



**Sunset Empire Transportation District**

**BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA**

**THURSDAY JULY 28, 2016**

**9:00 AM**

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

**AGENDA:**

**WORK SESSION-**

Long Range Comprehensive Transportation Plan

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 JUNE 30, 2016 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- JUNE 2016
8. OLD BUSINESS
  - a. Cannon Beach Intergovernmental Agreement
  - b. Senior and Disabled Transportation Committee- New Member Appointments
9. NEW BUSINESS
  - a. Board Vacancy
  - b. Transcription Costs
  - c. ODOT Agreement #31389
10. CORRESPONDENCE-
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORT
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**BOARD OF COMMISSIONERS**  
**BUDGET HEARING AND BOARD MEETING MINUTES**  
**June 30, 2016**

1. CALL TO ORDER- Vice Chair Paul Lewicki called the meeting to order at 9:00 AM.
2. ROLL CALL:  
Present: Vice Chair Paul Lewicki, Commissioner Kevin Widener, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner Rae Goforth and Chair Kathy Kleczek were excused.  
Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, IT Manager Konnor Claborn, Operations Manager Scott Earls, Mobility Manager Shana Verley, Paratransit Manager Carol Penuel and Transportation Options Specialist Shasia Fry.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. SUPPLEMENTAL BUDGET HEARING 2015-2016- Executive Director Jeff Hazen explained the increase in RideCare's Non Emergent Medical Transportation Services requires that an additional \$150,000 will need to be transferred from contingency to provider payments but this does not change the total budget of RideCare. Vice Chair Lewicki opened the Supplemental Budget Hearing and asked for any public comment. There being no public comment the hearing closed and Vice Chair Lewicki presented the RideCare Supplemental Budget for 2015-2016 Resolution 2016-02 by title only.  
Commissioner Gearin moved to accept the RideCare Supplemental Budget Resolution 2016-02 by title only.  
Commissioner McDonald seconded the motion  
Roll Call vote taken  
Commissioner Gearin- Aye  
Commissioner Widener- Aye  
Commissioner MacDonald- Aye  
Commissioner Lewicki- Aye  
Commissioner Servino- Aye  
Chair Kleczek- Absent  
Commissioner Goforth- Absent  
Motion passed.
6. 2016-2017 BUDGET HEARING- Executive Director Jeff Hazen presented the 2016-2017 Budget as approved by the Budget Committee and verified that the Supplemental Budget would not change the SETD 2016-2017 Budget as presented. Vice Chair Lewicki opened the 2016-2017 Budget hearing and asked for any public comment. There being no public comment the hearing closed and Vice Chair Lewicki read Resolution 2016-03 adopting the Sunset Empire Transportation District budget for the fiscal year 2016-2017 in the sum of \$8,440,894 and resolves to impose the taxes provided for in the adopted budget at the rate of \$0.162 per \$1000 of assessed value.  
Commissioner Gearin moved to approve Resolution 2016-03 adopting the annual operating budget for fiscal year 2016-2017, making appropriations, imposing and categorizing taxes.  
Commissioner Widener seconded the motion  
Roll Call vote taken  
Commissioner Gearin- Aye  
Commissioner Widener- Aye  
Commissioner MacDonald- Aye  
Commissioner Lewicki- Aye  
Commissioner Servino- Aye  
Chair Kleczek- Absent

Commissioner Goforth- Absent  
Motion passed.

7. APPROVAL OF MAY 19, 2016 MEETING MINUTES-

Commissioner Gearin moved to accept the minutes as presented  
Commissioner Widener seconded the motion  
Discussion- None  
Motion passed by unanimous aye vote of all commissioners present

8. CHAIR AND COMMISSIONERS REPORT-

Commissioner Widener attended the last TPAC meeting and confirmed that they will be presenting the report at the Board meeting next month and voting on it in August. Commissioner MacDonald asked if we could upgrade the map and information in the holders in the shelters as they are fading. Vice Chair Lewicki said he had traveled up into the Olympic Peninsula and encouraged others to make the trip.

9. FINANCIAL REPORTS- MAY 2016

The May Financial Report was reviewed and it was noted that the income from the electric vehicle charging station is supposed to be broken out in the report. Executive Director Hazen stated that we will make that correction. Commissioner Gearin asked how donations are listed in the financials. Executive Director Hazen said he would have AI explain that at the next meeting.

Commissioner Servino moved to accept the May 2016 Financial Report  
Commissioner MacDonald seconded the motion  
Discussion- No further discussion  
Motion passed by unanimous aye vote of all Commissioners present

10. OLD BUSINESS-

- a. BOARD AND EXECUTIVE DIRECTOR SIGNING POLICIES (Resolution 2015-01) – Executive Director Hazen explained that this clarification of the Executive Directors signing authority had been requested by Commissioner Gearin at a previous meeting.

11. NEW BUSINESS-

- a. CAPITAL RESERVE FUND RESOLUTION- Executive Director Hazen explained the Sunset Empire Transportation District Budget Committee had approved the formation of the Capital Reserve Fund a couple of years ago by a motion however Oregon Budget Law requires that the formation be approved by a Board Resolution.  
Commissioner Gearin moved to approve Resolution 2016-04 and read it by title only.  
Commissioner MacDonald seconded  
Discussion- None  
Roll Call Vote Taken  
Commissioner Gearin- Aye  
Commissioner Widener- Aye  
Commissioner MacDonald- Aye  
Commissioner Lewicki- Aye  
Commissioner Servino- Aye  
Commissioner Kleczek- Absent  
Commissioner Goforth- Absent  
Motion passed

- b. BOARD VACANCY- Executive Director Hazen passed out Commissioner Goforth's letter of resignation from the SETD Board. Mary will send out a press release and other public notifications of the Board vacancy and application requirements which will be open for 15 days. Discussion was held addressing the desire to recognize Commissioner Goforth's service.  
Commissioner Widener moved to accept the resignation of Commissioner Rae Goforth  
Commissioner MacDonald seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

12. CORRESPONDENCE- Executive Director Hazen reported that he had emailed the Board items from Special Districts.
13. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen announced that Konnor has submitted his resignation and will be moving to Alaska and announced that it is Carol Penuel's last day as she has retired and invited the Board to her Retirement Party being held at Operations between 11:00 am and 2:00 pm this afternoon. Jennifer Geisler has been hired to replace Carol. Jennifer is a driver and has also been the Operations Assistant. Discussion was held about IT services for the District since Konnor has resigned.
14. LEADERSHIP TEAM REPORTS- Reports submitted for May 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.
15. PUBLIC COMMENT- None
16. EXECUTIVE SESSION- Vice Chair Lewicki called for the Board of Commissioners to enter into Executive Session under 192.660(2)(b)- Discipline of Public Officers and Employees at 10:00 am. Vice Chair Lewicki closed Executive Session and the regular Board meeting resumed at 10:44 am
17. OTHER ITEMS- None

An audio recording of the Sunset Empire Transportation District's June 2016 Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- June 19, 2016.

Meeting was adjourned at 10:45 AM

Mary Parker, Recording Secretary

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

Date\_\_\_\_\_

*Mission Statement*

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

**Sunset Empire Transportation District**  
**JUNE PRELIMINARY FINANCIAL EXCEPTIONS & INFORMATION**  
**REPORT**

**For the July 2016 Board of Commissioner's Meeting**

NOTE on Reviewing Financials:12 Month = 100 % of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Income is 97.99% of annual budget. YTD Property Tax revenues of \$957,196 are \$97,196 better than YTD budget. Total Expense was 85.62% of annual budget and is \$341,370 better than YTD budget. YTD Other Expense of \$172,304 was \$435,261 better than budget the result of not using any of the Contingency or Capital Funds.

**Revenue**

- 4000 Fares: Revenues for the month of \$21,777 are \$4,869 below budget. This is mostly the result of Fares \$3,858 being below plan for the month. Fares include an adjustment of \$1,230 for fares previously recorded, YTD Paratransit was below budget and prior year. Current YTD Paratransit is \$35,752 compared to prior year of \$41,248. This is a shift from prior year mix as Medicaid rides have decreased and the agency earns less per Non Medicaid ride.
- 4090 Donations/Commissions: Employee tips
- 4100 Contract Service-IGA: Cannon Beach was billed for week end service for May and Monthly services for June \$7,969 and Cruise Ship Services for May and June 2016 \$9,417.
- 4200 Property Tax: Includes Property tax distributions for June 2016 (\$20,451) of which prior year was \$2,445 and an accrual of \$11,768 of which \$3,636 was prior year.
- 4260 Mass Transit Assessment: Q3 distribution for Biennium 2015-2017.
- 4272 Parking: One spot is open as prospect decided not to take the one spot.
- 4273 Charging Station: Reflects revenue accrual for the year \$237.00
- 4300 Interest: Effective May 25, 2016 LGIP increased their interest to .875% from (.75%). Fund savings are deposited into LGIP. This is June 2016 interest.
- 5000 Grants: Reflects Q4 accrual of Operations, Mobility, Preventative Maintenance, Transportation Options and InterCity Grants. The Capital Grant (\$141,100) will rollover into Budget 2016-17.

**Expense**

- 6005 Salaries & Wages: Overtime was higher than expected the result of a "Pass/Defensive Drivers" class all on overtime, four vacations, one driver out for most of a month on sick time another for a week and delays caused by traffic and construction.
- 6300 Employee Benefits: Includes May and June pension costs
- 7000 Provider Payments: Reimbursement to Vets volunteer driver program.
- 8005 Audit: Audit services through June 2016.
- 8035 Conf Training & Travel: Reflects CTAA Q4 FY 2016 scholar ships (\$2,175).
- 8075 Fuel: Reflects Accrual process through June. Also prices continue below budgeted amounts Unleaded prices are about \$2.10 and Bio diesel about \$1.80
- 8130 Payroll Processing Fee: Includes June 2016 PR Fees.
- 8135 Printing: Printing of 10,000 Bus Schedules, logo stickers and Brochures.

**\*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**  
**JUNE PRELIMINARY FINANCIAL EXCEPTIONS & INFORMATION**  
**REPORT**

**For the July 2016 Board of Commissioner's Meeting**

- 8139 Professional Services: Auditor Special Services to review July 2015 opening balances (\$1,688) and Design and Layout of Bus Schedules (\$3,129)
- 8160 Uniforms: Ordering of Driver Uniforms (\$1,131)
- 8170 Vehicle Maint & Repairs: Includes: a new engine for Bus # 84 (\$15,015), Turbo Repair Bus # 85 (\$2,923) and Alternator (\$1,696) bus # 76.
- END

**Preliminary Ride Care Fund Profit and Loss**

Ride Care's preliminary total Income is 105.48% of total budget. YTD revenues of \$3,072,583 are \$159,583 better than YTD Budget. Which is the result of increased clients and starting in January 2016 the CPCCO increased our PMPM by 3% for 2016 from \$9.13 to \$9.40 PMPM this overage continued continue through June 2016. Additionally, Misc. Income of \$327 is Farmers Coop 2014-2015 earned Equity. YTD Materials & Services (including CPCCO Adjustments) of \$2,781,313 are \$230,534 greater than of YTD budget (including Supplemental Budget adjustment of \$110,000) and are 109.03% of YTD budget.

