



# SUNSET

TRANSPORTATION  
SERVICES

## BOARD OF COMMISSIONERS

### MEETING AGENDA

THURSDAY FEBRUARY 27, 2014

9:00 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF JANUARY MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
8. AUDIT REPORT PRESENTATION – Bradley Bingenheimer - Boldt, Carlisle & Smith
9. OLD BUSINESS
  - a. New RSVP Service update- John and Tami
  - b. Budget Process and Calendar Update- Diane
  - c. STS Board Liability Coverage Report
  - d. Bob Gannaway Transit Plaza Project
10. CORRESPONDENCE
  - a. Thank you CCA Food Bank
11. NEW BUSINESS
  - a. Executive Director Hiring Process- Bill Anderson
  - b. Grounds and Maintenance Update- Mary
  - c. Changes to Health Care Access- Lori
12. EXECUTIVE DIRECTOR'S REPORT
  - a. Management Report
13. OTHER ITEMS

\*Action may be taken

Sunset Empire Transportation District Board of Commissioners meetings are open to the public and accommodations will be

provided to persons with disabilities. Alternative formats available on request. For assistance please contact Mary Parker at 503-861-5370.

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
THURSDAY JANUARY 23, 2014**

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

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

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, Ridecare Manager, Elisabeth Pietila, Mobility, John Layton IT, Julia Takko, Ridecare, Tami Carlson- Paratransit
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- Victor Kee discussed the proposed Transit Center Project in memory of Bob Gannaway. Vic said that the Board had approved that he proceed with looking into a plan some time ago. Vic said he has located a large black stone that will be engraved and placed at the Transit Center. It will take 60 days to get the stone here and a week to have it engraved. The cost will be about \$2394. Vic said that he thought the best time to dedicate it would be on June 5<sup>th</sup> which he believes will be the 10 year anniversary of the dedication of the Transit Center. Vic said that Bob Gannaway was on the SETD Board for almost 20 years and it would be nice to remember him this way. Chair Lewicki thanked Victor for the information and asked to have the proposal put on the agenda for discussion at the February Board meeting.
5. APPROVAL OF JANUARY 23, 2013 BOARD MEETING MINUTES-
  - Commissioner Gearin said she had called Mary about a couple of clarifications she had needed from the minutes.

**Commissioner Widener moved to approve the January 2013 Board Minutes**  
**Commissioner Gearin seconded the motion**  
**Unanimous aye vote by all Commissioners**  
**Motion passed**
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Goforth- Nothing to report
  - b. Commissioner Kleczek- Asked that the minutes be checked to make sure the District name change has been recorded correctly in the minutes correctly. Commissioner Widener commented that Commissioner Kleczek had made the original motion to change the name to Sunset Transit Services however that was changed at the December Board meeting to Sunset Transportation Services. Commissioner Kleczek also said that she is on the proof committee for the Cannon Beach Magazine which is in production right now. She noticed that the maps did not have all the bus stops listed on them, so she was able to tell everyone about the routes and all the connecting services that are available through STS. She said that it would be a good idea to look into using all of the regional chamber and other guides or magazines for marketing in our area.
  - c. Commissioner Gearin- Said that she had checked with Lori about how much insurance is carried on the Board. She said that Mary had sent an insurance coverage report to the Board in January however she had checked with Lori to verify the coverage as she did not think that \$500,000 was enough. Lori said this was the coverage for wrongful acts. Jay explained the process of how each year SDAO reviews our coverage and makes recommendations and

modifications. Chair Lewicki asked that a report on the insurance coverage be put on the February Board meeting agenda.

- d. Commissioner Fenske- Nothing to report
- e. Chair Lewicki- Commented how pleased he is with the Board Packs this month and thanked Jay and staff for their work.

7. FINANCIAL REPORTS- Diane pointed out that there was one item booked to the wrong class that is reflected in the financials for profit and loss. She said \$2211 was booked to SETD and should have been booked to the NWRC as it was for a reimbursement for Paratransit rides and has been corrected with a journal entry. Chair Lewicki asked that if the Board agrees, the last column titled Annual Difference be changed to Annual Budget minus Year to Date Actual. There was discussion with a decision to leave the column title as Annual Difference. Commissioner Gearin said she had come in and spent some time with Diane and had asked for the aging and the accounts receivable which she would like to continue to receive. Carol had also asked for the credit card charges which George had suggested that the Board receive at the last training that he did. Carol asked about several charges which were for refreshments, supplies and the Holiday party. Carol commented that in the last training George Dunkel had pointed out that a district had got into trouble not paying attention to the credit cards and she personally would like to see the reports every month. Commissioner Goforth also requested that the credit card reports be included in her financial reports every month. Commissioner Gearin asked for both the accounts receivable, accounts payable and the credit card reports. Chair Lewicki said we have all made an effort to reduce the size of the financials and now we are starting to build it up again. Commissioner Goforth said there are some things that are important and she objects to all the charges that are put on the Visa card to begin with does not see the reason for charging a cup of coffee. Chair Lewicki said that as long as we are within budget and Commissioner Gearin is reviewing those charges do we really want to take Board time every month and do we really want to expand the packet. Chair Lewicki said these are daily operations that we give to staff to manage he understands concerns about credit cards but he said the more purchases we make with credit cards the less expensive those purchases are. He explained that other purchasing methods have more steps and take more staff time. Chair Lewicki said he will go with what the Board wants to do but as the Chair he would like to get this down to what the Board needs to focus on. Commissioner Gearin said that part of her duty is to watch the tax payers' dollars and that she appreciates wanting to pare down the paperwork but she feels she is remiss in her duties if she does not see the paperwork. Commissioner Gearin also said that the Board has two duties one being policies and the other is financials and we do give that to staff to take care of but the buck stops here. Chair Lewicki said that he remembered at a recent meeting where we talked about furnishing you with those reports ahead of time and not having them in the packet but if you want to change that and put them back in the packet it is up to the group to decide to do that. I want to focus the Board's energies on the high level things that we are here to do. Commissioner Gearin said if she was not Board Treasurer she would still want the reports and she believed she has a right to them. Commissioner Fenske said that she did not think she needed to see the reports all the time and that it is the responsibility of the Secretary Treasurer to look into the reports and alert the Board to any problems. Chair Lewicki said he would like to recommend that the Board Secretary/Treasurer review the credit card reports and make a quarterly report to the Board. There was further discussion about the Board's response to financial questions from the public and the responsibility of the Board Treasurer. Commissioner Kleczek said she would also like to see the credit card statements in the financials. Jay discussed the use of credit cards and how they are used specifically when employees are traveling out of the area and making per diem food purchases which are about \$5 for breakfast and \$10 for lunch. Commissioner Gearin said she wanted to make it very clear that she is not criticizing staff and that the per diem seems very

low and that the Board needs to look at that. She also said that she does not have a financial background and she might miss something that someone else might not miss and she is not comfortable being the only person to see financials.

Commissioner Gearin said she has no problem with the financials being presented prior to the meetings and if you don't want to look at them then don't. There was further discussion with a final agreement by the Board to add the credit card report, accounts payable and accounts receivable to the financial reports every month. Chair Lewicki also reviewed that the Board will only see checks written that are over \$5000.

**Commissioner Fenske moved to approve the financials as presented and discussed  
Commissioner Kleczek seconded the motion  
Motion passed by unanimous aye vote of all commissioners present.**

8. OLD BUSINESS-

- a. **Rebranding Update:** Tiffany Estes reviewed the new logo and the tag line which is "Good to go". Tiffany presented the new colored icons she had designed that depict the different services offered by STS. The icons will be used for identifying individual service and can be used on literature, signage and for marketing purposes. The new names for each of the 5 major services are

1. **Ridethebus** – For fixed route bus services
2. Rideassist- Paratransit services
3. Ridepal- Mobility services
4. Ridenext-Transportation Options
5. Ridecare- Non Emergent Medical Transportation

Commissioner Kleczek asked if the icon for Ridepal had been shown to people who would use that service and asked how they feel about it. Jay said that it had not been. Commissioner Fenske was concerned that someone who does need assistance might see Ridepal and think that we are going to provide a care giver. There was discussion about several ideas of how to improve the message depicted on the Ridepal icon. Tiffany will rework the Ridepal icon that better reflects what the program is about. Tiffany said the icons should open doors to the public and tell them about what you do. Jay said this was the final step in the rebranding process and thanked Tiffany for all of her work on the project.

