



**Sunset Empire Transportation District**

**BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA**

**THURSDAY DECEMBER 10, 2015**

**9:00 AM**

**Astoria Transit Center, 900 Marine Drive Astoria, OR**

**AGENDA:**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 Minute limit)
5. APPROVAL OF SEPTEMBER AND NOVEMBER 2015 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS-
  - a. August, September and October
8. OLD BUSINESS
  - a. Columbia Pacific Coordinated Care Organization Contract Amendment
9. NEW BUSINESS
  - a. Route Schedule Adjustments
  - b. Board Vacancy
  - c. Special Districts Association of Oregon Conference
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORT
13. PUBLIC COMMENT (3 minute limit)
14. EXECUTIVE SESSION
  - a. Executive Director Evaluation-ORS 192.660(2)(i)
15. OTHER ITEMS



**BOARD OF COMMISSIONERS  
MEETING MINUTES  
September 24, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:50 AM.
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Rae Goforth, Commissioner Carol Gearin and Commissioner Tracy MacDonald. Excused: Commissioner Paul Lewicki and Commissioner Mitch Mitchum  
  
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, RideAssist Coordinator Carol Penuel, IS/Transit Center Manager John Layton, Mobility Coordinator Lis Pietila, Transportation Options Shasia Fry and IT Manager Konnor Claborn.
3. CHANGES TO AGENDA-
4. PUBLIC COMMENT- None
5. APPROVAL OF THE AUGUST 2015 BOARD MEETING MINUTES-  
  
Commissioner MacDonald moved to approve the August 2015 Minutes  
Commissioner Widener seconded the motion.  
Motion passed by unanimous aye vote by all commissioners present
6. REPORTS FROM CHAIR AND COMMISSIONERS:  
**Commissioner Goforth**-Reported she had received information that Mitch Mitchum is at home and that if anyone would like to call him she has his phone number.  
**Commissioner MacDonald**- Reported he had received a request from a customer that the volume and the type of music that is currently playing when customers are on hold on the SETD phone system is very unpleasant and needs to be changed.  
**Commissioner Widener**- Nothing to report  
**Commissioner Gearin**- Reported she is a certified motor person for the Astoria Trolley.  
**Chair Kleczek**- Reported that she had attended the last Area Commission on Transportation (ACT) meeting and they reviewed the projects that had applied for funding, unfortunately the projections for the state are not good with only 9 million dollars available for this region and there were 11 million in proposals submitted. Chair Kleczek said that projects submitted that are not highway related will not see much money so we need to be looking for funding from other places. Chair Kleczek noted that the SETD website did not help her at all when trying to plan her trip to Portland.
7. FINANCIAL REPORTS: Executive Director Hazen apologized that the August Financial Report had come out late and were in draft form. Financial Officer Al Hernandez reported there have been many challenges since he started and he is still learning Quick Books and getting familiar with the business. Al said he had a few more challenges when breaking down the budget, learning a new filing system and not having access to the bank accounts for about 3 weeks so he could not see the revenues that were coming in and things that needed to be done. Al said his focus was to take a first shot at the financials for July and August and make a preliminary report that is similar to Diane's format. Al said that he thought it would take somebody 2-3 months to be acclimated to how all systems and the P&L works. Al said that this financial report has some holes in it. Al also said that there were some errors that he found at year end that the auditors did not catch which he told Jeff and Diane about and will correct. There was Board discussion about the importance of

the Financial Reports including the year to date Budget. Executive Director Hazen said that the Financial Report will be in the format that the Board had approved and been receiving from Diane and also noted that Diane and Al have not actually been able to meet face to face yet. Chair Kleczek added that the Board had worked a long time on the financial reports and qualifying what the Board needs to know every month. Chair Kleczek said that she was concerned about making the Budget again and what you are finding in the end of the year that the auditor did not pull out because we have had issues like that before when changes were made by the new finance director. Executive Director Hazen said that Al is clarifying any changes he makes with Diane. The Board expressed concerns about there being missing credit card receipts. Executive Director Hazen said the credit card receipt process will be discussed at the next Team meeting. Chair Kleczek asked that Al use a previous financial report as a template for the upcoming financials and it is important that the financial reports be part of the Board packet so they are part of the public record and that this is the third financial report that has not been presented in a timely way which sends up red flags which is not because of something Al has done but is because of problems in the past. Chair Kleczek also said the Board is very diligent about the financial reports. There were several questions about accounts payable and accounts receivable. Chair Kleczek asked that the Exceptions Report only have the exceptions listed in the report. Chair Kleczek said the Board agreed that expenditures would include the current month budget, year to date, year to date budget and overall budget and that the font size not be too small. Chair Kleczek asked that any correction made to current or past financial reports come before the Board at the next meeting. Commissioner Gearin said she had asked Al to separate out the rental income for parking spaces and the charging station. Commissioner Gearin said the timber revenues were recorded in August at \$73,000 but were budgeted in September for \$60,000 so she asked if SETD was over budget by \$13,000. Al said yes.

8. OLD BUSINESS-

- a. Title VI- Executive Director Hazen reviewed the requested updates and corrections which included using "Spanish speaking is a plus" in SETD applications. "Gender identification" was added to 2 statements for nondiscriminatory language. Executive Director Hazen said he looked at several resources that use term gender identification and used the same language.

Commissioner Widener moved to approve the Title VI Plan

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote of all commissioners present

- b. Generator- Commissioner Goforth asked for an update on the bid process for the generator in Warrenton. Executive Director Hazen said that the bids will be on October agenda.

9. NEW BUSINESS-

- a. State Lands Community Coalition - Colin Cochran a representative from the State Lands Community Coalition explained that the coalition is a collaborative of individuals and organizations who care deeply about the future of the state forests. State forests are an asset economically, environmentally and socially as well. The future management of the state forests falls on the Board of Forestry and for the first time in 10 years the Board of Forestry is opening up its management plan of the northwest state forests however there is widespread conversation that there needs to be better management of our forests. Clatsop County is a recipient of a large amount of timber funds. The coalition has been working with other special districts and organizations to help tell the Board of Forestry their story of how existing funds help their organization and what more funds would mean to the future of their organization as well. Colin introduced Doug Cooper, Vice President of resources for Hampton Affiliates who is an expert in what is going on in forestry in the state and locally as well. A hand out was also distributed to the Board. Doug gave a brief profile of Hampton Affiliates. They own several mills in Oregon including a mill in Warrenton

and the Big Creek tree farm in Knappa. Doug's presentation explained how the current timber harvest plan has been failing to provide the greatest permanent value for the state and that harvest rates are barely half the annual growth rate. The Board of Forestry brought together the Oregon Department of Forestry Stakeholder group to come up with alternatives to the current forest management plan. The stakeholders had to achieve increases in both financial viability and conservation outcomes. Stakeholder members included Barrett Brown, Oregon Motorcycle Riders Association Ian Fergusson, Association of Northwest Steelheaders Dave Ivanoff, Hampton Affiliates Annabelle Jaramillo, Benton County Commissioner Ray Jones, Stimson Lumber Co. Tim Josi, Tillamook County Commissioner Ed Kamholz, Citizen Representative and Bob Van Dyke, Wild Salmon Center. The stakeholders met for about 2 years to collaborate and discuss alternatives and then presented two alternative plans to the Board of Forestry. The 70-30 Zoned Approach was selected by the Board of Forestry to be a model for what they are calling a land allocation approach to how the state forests would be managed going forward the plan allocates 70% land use for timber production and 30% land use for conservation and also allows for overlapping benefits. Doug said that a sustainable forest that is growing over 414 board feet a year can easily provide a harvest of 320 board feet a year however the current rate of harvest is at 220 board feet a year which means that the Department of Forestry falls short and is operating at a \$7,000,000 deficit. If the Department of Forestry does not do something to lower their costs they will be dipping into the general fund which the state legislators will not let them do and there is no reason to. Commissioner Gearin asked if the Forestry Department knows they are running in the negative why aren't they doing something and it seems like they should be here too? Doug said that is why we are here, to make sure groups like yourself are informed and we can get support with the ODF. Commissioner Gearin asked who owns the logs being exported at the Port. Doug said these are logs that come from private land, logs from state owned lands are not allowed to be exported and mills like ourselves are generally opposed to log exports as essentially it is exporting jobs. There was further discussion about demand and marketing if an increase in state timber harvest occurs. Doug said that there has not been any current assessments of the state forest lands which ODF will need to have done. Colin said that this push is to make sure there are more funds for the Forestry department and that more sustainable funds are available to be brought into Clatsop County. Doug said that the Board of Forestry is looking to hear from the public which is what we are encouraging you to do. Executive Director Hazen asked if the money for timber cut in Clatsop County stays in Clatsop County. Doug said essentially it does. Chair Kleczek asked who makes the determination of what timber is going to be cut or not be cut. Doug said it would be the Department of Forestry staff. Kathy said we could throw our support behind this and our scenic forest lands that people come here to see could be cut which could be the ones that are most visible and which would be generating revenue on one side and cutting revenues on the other. Doug said that there is harvest occurring now. Chair Kleczek said some of those harvests are effecting tourism already. Doug said the department staff have constraints within the model for both harvest, wildlife areas and conservation areas already. Kathy said that she did not hear tourism because it is not a protected species and is not part of the forest protection act but is a large economic force for the area. Colin said he has been at the Board of Forestry meetings where this point has been made and Doug said he has never heard tourism mentioned in any meeting. Colin said there is need to do better and coming and speaking to the Forestry Board about how any increase in funding you receive helps you access other funding's. Commissioner Gearin said she has difficulty with the Forestry or conservationists not being here to ask why and does not feel comfortable signing the letter. Commissioner Widener said he would like to have more input from the stakeholders and the Board of Forestry and said he could not, based on the information he has, justify that letter. Commissioner Goforth said that she believes that if you own 100 acres of timber and it is privately owned you have every right to sell it to the highest bidder. Commissioner

MacDonald said a statement should be made but he feels we need to hear from a couple of other stakeholders first. Commissioner Gearin said she read the letter 3 times and she understands what they are saying and in parts it is kind of politically written and in some ways she is a conservationist but she believes the Forestry needs to make more money, and believes if you own timber land you should be able to sell it, but does it have to go out as a log. Why can't it go out as a plank? She would like to get up and argue that point and like Kathy said people move here for the forest. Commissioner Gearin also said we need to hear from other people including the Department of Forestry and if it is being mismanaged, would like to ask them why. .

Chair Kleczek said she wanted to make a very important clarification and said she purposely waited to hear every ones opinion before she spoke, just to demonstrate what a strong a Board we have. Chair Kleczek said she had not written the letter that is in the Board packet. She clarified that her name was put to it and the letter is not her feelings and it is not something that she would have written or supported or that was cook booked in front of her prior to the Board Packet. Chair Kleczek also said it has now become part of the permanent public record with her name attached to it without previously asking me rather that is something that she agreed to. She requested that it be very clear in the minutes that the letter submitted in the Board pack was not written by her. Chair Kleczek stated that in the future if something is going to have her name attached to it, it needs to come to her ahead of time and this letter at this time is not something she will sign her name to. Chair Kleczek said that if this is something that the Board wants to come out and support, we need to have this as a topic of conversation at a meeting where the Board can discuss and ask for the people they want there to answer those questions. Chair Kleczek thanked Colin and Doug for their presentation, however as was pointed out from the Board it is one sided and other opinions need to be represented and other people need to be here to answer questions and be held accountable.

Commissioner MacDonald moved to table the State Lands Community Coalition request until we can hear from the other constituents.

Commissioner Widener seconded the motion

Discussion- Commissioner Gearin said if there is any way to get the law changed she would be more than willing to help out. Colin reiterated that if you do move forward with some kind of a public statement that it be the voice of this Board and we want you to be able to stand behind it. We believe that there are ways to increase conservation outcomes and increase the amount of money that comes into Clatsop County and other counties and organizations like yours and we are so appreciative of the time and fully encourage you to reach out to whoever else might contribute to the conversation.

Motion passed by unanimous aye vote of all commissioners present.

10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that he had submitted two proposals for the STIF grant. One is for a bus barn in Warrenton and the other is for bike repair stations throughout the 3 county area that we share with TO and now after talking with Bill Johnson from ODOT about the low cost of the bike repair stations it looks like we could still be funded. Executive Director Hazen reviewed the handout on better access and better pricing for bus purchases that he just received from Congressman Cartwright.

#### 11. LEADERSHIP TEAM REPORTS-

12. OTHER ITEMS- The Board and Team applauded Lis Pietila and thanked her for her valuable work at SETD. Lis encouraged everyone to keep making good decisions on behalf of the community.

Meeting was adjourned at 12:30 AM

Mary Parker, Recording Secretary

\_\_\_\_\_  
Commissioner Carol Gearin, Secretary/Treasurer

Date \_\_\_\_\_

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



**BOARD OF COMMISSIONERS  
MEETING MINUTES  
November 4, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:03 AM.
2. ROLL CALL:  
Attending: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Rae Goforth  
Commissioner Carol Gearin, Commissioner Paul Lewicki and Commissioner Tracy MacDonald  
  
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker and Konnor Clayborn
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. OLD BUSINESS-
  - a. Generator Purchase Proposal-  
Commissioner Goforth moved to accept the Borland Electric proposal to install a generator in Warrenton  
Commissioner Widener seconded the motion  
Discussion- Commissioner Gearin stated she could not support the proposal due to Borland not giving the Board a request for quote and cited Borland's statement "costs to exclude any unforeseen circumstances will be billed on a time and material basis of additional work as needed". Commissioner Gearin stated that this left the District open for an unlimited amount of extra costs. Executive Director Hazen reported he had discussed this statement with Borland explaining that any costs over \$30,000 would have to come back to the Board for approval and Borland explained this clause is put on every proposal but is primarily used to cover unforeseen costs in residential areas. Commissioner Gearin said if it is not in writing I cannot support this. Commissioner Lewicki agreed and suggested that Borland should be willing to tack on a contingency amount above the quote and accept a little bit of risk. Executive Director Hazen said he did not think that we could find any contractor that would do that. Commissioner Widener agreed with Commissioner Gearin but he did not think Borland would agree to add anything to the contract at this point. Commissioner Gearin added that she had seen many contracts that included a "not to exceed" clause. Chair Kleczek stated that she thought Borland would add a "not to exceed clause" and she felt that they had already built in a cushion to the existing proposal and she proposed that the contract be returned to Borland Electric to be changed to include that "the project will be completed as outlined for no more than \$30,000."  
Executive Director Hazen asked if the Board would approve Borland's proposal with the caveat that Borland will remove the sentence "costs to exclude any unforeseen circumstances will be billed on a time and material basis of additional work as needed" sentence and add that the project will be completed for no more than \$30,000.  
Commissioner Goforth withdrew her original motion and moved to approve Borland Electric's proposal with the caveat that the sentence ""costs to exclude any unforeseen circumstances will be billed on a time and material basis of additional work as needed" will be removed and the proposal will include a sentence that "the project will be delivered as quoted for no more than \$30,000".  
Commissioner Gearin seconded the motion  
Discussion: None  
Motion passed by unanimous aye vote of all Commissioners attending.

6. NEW BUSINESS-

a. Board Best Practices

Executive Director Hazen gave an overview of how Special Districts Insurance Services gives credit to the District’s insurance rates if participating in the Best Practices program. He explained that this year the focus was on Records Retention and the completed questionnaire before the Board must be approved to be submitted. Chair Kleczek asked if all Board members had received a copy of the Oregon Ethics Law. Board members answered yes and Mary confirmed that Oregon Ethics Law is included in each of the Board Orientation books and is accessible on line. Each Board member expressed their approval to sign and submit the Records Retention Best Practices questionnaire to Special Districts Association of Oregon.

7. PUBLIC COMMENT- None

8. OTHER ITEMS-

a. Chair Kleczek reported that the Board would be receiving the Executive Director Evaluation Forms within a few days. Chair Kleczek asked that the Board spend time on this process and requested that the completed evaluations be given to Mary or can be emailed to Chair Kleczek.

Meeting was adjourned at 9:25 AM

Mary Parker, Recording Secretary

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Commissioner Carol Gearin, Secretary/Treasurer

Date\_\_\_\_\_

*Mission Statement*

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



**Sunset Empire Transportation District**  
**AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the August 2015 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: 2 Month = 16.6% of Fiscal Year Budget\*

**General Fund Profit and Loss**

The District's General Fund Total Income is 7.9% of annual budget. YTD revenues of \$201,070 are \$47,544 better than YTD budget. Total Expense are 11.6% of annual budget and are \$114,011 better than YTD budget. YTD Other Expense of \$13,147 were \$6,334 less than budget the result of no capital expense.

**Revenue**

- 4250 Timber Sales: This month had revenues of \$79,211 while \$60,000 was budgeted in September.

**Expense**

- Salaries & Wages: Saving reflects unfiled positions.
- 6300 Employee Benefits: The July Premium was recorded in Sept.
- 8005 Audit: 2015 Audit progress payment was made for services through August \$20,440 in total.
- 8050 Dues Subscriptions & Fees: Annual dues for Oregon Transit Association of \$1,950 and Seaside Downtown Association of \$120 were paid.
- 8075 Fuel Expense: Savings are the result of lower than anticipated fuel costs.
- 8095 Legal Counsel: Reflects correction of amount accrued at year end and recorded again in July.
- 9600 Debt Service & Interest: Principal and interest payments were transposed in July this was corrected in August. Also reflects August payment.
- 9700 Capital Expense: None in the month.

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

**Sunset Empire Transportation District**  

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**AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT**  

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**For the August 2015 Board of Commissioner's Meeting**

**RideCare Fund Profit and Loss**

RideCare's Total Income of \$254,172 is 8.7% of total budget YTD revenues of \$254,172 are \$208,319 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget.

***Expense***

- Salaries & Wages: Savings reflect unfiled positions.
- 6300 Employee Benefits: Saving reflect the July premium being recorded in Sept.
- 8005 Audit: 2015 Audit progress payment was made in August for services through August.
- 8095 Legal Council: Reflects correction of amount accrued at year end and recorded again in July.
- 9700 Capital Expense: No Capital expenses were made.

**Information and Follow Up to Previous Board Meeting Questions**

There are no follow up items from the last meeting.