***Expense***

- 7000 Contract Providers: Total sedan rides billed increased by about 270 rides at an average cost of \$56.14 when Compared to prior year the cost of a Sedan ride was \$5.14 more than prior year. This being year end the providers were instructed to bring their billing up to date, as a result we had back billing from the following provides: K & M Midvan, Medix, Hot Shots, Tillamook County Transport and Wapato Shore. The volume increase accounts for about \$77,000 and the cost increase accounts for about \$63,000 when compared to prior year. YTD Sedan rides have increased by about 14% over prior year.
- 8005 Audit: Audit services through June 2016
- 8045 Drug/Alcohol/BG Check: The result of performing 7 background checks on Wapato drivers.
- 8080 Insurance: 3<sup>rd</sup> installment of Property & General Liability Insurance.
- 8130 Payroll Processing Fee: Includes May Fee.
- 8139 Professional Services: Auditor special services to review opening balances at July 2015.
- 8155 Telephone/Internet Service: Cell Phone allowance reimbursement for June 2016 and Verizon Monthly charges.
- 7050 DMAP/CPCCO Annual Adjustment: This is 4<sup>th</sup> quarter (October to December 2015) Columbia Pacific settlement amount due Ridecare.
- END

**\*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  
Profit & Loss Budget Performance General Fund  
June 2016 Preliminary**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 100.0%					Better		
Ordinary Income/Expense					(Worse)		
<b>Income</b>							
4000 FARES	21,776.72	26,645.83	259,444.96	283,749.96	(24,305.00)	283,749.96	91.43%
4090 DONATIONS/COMMISSIONS	87.76		1,239.39		1,239.39		
4100 CONTRACTED SERVICES-IGA	17,386.75	16,369.00	129,376.58	170,369.00	(40,992.42)	170,369.00	75.94%
Total 4200 TAXES	32,391.23	26,000.00	957,195.66	860,000.00	97,195.66	860,000.00	111.30%
4250 TIMBER SALES	0.00	0.00	251,603.25	160,000.00	91,603.25	160,000.00	157.25%
4260 MASS TRANSIT ASSESSMENT	21,975.75	0.00	93,170.09	55,000.00	38,170.09	55,000.00	169.40%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4272 PARKING SPACES	712.50	767.00	8,597.50	9,204.00	(606.50)	9,204.00	93.41%
4273- CHARGING STATION	237.00	0.00	237.00	396.00	(159.00)	396.00	59.85%
4270 RENTAL INCOME - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4270 RENTAL INCOME	949.50	767.00	10,034.50	10,800.00	(765.50)	10,800.00	92.91%
4300 INTEREST	417.34	267.00	4,580.98	3,200.00	1,380.98	3,200.00	143.16%
4310 MISC INCOME	0.00		10.00		10.00		
5000 GRANTS					0.00		
5001 ODOT GRANTS	311,785.00	206,721.00	669,128.00	873,152.00	(204,024.00)	873,152.00	76.63%
5050 MISC GRANTS	0.00		0.00	3,000.00	(3,000.00)	3,000.00	0.00%
Total 5000 GRANTS	311,785.00	206,721.00	669,128.00	876,152.00	(207,024.00)	876,152.00	76.37%
5080 OREGON STF FUNDS	0.00	0.00	113,744.00	121,422.00	(7,678.00)	121,422.00	93.68%
Total Income	406,770.05	276,769.83	2,489,527.41	2,540,692.96	(51,165.55)	2,540,692.96	97.99%
Gross Profit	406,770.05	276,769.83	2,489,527.41	2,540,692.96	(51,165.55)	2,540,692.96	97.99%
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	92,196.04	90,231.00	1,113,128.43	1,172,770.00	59,641.57	1,172,770.00	94.91%
6200 PAYROLL EXPENSES	7,772.83	11,458.00	130,700.33	148,956.00	18,255.67	148,956.00	87.74%
6300 EMPLOYEE BENEFITS	28,244.54	21,811.00	270,117.37	283,542.00	13,424.63	283,542.00	95.27%
Total 1. PERSONNEL SERVICES	128,213.41	123,500.00	1,513,946.13	1,605,268.00	91,321.87	1,605,268.00	94.31%
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENTS	416.74		722.72		(722.72)		
8005 AUDIT	2,628.00	0.00	22,922.40	20,540.00	(2,382.40)	20,540.00	111.60%
8006 ADS (HR JOB POSTING)	0.00	118.00	947.95	998.00	50.05	998.00	94.98%
8010 BANK FEES	258.71	260.00	3,015.84	3,158.00	142.16	3,158.00	95.50%
8020 BLDING & GROUNDS MAINT	2,527.21	4,957.00	30,442.79	58,130.00	27,687.21	58,130.00	52.37%
8030 COMP-INFO-TECH SERVICES	973.23	1,488.00	11,129.22	11,522.00	392.78	11,522.00	96.59%
8035 CONF TRAINING & TRAVEL	-840.12	2,089.00	22,528.12	38,881.00	16,352.88	38,881.00	57.94%
8040 DONATIONS/CONTRIBUTIONS	0.00		225.00		(225.00)		
8041 DONATIONS CLEARING	0.00		-225.00		225.00		
8045 DRUG/ALCOHOL/BG CHECKS	172.75	179.00	1,428.25	2,158.00	729.75	2,158.00	66.18%
8050 DUES SUBSCRIPTIONS & FEES	23.50	1,524.00	8,584.18	18,292.00	9,707.82	18,292.00	46.93%
8053 IGA - DUES AND FEES	0.00		10,000.00		(10,000.00)		
8055 DURABLE EQUIP/SMALL TOOLS	714.34	1,289.00	17,952.55	18,841.00	888.45	18,841.00	95.28%
8061 EQUIPMENT LEASE/RENT	426.21	336.00	5,418.04	4,032.00	(1,386.04)	4,032.00	134.38%
8065 EDUCATION/OUTREACH	410.80	2,817.00	9,606.41	30,000.00	20,393.59	30,000.00	32.02%
8070 EMPLOYEE RECOGNITION	218.49	321.00	5,637.67	4,740.00	(897.67)	4,740.00	118.94%
8075 FUEL	15,664.76	16,666.00	92,654.32	200,000.00	107,345.68	200,000.00	46.33%
8080 INSURANCE	9,233.00	14,758.00	46,088.66	44,516.00	(1,572.66)	44,516.00	103.53%
8090 LEGAL ADS	549.15	177.00	803.95	790.00	(13.95)	790.00	101.77%
8095 LEGAL COUNSEL	0.00	983.00	420.00	6,740.00	6,320.00	6,740.00	6.23%
8100 MEETING EXPENSE	183.75	130.00	751.83	1,586.00	834.17	1,586.00	47.40%
8120 OFFICE SUPPLIES	2,162.19	1,256.00	15,046.97	13,763.00	(1,283.97)	13,763.00	109.33%



8130 PAYROLL PROCESSING FEES	114.80	79.00	1,855.21	948.00	(907.21)	948.00	195.70%
8135 PRINTING	8,172.51	1,735.00	14,164.54	19,700.00	5,535.46	19,700.00	71.90%
8139 PROFESSIONAL SERVICES	4,817.00	1,696.00	7,577.00	43,473.00	35,896.00	43,473.00	17.43%
8140 SUBGRANT PASS THROUGH	0.00	19,786.00	12,132.00	32,026.00	19,894.00	32,026.00	37.88%
8150 TAXES/LICENSES/BUS REG FEE	0.00	500.00	230.27	5,000.00	4,769.73	5,000.00	4.61%
8155 TELEPHONE/INTERNET SERVICE	713.54	1,364.00	27,668.63	13,956.00	(13,712.63)	13,956.00	198.26%
8160 UNIFORMS	1,295.60	334.00	2,775.90	4,000.00	1,224.10	4,000.00	69.40%
8165 UTILITIES	1,755.75	1,962.00	17,845.16	21,660.00	3,814.84	21,660.00	82.39%
8170 VEHICLE MAINT & REPAIRS	29,966.71	12,464.00	128,461.36	149,560.00	21,098.64	149,560.00	85.89%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>82,558.62</b>	<b>89,268.00</b>	<b>518,811.94</b>	<b>769,010.00</b>	<b>250,198.06</b>	<b>769,010.00</b>	<b>67.46%</b>
<b>Total Expense</b>	<b>210,772.03</b>	<b>212,768.00</b>	<b>2,032,758.07</b>	<b>2,374,278.00</b>	<b>341,519.93</b>	<b>2,374,278.00</b>	<b>85.62%</b>
<b>Net Ordinary Income</b>	<b>195,998.02</b>	<b>64,001.83</b>	<b>456,769.34</b>	<b>166,414.96</b>	<b>290,354.38</b>	<b>166,414.96</b>	<b>274.48%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9610 CLATSOP BANK-PRINCIPAL	5,373.92	5,285.00	62,503.09	61,910.00	(593.09)	61,910.00	100.96%
9611 CLATSOP BANK-LOAN INT	1,199.58	1,290.00	16,378.91	16,972.00	593.09	16,972.00	96.51%
<b>Total 3. OTHER EXPENSES</b>	<b>6,573.50</b>	<b>6,575.00</b>	<b>78,882.00</b>	<b>78,882.00</b>	<b>0.00</b>	<b>78,882.00</b>	<b>100.00%</b>
9500-PENALTIES & INTEREST	0.00		595.02		(595.02)		
9600 DEBT SERVICE & INTERES-FEE	0.00		360.18		(360.18)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		33,350.00	38,000.00	4,650.00	38,000.00	87.76%
9626 SDAO FLEXLEASE-INTEREST	4,389.00	5,387.00	9,116.36	11,183.00	2,066.64	11,183.00	81.52%
9700 CAPITAL EXPENSE	0.00	56,665.00	0.00	179,500.00	179,500.00	179,500.00	0.00%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	250,000.00	250,000.00	0.00%
9850 TRANSFER OUT	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00	100.00%
<b>Total Other Expense</b>	<b>10,962.50</b>	<b>68,627.00</b>	<b>172,303.56</b>	<b>607,565.00</b>	<b>435,261.44</b>	<b>607,565.00</b>	<b>28.36%</b>
<b>Net Other Income</b>	<b>-10,962.50</b>	<b>-68,627.00</b>	<b>-172,303.56</b>	<b>-607,565.00</b>	<b>435,261.44</b>	<b>-607,565.00</b>	<b>28.36%</b>
<b>Net Income</b>	<b>185,035.52</b>	<b>-4,625.17</b>	<b>284,465.78</b>	<b>-441,150.04</b>	<b>725,615.82</b>	<b>-441,150.04</b>	<b>164.48%</b>



**Sunset Empire Transportation  
Profit & Loss Budget Performance RideCare  
June 2016 Preliminary**

	Month Actual	Month Budget	YTD Actual	Adjusted YTD Budget	YTD Budget to YTD Actual	Adjusted Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 100.0%					Better		
Ordinary Income/Expense					(Worse)		
<b>Income</b>							
4300 INTEREST	793.49	250.00	6,247.20	3,000.00	3,247.20	3,000.00	208.24%
4310 MISC INCOME	327.05		327.05		327.05		
4500 RC PROVIDER SERVICE REIM	252,779.23	230,833.37	3,066,008.38	2,770,000.00	296,008.38	2,770,000.00	110.69%
Other Types of Income	0.00	140,000.00	0.00	140,000.00	(140,000.00)	140,000.00	0.00%
<b>Total Income</b>	<b>253,899.77</b>	<b>371,083.37</b>	<b>3,072,582.63</b>	<b>2,913,000.00</b>	<b>159,582.63</b>	<b>2,913,000.00</b>	<b>105.48%</b>
<b>Gross Profit</b>	<b>253,899.77</b>	<b>371,083.37</b>	<b>3,072,582.63</b>	<b>2,913,000.00</b>	<b>159,582.63</b>	<b>2,913,000.00</b>	<b>105.48%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	20,614.97	23,666.88	273,337.12	307,914.56	34,577.44	307,914.56	88.77%
6200 PAYROLL EXPENSES	1,714.95	3,161.31	31,324.91	41,097.04	9,772.13	41,097.04	76.22%
6300 EMPLOYEE BENEFITS	5,576.98	6,307.83	61,603.26	81,999.00	20,395.74	81,999.00	75.13%
<b>Total 1. PERSONNEL SERVICES</b>	<b>27,906.90</b>	<b>33,136.02</b>	<b>366,265.29</b>	<b>431,010.60</b>	<b>64,745.31</b>	<b>431,010.60</b>	<b>84.98%</b>
<b>2. MATERIALS &amp; SERVICES</b>							
7000 RC PROVIDER PAYMENTS	321,501.69	183,333.37	2,592,104.91	2,310,000.00	(282,104.91)	2,310,000.00	112.21%
7030 BUS PASSES	270.00	1,334.00	18,303.00	16,000.00	(2,303.00)	16,000.00	114.39%
7050 DMAP/CCO Annual Adjustment	-49,448.31	0.00	81,108.60	137,500.00	56,391.40	137,500.00	58.99%
8005 AUDIT	657.00	0.00	6,752.60	5,460.00	(1,292.60)	5,460.00	123.67%
8006 ADS (HR JOB POSTING)	0.00	0.00	690.27	382.00	(308.27)	382.00	180.70%
8010 BANK FEES	0.00	12.09	110.10	142.00	31.90	142.00	77.54%
8020 BLDING & GROUNDS MAINT	453.49	1,072.00	5,620.42	12,856.00	7,235.58	12,856.00	43.72%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	120.00	733.00	2,391.94	8,449.00	6,057.06	8,449.00	28.31%
8035 CONF TRAINING & TRAVEL	125.31	270.00	2,058.29	5,018.44	2,960.15	5,018.44	41.01%
8045 DRUG/ALCOHOL/BG CHECKS	280.25	86.85	1,952.00	1,042.00	(910.00)	1,042.00	187.33%
8050 DUES SUBSCRIPTIONS & FEES	0.00	106.50	117.22	1,266.00	1,148.78	1,266.00	9.26%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	601.00	7,646.46	10,472.00	2,825.54	10,472.00	73.02%
8065 EDUCATION/OUTREACH	30.22	95.75	30.22	1,019.00	988.78	1,019.00	2.97%
8070 EMPLOYEE RECOGNITION	0.00	113.00	279.07	1,660.00	1,380.93	1,660.00	16.81%
8080 INSURANCE	2,308.25	1,628.00	9,706.48	6,515.00	(3,191.48)	6,515.00	148.99%
8090 LEGAL ADS	0.00	40.26	0.00	179.00	179.00	179.00	0.00%
8095 LEGAL COUNSEL	0.00	184.00	378.00	1,260.00	882.00	1,260.00	30.00%
8100 MEETING EXPENSE	0.00	83.00	218.19	992.00	773.81	992.00	21.99%
8120 OFFICE SUPPLIES	445.29	586.63	3,587.71	6,427.00	2,839.29	6,427.00	55.82%
8130 PAYROLL PROCESSING FEES	28.70	21.00	463.49	252.00	(211.49)	252.00	183.92%
8139 PROFESSIONAL SERVICES	1,687.50	105.00	4,792.50	2,678.12	(2,114.38)	2,678.12	178.95%
8155 TELEPHONE/INTERNET SERVICE	226.58	1,210.00	35,233.97	14,520.00	(20,713.97)	14,520.00	242.66%
8165 UTILITIES	720.41	603.00	7,917.47	6,840.00	(1,077.47)	6,840.00	115.75%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>279,406.38</b>	<b>192,218.45</b>	<b>2,781,462.91</b>	<b>2,550,929.56</b>	<b>(230,533.35)</b>	<b>2,550,929.56</b>	<b>109.04%</b>
<b>Total Expense</b>	<b>307,313.28</b>	<b>225,354.47</b>	<b>3,147,728.20</b>	<b>2,981,940.16</b>	<b>(165,788.04)</b>	<b>2,981,940.16</b>	<b>105.56%</b>
<b>Net Ordinary Income</b>	<b>-53,413.51</b>	<b>145,728.90</b>	<b>-75,145.57</b>	<b>-68,940.16</b>	<b>(6,205.41)</b>	<b>-68,940.16</b>	<b>109.00%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9611 CLATSOP BANK-LOAN INT	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total 3. OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
9600 DEBT SERVICE & INTERES-FEE	0.00		179.82		(179.82)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		16,650.00	12,000.00	(4,650.00)	12,000.00	138.75%
9626 SDAO FLEXLEASE-INTEREST	1,386.00	1,701.00	3,746.14	3,532.00	(214.14)	3,532.00	106.06%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	181,716.25	145,374.00	(36,342.25)	145,374.00	125.00%
9700 CAPITAL EXPENSE	0.00		32,053.23	30,000.00	(2,053.23)	30,000.00	106.84%
9800 CONTINGENCY	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00	0.00%
<b>Total Other Expense</b>	<b>1,386.00</b>	<b>1,701.00</b>	<b>234,345.44</b>	<b>290,906.00</b>	<b>56,560.56</b>	<b>290,906.00</b>	<b>80.56%</b>
<b>Net Other Income</b>	<b>-1,386.00</b>	<b>-1,701.00</b>	<b>-234,345.44</b>	<b>-290,906.00</b>	<b>56,560.56</b>	<b>-290,906.00</b>	<b>80.56%</b>
<b>Net Income</b>	<b>-54,799.51</b>	<b>144,027.90</b>	<b>-309,491.01</b>	<b>-359,846.16</b>	<b>50,355.15</b>	<b>-359,846.16</b>	<b>86.01%</b>