- b. **Connector IGA Ordinance:** Jay reported that there has been a change in the original plan for approving the IGA. Jay said that both Lincoln County and Benton County want to go forward with the IGA but Lincoln County's attorney recommended that there be a fiscal agent attached to the IGA. The fiscal agent can then apply for grants on behalf of the Connector. Jay said that when the new IGA is completed we will rescind the previous IGA and approve the new one. Tillamook County Transportation has agreed to be the fiscal agent.

9. CORRESPONDENCE- Thank you note received from the Food Basket Program for our canned food donations.

10. NEW BUSINESS

- a. **Executive Director Hiring Process:** Chair Lewicki reported that George Dunkel was unable to be at the Board Meeting however he had provided the Board with a Timeline, Consulting Contract and a draft job summary for the Executive Director. Chair Lewicki said there was not a contract draft for the Interim Director but he said after going

through the documents that were provided he thought he had a way to move forward so that the process did not get held up. Chair Lewicki asked if there were any comments.

Jay said that the Board could proceed to hire on their own, choose to hire a consultant like George Dunkel from SDAO as they had done last time or the Board could choose to appoint someone. Jay said that he and Chair Lewicki recommended going with George Dunkel and SDAO. Jay said that the Job Summary has been updated.

**Job Summary:** Chair Lewicki asked for comments from the Board on the Job Summary. Commissioner Kleczek said under Desired Qualifications she thought that the second line, “Experience in organizational turnaround” should be taken out and the “Ability to lead positive organizational change” should be changed to “Ability to lead positive organizational progress”. Commissioner Gearin said the Executive Director did not have to be the Budget Officer as the Financial Officer could serve as the Budget Officer and under #13 of General Duties should state “Represents the Policies of the Board of Directors to media, citizens and local organizations/groups regarding the transportation district.” Commissioner Gearin said the March and April Board meetings are not listed on the correct dates. After discussion it was agreed to change the last sentence of the Job Summary paragraph to say “The Executive Director may serve as the budget officer of the District.” Chair Lewicki also noted that there were several places where “Board of Directors” needed to be changed to “Board of Commissioners”. Commissioner Kleczek requested that #9 be changed to read: “...the Board Policy Manual is reviewed annually”

Commissioner Kleczek asked what #15 means? Jay said it is saying that the Executive Director needs to track and report operational numbers. Chair Lewicki suggested that #15 states “Develop operational performance metrics.”

**Timeline:** Chair Lewicki asked for comments on the Timeline.

Commissioner Kleczek asked that the title be changed to Executive Director Selection Process. There was discussion about the timeline needing to be adjusted to match Board meetings. Chair Lewicki said that he thought the outline is a good starting point except for the errors in the dates. Jay said this is a draft and George will have this corrected and ready at the next Board meeting. Commissioner Kleczek said that we should keep in mind that the dates on the timeline will be pushed back another month. Commissioner Kleczek also said that the May 19<sup>th</sup> sentence “Start date for General Manager” should be changed to “Start date for Executive Director”. Chair Lewicki said we will probably tell George what the final date will be and he will backfill the timeline from there. Jay said that the Board can always call a special meeting.

**Consulting Services Agreement:** Chair Lewicki asked if there were any changes to the Consulting Services Agreement. Commissioner Fenske said that on the signature line “Board President” should be changed to “Board Chair” and Executive Director needed to be added as well. Chair Lewicki said if we are ok with the numbers we can approve this today and he said he certainly supported it.

**Commissioner Goforth moved to approve the contract with George Dunkel of Special Districts of Oregon for the Service Agreement of hiring the Executive Director.**

**Commissioner Fenske seconded the motion**

**Motion passed by unanimous aye vote**

**b. Interim Executive Director Contract-** Chair Lewicki said that Jay’s resignation is effective February 1<sup>st</sup> and that Jay has offered to be the Interim Director during the hiring process and asked for discussion from the Board. Commissioner Gearin said that Jay has helped us out quite a bit however he has chosen to go forward in a job that he is trained for and I would have

done the same thing however I feel as a District we need to have someone that is looking at our problems and I feel as a Board member that is part of my job. By looking at this timeline he could be tied up here quite a bit and an attorney has to be out and about to meet people to get more clients and while I want to be fair to Jay I want to be fair to the district. There could be times in the future where we may need Jay but Jay needs to pursue his career. There is an old saying that a man cannot serve two masters. If Jay says he is going to be here I want him to be here. I would support getting Bill Anderson or whoever SDAO recommends. Commissioner Fenske said that initially she was happy that Jay was going to stay, but in looking at it, she said she kind of agrees with Carol because as you are building up your client base you're going to become less and less available and sometimes people are very demanding. I truly believe you would do your best but I believe you will be pulled. Commissioner Goforth said she agreed with both Carol and Marcia. She told Jay he had done a great job but you can tie your horse up in Seaside now, I think it is time for you to move on and I congratulate you. Commissioner Goforth also said she thought it would be a good idea if Bill Anderson came in as he had been here before. Commissioner Kleczek said that she was torn. She said that she thought Jay had a lot of things going on here other than just the budget and you have to build your business and when it comes down to it where are your priorities going to lie? What would be the best thing for the District going forward? If you were going to work in another place like this where you walk in and the job was established it would be ideal but you have to develop your client base. Commissioner Kleczek said she was interested in what Jay had to say and would like to hear what staff feels about this and what an ideal situation might be. Commissioner Widener said he had concerns about severing the ties immediately and what that would do to us, but on the same token I haven't heard anything about how much Jay is going to be available and if you are going to be here or do this out of your other office. Commissioner Kleczek also said that it was a huge disadvantage not to have his contract in front of us.

Chair Lewicki commented that he felt strongly that to accept Jay's offer as Interim Director would be in the District's best interest. I know that we are all pleased at the things that Jay has done and in looking forward I would like to see Jay structure those things in a way that we can better insure their completion down the road after he leaves. Jay was not solicited to do this, he offered to do this and he knows the commitment he needs to make. He has demonstrated a commitment to the District and to the Board to establish and stick to a path that has been very favorable for the District and for the County. Jay has talked to his employer about his remaining here as the interim. Chair Lewicki apologized for not having the contract ready but he said if we plan to go with Jay after we hear from him, my plan would be to decide an hourly amount and if we agree on the terms we can approve this in concept and I will draft that up and sign for the Board. Chair Lewicki recommended a wage of \$50 an hour which is based on his current wage but as the interim director he would not have his insurance and taxes and retirement paid. Chair Lewicki said his time in the office would not exceed 16 hours a week unless there was an emergency or there was some meeting out of town that was crucial to our operation and we would pay mileage.

Jay explained the only way he would accept his new opportunity was if they could accept what his position was now and he could transition out of it. He said he did not want to build any bad will in this process. He said he wants the Board and the public to know that I did not abandon this entity that I worked so hard to build into a stable organization over the last couple of years. I want to make sure that the organization is brought forth in the best possible state it can be for the next person. I could not insure that would happen if I handed it over to someone else. Jay also said that there is a lot going on with the rebranding process, new web site and the budget process which is all new this year. Jay said his new employer fully supports his staying on as the Interim Director. He said he will be in the office 16 hours a week with a full day on Thursday and a half day on Friday and a half day available by phone. Jay also said he has removed himself from most of the committees that he has been serving on. Jay said that he would also like to give the staff an opportunity to comment as he would not want to stay on without staff support. Commissioner Gearin said she did not think staff should be asked if Jay should be the Interim

Director that they should be asked if Jay stays what day and time would be best for him to be at work. Kathy said she wanted to find out from staff what they need from Jay. Diane said she would like to have a clear schedule and a relationship transition plan that is a guide that deals with important issues now and those coming up in the next few months and who is delegated if he cannot carry on with them. Jason said that we have some large contracts that Jay has shepherded including the CCO contract and he will need to continue to attend these meetings as they are near completion and it is important. Jason asked if Jay would still have the authority to sign contracts? John said that most of us went through the downfall and we have the ability to pick up where we need to. If Jay is there to give us basic support I have confidence in us and that we will do fine.