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

## Sunset Empire Transportation District SETD Profit & Loss Budget Performance

August 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	
YTD Actual to Budget Target: 100%						
Ordinary Income/Expense						
Income						
4000 FARES	22,320.00	23,645.83	53,976.20	283,749.96	-229,773.76	19.02%
4100 CONTRACTED SERVICES-IGA	0.00	15,000.00	2,365.00	170,369.00	-168,004.00	1.39%
4200 TAXES	6,538.80	10,000.00	18,521.96	860,000.00	-841,478.04	2.15%
4250 TIMBER SALES	79,211.77	0.00	79,211.77	160,000.00	-80,788.23	49.51%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	16,953.27	55,000.00	-38,046.73	30.82%
4270 RENTAL INCOME	325.36	767.00	1,085.36	10,800.00	-9,714.64	10.05%
4300 INTEREST	279.93	267.00	520.81	3,200.00	-2,679.19	16.28%
5000 GRANTS						
5001 ODOT GRANTS	0.00	24,000.00	0.00	873,152.00	-873,152.00	0.0%
5050 MISC GRANTS	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 5000 GRANTS	0.00	24,000.00	0.00	876,152.00	-876,152.00	0.0%
5080 OREGON STF FUNDS	0.00	0.00	28,436.00	121,422.00	-92,986.00	23.42%
Total Income	108,675.86	73,679.83	201,070.37	2,540,692.96	-2,339,622.59	7.91%
Gross Profit	108,675.86	73,679.83	201,070.37	2,540,692.96	-2,339,622.59	7.91%
Expense						
1. PERSONNEL SERVICES						
6005 SALARIES & WAGES	82,466.53	97,731.00	162,770.62	1,172,770.00	-1,009,999.38	13.88%
6200 PAYROLL EXPENSES	12,633.38	11,459.00	21,073.39	148,956.00	-127,882.61	14.15%
6300 EMPLOYEE BENEFITS	18,022.49	21,811.00	20,347.56	283,542.00	-263,194.44	7.18%
Total 1. PERSONNEL SERVICES	113,122.40	131,001.00	204,191.57	1,605,268.00	-1,401,076.43	12.72%
2. MATERIALS & SERVICES						
8005 AUDIT	15,534.40	5,641.00	15,534.40	20,540.00	-5,005.60	75.63%
8006 ADS (HR JOB POSTING)	286.54	478.00	474.13	998.00	-523.87	47.51%

Sunset Empire Transportation District  
SETD  
Profit & Loss Budget Performance  
August 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8010 BANK FEES	206.27	260.00	562.45	3,158.00	-2,595.55 17.81%
8020 BLDING & GROUNDS MAINT	2,393.71	6,969.00	3,659.75	58,130.00	-54,470.25 6.3%
8030 COMP-INFO-TECH SERVICES	810.38	900.00	2,127.16	11,522.00	-9,394.84 18.46%
8035 CONF TRAINING & TRAVEL	1,651.38	3,009.00	2,862.44	38,881.00	-36,018.56 7.36%
8040 DONATIONS/CONTRIBUTIONS	45.00		45.00		45.00
8041 DONATIONS CLEARING	-45.00		-45.00		-45.00
8045 DRUGALCOHOL/BG CHECKS	80.00	180.00	225.00	2,158.00	-1,933.00 10.43%
8050 DUES SUBSCRIPTIONS & FEES	2,159.83	1,337.00	4,862.11	18,292.00	-13,429.89 26.58%
8055 DURABLE EQUIP/SMALL TOOLS	2,393.47	1,781.00	4,729.32	18,841.00	-14,111.68 25.1%
8061 EQUIPMENT LEASE/RENT	426.21	336.00	1,188.42	4,032.00	-2,843.58 29.47%
8065 EDUCATION/OUTREACH	1,848.79	2,630.00	3,573.61	30,000.00	-26,426.39 11.91%
8070 EMPLOYEE RECOGNITION	15.29	850.00	221.90	4,740.00	-4,518.10 4.68%
8075 FUEL	4,037.88	16,667.00	9,110.95	200,000.00	-190,889.05 4.56%
8080 INSURANCE	224.60	0.00	224.60	44,516.00	-44,291.40 0.5%
8090 LEGAL ADS	0.00	60.00	0.00	790.00	-790.00 0.0%
8095 LEGAL COUNSEL	-441.00	421.00	0.00	6,740.00	-6,740.00 0.0%
8100 MEETING EXPENSE	35.10	134.00	46.15	1,586.00	-1,539.85 2.91%
8120 OFFICE SUPPLIES	910.01	1,136.00	1,726.74	13,763.00	-12,036.26 12.55%
8130 PAYROLL PROCESSING FEES	102.40	79.00	102.40	948.00	-845.60 10.8%
8135 PRINTING	2,258.00	2,200.00	2,258.00	19,700.00	-17,442.00 11.46%
8139 PROFESSIONAL SERVICES	0.00	10,126.00	0.00	43,473.00	-43,473.00 0.0%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	32,026.00	-32,026.00 0.0%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	5,000.00	-5,000.00 0.0%
8155 TELEPHONE/INTERNET SERVICE	1,943.74	1,210.00	2,422.35	13,956.00	-11,533.65 17.36%
8160 UNIFORMS	180.03	333.00	329.97	4,000.00	-3,670.03 8.25%
8165 UTILITIES	1,562.90	1,845.00	2,335.34	21,660.00	-19,324.66 10.78%
8170 VEHICLE MAINT & REPAIRS	11,326.27	17,463.00	12,126.80	149,560.00	-137,433.20 8.11%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>49,946.20</b>	<b>76,045.00</b>	<b>70,703.99</b>	<b>769,010.00</b>	<b>-698,306.01 9.19%</b>
<b>Total Expense</b>	<b>163,068.60</b>	<b>207,046.00</b>	<b>274,895.56</b>	<b>2,374,278.00</b>	<b>-2,099,382.44 11.58%</b>

Sunset Empire Transportation District  
SETD  
Profit & Loss Budget Performance

August 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
Net Ordinary Income	-54,392.74	-133,366.17	-73,825.19	166,414.96	-240,240.15
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9610 CLATSOP BANK-PRINCIPAL	8,580.63	5,017.00	10,111.32	61,910.00	-51,798.68
9611 CLATSOP BANK-LOAN INT	-2,007.13	1,555.00	3,035.68	16,972.00	-13,936.32
Total 3. OTHER EXPENSES	6,573.50	6,572.00	13,147.00	78,882.00	-65,735.00
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	38,652.00	-38,652.00
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	10,531.00	-10,531.00
9700 CAPITAL EXPENSE	0.00	3,167.00	0.00	179,500.00	-179,500.00
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	-250,000.00
9850 TRANSFER OUT	0.00		0.00	50,000.00	-50,000.00
Total Other Expense	6,573.50	9,739.00	13,147.00	607,565.00	-594,418.00
Net Other Income	-6,573.50	-9,739.00	-13,147.00	-607,565.00	594,418.00
Net Income	-60,966.24	-143,105.17	-86,972.19	-441,150.04	354,177.85
					19.71%

**Sunset Empire Transportation District**  
**RIDECARE**  
**Profit & Loss Budget Performance**  
August 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Actual Annual Budget
YTD Actual to Budget Target: 100%					
Ordinary Income/Expense					
Income					
4300 INTEREST	324.60	250.00	623.17	3,000.00	-2,376.83 20.77%
4500 RC PROVIDER SERVICE REIM	253,548.88	230,833.33	253,548.88	2,770,000.00	-2,516,451.12 9.15%
Other Types of Income	0.00		0.00	140,000.00	-140,000.00 0.0%
<b>Total Income</b>	<b>253,873.48</b>	<b>231,083.33</b>	<b>254,172.05</b>	<b>2,913,000.00</b>	<b>-2,658,827.95 8.73%</b>
Gross Profit					
	253,873.48	231,083.33	254,172.05	2,913,000.00	-2,658,827.95 8.73%
Expense					
1. PERSONNEL SERVICES					
6005 SALARIES & WAGES	21,790.31	25,668.88	42,937.74	307,914.56	-264,976.82 13.94%
6200 PAYROLL EXPENSES	3,289.10	3,161.31	5,593.27	41,097.04	-35,503.77 13.61%
6300 EMPLOYEE BENEFITS	4,769.77	6,307.83	5,200.21	81,999.00	-76,798.79 6.34%
<b>Total 1. PERSONNEL SERVICES</b>	<b>29,849.18</b>	<b>35,128.02</b>	<b>53,731.22</b>	<b>431,010.60</b>	<b>-377,279.38 12.47%</b>
2. MATERIALS & SERVICES					
7000 RC PROVIDER PAYMENTS	209,787.38	183,333.33	359,253.18	2,200,000.00	-1,840,746.82 16.33%
7030 BUS PASSES	1,580.00	1,333.00	3,700.00	16,000.00	-12,300.00 23.13%
8005 AUDIT	4,905.60	1,499.40	4,905.60	5,460.00	-554.40 89.85%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	382.00	-382.00 0.0%
8010 BANK FEES	10.05	11.81	20.05	142.00	-121.95 14.12%
8020 BLDING & GROUNDS MAINT	307.20	1,071.00	512.96	12,856.00	-12,343.04 3.99%
8030 COMP-INFO-TECH SERVICES	188.60	890.00	503.80	8,449.00	-7,945.20 5.96%
8035 CONF TRAINING & TRAVEL	288.76	388.00	288.76	5,018.44	-4,729.68 5.75%
8045 DRUG/ALCOHOL/BG CHECKS	227.00	86.83	440.75	1,042.00	-601.25 42.3%
8050 DUES SUBSCRIPTIONS & FEES	0.00	92.51	0.00	1,266.00	-1,266.00 0.0%
8055 DURABLE EQUIP/SMALL TOOLS	1,460.52	2,026.00	1,460.52	10,472.00	-9,011.48 13.95%

**Sunset Empire Transportation District**  
**RIDECARE**  
**Profit & Loss Budget Performance**  
August 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Actual Annual Budget
8065 EDUCATION/OUTREACH	0.00	89.52	0.00	1,019.00	-1,019.00 0.0%
8070 EMPLOYEE RECOGNITION	0.00	297.00	0.00	1,660.00	-1,660.00 0.0%
8080 INSURANCE	0.00	0.00	0.00	6,515.00	-6,515.00 0.0%
8090 LEGAL ADS	0.00	13.48	0.00	179.00	-179.00 0.0%
8095 LEGAL COUNSEL	-819.00	78.50	0.00	1,260.00	-1,260.00 0.0%
8100 MEETING EXPENSE	8.75	83.00	8.75	992.00	-983.25 0.88%
8120 OFFICE SUPPLIES	439.18	530.29	752.89	6,427.00	-5,674.11 11.71%
8130 PAYROLL PROCESSING FEES	25.60	21.00	25.60	252.00	-226.40 10.16%
8139 PROFESSIONAL SERVICES	212.00	623.50	389.00	2,678.12	-2,289.12 14.53%
8155 TELEPHONE/INTERNET SERVICE	636.26	1,210.00	1,658.79	14,520.00	-12,861.21 11.42%
8165 UTILITIES	630.89	530.00	1,073.58	6,840.00	-5,766.42 15.7%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>219,888.79</b>	<b>194,208.17</b>	<b>374,994.23</b>	<b>2,303,429.56</b>	<b>-1,928,435.33 16.28%</b>
7050 DMAP/CCO Annual Adjustment	0.00		0.00	137,500.00	-137,500.00 0.0%
<b>Total Expense</b>	<b>249,737.97</b>	<b>229,336.19</b>	<b>429,725.45</b>	<b>2,871,940.16</b>	<b>-2,443,214.71 14.93%</b>
Net Ordinary Income	4,135.51	1,747.14	-174,563.40	41,059.84	-215,613.24 -425.12%
Other Income/Expense					
Other Expense					
<b>3. OTHER EXPENSES</b>					
9611 CLATSOP BANK-LOAN INT	0.00		0.00	3,532.00	-3,532.00 0.0%
<b>Total 3. OTHER EXPENSES</b>	<b>0.00</b>		<b>0.00</b>	<b>3,532.00</b>	<b>-3,532.00 0.0%</b>
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	12,000.00	-12,000.00 0.0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	145,374.00	-145,374.00 0.0%
9700 CAPITAL EXPENSE	0.00	10,000.00	0.00	30,000.00	-30,000.00 0.0%
9800 CONTINGENCY	0.00		0.00	210,000.00	-210,000.00 0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>400,906.00</b>	<b>-400,906.00 0.0%</b>

**Sunset Empire Transportation District**  
**RIDECARE**  
**Profit & Loss Budget Performance**  
 August 2015

	<b>Month Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Actual Annual Budget</b>
<b>Net Other Income</b>	0.00	-10,000.00	0.00	-400,906.00	400,906.00      0.0%
<b>Net Income</b>	<u>4,135.51</u>	<u>-8,252.86</u>	<u>-174,553.40</u>	<u>-359,846.16</u>	<u>185,292.76      48.51%</u>



**Sunset Empire Transportation District**  
**SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the September 2015 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: 3 Month = 25.0% of Fiscal Year Budget\*

**General Fund Profit and Loss**

The District's General Fund Total Income is 10.4% of annual budget. YTD revenues of \$264,497 are \$37,799 below YTD budget. Total Expense are 19.2% of annual budget and are \$144,314 better than YTD budget. YTD Other Expense of \$19,720 were \$9,501 less than budget the result of no capital expense.

**Revenue**

- 4100 Contract Service-IGA: September revenues included 8 Cruise Ships which were in town (\$12,020) and July and August billing to Cannon Beach for Routes 11 and 12 (\$14,228).
- 4250 Property Tax: Includes Property tax distributions for August (\$4,390) and September (\$4,562).
- 4250 Timber Sales: Budgeted for \$60,000 in September while \$79,211 was received in August.
- 4260 Mass Transit Assessment: Budgeted for \$25,000 in September and \$16,953 was received in July.
- 4270 Rental Income: Reflects August and September parking fees being recorded in the month.

**Expense**

- Salaries & Wages: Saving reflects unfiled positions.
- 6300 Employee Benefits: The July Premium was recorded in Sept.
- 6210 Worker Compensation: A refund was received from SDIS \$1,132.
- 6300 Employee Benefits: Two payments were recorded to SDIS.
- 8030 Computer-Info-Tech Services: Includes \$1,500 to ALLDATA for website access which was a prior year expense and budgeted in the previous year.
- 8055 Durable Equipment/Small Tools: Includes one time expenses for Fax Server (\$1,673) and On Site Back Up (\$1,258).
- 8075 Fuel Expense: Prices continue below budgeted
- 8080 Insurance: \$8,895 was paid for Property Insurance. \$11,129 was budgeted in October
- 8155 Telephone/Internet Service: \$9,900 was paid for Fiber Build between Warrenton and Astoria. This was a June 2015 bill which was not accrued.
- 9700 Capital Expense: None in the month.

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

**Sunset Empire Transportation District**  
**SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the September 2015 Board of Commissioner's Meeting**

**RideCare Fund Profit and Loss**

RideCare's Total Income is 17.2% of total budget YTD revenues of \$499,926 are \$192,917 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget.

**Expense**

- Salaries & Wages: Savings reflect unfiled positions.
- 6300 Employee Benefits: Two payments were recorded in September
- 8080 Insurance: \$2,246 was paid for Property Insurance to SDIS.
- 9600 Debt Service & Interest: \$72,686 was paid to DMAP which represent July and Oct quarterly settlement payments. The July payment was missed and the October payment is due on October 1.
- 9700 Capital Expense: No Capital expenses were made.

**Information and Follow Up to Previous Board Meeting Questions**

There are no follow up items from the last meeting.

**Balance Sheet Items**

- AR: Clatsop County Treasurer reflects a payment of \$5,512 of taxes payable from prior year. These AR were considered deferred income at year end.
- AR: ODOT AR of \$25,815 is from prior year and an entry (\$23,577) has been proposed to the auditor to write off this uncollectable amount in the prior year.
- AR: TPJCC was not billed for the period April to June. Therefore the contractual amount has been billed in September for April through June and July to September.

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

**Sunset Empire Transportation District**  
**SETD**  
**Profit & Loss Budget Performance**  
**September 2015**

	Month			YTD Actual	Annual Budget	YTD Actual Annual Budget	
	Month Actual	Budget				\$(Under) \$ Over	%
YTD Actual to Budget Target; 100%							
Ordinary Income/Expense							
Income							
4000 FARES	23,687.93	23,645.83	77,664.13	283,749.96	-206,085.83	27.37%	
4100 CONTRACTED SERVICES-IGA	29,346.18	15,000.00	31,711.18	170,369.00	-138,657.82	18.61%	
4200 TAXES	8,952.77	0.00	27,474.73	860,000.00	-832,525.27	3.19%	
4250 TIMBER SALES	0.00	60,000.00	79,211.77	160,000.00	-80,788.23	49.51%	
4260 MASS TRANSIT ASSESSMENT	0.00	25,000.00	16,953.27	55,000.00	-38,046.73	30.82%	
4270 RENTAL INCOME	1,140.00	767.00	2,225.36	10,800.00	-8,574.64	20.61%	
4300 INTEREST	210.22	267.00	731.03	3,200.00	-2,468.97	22.84%	
5000 GRANTS							
5001 ODOT GRANTS	0.00	24,000.00	0.00	873,152.00	-873,152.00	0.0%	
5050 MISC GRANTS	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%	
Total 5000 GRANTS	0.00	24,000.00	0.00	876,152.00	-876,152.00	0.0%	
5080 OREGON STF FUNDS							
	0.00	0.00	28,436.00	121,422.00	-92,986.00	23.42%	
Total Income	63,337.10	148,679.83	264,407.47	2,540,692.96	-2,276,285.49	10.41%	
Gross Profit	63,337.10	148,679.83	264,407.47	2,540,692.96	-2,276,285.49	10.41%	
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	92,508.30	97,731.00	255,278.92	1,172,770.00	-917,491.08	21.77%	
6200 PAYROLL EXPENSES	8,484.86	11,458.00	29,558.25	148,956.00	-119,397.75	19.84%	
6300 EMPLOYEE BENEFITS	36,042.98	21,811.00	56,390.54	283,542.00	-227,151.46	19.89%	
Total 1. PERSONNEL SERVICES	137,036.14	131,000.00	341,227.71	1,605,268.00	-1,264,040.29	21.26%	
2. MATERIALS & SERVICES							
8005 AUDIT	0.00	2,765.00	15,534.40	20,540.00	-5,005.60	75.63%	
8006 ADS (HR JOB POSTING)	0.00	328.00	474.13	998.00	-523.87	47.51%	

