



SUNSET EMPIRE TRANSPORTATION DISTRICT
And the NORTHWEST RIDE CENTER

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY DECEMBER 12, 2013 9:00 AM
ASTORIA TRANSIT CENTER, 900 MARINE DRIVE, ASTORIA, OR 97103

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. EXECUTIVE SESSION- ORS 192.880 (2) (h) Consultation with Legal Counsel
5. APPROVAL OF OCTOBER MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- Finance Officer will explain new reporting format: a. Oct Report, b. Proposed report, c. Exception
8. OLD BUSINESS
 - a. Rebranding Update- Consultant (Attachment- Action may be taken)
Board will collectively be making a final selection from presented drafts of the new logo and tag line for Sunset Transit Service.
 - b. Columbia County/Hwy 30 MOU Update (Attachment-Action may be taken)
Board to review MOU between SETD and Columbia County that allows SETD to provide bus services to Longview on Hwy 30 through Columbia County.
 - c. Connector IGA Draft Review (Attachment- Action may be taken)
Board to review Connector IGA for approval. Next step introduction of Ordinance that ratifies the IGA.
9. CORRESPONDENCE
 - a. Letter of services from CEDR
10. NEW BUSINESS
 - a. Adjust January and February Board meeting times (Action may be taken)
Requested change of start time of Board Meetings to allow for inclement weather.
 - b. Senior and Disabled Advisory Committee STF Recommendations (Action may be taken)
Review of recommendations by SADAC for STF funds
 - c. Board Meeting Location Change (Action may be taken)
Board discussion of occasional alternate monthly meeting location.
 - d. Strategic Goals for FY 2013-2014 (Action may be taken)
New goals for Executive Director
11. EXECUTIVE DIRECTOR'S REPORT
 - a. Management Report
 - b. Policy Committee Update- Equipment Use Policy
12. OTHER ITEMS
13. PUBLIC COMMENT (3 Minute limit per person)

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.



SUNSET EMPIRE TRANSPORTATION DISTRICT

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY October 24, 2013**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:10 AM.

2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Kathy Kleczek, Commissioner Marcia Fenske and Commissioner Kevin Widener

Excused: Commissioner Neal Smith and Commissioner Carol Gearin

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, NWRC Manager, Elisabeth Pietila, Mobility, Scott Earls, Operations

3. CHANGES TO AGENDA- None

4. APPROVAL OF SEPTEMBER 2013 BOARD MEETING MINUTES-

Commissioner Kleczek moved to accept the September 26, 2013 Board Meeting Minutes

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote of all commissioners present.

Commissioner Fenske abstained due to her absence from the September meeting

5. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Widener-Reported that the dike was removed south of Seaside and the plan has worked as they had intended. This should reduce the flooding that occurs over Hwy 101 during heavy rains and higher than usual tides.
- b. Commissioner Fenske- Reported that she reviewed the surveys that Tiffany had given the Board and noted there were comments about mean and obnoxious drivers. She said that this should be corrected as customer service is key and suggested this be brought up at the drivers meeting. Jay explained that customer complaints are taken very seriously and there is a reporting system in place for complaints along with the cameras and audio on the buses that are frequently used to evaluate problems. Scott Earls said that the view the customer takes is not always the view that he takes based on the review of what has been recorded, however he said there are times when we could have done things differently. Scott also said the survey that was done before this one came back with a 99% approval in favor of the drivers and the only thing that people did not like was a lack of routes. Scott said that he does address customer services at every drivers meeting.
- c. Commissioner Goforth- Reported that she and 3 members of the Senior and Disabled committee had gone for a ride on the bus escorted by Lis Pietila and that 2 of the members had never rode on a bus before. Commissioner Goforth said that after they returned Lis asked that they evaluate their experience and one of the suggestions was having a

PA system on the bus as it is very difficult to hear the driver call out the location of each stop because of the noise on the bus. Commissioner Goforth attended the OTA Conference in Bend and was disappointed with the hotel because it was 3 levels and did not have an elevator or a valet service and she could not imagine choosing a hotel for a conference that did not have an elevator. Commissioner Goforth said she will be delighted when the OTA Conference is back in Seaside again next year. Commissioner Goforth said she and Commissioner Kleczek had served on the Executive Director Evaluation Committee with Chair Lewicki and thanked Chair Lewicki for all of his work during the process.

- d. Commissioner Kleczek- Reported that the OTA Conference in Bend was very informative and valuable and she is hoping to help the Board help the District to implement some of the things that were learned there. One of those is our Emergency Planning information. Commissioner Kleczek said she learned that we are not just talking about a natural disaster we are talking about any crisis including government shutdown and the trickledown effect this could have on any agency that depends on this funding. Commissioner Kleczek also said what if SETD were to stop receiving federal funds and could no longer pay bills because we had lost this income source? We have to have a plan.
- e. Chair Lewicki- Nothing to report.

6. FINANCIAL REPORTS- Commissioner Fenske asked about the accounts receivables that were over 90 days. Diane Moody explained that this was private pay Paratransit ride that was not paid and will be written off. Commissioner Fenske also asked for clarification on the prepaid bus tickets for the cruise hosts. Jay explained that these tickets are purchased in bulk and used for Route 11. Commissioner Kleczek asked about current bank charges being over budget. Diane said these are fees are for the credit card machine service. Jay explained that a new system was installed last year and we did not know that the fees were going to increase so much. Commissioner Kleczek suggested that if it is a per swipe charge that we should try and negotiate for a better price. Jay said in order to get the machine we had to sign year contract. Diane said she would look into this. Commissioner Kleczek also suggested checking these fees every 6 to 9 months as there have been an increase in fees being added on to accounts and if not asked about will make your bill almost double. Commissioner Kleczek also asked about there not being any legal ad expenses. Jay explained that legal ads are only used for the budget and elections. Commissioner Kleczek asked about the telecommunications being over budget. Jay explained that we have purchased a large amount of software but it was included in the budget. Commissioner Kleczek asked about shelter cleaning as only 2% of budget has been used. Jay said due to lack of staffing we are looking into getting an outside contractor to provide shelter cleaning.

Commissioner Widener moved to approve the September 2013 financials.

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote by all commissioners present.

7. OLD BUSINESS-

- a. Tongue Point Job Corp Ridership Report- Jay reviewed the ridership reports that were a request from the September Board meeting.
- b. Hwy 30 Route Update: Jay discussed the upcoming changes for the Columbia Connector Routes and reviewed the updated new schedules. The new Columbia weekend schedule has changed so that it is more user and driver friendly. Jay said he was able to finalize this schedule agreement with Columbia County at the OTA conference.

The MOU between SETD and Columbia County has not been completed but will be ready for the next Board meeting. Commissioner Kleczek suggested that it would be helpful to include the CC Rider schedule from Clatskanie Safeway to Ranier and Longview on the SETD weekday schedule. She said the CC Rider fares are on the schedule for riding to Rainier and Kelso, but the bus schedule to get there is not on the schedule. Jay said that he thought adding the CC Rider schedule to our schedule could cause our riders confusion since it would not be our buses. Scott did not think CC Rider would want to have their schedules included in ours as well. There was discussion about making sure that riders have access to the CC Rider schedules at the Transit Center and on busses, but Commissioner Kleczek said not everyone comes into the Transit Center that is going to Longview and our schedules are easier to read and if we are working towards making things easier and working for our customers and even though it is their buses and their schedules it makes sense to put their schedule on ours. Chair Lewicki asked Jay if he and staff would look into the possibility of adding the CC Rider connections to our schedules and report his findings at the next Board meeting.

- c. Rebranding Update: Tiffany Estes reviewed what was discussed at the previous rebranding work sessions including the findings from the surveys and the stakeholder interviews. Tiffany said that as a group there was discussion about an umbrella approach on how we might brand the organization and bring in the different services underneath the umbrella and define and name these services if they do not have an official name. Tiffany also said that the Board talked about the name itself and that is one of the decisions that should be made today. Tiffany said there was a general consensus to keep Sunset Empire Transportation District as the legal name and the Board talked about the importance of having transportation or transit in the name. The Board suggested six new names that the staff was going to research for legal availability and website availability. Tiffany contacted 13 different stakeholders and was able to interview 11. Tiffany passed out the results of the interviews for Board review. She said the general message from the interviews was the need for more awareness the need to change the perception that only people that have to use the bus. Tiffany said that one of the tasks in the work plan is coming up with a Tag Line, but before the Tag Line she wants have a Brand Positioning Statement which she explained is an internal statement that provides a litmus test for the organization to use when making decisions about marketing that guides the branding side of the business. Tiffany's proposed statement is- *The organization that provides safe, reliable and economical options for people who need or prefer to use public transportation for travel to, from and within Clatsop County.* The Board gave feedback on several changes to the proposed statement which included using *transportation options* instead of public transportation and using *economical alternatives* instead of economical options and *facilitates or coordinates* instead of provide. Kevin read the Governor's 2013 Transportation Statement as another reference. Tiffany said she liked "need and prefer" in the statement and will make suggested changes and bring back to the Board. Tiffany asked that the Board select a name. The potential options that the Board had previously listed were: Clatsop Community Transportation Services, Sunset Transportation Services, Sunset Transit, North Coast Transportation Services, North Coast Transit and Sunset Transit Solutions. Jay reported that he did not find any conflict with using these names in Oregon. After review of the plan and further discussion the Board agreed upon "Sunset Transit Services". Tiffany asked if the Board wanted to set the next meeting for setting the graphics and tag lines. Jay suggested doing this at the next Board meeting.

Commissioner Kleczek made a motion to change the Districts branded name to Sunset Transit Services

Commissioner Widener seconded the motion

The motion passed by unanimous aye vote of all commissioners present

- d. Connector IGA Draft Review- Jay distributed the draft of the Northwest Oregon Connector Alliance Intergovernmental Agreement which is just for Board viewing at this time. Jay explained that this agreement removes Columbia County as the fiscal agent and establishing the use of an independent fiscal agent. This agreement also establishes the name change from Northwest Oregon Transit Alliance to Northwest Oregon Connector Alliance. The final draft will be presented for approval at the next Board meeting.

8. CORRESPONDENCE-None

9. NEW BUSINESS

- a. **2012-2013 Audit-** Financial Officer Diane Moody reported on the current audit process. She said for the last 2 years there has been a broader focus on whether the district was financially solvent, the internal controls, policies and procedures that are going to keep them moving forward. Diane said that this year the auditor's seemed to be focused on the transactional details which would include if we are tracking the fund balances in a timely way, are we in accordance with state and federal regulations and are we recording and managing accounts and processes in accordance with our policies and cost allocation plan and are we recording transactions in the accounting periods and making sure that grant reimbursements are tying into our financial reports. Diane said that what you will probably see in this year's report is some continuing audit discrepancies however there have been great improvements in managing accounts payable and receivable the cost allocations. Commissioner Kleczek noted that some of the SETD debt service agreements are dependent on us not having deficiencies in certain areas. She asked if we are doing ok in those specific areas. Jay said that we are doing ok and that Shadron from Boldt Carlisle and Smith is in the process of finishing the SETD financial analysis and developing an overall financial manual for the district which will assure that we are in compliance in all financial requirements. Diane said the bulk of the manual will be A133 compliance and this will be her priority for the year.
- b. **Staff Overview of Bend OPTC Conference:** Employees Scott Earls, Lis Pietila, Mary Parker and Jay Flint attended the Oregon Transit Conference in Bend. Each shared highlights of the important information that they had learned while there.
- c. **Nov-Dec Board Meeting changes:** The Board discussed the upcoming holiday season and decided to combine the November and December Board meeting into one meeting on December 12, 2013.

10. EXECUTIVE DIRECTOR'S REPORT

- a. Management Report- See attached report
 - i. Jay also reported the formation of a new Transportations Option Committee. The committee will be a regional advisory committee that will be supported by ODOT and will be reporting to the SETD Board. The first formulation meeting will be on November 15, 2013.
 - ii. Jay noted that ridership is still continuing to steadily increase.
- b. Board Policy Committee Update-
 - i. Jay reviewed the Public Meeting Policy noting that it includes the 3 minute limit for public comments.
Commissioner Kleczek moved to approve the Public Meeting Policy

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote by all commissioners present

- c. Legislative Updates- Jay reported that the State has awarded another \$5 million in STF fund dollars for this biennium. Jay said we will need to reconvene our STF Committee and the application process will need to be completed in the next 3 months.

11. OTHER ITEMS- None

12. EXECUTIVE SESSION ORS #192.660 Executive Director Evaluation- Chair Lewicki closed the regular Board meeting and opened Executive Session at 11:14 AM.

13. REGULAR PUBLIC BOARD MEETING- Reconvened at 11:35 AM

Commissioner Goforth moved to approve Executive Director, Jay Flint's evaluation and pay increase

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners present

14. PUBLIC COMMENT- None

Commissioner Goforth moved to adjourn the meeting

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote of all commissioners present

Meeting was adjourned at 11:40 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

Balance Sheet

As of October 31, 2013

Oct 31, 13

ASSETS

Current Assets

Checking/Savings

1000 - SETD 855,076.61

1050 - NORTHWEST RIDE CENTER 377,537.99

1099 - TRANSFERS HOLDING ACCOUNT 18,404.29

Total Checking/Savings 1,251,018.89

Accounts Receivable

1200 - ACCOUNTS RECEIVABLE 2,733.08

Total Accounts Receivable 2,733.08

Other Current Assets

1205 - PROPERTY TAX RECEIVABLE 85,451.11

1499 - UNDEPOSITED FUNDS 4,033.79

Total Other Current Assets 89,484.90

Total Current Assets 1,343,236.87

TOTAL ASSETS 1,343,236.87

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2010 - Accounts Payable 41,997.89

Total Accounts Payable 41,997.89

Other Current Liabilities

2100 - PAYROLL LIABILITIES 0.86

2110 - Direct Deposit Liabilities -20,415.58

2260 - DEFERRED REVENUE 79,917.57

Total Other Current Liabilities 59,502.85

Total Current Liabilities 101,500.74

Long Term Liabilities

2800 - INTERCOMPANY TRANSACTION 1,293.00

Total Long Term Liabilities 1,293.00

Total Liabilities 102,793.74

Equity

3000 - OPENING BAL EQUITY 500.00

3800 - FUND BALANCE SETD -316,731.50

SUNSET EMPIRE TRANSPORTATION
Balance Sheet

As of October 31, 2013

Oct 31, 13

3850 - FUND BALANCE NWRC	1,440,857.81
3900 - RETAINED EARNINGS	146,520.56
Net Income	-30,703.74
Total Equity	<u>1,240,443.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,343,236.87</u></u>

SUNSET EMPIRE TRANSPORTATION Profit & Loss Budget Performance

October 2013

MONTHLY	Oct 13	Annual Budget
Ordinary Income/Expense		
Income		
4000 · FARES	19,449.91	225,000.00
4100 · CONTRACTED SERVICES - IGA	-1,738.00	53,889.00
4200 · TAXES	88,582.97	798,357.00
4250 · TIMBER REVENUES	0.00	150,889.00
4300 · MASS TRANSIT ASSESSMENT	16,422.61	60,000.00
4301 · STATE APD NON-MEDICAL PROGRAM	0.00	6,300.00
4305 · INTEREST	86.16	1,200.00
4310 · MISC INCOME	0.00	
4450 · RENTAL INCOME	712.50	10,420.00
5001 · GRANTS	18,405.00	1,450,868.00
5012 · ODOT - DRIVE LESS CONNECT GRANT	0.00	75,646.00
Total Income	141,921.15	2,832,569.00
Gross Profit	141,921.15	2,832,569.00
Expense		
6000 · PAYROLL WAGES	66,624.22	859,850.00
6200 · PAYROLL TAXES - EMPLOYER	7,111.82	135,584.00
6300 · BENEFITS	14,648.87	266,810.00
6560 · PAYROLL EXP (OUTSOURCED FEES)	81.15	
6605 · REIMBURSED EXPENSES - p/r acct	280.00	
7750 · DMAP TRIP REIMBURSEMENTS	2,111.00	
8010 · BANK CHGS/FEES	-5.47	1,200.00
8055 · AUDIT	0.00	22,000.00
8100 · BAD DEBT	1,036.00	
8155 · LEGAL ADS	0.00	1,500.00
8160 · PROFESSIONAL SERVICES	0.00	152,000.00
8165 · PLANNING/CONSULTING	0.00	0.00
8167 · LEGAL COUNSEL	1,071.00	3,500.00
8170 · MARKETING / ADVERTISING	1,080.00	40,000.00
8175 · NEWSPAPER ADS	158.65	1,200.00
8180 · OFFICE SUPPLIES	879.26	13,000.00
8185 · POSTAGE	141.93	1,000.00
8190 · PRINTING	79.00	8,000.00
8205 · TAXES/LICENSE	0.00	750.00
8250 · TELECOMMUNICATIONS	-704.09	9,500.00
8300 · BLDG GROUNDS & MAINT	2,051.33	28,000.00
8350 · INSURANCE	-2,204.62	45,000.00
8360 · FUEL	5,068.77	244,195.00
8460 · UTILITIES	1,733.94	18,000.00
8465 · JANITORIAL SERV & SUPPLIES	445.00	8,000.00
8480 · UNIFORMS	142.65	6,000.00