**Commissioner Kleczek moved to accept Jay's offer to keep him on as Interim Director**

**Commissioner Widener seconded the motion**

**Motion passed by unanimous aye vote**

**Interim Director Contract-** There was discussion about the details of the contract. Chair Lewicki said he will draft the contract and either sign it or the Board can have a special meeting next week and sign it. Commissioner Gearin asked that the contract also be approved by legal council before the meeting. A special Board meeting will be held Wednesday January 29, 2014 at 9:00 AM. Paul will email a draft

**Appointment of Budget Officer-**

**Commissioner Fenske moved to appoint Diane Moody Budget Officer for fiscal 2014-2015.**

**Commissioner Kleczek seconded the motion**

**Motion passed by unanimous aye vote**

Mary read the names of the current Budget Committee and said that they would be contacted before the next Board meeting. The Board asked that the dates be set and the Board notified before the next Board meeting.

11. EXECUTIVE DIRECTORS REPORT

**Management Report-** See report

12. OTHER ITEMS: Elisabeth Pietila introduced Rochelle Dilley the new Mobility Assistant. Elisabeth also reminded everyone that that our Rider Appreciation Day is on January 30<sup>th</sup>. It is also Homeless Connect Day in Seaside. There will be an open house with refreshments all day. We will have handouts, information and drawings for prizes. Elisabeth also explained the Transportation Options program and the current Be Seen campaign. This and more will be presented at the open house.

13. PUBLIC COMMENT: None

Meeting was adjourned at 11:34AM

Mary Parker, Recording Secretary

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

Date \_\_\_\_\_

*Mission Statement*

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

**Sunset Transportation Services**  

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**JANUARY FINANCIAL EXCEPTIONS REPORT**  

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**For the February 2014 Board of Commissioner's Meeting**

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

**For period ending January 31, 2014**

**Sunset Transportation Services Profit and Loss**

We are slightly over budget for revenues and under budget for the combined total expenses plus other expenses, resulting in a net positive income that is over 150% of budget projections.

**Revenue**

- 4450 Rental Income: Twelve-hundred of the total is from the Bill Board rental and the remainder is from parking spaces.

**Expense**

- 8010 Bank Chgs/Fees: The majority of these charges continue to be from merchant services fees for credit card processing.
- 8250 Telecommunications: Will continue to be over budget for the remainder of the year.
- 8350 Insurance: Quarterly payment made in Q1 2013-14 for Q4 2012-13 and purchase of Cyber Insurance will continue to put STS ahead of budget for the remainder of the year.
- 8550 Drug/Alcohol Screening: Includes background checks and fingerprint charges.

**Ride Care Profit and Loss**

We are slightly over budget for income and for total expenses. We are under budget for net income due to STS payments to the Ride Center (RC) for the DMAP repayments not being applied to 9150-Transfers In. This will be corrected in February, bringing RC's net income ahead of budget by just over \$20,000.

**Expense**

- 7750 Trip Reimbursements: Greater than expected number of rides has taken place and will continue due to the Affordable Health Care Act. DMAP reimbursements will continue to increase proportionately.
- 8160 Professional Services: This will remain over budget due to the allocated costs for the Internal Control procedural manual being created by Boldt.
- 8300 Bldg Grounds & Maintenance: A new screen door and security lights were purchased last quarter. This expense should be in line with budget by year end.
- 8350 Insurance: Property and general liability insurance have been allocated to NWRC during the year, which was not forecasted in the budget.
- 8560 Dues/Subscriptions/Fees: Three annual dues were paid last quarter.
- 8750 Conference/Training Travel: The travel required for the CCO Brokerage negotiations will most likely cause the RC to surpass budget expectations.

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



**SUNSET TRANSPORTATION SERVICES**  
**Profit Loss Budget Performance 2014**  
January 2014

Annual Actual to Budget Target: 58%

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Actual to Budget	
						\$ (Under) \$ Over	%
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4000 - FARES	22,674.90	18,750.00	155,332.48	131,250.00	225,000.00	\$ (69,667.52)	69%
4100 - CONTRACTED SERVICES - IGA	2,000.00	4,490.75	33,808.60	31,435.25	53,889.00	\$ (20,080.40)	63%
4200 - TAXES	7,116.41	66,529.75	790,491.45	465,708.25	798,357.00	\$ (7,865.55)	99%
4250 - TIMBER REVENUES	0.00	12,574.08	54,906.68	88,018.60	150,889.00	\$ (95,982.32)	36%
4300 - MASS TRANSIT ASSESSMENT	0.00	5,000.00	31,371.07	35,000.00	60,000.00	\$ (28,628.93)	52%
4301 - STATE APD NON-MEDICAL PROGRAM	0.00	525.00	0.00	3,675.00	6,300.00	\$ (6,300.00)	0%
4305 - INTEREST	425.18	100.00	1,378.69	700.00	1,200.00	\$ 178.69	115%
4310 - MISC INCOME	0.00		21.39				
4450 - RENTAL INCOME	1,960.00	868.33	7,090.00	6,078.35	10,420.00	\$ (3,330.00)	68%
5001 - GRANTS	73,806.00	127,209.48	704,426.08	890,466.64	1,526,514.00	\$ (822,087.92)	46%
<b>Total Income</b>	<b>107,982.49</b>	<b>236,047.39</b>	<b>1,778,826.44</b>	<b>1,652,332.09</b>	<b>2,832,569.00</b>	<b>\$ (1,053,742.56)</b>	<b>63% *</b>
<b>Gross Profit</b>	<b>107,982.49</b>	<b>236,047.39</b>	<b>1,778,826.44</b>	<b>1,652,332.09</b>	<b>2,832,569.00</b>	<b>\$ (1,053,742.56)</b>	<b>63%</b>
<b>Expense</b>							
6000 - PAYROLL WAGES	64,234.95	71,654.16	485,104.40	501,579.20	859,850.00	\$ (374,745.60)	56%
6200 - PAYROLL TAXES - EMPLOYER	7,041.35	11,298.66	51,783.45	79,090.70	135,584.00	\$ (83,800.55)	38%
6300 - BENEFITS	29,643.47	22,234.16	130,999.79	155,639.20	266,810.00	\$ (135,810.21)	49%
6560 - PAYROLL EXP (OUTSOURCED FEES)	54.60		422.91				
6605 - REIMBURSED EXPENSES - p/r acct	0.00		469.00				
8010 - BANK CHGS/FEES	575.09	100.00	2,216.75	700.00	1,200.00	\$ 1,016.75	185% *
8055 - AUDIT	1,410.00	1,833.33	14,932.44	12,833.35	22,000.00	\$ (7,067.56)	68%
8100 - BAD DEBT	0.00		1,036.00				
8155 - LEGAL ADS	0.00	125.00	65.42	875.00	1,500.00	\$ (1,434.58)	4%
8160 - PROFESSIONAL SERVICES	0.00	12,666.66	8,280.82	88,666.70	152,000.00	\$ (143,719.18)	5%
8165 - PLANNING/CONSULTING	0.00		0.00	0.00	0.00	\$ -	
8167 - LEGAL COUNSEL	0.00	291.66	1,696.80	2,041.70	3,500.00	\$ (1,803.20)	48%
8170 - MARKETING / ADVERTISING	1,630.04	3,333.33	15,984.87	23,333.35	40,000.00	\$ (24,015.13)	40%
8174 - CONNECTOR ALLIANCE	0.00		599.85			\$ 599.85	
8175 - NEWSPAPER ADS	0.00	100.00	819.24	700.00	1,200.00	\$ (380.76)	68%
8180 - OFFICE SUPPLIES	812.40	1,083.33	7,550.00	7,583.35	13,000.00	\$ (5,450.00)	58%
8185 - POSTAGE	161.32	83.33	646.48	583.35	1,000.00	\$ (353.52)	65%
8190 - PRINTING	178.00	666.66	3,513.97	4,666.70	8,000.00	\$ (4,486.03)	44%
8205 - TAXES/LICENSE	0.00	62.50	537.00	437.50	750.00	\$ (213.00)	72%