**Sunset Empire Transportation District  
SETD  
Profit & Loss Budget Performance  
September 2015**

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8010 BANK FEES	260.28	263.00	822.73	3,158.00	-2,335.27
8020 BLDING & GROUNDS MAINT	2,352.36	8,100.00	6,012.11	58,130.00	-52,117.89
8030 COMP-INFO-TECH SERVICES	2,263.98	901.00	4,391.14	11,522.00	-7,130.86
8035 CONF TRAINING & TRAVEL	1,503.32	3,010.00	4,365.76	38,881.00	-34,515.24
8040 DONATIONS/CONTRIBUTIONS	45.00		90.00		90.00
8041 DONATIONS CLEARING	-45.00		-90.00		-90.00
8045 DRUGALCOHOL/BG CHECKS	117.75	180.00	342.75	2,158.00	-1,815.25
8050 DUES SUBSCRIPTIONS & FEES	322.45	1,337.00	5,184.56	18,292.00	-13,107.44
8055 DURABLE EQUIP/SMALL TOOLS	3,122.14	1,781.00	7,851.46	18,841.00	-10,989.54
8061 EQUIPMENT LEASE/RENT	426.21	336.00	1,614.63	4,032.00	-2,417.37
8065 EDUCATION/OUTREACH	1,170.44	2,500.00	4,744.05	30,000.00	-25,255.95
8070 EMPLOYEE RECOGNITION	20.54	851.00	242.44	4,740.00	-4,497.56
8075 FUEL	5,925.34	16,666.00	15,036.29	200,000.00	-184,963.71
8080 INSURANCE	8,985.02	0.00	9,209.62	44,516.00	-35,306.38
8090 LEGAL ADS	0.00	60.00	0.00	790.00	-790.00
8095 LEGAL COUNSEL	0.00	421.00	0.00	6,740.00	-6,740.00
8100 MEETING EXPENSE	11.40	133.00	57.55	1,586.00	-1,528.45
8120 OFFICE SUPPLIES	1,615.37	1,238.00	3,342.11	13,763.00	-10,420.89
8130 PAYROLL PROCESSING FEES	216.21	79.00	318.61	948.00	-629.39
8135 PRINTING	0.00	2,200.00	2,258.00	19,700.00	-17,442.00
8139 PROFESSIONAL SERVICES	0.00	10,126.00	0.00	43,473.00	-43,473.00
8140 SUBGRANT PASS THROUGH	0.00	4,080.00	0.00	32,026.00	-32,026.00
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	5,000.00	-5,000.00
8155 TELEPHONE/INTERNET SERVICE	10,214.73	1,210.00	12,637.08	13,956.00	-1,318.92
8160 UNIFORMS	45.37	334.00	375.34	4,000.00	-3,624.66
8165 UTILITIES	1,046.17	1,845.00	3,381.51	21,660.00	-18,278.49
8170 VEHICLE MAINT & REPAIRS	4,511.74	19,726.00	16,638.54	149,560.00	-132,921.46
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>44,130.82</b>	<b>80,470.00</b>	<b>114,834.81</b>	<b>769,010.00</b>	<b>-654,175.19</b>
<b>Total Expense</b>	<b>181,166.96</b>	<b>211,470.00</b>	<b>456,062.52</b>	<b>2,374,278.00</b>	<b>-1,918,215.48</b>
					<b>19.21%</b>

Sunset Empire Transportation District  
SETD  
Profit & Loss Budget Performance

September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
Net Ordinary Income	-117,829.86	-62,790.17	-191,655.05	166,414.96	-358,070.01
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9610 CLATSOP BANK-PRINCIPAL	5,142.06	5,092.00	15,253.38	61,910.00	-46,656.62
9611 CLATSOP BANK-LOAN INT	1,431.44	1,481.00	4,467.12	16,972.00	-12,504.88
Total 3. OTHER EXPENSES	6,573.50	6,573.00	19,720.50	78,882.00	-59,161.50
					25.0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	38,652.00	-38,652.00
					0.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	10,531.00	-10,531.00
					0.0%
9700 CAPITAL EXPENSE	0.00	3,167.00	0.00	179,500.00	-179,500.00
					0.0%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	-250,000.00
					0.0%
9850 TRANSFER OUT	0.00		0.00	50,000.00	-50,000.00
					0.0%
Total Other Expense	6,573.50	9,740.00	19,720.50	607,565.00	-587,844.50
					3.25%
Net Other Income	-6,573.50	-9,740.00	-19,720.50	-607,565.00	587,844.50
					3.25%
Net Income	-124,403.36	-72,530.17	-211,375.55	-441,150.04	229,774.49
					47.91%

**Sunset Empire Transportation District**  
**RIDECARE**  
**Profit Loss**  
**Budget Performance**  
September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	YTD Actual Annual Budget	%
					\$(Under) \$ Over		
YTD Actual to Budget Target: 100%							
Ordinary Income/Expense							
Income							
4300 INTEREST	400.17	250.00	1,023.34	3,000.00	-1,976.66	34.11%	
4500 RC PROVIDER SERVICE REIM	245,354.42	230,833.33	498,903.30	2,770,000.00	-2,271,096.70	18.01%	
Other Types of Income	0.00		0.00	140,000.00	-140,000.00		
<b>Total Income</b>	<b>245,754.59</b>	<b>231,083.33</b>	<b>499,926.64</b>	<b>2,913,000.00</b>	<b>-2,413,073.36</b>	<b>17.16%</b>	
<b>Gross Profit</b>	<b>245,754.59</b>	<b>231,083.33</b>	<b>499,926.64</b>	<b>2,913,000.00</b>	<b>-2,413,073.36</b>	<b>72.11%</b>	
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	22,620.72	25,658.88	65,558.46	307,914.56	-242,356.10	21.29%	
6200 PAYROLL EXPENSES	2,052.54	3,161.31	7,645.81	41,097.04	-33,451.23	18.6%	
6300 EMPLOYEE BENEFITS	10,892.78	6,307.83	16,092.99	81,999.00	-65,906.01	19.63%	
<b>Total 1. PERSONNEL SERVICES</b>	<b>35,566.04</b>	<b>35,128.02</b>	<b>89,297.26</b>	<b>431,010.60</b>	<b>-341,713.34</b>	<b>84.74%</b>	
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	139,228.93	183,333.33	498,482.11	2,200,000.00	-1,701,517.89	22.66%	
7030 BUS PASSES	1,689.00	1,334.00	5,389.00	16,000.00	-10,611.00	33.68%	
8005 AUDIT	0.00	735.00	4,905.60	5,460.00	-554.40	89.85%	
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	382.00	-382.00	0.0%	
8010 BANK FEES	10.00	11.81	30.05	142.00	-111.95	21.16%	
8020 BLDING & GROUNDS MAINT	622.85	1,072.00	1,135.81	12,856.00	-11,720.19	8.83%	
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00		
8030 COMP-INFO-TECH SERVICES	177.00	890.00	680.80	8,449.00	-7,768.20	8.06%	

**Sunset Empire Transportation District**  
**RIDECARE**  
**Profit Loss**  
**Budget Performance**  
September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8035 CONF TRAINING & TRAVEL	90.50	388.00	379.26	5,018.44	-4,639.18 7.56%
8045 DRUG/ALCOHOL/BG CHECKS	327.25	86.83	768.00	1,042.00	-274.00 73.7%
8050 DUES SUBSCRIPTIONS & FEES	0.00	92.51	0.00	1,266.00	-1,266.00 0.0%
8055 DURABLE EQUIP/SMALL TOOLS	914.52	2,026.00	2,375.04	10,472.00	-8,096.96 22.68%
8065 EDUCATION/OUTREACH	0.00	84.88	0.00	1,019.00	-1,019.00 0.0%
8070 EMPLOYEE RECOGNITION	0.00	296.00	0.00	1,660.00	-1,660.00 0.0%
8080 INSURANCE	2,246.26	0.00	2,246.26	6,515.00	-4,268.74 34.48%
8090 LEGAL ADS	0.00	13.48	0.00	179.00	-179.00 0.0%
8095 LEGAL COUNSEL	0.00	79.50	0.00	1,260.00	-1,260.00 0.0%
8100 MEETING EXPENSE	54.60	83.00	63.35	992.00	-928.65 6.39%
8120 OFFICE SUPPLIES	170.32	578.67	923.21	6,427.00	-5,503.79 14.36%
8130 PAYROLL PROCESSING FEES	53.74	21.00	79.34	252.00	-172.66 31.48%
8139 PROFESSIONAL SERVICES	157.00	623.50	546.00	2,678.12	-2,132.12 20.39%
8155 TELEPHONE/INTERNET SERVICE	1,061.36	1,210.00	2,720.15	14,520.00	-11,799.85 18.73%
8165 UTILITIES	495.34	530.00	1,568.92	6,840.00	-5,271.08 22.94%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>147,298.67</b>	<b>193,489.51</b>	<b>522,292.90</b>	<b>2,303,429.56</b>	<b>-1,781,136.66 89.91%</b>
7060 DMAP/CCO Annual Adjustment	0.00		0.00	137,500.00	-137,500.00 0.0%
<b>Total Expense</b>	<b>182,864.71</b>	<b>228,617.53</b>	<b>611,590.16</b>	<b>2,871,940.16</b>	<b>-2,260,350.00 21.3%</b>
<b>Net Ordinary Income</b>	<b>62,889.88</b>	<b>2,465.80</b>	<b>-111,663.52</b>	<b>41,059.84</b>	<b>-152,723.36 -271.95%</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
<b>3. OTHER EXPENSES</b>					
9611 CLATSOP BANK-LOAN INT	0.00		0.00	3,532.00	-3,532.00 0.0%
<b>Total 3. OTHER EXPENSES</b>	<b>0.00</b>		<b>0.00</b>	<b>3,532.00</b>	<b>-3,532.00 0.0%</b>

**Sunset Empire Transportation District**  
**RIDECARE**  
**Profit Loss**  
**Budget Performance**  
September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
9626 SDAO FLEXPLEASE INTEREST	0.00	0.00	0.00	12,000.00	-12,000.00 0.0%
9655 DMAP REPAYMENT AGREEMENT	72,686.50	0.00	72,686.50	145,374.00	-72,687.50 50.0%
9700 CAPITAL EXPENSE	0.00	10,000.00	0.00	30,000.00	-30,000.00 0.0%
9800 CONTINGENCY	0.00		0.00	210,000.00	-210,000.00 0.0%
<b>Total Other Expense</b>	<b>72,686.50</b>	<b>10,000.00</b>	<b>72,686.50</b>	<b>400,906.00</b>	<b>-328,219.50 18.13%</b>
<b>Net Other Income</b>	<b>-72,686.50</b>	<b>-10,000.00</b>	<b>-72,686.50</b>	<b>-400,906.00</b>	<b>328,219.50 18.13%</b>
<b>Net Income</b>	<b>-9,796.62</b>	<b>-7,534.20</b>	<b>-184,350.02</b>	<b>-359,846.16</b>	<b>175,496.14 51.23%</b>



# Sunset Empire Transportation District Balance Sheet

As of September 30, 2015

Sep 30, 15

## ASSETS

### Current Assets

#### Checking/Savings

<b>1000 SETD GEN FUND BANK ACCTS</b>	
1001 CCB-OPERATING (3943)	213,568.32
1002 CCB-PAYROLL (3950)	4,547.60
1005 CCB-VEHICLE SALES ACCT	2,201.08
1010 CCB-EMPLOYEE ACCT (3935)	1,109.82
1015 HRA FISCAL AGENT	1,592.08
1020 LGIP (4992)	459,192.26
<b>Total 1000 SETD GEN FUND BANK ACCTS</b>	<b>682,211.16</b>

1030 CCB RESERVE FUND	75,241.91
1040 TILLS	300.00
<b>1050 RIDE CARE FUND BANK ACCTS</b>	
1051 CCB-RC OPERATING (3976)	329,785.53
1055 HRA FISCAL AGENT (RC)	507.92
1056 RC LGIP (3959)	902,007.63
<b>Total 1050 RIDE CARE FUND BANK ACCTS</b>	<b>1,232,301.08</b>

**Total Checking/Savings** 1,990,054.15

#### Accounts Receivable

<b>1200 ACCOUNTS RECEIVABLES</b>	
<b>1210 SETD A/R</b>	
1211 SETD A/R	29,199.97
1215 SETD A/R-GRANTS	25,815.00
<b>Total 1210 SETD A/R</b>	<b>55,014.97</b>

**Total 1200 ACCOUNTS RECEIVABLES** 55,014.97

**1250 PROPERTY TAX RECEIVABLES** 56,471.90

**Total Accounts Receivable** 111,486.87

#### Other Current Assets

1049 VALIC	3,228.86
<b>1400 PREPAID EXPENSES</b>	
1401 PREPAID INS/BENEFITS	624.68
1400 PREPAID EXPENSES - Other	568.10
<b>Total 1400 PREPAID EXPENSES</b>	<b>1,192.78</b>

**1500 UNDEPOSITED FUNDS** 7,940.75

**Total Other Current Assets** 12,362.39

**Total Current Assets** 2,113,903.41

**Sunset Empire Transportation District  
 Balance Sheet**

As of September 30, 2015

Sep 30, 15

TOTAL ASSETS 2,113,903.41

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 ACCOUNTS PAYABLES

2010 SETD GENERAL FUND A/P 759.79

2020 RIDE CARE FUND A/P 2,559.00

Total 2000 ACCOUNTS PAYABLES 3,318.79

Total Accounts Payable 3,318.79

Other Current Liabilities

2100 PAYROLL LIABILITIES 41,996.61

2130 FSA-PT 2,539.98

2135 OTHER P/R LIABILITIES

2136 AFLAC-AT 0.06

2137 AFLAC-PT 0.15

2138 OTHER LIABILITIES 240.00

Total 2135 OTHER P/R LIABILITIES 240.21

2140 RETIREMENT PLANS LIAB

2142 457(b) RETIREMENT 2,114.89

Total 2140 RETIREMENT PLANS LIAB 2,114.89

2200 ANNUAL INSURANCE 13,286.61

2300 DEFERRED REVENUE 66,376.90

Total Other Current Liabilities 126,555.20

Total Current Liabilities 129,873.99

Long Term Liabilities

2800 INTERCOMPANY DUE TO/FROM

2810 DUE TO RIDE CARE 435,063.82

2815 DUE TO SETD GENERAL FUND -435,063.82

Total 2800 INTERCOMPANY DUE TO/FROM 0.00

Total Long Term Liabilities 0.00

Total Liabilities 129,873.99

Equity

3000 OPENING BALANCE EQUITY 651,014.34

# Sunset Empire Transportation District Balance Sheet

As of September 30, 2015

Sep 30, 15

3900 RETAINED EARNINGS	1,728,740.65
Net Income	-395,725.57
Total Equity	<u>1,984,029.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,113,903.41</u></u>

**Sunset Empire Transportation District  
A/R Aging Summary  
As of September 30, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	1,740.00	0.00	0.00	0.00	0.00	1,740.00
CCC	240.00	0.00	0.00	0.00	0.00	240.00
CITY OF CANNON BEACH - A/R	6,769.97	0.00	0.00	0.00	0.00	6,769.97
CLATSOP COUNTY TREASURER	0.00	-5,512.46	0.00	0.00	61,984.36	56,471.90
CLATSOP CRUISE HOSTS	12,019.00	0.00	0.00	0.00	0.00	12,019.00
CLATSOP SHERIFF	45.00	0.00	0.00	0.00	0.00	45.00
DHS - CHILD WELFARE-CLATSOP	855.00	0.00	0.00	0.00	0.00	855.00
ISN	0.00	0.00	0.00	-660.00	0.00	-660.00
ODOT	0.00	0.00	0.00	0.00	25,815.00	25,815.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
P-ANDI WARREN INSURANCE AGENCY	95.00	0.00	0.00	0.00	0.00	95.00
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	0.00	0.00	47.50	0.00	190.00
P-HIPFISH-PARKING	0.00	0.00	47.50	47.50	0.00	95.00
P-HOMESPUN QUILTS	190.00	0.00	0.00	0.00	0.00	190.00
P-SAMUELSON	0.00	0.00	2.00	0.00	0.00	2.00
PACIFIC NW WORKS	45.00	0.00	0.00	0.00	0.00	45.00
RC-PASSES	69.00	2,490.00	0.00	0.00	0.00	2,559.00
TPJCC	2,365.00	0.00	0.00	2,365.00	0.00	4,730.00
<b>TOTAL</b>	<b><u>24,860.47</u></b>	<b><u>-3,022.46</u></b>	<b><u>49.50</u></b>	<b><u>1,800.00</u></b>	<b><u>87,799.36</u></b>	<b><u>111,486.87</u></b>

Sunset Empire Transportation District  
A/P Aging Summary  
As of September 30, 2015

GENERAL FUND	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
ALSCO	15.44	0.00	0.00	0.00	0.00	15.44
E-LONG LARRY	95.00	0.00	0.00	0.00	0.00	95.00
E-RAY, BILL	0.00	95.00	0.00	0.00	0.00	95.00
INDUSTRIAL DIESEL POWER, INC	302.99	0.00	0.00	0.00	0.00	302.99
MTR WESTERN BUS	0.00	0.00	0.00	0.00	0.00	0.00
O'REILLY AUTO PARTS	26.36	0.00	0.00	0.00	0.00	26.36
SDAO	225.00	0.00	0.00	0.00	0.00	225.00
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>664.79</u>	<u>95.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>759.79</u>
RIDECARE						
RC-SETD-PASSES	2,559.00	0.00	0.00	0.00	0.00	2,559.00

**Sunset Empire Transportation District**  
**Check Detail Over \$5,000**  
September 2015

Type	Num	Date	Name	Item	Account	Original Amount
Bill Pmt -Check	EFT	09/02/2015	CARD SERVICE CENTER		1001 CCB-OPERATING (3943)	-5,102.56
Check	EFT 9-30-15	09/30/2015	CLATSOP COMMUNITY BANK		1001 CCB-OPERATING (3943)	-6,573.50
Bill Pmt -Check	3328	09/02/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-8,788.00
Bill Pmt -Check	3331	09/02/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-14,095.70
Bill Pmt -Check	3338	09/09/2015	RC-HOT SHOT TRANSPORTATION		1051 CCB-RC OPERATING (3976)	-6,862.81
Bill Pmt -Check	3339	09/08/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-7,593.00
Bill Pmt -Check	3341	09/08/2015	RC-TILLAMOOK COUNTY TRANSPORTATIO		1051 CCB-RC OPERATING (3976)	-16,748.50
Bill Pmt -Check	3342	09/08/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-13,114.05
Bill Pmt -Check	3347	09/16/2015	RC-K & M MEDIVAN		1051 CCB-RC OPERATING (3976)	-13,798.56
Bill Pmt -Check	3348	09/16/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-7,004.00
Bill Pmt -Check	3353	09/16/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-12,688.91
Bill Pmt -Check	3361	09/23/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-6,008.00
Bill Pmt -Check	3363	09/23/2015	RC-OR DHS		1051 CCB-RC OPERATING (3976)	-72,686.50
Bill Pmt -Check	3366	09/23/2015	RC-TILLAMOOK COUNTY TRANSPORTATIO		1051 CCB-RC OPERATING (3976)	-15,706.25
Bill Pmt -Check	3367	09/23/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-9,545.88
Bill Pmt -Check	15374	09/09/2015	BOLDT, CARLISLE & SMITH, LLC		1001 CCB-OPERATING (3943)	-20,440.00
Bill Pmt -Check	15375	09/09/2015	CoastCom, Inc.		1001 CCB-OPERATING (3943)	-9,990.00

