



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JUNE 22, 2017

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF MAY 25, 2017 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- MAY 2017
8. PUBLIC HEARING – BUDGET HEARING FOR FISCAL YEAR 2017-2018 (Resolution 2017-5)
9. OLD BUSINESS
 - a. Approval of letter from Chair Kleczek to Travel Tourism Studio
 - b. Ordinance 2017-01 Update
 - c. Follow up on FAR Part 27 Question
10. NEW BUSINESS
 - a. ODOT Agreement 32214 \$5310 Capital, Planning Grant
 - b. ODOT Agreement 30837 Amendment # 1 Transportation Options FHWA
 - c. Low/No Emission Letter of Commitment
11. CORRESPONDENCE-
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. PUBLIC COMMENT (3 minute limit)
15. OTHER ITEMS

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
ISN	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE

MISC	MISCELLANEOUS
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NEMT	NON EMERGENT MEDICAL TRANSPORTATION
NRTAP	NATIONAL RURAL AND TRIBAL ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
NWRC	NORTHWEST RIDE CENTER (NOW KNOWN AS RIDE CARE)
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
QTR	QUARTER
RC	RIDE CARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
SDAC	SENIOR AND DISABLED ADVISORY COMMITTEE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TECH	TECHNOLOGY
TGM	TRANSPORTATION GRANTS MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPAC	TRANSPORTATION PLAN ADVISORY COMMITTEE
TPJCC	TONGUE POINT JOB CORPS CENTER
TSP	TRANSPORTATION SYSTEMS PLAN
YTD	YEAR TO DATE



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
May 24, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Kevin Widener, Secretary/Treasurer Carol Gearin, Commissioner Lylla Gaebel, Commissioner Pamela Alegria, Commissioner Jim Servino and Commissioner Tracy MacDonald

Staff Present: Executive Director Jeff Hazen, Operations Paul Lewicki, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, Paratransit Supervisor Jennifer Geisler, Mobility Management Coordinator Shana Verley, Human Resources Tami Carlson and Executive Assistant Mary Parker.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF APRIL 2017 MEETING MINUTES
Commissioner Gaebel moved to approve the minutes with spelling errors
Commissioner Gearin seconded the motion
Discussion- Commissioner Gearin reported the word “listened” missing in a sentence, changing “and” to “an” in sentence in Executive Director Report. In public comments “Brent” should be added at the beginning of 5th sentence.
Commissioner Gabel amended her motion and moved to approve minutes as corrected
Commissioner Gearin amended her second
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment
 - b. Vice Chair Widener- Reported he had attended the Wayne Morse fund raiser and met Representative Allison and had a couple of moments with Governor.
 - c. Commissioner MacDonald- No Comment
 - d. Commissioner Gearin-Reported that she has been driving the Trolley.
 - e. Commissioner Gaebel- Reported that she had attended the first Steering Committee meeting for the Feasibility study at the Columbia County Rider transit center, but will let Jeff speak about the meeting and she will fill in if needed.
 - f. Commissioner Servino-Reported that he will be out of town for the July 27th Board Meeting.
 - g. Chair Kleczek- Reported that she was glad that the budget meetings have been completed. Chair Kleczek also reported that she had been approached to sit on a Travel Oregon Studio that Cannon Beach Chamber has applied for as they have requested that someone from Sunset Empire Transportation be represented. Chair Kleczek said she does not have a lot of information at this time but asked for the Board’s approval to apply to participate. Chair Kleczek received Board consensus to participate and will report additional information to Board.
7. FINANCIAL REPORT-APRIL 2017-
Commissioner Gaebel moved to accept the April 2017 Financial reports.
Vice Chair Widen seconded the motion

Discussion- Executive Director Hazen answered several questions on account information and he will correct the typo on the exceptions report for YTD fares. He will look into what additional charges are included in 8030 Computer Tech. account other than Mind Shift services. Chair Kleczek said it is very important that we are consistent and clear when entering things in the categories. Commissioner Alegria said at one time we had suggested that there be an itemization report on the categories provided. Commissioner Gearin suggested that it be a separate sheet. Chair Kleczek asked why insurance is over budget in Ridecare category 8080. Executive Director Hazen said he was not sure why but perhaps the budget line was too soft in budgeting last year but he will look into it. Commissioner Gaebel stated she was concerned to hear that something was too soft, since they had just gone through budget and now wondering if adjustments are going to need to be made because the committee had based their decisions on what has been done previously. Executive Director Hazen said the staff will be recommending changes made to two line items in the Ridecare General Fund resulting from changes the Budget committee made that effected Ridecare's allocation amount. He also will be checking on Ridecare's insurance. Chair Kleczek questioned the beginning balance of Ridecare that according to the budget should be \$19,000 but according to the financial report will be a -\$15,000. Executive Director Hazen said the increase in recent ridership should fill the gap and will resolve this before the end of year.
Motion passed unanimously

8. PUBLIC HEARING- ORDINANCE NO. 2017-01: A POLICE ORDINANCE GOVERNING CONDUCT IN THE USE OF DISTRICT FACILITIES. CONDUCT A SECOND READING

Chair Kleczek- Opened the Public Hearing at 9:30 am.

Executive Director explained that this is a follow up of the first reading of the Ordinance. The Ordinance covers the transit center and grounds. Chair Kleczek asked for public input and there was none. Commissioner Gearin asked about providing better signage explaining Park and Ride parking. Vice Chair Widener said under 2.13.that he had heard from others about the use of word evil that caused concerns. Commissioner Gaebel commented that this ordinance had gone before legal counsel and that there has been recruiting of girls into what she would consider evil areas. Vice Chair Widener also said he had received a question about the section on repulsive odors on page 28 concerning if someone had just gotten off work at the cannery gets on the bus. Executive Director Hazen said this would be a judgment call by driver. June Gibson from Seaside said that she thought that it is not the people that come on with the odor of fish but it is the odor of urine and things like that. Vice Chair Widener added that he rides the bus almost daily so this is something that affects him and something that he notices. Chair Kleczek commented that this ordinance gives our staff tools to enforce but does not mean every smell will be enforced.

Chair Kleczek closed the Public Hearing. Commissioner Gearin requested the second reading of Ordinance 2017-01 be by title only. At 9:40 am Chair Kleczek stated that we are reading Ordinance 2017-01, by title only, A Police Ordinance Governing Conduct in the Use of District Facilities.

Commissioner Gearin moved to approve Ordinance 2017-01

Vice Chair Widener seconded the motion

Discussion- Executive Director Hazen stated that the Ordinance will be into effect in 30 days.

Motion passed unanimously

9. OLD BUSINESS

a. Contract with Plangineering for Feasibility Study-

Executive Director Hazen explained that this contract was awarded to Plangineering which is owned by Carol Richardson. Commissioner Gearin asked if the contract needed to include workers compensation coverage to protect SETD. Commissioner Gearin also said that on page 36 the portion concerning copyright and patent state that an invention would belong to the company hiring and that royalties perhaps go to contractor and asked Executive Director Hazen to check into both concerns.

At 9:45 Vice Chair Widener recessed the meeting until Chair Kleczek returned.

At 9:48 Chair Kleczek called the meeting back to order

Commissioner Gearin asked that under subcontractor, I would assume he or she has experience in this sort of thing. Executive Director Hazen said yes.

Commissioner Alegria asked where the Attachment A, Scope of Work that is referred to on page 33 was located. Executive Director asked to be excused to check his email.

At 9:51 Chair Kleczek called a short recess to locate Attachment A.

At 9:58 Chair Kleczek called meeting back to order

Commissioner Gearin asked if there are any ORS's that cover transit districts and annexations and if so asked if Executive Director Hazen knew what the ORS's are. Executive Director Hazen said he did not. Commissioner MacDonald recommended looking into using the speaker's bureau as an option.

Commissioner Servino wondered when the bimonthly check in would be scheduled. Executive Director Hazen said they would be twice a month. Commissioner Alegria said she wondered what confirming the study purpose means in task 1. Commissioner Gaebel said that we have already done task 1 at the first during the first meeting we just had and Jeff will cover what we did in his report today. Commissioner Servino asked if it would be inappropriate to hear about the first meeting prior to making a decision about the contract. Chair Kleczek asked that we complete the process that we are in right now and then move on.

Commissioner Gaebel moved to approve the Plangineering contract as written and authorize Jeff to sign.

Commissioner MacDonald seconded the motion

Commissioner Gearin asked to amend the motion to include possible corrections.

Commissioner Gaebel amended her motion to include possible corrections

Commissioner MacDonald seconded the amended motion

Discussion: Commissioner Alegria asked if the contract could be amended after hearing the meeting report later. Chair Kleczek said no. Commissioner Gaebel said she hoped that after hearing the report it will give you an opportunity to ask Jeff or I questions that we can bring to the next meeting and that nothing is set in stone as this is a feasibility study.

Motion passed by unanimous aye vote

10. NEW BUSINESS

a. ODOT Agreement 32018 Special Transportation Grant-

Executive Director Hazen reported that this is the special transportation fund for the next biennium and staff recommends it be approved and the Board Chair be approved to sign it.

Commissioner Gaebel moved to approve ODOT Agreement 32018 and approve that the Board Chair sign it.

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously

b. ODOT Agreement 31931- 5311 Project Administration and Operation Grant-

Executive Director Hazen reported that this is the largest grant we receive and it is our operating grant and staff recommends that it be approved and the Board Chair be authorized to sign it.

Commissioner Gaebel moved to approve ODOT Agreement 31391-5311 and that the Board Chair sign it.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Gearin asked why it looks like there are 2 grant amounts. Executive Director Hazen explained the funding breakdown and match rates. Commissioner Alegria asked why discussion is held after the motion. Chair Kleczek said that it is parliamentary procedure.

