



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JANUARY 28, 2016

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. 2014-2015 AUDIT REPORT- Brad Bingenheimer
4. CHANGES TO AGENDA
5. PUBLIC HEARING-ROUTE SCHEDULE CHANGE
6. APPROVAL OF DECEMBER 10TH 2015 MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS- November- December
9. OLD BUSINESS
 - a. Veterans Program - Shana Verley
 - b. Columbia Pacific Coordinated Care Organization Contract Amendment
 - c. Board Vacancy Applications
10. NEW BUSINESS
 - a. Bus Purchases
 - b. Senior and Disabled Transportation Advisory Committee- Bylaws Update
 - c. Proposed Miles Crossing Apartment Complex Development
 - d. Appoint Budget Officer/Budget Calendar Review
11. CORRESPONDENCE- Thank you Notes
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORT
14. PUBLIC COMMENT (3 minute limit)
15. EXECUTIVE SESSION 192.660 (2)(i)
16. OTHER ITEMS

Current Schedule

Route 10	START AM			Monday - Friday				START PM						
	BUS							BUS						
FRED MEYER	-	-	-	-	-	-		12:10 PM						
WARRENTON MINI MART	5:45 AM	7:17 AM	-	-	-	-		12:15 PM	-	-	-	-	-	
HAMMOND 4 WAY	5:51 AM	7:23 AM	-	-	-	-		12:21 PM	-	-	-	-	-	
PARKVIEW APARTMENTS	5:53 AM	7:25 AM	-	-	-	-		12:23 PM	-	-	-	-	-	
WARRENTON MINI MART	5:59 AM	7:31 AM	-	-	-	-		12:29 PM	-	-	-	-	-	
FRED MEYER	6:03 AM	7:35 AM	-	-	-	-		12:31 PM	-	-	-	-	-	
TRANSIT CENTER	6:15 AM	7:51 AM	8:51 AM	9:51 AM	10:51 AM	11:51 AM		12:51 PM	1:51 PM	2:51 PM	3:51 PM	4:51 PM	5:51 PM	
LIBERTY THEATER	flag	7:53 AM	8:53 AM	9:53 AM	10:53 AM	11:53 AM		12:53 PM	1:53 PM	2:53 PM	3:53 PM	4:53 PM	5:53 PM	
HOSPITAL (EAST)	flag	7:55 AM	8:54 AM	9:54 AM	10:54 AM	11:54 AM		12:54 PM	1:54 PM	2:54 PM	3:54 PM	4:54 PM	5:54 PM	
SAFeway (EAST)	6:21 AM	7:56 AM	8:56 AM	9:56 AM	10:56 AM	11:56 AM		12:56 PM	1:56 PM	2:56 PM	3:56 PM	4:56 PM	5:56 PM	
GENOS	flag	7:57 AM	8:57 AM	9:57 AM	10:57 AM	11:57 AM		12:57 PM	1:57 PM	2:57 PM	3:57 PM	4:57 PM	5:57 PM	
45TH & LEIF ERICKSON	flag	7:59 AM	8:59 AM	9:59 AM	10:59 AM	11:59 AM		12:59 PM	1:59 PM	2:59 PM	3:59 PM	4:59 PM	5:59 PM	
CREST MOTEL	flag	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM		1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
EMERALD HEIGHTS OFFICE	flag	8:02 AM	9:02 AM	10:02 AM	11:02 AM	12:02 PM		1:02 PM	2:02 PM	3:02 PM	4:02 PM	5:02 PM	6:02 PM	
KINCAID & NIMITZ	flag	8:03 AM	9:03 AM	10:03 AM	11:03 AM	12:03 PM		1:03 PM	2:03 PM	3:03 PM	4:03 PM	5:03 PM	6:03 PM	
MCCAIN & NIMTZ	6:30 AM	8:04 AM	9:04 AM	10:04 AM	11:04 AM	12:04 PM		1:04 PM	2:04 PM	3:04 PM	4:04 PM	5:04 PM	6:04 PM	
HALSEY & TURNER	flag	8:05 AM	9:05 AM	10:05 AM	11:05 AM	12:05 PM		1:05 PM	2:05 PM	3:05 PM	4:05 PM	5:05 PM	6:05 PM	
MITSCHER SHELTER	6:32 AM	8:06 AM	9:06 AM	10:06 AM	11:06 AM	12:06 PM		1:06 PM	2:06 PM	3:06 PM	4:06 PM	5:06 PM	6:06 PM	
JOB CORP	6:37 AM	8:11 AM	9:11 AM	10:11 AM	11:11 AM	12:11 PM		1:11 PM	2:11 PM	3:11 PM	4:11 PM	5:11 PM	6:11 PM	
51ST & BIRCH	flag	8:14 AM	9:14 AM	10:14 AM	11:14 AM	12:14 PM		1:14 PM	2:14 PM	3:14 PM	4:14 PM	5:14 PM	6:14 PM	
45TH & CEDAR	6:41 AM	8:16 AM	9:16 AM	10:16 AM	11:16 AM	12:16 PM		1:16 PM	2:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	
39TH STREET PIER	flag	8:17 AM	9:17 AM	10:17 AM	11:17 AM	12:17 PM		1:17 PM	2:17 PM	3:17 PM	4:17 PM	5:17 PM	6:17 PM	
SAFeway (WEST)	6:43 AM	8:18 AM	9:18 AM	10:18 AM	11:18 AM	12:18 PM		1:18 PM	2:18 PM	3:18 PM	4:18 PM	5:18 PM	6:18 PM	
GATEWAY APTS	flag	8:19 AM	9:19 AM	10:19 AM	11:19 AM	12:19 PM		1:19 PM	2:19 PM	3:19 PM	4:19 PM	5:19 PM	6:19 PM	
HOSPITAL (WEST)	6:45 AM	8:20 AM	9:20 AM	10:20 AM	11:20 AM	12:20 PM		1:20 PM	2:20 PM	3:20 PM	4:20 PM	5:20 PM	6:20 PM	
COLLEGE	6:50 AM	8:25 AM	9:25 AM	10:25 AM	11:25 AM	12:25 PM		1:25 PM	2:25 PM	3:25 PM	4:25 PM	5:25 PM	6:25 PM	
PETER PAN	flag	8:28 AM	9:28 AM	10:28 AM	11:28 AM	12:28 PM		1:28 PM	2:28 PM	3:28 PM	4:28 PM	5:28 PM	6:28 PM	
SENIOR CENTER/ARC	-	8:31 AM	9:31 AM	10:31 AM	11:31 AM	12:31 PM		1:31 PM	2:31 PM	3:31 PM	4:31 PM	5:31 PM	6:31 PM	
SHORT STOP	6:55 AM	8:33 AM	9:33 AM	10:33 AM	11:33 AM	12:33 PM		1:33 PM	2:33 PM	3:33 PM	4:33 PM	5:33 PM	6:33 PM	
ASTORIA HIGH SCHOOL	6:57 AM	8:37 AM	9:37 AM	10:37 AM	11:37 AM	12:37 PM		1:37 PM	2:37 PM	3:37 PM	4:37 PM	5:37 PM	6:37 PM	
TRANSIT CENTER	7:04 AM	8:44 AM	9:44 AM	10:44 AM	11:44 AM	12:44 PM		1:44 PM	2:44 PM	3:44 PM	4:44 PM	5:44 PM	6:44 PM	
FRED MEYER	7:14 AM	-	-	-	-	1:04 PM		-	-	-	-	-	7:04 PM	
WARRENTON MINI MART	7:17 AM	-	-	-	-	1:09 PM		-	-	-	-	-	7:09 PM	
HAMMOND 4 WAY	-	-	-	-	-	1:14 PM		-	-	-	-	-	7:14 PM	
WARRENTON MINI MART	-	-	-	-	-	1:19 PM		-	-	-	-	-	7:19 PM	

Proposed Schedule

Route 10	START AM								START PM						
	BUS				Monday - Friday				BUS						
FRED MEYER	-	-	-	-	-	-	-		1:10 PM	-	-	-	-	-	-
WARRENTON MINI MART	5:45 AM	7:17 AM	-	-	-	-	-		1:15 PM	-	-	-	-	-	-
HAMMOND 4 WAY	5:51 AM	7:23 AM	-	-	-	-	-		1:21 PM	-	-	-	-	-	-
PARKVIEW APARTMENTS	5:53 AM	7:25 AM	-	-	-	-	-		1:23 PM	-	-	-	-	-	-
WARRENTON MINI MART	5:59 AM	7:31 AM	-	-	-	-	-		1:29 PM	-	-	-	-	-	-
FRED MEYER	6:03 AM	7:35 AM	-	-	-	-	-		1:31 PM	-	-	-	-	-	-
TRANSIT CENTER	6:15 AM	7:51 AM	8:51 AM	9:51 AM	10:51 AM	11:51 AM	12:51 PM		1:51 PM	2:51 PM	3:51 PM	4:51 PM	5:51 PM	6:51 PM	7:51 PM
LIBERTY THEATER	flag	7:53 AM	8:53 AM	9:53 AM	10:53 AM	11:53 AM	12:53 PM		1:53 PM	2:53 PM	3:53 PM	4:53 PM	5:53 PM	6:53 PM	7:53 PM
HOSPITAL (EAST)	flag	7:55 AM	8:54 AM	9:54 AM	10:54 AM	11:54 AM	12:54 PM		1:54 PM	2:54 PM	3:54 PM	4:54 PM	5:54 PM	6:54 PM	7:54 PM
SAFeway (EAST)	6:21 AM	7:56 AM	8:56 AM	9:56 AM	10:56 AM	11:56 AM	12:56 PM		1:56 PM	2:56 PM	3:56 PM	4:56 PM	5:56 PM	6:56 PM	7:56 PM
GENOS	flag	7:57 AM	8:57 AM	9:57 AM	10:57 AM	11:57 AM	12:57 PM		1:57 PM	2:57 PM	3:57 PM	4:57 PM	5:57 PM	6:57 PM	7:57 PM
45TH & LEIF ERICKSON	flag	7:59 AM	8:59 AM	9:59 AM	10:59 AM	11:59 AM	12:59 PM		1:59 PM	2:59 PM	3:59 PM	4:59 PM	5:59 PM	6:59 PM	7:59 PM
CREST MOTEL	flag	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM		2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
EMERALD HEIGHTS OFFICE	flag	8:02 AM	9:02 AM	10:02 AM	11:02 AM	12:02 PM	1:02 PM		2:02 PM	3:02 PM	4:02 PM	5:02 PM	6:02 PM	7:02 PM	8:02 PM
KINCAID & NIMITZ	flag	8:03 AM	9:03 AM	10:03 AM	11:03 AM	12:03 PM	1:03 PM		2:03 PM	3:03 PM	4:03 PM	5:03 PM	6:03 PM	7:03 PM	8:03 PM
MCCAIN & NIMTZ	6:30 AM	8:04 AM	9:04 AM	10:04 AM	11:04 AM	12:04 PM	1:04 PM		2:04 PM	3:04 PM	4:04 PM	5:04 PM	6:04 PM	7:04 PM	8:04 PM
HALSEY & TURNER	flag	8:05 AM	9:05 AM	10:05 AM	11:05 AM	12:05 PM	1:05 PM		2:05 PM	3:05 PM	4:05 PM	5:05 PM	6:05 PM	7:05 PM	8:05 PM
MITSCHER SHELTER	6:32 AM	8:06 AM	9:06 AM	10:06 AM	11:06 AM	12:06 PM	1:06 PM		2:06 PM	3:06 PM	4:06 PM	5:06 PM	6:06 PM	7:06 PM	8:06 PM
JOB CORP	6:37 AM	8:11 AM	9:11 AM	10:11 AM	11:11 AM	12:11 PM	1:11 PM		2:11 PM	3:11 PM	4:11 PM	5:11 PM	6:11 PM	7:11 PM	8:11 PM
51ST & BIRCH	flag	8:14 AM	9:14 AM	10:14 AM	11:14 AM	12:14 PM	1:14 PM		2:14 PM	3:14 PM	4:14 PM	5:14 PM	6:14 PM	7:14 PM	8:14 PM
45TH & CEDAR	6:41 AM	8:16 AM	9:16 AM	10:16 AM	11:16 AM	12:16 PM	1:16 PM		2:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	7:16 PM	8:16 PM
39TH STREET PIER	flag	8:17 AM	9:17 AM	10:17 AM	11:17 AM	12:17 PM	1:17 PM		2:17 PM	3:17 PM	4:17 PM	5:17 PM	6:17 PM	7:17 PM	8:17 PM
SAFeway (WEST)	6:43 AM	8:18 AM	9:18 AM	10:18 AM	11:18 AM	12:18 PM	1:18 PM		2:18 PM	3:18 PM	4:18 PM	5:18 PM	6:18 PM	7:18 PM	8:18 PM
GATEWAY APTS	flag	8:19 AM	9:19 AM	10:19 AM	11:19 AM	12:19 PM	1:19 PM		2:19 PM	3:19 PM	4:19 PM	5:19 PM	6:19 PM	7:19 PM	8:19 PM
HOSPITAL (WEST)	6:45 AM	8:20 AM	9:20 AM	10:20 AM	11:20 AM	12:20 PM	1:20 PM		2:20 PM	3:20 PM	4:20 PM	5:20 PM	6:20 PM	7:20 PM	8:20 PM
COLLEGE	6:50 AM	8:25 AM	9:25 AM	10:25 AM	11:25 AM	12:25 PM	1:25 PM		2:25 PM	3:25 PM	4:25 PM	5:25 PM	6:25 PM	7:25 PM	8:25 PM
PETER PAN	flag	8:28 AM	9:28 AM	10:28 AM	11:28 AM	12:28 PM	1:28 PM		2:28 PM	3:28 PM	4:28 PM	5:28 PM	6:28 PM	7:28 PM	8:28 PM
SHORT STOP	6:55 AM	8:31 AM	9:31 AM	10:31 AM	11:31 AM	12:31 PM	1:31 PM		2:31 PM	3:31 PM	4:31 PM	5:31 PM	6:31 PM	7:31 PM	8:31 PM
ASTORIA HIGH SCHOOL	6:57 AM	8:33 AM	9:33 AM	10:33 AM	11:33 AM	12:33 PM	1:33 PM		2:33 PM	3:33 PM	4:33 PM	5:33 PM	6:33 PM	7:33 PM	8:33 PM
TRANSIT CENTER	7:04 AM	8:37 AM	9:37 AM	10:37 AM	11:37 AM	12:37 PM	1:37 PM		2:37 PM	3:37 PM	4:37 PM	5:37 PM	6:37 PM	7:37 PM	8:37 PM
FRED MEYER	7:14 AM	-	-	-	-	-	1:57 PM		-	-	-	-	-	-	8:57 PM
WARRENTON MINI MART	7:17 AM	-	-	-	-	-	-		-	-	-	-	-	-	9:02 PM
HAMMOND 4 WAY	-	-	-	-	-	-	-		-	-	-	-	-	-	9:07 PM
WARRENTON MINI MART	-	-	-	-	-	-	-		-	-	-	-	-	-	9:12 PM

Current Schedule														
Route 20				Monday - Friday										
SOUTHBOUND														
SEASIDE CINEMA	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	
AVENUE A	6:02 AM	7:02 AM	8:02 AM	9:02 AM	10:02 AM	12:02 PM	1:02 PM	2:02 PM	3:02 PM	4:02 PM	5:02 PM	6:02 PM	7:02 PM	
CANDY KITCHEN	6:16 AM	7:16 AM	8:16 AM	9:16 AM	10:16 AM	12:16 PM	1:16 PM	2:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	7:16 PM	
COASTER THEATRE	6:18 AM	7:18 AM	8:18 AM	9:18 AM	10:18 AM	12:18 PM	1:18 PM	2:18 PM	3:18 PM	4:18 PM	5:18 PM	6:18 PM	7:18 PM	
FAMILY MARKET	6:20 AM	7:20 AM	8:20 AM	9:20 AM	10:20 AM	12:20 PM	1:20 PM	2:20 PM	3:20 PM	4:20 PM	5:20 PM	6:20 PM	7:20 PM	
RV PARK	6:22 AM	7:22 AM	8:22 AM	9:22 AM	10:22 AM	12:22 PM	1:22 PM	2:22 PM	3:22 PM	4:22 PM	5:22 PM	6:22 PM	7:22 PM	
SURFCREST MARKET	6:26 AM	7:26 AM	8:26 AM	9:26 AM	10:26 AM	12:26 PM	1:26 PM	2:26 PM	3:26 PM	4:26 PM	5:26 PM	6:26 PM	7:26 PM	
TOLOVANA	6:27 AM	7:27 AM	8:27 AM	9:27 AM	10:27 AM	12:27 PM	1:27 PM	2:27 PM	3:27 PM	4:27 PM	5:27 PM	6:27 PM	7:27 PM	
MAHER & HEMLOCK	6:29 AM	7:29 AM	8:29 AM	9:29 AM	10:29 AM	12:29 PM	1:29 PM	2:29 PM	3:29 PM	4:29 PM	5:29 PM	6:29 PM	7:29 PM	
5TH ST. PARK (MANZANITA)	-	-	-	-	11:10 AM	-	-	-	-	-	-	-	-	
NORTHBOUND														
WAYSIDE INN	6:31 AM	7:31 AM	8:31 AM	9:31 AM	11:31 AM	12:31 PM	1:31 PM	2:31 PM	3:31 PM	4:31 PM	5:31 PM	6:31 PM	7:31 PM	
YUKON	6:32 AM	7:32 AM	8:32 AM	9:32 AM	11:32 AM	12:32 PM	1:32 PM	2:32 PM	3:32 PM	4:32 PM	5:32 PM	6:32 PM	7:32 PM	
RV PARK	-	-	-	-	11:33 AM	-	-	-	-	-	-	-	-	
MIDTOWN	6:34 AM	7:34 AM	8:34 AM	9:34 AM	11:34 AM	12:34 PM	1:34 PM	2:34 PM	3:34 PM	4:34 PM	5:34 PM	6:34 PM	7:34 PM	
VISITOR CENTER	6:37 AM	7:37 AM	8:37 AM	9:37 AM	11:37 AM	12:37 PM	1:37 PM	2:37 PM	3:37 PM	4:37 PM	5:37 PM	6:37 PM	7:37 PM	
SEASIDE HOSPITAL	6:50 AM	7:50 AM	8:50 AM	9:50 AM	11:50 AM	12:50 PM	1:50 PM	2:50 PM	3:50 PM	4:50 PM	5:50 PM	6:50 PM	7:50 PM	
SEASIDE CINEMA	6:55 AM	7:55 AM	8:55 AM	9:55 AM	11:55 AM	12:55 PM	1:55 PM	2:55 PM	3:55 PM	4:55 PM	5:55 PM	6:55 PM	7:55 PM	
TILLAMOOK BUS CONNECTION: ROUTE 20 TRANSFER POINT & TIME														
Proposed Schedule														
Route 20				Monday - Friday										
SOUTHBOUND														
SEASIDE CINEMA	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
AVENUE A	6:02 AM	7:02 AM	8:02 AM	9:02 AM	10:02 AM	12:02 PM	1:02 PM	2:02 PM	3:02 PM	4:02 PM	5:02 PM	6:02 PM	7:02 PM	8:02 PM
CANDY KITCHEN	6:16 AM	7:16 AM	8:16 AM	9:16 AM	10:16 AM	12:16 PM	1:16 PM	2:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	7:16 PM	8:16 PM
COASTER THEATRE	6:18 AM	7:18 AM	8:18 AM	9:18 AM	10:18 AM	12:18 PM	1:18 PM	2:18 PM	3:18 PM	4:18 PM	5:18 PM	6:18 PM	7:18 PM	8:18 PM
FAMILY MARKET	6:20 AM	7:20 AM	8:20 AM	9:20 AM	10:20 AM	12:20 PM	1:20 PM	2:20 PM	3:20 PM	4:20 PM	5:20 PM	6:20 PM	7:20 PM	8:20 PM
RV PARK	6:22 AM	7:22 AM	8:22 AM	9:22 AM	10:22 AM	12:22 PM	1:22 PM	2:22 PM	3:22 PM	4:22 PM	5:22 PM	6:22 PM	7:22 PM	8:22 PM
SURFCREST MARKET	6:26 AM	7:26 AM	8:26 AM	9:26 AM	10:26 AM	12:26 PM	1:26 PM	2:26 PM	3:26 PM	4:26 PM	5:26 PM	6:26 PM	7:26 PM	8:26 PM
TOLOVANA	6:27 AM	7:27 AM	8:27 AM	9:27 AM	10:27 AM	12:27 PM	1:27 PM	2:27 PM	3:27 PM	4:27 PM	5:27 PM	6:27 PM	7:27 PM	8:27 PM
MAHER & HEMLOCK	6:29 AM	7:29 AM	8:29 AM	9:29 AM	10:29 AM	12:29 PM	1:29 PM	2:29 PM	3:29 PM	4:29 PM	5:29 PM	6:29 PM	7:29 PM	8:29 PM
5TH ST. PARK (MANZANITA)	-	-	-	-	11:10 AM	-	-	-	-	-	-	-	-	
NORTHBOUND														
WAYSIDE INN	6:31 AM	7:31 AM	8:31 AM	9:31 AM	11:31 AM	12:31 PM	1:31 PM	2:31 PM	3:31 PM	4:31 PM	5:31 PM	6:31 PM	7:31 PM	8:31 PM
YUKON	6:32 AM	7:32 AM	8:32 AM	9:32 AM	11:32 AM	12:32 PM	1:32 PM	2:32 PM	3:32 PM	4:32 PM	5:32 PM	6:32 PM	7:32 PM	8:32 PM
RV PARK	-	-	-	-	-	-	-	-	-	-	-	-	-	
MIDTOWN	6:34 AM	7:34 AM	8:34 AM	9:34 AM	11:34 AM	12:34 PM	1:34 PM	2:34 PM	3:34 PM	4:34 PM	5:34 PM	6:34 PM	7:34 PM	8:34 PM
VISITOR CENTER	6:37 AM	7:37 AM	8:37 AM	9:37 AM	11:37 AM	12:37 PM	1:37 PM	2:37 PM	3:37 PM	4:37 PM	5:37 PM	6:37 PM	7:37 PM	8:37 PM
SEASIDE HOSPITAL	6:50 AM	7:50 AM	8:50 AM	9:50 AM	11:50 AM	12:50 PM	1:50 PM	2:50 PM	3:50 PM	4:50 PM	5:50 PM	6:50 PM	7:50 PM	8:50 PM
SEASIDE CINEMA	6:55 AM	7:55 AM	8:55 AM	9:55 AM	11:55 AM	12:55 PM	1:55 PM	2:55 PM	3:55 PM	4:55 PM	5:55 PM	6:55 PM	7:55 PM	8:55 PM
TILLAMOOK BUS CONNECTION: ROUTE 20 TRANSFER POINT & TIME														