**Sunset Empire Transportation  
Profit & Loss Budget Performance Capital Reserve Fund  
June 2016 Preliminary**

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
YTD Actual % Budget Target: 100.0%					Better		
Other Income/Expense					(Worse)		
Other Income							
9150 Transfer In	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00	100.00%
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00</u>	<u>50,000.00</u>	100.00%
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00</u>	<u>50,000.00</u>	100.00%
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>50,000.00</u></u>	<u><u>50,000.00</u></u>	<u><u>0.00</u></u>	<u><u>50,000.00</u></u>	100.00%

**Sunset Empire Transportation  
Balance Sheet  
As of June 30, 2016 Preliminary**

ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 SETD GEN FUND BANK ACCTS		Accounts Payable	
1001 CCB-OPERATING (3943)	112,616.00	2000 ACCOUNTS PAYABLES	
1002 CCB-PAYROLL (3950)	3,387.79	2010 SETD GENERAL FUND A/P	52,541.82
1005 CCB-VEHICLE SALES ACCT	2,201.90	2020 RIDE CARE FUND A/P	136,845.64
1010 CCB-EMPLOYEE ACCT (3935)	1,720.00	Total 2000 ACCOUNTS PAYABLES	189,387.46
1015 HRA FISCAL AGENT	1,592.08	Total Accounts Payable	189,387.46
1020 LGIP (4992)	557,469.11	Other Current Liabilities	
1030 CAPITAL RESERVE FUND	75,304.58	2100 PAYROLL LIABILITIES	1,631.47
Total 1000 SETD GEN FUND BANK ACCTS	754,291.46	2130 FSA-PT	939.50
1040 TILLS	300.00	2134 BENEFITS MEDICAL SDIS	6,191.70
1050 RIDE CARE FUND BANK ACCTS		2135 OTHER P/R LIABILITIES	760.59
1051 CCB-RC OPERATING (3976)	76,612.99	2300 DEFERRED REVENUE	45,984.12
1055 HRA FISCAL AGENT (RC)	507.92	Total Other Current Liabilities	55,507.38
1056 RC LGIP (3959)	1,107,151.44	Total Current Liabilities	244,894.84
Total 1050 RIDE CARE FUND BANK ACCTS	1,184,272.35	Long Term Liabilities	
Total Checking/Savings	1,938,863.81	2800 INTERCOMPANY DUE TO/FROM	
Accounts Receivable		2810 DUE TO RIDE CARE	435,063.82
1200 ACCOUNTS RECEIVABLES		2815 DUE TO/(FROM) SETD G F	-435,063.82
1210 SETD A/R		Total 2800 INTERCOMPANY DUE TO/FROM	0.00
1211 SETD A/R	10,786.82	Total Long Term Liabilities	0.00
1215 SETD A/R-GRANTS	179,975.75	Total Liabilities	244,894.84
Total 1210 SETD A/R	190,762.57	Equity	
1220 RIDE CARE A/R	49,448.31	3000 OPENING BALANCE EQUITY	651,014.34
1200 ACCOUNTS RECEIVABLES - Other	740.00	3100 NWRC PRIOR PERIOD ADJUST	-136,476.00
Total 1200 ACCOUNTS RECEIVABLES	240,950.88	3900 RETAINED EARNINGS	1,462,984.65
1250 PROPERTY TAX RECEIVABLES	48,212.65	Net Income	24,974.77
Total Accounts Receivable	289,163.53	Total Equity	2,002,497.76
Other Current Assets		TOTAL LIABILITIES & EQUITY	2,247,392.60
1049 VALIC	3,546.83		
1400 PREPAID EXPENSES			
1401 PREPAID INS/BENEFITS	624.68		
Total 1400 PREPAID EXPENSES	624.68		
1500 UNDEPOSITED FUNDS	15,193.75		
Total Other Current Assets	19,365.26		
Total Current Assets	2,247,392.60		
TOTAL ASSETS	2,247,392.60		

**Sunset Empire Transportation  
Accounts Receivable  
As of June 30, 2016 Preliminary**

General Fund	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ADMINISTRATIVE SCHOOL DIST #10	30.00	0.00	0.00	0.00	0.00	30.00
AEROVIRONMENT	0.00	237.00	0.00	0.00	0.00	237.00
CCC	60.00	0.00	0.00	0.00	0.00	60.00
CITY OF CANNON BEACH - A/R	5,342.32	0.00	0.00	0.00	0.00	5,342.32
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	36,439.12	36,439.12
DHS - CHILD WELFARE-CLATSOP	720.00	0.00	0.00	0.00	0.00	720.00
DHS CHILD WELFARE-HILLSBORO	0.00	0.00	0.00	135.00	0.00	135.00
HULTQUIST, JUANITA 3	0.00	0.00	0.00	0.00	0.00	0.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
ODOT	0.00	158,000.00	0.00	0.00	0.00	158,000.00
OR DHS-VOCATIONAL REHAB SERVICES	30.00	354.00	0.00	0.00	0.00	384.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
OR TREASURY	0.00	33,749.28	0.00	0.00	0.00	33,749.28
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-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	0.00	95.00	95.00	95.00	0.00	285.00
P-H&R Block	142.50	47.50	0.00	0.00	-190.00	0.00
P-HOMESPUN QUILTS	0.00	95.00	95.00	0.00	0.00	190.00
P-HOXIE, RONALD	0.00	47.50	0.00	0.00	0.00	47.50
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS	45.00	50.00	0.00	0.00	0.00	95.00
<b>TOTAL</b>	<b><u>6,559.82</u></b>	<b><u>192,960.28</u></b>	<b><u>190.00</u></b>	<b><u>230.00</u></b>	<b><u>35,919.12</u></b>	<b><u>235,859.22</u></b>
RideCare						
RC-COLUMBIA PACIFIC	0.00	49,448.31	0.00	0.00	0.00	49,448.31
RC-PASSES	0.00	90.00	0.00	0.00	0.00	90.00
RC-SETD PARA	0.00	1,401.00	0.00	0.00	0.00	1,401.00
TPJCC	2,365.00	0.00	0.00	0.00	0.00	2,365.00
<b>Total</b>	<b><u>2,365.00</u></b>	<b><u>50,939.31</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>53,304.31</u></b>
<b>TotaL AR</b>	<b><u>8,924.82</u></b>	<b><u>243,899.59</u></b>	<b><u>190.00</u></b>	<b><u>230.00</u></b>	<b><u>35,919.12</u></b>	<b><u>289,163.53</u></b>

**Sunset Empire Transportation  
AP Summary  
As of June 30, 2016 Preliminary**

General Fund	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ABECO	479.79	0.00	0.00	0.00	0.00	479.79
ALSCO	98.70	0.00	0.00	0.00	0.00	98.70
ASTORIA FORD	334.00	0.00	0.00	0.00	0.00	334.00
ASTORIA, CITY OF	574.05	0.00	0.00	0.00	0.00	574.05
BIO-MED TESTING SERVICES, INC	0.00	130.00	0.00	0.00	0.00	130.00
BOLDT, CARLISLE & SMITH, LLC	1,925.00	0.00	0.00	0.00	0.00	1,925.00
CB LAWN CARE	0.00	400.00	0.00	0.00	0.00	400.00
CLASSIC TOWING	450.00	0.00	0.00	0.00	0.00	450.00
CoastCom, Inc.	-3,737.46	0.00	0.00	0.00	0.00	-3,737.46
CRS	317.67	0.00	0.00	0.00	0.00	317.67
E- BARTON, ERIC	27.00	0.00	0.00	0.00	0.00	27.00
EO MEDIA GROUP	549.15	0.00	0.00	0.00	0.00	549.15
iFOCUS CONSULTING	300.00	0.00	0.00	0.00	0.00	300.00
INDUSTRIAL DIESEL POWER, INC	642.27	0.00	0.00	0.00	0.00	642.27
IRON MOUNTAIN	78.04	0.00	0.00	0.00	0.00	78.04
MCCALL TIRE CENTER - Warrenton	257.70	0.00	0.00	0.00	0.00	257.70
MTR WESTERN BUS	922.34	0.00	0.00	0.00	0.00	922.34
NORTH COAST TRUCK	362.25	0.00	0.00	0.00	0.00	362.25
NORTHSIDE FORD TRUCK SAL	147.99	0.00	0.00	0.00	0.00	147.99
NW NATURAL	0.00	-40.75	0.00	0.00	0.00	-40.75
O'REILLY AUTO PARTS	286.33	0.00	0.00	0.00	0.00	286.33
OFFICE DEPOT	995.47	0.00	0.00	0.00	0.00	995.47
OREGON STATE POLICE	283.00	0.00	0.00	0.00	0.00	283.00
PACIFICSOURCE ADMINISTRATORS	0.00	162.50	0.00	0.00	0.00	162.50
POLK RILEY'S PRINTING, INC.	10,451.25	0.00	0.00	0.00	0.00	10,451.25
RECOLOGY WESTERN OREGON	91.88	0.00	0.00	0.00	0.00	91.88
SDIS	0.00	27,491.47	0.00	0.00	0.00	27,491.47
SIGN-ONE SIGNCRAFTERS	1,131.10	0.00	0.00	0.00	0.00	1,131.10
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
V-CARTER, JOHN	171.18	0.00	0.00	0.00	0.00	171.18
VERIZON WIRELESS	740.12	0.00	0.00	0.00	0.00	740.12
WARRENTON, CITY OF	335.08	0.00	0.00	0.00	0.00	335.08
WESTERN BUS SALES, INC.	314.58	0.00	0.00	0.00	0.00	314.58
WILCOX & FLEGEL	5,870.12	0.00	0.00	0.00	0.00	5,870.12
<b>TOTAL</b>	<b>24,398.60</b>	<b>28,143.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,541.82</b>