SUNSET EMPIRE TRANSPORTATION Profit & Loss Budget Performance

October 2013

MONTHLY	Oct 13	Annual Budget
8500 · DONATIONS/GIFTS/CONTRIB	0.00	5,000.00
8550 · DRUG/ALCOHOL SCREENING	476.00	1,500.00
8560 · DUES/SUBSCRIPTIONS/FEES	2,285.03	5,200.00
8570 · ELECTION FEES	-62.00	0.00
8575 · EMPLOYEE RECOGNITION	97.97	3,500.00
8590 · MONTHLY BUS PASSES	0.00	
8605 · VEHICLE MAINT & REPAIR	4,026.13	96,000.00
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	6,400.78	42,500.00
8660 · SHELTER CLEANING/REPAIR	0.00	2,500.00
8705 · SMALL TOOLS/MINOR EQUIPMENT	424.11	2,000.00
8725 · MISCELLANEOUS	-197.25	
8750 · CONFERENCES/TRAINING/TRAVEL	2,109.59	19,000.00
8780 · MEETING EXPENSE	46.79	1,000.00
Total Expense	117,437.56	2,043,289.00
 Net Ordinary Income	 24,483.59	 789,280.00
 Other Income/Expense		
Other Income		
9150 · TRANSFERS IN	0.00	60,000.00
Total Other Income	0.00	60,000.00
 Other Expense		
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	410,000.00
9700 · CAPITAL EXPENSE	0.00	511,200.00
9800 · CONTINGENCY	0.00	247,570.00
Total Other Expense	6,573.50	1,168,770.00
 Net Other Income	-6,573.50	-1,108,770.00
 Net Income	17,910.09	-319,490.00

SUNSET EMPIRE TRANSPORTATION Profit & Loss Budget Performance

October 2013

YEAR TO DATE	Jul - Oct 13	Annual Budget	
Ordinary Income/Expense			
Income			
4000 · FARES	101,016.16	225,000.00	45%
4100 · CONTRACTED SERVICES - IGA	14,292.15	53,889.00	27%
4200 · TAXES	112,868.68	798,357.00	14%
4250 · TIMBER REVENUES	0.20	150,889.00	0%
4300 · MASS TRANSIT ASSESSMENT	16,422.61	60,000.00	27%
4301 · STATE APD NON-MEDICAL PROGRAM	0.00	6,300.00	0%
4305 · INTEREST	266.81	1,200.00	22%
4310 · MISC INCOME	21.72		
4450 · RENTAL INCOME	2,992.50	10,420.00	29%
5001 · GRANTS	456,840.08	1,450,868.00	31%
5012 · ODOT - DRIVE LESS CONNECT GRANT	0.00	75,646.00	0%
Total Income	704,720.91	2,832,569.00	25%
Gross Profit	704,720.91	2,832,569.00	25%
Expense			
6000 · PAYROLL WAGES	263,216.20	859,850.00	31%
6200 · PAYROLL TAXES - EMPLOYER	28,455.47	135,584.00	21%
6300 · BENEFITS	62,532.44	266,810.00	23%
6560 · PAYROLL EXP (OUTSOURCED FEES)	249.06		
6605 · REIMBURSED EXPENSES - p/r acct	350.00		
7750 · DMAP TRIP REIMBURSEMENTS	2,111.00		
8010 · BANK CHGS/FEES	656.66	1,200.00	55%
8055 · AUDIT	5,616.44	22,000.00	26%
8100 · BAD DEBT	1,036.00		
8155 · LEGAL ADS	0.00	1,500.00	0%
8160 · PROFESSIONAL SERVICES	8,280.82	152,000.00	5%
8165 · PLANNING/CONSULTING	0.00	0.00	
8167 · LEGAL COUNSEL	1,071.00	3,500.00	31%
8170 · MARKETING / ADVERTISING	9,604.83	40,000.00	24%
8175 · NEWSPAPER ADS	567.44	1,200.00	47%
8180 · OFFICE SUPPLIES	4,443.58	13,000.00	34%
8185 · POSTAGE	408.05	1,000.00	41%
8190 · PRINTING	3,227.22	8,000.00	40%
8205 · TAXES/LICENSE	252.00	750.00	34%
8250 · TELECOMMUNICATIONS	4,366.08	9,500.00	46%
8300 · BLDG GROUNDS & MAINT	6,819.77	28,000.00	24%
8350 · INSURANCE	33,499.83	45,000.00	74%
8360 · FUEL	51,190.92	244,195.00	21%
8460 · UTILITIES	5,444.22	18,000.00	30%
8465 · JANITORIAL SERV & SUPPLIES	1,780.00	8,000.00	22%
8480 · UNIFORMS	1,106.47	6,000.00	18%

SUNSET EMPIRE TRANSPORTATION Profit & Loss Budget Performance

October 2013

YEAR TO DATE	Jul - Oct 13	Annual Budget	
8500 · DONATIONS/GIFTS/CONTRIB	29.04	5,000.00	1%
8550 · DRUG/ALCOHOL SCREENING	967.50	1,500.00	65%
8560 · DUES/SUBSCRIPTIONS/FEES	2,538.74	5,200.00	49%
8570 · ELECTION FEES	-62.00	0.00	
8575 · EMPLOYEE RECOGNITION	647.96	3,500.00	19%
8590 · MONTHLY BUS PASSES	45.00		
8605 · VEHICLE MAINT & REPAIR	38,464.71	96,000.00	40%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	19,202.48	42,500.00	45%
8660 · SHELTER CLEANING/REPAIR	52.03	2,500.00	2%
8705 · SMALL TOOLS/MINOR EQUIPMENT	479.95	2,000.00	24%
8725 · MISCELLANEOUS	12.75		
8750 · CONFERENCES/TRAINING/TRAVEL	9,061.34	19,000.00	48%
8780 · MEETING EXPENSE	118.54	1,000.00	12%
Total Expense	567,843.54	2,043,289.00	28%
 Net Ordinary Income	 136,877.37	 789,280.00	 17%
 Other Income/Expense			
Other Income			
9150 · TRANSFERS IN	0.00	60,000.00	0%
Total Other Income	0.00	60,000.00	0%
 Other Expense			
9600 · DEBT SERVICE & INTEREST-FEES	26,294.00	410,000.00	6%
9700 · CAPITAL EXPENSE	116,412.94	511,200.00	23%
9800 · CONTINGENCY	0.00	247,570.00	0%
Total Other Expense	142,706.94	1,168,770.00	12%
 Net Other Income	 -142,706.94	 -1,108,770.00	 13%
 Net Income	 -5,829.57	 -319,490.00	 2%

NWRC
Profit Loss Budget Performance
 October 2013

MONTHLY	Oct 13	Annual Budget
Ordinary Income/Expense		
Income		
4305 · INTEREST	2.11	
4400 · PROVIDER PAYMENTS	279,318.00	1,840,119.00
Total Income	279,320.11	1,840,119.00
Gross Profit	279,320.11	1,840,119.00
Expense		
6000 · PAYROLL WAGES	18,783.23	244,448.00
6200 · PAYROLL TAXES - EMPLOYER	2,010.26	31,389.00
6300 · BENEFITS	6,498.32	85,792.00
6560 · PAYROLL EXP (OUTSOURCED FEES)	19.35	
7750 · DMAP TRIP REIMBURSEMENTS	116,663.70	1,100,000.00
8010 · BANK CHGS/FEES	0.00	500.00
8055 · AUDIT	0.00	9,000.00
8155 · LEGAL ADS	0.00	500.00
8160 · PROFESSIONAL SERVICES	109.00	2,500.00
8167 · LEGAL COUNSEL	105.00	2,000.00
8175 · NEWSPAPER ADS	158.66	500.00
8180 · OFFICE SUPPLIES	152.09	5,000.00
8185 · POSTAGE	0.00	500.00
8190 · PRINTING	0.00	750.00
8250 · TELECOMMUNICATIONS	-5,038.06	9,000.00
8300 · BLDG GROUNDS & MAINT	902.19	3,000.00
8350 · INSURANCE	-45.00	2,500.00
8400 · BUS PASSES	0.00	3,700.00
8460 · UTILITIES	533.35	8,000.00
8465 · JANITORIAL SERV & SUPPLIES	125.00	2,000.00
8480 · UNIFORMS	0.00	1,000.00
8550 · DRUG/ALCOHOL SCREENING	0.00	1,500.00
8560 · DUES/SUBSCRIPTIONS/FEES	719.11	800.00
8575 · EMPLOYEE RECOGNITION	65.31	750.00
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	6,471.15	27,100.00
8750 · CONFERENCES/TRAINING/TRAVEL	398.93	2,500.00
8780 · MEETING EXPENSE	0.00	800.00
Total Expense	148,631.59	1,545,529.00
Net Ordinary Income	130,688.52	294,590.00
Other Income/Expense		
Other Income		
9150 · TRANSFERS IN	0.00	146,000.00
Total Other Income	0.00	146,000.00

NWRC
Profit Loss Budget Performance
October 2013

MONTHLY	Oct 13	Annual Budget
Other Expense		
9600 · DEBT SERVICE & INTEREST-FEES	36,343.25	146,000.00
9700 · CAPITAL EXPENSE	0.00	2,400.00
9800 · CONTINGENCY	0.00	253,560.00
9850 · TRANSFERS OUT	0.00	60,000.00
Total Other Expense	<u>36,343.25</u>	<u>461,960.00</u>
Net Other Income	<u>-36,343.25</u>	<u>-315,960.00</u>
Net Income	<u><u>94,345.27</u></u>	<u><u>-21,370.00</u></u>

NWRC
Profit & Loss Budget Performance
 July through October 2013

YEAR TO DATE	Y-T-D	Annual Budget	
Ordinary Income/Expense			
Income			
4305 · INTEREST	15.08		
4400 · PROVIDER PAYMENTS	671,328.00	1,840,119.00	
Total Income	671,343.08	1,840,119.00	36%
Gross Profit	671,343.08	1,840,119.00	36%
Expense			
6000 · PAYROLL WAGES	69,366.37	244,448.00	28%
6200 · PAYROLL TAXES - EMPLOYER	7,321.93	31,389.00	23%
6300 · BENEFITS	20,263.53	85,792.00	24%
6560 · PAYROLL EXP (OUTSOURCED FEES)	50.09		
7750 · DMAP TRIP REIMBURSEMENTS	491,522.14	1,100,000.00	45%
8010 · BANK CHGS/FEES	0.00	500.00	0%
8055 · AUDIT	3,740.00	9,000.00	42%
8155 · LEGAL ADS	0.00	500.00	0%
8160 · PROFESSIONAL SERVICES	3,521.12	2,500.00	141%
8167 · LEGAL COUNSEL	105.00	2,000.00	5%
8175 · NEWSPAPER ADS	290.95	500.00	58%
8180 · OFFICE SUPPLIES	567.73	5,000.00	11%
8185 · POSTAGE	92.00	500.00	18%
8190 · PRINTING	38.60	750.00	5%
8250 · TELECOMMUNICATIONS	3,696.13	9,000.00	41%
8300 · BLDG GROUNDS & MAINT	2,333.90	3,000.00	78%
8350 · INSURANCE	2,579.80	2,500.00	103%
8400 · BUS PASSES	840.00	3,700.00	23%
8460 · UTILITIES	1,797.37	8,000.00	22%
8465 · JANITORIAL SERV & SUPPLIES	500.00	2,000.00	25%
8480 · UNIFORMS	0.00	1,000.00	0%
8550 · DRUG/ALCOHOL SCREENING	562.00	1,500.00	37%
8560 · DUES/SUBSCRIPTIONS/FEES	719.11	800.00	90%
8575 · EMPLOYEE RECOGNITION	130.31	750.00	17%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	12,313.58	27,100.00	45%
8750 · CONFERENCES/TRAINING/TRAVEL	1,086.93	2,500.00	43%
8780 · MEETING EXPENSE	91.83	800.00	11%
Total Expense	623,530.42	1,545,529.00	40%
Net Ordinary Income	47,812.66	294,590.00	16%
Other Income/Expense			
Other Income			
9150 · TRANSFERS IN	0.00	146,000.00	
Total Other Income	0.00	146,000.00	

NWRC
Profit & Loss Budget Performance
 July through October 2013

YEAR TO DATE	Y-T-D	Annual Budget	
Other Expense			
9600 · DEBT SERVICE & INTEREST-FEES	72,686.50	146,000.00	50%
9700 · CAPITAL EXPENSE	0.00	2,400.00	
9800 · CONTINGENCY	0.00	253,560.00	
9850 · TRANSFERS OUT	0.00	60,000.00	
Total Other Expense	72,686.50	461,960.00	16%
Net Other Income	-72,686.50	-315,960.00	23%
Net Income	-24,873.84	-21,370.00	116%

SUNSET EMPIRE TRANSPORTATION
A/R Aging Summary
As of October 31, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALLSTATE INSURANCE AGENCY	0.00	142.50	0.00	0.00	0.00	142.50
BARTON, ERIC/AR	60.00	0.00	76.00	0.00	0.00	136.00
CCC	240.00	0.00	0.00	0.00	0.00	240.00
CLATSOP COUNTY CIRCUIT COURT	0.00	0.00	0.00	0.00	-345.00	-345.00
DHS-VOCATIONAL REHAB SERVICES	330.00	0.00	-330.00	330.00	0.00	330.00
DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	-168.00	-168.00
DHS - CHILD WELFARE	0.00	585.00	0.00	0.00	0.00	585.00
DHS/BEAVERTON	90.00	0.00	0.00	0.00	0.00	90.00
ISN	330.00	0.00	0.00	0.00	270.00	600.00
NORTHWEST RIDE CENTER/SETD	120.00	0.00	570.00	0.00	660.00	1,350.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,900.00	-3,900.00
NWRC.	0.00	0.00	0.00	0.00	1,343.77	1,343.77
ODOT	0.00	2,316.81	0.00	0.00	0.00	2,316.81
VENESSA BARTON	12.00	0.00	0.00	0.00	0.00	12.00
TOTAL	<u>1,182.00</u>	<u>3,044.31</u>	<u>316.00</u>	<u>330.00</u>	<u>-2,139.23</u>	<u>2,733.08</u>

SUNSET EMPIRE TRANSPORTATION
A/P Aging Summary
As of October 31, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	0.00	28.53	0.00	0.00	0.00	28.53
ASTORIA, CITY OF	557.00	0.00	0.00	0.00	0.00	557.00
BIO-MED TESTING SERVICES, INC	0.00	270.00	0.00	0.00	0.00	270.00
CARD SERVICE CENTER	0.00	3,879.62	0.00	0.00	0.00	3,879.62
CHARTER COMMUNICATIONS	0.00	188.74	0.00	0.00	0.00	188.74
COASTAL ENTERPRISES, LLC	0.00	22.75	0.00	0.00	0.00	22.75
CUMMINS NORTHWEST, LLC	1,970.38	0.00	0.00	-1,442.38	0.00	528.00
FLINT, JAMES	267.36	0.00	0.00	0.00	0.00	267.36
GREYHOUND	233.29	0.00	0.00	0.00	0.00	0.00
HOME DEPOT CREDIT SERVICES	514.72	0.00	0.00	0.00	0.00	0.00
INTEGRA TELECOM	76.96	0.00	0.00	0.00	0.00	76.96
KATHY KLECZEK	283.45	0.00	0.00	0.00	0.00	283.45
MCCALL TIRE CENTER - Warrenton	367.90	0.00	0.00	0.00	0.00	0.00
MTR WESTERN BUS	3,404.59	0.00	0.00	0.00	0.00	3,404.59
NORTH COAST TRUCK	87.00	0.00	0.00	0.00	0.00	87.00
NORTHSIDE TRUCK & EQUIPMENT	109.76	0.00	0.00	0.00	0.00	0.00
NWRC-CROSS GUEST HOUSING	1,160.00	0.00	0.00	0.00	0.00	1,160.00
NWRC-MEDIX AMBULANCE	5,725.50	0.00	0.00	0.00	0.00	5,725.50
NWRC-MTN RETREAT SECURE TRANSPORT	140.00	0.00	0.00	0.00	0.00	140.00
NWRC-OREGON COAST TRANSPORTERS, LLC	600.00	0.00	0.00	0.00	0.00	600.00
NWRC-RONALD MCDONALD HOUSE	1,480.00	0.00	0.00	0.00	0.00	1,480.00
NWRC-TILLAMOOK COUNTY TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
NWRC-WAPATO SHORES, INC	12,913.90	0.00	0.00	0.00	0.00	12,913.90
NWRC-WILCOX & FLEGEL	33.50	0.00	0.00	0.00	0.00	33.50
O'REILLY AUTO PARTS	124.99	0.00	0.00	0.00	0.00	124.99
OFFICE MAX / BOISE CO.	659.65	0.00	0.00	0.00	0.00	659.65
PRECISION ALIGNMENT	866.52	0.00	0.00	0.00	0.00	866.52
SETD-V	0.00	0.00	0.00	0.00	0.00	0.00
VERIZON WIRELESS	499.79	0.00	0.00	0.00	0.00	499.79
WILCOX & FLEGEL	6,974.37	0.00	0.00	0.00	0.00	6,974.37
TOTAL	<u>39,050.63</u>	<u>4,389.64</u>	<u>0.00</u>	<u>-1,442.38</u>	<u>0.00</u>	<u>41,997.89</u>