Current Schedule												
Southbound Route 101				Monday - Friday								
	A	B	A	B	A	A	A	B	A	B	A	
TRANSIT CENTER	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	12:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
FRED MEYER	6:10 AM	7:10 AM	8:10 AM	9:10 AM	10:10 AM	12:10 PM	2:10 PM	3:10 PM	4:10 PM	5:10 PM	6:10 PM	
S.E. 19TH	6:13 AM	7:13 AM	8:13 AM	9:13 AM	10:13 AM	12:13 PM	2:13 PM	3:13 PM	4:13 PM	5:13 PM	6:13 PM	
S.E. HUCKLEBERRY	6:16 AM	7:16 AM	8:16 AM	9:16 AM	10:16 AM	12:16 PM	2:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	
HWY 101 & ENSIGN (SOUTH)	6:20 AM	7:20 AM	8:20 AM	9:20 AM	10:20 AM	12:20 PM	2:20 PM	3:20 PM	4:20 PM	5:20 PM	6:20 PM	
CAMP RILEA	6:22 AM	7:22 AM	8:22 AM	9:22 AM	10:22 AM	12:22 PM	2:22 PM	3:22 PM	4:22 PM	5:22 PM	6:22 PM	
SUNSET BEACH	6:28 AM	7:28 AM	8:28 AM	9:28 AM	10:28 AM	12:28 PM	2:28 PM	3:28 PM	4:28 PM	5:28 PM	6:28 PM	
WEST LAKE	6:32 AM	7:32 AM	8:32 AM	9:32 AM	10:32 AM	12:32 PM	2:32 PM	3:32 PM	4:32 PM	5:32 PM	6:32 PM	
BUDS RV	6:35 AM	7:35 AM	8:35 AM	9:35 AM	10:35 AM	12:35 PM	2:35 PM	3:35 PM	4:35 PM	5:35 PM	6:35 PM	
BOWLING ALLEY	6:37 AM	7:37 AM	8:37 AM	9:37 AM	10:37 AM	12:37 PM	2:37 PM	3:37 PM	4:37 PM	5:37 PM	6:37 PM	
CREEKSIDE (SOUTH)	6:38 AM	7:38 AM	8:38 AM	9:38 AM	10:38 AM	12:38 PM	2:38 PM	3:38 PM	4:38 PM	5:38 PM	6:38 PM	
SEASIDE CINEMA	6:40 AM	7:40 AM	8:40 AM	9:40 AM	10:40 AM	12:40 PM	2:40 PM	3:40 PM	4:40 PM	5:40 PM	6:40 PM	
WAHANNA TO AVE S & HWY 101	flag	flag	flag	flag	flag	flag	flag	flag	flag	flag	flag	
Northbound Route 101				Monday - Friday								
	A	B	A	B	A	A	A	B	A	B	A	
MCDONALDS	6:47 AM	7:47 AM	8:47 AM	9:47 AM	10:47 AM	12:47 PM	2:47 PM	3:47 PM	4:47 PM	5:47 PM	6:47 PM	
SEASIDE CINEMA	6:55 AM	7:55 AM	8:55 AM	9:55 AM	10:55 AM	12:55 PM	2:55 PM	3:55 PM	4:55 PM	5:55 PM	6:55 PM	
ACROSS FROM BOWLING ALLEY	6:58 AM	7:58 AM	8:58 AM	9:58 AM	10:58 AM	12:58 PM	2:58 PM	3:58 PM	4:58 PM	5:58 PM	6:58 PM	
ACROSS FROM BUDS RV	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	1:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	
WEST LAKE	7:03 AM	8:03 AM	9:03 AM	10:03 AM	11:03 AM	1:03 PM	3:03 PM	4:03 PM	5:03 PM	6:03 PM	7:03 PM	
SUNSET BEACH	7:09 AM	8:09 AM	9:09 AM	10:09 AM	11:09 AM	1:09 PM	3:09 PM	4:09 PM	5:09 PM	6:09 PM	7:09 PM	
CAMP RILEA	7:13 AM	8:13 AM	9:13 AM	10:13 AM	11:13 AM	1:13 PM	3:13 PM	4:13 PM	5:13 PM	6:13 PM	7:13 PM	
S.E. 19TH	7:16 AM	8:16 AM	9:16 AM	10:16 AM	11:16 AM	1:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	7:16 PM	
S.E. HUCKLEBERRY	7:19 AM	8:19 AM	9:19 AM	10:19 AM	11:19 AM	1:19 PM	3:19 PM	4:19 PM	5:19 PM	6:19 PM	7:19 PM	
HWY 101 & ENSIGN (NORTH)	7:23 AM	8:23 AM	9:23 AM	10:23 AM	11:23 AM	1:23 PM	3:23 PM	4:23 PM	5:23 PM	6:23 PM	7:23 PM	
FRED MEYER	7:28 AM	8:28 AM	9:28 AM	10:28 AM	11:28 AM	1:28 PM	3:28 PM	4:28 PM	5:28 PM	6:28 PM	7:28 PM	
ASTORIA HIGH SCHOOL	7:36 AM	8:36 AM	9:36 AM	10:36 AM	11:36 AM	1:36 PM	3:36 PM	4:36 PM	5:36 PM	6:36 PM	7:36 PM	
5TH & OLNEY	7:37 AM	8:37 AM	9:37 AM	10:37 AM	11:37 AM	1:37 PM	3:37 PM	4:37 PM	5:37 PM	6:37 PM	7:37 PM	
PETER PAN	7:40 AM	8:40 AM	9:40 AM	10:40 AM	11:40 AM	1:40 PM	3:40 PM	4:40 PM	5:40 PM	6:40 PM	7:40 PM	
COLLEGE	7:45 AM	8:45 AM	9:45 AM	10:45 AM	11:45 AM	1:45 PM	3:45 PM	4:45 PM	5:45 PM	6:45 PM	7:45 PM	
TRANSIT CENTER	7:50 AM	8:50 AM	9:50 AM	10:50 AM	11:50 AM	1:50 PM	3:50 PM	4:50 PM	5:50 PM	6:50 PM	7:50 PM	

Proposed Schedule

Southbound Route 101				Monday - Friday								
	A	B	A	B	A	A	A	B	A	B	A	A
TRANSIT CENTER	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	12:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	8:00 PM
FRED MEYER	6:10 AM	7:10 AM	8:10 AM	9:10 AM	10:10 AM	12:10 PM	2:10 PM	3:10 PM	4:10 PM	5:10 PM	6:10 PM	8:10 PM
S.E. 19TH	6:13 AM	7:13 AM	8:13 AM	9:13 AM	10:13 AM	12:13 PM	2:13 PM	3:13 PM	4:13 PM	5:13 PM	6:13 PM	8:13 PM
S.E. HUCKLEBERRY	6:16 AM	7:16 AM	8:16 AM	9:16 AM	10:16 AM	12:16 PM	2:16 PM	3:16 PM	4:16 PM	5:16 PM	6:16 PM	8:16 PM
HWY 101 & ENSIGN (SOUTH)	6:20 AM	7:20 AM	8:20 AM	9:20 AM	10:20 AM	12:20 PM	2:20 PM	3:20 PM	4:20 PM	5:20 PM	6:20 PM	8:20 PM
CAMP RILEA	6:22 AM	7:22 AM	8:22 AM	9:22 AM	10:22 AM	12:22 PM	2:22 PM	3:22 PM	4:22 PM	5:22 PM	6:22 PM	8:22 PM
SUNSET BEACH	6:28 AM	7:28 AM	8:28 AM	9:28 AM	10:28 AM	12:28 PM	2:28 PM	3:28 PM	4:28 PM	5:28 PM	6:28 PM	8:28 PM
WEST LAKE	6:32 AM	7:32 AM	8:32 AM	9:32 AM	10:32 AM	12:32 PM	2:32 PM	3:32 PM	4:32 PM	5:32 PM	6:32 PM	8:32 PM
BUDS RV	6:35 AM	7:35 AM	8:35 AM	9:35 AM	10:35 AM	12:35 PM	2:35 PM	3:35 PM	4:35 PM	5:35 PM	6:35 PM	8:35 PM
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WAHANNA TO AVE S & HWY 101	flag	flag	flag	flag	flag	flag	flag	flag	flag	flag	flag	flag
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TRANSIT CENTER	7:50 AM	8:50 AM	9:50 AM	10:50 AM	11:50 AM	1:50 PM	3:50 PM	4:50 PM	5:50 PM	6:50 PM	7:50 PM	9:50 PM



**BOARD OF COMMISSIONERS
MEETING MINUTES
December 10, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at ~~10:50~~ 9:05 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Carol Gearin, Commissioner Tracy MacDonald, Commissioner Paul Lewicki, Commissioner Rae Goforth Excused

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, RideAssist Coordinator Carol Penuel, IS/Transit Center Manager John Layton, Mobility Coordinator Shana Verley, Transportation Options Shasia Fry and IT Manager Konnor Claborn.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF BOARD MEETING MINUTES-
 - a. September 24th Board Workshop Minutes
Commissioner Gearin asked for a correction in wording
Commissioner Gearin moved to approve the September 24th workshop minutes as corrected
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all Commissioners present
 - b. September 24th -Board Meeting Minutes
Commissioner Gearin asked for 2 corrections
Commissioner MacDonald moved to approve the September 24th meeting minutes as corrected
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all Commissioners present
Commissioner Gearin also noted that it stated in the minutes that there would be follow up report given to the board concerning credit card receipts and asked if the report could be given at today's meeting. Executive Director Hazen said he would discuss the follow up in his Executive Director Report.
 - c. November 4th Board Meeting Minutes
Commissioner Gearin noted that Commissioner Mitchum was not listed as excused, there were words missing from a comment and cited was misspelled Mary will check recording and make corrections.
Commissioner Gearin moved to approve the November 4th meeting minutes as corrected
Commissioner Lewicki seconded the motion
Motion passed by unanimous aye vote of all Commissioners present.
6. REPORTS FROM CHAIR AND COMMISSIONERS:
Commissioner Lewicki- Apologized for his past attendance saying he would do better and that the rain gauge at his house is past 30 inches. He said thanks to the weather there was a huge trampoline in the middle of Hwy 30 this morning.
Commissioner Widener- Reported that the water over the road south of Seaside is not as bad as it used to be. He also reported there was a slide at Peterson Point and a large crack in the pavement. Commissioner Widener stated he had attended the OTA Conference in October and the TPAC meeting which focused on what is and is not a priority.

Commissioner MacDonald- Reported that the slide area at the top of Hwy 26 is beginning to move so drive carefully in this area.

Commissioner Gearin- Reported that the Assistance League clothing event at Nike in Seaside went very well. Kids in need from 8 local schools were allowed to shop and pick out shoes or clothing that they wanted. Commissioner Gearin wanted to publicly thank Jeff, Konnor, Shanna, Al and Mary for assisting.

Chair Kleczek- Reported that she had attended the NWACT meeting and was selected to be part of a subcommittee that will evaluate potential road and signage changes in Tillamook that can aid traffic flow and this process may also may be used to help resolve similar problems with traffic flow along Highway 101. Chair Kleczek also reported on the recent flooding conditions in the area and the lack of notifications available on ODOT's Trip Check which when she had checked last week before driving home found no adverse conditions listed for our area except construction in Nehalem. However, when Chair Kleczek got to Seaside there was more flooding on Highway 101 than she had ever experienced all the way from Peterson Point to the campground. Chair Kleczek said there was very little signage or warnings and the flooding happened quickly and she warned everyone to be safe and take the bus during these dangerous conditions.

7. FINANCIAL REPORTS:

a. **August 2015 Financial Report**

Commissioner Gearin asked if the current budget percentage could be added to the top of the year to date report and about consistency with the year to date budget. Chair Kleczek asked that the financial reports all be formatted portrait style for easier viewing on iPads iPads. Al said he would make the reports in portrait style but it would decrease the font size. Commissioner Lewicki stated that scanning the financials is regressing and that receiving an actual report works much better with iPads iPads. Commissioner Gearin requested that the rental income be noted separately in the financials. Chair Kleczek asked why the \$15,000 for contracted services for intergovernmental agreements has an actual of \$0. Al explained this was for the Cannon Beach summer route and one other intergovernmental agreement but the Cruise Ship Hosts should not go in there and if it was he would have to reclassify it out later on. Chair Kleczek stated that this leads to a question that if budgeted items are being reclassified and moved someplace and this change does not come before the Board then we are not adhering to the budget. Al stated that the auditors in the prior year said the Cruise Ship income needed to be in Fare Box. Al moved it there to be consistent and did not think it was that big of an item that it would need to be changed or amended. Commissioner Lewicki stated that if a change is made to the Budget that is over 10 % of the Budget at the fund level, then an amendment is required. However the point Chair Kleczek was making is even though the Board does not have to approve, if the Board is notified of a change in the Financial Report or in the Executive Director's report then the question is answered before it comes up. Al said he had put this information in the Exception report in September. Chair Kleczek stated there is confusion when there is history and you are predicting the future, so instead of saying in the August exceptions that the July premium "was paid" in September it would be more accurate if the wording about future changes said "will be made" in September.

- b. **September 2015 Financial Report-** Commissioner Widener stated there was a mistake in the second paragraph as we bill Cannon Beach for Route 21 not Routes 11 and 12. Commissioner Gearin said it would be helpful if the type of account be broken out by name instead of using the number. Commissioner Gearin asked for clarification for insurance that what listed as \$89.85, but in the exceptions was \$88.95. Al said the correct payment amount was \$89.85. Commissioner Gearin asked if the debt service for DMAP payment was missed. Al said yes and that he had caught it and called them. Chair Kleczek asked if Quick Books is set up to alert us when payments are due. Al said he would find out how to set this up. Chair Kleczek said there may be a fee for extra support. Chair Kleczek said she has an issue with missing payments especially highly negotiated controversial payments like this. Commissioner Lewicki stated that he has been made aware of payments and milestones that are

scheduled through the year and whether we rely on Quickbooks or a level of support, but speaking for the Board as whole, it is critical that certain dates be met, and there is no wiggle room for them, we cannot ill afford to not make our payments on time. Commissioner Lewicki added he would like the Board and the staff to consider a way to develop a calendar that contains dates that are important to the Board and the Executive Director and agree that these are the things we will do every year and we cannot miss them which puts the ownership on both sides. Chair Kleczek also stated that developing a calendar shows a level of respect for the Board members as this is not our fulltime job and if we have a calendar it will help us stay on the path.

Chair Kleczek asked about the Ridecare Profit and Loss which has two different categories for bus passes, one has a balance one does not. Al explained that one of them is an old account that is not used anymore and will be removed. Commissioner Gearin asked about Hip Fish and H&R Block being behind on parking space rent. Al said he has talked to Hip Fish and will talk to H&R Block. Commissioner Gearin asked about the Ridecare payroll processing fees being higher due to new hires and there are also drug and alcohol tests. Al said that the payroll fees are for the direct deposit. Commissioner Gearin stated that we are at 73% of the budget for drug and alcohol testing for Ridecare so we should definitely up the budget on that. Executive Director Hazen said this is for the drivers hiring new drivers. Tami explained that Pre-Employment Drug screening is for the new hires at RideCare and the Background checks are for the drivers as the state requires us to have our own background checks done and on file. Commissioner Kleczek asked why the telephone and internet service is \$9000 over budget and what the Board wants to do about it. Executive Director Hazen stated that this is part of Material and Services and under Oregon Budget law we are looking at the total material and services. The \$10,000 was for installing the fiber optics which should have been paid in the last fiscal year but didn't, so it was paid out of this fiscal year. Chair Kleczek asked if we were now under budget in that category for \$9000. Executive Director Hazen stated he would have to go back and look at what the Materials and Services were but the Oregon Budget Law allows up to 10% before making an adjustment. Chair Lewicki stated that he was ok with that as last year's books have been closed. Chair Kleczek stated that she was concerned because in material and services there are several line items where we are above percentage wise where we should be and if the trend continues we will not be under budget and this is based on the September's financials. Commissioner Lewicki asked if Executive Director Hazen thought from what he has seen if we will be able to come in within the budget for materials and services by the end of the year. Executive Director Hazen stated he had not seen the November financials yet. Commissioner Lewicki also asked if Executive Director Hazen would let us know if something came up that was going to put us over 10%? Executive Director Hazen assured the Board he would. There was Board discussion about the need for a Budgeting report that will show how the finances stand. Commissioner Lewicki passed out an example of a year to date Budget form that he and Diane had been working on. The Board approved and requested to add the form to the financial reports and each months Board pack. The Board also requested that Commissioner Lewicki meet with Al to complete the development of the requested reports. Chair Kleczek asked about the accounts payable current list? Al said this shows the current invoices that have been entered in and then when payments are made the amount owed is reduced or if not paid remain on the report until paid. Commissioner Gearin asked about a \$500 purchase for Diane at Fry's. Al stated that Diane said she had used the wrong credit card and purchased a computer which she then reimbursed us for. Commissioner Gearin asked why we owed interest on a credit card account. Al explained that there was a charge that had a lost receipt and could not get paid until the purchase was verified.

- c. **October 2015 Financial Reports-** Commissioner Gearin asked about two negative entries on the Ridecare profit and loss report. Al explained these were to remove an account that had been previously paid. Chair Kleczek asked if the word "total" could be removed from in front of the account amounts.

Chair Kleczek asked what the \$2500 payment was for. Executive Director Hazen said it was for North West Oregon Transit Alliance dues. Chair Kleczek stated that she thought that in the past this was an IGA? Al will look into this and let the Board know. Chair Kleczek asked why computer services was almost twice as much as budgeted. Al said that these were for email certificates and Wi-Fi. Konner explained that email certificates are necessary to send emails between the state and us and ours had expired and the Wi-Fi in Astoria and Warrenton were not adequate and did not work with some of the new programs so now they are all linked. Commissioner Lewicki complimented the improvements that have been made to the Wi-Fi system here and Chair Kleczek also said she was happy about any security lockdowns we have in place to protect people's privacy. Chair Kleczek asked Al why we are paying twice as much for payroll fees than what was budgeted. Al said he would look into that and have a report on the next Exceptions Report.

Commissioner Gearin asked what Godaddy.com was? Konner said this is who controls the domain for ridethebus.org.

Commissioner Lewicki moved to accept the August, September and October Financial Reports as presented.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners attending

8. OLD BUSINESS-

a. Columbia Pacific Coordinated Care Organization- Contract Amendment

Executive Director Hazen reported that it is time to renew the Columbia Pacific Coordinated Care contract and they are increasing the per member per month amount by 3% to \$9.40. Executive Director Hazen said that Jason and the group is very happy that the CPCCO wants to renew with them.

Commissioner Widener moved to renew the CPCCO Amendment and give permission for Executive Director Hazen to sign such document

Commissioner MacDonald seconded the motion

Motion passed unanimous aye vote of all Commissioners attending

9. NEW BUSINESS-

a. Route Schedule Adjustments-Executive Director Hazen explained the need to provide covered lunch breaks to the drivers and extend the service hours on a couple of the routes later into the evening. Executive Director Hazen reviewed the route changes being proposed and the route change process that includes public notification and a public hearing during the January 28th Board meeting. Chair Kleczek asked that AM and PM be included next to the times on the schedules. Executive Director Hazen stated that the extra hours were part of the budget.

Commissioner Widener moved to have staff proceed with the route change process including a public hearing at the January 28th Board Meeting

Commissioner MacDonald seconded the motion

Discussion: Commissioner Gearin asked why these changes would cost more. Carol Penuel stated that there would be extra costs to provide the required paratransit services during the later schedule times. Executive Director Hazen stated that we are extending the routes for 2 hours a day so that there is coverage for the drivers to take lunch breaks and the busses continue operating with no break in service.

Motion passed by unanimous aye vote of all commissioners present.

b. Board Vacancy-Chair Kleczek proposed that the Board fill the Board vacancy due to the unfortunate loss of Commissioner Mitchum. Chair Kleczek proposed that the position be announced with a press release and public notification and that applications be accepted from December 15th through January 15th. Chair Kleczek said that she had discussed the pros, benefits

or compensation that Board members can be given as incentives with Executive Director Hazen. Commissioner Lewicki asked that Mary try and contact the gentleman who had previously applied to the Board from Gearhart.

- c. Special Districts Association of Oregon Conference- Executive Director Hazen stated that the SDAO Conference is going to be in Bend in February and it was budgeted to cover 2 staff and 2 board members to attend. Commissioner Widener, Commissioner MacDonald, Tami Carlson and Executive Director Hazen will be attending.