**SUNSET TRANSPORTATION SERVICES**  
**Profit Loss Budget Performance 2014**  
January 2014

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Actual to Budget	
8250 · TELECOMMUNICATIONS	3,750.06	791.66	11,309.79	5,541.70	9,500.00	\$ 1,809.79	119% *
8300 · BLDG GROUNDS & MAINT	2,680.09	2,333.33	11,357.28	16,333.35	28,000.00	\$ (16,642.72)	41%
8350 · INSURANCE	10,441.05	3,750.00	40,481.10	26,250.00	45,000.00	\$ (4,518.90)	90% *
8360 · FUEL	11,626.59	20,349.58	82,297.63	142,447.09	244,195.00	\$ (161,897.37)	34%
8460 · UTILITIES	1,870.29	1,500.00	10,574.40	10,500.00	18,000.00	\$ (7,425.60)	59%
8465 · JANITORIAL SERV & SUPPLIES	750.29	666.68	4,046.46	4,666.70	8,000.00	\$ (3,953.54)	51%
8480 · UNIFORMS	171.18	500.00	1,505.89	3,500.00	6,000.00	\$ (4,494.11)	25%
8500 · DONATIONS/GIFTS/CONTRIB	306.02	416.66	585.06	2,916.68	5,000.00	\$ (4,414.94)	12%
8550 · DRUG/ALCOHOL SCREENING	367.50	125.00	1,614.00	875.00	1,500.00	\$ 114.00	108% *
8560 · DUES/SUBSCRIPTIONS/FEES	418.44	433.33	3,352.15	3,033.35	5,200.00	\$ (1,847.85)	64%
8570 · ELECTION FEES	0.00		-62.00	0.00	0.00	\$ (62.00)	
8575 · EMPLOYEE RECOGNITION	1,043.00	291.66	1,917.98	2,041.67	3,500.00	\$ (1,582.02)	55%
8590 · MONTHLY BUS PASSES	0.00		45.00			\$ 45.00	
8605 · VEHICLE MAINT & REPAIR	4,268.03	8,000.00	46,006.08	56,000.00	96,000.00	\$ (49,993.92)	48%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	880.18	3,541.66	26,816.25	24,791.70	42,500.00	\$ (15,683.75)	63%
8660 · SHELTER CLEANING/REPAIR	0.00	208.33	434.63	1,458.35	2,500.00	\$ (2,065.37)	17%
8705 · SMALL TOOLS/MINOR EQUIPMENT	34.64	166.66	1,173.23	1,166.70	2,000.00	\$ (826.77)	59%
8725 · MISCELLANEOUS	33.94		48.44			\$ 48.44	
8750 · CONFERENCES/TRAINING/TRAVEL	946.15	1,583.33	14,172.44	11,083.35	19,000.00	\$ (4,827.56)	75%
8780 · MEETING EXPENSE	71.34	83.33	286.12	583.35	1,000.00	\$ (713.88)	29%
<b>Total Expense</b>	<b>145,400.01</b>	<b>170,273.99</b>	<b>984,621.12</b>	<b>1,191,919.09</b>	<b>2,043,289.00</b>	<b>\$ (1,058,667.88)</b>	<b>48%</b>
<b>Net Ordinary Income</b>	<b>-37,417.52</b>	<b>65,773.40</b>	<b>794,205.32</b>	<b>460,413.00</b>	<b>789,280.00</b>	<b>\$ 4,925.32</b>	<b>101% *</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
9150 · TRANSFERS IN	0.00	5,000.00	0.00	35,000.00	60,000.00		
<b>Total Other Income</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>35,000.00</b>	<b>60,000.00</b>		
<b>Other Expense</b>							
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	34,166.67	156,836.69	239,166.65	410,000.00	\$ (253,163.31)	38%
9700 · CAPITAL EXPENSE	9,271.18	42,600.00	125,684.12	298,200.00	511,200.00	\$ (385,515.88)	25%
9800 · CONTINGENCY	0.00	20,630.83	0.00	144,415.85	247,570.00	\$ (247,570.00)	0%
<b>Total Other Expense</b>	<b>15,844.68</b>	<b>97,397.50</b>	<b>282,520.81</b>	<b>681,782.50</b>	<b>1,168,770.00</b>	<b>\$ (886,249.19)</b>	<b>24%</b>
<b>Net Other Income</b>	<b>-15,844.68</b>	<b>-92,397.50</b>	<b>-282,520.81</b>	<b>-646,782.50</b>	<b>-1,108,770.00</b>	<b>\$ 826,249.19</b>	<b>25%</b>
<b>Net Income</b>	<b>-53,262.20</b>	<b>-26,624.10</b>	<b>511,684.51</b>	<b>-186,369.50</b>	<b>-319,490.00</b>	<b>\$ 831,174.51</b>	<b>160% *</b>

**RIDE CARE**  
**Profit Loss Budget Performance**  
January 2014

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Actual to Budget	
						\$ (UNDER)	
						\$ OVER	%
<b>Annual Actual to Budget Target: 58%</b>							
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4305 · INTEREST	0.00		15.08				
4400 · PROVIDER PAYMENTS	141,507.00	153,343.25	1,156,587.00	1,073,402.75	1,840,119.00	\$ (683,532.00)	63%
<b>Total Income</b>	<b>141,507.00</b>	<b>153,343.25</b>	<b>1,156,602.08</b>	<b>1,073,402.75</b>	<b>1,840,119.00</b>	<b>\$ (683,516.92)</b>	<b>63%</b>
<b>Gross Profit</b>	<b>141,507.00</b>	<b>153,343.25</b>	<b>1,156,602.08</b>	<b>1,073,402.75</b>	<b>1,840,119.00</b>	<b>\$ (683,516.92)</b>	<b>63%</b>
<b>Expense</b>							
6000 · PAYROLL WAGES	20,847.15	20,370.66	140,290.43	142,594.70	244,448.00	\$ (104,157.57)	57%
6200 · PAYROLL TAXES - EMPLOYER	2,251.27	2,615.75	14,628.97	18,310.25	31,389.00	\$ (16,760.03)	47%
6300 · BENEFITS	5,276.13	7,149.33	31,343.42	50,045.35	85,792.00	\$ (54,448.58)	37%
6560 · PAYROLL EXP (OUTSOURCED FEES)	15.90		96.74				
7750 · DMAP TRIP REIMBURSEMENTS	115,499.60	91,666.66	859,433.83	641,666.70	1,100,000.00	\$ (240,566.17)	78% *
8010 · BANK CHGS/FEES	56.00	41.66	56.00	291.70	500.00	\$ (444.00)	11%
8055 · AUDIT	940.00	750.00	8,574.00	5,250.00	9,000.00	\$ (426.00)	95% *
8155 · LEGAL ADS	0.00	41.66	0.00	291.70	500.00	\$ (500.00)	0%
8160 · PROFESSIONAL SERVICES	153.00	208.33	3,927.12	1,458.35	2,500.00	\$ 1,427.12	157% *
8167 · LEGAL COUNSEL	0.00	166.66	168.00	1,166.70	2,000.00	\$ (1,832.00)	8%
8175 · NEWSPAPER ADS	0.00	41.66	290.95	291.70	500.00	\$ (209.05)	58%
8180 · OFFICE SUPPLIES	103.97	416.66	1,264.67	2,916.70	5,000.00	\$ (3,735.33)	25%
8185 · POSTAGE	76.00	41.66	172.64	291.70	500.00	\$ (327.36)	35%
8190 · PRINTING	0.00	62.50	38.60	437.50	750.00	\$ (711.40)	5%
8250 · TELECOMMUNICATIONS	377.38	750.00	5,403.90	5,250.00	9,000.00	\$ (3,596.10)	60%
8300 · BLDG GROUNDS & MAINT	137.00	250.00	2,948.90	1,750.00	3,000.00	\$ (51.10)	98% *
8350 · INSURANCE	1,642.95	208.33	6,740.07	1,458.35	2,500.00	\$ 4,240.07	270% *
8400 · BUS PASSES	990.00	308.33	5,010.00	2,158.35	3,700.00	\$ 1,310.00	135% *
8460 · UTILITIES	541.53	666.66	3,105.13	4,666.70	8,000.00	\$ (4,894.87)	39%
8465 · JANITORIAL SERV & SUPPLIES	159.20	166.66	1,010.21	1,166.70	2,000.00	\$ (989.79)	51%
8480 · UNIFORMS	0.00	83.33	0.00	583.35	1,000.00	\$ (1,000.00)	0%
8550 · DRUG/ALCOHOL SCREENING	0.00	125.00	562.00	875.00	1,500.00	\$ (938.00)	37%
8560 · DUES/SUBSCRIPTIONS/FEES	0.00	66.66	793.11	466.70	800.00	\$ (6.89)	99% *
8575 · EMPLOYEE RECOGNITION	0.00	62.50	130.31	437.50	750.00	\$ (619.69)	17%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	353.10	2,258.33	17,519.82	15,808.35	27,100.00	\$ (9,580.18)	65%
8725 · MISCELLANEOUS	0.00		128.00				