Motion passed unanimously

c. Compensation Study (Informational)- Executive Director Hazen reported that the current SDAO wage and compensation study will follow 2 paths. One study will be with a program offered by Portland State University which is available through SDAO and called Total Employer Cost and Compensation (TECC). The other study will be the Local Government Personnel Institute which most of the counties and cities utilize. Commissioner MacDonald commented he had worked with the

Local Government Personnel Institute and they have a good history and this is a positive move and I support it. Chair Kleczek confirmed the Board's Consensus due to their asking for a compensation study and there is actually 2 studies being done.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Report was accidentally omitted from Board Pack.

Chair Kleczek called a recess at 10:15 am to allow the report to be copied and distributed to Board.

Chair Kleczek called the meeting back to order at 10:18 am

Executive Director Hazen reviewed his report. Chair Kleczek said she did not see anything in the report that related to the Seaside Urban Renewal zone that Seaside is developing and how it will effect SETD or our involvement in it. Executive Director Hazen said due to the budget process he had not looked into the Urban Renewal proposal but would and added that he had learned at the Feasibility meeting that we do not have a say in it. Commissioner Gearin said that may be something that is recent as she had looked into this and contacted someone that is very involved but has not heard back from them. Commissioner Gearin also sent the ORS to Chair Kleczek and it states we do have a say, but Chair Kleczek corrected this stating it says we "can have a say" Commissioner Gaebel said that Henry from Columbia County said that the city forming an urban renewal "can" come to us but they are not required and this is a change. Chair Kleczek said she thought it would be for the good of the District for Jeff to look into this sooner than later so that we can be part of the planning commission discussion. Chair Kleczek asked and received consensus from the Board for Jeff to dig into this so we have a voice and it is on the record.

Feasibility Study- Executive Director Hazen reported that the first meeting was held at the CCRider office in St. Helens. Present were Carol Richardson (Plangineering), The Columbia County Advisory Committee included Henry Heimuller (county commissioner) Michael Ray (CCRider Executive Director), Bill Eagle, Claudia Eagle and Sharon Evinger and attending from SETD were Commissioner Gaebel, Margaret Chenowith and Mary Parker. Executive Director Hazen that this meeting really kicked off the study and what the purpose and goals are and the options that are out there which include if it remains the same, making a service district or a special district or expanding our boundaries to include Columbia County or could we do this in a partial way. The consultants will get back to us with the results of the first meeting. Commissioner Gaebel said she made it very clear that we are seeking information on all possibilities and want to look at what comes out of that before we make any decisions. Commissioner Gearin said Carol Richardson did a great job of making sure that both sides understood that this is a feasibility study and that both sides are to get information before making a decision. Executive director Hazen said that in the end everyone understood that this is a collaboration and regardless of what comes out of this we will always work with Columbia County and our relationship will be solid. Commissioner Gearin said that one of the questions that was answered yesterday was that the Columbia County owns their busses. There was further discussion and copies of the timeline that Carol had given out at the meeting was distributed to the Board.

13. LEADERSHIP TEAM REPORTS- Reports submitted for May 2017- Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Mobility Management- Shana Verley, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson. Chair Kleczek thanked the leadership team and said she was looking forward to receiving Paul Lewicki's Operation's report at the next meeting. There was discussion about the power outage that shut down the phones in RideCare. There was discussion about how emergency announcements can be given out to the public when SETD phones are down.

14. PUBLIC COMMENT- None

15. OTHER ITEMS- None

An audio recording of the Sunset Empire Transportation District's May 2017 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- May 2017

Meeting was adjourned at 10:45 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

DRAFT

NOTE on Reviewing Financials: 11 Month = 91.67 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,193,833 (\$112,186 better than budget), 72% of annual budget and 105.4% of monthly budget. YTD Total Materials & Services was \$466,736 (\$287,435 less than budget), 57% of annual budget and 55% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month are in line for the month and 30,385 better than budget year to date.
- 4100 Contract Service-IGA: \$32,217.52 billed to Columbia TD with a deduction of \$1316 for fares from Jan-March and a deduction of \$13,961.62 for Jan-March match.
- 4200 Taxes: \$5,170 was current year property tax and \$1,788 prior year tax.
- 4272 Parking: All but parking space 11 are leased out. parking spaces are taken.
- 4273 Charging Station: AeroVironment, Inc. payment was received.
- 4300 Interest: May's interest for General Fund was \$420.44 and RideCare was \$1233.14.

Expense

- 7000 Provider Payments: No payments for May 2017.
- 6005 Salaries & Wages: Reflects the open positions.
- 8005 Audit: 2016 Audit with Boldt, Carlisle and Smith
- 8010 Bank Fees: Reflects closing out with old credit card vendor.
- 8020 Bldg & Grounds Maint: 8023 – replaced glass at a bus shelter
- 8050 Dues Subscriptions & Fees: \$100 Seaside Chamber, \$194.51 Rotary Dues.
- 8080 Insurance: Claim for incident involving a bus.
- 8139 Professional Services: Accounting services for April and May, offset in Wages. John Carlson review.
- 8155 Telephone/Internet Services: CoastCom \$2,619 for June SETD.
- 8160 Uniforms: Jeff approved new shirts/coats with new logo.
- 8170 Vehicle Maintenance & Repairs: Western Bus Sales, parts and labor - \$5,294. Industrial Diesel, fuel line repairs parts and labor - \$6,630.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 81% of total budget. YTD revenues of \$2,783,549 are \$356,312 less than Budget. YTD Interest Income of \$11,057 was \$5,557 better than budgeted YTD. Materials & Services of \$2,578,448 are \$188,852 less than budget and are 83% of YTD budget.

Expense

- 7000 Contract Providers: Major providers include K & M \$40,063, Wapato \$87,316 and Tillamook \$82,836 of which approximately \$102,000 is from April. Gas Vouchers accounted for \$25,828.
- Salaries and Wages are within budget for the month.
- 7030 Bus Passes: Columbia County \$400 and Sunset Empire Transportation District \$2,640.
- 8005 Audit: 2016 audit with Boldt, Carlisle and Smith.
- 8030 Comp-Info-Tech Services: Ride Care share of Mindshift (Information Technology Service) May \$946.00
- 8045 Drug/Alcohol Background: The result of drug & background checks for new employees.
- 8139 Professional Services: Accounting Services in April 2017, offset in Wages..
- END

Sunset Empire Transportation
Profit & Loss Budget Performance General Fund
May 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					(Worse)		
4000 FARES	18,283.28	21,025.00	275,659.76	245,275.00	30,384.76	268,300.00	103%
4090 DONATIONS/COMMISSIONS	285.95	0.00	1,737.35	600.00	1,137.35	600.00	290%
4100 CONTRACTED SERVICES-IGA	17,101.40	33,665.00	90,733.71	147,492.00	(56,758.29)	180,917.00	50%
4200 TAXES	27,458.33	10,000.00	893,173.97	890,000.00	3,173.97	925,000.00	97%
4250 TIMBER SALES	44,686.78	40,000.00	256,771.22	160,000.00	96,771.22	160,000.00	160%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	55,032.82	41,250.00	13,782.82	55,000.00	100%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00		1,200.00	1,200.00	0.00	1,200.00	100%
4272 PARKING SPACES	712.50	760.00	7,837.50	8,360.00	(522.50)	9,120.00	86%
4273- Charging Station	320.47	0.00	320.47	160.00	160.47	160.00	200%
4270 RENTAL INCOME - Other	0.00		0.00	0.00	0.00	0.00	
Total 4270 RENTAL INCOME	1,032.97	760.00	9,357.97	9,720.00	(362.03)	10,480.00	89%
4300 INTEREST	478.73	400.00	5,472.78	4,400.00	1,072.78	4,800.00	114%
4310 MISC INCOME	12.00		847.48		847.48		
5000 GRANTS	0.00	0.00	491,306.00	468,990.00	22,316.00	1,128,379.00	44%
5080 OREGON STF FUNDS	0.00	536.00	113,740.00	113,920.00	(180.00)	328,560.00	35%
Total Income	109,339.44	106,386.00	2,193,833.06	2,081,647.00	112,186.06	3,062,036.00	72%
Gross Profit	109,339.44	106,386.00	2,193,833.06	2,081,647.00	112,186.06	3,062,036.00	72%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	79,996.84	95,664.00	994,356.02	1,104,967.00	110,610.98	1,243,631.00	80%
6200 PAYROLL EXPENSES	6,891.80	11,816.00	109,236.31	137,794.00	28,557.69	153,610.00	71%
6300 EMPLOYEE BENEFITS	24,094.95	24,597.00	262,642.79	270,569.00	7,926.21	295,166.00	89%
Total 1. PERSONNEL SERVICES	110,983.59	132,077.00	1,366,235.12	1,513,330.00	147,094.88	1,692,407.00	81%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	867.11	1,479.00	4,827.64	16,270.00	11,442.36	17,750.00	27%
7030 BUS PASSES	0.00	340.00	0.00	3,740.00	3,740.00	4,080.00	0%
8005 AUDIT	2,068.00	0.00	4,268.00	26,160.00	21,892.00	26,160.00	16%
8006 ADS (HR JOB POSTING)	0.00	350.00	1,690.35	3,850.00	2,159.65	4,200.00	40%
8010 BANK FEES	743.22	250.00	3,523.95	2,755.00	(768.95)	3,005.00	117%
8020 BLDING & GROUNDS MAINT	3,957.94	2,114.00	28,332.57	23,259.00	(5,073.57)	25,373.00	112%
8030 COMP-INFO-TECH SERVICE	4,736.10	2,245.00	33,618.40	23,992.00	(9,626.40)	26,237.00	128%
8035 CONF TRAINING & TRAVEL	1,689.56	2,100.00	13,772.19	31,942.00	18,169.81	37,042.00	37%
8045 DRUG/ALCOHOL/BG CHECK	245.00	267.00	1,497.36	2,933.00	1,435.64	3,200.00	47%
8050 DUES SUBSCRIPTIONS & FI	306.39	100.00	10,335.49	8,785.00	(1,550.49)	9,280.00	111%
8053 IGA - DUES AND FEES	0.00	1,675.00	16,667.00	16,700.00	33.00	16,700.00	100%
8055 DURABLE EQUIP/SMALL TO	1,203.58	1,066.00	9,256.82	15,684.00	6,427.18	16,750.00	55%
8061 EQUIPMENT LEASE/RENT	368.48	458.00	5,136.57	25,042.00	19,905.43	25,500.00	20%
8065 EDUCATION/OUTREACH	2,567.40	3,241.00	8,142.27	36,269.00	28,126.73	39,510.00	21%
8070 EMPLOYEE RECOGNITION	0.00	100.00	6,603.22	3,900.00	(2,703.22)	4,000.00	165%
8072 Election Fees	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
8075 FUEL	10,767.37	19,897.00	101,384.56	218,867.00	117,482.44	238,772.00	42%
8080 INSURANCE	3,211.17	0.00	43,481.78	56,142.00	12,660.22	56,142.00	77%
8090 LEGAL ADS	104.08	100.00	455.74	400.00	(55.74)	800.00	57%
8095 LEGAL COUNSEL	540.00	500.00	1,976.00	4,900.00	2,924.00	6,400.00	31%
8100 MEETING EXPENSE	0.00	100.00	1,452.16	1,200.00	(252.16)	1,400.00	104%
8120 OFFICE SUPPLIES	1,138.78	1,200.00	9,735.15	13,450.00	3,714.85	15,450.00	63%
8130 PAYROLL PROCESSING FEI	0.00	160.00	1,718.80	1,920.00	201.20	2,080.00	83%
8135 PRINTING	217.32	3,050.00	7,938.60	30,898.00	22,959.40	33,950.00	23%
8139 PROFESSIONAL SERVICES	18,404.00	3,233.00	22,065.30	29,617.00	7,551.70	32,850.00	67%
8140 SUBGRANT PASS THROUGI	0.00	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
8150 TAXES/LICENSES/BUS REG	0.00	0.00	74.22	250.00	175.78	330.00	22%
8155 TELEPHONE/INTERNET SEF	2,524.43	1,775.00	21,846.33	19,525.00	(2,321.33)	21,296.00	103%
8160 UNIFORMS	1,576.46	250.00	2,991.65	2,924.00	(67.65)	5,924.00	51%
8165 UTILITIES	1,276.67	1,700.00	16,932.11	20,067.00	3,134.89	21,667.00	78%
8170 VEHICLE MAINT & REPAIRS	23,603.50	10,000.00	91,839.30	110,000.00	18,160.70	120,200.00	76%
Total 2. MATERIALS & SERVICES	81,249.45	56,271.00	466,735.89	754,171.00	287,435.11	817,298.00	57%