10. CORROSPONDENCE-

Chair Kleczek reported that SETD received a notification from the IRS requesting payment of penalties and fees due to late W2 payments. Chair Kleczek also reported discussing this with Executive Director Hazen and has been assured that this has been taken care of and that the contact information for the IRS has also been updated. Executive Director Hazen explained that when payroll was being contracted to a third party but when it came back in house the W2's were sent into the IRS but unfortunately they were sent in late so the IRS issued a penalty of \$2700 which we are appealing, then Lori Karl left and the payroll duties were given to Tami and the payment of liabilities and taxes was given to Diane who did not really know the process and there were several more late payments. Diane wrote a letter and had some of the penalties dismissed but there was another \$500 fine which has been paid. Tami now has a no fail system for sending in the W2's on time.

Mary read a thank you card and passed around pictures from the White family who had purchased a Seaside Lights auction package at the Seaside Kids fundraiser. The package provided a ride on the Streetcar in the Seaside lights parade and other festivities for 15 of their family members. In appreciation the family also donated \$25 to be used for groceries for the SETD adopt a family.

- 11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen passed out a letter about the upcoming ODOT Triennial Review which he is looking forward to. Executive Director Hazen discussed the current marketing plans for the Connector which will prioritize the development of a new user friendly website. Commissioner Lewicki stated at some point we should set a target date for the new SETD website. There was further discussion about website design and moving forward with a new user friendly website for SETD.

12. LEADERSHIP TEAM REPORTS-

- 13. PUBLIC COMMENT- None

14. EXECUTIVE SESSION

11:47 AM Chair Kleczek called for the Board to go into Executive Session for the purpose of discussing the Executive Director Evaluation-ORS 192.660(2)(i)

12:16 Chair Kleczek closed Executive Session and the Board meeting resumed.

12:18 PM Commissioner Gearin moved to have the Board Chair handle how the Executive Director's evaluation is given and will take comments from the Executive Director to bring back to the Board.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

- 15. OTHER ITEMS- Commissioner Lewicki asked that the Board pack also include page numbers numbers before being sent out.

Meeting was adjourned at 12:30 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

DRAFT

Sunset Empire Transportation District

NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the November 2015 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 5 Month = 41.6% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 46.09% of annual budget. Property Tax revenues of \$793,519 are \$63,519 better than YTD budget. Total Expense was 33.46% of annual budget and is \$205,185 better than YTD budget. YTD Other Expense of \$71,900 was \$29,532 more than budget the result of recording the Flex Lease payment in November for payment in December.

Revenue

- 4000 Fixed Route Fares: Are down the result of recording three Fixed Route deposits in October (the last one would have fallen into November) and the kick off of the can food program.
- 4100 Contract Service-IGA: Includes billing Columbia Count Rider for the quarter July-September 2015 (\$23,541.57).
- 4200 Property Tax: Includes Property tax distributions for November (\$700,255), of which \$3,987 was related to prior year. November 2014 included property tax revenues of \$637,428.
- 5000 Grants: Budgeted was \$159,614 in November, and no reimbursements were received in November. These will come in during December 2015 and January 2016.

Expense

- 6300 Employee Benefits: Reflects a Health Reimbursement Account claim paid in October for members (\$1,500).
- 8061 Equipment Lease/Rent: Reflects the copier lease payments (\$336) and Credit Card machine lease payments (\$90). YTD reflects the payment of 6 copier payments and 5 credit card machine lease payments. The approved budget was under budgeted as it only accounted for the copier.
- 8075 Fuel: Prices continue below budgeted amounts Unleaded prices are about \$1.80 and Bio diesel about \$1.70
- 8130 Payroll Processing Fees: The payroll process fee is \$70 per payroll and is split 80% SETD and 20% Ride care. Budgeted was \$1,200 for the year for both SETD and Ridecare. It is estimated that this account will be over budget by \$600 by year end.
- 8050 Dues Subscriptions & Fees: YTD includes \$2,500 for North West Oregon Trans Alliance (NWOTA) and \$3,114 for SDAO Dues.
- 8080 Insurance: YTD the result of reconciling the Property Insurance in October and writing off a liability, current year is paid in full.
- 8155 Telephone/Internet Service: Reflects the allocation of the Fiber Build between Warrenton and Astoria charged to Ridecare from SETD and three months of billing from Coastcom for telephone and internet service (\$3,305). This account was under budgeted as it was a new provider. Please see September comments.
- 9500 Penalties and Interest: Reflects penalty and interest for the late filing and payment of June 2015 941 Deposit.
- 9600-9626 Flexlease Payment: Reflects the recording of the Flexlease payment due US Bank in December 2015. This is SETD's share. This payment is made to US Bank twice a year in December and June. The December payment includes principal and June is interest only. The final payment is expected to be December 2019. The payment was budgeted in December.

***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
NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the November 2015 Board of Commissioner's Meeting

Ride Care Fund Profit and Loss

Ride Care's Total Income is 34.43% of total budget YTD revenues of \$973,821.71 are \$181,594 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget. We have requested the Auditors make this correction or at least make a disclosure on the Audited financial statements as we feel this is a material amount and they have agreed to a year end adjustment. This adjustment should bring the YTD revenues in line with YTD budget

Expense

- 7000 Contract Providers: Total rides decreased by 211 rides yet cost increased. This is the result of a change in the service mix of the rides and the price increase when compared to prior year. For the month Gas Voucher rides dropped by 457 rides with an average cost of \$8.96 per ride (2014 average cost was \$8.01). Sedan rides increased by 234 with an average cost of \$51.52 per ride (2014 average cost was \$45.57). This shift in the mix of rides accounts for the increase in cost over budget for the month. YTD Gas voucher rides have decreased by 1,649 and sedan rides have increased by 742 with the average cost per ride increasing \$.52 for Gas Voucher and \$8.01 for Sedan rides.
- 8055 Durable Equip/Small Tools: Includes \$237 for a scanner and \$293 for E-mail Encryption.
- 8155 Telephone/Internet Service: Includes Coastcom telephone & internet service for the months of September to November \$6,807 and the allocation of the Fiber Build charge to Ridecare of \$4,995. This account will continue to be over budget as it was under budgeted.
- 9600s Debt Service & Interest: Flexlease payment was recorded for payment in December. Please see SETD for further comment.
- 9700 Capital Expense: Deposit (1/2 of total) was made for the generator at Ridecare. The balance will be paid at completion of the project.

Information and Follow Up to Previous Board Meeting Questions

Payroll Fees: The fee is \$70 per payroll and estimated to be \$1,820 for the year. Pending any other charges. Budgeted was \$1,200 for the year. The account is allocated 80%/20% between SETD and Ridecare. This account was under budgeted.

Telecommunications: June 2015 was not under budget by \$9,990. Rather it was on budget. Which confirms the Fiber Build between Warrenton and Astoria was not accrued at year end.

Balance Sheet Items

- AR: ODOT AR of \$25,815 is from prior year and an entry (\$23,577) has been proposed to the auditor to write off this uncollectable amount is from prior year. This entry has been preliminary agreed.
- Parking AR: Hip Fish made their back payment in December and has elected to cancel our agreement. This space has been offer to another entity and they have filled the space.

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

**Sunset Empire Transportation District
Profit & Loss Budget Performance General Fund
November 2015**

	Month Actual	Month Budget	YTD Actual	YTD Budget		Annual Budget	YTD Budget
YTD Actual & Budget Target: 41.67%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4000 FARES	13,424.97	20,645.83	124,039.61	115,229.15	8,810.46	283,749.96	43.71%
4090 DONATIONS/COMMISSIONS	310.42		493.28		493.28		
4100 CONTRACTED SERVICES-IGA	23,541.57	16,000.00	49,768.17	67,000.00	(17,231.83)	170,369.00	29.21%
4200 TAXES	700,255.13	610,000.00	793,519.52	730,000.00	63,519.52	860,000.00	92.27%
4250 TIMBER SALES	20,500.00	40,000.00	99,711.77	100,000.00	(288.23)	160,000.00	62.32%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	41,633.81	25,000.00	16,633.81	55,000.00	75.70%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	
4272 PARKING SPACES	712.50	767.00	3,515.00	3,835.00	(320.00)	9,204.00	38.19%
4270 RENTAL INCOME - Other	0.00	66.00	0.00	132.00	(132.00)	1,596.00	0.00%
Total 4270 RENTAL INCOME	712.50	833.00	3,515.00	3,967.00	(452.00)	10,800.00	32.55%
4300 INTEREST	287.15	267.00	1,250.15	1,333.00	(82.85)	3,200.00	39.07%
4310 MISC INCOME	0.00		209.96		209.96		
5000 GRANTS	0.00	159,614.00	0.00	227,689.00	(227,689.00)	876,152.00	0.00%
5080 OREGON STF FUNDS	0.00	0.00	56,872.00	58,336.00	(1,464.00)	121,422.00	46.84%
Total Income	759,031.74	847,359.83	1,171,013.27	1,328,554.15	(157,540.88)	2,540,692.96	46.09%
Gross Profit	759,031.74	847,359.83	1,171,013.27	1,328,554.15	(157,540.88)	2,540,692.96	46.09%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	82,951.03	97,731.00	465,823.85	488,653.00	22,829.15	1,172,770.00	39.72%
6200 PAYROLL EXPENSES	8,349.29	11,458.00	55,358.63	63,021.00	7,662.37	148,956.00	37.16%
6300 EMPLOYEE BENEFITS	24,205.74	21,811.00	107,243.07	119,960.00	12,716.93	283,542.00	37.82%
Total 1. PERSONNEL SERVICES	115,506.06	131,000.00	628,425.55	671,634.00	43,208.45	1,605,268.00	39.15%
2. MATERIALS & SERVICES							
8005 AUDIT	0.00	0.00	17,914.40	16,843.00	(1,071.40)	20,540.00	87.22%
8006 ADS (HR JOB POSTING)	0.00	0.00	474.13	843.00	368.87	998.00	47.51%
8010 BANK FEES	249.18	260.00	1,298.59	1,303.00	4.41	3,158.00	41.12%
8020 BLDING & GROUNDS MAINT	1,829.18	4,771.00	10,459.18	24,716.00	14,256.82	58,130.00	17.99%
8030 COMP-INFO-TECH SERVICES	906.37	637.00	6,481.72	3,974.00	(2,507.72)	11,522.00	56.26%
8035 CONF TRAINING & TRAVEL	2,492.37	4,430.00	11,194.96	17,888.00	6,693.04	38,881.00	28.79%
8040 DONATIONS/CONTRIBUTIONS	0.00		90.00		(90.00)		
8041 DONATIONS CLEARING	0.00		-90.00		90.00		
8045 DRUG/ALCOHOL/BG CHECKS	0.00	180.00	500.75	962.00	461.25	2,158.00	23.20%
8050 DUES SUBSCRIPTIONS & FEES	505.00	1,456.00	11,684.52	7,997.00	(3,687.52)	18,292.00	63.88%
8055 DURABLE EQUIP/SMALL TOOLS	281.58	2,126.00	9,198.23	9,595.00	396.77	18,841.00	48.82%
8061 EQUIPMENT LEASE/RENT	426.21	336.00	2,467.05	1,680.00	(787.05)	4,032.00	61.19%
8065 EDUCATION/OUTREACH	145.79	2,693.00	5,267.68	12,183.00	6,915.32	30,000.00	17.56%
8070 EMPLOYEE RECOGNITION	293.67	0.00	581.85	2,174.00	1,592.15	4,740.00	12.28%
8075 FUEL	4,684.23	16,667.00	30,154.46	83,333.00	53,178.54	200,000.00	15.08%
8080 INSURANCE	0.00	0.00	-1,419.67	11,129.00	12,548.67	44,516.00	-3.19%
8090 LEGAL ADS	0.00	27.00	0.00	234.00	234.00	790.00	0.00%
8095 LEGAL COUNSEL	0.00	421.00	231.00	2,105.00	1,874.00	6,740.00	3.43%
8100 MEETING EXPENSE	45.65	134.00	182.44	662.00	479.56	1,586.00	11.50%
8120 OFFICE SUPPLIES	949.91	1,273.00	6,223.08	5,554.00	(669.08)	13,763.00	45.22%
8130 PAYROLL PROCESSING FEES	112.00	79.00	597.21	395.00	(202.21)	948.00	63.00%
8135 PRINTING	77.73	933.00	2,374.73	8,466.00	6,091.27	19,700.00	12.05%
8139 PROFESSIONAL SERVICES	0.00	754.00	0.00	31,886.00	31,886.00	43,473.00	0.00%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	4,080.00	4,080.00	32,026.00	0.00%
8150 TAXES/LICENSES/BUS REG FEE	0.00	250.00	0.00	250.00	250.00	5,000.00	0.00%
8155 TELEPHONE/INTERNET SERVICE	-1,179.22	1,210.00	12,932.28	5,132.00	(7,800.28)	13,956.00	92.66%
8160 UNIFORMS	119.72	333.00	644.71	1,666.00	1,021.29	4,000.00	16.12%
8165 UTILITIES	1,147.87	1,965.00	6,066.26	8,448.00	2,381.74	21,660.00	28.01%
8170 VEHICLE MAINT & REPAIRS	7,114.43	11,863.00	30,447.52	64,416.00	33,968.48	149,560.00	20.36%
Total 2. MATERIALS & SERVICES	20,201.67	52,798.00	165,957.08	327,914.00	161,956.92	769,010.00	21.58%
Total Expense	135,707.73	183,798.00	794,382.63	999,548.00	205,165.37	2,374,278.00	33.46%
Net Ordinary Income	623,324.01	663,561.83	376,630.64	329,006.15	47,624.49	166,414.96	226.32%
Other Income/Expense							

Sunset Empire Transportation District
Profit & Loss Budget Performance General Fund
November 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget		Annual Budget	YTD Budget
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,190.98	5,095.00	25,564.90	25,316.00	(248.90)	61,910.00	41.29%
9611 CLATSOP BANK-LOAN INT	1,382.52	1,479.00	7,302.60	7,551.00	248.40	16,972.00	43.03%
Total 3. OTHER EXPENSES	6,573.50	6,574.00	32,867.50	32,867.00	(0.50)	78,882.00	41.67%
9500-PENALTIES & INTEREST	595.02		595.02		(595.02)		
9600 DEBT SERVICE & INTERES-FEE	360.18		360.18		(360.18)		
9625 SDAO FLEXLEASE-PRINCIPAL	33,350.00	0.00	33,350.00	0.00	(33,350.00)	38,652.00	86.28%
9626 SDAO FLEXLEASE-INTEREST	4,727.36	0.00	4,727.36	0.00	(4,727.36)	10,531.00	44.89%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	9,501.00	9,501.00	179,500.00	0.00%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00%
9850 TRANSFER OUT	0.00		0.00		0.00	50,000.00	0.00%
Total Other Expense	45,606.06	6,574.00	71,900.06	42,368.00	(29,532.06)	607,565.00	11.83%
Net Other Income	-45,606.06	-6,574.00	-71,900.06	-42,368.00	(29,532.06)	-607,565.00	11.83%
Net Income	577,717.95	656,987.83	304,730.58	286,638.15	18,092.43	-441,150.04	-69.08%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget		Annual Budget	YTD Budget
YTD Actual & Budget Target: 41.67%					Better (Worse)		
Ordinary Income/Expense							
Income							
4300 INTEREST	400.52	250.00	1,837.55	1,250.00	587.55	3,000.00	61.25%
4500 RC PROVIDER SERVICE REIM	236,741.05	230,833.33	971,984.16	1,154,166.65	(182,182.49)	2,770,000.00	35.09%
Other Types of Income	0.00		0.00		0.00	140,000.00	0.00%
Total Income	237,141.57	231,083.33	973,821.71	1,155,416.65	(181,594.94)	2,913,000.00	33.43%
Gross Profit	237,141.57	231,083.33	973,821.71	1,155,416.65	(181,594.94)	2,913,000.00	33.43%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	21,967.17	25,658.88	117,931.29	128,294.40	10,363.11	307,914.56	38.30%
6200 PAYROLL EXPENSES	2,190.94	3,161.31	14,083.68	17,387.21	3,303.53	41,097.04	34.27%
6300 EMPLOYEE BENEFITS	5,438.93	6,307.83	27,325.28	34,696.02	7,370.74	81,999.00	33.32%
Total 1. PERSONNEL SERVICES	29,597.04	35,128.02	159,340.25	180,377.63	21,037.38	431,010.60	36.97%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	192,495.58	183,333.33	941,498.44	916,666.65	(24,831.79)	2,200,000.00	42.80%
7030 BUS PASSES	1,670.00	1,333.00	7,829.00	6,666.00	(1,163.00)	16,000.00	48.93%
8005 AUDIT	0.00	0.00	5,500.60	4,477.20	(1,023.40)	5,460.00	100.74%
8006 ADS (HR JOB POSTING)	0.00	0.00	316.91	191.00	(125.91)	382.00	82.96%
8010 BANK FEES	10.00	11.81	50.05	59.05	9.00	142.00	35.25%
8020 BLDING & GROUNDS MAINT	423.37	1,071.00	2,002.41	5,356.00	3,353.59	12,856.00	15.58%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	732.46	639.00	1,548.94	3,949.00	2,400.06	8,449.00	18.33%
8035 CONF TRAINING & TRAVEL	10.00	572.00	422.81	2,308.01	1,885.20	5,018.44	8.43%
8045 DRUG/ALCOHOL/BG CHECKS	69.00	86.83	993.25	464.21	(529.04)	1,042.00	95.32%
8050 DUES SUBSCRIPTIONS & FEES	0.00	98.98	79.22	551.52	472.30	1,266.00	6.26%
8055 DURABLE EQUIP/SMALL TOOLS	644.68	403.00	4,020.60	6,884.00	2,863.40	10,472.00	38.39%
8065 EDUCATION/OUTREACH	0.00	91.45	0.00	413.97	413.97	1,019.00	0.00%
8070 EMPLOYEE RECOGNITION	10.50	112.00	104.07	871.00	766.93	1,660.00	6.27%
8080 INSURANCE	0.00	0.00	-411.06	1,629.00	2,040.06	6,515.00	-6.31%
8090 LEGAL ADS	0.00	6.00	0.00	52.46	52.46	179.00	0.00%
8095 LEGAL COUNSEL	0.00	78.50	378.00	393.50	15.50	1,260.00	30.00%
8100 MEETING EXPENSE	0.00	83.00	63.35	413.00	349.65	992.00	6.39%
8120 OFFICE SUPPLIES	271.47	593.95	1,334.43	2,593.20	1,258.77	6,427.00	20.76%
8130 PAYROLL PROCESSING FEES	28.00	21.00	148.99	105.00	(43.99)	252.00	59.12%
8139 PROFESSIONAL SERVICES	224.00	46.40	974.00	1,963.32	989.32	2,678.12	36.37%
8155 TELEPHONE/INTERNET SERVICE	12,272.65	1,210.00	15,607.84	6,050.00	(9,557.84)	14,520.00	107.49%
8165 UTILITIES	565.70	610.00	2,776.85	2,547.00	(229.85)	6,840.00	40.60%
Total 2. MATERIALS & SERVICES	209,427.41	190,401.25	985,238.70	964,604.09	(20,634.61)	2,303,429.56	42.77%
7050 DMAP/COO Annual Adjustment	65,430.27	68,500.00	65,430.27	68,500.00	3,069.73	137,500.00	47.59%
Total Expense	304,454.72	294,029.27	1,210,009.22	1,213,481.72	3,472.50	2,871,940.16	42.13%
Net Ordinary Income	-67,313.15	-62,945.94	-236,187.51	-58,065.07	-178,122.44	41,059.84	-575.23%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00		0.00		0.00	3,532.00	0.00%
Total 3. OTHER EXPENSES	0.00		0.00		0.00	3,532.00	0.00%
9600 DEBT SERVICE & INTERES-FEE	179.82		179.82		(179.82)		
9625 SDAO FLEXLEASE-PRINCIPAL	16,650.00		16,650.00		(16,650.00)		
9626 SDAO FLEXLEASE-INTEREST	2,360.14	0.00	2,360.14	0.00	(2,360.14)	12,000.00	19.67%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	72,686.50	72,688.00	1.50	145,374.00	50.00%
9700 CAPITAL EXPENSE	14,059.58	0.00	14,059.58	30,000.00	15,940.42	30,000.00	46.87%
9800 CONTINGENCY	0.00		0.00		0.00	210,000.00	0.00%
Total Other Expense	33,249.54	0.00	105,936.04	102,688.00	(3,248.04)	400,906.00	26.42%
Net Other Income	-33,249.54	0.00	-105,936.04	-102,688.00	-3,248.04	-400,906.00	26.42%
Net Income	-100,562.69	-62,945.94	-342,123.55	-160,753.07	-181,370.48	-359,846.16	95.07%

