chair Lewicki added this as item G under New Business.
4. PUBLIC COMMENT- None
5. APPROVAL OF THE JANUARY 12TH AND JANUARY 29TH BOARD MEETING MINUTES-

Commissioner Mitchum moved to approve the January 12th and January 29th Board minutes
Commissioner Smith seconded the motion
Discussion- Commissioner Widener asked if the motion made was for both January 12th and 29th meeting minutes. Commissioner Mitchum said yes.
Motion passed by unanimous aye vote of Commissioners present
6. REPORTS FROM CHAIR AND COMMISSIONERS:
Vice Chair Lewicki- Nothing to report
Commissioner Goforth- Reported that she had attended the STF-5310 Committee (Senior and Disabled) Special Meeting for determining awards for the STF-5310 Funding Applications. Commissioner Goforth said it was a very good meeting and the final report is on the agenda later in the meeting.
Commissioner Smith- Reported that he had talked with Vic Kee about the bus service in Hawaii and how they offer seniors a 1 year bus pass for only \$25 per year.
Commissioner Mitchum- Reported that the Daily Astorian released their annual Our Coast tourist guide which would be a good opportunity for SETD to use next year to advertise the Connector Passes and Our Coast also has added circulation to Canada. Mitch added that the cruise ships start on April 30th and there are 18 ships expected this year.
Commissioner Widener- Nothing to report
7. FINANCIAL REPORTS:
Diane reported that the balance sheet is out of balance by \$47.98 due to a cut and paste problem. Diane also reported that the \$70,000 that was put up as capital for the Clatsop Bank Loan has been released and a portion will be used for funding the capital fund which was set up last year during the budget process with a goal of \$50,000.

Commissioner Goforth moved to approve the January 2015 Financial Report
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all Commissioners present
8. OLD BUSINESS

Election Update- Executive Director Hazen reminded the Board that District elections are coming up and those seeking election for the expired positions must have the paperwork filed with the County Clerk by March 19th.

9. CORROSPONDENCE- Executive Director Hazen passed out a letter received by the Senior Center thanking SETD for adding there temporary location to the Route 10. Vice Chair Lewicki thanked the staff for their finding a way to resolve the problems discussed about the location at the last Board Meeting. Commissioner Smith asked if making changes like this are legal. Executive Director Hazen said he ran this by ODOT and also said we are going to make fare and route changes this summer and this stop will be wrapped into that overall process. Commissioner Smith asked if SETD had had stopped in front of the Senior Center before and now we do. Executive Director Hazen said that he wanted to remind everyone that this is why the transportation district got started, that it was focused on seniors and disabled. Commissioner Smith said he had concerns that another person might ask for service in front of their house and say you did it for them why can't you do it for me. Executive Director Hazen said he talked with Jean Palmateer at ODOT and she said it was ok to add the stop. Commissioner Widener asked what if the Bob Chisolm Center in Seaside asks for the Route 20 to stop there and he commented that we did not move the bus away from the Senior Center, the Senior Center moved. Commissioner Widener said he walked down to the Senior Center and said it is dangerous. Commissioner Smith said he had no problem with the fact but does not want to see us setting ourselves up for another problem. Commissioner Widener also said he was concerned about the time it takes for the seniors to leave the building and get on the bus and not doing that for anyone else and that Larry is on the Senior and Disabled Committee. Commissioner Mitchum said this is a temporary situation until the new center is built and work has started on the building. Commissioner Goforth said riders being ready was discussed at the Senior and Disabled Committee meeting yesterday and there is an overhang that the riders can wait under since they know when the bus is coming. Vice Chair Lewicki said the point is very valid especially on the heels of all the effort that has been made to dig out some of the things we did a couple of years ago but he said still he does not think that it would be hard to justify what we are doing on the grounds of public safety when you consider the hill and the portion of the population that is being served there and it is temporary. Vice Chair Lewicki also said we can do anything we want if we do it right and it would be nice to have something in writing from Jean Palmateer. Executive Director Hazen said he had an email that he would forward to the Board from Jean and we would want to make sure that this is the exception and not the rule.

10. NEW BUSINESS

- a. State Transportation Funds (STF)-5310 Award Recommendations- Commissioner Goforth and Elisabeth Pietila reviewed the process that the STF Committee went through and the funds awarded. Commissioner Widener asked about the \$1500 in administrative fees for the Senior Center. Diane said Larry had described it as match needed for the grant.

5310 Funding Recommendations:

Sunset Empire Transportation in Partnership with Veterans- \$285,081

State Special Transportation Funds

Sunset Transportation District in Partnership with Veterans \$200,000

Sunset Empire Recreational District \$7072

Astoria Senior Center \$5060

Clatsop Care Health District \$15,708

Vice Chair Lewicki asked that the Board approve the recommendations.

The STF-5310 Recommendations were approved by unanimous aye vote of all Commissioners present.

- b. Transportation Options- Shasia Fry explained the Northwest Transportation Options Program which is a partnership with Tillamook and Columbia County. The program follows the Drive Less Save More model which has a goal to reduce single occupant driving through education outreach and promotion. This program challenges people to think about how they travel and how their travel options effect there overall health and wellbeing and provides tools and knowledge to help people change their behaviors. In addition ODOT has awarded the Northwest Transportation Options an individual marketing campaign that will promote alternative modes of transportation in a fun and specific way. ODOT is providing a design and marketing team that will support and promote the campaign which will launch this summer. There will be a map designed that shows Astoria in a multi-module way. There have been 2 stakeholders meetings held with good attendance and feedback was collected for help in building the program.
- c. Budget Committee Appointments and Updates- Executive Director Hazen said that there were 4 positions that expired on the Budget Committee. Steve Hawks and Melinda Ward have both asked to be reappointed and Darlene Felkins and Linda Moreland have applied for the other two positions.

Commissioner Widener moved to accept Steve Hawks, Melinda Ward, Darlene Felkins and Linda Moreland on the Budget Committee

Commissioner Smith seconded the motion

Motion passed by unanimous aye vote of all Commissioners present.

- d. Intercity Grant Update- Executive Director Hazen reported that he and Scott have met with Michael Ray, Columbia County Transit Coordinator and have come to an agreement to run a route to Rainer 4 times a day 7 days a week. This route will meet the Columbia County Rider buses that will transport passengers into Longview or to Portland. The busses will be called the Lower Columbia Connector Route. Commissioner Widener asked what kind of match was required on the grant. Diane said that it is 50/50 match unless it is for capital and then it is 80/20 match.
- e. Connector Grant Update- Executive Director Hazen said the Northwest Connector group is applying for a \$48,000 grant that will enhance the Northwest Connector website, trip planning, outreach and driver understanding of services.
- f. Connector Award- Executive Director Hazen reported that the North by Northwest Connector was awarded the Excellence in Regional Transportation Award by the National Association of Development Organizations at their Cincinnati Conference. The Connector was the only recipient of this award in the Western region of the United States. Lee Lazaro went to Cincinnati to accept the award.
- g. Technology Upgrades-Executive Director Hazen described that he noticed several problems with the computer system here as soon as he started and has been focusing on upgrading the system ever since. Konner has been working designing the upgrades that need to be made. Executive Director Hazen passed out a report on the savings the district has had due to the drop in fuel costs and Diane explained that there is also extra capital available this year that can be put towards the upgrades and installation expenses due to the extension of bus purchases budgeted for this year that have been extended to next year. Diane said the total cost of the upgrades will be \$59, 465. Konner explained the plan is to have the system organized, secured and upgraded so that it will be faster and much more efficient and include installation of fiber optic lines. Konner also explained that with the new lines installed the phone system can also be upgraded and expanded. Vice Chair Lewicki asked if the fiber optic lines were going to be leased or owned. Konner said that it would be a lease which means that there will be a service available at all times. Vice Chair Lewicki asked how long would the upgrade last before having to look at a major system upgrade again. Konner said that we should not have to do a major overhaul like this one for 5-6 years. Vice Chair Lewicki asked if there is a video component to this. Konner said yes. Vice Chair Lewicki asked about how

we could use money that was budgeted for fuel for IT and how is that related to State Budget Law. Executive Director Hazen said the dollars are budgeted in the capital fund so by switching the use we are not violating the fund. Diane said the same with the material and services, which is the reasons that we are noting this in our public minutes so it transparent about what we are doing. Diane also said you do not need to go back to the budget committee or back to the public because we are still within budget. Vice Chair Lewicki asked if we had to notify anyone. Diane said no.