Total Expense	<u>192,233.04</u>	<u>188,348.00</u>	<u>1,832,971.01</u>	<u>2,267,501.00</u>	<u>434,529.99</u>	<u>2,509,705.00</u>	73%
Net Ordinary Income	-82,893.60	-81,962.00	360,862.05	-185,854.00	546,716.05	552,331.00	65%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,640.98	5,672.53	60,702.47	60,767.70	65.23	66,421.11	91%
9611 CLATSOP BANK-LOAN INT	<u>932.52</u>	<u>921.97</u>	<u>11,606.03</u>	<u>11,558.80</u>	<u>(47.23)</u>	<u>12,460.89</u>	93%
Total 3. OTHER EXPENSES	<u>6,573.50</u>	<u>6,594.50</u>	<u>72,308.50</u>	<u>72,326.50</u>	<u>18.00</u>	<u>78,882.00</u>	92%
9600 DEBT SERVICE & INTERES-FEE	0.00		334.40	334.00	<u>(0.40)</u>	334.00	100%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		38,000.00	38,000.00	0.00	38,000.00	100%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	4,389.00	4,389.00	0.00	8,778.00	50%
9700 CAPITAL EXPENSE	0.00	50,000.00	212,931.00	387,000.00	174,069.00	797,000.00	27%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	106,104.00	0%
9850 TRANSFER OUT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Other Expense	<u>6,573.50</u>	<u>56,594.50</u>	<u>327,962.90</u>	<u>502,049.50</u>	<u>174,086.60</u>	<u>1,029,098.00</u>	32%
Net Other Income	<u>-6,573.50</u>	<u>-56,594.50</u>	<u>-327,962.90</u>	<u>-502,049.50</u>	<u>174,086.60</u>	<u>-1,029,098.00</u>	32%
	<u>-89,467.10</u>	<u>-138,556.50</u>	<u>32,899.15</u>	<u>-687,903.50</u>	<u>720,802.65</u>	<u>-476,767.00</u>	-7%

Sunset Empire Transportation
Profit & Loss Budget Performance RideCare
May-2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					(Worse)		
4300 INTEREST	1,233.14	500.00	11,056.72	5,500.00	5,556.72	6,000.00	184%
4500 RC PROVIDER SERVICE REIM	284,125.78	297,414.00	2,772,492.18	3,134,361.00	(361,868.82)	3,434,370.00	81%
Other Types of Income	0.00		0.00	0.00	-	0.00	
Total Income	285,358.92	297,914.00	2,783,548.90	3,139,861.00	(356,312.10)	3,440,370.00	81%
Gross Profit	285,358.92	297,914.00	2,783,548.90	3,139,861.00	(356,312.10)	3,440,370.00	81%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	25,920.01	26,994.66	295,968.82	316,435.97	20,467.15	350,930.63	84%
6200 PAYROLL EXPENSES	2,171.64	3,477.29	29,039.14	40,927.46	11,888.32	45,204.75	64%
6300 EMPLOYEE BENEFITS	6,304.47	7,492.48	55,534.47	89,909.74	34,375.27	97,402.22	57%
Total 1. PERSONNEL SERVICES	34,396.12	37,964.43	380,542.43	447,273.17	66,730.74	493,537.60	77%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	314,285.23	240,813.00	2,455,456.58	2,538,529.00	83,072.42	2,781,506.00	88%
7030 BUS PASSES	3,140.00	1,500.00	19,980.00	16,500.00	(3,480.00)	18,000.00	111%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	16,302.00	70,000.00	53,698.00	140,000.00	12%
8005 AUDIT	517.00	0.00	1,067.00	5,940.00	4,873.00	6,540.00	16%
8006 ADS (HR JOB POSTING)	0.00	200.00	468.58	1,800.00	1,331.42	2,000.00	23%
8010 BANK FEES	0.00	15.00	128.00	157.00	29.00	171.00	75%
8020 BLDING & GROUNDS MAINT	434.70	682.00	5,641.52	7,507.00	1,865.48	8,190.00	69%
8025 BUS PASSES	0.00	0.00	0.00	0.00	-	0.00	
8030 COMP-INFO-TECH SERVICES	1,062.78	634.00	7,069.71	6,974.00	(95.71)	7,609.00	93%
8035 CONF TRAINING & TRAVEL	0.00	340.00	632.45	6,298.00	5,665.55	6,788.00	9%
8045 DRUG/ALCOHOL/BG CHECKS	388.00	100.00	2,266.25	1,100.00	(1,166.25)	1,200.00	189%
8050 DUES SUBSCRIPTIONS & FEES	0.00		162.66	2,170.00	2,007.34	2,170.00	7%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	700.00	7,504.30	18,700.00	11,195.70	19,700.00	38%
8065 EDUCATION/OUTREACH	0.00	100.00	0.00	1,900.00	1,900.00	2,400.00	0%
8070 EMPLOYEE RECOGNITION	0.00	0.00	26.99	1,700.00	1,673.01	1,800.00	1%
8072 Election Fees	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
8080 INSURANCE	0.00	0.00	6,950.98	4,312.00	(2,638.98)	5,742.00	121%
8090 LEGAL ADS	0.00	0.00	0.00	400.00	400.00	500.00	0%
8095 LEGAL COUNSEL	0.00	100.00	0.00	200.00	200.00	200.00	0%
8100 MEETING EXPENSE	84.86	100.00	210.86	1,100.00	889.14	1,200.00	18%
8120 OFFICE SUPPLIES	525.82	337.00	4,305.87	3,707.00	(598.87)	4,050.00	106%
8130 PAYROLL PROCESSING FEES	0.00	40.00	429.95	480.00	50.05	520.00	83%
8135 PRINTING	67.50	250.00	245.53	2,750.00	2,504.47	3,000.00	8%
8139 PROFESSIONAL SERVICES	2,937.00	220.00	8,238.48	30,440.00	22,201.52	40,000.00	21%
8155 TELEPHONE/INTERNET SERVICE	3,023.12	3,265.00	34,001.05	35,917.00	1,915.95	39,184.00	87%
8165 UTILITIES	627.36	657.00	7,358.84	7,719.00	360.16	8,339.00	88%
Total 2. MATERIALS & SERVICES	327,093.37	250,053.00	2,578,447.60	2,767,300.00	188,852.40	3,101,809.00	83%
Total Expense	361,489.49	288,017.43	2,958,990.03	3,214,573.17	255,583.14	3,595,346.60	82%
Net Ordinary Income	-76,130.57	9,896.57	-175,441.13	-74,712.17	(100,728.96)	-154,976.60	113%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00		0.00	0.00	-	0.00	
Total 3. OTHER EXPENSES	0.00		0.00	0.00	-	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00		105.60	106.00	0.40	106.00	100%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		12,000.00	12,000.00	-	12,000.00	100%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	1,386.00	1,386.00	-	2,772.00	50%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	109,029.75	109,029.00	(0.75)	145,373.00	75%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	-	200,000.00	0%
Total Other Expense	0.00	0.00	122,521.35	122,521.00	0.35	360,251.00	34%
Net Other Income	0.00	0.00	-122,521.35	-122,521.00	(0.35)	-360,251.00	34%
	-76,130.57	9,896.57	-297,962.48	-197,233.17	(100,729.31)	-515,227.60	58%