Sunset Empire Transportation District
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 SETD GEN FUND BANK ACCTS		Accounts Payable	
1001 CCB-OPERATING (3943)	154,091.07	2000 ACCOUNTS PAYABLES	
1002 CCB-PAYROLL (3950)	4,549.47	2010 SETD GENERAL FUND A/P	60,861.31
1005 CCB-VEHICLE SALES ACCT	2,201.26	2020 RIDE CARE FUND A/P	48,318.37
1010 CCB-EMPLOYEE ACCT (3935)	1,420.24	Total 2000 ACCOUNTS PAYABLES	<u>109,179.68</u>
1015 HRA FISCAL AGENT	1,592.08	Total Accounts Payable	109,179.68
1020 LGIP (4992)	<u>970,894.83</u>	Other Current Liabilities	
Total 1000 SETD GEN FUND BANK ACCTS	<u>1,134,748.95</u>	2100 PAYROLL LIABILITIES	912.20
1030 CCB RESERVE FUND	75,260.66	2135 OTHER P/R LIABILITIES	
1040 TILLS	300.00	2136 AFLAC-AT	427.46
1050 RIDE CARE FUND BANK ACCTS		2137 AFLAC-PT	1,594.39
1051 CCB-RC OPERATING (3976)	297,519.65	2138 OTHER LIABILITIES	400.00
1055 HRA FISCAL AGENT (RC)	507.92	2139 Garnishments	355.50
1056 RC LGIP (3959)	<u>902,801.84</u>	Total 2135 OTHER P/R LIABILITIES	<u>2,777.35</u>
Total 1050 RIDE CARE FUND BANK ACCTS	<u>1,200,829.41</u>	2140 RETIREMENT PLANS LIAB	
Total Checking/Savings	2,411,139.02	2142 457(b) RETIREMENT	<u>1,702.53</u>
Accounts Receivable		Total 2140 RETIREMENT PLANS LIAB	1,702.53
1200 ACCOUNTS RECEIVABLES		2300 DEFERRED REVENUE	67,471.90
1210 SETD A/R		Total Other Current Liabilities	<u>72,863.98</u>
1211 SETD A/R	3,372.00	Total Current Liabilities	182,043.66
1215 SETD A/R-GRANTS	<u>25,815.00</u>	Long Term Liabilities	
Total 1210 SETD A/R	<u>29,187.00</u>	2800 INTERCOMPANY DUE TO/FROM	
Total 1200 ACCOUNTS RECEIVABLES	29,187.00	2810 DUE TO RIDE CARE	435,063.82
1250 PROPERTY TAX RECEIVABLES	56,471.90	2815 DUE TO SETD GENERAL FUND	-435,063.82
Total Accounts Receivable	<u>85,658.90</u>	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Other Current Assets		Total Long Term Liabilities	0.00
1049 VALIC	3,228.86	Total Liabilities	182,043.66
1400 PREPAID EXPENSES		Equity	
1401 PREPAID INS/BENEFITS	624.68	3000 OPENING BALANCE EQUITY	651,014.34
Total 1400 PREPAID EXPENSES	<u>624.68</u>	3900 RETAINED EARNINGS	1,728,740.65
1500 UNDEPOSITED FUNDS	3,454.85	Net Income	-57,692.34
Total Other Current Assets	<u>7,308.39</u>	Total Equity	<u>2,322,062.65</u>
Total Current Assets	<u>2,504,106.31</u>	TOTAL LIABILITIES & EQUITY	<u><u>2,504,106.31</u></u>
TOTAL ASSETS	<u><u>2,504,106.31</u></u>		

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
General Fund						
ALSCO	89.79	0.00	0.00	0.00	0.00	89.79
CASH N CARRY	84.61	0.00	0.00	0.00	0.00	84.61
COASTAL LOCK -N- KEY, LLC	169.95	0.00	0.00	0.00	0.00	169.95
E- BARTON, ERIC	107.29	0.00	0.00	0.00	0.00	107.29
MTR WESTERN BUS	986.43	0.00	0.00	0.00	0.00	986.43
NW NATURAL	19.64	0.00	0.00	0.00	0.00	19.64
O'REILLY AUTO PARTS	82.99	0.00	0.00	0.00	0.00	82.99
OFFICE DEPOT	831.45	0.00	0.00	0.00	0.00	831.45
US BANK TRUST N.A.	57,627.50	0.00	0.00	0.00	0.00	57,627.50
VERIZON WIRELESS	861.66	0.00	0.00	0.00	0.00	861.66
TOTAL	<u>60,861.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,861.31</u>

RideCare						
RC-BAKERS GENERAL STORE	0.00	344.60	0.00	0.00	0.00	344.60
RC-COLUMBIA COUNTY RIDER	1,902.05	0.00	0.00	0.00	0.00	1,902.05
RC-COMMUNITY AMBULANCE	172.00	0.00	0.00	0.00	0.00	172.00
RC-CROSS GUEST HOUSING	400.00	0.00	0.00	0.00	0.00	400.00
RC-ELLIOTT'S TRANSPORT	3,110.00	0.00	0.00	0.00	0.00	3,110.00
RC-HARDEE, TINA	102.50	0.00	0.00	0.00	0.00	102.50
RC-HOT SHOT TRANSPORTATION	5,205.62	0.00	0.00	0.00	0.00	5,205.62
RC-INTEGRA TELECOM	73.72	0.00	0.00	0.00	0.00	73.72
RC-K & M MEDIVAN	13,461.50	0.00	0.00	0.00	0.00	13,461.50
RC-KILTS JAYME	31.50	0.00	0.00	0.00	0.00	31.50
RC-MEDIX AMBULANCE	6,059.00	0.00	0.00	0.00	0.00	6,059.00
RC-OREGON COAST TRANSPORTERS, LLC	1,706.80	0.00	0.00	0.00	0.00	1,706.80
RC-RONALD MCDONALD HOUSE	3,200.00	0.00	0.00	0.00	0.00	3,200.00
RC-SETD-PASSES	1,410.00	0.00	0.00	0.00	0.00	1,410.00
RC-WAPATO SHORES, INC	11,139.08	0.00	0.00	0.00	0.00	11,139.08
Total	<u>47,973.77</u>	<u>344.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,318.37</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	89.79	0.00	0.00	0.00	0.00	89.79
CASH N CARRY	84.61	0.00	0.00	0.00	0.00	84.61
COASTAL LOCK -N- KEY, LLC	169.95	0.00	0.00	0.00	0.00	169.95
E- BARTON, ERIC	107.29	0.00	0.00	0.00	0.00	107.29
MTR WESTERN BUS	986.43	0.00	0.00	0.00	0.00	986.43
NW NATURAL	19.64	0.00	0.00	0.00	0.00	19.64
O'REILLY AUTO PARTS	82.99	0.00	0.00	0.00	0.00	82.99
OFFICE DEPOT	831.45	0.00	0.00	0.00	0.00	831.45
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
US BANK TRUST N.A.	57,627.50	0.00	0.00	0.00	0.00	57,627.50
VERIZON WIRELESS	861.66	0.00	0.00	0.00	0.00	861.66
Total	<u>60,861.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,861.31</u>

RC-BAKERS GENERAL STORE	0.00	344.60	0.00	0.00	0.00	344.60
RC-COLUMBIA COUNTY RIDER	1,902.05	0.00	0.00	0.00	0.00	1,902.05
RC-COMMUNITY AMBULANCE	172.00	0.00	0.00	0.00	0.00	172.00
RC-CROSS GUEST HOUSING	400.00	0.00	0.00	0.00	0.00	400.00
RC-ELLIOTT'S TRANSPORT	3,110.00	0.00	0.00	0.00	0.00	3,110.00
RC-HARDEE, TINA	102.50	0.00	0.00	0.00	0.00	102.50
RC-HOT SHOT TRANSPORTATION	5,205.62	0.00	0.00	0.00	0.00	5,205.62
RC-INTEGRA TELECOM	73.72	0.00	0.00	0.00	0.00	73.72
RC-K & M MEDIVAN	13,461.50	0.00	0.00	0.00	0.00	13,461.50
RC-KILTS JAYME	31.50	0.00	0.00	0.00	0.00	31.50
RC-MEDIX AMBULANCE	6,059.00	0.00	0.00	0.00	0.00	6,059.00
RC-OREGON COAST TRANSPORTERS, LLC	1,706.80	0.00	0.00	0.00	0.00	1,706.80
RC-RONALD MCDONALD HOUSE	3,200.00	0.00	0.00	0.00	0.00	3,200.00
RC-SETD-PASSES	1,410.00	0.00	0.00	0.00	0.00	1,410.00
RC-WAPATO SHORES, INC	11,139.08	0.00	0.00	0.00	0.00	11,139.08
Total	<u>47,973.77</u>	<u>344.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,318.37</u>

**Sunset Empire Transportation District
Check Detail
November 2015**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Check	EFT 11-15	11/30/2015	CLATSOP COMMUNITY BANK	6,573.50
Bill Pmt -Check	3443	11/03/2015	RC-K & M MEDIVAN	16,197.69
Bill Pmt -Check	3444	11/03/2015	RC-MEDIX AMBULANCE	7,939.00
Bill Pmt -Check	3446	11/03/2015	RC-WAPATO SHORES, INC	11,738.75
Check	3447	11/06/2015	BORLAND COASTAL ELECTRIC IN	14,059.58
Bill Pmt -Check	3456	11/10/2015	RC-WAPATO SHORES, INC	12,231.17
Bill Pmt -Check	3460	11/18/2015	RC-K & M MEDIVAN	20,311.02
Bill Pmt -Check	3462	11/18/2015	RC-MEDIX AMBULANCE	7,021.00
Bill Pmt -Check	3465	11/18/2015	RC-TILLAMOOK COUNTY TRANSPORTATION	32,516.25
Bill Pmt -Check	3467	11/18/2015	RC-WAPATO SHORES, INC	11,789.83
Bill Pmt -Check	3474	11/23/2015	RC-COLUMBIA PACIFIC CCO	65,430.27
Bill Pmt -Check	3476	11/23/2015	RC-HOT SHOT TRANSPORTATION	8,026.79
Bill Pmt -Check	3477	11/23/2015	RC-MEDIX AMBULANCE	5,302.00
Bill Pmt -Check	3480	11/23/2015	RC-TILLAMOOK COUNTY TRANSPORTATION	5,184.75
Bill Pmt -Check	3481	11/23/2015	RC-WAPATO SHORES, INC	10,241.92
Bill Pmt -Check	15539	11/18/2015	CoastCom, Inc.	10,158.05
Bill Pmt -Check	15551	11/18/2015	SDIS	5,062.36

Bill

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

Date	Ref. No.
11/16/2015	0188 10/9 - 11/6

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

PAID

Bill Due	12/16/2015
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	39.98		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW DIRECT - SCANNER FOR RIDE CARE	236.88		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - EMPLOYEE OF QUARTER GIFT CARD	30.00		OPER 5311
8021 B&M GENERAL	HOME DEPOT - NETWORK JACKS	51.59		ADMINISTRATION
8056 COMPUTER HARDWARE	HOME DEPOT - NETWORK CABLES	80.00		SETD
8032 SUPPORT SERVICES/CONTRACT	MOZY - ONLINE BACKUP - RIDE CARE	610.39		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MOZY - ONLINE BACKUP - SETD	610.39		ADMINISTRATION
8059 TELEPHONE HARDWARE	CDW DIRECT - HOOK SWITCH FOR RIDE CARE	76.05		ADMINISTRATION
8038 TRAVEL	0220 EARLS HILTON - LODGING OTA CONFERENCE	65.00		OPER 5311
8038 TRAVEL	OUTBACK - FOOD OTA CONFERENCE	32.99		OPER 5311
8038 TRAVEL	HILTON - LODGING OTA CONFERENCE	94.94		OPER 5311
8038 TRAVEL	RED ROBIN - FOOD OTA CONFERENCE	16.54		OPER 5311
8038 TRAVEL	TOPPERS - FOOD - PICK UP BUS	24.35		OPER 5311
8038 TRAVEL	0667 HAZEN JACK IN THE BOX - FOOD - OTA CONFERENCE	7.29		ADMINISTRATION
8038 TRAVEL	TRACKTOWN PIZZA - FOOD - OTA CONFERENCE	7.50		ADMINISTRATION

Bill

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

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Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	CITY OF EUGENE - PARKING - OTA CONFERENCE	1.00		ADMINISTRATION
8038 TRAVEL	CITY OF EUGENE - PARKING - OTA CONFERENCE	1.50		ADMINISTRATION
8038 TRAVEL	CITY OF EUGENE - PARKING - OTA CONFERENCE	4.00		ADMINISTRATION
8038 TRAVEL	OREGON ELECTRIC STATION - FOOD - NOWATA CONFERENCE	22.00		ADMINISTRATION
8038 TRAVEL	ORBITZ.COM - LODGING - NRTAP CONFERENCE	132.46		ADMINISTRATION
8038 TRAVEL	FRONTIER - AIRFARE - NRTAP CONFERENCE	220.00		ADMINISTRATION
8038 TRAVEL	WENDY'S - FOOD - NRTAP CONFERENCE	13.08		ADMINISTRATION
8038 TRAVEL	HEIDI'S BROOKLYN DELI - FOOD - NRTAP CONFERENCE	28.63		ADMINISTRATION
8038 TRAVEL	LAZ PARKING - PARKING - NRTAP CONFERENCE	20.00		ADMINISTRATION
8038 TRAVEL	STARBUCKS - FOOD - NRTAP CONFERENCE	10.25		ADMINISTRATION
8038 TRAVEL	TEXAS ROADHOUSE - FOOD - NRTAP CONFERENCE	61.80		ADMINISTRATION
8038 TRAVEL	AMPCO PARKING - PARKING - NRTAP CONFERENCE	18.00		ADMINISTRATION
8038 TRAVEL	STEAK ESCAPE/TACO JOHN - FOOD - NRTAP CONFERENCE	6.82		ADMINISTRATION
8038 TRAVEL	AMPCO PARKING - PARKING - NRTAP CONFERENCE	6.00		ADMINISTRATION
8038 TRAVEL	ALAMO RENT-A-CAR - VEHICLE RENTAL - NRTAP CONFERENCE	42.89		ADMINISTRATION

Bill

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

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Bill Due 12/16/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	PDX AIRPORT - PARKING - NRTAP CONFERENCE	40.00		ADMINISTRATION
8038 TRAVEL	DENVER AIRPORT - PARKING - NRTAP CONFERENCE	31.52		ADMINISTRATION
8038 TRAVEL	BURGERVILLE - FOOD - NRTAP CONFERENCE	13.88		ADMINISTRATION
8038 TRAVEL	AMPCO PARKING - PARKING - NRTAP CONFERENCE	18.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	0261 JONES USPS - POSTAGE	9.80		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - FOOD FOR RIDE CARE ADVISORY MEETING	10.50		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	CDW - PHONE HOOKSWITCH FOR RIDE CARE	62.07		ADMINISTRATION
8059 TELEPHONE HARDWARE	HOME DEPOT - PHONE CORDS / PARTS	37.85		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW - EMAIL ENCRYPTION	293.90		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - SHIPPING	42.60		ADMINISTRATION
8120 OFFICE SUPPLIES	HOME DEPOT - POWER STRIP	12.97		ADMINISTRATION
8038 TRAVEL	SUBWAY - FOOD - TCTD MEETING	10.00		ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT - PARTS TO FIX TOILET AT RIDE CARE	5.58		ADMINISTRATION
8038 TRAVEL	0469 - MOODY RIVERSHORE MOTEL - LODGING	-88.00		ADMINISTRATION
8038 TRAVEL	RIVERSHORE MOTEL - LODGING	176.00		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	SMARTSHEET	16.00		ADMINISTRATION

Bill

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

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PAID

Bill Due	12/16/2015
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8059 TELEPHONE HARDWARE	0204 PARKER CDW - TELEPHONE HEADSET - TRANSIT CENTER - RETURN	-58.19		OPER 5311
8121 POSTAGE-SHIPPING 8070 EMPLOYEE RECOGNITION	USPS - STAMPS CASH & CARRY - FOOD - EMPLOYEE QUARTERLY LUNCH	101.94 131.50		ADMINISTRATION ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - FOOD - EMPLOYEE QUARTERLY LUNCH	47.56		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW - TELEPHONE HEADSET - TRANSIT CENTER	259.77		OPER 5311
8100 MEETING EXPENSE	FRED MEYER - FOOD - BOARD MEETING	25.15		ADMINISTRATION
8065 EDUCATION/OUTREACH	CASH & CARRY - CANDY - HALLOWEEN	35.83		ADMINISTRATION
8135 PRINTING 8100 MEETING EXPENSE	COSTCO CHECKS - CHECKS WET DOG CAFE - FOOD - CHAMBER BREAKFAST	38.73 10.50		ADMINISTRATION ADMINISTRATION
8065 EDUCATION/OUTREACH 8100 MEETING EXPENSE	SAFEWAY - CANDY - HALLOWEEN HOME BAKING CO - FOOD - BOARD MEETING	9.99 10.00		ADMINISTRATION ADMINISTRATION
8038 TRAVEL	0659 - PIETILA EXPEDIA - LODGING - OTA CONFERENCE	485.52		MOBILITY MANAGEMENT
8038 TRAVEL	THE BARN LIGHT - FOOD - OTA CONFERENCE	18.98		MOBILITY MANAGEMENT
8038 TRAVEL	OREGON ELECTRIC STATION - FOOD - OTA CONFERENCE	35.00		MOBILITY MANAGEMENT
8066 EVENT SUPPLIES	FRED MEYER - TO SUPPLIES	16.97		MOBILITY MANAGEMENT

Bill

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

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PAID

Bill Due	12/16/2015
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8065 EDUCATION/OUTREACH	FACEBOOK - PUBLIC OUTREACH	10.00		MOBILITY MANAGEMENT

Expense Total : 4,444.24

Bill Total : \$4,444.24

Sunset Empire Transportation District
DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the December 2016 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 6 Month = 50.0% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 51.95% of annual budget. YTD Property Tax revenues of \$871,534 are \$91,535 better than YTD budget. Total Expense was 40.39% of annual budget and is \$234,359 better than YTD budget. YTD Other Expense of \$78,474 was \$138,876 better than budget the result of using any of the contingency through December.

Revenue

4000 Fares: Are down the result of recording five payments to MTR in the month. YTD MTR is on budget. Paratransit is about \$1,500 below budget for the month. YTD Paratransit is also below budget and prior year. Current YTD Paratransit is 16,914 compared to prior year of \$25,005 through December. This decrease is the result of having more Non Medicaid rides than Medicaid. This is a shift for prior year and the agency earns less per Non Medicaid ride.

- 4100 Contract Service-IGA: Columbia Count Rider for the quarter October-December 2015 will be billed in January 2016. There was no billing for Cannon Beach.
- 4200 Property Tax: Includes Property tax distributions for December (\$78,015) prior year was \$7,641. YTD revenue of \$871,534 is \$91,704 better than prior year through December.
- 4272 Parking: One occupant gave notice they no longer need the parking space, and we have secured a replacement in January. We have called prospects on our waiting list to fill the other vacancy.
- 5000 Grants: Budgeted was \$13,075 in December, and \$23,456 was received, of which \$19,437 and \$16,187 were budgeted in November. The 5311 grant reimbursement of \$113,000 is expected in January 2016.

Expense

- 6200 Employee Benefits: Reflects the 3rd quarter installment payment (\$4,049) of our workers compensation plan. Total cost is \$19,836 with the final payment due on April 1 2016.
- 8005 Audit: Progress payment for 2015 audit was made in December, final payment is expected in January.
- 8030 Comp-Info-Tech Services: Includes the Quick Books annual support renewal \$1,320. This support includes Payroll updates for new rates and online support.
- 8035 Conf Training & Travel: Reimbursement of Eugene conference (\$1,604).
- 8070 Employee Recognition: Includes holiday recognition.
- 8080 Insurance: December includes Internet/Cyber Space Insurance payment of \$1,611 for the period January 1 2016 to December 31, 2016.
- 8075 Fuel: Prices continue below budgeted amounts Unleaded prices are about \$1.80 and Bio diesel about \$1.70
- 8130 Payroll Processing Fees: The payroll process fee is \$70 per payroll and is split 80% SETD and 20% Ride care. Budgeted was \$1,200 for the year for both SETD and Ridecare. It is estimated that this account will be over budget by \$600 by year end.
- 8135 Printing: December includes the printing of 3,000 schedules \$2,256 and check stock \$178.
- 8155 Telephone/Internet Service: Reflects billing from Coastcom for telephone and internet service (\$1,122 allocated amount) and employee allowances for cell phone use August to December.
- 9600-9626 Flexlease Payment: Reflects the budgeting of the Flexlease payment due US Bank in December 2015. This is SETD's share which was recorded in November and paid in December. This payment is made to US Bank twice a year in December and June. The December payment includes principal and June is interest only. The final payment is expected to be December 2019. The payment was budgeted in December.

***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

DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the December 2016 Board of Commissioner's Meeting

Ride Care Fund Profit and Loss

Ride Care's Total Income is 42.47% of total budget YTD revenues of \$1,237,217 are \$149,283 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget. The Auditors have approved the correction and it will be reflected January. This adjustment should bring the YTD revenues in line with YTD budget. YTD expense of \$1,510,826 are 52.61% of YTD budget and are \$71,908 over YTD budget.

Expense

- 7000 Contract Providers: Total rides decreased by 603 rides and total miles decreased by 9,902 miles. This is the result of a change in the service mix of the rides and the price increase when compared to prior year. For the month Gas Voucher rides dropped by 393 rides and miles decreased by 9,201 with an average cost of \$9.47 per ride (2014 average cost was \$7.55). Sedan rides dropped by 119 and miles increased by 4,992 with an average cost of \$50.56 per ride (2014 average cost was \$45.75). This shift in the mix of rides accounts for the increase in cost over budget for the month. YTD Gas voucher rides have decreased by 1,889 and sedan rides have increased by 196 with the average cost per ride increasing \$.56 for Gas Voucher and \$6.99 for Sedan rides.
- 7030 Bus Passes: More Bus Passes are being issued compared to last year as it is less expensive.
- 8045 Drug/Alcohol/Background Checks: Includes \$156 for a one check. YTD we have had 6 background checks including two with the state police which are more expensive.
- 8055 Durable Equipment/Small Tools: includes one new computer (\$906) and APC Backup system (\$903).
- 8080 Insurance: Internet /Cyber Space Insurance premium paid for the calendar year 2016.
- 8155 Telephone/Internet Service: Includes Coastcom telephone & internet service for the months of December of \$2,780, Cell Phone allowance reimbursement August –December \$232) and Verizon Monthly charges . This account will continue to be over budget as it was under budgeted.

Information and Follow Up to Previous Board Meeting Questions

Balance Sheet Items

- AR: ODOT AR of \$25,815 is from prior year and an entry (\$23,577) has been approved by the auditor to write off this uncollectable amount is from prior year.
- Parking AR: Hip Fish made their back payment in December and has elected to cancel our agreement. This space has been offer to another entity and they have filled the space starting in January. We have also offered our second space to another prospect.