- 11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that he and Tami enjoyed the SDAO Conference and both learned a lot and that SETD will be having a financial review that is driven by ODOT in a couple weeks which is based on our previous audit findings.
- 12. LEADERSHIP TEAM REPORTS-
- 13. OTHER ITEMS- April 8th is Transit Day at the Capital and anyone wanting to go please contact Executive Director Hazen.

Meeting was adjourned at 10:10 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 District
FEBRUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the March 2015 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 8 Months = 66.6% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 61% to annual budget, with all income ahead of budget, except for timber revenue and grants. Total Expense is below budget at 53%. The Other Expense remains low at 33% to budget, of which Debt Service and Transfer Out are the contributors to this expense segment. Contingency and Capital Expense combined are less than 2.5% to budget, resulting in a positive Net Income that is 518.5% to budget.

Revenue

- 4450 Rental Income: All rental income is derived from parking spaces.

Expense

- 8010 Bank Charges: This month's cost is close to budget, which should continue for the remainder of the year.
- 8055 Audit: The audit is complete. There will be one more invoice to pay in March. (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.)
- 8560 Dues/Subscriptions/Fees: The SDAO payment in October plus additional charges incurred for refiling the DBAs will keep this line item over budget for the remainder of the year. (Same explanation as last month.)
- 8780 Meeting Expense: The winter event planned for December was budgeted for that month and was anticipated to be a major part of the annual budget. (Same explanation as last month.)
- 9600 Debt Service & Interest: While ahead of budget at this time, the Debt Service is where it is expected to be with the largest payment made in December to the Flexlease loan.
- 9850 Transfer Out: This is the transfer of funds from the General to the Capital Fund. The fund is now 100% to 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

FEBRUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the March 2015 Board of Commissioner's Meeting

RideCare Fund Profit and Loss

RideCare Total Income is over the annual budget at 115%. Total Expense is also over year-to-date budget at 75%. The Other Expense is under budget at 48% due to 0% expended in Contingency. The result is a positive Net Income at 237% to budget.

Expense

- 7750 Provider Services: The year-to-date rides expense should remain higher than budget as well as the related reimbursement revenue for the remainder of the year. (Same explanation as last month.)
- 8055 Audit: The audit is complete. There will be one more invoice to pay in March. (Same explanations 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.)
- 9600 Debt Service & Interest: Same as explained under the General Fund section, while ahead of budget at this time, the Debt Service is where it is expected to be with the largest payment made in December to the Flexlease loan.
- 9700 Capital Expense: This is for the phone line trunk required to support the increase in call volume. The trunk was the only planned capital purchase. (Same explanation as last month.)

Information and Follow Up to Previous Board Meeting Questions

There are no follow up items from the last meeting.

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

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

YTD Actual to Budget Target: 66.6%

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
Ordinary Income/Expense						
Income						
4000 · FARES	23,415.78	18,749.00	169,551.45	225,000.00	(55,448.55)	75.4% *
4100 · CONTRACTED SERVICES - IGA	0.00	0.00	44,773.70	55,000.00	(10,226.30)	81.4% *
4200 · TAXES	7,520.23	8,000.00	808,353.15	850,000.00	(41,646.85)	95.1% *
4250 · TIMBER REVENUES	28,430.96	30,000.00	68,186.44	160,000.00	(91,813.56)	42.6%
4300 · MASS TRANSIT ASSESSMENT	0.00	0.00	37,452.45	50,000.00	(12,547.55)	74.9% *
4305 · INTEREST	357.95	250.00	2,822.54	3,000.00	(177.46)	94.1% *
4450 · RENTAL INCOME	760.00	800.00	7,820.00	11,000.00	(3,180.00)	71.1% *
5001 · GRANTS	0.00	197,804.00	338,256.00	1,054,456.00	(716,200.00)	32.1% *
Total Income	60,484.92	255,603.00	1,477,328.41	2,408,456.00	(931,127.59)	61.3%
Gross Profit	60,484.92	255,603.00	1,477,328.41	2,408,456.00	(931,127.59)	61.3%
Expense						
6000 · PAYROLL WAGES	70,202.61	80,776.00	618,474.70	969,314.00	(350,839.30)	63.8%
6200 · PAYROLL TAXES & W/C - EMPLOYER	7,237.83	14,918.00	80,485.16	174,469.00	(93,983.84)	46.1%
6300 · BENEFITS	21,996.91	22,666.00	155,697.08	271,992.00	(116,294.92)	57.2%
6560 · PAYROLL EXP (OUTSOURCED FEES)	67.59	0.00	584.21	0.00	584.21	
6605 · REIMBURSED EXPENSES - p/r acct	95.00	0.00	570.00	0.00	570.00	
8010 · BANK CHGS/FEES	214.78	256.00	2,539.77	3,076.00	(536.23)	82.6% *
8055 · AUDIT	0.00	0.00	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	408.50	1,900.00	3,328.00	22,800.00	(19,472.00)	14.6%
8167 · LEGAL COUNSEL	0.00	633.00	3,869.88	7,600.00	(3,730.12)	50.9%
8170 · EDUCATION/OUTREACH	976.06	2,277.00	2,882.96	27,330.00	(24,447.04)	10.5%
8175 · NEWSPAPER ADS	0.00	0.00	1,439.32	912.00	527.32	157.8% *
8180 · OFFICE SUPPLIES	1,065.29	1,133.00	7,182.44	13,600.00	(6,417.56)	52.8%
8182 · OFFICE FURNITURE/EQUIPMENT	336.00	375.00	1,083.00	4,500.00	(3,417.00)	24.1%

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

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
YTD Actual to Budget Target: 66.6%						
8185 · POSTAGE-SHIPPING	49.00	76.00	738.08	910.00	(171.92)	81.1% *
8190 · PRINTING	2,172.00	2,500.00	5,038.50	10,000.00	(4,961.50)	50.4%
8195 · SUBGRANT PASS-THROUGH	0.00	0.00	1,538.33	2,200.00	(661.67)	69.9%
8205 · TAXES/LICENSE	95.00	100.00	95.00	600.00	(505.00)	15.8%
8250 · TELECOMMUNICATIONS	924.23	833.00	6,273.21	10,000.00	(3,726.79)	62.7%
8260 · RADIO SYSTEM-BUSES	0.00	0.00	3,346.24	5,000.00	(1,653.76)	66.9%
8300 · BLDG GROUNDS & MAINT	1,409.57	2,570.00	12,464.29	32,727.00	(20,262.71)	38.1%
8350 · INSURANCE	0.00	0.00	9,150.32	51,456.00	(42,305.68)	17.8%
8360 · FUEL	14,208.01	21,846.00	88,589.74	262,160.00	(173,570.26)	33.8%
8460 · UTILITIES	1,664.66	1,700.00	11,956.65	19,000.00	(7,043.35)	62.9%
8465 · JANITORIAL SERV & SUPPLIES	156.22	633.00	1,539.65	7,600.00	(6,060.35)	20.3%
8480 · UNIFORMS	174.18	200.00	4,264.34	7,600.00	(3,335.66)	56.1%
8500 · DONATIONS/GIFTS/CONTRIB	45.00	0.00	1,936.95	0.00	1,936.95	
8501 · DONATIONS CLEARING	-45.00	0.00	-1,861.95	0.00	(1,861.95)	
8550 · D/A SCREENING & BACKGROUND CKS	0.00	208.00	397.44	2,500.00	(2,102.56)	15.9%
8560 · DUES/SUBSCRIPTIONS/FEES	221.60	1,143.00	14,859.79	13,720.00	1,139.79	108.3% *
8570 · ELECTION FEES	0.00	0.00	0.00	4,940.00	(4,940.00)	0.0%
8575 · EMPLOYEE RECOGNITION	0.00	100.00	1,773.25	3,230.00	(1,456.75)	54.9%
8605 · VEHICLE MAINT & REPAIR	3,450.17	11,173.00	54,050.10	134,080.00	(80,029.90)	40.3%
8650 · COMPUTER INFO TECH SERVICES	2,634.57	4,160.00	22,066.91	49,913.00	(27,846.09)	44.2%
8660 · SHELTER CLEANING/REPAIR	0.00	100.00	1,756.20	3,000.00	(1,243.80)	58.5%
8705 · SMALL TOOLS/MINOR EQUIPMENT	115.19	183.00	602.50	2,200.00	(1,597.50)	27.4%
8750 · CONFERENCES/TRAINING/TRAVEL	1,442.76	2,083.00	9,700.57	25,000.00	(15,299.43)	38.8%
8780 · MEETING EXPENSE	257.82	150.00	1,358.81	1,376.00	(17.19)	98.8% *
Total Expense	131,575.55	174,818.00	1,147,711.24	2,164,565.00	(1,016,853.76)	53.0%
Net Ordinary Income	-71,090.63	80,785.00	329,617.17	243,891.00	85,726.17	135.1% *
Other Income/Expense					-	