Sunset Empire Transportation
Balance Sheet
As of May 2017

ASSETS

Current Assets	
Checking/Savings	
1000 SETD GEN FUND BANK ACCTS	466,516.29
1040 TILLS	300.00
1050 RIDE CARE FUND BANK ACCTS	1,313,645.87
Total Checking/Savings	<u>1,780,462.16</u>
Accounts Receivable	
1200 ACCOUNTS RECEIVABLES	19,223.90
1250 PROPERTY TAX RECEIVABLES	45,357.23
Total Accounts Receivable	<u>64,581.13</u>
Other Current Assets	
1400 PREPAID EXPENSES	12,100.50
1500 UNDEPOSITED FUNDS	1,380.50
Total Other Current Assets	<u>13,481.00</u>
Total Current Assets	<u>1,858,524.29</u>
TOTAL ASSETS	<u><u>1,858,524.29</u></u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLES	
2010 SETD GENERAL FUND A/P	1,654.36
2020 RIDE CARE FUND A/P	45,301.26
Total 2000 ACCOUNTS PAYABLES	<u>46,955.62</u>
Total Accounts Payable	46,955.62
Other Current Liabilities	<u>55,756.13</u>
Total Current Liabilities	102,711.75
Long Term Liabilities	
2800 INTERCOMPANY DUE TO/FROM	
2810 DUE TO RIDE CARE	(220,178.82)
2815 DUE TO/(FROM) SETD G F	220,178.82
Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>
Total Liabilities	102,711.75
Equity	
3100 NWRC PRIOR PERIOD ADJUST	(136,476.00)
3200 GF PRIOR PERIOD ADJUST	(8,891.00)
3700 FUND BALANCE NWRC-RESTRICT	1,311,965.11
3800 FUND BALANCE GENERAL FUND	789,740.87
3900 RETAINED EARNINGS	70,620.17
Net Income	<u>(271,146.61)</u>
Total Equity	<u>1,755,812.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,858,524.29</u></u>

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	480.00	0.00	0.00	0.00	0.00	480.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	45,357.23	45,357.23
COLUMBIA COUNTY TRANSPORTATION DIST	0.00	16,939.90	0.00	0.00	0.00	16,939.90
DHS - CHILD WELFARE-CLATSOP	834.00	0.00	0.00	0.00	0.00	834.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
ODOT	0.00	0.00	0.00	0.00	-20.00	-20.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
OR TREASURY	0.00	0.00	0.00	0.00	0.00	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	47.50	0.00	0.00	0.00	95.00
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	0.00	142.50	0.00	47.50	332.50
P-HOMESPUN QUILTS	95.00	0.00	0.00	0.00	0.00	95.00
P-HOXIE, RONALD	47.50	0.00	47.50	0.00	0.00	95.00
P-IMPACT THRIFT	47.50	0.00	90.00	0.00	0.00	137.50
P-THORSEN, MARY	95.00	0.00	0.00	0.00	0.00	95.00
RC-SETD PARA	0.00	0.00	0.00	0.00	0.00	0.00
SCBEC/PACIFIC NW WORKS	90.00	0.00	0.00	0.00	0.00	90.00
ZZZ-OPENING BALANCE ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>2,116.50</u>	<u>17,129.90</u>	<u>280.00</u>	<u>0.00</u>	<u>45,054.73</u>	<u>64,581.13</u>

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
MTR WESTERN BUS	879.58	0.00	0.00	0.00	0.00	879.58
NW NATURAL	76.89	0.00	0.00	0.00	0.00	76.89
O'REILLY AUTO PARTS	0.00	0.00	0.00	-178.04	0.00	-178.04
OFFICE DEPOT	8.05	0.00	0.00	0.00	0.00	8.05
PACIFICSOURCE ADMINISTRATORS	0.00	0.00	0.00	0.00	0.00	0.00
PP-GF_for conversion	0.00	0.00	0.00	0.00	0.00	0.00
PP-RC_for conversion adj	0.00	0.00	0.00	0.00	0.00	0.00
RC-COLUMBIA COUNTY RIDER	1,175.93	0.00	0.00	0.00	0.00	1,175.93
RC-ELLIOTT'S TRANSPORT	3,150.00	0.00	0.00	0.00	0.00	3,150.00
RC-HOT SHOT TRANSPORTATION	2,489.75	0.00	0.00	0.00	0.00	2,489.75
RC-K & M MEDIVAN	0.00	0.00	0.00	0.00	0.00	0.00
RC-LEE, RYAN	2,467.28	0.00	0.00	0.00	0.00	2,467.28
RC-MEDIX AMBULANCE	3,657.40	0.00	0.00	0.00	0.00	3,657.40
RC-METRO WEST AMBULANCE	434.00	0.00	0.00	0.00	0.00	434.00
RC-SKINNYS TEXACO	5,411.85	0.00	0.00	0.00	0.00	5,411.85
RC-TILLAMOOK COUNTY TRANSPORTATION	9,743.00	0.00	0.00	0.00	0.00	9,743.00
RC-WAPATO SHORES, INC	16,772.05	0.00	0.00	0.00	0.00	16,772.05
SDIS	0.00	0.00	0.00	0.00	0.00	0.00
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
V-CARTER, JOHN	105.12	0.00	0.00	0.00	0.00	105.12
VERIZON WIRELESS	762.76	0.00	0.00	0.00	0.00	762.76
TOTAL	<u><u>47,133.66</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-178.04</u></u>	<u><u>0.00</u></u>	<u><u>46,955.62</u></u>

Type	Num	Date	Name	Paid Amount
Bill Pmt -Check	4413	05/02/2017	RC-ELLIOTT'S TRANSPORT	5,387.70
Bill Pmt -Check	4415	05/02/2017	RC-K & M MEDIVAN	8,334.65
Bill Pmt -Check	4420	05/02/2017	RC-RONALD MCDONALD HOUSE	5,120.00
Bill Pmt -Check	4421	05/02/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	21,668.00
Bill Pmt -Check	4422	05/02/2017	RC-WAPATO SHORES, INC	15,899.29
Bill Pmt -Check	4426	05/09/2017	RC-K & M MEDIVAN	7,502.25
Bill Pmt -Check	4432	05/09/2017	RC-SETD-PASSES	6,690.00
Bill Pmt -Check	4433	05/09/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	20,580.00
Bill Pmt -Check	4434	05/09/2017	RC-WAPATO SHORES, INC	16,870.42
Bill Pmt -Check	4443	05/17/2017	RC-K & M MEDIVAN	7,932.61
Bill Pmt -Check	4449	05/17/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	22,990.00
Bill Pmt -Check	4451	05/17/2017	RC-WAPATO SHORES, INC	19,762.31
Bill Pmt -Check	4453	05/17/2017	RC-WILCOX & FLEGEL	6,735.65
Bill Pmt -Check	4461	05/18/2017	RC-K & M MEDIVAN	8,661.95
Bill Pmt -Check	4467	05/18/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	8,958.00
Bill Pmt -Check	4468	05/18/2017	RC-WAPATO SHORES, INC	17,555.66
Bill Pmt -Check	4472	05/30/2017	RC-ELLIOTT'S TRANSPORT	5,186.00
Bill Pmt -Check	4474	05/30/2017	RC-K & M MEDIVAN	7,632.05
Bill Pmt -Check	4480	05/30/2017	RC-SKINNYS TEXACO	6,774.02
Bill Pmt -Check	4481	05/30/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	8,640.00
Bill Pmt -Check	4482	05/30/2017	RC-WAPATO SHORES, INC	17,227.90
Bill Pmt -Check	16942	05/09/2017	WESTERN BUS SALES, INC.	5,380.01
Bill Pmt -Check	16958	05/17/2017	JACKSON & SON OIL, INC.	5,827.12
Bill Pmt -Check	16997	05/30/2017	CARLSON, JOHN	7,824.00
Bill Pmt -Check	16999	05/30/2017	INDUSTRIAL DIESEL POWER, INC	6,630.38

Bill

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

Date	Ref. No.
05/09/2017	0342 4/8-5/8

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

PAID

Bill Due	06/08/2017
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8121 POSTAGE-SHIPPING	0220 EARLS	49.00		ADMINISTRATION
8038 TRAVEL	USPS - POSTAGE	6.43		ADMINISTRATION
	WARRENTON MINI MART -			
	FOOD FOR TAMI FOR SDAO			
	CLASS			
8070 EMPLOYEE	FRED MEYER - EMPLOYEE	46.77		ADMINISTRATION
RECOGNITION	OF QUARTER GIFT CARD			
	PLUS TREATS			
8120 OFFICE SUPPLIES	FULL INDENTITY - ID CARDS	88.10		ADMINISTRATION
8038 TRAVEL	SHARI'S CAFE - FOOD FOR	27.97		ADMINISTRATION
	SCOTT TO PICKUP BUS			
	FROM WESTERN BUS			
	0667 HAZEN			
8038 TRAVEL	ARBY'S - FOOD FOR JEFF	7.59		ADMINISTRATION
	FOR TRANSIT DAY			
8038 TRAVEL	BOONS TREASURY -	19.60		ADMINISTRATION
	FOODFOR JEFF FOR			
	TRANSIT DAY			
8038 TRAVEL	BEST WESTERN - LODGING	403.32		ADMINISTRATION
	FOR JEFF, MARY, KATHY			
	AND KEVIN FOR TRANSIT			
	DAY			
8038 TRAVEL	SALEM PARKING METER -	12.00		ADMINISTRATION
	PARKING FOR JEFF FOR			
	TRANSIT DAY			
8055 DURABLE	COSTCO - GPS DEVICES FOR	449.97		OPER 5311
EQUIP/SMALL TOOLS	RIDEASSIST			
8120 OFFICE SUPPLIES	FRED MEYER - PHONE	19.99		ADMINISTRATION
	CHARGER			
8038 TRAVEL	PIETRO'S PIZZA - FOOD FOR	10.95		ADMINISTRATION
	JEFF FOR TSP MEETING			
8038 TRAVEL	TEBO'S RESTAURANT -	16.00		ADMINISTRATION
	FOOD FOR JEFF FOR TSP			
	MEETING			