**Sunset Empire Transportation District**  
**Check Detail Over \$5,000**  
September 2015

Type	Num	Date	Name	Item	Account	Original Amount
Bill Pmt -Check	15381	09/09/2015	JACKSON & SON OIL, INC.		1001 CCB-OPERATING (3943)	-9,382.16
Bill Pmt -Check	15401	09/16/2015	SDIS		1001 CCB-OPERATING (3943)	-11,231.28
Bill Pmt -Check	15403	09/16/2015	WILCOX & FLEGEL		1001 CCB-OPERATING (3943)	-7,299.07
Bill Pmt -Check	15405	09/23/2015	CARD SERVICE CENTER		1001 CCB-OPERATING (3943)	-5,484.00

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 OR 97103

Date	Ref. No.
09/11/2015	0188 8/8 - 9/7

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

**PAID**

Bill Due 10/11/2015
Terms
Memo

## Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	39.98		ADMINISTRATION
8056 COMPUTER HARDWARE	B & H PHOTO - ON SITE BACKUP	1,258.00		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW - HARD DRIVE CASE	164.42		ADMINISTRATION
8120 OFFICE SUPPLIES	CDW - NETWORK CABLES	96.27		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW - MONITORS FOR RIDE CARE	462.09	RIDE CARE ADMIN	ADMINISTRATION
8021 B&M GENERAL	STAPLES - KEYBOARD FOR RIDE CARE	19.99	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	0667 HAZEN DAYS INN BLACK BEAR - HOTEL CHARGED FOR PET	-11.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	19.60		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	WALGREENS - CARD FOR EMPLOYEE	3.49		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SAFEWAY - CARDS FOR EMPLOYEES	17.05		ADMINISTRATION
8120 OFFICE SUPPLIES	FULL INDENTITY - ID CARDS FOR TIME CLOCK	375.00		ADMINISTRATION
8100 MEETING EXPENSE	0261 JONES SAFEWAY - FOOD - RIDE CARE ADVISORY MEETING	34.99	RIDE CARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD - RIDE CARE ADVISORY MEETING	19.61	RIDE CARE ADMIN	ADMINISTRATION
8059 TELEPHONE HARDWARE	CDW - HOOK SWITCHES FOR PHONE HEADSETS	452.43	RIDE CARE ADMIN	ADMINISTRATION



# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 OR 97103

Date	Ref. No.
09/11/2015	0188 8/8 - 9/7

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

**PAID**

Bill Due	10/11/2015
Terms	
Memo	

## Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	RED LION - SALEM - LODGING FOR DHS & OHA TRAINING	90.50	RIDECARE ADMIN	ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	49.00	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	0469 - MOODY STAPLES - OFFICE SUPPLIES	41.99		ADMINISTRATION
8038 TRAVEL	P AND G LOVINGFOSS - LODGING	97.91		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	SMARTSHEET	16.00		ADMINISTRATION
8066 EVENT SUPPLIES	0204 PARKER PROMO WORLD - LED REFLECTORS - T.O. SUPPLIES	392.20		TRANS OPTIONS
8100 MEETING EXPENSE	LINDSTROM'S - FOOD - BOARD MEETING	11.40		ADMINISTRATION
8066 EVENT SUPPLIES	0659 - PIETILA DOLLAR TREE - ART SUPPLIES - T.O. ART EVENT	9.00		TRANS OPTIONS
8066 EVENT SUPPLIES	HOME DEPOT - ART SUPPLIES - T.O. ART EVENT	23.85		TRANS OPTIONS
8066 EVENT SUPPLIES	FRITE & SCOOP - GIFT CARDS FOR T.O. EVENT	30.00		TRANS OPTIONS
8066 EVENT SUPPLIES	ASTORIA AQUATIC CENTER - GIFT CARDS FOR TO EVENT	45.00		TRANS OPTIONS
8066 EVENT SUPPLIES	SAFEWAY - FOOD - T.O. WALK EVENT	23.02		TRANS OPTIONS
8038 TRAVEL	HOTEL RESERVATIONS - T.O. MEETING IN BEND	287.40		TRANS OPTIONS
8066 EVENT SUPPLIES	AMPHIPOD - LED TRIANGLES - T.O. SUPPLIES	425.64		TRANS OPTIONS

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 OR 97103

Date	Ref. No.
09/11/2015	0188 8/8 - 9/7

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

Bill Due 10/11/2015
Terms
Memo

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8066 EVENT SUPPLIES	JO-ANN STORE - SUPPLIES - T.O. BIKE REPAIR EVENT	27.92		TRANS OPTIONS
8066 EVENT SUPPLIES	JO-ANN STORE - SUPPLIES - T.O. BIKE REPAIR EVENT	3.99		TRANS OPTIONS
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES - T.O. BIKE REPAIR EVENT	26.15		TRANS OPTIONS
8066 EVENT SUPPLIES	FRED MEYER - T.O. SUPPLIES	93.67		TRANS OPTIONS
8050 DUES SUBSCRIPTIONS & FEES	INTEREST - AUGUST/SEPTEMBER	91.19		ADMINISTRATION
1400 PREPAID EXPENSES	FRY'S ELECTRONICS - DIANE M RESEARCHING	568.10		ADMINISTRATION
8050 DUES SUBSCRIPTIONS & FEES	INTEREST - JUNE/ JULY AND JULY/AUGUST	178.15		ADMINISTRATION

Expense Total : 5,484.00

**Bill Total : \$5,484.00**

**Sunset Empire Transportation District**  
**OCTOBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the October 2015 Board of Commissioner's Meeting**

**NOTE on Reviewing Financials: 4 Month = 33.0% of Fiscal Year Budget\***

**General Fund Profit and Loss**

The District's General Fund Total Income is 16.2% of annual budget. YTD revenues of \$411,555 are \$69,6340 below YTD budget. Total Expense are 27.86% of annual budget and are \$154,151 better than YTD budget. YTD Other Expense of \$26,294 were \$9,500 less than budget the result of no capital expense.

**Revenue**

- 4010 Fixed Route Fares: Includes a reclassification of Cruise Ship Host revenues to Fixed Route of \$14,928.
- 4100 Contract Service-IGA: October revenues include a reclassification of Cruise Ship Host to Fixed Route Fares of \$14,928. This reclassification is consistent with prior year auditor recommendation.
- 4205 Property Tax: Includes Property tax distributions for October (\$65,790), of which \$6,455 was related to prior year.
- 4260 Mass Transit Assessment: \$25,000 was Budgeted in September and \$24,681 was received in Oct.
- 4310 Misc. Income: Is the commission from the vending machines for the 3<sup>rd</sup> quarter.

**Expense**

- Salaries & Wages: Reflects three pay periods in the month.
- 6210 Worker Compensation: Reflects the 2<sup>nd</sup> quarterly payment for Workers Compensation, total for the year is \$20,249.
- 8030 Computer-Info-Tech Services: Includes \$406 for WIFI System, \$270 for Email Certificates, \$240 for Web Management Content.
- 8038 Travel: Includes expenses for OTA conference.
- 8050 Dues & Subscriptions & Fees: Incudes \$2,500 for NWOTA and \$3,114 for 2016 SDAO Dues.
- 8055 Durable Equipment/Small Tools: \$586 for Window Servers Lic, \$290 for OPS scanner and \$189 for Admin. Network switch.
- 8075 Fuel: Prices continue below budgeted amounts Unleaded prices are about \$1.80 and Bio diesel about \$1.70
- 8082 Property Insurance: Is the result of reconciling the Property Insurance. Current year is paid in full.
- 8120 Office Supplies: Includes \$467 for employee IDs, TC supplies \$599 and Ops \$411.
- 8130 Payroll Processing fees: The result of three payrolls in the month.
- 8155 Telephone/Internet Service: While October is in line with budget year to date of \$14,111 is over budget the result of paying \$9,990 in September for Fiber Build between Warrenton and Astoria. This was a June 2015 bill which was not accrued. Please see September comments.

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

**Sunset Empire Transportation District**  

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**OCTOBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  

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**For the October 2015 Board of Commissioner's Meeting**

**RideCare Fund Profit and Loss**

RideCare's Total Income is 25.9% of total budget YTD revenues of \$755,327 are \$169,006 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget. We have requested the Auditors make this correction or at least make a disclosure on the Audited financial statements as we feel this is a material amount, it is currently under consideration.

**Expense**

- Salaries & Wages: Reflects three pay periods during the month
- 7006 Contract Providers: For the month of October two providers caught up with billing from prior month (Tillamook County and Hot Shot). Additionally, for the period July to October 2015 the number of sedan rides have gone up by 1,074 and the average cost per ride has also increased from \$43.48 to \$52.54 per ride compared to the same period in 2014. Sedan rides make up 44% of all rides for the period July- October 2015 compared to 39% for the same period past year.
- 8056 Computer Hardware: Includes \$781 for a scanner and \$219 for a Printer for RideCare .
- 8082 Property Insurance: The result of reconciling Property Insurance. This account is paid in full.
- 9600 Debt Service & Interest: DMAP settlement payment was budgeted in October and was paid in September together with the July payment of \$36,345. The July payment was missed. 1.
- 9700 Capital Expense: No Capital expenses were made.

**Information and Follow Up to Previous Board Meeting Questions**

There are no follow up items from the last meeting.

**Balance Sheet Items**

- AR: Clatsop County Treasurer reflects a payment of \$5,512 of taxes payable from prior year. These AR were considered deferred income at year end.
- AR: ODOT AR of \$25,815 is from prior year and an entry (\$23,577) has been proposed to the auditor to write off this uncollectable amount in the prior year.
- AR: TPJCC was not billed for the period April to June. Therefore the contractual amount has been billed in September for April through June and July to September.

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

Sunset Empire Transportation District  
Profit & Loss Budget Performance SETD  
October 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
					\$(under) \$ Over
					%
Ordinary Income/Expense					
Income					
YTD Actual to Budget Target					
Total 4000 FARES	32,220.51	23,645.83	110,614.64	283,749.96	-173,135.32
4090 DONATIONS/COMMISSIONS	0.00		182.86		182.86
4100 CONTRACTED SERVICES-IGA	-4,754.58	15,000.00	26,226.60	170,369.00	-144,142.40
Total 4200 TAXES	65,789.66	100,000.00	93,284.39	860,000.00	-766,735.61
4250 TIMBER SALES	0.00	0.00	79,211.77	160,000.00	-80,788.23
4280 MASS TRANSIT ASSESSMENT	24,880.54	0.00	41,633.81	55,000.00	-13,366.19
Total 4270 RENTAL INCOME	760.00	833.00	2,802.50	10,800.00	-7,997.50
4300 INTEREST	219.43	268.00	950.45	3,200.00	-2,249.54
4310 MISC INCOME	209.96		209.96		209.96
Total 5000 GRANTS	0.00	10,075.00	0.00	876,152.00	-876,152.00
5080 OREGON STF FUNDS	28,436.00	29,168.00	56,872.00	121,422.00	-64,550.00
Total Income	147,561.52	178,987.83	411,968.99	2,540,692.96	-2,128,723.97
Gross Profit	147,561.52	178,987.83	411,968.99	2,540,692.96	-2,128,723.97
Expense					
Total 6005 SALARIES & WAGES	127,593.90	97,731.00	382,872.82	1,172,770.00	-789,897.18
Total 6200 PAYROLL EXPENSES	17,451.09	17,187.00	47,009.34	148,958.00	-101,946.66
Total 6300 EMPLOYEE BENEFITS	26,846.79	32,716.00	83,037.33	283,542.00	-200,504.67
Total 1. PERSONNEL SERVICES	171,891.78	147,634.00	512,919.49	1,605,268.00	-1,092,348.51
2. MATERIALS & SERVICES					
8005 AUDIT	2,380.00	4,187.00	17,914.40	20,540.00	-2,625.60
8006 ADS (HR JOB POSTING)	0.00	37.00	474.13	988.00	-523.87
Total 8010 BANK FEES	226.68	260.00	1,049.41	3,158.00	-2,108.59
Total 8020 BLDING & GROUNDS MAINT	1,921.49	4,475.00	8,630.00	58,130.00	-49,500.00
Total 8030 COMP-INFO-TECH SERVICES	1,184.21	637.00	5,575.35	11,522.00	-5,946.65
Total 8035 CONF TRAINING & TRAVEL	4,336.83	4,430.00	8,702.59	38,881.00	-30,178.41
8040 DONATIONS/CONTRIBUTIONS	0.00		90.00		90.00
8041 DONATIONS CLEARING	0.00		-90.00		-90.00
Total 8045 DRUGALCOHOL/BG CHECKS	168.00	180.00	500.75	2,158.00	-1,657.25
8050 DUES SUBSCRIPTIONS & FEES	5,994.96	1,430.00	11,179.52	18,282.00	-7,112.48
Total 8065 DURABLE EQUIP/SMALL TOOLS	1,085.19	2,126.00	8,916.65	18,841.00	-9,924.35
8061 EQUIPMENT LEASE/RENT	426.21	336.00	2,040.84	4,032.00	-1,991.16
Total 8085 EDUCATION/OUTREACH	377.84	2,693.00	5,121.89	30,000.00	-24,878.11
8070 EMPLOYEE RECOGNITION	45.74	320.00	288.18	4,740.00	-4,451.82
8075 FUEL	10,433.94	16,667.00	25,470.23	200,000.00	-174,529.77
Total 8080 INSURANCE	-10,629.29	11,129.00	-1,419.67	44,516.00	-45,935.67
8080 LEGAL ADS	0.00	27.00	0.00	790.00	-790.00

**Sunset Empire Transportation District**  
**Profit & Loss Budget Performance SETD**  
October 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8095 LEGAL COUNSEL	231.00	421.00	231.00	6,740.00	-6,509.00 3.43%
8100 MEETING EXPENSE	79.24	131.00	136.79	1,586.00	-1,449.21 8.62%
Total 8120 OFFICE SUPPLIES	1,931.06	1,136.00	5,273.17	13,763.00	-8,489.83 36.31%
8130 PAYROLL PROCESSING FEES	166.60	79.00	485.21	948.00	-462.79 51.18%
8135 PRINTING	39.00	933.00	2,297.00	19,700.00	-17,403.00 11.66%
8139 PROFESSIONAL SERVICES	0.00	754.00	0.00	43,473.00	-43,473.00 0.00%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	32,026.00	-32,026.00 0.00%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	5,000.00	-5,000.00 0.00%
8155 TELEPHONE/INTERNET SERVICE	1,474.42	1,210.00	14,111.50	13,956.00	155.50 101.11%
8160 UNIFORMS	149.65	333.00	524.99	4,000.00	-3,475.01 13.12%
8165 UTILITIES	1,536.88	1,845.00	4,918.39	21,680.00	-16,741.61 22.71%
Total 8170 VEHICLE MAINT & REPAIRS	6,694.55	11,964.00	23,333.09	149,560.00	-126,226.91 15.60%
Total 2. MATERIALS & SERVICES	30,224.20	67,740.00	145,755.41	769,010.00	-623,254.59 18.95%
Total Expense	201,915.98	215,374.00	658,674.90	2,374,278.00	-1,715,603.10 27.74%
Net Ordinary Income	-54,354.46	-36,386.17	-246,705.91	166,414.96	-413,120.87 -148.25%
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9610 CLATSOP BANK-PRINCIPAL	5,120.54	5,069.00	20,373.92	61,910.00	-41,536.08 32.91%
9611 CLATSOP BANK-LOAN INT	1,452.96	1,505.00	5,920.08	16,972.00	-11,051.92 34.88%
Total 3. OTHER EXPENSES	6,573.50	6,574.00	26,294.00	78,882.00	-52,588.00 33.33%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	38,652.00	-38,652.00 0.00%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	10,531.00	-10,531.00 0.00%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	179,500.00	-179,500.00 0.00%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	-250,000.00 0.00%
9850 TRANSFER OUT	0.00	0.00	0.00	50,000.00	-50,000.00 0.00%
Total Other Expense	6,573.50	6,574.00	26,294.00	607,565.00	-581,271.00 4.33%
Net Other Income	-6,573.50	-6,574.00	-26,294.00	-607,565.00	581,271.00 4.33%
Net Income	<b>-60,927.96</b>	<b>-42,960.17</b>	<b>-272,998.91</b>	<b>-441,150.04</b>	<b>168,150.13 61.88%</b>

Sunset Empire Transportation District  
Profit & Loss Budget Performance RideCare  
October 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	
					\$(under) \$ Over	%
Ordinary Income/Expense						
Income						
4300 INTEREST	413.69	250.00	1,437.03	3,000.00	-1,562.97	47.90%
4500 RC PROVIDER SERVICE REIM	246,289.80	230,833.33	753,990.10	2,770,000.00	-2,016,109.90	27.22%
Total Other Types of Income	0.00		0.00	140,000.00	-140,000.00	0.00%
Total Income	246,703.49	231,083.33	755,327.13	2,913,000.00	-2,157,672.87	25.93%
Gross Profit	246,703.49	231,083.33	755,327.13	2,913,000.00	-2,157,672.87	25.93%
Expense						
Total 6005 SALARIES & WAGES	30,405.66	25,658.88	96,964.12	307,914.56	-211,950.44	31.17%
Total 6200 PAYROLL EXPENSES	4,246.93	4,741.97	11,892.74	41,097.04	-29,204.30	28.94%
Total 6300 EMPLOYEE BENEFITS	5,793.36	9,484.70	21,886.35	81,989.00	-60,112.65	26.89%
Total 1. PERSONNEL SERVICES	40,445.95	39,885.55	129,743.21	431,010.60	-301,267.39	30.10%
2. MATERIALS & SERVICES						
Total 7000 RC PROVIDER PAYMENTS	288,172.73	183,333.33	782,783.03	2,200,000.00	-1,417,216.97	35.58%
7030 BUS PASSES	770.00	1,333.00	6,159.00	16,000.00	-9,841.00	38.49%
8005 AUDIT	595.00	1,113.00	5,500.60	5,480.00	40.60	100.74%
8006 ADS (HR JOB POSTING)	316.91	191.00	316.91	382.00	-65.09	82.96%
8010 BANK FEES	10.00	11.81	40.05	142.00	-101.95	28.20%
8020 BLDING & GROUNDS MAINT						
Total 8020 BLDING & GROUNDS MAINT	443.23	1,071.00	1,579.04	12,856.00	-11,276.96	12.28%
Total 8030 COMP-INFO-TECH SERVICES	135.68	639.00	816.48	8,449.00	-7,632.52	9.66%
Total 8035 CONF TRAINING & TRAVEL	33.55	571.73	412.81	5,018.44	-4,605.63	8.23%
Total 8045 DRUG/ALCOHOL/BG CHECKS	156.25	86.83	924.25	1,042.00	-117.75	88.70%
8060 DUES SUBSCRIPTIONS & FEES	79.22	98.98	79.22	1,266.00	-1,186.78	6.28%
Total 8055 DURABLE EQUIP/SMALL TOOLS	1,000.88	403.00	3,375.92	10,472.00	-7,096.08	32.24%
8065 EDUCATION/OUTREACH	0.00	91.45	0.00	1,019.00	-1,019.00	0.00%
8070 EMPLOYEE RECOGNITION	93.57	113.00	93.57	1,660.00	-1,566.43	5.64%
Total 8080 INSURANCE	-2,657.32	1,629.00	-411.06	6,515.00	-6,926.06	-6.31%
8090 LEGAL ADS	0.00	6.02	0.00	179.00	-179.00	0.00%
8098 LEGAL COUNSEL	378.00	78.50	378.00	1,260.00	-882.00	30.00%
8100 MEETING EXPENSE	0.00	83.00	63.35	992.00	-928.65	6.39%
Total 8120 OFFICE SUPPLIES	139.75	530.29	1,062.96	6,427.00	-5,364.04	16.54%
8130 PAYROLL PROCESSING FEES	41.65	21.00	120.99	252.00	-131.01	48.01%
8139 PROFESSIONAL SERVICES	204.00	46.40	750.00	2,678.12	-1,928.12	28.00%
8155 TELEPHONE/INTERNET SERVICE	615.04	1,210.00	3,335.19	14,520.00	-11,184.81	22.87%
8165 UTILITIES	642.23	810.00	2,211.15	6,840.00	-4,628.85	32.33%
Total 2. MATERIALS & SERVICES	271,170.37	193,271.34	809,591.46	2,303,429.56	-1,493,838.10	35.15%
7060 DMA/P/CCO Annual Adjustment	0.00		0.00	137,500.00	-137,500.00	0.00%
Total Expense	311,616.32	233,136.89	939,334.87	2,871,940.16	-1,932,605.49	32.71%
Net Ordinary Income	-64,912.83	-2,053.56	-184,007.54	41,059.84	-225,067.38	-448.14%