<i>Date</i>	<i>Num</i>	<i>Name</i>	<i>Split</i>	<i>Debit</i>	<i>Credit</i>
1050 · NORTHWEST RIDE CENTER					
1080 · NWRC Reimb - CCB (3976)					
10/02/2013		DEPOSIT	1040 · GENERAL FUND - CCB (3943)		21,166.16
10/04/2013	2188	NWRC-COMMUNITY AMBULANCE	2010B · NWRC - A/P		1,602.60
10/04/2013	2189	NWRC-K & M MEDIVAN	2010B · NWRC - A/P		7,041.80
10/04/2013	2190	NWRC-MEDIX AMBULANCE	2010B · NWRC - A/P		15,367.00
10/04/2013	2191	NWRC-OREGON COAST TRANSPORTERS, I	2010B · NWRC - A/P		240.00
10/04/2013	2192	SETD-V	2010B · NWRC - A/P		1,294.00
10/04/2013	2193	NWRC-WAPATO SHORES, INC	2010B · NWRC - A/P		22,190.20
10/04/2013	2194	NWRC-WILCOX & FLEGEL	2010B · NWRC - A/P		1,564.60
10/08/2013		DEPOSIT	4400 · PROVIDER PAYMENTS	102,564.00	
10/14/2013	2195	NWRC-COMMUNITY AMBULANCE	2010B · NWRC - A/P		810.00
10/14/2013	2196	DEER ISLAND STORE - Gas Voucher	2010B · NWRC - A/P		2,727.53
10/14/2013	2197	NWRC-FARMERS CO-OP	2010B · NWRC - A/P		2,631.92
10/14/2013	2198	NWRC-HOT SHOT TRANSPORTATION	2010B · NWRC - A/P		1,879.08
10/14/2013	2199	INTEGRA TELECOM	2010B · NWRC - A/P		65.12
10/14/2013	2200	NWRC-K & M MEDIVAN	2010B · NWRC - A/P		987.60
10/14/2013	2201	NWRC-MTN RETREAT SECURE TRANSPOR	2010B · NWRC - A/P		140.00
10/14/2013	2202	NWRC-OREGON COAST TRANSPORTERS, I	2010B · NWRC - A/P		240.00
10/14/2013	2203	NWRC-RONALD MCDONALD HOUSE	2010B · NWRC - A/P		
10/14/2013	2204	NWRC-WARRENTON MINI MART	2010B · NWRC - A/P		549.68
10/14/2013	2205	NWRC-WILCOX & FLEGEL	2010B · NWRC - A/P		1,995.87
10/14/2013	2206	ASTORIA MINI MART - Gas Voucher	2010B · NWRC - A/P		962.48
10/14/2013	2207	NWRC-RONALD MCDONALD HOUSE	2010B · NWRC - A/P		4,200.00
10/15/2013		DEPOSIT	1099 · TRANSFERS HOLDING ACCOUNT	102,845.17	
10/16/2013	2223	NWRC-MEDIX AMBULANCE	2010B · NWRC - A/P		7,606.00
10/16/2013	2224	SERVICE AMERICA COMMERCIAL SERVICE	2010B · NWRC - A/P		125.00
10/16/2013	2225	NWRC-TRUCKE'S 1 STOP	2010B · NWRC - A/P		570.45
10/16/2013	2226	NWRC-WAPATO SHORES, INC	2010B · NWRC - A/P		9,661.38
10/16/2013		DEPOSIT	4400 · PROVIDER PAYMENTS	108,462.00	
10/18/2013	2209	NWRC-MEDIX ANSWERING SERVICE, INC/	2010B · NWRC - A/P		109.00
10/18/2013	2210	NWRC-TILLAMOOK COUNTY TRANSPORTA	2010B · NWRC - A/P		10,139.50
10/21/2013	2227	NWRC-MEDIX AMBULANCE	2010B · NWRC - A/P		6,620.50
10/21/2013	2228	NWRC-WAPATO SHORES, INC	2010B · NWRC - A/P		9,348.35
10/22/2013		DEPOSIT	4400 · PROVIDER PAYMENTS	22,191.00	
10/23/2013	EFT11609738	SETD-V	2010B · NWRC - A/P		2,111.00
10/28/2013	2216	NWRC-COLUMBIA COUNTY RIDER	2010B · NWRC - A/P		1,250.18
10/28/2013	2217	NWRC-COMMUNITY AMBULANCE	2010B · NWRC - A/P		2,214.00
10/28/2013	2218	NWRC-HOT SHOT TRANSPORTATION	2010B · NWRC - A/P		3,455.24
10/28/2013	2219	NWRC-MEDIX AMBULANCE	2010B · NWRC - A/P		7,909.50
10/28/2013	2220	NWRC-OREGON COAST TRANSPORTERS, I	2010B · NWRC - A/P		780.00
10/28/2013	2221	NWRC-SKINNYS TEXACO	2010B · NWRC - A/P		3,938.94
10/28/2013	2231	NWRC-TILLAMOOK COUNTY TRANSPORTA	2010B · NWRC - A/P		
10/28/2013	2230	NWRC-WAPATO SHORES, INC	2010B · NWRC - A/P		10,383.30
10/28/2013	2229	NWRC-TILLAMOOK COUNTY TRANSPORTA	2010B · NWRC - A/P		4,993.15
10/29/2013		DEPOSIT	4400 · PROVIDER PAYMENTS	46,101.00	
Total 1080 · NWRC Reimb - CCB (3976)				<u>382,163.17</u>	<u>168,871.13</u>
Total 1050 · NORTHWEST RIDE CENTER				<u>382,163.17</u>	<u>168,871.13</u>
TOTAL				<u>382,163.17</u>	<u>168,871.13</u>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
1000 · SETD							
1040 · GENERAL FUND - CCB (3943)							
	10/01/2013			Deposit	-SPLIT-	1,888.80	
	10/01/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	54.00	
	10/01/2013	CC	BUS TICKETS	CC DEPOSITS	4035 · FIXED ROUTE FARES	165.00	
	10/01/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	153.00	
	10/02/2013			NWRC Reimbursements for September Payroll	1080 · NWRC Reimb - CCB (3976)	21,166.16	
	10/02/2013			10/4 payroll	1030 · PAYROLL - CCB (3950)		23,000.00
	10/02/2013	CC	BUS TICKETS	CC DEPOSITS	4035 · FIXED ROUTE FARES	543.00	
	10/02/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	123.30	
	10/03/2013	CC	BUS TICKETS	CC DEPOSITS	4035 · FIXED ROUTE FARES	30.00	
	10/03/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	36.00	
	10/04/2013	EFT-415553	AFLAC	U9509	-SPLIT-		1,089.65
	10/04/2013	ACH 441/444	JPM CHASE (VALIC)	64705 10/4/2013 PAYROLL ACH	-SPLIT-		581.32
	10/04/2013	13801	COASTAL ENTERPRISES, LLC	5677441/5677444	2010A · SETD - A/P		11.75
	10/04/2013	13802	CRS	BOTTLED WATER	2010A · SETD - A/P		40.00
	10/04/2013	13803	FLINT, JAMES		2010A · SETD - A/P		300.58
	10/04/2013	13804	JACKSON & SON OIL, INC.	76050	2010A · SETD - A/P		7,979.76
	10/04/2013	13805	LAZERQUICK	INV # 21123	2010A · SETD - A/P		124.38
	10/04/2013	13806	MATHER, GRETCHEN		2010A · SETD - A/P		125.00
	10/04/2013	13807	MTR WESTERN BUS		2010A · SETD - A/P		1,198.42
	10/04/2013	13808	OFFICE MAX / BOISE CO.	454038	2010A · SETD - A/P		478.81
	10/04/2013	13809	OREGON TRANSIT ASSOCIATION	ANNUAL DUES FOR FY 2013- 2014	2010A · SETD - A/P		1,800.00
	10/04/2013	13810	RAY, BILL		2010A · SETD - A/P		70.00
	10/04/2013	13811	SPECIAL DISTRICTS ASSOCIATION OF OREGON		2010A · SETD - A/P		18,516.30
	10/04/2013	CC	BUS TICKETS	CC DEPOSITS	4035 · FIXED ROUTE FARES	30.00	
	10/04/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	218.50	
	10/04/2013			Deposit	1099 · TRANSFERS HOLDING ACCOUNT	296,539.57	
	10/05/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	33.30	
	10/06/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	41.00	
	10/07/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	102.60	
	10/08/2013			Deposit	1499 · UNDEPOSITED FUNDS	2,619.87	
	10/08/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	144.00	
	10/08/2013	CC	BUS TICKETS	CC DEPOSITS	4035 · FIXED ROUTE FARES	5.00	
	10/09/2013	EFT#83488	INTERNAL REVENUE SERVICE	93-1146160 104/13 PAYROLL EFT #90883488	-SPLIT-		9,657.20
	10/09/2013	EFT#231002	OREGON DEPT OF REVENUE	0294352-3 10/4/13 PAYROLL EFT#37246579231002	-SPLIT-		4,079.91
	10/10/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	54.00	
	10/11/2013	CC	BUS TICKETS	CC DEPOSIT	4020 · MTR WESTERN	113.00	
	10/11/2013	CC	BUS TICKETS	CC DEPOSITS	4035 · FIXED ROUTE FARES	5.00	
	10/12/2013	CC	BUS TICKETS	CC DEPOSITS	4020 · MTR WESTERN	18.00	
	10/13/2013	CC	BUS TICKETS	CC SALES	4020 · MTR WESTERN	99.00	
	10/14/2013	13812	ASTORIA MINI MART - Gas Voucher	VOID:	2010B · NWRC - A/P		
	10/14/2013	CC	BUS TICKETS	CC SALES	4020 · MTR WESTERN	87.30	
	10/15/2013	13857	PACIFICSOURCE ADMINISTRATORS	PPDB2228	-SPLIT-		216.50
	10/15/2013	13813	BROADVOX GO! LLC	20000006129	2010A · SETD - A/P		558.43
	10/15/2013	13814	CENTRIC ELEVATOR CORP.		2010A · SETD - A/P		211.22
	10/15/2013	13815	MCCALL TIRE CENTER - Warrenton	A21-00351	2010A · SETD - A/P		1,346.82
	10/15/2013	13816	McBRIDE-PEREZ, DANIELLE	VOID:	2010A · SETD - A/P		
	10/15/2013	13817	NORTHSIDE TRUCK & EQUIPMENT		2010A · SETD - A/P		553.05
	10/15/2013	13818	PACIFICSOURCE ADMINISTRATORS	PPDB2228	2010A · SETD - A/P		792.10
	10/15/2013	13819	SHRM DISTRIBUTION		2010A · SETD - A/P		645.00
	10/15/2013	13820	VERIZON WIRELESS		2010A · SETD - A/P		513.32
	10/15/2013	13821	WARRENTON AUTO PARTS	3620	2010A · SETD - A/P		19.11
	10/15/2013	13822	WILCOX & FLEGEL	06-0093452	2010A · SETD - A/P		7,374.35
	10/15/2013			Deposit	-SPLIT-	4,055.20	
	10/15/2013			Deposit	1499 · UNDEPOSITED FUNDS	2,748.83	
	10/15/2013			Deposit	-SPLIT-	342.00	
	10/15/2013	CC	BUS TICKETS	CC SALES	4020 · MTR WESTERN	126.00	
	10/15/2013	13880	WILCOX & FLEGEL	06-0093452	2010A · SETD - A/P		952.80
	10/16/2013			PAYROLL TRANSFER CONF #115972211	1030 · PAYROLL - CCB (3950)		30,000.00
	10/16/2013	CC	BUS TICKETS	CC SALES	4035 · FIXED ROUTE FARES	24.00	
	10/16/2013	CC	BUS TICKETS	CC SALES	4020 · MTR WESTERN	90.00	
	10/17/2013	CC	BUS TICKETS	CC SALES	4020 · MTR WESTERN	86.90	
	10/18/2013	ACH46/48/72	JPM CHASE (VALIC)	64705 10/40-018/2013 PAYROLLS EE & ER ACH #5692446/5692448/5692472	-SPLIT-		2,777.42
	10/18/2013	13823	GOFORTH RAE		2010A · SETD - A/P		297.19
	10/18/2013	13824	NWRC-JONES, JASON		2010A · SETD - A/P		151.20
	10/18/2013	13825	McBRIDE-PEREZ, DANIELLE	VOID:	2010A · SETD - A/P		
	10/18/2013	13826	PARKER, MARY		2010A · SETD - A/P		297.19
	10/18/2013	13827	PIETILA, ELISABETH - A/P		2010A · SETD - A/P		291.20
	10/18/2013	CC	BUS TICKETS	CC SALES	4020 · MTR WESTERN	50.00	