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

**Sunset Empire Transportation District
Profit & Loss Budget Performance General Fund
December 2015**

	Moonth Budget	Month Budget	YTD Actual	YTD Budget		Annual Budget	YTD Budget
YTD Actula & Budget Target: 50.0%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4000 FARES	15,628.47	20,645.83	139,668.08	135,874.98	3,793.10	283,749.96	49.22%
4090 DONATIONS/COMMISSIONS	0.00		493.28		493.28		
4100 CONTRACTED SERVICES-IGA	0.00	17,000.00	49,768.17	84,000.00	(34,231.83)	170,369.00	29.21%
4200 TAXES	78,015.02	50,000.00	871,534.54	780,000.00	91,534.54	860,000.00	101.34%
4250 TIMBER SALES	0.00	0.00	99,711.77	100,000.00	(288.23)	160,000.00	62.32%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	41,633.81	25,000.00	16,633.81	55,000.00	75.70%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	
4272 PARKING SPACES	665.00	767.00	4,180.00	4,602.00	(422.00)	9,204.00	45.42%
4270 RENTAL INCOME - Other	0.00	66.00	0.00	198.00	(198.00)	1,596.00	0.00%
Total 4270 RENTAL INCOME	665.00	833.00	4,180.00	4,800.00	(620.00)	10,800.00	38.70%
4300 INTEREST	567.89	267.00	1,818.04	1,600.00	218.04	3,200.00	56.81%
4310 MISC INCOME	0.00		209.96		209.96		
5000 GRANTS	53,961.00	13,075.00	53,961.00	240,764.00	(186,803.00)	876,152.00	6.16%
5080 OREGON STF FUNDS	0.00	0.00	56,872.00	58,336.00	(1,464.00)	121,422.00	46.84%
Total Income	148,837.38	101,820.83	1,319,850.65	1,430,374.98	(110,524.33)	2,540,692.96	51.95%
Gross Profit	148,837.38	101,820.83	1,319,850.65	1,430,374.98	(110,524.33)	2,540,692.96	51.95%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	83,399.97	97,731.00	549,223.82	586,384.00	37,160.18	1,172,770.00	46.83%
6200 PAYROLL EXPENSES	16,210.47	15,458.00	71,569.10	78,479.00	6,909.90	148,956.00	48.05%
6300 EMPLOYEE BENEFITS	22,615.77	22,811.00	129,858.84	142,771.00	12,912.16	283,542.00	45.80%
Total 1. PERSONNEL SERVICES	122,226.21	136,000.00	750,651.76	807,634.00	56,982.24	1,605,268.00	46.76%
2. MATERIALS & SERVICES							
8005 AUDIT	1,088.00	0.00	19,002.40	16,843.00	(2,159.40)	20,540.00	92.51%
8006 ADS (HR JOB POSTING)	0.00	0.00	474.13	843.00	368.87	998.00	47.51%
8010 BANK FEES	233.65	263.00	1,532.24	1,566.00	33.76	3,158.00	48.52%
8020 BLDING & GROUNDS MAINT	1,491.39	4,783.00	11,950.57	29,499.00	17,548.43	58,130.00	20.56%
8030 COMP-INFO-TECH SERVICES	1,611.87	638.00	8,093.59	4,612.00	(3,481.59)	11,522.00	70.24%
8035 CONF TRAINING & TRAVEL	-1,284.19	4,431.00	9,910.77	22,319.00	12,408.23	38,881.00	25.49%
8040 DONATIONS/CONTRIBUTIONS	0.00		90.00		(90.00)		
8041 DONATIONS CLEARING	0.00		-90.00		90.00		
8045 DRUG/ALCOHOL/BG CHECKS	0.00	117.00	500.75	1,079.00	578.25	2,158.00	23.20%
8050 DUES SUBSCRIPTIONS & FEES	845.05	1,336.00	12,529.57	9,333.00	(3,196.57)	18,292.00	68.50%
8055 DURABLE EQUIP/SMALL TOOLS	513.56	2,126.00	9,711.79	11,721.00	2,009.21	18,841.00	51.55%
8061 EQUIPMENT LEASE/RENT	426.21	336.00	2,893.26	2,016.00	(877.26)	4,032.00	71.76%
8065 EDUCATION/OUTREACH	1,714.70	2,500.00	6,982.38	14,683.00	7,700.62	30,000.00	23.27%
8070 EMPLOYEE RECOGNITION	2,397.45	644.00	2,979.30	2,818.00	(161.30)	4,740.00	62.85%
8075 FUEL	16,674.92	16,666.00	46,829.38	99,999.00	53,169.62	200,000.00	23.41%
8080 INSURANCE	1,611.65	0.00	191.98	11,129.00	10,937.02	44,516.00	0.43%
8090 LEGAL ADS	110.08	27.00	110.08	261.00	150.92	790.00	13.93%
8095 LEGAL COUNSEL	0.00	421.00	231.00	2,526.00	2,295.00	6,740.00	3.43%
8100 MEETING EXPENSE	199.25	134.00	381.69	796.00	414.31	1,586.00	24.07%
8120 OFFICE SUPPLIES	801.68	1,136.00	7,024.76	6,690.00	(334.76)	13,763.00	51.04%
8130 PAYROLL PROCESSING FEES	112.00	79.00	709.21	474.00	(235.21)	948.00	74.81%
8135 PRINTING	2,436.47	933.00	4,811.20	9,399.00	4,587.80	19,700.00	24.42%
8139 PROFESSIONAL SERVICES	0.00	754.00	0.00	32,640.00	32,640.00	43,473.00	0.00%
8140 SUBGRANT PASS THROUGH	0.00	4,080.00	0.00	8,160.00	8,160.00	32,026.00	0.00%
8150 TAXES/LICENSES/BUS REG FEE	125.77	3,500.00	125.77	3,750.00	3,624.23	5,000.00	2.52%
8155 TELEPHONE/INTERNET SERVICE	2,443.66	1,310.00	15,375.94	6,442.00	(8,933.94)	13,956.00	110.17%
8160 UNIFORMS	123.16	334.00	767.87	2,000.00	1,232.13	4,000.00	19.20%

Sunset Empire Transportation District
Profit & Loss Budget Performance General Fund
December 2015

	Moonth Budget	Month Budget	YTD Actual	YTD Budget		Annual Budget	YTD Budget
8165 UTILITIES	2,061.96	1,955.00	8,128.22	10,403.00	2,274.78	21,660.00	37.53%
8170 VEHICLE MAINT & REPAIRS	10,677.02	11,964.00	41,124.54	76,380.00	35,255.46	149,560.00	27.50%
Total 2. MATERIALS & SERVICES	46,415.31	60,467.00	212,372.39	388,381.00	176,008.61	769,010.00	27.62%
Total Expense	168,641.52	196,467.00	963,024.15	1,196,015.00	232,990.85	2,374,278.00	40.56%
Net Ordinary Income	-19,804.14	-94,646.17	356,826.50	234,359.98	122,466.52	166,414.96	214.42%
Other Income/Expense					0.00		
Other Expense					0.00		
3. OTHER EXPENSES					0.00		
9610 CLATSOP BANK-PRINCIPAL	5,173.09	5,168.00	30,737.99	30,484.00	(253.99)	61,910.00	49.65%
9611 CLATSOP BANK-LOAN INT	1,400.41	1,406.00	8,703.01	8,957.00	253.99	16,972.00	51.28%
Total 3. OTHER EXPENSES	6,573.50	6,574.00	39,441.00	39,441.00	0.00	78,882.00	50.00%
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	38,652.00	33,350.00	38,652.00	5,302.00	38,652.00	86.28%
9626 SDAO FLEXLEASE-INTEREST	0.00	4,756.00	4,727.36	4,756.00	28.64	10,531.00	44.89%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	9,501.00	9,501.00	179,500.00	0.00%
9800 CONTINGENCY	0.00	125,000.00	0.00	125,000.00	125,000.00	250,000.00	0.00%
9850 TRANSFER OUT	0.00		0.00		0.00	50,000.00	0.00%
Total Other Expense	6,573.50	174,982.00	78,473.56	217,350.00	138,876.44	607,565.00	12.92%
Net Other Income	-6,573.50	-174,982.00	-78,473.56	-217,350.00	138,876.44	-607,565.00	12.92%
Net Income	-26,377.64	-269,628.17	278,352.94	17,009.98	261,342.96	-441,150.04	163.10%

719,503.0

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

	Month Actual	Month Budget	YTD Actual	YTD Budget		Annual Budget	YTD Budget
					YTD Actual & Budget Target: 50.0%		
					Better		
					(Worse)		
Ordinary Income/Expense							
Income							
4300 INTEREST	451.15	250.00	2,288.70	1,500.00	788.70	3,000.00	76.29%
4500 RC PROVIDER SERVICE REIM	244,297.17	230,833.33	1,234,928.32	1,384,999.98	(150,071.66)	2,770,000.00	44.58%
Other Types of Income	0.00		0.00		0.00	140,000.00	0.00%
Total Income	244,748.32	231,083.33	1,237,217.02	1,386,499.98	(149,282.96)	2,913,000.00	42.47%
Gross Profit	244,748.32	231,083.33	1,237,217.02	1,386,499.98	(149,282.96)	2,913,000.00	42.47%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	21,517.33	25,658.88	139,448.62	153,953.28	14,504.66	307,914.56	45.29%
6200 PAYROLL EXPENSES	3,086.31	3,161.31	17,169.99	20,548.52	3,378.53	41,097.04	41.78%
6300 EMPLOYEE BENEFITS	5,467.45	6,307.83	32,792.73	41,003.85	8,211.12	81,999.00	39.99%
Total 1. PERSONNEL SERVICES	30,071.09	35,128.02	189,411.34	215,505.65	26,094.31	431,010.60	43.95%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	220,175.73	183,333.33	1,201,530.27	1,099,999.98	(101,530.29)	2,200,000.00	54.62%
7030 BUS PASSES	2,225.00	1,334.00	10,054.00	8,000.00	(2,054.00)	16,000.00	62.84%
8005 AUDIT	272.00	0.00	5,772.60	4,477.20	(1,295.40)	5,460.00	105.73%
8006 ADS (HR JOB POSTING)	184.25	0.00	501.16	191.00	(310.16)	382.00	131.19%
8010 BANK FEES	10.00	11.81	60.05	70.86	10.81	142.00	42.29%
8020 BLDING & GROUNDS MAINT	407.00	1,072.00	2,409.41	6,428.00	4,018.59	12,856.00	18.74%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	60.00	639.00	1,608.94	4,588.00	2,979.06	8,449.00	19.04%
8035 CONF TRAINING & TRAVEL	26.40	572.00	449.21	2,880.01	2,430.80	5,018.44	8.95%
8045 DRUG/ALCOHOL/BG CHECKS	156.25	56.79	1,149.50	521.00	(628.50)	1,042.00	110.32%
8050 DUES SUBSCRIPTIONS & FEES	0.00	93.51	79.22	645.03	565.81	1,266.00	6.26%
8055 DURABLE EQUIP/SMALL TOOLS	1,809.57	403.00	5,830.17	7,287.00	1,456.83	10,472.00	55.67%
8065 EDUCATION/OUTREACH	0.00	84.88	0.00	498.85	498.85	1,019.00	0.00%
8070 EMPLOYEE RECOGNITION	5.99	113.00	110.06	984.00	873.94	1,660.00	6.63%
8080 INSURANCE	946.53	0.00	535.47	1,629.00	1,093.53	6,515.00	8.22%
8090 LEGAL ADS	0.00	6.00	0.00	58.46	58.46	179.00	0.00%
8095 LEGAL COUNSEL	0.00	79.00	378.00	472.50	94.50	1,260.00	30.00%
8100 MEETING EXPENSE	0.00	82.00	63.35	495.00	431.65	992.00	6.39%
8120 OFFICE SUPPLIES	74.63	530.92	1,409.06	3,124.12	1,715.06	6,427.00	21.92%
8130 PAYROLL PROCESSING FEES	28.00	21.00	176.99	126.00	(50.99)	252.00	70.23%
8139 PROFESSIONAL SERVICES	204.00	46.40	1,178.00	2,009.72	831.72	2,678.12	43.99%
8155 TELEPHONE/INTERNET SERVICE	3,417.53	1,210.00	19,025.37	7,260.00	(11,765.37)	14,520.00	131.03%
8165 UTILITIES	887.40	620.00	3,664.25	3,167.00	(497.25)	6,840.00	53.57%
Total 2. MATERIALS & SERVICES	230,890.28	190,308.64	1,255,985.08	1,154,912.73	(101,072.35)	2,303,429.56	54.53%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	65,430.27	68,500.00	3,069.73	137,500.00	47.59%
Total Expense	260,961.37	225,436.66	1,510,826.69	1,438,918.38	(71,908.31)	2,871,940.16	52.61%
Net Ordinary Income	-16,213.05	5,646.67	-273,609.67	-52,418.40	(221,191.27)	41,059.84	-666.37%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00		0.00		0.00	3,532.00	0.00%
Total 3. OTHER EXPENSES	0.00		0.00		0.00	3,532.00	0.00%
9600 DEBT SERVICE & INTERES-FEE	0.00		179.82		(179.82)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		16,650.00		(16,650.00)		
9626 SDAO FLEXLEASE-INTEREST	0.00	12,000.00	2,360.14	12,000.00	9,639.86	12,000.00	19.67%
9655 DMAP REPAYMENT AGREEMENT	36,343.25	36,343.00	109,029.75	109,031.00	1.25	145,374.00	75.00%
9700 CAPITAL EXPENSE	0.00	0.00	14,059.58	30,000.00	15,940.42	30,000.00	46.87%
9800 CONTINGENCY	0.00		0.00		0.00	210,000.00	0.00%
Total Other Expense	36,343.25	48,343.00	142,279.29	151,031.00	8,751.71	400,906.00	35.49%
Net Other Income	-36,343.25	-48,343.00	-142,279.29	-151,031.00	8,751.71	-400,906.00	35.49%
Net Income	-52,556.30	-42,696.33	-415,888.96	-203,449.40	(212,439.56)	-359,846.16	115.57%

Sunset Empire Transportation District
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 SETD GEN FUND BANK ACCTS		Accounts Payable	
1001 CCB-OPERATING (3943)	106,702.98	2000 ACCOUNTS PAYABLES	
1002 CCB-PAYROLL (3950)	4,305.46	2010 SETD GENERAL FUND A/P	15,695.76
1005 CCB-VEHICLE SALES ACCT	2,201.26	2020 RIDE CARE FUND A/P	45,855.19
1010 CCB-EMPLOYEE ACCT (3935)	1,433.24	Total 2000 ACCOUNTS PAYABLES	<u>61,550.95</u>
1015 HRA FISCAL AGENT	1,592.08	Total Accounts Payable	61,550.95
1020 LGIP (4992)	899,466.89	Other Current Liabilities	
Total 1000 SETD GEN FUND BANK ACCTS	<u>1,015,701.91</u>	2100 PAYROLL LIABILITIES	1,623.39
1030 CCB RESERVE FUND	75,260.66	2135 OTHER P/R LIABILITIES	
1040 TILLS	300.00	2136 AFLAC-AT	91.45
1050 RIDE CARE FUND BANK ACCTS		2137 AFLAC-PT	787.52
1051 CCB-RC OPERATING (3976)	281,205.48	2138 OTHER LIABILITIES	480.00
1055 HRA FISCAL AGENT (RC)	507.92	2139 Garnishments	0.15
1056 RC LGIP (3959)	903,242.99	Total 2135 OTHER P/R LIABILITIES	<u>1,359.12</u>
Total 1050 RIDE CARE FUND BANK ACCTS	<u>1,184,956.39</u>	2300 DEFERRED REVENUE	52,701.70
Total Checking/Savings	2,276,218.96	Total Other Current Liabilities	<u>55,684.21</u>
Accounts Receivable		Total Current Liabilities	117,235.16
1200 ACCOUNTS RECEIVABLES		Long Term Liabilities	
1210 SETD A/R		2800 INTERCOMPANY DUE TO/FROM	
1211 SETD A/R	3,323.00	2810 DUE TO RIDE CARE	435,063.82
1215 SETD A/R-GRANTS	25,815.00	2815 DUE TO SETD GENERAL FUND	-435,063.82
Total 1210 SETD A/R	<u>29,138.00</u>	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Total 1200 ACCOUNTS RECEIVABLES	29,138.00	Total Long Term Liabilities	<u>0.00</u>
1250 PROPERTY TAX RECEIVABLES	42,931.70	Total Liabilities	117,235.16
Total Accounts Receivable	<u>72,069.70</u>	Equity	
Other Current Assets		3000 OPENING BALANCE EQUITY	651,014.34
1049 VALIC	3,546.83	3900 RETAINED EARNINGS	1,728,740.65
1400 PREPAID EXPENSES		Net Income	-139,030.93
1401 PREPAID INS/BENEFITS	624.68	Total Equity	<u>2,240,724.06</u>
Total 1400 PREPAID EXPENSES	<u>624.68</u>	TOTAL LIABILITIES & EQUITY	<u><u>2,357,959.22</u></u>
1500 UNDEPOSITED FUNDS	5,499.05		
Total Other Current Assets	<u>9,670.56</u>		
Total Current Assets	<u>2,357,959.22</u>		
TOTAL ASSETS	<u><u>2,357,959.22</u></u>		

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	0.00	0.00	0.00	60.00	0.00	60.00
CLATSOP COUNTY TREASURER	0.00	-13,540.20	0.00	0.00	56,471.90	42,931.70
DHS - CHILD WELFARE-CLATSOP	717.00	0.00	0.00	0.00	0.00	717.00
ISN	0.00	0.00	330.00	0.00	-660.00	-330.00
ODOT	0.00	0.00	0.00	0.00	25,815.00	25,815.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	180.00	-180.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	0.00	0.00	0.00	285.00
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	0.00	95.00	0.00	0.00	190.00
P-H&R Block	95.00	95.00	95.00	47.50	47.50	380.00
P-HOMESPUN QUILTS	95.00	95.00	0.00	0.00	0.00	190.00
P-SAMUELSON	0.00	47.50	47.50	0.00	2.00	97.00
PACIFIC NW WORKS	80.00	0.00	0.00	0.00	0.00	80.00
RC-PASSES	0.00	1,464.00	0.00	0.00	0.00	1,464.00
TOTAL	<u>1,414.50</u>	<u>-11,696.20</u>	<u>567.50</u>	<u>287.50</u>	<u>81,496.40</u>	<u>72,069.70</u>

Note: H& R Block over due amounts collected in Jan 2016.