Ride Care						
RC-ASTORIA MINI MART	295.50	0.00	0.00	0.00	0.00	295.50
RC-COLUMBIA COUNTY RIDER	7,778.58	0.00	0.00	0.00	0.00	7,778.58
RC-ELLIOTT'S TRANSPORT	3,242.00	0.00	0.00	0.00	0.00	3,242.00
RC-FARMERS CO-OP	2,468.43	0.00	0.00	0.00	0.00	2,468.43
RC-HOT SHOT TRANSPORTATION	5,237.52	13,156.45	0.00	0.00	0.00	18,393.97
RC-K & M MEDIVAN	16,373.07	0.00	0.00	0.00	0.00	16,373.07
RC-KILTS JAYME	50.00	0.00	0.00	0.00	0.00	50.00
RC-MEDIX AMBULANCE	5,824.00	4,595.00	0.00	0.00	0.00	10,419.00
RC-METRO WEST AMBULANCE	805.66	0.00	0.00	0.00	0.00	805.66
RC-OREGON COAST TRANSPORTERS, LLC	1,175.00	920.50	0.00	0.00	0.00	2,095.50
RC-PROVIDENCE GUEST HOUSE	360.00	0.00	0.00	0.00	0.00	360.00
RC-SETD-PARA	1,307.00	1,123.00	0.00	0.00	0.00	2,430.00
RC-SKINNYS TEXACO	4,850.58	0.00	0.00	0.00	0.00	4,850.58
RC-TILLAMOOK COUNTY TRANSPORTATION	9,514.75	28,042.50	0.00	0.00	0.00	37,557.25
RC-TRUCKE'S 1 STOP	1,084.50	0.00	0.00	0.00	0.00	1,084.50
RC-WAPATO SHORES, INC	13,018.38	10,802.74	0.00	0.00	0.00	23,821.12
RC-WARRENTON MINI MART	421.37	0.00	0.00	0.00	0.00	421.37
RC-WILCOX & FLEGEL	4,399.11	0.00	0.00	0.00	0.00	4,399.11
RECOLOGY WESTERN OREGON	91.88	0.00	0.00	0.00	0.00	91.88
<b>Total</b>	<b>78,297.33</b>	<b>58,640.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>136,937.52</b>

**Sunset Empire Transportation**  
**Checks Over \$5,000**  
**6/1/2016 Preliminary**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	3842	06/02/2016	RC-COLUMBIA COUNTY RIDER	-6,370.19
Bill Pmt -Check	3843	06/02/2016	RC-ELLIOTT'S TRANSPORT	-6,142.25
Bill Pmt -Check	3844	06/02/2016	RC-HOT SHOT TRANSPORTATION	-14,593.13
Bill Pmt -Check	3845	06/02/2016	RC-MEDIX AMBULANCE	-9,934.20
Bill Pmt -Check	3850	06/02/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-36,260.25
Bill Pmt -Check	3851	06/02/2016	RC-WAPATO SHORES, INC	-25,405.28
Bill Pmt -Check	3856	06/13/2016	RC-HOT SHOT TRANSPORTATION	-10,654.04
Bill Pmt -Check	3858	06/13/2016	RC-MEDIX AMBULANCE	-15,720.60
Bill Pmt -Check	3861	06/13/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-10,300.75
Bill Pmt -Check	3862	06/13/2016	RC-WAPATO SHORES, INC	-9,690.18
Bill Pmt -Check	3866	06/21/2016	RC-K & M MEDIVAN	-59,883.18
Bill Pmt -Check	3867	06/21/2016	RC-MEDIX AMBULANCE	-6,221.60
Bill Pmt -Check	3869	06/21/2016	RC-OR DHS	-36,343.25
Bill Pmt -Check	3873	06/21/2016	RC-WAPATO SHORES, INC	-14,476.27
Bill Pmt -Check	3875	06/30/2016	RC-HOT SHOT TRANSPORTATION	-5,294.31
Bill Pmt -Check	3877	06/30/2016	RC-MEDIX AMBULANCE	-7,955.40
Bill Pmt -Check	3878	06/30/2016	RC-METRO WEST AMBULANCE	-5,367.98
Bill Pmt -Check	3881	06/30/2016	RC-WAPATO SHORES, INC	-12,955.00
Bill Pmt -Check	16179	06/13/2016	ASTORIA FORD	-15,015.00
Bill Pmt -Check	16184	06/13/2016	JACKSON & SON OIL, INC.	-6,275.70
Bill Pmt -Check	16220	06/21/2016	SDIS	-11,541.25
Check	62916	06/29/2016	US BANK TRUST N.A.	-5,775.00
Check	CCB62916	06/29/2016	CLATSOP COMMUNITY BANK	-6,573.50

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 ASTORIA, OR. 97103

Date	Ref. No.
06/15/2016	0342 5/9 - 6/7

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

**PAID**

Bill Due 07/15/2016
Terms
Memo

## Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	MAIN ST. MARKET - ICE FOR RETIREMENT PARTY	3.58		SETD
8070 EMPLOYEE RECOGNITION	MAIN ST. MARKET - ICE FOR RETIREMENT PARTY	3.58		SETD
8056 COMPUTER HARDWARE	CDW DIRECT - HARD DRIVE FOR SERVER	714.34		OPER 5311
8031 WEBSITE/ON-LINE SW SUB	MICROSOFT - SOFTWARE SUBSCRIPTION	22.00		OPER 5311
8031 WEBSITE/ON-LINE SW SUB	MICROSOFT - SOFTWARE SUBSCRIPTION	436.25		OPER 5311
8173 STOCK PARTS	0220 EARLS A & M SYSTEMS - DOORS AND PC BOARDS FOR BUSES	727.56		OPER 5311
8038 TRAVEL	DOMINO'S - FOOD FOR SCOTT FOR CTA	19.99		OPER 5311
8038 TRAVEL	ARAMARK UNIVERSITY - FOOD FOR SCOTT FOR CTA	12.00		OPER 5311
8038 TRAVEL	ARAMARK OREGON CONVENTION - FOOD FOR SCOTT FOR CTA	5.50		OPER 5311
8038 TRAVEL	ARAMARK UNIVERSITY - FOOD FOR SCOTT FOR CTA	15.50		OPER 5311
8038 TRAVEL	AUGUST MOON RESTAURANT - FOOD FOR SCOTT FOR CTA	38.75		OPER 5311
8038 TRAVEL	0318 FRY BANGKOK CURRY - FOOD FOR SHASIA FOR CTA	8.00		TRANS OPTIONS



# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 ASTORIA, OR. 97103

Date	Ref. No.
06/15/2016	0342 5/9 - 6/7

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

**PAID**

Bill Due	07/15/2016
Terms	
Memo	

## Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	ARAMARK UNIVERSITY - FOOD FOR SHASIA FOR CTAA	17.00		TRANS OPTIONS
8038 TRAVEL	ARAMARK OREGON CONVENTION - FOOD FOR SHASIA FOR CTAA	3.75		TRANS OPTIONS
8038 TRAVEL	ARAMARK OREGON CONVENTION - FOOD FOR SHASIA FOR CTAA	5.75		TRANS OPTIONS
8038 TRAVEL	ARAMARK OREGON CONVENTION - FOOD FOR SHASIA FOR CTAA	10.50		TRANS OPTIONS
8038 TRAVEL	CAF'E YUMMI! - FOOD FOR SHASIA FOR CTAA	13.00		TRANS OPTIONS
8038 TRAVEL	0667 HAZEN DENNY'S - FOOD FOR JEFF FOR PTAC MEETING	11.97		ADMINISTRATION
8038 TRAVEL	SETD - BUS TICKET - CTAA - RIDE CARE MGR	18.00	RIDECARE ADMIN	RIDECARE
8038 TRAVEL	SETD - BUS TICKET - CTAA - EXEC. DIR.	18.00		ADMINISTRATION
8038 TRAVEL	SETD - BUS TICKET - CTAA - OPS MGR	18.00		OPER 5311
8038 TRAVEL	SETD - BUS TICKET - CTAA - RIDE ASSIST	18.00		PARATRANSIT
8038 TRAVEL	SETD - BUS TICKET - CTAA - TRANSPORTATION OPTIONS	18.00		TRANS OPTIONS
8038 TRAVEL	TITOS BURRITOS - FOOD FOR JEFF FOR CTAA	12.50		ADMINISTRATION
8038 TRAVEL	POTBELLY - FOOD FOR JEFF FOR CTAA	9.05		ADMINISTRATION
8038 TRAVEL	TRIMET - CTAA - TRANSPORTATION	5.00		ADMINISTRATION

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 ASTORIA, OR. 97103

Date	Ref. No.
06/15/2016	0342 5/9 - 6/7

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Memo

## Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	HILTON - FOOD FOR JEFF FOR CTAA	6.90		ADMINISTRATION
8038 TRAVEL	TRIMET - CTAA - TRANSPORTATION	10.00		ADMINISTRATION
8038 TRAVEL	JOE'S BURGERS - FOOD FOR JEFF FOR CTAA	11.25		ADMINISTRATION
8038 TRAVEL	THIRSTY LION - FOOD FOR JEFF FOR CTAA	14.90		ADMINISTRATION
8021 B&M GENERAL	0261 JONES HOME DEPOT - PARTS FOR RIDE CARE BATHROOM	2.36	RIDE CARE ADMIN	ADMINISTRATION
8066 EVENT SUPPLIES	FRED MEYER - FOOD FOR RETIREMENT PARTY	6.24	RIDE CARE ADMIN	ADMINISTRATION
8066 EVENT SUPPLIES	DOLLAR TREE - SUPPLIES FOR RETIREMENT PARTY	17.00	RIDE CARE ADMIN	ADMINISTRATION
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES FOR RETIREMENT PARTY	6.98	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	TRIMET - CTAA - TRANSPORTATION	7.50	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	DOMINO'S - FOOD FOR JASON FOR CTAA	18.97	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	ARAMARK OREGON CONVENTION - FOOD FOR JASON FOR CTAA	14.00	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	DOMINO'S - FOOD FOR JASON FOR CTAA	24.92	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	ARAMARK OREGON CONVENTION - FOOD FOR JASON FOR CTAA	7.50	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	DOMINO'S - FOOD FOR JASON FOR CTAA	21.92	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	CITIZEN BAKER - FOOD FOR JASON FOR CTAA	12.50	RIDE CARE ADMIN	ADMINISTRATION

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 ASTORIA, OR. 97103

Date	Ref. No.
06/15/2016	0342 5/9 - 6/7

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

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Memo	

## Expenses

Account	Memo	Amount	Customer:Job	Class
8065 EDUCATION/OUTREACH	0204 PARKER FRED MEYER - REFRESHMENTS FOR KIOSK ANNIVERSARY	61.80		OPER 5311
8100 MEETING EXPENSE	PIG N PANCAKE - FOOD FOR MARY FOR SEASIDE DOWNTOWN MEETING	17.05		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - REFRESHMENTS FOR BOARD MEETING	14.50		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - BUDGET BOOKS	152.08		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - BUDGET BOOKS	67.16		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - REFRESHMENTS FOR BUDGET MEETING	11.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SAFEWAY - REFRESHMENTS FOR BUDGET MEETING	92.66		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - REFRESHMENTS FOR BOARD MEETING	21.00		ADMINISTRATION
8100 MEETING EXPENSE	FULTANO'S - FOOD FOR BOARD MEETING ATTENDEES	95.20		ADMINISTRATION
8100 MEETING EXPENSE	BROWNPAPERTICKES.COM - FEE FOR SHANA FOR CSTANW MEETING	25.00		MOBILITY MANAGEMENT

Expense Total : 2,960.94

**Bill Total : \$2,960.94**

Date: July 20, 2016

From: Jeff Hazen

To: Board of Commissioners

Re: Cannon Beach Intergovernmental Agreement (IGA)

At the June Board meeting, the Cannon Beach IGA was continued to the July meeting because of questions surrounding ridership and costs to provide the service.

At the end of calendar year 2015, ridership on Route 21 had ridership of 7,565, an increase of 7% over 2014. Year to date this year we have had ridership of 2,984 through June which is a 5.3% decrease from 2014.

Also, we are subsidizing this route more than was previously thought. As you may recall, the intensive training that I took at the Community Transportation Association of America (CTAA) conference included costing out routes appropriately. Currently, we charge the City of Cannon Beach \$50.00 per hour. Here is a breakdown of costs to run a route per hour:

Total without admin costs and debt service:	\$117.53
Total including admin costs but without debt service:	\$142.61
Total including admin costs and debt service:	\$151.35

These are rough numbers that need to be drilled down a little more. In talking with Commissioner Widener, he shared that when this IGA was put together by a previous Executive Director, the rate did not include the indirect costs such as admin and debt service.

I had a meeting set up with the City Manager of Cannon Beach on Monday the 18<sup>th</sup> but he had to postpone it until Friday the 22<sup>nd</sup>. I will be discussing both marketing of the route and the costs involved in the route with him.

My recommendation for this year is to leave it at the \$50.00 per hour as has been happening and negotiate next year's rate early in the calendar year after we have had the opportunity to closely examine the costs of operating not just this route, but all routes.