10/19/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	50.00	
10/20/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	36.00	
10/21/2013	13828	ABECO	11403	2010A - SETD - A/P		43.83
10/21/2013	13829	ALLIED SECURITY	578584	2010A - SETD - A/P		109.50
10/21/2013	13830	ALSCO	940116	2010A - SETD - A/P		85.59
10/21/2013	13831	APBP	P O 2241	2010A - SETD - A/P		100.00
10/21/2013	13832	BIO-MED TESTING SERVICES, INC		2010A - SETD - A/P		165.00
10/21/2013	13833	CHARTER COMMUNICATIONS	ASTORIA	2010A - SETD - A/P		115.00
10/21/2013	13834	COASTAL ENTERPRISES, LLC	BOTTLED WATER	2010A - SETD - A/P		81.25
10/21/2013	13835	CONTINUANT, INC		2010A - SETD - A/P		195.54
10/21/2013	13836	CRS		2010A - SETD - A/P		151.67
10/21/2013	13837	EARLS, SCOTT - A/P		2010A - SETD - A/P		319.79
10/21/2013	13838	EO MEDIA GROUP	24625/5153	2010A - SETD - A/P		165.20
10/21/2013	13839	FLINT, JAMES		2010A - SETD - A/P		292.11
			ANNUAL ASSESSMENT AND SPECIAL			
10/21/2013	13840	GOVERNMENT ETHICS COMMISSION	ASSESSMENT THRU 6-2014	2010A - SETD - A/P		516.09
10/21/2013	13841	GREYHOUND	VOID:	2010A - SETD - A/P		
10/21/2013	13842	iFOCUS CONSULTING		2010A - SETD - A/P		150.00
10/21/2013	13843	INFINITY INTERNET, INC	554079/221343	2010A - SETD - A/P		19.95
10/21/2013	13844	IRON MOUNTAIN		2010A - SETD - A/P		69.38
10/21/2013	13845	KARL, LORI		2010A - SETD - A/P		163.28
10/21/2013	13846	LEWICKI, PAUL		2010A - SETD - A/P		161.59
10/21/2013	13847	NW NATURAL	770728-4	2010A - SETD - A/P		52.15
10/21/2013	13848	PACIFIC POWER		2010A - SETD - A/P		979.28
10/21/2013	13849	RECOLOGY WESTERN OREGON		2010A - SETD - A/P		57.12
10/21/2013	13850	SERVICE AMERICA COMMERCIAL SERVICES		2010A - SETD - A/P		445.00
10/21/2013	13851	SNOW & SNOW ATTORNEYS AT LAW		2010A - SETD - A/P		1,176.00
10/21/2013	13852	TOGO2013	PO 2240	2010A - SETD - A/P		100.00
10/21/2013	13853	TRUE NORTH LEARNING		2010A - SETD - A/P		607.50
10/21/2013	13854	WARRENTON, CITY OF	45186570	2010A - SETD - A/P		558.00
10/21/2013	13855	WHOLE BRAIN CREATIVE		2010A - SETD - A/P		1,080.00
10/21/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	36.00	
10/22/2013			Deposit	1499 - UNDEPOSITED FUNDS	1,426.52	
10/22/2013	CC	BUS TICKETS	CC SALES	4035 - FIXED ROUTE FARES	5.00	
10/22/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	51.30	
10/22/2013	13878	NW NATURAL	770728-4	2010A - SETD - A/P		63.74
10/23/2013	EFT-912843	INTERNAL REVENUE SERVICE	93-1146160 10/18/13 PAYROLL EFT#20912843	-SPLIT-		8,894.28
10/23/2013	EFT-231015	OREGON DEPT OF REVENUE	0294352-3 10/18/13 PAYROLL EFT#32460903231015	-SPLIT-		3,727.67
10/23/2013			Deposit	-SPLIT-	160,267.67	
10/23/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	48.60	
10/23/2013			Deposit	1499 - UNDEPOSITED FUNDS	2,111.00	
10/24/2013	13858	McBRIDE-PEREZ, DANIELLE		2010A - SETD - A/P		175.84
10/24/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	102.60	
10/25/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	36.00	
10/26/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	123.00	
10/27/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	36.00	
10/28/2013	13859	ALSCO	940116	2010A - SETD - A/P		28.53
10/28/2013	13860	AUTO ZONE	PIN-523421	2010A - SETD - A/P		38.98
10/28/2013	13861	BORLAND COASTAL ELECTRIC, INC.		2010A - SETD - A/P		78.90
10/28/2013	13862	COLPAC		2010A - SETD - A/P		250.00
10/28/2013	13863	KARL, LORI		2010A - SETD - A/P		20.00
10/28/2013	13864	KATHY KLECZEK	VOID:	2010A - SETD - A/P		
10/28/2013	13865	LAZERQUICK	INV # 21175	2010A - SETD - A/P		79.00
10/28/2013	13866	MAC TOOLS		2010A - SETD - A/P		245.68
10/28/2013	13867	NORTHSIDE TRUCK & EQUIPMENT		2010A - SETD - A/P		231.67
10/28/2013	13868	OREGON STATE POLICE		2010A - SETD - A/P		206.00
10/28/2013	13869	PACIFICSOURCE ADMINISTRATORS	PPDB2228	2010A - SETD - A/P		1,500.00
10/28/2013	13870	PARKER, MARY		2010A - SETD - A/P		20.00
10/28/2013	13871	PIETILA, ELISABETH - A/P		2010A - SETD - A/P		40.00
10/28/2013	13872	SAFEKEEPING STORAGE CENTERS	UNIT C-26 & C27	2010A - SETD - A/P		264.00
10/28/2013	13873	WARRENTON AUTO PARTS	3620	2010A - SETD - A/P		293.71
10/28/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	118.30	
10/29/2013			Deposit	1499 - UNDEPOSITED FUNDS	1,663.15	
10/29/2013			Deposit	-SPLIT-	358.00	
10/29/2013	CC	BUS TICKETS	CC SALES	4035 - FIXED ROUTE FARES	69.00	
10/29/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	54.00	
10/29/2013	13874	CB LAWN CARE		2010A - SETD - A/P		587.00
10/29/2013	13875	CLATSOP ELECTRIC		2010A - SETD - A/P		1,293.84
10/29/2013	13876	EO MEDIA GROUP	24625/5153	2010A - SETD - A/P		317.31
10/29/2013	13879	PIETILA, ELISABETH - A/P		2010A - SETD - A/P		68.95
10/29/2013			Deposit	-SPLIT-	4,407.49	
10/30/2013	CC	BUS TICKETS	CC SALES	4035 - FIXED ROUTE FARES	30.00	
10/30/2013	CC	BUS TICKETS	CC SALES	4020 - MTR WESTERN	96.60	
10/31/2013	ACH 866/869	AFLAC	U9509	-SPLIT-		1,054.74
10/31/2013	13881	PACIFICSOURCE ADMINISTRATORS	PPDB2228	-SPLIT-		341.00
10/31/2013	13882	SPECIAL DISTRICTS ASSOCIATION OF	03-0030282	-SPLIT-		21,086.66
10/31/2013	EFT#13937	GREYHOUND	730733567 (RPT #)	2010A - SETD - A/P		1,771.12
10/31/2013			Funds Transfer TO COVER 11-1-13			
10/31/2013			PAYROLL	1030 - PAYROLL - CCB (3950)		30,000.00

10/31/2013	EFT 10-13	CLATSOP COMMUNITY BANK		-SPLIT-		6,573.50	
10/31/2013	CC	BUS TICKETS	CC SALES	4035 · FIXED ROUTE FARES	54.00		
10/31/2013	CC	BUS TICKETS	CC SALES	4035 · FIXED ROUTE FARES	45.00		
				8560 ·			
				DUES/SUBSCRIPTIONS/FEE			
				S		237.07	
10/31/2013			Service Charge				
Total 1040 · GENERAL FUND - CCB (3943)						<u>503,017.56</u>	<u>203,498.99</u>
Total 1000 · SETD						<u>503,017.56</u>	<u>203,498.99</u>
TOTAL						<u>503,017.56</u>	<u>203,498.99</u>



SUNSET EMPIRE TRNS DI
Account Number: XXXX XXXX XXXX 0188

Billing Questions:
800-367-7576

Website:
www.cardaccount.net

Send Billing Inquiries To:
Card Service Center, PO Box 569120, Dallas, TX 75356

CLATSOP COMMUNITY BANK Credit Card Account Statement
September 7, 2013 to October 8, 2013

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$4,201.82
- Payments	\$4,201.82
- Other Credits	\$49.99
+ Purchases	\$3,929.61
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,879.62

PAYMENT INFORMATION

New Balance:	\$3,879.62
Minimum Payment Due:	\$116.39
Payment Due Date:	November 2, 2013

Account Number XXXX XXXX XXXX 0188
Credit Limit \$8,000.00
Available Credit \$2,721.00
Statement Closing Date October 8, 2013
Days in Billing Cycle 32

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/01	10/01	74707128J01MHTJJ9	PAYMENT - THANK YOU	\$4,201.82-
TOTAL XXXXXXXXXXXXX0188				\$4,201.82-

Transactions continued on next page

Please see reverse side of page 1 for important information.

5762 0001 BHH 001 7 4 131008 0

PAGE 1 of 3

15 5025 4021 VB5 01AB5762

9566

CLATSOP COMMUNITY BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0188
New Balance: \$3,879.62
Minimum Payment Due: \$116.39
Payment Due Date: November 2, 2013

Please use enclosed envelope to remit payment.

Amount Enclosed: \$



Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TEXAS 75356-9100

SUNSET EMPIRE TRNS DI 9566
900 MARINE DR
ASTORIA OR 97103-4218





SUNSET EMPIRE TRNS DI
Account Number: XXXX XXXX XXXX 0188

TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
09/09	09/11	24013397X00JQ388X	SANDWICH EXPRESS SALEM OR	\$7.49
09/13	09/15	24692168000L5S21X	APL*APPLE ONLINE STORE 800-676-2775 CA	\$98.00
09/13	09/15	24692168000L5T1QE	APL*APPLE ONLINE STORE 800-676-2775 CA	\$998.00
09/24	09/25	24692168B00MJ2SMS	STARBUCKS #14026 BEAVERTO Beaverton OR	\$4.50
10/06	10/08	24717058RMAF5650M	THE RIVERHOUSE BEND OR	\$505.11
10/06	10/08	24717058RMAF5651Z	THE RIVERHOUSE BEND OR	\$301.71
10/07	10/08	24224438T30W43YLS	MCGRATH'S FISH HOU BEND OR	\$15.99
TOTAL XXXXXXXXXXXXX0196				\$1,930.80
09/13	09/15	7444574812XJQ11N0	OFFICE DEPOT #1078 KENT WA CREDIT	\$49.99-
09/09	09/11	24445747X2XQX4HG5	OFFICE DEPOT #1078 800-463-3768 WA	\$41.61
09/11	09/13	24121037ZS66EQGJH	LINDSTROMS DANISH MAID 503-3523657 OR	\$8.50
09/13	09/15	241640781745X7R18	SAFeway STORE00026278 ASTORIA OR	\$9.97
09/19	09/22	241640787745X9KD2	SAFeway STORE00026278 ASTORIA OR	\$18.47
09/26	09/30	24121038GS66FH5G7	LINDSTROMS DANISH MAID 503-3523657 OR	\$9.85
10/02	10/03	24736938K003F21XZ	DEALS ONLY INC ASTORIA OR	\$8.97
10/04	10/06	24164078MQ5E6L99V	USPS 40041602534004226 ASTORIA OR	\$48.41
10/04	10/07	24266968PWGNM1476	INT*DOTS 'N DOODLES ART S ASTORIA OR	\$75.00
TOTAL XXXXXXXXXXXXX0204				\$170.79
09/06	09/08	24164077TQ5G9Q1K8	USPS 40041602534004226 ASTORIA OR	\$93.52
09/09	09/11	24055237X606V11QD	RED ROBIN OF ALBANY ALBANY OR	\$15.28
09/13	09/15	24692168000L5S30V	APL*APPLE ONLINE STORE 800-676-2775 CA	\$499.00
09/13	09/15	24692168000L5TLOH	APL*APPLE ONLINE STORE 800-676-2775 CA	\$49.00
09/17	09/18	244921584RPDYKX5E	SDAO 800-285-5461 OR	\$50.00
TOTAL XXXXXXXXXXXXX0212				\$706.80
10/05	10/07	24399008P42QB3FLL	THE OLIVE GARD00018291 BEND OR	\$34.17
10/06	10/08	24717058RMAF565XG	CROSSINGS AT THE RIVERHOU BEND OR	\$50.75
TOTAL XXXXXXXXXXXXX0220				\$84.92
09/06	09/08	24755427T4PAMMHZ3	BROTHER MALL 901-3791000 NJ	\$299.98
09/11	09/12	24692167Y00MSHYR6	APL*APPLE ITUNES STORE 866-712-7753 CA	\$10.00
09/16	09/18	24692168400WYPJE0	UPS (800) 811-1648 WARRENTON OR	\$18.47
09/18	09/20	24164078631YD8TSG	STAPLES 00114801 WARRENTON OR	\$149.99
09/21	09/22	24692168800BZRVSF	APL*APPLE ITUNES STORE 866-712-7753 CA	\$9.99
09/21	09/22	24692168800Q0XQK0	APL*APPLE ITUNES STORE 866-712-7753 CA	\$9.99
09/21	09/22	24692168800Q1BJ56	APL*APPLE ITUNES STORE 866-712-7753 CA	\$9.99
09/27	09/29	24692168E00G5JV9H	APL*APPLE ITUNES STORE 866-712-7753 CA	\$9.99
09/30	10/01	24692168H00T5328R	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$48.97
10/04	10/06	24164078N31YAFLLA	STAPLES 00114801 WARRENTON OR	\$399.99
TOTAL XXXXXXXXXXXXX0253				\$967.36
09/30	10/01	24431068JRQEBEH8Q	FIVE GUYS BURGER & FRIES HILLSBORO OR	\$18.95
TOTAL XXXXXXXXXXXXX0261				\$18.95

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	14.24% (v)	\$0.00	32	\$0.00
Cash Advances	14.24% (v)	\$0.00	32	\$0.00

(v) - variable

Please see reverse side of page 1 for important information.



SUNSET EMPIRE TRNS DI
Account Number: XXXX XXXX XXXX 0188

Billing Questions:
800-367-7576

Website:
www.cardaccount.net

Send Billing Inquiries To:
Card Service Center, PO Box 569120, Dallas, TX 75356

RECEIVED
NOV 15 2013

JF

CLATSOP COMMUNITY BANK Credit Card Account Statement
October 9, 2013 to November 7, 2013

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$3,879.62
- Payments	\$3,879.62
- Other Credits	\$8.01
+ Purchases	\$3,078.30
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,070.29
Account Number	XXXX XXXX XXXX 0188
Credit Limit	\$8,000.00
Available Credit	\$4,794.00
Statement Closing Date	November 7, 2013
Days in Billing Cycle	30

PAYMENT INFORMATION

New Balance:	\$3,070.29
Minimum Payment Due:	\$92.11
Payment Due Date:	December 2, 2013

1-2

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
11/07	11/07	F5025009P00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$3,879.62-
TOTAL XXXXXXXXXXXX0188				\$3,879.62-

Transactions continued on next page

Please see reverse side of page 1 for important information.

5762 0001 BHH 001 7 4 131107 0

PAGE 1 of 2

15 5025 4021 VB5

01AB5762

1786

CLATSOP COMMUNITY BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0188
New Balance: \$3,070.29
Minimum Payment Due: \$92.11
Payment Due Date: December 2, 2013

Please use enclosed envelope to remit payment.

Amount Enclosed: \$



Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TEXAS 75356-9100



SUNSET EMPIRE TRNS DI 1786
900 MARINE DR
ASTORIA OR 97103-4218





TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/06	10/11	74717058VMAF565E5	THE RIVERHOUSE BEND OR CREDIT	\$8.01-
10/09	10/11	24717058V4EATYAP9	THE RIVERHOUSE BEND OR	\$0.75
10/09	10/11	24717058V4EATYARK	THE RIVERHOUSE BEND OR	\$505.11
10/09	10/13	24394698WWGN9BNDH	ANGELINES BAKERY SISTERS OR	\$13.00
10/18	10/20	2449398948AXA3GST	CITY OF PORTLAND DEPT TR PORTLAND OR	\$2.40
10/18	10/20	2449398948AXA9MJA	CITY OF PORTLAND DEPT TR PORTLAND OR	\$2.40
10/30	10/31	24055239G8AGLG8L4	ADAM'S RIB SMOKEHOUSE SALEM OR	\$14.35
			TOTAL XXXXXXXXXXXXX0196	\$530.00
10/09	10/11	24692168V00K1REY5	SHILO INN BEND BEND OR	\$326.70
10/09	10/11	24692168V00K1REZE	SHILO INN BEND BEND OR	\$326.70
10/23	10/25	241640799745XMGVEV	SAFEGWAY STORE00026278 ASTORIA OR	\$19.37
			TOTAL XXXXXXXXXXXXX0204	\$672.77
10/28	10/29	24164079DQ5FQT48P	USPS 40041602534004226 ASTORIA OR	\$22.40
			TOTAL XXXXXXXXXXXXX0212	\$22.40
10/05	10/11	24717058V4EATYA3N	THE RIVERHOUSE BEND OR	\$435.60
			TOTAL XXXXXXXXXXXXX0220	\$435.60
10/11	10/13	24610438X03PZPJST	ADOBE SYSTEMS, INC. 800-833-6687 WA	\$19.99
10/31	11/01	24164079G322QG0RK	STAPLS3145036944000 800-3333330 CT	\$349.99
			TOTAL XXXXXXXXXXXXX0253	\$369.98
10/10	10/11	24269288VWGN AERV1	LEE CONSULTING GROUP I 423-727-3255 FL	\$395.00
10/15	10/16	2449398915ZY7DQNG	CAMP 18 SEASIDE OR	\$15.78
10/15	10/16	24692169000B51Y9F	Hotels.com 800-246-8357 WA	\$142.08
10/15	10/16	2471705904EQQS02W	CLATSOP COMMUNITY COLLEGE503-3250910 OR	\$99.00
10/15	10/16	2471705904PNQLNZT	OREGON PARKING YELLOW LOT SALEM OR	\$6.00
10/15	10/16	2471705907LSH9FRZ	SAL BARRAZA SALEM OR	\$8.60
10/23	10/24	240552399606V0ZBX	RED ROBIN OF ALBANY ALBANY OR	\$29.96
10/24	10/25	24224439A31TBPFF7Q	FIVE GUYS #OR-1256 SPRINGFIELD OR	\$21.15
10/24	10/25	24692169900T07JBZ	OUTBACK 3817 SPRINGFIELD OR	\$39.98
10/25	10/28	24071059QWPAWWVBM	THE UPTOWN CAFE WARRENTON OR	\$54.00
10/30	10/31	24164079FQ5G1XYE9	USPS 40894403334016444 WARRENTON OR	\$128.00
11/04	11/06	24164079M31Y4YGT3	STAPLES 00114801 WARRENTON OR	\$99.99
			TOTAL XXXXXXXXXXXXX0261	\$1,039.54

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	14.24% (v)	\$0.00	30	\$0.00
Cash Advances	14.24% (v)	\$0.00	30	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