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
					\$ (Under)	
					\$ Over	%
YTD Actual to Budget Target: 66.6%						
Other Income					-	
9150 · TRANSFERS IN	0.00	0.00	0.00	0.00	-	
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	-	
Other Expense					-	
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	6,600.00	164,299.06	197,140.00	(32,840.94)	83.3% *
9700 · CAPITAL EXPENSE	0.00	21,688.00	11,000.00	216,880.00	(205,880.00)	5.1%
9800 · CONTINGENCY	0.00	0.00	0.00	216,456.00	(216,456.00)	0.0%
9850 · TRANSFERS OUT	50,000.00	0.00	50,000.00	50,000.00	-	100.0% *
Total Other Expense	<u>56,573.50</u>	<u>28,288.00</u>	<u>225,299.06</u>	<u>680,476.00</u>	(455,176.94)	33.1%
Net Other Income	<u>-56,573.50</u>	<u>-28,288.00</u>	<u>-225,299.06</u>	<u>-680,476.00</u>	455,176.94	33.1%
Net Income	<u><u>-127,664.13</u></u>	<u><u>52,497.00</u></u>	<u><u>104,318.11</u></u>	<u><u>-436,585.00</u></u>	540,903.11	518.5% *

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

YTD Actual to Budget Target: 66.6%

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
Ordinary Income/Expense						
Income						
4305 · INTEREST	0.00		0.00	0.00		
4400 · PROVIDER SERV REIMBURSEMENTS	335,207.27	166,666.00	2,292,510.89	2,000,000.00		
Total Income	335,207.27	166,666.00	2,292,510.89	2,000,000.00	292,510.89	114.6%
Gross Profit	335,207.27	166,666.00	2,292,510.89	2,000,000.00	292,510.89	114.6% *
Expense						
6000 · PAYROLL WAGES	19,756.13	24,168.00	170,999.10	290,026.00	(119,026.90)	59.0%
6200 · PAYROLL TAXES & W/C - EMPLOYER	2,084.57	3,426.00	22,935.17	41,117.00	(18,181.83)	55.8%
6300 · BENEFITS	5,964.68	8,994.00	46,811.36	107,926.00	(61,114.64)	43.4%
6560 · PAYROLL EXP (OUTSOURCED FEES)	18.81	0.00	136.49	0.00	136.49	
7750 · RC PROVIDER SERVICES	210,349.35	115,937.00	1,269,872.77	1,391,250.00	(121,377.23)	91.3% *
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	0.00	224.00	(224.00)	0.0%
8055 · AUDIT	0.00	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	312.00	416.00	2,025.00	5,000.00	(2,975.00)	40.5%
8167 · LEGAL COUNSEL	0.00	100.00	4,047.12	2,400.00	1,647.12	168.6% *
8175 · NEWSPAPER ADS	0.00	0.00	167.12	400.00	(232.88)	41.8%
8180 · OFFICE SUPPLIES	521.95	533.00	2,160.40	6,400.00	(4,239.60)	33.8%
8182 · OFFICE FURNITURE/EQUIPMENT	79.99	216.00	173.48	2,592.00	(2,418.52)	6.7%
8185 · POSTAGE-SHIPPING	49.00	50.00	198.17	500.00	(301.83)	39.6%
8190 · PRINTING	0.00	163.00	0.00	1,960.00	(1,960.00)	0.0%
8205 · TAXES/LICENSE	0.00	0.00	0.00	100.00	(100.00)	0.0%
8250 · TELECOMMUNICATIONS	979.01	860.00	6,671.05	10,325.00	(3,653.95)	64.6%
8300 · BLDG GROUNDS & MAINT	979.31	1,215.00	4,649.71	14,585.00	(9,935.29)	31.9%

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
					\$ (Under)	
					\$ Over	%
YTD Actual to Budget Target: 66.6%						
8350 - INSURANCE	0.00	0.00	2,140.86	5,354.00	(3,213.14)	40.0%
8400 - BUS PASSES	1,522.00	500.00	8,019.50	6,000.00	2,019.50	133.7% *
8460 - UTILITIES	589.31	600.00	3,770.12	6,000.00	(2,229.88)	62.8%
8465 - JANITORIAL SERV & SUPPLIES	30.24	200.00	340.28	2,400.00	(2,059.72)	14.2%
8480 - UNIFORMS	0.00	216.00	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	0.00	110.00	1,248.39	1,330.00	(81.61)	93.9% *
8570 - ELECTION FEES	0.00	0.00	0.00	1,560.00	(1,560.00)	0.0%
8575 - EMPLOYEE RECOGNITION	0.00	45.00	517.93	1,020.00	(502.07)	50.8%
8650 - COMPUTER INFO TECH SERVICES	636.67	1,569.00	10,440.70	18,834.00	(8,393.30)	55.4%
8725 - MISCELLANEOUS	0.00	0.00	132.00	298.00	(166.00)	44.3%
8750 - CONFERENCES/TRAINING/TRAVEL	320.25	541.00	1,649.77	6,500.00	(4,850.23)	25.4%
8780 - MEETING EXPENSE	30.71	45.00	493.68	785.00	(291.32)	62.9%
Total Expense	<u>244,223.98</u>	<u>160,087.00</u>	<u>1,566,657.99</u>	<u>2,095,226.00</u>	<u>(528,568.01)</u>	<u>74.8% *</u>
Net Ordinary Income	90,983.29	6,579.00	725,852.90	-95,226.00	821,078.90	762.2% *
Other Income/Expense						
Other Expense						
9600 - DEBT SERVICE & INTEREST-FEES	0.00	0.00	255,345.44	354,337.00	(98,991.56)	72.1% *
9700 - CAPITAL EXPENSE	0.00	0.00	5,533.00	5,643.00	(110.00)	98.1% *
9800 - CONTINGENCY	0.00	0.00	0.00	180,589.00	(180,589.00)	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>260,878.44</u>	<u>540,569.00</u>	<u>(279,690.56)</u>	<u>48.3%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>-260,878.44</u>	<u>-540,569.00</u>	<u>279,690.56</u>	<u>48.3%</u>
Net Income	<u><u>90,983.29</u></u>	<u><u>6,579.00</u></u>	<u><u>464,974.46</u></u>	<u><u>-635,795.00</u></u>	<u><u>1,100,769.46</u></u>	<u><u>236.7% *</u></u>

SUNSET EMPIRE TRANSPORTATION
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>		<u>Feb 28, 15</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 · SETD		Accounts Payable	
1005 · BUS FUND - CCB 02240	2,200.43	2010 · Accounts Payable	
1010 · ON-LINE PURCHASE CCB (7498)	281.54	2010A · SETD - A/P	13,295.68
1020 · CASH - FISCAL AGENT (HRA)- SETD	152.08	2010B · NWRC - A/P	<u>1,552.00</u>
1025 · LGIP 4992 (Operations)	745,830.76	Total 2010 · Accounts Payable	<u>14,847.68</u>
1030 · PAYROLL - CCB (3950)	4,544.06	Total Accounts Payable	14,847.68
1035 · CCB LOAN RES ACCT-CCB (2455)	75,203.79	Other Current Liabilities	
1040 · GENERAL FUND - CCB (3943)	360,551.69	2100 · PAYROLL LIABILITIES	1,984.83
1045 · EMPLOYEES FUND - CCB (3935)	<u>767.89</u>	2260 · DEFERRED REVENUE	<u>23,220.58</u>
Total 1000 · SETD	<u>1,189,532.24</u>	Total Other Current Liabilities	<u>25,205.41</u>
1050 · RIDE CARE		Total Current Liabilities	<u>40,053.09</u>
1065 · CASH - FISCAL AGENT(HRA) - NWRC	147.92		
1080 · NWRC Reimb - CCB (3976)	331,111.55	Long Term Liabilities	
1085 · LGIP-RideCare	<u>650,000.00</u>	2800 · INTERCOMPANY TRANSACTION	
Total 1050 · RIDE CARE	<u>981,259.47</u>	2820 · INTERCOMPANY RECEIVABLE	418,815.19
Total Checking/Savings	<u>2,170,791.71</u>	2830 · INTERCOMPANY PAYABLE	-418,815.19
Accounts Receivable		Total 2830 · INTERCOMPANY PAYABLE	
1200 · ACCOUNTS RECEIVABLE		Total 2800 · INTERCOMPANY TRANSACTION	<u>0.00</u>
1200A · SETD - A/R	5,239.10	Total Long Term Liabilities	<u>0.00</u>
Total 1200 · ACCOUNTS RECEIVABLE	<u>5,239.10</u>	Total Liabilities	40,053.09
Total Accounts Receivable	5,239.10		
		Equity	
Other Current Assets		3800 · FUND BALANCE SETD	609,987.31
1205 · PROPERTY TAX RECEIVABLE	23,030.58	3850 · FUND BALANCE NWRC	933,623.60
1410 · PREPAID INS/BENEFITS	624.68	3900 · RETAINED EARNINGS	3,000.00
1411 · PREPAID EXPENSES	314.04	Net Income	<u>618,662.76</u>
1499 · UNDEPOSITED FUNDS	<u>5,326.65</u>	Total Equity	<u>2,165,273.67</u>
Total Other Current Assets	<u>29,295.95</u>		
		TOTAL LIABILITIES & EQUITY	<u><u>2,205,326.76</u></u>
Total Current Assets	<u>2,205,326.76</u>		
TOTAL ASSETS	<u><u>2,205,326.76</u></u>		