## INTERGOVERNMENTAL AGREEMENT

### FOR THE

### CANNON BEACH SHUTTLE

This agreement, effective when signed by all parties, is made and entered into between the Sunset Empire Transportation District (SETD), 900 Marine Drive, Astoria, OR 97103, an ORS Chapter 267 entity, hereinafter referred to as "SETD" and the City of Cannon Beach, a political subdivision of the State of Oregon, PO Box 368, Cannon Beach, OR 97110, hereinafter referred to as "the City". This Agreement is entered pursuant to ORS Chapter 190 for the provision of augmented transportation services.

1. **Effective Date.** This Agreement shall be effective as of July 1, 2016 through June 30, 2017. This agreement supersedes any and all prior agreements between the parties.

2. **General Description of Work.** This Agreement is for services generally described as Cannon Beach Shuttle, and more particularly described in Exhibit A, Scope of Work.

3. **Reimbursement.** City agrees to provide funding to SETD for costs of performing the Scope of Work as specified in Exhibit A. Specific funding amounts and payment schedule are specified in Exhibit B, Payment for Work.

In the event services are required beyond those specified in the Scope of Work, SETD shall submit a revised fee estimate for such services, and an Agreement modification shall be negotiated and approved by all parties in writing prior to any effort being expended on such services.

4. **Exhibits.** The following exhibits are made part of this Agreement:

Exhibit A - Scope of Work

Exhibit B - Payment for Work

Exhibit C - Insurance

5. **Execution of Work.** SETD shall at all times carry on the work diligently, without delay, and punctually fulfill all requirements herein. The passage of the Agreement expiration date shall not extinguish, prejudice, or limit either party's right to enforce this Agreement with respect to any default or defect in performance that has not been cured.

This Agreement outlines the entire relationship between SETD and the City for purposes stated in Exhibit A, Scope of Work.

6. **Books and Records.** SETD shall keep proper and complete books of record and account and maintain all fiscal records related to this Agreement and the project in accordance with generally accepted accounting principles, generally accepted governmental accounting standards and state minimum standards for audits of municipal corporations. SETD acknowledges and agrees that the City and their duly authorized representatives shall have access to the books, documents, papers, and records of SETD which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after the Agreement expiration date. Copies of applicable records shall be made available upon request. Payment for reasonable costs of copies is reimbursable by the City. If for any reason any part of this Agreement is involved in litigation, SETD shall retain all pertinent

records for not less than three years or until all litigation is resolved, whichever is longer. Full access will be provided to SETD and to its duly authorized representatives in preparation for and during litigation.

**7. Termination, Administrative, Contractual or Legal Remedies.** This Agreement may be terminated by written mutual consent of both parties. If this Agreement is terminated prior to the end of the Agreement period, SETD shall be reimbursed for the project tasks completed through termination date as outlined in the Payment for Work, Exhibit B. If one party is suspected to be in violation of this Agreement, the non-violating party shall notify the other party in writing of the circumstances leading to this allegation. The agreement may be terminated if the violation has not been remedied within 10 days of the written notice of violation.

This Agreement may be terminated by SETD or the City for any reason with 30 days' written notice to the other party.

All claims, counter claims, disputes and other matters in question between the City and SETD arising out of, or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by arbitration, mediation, or other alternative dispute resolution mechanism. In the event of any dispute arising from this Agreement, each party shall pay its own separately incurred attorney's fees, expenses, and court costs, including mediatory arbitration, trial and appeal.

Notice. Notices shall be given by first class mail, postage prepaid to the following addresses:

Sunset Empire Transportation District  
Jeff Hazen, Executive Director  
900 Marine Drive  
Astoria, OR 97103

City of Cannon Beach  
Brant Kucera, City Manager  
163 E. Gower St.  
Cannon Beach, OR 97110

#### **8. Indemnity and Insurance.**

(a) SETD agrees to indemnify, defend, and hold harmless the City from all claims, lawsuits and actions of whatever nature brought against those parties which arise from SETD's performance or omissions under this Agreement. SETD shall not be required to indemnify the City for any such liability arising out of negligent acts or omissions of the City, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260 to 30.300.

(b) SETD shall provide insurance as required in Exhibit C, Insurance, naming City as an additional insured, and furnishing City with written proof of insurance on or before commencement of this agreement.

(c) The City agrees to indemnify, defend, and hold harmless SETD from all claims, lawsuits and actions of whatever nature brought against those parties which arise from the City's performance or omissions under this Agreement. The City shall not be required to indemnify SETD for any such liability arising out of negligent acts or omissions of SETD, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260 to 30.300.

(d) The City shall provide insurance as required in Exhibit C.

9. **Successors & Assignments.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns. After the original Agreement is executed, SETD shall not enter into any new sub agreements for any work scheduled under this Agreement or assign or transfer any of its interest in this Agreement without prior written consent of the City.

10. **Compliance with Applicable Laws.**

(a) SETD agrees to comply with all federal, state, and local laws, ordinances, and regulations applicable to this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

(b) SETD shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

(c) This Agreement is based on and is subject to Oregon Revised Statutes, Oregon Administrative Rules, and Federal Transit Administration Regulations such as those contained in ORS 323.455, ORS 391.830 and FTA Circular 9040.1F including all associated references and citations.

11. **Federal Transit Administration Annual Certifications and Assurances.** SETD agrees to comply with all applicable Federal Transit Administration Certifications and Assurances. Furthermore, SETD will submit the Annual Certifications and Assurances to ODOT on an annual basis and include all certifications required by 49 U.S.C. 5310.

12. **Audit Requirements.**

(a) If applicable, SETD agrees to comply with an audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, Non-profit Institutions. SETD, if affected by this requirement, shall at its own expense, submit to State, Public Transit Division, 555 13th Street NE, Suite 3, Salem, OR 97301-4179, a copy of its a-133 annual audit covering the funds expended under this Agreement.

(b) If applicable, SETD shall, at its own expenses, submit to State Public Transit Division, 555 13th Street NE, suite 3, Salem, OR 97301-4179, a copy of its a-133 annual audit covering the funds expended under this Agreement and a copy of the management letter and any report that accompanies the annual audit covering the funds expended under this Agreement.

13. **Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

14. **Force Majeure.** Neither party shall be held responsible for delay or default caused by fire, riots, acts of God, and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause or delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

15. **Waiver.** The failure of the City or SETD to enforce any provision of this Agreement shall not constitute a waiver by the City of that or any other provision.



16. **Entire Agreement.** This Agreement represents the entire understanding of the City and SETD as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein.

**17. CONTRACTOR PERSONNEL.**

1. SETD, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of City nor are any of the SETD employees employed by the City. SETD accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", SETD employees will not receive any benefits normally accruing to City employees unless required by applicable law. Furthermore, SETD is free to contract with other parties, on other matters, for the duration of this Agreement.

2. SETD employees, volunteers or agents performing under this contract are not deemed to be employees of CITY in any manner whatsoever. Employees of SETD shall not be entitled to any benefits except those provided by SETD. SETD is solely and entirely responsible for its acts and acts of its agents, employees or volunteers, and will be an Equal Opportunity Employer and follow regulations specified in the American's with Disabilities Act.

18. **Other Provisions.** SETD shall protect and indemnify City against payroll taxes or contributions imposed with respect to any employees of SETD by any applicable law dealing with pensions, unemployment compensation, accident compensation, health insurance, and related subjects. SETD shall at SETD's own cost and expense insure each person employed by SETD the compensation provided for by law with respect to worker's compensation and employer's liability insurance.

19. **Workers' Compensation Coverage Requirements.** SETD, its subcontractors, and all employees working under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

THIS AGREEMENT, WHICH INCLUDES ALL ATTACHED EXHIBITS, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THE TERMS OF THIS AGREEMENT SHALL NOT BE WAIVED, ALTERED, MODIFIED, SUPPLEMENTED, OR AMENDED, IN ANY MANNER WHATSOEVER, EXCEPT BY WRITTEN INSTRUMENT.

SUCH WAIVER, ALTERATION, MODIFICATION, SUPPLEMENTATION, OR AMENDMENT, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN, AND SHALL BE VALID AND BINDING ONLY IF IT IS SIGNED BY ALL PARTIES TO THIS AGREEMENT. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, REGARDING THIS AGREEMENT EXCEPT AS SPECIFIED OR REFERENCED HEREIN. CITY, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

By \_\_\_\_\_ Date \_\_\_\_\_

Jeff Hazen, Executive Director

**CITY OF CANNON BEACH**

By \_\_\_\_\_ Date \_\_\_\_\_

Brant Kucera, City Manager

## EXHIBIT A

### SCOPE OF WORK

#### Task 1: Operations of Cannon Beach Shuttle

SETD shall provide augmented bus shuttle services on behalf of the City of Cannon Beach. The service area is from the City of Cannon Beach to the City of Seaside. Service is available for any purpose; services will not be prioritized. The route will not run on Thanksgiving Day, Christmas day or New Year's Day but will run on all other SETD holidays. The route will run under two schedules for the summer months, and then one schedule during the fall, winter and spring.

#### Summer Schedule

From June 13<sup>th</sup>, 2016, to September 30<sup>rd</sup>, 2016, the route, labeled Route 21, will run one schedule for Monday through Friday and a second schedule for Saturday through Sunday.

#### Weekday Schedule

From Monday through Friday, the route time per day is a total of (7) seven hours of billable service per day. Minor changes to the route design (including stops and times) may be adjusted during the course of this Agreement on an "as needed" basis. Major changes need to be in writing and signed by both parties. Service hours will be (5) five days a week, Monday to Friday, 11:00 AM to 6:00 PM, with no breaks in between. The schedule is as follows:

##### Southbound – Part I (Weekdays)

Les Shirley Park	Cannon Beach	11:00AM	11:30AM	12:00PM	12:30PM	1:00PM	1:30PM	2:00PM	2:30PM
Candy Kitchen	Cannon Beach	11:02AM	11:32AM	12:02PM	12:32PM	1:02PM	1:32PM	2:02PM	2:32PM
Coaster Theater	Cannon Beach	11:03AM	11:33AM	12:03PM	12:33PM	1:03PM	1:33PM	2:03PM	2:33PM
Midtown	Cannon Beach	11:05AM	11:35AM	12:05PM	12:35PM	1:05PM	1:35PM	2:05PM	2:35PM
Surfcrest Market	Cannon Beach	11:08AM	11:38AM	12:08PM	12:38PM	1:08PM	1:38PM	2:08PM	2:38PM
Tolovana Inn	Cannon Beach	11:09AM	11:39AM	12:09PM	12:39PM	1:09PM	1:39PM	2:09PM	2:39PM
Maher & Hemlock	Cannon Beach	11:11AM	11:41AM	12:11PM	12:41PM	1:11PM	1:41PM	2:11PM	2:41PM

##### Northbound – Part I (Weekdays)

Brailier	Cannon Beach	11:12AM	11:42AM	12:12PM	12:42PM	1:12PM	1:42PM	2:12PM	2:42PM
Wayside Inn	Cannon Beach	11:14AM	11:44AM	12:14PM	12:44PM	1:14PM	1:44PM	2:14PM	2:44PM
Yukon	Cannon Beach	11:16AM	11:46AM	12:16PM	12:46PM	1:16PM	1:46PM	2:16PM	2:46PM
RV Park	Cannon Beach	11:20AM	11:50AM	12:20PM	12:50PM	1:20PM	1:50PM	2:20PM	2:50PM
Midtown	Cannon Beach	11:22AM	11:52AM	12:22PM	12:52PM	1:22PM	1:52PM	2:22PM	2:52PM
Visitor Center	Cannon Beach	11:24AM	11:54AM	12:24PM	12:54PM	1:24PM	1:54PM	2:24PM	2:54PM
Les Shirley Park	Cannon Beach	11:26AM	11:56AM	12:26PM	12:56PM	1:26PM	1:56PM	2:26PM	2:56PM

**Southbound – Part II (Weekdays)**

Les Shirley Park	Cannon Beach	3:00PM	3:30PM	4:00PM	4:30PM	5:00PM	5:30PM
Candy Kitchen	Cannon Beach	3:02PM	3:32PM	4:02PM	4:32PM	5:02PM	5:32PM
Coaster Theater	Cannon Beach	3:03PM	3:33PM	4:03PM	4:33PM	5:03PM	5:33PM
Midtown	Cannon Beach	3:05PM	3:35PM	4:05PM	4:35PM	5:05PM	5:35PM
Surfcrest Market	Cannon Beach	3:08PM	3:38PM	4:08PM	4:38PM	5:08PM	5:38PM
Tolovana Inn	Cannon Beach	3:09PM	3:39PM	4:09PM	4:39PM	5:09PM	5:39PM
Maher & Hemlock	Cannon Beach	3:11PM	3:41PM	4:11PM	4:41PM	5:11PM	5:41PM

**Northbound – Part II (Weekdays)**

Brailier	Cannon Beach	3:12PM	3:42PM	4:12PM	4:42PM	5:12PM	5:42PM
Wayside Inn	Cannon Beach	3:14PM	3:44PM	4:14PM	4:44PM	5:14PM	5:44PM
Yukon	Cannon Beach	3:16PM	3:46PM	4:16PM	4:46PM	5:16PM	5:46PM
RV Park	Cannon Beach	3:20PM	3:50PM	4:20PM	4:50PM	5:20PM	5:50PM
Midtown	Cannon Beach	3:22PM	3:52PM	4:22PM	4:52PM	5:22PM	5:52PM
Visitor Center	Cannon Beach	3:24PM	3:54PM	4:24PM	4:54PM	5:24PM	5:54PM
Les Shirley Park	Cannon Beach	3:26PM	3:56PM	4:26PM	4:56PM	5:26PM	5:56PM

(Note: Parts I and II are for page-break purposes only and are not substantive in nature.)