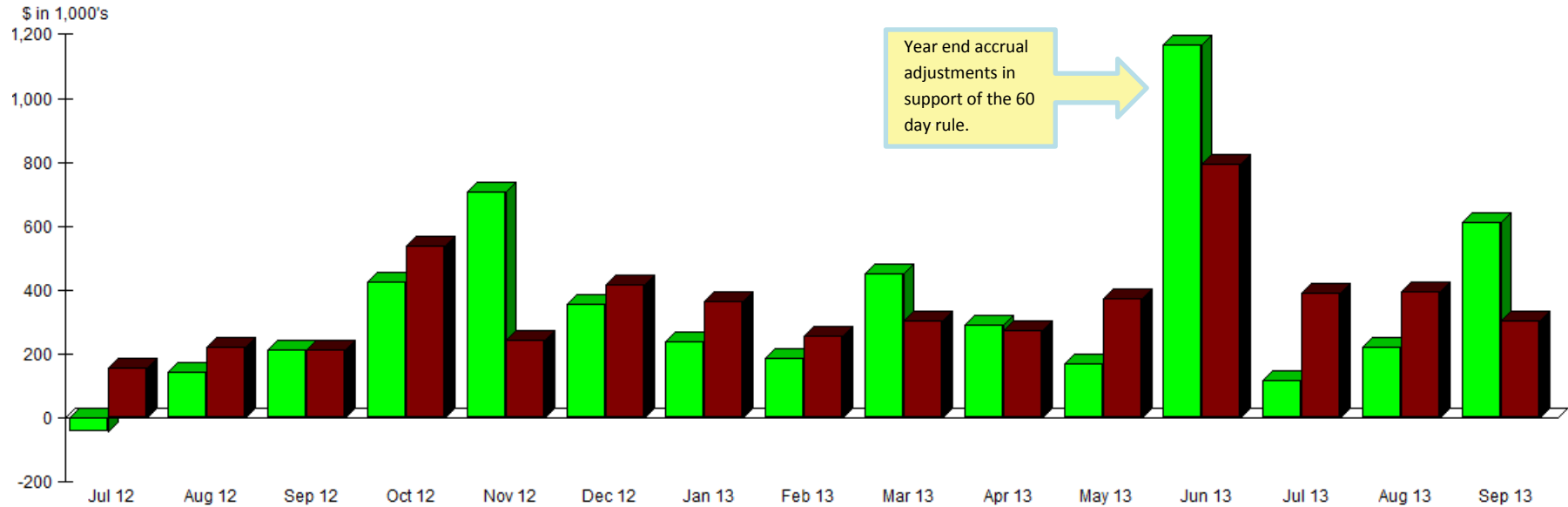
Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Exciting news! Go online today and check out the all new enhancements to the Card Service Center website. E-statements, additional payment options, and more are waiting for you. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

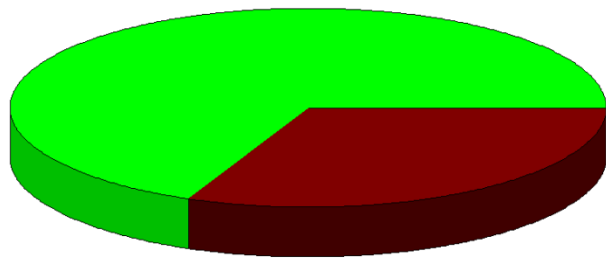
SETD Company Wide Quarterly Report: Q1 2013

Income and Expense by Month
July 2012 through September 2013

Income
Expense

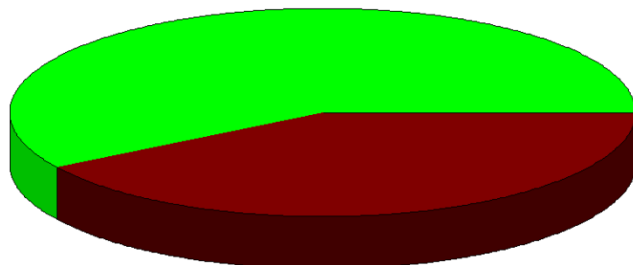


Income Summary by Department



2012
1ST Quarter

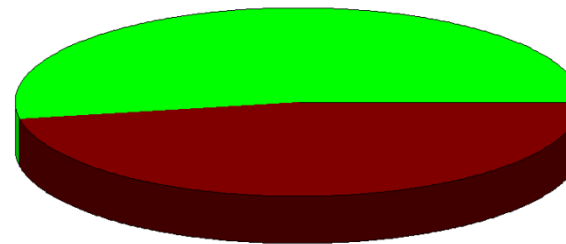
NWRC	68.50%
SETD	31.50
Total \$309,123.91	



2013
1ST Quarter

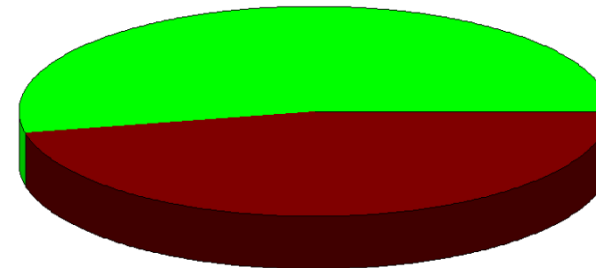
SETD	58.94%
NWRC	41.06
Total \$954,822.73	

Expense Summary by Department



2012
1ST Quarter

SETD	52.88%
NWRC	47.12
Total \$595,060.60	



2013
1ST Quarter

SETD	58.94%
NWRC	41.06
Total \$954,822.73	

NWRC
Profit Loss Budget Performance
 October 2013

	Month	Month Budget	YTD	YTD Budget	Annual Budget	% YTD to Annual
Ordinary Income/Expense						
Income						
4305 · INTEREST	2.11		15.08			
4400 · PROVIDER PAYMENTS	279,318.00	153,343.25	671,328.00	613,373.00	1,840,119.00	
Total Income	279,320.11	153,343.25	671,343.08	613,373.00	1,840,119.00	36%
Gross Profit	279,320.11	153,343.25	671,343.08	613,373.00	1,840,119.00	36%
Expense						
6000 · PAYROLL WAGES	18,783.23	20,370.66	69,366.37	81,482.72	244,448.00	28%
6200 · PAYROLL TAXES - EMPLOYER	2,010.26	2,615.75	7,321.93	10,463.00	31,389.00	23%
6300 · BENEFITS	6,498.32	7,149.33	20,263.53	28,597.36	85,792.00	24%
6560 · PAYROLL EXP (OUTSOURCED FEES)	19.35		50.09			
7750 · DMAP TRIP REIMBURSEMENTS	116,663.70	91,666.68	491,522.14	366,666.72	1,100,000.00	45%
8010 · BANK CHGS/FEES	0.00	41.69	0.00	166.70	500.00	0%
8055 · AUDIT	0.00	750.00	3,740.00	3,000.00	9,000.00	42%
8155 · LEGAL ADS	0.00	41.68	0.00	166.72	500.00	0%
8160 · PROFESSIONAL SERVICES	109.00	208.33	3,521.12	833.36	2,500.00	141%
8167 · LEGAL COUNSEL	105.00	166.66	105.00	666.72	2,000.00	5%
8175 · NEWSPAPER ADS	158.66	41.66	290.95	166.72	500.00	58%
8180 · OFFICE SUPPLIES	152.09	416.66	567.73	1,666.72	5,000.00	11%
8185 · POSTAGE	0.00	41.67	92.00	166.72	500.00	18%
8190 · PRINTING	0.00	62.50	38.60	250.00	750.00	5%
8250 · TELECOMMUNICATIONS	-5,038.06	750.00	3,696.13	3,000.00	9,000.00	41%
8300 · BLDG GROUNDS & MAINT	902.19	250.00	2,333.90	1,000.00	3,000.00	78%
8350 · INSURANCE	-45.00	208.33	2,579.80	833.36	2,500.00	103%
8400 · BUS PASSES	0.00	308.33	840.00	1,233.36	3,700.00	23%
8460 · UTILITIES	533.35	666.66	1,797.37	2,666.72	8,000.00	22%
8465 · JANITORIAL SERV & SUPPLIES	125.00	166.66	500.00	666.72	2,000.00	25%
8480 · UNIFORMS	0.00	83.33	0.00	333.36	1,000.00	0%
8550 · DRUG/ALCOHOL SCREENING	0.00	125.00	562.00	500.00	1,500.00	37%

NWRC
Profit Loss Budget Performance
 October 2013

	Month	Month Budget	YTD	YTD Budget	Annual Budget	% YTD to Annual
8560 · DUES/SUBSCRIPTIONS/FEES	719.11	66.66	719.11	266.72	800.00	90%
8575 · EMPLOYEE RECOGNITION	65.31	62.50	130.31	250.00	750.00	17%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	6,471.15	2,258.33	12,313.58	9,033.36	27,100.00	45%
8750 · CONFERENCES/TRAINING/TRAVEL	398.93	208.34	1,086.93	833.36	2,500.00	43%
8780 · MEETING EXPENSE	0.00	66.66	91.83	266.72	800.00	11%
Total Expense	148,631.59	128,794.07	623,530.42	515,177.14	1,545,529.00	40%
Net Ordinary Income	130,688.52	24,549.18	47,812.66	98,195.86	294,590.00	16%
Other Income/Expense						
Other Income						
9150 · TRANSFERS IN	0.00	12,166.66	0.00	48,666.64	146,000.00	0%
Total Other Income	0.00	12,166.66	0.00	48,666.64	146,000.00	0%
Other Expense						
9600 · DEBT SERVICE & INTEREST-FEES	36,343.25	12,166.66	72,686.50	48,666.72	146,000.00	50%
9700 · CAPITAL EXPENSE	0.00	200.00	0.00	800.00	2,400.00	0%
9800 · CONTINGENCY	0.00	21,130.00	0.00	84,520.00	253,560.00	0%
9850 · TRANSFERS OUT	0.00	5,000.00	0.00	20,000.00	60,000.00	0%
Total Other Expense	36,343.25	38,496.66	72,686.50	153,986.72	461,960.00	16%
Net Other Income	-36,343.25	-26,330.00	-72,686.50	-105,320.08	-315,960.00	23%
Net Income	94,345.27	-1,780.82	-24,873.84	-7,124.22	-21,370.00	116%

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance
 October 2013

	Month	Month Budget	YTD	YTD Budget	Annual Budget	% YTD to Annual
Ordinary Income/Expense						
Income						
4000 · FARES	19,449.91	18,750.00	101,016.16	75,000.00	225,000.00	45%
4100 · CONTRACTED SERVICES - IGA	-1,738.00	4,490.75	14,292.15	17,963.00	53,889.00	27%
4200 · TAXES	88,582.97	66,529.75	112,868.68	266,119.00	798,357.00	14%
4250 · TIMBER REVENUES	0.00	12,574.09	0.20	50,296.36	150,889.00	0%
4300 · MASS TRANSIT ASSESSMENT	16,422.61	5,000.00	16,422.61	20,000.00	60,000.00	27%
4301 · STATE APD NON-MEDICAL PROGRAM	0.00	525.00	0.00	2,100.00	6,300.00	0%
4305 · INTEREST	86.16	100.00	266.81	400.00	1,200.00	22%
4310 · MISC INCOME	0.00		21.72			
4450 · RENTAL INCOME	712.50	868.34	2,992.50	3,473.36	10,420.00	29%
5001 · GRANTS	18,405.00	120,905.71	456,840.08	483,622.84	1,450,868.00	31%
5012 · ODOT - DRIVE LESS CONNECT GRANT	0.00	6,303.84	0.00	25,215.36	75,646.00	0%
Total Income	141,921.15	236,047.48	704,720.91	944,189.92	2,832,569.00	25%
Gross Profit	141,921.15	236,047.48	704,720.91	944,189.92	2,832,569.00	25%
Expense						
6000 · PAYROLL WAGES	66,624.22	71,654.16	263,216.20	286,616.72	859,850.00	31%
6200 · PAYROLL TAXES - EMPLOYER	7,111.82	11,298.66	28,455.47	45,194.72	135,584.00	21%
6300 · BENEFITS	14,648.87	22,234.16	62,532.44	88,936.72	266,810.00	23%
6560 · PAYROLL EXP (OUTSOURCED FEES)	81.15		249.06			
6605 · REIMBURSED EXPENSES - p/r acct	280.00		350.00			
7750 · DMAP TRIP REIMBURSEMENTS	2,111.00		2,111.00			
8010 · BANK CHGS/FEES	-5.47	100.00	656.66	400.00	1,200.00	55%
8055 · AUDIT	0.00	1,833.33	5,616.44	7,333.36	22,000.00	26%
8100 · BAD DEBT	1,036.00		1,036.00			
8155 · LEGAL ADS	0.00	125.00	0.00	500.00	1,500.00	0%
8160 · PROFESSIONAL SERVICES	0.00	12,666.66	8,280.82	50,666.72	152,000.00	5%
8165 · PLANNING/CONSULTING	0.00	0.00	0.00	0.00	0.00	
8167 · LEGAL COUNSEL	1,071.00	291.69	1,071.00	1,166.70	3,500.00	31%

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance
October 2013

	Month	Month Budget	YTD	YTD Budget	Annual Budget	% YTD to Annual
8170 · MARKETING / ADVERTISING	1,080.00	3,333.33	9,604.83	13,333.36	40,000.00	24%
8175 · NEWSPAPER ADS	158.65	100.00	567.44	400.00	1,200.00	47%
8180 · OFFICE SUPPLIES	879.26	1,083.33	4,443.58	4,333.36	13,000.00	34%
8185 · POSTAGE	141.93	83.33	408.05	333.36	1,000.00	41%
8190 · PRINTING	79.00	666.66	3,227.22	2,666.72	8,000.00	40%
8205 · TAXES/LICENSE	0.00	62.50	252.00	250.00	750.00	34%
8250 · TELECOMMUNICATIONS	-704.09	791.66	4,366.08	3,166.72	9,500.00	46%
8300 · BLDG GROUNDS & MAINT	2,051.33	2,333.34	6,819.77	9,333.36	28,000.00	24%
8350 · INSURANCE	-2,204.62	3,750.00	33,499.83	15,000.00	45,000.00	74%
8360 · FUEL	5,068.77	20,349.59	51,190.92	81,398.35	244,195.00	21%
8460 · UTILITIES	1,733.94	1,500.00	5,444.22	6,000.00	18,000.00	30%
8465 · JANITORIAL SERV & SUPPLIES	445.00	666.66	1,780.00	2,666.67	8,000.00	22%
8480 · UNIFORMS	142.65	500.00	1,106.47	2,000.00	6,000.00	18%
8500 · DONATIONS/GIFTS/CONTRIB	0.00	416.68	29.04	1,666.68	5,000.00	1%
8550 · DRUG/ALCOHOL SCREENING	476.00	125.00	967.50	500.00	1,500.00	65%
8560 · DUES/SUBSCRIPTIONS/FEES	2,285.03	433.35	2,538.74	1,733.36	5,200.00	49%
8570 · ELECTION FEES	-62.00	0.00	-62.00	0.00	0.00	
8575 · EMPLOYEE RECOGNITION	97.97	291.66	647.96	1,166.67	3,500.00	19%
8590 · MONTHLY BUS PASSES	0.00		45.00			
8605 · VEHICLE MAINT & REPAIR	4,026.13	8,000.00	38,464.71	32,000.00	96,000.00	40%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	6,400.78	3,541.69	19,202.48	14,166.71	42,500.00	45%
8660 · SHELTER CLEANING/REPAIR	0.00	208.33	52.03	833.36	2,500.00	2%
8705 · SMALL TOOLS/MINOR EQUIPMENT	424.11	166.66	479.95	666.72	2,000.00	24%
8725 · MISCELLANEOUS	-197.25		12.75			
8750 · CONFERENCES/TRAINING/TRAVEL	2,109.59	1,583.35	9,061.34	6,333.36	19,000.00	48%
8780 · MEETING EXPENSE	46.79	83.33	118.54	333.36	1,000.00	12%
Total Expense	117,437.56	170,274.11	567,843.54	681,097.06	2,043,289.00	28%
Net Ordinary Income	24,483.59	65,773.37	136,877.37	263,092.86	789,280.00	17%
Other Income/Expense						

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance
 October 2013

	<u>Month</u>	<u>Month Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% YTD to Annual</u>
Other Income						
9150 · TRANSFERS IN	0.00	5,000.00	0.00	20,000.00	60,000.00	0%
Total Other Income	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>60,000.00</u>	<u>0%</u>
Other Expense						
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	34,166.66	26,294.00	136,666.64	410,000.00	6%
9700 · CAPITAL EXPENSE	0.00	42,600.00	116,412.94	170,400.00	511,200.00	23%
9800 · CONTINGENCY	0.00	20,630.84	0.00	82,523.36	247,570.00	0%
Total Other Expense	<u>6,573.50</u>	<u>97,397.50</u>	<u>142,706.94</u>	<u>389,590.00</u>	<u>1,168,770.00</u>	<u>12%</u>
Net Other Income	<u>-6,573.50</u>	<u>-92,397.50</u>	<u>-142,706.94</u>	<u>-369,590.00</u>	<u>-1,108,770.00</u>	<u>13%</u>
Net Income	<u><u>17,910.09</u></u>	<u><u>-26,624.13</u></u>	<u><u>-5,829.57</u></u>	<u><u>-106,497.14</u></u>	<u><u>-319,490.00</u></u>	<u>2%</u>