**SUNSET EMPIRE TRANSPORTATION
GENERAL FUND
A/R Aging Summary
As of February 28, 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	0.00	36.00	42.00	54.00	0.00	132.00
CC PAROL-PROBATION	0.00	1,740.00	0.00	0.00	0.00	1,740.00
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
COASTAL FAMILY HEALTH	0.00	258.00	0.00	0.00	0.00	258.00
DHS - ASTORIA - SSP/0401	0.00	351.00	45.00	0.00	0.00	396.00
DHS DMAP	0.00	0.00	0.00	0.00	0.00	0.00
ISN	0.00	0.00	30.00	210.00	0.00	240.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,020.00	-3,020.00
NWRC.	0.00	1,552.00	0.00	0.00	0.00	1,552.00
P-ALLSTATE INSURANCE AGENCY	0.00	285.00	0.00	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	95.00	47.50	45.50	0.00	188.00
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
PACIFIC NW WORKS	0.00	110.00	0.00	0.00	0.00	110.00
TOTAL	<u>0.00</u>	<u>7,785.10</u>	<u>164.50</u>	<u>309.50</u>	<u>-3,020.00</u>	<u>5,239.10</u>

SUNSET EMPIRE TRANSPORTATION
A/P Aging Summary
As of February 28, 2015

GENERAL FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	0.00	116.12	0.00	0.00	0.00	116.12
ASTORIA, CITY OF	0.00	512.28	0.00	0.00	0.00	512.28
CHARTER COMMUNICATIONS	114.90	0.00	0.00	0.00	0.00	114.90
DSU PETERBILT & GMC INC.	0.00	760.32	0.00	0.00	0.00	760.32
E-CARLSON, TAMI	0.00	334.47	0.00	0.00	0.00	334.47
E-CLABORN, KONNOR	0.00	40.00	0.00	0.00	0.00	40.00
E-deANDA, DEMECIO	0.00	95.00	0.00	0.00	0.00	95.00
E-MOODY, DIANE	0.00	20.00	0.00	0.00	0.00	20.00
E-PARKER, MARY	0.00	20.00	0.00	0.00	0.00	20.00
E-PIETILA, ELISABETH	0.00	40.00	0.00	0.00	0.00	40.00
ENGLUND MARINE SUPPLY CO, INC	0.00	63.94	0.00	0.00	0.00	63.94
GRAFS AUTOMOTIVE	0.00	60.00	0.00	0.00	0.00	60.00
INDUSTRIAL DIESEL POWER, INC	0.00	946.26	0.00	0.00	0.00	946.26
JACKSON & SON OIL, INC.	0.00	4,746.56	0.00	0.00	0.00	4,746.56
MTR WESTERN BUS	0.00	2,057.43	0.00	0.00	0.00	2,057.43
NORTH COAST TRUCK	0.00	45.00	0.00	0.00	0.00	45.00
NORTHSIDE TRUCK & EQUIPMENT	0.00	220.00	0.00	0.00	0.00	220.00
NW CAPITAL INVESTMENT GROUP	0.00	300.00	0.00	0.00	0.00	300.00
O'REILLY AUTO PARTS	0.00	592.37	0.00	0.00	0.00	592.37
OFFICE DEPOT	0.00	138.84	0.00	0.00	0.00	138.84
SAFEKEEPING STORAGE CENTERS	0.00	274.00	0.00	0.00	0.00	274.00
ULINE	0.00	157.75	0.00	0.00	0.00	157.75
VERIZON WIRELESS	0.00	1,405.62	0.00	0.00	0.00	1,405.62
WARRENTON AUTO PARTS	0.00	107.97	0.00	0.00	0.00	107.97
WESTERN BUS SALES, INC.	0.00	126.85	0.00	0.00	0.00	126.85
TOTAL	114.90	13,180.78	0.00	0.00	0.00	13,295.68

RIDECARE FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
NWRC-SETD-PARA	0.00	1,552.00	0.00	0.00	0.00	1,552.00
TOTAL	0.00	1,552.00	0.00	0.00	0.00	1,552.00

SUNSET EMPIRE TRANSPORTATION
Checks \$5000+
February 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	2905	02/09/2015	NWRC-HOT SHOT TRANSPORTATION	1080 · NWRC Reimb - CCB (3976)	-10,359.00
Bill Pmt -Check	2906	02/09/2015	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	-20,969.25
Bill Pmt -Check	2909	02/09/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 · NWRC Reimb - CCB (3976)	-7,312.50
Bill Pmt -Check	2910	02/09/2015	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	-11,713.78
Bill Pmt -Check	2918	02/16/2015	NWRC-K & M MEDIVAN	1080 · NWRC Reimb - CCB (3976)	-5,866.40
Bill Pmt -Check	2919	02/16/2015	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	-9,402.00
Bill Pmt -Check	2924	02/16/2015	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	-10,719.36
Bill Pmt -Check	2928	02/23/2015	NWRC-K & M MEDIVAN	1080 · NWRC Reimb - CCB (3976)	-10,456.65
Bill Pmt -Check	2929	02/23/2015	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	-9,372.00
Bill Pmt -Check	2933	02/23/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 · NWRC Reimb - CCB (3976)	-17,724.75
Bill Pmt -Check	2934	02/23/2015	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	-12,183.45

SUNSET EMPIRE TRANSPORTATION
Checks \$5000+
February 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	2941	02/27/2015	NWRC-K & M MEDIVAN	1080 - NWRC Reimb - CCB (3976)	-11,549.85
Bill Pmt -Check	2943	02/27/2015	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-10,633.00
Bill Pmt -Check	2948	02/27/2015	NWRC-TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-9,115.25
Bill Pmt -Check	2949	02/27/2015	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-10,145.88
Bill Pmt -Check	14917	02/16/2015	JACKSON & SON OIL, INC.	1040 - GENERAL FUND - CCB (3943)	-9,541.08
Check	EFT 2-15	02/28/2015	CLATSOP COMMUNITY BANK	1040 - GENERAL FUND - CCB (3943)	-6,573.50

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
02/18/2015	0188 1/9 - 2/5

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

PAID

Bill Due 03/02/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
SAFETY SERVICES/SUPPLIES	HAZEN - 0667 HOME DEPOT - FIRE EXTINGUISHER	37.96		ADMIN
CONFERENCES/TRAINING /TRAVEL	SDAO - SDAO CLASSES	250.80		ADMIN
CONFERENCES/TRAINING /TRAVEL	SDAO - SDAO CLASSES	79.20	NWRC.	ADMIN
TRAVEL	ARBY'S	6.39		ADMIN
TRAVEL	RAMADA INN - SDAO CLASSES	66.24		ADMIN
MEETING EXPENSE	THE UPTOWN CAFE - AREA MANGER'S MEETING	112.95		ADMIN
OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	3.49		OPER - 5311
COMPUTER INFO TECH SERVICES	APPLE ITUNES - SOFTWARE	14.99		ADMIN
HARDWARE	STAPLES - IPAD KEYBOARD AND STYLUS	74.99		ADMIN
MEETING EXPENSE	WETDOG CAFE - CHAMBER BREAKFAST	9.50		ADMIN
BLDG GROUNDS & MAINT	CITY LUMBER - LIGHT BULBS FOR TRANSIT CENTER	5.99		OPER - 5311
TRAVEL	JONES - 0261 LA QUINTA	86.90	NWRC.	RIDECARE
OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	44.99	NWRC.	RIDECARE
MEETING EXPENSE	FRED MEYER - RIDECARE ADVISORY MEETING	30.71	NWRC.	RIDECARE
BLDG GROUNDS & MAINT	HOME DEPOT - BLINDS FOR RIDECARE	51.50	NWRC.	RIDECARE
TEL-HARDWARE	NEWEGG - HEADSET FOR RIDECARE	187.99	NWRC.	RIDECARE
OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	44.99	NWRC.	RIDECARE
BLDG GROUNDS & MAINT	HOME DEPOT - PAINT FOR RIDECARE	13.94	NWRC.	RIDECARE