**Weekend Schedule**

On Saturday and Sunday, the route time per day is 6.67 hours (6 hrs., 40 min.) plus a 0.33 hour (20 min.) pre- and post-inspection driver routine for a total of (7) seven hours of billable service per day. Minor changes to the route design (including stops and times) may be adjusted during the course of this Agreement on an “as needed” basis. Major changes need to be in writing and signed by both parties. Service hours will be (2) two days a week, Saturdays and Sundays, 9:00 AM to 6:20 PM, with a break from 12:20 PM to 3:00 PM:

**South (Weekends)**

Seaside Mall/Cinema	9:00	9:55		11:25	<b>Break</b>	3:00	3:55		5:25
Ave. A	9:02	10:00		11:30		3:02	4:00		5:30
Bruce's Candy Kitchen	9:15	10:15	10:45	11:45		3:15	4:15	4:45	5:45
Coaster Theater	9:16	10:16	10:46	11:46		3:16	4:16	4:46	5:46
Midtown	9:18	10:18	10:48	11:48		3:18	4:18	4:48	5:48
Surfcrest Market	9:21	10:21	10:51	11:51		3:21	4:21	4:51	5:51
Tolovana	9:22	10:22	10:52	11:52		3:22	4:22	4:52	5:52
Maher & Hemlock	9:24	10:24	10:54	11:54		3:24	4:24	4:54	5:54

**North (Weekends)**

Brailier	9:25	10:25	10:55	11:55		3:25	4:25	4:55	5:55
Wayside Inn	9:27	10:27	10:57	11:57		3:27	4:27	4:57	5:57
Yukon	9:29	10:29	10:59	11:59		3:29	4:29	4:59	5:59
RV Park	9:33	10:33	11:03	12:03		3:33	4:33	5:03	6:03
Midtown	9:35	10:35	11:05	12:05		3:35	4:35	5:05	6:05
C.B Visitor Center	9:37	10:37	11:07	12:07		3:37	4:37	5:07	6:07
Seaside Hospital	9:50		11:20			3:50		5:20	
Ave. A				12:20					6:20
Seaside Mall/Cinema	9:55		11:25			3:55		5:25	

**NOTE:** This schedule allows SETD to make connection with Tillamook Wave on Sat. at 9:25 and 4:25.

**Fall, Winter, & Spring Schedule**

From October 1, 2016, through June 16, 2017, the route shall only run on the weekends as per the same weekend schedule described above.

**Task 2: Vehicle Ownership, Maintenance, and other Capital Costs.** SETD will be responsible for the provision of vehicles, fuel, insurance and maintenance costs, as well as providing complimentary ADA Paratransit services along the route in accordance with state and federal requirements.

## EXHIBIT B

### SETD COMPENSATION

**B.1 Basis of Compensation.** The City shall compensate SETD for the services provided as described in the Scope of Services, as defined in Exhibit A. The compensation to be paid for these services to SETD shall be based on a reimbursement cost of \$50.00 per hour. SETD will provide all of the information necessary for the required quarterly reports to be submitted to the State.

**B.2 Payment for Services.** SETD shall submit monthly billing invoices to the City. Invoices shall be submitted to the City on or before the fifteenth of the month for services incurred during the previous month. The City shall be allowed thirty (30) days from the date the invoice is received to reimburse SETD, provided that the work performed is acceptable to the City. Upon receipt of the invoice, the City shall review the documentation submitted and may request additional information. If the City does not request additional information within fifteen (15) days after receipt of the invoice, the invoice shall be deemed approved and payment of moneys shall be made. In the event the City requests additional information from SETD, the City shall have fifteen (15) days from the date of receipt of the additional information to review the information. If SETD has provided the information requested, the invoice shall be deemed approved and payment of moneys shall be made. In the event SETD does not provide the information requested within thirty (30) days, the City may deny the invoice or approve only the portion of the invoice which has been documented satisfactorily.

The parties acknowledge and understand that the following reductions from monthly cost shall apply to the term of this Agreement only and not on any renewals or extensions going forward, unless mutually agreed up on by the parties:

**B.2.A Fare Box Revenues.** Fare box revenues shall be deducted from the monthly invoice, in the same manner as previous years.

**B.2.B Reduction in Invoice for Seaside Trolley Days.** Notwithstanding the terms of this Agreement, on days when SETD is providing the Seaside Trolley at no cost to the City of Seaside, SETD shall not charge the City for the services provided under this Agreement.

**B.3 Changes in the Scope of Project.** The City and SETD agree with the terms and conditions of this Agreement that if the scope of the project is changed materially, SETD shall request in writing, before services are provided, an appropriate change in the amount of compensation.

**B.4 Suspension or Abandonment of Project.** If the Project is suspended or abandoned, SETD shall be compensated for all services performed prior to receipt of written notice from the City of such suspension or abandonment. If the Project is resumed after being suspended, SETD's compensation shall be reviewed with the City and an adjustment made for the cost of restarting the project before work continues.

## EXHIBIT C

### INSURANCE PROVISIONS

During the term of this Agreement, SETD shall maintain in force at its own expense, each form of insurance noted below:

**C.1 Worker's Compensation.** Required of contractors with one or more workers, as defined by ORS 656.027. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon worker's compensation coverage for all their subject workers.

**C.2 Employer's Liability.** Employer's liability insurance with a combined single limit or the equivalent of not less than \$500,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services provided under this Agreement.

**C.3 General Liability.** Broad form comprehensive general liability insurance coverage of \$2,000,000 combined single limit bodily injury and property damage.

**C.4 Automobile Liability.** Automobile bodily injury (\$2,000,000 per person and occurrence) and property damage (\$2,000,000 per occurrence) liability insurance covering all vehicles that will be used to provide services through this agreement. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days' written notice from SETD insurer(s) to the City.

During the term of the Agreement, the City shall maintain in force at its own expense, broad form comprehensive general liability insurance coverage of \$2,000,000 combined single limit bodily injury and property damage.



Date: July 20, 2016

To: Board of Commissioners

From: Jeff Hazen

Re: Senior and Disabled Transportation Advisory Committee (S&D Committee)  
Appointments

Due to two resignations, Chair Robert Sharp and Sylvia Davis, from the S&D Committee, we now have five vacant seats. Robert is moving back to the east coast and Sylvia has been on the committee for five years and feels that it is in a good place now and that it's time for new members. We currently have three applicants who have attended the last two meetings of the committee. Their names are Margaret Chenowith from Astoria, Barbara Carson from Seaside, and Mary Greget from Astoria. All three of them are active users of our paratransit service. This will leave us with one vacancy that we will recruit for.

We are recommending the following appointments and reappointments:

Reappoint Patrick Preston to Position #1 for another term expiring June 30, 2018

Reappoint Larry Miller to Position #2 for another term expiring June 30, 2018

Appoint Margaret Chenowith to Position #3 for a term expiring June 30, 2018

Appoint Barbara Carson to Position #4 for a term expiring June 30, 2017

Appoint Mary Greget to Position #5 for a term expiring June 30, 2017



RECEIVED  
JUL 21 2016

SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103  
Phone: 503-861-5370 Fax: 503-325-1606  
[www.ridethebus.org](http://www.ridethebus.org)

**BOARD OF COMMISSIONERS NEW MEMBER APPLICATION**

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to [mary@ridethebus.org](mailto:mary@ridethebus.org), or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Kiosk at 1111 North Roosevelt, Seaside. For further assistance please contact Mary Parker 503-861-5370.

**Applications will be accepted until Friday July 21, 2016 at 5:00 pm.**

Name Lylla Gaebel		
Home Address 5 N Hwy 101, #402 Warrenton Or 97146		
Phone 503-861-1673	email Lgaebel2@gmail.com	fax
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners?  
Previously served. Stopped because of lack of time. I now have the time again
2. Please list your community service experience.  
Dog walking - shelter  
Prior CASA  
Maritime museum volunteer
3. What experience do you have working with processes, policies, budgets and or the State of Oregon?  
Former SETD board member  
Former Warrenton City Commissioner  
Former Clatsop Co. Commissioner
4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?  
Previous board member  
Current budget committee member
5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?  
NO



RECEIVED

JUL 21 2016

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

900 Marine Drive Astoria, OR 97103

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**Applications will be accepted until Friday July 21, 2016 at 5:00 pm.**

Name Pamela Alegria		
Home Address 1264 Grand Avenue Astoria, Oregon 97103		
Phone 503-325-8024	Email Pamjim3750@msn.com	fax
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners?

As a life time transit user I would like to support SETD's mission for providing a safe, relevant and sustainable transportation services by serving on the SETD Board of Commissioners.

2. Please list your community service experience.

President and board member of the Lower Columbia Preservation Society

President and board member of the Willamette Pedestrian Coalition

Board Member of the Association of American University Women (AAUW)

Member of the Coalition for a Livable Future

Served on approximately a dozen citizens' advisory committees

3. What experience do you have working with processes, policies, budgets and or the State of Oregon?

I wrote my master's paper on the regulatory, social, and technical issues regarding the implementation of the pedestrian element of the Oregon Transportation Planning Rule. For the Portland Bureau of Planning, I wrote a paper analyzing the effects of transportation modes, land uses, and planning policies on the Albina Community composed of thirteen neighborhoods. As a member of citizens' advisory groups in Portland I worked with Tri-Met, Metro, Multnomah County, and Clackamas County to develop policies on city, regional, and state plans: Multnomah and

Clackamas Counties' Street Design Guidelines, Oregon Bicycle and Pedestrian Plan, Transportation Planning Rule for Portland, Clackamas and Washington Counties as well as Metro, Belmont-Morrison Decouple Project, North Macadam District and the Belmont/Morrison Plan. As a planner for the City of Warrenton I wrote staff reports on land use applications for compliance with local plans and state statutes, reviewed policies, and prepared for land use hearings. I worked with neighborhoods to identify their needs at neighborhood meetings. For the Lower Columbia Preservation Society and the Willamette Pedestrian Coalition, I worked with board members on strategies and budgets to accomplish their missions.

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?

As a planner for the Oregon Department of Transportation I analyzed development proposals for access onto state roads for compliance with Oregon Department of Transportation plans, regional plans, and State statutes. For my master's degree in urban and regional planning from Portland State University, I studied transportation and land uses issues. As a member of citizens' advisory committees, I participated in developing plans that included transportation projects and issues.

5. Although not a requirement, do you have any experience using Sunset Empire Transportation services? Before retirement I used SETD to travel to work from Astoria to Warrenton. Now I take the bus for errands. In addition I use the Amtrak bus to travel between Astoria and Portland.

July 21, 2016

Pamela Alegria  
1264 Grand Avenue  
Astoria, Oregon 97103

Mary Parker  
Astoria Transit Center  
900 Marine Drive  
Astoria, Oregon 97103

Subject: Letter of Interest for the SETD Board Commission Member Vacancy

Dear Ms. Parker:

I am applying to the board member position of Sunset Empire Transit District.

All my life I have used transit systems in various parts of America and Europe. For me and others, these systems have provided opportunities for employment, conducting personal errands, and travelling. In addition I have seen magnificent scenery and met a wonderful variety of people on transit. On a global view, transit systems have decreased traffic congestion, air pollution and have provided people with a life of mobility who either do not have a car due to financial or physical disabilities. Also, providing a transit system gives people an alternate mode of travel. For these reasons I would like to serve on the SETD Board to support the Sunset Empire Transportation District's mission.

Sincerely yours,

  
Pamela Alegria



Date: July 20, 2016

To: Board of Commissioners

From: Jeff Hazen

Re: Transcription Costs

In doing research, the costs of transcription services vary quite a bit. I have also looked at transcription software but I don't feel the technology is there yet for multiple speakers based on reviews that I have read. I looked at seven different companies and some charge by the minute or hour of recorded time and some charge by the hour of time spent transcribing. I have selected three companies that I would like to give a test run to. I can send them the June Board meeting recording since it was about an hour long. It is estimated that it takes 4-6 hours of transcribing time to transcribe 1 hour of recorded time. The prices of the three companies are:

Rev \$60 per hour of recorded time

Castingwords \$135 per hour of recorded time

Tigerfish \$59 per hour of transcribing time. Approximately \$325 per hour. (Minimum 4 hours of transcribing time)

No action by the Board is required at this point. I am open to other ideas or thoughts that you may have. We will share our results with you at the August meeting.