**RIDE CARE**  
**Profit Loss Budget Performance**  
January 2014

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Actual to Budget	
8750 · CONFERENCES/TRAINING/TRAVEL	78.54	208.33	2,375.49	1,458.35	2,500.00	\$ (124.51)	95% *
8780 · MEETING EXPENSE	0.00	66.66	448.02	466.70	800.00	\$ (351.98)	56%
<b>Total Expense</b>	<b>149,498.72</b>	<b>128,793.98</b>	<b>1,106,460.33</b>	<b>901,559.10</b>	<b>1,545,529.00</b>	<b>\$ (439,068.67)</b>	<b>72% *</b>
<b>Net Ordinary Income</b>	<b>-7,991.72</b>	<b>24,549.27</b>	<b>50,141.75</b>	<b>171,843.65</b>	<b>294,590.00</b>	<b>\$ (244,448.25)</b>	<b>17%</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
9150 · TRANSFERS IN	0.00	12,166.67	0.00	85,166.65	146,000.00		*
<b>Total Other Income</b>	<b>0.00</b>	<b>12,166.67</b>	<b>0.00</b>	<b>85,166.65</b>	<b>146,000.00</b>		
<b>Other Expense</b>							
9600 · DEBT SERVICE & INTEREST-FEES	36,343.25	12,166.66	163,613.81	85,166.70	146,000.00	\$ 17,613.81	112% *
9700 · CAPITAL EXPENSE	0.00	200.00	0.00	1,400.00	2,400.00	\$ (2,400.00)	0%
9800 · CONTINGENCY	0.00	21,130.00	0.00	147,910.00	253,560.00	\$ (253,560.00)	0%
9850 · TRANSFERS OUT	0.00	5,000.00	0.00	35,000.00	60,000.00	\$ (60,000.00)	0%
<b>Total Other Expense</b>	<b>36,343.25</b>	<b>38,496.66</b>	<b>163,613.81</b>	<b>269,476.70</b>	<b>461,960.00</b>	<b>\$ (298,346.19)</b>	<b>35%</b>
<b>Net Other Income</b>	<b>-36,343.25</b>	<b>-26,329.99</b>	<b>-163,613.81</b>	<b>-184,310.05</b>	<b>-315,960.00</b>	<b>\$ 152,346.19</b>	<b>52%</b>
<b>Net Income</b>	<b>-44,334.97</b>	<b>-1,780.72</b>	<b>-113,472.06</b>	<b>-12,466.40</b>	<b>-21,370.00</b>	<b>\$ (87,932.06)</b>	<b>-531% *</b>

SUNSET TRANSPORTATION SERVICES  
**Balance Sheet**  
As of January 31, 2014

	<u>Jan 31, 14</u>		<u>Jan 31, 14</u>
<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 - SETD	1,229,831.52	Accounts Payable	
1050 - NORTHWEST RIDE CENTER	437,059.90	2010 - Accounts Payable	12,138.30
1099 - TRANSFERS HOLDING ACCOUNT	<u>2.11</u>	Total Accounts Payable	<u>12,138.30</u>
Total Checking/Savings	<u>1,666,893.53</u>	Other Current Liabilities	
Accounts Receivable		2100 - PAYROLL LIABILITIES	1,735.46
1200 - ACCOUNTS RECEIVABLE	<u>631.77</u>	2260 - DEFERRED REVENUE	<u>23,876.52</u>
Total Accounts Receivable	<u>631.77</u>	Total Other Current Liabilities	<u>25,611.98</u>
Other Current Assets		Total Current Liabilities	37,750.28
1205 - PROPERTY TAX RECEIVABLE	36,887.04	Long Term Liabilities	
1410 - PREPAID INSURANCE	2,800.01	Total Long Term Liabilities	<u>0.00</u>
1499 - UNDEPOSITED FUNDS	<u>4,066.25</u>	Total Liabilities	<u>37,750.28</u>
Total Other Current Assets	<u>43,753.30</u>	Equity	
Total Current Assets	<u>1,711,278.60</u>	3050 - PRIOR PERIOD ADJ	500.00
<b>TOTAL ASSETS</b>	<u><u>1,711,278.60</u></u>	3800 - FUND BALANCE SETD	-316,731.36
		3850 - FUND BALANCE NWRC	1,440,857.94
		3900 - RETAINED EARNINGS	146,519.29
		Net Income	<u>402,382.45</u>
		Total Equity	<u>1,673,528.32</u>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,711,278.60</u></u>

**SUNSET EMPIRE TRANSPORTATION**  
**A/R Aging Summary**  
As of January 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
ANDI WARREN INSURANCE AGENCY	47.50	0.00	47.50	0.00	0.00	95.00
BARTON, ERIC/AR	0.00	0.00	144.00	0.00	0.00	144.00
BITS N BYTES COMPUTER SERVICE	47.50	47.50	0.00	0.00	0.00	95.00
BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
CCC	0.00	-480.00	0.00	0.00	0.00	-480.00
CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
CITY OF CANNON BEACH - A/R	0.00	0.00	0.00	0.00	0.00	0.00
CLATSOP COMMUNITY BANK - JACK FICKEN	47.50	0.00	0.00	0.00	0.00	47.50
CLATSOP COUNTY CIRCUIT COURT	0.00	0.00	0.00	0.00	-345.00	-345.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	0.00	0.00
CLATSOP CRUISE HOSTS	0.00	0.00	0.00	0.00	0.00	0.00
COLUMBIA COUNTY TRANSPORTATION DIST	0.00	0.00	0.00	0.00	3.00	3.00
DHS-VOCATIONAL REHAB SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
DHS - ASTORIA - SSP/0401	0.00	0.00	192.00	0.00	0.00	192.00
DHS - CHILD WELFARE-CLATSOP	0.00	45.00	0.00	0.00	0.00	45.00
DHS/BEAVERTON	0.00	0.00	0.00	0.00	90.00	90.00
FARMHOUSE FUNK	95.00	0.00	95.00	0.00	0.00	190.00
HOMESPUN QUILTS	95.00	0.00	95.00	0.00	0.00	190.00
ISN	0.00	330.00	0.00	0.00	600.00	930.00
NORTHWEST RIDE CENTER/SETD	0.00	0.00	0.00	0.00	0.00	0.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,840.00	-3,840.00
NWRC.	0.00	0.00	1,599.00	0.00	1,343.77	2,942.77
ODOT	0.00	0.00	0.00	0.00	0.00	0.00
P-URELL-HIPFISH	47.50	0.00	0.00	0.00	0.00	47.50
SETD	0.00	0.00	0.00	0.00	0.00	0.00
WILLIAMS, GAYE SCOTT	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>665.00</u></b>	<b><u>-57.50</u></b>	<b><u>2,172.50</u></b>	<b><u>0.00</u></b>	<b><u>-2,148.23</u></b>	<b><u>631.77</u></b>