Sunset Empire Transportation District
A/P Aging Summary
As of December 31, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
GENERAL FUND						
ABECO	134.72	0.00	0.00	0.00	0.00	134.72
ALSCO	123.16	0.00	0.00	0.00	0.00	123.16
ASTORIA, CITY OF	546.08	0.00	0.00	0.00	0.00	546.08
BROWN & BROWN	2,558.18	0.00	0.00	0.00	0.00	2,558.18
CASH N CARRY	7.08	0.00	0.00	0.00	0.00	7.08
COASTAL ENTERPRISES, LLC	59.50	0.00	0.00	0.00	0.00	59.50
EO MEDIA GROUP	319.30	0.00	0.00	0.00	0.00	319.30
EXPLORER MEDIA GROUP	758.70	0.00	0.00	0.00	0.00	758.70
JACKSON & SON OIL, INC.	3,869.40	0.00	0.00	0.00	0.00	3,869.40
MTR WESTERN BUS	4,943.70	0.00	0.00	0.00	0.00	4,943.70
NW NATURAL	172.77	0.00	0.00	0.00	0.00	172.77
PACIFIC POWER	1,511.77	0.00	0.00	0.00	0.00	1,511.77
TOGO2013	100.00	0.00	0.00	0.00	0.00	100.00
VERIZON WIRELESS	798.40	0.00	0.00	0.00	0.00	798.40
Total General Fund	<u>15,902.76</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,902.76</u>
RIDECARE						
RC-COLUMBIA COUNTY RIDER	315.00	-130.00	0.00	0.00	0.00	185.00
RC-ELLIOTT'S TRANSPORT	2,435.00	0.00	0.00	0.00	0.00	2,435.00
RC-HOT SHOT TRANSPORTATION	3,852.56	0.00	0.00	0.00	0.00	3,852.56
RC-K & M MEDIVAN	12,333.27	0.00	0.00	0.00	0.00	12,333.27
RC-MEDIX AMBULANCE	4,476.00	0.00	0.00	0.00	0.00	4,476.00
RC-OREGON COAST TRANSPORTERS, LLC	3,885.50	0.00	0.00	0.00	0.00	3,885.50
RC-SETD-PARA	310.00	0.00	0.00	0.00	0.00	310.00
RC-SETD-PASSES	1,350.00	0.00	0.00	0.00	0.00	1,350.00
RC-TILLAMOOK COUNTY TRANSPORTATION	7,200.25	211.75	0.00	0.00	0.00	7,412.00
RC-WAPATO SHORES, INC	8,105.62	0.00	0.00	0.00	0.00	8,105.62
Total Ridecare	<u>44,263.20</u>	<u>81.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44,344.95</u>

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

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	3490	12/02/2015	RC-HOT SHOT TRANSPORTATION	-5,205.62
Bill Pmt -Check	3491	12/02/2015	RC-K & M MEDIVAN	-13,461.50
Bill Pmt -Check	3493	12/02/2015	RC-MEDIX AMBULANCE	-6,059.00
Bill Pmt -Check	3496	12/02/2015	RC-WAPATO SHORES, INC	-11,139.08
Bill Pmt -Check	3498	12/08/2015	RC-HOT SHOT TRANSPORTATION	-9,354.21
Bill Pmt -Check	3500	12/08/2015	RC-MEDIX AMBULANCE	-5,635.00
Bill Pmt -Check	3502	12/08/2015	RC-WAPATO SHORES, INC	-9,077.00
Bill Pmt -Check	3511	12/17/2015	RC-K & M MEDIVAN	-8,863.69
Bill Pmt -Check	3512	12/17/2015	RC-MEDIX AMBULANCE	-7,435.00
Bill Pmt -Check	3514	12/17/2015	RC-OR DHS	-36,343.25
Bill Pmt -Check	3516	12/17/2015	RC-TILLAMOOK COUNTY TRANSPORTATION	-14,486.25
Bill Pmt -Check	3517	12/17/2015	RC-WAPATO SHORES, INC	-11,096.11
Bill Pmt -Check	3525	12/21/2015	RC-HOT SHOT TRANSPORTATION	-8,891.68
Bill Pmt -Check	3526	12/21/2015	RC-K & M MEDIVAN	-7,253.67
Bill Pmt -Check	3527	12/21/2015	RC-MEDIX AMBULANCE	-7,435.00
Bill Pmt -Check	3533	12/21/2015	RC-TILLAMOOK COUNTY TRANSPORTATION	-6,650.50
Bill Pmt -Check	3535	12/21/2015	RC-WAPATO SHORES, INC	-10,421.46
Bill Pmt -Check	3539	12/30/2015	RC-MEDIX AMBULANCE	-6,459.00
Bill Pmt -Check	3542	12/30/2015	RC-TILLAMOOK COUNTY TRANSPORTATION	-6,509.75
Bill Pmt -Check	3543	12/30/2015	RC-WAPATO SHORES, INC	-11,393.01
Bill Pmt -Check	15568	12/02/2015	INDUSTRIAL DIESEL POWER, INC	-6,641.57
Bill Pmt -Check	15587	12/08/2015	JACKSON & SON OIL, INC.	-9,046.51
Bill Pmt -Check	15598	12/17/2015	SDIS	-5,062.36
Bill Pmt -Check	15599	12/17/2015	US BANK TRUST N.A.	-57,627.50
Check	123015	12/31/2015	CLATSOP COMMUNITY BANK	-6,573.50

Bill

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

Date	Ref. No.
12/16/2015	0188 11/7 - 12/8

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

PAID

Bill Due	01/15/2016
Terms	
Memo	MASTERCARD

Expenses

Account	Memo	Amount	Customer:Job	Class
8120 OFFICE SUPPLIES	0808 - CLABORN STAPLES - KEYBOARD FOR MOBILITY MGR.	39.99		MOBILITY MANAGEMENT
8021 B&M GENERAL	HOME DEPOT - PARTS FOR TIME CLOCK	8.50		ADMINISTRATION
8059 TELEPHONE HARDWARE	CDW - PHONE HEADSETS FOR TRANSIT CENTER	513.56		OPER 5311
8056 COMPUTER HARDWARE	LENOVO - COMPUTER FOR RIDE CARE	906.48	RIDE CARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0220 EARLS WAL-MART - SUPPLIES FOR CHRISTMAS PARTY	11.81		ADMINISTRATION
8100 MEETING EXPENSE	0667 HAZEN SILVER SALMON - AREA MANAGERS MEETING LUNCH	174.75		ADMINISTRATION
8038 TRAVEL	SALEM PARKING - RIDE CARE BROKERAGE MEETING	4.50	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	VALLEY CAFE - RIDE CARE MEETING	11.25	RIDE CARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	WET DOG - CHAMBER MEETING	9.50		ADMINISTRATION
8120 OFFICE SUPPLIES	BOLI - EMPLOYEE LAW POSTERS	92.50		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	BLOOMIN' CRAZY - FLOWERS FOR BOARD MEMBER	56.50		ADMINISTRATION
8022 B&M JANITORIAL	FRED MEYER - JANITORIAL SUPPLIES	9.99		OPER 5311
8056 COMPUTER HARDWARE	0261 JONES CDW - APC BACKUPS FOR RIDE CARE	903.09	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	VALLEY CAFE - RIDE CARE BROKERAGE MEETING	10.65	RIDE CARE ADMIN	ADMINISTRATION

Bill

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

Date	Ref. No.
12/16/2015	0188 11/7 - 12/8

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

PAID

Bill Due	01/15/2016
Terms	
Memo	MASTERCARD

Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	FRED MEYER - RIDE CARE	5.99	RIDE CARE ADMIN	RIDE CARE
8021 B&M GENERAL	EMPLOYEE APPRECIATION HOME DEPOT - RIDE CARE REPAIRS	40.80	RIDE CARE ADMIN	ADMINISTRATION
8121 POSTAGE-SHIPING	0204 PARKER USPS - POSTAGE	147.00		ADMINISTRATION
8038 TRAVEL	0659 - PIETILA REFUND OF FRAUDULANT TRAVEL CHARGES	-235.84		MOBILITY MANAGEMENT

Expense Total : 2,711.02

Bill Total : \$2,711.02

Bill

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

Date	Ref. No.
12/16/2015	0188 11/7 - 12/8V

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

PAID

Bill Due	01/15/2016
Terms	
Memo	VISA

Expenses

Account	Memo	Amount	Customer:Job	Class
8032 SUPPORT SERVICES/CONTRACT	0808 - CLABORN ADOBE - SOFTWARE SUBSCRIPTION	34.98		MOBILITY MANAGEMENT
8021 B&M GENERAL	HOME DEPOT - SUPPLIES FOR IT	68.61		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SUBWAY - FOOD FOR EMPLOYEE QUARTERLY PARTY	155.50		OPER 5311
	0220 EARLS			
8038 TRAVEL	0667 HAZEN EXPEDIA - HOTEL - NWOTA MEETING IN TILLAMOOK	78.32		ADMINISTRATION
8038 TRAVEL	ARBY'S - FOOD FOR PTAC MEETING IN SALEM	6.39		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - CABLE FOR IPAD	13.49		ADMINISTRATION
8038 TRAVEL	THE FERN CAFE - FOOD FOR NWOTA MEETING IN TILLAMOOK	12.00		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0469 MOODY SMARTSHEET - SOFTWARE SUBSCRIPTION	16.00		ADMINISTRATION
	0261 JONES			
8135 PRINTING	0204 PARKER BUSINESS CHECKS PRINTING.COM - PRINT CHECKS	178.47		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	39.46		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FLOWERS FOR BOARD MEMBER	52.75		ADMINISTRATION

Bill

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

Date	Ref. No.
12/16/2015	0188 11/7 - 12/8V

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

Bill Due	01/15/2016
Terms	
Memo	VISA

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0659 - PIETILA WENDY'S - FRAUD CHARGE	18.82		MOBILITY MANAGEMENT
8038 TRAVEL	SHOPRITE - FRAUD CHARGE	86.85		MOBILITY MANAGEMENT
8038 TRAVEL	SHOPRITE - FRAUD CHARGE	105.95		MOBILITY MANAGEMENT
8038 TRAVEL	EXXON - FRAUD CHARGE	24.22		MOBILITY MANAGEMENT

Expense Total : 891.81

Bill Total : \$891.81

VETERANS ENHANCED TRANSPORTATION PROGRAM

Several months ago there was a task force put together to help solve the problem regarding transportation for American veterans. In Astoria there is a Disabled American Veteran (DAV) Van that moves veterans from Clatsop County to Portland and Vancouver to cover their different needs. The problem that was encountered is that a large amount of the disabled veterans have no way of getting to the DAV van, and as a part of the 2015-2017 SETD strategic plan, we saw the need to help. The van travels either Hwy 30 or 26 and has several stops on the way but most of the needy clients live in remote areas. The solution SETD has come up with, after a lot of research and investigation, is to start a volunteer driver program. The volunteers will first need to fill out an application, then a background check and drug test will be submitted. After that they will personally come in to speak with Shana Verley. After everything clears, Jason Jones will do a vehicle inspection. The volunteer drivers will have their own primary auto insurance that meets the State of Oregon's requirements. In most cases there will be no extra premium costs for this coverage. SETD's insurance will act as secondary insurance with no extra cost to either party. The scheduling will be done through RideCare. The Veteran's Service Officer (VSO), Veteran's Affairs (VA), or Camp Rilea will be calling to schedule each needed ride with at least 2 work days notice. RideCare will then dispatch the ride to the volunteer driver. They will also take care of recording the mileage and sending the Request For Payment (RFP) to Al Hernandez who will then issue the checks to the volunteers utilizing the Special Transportation Funds. The amounts coming out of that fund will be \$12.00 per ride to RideCare for administration fees, and the current IRS mileage rate to the volunteer drivers. \$10,250.00 was budgeted for the current fiscal year of 2015-2016, anything left by the end of this year will roll over into the next.

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

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

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

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

1. The following Exhibit 4, Health Resiliency Program Exhibit is added:

Exhibit 4
Health Resiliency Program Exhibit

CPCCO’s Health Resiliency Program (“HRP”) is a non-covered OHP service as defined in CPCCO’s CCO Contract. Health Resiliency Specialists (“HRS”) provide outreach and interventions to CPCCO members to help address psychosocial needs and overcome barriers to health. An integral part of this approach is the ability to meet the member where they are. SETD will provide non-emergent transportation services for the Health Resiliency Program in the CPCCO service area.

1. **General Operations.** All policies, procedures, and operational processes for Covered Services will be applied to these non-covered Rides.
 - a. SETD will keep records of these non-covered rides separately from rides that are Covered Services.
 - b. Only designated employees of CareOregon working as Health Resiliency Specialists will have the authority to request rides. The members may not request a HRP ride themselves.
2. **Payment.** Non-covered rides will be reimbursed at the actual cost of the ride plus a \$12.50 administration fee.

- a. SETD will invoice CPCCO on a monthly basis, detailing the number and types of rides provided with a total cost of services due to SETD.
- 3. **Standard Terms.** All standard terms and provisions related to Covered Services, such as insurance requirements, will apply to these non-covered rides.
- 4. **Termination.** Because this is a non-covered service, CPCCO may terminate SETD’s services for the HRP at any time in its sole discretion by written notice to SETD. This clause will supersede any conflicting provisions in the Agreement to preserve CPCCO’s termination power with regards to the HRP service.

SIGNATURES

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

Columbia Pacific CCO, LLC

Date: _____

By: _____
Mimi Haley
Executive Director

Sunset Empire Transportation District

Date: _____

By: _____
Jeff Hazen
Executive Director



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

Phone: 503-861-5370 Fax: 503-325-1606

www.ridethebus.org

BOARD OF COMMISSIONERS 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. 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 January 15, 2016 at 5:00 pm.

Name Andrew Davis		
Home Address 376 3rd St Apt 1, Astoria, OR, 97103		
Phone 219-224-2370	Email andyd@clatsopbh.org	fax
Are you a registered voter ___yes __x_no (I moved to Clatsop County this year, I'm registered in Portland, OR. I'd plan to register in Clatsop by the election next year.)		

1. What is your interest in serving on the SETD Board of Commissioners?
Astoria is my new home, and I wish to continue my previous work in both transportation and community involvement. I believe that community service is an important component of being a citizen, and I think serving on the SETD Board would be a great opportunity for me to contribute. Further, I believe that a robust public transit system is an essential tool both for creating opportunities for lower-income populations and for providing an alternative to individual automotive transit (to ease congestion and to lessen cost and environmental impact).
2. Please list your community service experience.
I was a member of the Bloomington, Indiana Commission on Sustainability for two years, including one year as their vice-chair. I also chaired their sub-committee on reporting, producing an annual report on the environmental sustainability of the city for the Mayor and City Council.
I worked for a year as an intern for the Indiana University Campus Bus System, doing transportation analysis and outreach. My main work was assisting on coordination of bike and pedestrian plans with the city and university, and in marketing the campus bus service to incoming students.

3. What experience do you have working with processes, policies, budgets and or the State of Oregon?
I work for Clatsop Behavioral Healthcare as a Data Analyst and System Administrator. Part of my job is to serve on our internal compliance committee to review our compliance with Oregon Administrative Rules. I'm also tasked with reviewing the efficiency of our production staff.

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?
In addition to the experiences above, I did my Master's work in Public Administration with a concentration in Policy Analysis. I've studied transportation analysis, management science, public management, and several other topics that might be useful to the Board.
I was a regular bus commuter for many years in Bloomington, Indiana, where there is both a City bus service and a University Bus System. When I lived in Portland in 2014 I was a regular user of both the bus and train. I've also lived overseas in Greece and Korea, and used bus and train service regularly in both places. Additionally, I have traveled throughout Asia, Europe and the USA and used public transit in a variety of environments, so I think my comparative knowledge might be of assistance to the Board.

5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?
I have not, though I have assisted our clients in coordinating RideCare service. Unfortunately, my primary use for transit in the past has been for commuting, and the current timetable/location for the SETD weekday services doesn't work well for my needs.



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103
Phone: 503-861-5370 Fax: 503-325-1606
www.ridethebus.org

BOARD OF COMMISSIONERS 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. 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 January 15, 2016 at 5:00 pm.

Name - Jim Servino		
Home Address - 1080 Valley Street, Astoria, OR 97103		
Phone - 503.765.8187	Email - jim@oldoregon.com	Fax - none
Are you either a registered voter or a property owner 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?

I believe maintaining current service and growing the bus system is essential to servicing those who depend on public transportation for work or personal needs. The board can support the good work of the Executive Director and staff.

2. Please list your community service experience.

- Past president and board member of the Astoria Rotary club.
- Chairman of the Friends of the Astoria Aquatic Center committee.
- Chairman of the Committee to Promote Astoria, which preceded the Lower Columbia Tourism Committee.
- Board member of the North Las Vegas Chamber of Commerce.

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

I've been an owner and General Manager for multiple radio stations so I'm experienced with balance sheets, profit and loss statements, human resources, marketing, payables and compliance with both state and federal regulations for the radio industry. I'm currently the Membership & Assistant Executive Director of the Astoria-Warrenton Chamber of Commerce.

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

I've been on boards that have reviewed policy, examined monthly financial reports, and assisted the Executive Director in the areas they have requested. I take the responsibilities that come with the position seriously and will put in the time to become even more familiar with the public transportation industry.

5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?

Although I've ridden The Bus for a couple of special events over the years although I don't use it regularly.

Date: January 20, 2016

To: Board of Commissioners

From: Jeff Hazen

Re: Bus Purchases

Attached you will see the scoring sheets for the proposals we received for the RFQ that was sent out to the vendors approved by the State of Oregon. We received 4 proposals, two from Schetky NW, one from Western Bus and one from Creative Bus Sales. We chose to do the RFQ as a best value determination rather than lowest price due to our being in a remote area with limited repair facilities.

The proposals were evaluated individually by the following individuals:

Steve W.	Driver Supervisor
Scott E.	Operations Manager
Carol P.	Paratransit Supervisor
Norm M.	Mechanic
Jeff H.	Executive Director

The scores were averaged and placed on the attached score sheet. Western Bus had the highest score. It should also be noted that even though they were selected based on best value determinations, they were also had the lowest price.

As you may recall, this grant was a carryover from the previous biennium. ODOT waited until this biennium to execute the agreements, I don't know why they delayed the process. It could have been funding issues. Our grant for two buses is for \$170,000 with \$141,100 coming from ODOT and our local match of \$28,900. The price of the buses came in at a combined total of \$187,722, an amount that exceeds the grant by \$17,722. We can absorb the additional cost due to materials and services in the general fund being \$233,000 under budget this year. Another option would be to not use the latest bus wraps and have a simple logo and Sunset Empire Transportation District affixed to the buses. This would save about \$10,000. Staff does not recommend this option in order to continue our transformation of the look of the fleet to be consistent.

We are asking for the Board to approve the ordering of two new buses subject to ODOT approval of the proposals.

ODOT PUBLIC TRANSIT VEHICLE PURCHASE

Agency Name: Sunset Empire Transportation District		Contact Person: Scott Earls	
Grant Agreement No. 30418	Date: 1/20/16	Phone No. 503-861-5364	

STATE PRICE AGREEMENT RFQ COMPARISON - BEST VALUE DETERMINATION SELECTION - Page 1

Vehicle Useful Life Category:	No. of Vehicles to be Purchased: 2	No. of Regular Seats: 12-16	No. of ADA Stations: 4
Required Specifications:	<input type="checkbox"/> From RFQ (attach all RFQ's behind this form)	<input type="checkbox"/> Other (Attach list or document)	
Additional Preferred Options:	<input type="checkbox"/> From RFQ (attach all RFQ's behind this form)	<input type="checkbox"/> Other (Attach list or document)	
Best Value Factors (non-purchase-price)	<input type="checkbox"/> From RFQ (attach all RFQ's behind this form)	<input type="checkbox"/> Other (Attach list or document)	

PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below):

Requested Quotes	Vendor: Schetky NW	Vendor: Schetky NW	Vendor: Western Bus	Vendor: Creative Bus
Vehicle Make/Model Proposed:	Eldorado Aerotech 240/Ford E450	Elkhart EC II/Ford E450	Champion Challenger Ford E450	Starcraft Allstar Ford E450
Vehicle Base Price:	\$49,552	\$47,136	\$48,326	\$47,061
Cost of Required Specifications:	\$43,685	\$43,685	\$36,517	\$38,040
Total Vehicle Cost With Required Specifications:	\$93,237	\$90,821	\$84,843	\$85,101
Cost of Additional Preferred Options (if any - enter zero if none):	\$10,559	\$10,559	\$9,018	\$10,550
Total Vehicle Cost With Required and Preferred Options:	\$103,796	\$101,380	\$93,861	\$95,651

ODOT PUBLIC TRANSIT VEHICLE PURCHASE

Agency Name: Sunset Empire Transportation District	Grant Agreement No: 30418
----------------------------------------------------	---------------------------

STATE PRICE AGREEMENT RFQ COMPARISON - BEST VALUE DETERMINATION SELECTION - Page 2

Best Value Determination Factors (list below with assigned rating criteria or point scoring; attach explanation of factors & rating)

Best Value Factors (non-purchase-price)	Vendor: Schetky NW	Vendor: Schetky NW	Vendor: Western Bus	Vendor: Creative Bus
Scoring is based on (list factors/scores):				
Meeting all specifications - 50 points	25.0	24.0	48.0	45.0
Service history with dealer - 20 points	13.4	13.4	19.6	11.4
Warranty - 20 points	16.2	15.4	18.0	16.4
Delivery - 10 points	10.0	10.0	10.0	10.0
Total Rating Score or Evaluation:	64.6	62.8	95.6	82.8
Best Value Vehicle Selected:	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected
Explanation/Rationale for Vehicle Selected:	Clearly defined specifications as requested. Investigated service history by speaking to those with direct experience in agency. Selection based on service work done with the vendors in the past. Slightly higher score on service history. Past experience of working with all of vendors, one stands out the best of everything. Schetky bids did not do what was asked on specs. Schetky was difficult to evaluate based on how they submitted the bids. Warranty was slightly better on Creative.			
AGENCY SIGNATURE (Required):				
Agency Representative (enter printed name and title below)			Phone No. / E-mail address (enter below)	
Jeff Hazen			503-861-5399 jeff@ridethebus.org	
Signature of Agency Representative:			Date of signature:	



Sunset Empire Transportation District

Senior and Disabled Transportation Advisory Committee

BYLAWS

SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive – Astoria, OR 97103

Phone (503) 861-7433 -- Fax (503) 861-4299

www.ridethebus.org

Table of Contents

Article 1. General Purpose, Roles and Responsibilities

Section 1- Purpose

Section 2- Rules and Responsibilities

Article 2. Members, Officers and Vacancies

Section 1- Membership

Section 2- Member Responsibilities

Section 3- Terms of Office

Section 4- Chair

Section 5- Vice Chair

Section 6- SETD Executive Director Role and Responsibilities

Section 7- Selection and Terms of Chair and Vice Chair

Section 8- Participation and Vacancies

Article 3. Meetings

Section 1- General

Section 2- Quorum

Section 3- Voting

Section 4- Actions

Section 5- Regular Meetings

Section 6- Special Meetings

Section 7- Agenda

Article 4. Agendas, Minutes, and Recommendations to the SETD Board

Section 1- Agendas

Section 2- Minutes

Section 3- Recommendations to the SETD Board

Article 5. Subcommittees

Formations of Subcommittees

Article 6. Special Transportation Funds Advisory Committee (STFAC)

Article 7. Amendments

Article 1. General purpose, Roles and Responsibilities

Section 1. Purpose

The Senior and Disabled Advisory Committee (SDAC), advises Sunset Empire Transportation District's (SETD, or the "District") Board of Commissioners ("Board") on issues involving the District's transportation plans, policies and programs, with a special emphasis on access for seniors and disabled riders.

SDAC also doubles as the District's Special Transportation Fund Advisory Committee (STFAC) in regards to reviewing and making recommendations to the SETD Board for the Oregon Department of Transportation's (ODOT) Special Transportation Fund and for FTA Section 5310 grant funds.

Section 2. Roles and Responsibilities

In carrying out its purpose the committee shall:

- A. Provide a public forum for the discussion of District services, and maintain communications with groups representing the various ridership groups, such as: commuters, students, seniors and/or individuals with disabilities.
- B. Convey community views on transportation matters affecting persons who utilize the transit services to the SETD Board.
- C. Review and recommend, for final approval by the SETD Board, short and long range plans including compliance with local, state, and federal requirements relating to accessible transportation.
- D. Recommend, and/or review projects and plans relating to public transportation, and advise the SETD Board concerning such projects and plans.
- E. Recommend strategies to implement transportation plans, policies, and programs recommended by the SDAC and adopted by the SETD Board.
- F. Serve as the Special Transportation Fund Advisory Committee (STFAC) and review and recommend distribution of Senior Transportation Funds (STF) and FTA Section 5310 funds to the SETD Board.
- G. Assist in the dissemination of information about transportation services to persons with disabilities and/or the elderly throughout the District's service area.