Date: July 20, 2016

To: Board of Commissioners

From: Jeff Hazen

Re: ODOT (Oregon Department of Transportation ) Agreement #31389

This agreement is for the awarding of the STF (Special Transportation Fund) Discretionary Grant. This is the grant that we applied for to purchase two new smaller paratransit vans (less than 20') along with funding for two drivers for two years.

This grant was applied for due to capacity issues that we are experiencing within RideAssist. It will allow us to increase the amount of Medicaid rides dispatched by RideCare and help eliminate any trip denials due to capacity. After the two-year period for funding of drivers, we will be able to absorb those costs into Operations due to the retirement of some of our debt.

I recommend that the Board authorize the Executive Director to sign ODOT Agreement #31389 and upon receipt of the signed document from ODOT, begin the procurement procedure.

Executive Director Report  
July Board Meeting Report  
Jeff Hazen

-Columbia County update:

Janet from CC Rider and I sent a joint letter to ODOT requesting funding for a feasibility to look at options surrounding the future of CC Rider including the potential expansion of our District into Columbia County. While in Pendleton for the PTAC meeting, I spoke with Marsha Hoskins who is in Public Transit at ODOT. She indicated that ODOT is willing to fund the study. There would be a small match involved but she said staff time would likely be sufficient for the match. They need a scope of work drawn up and an estimate on how much the study would cost. Jamey, our Regional Transit Coordinator, will assist me in drawing up scope of work. The challenging part will be estimating the cost of the study.

-OBSS update

We are continuing our negotiations with the OBSS (Oregon Brokerage Software System) and the developer. At the time of this report, we are meeting on Thursday, July 21<sup>st</sup> to further develop our negotiation strategy. The week of July 25<sup>th</sup> we will lay out our proposal to the developer. This may take a couple of weeks to come to an agreement. In the end, we want to make sure that we have the product that we need.

-Financial Review

We have the changes that need to be made after Boldt Carlisle's staff reviewed our finance officer transition and Quickbooks issue. We are sending out an RFQ to several firms to help us make the corrections that were identified.

-Recognition for Rae

Due to Rae's declining condition, the Board needs to be thinking of ways to recognize Rae's service to the District. Rae has long been considered the "Mayor of Uniontown". The City of Astoria has applied for a grant to improve the image at the entrance to the west end of town. This will cover the area from the roundabout through Uniontown and the City wants to work with us on transit improvements in that area. Kathy had a good idea of possibly putting in a shelter in the Uniontown area through this process and dedicating the shelter to honor Rae's service to the District and to the community. Be thinking of other ideas as well. In conjunction with this, we need to revisit the Gannaway Plaza plan again.

Weekly Reports:

7/18/16

The week of the 4<sup>th</sup> was a catch up week from vacation even though I was reading email while off that week. Jason, Konnor and I traveled to Salem to meet with the other 3 public brokerages to hear a



presentation by the creator of Oregon Brokerage Software System (OBSS). His son joined him from California via the phone. They presented what they see as the future for OBSS and how we can be a part of the next chapter. It was a surprisingly excellent presentation and with the involvement of his son, we feel much better about what the next steps may be. The 4 IT reps from the brokerage met over the phone last Monday to develop follow up questions and comments for them. We will be meeting again this week to hopefully finalize what our next steps will be. On Friday I was in Tillamook for the Connector meeting. The bulk of it was working with the consultants on the management plan for the Connector. We also held a farewell lunch for Janet since she has officially retired and is no longer working. Columbia County has hired her replacement. His name is John Andoh from Austin, TX. He has worked in several states in several agencies. He is working for a few days this week and then goes back to Texas to wrap things up and move up here so he really will be on board full time the first week of August. I plan on meeting with him once he gets settled in.

Last week I was in Pendleton on Monday and Tuesday where I attended the Public Transportation Advisory Committee (PTAC) meeting. We usually meet in Salem with the exception of once a year we have a meeting in another city. Several of the eastern Oregon agencies came to the meeting and gave backgrounds and updates on their services. I thought that we, as a rural agency, were one of the smaller agencies in the State but I learned that there is another category of transportation agencies. We have Urban, Small Urban and Rural, but these agencies are classified as Frontier Rural and I really understand why. The distances they have to travel are tremendous especially with the low ridership they have. But, just like us, it is a necessary service for those that need it. I should note that I have been appointed by Matt Garrett, ODOT Director as Vice-Chair of the PTAC for the next 2 years. Allan Pollock from Salem-Kaiser Transit has been appointed as Chair. Another great thing to be involved with and having our District serve as a leader in the State. Travelling back on Tuesday was rather eventful. I-84 just this side of the Arlington exit got shut down due to a wildfire and so I was trapped on the freeway for about an hour. I was at the very end of the backup that was about ½ mile long so I at least had an escape route by turning around if I needed to. It was rather unsettling getting surrounded by the smoke from the fire. I visited with Rae last week and would encourage you to go over there early this week if you'd like to see her. We had a nice visit and she was smiling from ear to ear. I met with Konnor to go over his wrapping up his time with us and getting system information from him that I need to get the RFQ out for IT services. I finally felt comfortable enough with my time that I have now been inducted into the Seaside Rotary Club. It's a great club and I look forward to working with them on the great work they do in south county.

And for your reading pleasure, here is an article that you might find interesting:

<http://usa.streetsblog.org/2016/07/12/the-choice-vs-captive-transit-rider-dichotomy-is-all-wrong/>

Date: July 20, 2016

To: SETD Board of Commissioners

From: Jeff Hazen  
Executive Director

Re: Quarterly District Review

This is the quarterly review of the District for the Board of Commissioners.

- **Operations**
  - Fixed route ridership for the last quarter was up nearly 2% over the same quarter in FY '15.
  - We were able to hire a few new back up drivers and get them trained and licensed. We continue to recruit new drivers in order to have a pool.
- **RideAssist**
  - Ride Assist's increased level off somewhat last quarter. It experienced a 10% increase over last year. Carol has retired as our supervisor and she has been replaced by Jennifer Geisler, our Operations Assistant.
- **RideCare**
  - We have addressed the staffing of RideCare and have hired new employees in order to fill vacant positions. We have a good crew there even though they are very green. Jason has done a great job getting them trained in their new roles and things are operating well. Jason was able to attend the CTAA conference and participate in NEMT symposiums. Jason has been working closely with the CCO to address items that came out of their compliance review.
- **Mobility Management**
  - Outreach in several areas throughout the county were held for the Veteran's Transportation Program. It has started off slow but we are currently providing transportation services to 19 veterans in need. We had 5 volunteer drivers lined up but unfortunately we are down to 4 due to the unexpected death of one of them. We learned of his death when we called his house to dispatch his first ride and his wife informed us of his passing.
- **Transportation Options**
  - A lot of outreach was performed with the colleges and other organizations. Shasia was able to attend the CTAA conference as well and gained a better perspective on public transportation.

- **Outreach**
  - Mary continued working with Polk Riley on putting the finishing touches on the new schedules to get them ready for printing and distribution in July. Besides the printed schedule/map, she is having large poster size versions of the map and schedules printed on vinyl in order to have them posted in the shelters. This will help reduce the unsightly posting of the schedules we currently have.
- **HR (Human Resources)**
  - Tami attended some good trainings. One of them dealt with marijuana and the workplace. She also attended the Northwest Human Resource Management Association meeting where a variety of HR topics were covered. She also spent a considerable amount of time working on the various insurance renewals for the District.
- **Finance**
  - I have to report through the end of May since the June year end books are not closed or have estimated numbers as of the writing of this report. As of the end of May our income was short from budget by \$181,000. The largest impact is in grant revenue. This is due to the grant for the 2 new vehicles being delayed in delivery until FY 17. That amount is \$312,000 so if we would have realized that grant, we would have had an overage of income by \$131,000. We continued to do a great job controlling our expenses. At the end of May, we had saved over \$240,000 in expenses. So in the end, at the end of May, we are showing Net income YTD of \$99,000 compared to a budget loss of \$437,000. That's a half a million-dollar swing to the positive!
- **Technology**
  - Obviously the biggest thing is Konnor's notice that he is leaving us. As I mentioned previously, Konnor has done a great job getting our systems to where they need to be; safe, secure, reliable, and compliant. He was the right person at the right time doing the right job.
- **Transit Center/Kiosk**
  - We have still been working on credit card access for the Kiosk. The current processor is dictating terms that are unacceptable. I am not willing to sign a 4-year contract with them which is what they are demanding. We are going to be having our bank get involved to help us get this solved.
- **Other**
  - We have been working on addressing the issues that came out of the review we went through. Again, this was a great learning experience for everyone.

FY 15-16 Executive Director Goals		Evaluation			
Goal	Due By	Complete	On Time	Quality	Comments
Update all personnel policies for Board Approval	1/31/2016	N	N	5 4 3 2 1	This has taken longer than I anticipated. The new policies went to SDAO's contractor for review. We received them back from them recently and are going through their comments and making suggested changes.
Develop a wage comparison study for all positions and make recommendations to the Board for any wage adjustments.	1/31/2016	Y	Y	3	This was accomplished and presented to the Board during it's April meeting. The Board asked that it be incorporated into the budget for FY 17.
Develop a Facilities Maintenance Plan	12/31/2015	Y	N	4	I'm very pleased with the plan. When I presented it to our Regional Transit Coordinator, Jamey Dempster, he only had two very minor edits.
Develop a Leadership Training program for the Leadership Team of the District	3/13/2016	N	N	5 4 3 2 1	Although I have not developed a formal program, I have been doing periodic trainings surrounding employee development.
Strongly advocate rural transportation funding with our state and federal legislators.	Ongoing	Y	N/A	5 4 3 2 1	Every chance I get to talk with our legislators, I discuss transportation with them. It should be noted that we are very highly thought of by our
				5	Outstanding
				4	Exceeds Goal
				3	Meets Goal
				2	Partially Meets Goal
				1	Does Not Meet Goal

Operations  
July Board Meeting Report  
Scott Earls

1. The Fourth of July parades were very successful. Thank you everyone that took part.
2. Ridership overall is climbing at a steady pace.
3. We are doing lots of training in Operations this month. Jennifer is training as the Paratransit Supervisor; Mary Ann Champagne is training as the Operations Assistant. We are training two new fixed route drivers and could hire 1 or 2 more. We also need to train another paratransit driver, and we need a mechanics assistant.
4. We should be receiving 2 new buses at the end of July. Also we are starting the procurement process for 4 other new buses.
5. Up to this point traffic has not been as large an issue as it was last year. I believe the milder weather in the valley and the fact that the Buoy 10 salmon season has not hit hard yet have a lot to do with this, But I also believe it is on the way.
6. Operations are continuing to be plagued by breakdowns of older buses. It seems like we get 1 fixed and 2 break down.

Ride Care  
July Board Meeting Report  
Jason Jones

- Ride Care has spent the majority of the month of June training new people at new positions. Donna as a new dispatcher, Ashleigh as a new billing clerk and our newest member Cassie as a new customer service rep. At the time of this report, Ride Care staff has a combined average monthly experience of 6.5 months. This is excluding Jason's 11 years. We are collectively a young team but we are moving forward and gaining experience.
- Ride Care interviewed for our newest addition to our team on June 16<sup>th</sup> and are pleased to say that we offered Jessica Frieberg the new CSR position. Jessica accepted the position and in doing so has become the 8<sup>th</sup> member of our team. This is our step one in creating a better FTE match with our daily business. We will be looking to add another CSR position sometime in August. These additions will bring us in line with more realistic FTE standards across the state.
- Jason has continued with the monthly CPCCO Clinical Advisory Panel. This last meeting was dedicated to guiding us through the pending implementation of our budget and how the individual programs being funded within the CAP would report. I'm excited to see how my group will combat the rising dependence on opioids and what needs to be done to lessen the need to prescribe such drugs in the future.
- Jason has submitted his final Corrective Action Plan to the Delegation and Oversight committee and will have an answer in next month's report. I feel confident that this draft will be accepted.
- Overall, Ride Care started June slow with calls and rides but by the end of the month had seen an increase of business. We have been busy fitting in new people and finishing up budget preparation responsibilities.