**SUNSET EMPIRE TRANSPORTATION**  
**A/P Aging Summary**  
As of January 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
ALSCO	0.00	114.12	0.00	0.00	0.00	114.12
ANCHOR GRAPHICS	0.00	178.00	0.00	0.00	0.00	178.00
ASTORIA FORD	0.00	753.38	0.00	0.00	0.00	753.38
AUTO ZONE	0.00	565.37	0.00	0.00	0.00	565.37
BIO-MED TESTING SERVICES, INC	0.00	145.00	0.00	0.00	0.00	145.00
COASTAL ENTERPRISES, LLC	0.00	90.00	0.00	0.00	0.00	90.00
CRS	0.00	40.00	0.00	0.00	0.00	40.00
CUMMINS NORTHWEST, LLC	0.00	0.00	528.00	0.00	-528.00	0.00
ENGLUND MARINE SUPPLY CO, INC	0.00	22.05	0.00	0.00	0.00	22.05
INDUSTRIAL DIESEL POWER, INC	0.00	140.44	0.00	0.00	0.00	140.44
MCCALL TIRE CENTER - Warrenton	0.00	303.02	0.00	0.00	0.00	303.02
MTR WESTERN BUS	2,124.15	2,451.79	0.00	0.00	0.00	4,575.94
NORTH COAST TRUCK	0.00	51.00	0.00	0.00	0.00	51.00
NW NATURAL	0.00	246.99	0.00	0.00	0.00	246.99
NWRC-TILLAMOOK COUNTY TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE MAX / BOISE CO.	0.00	628.14	0.00	0.00	0.00	628.14
OREGON DEPT OF REVENUE	0.00	250.00	0.00	0.00	0.00	250.00
PACIFIC ALARM SYSTEMS	0.00	3,284.20	0.00	0.00	0.00	3,284.20
PACIFCSOURCE ADMINISTRATORS	0.00	612.65	0.00	0.00	0.00	612.65
SETD-V	0.00	0.00	0.00	0.00	0.00	0.00
TERRY'S PLUMBING	0.00	138.00	0.00	0.00	0.00	138.00
<b>TOTAL</b>	<b><u>2,124.15</u></b>	<b><u>10,014.15</u></b>	<b><u>528.00</u></b>	<b><u>0.00</u></b>	<b><u>-528.00</u></b>	<b><u>12,138.30</u></b>

SUNSET TRANSPORTATION/RIDE CARE  
Checks 5000+  
January 2014

Type	Num	Date	Source Name	Account	Expense	Class	Original Amount
Check	EFT 1-14	01/31/2014	CLATSOP COMMUNITY BANK	1040 · GENERAL FUND - CCB (3943)	9615 PRINCIPAL/9610 INTEREST	SETD	\$ 6,573.50
Bill Pmt -Check	2319	01/06/2014	DEPT OF HUMAN SERVICES	1080 · NWRC Reimb - CCB (3976)	9655 DMAP REPAYMENT	NWRC	\$ 36,343.25
Bill Pmt -Check	2323	01/06/2014	NWRC-HOT SHOT TRANSPORTATION	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 14,828.42
Bill Pmt -Check	2324	01/06/2014	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 8,608.50
Bill Pmt -Check	2326	01/06/2014	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 6,634.15
Bill Pmt -Check	2332	01/10/2014	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 8,281.61
Bill Pmt -Check	2333	01/10/2014	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 10,464.25
Bill Pmt -Check	2336	01/17/2014	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 6,655.00
Bill Pmt -Check	2341	01/17/2014	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 12,923.40
Bill Pmt -Check	2345	01/24/2014	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 6,358.50
Bill Pmt -Check	2352	01/24/2014	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 13,407.55
Bill Pmt -Check	2358	01/31/2014	NWRC-MEDIX AMBULANCE	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 5,917.00
Bill Pmt -Check	2361	01/31/2014	NWRC-WAPATO SHORES, INC	1080 · NWRC Reimb - CCB (3976)	7750 PROVIDER PAYMENT	NWRC	\$ 12,588.23
Bill Pmt -Check	13971	01/10/2014	SDIS	1040 · GENERAL FUND - CCB (3943)	8354 W/C 8352 PROPERTY 8353 VEH/GENERAL LIABILITY	SETD/NWRC	\$ 17,106.89
Bill Pmt -Check	14025	01/06/2014	M2 TRAFFIC MANAGEMENT, LLC	1040 · GENERAL FUND - CCB (3943)	8650 COMPUTER MAINTENANCE	SETD	\$ 5,580.00
Bill Pmt -Check	14041	01/10/2014	CORNERSTONE FENCING	1040 · GENERAL FUND - CCB (3943)	9700 CAPITAL EXPENSE	SETD	\$ 5,986.98
Bill Pmt -Check	14065	01/17/2014	JACKSON & SON OIL, INC.	1040 · GENERAL FUND - CCB (3943)	8360 FUEL	SETD	\$ 5,964.49
Bill Pmt -Check	14090	01/24/2014	WILCOX & FLEGEL	1040 · GENERAL FUND - CCB (3943)	8360 FUEL	SETD	\$ 5,662.10
Bill Pmt -Check	14107	01/31/2014	SDIS	1040 · GENERAL FUND - CCB (3943)	8354 W/C 8352 PROPERTY 8353 VEH/GENERAL LIABILITY	SETD/NWRC	\$ 12,084.00
Liability Check	14108	01/31/2014	SDIS	1040 · GENERAL FUND - CCB (3943)	6300 HEALTH INSURANCE	SETD/NWRC	\$ 17,623.30



# Bill

SUNSET EMPIRE TRANSPORTATION  
 900 MARINE DRIVE  
 ASTORIA OR 97103

Date	Ref. No.
01/13/2014	

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

**PAID**

Bill Due	01/28/2014
Terms	
Memo	JANUARY VISA STATEMENTS 1-13-14

## Expenses

Account	Memo	Amount	Customer:Job	Class
EMPLOYEE RECOGNITION	JAY FLINT 0196 FRED MEYERS-EMPLOYEE FUND GIFT CARDS	985.00		SETD
CONFERENCES/TRAINING /TRAVEL	UPTOWN CAFE-COUNTY MANAGERS MTG	135.54		Admin
CONFERENCES/TRAINING /TRAVEL	MEAL PTAC MTG	12.05		Admin
CONFERENCES/TRAINING /TRAVEL	SDAO CONF REGISTRATION	263.00		Admin
OFFICE SUPPLIES	JASON JONES 0261 HOME DEPOT-EXTENSION CORDS	14.47	NWRC.	NWRC
OFFICE SUPPLIES	HOME DEPOT-EXTENSION CORDS	14.47		OPER - 5311
COMPUTER MAINT/REPAIR/SOFTWARE	JOHN LAYTON 0253 NEWEGG-3 FLASH DRIVES	35.97		Admin
COMPUTER MAINT/REPAIR/SOFTWARE	NEWEGG-KEYBOARD AND MOUSE	29.99	NWRC.	NWRC
COMPUTER MAINT/REPAIR/SOFTWARE	JOHN	2.88	NWRC.	NWRC
COMPUTER MAINT/REPAIR/SOFTWARE	ADOBE ONLINE MONTHLY FEE	19.99		Admin
MEETING EXPENSE	MARY PARKER 0204 HOME BAKING-BOARD MTG SUPPLIES	13.55		Admin Admin

# Bill

SUNSET EMPIRE TRANSPORTATION  
 900 MARINE DRIVE  
 ASTORIA OR 97103

Date	Ref. No.
01/13/2014	

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

**PAID**

Bill Due	01/28/2014
Terms	
Memo	JANUARY VISA STATEMENTS 1-13-14

## Expenses

Account	Memo	Amount	Customer:Job	Class
MEETING EXPENSE	SCORCHER-BOARD MTG SUPPLIES	6.25		Admin
MEETING EXPENSE	SAFEWAY-BOARD MTG SUPPLIES	29.24		Admin
POSTAGE	USPS-POSTAGE	47.32		Admin
MEETING EXPENSE	SAFEWAY-BOARD MTG SUPPLIES	22.30		OPER - 5311
MISCELLANEOUS	ABECO-THANK YOU TO MARITIME	33.94		SETD

Expense Total : 1,665.96

**Bill Total : \$1,665.96**



# CCA Regional Food Bank

2010 SE Chokeberry Ave ~ Warrenton, OR 97146  
(503) 861-FOOD (3663) ~ Fax (503) 861-9618  
*...because no one should be hungry*