SUNSET EMPIRE TRANSPORTATION
Balance Sheet
 As of October 31, 2013

	<u>Oct 31, 13</u>		<u>Oct 31, 13</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 - SETD	855,076.61	Accounts Payable	
1050 - NORTHWEST RIDE CENTER	377,537.99	2010 - Accou	41,997.89
1099 - TRANSFERS HOLDING ACCOUNT	18,404.29	Total Accounts Payable	41,997.89
Total Checking/Savings	<u>1,251,018.89</u>	Other Current Liabilities	
Accounts Receivable		2100 - PAYRC	0.86
1200 - ACCOUNTS RECEIVABLE	2,733.08	2110 - Direct	-20,415.58
Total Accounts Receivable	<u>2,733.08</u>	2260 - DEFER	79,917.57
Other Current Assets		Total Other Current Liabilitie	59,502.85
1205 - PROPERTY TAX RECEIVABLE	85,451.11	Total Current Liabilities	101,500.74
1499 - UNDEPOSITED FUNDS	4,033.79	Long Term Liabilities	
Total Other Current Assets	<u>89,484.90</u>	2800 - INTERCOMPANY TRA	1,293.00
Total Current Assets	<u>1,343,236.87</u>	Total Long Term Liabilities	<u>1,293.00</u>
TOTAL ASSETS	<u><u>1,343,236.87</u></u>	Total Liabilities	102,793.74
		Equity	
		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	<u>-30,703.74</u>
		Total Equity	1,240,443.13
		TOTAL LIABILITIES & EQUITY	<u><u>1,343,236.87</u></u>

**SUNSET TRANSPORTATION SERVICES
and NWRC
Checks \$5,000+
October 2013**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	EFT 10-13	10/31/2013	CLATSOP COMMUNITY BANK	1040 · GENERAL FUND - CCB (3943)		-6,573.50
				9615A · PRINCIPAL	-4,482.55	4,482.55
				9610B · INTEREST	-2,090.95	2,090.95
TOTAL					<u>-6,573.50</u>	<u>6,573.50</u>
Check	4663	10/04/2013	SETD-V	1060 · NWRC 44853		-102,845.17
				1099 · TRANSFERS HOLDING ACCOUNT	-102,845.17	102,845.17
TOTAL					<u>-102,845.17</u>	<u>102,845.17</u>
Check	11303	10/04/2013	SETD-V	1013 · GENERAL CHECKING - BofA (5129)		-296,539.57
				1099 · TRANSFERS HOLDING ACCOUNT	-296,539.57	296,539.57
TOTAL					<u>-296,539.57</u>	<u>296,539.57</u>
Check	BC 838772	10/24/2013	SETD	1013 · GENERAL CHECKING - BofA (5129)		-18,402.18
				1099 · TRANSFERS HOLDING ACCOUNT	-18,402.18	18,402.18
TOTAL					<u>-18,402.18</u>	<u>18,402.18</u>

Sunset Empire Transportation District

OCTOBER FINANCIAL EXCEPTIONS REPORT

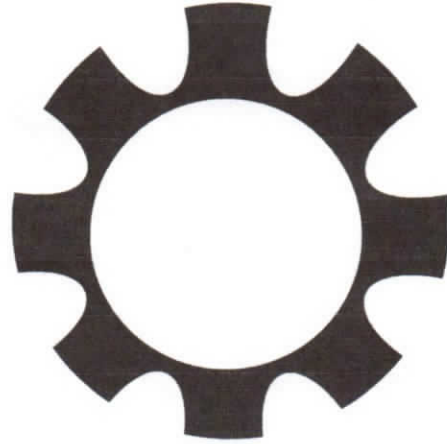
For the December 2013 Board of Commissioner's Meeting

NOTABLE EXCEPTIONS:

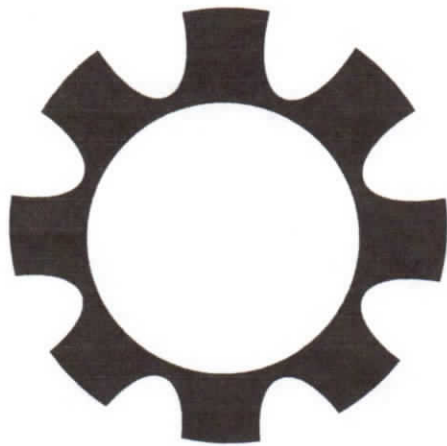
- **SETD 4100-Contracted services income.** The negative monthly amount is due to moving the income for Clatsop Cruise Host from contracted services to fares.
- **SETD 4250-Timber revenues.** The income line item has shown an income of 81,700 in Aug/Sept board reports. At the suggestion of the Auditors, this income was moved to the 2012-13 fiscal cycle in accordance with the 60 day accrual rule. The funds were received in August.
- **SETD 8010-Bank charges/fees.** The negative monthly amount is due to closing out the B of A checking account and clearing 2010 items that had not been previously cleared.
- **SETD 8100-Bad debt.** This amount is write offs of uncollectable A/Rs.
- **NWRC 8167-Professional services.** NWRC share of the Bolt's Internal Control procedures was not budgeted.
- **NWRC 8175-Newspaper ads.** This is for job opening announcements. NWRC has completed the majority of its hiring and the expense should remain on budget during the remainder of the year.
- **SETD/NWRC 8250-Telecommunications.** The negative monthly amount is due to reallocating the phone software expense to Computers, where it was budgeted.
- **SETD/NWRC 8350-Insurance.** The negative monthly amount is a result of a refund received from SDAO. The YTD is higher than planned.
- **NWRC 8560-Dues/Subscriptions.** Three annual dues were paid in the month of October.
- **8570-Election Fees.** The negative monthly amount is due to is due to closing out the B of A checking account and clearing 2010 items that had not been previously cleared.
- **Note: Our SETD Debt Service bank account** was idle (no need for it anymore) and has been repurposed for on-line purchases of equipment where the total purchase is \$1,000 or greater. The procedures for these purchases shall be the same as that of Accounts Payables.
- **Rental Income:** All from parking spaces.

NOTE on Reviewing Financials: 4 Months = 33% of Fiscal Year Budget*

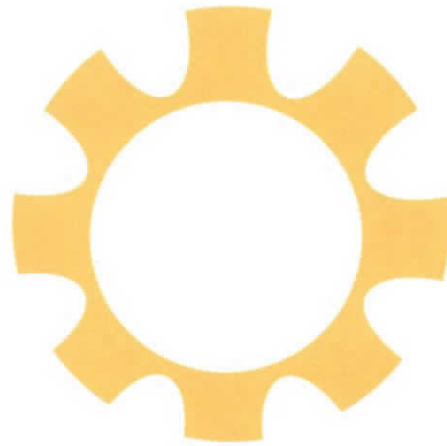
***Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles.



SUNSET
TRANSPORTATION
SERVICES



SUNSET
TRANSPORTATION
SERVICES



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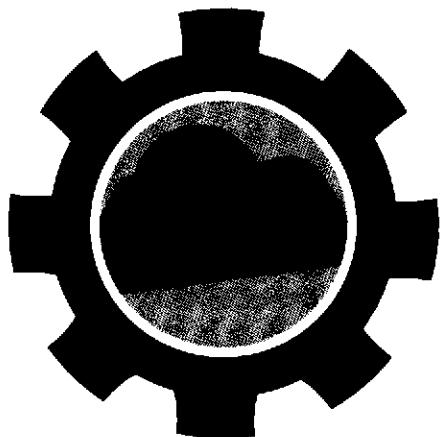


**TRANSPORTATION
SERVICES**

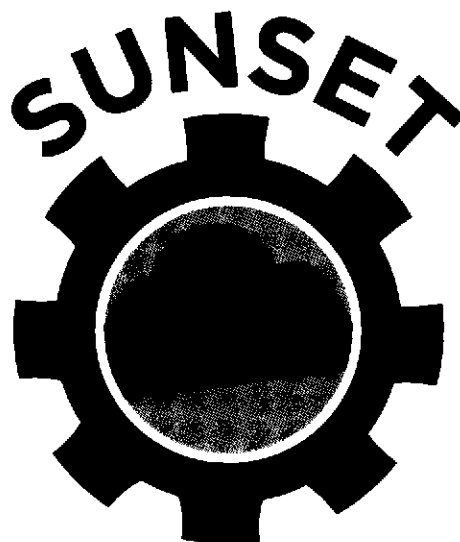


**TRANSPORTATION
SERVICES**

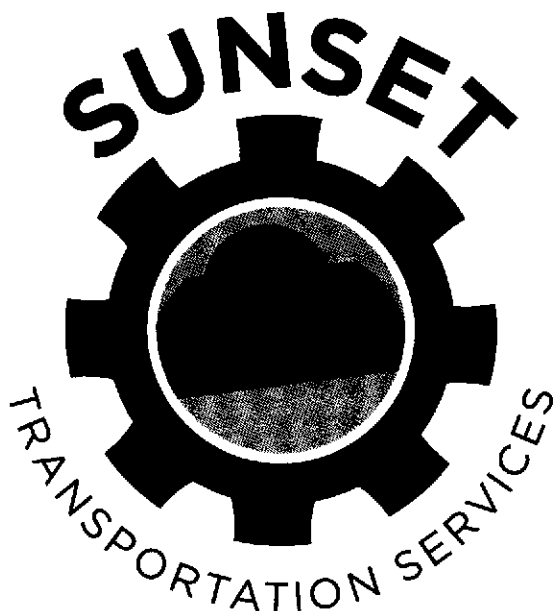




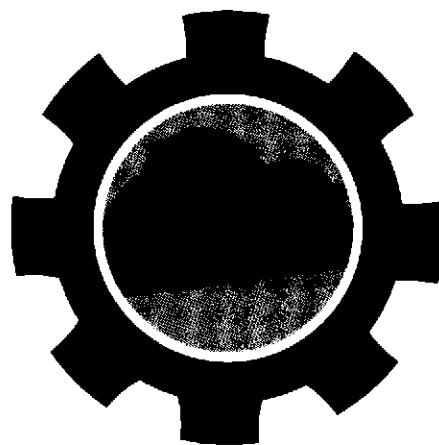
SUNSET
TRANSPORTATION SERVICES



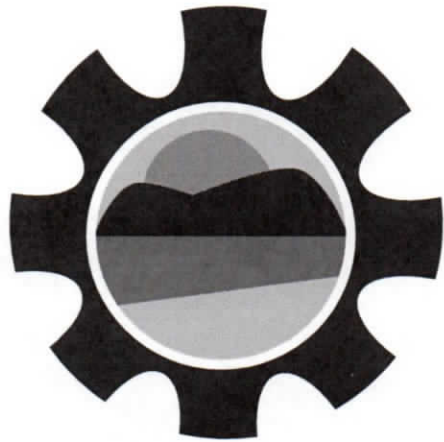
TRANSPORTATION
SERVICES



SUNSET



**TRANSPORTATION
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SERVICES



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SUNSET
TRANSPORTATION
SERVICES

positioning statement

(Internal statement for marketing purposes)

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.

tagline options

We're going your way.

All the ways you want to go.

We're good to go.

For all the ways you roll.

**AGREEMENT BETWEEN
COLUMBIA COUNTY AND SUNSET EMPIRE TRANSPORTATION DISTRICT**

This Agreement is made and entered into by and between COLUMBIA COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as the “County,” and SUNSET EMPIRE TRANSPORTATION DISTRICT, hereinafter referred to as “SETD”:

RECITALS

WHEREAS, transit service in Columbia County is provided by Columbia County Rider (“CC Rider”), a department within the County; and

WHEREAS, SETD is a Transportation District, a unit of local government as defined in ORD 190.003, and is currently providing transit services in Clatsop County; and

WHEREAS, SETD has received grant funding for intercity bus service (49 U.S.C. 5311(f)) from the Oregon Department of Transportation, Public Transit Division, to provide intercity transit service from the City of Warrenton in Clatsop County to the City of Longview/Kelso, WA on a schedule that has been agreed upon by both parties; and

WHEREAS, a copy of the agreed upon service schedule is attached hereto as Exhibit 1 and incorporated herein by this reference; and

WHEREAS, SETD and the County wish to enter into this agreement to set out the terms and conditions for SETD’s transit services within Columbia County; and

WHEREAS, ORS 190.010 allows the County to enter into agreements with other unit of local government for the performance of any and all functions and activities that the County has the authority to perform.

AGREEMENT

NOW, THEREFORE, under the above-stated authority, and in consideration of mutual covenants contained herein, it is hereby agreed as follows:

- A. Effective Date.** This Agreement shall become effective when signed by all parties and shall be retroactive to July 1, 2013. This Agreement shall remain in effect until June 30, 2015.
- B. County Responsibility.** Pursuant to the terms of this Agreement, the County shall:
 - 1. Agree to the route and service specified in Exhibit 1 of this agreement for the duration of the grant received by SETD.
 - 2. Honor SETD fares by allowing SETD passengers with paid fares for the SETD Warrenton to Longview route to transfer onto CC Rider buses headed to Longview at transfer points in Westport, Clatskanie and Rainier at no extra charge.

3. Allow SETD transit buses to make stops at the CC Rider bus stops in Clatskanie and Rainier in accordance with the schedule in Exhibit 1.

4. Notify SETD of pending CC Rider schedule changes that may impact SETD service schedule in Exhibit 1.

C. SETD Responsibility. Pursuant to the terms of this Agreement, SETD shall:

1. Provide service in accordance with the route and service schedule provided in Exhibit 1 of this agreement.

2. Provide rider and fare data to Columbia County on a monthly basis for all service provided in Columbia County.

3. Obtain County approval prior to making any changes to the schedule and service provided in Exhibit 1 which affects the County.

4. Honor CC Rider fares by allowing CC Rider passengers with paid fares to transfer onto SETD buses at the connection points in Westport and Clatskanie at no extra charge to the end destination of the SETD route.

5. Market availability of service in each of the Columbia County communities served by the SETD service with prior approval from CC Rider officials.

6. Provide printed schedules to CC Rider.

D. Agreement Representatives. Contract representatives for this Agreement are the following:

Janet Wright, Director
Columbia County Rider Transportation
230 Strand Street
St. Helens, OR 97051
janet.wright@co.columbia.or.us

Jay Flint, Executive Director
Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103
jay@ridethebus.org

All written correspondence, such as notices and responses to notices, shall be sent to the above addresses. Representatives of the parties to this Agreement may be changed. However, changes are not effective unless written notice has been provided to all the parties to this Agreement.

E. Termination. This Agreement may be terminated at any time in whole or in part by mutual consent of both parties, or by either party, with or without cause, upon thirty (30) days advance written notice delivered by registered or certified mail, or in person, to the other party. In case of termination, SETD shall cease to provide transit stops in Columbia County unless authorized through a separate agreement with the County.

- F. Amendments.** This Agreement shall not be modified or amended except by a written instrument executed by the duly authorized representatives of both parties.
- G. Hold-Harmless.** Subject to the limitations of the Tort Claims Act, ORS 30.260 *et seq.*, the County agrees to indemnify and hold harmless SETD, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to the County's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by the County. Subject to the limitations of the Tort Claims Act, ORS 30.260 *et seq.*, SETD agrees to indemnify and hold harmless the County, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to SETD's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by SETD.
- H. Nonwaiver.** The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
- I. Time of the Essence.** The parties agree that time is of the essence in this Agreement.
- J. Choice of Law.** This Agreement shall be governed by the laws of the State of Oregon.
- K. Venue.** Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
- L. Severability.** If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
- M. Counterparts.** This agreement may be executed in several counterparts, all of which taken together shall constitute one Agreement binding on the parties, notwithstanding that all parties are not signatories to the same counterpart. In addition, facsimile counterparts shall be effective with the same force as original counterparts, except that original counterparts shall be delivered as soon as practicable to replace any facsimile counterpart.
- N. Entire Agreement.** This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. The County, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. SETD, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

SUNSET EMPIRE TRANSPORTATION DISTRICT

BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

By: _____
Jay Flint, Executive Director

By: _____
Anthony Hyde, Chair

Dated _____

By: _____
Earl Fisher, Commissioner

By: _____
Paul Lewicki, Board Chair

By: _____
Henry Heimuller, Commissioner

Dated _____

Dated _____

Approved as to form

By: _____
Office of County Counsel

**INTERGOVERNMENTAL AGREEMENT
NORTHWEST OREGON CONNECTOR ALLIANCE**

This Intergovernmental Agreement (Agreement) is between Columbia County, a political subdivision of the State of Oregon by and through Columbia County Rider Transportation, Benton County, Lincoln County Transportation Service District, Sunset Empire Transportation District, and Tillamook County Transportation District, all public entities organized and operating under Oregon law (parties).

FINDINGS

- A. ORS 190.010 authorizes the parties to create a public entity known as the Northwest Oregon Connector Alliance (NWOCA);
- B. The parties initially entered into an intergovernmental agreement establishing the NW Oregon Transit Alliance (NWOTA) to increase coordination of services, create opportunities to collectively apply for grant funding, and operate public transit services within and connecting to each party's service areas;
- C. The parties worked together, applied for and in August of 2010 obtained a grant from the US Department of Energy for the purpose of establishing connections and transportation links to each other's transit service areas, and providing a more coordinated service;
- D. The parties entered into the initial intergovernmental agreement to describe their relationship and create the basis for effective communication between them as they fulfilled their obligations under 2010 DOE grant, coordinated efforts and project tasks, and operated and administered a coordinated public transportation system;
- E. In August, 2013, the DOE grant concluded and the partners desire to continue and further develop the regional transit system including securing additional funding;
- F. THEREFORE, the parties intend to create a new intergovernmental entity under ORS Chapter 190 as the NW Oregon Connector Alliance to succeed the prior entity known as the NW Oregon Transit Alliance (NWOTA) for the purposes stated in this Agreement.