Article 2. Members, Officers, Vacancies

Section 1. Membership

SDAC shall be composed of six (6) members of the community and one SETD Board representative. Members will be recruited and recommended through procedures established by the SETD Board. The Chair of the SETD Board will appoint members.

- A. Members will be composed of the following categories:
 - 1. One (1) member representing persons who are elderly and/or disabled.
 - 2. One (1) member who is a provider of services to the elderly and/or disabled.
 - 3. One (1) member who is a user of the services to the elderly and/or disabled.
 - 4. Three (3) members at large.
- B. One (1) non-voting member representing the SETD Board of Commissioners.
 - a. Exception: SETD Board representative will vote only in the case of a tie-breaker.
- C. The composition of the membership serving as representatives will reflect a balance across various types of disabilities and seniors.

Section 2. Member Responsibilities

Members are expected to:

- A. Gain a working knowledge of SETD's plans, policies, and programs
- B. Participate in scheduled meetings and make decisions when necessary
- C. Serve on subcommittees as needed

Section 3. Terms of Office

- A. The term of each member shall be for two (2) years, except the SETD Board representative who shall serve at the pleasure of the SETD Chair.
- B. Terms shall begin on July 1 and end on June 30 two years later. Terms shall be staggered, so that only a portion of the terms will end each year on June 30.
- C. Members may apply and be considered for reappointment through the established nomination and appointment process.
- D. Members can serve for an indefinite number of terms. Appointments of one year or more shall be considered as one term.

Section 4. Chair

- A. The SDAC shall select from its membership a Chair who shall preside at all meetings of the SDAC.
- B. The Chair shall be responsible for the maintenance of order and decorum at SDAC meetings and shall control the conduct of the meeting. The Chair shall determine all Points Of Order subject

to the right of any member to appeal the determination to the entire Committee. In the event of an appeal, the majority decision of the committee shall govern and conclusively determine any question of order.

- C. The Chair will appoint other members to other subcommittees and designate subcommittee chairs as needed.
- D. The Chair or his/her designee shall act as the primary spokesperson for the SDAC.
- E. The Chair shall also perform such other duties from time to time as may be requested by the SETD Board or the SDAC.

Section 5. Vice Chair

The Committee shall select from its membership a Vice Chair who, in the absence of the Chair, shall have all the powers and shall perform all of the duties of the Chair. The Vice Chair shall also perform such other duties from time to time as may be requested by the SETD Chair or SDAC Chair.

Section 6. SETD Executive Director Role and Responsibilities

- A. The SETD Executive Director or designee shall prepare meeting notices, agendas, and minutes for the SDAC and subcommittee meetings as required.
- B. The Executive Director shall assist the SDAC in orientation, development of the annual work plan, and the preparation and presentation of background information concerning agenda items.
- C. The Executive Director will advise and furnish technical assistance as appropriate to carry out the SDAC work plan.

Section 7. Selection and Terms of Chair and Vice Chair

- A. During the regular meeting in July of each year, and at any time when there may be a vacancy in the office of Chair and Vice Chair, the SDAC shall elect a Chair and Vice Chair from its membership, except the committee member who is also a member of the SETD Board.
- B. The Chair and Vice Chair shall serve at the direction of the SDAC and may be removed by a majority vote.

Section 8. Participation and Vacancies

- A. Attendance and participation is highly valued by the SDAC, as stated in Article 2, Section 2. Member Responsibilities. However, the Chair may excuse the absence of a member from a meeting for good cause.
- B. There may be instances when a member is choosing not to attend or unable to participate in the Committee. In such cases, the SDAC will review the circumstances and vote to make a

recommendation to the SETD Board on when the member's position should be considered vacant.

- a. As a guideline, if a SDAC Member fails to attend two regular meetings within a one year period without excuse, the SDAC may consider this a voluntary resignation and should take action to decide on a replacement for that position.
- C. When a vacancy occurs by resignation or through absence, the SDAC may make a recommendation to the SETD Board for a replacement member appointment.

Article 3. Meetings

Section 1. General

All meetings of the SDAC shall be open to the public. Timely and appropriate public notices of all regular and special meetings shall be given in accordance with requirements of State and Federal law.

Section 2. Quorum

A majority of the members then appointed to the SDAC shall constitute a quorum for the purpose of conducting business.

Section 3. Voting

Each member of the SDAC has a single vote. The SETD Board representative shall cast a vote only in instances of a tie vote. A Committee member shall not vote on any funding decision in which they are an applicant or representing an organization for funds.

Section 4. Actions

- A. All actions of the SDAC shall be a motion passed by a majority of the members present and voting. When appropriate for clarification purposes or requested by a member, the Chair shall restate each motion immediately following its introduction.
- B. In situations where extensive discussion or debate occurs following its introduction of a motion, or when an amendment(s) is/are made to a motion, the Chair shall restate each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated.
- C. Actions being recommended by a subcommittee shall be brought to the SDAC with a motion and a second, and be subject to debate.

Section 5. Regular Meetings

Regular meetings of the SDAC shall be held on a quarterly basis. The Chair may cancel or postpone a regular meeting for good cause. The Committee's annual cycle of meetings shall conform to the SETD fiscal year.

Section 6. Special Meetings

Special meetings may be called at any time by the Chair or by majority of the committee members. Written notices shall be required of all special meetings, with such notices received by members at least 24 hours before the time of the meeting and notice given to the public.

Section 7. Adjournment

SDAC may adjourn any meeting to a time and place specified in the motion of adjournment, but not beyond the next regular meeting.

Article 4. Agendas, Minutes and Recommendations to the SETD Board

Section 1. Agendas

- A. The SETD Executive Director or designee shall prepare the agenda for the regular meeting. The Chair shall approve the agenda and the order of items thereon.
- B. The SETD Executive Director shall be responsible for distributing the agenda including preparing and/or compiling the associated materials for each meeting. The Executive Director will, whenever possible, distribute the agenda and associated action item materials to all committee members to assure they are received five (5) days in advance of the meeting.

Section 2. Minutes

Minutes of each SDAC meeting shall be prepared by the SETD Executive Director or designee and distributed prior to the next meeting.

Section 3. Recommendations of the SETD Board

The Chair may present recommendations of the SDAC to the SETD Board in person or in writing. Recommendations shall include the related motion(s) adopted by the SDAC.

Article 5. Subcommittees

Section 1. Formation of Subcommittees

- A. Subcommittees may be established by the Chair based upon recommendations of the committee.
- B. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, then make recommendations to the committee as a whole.
- C. Formation of subcommittees, and the scope and duration of their work, shall be guided by the annual work plan for the SDAC.

- D. The selection of subcommittee members and designation of chairs will be the responsibility of the Chair.
- E. The Chair may appoint persons to serve on subcommittees who are not members of the committee as a whole, if their knowledge and experience would assist the subcommittee in completing its work. Such persons will have equal standing on subcommittees with persons who are committee members.

Article 6. Special Transportation Fund Advisory Committee (STFAC)

The Committee will also serve as SETD's Special Transportation Fund Advisory Committee (STFAC) to review and advise in the distribution of grants from the Oregon Department of Transportation's Special Transportation Funds (STF) and the Federal Transportation Administration's Section 5310 funds.

Prior to considering any agenda items dealing with the STF or 5310 funds, the Committee shall convene itself as the STFAC. As such, the rules and procedures of these bylaws shall apply equally to the STFAC.

Article 7. Amendments

These Bylaws may be amended by a majority vote of both the SDAC and the SETD Board. Prior to action of the SETD Board, all amendments will be reviewed and approved by the SDAC.



**BUDGET PROCESS CALENDAR
2016-2017**

Appoint Budget Officer	January 28, 2016
Appoint Budget Committee	March 24, 2016
Budget Committee Training-Workshop	May 20, 2016
Budget Committee Meeting 9:00 AM	June 3, 2016
<i>Hold Budget Hearing/Special Board Meeting</i>	June 30, 2016
Make Resolutions to: <ul style="list-style-type: none">• Adopt Budget• Make appropriations• Declare taxes• Categorize taxes	
Certify Taxes and submit to Assessor before:	July 15, 2016

**SUNSET EMPIRE TRANSPORTATION DISTRICT
BUDGET COMMITTEE MEMBERS 2016-2017**

Position	Name	Address	Phone	Appointed	Term	
1.	Melinda Ward melinda@bella-espresso.net	615 Broadway Ste 212 Seaside, OR 97138	503-717-2135	2011	2014	
2. ?	Stephen Hawks hawks_steve@hotmail.com	PO Box 370 Warrenton OR. 97146	503-791-3371	2011	2014	
3.	Darlene Felkins dfelkins@pacifier.com	308 Skipanon Drive Warrenton, OR 97146	503-861-1246	2015	2018	
4.	Linda Moreland Linda.moreland@thrivent.com	1642 Franklin Ave Astoria, OR 97103	503-780-8704	2015	2018	
5. ?	Lylla Gaebel lylla@charter.net	5 N Hwy 101 #402 Warrenton, OR97146	503-861-1673	2012	2015	
6.	Barbara Blue bjblue@bulaastoria.com	610 18 th St. Astoria, OR 97103	503-325-5102	2013	2016	
7.	Charles Dice cadice@hotmail.com	<i>Email only</i>	503-436-0146	2013	2016	
SETD BOARD						
1.	Kathy Kleczek, Chair kathy@ridethebus.org					
2.	Tracy MacDonald tracy@ridethebus.org					
3.	Paul Lewicki, Vice Chair paul@ridethebus.org					
4.	Carol Gearin, Sec/Tres Gearin@ridethebus.org					
5.	Rae Goforth rae@ridethebus.org					
6.	Kevin Widener kevin@ridethebus.org					
7.						
	Jeff Hazen jeff@ridethebus.org	Budget Officer	503-861-5399			
	Mary Parker mary@ridethebus.org	Executive Assistant	503-861-5370			

To thank you for your
kindness
and sympathy
at a time
when it was
deeply appreciated

The flowers sent by
the Sunset Empire "family"
were beautiful.

Thank you.
Joni Mitchem

12/18/15

Thank you so much for including
us in your annual food drive.
You supplied the Astoria
Christmas Basket Program with
542 pounds of food. Those boxes
look wonderful!

Myra Bruner
Coordinator

Executive Director Report

1/28/16

Weekly Reports:

12/7/15

Good morning, hope you are all staying dry! The biggest thing to happen in a while started last week, the installation of the generator! It should get wrapped up this week with testing. At the Team meeting on Thursday, the Team unanimously felt that a “flipping of the switch” ceremony should be held and that Commissioner Goeforth should be the one to “flip the switch” to christen the new generator. She has been a tireless advocate for a generator for years so without objection, we’d like to have a brief ceremony next week. The next step on the generator is protecting it by installing some bollards, in the mean time I’ve asked Konnor to move the trailer in front of it as a means of protecting it until we get the bollards installed. We will also be getting pricing to fence it in. Everyone is very excited that we have gotten to this point and thank the Board for approving the purchase. I’m getting close to wrapping up the first draft of the Facilities Maintenance Plan and will continue work on the vehicle portion of it this week. Also continued work on the Personnel Policies last week as well. ODOT held a grant training session for us on Friday.

Representatives from the Siletz Tribe also attended the session. The timing was very good for us since Al recently submitted reporting in OPTIS and both he and I were able to learn more about it. Scott and I are having discussions with the College about a temporary stop during the construction. The detour they have set up is problematic for our buses. Chair Kleczek, Commissioner Goeforth and I attended the celebration of life for Commissioner Mitchum on Saturday. It was a great ceremony that was attended very well. There’s a big whole left in the community with his passing. Just a reminder that I am starting jury duty this week so I may be delayed in getting back to you if you call me or email me. Feel free to get ahold of Mary if something urgent comes up.

12/15/15

I don’t have a lot to report for last week since we had the Board meeting on Thursday. We had a great Holiday party on Saturday evening. Everyone had a lot of fun at my expense with an old picture of me. I think Commissioner Gearin got the biggest kick out of it! Both she and Commissioner Goforth were there representing the Board and they assisted me with the presentation of length of service awards. I’d like to invite you to click on the transit study part of our website, <http://transitstudy.ridethebus.org/> and then click on the community survey on the right hand side of the page to take the survey about the priorities that have been developed based on input from riders and stakeholders. We are all going to be on the routes this week doing surveys with the riders on these priorities. Have a great week!

12/21/15

Good afternoon, I hope you all had a relaxing weekend and didn’t get caught up in the shopping madness this weekend (except Kathy, I hope you were super busy!). Last week we all spent a considerable amount of our time out on the bus routes doing the surveys for the transportation plan. We had a tremendous response, it looks like we have more surveys than the initial ones we did. Scott reported to the drivers in their meeting last week that we kept hearing over and over how great our drivers are! We are fortunate with the team of drivers we have and their dedication to the public! I started the review of our retirement plan with Valic and should get that wrapped up in early January. I did carve out some time to go through

our website page by page and have generated the 1st of a few lists of things that are outdated or not correct. I got through about a third of the website and will continue with this over the next few weeks. Friday was a tremendous day for those of us that delivered food and presents to our Adopt-A-Family. The kids were very excited to see Santa and the tears of joy were overflowing from their mother. She was so appreciative that we made it possible for her family to have a Christmas this year! I'll have an article in the newsletter about it with a picture. I would ask that you not share the picture outside of the District, we want to respect their privacy but the mother did give me permission to use one in the newsletter.

1/4/16

Good afternoon, I returned to work today from a week of vacation. They say that vacations are supposed to be relaxing, but ours was spent celebrating 3 separate Christmases with a lot of driving around! With the short weeks, I don't have a lot to report on. RideCare has been busy, we are experiencing some turnover there and have begun to train people in order for them to take over new responsibilities. We have been experiencing an increase in sick calls, tis the season. We have received 5 STF applications including our own for the competitive STF grant coming up. These will be reviewed by the S&D Committee next week and they will forward their recommendation to you for your Board meeting this month. As you may recall, we were looking at a roof replacement at the transit center when I came on board. One of the contractors we asked to give us a bid told us that we didn't need a new roof, that ours was good for another 10 years and that they could patch the leak we had above the conference room. We had this done some time ago and I'm happy to report that it has not leaked during this winter's wind and rain storms. It was a few hundred well spent dollars!

1/20/16

Last week ended up being a short one due to my father in law's death. I attended the PTAC meeting in Salem on Monday. Tuesday the S & D committee met to review the STF applications, approve a minor change to their bylaws and get updates from the district. We will report more at the Board meeting next week. Considerable time was spent getting ready for the compliance review this week. We had to send several items to the consultants for their review prior to coming here this week. The evaluating committee has scored the proposals we received for the purchase of 2 new vehicles and this will be before you at next week's meeting for approval. We were going to have a Team budget kickoff meeting but with me being out, it will be rescheduled. RideCare had some challenges last week with coverage but they overcame them. I know that Shana and Shasia went over to help out. We have hired 2 new people for RideCare to replace Diane and Natalie. Charlie is doing well in his transition from driver to moving to RideCare to be a dispatcher. Things should settle down somewhat but Jason is definitely being challenged with having a green crew!

-Compliance Review recap

-Route 10

Information Technology/Security

Admin

- Since October, many things have happened within the SETD technology department. For one, our backup systems have been online for 2 months, and are beginning to mature. This means that we are getting more and more of an archive as each day progresses. As new backups are assigned, I am working on a way to track said backups, as to create a checks and balances system to assess and audit our backup maturities, and qualities. This could be considered a way of quality control for our backups, as we know these backups are mission critical, and need to be consistently maintained. Also, I have been coordinating a list of future projects that I would like to see for the district. For example, I would love to create a database for our paratransit applications, as to make it easier to update them, and sort through them. This project could also potentially be used for an online application. As we continue to develop new technical processes and procedures, I look forward to sharing them with the board.

Mobility:

-

Ride Care:

- RideCare has been through quite the transition over the last two months. We finally has the generator approved by the board, it has been installed, and the protective bollards surrounding it have been installed also. This is such a monumental step for RideCare, as well as the district. We now can guarantee their uptime, as well as our server mainframe uptime 24 hours a day, 7 days a week. While testing the generator with the electricians; from the time we lose power to the time the generator starts, and transfers power, we are right at 3-4 seconds! This is incredibly fast! The generator is also so quiet, when it does its weekly test you don't even know its running. Recently, we made the call to supply every workstation at RideCare with a battery backup. These are basic units that are simply designed to not allow downtime, when the generator is starting and transitioning power during an outage. Even if the power was only down for a minute, it can cause the computers to turn off, and essentially causing trouble, when still on the phone with clients, the batteries eliminate this problem.

Also over at RideCare, we have had two employees put in their notice, and leave the agency. During this time, I have been cleaning up and resetting workstations, as to make it clean and new for our new hires. I have also been working with our new hires to train them on our systems, and get them familiar with our technical procedures and policies. We have come to nearly the end of our upgrade process at the brokerage as well, starting at the beginning of January, the last set of new monitors, and two new computers will be installed as to create efficiencies, and retire old dated equipment.

Maps, Schedules and Website:

- While we continue to work on coordinating a new website plan, and execution, Jeff, Mary, and I have been doing our best to update, and alter the existing website to reflect updated information, and reduce duplication and inaccurate information. Over the last month we have completed a very long list of changes. While the current website may not be permanent, nor perfect, we do need to work with it until the new website is discussed, created, tested, and lastly launched.

Conferences and Training:

- Nothing New

Transportation Options:

- Nothing New

Development Notes:

- As we dive into the last few changes with our new time system, we are looking at training all staff, Tami, and I during February. By the end of February, I anticipate us to all have a general understanding of the new software and procedures, as well as ironing out any potential glitches. We are planning on a tentative go live of March 1st. I look forward to sharing more with you as we embark on the training.

Oct 13-Nov 30, 2015

Mobility Management Report

***Training and Research**

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

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

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

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

***Outreach**

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

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

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

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

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

***Program Development**

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

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

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

December 2015

Mobility Management Report

***Outreach**

This month was all about our travel training program. Eric Barton and I did in class travel training with Students in transition from Seaside and Warrenton High Schools first. In class we showed a short power point presentation on how to ride the bus; we discussed the schedules and how to read them, and answered questions from the students. After everything was clear, we took these students on a bus ride. Students had the opportunity to get a real bus riding experience as they were on a bus that was in route. On the trip we played bus bingo, with the help of Shasia Fry. She also made fun information packs along with usable items for each of the students. The program was a success.

***Program Development**

Our Veterans Enhanced Transportation Program is ready to roll! We have everything aligned and will start recruiting volunteer drivers Jan 4th. As soon as the board approves of everything at our next board meeting, we should be ready to transport our first veterans!



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Human Resource

Tami Carlson

Monthly Report: November & December 2015

November

- On November 4th attended a meeting presented by the Lower Columbia Human Resource Management Association (LCHRMA). Guest speaker Diane Buisman did a presentation on the new “Oregon Sick Leave Law” effective January 1, 2016.
- November 12th VALIC Rep. Jeff Evans (retirement) and AFLAC Rep. David Reid (specialty insurance) both gave a presentation to all employees at the Warrenton facility. It is open enrollment time once again.
- Also on November 12th the SETD Safety Committee sponsored a company Soup & Sandwich Luncheon for 258 days safe in 2015. This month safety inspections were done for all SETD facilities. November 18th participated in the SETD Safety Committee meeting.
- November 19th at the mandatory driver’s meetings invited guest speakers to talk about the “United Way” program; how the funds are distributed and the importance of community support. Promoted UW for employee support and contributions.
- This month Jeff and Tami completed the Cyber/Property insurance renewals with agent Brown & Brown.
- Other projects – Setting up Safe Personnel Training calendar with Safety Committee; Employee HRA/FSA Enrollments for 2016 to PacSource; completed and sent in the Adopt-a-Family application for Wishing Tree Program; continued GSNA Timeclock Data Info with Konnor.

December

- On December 2th attended a meeting presented by the Lower Columbia Human Resource Management Association (LCHRMA). Guest speaker Jennifer Bouman-

Steagall did a presentation on “Workplace Bullies”. Even though took this class at CCC last year it was a great reminder.

- SETD employees were a sponsor for the Adopt-A-Family Program again this year. Our family consisted of a mother and 4 children. Gifts and lots of food were delivered by Santa and Mrs. Claus (Ed and Carol Penuel) on the Street Car.
- December 8th participated in the SETD Safety Committee meeting.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

- December 12th was the SETD Christmas Party. Awards, lots of food and fun were provided.
- An in-house posting for a Ride Care Customer Service Representative resulted in the hiring of “Charles Misky”. Charlie is already an employee for SETD. He was hired in August 2015 as a temp. fixed route driver. He moved from a temp position to full-time with benefits.
- Other projects – Continued progress on Safe Personnel Training project; GSNA Timeclock data.

Sunset Empire Transportation District

Marketing/Outreach Report

November-December 2016

Mary Parker

HOLIDAY EVENTS- The Holiday season always seems to fly by and before you know it we are in a New Year. A big thanks to all those that helped put together our fantastic SETD Holiday Party. It was a lot of fun with activities, games and our own Bill Ray officiating on the microphone. Dinner was catered from the Silver Salmon which was delicious and appetizers and desert were brought by employees.

The SETD Canned Food Drive during November and December was very successful. We collected 542 pounds of much needed canned food for the Food Basket program. Another thanks to the drivers and all those that helped sort and deliver our contribution.

SETD participated again in the traditional Wishing Tree Program, adopting a family of single mom and 4 children. The staff and board provided gifts for all and many boxes of food was delivered by Mr. and Mrs. Santa Clause and staff on the Streetcar.

SOUTH COUNTY- We are so happy that SETD has this presence in South County. Eric not only takes care of the Kiosk but he also takes care of all the South County shelters, making sure they are clean and that they have the current and much needed schedules and other SETD postings and schedules available. Eric also has developed a great relationship with and distributes schedules and brochures to the businesses and services throughout South County.