## Clatsop Community Action

364 9th Street ~ Astoria Oregon 97103  
Phone (503) 325-1400 ~ Fax (503) 325-1153  
Website: [www.ccaservices.org](http://www.ccaservices.org)

### Board of Directors

01/28/2014

**Jeff Parker**  
President  
**Bob Mushen, MD Ret.**  
Vice President  
**Cindi Johnston**  
Treasurer  
**Alana Kujala**  
Secretary  
**The Rev. Richard Loop**  
**Charlotte Langsev**  
**Ken Rislow**  
**Donelda Annat**  
**Jean Matheson**  
**Sydney Van Dusen**

Sunset Empire Transportation  
Attn: Scott Earls  
900 Marine Drive  
Astoria, OR 97103

Dear Scott,

Thank you very much for the generous donation you have made to the CCA Regional Food Bank. This testimonial of your civic spirit will greatly assist in our efforts of feeding the hungry people in our communities. Our Food Bank, as part of Clatsop Community Action serves Partner Agencies throughout Clatsop County in the distribution of emergency food; including food pantries, shelters, day cares, after school programs and hot meal sites.

The distribution of emergency food to families here in Clatsop County has again exceeded last year. The CCA Regional Food Bank Network distributed 1,336,560 pounds of food to low income recipients in Clatsop County last year; enough food to prepare approximately 1,077,871 meals.

### Staff

**George Sabol**  
Executive Director  
**Marlin Martin**  
Food Program Director  
**Tony DeGoede**  
Case Manager  
**Viviana Matthews**  
Case Manager  
**Gary Barber**  
Veteran's Case Manager  
**Dusten Martin**  
RFB Operations Manager  
**Grace Taylor**  
Food Program Specialist  
**Dee Spooner**  
Office Manager  
**Cheryl Waite**  
Energy Program Specialist  
**Joanne Seavert**  
Hilltop Property Manager  
**Jon Laughman**  
Hilltop Maintenance

Your donation has come at a critical time for us. Your support is greatly appreciated.

This letter will serve as a receipt for your heartfelt donation. Please note that CCA is a 501(c) (3) non-profit organization, and therefore, qualifies to receive donations. Your donation will be used in compliance with the IRS regulations governing donations and adequate records are maintained and are available to the IRS upon request. This letter acknowledges no goods or services were provided in exchange for your donation. Our Tax Identification number is **93-1010260**.

**Product Donation: 859 pounds food**

Sincerely,

George Sabol  
Executive Director

Marlin Martin,  
CCA Regional Food Bank Director

*Our mission is to help people meet housing, food and other basic living needs.*

**Sunset Transportation Services  
Executive Director Selection Process  
Timeline**

February 3, 2014	Application period opens
March 7, 2014	Application period closes
March 11, 2014	Applications scoring completed by SDAO and packets to District
March 18, 2014	Special Board Meeting Executive Session Select 5 Finalists
March 20, 2014	Candidates reference checks completed by SDAO
April 7, 2014	Finalists Interviewed Community Stakeholders/Technical Panel
April 8, 2014	Special Board Meeting Finalists Interviewed; Contingent Offer
April 9-17, 2014	Contract negotiations with finalist, evaluation completed, background check and final reference checks completed.
April 24, 2014	Board Meeting- announcement of successful candidate
May 2014	Start date for Executive Director

## Sunset Transportation Services

# JANUARY MANAGEMENT REPORT

### For the February 2014 Board of Commissioner's Meeting

#### Interim Director's Report

##### *Connector Update*

- Marketing. As a group, we will work towards marketing the Connector system better this year. Our plan is to focus on:
  - Working with Travel Oregon, Coast Explorer, etc., to build travel plans that include the Connector system
  - Working with travel package developers, such as hotels, that utilize Travel Zoo, and Groupon, to promote travel packages to the coast using a Connector pass.
  - Tillamook is developing a tourism plan for their County and TCTD will work with that group to add in Connector as a tool for getting folks to the Coast
- Advertising. The goal of the group is to explore the possibility of having a 5-county joint advertising policy that focuses on the insides of the buses only. This concept will be explored further with a media expert. Very early stages here.
- Salmon Hwy Update. TCTD will begin operating a route from Lincoln City through Grand Ronde to West Salem beginning in March. This new Coast to Valley connection will add a new route to the Connector system. It's a great partnership with the two Tribes providing the 50% match for the intercity ODOT grant used to fund it.
- Foundation. They are working on education and outreach grants for use by the Connector system. The current amount applied for is about \$13,000. They are looking for a couple of new Board members so if you know of anyone, please have them contact Jay or Kathy.

##### *Rebranding*

- The final designs from the consultant, Tiffany Estes, have arrived and we will roll out our new brand officially in the month of February. Be on the lookout for a public notice in the local papers over the next couple of Fridays.
- The website is being worked on by iFocus and a beta test site should be ready by early March to begin testing internally.

##### *New Miles Crossing/John Day Service – the R.S.V.P. (Ride.Shop.Visit.Play) Service*

- A presentation on this new service has been developed by staff and John and Tami will be presenting the new service to the Board at the Board meeting. Start date will be March 3<sup>rd</sup>.

#### Operations Report

##### *Fixed Route*

- Ridership increased 14.8% over last month but was down 7.1% from last January. This was the first time since May 2012 in which we did not gain ridership over the same month in the previous year.
- Tillamook celebrated their millionth ride in January. At the end of December 2013, we had 2,690,432 rides on our fixed routes.
- We changed the Columbia Route on January 4. For the weekend route, it allowed a shorter wait time between the morning and afternoon loops. For the weekday route, it helped match up the loops to match CC Rider's buses. Everything seems to be going OK, and no major complaints.
- Free Ride Day – we had 621 riders that rode for free on Rider Appreciation Day this year.
- We had discussions with Western Bus about our three buses we just purchased. They will have blue seats, hopefully matching the blue in the new logo. The buses are scheduled to be delivered in late May to early June.

## *Maintenance*

- Three additional cameras were installed at our Warrenton yard in response to someone taking batteries out of one of our buses. This should give us almost complete coverage of the buses parked in the yard.
- A motorized gate was installed for our Warrenton yard. The gate has a keypad that people use to gain access to the yard when the gate is closed. Also, we have remote gate openers that the drivers can use to open the gate from their bus. From inside the yard, a vehicle need to cross a pressure pad that is located a few feet in front of the gate. The gate has been programmed to stay open between 7:30 AM to 5:30 PM, Monday through Friday.
- Norm and Ray installed fog lights on a few of the buses that drive the Columbia route and Route 20. This is in response to the driver's concern on visibility in the fog on those routes. We have heard mixed response to the installation of the lights. Norm is trying different lights to see if that will help.
- The annual inspection has started on the wheels / brakes of our vehicles. The inspector confirmed Norm's concerns about damage that has been caused by buses hitting the curb. Steve Weinert asked the drivers to be careful during the January driver's meeting when pulling to the curb to pick up passengers.

## **ADA Paratransit Report**

- In January we had staff meetings discussing the new Shopper Shuttle that is a work in progress. The team is finalizing the plan and will be implementing the new route March 3<sup>rd</sup>.
- January 30<sup>th</sup> was Customer Appreciation Day and Homeless Connect. On that day SETD sponsored the "Free Ride the Bus" day as well. Paratransit provided 10 free rides.
- In January Paratransit provided 596 rides; an average of 27.09 riders per day.
- 48% of the current Paratransit applicants used the service in January.
- This month 20 Veteran riders used the service.
- There were 9 new ADA Paratransit applications received and 7 approved.
- The Paratransit drivers sold 18 ticket books totaling \$468.00.
- Fare collection was successful and increased by \$1,817 from last month. Medicaid and Paratransit ridership increased substantially this month.