AGREEMENT

1. Name

The Northwest Oregon Connector Alliance (NWOCA) is established by the parties as an intergovernmental entity under ORS Chapter 190.

2. Purpose

NWOCA is formed to foster collaboration between the parties for the coordination of public transit services, connection of transit service areas and the provision of cost effective transit services within the territory served by the NWOCA parties. NWOCA may exercise the authority, rights and duties necessary to carry out the purposes of this Agreement, including the authority to expend funds necessary for the following:

- A. Administrative staff and office space;

- B. Coordination of equipment and services associated with the interconnection of party service areas;
- C. Development of internal expertise, including personnel, to share among the parties; and
- D. Public information communications regarding the Connector system.

3. Funding

- A. It is anticipated that NWOCA will be funded through grants and equal financial and/or in-kind support from each party. This Agreement will govern the relationship of the parties with respect to any additional grant funding NWOCA receives, except to the extent this Agreement provides otherwise or as the parties may agree through an amendment to the Agreement.
- B. All financial commitments and decisions require a unanimous vote from all parties to this Agreement. Annual budgets and all funding changes to the NWOCA budgets shall adhere to public budgeting and public meetings laws.

4. Expectations

Each party commits to the following responsibilities as a part of the NWOCA:

- A. Promote public transportation throughout NWOCA service areas;
- B. Work cooperatively with the other NWOCA parties to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts.

5. Board of Directors

- A. The NWOCA Board of Directors consists of the transit director or other representative of each of the parties. Board members are appointed by their governing bodies and serve until replaced.
- B. Officers. The Board of Directors shall elect a Chair, Vice-Chair and Secretary Treasurer by majority vote at its Annual Meeting. Officers shall serve one year terms and may serve more than one term.
- C. Board of Director responsibilities include:
 - i. Managing grant budgets, NWOCA's Annual Budget and other fiscal matters relating to NWOCA;
 - ii. Reviewing updates regarding status and issues related to NWOCA operations;
 - iii. Hiring or contracting for administrative staff; and
 - iv. Entering into and approving all contracts for fiscal, professional and other services and grants necessary to carry out this Agreement.
 - v. Ensuring that all procurements and contracts comply with applicable federal, state and local laws and regulations and with all terms and conditions associated with grant funding. The Board of Directors shall also ensure that contracts and other documents creating liability for NWOCA are reviewed by NWOCA's legal counsel.

- D. A majority of the NWOCA members constitutes a quorum at any special or regular meeting.
- E. NWOCA will adopt rules governing its procedures including the time and place of its regular meetings, and a procedure for calling special meetings.

6. Remedies

If there is a legal action to enforce this Agreement, each party is responsible for its own costs and fees, including attorney fees. No party is entitled to recover attorney fees from another party, including any fees and costs incurred in an appeal.

7. Liability and Indemnification

To the extent allowed by Oregon law, each party is responsible for the consequences of negligent or wrongful acts of their employees or agents that affect any other party or a person not a party to this Agreement. Each party will release, defend, indemnify and hold harmless each other party, including its officers, employees and agents against all claims, demands, legal actions (including all attorney fees and costs) arising from this agreement where the loss or claim is attributable to the acts or omissions of the indemnifying party.

8. Amendments

This Agreement may be amended at any time upon the written agreement of all parties. New parties to NWOCA will join through an amendment to this Agreement.

9. Duration and Withdrawal

- A. This Agreement and NWOCA will become effective in accordance with Section 12 below and will continue until June 30, 2015 and automatically renew annually thereafter, unless terminated as set forth below.
- B. A party may withdraw from NWOCA by giving written notice to the NWOCA Board of Directors of its intent to withdraw. A party may withdraw while still a party to a NWOCA funding contract or grant, however they will remain jointly and severally liable for all liabilities the withdrawing party incurred to while an active member of NWOCA. After withdrawal letter is acknowledged by the NWOCA Board, the withdrawing entity will not be liable for future liabilities of NWOCA, including grant and other fiscal responsibilities.
- C. Written notification (not email) must provide a minimum 120 days notice and include a transition plan developed by the withdrawing party. The transition plan must include: 1) an inventory listing each NWOCA-related interconnection that would be affected; 2) a schedule of all physical and electronic assets which include NWOCA branding that would need to be returned or removed and a timeline for their return; 3) a written summary of a meeting with NWOCA's Board of Directors to review withdrawal requirements including compliance with grant and financial requirements; and 4) a timeline for withdrawing based on that meeting.
- D. Upon completion of a transition plan and a party's withdrawal, the former party has no financial obligations to NWOCA, but must return any disbursed grant funds required to be returned by a grant agreement.
- E. A party may withdraw from the NWOCA without 120-day written notice as provided above only with the consent of all remaining parties.

F. This Agreement will require amendment following the withdrawal of a party.

10. Severability

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter that results in the invalidity of any part does not affect the remainder of the Agreement.

11. Interpretation

The terms and conditions of this agreement will be liberally construed under Oregon law in accordance with the general purposes of the agreement.

12. Effective Date

This agreement takes effect upon its approval by the governing bodies of all parties and the authorized signatures of party officials.

13. NWOCA IGA Termination

The NWOCA and this Agreement may be terminated with the written consent of all parties if there are no outstanding contracts to be completed by NWOCA. Assets and debts of NWOCA will be distributed to the parties as unanimously agreed upon at the time of dissolution.

APPROVED AND SIGNED by the appropriate officers authorized to execute this agreement on behalf of the governing body of each party:

COLUMBLA COUNTY:

Dated: _____

Commissioner

County Counsel
APPROVED AS TO FORM

Commissioner

Commissioner

BENTON COUNTY:

Dated: _____

Commissioner

County Counsel
APPROVED AS TO FORM

Commissioner

Commissioner

LINCOLN COUNTY:

Dated: _____

Commissioner

County Counsel
APPROVED AS TO FORM

Commissioner

Commissioner

SUNSET EMPIRE TRANSPORTATION DISTRICT:

Dated: _____

Executive Director

District Counsel
APPROVED AS TO FORM

TILLAMOOK COUNTY TRANSPORTATION DISTRICT:

Dated: _____

General Manager

District Counsel
APPROVED AS TO FORM



RECEIVED
OCT 30 2013
JF

October 28, 2013

Jay Flint
Executive Director
Sunset Empire Transportation District
900 Marine Dr
Astoria, OR 97103

Dear Jay:

As you know, successful economic development initiatives are critical to the health of our communities. In 2008, leaders of our local chambers of commerce convened to assess the strengths and weaknesses of economic development efforts in our area. To their surprise, they counted 22 distinct economic development committees across the county—but discovered none were working in collaboration with one another. From this assessment, the concept of a single, coordinated economic development organization that would serve ALL of Clatsop County was born—and CEDR was established. **It is the only organization in Clatsop County whose sole focus is to create, grow and retain businesses.**

Many assume economic development responsibilities fall to our city governments and chambers of commerce. While these organizations play a critical role in economic development initiatives, city governments cannot dedicate their attention *exclusively* to economic development, and neither city governments nor chambers of commerce can focus attention beyond the boundaries of their respective communities.

CEDR serves the need for a *dedicated* economic development services organization, and provides a central point of contact for coordinated efforts *across* communities, countywide. CEDR has the endorsement of chambers and city governments across Clatsop County, as well as the endorsement of the county government itself. And by combining countywide efforts under the umbrella of one organization, **CEDR is able to provide more resources and service to local businesses than any one community in Clatsop County could provide alone.**

"With a collaborative focus on business development, job retention and creation, CEDR is the go-to economic development authority for Clatsop County businesses, entrepreneurs, citizens and governments."

— Scott Somers, Clatsop County Manager

CEDR provides real value, evidenced by some of our recent accomplishments (January 2012 through June 2013):

- CEDR met with 242 clients for 829 counseling sessions, totaling 1,355 hours.
- CEDR contributed to the creation of 40.5 *new* jobs.
- CEDR contributed to the retention of 30.5 *existing* jobs.
- CEDR contributed to 5 new business starts.

- CEDR contributed to a \$316,078 increase in client sales.
- CEDR assisted in securing over \$850,000 in financing for local businesses.
- CEDR presented 63 educational workshops serving more than 700 people.

In addition, CEDR represents Clatsop County outside our local community by building relationships with larger economic development agencies, and advocating on behalf of Clatsop County. **At the national level**, CEDR is affiliated with the Small Business Administration. **At the state level**, CEDR works closely with Business Oregon, the Oregon Small Business Development Center Network, and WorkSource Oregon. **Regionally**, CEDR collaborates with Col-Pac (Columbia-Pacific Economic Development District).

“As Northwest Oregon’s federally-designated economic development district, we are only as strong as our local economies. CEDR is our on-the-ground resource in Clatsop County to support business retention and expansion for our cities and communities. CEDR also provides great synergy within the county for recruiting new business development.”

— Mary McArthur, Executive Director, Col-Pac

Working together, we can ensure that we are addressing the right economic development needs in Clatsop County most effectively and efficiently, while building healthier communities full of opportunities.

“The most effective economic development organizations are public/private partnerships—bringing together local government and local businesses to work together on improving the economic environment. Membership in CEDR directly supports resources and expertise that will help businesses start, grow and prosper throughout Clatsop County.”

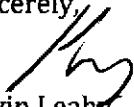
— Erik Andersson, Economic Development Director, Pacific Power

Thank you for your membership!

Thank you for the continued financial contribution from Sunset Empire Transportation District.

CEDR’s operating budget is partially funded by multiple sources, including S.E.T.D. you represent, but we **ALL** must work together to increase the funding and continue to grow CEDR as the one stop Business Connector for Clatsop County. As a CEDR board member, your time and attention to this membership campaign is appreciated.

Sincerely,



Kevin Leahy
Executive Director
Clatsop Economic Development Resources
(503) 338-2342
kleahy@clatsopcc.edu

CEDR Board Members

Erik Andersson

Economic Development Director, Pacific Power

Rosemary Baker-Monaghan

Executive Director, Liberty Theater

Brett Estes

Assistant City Manager, City of Astoria

Jay Flint

Executive Director, Sunset Empire Transportation District

Larry Galizio

President, Clatsop Community College

Skip Hauke

Executive Director, Astoria/Warrenton Chamber of Commerce

Peter Huhtala

Clatsop County Commissioner

Susan Huntington

Executive Director, Seaside Chamber of Commerce

Mark Kujala

Mayor, City of Warrenton

Richard Mays

City Manager, City of Cannon Beach

Tita Montero

City Councilor, City of Seaside

Roger Nance, Jr.

Vice-president and Managing Director, Westerlund Log Handlers

Larry Popkin

Campbell & Popkin LLC Attorneys

Tim Regan

Clatsop Association of Realtors

Joy Sigler

City Councilor, City of Gearhart

Erik Thorsen

CEO, Columbia Memorial Hospital

Kristi Ward

Public Relations Manager, Georgia-Pacific Wauna Mill

Mike Weston

Interim Director, Port of Astoria

(Alternate Ric Gerttula – Port Commissioner)

YOUR CEDR MEMBERSHIP:

- Supports a united voice for business countywide
- Connects you to resources at local, regional and state levels
- Promotes a stronger, more stable and diversified local economy
- Supports local job creation and retention
- Promotes advocacy for business-friendly government policy
- Makes workshops, training and counseling sessions available
- Provides opportunities to network with other business leaders



BENEFITS:

	Supporter \$50	Business \$100	Sponsor \$500	Sustaining \$1000	Executive \$2500	Underwriter \$5000+
Voting privileges		✓	✓	✓	✓	✓
Access to network of business members	✓	✓	✓	✓	✓	✓
Opportunity to serve on CEDR committees	✓	✓	✓	✓	✓	✓
Listing in online membership directory	✓	✓	✓	✓	✓	✓
Priority access to CEDR workshops and events	✓	✓	✓	✓	✓	✓
CEDR logo on your company website		✓	✓	✓	✓	✓
Complete listing with links in online directory			✓	✓	✓	✓
Recognition at CEDR events				✓	✓	✓
Logo and link on CEDR website				✓	✓	✓
Signage at CEDR events				✓	✓	✓
Featured member on CEDR website				✓	✓	✓
Membership in CEO group					✓	✓
Sponsorship of programs, workshops and events					✓	✓
Sponsorship of Small Business Management Program					✓	✓
Inclusion in recruiting information					✓	✓
Feature signage at CEDR events						✓

"CEDR was a huge help when I bought my business. They advised us on what we needed to do and helped us with a business plan. CEDR was there every step of the way. There's no way I could have done this without them."

SETD'S *STRATEGIC GOALS* FOR FISCAL YEAR 2013-14

1. Pursue the next phase of the Connector program with our Alliance partners, including:
 - a. Adoption of a new IGA,
 - b. Complete strategic planning for the group and
 - c. New partner development.

2. Successful completion of the rebranding effort that brings a more cohesive look and feel to the variety of services offered by the District. Including:
 - a. Adoption of new logo and tag line.
 - b. New website developed

3. Continue to improve the financial picture of the district, including:
 - a. Implement recommended internal controls
 - b. Implement plan to address audit report findings

4. Develop a facilities maintenance plan for the District's assets.

5. Oversee a successful transition for the brokerage from the State's Medical Assistance Program to the local Columbia-Pacific Coordinated Care Organization, including:
 - a. Adopt new contract with CP-CCO
 - b. Develop new contract for providers

Sunset Empire Transportation District

OCTOBER/NOVEMBER MANAGEMENT REPORT

For the December 2013 Board of Commissioner's Meeting

Director's Report

Hwy 30 Route

- If there is a final agreement to sign with Columbia County by the Board meeting, then the plan is to start the new routes on January 4th, which gives us a few weeks for marketing and outreach.

Connector

- We have an intergovernmental agreement (IGA) ready for your review and approval this month. Once approved by all five counties, we will proceed with an ordinance at our January Board meeting to ratify the IGA. (It has been reviewed and approved by our attorney.)

Rebranding

- Recap: at our last Board meeting we decided on a new "dba" name change to: Sunset Transportation Services.
- This meeting we will be reviewing our consultant's logo recommendations and picking one. They are in the Board packet for your review.
- We will also be picking a new tagline. Those options are in your Board packet as well.
- Recommendation: come to the meeting with a top choice or two, but be willing to be flexible with the group in coming to a consensus on both choices.

Financial Reporting

- Diane, Paul and I have been hard at work developing a new way to review the Districts financial data. Diane has been wonderful to work with to help realize Paul's and my vision for a new way. It is more analysis and graphically driven and less numbers data.
- Diane will provide a short presentation on the new financials. So review them in the Board packet and wait for her explanations of what you are looking at before drawing a conclusion.

Policy Committee

- We are presenting a Board policy on the use of district equipment by Board members and employees.
- Next policy: Surplus District property disposal policy. (For getting rid of old equipment that is no longer in use. For governments, it is not as easy as you might think.)

STF Recommendations

- The STF Committee will meet to discuss how to use our portion of the new \$5 million from the State Legislature, which is \$42,207 for the biennium. They meet the day before the Board meeting, (12/11) and so the recommendations are not in your Board packet, but will be passed out at the meeting. We are being asked by ODOT to have a quick turn on allocating this money and that is the reason for the short timeline.

Security

- We need to purchase three more cameras for the Warrenton surveillance system for complete coverage. This will cost \$3284. I can explain further at the Board meeting.

Operations Report

- OTA was very worthwhile. Checked on and rode new buses at the Trade show.
- Attended the annual ODOT pre winter meeting. We discussed many topics including a presentation by NOAA on their predictions of the weather for the upcoming winter and how they make those forecasts.
- Test drove a new bus being offered by Arboc through EK Coach. It's a nice bus but it is a proto type and will not be available for a year and a half. I think we should not be a tester for a new bus at this time; we need a proven reliable bus.

- We have bid requests for 3 bus purchases that were issued in November. A decision will be made in December after all bids are in.
- Toured Tillamook Transit Facility and checked out their recent bus purchases to help determine what we may be looking for.
- Fred Meyer Bus stop completed and in full operation.
- Refurbished Bus shelter installed on new concrete pad at Warrenton minimart stop on Main Street.

ADA Paratransit Report

- Lawrence McDonald from fixed route trained on paratransit as an additional backup driver. Current fulltime paratransit drivers are Demecio deAnda and Maryanne Champagne; sub drivers are Steve Weinert.; Lawrence McDonald; Jennifer Geisler.
- Tami attended a phone conference with “M2” (a software company) regarding the current development of a scheduling program that will link with OBSS. This is a work in progress and will aid in the scheduling process for Paratransit driver distpatches.
- In October Paratransit provided 492 rides; an average of 21.4 riders per day.
- 46% of the current Paratransit applicants used the service in October.
- There were 8 new ADA Paratransit applications received and 5 approved.
- The Paratransit drivers sold 17 ticket books totaling \$429.00. Ticket book sales continue to increase.
- Fare collection was successful but decreased by \$382.00 from last month.