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
02/18/2015	0188 1/9 - 2/5

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

PAID

Bill Due 03/02/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
TRAVEL	VALLEY CAFE - BROKERAGE MEETING	9.98	NWRC.	RIDECARE
TRAVEL	OREGON PARKING - BROKERAGE MEETING	6.00	NWRC.	RIDECARE
TRAVEL	SUBWAY - BROKERAGE MEETING	7.50	NWRC.	RIDECARE
OFFICE SUPPLIES	STAPLES - OFFICE SUPPLES	14.99	NWRC.	RIDECARE
OFFICE FURNITURE/EQUIPMENT	STAPLES - OFFICE CHAIR	79.99	NWRC.	RIDECARE
DUES/SUBSCRIPTIONS/FEEES	LAYTON - 0253 DAILY ASTORIAN - WARRENTON PAPER SUBSCRIPTION - PO 6059	131.12		ADMIN
SOFTWARE-SUBSCRIPTIONS	ADOBE - SOFTWARE	39.98		ADMIN
POSTAGE-SHIPPING TAXES/LICENSE	MOODY - 0469 USPS - POSTAGE ULS LICENSE	49.00 95.00	NWRC.	RIDECARE ADMIN
OFFICE SUPPLIES	AMAZON - YEAR END FILING FORMS	50.48		ADMIN
POSTAGE-SHIPPING SOFTWARE-SUBSCRIPTIONS	USPS - POSTAGE SMARTSHEET SOFTWARE	49.00 16.00		ADMIN ADMIN
MEETING EXPENSE	PARKER - 0204 SAFEWAY - MEETING SUPPLIES	8.49		OPER - 5311
MEETING EXPENSE	FRED MEYER - MEETING SUPPLIES	45.29		OPER - 5311
CONFERENCES/TRAINING/TRAVEL	SDAO - SDAO CLASSES FOR TAMI - PO 6062	174.80		ADMIN

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
02/18/2015	0188 1/9 - 2/5

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

PAID

Bill Due 03/02/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
CONFERENCES/TRAINING /TRAVEL	SDAO - SDAO CLASSES FOR TAMI - PO 6062	55.20	NWRC.	ADMIN
EDUCATION/OUTREACH	CASH & CARRY - RIDE APPRECIATION DAY / HOMELESS CONNECT	62.95		OPER - 5311
EDUCATION/OUTREACH	MCDONALD'S - RIDER APPRECIATION DAY	20.00		OPER - 5311
EDUCATION/OUTREACH	FRED MEYER - RIDER APPRECIATION DAY	48.99		OPER - 5311
EDUCATION/OUTREACH	FRED MEYER - RIDER APPRECIATION DAY	59.59		OPER - 5311
EDUCATION/OUTREACH	ASTORIA AQUATIC CENTER - RIDER APPRECIATION DAY	19.50		OPER - 5311
EDUCATION/OUTREACH	DOLLAR TREE - RIDER APPRECIATION DAY	25.00		OPER - 5311
EDUCATION/OUTREACH	SAFEWAY - RIDER APPRECIATION DAY	69.07		OPER - 5311
EDUCATION/OUTREACH	FRED MEYER - RIDER APPRECIATION DAY	19.96		OPER - 5311
EDUCATION/OUTREACH	LINDSTROMS DANISH MAID - RIDER APPRECIATION DAY	21.50		OPER - 5311
MEETING EXPENSE	PIETILA - 0659 SAFEWAY - MEETING SUPPLIES	81.59		TRANS-OP 29191

Expense Total : 2,384.49

Bill Total : \$2,384.49

SETD's Infrastructure Upgrade

Over the last several months, I have had the privilege to develop a strategic systems upgrade plan for the district. This plan includes upgrading and installing a better and more reliable phone system, network backbone, routine incremental backups, and much more. During my comprehensive analysis of the districts network, I found many security risks, poor backup strategies, and no real base line for telecommunications, many items were just pieced together haphazardly. My plan addresses all these issues, and build a broader, more secure, faster network backbone to build on. Bringing SETD into the present, building a sustainable plan to keep it there, and having room for future expansion is the end goal.

So far in the process, Jeff and I have reviewed and signed the Coast Com Telecommunications agreement to begin work on the fiber construction. This process usually takes about 60 days, however at most it will take 90, depending on the time it takes to get permits. Aside from the telecommunications, we have ordered, and started receiving most of the equipment necessary for the upgrade and organization of the network. According to the information I have been receiving from vendors, all equipment should be here the week of March 16th through the 20th. I am very eager to begin working on this project, and look forward sharing more with you as it progresses.

We do however, ask for your permission to purchase 3 pieces of equipment, as the total combined cost is over 10k. The first items are 2 new Dell servers for virtualizing our server infrastructure, reducing the need for many more machines in the future, and simpler upgrades as well. The total cost of the two servers is \$12,434, (\$6,217 individually). After a lengthy search the two other comparable servers came in at, 6,600, and almost 7,100. This being said Dell systems are better servers and have better warranties. The next item we ask your permission to purchase, is a storage console that connects to each of the two servers. This console provides redundant hard drive copies, is easily upgradable, and will grow with us as we do. The storage console price is \$15, 581. Comparison shopping the other two storage systems came in at, 16,500, and 18,000. Dell has created a packaged deal with hard drives included, and with the warranty if any drive fails it will be replaced at no cost for the warranty duration. Many comparable devices did not have this, not many of them came with the hard drives pre-installed, which is an added cost of about 5k. It is in my professional opinion that I recommend the 2 dell servers and dell storage.

S D A O Special Districts
Association of Oregon

“How does your district board *measure up?*”

Your district board has been entrusted with a vital public responsibility – to effectively manage the many risks that “go with the territory” of operating your special district. Dedicated board members have reasons to be concerned about how well they “measure up” as risk managers.

SDAO shares those concerns and provides programs and consulting services designed to help member districts monitor and improve their risk management capabilities. Over the past year we’ve field tested a new consulting tool, the Board Practices Assessment (BPA), to show district boards how they measure up in six key areas of risk management. Results from our pilot study reveal measurable differences between “high risk” and “low risk” boards in such areas as their communications with each other and staff, their openness and transparency with the public, how they manage personnel and operational problems, the clarity of their roles and goals, etc. These results underscore the significant link between a board’s performance and their district’s risk management experience. Simply put: good board practices lead to sound risk management.

Beginning this year, SDAO is offering the Board Practices Assessment to member districts as an option for earning premium discounts and including it in their eight hours of free consulting time. District boards that complete the BPA in 2015 will be awarded a 2% discount credit.

To schedule the Board Practices Assessment for your board or for more information complete and deliver the portion below to George Dunkel, Consulting Services Administrator (contact GDunkel@sdao.com; Office 503/906-7241; Cell 503/369-2050).

Board Practices Assessment Scheduling Information

Your name:

Name of your district:

Your board representative (for scheduling the work session):

Name:

Phone:

Email:

“What is the Board Practices Assessment?”

Q: What is the purpose of the Board Practices Assessment (BPA)?

A: The BPA provides a format for a facilitated discussion among board members about their governance practices and how well they “measure up”. By assessing its strengths and weaknesses in key performance areas, the board can discover ways to improve the district’s outcomes.

Q: What does the BPA cover?

A: The BPA assesses board practices in six key performance areas that often determine whether the district will successfully achieve its outcomes. The practices involve regulatory, fiscal, customer service, personnel, and general management responsibilities that “come with the territory” of being a special district board.

Q: Why does the BPA require a facilitated discussion?

A: Individual board members often have different perspectives and levels of expertise. A facilitated discussion draws on the insight and knowledge of all members for a consensus-based understanding and analysis of their board’s governance practices.

Q: SDAO has a Best Practices Checklist; why offer another tool?

A: SDAO uses the Checklist to encourage and document compliance with industry-wide best practices. Compliance is assessed on the basis of simple yes/no responses that are often provided by a board representative who may not be as well-informed or insightful as the full board. The BPA is designed to reflect a consensus of the views and expertise of all board members to produce a more comprehensive assessment.

Q: Our district seems to be functioning pretty well; how would we benefit from using the BPA?

A: Boards generally believe they are functioning pretty well and in fact, they probably are. But how do they know? What do they use as indicators of “functioning well” and are those the right indicators? Sometimes it takes the “wake-up call” of a serious setback to prompt a board to improve its practices *after* the damage has been done. The BPA offers the advantage of foresight by enabling a board to identify weaknesses in its governance practices that can be corrected before they lead to failure.