### **Paratransit Fares Collected for January: \$4,910.00**

- Para-transit Fares: \$503.00
- Tickets Collected: \$444.00
- Medicaid: \$3,963.00

## **Human Resources Report**

- On January 8, 2014 the LCHRMA group met for an informational time on, "Tools to reduce Employee Turnover."
- On January 10, 2014 Tami, Steve Weinert and Lori held an interview for a temp driver. The interview went very well and we were all in agreement to have her start training. Her name is Christina Renville and she comes to us with 8 years of driving experience. She will also be trained as a Paratransit Driver. She has already proven to be an asset.
- A Safety Meeting was held on January 24<sup>th</sup> with Eric Barton doing a power point on, "How to be and Effective Safety Committee." This training came from SDAO and is very beneficial. We discussed at our meeting about having OSHA come to our two facilities to do an overall evaluation. So Jay approved this, the call has been placed and we are waiting for them to set up a date.

- On February 17 Lori got all the W-2's out and all the yearend payroll reporting done and filed.

### **Information Technology Report**

#### *Phones and Computers*

##### *All*

- Zetta backup software is fully operational and producing local and offsite backups.
- M2 Continues to work on the ride dispatching software.

##### *Mobility*

- Had Pacific Alarm System come by the Astoria office and give us a quote for a new camera system for the Astoria office. The current system is difficult to use and the outside cameras are weather beaten.

##### *NWRC*

- Jason and Julia are testing the new version of OBSS. They have found some bugs and are making a list to send to the programmer to fix.

##### *Reports & Grants*

- Diane Moody has been asked to take over grant reporting so I will no longer report information on current grant items.

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

- Updated website with new company logo.

### **Mobility Management**

#### *Compliance:*

- 2 in person assessments for ADA Paratransit

#### *Outreach:*

- Transit 101 class February 10<sup>th</sup> at the Transit Center and 10 people participated. Surveys and follow up letter sent and planning this event twice a year.
- Open House Rider Appreciation Day was a big hit!
- Project Homeless Connect- 2 Mobility staff attended and gave out information to people who came to the table.
- Schedule delivery especially new route 30
- New schedules in all the shelter, working on kiosk customized information
- R.S.V.P service planning and service description completed, working on start date of March 3<sup>rd</sup>

#### *Transit Center:*

- Rachele now full time as Danielle has left the organization.
- Mobility Staff Safety and Security Training 2-18
- OSHA walk through planned/ Safety meeting
- Drivers meeting was good interactions with Mobility staff

#### *Transportation Options:*

- Work Plan Draft completed
- Planning an individualized marketing plan for "Ride Next"
- Communications Plan due March 1st
- Be Seen event planning for Tillamook County and Columbia County
- Looking for new partner in Columbia County - possibly DHS rep
- Park & Ride inventory due 2-19 photo and amenities checklist
- Media sheet for each county for individualized marketing campaigns

### **Northwest Ride Center Report**

- Jason attended the Homeless connect in Seaside at the end of January and was impressed with all the opportunity to help people. There was not very many opportunities to discuss NEMT with people due to the fact that they all wanted free bus passes or didn't want to hear about anything else. RIDE CARE should look into its own booth next year.
- Jason and Julia Takko attended a meeting with the CCO and their department managers. The idea of the meeting was to pick apart what our NEMT program by a question answer session and with me speaking about the program. A lot of information was presented and noted by the managers with the promise of an organized project definition within a couple of weeks. This will be the first of a few meetings that will happen in conjunction with contract negotiations.
- A technical meeting with M2, John and Jason discussed some of the details involved with the creation of the scheduling program. These are complicated meetings that require a lot of concentration and attention to detail. We're pleased to say that these meetings have gone well and M2 hopes to have a working model of the program to us by sometime in March.
- The Oregon Health Authority turned all Oregon Health Plan Standard clients into OHP+ as of January 1st. Estimates for our brokerage was to be 3,000 new eligible people but in fact the increase was well over 7,500 new clients. This has brought our total possible clients being served at 22,000 and our total percentage of population served at 20% up from 15%. We expected higher call totals but the level of complications have increased as well causing a slightly higher than desired hold times. We are starting to get oriented to this new reality and are attempting to find greater efficiencies that can help us lower the wait times in the queue.
- We held our 3rd QA meeting in January and are seeing that we are beginning to put into practice some of the ideas we have spoken about during these meetings. Our February meeting will be dedicated to HIPAA issues.
- Attended a meeting with DHS representatives regarding our continuing efforts to get a contract built to service the child welfare clients at some point in March. We are awaiting word from this office on what they need in order for us to proceed. RIDE CARE will produce a ride amount to DHS as soon as our accountant has calculated this number.



## Rider Report

January 2014

### Fixed Route Highlights:

- **12,307** people used fixed routes in January for an average of **410.2** riders per day.
- **7.1 % decrease** in average passengers who rode fixed routes per day from last January (441.5 to 410.2)
- **\$5.56 per rider** is the estimate cost per person riding fixed route in January.

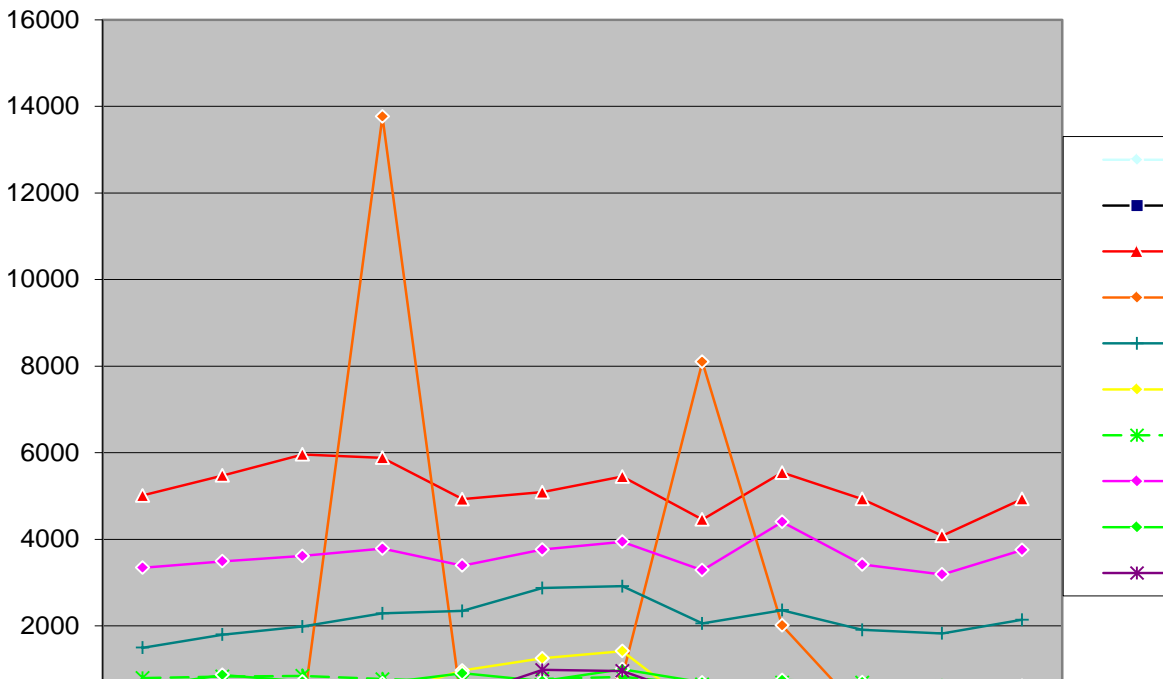
### ADA Para-Transit Highlights:

- **596** people used Para-transit in January for an average of **27.1** riders per day.
- **2.3 % increase** in average Para-transit passengers per day from last January (26.5 to 27.1)
- **\$40.90 per rider** is the estimated cost per person riding Para-transit in January.

### System Highlights:

- **12,903** people used SETD services in January for an average of **430.1** riders per day.
- **6.7% increase** in all average passengers per day from last January (460.9 to 430.1)
- **2.7 % decrease** in average fuel cost from last January (\$.37 to \$.36).
- **\$6.66 per rider** is the estimated cost per person riding on SETD.
- **10.9 % decrease** in the ratio of elderly/disabled riders from last January (17.02% to 15.16%)
- **16.0 % increase** in all ADA Paratransit rides from last January (256 to 297)

### SETD Rides



### Rider Breakdown by Month