Paratransit Fares Collected for October: \$3,465.00

- Para-transit Fares: \$461.00
- Tickets Collected: \$402.00
- Medicaid: \$2,602.00

Human Resources Report

- On October 2, 2013 Lori went to the LCHRMA meeting on Giving and Receiving Feedback. It was a very good training and great company as always.
- On October 7 we posted for a part time Operations Assistant and a full time NWRC Client Services Representative (CSR). We did post this for two weeks in The Daily Astorian, the Astoria Warrenton Chamber, with the Employment Office and on our webpage. We received over 60 applications, some applying for both positions. We held interviews on October 31, November 1 and 4. We interviewed 5 applicants for each position. On November 4, after deliberations we decided who we would offer the positions to. We did the reference checks on both and both came back with great reviews☺. So I can announce that we have hired Shana Verley as the new CSR for the NWRC and Shasia Holthusen as the new Operations Assistant. They both started on Monday the 11th of November. They have already proven to be great additions to the District.
- On October 11, 2013 we held a rebranding meeting in Warrenton for all the employees in conjunction with the drivers meeting. Tiffany started off the meetings and Scott finished up with driver information. We had our quarterly birthday luncheon. And Jay announced the employee of the fourth quarter...Demecio deAnda a Paratransit driver. **Yeah for Demecio**☺. There is a nice write up in regards to this on our webpage.
- The safety committee met on October 16, 2013. And quarter building inspections will get done before our next meeting on November 22.
- On November 7 and 8, 2013 Mary and Lori trained 10 employees on CPR, AED, and First Aid for Children, Infants and Adults. We got great feedback from the employees who took the class. We

hope more will want to get trained the next time we offer it. We owe a big thank you to the Astoria Fire Department who allowed us to use their mannequins. We had adult, child and infant ones so we could train on all three. And what a bonus on having our own AED machines now.

Information Technology Report

Phones and Computers

All

- M2 has been selected to design the OBSS dispatching software. They came here and we had a productive meeting. We are setting up a virtual machine for M2 to have access to the OBSS client. We are also waiting for Trimet to give M2 the source code to OBSS. It is expected to be done before the end of the fiscal year.

Admin

- John had training with Rae on her iPad
- We purchased a new multi-document scanner for Diane, the same one that Mary uses.

Mobility

- We are still working on the former Transit Center computer to get it ready to be the Greyhound computer. They should have the computer setup this month.
- We will need to look to upgrade the camera system in Astoria. The system is very difficult to use and does not cover many areas that we should cover. We will start getting quotes for a new system as we get closer to the next budget.

NWRC

- We have setup a computer and phone for use of the new employee at the NWRC.
- John has been working with Julia to get her up-to-speed on MMIS billing and reporting.
- We are hoping to have the new version of OBSS operational by December.

OPS

- The new camera system has been very helpful helping us when incidents happen. There have been some problems with the system but Angeltrax has been helpful on fixing the issues.

Maps, Schedules and Website

- John updated the Columbia Inserts with the new schedule. They are being sent to the printers in December after Board approval of MOU with CC Rider.
- Website
 - We need to update the Columbia Schedule – waiting for start date
 - Some maps need to be updated
 - The Connector consultants have made suggestions for our site. We will implement them soon.

Future Projects

- Need to tag our grant purchased assets and update the spreadsheet listing the assets.
- Automate IT Work Order Process.

Mobility Management

Compliance

- LEP plan training with the NorthWest Ride Center staff completed. NWRC already implementing LEP suggested changes.
- First Aid and CPR for Mobility staff
- Safety Committee building inspections

Outreach

- 2 Travel Training sessions with Seaside customers

- Job Corps class

Assessments

- Working on ADA Applications referred from Tami

Transit Center

- Preparing for Hiring of Temporary employee Mobility Assistant working on training manual.

Transportation Options

- Site visits to Tillamook and Columbia County
- TO draft work plan in progress
- First TO Advisory committee meeting was on 11/15. This is mostly an introduction to the TO program and to devise a plan for adding more members. Reps from TCTD, and CC Rider were there, as well as ODOT reps.
- Lis and Grace both participated in the Drive Less Connect Challenge by biking, using transit and walking to work for two weeks. Next year, we will have a more prominent role as an organizer and not just a participant.

Northwest Ride Center Report

- We changed the title of our call taker/dispatchers to “Client Services Representative” because it is more descriptive for what those employees do for our clients.
- Lori, Jay and Jason finalized the 2 new job descriptions; one for ADA and the other for the NWRC. Interviews were held on the last week in October for the new position at the Ride Center and OPS position. The interviews went well.
- Lori Karl and Jason Jones attended a seminar about excellence in the work place. The two learned a great deal of valuable information in which was presented in a very clear and professional way. Looking forward to taking another class in the future.
- Jay Flint and Jason Jones attended a meeting of the brokerages at Triplink in Salem. Many topics were discussed including ramping up staff in anticipation of more clients and Portland area trips and the progress made over the last several months.
- Teammate Diane Williams met with Tami Carlson of ADA Paratransit several times in October to educate our department as to how the ADA department works in conjunction with the NWRC. The meetings were fruitful.
- Julia Takko and Jason Jones attended a webinar for Crystal Reports. Crystal Reports is a new reporting program that makes the task of creating reports more streamline. This software is key to our Debit Card Reimbursement roll out.
- Jason Jones and John Layton made a networking trip to Cascades West Ride Lines and to Lane County Transportation district. The goal was to gain a better understanding of how they operate their brokerages and what efficiencies we might glean to help streamline our systems. The trip was a success.
- M2 is a software development company that is working on designs for a dispatching program for ADA and the NWRC. Jason Jones and John Layton spent extensive time with them answering any questions they had regarding our processes and exact needs. Jay Flint was able to make a short visit in the early afternoon with the group.
- DMAP hosted a data update meeting on 10/28. Jay Flint and Jason Jones listened in on the conversations and were left with the impression that there was much work to be done on the files and processes between DMAP and the CCOs.

Rider Report

October 2013

Fixed Route Highlights:

- **16,200** people used fixed routes in October for an average of **522.6** riders per day.
- **12.2 % increase** in average passengers who rode fixed routes per day from last October (465.8 to 522.6)
- **\$4.53 per rider** is the estimate cost per person riding fixed route in October.

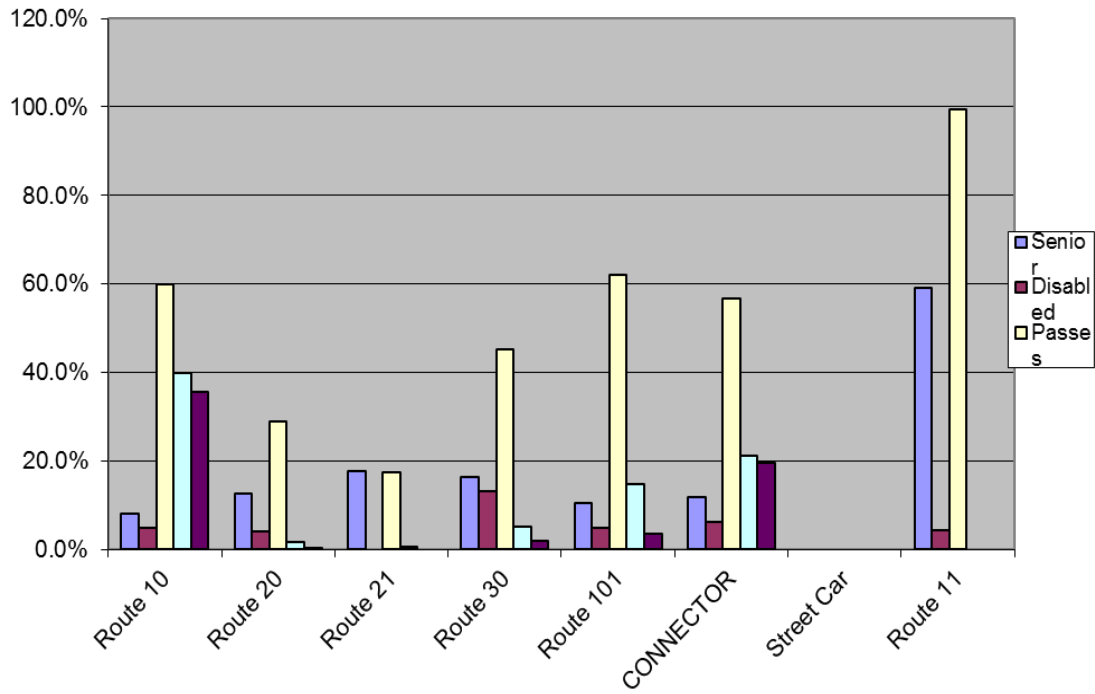
ADA Para-Transit Highlights:

- **492** people used Para-transit in October for an average of **21.4** riders per day.
- **8.9 % decrease** in average Para-transit passengers per day from last October (23.5 to 21.4)
- **\$39.22 per rider** is the estimated cost per person riding Para-transit in October.

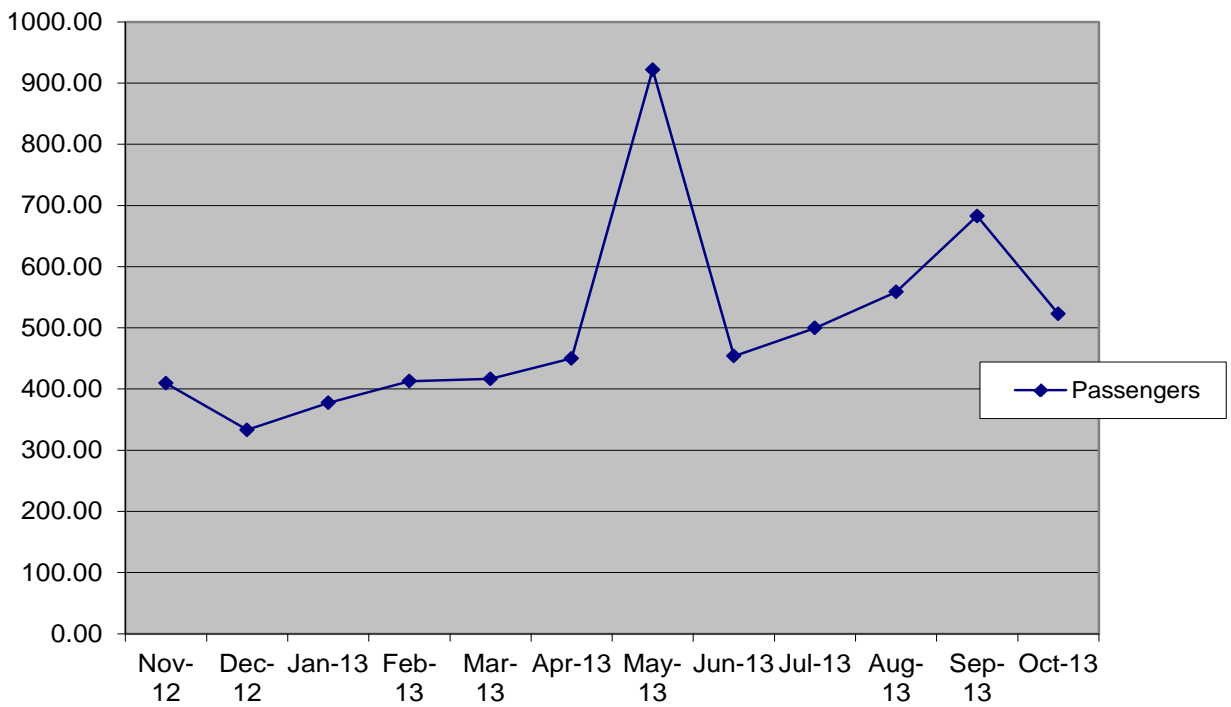
System Highlights:

- **16,692** people used SETD services in October for an average of **538.5** riders per day.
- **11.4 % increase** in all average passengers per day from last October (483.2 to 538.5)
- **\$5.55 per rider** is the estimated cost per person riding on SETD (Fixed Rt + Paratransit)

Rider Breakdown by Route



Fixed Route Passengers Per Day



SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS DISTRICT EQUIPMENT USE POLICY	Policy # B-901	Effective Date
		Date of Last Review
	Signature	

PURPOSE:

To provide guidelines for the District’s Board of Commissioners (BOC) and Employees regarding the use of District-owned equipment for non-District purposes.

POLICY:

District Commissioners and employees are permitted limited use of District owned equipment for personal use if such use does not interfere with official business and involves minimal additional expense to the District. This limited personal use of District office equipment should take place during the employee’s non-work time. This privilege to use District owned-equipment for non-District purposes may be redefined at any time by the BOC.

This policy also applies to contractors, interns, volunteers and other non-District employees through incorporation by reference in contracts or memorandums of agreement as conditions for using District owned equipment and space.

APPLICATION:

The Policy applies to the District’s BOC, employees, contractors, interns, and volunteers.

ATTACHMENTS:

1. ACCOMPANYING DEFINITIONS AND PROCEDURES

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS DISTRICT EQUIPMENT USE POLICY ATTACHMENT #1	Policy # B-901	Effective Date
		Date of Last Review
	Signature	

ACCOMPANYING DEFINITIONS AND PROCEDURES

DEFINITION:

District-owned equipment includes, but is not limited to: personal computers and related peripheral equipment and software, tablets, telephones, facsimile machines, audio/visual devices, photocopiers, office supplies, Internet connectivity and access to internet services, email and vehicles.

- 1) **Minimal additional expense** means that employee’s personal use of District owned equipment is limited to those situations where the District is already providing equipment and the employee’s use of such equipment will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper.
- 2) **Employee non-work time** means times when the employee is not otherwise expected to be addressing official business. Employees may for example - use government owned equipment during their own off-duty hours such as before or after workday lunch periods, authorized breaks, weekends or holidays.
- 3) **Personal use** means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.
- 4) **Information technology** means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission or reception of data or information.

PROCEDURE:

Specific Provisions on Use of Equipment and Services

- 1) Employees are authorized limited personal use of District owned equipment. This personal use must not result in loss of employee productivity or interference with official duties.
- 2) Moreover, such use should incur only minimal additional expense to the District in areas such as:
 - a) Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.;
 - a) Use of consumables in limited amounts ; e.g., paper, ink, toner, etc.;
 - b) General wear and tear on equipment;
 - c) Data usage and storage;
 - d) Transmission and network impacts.

Inappropriate Personal Uses

- 1) Employees are expected to conduct themselves professionally in the workplace and to refrain from using District owned equipment for activities that are inappropriate. Misuse or inappropriate personal use of District owned equipment includes, but is not limited to:
 - a) Any personal use that could cause congestion, delay or disruption of service to any District system or equipment.
 - b) The creation, copying, transmission or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
 - c) Using District owned equipment for activities that are illegal, inappropriate or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
 - d) The creation, download, viewing, storage, copying or transmission of sexually explicit or sexually oriented materials.
 - e) The creation, download, viewing, storage, copying or transmission of materials related to illegal gambling, illegal weapons, terrorist activities and any other illegal activities or activities otherwise prohibited, etc.
 - f) Use for commercial purposes or in support of "for-profit" or "non-profit" activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services).
 - g) Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity or engaging in any prohibited partisan political activity.
 - h) Use for posting agency information to external newsgroups, bulletin boards or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a District Commissioner or employee, unless appropriate approval has been obtained.
 - i) Any use that could generate more than minimal additional expense to the District.
 - j) Downloading of any software or applications that may harm or conflict with District equipment and/or software.
 - k) The unauthorized acquisition, use, reproduction, transmission or distribution of any controlled information including computer software and data that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

Proper Representation

It is the responsibility of Commissioners and employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using District owned equipment for non- District purposes. If there is expectation that such a personal use could be interpreted to represent an agency, then an adequate disclaimer must be used. One acceptable disclaimer is – *“The contents of this message are mine personally and do not reflect any position of the District.”*

Privacy Expectations

- 1) District Commissioners and employees do not have a right, nor should they have an expectation of privacy while using any District owned equipment at any time, including accessing the Internet and using email. To the extent that employees wish that their private activities remain private, they should avoid using the District’s equipment such as their computer, the internet, phone or email. By using District equipment, Commissioners and employees imply their consent to disclosing the contents of any files or information maintained or that passes through District equipment.
- 2) By using this equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the Internet, using email and phones. Any use of District communications resources is made with the understanding that such use is generally not secure, is not private and is not anonymous.
- 3) System managers do employ monitoring tools to detect improper use. Electronic communications may be disclosed to employees who have a need to know in the performance of their duties. District officials, such as system managers and supervisors, may access any electronic communications.

G. Sanctions for Misuse

Unauthorized or improper use of District owned equipment could result in loss of use or limitations on use of equipment, disciplinary or adverse actions, criminal penalties and/or employees being held financially liable for the cost of improper use.