Human Resource Report  
July Board Meeting Report  
Tami Carlson

- June 1<sup>st</sup> SETD employees participated in a live “Fire Extinguisher Training” presented by Greg Jackson from SDAO. All participants received a “Certificate of Completion” issued by SDAO.
- June 8<sup>th</sup> at the mandatory driver’s meetings we celebrated by having our quarterly employee’s birthday celebration.
- June 9<sup>th</sup> participated in a Transportation Workforce Center Webinar on why transit agencies and the public sector can no longer ignore succession planning. “The Coming Retirement Tsunami” presented by Patrick Ibarra and Del Peterson. This 2hr. webinar was an eye opener on the retiring workforce and the effects it will have on many businesses not just transit agencies.
- Update on continued hiring process for relief drivers. Potential candidates were interviewed resulting in the hiring of 2 new fixed route drivers. Welcome Jasmine Santoyo and Larry Miley.
- Carol Penuel ParaTransit Supervisor announced she will be retiring at the end of June. In-house posting resulted in moving Jennifer Geisler Ops. Assistant into Carol’s position. Congratulations Carol and Jennifer. In-house posting and interviewing for Ops. Assistant also occurred in June with several great employee candidates.
- RideCare interviews continued and another CSR was added to the team. Welcome Jessica Freiberg. RideCare currently has 8 team members in the department. 4 CSR; 2 Dispatchers; 1 Billing Clerk and Manager Jason Jones.
- Mat Curnow Mechanic Assist. moved on this month. We will post his position in the near future.
- Finalized Worker’s Comp renewal application and SETD employee’s health benefits through Regence and Moda. Open enrollment now only once a year in June.
- Other projects – Finalizing SETD Budget Process; assigned new online SDAO SafePersonnel training sessions for all employees.

Mobility Management  
July Board Meeting Report  
Shana Verley

### **Training and Research**

This month I took the following online courses: Common Illness Prevention, Workplace Bullying: Awareness and Prevention, and Slips, Trips, and Falls. I took the hands-on fire extinguisher training that was given to us by SETD. The webinars I participated in were: Addressing Transportation Barriers for Older Adults and People with Disabilities, hosted by the National Aging and Disability Transportation Center (NADTC), Travel Training, and also one on 5310.

### **Program Development**

I have been working on making and updating different power point presentations in order to do extended travel training.

### **Outreach**

The Veterans Enhanced Transportation Program rack cards have been made and are currently being distributed to places like hospitals, Fire Departments, City Halls, Police Departments, Legions, etc. During the monthly drivers meeting I spoke about service animals, passed out some information, answered some questions, and overall had a great discussion with the drivers.



Transportation Options – Shasia Fry  
July Board Meeting Report

Safe Routes to School

This last month I attended the statewide Safe Routes to School Conference and Instructor Training in Eugene. This was a great opportunity for me to network with other Safe Routes to School Coordinators. I attended great breakout sessions on funding and community participation. I also attended a Safe Routes to School Speed dating session where we had 5 minutes to discuss one of 12 different SRTS (Safe Routes to School) topics. We then switched and had an opportunity to discuss on all 12 topics.

On Wednesday and Thursday, I attended an intensive Safe Routes to School Trainer Course. This was a hands on opportunity for me to learn about instructing in a classroom and to learn all the ins and outs about the in class bicycle safety training.

Never having participated in a Safe Routes to School Program, or been to Walk and Bike to School day, after this conference, I feel very prepared to bring my ideas to the local schools. I am in the preparing a letter to be sent to all the school districts in the 3 counties. We will start this year with a Bike and Walk to School day at the schools, and from their will gage participation and interest in starting a full SRTS program. National Walk and Bike to School day is October 5<sup>th</sup>.

Transit Tour

On July 15<sup>th</sup> we will be hosting a Transit Tour along the Route 10. I created a flyer with information about the Tour that was handed out during the 4<sup>th</sup> of July Parade. I have also been working on a curriculum for our Transit Tours, including a step by step of how to run a tour. I have been updating our curriculum that I created last year and adding new information.

Big Jump

I received an email for Alta Planning and Design in Portland about an oppourtunity to receive funding and support in building better bicycle infrastructure and community form a program call Better Bikes For America. They award 10 cities, for 3 years, support and funding in changing their cities to more bicycle friendly cultures. The people at Alta, believe the Astoria Area is a prime candidate for this program. Using the data collected form our Drive Less Save More campaign, we could build a solid case for the need in our community. I will be working on this application until October and will be gathering support from local partners throughout the process.

RIDE ASSIST  
July Board Meeting Report  
Jennifer Geisler

- In June, Paratransit had 729 rides for an average of 30.4 rides per day. There was a .3% decrease in all ADA Paratransit rides from June 2015. The ADA rides increased 4.8% from last June, 476 rides to 499 ADA rides.
- Dial-A-Ride had 0 rides in the month of June.
- There were 14 new ADA Paratransit applications received. Five used the ADA service in their first month.
- The Paratransit drivers sold 12 ticket books for a total of \$288.00.
- There were 133 veteran rides given.
- There were 6 ride denials for ADA Paratransit rides. The denials were because there was a lack of capacity.
- For the month of June, we provided 3 ADA weekend ride requests on two different weekends.
- Carol Penuel retired as the Paratransit Supervisor, June 30<sup>th</sup>. Jennifer Geisler was promoted from Operation Assistant to Paratransit Supervisor. Maryanne Champagne, current full time paratransit driver, was selected as the Operation Assistant.

**Paratransit Fares Collected for June**

- Para-transit Fares: \$886.00
- Tickets Collected: \$398.00
- Medicaid Collected: \$1749.00
- Ticket books sold: \$288.00

#### Admin

- June has proven to be a very busy month. The new budget was adopted, by recommendation from the budget committee. This budget will allow us to button up a few more computer upgrades, that will finally have the district in the best shape possible, from a technology standpoint. At the end of the month, I gave notice that I would be leaving the district, in pursuit of a new career due to some life changes. I have spent much of June, and will be spending part of July making sure everything is well documented, and logged so that my replacement can pickup where I left off. I will be working with Tami to ensure she has a full grasp on the new time system, and help resources if she needs them. I will also be working with John and Jeff, so that in the interim normal IT reporting, and internal maintenance will be completed with my absence. I have also worked with Jeff to provide technical documentation, as to have a better grasp on the requirements of my job, and the needs of the district.

#### Mobility:

- After the approval of the budget, I have been working with Shana to decide what computer will best suit her as the mobility coordinator. Her computer is very old, and will most likely not last much longer.

#### Ride Care:

- June has been an interesting month for RideCare. We had a meeting at the end of the month about our brokerage software system, and it seem coming together as a collective of brokerages, will give us the best hand in the ongoing maintenance, and support of our current software system. More meetings are coming in the near future, to discuss and narrow down this delicate subject more. Also at ride care, we have two new employees, and this has caused us to have to upgrade a few network components. A new larger phone switch will be installed to allow for greater connectivity, and for the use of more phones, both now, and in the future.

#### Maps, Schedules and Website:

- Nothing New

#### Conferences and Training:

- Nothing New

#### Transportation Options:

- I have been working with Shasia much as I did with Shana, to decide on a computer that will best suit her in her job position. Her laptop is quite old, and is beginning to fall apart. A new computer will allow for many more efficiencies in her position.

#### Development Notes:

- I would like to take a minute, and thank everyone who has made my time at the district very memorable. Looking back to the shape of the district's infrastructure when I started, and looking at it today, the change is almost unrecognizable. Systems are organized, and working together for the first time. We have much better compliance, and security then we had before. Moreover, we have systems we can depend, and rely on. This is a big step for SETD, and I hope this will continue well on into the future after I am gone. It has really been a blast working with all of you! Thanks for making it special!

Marketing and Outreach  
July Board Meeting Report  
Mary Parker

Another busy month has flown by. I have continued to be busy working on several outreach and marketing projects. Art development and piece design requires a lot of one on one time however after a very long process, the new paper bus schedules and the new shelter bus schedules have arrived. I loaded my truck and took off and began delivery as soon as we received them on July 8th. Still in the process of hanging the colorful big shelter schedules up. The feedback has been very positive and supportive. Hopefully the new schedules will be on our website within the week.

I also ordered new logo stickers to cover the very old logo stickers on our bus signs and buses. I am hoping to improve our image and continue to create a more unified, recognizable and professional image for SETD.

The new coaster-business cards have been finalized and gone to print and I have several confirmed requests for distribution. I am extremely happy with the easily identified design and quality of these useful outreach tools.

I have been working with Tim Gillespie on the wraps for our new buses. The wraps will match the scenes on the previous bus wraps. The new buses are a smaller size however I think it is important for our buses to be unified in design so we are easy to recognize. Our buses are due to arrive at the end of July.

The Seaside Street car is doing pretty well. The numbers are a little lower than last year but we have not had the best weather for vacationers to be hitting the coast either.

We had a lot of fun participating in the 4<sup>th</sup> of July parades in Seaside and in Warrenton. Huge crowds of people attended. We handed out candy and also a small flyer that Shasia made that had information about the Student Summer Fun Pass, Transit Training on July 15 and the Veterans Transportation Program. We had family and friends join in but still had plenty of empty seats... We will try to fill the bus and Street Car next year. Commissioner Widener joined in and had a great time making sure the kids got handfuls of candy. I have to say that drivers MacKenzie Jones and Scott Earls did a fantastic job driving. There were so many kids jumping out to get candy and add to that the start and stop of the parade and then all the walkers alongside in front of and behind the bus having fun flinging candy...just a whole lot of variables to take into account when driving safe. We had lots of new decorations so our Streetcar and bus looked very patriotic and we gave out a lot of candy too! Fun times!

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

- **17,831 people** used fixed routes in June for an average of **594.4 riders per day**.
- **10.6% increase** in average passengers who rode fixed routes per day from last June (537.6 to **594.4**)
- **10 people per hour**, on average, got on any fixed route at any time that the bus runs in June. A **18.7% decrease** (12.3 to 10) from last June.
- **7.1% decrease** in the ratio of elderly/disabled riders from last June (21.58% to **20.05%**)

**RideAssist Highlights:**

- **729 rides** were provided by RideAssist in June for an average of **30.4 rides per day**.
- **0.3% decrease** in average RideAssist passengers per day from last June (30.5 to **30.4**)
- **4.8% increase** in all ADA Paratransit rides from last June (476 to **499**)

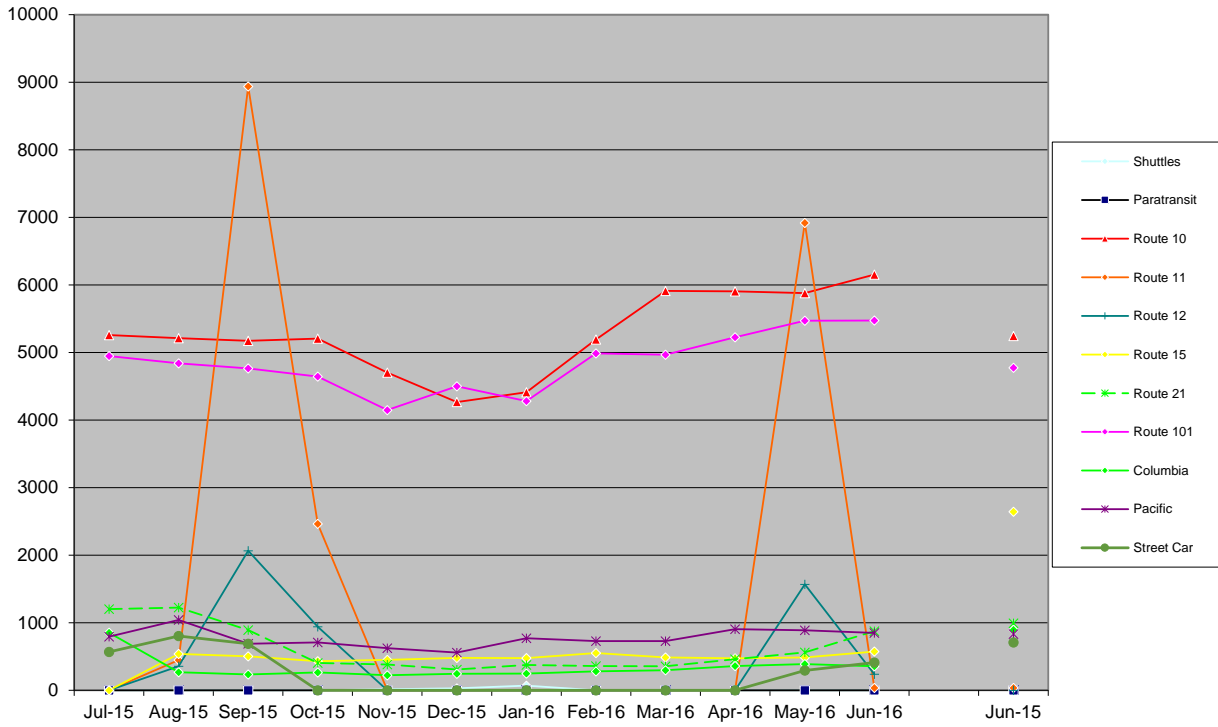
**Clatsop Care Center Health District Highlights:**

- **0 people** were provided by SETD in June for an average of **0 riders per day**.

**System Highlights:**

- **18,560 people** used Sunset Empire Transportation in June for an average of **618.7 riders per day**.
- **11.8% increase** in all average passengers per day from last June (553.5 to **618.7**)

**SETD Rides**



**Rider Breakdown by Route**