**Sunset Empire Transportation District**  
**Profit & Loss Budget Performance RideCare**  
October 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	
Other Income/Expense						
Other Expense						
3. OTHER EXPENSES						
9811 CLATSOP BANK-LOAN INT	0.00		0.00	3,532.00	-3,532.00	0.00%
Total 3. OTHER EXPENSES	0.00		0.00	3,532.00	-3,532.00	0.00%
9628 SDAO FLEXPLEASE-INTEREST	0.00	0.00	0.00	12,000.00	-12,000.00	0.00%
9655 DMAP REPAYMENT AGREEMENT	0.00	36,345.00	72,686.50	145,374.00	-72,687.50	50.00%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	30,000.00	-30,000.00	0.00%
9800 CONTINGENCY	0.00		0.00	210,000.00	-210,000.00	0.00%
Total Other Expense	0.00	36,345.00	72,686.50	400,906.00	-328,219.50	18.13%
Net Other Income	0.00	-36,345.00	-72,686.50	-400,906.00	328,219.50	18.13%
Net Income	-64,912.83	-38,398.56	-266,694.04	-369,846.16	103,152.12	71.33%



**Sunset Empire Transportation District  
Balance Sheet  
As of October 31, 2015**

	Oct 31, 15	
<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>
<b>Current Assets</b>		<b>Liabilities</b>
Checking/Savings		<b>Current Liabilities</b>
1000 SETD GEN FUND BANK ACCTS	212,917.16	2000 ACCOUNTS PAYABLES
1001 CCB-OPERATING (3943)	4,548.23	2010 SETD GENERAL FUND A/P
1002 CCB-PAYROLL (3960)	2,201.08	2020 RIDECARE FUND A/P
1003 CCB-VEHICLE SALES ACCT	1,109.82	Total 2000 ACCOUNTS PAYABLES
1010 CCB-EMPLOYEE ACCT (3935)	1,592.08	Total Accounts Payable
1015 HRA FISCAL AGENT	399,870.99	Other Current Liabilities
1020 LGIP (4992)	622,239.36	2100 PAYROLL LIABILITIES
Total 1000 SETD GEN FUND BANK ACCTS	75,241.91	2138 OTHER P/R LIABILITIES
1030 CCB RESERVE FUND	300.00	2136 AFLAC-AT
1040 TILLS	334,289.29	2137 AFLAC-PT
1050 RIDECARE FUND BANK ACCTS	507.82	2138 OTHER LIABILITIES
1051 CCB-RIC OPERATING (3978)	902,411.32	Total 2135 OTHER P/R LIABILITIES
1055 HRA FISCAL AGENT (RC)	1,237,208.53	2140 RETIREMENT PLANS LIAB
1056 RC LGIP (3959)	1,934,989.80	2142 457(B) RETIREMENT
Total 1050 RIDECARE FUND BANK ACCTS	1,237,208.53	Total 2140 RETIREMENT PLANS LIAB
Total Checking/Savings	1,934,989.80	2300 DEFERRED REVENUE
Accounts Receivable		Total Other Current Liabilities
1200 ACCOUNTS RECEIVABLES		Total Current Liabilities
1210 SETD A/R	8,808.92	Long Term Liabilities
1211 SETD A/R	25,815.00	2800 INTERCOMPANY DUE TO/FROM
1215 SETD A/R-GRANTS	34,623.92	2810 DUE TO RIDECARE
Total 1210 SETD A/R	34,623.92	2815 DUE TO SETD GENERAL FUND
Total 1200 ACCOUNTS RECEIVABLES	34,623.92	Total 2800 INTERCOMPANY DUE TO/FROM
1250 PROPERTY TAX RECEIVABLES	56,471.90	Total Long Term Liabilities
Total Accounts Receivable	91,095.82	<b>Total Liabilities</b>
Other Current Assets		Equity
1049 VALIC	3,228.86	3000 OPENING BALANCE EQUITY
1400 PREPAID EXPENSES	624.88	3900 RETAINED EARNINGS
1401 PREPAID INS/BENEFITS	624.88	Net Income
Total 1400 PREPAID EXPENSES	7,440.75	Total Equity
1500 UNDEPOSITED FUNDS	1,294.29	<b>TOTAL LIABILITIES &amp; EQUITY</b>
Total Other Current Assets	2,037,379.91	
Total Current Assets	2,037,379.91	
<b>TOTAL ASSETS</b>	<b>2,037,379.91</b>	

**Sunset Empire Transportation District  
A/R Aging Summary  
As of October 31, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CCC	0.00	60.00	0.00	0.00	0.00	60.00
CITY OF CANNON BEACH - A/R	7,264.42	0.00	0.00	0.00	0.00	7,264.42
CLATSOP COUNTY TREASURER	0.00	0.00	-2,188.11	-3,324.35	61,984.36	56,471.90
DHS - CHILD WELFARE-CLATSOP	675.00	0.00	0.00	0.00	0.00	675.00
ISN	330.00	0.00	0.00	0.00	-680.00	-330.00
ODOT	0.00	0.00	0.00	0.00	25,815.00	25,815.00
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	0.00	0.00	0.00	285.00
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	95.00	47.50	0.00	0.00	47.50	190.00
P-HIPFISH-PARKING	47.50	0.00	0.00	47.50	47.50	142.50
P-HOMESPUN QUILTS	95.00	95.00	0.00	0.00	0.00	190.00
P-SAMUELSON	0.00	0.00	0.00	2.00	0.00	2.00
PACIFIC NW WORKS	45.00	0.00	0.00	0.00	0.00	45.00
<b>TOTAL</b>	<b>8,884.42</b>	<b>440.00</b>	<b>-2,188.11</b>	<b>-3,274.85</b>	<b>87,234.36</b>	<b>91,095.82</b>

**Sunset Empire Transportation District**  
**A/P Aging Summary SETD**  
As of October 31, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ALSCO	89.79	0.00	0.00	0.00	0.00	89.79
ASTORIA FORD	79.98	0.00	0.00	0.00	0.00	79.98
ASTORIA, CITY OF	582.56	0.00	0.00	0.00	0.00	582.56
BOLDT, CARLISLE & SMITH, LLC	1,365.00	0.00	0.00	0.00	0.00	1,365.00
COASTAL LOCK -N- KEY, LLC	14.00	0.00	0.00	0.00	0.00	14.00
CRS	80.00	0.00	0.00	0.00	0.00	80.00
E-WHITE, ANGIE	95.00	0.00	0.00	0.00	0.00	95.00
ENGLUND MARINE SUPPLY CO, INC	21.27	0.00	0.00	0.00	0.00	21.27
GLASCO GLASS CO. LLC	0.00	696.40	0.00	0.00	0.00	696.40
GRAFS AUTOMOTIVE	652.00	0.00	0.00	0.00	0.00	652.00
INDUSTRIAL DIESEL POWER, INC	350.54	0.00	0.00	0.00	0.00	350.54
LAZERQUICK	39.00	0.00	0.00	0.00	0.00	39.00
MCCALL TIRE CENTER - Warrenton	466.24	0.00	0.00	0.00	0.00	466.24
MTR WESTERN BUS	1,195.70	0.00	0.00	0.00	0.00	1,195.70
O'REILLY AUTO PARTS	175.88	0.00	0.00	0.00	0.00	175.88
OFFICE DEPOT	74.99	0.00	0.00	0.00	0.00	74.99
OREGON PERS	22.50	0.00	0.00	0.00	0.00	22.50
SDIS	5,062.36	0.00	0.00	0.00	0.00	5,062.36
SNOW & SNOW ATTORNEYS AT LAW	609.00	0.00	0.00	0.00	0.00	609.00
TILLAMOOK COUNTY DISTRICT	2,500.00	0.00	0.00	0.00	0.00	2,500.00
VERIZON WIRELESS	791.78	0.00	0.00	0.00	0.00	791.78
<b>Total</b>	<b>14,267.59</b>	<b>696.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,963.99</b>

**Sunset Empire Transportation District  
A/P Aging Summary RiderCare  
As of October 31, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
RC-BROCK	24.00	0.00	0.00	0.00	0.00	24.00
RC-COLUMBIA COUNTY RIDER	1,491.75	0.00	0.00	0.00	0.00	1,491.75
RC-COMMUNITY AMBULANCE	213.00	0.00	0.00	0.00	0.00	213.00
RC-CROSS GUEST HOUSING	0.00	160.00	0.00	0.00	0.00	160.00
RC-ELLIOTT'S TRANSPORT	3,693.00	0.00	0.00	0.00	0.00	3,693.00
RC-INTEGRA TELECOM	58.19	0.00	0.00	0.00	0.00	58.19
RC-K & M MEDIVAN	16,197.69	0.00	0.00	0.00	0.00	16,197.69
RC-MEDIX AMBULANCE	7,939.00	0.00	0.00	0.00	0.00	7,939.00
RC-OREGON COAST TRANSPORTERS, LLC	770.00	0.00	0.00	0.00	0.00	770.00
RC-SETD-PARA	243.00	152.00	0.00	0.00	0.00	395.00
RC-WAPATO SHORES, INC	11,738.75	0.00	0.00	0.00	0.00	11,738.75
RC WEEKS	142.60	0.00	0.00	0.00	0.00	142.60
<b>Total</b>	<b>42,510.98</b>	<b>312.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,822.98</b>

Sunset Empire Transportation District  
Over \$5,000 Check Detail  
October 2015

Type	Num	Date	Name	Item	Account	Amount
Bill Pmt -Check	EFT 10-15-1	10/01/2015	CARD SERVICE CENTER		1001 CCB-OPERATING (3943)	-5,373.45
Check	EFT 10-15	10/30/2015	CLATSOP COMMUNITY BANK		1001 CCB-OPERATING (3943)	-6,573.50
Bill Pmt -Check	3378	10/07/2015	RC-ELLIOTT'S TRANSPORT		1051 CCB-RC OPERATING (3976)	-6,060.50
Bill Pmt -Check	3379	10/07/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-17,889.00
Bill Pmt -Check	3386	10/07/2015	RC-TILLAMOOK COUNTY TRANSPORTATION		1051 CCB-RC OPERATING (3976)	-18,865.75
Bill Pmt -Check	3387	10/07/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-21,032.31
Bill Pmt -Check	3393	10/14/2015	RC-ELLIOTT'S TRANSPORT		1051 CCB-RC OPERATING (3976)	-6,156.50
Bill Pmt -Check	3398	10/14/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-11,418.17
Bill Pmt -Check	3404	10/20/2015	RC-HOT SHOT TRANSPORTATION		1051 CCB-RC OPERATING (3976)	-7,631.64
Bill Pmt -Check	3405	10/20/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-5,637.00
Bill Pmt -Check	3413	10/20/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-12,478.32
Bill Pmt -Check	3424	10/27/2015	RC-HOT SHOT TRANSPORTATION		1051 CCB-RC OPERATING (3976)	-10,074.81
Bill Pmt -Check	3425	10/27/2015	RC-K & M MEDIVAN		1051 CCB-RC OPERATING (3976)	-18,685.17
Bill Pmt -Check	3427	10/27/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-5,979.00
Bill Pmt -Check	3433	10/27/2015	RC-TILLAMOOK COUNTY TRANSPORTATION		1051 CCB-RC OPERATING (3976)	-18,352.50
Bill Pmt -Check	3434	10/27/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-11,744.01
Bill Pmt -Check	15447	10/07/2015	JACKSON & SON OIL, INC.		1001 CCB-OPERATING (3943)	-5,251.57
Bill Pmt -Check	15474	10/14/2015	WILCOX & FLEGEL		1001 CCB-OPERATING (3943)	-6,177.37

**Sunset Empire Transportation District**  
**A/P Aging Summary SETD**  
As of October 31, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ALSCO	89.79	0.00	0.00	0.00	0.00	89.79
ASTORIA FORD	79.98	0.00	0.00	0.00	0.00	79.98
ASTORIA, CITY OF	582.56	0.00	0.00	0.00	0.00	582.56
BOLDT, CARLISLE & SMITH, LLC	1,365.00	0.00	0.00	0.00	0.00	1,365.00
COASTAL LOCK -N- KEY, LLC	14.00	0.00	0.00	0.00	0.00	14.00
CRS	80.00	0.00	0.00	0.00	0.00	80.00
E-WHITE, ANGIE	95.00	0.00	0.00	0.00	0.00	95.00
ENGLUND MARINE SUPPLY CO, INC	21.27	0.00	0.00	0.00	0.00	21.27
GLASCO GLASS CO. LLC	0.00	696.40	0.00	0.00	0.00	696.40
GRAFS AUTOMOTIVE	652.00	0.00	0.00	0.00	0.00	652.00
INDUSTRIAL DIESEL POWER, INC	350.54	0.00	0.00	0.00	0.00	350.54
LAZERQUICK	39.00	0.00	0.00	0.00	0.00	39.00
MCCALL TIRE CENTER - Warrenton	466.24	0.00	0.00	0.00	0.00	466.24
MTR WESTERN BUS	1,195.70	0.00	0.00	0.00	0.00	1,195.70
O'REILLY AUTO PARTS	175.88	0.00	0.00	0.00	0.00	175.88
OFFICE DEPOT	74.99	0.00	0.00	0.00	0.00	74.99
OREGON PERS	22.50	0.00	0.00	0.00	0.00	22.50
SDIS	5,062.36	0.00	0.00	0.00	0.00	5,062.36
SNOW & SNOW ATTORNEYS AT LAW	609.00	0.00	0.00	0.00	0.00	609.00
TILLAMOOK COUNTY DISTRICT	2,500.00	0.00	0.00	0.00	0.00	2,500.00
VERIZON WIRELESS	791.78	0.00	0.00	0.00	0.00	791.78
<b>Total</b>	<b>14,267.59</b>	<b>696.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,963.99</b>

**Sunset Empire Transportation District  
A/P Aging Summary Rider-Care  
As of October 31, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
RC-BROCK	24.00	0.00	0.00	0.00	0.00	24.00
RC-COLUMBIA COUNTY RIDER	1,491.75	0.00	0.00	0.00	0.00	1,491.75
RC-COMMUNITY AMBULANCE	213.00	0.00	0.00	0.00	0.00	213.00
RC-CROSS GUEST HOUSING	0.00	160.00	0.00	0.00	0.00	160.00
RC-ELLIOTT'S TRANSPORT	3,693.00	0.00	0.00	0.00	0.00	3,693.00
RC-INTEGRA TELECOM	58.19	0.00	0.00	0.00	0.00	58.19
RC-K & M MEDIVAN	16,197.69	0.00	0.00	0.00	0.00	16,197.69
RC-MEDIX AMBULANCE	7,939.00	0.00	0.00	0.00	0.00	7,939.00
RC-OREGON COAST TRANSPORTERS, LLC	770.00	0.00	0.00	0.00	0.00	770.00
RC-SETD-PARA	243.00	152.00	0.00	0.00	0.00	395.00
RC-WAPATO SHORES, INC	11,738.75	0.00	0.00	0.00	0.00	11,738.75
RC WEEKS	142.60	0.00	0.00	0.00	0.00	142.60
<b>Total</b>	<u><u>42,510.98</u></u>	<u><u>312.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>42,822.98</u></u>

**Sunset Empire Transportation District  
A/R Aging Summary  
As of October 31, 2015**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
CCC	0.00	60.00	0.00	0.00	0.00	60.00
CITY OF CANNON BEACH - AIR	7,264.42	0.00	0.00	0.00	0.00	7,264.42
CLATSOP COUNTY TREASURER	0.00	0.00	-2,188.11	-3,324.35	61,984.36	56,471.90
DHS - CHILD WELFARE-CLATSOP	675.00	0.00	0.00	0.00	0.00	675.00
ISN	330.00	0.00	0.00	0.00	-660.00	-330.00
ODOT	0.00	0.00	0.00	0.00	25,815.00	25,815.00
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	0.00	0.00	0.00	285.00
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	95.00	47.50	0.00	0.00	47.50	190.00
P-HIPFISH-PARKING	47.50	0.00	0.00	47.50	47.50	142.50
P-HOMESPUN QUILTS	95.00	95.00	0.00	0.00	0.00	190.00
P-SAMUELSON	0.00	0.00	0.00	2.00	0.00	2.00
PACIFIC NW WORKS	45.00	0.00	0.00	0.00	0.00	45.00
<b>TOTAL</b>	<b>8,884.42</b>	<b>440.00</b>	<b>-2,188.11</b>	<b>-3,274.85</b>	<b>87,234.36</b>	<b>91,095.82</b>



# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 OR 97103

Date	Ref. No.
10/15/2015	0188 9/8 - 10/8

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

**PAID**

Bill Due 11/14/2015
Terms
Memo

## Expenses

Account	Memo	Amount	Customer:Job	Class
8030 COMP-INFO-TECH SERVICES	0808 - CLABORN DNSMADEEASY - DNS ADDRESS FOR NETWORK	59.95		ADMINISTRATION
8056 COMPUTER HARDWARE	AMAZON.COM - SWITCH FOR NETWORK	188.65		ADMINISTRATION
8030 COMP-INFO-TECH SERVICES	GODADDY.COM - SSL CERTIFICATE FOR EMAIL SERVER	269.98		ADMINISTRATION
8030 COMP-INFO-TECH SERVICES	GODADDY.COM - DOMAIN REGISTRATION	9.39		ADMINISTRATION
8030 COMP-INFO-TECH SERVICES	AMAZON.COM - WIFI SYSTEM	406.11		ADMINISTRATION
8066 EVENT SUPPLIES	ASTORIA DOWNTOWN MARKET - ICE FOR T.O. EVENT	7.35		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE.COM - SOFTWARE SUBSCRIPTION	39.98		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW DIRECT - PRINTER FOR ADMIN	219.46		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW DIRECT - SCANNER FOR OPS	290.02		OPER 5311
8056 COMPUTER HARDWARE	CDW DIRECT - USER LICENSES FOR WINDOW SERVER	586.52		ADMINISTRATION
8120 OFFICE SUPPLIES	FULLIDENTITY.COM - ID'S FOR TIME CLOCK	8.00		ADMINISTRATION
8120 OFFICE SUPPLIES	HOME DEPOT - CABLE TIES	10.54		ADMINISTRATION
8066 EVENT SUPPLIES	0220 EARLS CASH AND CARY - FOOD FOR T.O. EVENT	330.21		TRANS OPTIONS
8066 EVENT SUPPLIES	CASH AND CARY - FOOD FOR T.O. EVENT	6.74		TRANS OPTIONS
8066 EVENT SUPPLIES	DOLLAR TREE - SUPPLIES FOR T.O. EVENT	11.00		TRANS OPTIONS

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 OR 97103

Date	Ref. No.
10/15/2015	0188 9/8 - 10/8

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

**PAID**

Bill Due	11/14/2015
Terms	
Memo	

## Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	0667 HAZEN WALGREENS - GREETING CARDS	5.47		ADMINISTRATION
8120 OFFICE SUPPLIES	FULLIDENTITY.COM - IDS FOR TIME CLOCK	322.10		ADMINISTRATION
8120 OFFICE SUPPLIES	I D WHOLESALERS - IDS FOR TIME CLOCK	126.00		ADMINISTRATION
8038 TRAVEL	RED ROBIN - FOOD - MEETING	10.00		ADMINISTRATION
8038 TRAVEL	ORBITZ.COM - LODGING - MEETING	86.90		ADMINISTRATION
8066 EVENT SUPPLIES	SAFEWAY - SUPPLIES - T.O. EVENT	9.99		TRANS OPTIONS
8038 TRAVEL	WILLAMETTE VALLEY GRILL - FOOD - MEETING	22.00		ADMINISTRATION
8038 TRAVEL	BUFFALO WILD WINGS - FOOD - MEETING	15.98		ADMINISTRATION
8038 TRAVEL	TACO DEL MAR - FOOD - MEETING	7.25		ADMINISTRATION
8038 TRAVEL	CARL'S JR. - FOOD - MEETING	4.99		ADMINISTRATION
8038 TRAVEL	ORBITZ.COM - LODGING AND RENTAL CAR - RTAP CONFERENCE	738.77		MOBILITY MANAGEMENT
8038 TRAVEL	FRONTIER - FLIGHT - RTAP CONFERENCE	336.00		MOBILITY MANAGEMENT
8100 MEETING EXPENSE	WET DOG CAFE - FOOD - MEETING	19.00		ADMINISTRATION
8038 TRAVEL	SEA PARK - PARKING - MEETING	16.00		ADMINISTRATION
8038 TRAVEL	ORBITZ.COM - LODGING - MEETING	111.89		ADMINISTRATION
	0261 JONES			

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 OR 97103

Date	Ref. No.
10/15/2015	0188 9/8 - 10/8

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

**PAID**

Bill Due	11/14/2015
Terms	
Memo	

## Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	ITUNES.COM - PDF CREATOR	19.99		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	EL COMPADRE - FOOD - RIDE CARE EMPLOYEE RECOGNITION	93.57		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ITUNES.COM - PUBLISHER PLUS	19.99		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW DIRECT - SCANNER AND MONITOR - RIDE CARE	781.42		ADMINISTRATION
8038 TRAVEL	CLATSKANIE FULTANO'S PIZZA - FOOD - VOLUNTEER DRIVER'S MEETING	33.55		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0469 - MOODY SMARTSHEET	16.00		ADMINISTRATION
8121 POSTAGE-SHIPING	0204 PARKER USPS - POSTAGE	49.00		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD - BOARD WORKSHOP	42.04		ADMINISTRATION
8100 MEETING EXPENSE	PIG N PANCAKE - FOOD - SEASIDE DOWNTOWN DEVELOPEMENT	18.20		ADMINISTRATION
8121 POSTAGE-SHIPING	0659 - PIETILA SUNSET PRESORT - PACKAGE SHIPPED	23.45		ADMINISTRATION

Expense Total : 5,373.45

**Bill Total : \$5,373.45**



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

---

Date: November 30, 2015

To: Board of Commissioners

From: Jeff Hazen

Re: Old Business Summary

**7.a CPCCO Contract Amendment**

Enclosed in the packet is a copy of the contract amendment with Columbia Pacific Coordinated Care Organization (CPCCO) for the 2016 calendar year. It reflects and increased capitated rate increase of 3% to \$9.40 per member per month.

Staff recommends an approval of the motion to approve the CPCCO contract amendment for the 2016 calendar year and authorize the Executive Director to sign the amendment.

SECOND AMENDMENT TO  
TRANSPORTATION SERVICES AGREEMENT  
BY AND BETWEEN  
*Columbia Pacific CCO, LLC*  
AND  
*Sunset Empire Transportation District*

This amendment (the "Amendment") is effective as of January 1, 2016 by and between COLUMBIA PACIFIC CCO, LLC an Oregon limited liability company ("Columbia Pacific") and SUNSET EMPIRE TRANSPORTATION DISTRICT ("SETD"),

WHEREAS, Columbia Pacific and SETD have entered into a Transportation Services Agreement (the "Agreement"), effective January 1, 2015 in order to contract with one another such that SETD provides transportation services pursuant to the terms and conditions of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth and in exchange for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

- 1. The following Exhibit 4 Compensation Schedule is amended with the following ~~struck through~~ language deleted and new language in double underline.**

Compensation Schedule:

CPCCO will advance SETD a base payment of ~~\$9.13~~ \$9.40 per member per month (pmpm) on a monthly basis for total CPCCO membership by the second week of each month.

*[Signature page follows.]*

SIGNATURES

IN WITNESS WHEREOF, the parties have caused this Amendment to the Agreement to be executed and do each hereby warrant and represent that their respective signatory whose signature appears below has been and is on the date of this Amendment duly authorized by all necessary and appropriate corporate action to execute this Amendment.

**Columbia Pacific CCO, LLC**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mimi Haley  
Executive Director

**Sunset Empire Transportation District**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Jeff Hazen  
Executive Director



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

---

Date: November 30, 2015

To: Board of Commissioners

From: Jeff Hazen

Re: Schedule adjustments

In order to comply with labor laws, we need to provide our drivers with lunch breaks. Staff has gone through the schedules and come up with the attached lunch schedule for each of the routes. The addition of lunch breaks for all routes also means that we will be changing schedules on some of the routes adding service later in the evening. We need to hold a public hearing since we will be changing the schedules. We can hold the public hearing at the January Board meeting and institute the new schedules on February 1.

Schedule changes:

Route 10 will not have the Warrenton Hammond loop from 1:04-1:19; instead it will end at 2:04 at Fred Meyer. It will not have the Warrenton Hammond loop from 7:04pm-7:19pm. It will have 2 additional loops in Astoria beginning at 6:51 and 7:51 and then will add the Warrenton Hammond loop at 9:04-9:19.

Route 101A will have 1 additional loop in the evening from 8:00-10:00.

Route 20 will have 1 additional loop in the evening from 8:00-8:55.

The fiscal impact will be approximately \$26,000 annually which was included in this year's budget. However, by not starting it until February 1, it will only have an impact of \$11,000 for this fiscal year.

Staff recommends approval of a public hearing to be held on January 22.

# Lunch Times for Fixed Route

10/1/15

Route	At Base	Start	Where to start	Lunch start	Lunch End	End	Where to end	At Base	Hours	Where to fuel	When to fuel	
Route 10 AM	5:30 AM	5:45 AM	Mini Mart	10:50 AM	11:50 AM	2:19 PM	Mini Mart	2:30 PM	8	A-Pac	1:45 PM	Relieved by 101 B for lunch at T.C.
Route 10 PM	12:45 PM	1:10 PM	F/M	6:50 PM	7:50 PM	9:18 PM	Mini Mart	9:30 PM	7 3/4	A-Pac	8:45 PM	Relieved by 101 B for lunch at T.C.
Route 101 AM	5:30 AM	6:00 AM	TC	11:16 AM	12:16 PM	2:16 PM	Costco	2:30 PM	8			Relieved by Rt 15 For Lunch at Costco.
Route 101 PM	1:45 PM	2:16 PM	Costco	6:16 PM	7:16 PM	9:50 PM	TC	10:30 PM	8	A-Pac	10:00 PM	Relieved by Rt 15 For Lunch at Costco.
Route 101 Peak A.M.	6:30 A.M.	7:00 A.M.	T.C.	No Lunch		10:50 A.M.	T.C.	12:15 PM	5 3/4	A-Pac	12:00 PM	Cover RT. 10
Route 101 Peak P.M.	2:30 P.M.	3:00 P.M.	T.C.	No Lunch		6:50 P.M.	T.C.	8:15 PM	5 3/4	A- Pac	8:00 PM	Cover RT. 10
Seaside Streetcar	10:30 AM	11:00 AM	Cinema			7:50 PM	Cinema	8:30 AM	10	S-CFN	8:00 PM	Supervisor break?
Route 20 AM	5:30 A.M.	6:00 A.M.	Cinema	10:50 AM	11:20 AM	12:55 P.M.	Cinema	1:30 P.M.	8	S-CFN	1:00 P.M.	Manzanita stop
Route 20 PM	12:30 PM	1:00 P.M.	Cinema	No lunch		4:55 P.M.	Cinema	5:30 P.M.	5	S-CFN	5:00 P.M.	
	4:30 P.M.	5:00 P.M.	Cinema	No lunch		8:55 P.M.	Cinema	9:30 P.M.	5	S-CFN	9:00 P.M.	
Route 21 Mon.-Fri.	10:15 AM	11:00 AM	Les S Park	2:00 PM	2:30 PM	5:56 PM	Les S Park	6:45 PM	8	S- Pac	6:15 PM	Supervisor break?
Route 21 Sat.& Sun.	8:30 AM	9:00 AM	Cinema	Scheduled		12:30 PM	Ave. A		4			Lunch already in schedule
		3:00 PM	Cinema			6:20 PM	Ave. A	7:00 PM	4	S-CFN	6:22 PM	
Lower Columbia A.M.		6:45 AM	T.C.	8:00 AM	8:30 A.M.	9:40 AM	T.C.		2 1/2			Lunch at Rainier
Lower Columbia P.M.		2:45 PM	T.C.	4:00 PM	4:30 PM	5:40 PM	T.C.		2 1/2			Lunch at Rainier
Route 15 A.M.	5:45 A.M.	6:10 A.M.	F.M.			6:45 A.M.	T.C.		1			
Route 15 A.M.		9:40 A.M.	T.C.			12:16 PM	Costco	12:30 PM	2 1/2	A-Pac	9:45 A.M.	Cover 101 AM for Lunch
Route 15 P.M.	1:25 PM	1:40 PM	F.M.			2:45 P.M.	T.C.		1 1/4			Cover 101 PM for lunch
Route 15 P.M.		5:40 P.M.	T.C.			7:16 PM	Costco	7:30 AM	1 3/4	A-Pac	5:45 P.M.	
Pacific Connector (Weekends only)	8:00 a.m.	8:30 a.m.	T.C.	Scheduled		5:30 p.m.	T.C.	6:00 p.m.	9	A-Pac	5:40 PM	Lunch already in schedule
Route 11	Variable		Port	Rotate lunches			Port					





**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

---

Date: November 30, 2015

To: Board of Commissioners

From: Jeff Hazen

Re: Board Vacancy

Due to the unfortunate passing of Commissioner Mitchum, it will be necessary to fill Position #7 with a replacement.

Board Policy # B-308 reads:

*The Board shall fill a vacancy on the Board by appointment by a majority of the remaining members of the governing body. (ORS 198.320-Filling of vacancies on boards of certain districts.)*

- 1. The Board Chair or the Vice Chair will notify the Board of any Board member's resignation.*
- 2. The appointee will serve until a successor can be elected at the next regular special district election.*

Position #7 goes through June 30, 2019 however the seat will be listed on the May 16, 2017 ballot.

The Board should declare a vacancy and direct staff to advertise the vacancy. Staff recommends that the date of January 12, 2016 be used as a deadline to apply for the position. This will give us the opportunity to include the applications in your January Board meeting packet.



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

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Date: November 30, 2015

To: Board of Commissioners

From: Jeff Hazen

Re: Special Districts Association of Oregon (SDAO) annual conference

The annual SDAO conference will be held in Sunriver on February 5th-7th with a pre-conference on February 4<sup>th</sup>. I have attached a copy of the brochure about the conference for your reference. We have budgeted for 2 Board members to attend this year's conference along with Mary and me.

Staff needs to know if any Board member plans on attending so we can get registered for the conference and make travel arrangements.

**2016 SDAO Annual Conference**  
February 5-7 • Sunriver, Oregon

# At-A-Glance

## Pre-Conference

### THURSDAY, FEBRUARY 4

7am	<b>Breakfast</b>
8am - 5pm	<b>Board Duties, Responsibilities, and Liabilities</b>  Eileen Eakins, Law Offices of Eileen Eakins and George Dunkel, SDAO
8am - 5pm	<b>Risk Management Training</b>  SDAO Risk Management Staff and Michael Wood, OR-OSHA
10:15 - 10:30am	<b>Morning Break</b>
Noon - 1pm	<b>Lunch</b>
1 - 4pm	<b>Public Procurement</b>  Kelly Stevens-Malnar, Department of Administrative Services
3 - 3:15pm	<b>Afternoon Break</b>
5pm	Pre-Conference Adjourns

### THURSDAY, FEBRUARY 4

5 - 6:30pm **Welcoming Reception**

### FRIDAY, FEBRUARY 5

7:30 - 8:30am	<b>Breakfast</b>			
7:30am - 6pm	<b>Exhibitor Trade Show</b>			
8:30 - 10am	<b>Welcome and Keynote Address</b> <i>Water the Bamboo - Greg Bell</i>			
10 - 10:30am	<b>Morning Break</b>			
10:30am - Noon	<b>Oregon's Public Records Laws: Endlessly Fascinating</b>  Eileen Eakins, Law Offices of Eileen Eakins	<b>Drones: What Public Entities Can and Cannot Do with Them</b>  Mitch Swecker, Department of Aviation	<b>Supervising Within the Law (a.k.a., "The Top Ways to Avoid Getting Sued by Employees")</b>  Tamara Jones, CIS	<b>Trending Healthcare Topics - Cadillac Tax &amp; Other Fascinating Subjects</b>  Katie Peterson, The Partners Group
Noon - 1:30pm	<b>Lunch and Roundtable Discussions</b>			
1:30 - 3pm	<b>Six Best Practices of Highly Effective Boards: How Does Your Board Measure Up?</b>  Rob Mills, Seal Rock Water District and Mark Knudson Tualatin Valley Water District	<b>Budding Complications: Navigating Marijuana in the Workplace</b>  Kyle Abraham, Barran Liebman LLP	<b>What Do Those Laws Really Mean to Us?</b>  Judy Clark, SPHR, IPMA-CP, CPC, HR Answers	<b>Legislative Summary</b>  Hasina Squires and Mark Landauer, SDAO
3 - 3:15pm	<b>Afternoon Break</b>			
3:15 - 5pm	<b>District Caucus Meetings</b>  At-Large Irrigation Ports Water			
5 - 6pm	<b>Exhibitor Reception</b>			

### SATURDAY, FEBRUARY 6

7:30 - 8:30am	<b>Breakfast</b>			
8:30 - 10am	<b>Top Ten Ethics "Real-Life Role Plays"</b>  Christy Monson and Lauren Sommers, Local Government Law Group	<b>Life-Cycle of a Claim</b>  Jens Jensen and Geoff Sinclair, SDAO	<b>Wiring Your Hiring: Update on Veterans' Preference and Other Hiring Issues</b>  Chandra Hatfield and Dee Rubanoff, PRH Labor Law	<b>Before, During, and After Borrowings</b>  David Ulbricht, SDAO and Ann Sherman, Hawkins Delafield & Wood LLP
10 - 10:30am	<b>Morning Break</b>			
10:30am - Noon	<b>Public Meetings</b>  George Dunkel, SDAO	<b>Qualities of a Great Leader</b>  Greg Jackson, SDAO	<b>Generational Diversity</b>  Spencer Rockwell, SDAO	<b>Planning for Retirement and Financial Security</b>  Jennifer Jorgensen, VALIC
Noon - 1:30pm	<b>Lunch</b>			
1:30 - 3pm	<b>How to Maximize Volunteer Recruitment and Retention</b>  Captain Tad Buckingham, Forest Grove Fire & Rescue and Matt Aalto, Stayton Fire District	<b>Same Destination, Different Route: Why Details Matter</b>  Chelsea Harrison, Jordan Snyder, and Gina Wescott, SDAO and Rebecca Taylor, RN	<b>You're Not Alone: Real-Life Examples of Special District Lawsuits</b>  Ron Downs, SDAO	<b>Marketing on Social Media</b>  Chantal Strobel and Tina Davis, Deschutes Public Library District
3 - 3:15pm	<b>Afternoon Break</b>			
3:15 - 4:30pm	<b>Annual Business Meeting and SDAO Board Elections</b>			
6 - 8pm	<b>Awards Program Banquet</b>			
8 - 10pm	<b>Entertainment - Cash'd Out</b> (Johnny Cash Tribute Band) <i>Door prize drawings at 10pm. Must be present to win!</i>			

### SUNDAY, FEBRUARY 7

8 - 9am	<b>Breakfast Buffet</b>
9 - 10:30am	<b>Closing Speaker</b> <i>Exploring Glacier Caves - Eddy Cartaya</i>

Please type or print legibly. Registration will remain open until maximum capacity is reached. The last day to receive a refund for cancellation is **January 25, 2016**. No shows will be charged.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Spouse/Guest First and Last Name: \_\_\_\_\_ (Indicate meals for your spouse/guest, if any, below.)