Bill

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

Date	Ref. No.
05/09/2017	0342 4/8-5/8

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

PAID

Bill Due	06/08/2017
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	SAFEWAY - FLOWERS FOR ADMIN DAY	38.68		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	8.48		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - SYMPATHY CARD FOR MARY	8.98		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - BUDGET SUPPLIES	164.68		ADMINISTRATION
8120 OFFICE SUPPLIES	0261 JONES STAPLES - OFFICE SUPPLIES	39.99	RIDECARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD FOR RIDECARE MEETING	44.87	RIDECARE ADMIN	ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0334 LAYTON ADOBE - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MICROSOFT - SOFTWARE SUBSCRIPTOIN - EMAIL	450.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - STAMPS	49.00		ADMINISTRATION
8056 COMPUTER HARDWARE	LENOVO - COMPUTER FOR MOBILITY MGR	833.60		MOBILITY MANAGEMENT
8056 COMPUTER HARDWARE	NEWEGG - MONITOR FOR MOBILITY	184.99		MOBILITY MANAGEMENT
8056 COMPUTER HARDWARE	NEWEGG - MONITOR FOR TO	184.99		TRANS OPTIONS
8120 OFFICE SUPPLIES	BUSINESS CHECKS - ORDERED CHECKS	178.47		ADMINISTRATION
8038 TRAVEL	0020 PARKER EL PRIMO - FOOD FOR MARY, KATHY AND KEVIN FOR TRANSIT DAY	45.75		ADMINISTRATION
8038 TRAVEL	CHEVRON - FUEL FOR MARY FOR TRANSIT DAY	33.94		ADMINISTRATION

Bill

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

Date	Ref. No.
05/09/2017	0342 4/8-5/8

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

Bill Due 06/08/2017
Terms
Memo

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	FOOD FOR GOING AWAY PARTY	53.66		ADMINISTRATION
8100 MEETING EXPENSE	FOOD FOR BOARD TRAINING	11.60		ADMINISTRATION
8100 MEETING EXPENSE	FOOD FOR GOING AWAY PARTY	34.97		ADMINISTRATION
8100 MEETING EXPENSE	FOOD FOR BOARD MEETING	12.80		ADMINISTRATION

Expense Total : 3,572.12

Bill Total : \$3,572.12

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 8 Budget Hearing and Adoption of the Budget

This is the time and place set for the public hearing on the fiscal year 2017-2018 budget for SETD. Before you are the budgets that has been approved by the Budget Committee. After holding the public hearing, the Board may make changes to the budgets however, if the Board wants to increase expenditures in any fund by 10% or more (or \$5,000 – whichever is greater), they must republish the amended budget summary and hold another budget hearing.

Staff is not recommending any changes to the budget and we recommend adoption of the approved budget through Resolution 2017-05.

**Resources
General Fund**

Historical Data			GL Act #	RESOURCE FOR PUBLIC TRANSPORTATION SERVICES	Sunset Empire Transportation District		
Actual		Adopted Budget 2016-2017			Budget for Fiscal Year 2017-2018		
Second Preceding Year 2014-2015	First Preceding Year 2015-2016				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				Beginning Fund Balance			
609,988	739,742	794,400			1,285,131	1,290,131	
0	37,346	25,000	4200	Previously levied taxes estimated to be rec'd	22,000	22,000	
48,145	93,170	55,000	4260	State Mass Transit Payroll Distribution	67,000	67,000	
141,897	251,603	160,000	4250	State Timber Revenue	170,000	160,000	
4,120	4,581	4,800	4300	Interest	4,800	4,800	
14,577	9,940	10,480	4270	Rentals	10,520	10,520	
263,131	257,327	256,000	4000	Fares	273,000	273,000	
44,593	148,145	180,917	4100	IGA Contracted Service	123,900	123,900	
163,005	113,744	328,560	5080	ODOT - (STF/STO) State Funds	0	0	
74,928	105,515	60,904	5004	ODOT - Section 5310 Prev. Maint.	61,473	61,473	
455,666	469,009	455,600	5002	ODOT - Section 5311 Operations	455,656	455,656	
0	0	472,600	5005	ODOT - 5339 Bus & Bus Facilities	331,500	0	
53,432	68,618	83,000	5003	ODOT - Mobility Management	75,133	75,133	
69,060	80,165	56,275	5006	ODOT - Drive Less. Connect Grant	58,985	58,985	
104,836	0	0	5015	ODOT - Intercity Grant (Hwy 30)	0	0	
0	0	0		ODOT - 5305 Feasability Study	24,000	24,000	
3,195	1,570	12,900	4310	Commission/Proceeds	12,900	12,900	
			9150	Interfund Transfer In From STF for 101B		58,753	
			9150	Interfund Transfer Capital Fund for 5339 match		0	
2,050,573	2,380,475	2,956,436		Total Resources except Property Tax	2,975,998	2,698,251	
865,329	925,600	900,000	4200	Property Tax	900,000	870,000	
2,915,902	3,306,075	3,856,436		Total Resources w/Property Tax	3,875,998	3,568,251	
0	0	0	9150	Interfund Transfer In From STF for 101B	58,753	0	
0	0	0		Interfund Transfer Capital Fund for 5339 match	58,500	0	
2,915,902	3,306,075	3,856,436		TOTAL RESOURCES	3,993,251	3,568,251	0

SETD 2017-18 Total General Fund FTEs:2014-15 26.5, 2015-16 31.5, 2016-17 37.3, 2017-18 35.0

**REQUIREMENT SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
TRANSPORTATION SERVICES**

General Fund

Historical Data				Account	REQUIREMENTS FOR PUBLIC TRANSPORTATION SERVICES	Sunset Empire Transportation		
Actual		Adopted Budget 2016-2017	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body	
Second Preceding Year 2014-2015	First Preceding Year 2015-2016							Budget for Fiscal Year 2017-2018
					PERSONNEL SERVICES			
964,508	1,156,517	1,243,631	6005	Wages	1,221,315	1,221,315		
120,687	134,582	153,610	6200	Payroll Taxes/Worker's Comp	145,195	145,195		
239,589	267,927	295,166	6300	Benefits	358,025	358,025		
1,324,784	1,559,026	1,692,407		TOTAL PERSONNEL SERVICES	1,724,535	1,724,535	0	
					MATERIALS AND SERVICES			
	723	21,830	7000	Provider Services/Bus Pass	2,200	2,200		
17,950	22,922	26,160	8005	Audit	24,852	28,652		
			8006	Advertising		4,200		
2,913	3,027	3,005	8010	Bank Fees	3,341	3,341		
22,247	31,264	25,373	8020	Building Grounds and Maintenance	31,878	31,878		
48,110	12,053	26,237	8030	Computer Information Technology Services	62,972	78,172		
23,594	24,619	37,042	8035	Conferences, Training and Travel	24,084	24,084		
75	0		8040	Donations/Contributions		0		
768	1,428	3,200	8045	Drug/Alcohol/Background Screening	3,200	5,000		
17,705	18,584	25,980	8050	Dues/Subscriptions/Fees	19,143	19,143		
	17,953	16,750	8055	Durable Small Equipment/Tools	64,400	64,400		
6,648	11,204	39,510	8065	Education/Outreach	51,550	40,000		
3,127	0	4,000	8072	Election Fees	0	0		
2,628	6,002	4,000	8070	Employee Recognition	9,880	9,880		
	5,451	25,500	8061	Equipment Lease	5,500	5,500		
141,426	97,112	238,772	8075	Fuel	252,472	252,472		
58,683	30,265	56,142	8080	Insurance	61,479	61,479		
3,083	0			Janitorial Services and Supplies		0		
529	804	800	8090	Legal Ads	800	800		
4,248	861	6,400	8095	Legal Counsel	6,400	6,400		
1,748	-108	1,400	8100	Meeting Expense	1,760	1,760		
-3,000	0			Miscellaneous		0		
3,547	948	4,200		Advertising	4,200	0		
12,331	15,168	15,450	8120	Office Supplies	17,352	17,352		
4,165	0			Office Furniture/Equipment		0		
1,981	1,855	2,080	8130	Payroll Processing Fee	2,128	2,128		
1,847	0			5310 - Pass Through -Senior Center		0		
	12,132	15,000	8140	Pass Through STF	0	0		
948	0			Postage		0		
7,958	15,765	33,950	8135	Printing	33,800	33,800		
5,132	7,577	32,850	8139	Professional Services	42,240	42,240		
4,318	0			Radio System-Buses		0		
1,968	0			Shelter Cleaning and Repair		0		
612	0		8055	Small Tools - Minor Equipment		0		
95	230	330	8150	Taxes/License	330	330		
9,640	27,669	21,296	8155	Telecommunications/Internet	30,702	30,702		

**REQUIREMENT SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
TRANSPORTATION SERVICES**

General Fund

Historical Data			Account	REQUIREMENTS FOR PUBLIC TRANSPORTATION SERVICES	Sunset Empire Transportation		
Actual		Adopted Budget 2016-2017			Budget for Fiscal Year 2017-2018		
Second Preceding Year 2014-2015	First Preceding Year 2015-2016				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
5,381	2,776	5,924	8160	Uniforms	10,924	10,924	
18,309	18,377	21,667	8165	Utilities	20,796	20,796	
97,332	128,986	120,200	8170	Vehicle Maintenance and Repair	120,000	120,000	
528,046	515,647	835,048		TOTAL MATERIALS AND SERVICES	908,383	917,633	0
78,012	0	797,000	9700	Capital Outlay-Unallocated	433,000	28,000	
	8,891			Beginning Deficit Fund Balance			
				Prior Period Adjustment			
			9850	Interfund Transfer Out (STF Repayment)		15,708	
50,000	50,000		9850	Interfund Transfer Out (to Capital Reserve Fund)		88,500	
			9600	Debt Service (Principal & Interest)			
195,318	95,853	104,421	9610	Debt Service - Principal-Unallocated	112,317	112,317	
	26,451	21,573	9611	Debt Service - Interest-Unallocated	15,406	15,406	
0	0	106,104	9800	Operating Contingency-Unallocated	200,000	200,000	
739,742	1,050,208	299,883		Unappropriated Ending Fund Balance-Unallocated	599,610	466,152	
2,915,902	3,306,076	3,856,436		TOTAL REQUIREMENTS	3,993,251	3,568,251	0
2,915,902	3,306,076	3,856,436		TOTAL RESOURCES	3,993,251	3,568,251	0
0	0	0		DIFFERENCE	0	0	

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2016-2 on June 30, 2016 for the following specific purpose Bldg & Equip.