Q: After our board completes the BPA, then what?

A: With a consensus-based assessment, a board is well positioned to determine the actions needed to fortify strengths and correct weaknesses in its practices. The actions may be relatively easy to implement, such as adopting a new policy or training for new skills. Or the actions may be more involved – restructuring the organization for example, or improving the budgeting process. In either case, actions implemented will be based on relevant information and thoughtful analysis as a result of completing the BPA.

Executive Director Report

Weekly Reports:

2/20/15

Busy week this week in the office. We had a good S&D meeting on Tuesday to review the applications for the STF and 5310 grants. This is in your board packet for the meeting next week. We held a couple of stakeholder meetings for the individual marketing program that we are embarking on this summer. Shasia will be at the board meeting to give a presentation on the program. We have developed a technology improvement plan to address our critical infrastructure needs that we will be moving forward with very soon. We are not in compliance with our systems in place for both Ride Care and SETD. This improvements will address those critical issues and also bring us much needed protection to our systems overall. Telecom will be a part of this as well. I will be updating you on this at the Board Meeting next week. I went to the town hall that Senator Wyden held at Astoria High School today and was hoping to talk about rural transportation with him but, unfortunately, my raffle ticket wasn't pulled out of the bowl by Mayor LaMear. I did speak briefly with Fritz Graham, Senator Wyden's Field Representative. He and I will be in more contact after the Senator returns to D.C. I've known Fritz for many years and we have a good relationship. As you may have seen in your board packet, I enclosed our first newsletter for the employees. It's not the greatest newsletter I've ever written, but it will become a great source of information for the entire crew to know what is going on in the district. The Leadership Team will help write it and we will distribute the newsletter every two weeks on paydays. This time around, everyone got a hard copy of it, but from now on, it will be emailed to everyone that has a district email address including the Board. Those that don't have email, like the drivers, will receive a hard copy with their paycheck stub. At our driver meetings this week, they were happy to hear that we are doing this so they don't have to learn about things from the riders on their buses. If you have something you would like to put in the newsletter, please let me know.

3/4/15

Last week we started our initial budget meetings with the individual department managers. We have the process set up to make sure that all of the objectives that they are striving for in their individual departments are tied in with our strategic priorities that we developed. We will continue to hold individual meetings each week as we go through the budget process to make sure everyone is on task and that we end up with a solid budget to present to the budget committee. Jason from SDIS came up on Tuesday and met with us to go over all of the things that SDAO and SDIS provide its members. As I mentioned in the Board meeting last week, our workers comp charges will be going down because we have done so well over the past 3 years. There will be a change coming up with SDIS health benefits, they will be transitioning out of Pacific Source and going with Regence Blue Cross. I am also going to do some health benefits shopping on my own to make sure that we are getting the best bang for our buck. The project management team for the long range transportation plan held a conference call last week to get the ball rolling. The team will be on site for a meeting and tour of the facilities on March 18th. Speaking of March 18th, it is Driver Appreciation Day. Our executive chef, Scott Earls will be throwing a BBQ for the drivers and the rest of the crew in recognition of the great work that our drivers do. They are truly the face of SETD and its great that we can take time to recognize their efforts. I would like to invite the board to join the crew around lunch time on the 18th and help us celebrate the drivers. This will be held at the Warrenton Facility.

3/10/15

Last week, we continued our weekly budget meetings with the individual team members. We all met as a group on Thursday so everyone could share what their budget is starting to look like and to make sure that there is

coordination between the departments for budget related items. I spoke at the Astoria Rotary club on Monday giving them an update on where we've been, how we are doing, and where we are going. It was well received and great questions were asked. Konnor and I met with CoastCom to get the ball rolling on the fiber optic/telecom project. This should take about 90 days to complete at the most. This will be a great investment in the reliability and efficiency of our network. We have ordered most of the items for the upgrades that we discussed at the last board meeting but will be bringing that last 2 pieces before the board at your March meeting. They are items that are over \$10k that we need to get your approval for. Things are going well in RideCare with the latest update with OBBSS software. John and Konnor did a great job making sure we didn't have any issues with it. The install occurred during the last board meeting and Jason was in Salem at the time. Another good example of the team effort and confidence in making sure the install went seamlessly.

3/16/15

Good Morning, I hope you all enjoyed your weekend! The budget writing continued with weekly meetings to check in on progress. I had a good conference call on Monday with our project management team for the transportation plan. I spent most of the morning gathering and uploading documentation for the plan to the consultants. I still have a few more things to get them but we are on track. The team will be here on Wednesday to tour the facilities. They will even get a lunch out of us since Wednesday is Driver Appreciation day. Scott will be hosting a BBQ for everyone that day. We will also be recognizing the driver's that have safe records with certificates. If you have free time on Wednesday around lunch, stop by the Warrenton yard and join us! I gave a brief presentation at the NWACT meeting on Thursday at the college. I spoke about where we've been, where we are, and what's on the horizon. Kathy and I, along with Janet and Michael from CC Rider, met with Bill Johnston after the meeting to review potential STIP funding for Connector for 2018-2021. This current cycle the Connector received STIP funds for planning of improvements to shelters and we will go after STIP funds for the following cycle for implementation. I will also be exploring opportunities for SETD to tap into the funds as well. The Connector teleconference on Friday went well. We discussed the Connector website and its progress. Still a lot of work to be done, but it will be better. Also discussed next year's budget. We are now in possession of the kiosk at the Seaside Outlet Mall. We are waiting for brochure racks to get here and gathering other supplies. We are shooting for opening on Friday, March 27th if all goes well. Kyle from the Daily Astorian called me and we talked about some of the things we are working on for this next 1-2 years. I shared the strategic priorities with him and how the budget will tie in with those priorities. I am very excited about a meeting I had with Scott Tucker and his team from Ft. Clatsop. Next year is the National Park Service's 100th anniversary and there will be a lot of activities surrounding the anniversary. Ft. Clatsop is looking at providing every 4th grader in the area with a free 1 year family pass. They also want to include transportation! They have 2 pots of money that they can potentially tap into. The first is the parks foundation and the second is through the park service budget. The president has included money in his budget for the anniversary. That means that they will be able to pay all of our costs for a Ft. Clatsop route for 2 years. If they are successful in their grant and budget writing. I will be getting them more information today that they will need for the grant. This is different than the grant that they were unsuccessful for 2 years ago. This is all tied into the anniversary so they are very optimistic. I will be including a bus or 2 request from them as well.

-Newsletter

If you ever have something you would like in our biweekly newsletter, please get it to me so I can include it.

-Budget Meetings

We will be holding a budget workshop on April 1st. This workshop will cover basic budget law in Oregon so everyone understands the process. We will hold the Budget Committee meeting on April 28th.

-Transit Day at the Capitol

This is your last chance to sign up for the opportunity to sign up for Transit Day at the Capitol on April 8th. Let me know if you would like to join Kathy, Kevin, Rae and me for the trip.

-Leadership Training

Scott, Jason, Lis, and Carol attended a servant leadership training put on by Sunset Empire Parks on the 12th.

-Customer Service

We will be doing customer service training for everyone on March 30th.

-People development

One of the things that I have always taken pride in is development of people. Tami has been attending an HR class at the college. March 12th was the last day of the class and she let me know that after the class, the instructor pulled her aside and asked Tami to speak at one of her classes during the next semester. I see this as a great honor for Tami. She is thriving in her new position and learning things every day.

-New position

As part of our strategic priorities and budget process, it is time to free up time for mobility management to separate their time from the transit center operation. Both Lis and Rachelle will be focusing all of their time on mobility issues in order to move forward with setting up our volunteer program and our focus on veterans. We have posted a transit manager position and will have to replace Rachelle also at the counter. ODOT had allowed us to utilize mobility management funds to operate the transit center, but it is time to move away from that allowance and make the transit center operation a standalone department. I anticipate being able to announce the selection of the manager the week of the 23rd.

Mobility Management Update February/March

Elisabeth Pietila- Mobility Management Coordinator

Compliance:

The budget process is still moving forward having met twice with Jeff and Diane and my department. Strategic goals for Mobility Management for the next biennium will be

1. Implementation of an education and outreach program for older adults and people with disabilities that provides access to information and services and personalized assistance.
2. To research and plan a comprehensive SETD volunteer program for RIDEPALS, ambassadors and drivers.
3. To create a Veterans transportation program in partnership with the Disabled American Veterans

These goals will require a great deal of research, planning and a clear understanding of the potential for success and possible barriers to success. I am excited to take on some Mobility Management focused duties.