OUTREACH/MARKETING- TGM Grant- I was so happy to be able to assist with the second session of outreach and public input process for the Transportation Growth Management Grant again. On Friday December 11th we set up in the morning in front of Rite Aid in Warrenton. It worked well for me to walk around making contacts and bringing people to our team. We received a lot of great feedback there. We moved to downtown Astoria in front of the Riversea gallery in the afternoon and early evening On Saturday December 12th we set up in the morning at the Seaside Library. We again received great input. In the afternoon we went to the Cannon Beach Chamber where we shared the spotlight with "Pictures with Santa" day. It was very busy with lots of very excited little ones running around and we received goo input there as well. It was also fun to do the second round of rider surveys for the TGM grant. It is so informative and enjoyable to ride the buses and spend time with our drivers and riders.

December was very busy with the public process requirements for the Proposed Route changes, the Special Transportation Funds Grant, and the request for applications for a New Board member. Each of these have their own separate timelines for press releases, legal ads, public notification, email blasts, Facebook page, web page and printed announcements hung throughout the community, in our shelters and on our busses. Once the process is completed the information is either brought before a committee for review and then to the Board or put

on agenda and brought directly to the Board at one of their monthly meetings. There are also other public announcements, committee meetings, temporary schedule changes and Holiday closures that we post publicly using a similar outreach process...Posting information in our shelters really helps get the word out but in some months the shelters look get a little crowded. We take down any outdated flyers as soon as possible.

FACEBOOK- Just a reminder to please visit our SED Facebook site and like, share or comment on our postings to help increase our contacts.

Happy New Year!

Sunset Empire Transportation District

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

RIDE ASSIST

Carol Penuel
Paratransit Supervisor

Monthly Report: November, 2015

- In November, Paratransit had 660 rides for an average of 28.7 rides per day. There was a 6.4 % decrease in ADA Paratransit rides from last month. The rides increased 92.2 % from last November (258 to 494).
- Dial-A-Ride had 2 rides for the month of November. This was a John Day client.
- There were 7 new ADA Paratransit applications received.
- The Paratransit drivers sold 17 ticket books for a total of \$420.00.
- There were 64 veteran rides given, which is 4 more than last month.
- There were 17 ride denials for ADA Paratransit rides. These were mostly due to lack of capacity, but 6 rides were due to a client not being able to pay for the rides.
- There were requests for Saturday and Sunday rides. There were 5 rides in November.

Paratransit Fares Collected for November, \$2,559.00

- Para-transit Fares: \$799.00
- Tickets Collected: \$ 420.00
 - Medicaid Collected \$1341.00

Monthly Report: December, 2015

- In December, Paratransit had 720 rides for an average of 30 rides per day. There was a 9.1% increase in ADA Paratransit rides from last month. The rides increased 53.5 % from last December
- Dial-A-Ride had 2 rides for the month of December. This was a John Day client.

- There were 9 new ADA Paratransit applications received.
- The Paratransit drivers sold 9 ticket books for a total of \$228.00.
- There were 85 veteran rides given, which is 21 more than last month.
- There were 7 ride denials for ADA Paratransit rides. These were due to lack of capacity.

There were requests for Weekend rides in Warrenton-Hammond. There were 4 rides in December.

Paratransit Fares Collected for December \$3835.00

- Para-transit Fares: \$ 825.00
- Tickets Collected: \$ 485.00
- Medicaid Collected \$2525.00

Nov. Operations Report

1. The RFQ has been sent to ODOT for approval for bus purchases. Returned and sent to vendors.
2. I attended a very informative Emergency Preparedness quarterly meeting this month. We will be preparing for a 3 state exercise involving the Cascade fault line. The exercise will be in June of 2016.
3. Operations had some excitement with the November storms. With power outages, blown down trees across the road and small flooding in low lying areas. Everyone was delivered safe and sound.
4. Flu and strep throat is getting a foot hold at operations. Drivers and staff are out sick.
5. Ridership is down slightly from last year. We had a week with 5 inches of rain and that affects ridership.

Dec. Operations Report

1. Rain, Rain, Rain. Ridership will be down again. College closed, Schools closed, Job corps closed.
2. Food donations were down from previous years. 1007 lbs. donated to the county slightly less to the food basket
3. Adopt A Family was well received, thank you everyone that participated.
4. RFQ's returned from vendors and we are working on the results.
5. Surveys completed. We received many compliments on our service and our drivers.



RIDECARE

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

12/12/15

RIDECARE manager's report for November and December
Jason Jones

November 2015

1. Ride Care spent the early part of November in discussions with our contacts at Columbia Pacific CCO reviewing our financials for the previous year. This will determine the next rate that will be carried over into the next contract year. Ride Care was notified of our new rates before the end of the month and was alerted to expect an amendment to the current contract that will go before the board for approval.
2. Jason attended the CPCCO Clinical Advisory Panel where we discussed our commitment to achieving better health outcomes in the coming year. We also spoke on ways that we can keep costs down while maintaining our excellent customer service. Though these discussions are very centered around physical, mental and dental health, medical transportation has become more of a topic of late. The panel is understanding how important a sustainable transportation network is to the overall goal of creating healthy outcomes for the CPCCO members.
3. 1 employee evaluation was accomplished early on in the month.
4. Ride Care saw a new Client Service Rep. start on November 2nd. Training will take approximately 1 month.
5. Ride Care is thankful that the Generator is on a path to be completely installed by Mid December.
6. Our scheduling software is up for a new update that will include support for the new billing codes that ICD-10 will bring. These updates are complicated and take time with testing and implementation. We look to have the software up and running by the beginning of December.
7. Jeff and I attended an NEMT stakeholders meeting where many interesting things were discussed. There will be some movement in the anticipated Fee For Service advisory committee decisions. It seems there is still interest in holding these committees in the near future even with the reduced role that FFS has upon the brokerages.
8. Ride Care saw a success in our first full month of doing the extra work that the State requested of us. This extra work includes the review of mileage packets, review of total reimbursement to volunteer drivers as well as lodging requests. This is a challenging addition to our team but the month of November was smooth and few errors were seen from our point of view. The state has had a bottle neck at their financial department for some time now and some payments to volunteers were delayed. We are working with the State to insure that there is nothing else we can do to streamline the process.

NOTE: Total rides provided in November, 2015: 7,719. November, 2014 Rides: 6,668. +1051 more rides provided. There were 23 Non-Medical Rides provided in November. Total calls in/out for November 2015: 8,312 - Total calls in/out for November 2014: 6,377. +1,935 more calls.

December 2015

1. Jason has spent most of the month of December preparing for the Columbia Pacific CCO technical review. The complete onsite review will begin on Friday January 8th. A written summary should be completed and to us by some time in March.



RIDECARE

2. We continue to be in process of finding 2 new CSR individuals to come on board after Diane and Natalie leave in January. We look to have people hired and in place by the 14th of January.
3. Jason attended via conference call the CPCCO clinical advisory panel discussion. This meeting was short and only designed to plan strategies for the coming year.
4. Ashleigh has been asked to move over to dispatcher in anticipation of Diane and Natalie leaving. Diane has been dispatcher for 2 years while Natalie had been doing it for a little under 3 months. These will be tough positions to fill but Ashleigh will be a nice start to filling the need. She will begin training immediately.
5. The Generator has been installed as a late Christmas present to us. We are thankful to see that the testing is complete on the electrical and a successful test of the loaded circuits was completed just before the end of December. We look forward to protective Bollards to be in place during the first part of January.
6. Ride Care has seen a bug hit us during this month causing us to lose some staffing during the month. We have been able to weather the storm and look forward to having a healthy team very soon.

HAPPY HOLIDAYS!!



Transportation Options Report December/January

Shasia Fry Transportation Options Specialist

Travel Training

On December 15th and 16th, I helped host the High School Travel Training for both Warrenton High School and Seaside High School. With help from both Shana and Eric, we lead 2 groups of about 10 students through the daily happenings of riding the bus. It is our hopes to provide the students with the tools and knowledge of riding the bus, to allow them to become future riders.

On the 15th, we hosted the students from Warrenton. This group took a short ride through town, learning the basics of bus riding. From how to pull the stop cord to properly reading the schedule, we instructed and taught kids how to ride the bus. During our ride we played “Bus Bingo”. This is an interactive game that keeps players focused on the happenings around them.

On the 16th, we hosted the students from Seaside. This group took a bus from the High School to the transit center, where we did a scavenger hunt and had pizza. This was a very fun and interactive game. The scavenger hunt encouraged students to become comfortable with the Transit Center and the services it provides. The students were required to purchase a student pass, decode the schedule and locate what street the T.C. is on.

Columbia County Travel Training

I have been working closely with C.C. Rider to create a simple presentation on both there fixed route and dial-a-ride services. I have created a zone map and a brochure for them, summarizing their dial-a-ride service. When presenting to the local senior centers, I will be using these summarized pieces as I believe they are easier to understand. While meeting with both Scappoose and St. Helens Senior Centers, we have decided that a small tabling at their centers would be more beneficial to start our Travel Training program. This way we are able to spark interest in our program, before we launch actual Transit Ride Along Tours.

OTA Spring Conference

Hannah Crum and I’s presentation on our summer campaign was accepted. Her and I will be presenting along with 2 other programs in a panel style presentation. Our presentation will focus on the benefits of targeting a specific audience and catering to the culture of a community. The OATS conference will be held in Portland in March.

SETD Wellness

Sam Perrin (Vista Wellness Coordinator for the County) and I have been working hard on gathering information and materials to begin our wellness program for Sunset Empire. We have been researching local gyms and corporate discounts as well as accessing any reimbursements or incentives that our health insurance offers.



Transportation Options Report November/December

Shasia Fry Transportation Options Specialist

Travel Training

Shana and I completed a work plan and event plan for the 2 travel training that will be held in December. We have been working with both Seaside and Warrenton schools and have hopes of 10 kids attending each training.

I will be riding the bus with the children from Warrenton, assisting in teaching them about the happenings on the bus as well as playing Bus Bingo with them. I will be setting up the transit center conference room for the Seaside group of kids. I will be purchasing pizza for them as well as setting up a Transit Center Scavenger Hunt. The scavenger hunt is aimed at teaching students how to purchase tickets, where to call for information and how to use a schedule.

Columbia County Travel Training

This coming January, Janet Wright from Columbia County and I, are going to be traveling to the different senior centers throughout the county to introduce C.C.rider with them and inform them of the different travel options they have available. We will be scheduling travel training groups and will be taking them on short rides to get them familiar with the system.

I have been working on a power point presentation, as well as many different collateral pieces for the senior centers to have.

OTA Spring Conference

Hannah Crum of Alta Planning and Design and I have completed our proposal to the OTA for our possible presentation. We have discussed many of the different aspects of our Astoria Campaign and will use the lessons we learned to construct an informative presentation on the benefits of individualized marketing campaigns.

Employee Christmas Party

We have been working very hard on the planning of our 2015 Employee Christmas Party. We have secured our location and our caterers. Shana and I will be leading the games and the decorating for the party. We have created 3 games for



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Rider Report
November 2015

“The Bus” (Fixed Route) Highlights:

- **12,406** people used fixed routes in November for an average of **427.8** riders per day.
- **23.8 % decrease** in average passengers who rode fixed routes per day from last month (561.2 to 427.8)
- **4.1 % increase** in average passengers who rode fixed routes per day from last November (411.1 to 427.8)
- **8.8 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in November. **17.6 % decrease** (11.2 to 8.8) from last month and a **23.5 % decrease** (11.5 to 8.8) from last November.
- **\$5.99 per rider** is the estimate cost per person riding fixed route in November.
- **10.9 % decrease** in the ratio of elderly/disabled riders from last month (21.19 % to 18.89 %)
- **29.26 % increase** in the ratio of elderly/disabled riders from last November (14.61 % to 18.89%)

RideAssist Highlights:

- **660** people used RideAssist in November for an average of **28.7** riders per day.
- **1 % decrease** in average RideAssist passengers per day from last month (29 to 28.7)
- **18.3 % increase** in average RideAssist passengers per day from last November (24.3 to 28.7)
- **\$35.80 per rider** is the estimated cost per person riding RideAssist in November.
- **6.4 % decrease** in all ADA Paratransit rides from last month (528 to 494)
- **92.2 % increase** in all ADA Paratransit rides from last November (258 to 494)

System Highlights:

- **13,066** people used Sunset Transportation Services in November for an average of **450.6** riders per day.
- **22.8 % decrease** in all average passengers per day from last month (583.6 to 450.6).
- **5.5 % increase** in all average passengers per day from last November (427 to 450.6)
- **16.9% decrease** in average fuel cost from last November (\$.28 to \$.23).
- **\$7.50 per rider** is the estimated cost per person riding on SETD.

Rider Report December 2015

“The Bus” (Fixed Route) Highlights:

- **12,153** people used fixed routes in December for an average of **405.1** riders per day.
- **5.3 % decrease** in average passengers who rode fixed routes per day from last month (427.8 to 405.1)
- **1.7 % increase** in average passengers who rode fixed routes per day from last December (398.2 to 405.1)
- **8.0 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in December. **9.1 % decrease** (8.8 to 8.0) from last month and a **23.8 % decrease** (10.5 to 8.0) from last December.
- **\$6.53 per rider** is the estimate cost per person riding fixed route in December.
- **8.4 % decrease** in the ratio of elderly/disabled riders from last month (18.89 % to 20.48 %)
- **47.2 % increase** in the ratio of elderly/disabled riders from last December (13.91 % to 20.48%)

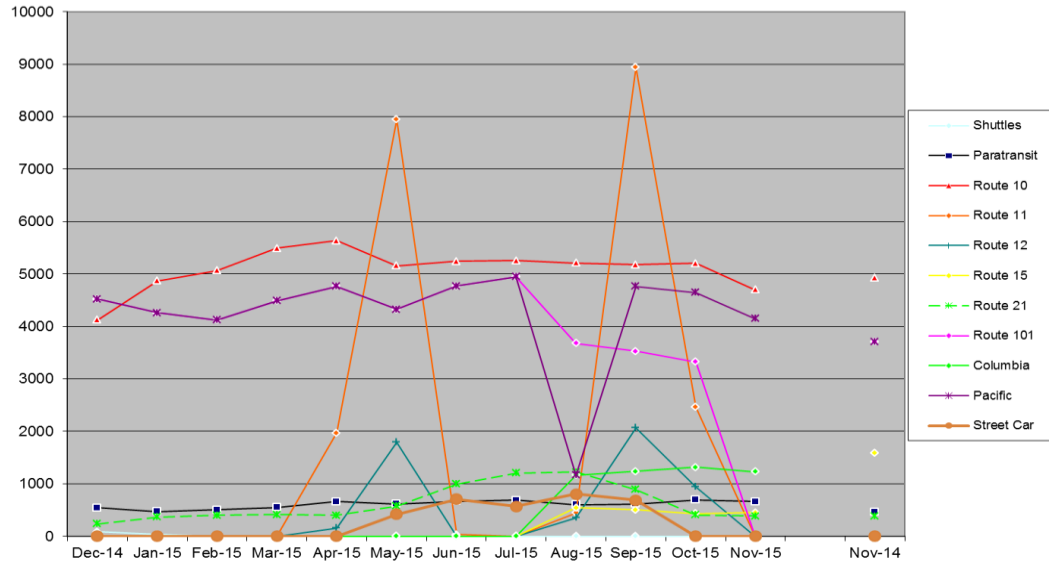
RideAssist Highlights:

- **720** people used RideAssist in December for an average of **30** riders per day.
- **9.1 % increase** in average RideAssist passengers per day from last month (28.7 to 30)
- **32.8 % increase** in average RideAssist passengers per day from last December (24.6 to 30)
- **\$35.28 per rider** is the estimated cost per person riding RideAssist in December.
- **3 % decrease** in all ADA Paratransit rides from last month (494 to 479)
- **53.5 % increase** in all ADA Paratransit rides from last December (312 to 479)

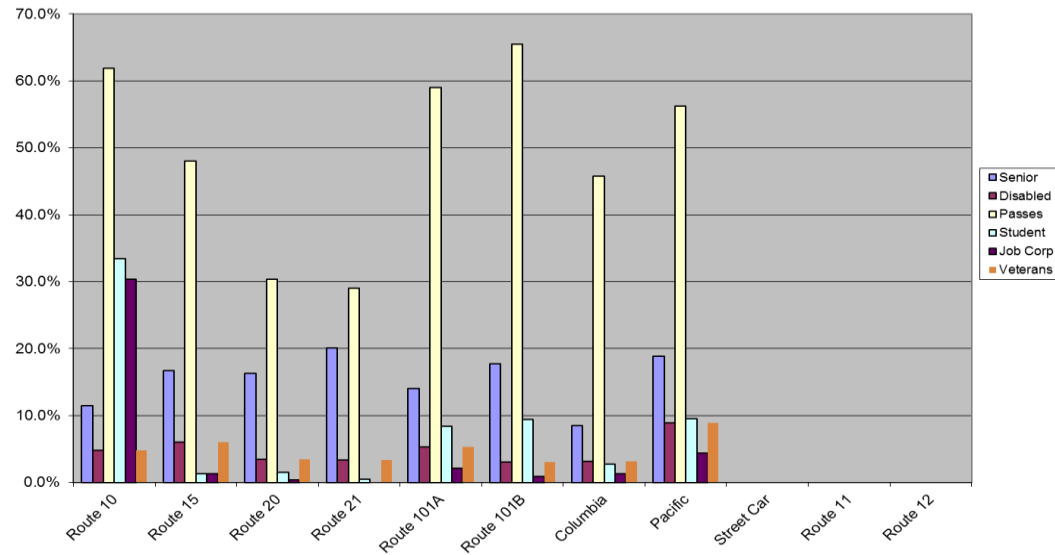
System Highlights:

- **12,873** people used Sunset Transportation Services in December for an average of **429.1** riders per day.
- **4.8 % decrease** in all average passengers per day from last month (450.6 to 429.1).
- **3.1 % increase** in all average passengers per day from last December (416.3 to 429.1)
- **23.2% decrease** in average fuel cost from last December (\$.26 to \$.20).
- **\$8.13 per rider** is the estimated cost per person riding on SETD.
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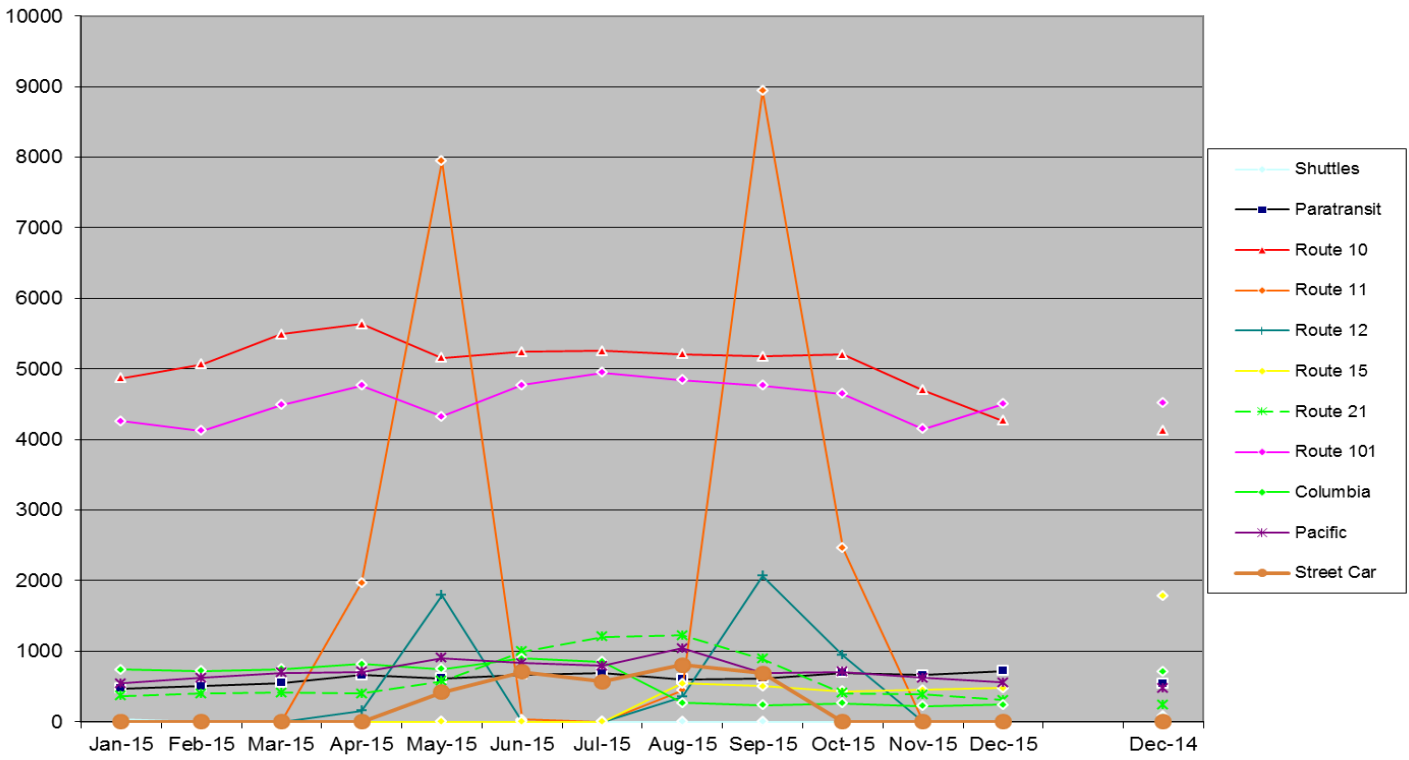
SETD Rides



Rider Breakdown by Route



SETD Rides



Rider Breakdown by Route