Check all that apply:

- First Time Conference Attendee       District Voting Delegate       We Will Provide a Door Prize (\$50 limit)

**PRE-CONFERENCE REGISTRATION | Thursday, February 4**      **FEE**      **TOTAL**

<input type="checkbox"/> <b>Board Duties, Responsibilities, and Liabilities</b> <i>Eileen Eakins, Law Offices of Eileen Eakins LLC and George Dunkel, SDAO</i> Includes session from 8am - 5pm, continental breakfast, & lunch	\$100.00	\$ _____
<input type="checkbox"/> <b>Risk Management Training</b> <i>Michael Wood, OR-OSHA and SDAO Risk Management Staff</i> Includes session from 8am - 5pm, continental breakfast, & lunch	\$100.00	\$ _____
<input type="checkbox"/> <b>Public Procurement</b> <i>Kelly Stevens-Malnar, DAS</i> Includes session from 1 - 4pm	\$ 50.00	\$ _____

**CONFERENCE REGISTRATION | Friday-Sunday, February 5-7**      **FEE**      **TOTAL**

<input type="checkbox"/> <b>Full Conference Registration   February 5-7</b> Includes keynote session, meals (excluding Friday dinner), Friday & Saturday breakout sessions, Awards Banquet, & closing session	\$230	\$ _____
<input type="checkbox"/> <b>One-Day Registration   Friday, February 5</b> Includes Friday's keynote, breakout sessions, continental breakfast, & lunch	\$140	\$ _____
<input type="checkbox"/> <b>One-Day Registration   Saturday, February 6</b> Includes Saturday's breakout sessions, continental breakfast, & lunch	\$140	\$ _____

Please indicate any special dietary needs for attendee: \_\_\_\_\_

**GUEST MEALS: Attendees' meals are included as indicated above.**

Attendees' meals are included as indicated above. This section allows you to purchase meals for your guest or to add meals for yourself that are not already included with your registration.	<b>Friday, February 5</b>	<b>QUANTITY</b>	<b>FEE</b>	<b>TOTAL</b>
	<input type="checkbox"/> Breakfast	_____	\$ 21.50	\$ _____
	<input type="checkbox"/> Lunch	_____	\$ 29.50	\$ _____
	<b>Saturday, February 6</b>			
	<input type="checkbox"/> Breakfast	_____	\$ 21.50	\$ _____
	<input type="checkbox"/> Lunch	_____	\$ 29.50	\$ _____
	<input type="checkbox"/> Awards Banquet & Entertainment	_____	\$ 49.00	\$ _____
	<b>Sunday, February 7</b>			
	<input type="checkbox"/> Breakfast Buffet & Closing Speaker	_____	\$ 29.50	\$ _____

Please indicate any special dietary needs for guest: \_\_\_\_\_

**PAYMENT METHOD**

Check | Make checks payable to SDAO      **TOTAL ENCLOSED \$** \_\_\_\_\_

Mail to: SDAO, PO Box 12613, Salem OR 97309-0613

Questions? Contact us at 800-285-5461 or [MemberServices@sdao.com](mailto:MemberServices@sdao.com).

# Executive Director Report

## 12/10/15

Weekly Reports:

10/26/15

Whew, what a couple of busy weeks! I've continued to work on our facilities maintenance plan and our personnel policies update. I attended the Cannon Beach City Council workshop on the 13th and gave our update. They were by far the most engaged board. We had a great discussion and they asked several questions. We held drivers meetings on the 14th with the main topic being the lunches for drivers as I noted in my director's report for last week's Board meeting. There was mixed response to it and we have asked the drivers for input on the lunch schedule that Scott has developed. We are continuing our financial review with the CCO answering their questions as they come up. It's been a struggle with the transition in finance but we should have the review wrapped up next week. Our RideCare Advisory Committee had a good turnout (eventually) and there was good discussion amongst everyone. Jason and his team were relieved to hear positive input from the providers that they were impressed with how the team responded to the data loss and their professionalism in handling it. I need to jump back a week and let you know something I missed in the weekly report from the week of the 5th. I put together a presentation for the leadership team on Coaching for Performance and the utilization of coaching logs to help them with their interactions with their employees. By using the logs throughout the year, it will make writing performance evaluations much more effective.

Saturday the 17th was a busy day at the OPTC Bus Roadeo in Eugene. I got to judge the right hand reverse obstacle on the cutaway bus course. The competition was great and even though Bill didn't come home with a trophy, he enjoyed the experience of interacting with other drivers throughout the state. The conference was excellent as I expected. Sunday's FTA Bus Safety SMS presentation really put me at ease over my angst of what this new mandate could potentially mean to us. We will be getting a lot of support from the State plus we do most of it now. The keynote speaker Monday morning was fascinating. Andrew Evans works for National Geographic and shared his experience of travelling to Antarctica by bus. He described the journey from Washington DC to the southern tip of Argentina. 40 days and 40 nights it took to make the journey and there were several interesting experiences along the way. Obviously, he couldn't make it all the way to Antarctica by bus, but he got as close as he could before jumping on a ship. We all attended the many breakout sessions that were offered and gleaned a lot of information from each session. The Tuesday night speaker was Kerry Tymchuk from the Oregon Historical Society and he shared a lot of the treasures of the State. The one that meant the most to us was the branding iron of Capt. Meriwether Lewis. It was a real treat to be able to hold it in our hands and realize the significance of it! We did learn that the STF competitive program isn't rolling out quite as quickly as they anticipated. Applications won't be available until December.

I have been notified that we will be having our tri-annual review in January. While this review is to make sure we are in compliance, the focus is using it as a technical assistance project. I'll have more on this after I hear from the consultants doing the review. Lastly, as you probably know, I am the chair of the Way to Wellville Strategic Advisory Council and a couple of weeks ago, I met with Esther Dyson, the founder of HICCUP that is the non-profit that started this effort. She wanted to know what was going on in transportation here. I talked with her about our program in development to assist veterans with their

transportation needs. Esther is a very very well connected person and they are going to present this to the VA in Washington DC as a pilot project for the nation's rural communities and get them to fund the program. I can vouch for her connections because a few months ago we were meeting with the other Wellville communities in California and my group was have a conversation amongst ourselves of needing to enhance the dental van program here. Esther overheard our conversation and immediately pulled out her cell phone and made a call. We all of a sudden had the CEO for Colgate in on our conversation!

I will be leaving this evening with Shana for our trip to Denver for the National Rural Transit Assistance Program's Technical Assistance Conference Reaching New Heights in Rural and Tribal Transit. I will be available via email, text or cell phone if you need to get ahold of me.

11/9/15

During the last week in October, Shana and I attended the National Rural and Tribal Assistance Program (NRTAP) in Denver. This was a great conference and the timing for Shana was excellent since she is new to her position. They had a lot of sessions dealing with the various aspects of Mobility Management. Secretary of Transportation Anthony Foxx was able to address the conference and I had the opportunity to engage him once again. I attended several different sessions as well and my biggest take away was the marketing session I attended. RTAP has an incredible marketing toolbox on their website that makes it easy for agencies are size to tap into and not have to reinvent the wheel. Mary, Shasia, and Shana are all excited about the different tools available to help with our outreach efforts. During the town hall session, I ended up talking quite a bit about RideCare and our CCO partnership. I was asked many questions by people from all across the nation about our model. After the town hall, I had a lineup of people that had more questions. Some of them were from transit agencies, but I also had some people that work for their state asking a lot of questions. It was a pleasure to showcase our brokerage on a national stage! I met with the RideCare team on Thursday and let them know about the opportunity I had in Denver to share their success and thank them for their efforts.

Last week was a catch up week having been gone for the previous two weeks to the OTA conference and the RTAP conference. I finalized our STIP proposal for the bike repair stations and lockers. I submitted it to ODOT and now it will go back before the NWACT on Thursday in Tillamook for their final prioritization. Jason, Al and I continue to meet with the CCO to review our financials with RideCare. We should be able to wrap the 1st 6 months up soon. As you may recall our contract requires that we reimburse them 50% of the excess revenue over expenses so we are narrowing that number down. On Friday, I had the opportunity to meet with the new Director of Self Sufficiency at DHS during his visit here. We had good discussions about transportation needs for programs and the importance of carving out monies for transportation with any new initiatives or programs that they may start.

11/16/15

On Monday, I attended a PTAC meeting in Salem. We heard a presentation from the Portland Streetcar and the service that they provide in Portland. The vast majority of the time was spent on transportation funding. The legislature will not take this up in February of '16. We need to start gathering stories from the people we serve how vital our service is to them so we can help tell the story of public transportation. The FTA recently completed a State Management Review of the Rail and Public Transit Department that took 8 months to complete. RPTD was very excited and proud to report that they had zero findings! Al, Jason and I

have continued with our 2 quarterly reviews with the CCO and are nearing the finish line to complete this. I also met with Tami last week to review our insurance renewal. I'm pleased to report that we are receiving the full 10% discount this year due to meeting all of the policy criteria spelled out this year. Scott is just about wrapped up writing the specs on the 2 buses that we will be ordering. Scott, Norm and I met last week to go over the specs that Scott had written and agreed on some adjustments. We should have those finalized this week and sent off to Christine, Jamey and Arla at ODOT for their approval. I joined Kathy at the NWACT meeting in Tillamook on Thursday. The STIP prioritization was finalized and our T.O. bike repair stations/bike lockers project remained ranked #5. ODOT had me increase the dollar amount on the project. It was originally a \$30,000 project, and the new amount is \$92,000 with the caveat that it is scalable depending on funding. I will be finalizing the formal submittal this week. There was a St. Helens project that had previously been ranked in the top 5 for our area, but the City of St. Helens withdrew the proposal. The NWACT replaced it with the NWOTA project of construction of high priority bus stops throughout the Connector area, it came in ranked as number 4 even though it had been recommended that our project be moved from 5-4. Kathy made a strong point that the NWOTA project has a much higher safety component to it and the group agreed. We also heard a brief presentation on a challenging intersection in Tillamook and a decision was made to form a subcommittee to assist ODOT in determining a potential fix for it. Kathy will be serving on the committee. Friday's Connector meeting dealt with meeting with our consultant on the Connector Management Plan timelines. We also gave input to Mary on the finalization of the NWOTA STIP proposal so she can submit this week as well.

Mary, Al, Konnor, Shana and I had a great time helping Carol and the Assistance League out on Tuesday night!

11/24/15

Last week I finalized and submitted the revised STIP grant for the bike repair stations and bike lockers proposal. I met with the project management team on the transportation plan and we will be doing another round of community outreach on December 11 and 12. This will be to present the priority items that the TPAC identified as the 10 highest ranked items. We will also be doing another round of surveys to gather input from the riders as well. I had a meeting with the Superintendent of Astoria Schools along with the Principal at Astoria High School to discuss transportation needs surrounding after school activities for some of their disadvantaged youth. This will be an easy one since the youth will be able to ride our existing Route 10. I continued working on the Facilities Maintenance Plan when I had spare time last week. Shana and Mary are helping me prepare the notification for our partner agencies in the county for the upcoming competitive STF grant. Thursday, I traveled with Jason to Salem for a NEMT meeting with Sarah. I hadn't been to one since last year and want to be at this one because they were scheduled to discuss the DHS volunteer program. Unfortunately, that conversation only lasted a few minutes and we didn't hear anything new. Basically, the State is going to be giving up the volunteer program for NEMT and put it on the CCO's to run it. We will continue to be intimately involved with the conversation on this because of the impact that it could have on us. Speaking of NEMT and CCO, we completed our fiscal review for quarter's 1 and 2 with the CCO and will be reimbursing them a little over \$65,000. This is the part of our contract that if our revenues exceed our expenses, we will reimburse them 50%. The same holds true if our expenses exceed our revenues, they would reimburse us 50% of the loss. The other news on the CCO front is we have agreed to an increase in the per member per month (PMPM) rate. We currently receive \$9.13 PMPM and effective January 1st, we will receive \$9.40, a 3% increase. We are excited about working with the CCO

on some of the programs they will be rolling out here in Clatsop County and this increase will help fund the transportation component of the new programs.

11/30/15

Last week was a short week due to the holiday. On Monday, I rode the 10 to check out issues we are having at the college with construction. We are discussing an alternative stop with the college that should start up at some point this week. I have been working on evaluations for some of the team members and look forward to sitting down with them to discuss their progress. I hope you all liked the new look of the newsletter last week. I used a template from the marketing tool kit the NRTAP has and customized it for our use. I've received good comments from the crew so far.

-Tri-Annual Review

-Website





RIDECARE

Providing reliable and efficient Non-Emergent Medical Transportation in a compassionate and caring way to Columbia, Clatsop and Tillamook counties.

11/12/15

RIDECARE manager's report for October

Jason Jones

1. On September 15th Ride Care experienced a major server fault that effectively produced historical and future information in-correctly or not at all. We were able to forecast the affected date range through October 15th due to the fact that 90% of ride requests are scheduled no further than 30 days out. In some rare examples, rides were placed outside of that time frame but not further out than 40 days. As of October 21st we believe that there are no more affected scheduling situations. Ride Care was able to repair most of the rides in question and have since initiated better hard copy historical protocols to help us in the future. The generator should be installed before the end of year giving us even greater protection from power outages.
2. Ride Care preformed 2 6 month evaluations in the month of October. Both team-members are becoming fine fixtures at Ride Care and are learning new skills daily. We look forward to continued growth and education of our staff as it will lead to greater efficiencies and better customer service.
3. Jason attended a Clinical Advisory Panel for the Columbia Pacific CCO at Clatsop Community College. The meeting was filled with many great discussion topics on how to provide better community health care. My job in this panel is to insure that the transportation needs are represented and cared for. Many programs are usually brought all the way to full development without having ever having a transportation component prior to program implementation. Now that I'm apart of this group, I provide that oversight of keeping medical transportation in the discussion.
4. Ride Care held interviews for a new CSR on the 7th with 3 talented applicants. Ride Care looks forward to seeing a new CSR in place before the end of the month. This hire will bring us back to full staff since the departure of Shana Verley to SETD for the Mobility Manager's position.
5. Ride Care prepared for and implemented the changes to how we administer the Volunteer transportation program. OHA had asked if we would be willing to take over the "billing" processing of the drivers in order to help the program continue. We were willing and able to do so. We began a prep phase in September that continued all the way through October 15th with a Stress test to determine if we were indeed ready to take this program on. All systems checked out and we began officially processing the billing on October 16th. We will have further updates in November.
6. The rest of October was busy as we were short staffed and some were sick. I accepted an invite to discuss NEMT service with Doug Pilant at Tillamook Transportation District. The discussion was great as I provided support for some questions and direction on some issues regarding actual transportation. I met with Alana Kjula and Raven Brown from Providence Seaside Hospital to discuss Volunteer driver's programs. Our discussion was enlightening and engaging as we both learned a little more about each other's programs and look forward to future networking opportunities.

NOTE: Total rides provided in October, 2015: 8,556. October, 2014 Rides: 7911. +645 more rides provided. There were 22 Non-Medical Rides provided in October.



## Transportation Options Report September/October

*Shasia Fry Transportation Options Specialist*

### **Drive Less Save More Campaign**

Due to the success of our Astoria Drive Less. Save More Campaign, I have been asked by Hannah Crum of Alta Planning and Design, to partner with her on a presentation about our program for the upcoming Active Transportation Summit in March. Alta was impressed with our success rate coming from an unestablished program and has been meeting regularly with me to discuss how our campaign has differed from others.

I am currently working on a short 3 min. video of Astoria, using the Go-pro. This video will highlight different areas in Astoria and display the geographical challenges we faced throughout our campaign. It will be a first person view of what it was like, riding our bike and the bus and walking the hills of Astoria.

We have decided highlight the challenges Astoria faced with the campaign and how we managed to overcome them. Things like geography and tourism brought many different challenges but we managed to turn them into positive things and use them to our benefit.

### **Travel Training**

I have been working with Shana on the upcoming Travel Training she has this next month. I have prepared some games and information for the students to use during the trainings.

We will be playing a Bus Bingo game that we invented during our Transit Tour we hosted this summer. This bingo game is designed to engage the student in their surroundings by filling each square with an event that will occur on the bus i.e. someone uses the pull cord.

We will also be playing a game called "Which Route?" this is an interactive game that gives students clues to their surroundings and they have to figure out which route they are on i.e. I am riding the bus and just passed through Knappa? Which route am I on?

### **Be Safe. Be Seen.**

With the clocks being set back and hour this month, it is getting darker earlier and making it increasingly difficult for our bus drivers to see our passengers. To help with this danger, I have been handing out reflective stickers and blinking reflective lights to drivers, to hand out to passengers. Sunset Empire received 300 blinking lights. Columbia County and Tillamook received 175 blinking lights. It has been reported by drivers that passengers are using their lights and they have helped drivers notice them. This past Halloween, Between seaside and Astoria, Eric and I, handed out a total of 1000 Safety lights to parents and trick or treaters. The excitement from the children and gratitude from the parents was incredible. One parent stated, "This is the best treat all night, thank you for thinking of our kids" as she clipped the safety light to her little boy's jacket.

## Oct. Operations Report

1. We worked on developing a lunch break schedule for all fixed route drivers. We presented it to the drivers at the Oct. drivers meeting and received favorable feedback.
2. Of course OTA was a large portion of our activity in October. I attended many sessions and activities. It was very informative. I looked at and received information on a small but very impressive Paratransit size vehicle. We could use one or two in order to see Paratransit and Dial a Ride grow to the outer areas of the county. They are small and economical to drive, about twice the gas mileage as we are getting now with our current buses.
3. We started working on the ordering of 2 new buses of which we have grants waiting. We are looking at 18 passengers, 3 ADA station vehicles. These buses would be great for the RT.20 and 21 services and could cross over to be used by paratransit in a pinch.
4. Attended the Oregon Pre-Winter Transportation Planning meeting put on by ODOT annually.
5. I sat in on a Transit Asset Management Webinar. Asset management will be a priority to the State in the near future; it is a part of the federal program called MAP-21. We are already doing most of the requirements but the documentation will be changing.

*Scott Earls*

# **Sunset Empire Transportation District Marketing/Outreach Report**

**October/Nov 2015**

**Mary Parker**

## MARKETING AND OUTREACH-

We placed an ad in the Coast Explorer magazine for the fall season. It is a free publication that is widely distributed on the Oregon and Washington coast. Tourism is still going quite strong and the warm sunny weather has helped a great deal.

Eric has had a great summer at the Kiosk. He has been selling tickets and passes and making sure that the most up to date schedules are posted in the shelters and all of the public offices and medical facilities in Seaside and Cannon Beach. Eric is looking forward to being part of the Halloween festivities at the mall where the mall management supplies the candy for the expected 1000 trick-or-treaters!