Carol and I met and discussed some ideas for how Mobility can continue to assist the RIDEASSIST department with ADA applications and non-typical situations and complicated eligibility.

Outreach:

I am continuing the planning and work with the upcoming Veterans project. Statewide conference calls and workgroup participation is helping understand the barriers and need for collaboration. I have been working with Clatsop Behavioral healthcare staff and clients on travel training. I am currently travel training one CBH Open Door client living in Warrenton.

Transit Center:

Park & Ride participation has been very low. However ticket sales have been very busy. We estimate we will have sold about 150 tickets since the last Board meeting. New display and brochure holders have been installed.

Education

I attended a seminar in Seaside titled "Servant Leadership" I attended this with Scott, Carol and Jason. This was an interesting seminar that gave tools to managers on to recognize how your personality can affect the way you lead your team members. There was a profile test called the "IOPT" and the facilitator provided results and information based on the profile test. I was considered a "relational innovator". It was nice to gain additional tools for serving the public and fellow employees.

I attended the quarterly Transportation Options TOGO meeting and ODOT quarterly T.O meeting with Shasia. She is doing a great job transitioning into the position. We are very busy with the Individualized Marketing Campaign for Astoria and pre-planning for the DLC Statewide Challenge in October. These promotions are under the ODOT Drive Less Save More model.



RIDECARE

3/10/15

RIDECARE manager's report for February

Jason Jones

Quick Hits:

- Child welfare rides are up quite a bit in February.
- We are in budgeting season and so far its going smoothly.
- Continued the work on OBSS through the IT department. 2/17
- New portion of OBSS installed. 2/25
- New OBSS complete install went smoothly. 2/26
- CPCCO transition going smooth even with Portland difficulties.

1. In January the child welfare rides contract we have with DHS was at only 1 ride for the month. After some issues were resolved within DHS, the request started to flood into the call center. We did 107 trips in February with many kids and families receiving very helpful and timely transportation.
2. I'm currently in the process of planning for my budget season and feel very thankful we have a financial person in Diane Moody that is always willing to answer questions and assist at any time to help me navigate the process. I feel that as this process continues a strong budget will be created.
3. February was a short month filled with many developments regarding the brokering software OBSS. Konnor and John have been a great team in working with Byron Palmer from Portland to prepare our systems to insure we are all ready to go for the main transition.
4. OBSS pre-install was completed successfully in preparation for the main install.
5. Complete OBSS install was completed on 2/26 and was completed smoothly. As usual there were some minor issues that needed to be dealt with by either John or Konnor but they were addressed immediately. I was out so I could take my daughter in for surgery so I really appreciate the attention that our technical experts provided to the Ride Care team.
6. Operational situations are smoothing out as the transition goes on into the Columbia Pacific Coordinated Care Organization (CPCCO). We are now going to be coming into reporting time will be looking forward to seeing how everything is shaking out by the numbers. February has been a relatively frustrating month due to a similar named brokerage in Portland causing confusion with hospitals and clients alike. The name of the brokerage is Ride to Care and I'm its easy to see how that can confuse just about anyone. This does cause extra work on for us as we sometimes have to sort through conflicting client or hospital information only to later found that it was another brokerages' client all along. Our CCO is aware as is the State and they have told me they are going to look into it. I will keep you updated on any progress over the next several months.

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: February, 2015

On February 2nd, Jennifer Geisler started as Operations Assistant and has started doing some scheduling of Paratransit rides. Her background as a temporary driver has helped a lot in the Paratransit department.

- On February 17th, Carol attended the Senior & Disabled Advisory Committee meeting. There was discussion and ranking for the Federal Grant 5310 and discussion and ranking of the STF funds by the committee. Partnering with the Veterans Partners project was also discussed.
- In February, Paratransit provided 505 rides; an average of 25.3 riders per day, which is an increase of 15.9 percent from last February and 2.6 percent increase from last month.
- Ridership for Dial-a-ride in January was 14 rides, 12 from the Lewis & Clark service area and 2 for Svenson area.
- There were 8 new ADA Paratransit applications received and 5 approved.
- The Paratransit drivers sold 15 ticket books for a total of \$384.00
- There were 31 Veteran rides given, which is an increase of 11 more than last month.

Paratransit Fares Collected for February: \$3352.00

- Para-transit Fares: \$ 658.00
- Tickets Collected: \$ 420.00
- Medicaid Collected \$ 2,274.00



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Rider Report
February 2015

“The Bus” (Fixed Route) Highlights:

- **12,904** people used fixed routes in February for an average of **460.9** riders per day.
- **9.1 % increase** in average passengers who rode fixed routes per day from last month (422.5 to 460.9)
- **15.4 % increase** in average passengers who rode fixed routes per day from last February (399.3 to 460.9)
- **12.4 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in February. **8.8 % increase** (11.4 to 12.4) from last month and a **15.9 % increase** (10.7 to 12.4) from last February.
- **\$4.87 per rider** is the estimate cost per person riding fixed route in February.
- **4.1 % decrease** in the ratio of elderly/disabled riders from last month (15.43 % to 14.8 %)
- **5.8 % decrease** in the ratio of elderly/disabled riders from last February (15.71 % to 14.8%)

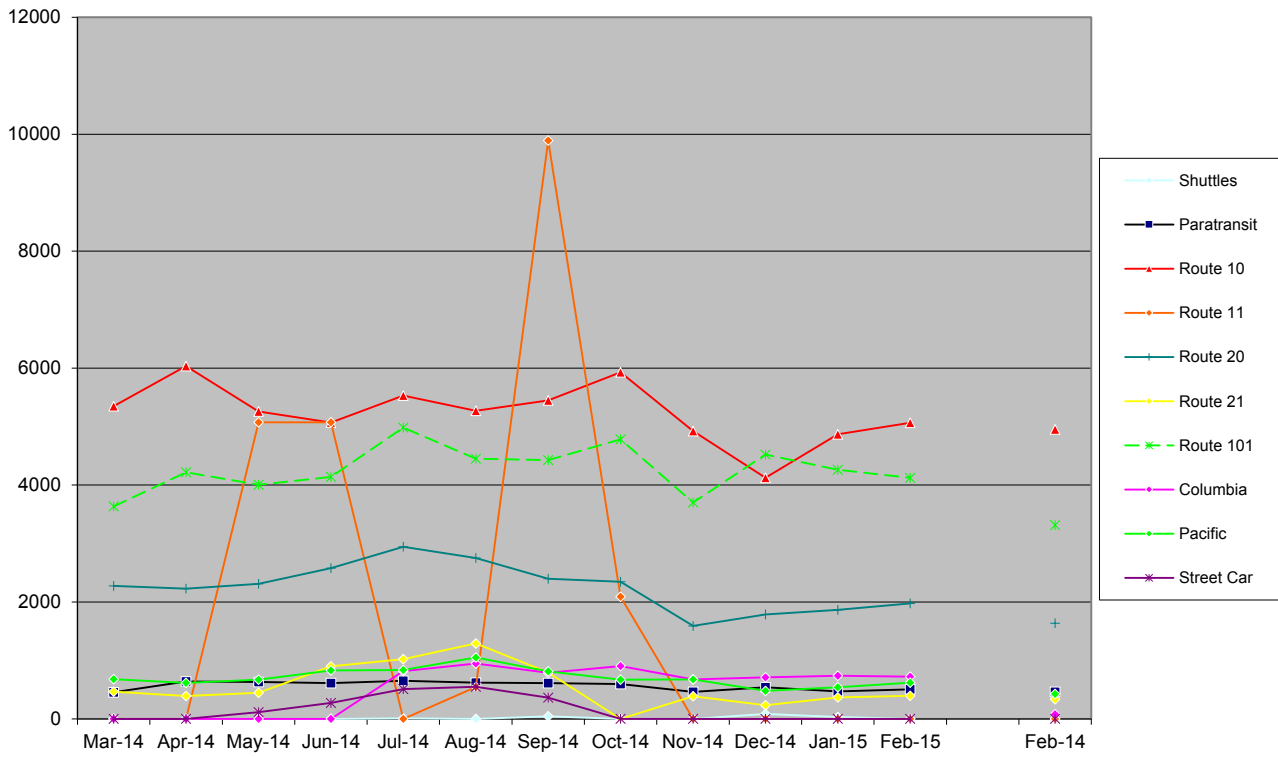
RideAssist Highlights:

- **505** people used RideAssist in February for an average of **25.3** riders per day.
- **13.5 % increase** in average RideAssist passengers per day from last month (22.3 to 25.3)
- **9.5 % increase** in average RideAssist passengers per day from last February (23.1 to 25.3)
- **\$42.32 per rider** is the estimated cost per person riding RideAssist in February.
- **2.6 % increase** in all ADA Paratransit rides from last month (306 to 314)
- **15.9 % increase** in all ADA Paratransit rides from last February (271 to 314)

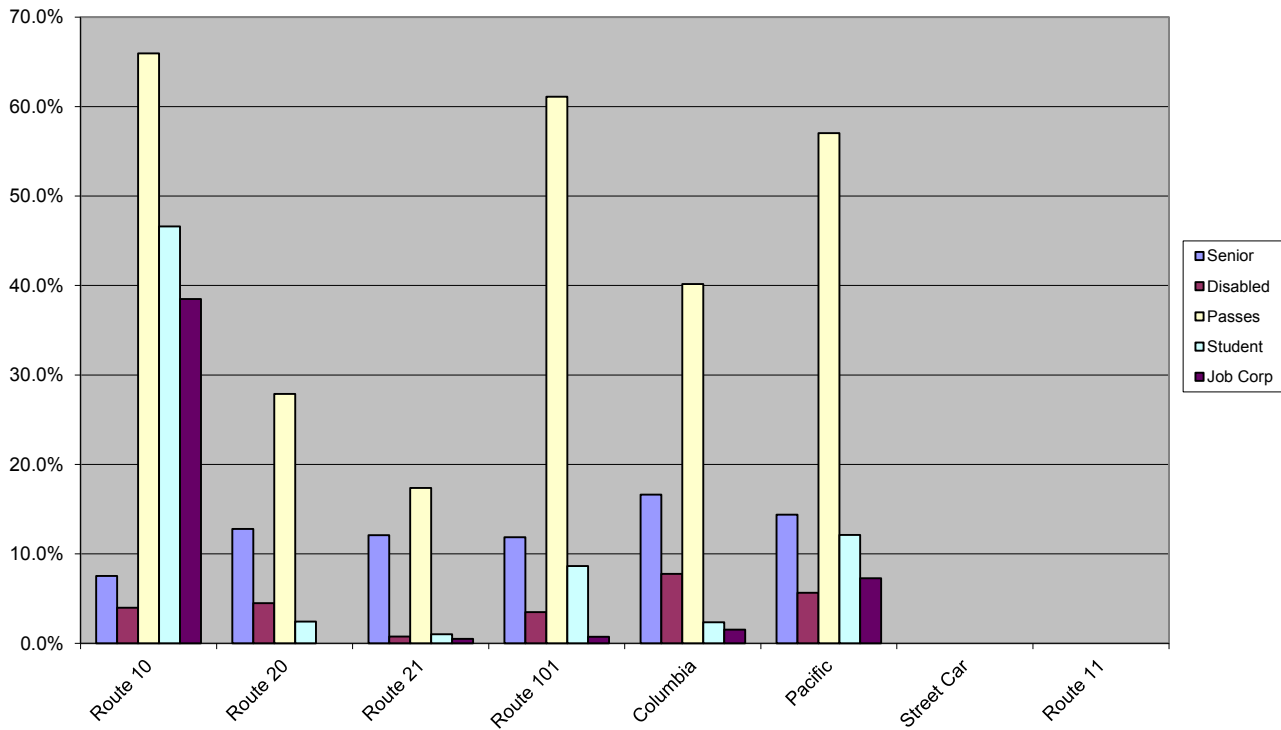
System Highlights:

- **13,409** people used Sunset Transportation Services in February for an average of **478.9** riders per day.
- **9.3 % increase** in all average passengers per day from last month (438.1 to 478.9).
- **15.2 % increase** in all average passengers per day from last February (415.7 to 478.9)
- **37.1 % decrease** in average fuel cost from last February (\$.35 to \$.22).
- **\$6.28 per rider** is the estimated cost per person riding on SETD.

SETD Rides



Rider Breakdown by Route



Sunset Empire Transportation District

Marketing/Outreach Report

March 2015

Mary Parker

HOW WE LOOK- Our shelters are still looking clean and fresh. Scott has found large enclosed schedule/information holders that will fit within the design structure of the shelters. These will allow us to not have to tape schedules and other materials in the shelters. Scott is in the process of having these manufactured locally.

OUTREACH- Attended the Seaside Downtown Development Association (SDDA) breakfast meeting in Seaside. Very friendly and energetic group. I will be meeting with the director Tita Montero later this month to brainstorm about outreach and educational program development for the Seaside Streetcar and SETD in general.

I am also meeting with Jon Rahl who is the Director of Marketing of the Seaside Visitors Bureau to discuss Streetcar stops and ticket sales.

Attended the Astoria Warrenton Chamber Networking breakfast in February and distributed new bus schedules. These meetings are well attended. There was a very nice presentation from the Seamanship program at Tongue Point. Cruise ships will be starting in April. The Goonies 30th Anniversary Celebration is coming up June 4th through the 7th. We will be working with the chamber to promote our Route 10 in the commemorative comic book as Route 10 riders can view the "Goonie House" from the bus or get off and walk up the 2 blocks to take pictures.

SEASIDE TRANSIT CENTER- The Seaside Transit Center is continuing to materialize. It was exciting when we actually received the keys! We have purchased 2 new modern freestanding material display racks and will begin moving furniture in on March 20th. We are planning a soft opening for March 27th.

OUTREACH AND EDUCATION BUDGET- Very excited to be making plans for next year's outreach. Have had several meetings with the team to make sure we cover upcoming events and opportunities as well as promote SETD's educational and outreach programs. Looking forward to fresh and new ad designs and promotional materials.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Human Resource

Tami Carlson

Monthly Report: February 2015

- February 2nd Jennifer Geisler started in the Warrenton office as the new Operation's Assistant and Aleesha Nedd started at Ride Care as a Customer Service Representative.
- February 6th & 7th attended the SDAO Conference in Eugene, Oregon. The classes I attended were very informational.
- February 9th Shasia moved to her new position as the Transportation Options Specialist and relocated to the Transit Center in Astoria.
- February 11th attended the team goals budget meeting. Everyone shared a lot of great information.
- In the month of February I continued the Human Resource Management class at the college. Term ends March 19th.
- Every day I continue to set goals for myself in HRM.

Feb. Operations Report

1. February was a busy month of meetings.
2. Meetings with CCR about the new inter-city grant
3. Budget meetings.
4. S&D meeting
5. Staff meetings
6. Meeting with Clatsop Community College
7. We have a delivery date of the third week in April for three new shelters. Two purchased by us with STF funds, and one purchased by Wal-Mart to be installed when they do construction on a bus pull out on Ensign Lane.
8. We are hoping for delivery of our new shop lift next month so we can get it installed.

This was a very productive month that saw a lot of exciting things started for the next Fiscal year and beyond. Not only for operations but for all dept.

Scott Earls

Transportation Options report February/March

Shasia Fry- Transportations Options Specialist

Program Outreach

This past month I have been attending many local organization meetings to meet local leaders in the community. I attended a “Meet the Mayor” session focused on transportation. There I was able to share about our program and our hopes for the future. While attending the chamber of Commerce “After Hours” event, I made many connections with people and we discussed possible partnerships for future events.

I also attended a ToGo(Transportation Options group of Oregon) meeting in Eugene. There I learned about many different Transportation Options groups all over Oregon and how they run their programs. I also made connections with women named Lynne Mutrie, who is very interested in getting a Safe Routes to School program started on the coast.

Astoria Drive Less Save More Campaign

Our Drive Less Save More Campaign is moving along nicely and we are on schedule with our planning. On February 19th and 20th we held 2 stakeholder meetings. They were very successful and we got a lot of wonderful input from members of the community. Representatives from Alta and Pacwest also joined us for the meetings. We then gave them a tour of Astoria and discussed possible key points to highlight during our campaign.

We also have been working on our map of the area. With our direction, Alta graphic design team has completed the map and we are now in the review stages. We have also compiled an events list for the campaign, highlighting possible partnership and host events.

As part of the Drive Less Save More campaign, we will hire an intern, to do much of the order intake and delivery. This intern will be paid through the IM campaigns special budget. We are in the process of creating a job description, interview process and fulfillment center for the individual.

Budget

Lis and I have been working closely on putting together our budget for this upcoming year. We have been identifying different events, trainings and needs for the program. We are in the final stages of the planning process.

October Drive Less Save More Challenge

Kelly Bantle with PacWest, and I have been in discussion about this year’s Drive Less Save More Challenge happening this October. We have created a challenge approach and have identified different advertising needs and connections for all three counties. We have decided on our target audience and our approach to reaching our goals for this upcoming year.