To formalize motion of April 1, 2014

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2021

**Capital Reserve Fund
(Fund)**

Sunset Empire Transportation District
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017__-18__		
Actual			Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2014__-15__	First Preceding Year 2015__-16__	Adopted Budget Year 2016__-17__					
1			1	RESOURCES			1
2		50,000	2	Cash on hand * (cash basis), or	100,000	100,000	2
3			3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5			5	Interest		1,000	5
6	50,000	50,000	6	Transferred IN, from other funds		88,500	6
7			7	5005 Grant 5339 bus		331,500	7
8			8				8
9			9				9
10	50,000	100,000	10	Total Resources, except taxes to be levied	100,000	521,000	0
11			11	Taxes estimated to be received			
12			12	Taxes collected in year levied			
13	50,000	100,000	13	TOTAL RESOURCES	100,000	521,000	0
14			14	REQUIREMENTS **			
15			15	Org. Unit or Prog. & Activity	Object Classification	Detail	
16			16			Transfer to GF 2 Cat B Buses	58,500
17			17				
18			18		Capital	2 Cat B Buses	390,000
19			19				
20			20				
21			21				
22			22				
23			23				
24			24				
25			25				
26			26				
27			27				
28			28				
29		50,000	29	Ending balance (prior years)			
30			30	UNAPPROPRIATED ENDING FUND BALANCE			41,500
31	50,000	100,000	31	TOTAL REQUIREMENTS			100,000
							521,000
							0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

page _____

**FORM
LB-20**

**RESOURCES
Special Transportation Fund (STF)**

Sunset Empire Transportation
(Name of Municipal Corporation)

	Historical Data			Account	RESOURCE DESCRIPTION	Budget for Next Year <u>2017-18</u>			
	Actual		Adopted Budget This Year 2016-2017			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016							
1					1. Available cash on hand* (cash basis) or				1
2					2. Net working capital (accrual basis)				2
3					3. Previously levied taxes estimated to be received				3
4					4. Interest				4
5					5. Transferred IN, from other funds	15,708	15,708		5
6					6 OTHER RESOURCES				6
7				5080	7 ODOT STF Revenues	93,241	93,241		7
8					8 ODOT Agreement # 31389	77,788	77,788		8
9					9				9
10					10				10
11					11				11
12					12				12
13					13				13
14					14				14
15					15				15
16					16				16
17					17				17
18					18				18
19					19				19
20					20				20
21					21				21
22					22				22
23					23				23
24					24				24
25					25				25
26					26				26
27					27				27
28					28				28
29	0	0	0		29. Total resources, except taxes to be levied	186,737	186,737	0	29
30					30. Taxes estimated to be received				30
31					31. Taxes collected in year levied				31
32	0	0	0		32. TOTAL RESOURCES	186,737	186,737	0	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Special Transportation Fund (STF)
 (name of fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-2018			
	Actual		Adopted Budget This Year 2016-217		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2 Wages	68,421	68,421		2
3				3 Taxes and Benefits	26,605	26,605		3
4	0	0	0	4 TOTAL PERSONNEL SERVICES	95,026	95,026	0	4
5				5 Total Full-Time Equivalent (FTE)	2.0	2		5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7 Provider payments/Bus fares/Outreach	28,708	28,708		7
8				8 Astoria Senior Center	4,250	4,250		8
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	32,958	32,958	0	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0	0	0	17 TOTAL DEBT SERVICE	0	0	0	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0	21
22				22 INTERFUND TRANSFERS				22
23				23 Contribution for 101 B operations cost	58,753	58,753		23
24				24				24
25				25				25
26				26				26
27				27				27
28	0	0	0	28 TOTAL INTERFUND TRANSFERS	58,753	58,753	0	28
29				29 OPERATING CONTINGENCY				29
30	0	0	0	30 Total Requirements NOT ALLOCATED	186,737	186,737	0	30
31				31 Total Requirements for ALL Org.Units/Programs within fund	0			31
32				32 Reserved for future expenditure				32
33				33 Ending balance (prior years)				33
34				34 UNAPPROPRIATED ENDING FUND BALANCE	0			34
35	0	0	0	35 TOTAL REQUIREMENTS	186,737	186,737	0	35

**SPECIAL FUND
RESOURCES REQUIREMENTS
RIDE CARE FUND**

Historical Data			Account	RESOURCE DESCRIPTION	Sunset Empire Transportation		
Actual		Adopted Budget This Year 2016-2017			Budget for Next Year 2017-2018		
Second Preceding Year 2014-2015	First Preceding Year 2015-2016				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
933,623	1,311,965	1,044,088		Beginning Fund Balance	552,464	552,464	
3,111,183	3,066,338	3,434,370	4500	Provider Services Reimbursements	2,715,727	3,230,727	
152,927				Prior Period Adjustment	0	0	
				Repayment of Interfund Loan			
1,149	6,247	6,000	4310	Interest	5,400	5,400	
4,198,882	4,384,550	4,484,458		TOTAL	3,273,591	3,788,591	0

Historical Data			Account	REQUIREMENTS FOR NON EMERGENCE MEDICAL TRANSPORTATION	Sunset Empire Transportation		
Actual		Adopted Budget This Year 2016-2017			Budget for Next Year 2017-2018		
Second Preceding Year 2014-2015	First Preceding Year 2015-2016				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				PERSONNEL SERVICES			
258,483	282,529	350,931	6005	Wages	395,377	346,677	
31,073	32,174	45,205	6200	Payroll Taxes/Workers' Comp	49,858	43,758	
70,856	61,031	97,402	6300	Employee Benefits	131,221	115,021	
360,412	375,734	493,538		TOTAL PERSONNEL SERVICES	576,456	505,456	0
				MATERIALS AND SERVICES			
2,125,945	2,573,365	2,781,506	7000	Provider Payments	2,272,410	2,537,410	
5,655	6,753	6,540	8005	Audit	7,848	9,048	
	690	2,000	8006	Ads (HR Job Posting)	2,100	200	
0	120	171	8010	Bank Fees	171	171	
8,142	5,628	8,190	8020	Building Grounds and Maintenance	9,628	9,628	
15,149	18,393	18,000	7030	Bus Passes	18,000	18,000	
19,546	2,491	7,609	8030	Computer Information Technology Services	47,638	52,438	
2,760	2,133	6,788	8035	Conferences, Training and Travel	8,646	8,046	
1,466	1,952	1,200	8045	Drug/Alcohol/Background Screening	1,725	1,725	
1,341	117	2,170	8050	Dues/Subscriptions	3,698	3,698	
0	81,109	140,000	9655	DMAP Annual Adjustment/CCO Share Fund	-190,000	198,033	
	7,946	19,700	8055	Durable Small Equipment/Tools	12,200	12,200	
	30	2,400	8065	Education/Outreach	2,000	2,000	

**SPECIAL FUND
RESOURCES REQUIREMENTS
RIDE CARE FUND**

Historical Data			Account	REQUIREMENTS FOR NON EMERGENCY MEDICAL TRANSPORTATION	Sunset Empire Transportation		
Actual		Adopted Budget This Year 2016-2017			Budget for Next Year 2017-2018		
Second Preceding Year 2014-2015	First Preceding Year 2015- 2016				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
553	288	1,800	8070	Employee Recognition	4,120	4,120	
782	0	1,000	8072	Election Fees	0	0	
6,997	5,595	5,742	8080	Insurance	6,814	6,814	
516		0		Janitorial Services and Supplies		0	
142		500	8090	Legal Ads	0	0	
4,562	1,197	200	8095	Legal Counsel	500	500	
554	263	1,200	8100	Meeting Expense	640	640	
132	0	0		Miscellaneous	0	0	
610	0	0		Newspaper Ads		0	
173	0	0		Office Furniture/Equipment		0	
3,247	3,762	4,050	8120	Office Supplies	5,298	5,298	
232	463	520	8130	Payroll Processing Fee	444	444	
377	0	0		Postage	0	0	
	407	3,000	8135	Printing	1,600	1,600	
3,339	5,074	40,000	8139	Professional Services	5,000	3,000	
10,617	35,234	39,184	8155	Telecommunications	38,618	38,618	
807	0	0	8160	Uniforms	0	1,000	
6,077	8,233	8,339	8165	Utilities	9,475	9,475	
2,219,721	2,761,243	3,101,809		TOTAL MATERIALS AND SERVICES	2,268,573	2,924,107	
12,733	32,053	0	9700	Capital Outlay-Unallocated	0	0	
		0		Transfer Out (Gen Fund for SDAO Loan)	0	0	
		0	9500	Penalties & Interest	0	0	
	181,716	145,373		Debt Service (DHS Audit Repayments)-Unallocated	145,373	145,373	
294,051	16,650	12,000	9610, 9625	Debt Service - Principal-Unallocated	13,200	13,200	
	3,926	2,878	9611, 9626	Debt Service - Interest-Unallocated	2,224	2,224	
		200,000		Operating Contingency -Unallocated	50,000	125,546	
	136,476	0		Prior Period Adjustment	198,033	0	
1,311,965	876,752	528,860		Ending Fund Balance-Unallocated	19,732	72,686	
4,198,882	4,384,550	4,484,458		TOTAL EXPENSES	3,273,591	3,788,591	
4,198,882	4,384,550	4,484,458		TOTAL RESOURCES	3,273,591	3,788,591	
0	0	0		Difference	0	0	

**Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103**

BOARD RESOLUTION

**IN THE MATTER OF ADOPTING THE
ANNUAL OPERATING BUDGET FOR
FISCAL YEAR 2017-2018, MAKING
APPROPRIATIONS, IMPOSING AND
CATEGORIZING TAXES**

**RESOLUTION AND ORDER
NO. 2017-05**

BE IT RESOLVED that the Board of Commissioners of the Sunset Empire Transportation District hereby adopts the budget for fiscal year 2017-2018 in the sum of \$8,064,579 now on file at the administrative offices of the Sunset Empire Transportation District at 900 Marine Drive, Astoria, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and for the purposes shown below are hereby appropriated as follows:

General Fund:

Personnel Services	\$1,724,535	
Materials & Services	\$917,633	
Capital	\$28,000	
Debt Service	\$127,723	
Contingency	\$200,000	
Transfer Out	\$104,208	
Total Department		\$3,102,099

RideCare Fund:

Personnel Services	\$505,456	
Materials & Services	\$2,924,106	
Capital	0	
Debt Service	\$160,797	
Contingency	\$134,546	
Transfer Out	0	
Total Department		\$3,715,905

Special Transportation Fund:

Personnel Services	\$95,026	
Material & Services	\$32,958	
Capital	0	
Debt Service	0	

Contingency	0	
Transfer Out	\$58,753	
Total Department		\$186,737

Reserve Fund

Capital	\$390,000	
Total Department		\$390,000

BE IT RESOLVED that the Board of Commissioners of Sunset Empire Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.162 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2017-2018 upon the assessed value of all property within the District.

	General Government	Excluded from Limitation
General Fund	\$0.162/\$1,000	0

BE IT RESOLVED that the Executive Director will hereby certify to the Clatsop County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by July 15, 2017.

ADOPTED AND APPROPRIATED by the Board of Commissioners of Sunset Empire Transportation District on June 22, 2017.

By: _____, Board Chairperson
Kathy Kleczek

Attest:

By: _____, Board Secretary
Carol Gearin

June 22, 2017

Sunset Empire Transportation District Resolution 2017-05 Budget Adoption

Motion of Adoption	Yea	Nay	Absent
Chair Kleczek			
Vice Chair Widener			
Commissioner Gearin			
Commissioner MacDonald			
Commissioner Servino			
Commissioner Gaebel			
Commissioner Alegria			

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.a approval of letter from Chair Kleczek to Travel Tourism Studio

At the May Board of Commissioners meeting, Chair Kleczek brought up the North Coast application for a 2018 Travel Oregon Rural Tourism Studio. There was consensus from the Board to support this application. Because of a deadline to submit a letter of support and having Board consensus, Chair Kleczek submitted the letter on behalf of the Board.

Staff is recommending that that Board approve the letter of support that was submitted.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

June 07, 2017

Travel Oregon
Tourism Studio

Dear Travel Oregon,

I Kathy Kleczek, Board Chair of Sunset Empire Transportation District's Board of Commissioners, am writing to express my support of the North Coast application for a 2018 Travel Oregon Rural Tourism Studio. This application has the full support of Sunset Empire Transportation District's Board of Commissioners who view this potential Studio as a vital step in developing collaborative solutions to the hurdles and challenges posed by our regions visitor economy. We strongly support this application as it seeks to bring positive solutions to Oregon's North Coast.

As an organization which has worked closely in the past with other members of our proposed Steering Committee, I am excited to continue this collaboration through and beyond the Studio process. Every individual and organization involved has shown progressive thinking and deep commitment to our communities in the development of this application. We are confident that Travel Oregon will approve this application and help this region become a model for sustainable tourism solutions throughout the Pacific Northwest.

Through this letter, we acknowledge our support and involvement in the Travel Oregon Tourism Studio process that may lay ahead. Our North Coast community is greater than any one city or town and problems that affect any one city, affect us all. Conversely, solutions in any one city can be solutions for all. We are proud to be part of this effort to bring greater awareness of sustainable travel and tourism to the North Coast.

We look forward to working with all of our partners and Travel Oregon in this process. We implore Travel Oregon to approve the North Coast Studio application so that we can all work proactively to find sustainable solutions to the challenges our North Coast Communities face. Thank you for considering this application and we welcome any feedback you may have.

Sincerely,

A handwritten signature in black ink that reads "Kathy Kleczek".

Kathy Kleczek
Board Chairperson
Sunset Empire Transportation District

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.b Ordinance 2017-01 Update

At the May meeting the Board conducted the second reading and adopted Ordinance 2017.01. The effective date of the ordinance is June 24, 2017. Because this is a Saturday, we will not begin enforcement of the Ordinance on the 24th.

I am running into a challenge securing services of a uniformed security service. The ones I have contacted so far are experiencing staffing shortages. I will continue to contact other services this upcoming week in hopes of contracting with a firm that can assist us in the initial monitoring of the transit center area.

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.c FAR Part 27 Question

At the May Board meeting the contract for the feasibility study with Plangineering was approved. Commissioner Gearin had a question about a section in the contract regarding FAR Part 27. FAR stands for Federal Acquisition Regulations. I have attached a brief section of Part 27. Under 27.102(a) it reads, "*The Government encourages the maximum practical commercial use of inventions made under Government contracts.*"

Because this is a feasibility study, it is highly unlikely that any inventions will arise. The contract with Plangineering holds them accountable to follow all requirements and regulations pursuant to FAR Part 27.

27.000 Scope of part.

This part prescribes the policies, procedures, solicitation provisions, and contract clauses pertaining to patents, data, and copyrights.

27.001 Definition.

“United States,” as used in this part, means the 50 States and the District of Columbia, U.S. territories and possessions, Puerto Rico, and the Northern Mariana Islands.

Subpart 27.1—General

27.101 Applicability.

This part applies to all agencies. However, agencies are authorized to adopt alternative policies, procedures, solicitation provisions, and contract clauses to the extent necessary to meet the specific requirements of laws, executive orders, treaties, or international agreements. Any agency adopting alternative policies, procedures, solicitation provisions, and contract clauses should include them in the agency’s published regulations.

27.102 General guidance.

(a) The Government encourages the maximum practical commercial use of inventions made under Government contracts.

(b) Generally, the Government will not refuse to award a contract on the grounds that the prospective contractor may infringe a patent. The Government may authorize and consent to the use of inventions in the performance of certain contracts, even though the inventions may be covered by U.S. patents.

(c) Generally, contractors providing commercial items should indemnify the Government against liability for the infringement of U.S. patents.

(d) The Government recognizes rights in data developed at private expense, and limits its demands for delivery of that data. When such data is delivered, the Government will acquire only those rights essential to its needs.

(e) Generally, the Government requires that contractors obtain permission from copyright owners before including copyrighted works, owned by others, in data to be delivered to the Government.

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a ODOT Agreement 32214 §5310 Capital, Planning Grant

This Agreement is our §5310 grant that provides funding for our Mobility Management program and our preventative maintenance program. This agreement is for the upcoming biennium beginning July 1, 2017.

Staff is recommending that the Board approve Agreement 32214 and authorize the Board Chairperson to sign the agreement.

RAIL AND PUBLIC TRANSIT DIVISION OREGON DEPARTMENT OF TRANSPORTATION

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Rail and Public Transit Division, hereinafter referred to as "State," and **Sunset Empire Transportation District**, hereinafter referred to as "Recipient," and collectively referred to as the "Parties."

AGREEMENT

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2017** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2019** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.
2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description and Budget

Exhibit B: Financial Information

Exhibit C: Subcontractor Insurance

Exhibit D: Summary of Federal Requirements, incorporating by reference Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement

Exhibit E: Information required by 2 CFR 200.331(a), may be accessed at <http://www.oregon.gov/odot/pt/>, Oregon Public Transit Information System (OPTIS), as the information becomes available

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: Exhibit D; Exhibit E; this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. **Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$304,482.00**. In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$273,212.00** in Grant Funds for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A.
4. **Project.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to Section 11.c hereof.
5. **Progress Reports.** Recipient shall submit quarterly progress reports to State no later than 45 days after the close of each quarterly reporting period. Reporting periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <http://www.oregon.gov/odot/pt/>. If Recipient is unable to access OPTIS, reports must be delivered to ODOTPTDReporting@odot.state.or.us. Reports shall include a statement of revenues and expenditures for each quarter, including documentation of local match contributions and expenditures. State reserves the right to request such additional information as may be

necessary to comply with federal or state reporting requirements.

6. Disbursement and Recovery of Grant Funds.

- a. **Disbursement Generally.** State shall reimburse eligible costs incurred in carrying out the Project, up to the Grant Fund amount provided in Section 3. Reimbursements shall be made by State within 30 days of State's approval of a request for reimbursement from Recipient using a format that is acceptable to State. Requests for reimbursement must be entered into OPTIS or sent to ODOTPTDReporting@odot.state.or.us. Eligible costs are the reasonable and necessary costs incurred by Recipient, or under a subagreement described in Section 9.a. of this Agreement, in performance of the Project and that are not excluded from reimbursement by State, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** State's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Recipient is in compliance with the terms of this Agreement including, without limitation, Exhibit D and the requirements incorporated by reference in Exhibit D.
 - iii. Recipient's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Recipient has provided to State a request for reimbursement using a format that is acceptable to and approved by State. Recipient must submit its final request for reimbursement following completion of the Project and no later than 60 days after the Expiration Date. Failure to submit the final request for reimbursement within 60 days after the Expiration Date could result in non-payment.
- c. **Recovery of Grant Funds.** Any funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to State. Recipient shall return all Misexpended Funds to State promptly after State's written demand and no later than 15 days after State's written demand. Recipient shall return all Unexpended Funds to State within 14 days after the earlier of expiration or termination of this Agreement.