## SOUTH COUNTY

I attended the Seaside Downtown Association meeting on October 1<sup>st</sup>. These meetings are always lively and full of information. The main topic of discussion was improving efforts to get visitors from the cruise ships to Seaside. There was concerns about the cruise buses not being on a schedule that works well for both the visitors or the businesses as the buses arrive in Seaside in the morning before some of the business are open. There was also discussion about providing more information and trip plans to the cruise ship visitors so they utilize Route 101 for visiting South County and possibly extending the hours for the streetcar through October when the cruise ships are here. Next year's cruise ship schedule will have almost twice as many ships visiting as this year.

We partnered with the Seaside Downtown Association for the Seaside Kids Auction offering a special ride on the Streetcar in the Holiday Lights parade to one of the winning bidders who will also be the Holiday Lights master of ceremonies. Should be a lot of fun!

## BOARD TRAINING-

I attended this great presentation by SDAO, held to a packed house at the Judge Boyington Building. I am so thankful for SDAO. I have learned and continue to learn the never ending details and requirements of operating as a District in Oregon. Our friend George Dunkel has devoted himself to educating Districts and has a great team of experts presenting at these trainings. One of the best things discussed at this training was that many districts are only using the recorded minutes as records for their meetings. No written minutes are presented for approval. The recordings are made available and kept on file and can easily be sent to the Board following the meetings but since it is an actual recording there is no need for approval. It is so...

## MARKETING TELECONFERENCE-

I participated in a wonderful transit marketing program put on by RTAP which had 2 sessions dedicated to developing marketing plans and implementation of the plan by utilizing the tools that they had developed. This was a free program and it was very very helpful on every level. Having the templates

and tools ready to use is a great resource for quickly putting together newsletters, flyers, brochures and signage.

#### NEW SCHEDULE DESIGN-

I am always concerned that any materials that we distribute to the public be in compliance with title VI requirements and should be accurate, easy to read, be identifiable to SETD and have purpose and continuity to other materials. I have been working with Polk Riley to improve the design of our bus schedules. Polk is incredibly talented and has come up with some great concepts and design changes. Polk has designed maps and other materials for us in the past. We are looking at minimizing the depth of detail that we have to a more simplistic design which is not so overwhelming. What do riders really need to see to understand a bus route? Less is sometimes more.

#### HOLIDAY OUTREACH-

The Canned Food Drive started on November 25<sup>th</sup> so we have distributed lots of flyers throughout the community announcing this great program and also placed ads on the radio and in the newspaper encouraging people to leave their car at home and ride the bus with a can of food to local businesses and to shop local this Holiday.

# Sunset Empire Transportation District

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

## **RIDE ASSIST**

Carol Penuel  
Paratransit Supervisor

### **Monthly Report: October, 2015**

- In October, Paratransit had 696 rides for an average of 29 rides per day. There was a 17.9 % increase in ADA Paratransit rides from last month. The rides increased 33.3 % from last October (396 to 528)
- Dial-A-Ride had no rides for the month of September.
- There were 12 new ADA Paratransit applications received and 26 approved.
- The Paratransit drivers sold 16 ticket books for a total of \$402.00.
- There were 60 Veteran rides given, which is 13 more than last month.
- There were 9 ride denials for ADA Paratransit rides. These were due to lack of capacity. One was a same day ride request.
- There were requests for Saturday and Sunday rides. There were 4 rides in October on the 1<sup>st</sup> weekend.

### **Paratransit Fares Collected for October - \$2377.00**

- Para-transit Fares: \$ 915.00
- Tickets Collected: \$ 568.00
- Medicaid Collected \$1524.00

## **Information Technology/Security**

### **Admin**

- This month has been all about the district's backup systems. After a few lengthy power outages, I have been developing new plans and procedures to aid in our disaster recovery efforts. These new procedures include dual site mirroring, and off site archival. With dual site mirroring, we not only have one local backup copy, but we actually have two. In the event of a disaster and we lose a site or part of the system, we still have a full backup. October was also the month we purchased our new off-site backup system. The offsite backups are critical systems only, such as financials, and RideCare's brokerage backup. With all of these redundancy layers, and procedures, we can fully ensure the districts operation during almost any natural, or man-made event.

### **Mobility:**

- With the transition of Shana into the Mobility Coordinator position, together we have been going over the more technical aspects of the job. Shana and I have been reviewing all of the software the Lis used, and some potential new helpful software we can deploy. In particular, we have been looking into mapping software, so that we can create local maps for various purposes within the community.

### **Ride Care:**

- Over the course of the month, I have been working with various electric vendors, to requote out the generator bids previously proposed. If all goes according to plan, early next month we will bring them back to the board for final approval. It is very nice to say after our little outage last month that caused some data loss, that we are fully back on track, and old archived information has been re-entered into the system. Jason and I are also working on the technology side of the new veterans program that we are wanting to launch. Overall, with the new system and phone transitions, the productivity, and reliability of our system has dramatically improved.

### **Maps, Schedules and Website:**

- Per my last report, Jeff and I are still working to facilitate the new website and funding sources. The initial proposal from Trillium is solid, but as we work through all of the objectives, we can weed out, or add other objectives by level of importance. Moreover, all of the funding, and partnering research Jeff and I are working on, will help facilitate numerous options for the board, as to provide as much information as possible to make a well informed decision. As this unfolds, I will keep everyone updated with the progress, and new outlooks.

### **Conferences and Training:**

- Nothing New

## **Transportation Options:**

- Over October I worked to transition Lis's old laptop to Shasia, to provide her with mobile access to our system and resources.

## **Development Notes:**

- Coming into November, with the stability and reliability of our new system, I have begun working on continued development research. This development includes maintenance and updates to our brokerage software, developing new software, and much more. I look forward to sharing some of these projects with you in the future. We submitted the configuration paperwork for our new time system this month, and the new clocks should ship out at the end of the month. I greatly look forward to the efficiencies this system will create, for staff, and HR projects.





**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
900 Marine Drive Astoria, Oregon 97103

**Rider Report**  
**October 2015**

**“The Bus” (Fixed Route) Highlights:**

- **17,397** people used fixed routes in October for an average of **561.2** riders per day.
- **36 % decrease** in average passengers who rode fixed routes per day from last month (876.4 to 561.2)
- **1.3 % increase** in average passengers who rode fixed routes per day from last October (553.8 to 561.2)
- **11.2 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in October. **17.6 % decrease** (13.6 to 11.2) from last month and a **24.3 % decrease** (14.8 to 11.2) from last October.
- **\$4.75 per rider** is the estimate cost per person riding fixed route in October.
- **36.8 % decrease** in the ratio of elderly/disabled riders from last month (33.55 % to 21.19 %)
- **25.33 % increase** in the ratio of elderly/disabled riders from last October (16.91 % to 21.19%)

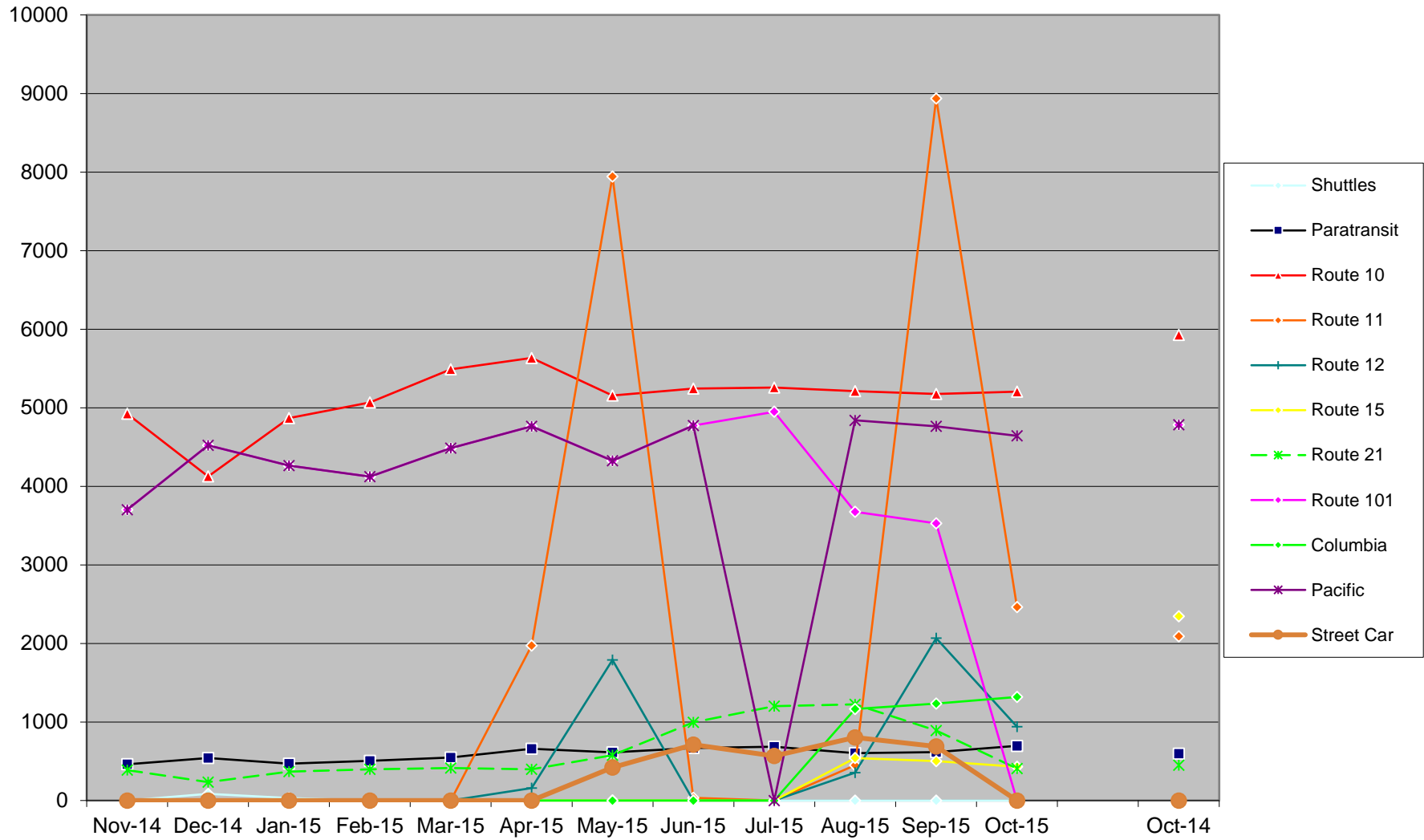
**RideAssist Highlights:**

- **696** people used RideAssist in October for an average of **29** riders per day.
- **17.9 % decrease** in average RideAssist passengers per day from last month (24.6 to 29)
- **12.1 % increase** in average RideAssist passengers per day from last October (25.9 to 29)
- **\$39.42 per rider** is the estimated cost per person riding RideAssist in October.
- **10.2 % increase** in all ADA Paratransit rides from last month (479 to 528)
- **33.3 % increase** in all ADA Paratransit rides from last October (396 to 528)

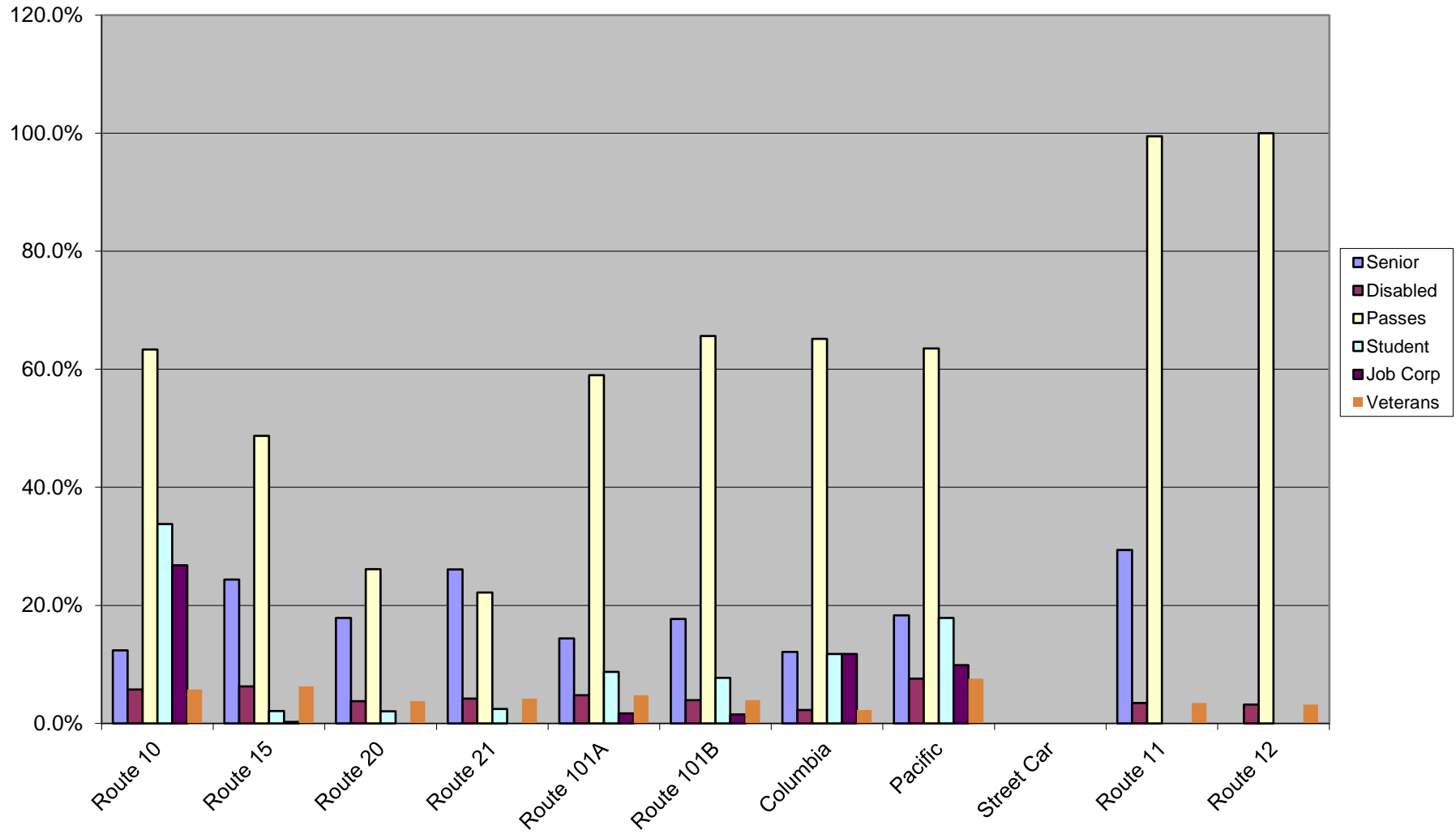
**System Highlights:**

- **18,093** people used Sunset Transportation Services in October for an average of **583.6** riders per day.
- **34.9 % decrease** in all average passengers per day from last month (896.9 to 583.6).
- **1.9 % increase** in all average passengers per day from last October (573 to 583.6)
- **22.9% decrease** in average fuel cost from last October (\$.32 to \$.24).
- **\$6.09 per rider** is the estimated cost per person riding on SETD.

# SETD Rides



### Rider Breakdown by Route



**Oct 13-Nov 30, 2015**

## **Mobility Management Report**

### **\*Training and Research**

- Over the past month I have attended 2 different conferences. The first one was in Eugene and it was the Oregon Transportation Association Conference lasting 4 days. During that conference I went to several different seminars some being; Leadership from Without, How to Attract and Keep Transportation Volunteers, This is Your Brain. This is Your Brain on Transit, Freedom to Live Life, among others. The second conference was held in Denver Colorado. The National Rural Transportation Assistance Program Conference was also a 4 day experience. Some of the seminars I enjoyed there were: Mobility Management, Train the Trainer, Veterans Transportation Session: Rural Strategies, and others. I brought back a lot of reassurance, knowledge, and ideas from both conferences.

- I have also attended a Grant Writing Workshop given at the Clatsop Community College, and 3 Webinars from the Foundation Center Training, one titled 'Introduction to Finding Grants' another 'Introduction to Proposal Writing' and 'Introduction to Project Budgets'; and 1 from RTAP named 'Marketing Toolkit'.

-The monthly Connect the Dots meeting this month focused on accessibility throughout the community for disabled people.

-Jason and I also attended the monthly VA Transportation Taskforce telephone conference where we gave a small update on our program.

### **\*Outreach**

- I continue to hop on busses now and then to try to be 'hands on' and talk to customers as well as drivers to allow them to voice any comments or concerns.

- Some of this month's meetings have been the RideCare Advisory Committee meeting where I spoke a little about our upcoming Enhanced Veteran's Transportation Program, followed by a meeting with Jason Jones and Dick Lang to discuss said program.

-I also attended a Drive Less Save More meeting, a CHART meeting, and the Director's meeting held at the State Building where I shared some of information of the conferences and I was also able to connect with Jorge Gutierrez with the Lower Columbia Hispanic Council. We spoke about setting up travel training in Spanish for the Hispanic community.

-I had a separate meeting with Jason to discuss the possibility of providing a Dialysis Transportation Educative Workshop where the objective is to get the clinics, RideCare, and the transportation providers all on the same page regarding the importance of these specific rides. For this, I will hopefully be bringing 2 speakers from the conference in Eugene.

-Eric Barton and I met with John Peters who works with high school students in transition and we arranged dates to do travel training with Seaside and Warrenton High School.

### **\*Program Development**

- Jason, Dick, and I continue working on the Enhanced Veterans Transportation Program; there are a few things we are still figuring out so we can jumpstart it.

- The Power Point Presentation for travel training is finished in English and Spanish and has been approved by Jeff.

- Carol and I continue to stay up to date with all the ParaTransit applications.



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

Human Resource

Tami Carlson

Monthly Report: October 2015

- In October we went through 2 more interview sessions and finally hired Quinten Goucher for the RideCare Customer Service Representative position. June of this year Quinten graduated from TPJC in Medical Assisting. He has strong communication and computer skills. "Welcome Quinten!" SETD/RC is now at full staff with 41 employees.
- Lawrence McDonald was named the "Employee of the Quarter" for July-August-September 2015. Lawrence has been with SETD since January 2012 and is the Weekend/PM Fixed Route Driver Supervisor as well as an outstanding bus driver.
- October 14<sup>th</sup> at the monthly driver's meetings we celebrated by having our quarterly employee's birthday party.
- Attended 2 SDAO trainings this month. On Oct. 14<sup>th</sup> in Tillamook "Diversity & HR 101" and Oct. 15<sup>th</sup> in Seaside "Risk Management". Both trainings were a wealth of information. SDAO trainings are a great resource. Risk Management expanded my knowledge about OSHA rules, safety committees/meetings and safe personnel trainings. Currently working on a 12 month training plan for all employees.
- Other projects – Employee Performance Coaching Log with Jeff; GSNA Timeclock Data Info with Konnor.
- Completed Federal & State Quarterly reports; DMV Driver Report Application Renewal; working to finalize our 2016 insurance renewal with Brown & Brown.