7. Representations and Warranties of Recipient. Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor

accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from this federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded from this federally-assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Records Maintenance and Access; Audit.**

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and subcontractors complies with these requirements. State, the Secretary of State of the State of Oregon (Secretary), the United States Department of Transportation (USDOT), the Federal Transit Administration (FTA) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, USDOT, FTA and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State, the Secretary, USDOT and FTA to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six-year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit State to verify how the Grant Funds were expended.
- d. **Audit Requirements.**
 - i. Recipients receiving federal funds in excess of \$750,000 are subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Recipient, if subject to this requirement, shall at Recipient's own expense submit to State, Rail and Public Transit Division, 555 13th Street NE, Suite 3, Salem, Oregon, 97301-4179 or to ODOTPTDReporting@odot.state.or.us, a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement and shall submit or cause to be submitted, the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Agreement.
 - ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.

9. Recipient Subagreements and Procurements

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, "subagreements") for performance of the Project.
 - i. All subagreements must be in writing executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
 - ii. Recipient agrees to provide State with a copy of any signed subagreement upon request by State. Any substantial breach of a term or condition of a subagreement relating to funds covered by this Agreement must be reported by Recipient to State within ten (10) days of its being discovered.
- b. Recipient shall review the *Best Practices Procurement Manual*, a technical assistance manual prepared by the FTA, available on the FTA website: www.fta.dot.gov/grants/13054_6037.html
- c. **Subagreement indemnity; insurance**

Recipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.

Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subrecipients"), nor any attorney engaged by Recipient's Subrecipient(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's Subrecipient is prohibited from defending State or that Recipient's Subrecipient is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's Subrecipient if State elects to assume its own defense.

Recipient may require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit C to this Agreement. Any insurance obtained by the other party to Recipient's subagreements, if any, shall not relieve Recipient of the requirements of Section 11 of this Agreement. The other party to any subagreement with Recipient, if the other party employs subject workers as defined in ORS 657.027, must obtain Workers Compensation Coverage as described in Exhibit C.

- d. **Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, as applicable, including all applicable provisions of the Oregon Public Contracting Code and rules, and in conformance to FTA Circular 4220.1F, Third Party Contracting Requirements including:
 - i. all applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement;
 - ii. all procurement transactions are conducted in a manner providing full and open

competition;

iii. procurements exclude the use of statutorily or administratively imposed in-state or geographic preference in the evaluation of bids or proposals (with exception of locally controlled licensing requirements);

iv. construction, architectural and engineering procurements are based on Brooks Act procedures unless the procurement is subject to ORS 279C.100 to 279C.125.

10. Termination

a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, if:

- i. Recipient fails to perform the Project within the time specified herein or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal; or
- ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement; or
- iii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
- iv. The Project would not produce results commensurate with the further expenditure of funds; or
- v. Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.

b. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice, if:

- i. The requisite local funding to continue the Project becomes unavailable to Recipient; or
- ii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.

c. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten days notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

11. General Provisions

a. **Contribution.** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and

reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

- b. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- c. **Responsibility for Grant Funds.** Any recipient of Grant Funds, pursuant to this Agreement with State, shall assume sole liability for that recipient's breach of the conditions of this Agreement, and shall, upon recipient's breach of conditions that requires State to return funds to the FTA, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of the recipient of Grant Funds, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
- d. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. **No Third Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

Recipient acknowledges and agrees that the Federal Government, absent express written consent by the Federal Government, is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Recipient, contractor or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from the this Agreement.

- g. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be

given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 11.g. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.

- h. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.
- i. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient, including without limitation as described in Exhibit D. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- j. **Insurance; Workers' Compensation.** All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- k. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- l. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- m. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- n. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no

understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Oregon Transportation Commission on October 20, 2010, approved Delegation Order Number OTC-01, which authorizes the Director of the Oregon Department of Transportation to administer programs related to public transit.

On March 1, 2012, the Director approved Delegation Order Number DIR-04, which delegates the authority to approve this Agreement to the Rail and Public Transit Division Administrator.

SIGNATURE PAGE TO FOLLOW

Sunset Empire Transportation District, by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Jeff Hazen
900 Marine Drive
Astoria, OR 97103
1 (503) 861-5370
jeff@ridethebus.org

State Contact:

Arla Miller
555 13th St. NE
Salem, OR 97301-4179
1 (503) 986-3312
Arla.MILLER@odot.state.or.us

State of Oregon, by and through its Department of Transportation

By _____
H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 05/19/2017

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name _____ Marvin D. Fjordbeck by email
(printed)

Date _____ 06/05/2017

EXHIBIT A

Project Description and Budget

Project Description/Statement of Work

Project Title: 2017-19 R2 5310 Sunset Empire Transportation District 32214				
<i>Mobility Management, Capital - Preventive Maintenance</i>				
Item #1: Mobility Management - 5302(a)(1)(L)				
	Total	Grant Amount	Local Match	Match Type(s)
	\$160,159.00	\$143,711.00	\$16,448.00	Local
Item #1: Preventative Maintenance				
	Total	Grant Amount	Local Match	Match Type(s)
	\$144,323.00	\$129,501.00	\$14,822.00	Local
Sub Total	\$304,482.00	\$273,212.00	\$31,270.00	
Grand Total	\$304,482.00	\$273,212.00	\$31,270.00	

● 1. PROJECT DESCRIPTION

This Agreement will include the following projects.

MOBILITY MANAGEMENT

Mobility management projects are planning, training, and management activities for improving coordination among public transportation and other transportation service providers, including human service agencies and private providers. These projects build coordination among existing public transportation providers and other transportation service providers, and increase service options that would not otherwise be available for seniors and individuals with disabilities.

PREVENTIVE MAINTENANCE

Funding for preventive maintenance on vehicles and non-vehicle assets in the provision of public transportation. Proper maintenance ensures assets are kept in good condition per manufacturer's recommendations and that safety standards are met. Preventive maintenance reimbursed in this Agreement is for assets used in the provision of public transportation services for the general public, seniors, or individuals with disabilities. This Agreement does not provide for maintenance on staff vehicles, vehicles used for business of Recipient, or maintenance vehicles.

2. PROJECT DELIVERABLES, SCHEDULE and USE

This Agreement includes deliverables for the following projects.

MOBILITY MANAGEMENT

Recipient will continue to support the transportation needs of the community through individualized coordination, accessibility assessment to appropriate services, travel training, and in person trip planning.

Recipient will continue to support and expand the Veterans Enhanced Transportation Program. Recipient will provide continued outreach to provide service to more Veterans. Recipient will finalize and implement the Volunteer Program, this will include focusing on building the volunteer base.

Recipient will update the Outreach and Education Program with program-specific materials targeting agencies and organizations that serve seniors, individuals with disabilities, and transit dependent populations.

Recipient will continue to support the needs of seniors and individuals with disabilities

by assessing and recommending ADA-Paratransit, Ridecare, non-emergent medical transportation brokerage and travel training resources. Recipient will provide travel training to local service and health care providers. Recipient will maintain the organization's Title VI program and other related policies and procedures.

Recipient will coordinate services with other regional partners such as Tillamook County Transportation District, Columbia County, and Northwest Senior and Disability Services. Recipient will prepare a work plan in the first quarter specifying work tasks and deliverables. Recipient will maintain the work plan throughout the Agreement period. Recipient will share the work plan with State upon request, and notify State when the work plan is substantially changed. Recipient's quarterly reports will detail progress relating to the tasks described in the work plan.

PREVENTIVE MAINTENANCE

All preventive maintenance tasks must be completed prior to the expiration date of this Agreement.

Preventive maintenance expenses include activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner. Preventive maintenance includes, but is not limited to the following: oil changes; engine tune-ups; tire purchases; tire maintenance; annual vehicle inspections; scheduled or routine maintenance; and associated parts, supplies, and labor.

Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts.

Recipient must provide to State a plan for proposed preventive maintenance, unless a plan is already on file with State. Reimbursement requests must match the activities or purchases described in Recipient's plan.

A major component replacement (such as an engine or transmission), that keeps an asset within useful life (overhaul), or extends the useful life (rebuild) may be eligible for reimbursement under this Agreement, pending verification of conformance to Recipient's adopted maintenance plan and requirements detailed in Federal Transit Administration Circular 5010.1E (Award Management Requirements), Chapter IV.

A vehicle must meet at least 40 percent of its useful life to be considered for an overhaul. Recipient must obtain pre-approval from State prior to any vehicle overhaul. Vehicle rebuilds must extend the useful life of the vehicle by at least four years.

If local circumstances change, for example, vehicle type or asset disposition, Recipient's maintenance plan must be updated to reflect that change and submitted to State within 90 days of the change.

3. PROJECT ACCOUNTING and MATCH

Project accounting and match requirements are described by project below.

MOBILITY MANAGEMENT

Mobility management is eligible at the capital match rate for the purposes of the 49 USC §5310 and §5311 programs. Eligible mobility management expenses are administrative costs to develop new projects and do not include capital costs other than durable equipment and supplies, or the cost of operating public transportation services. Incidental durable equipment is an eligible expense up to \$5,000 of the total project cost. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

Sources of funding that may be used as match for this Agreement include local funds; Special Transportation Formula Funds; service contract revenue, advertisement and other earned income; cash donations; and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as match will be reported on a form provided by State. Recipient may not use passenger fares as match.

PREVENTIVE MAINTENANCE

Sources of funding that may be used as Recipient's matching funds for this Agreement include Special Transportation Formula Funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funds. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses.

4. REPORTING and INVOICING REQUIREMENTS

MOBILITY MANAGEMENT

Both a quarterly narrative project progress report and a fiscal report are required in addition to the regular quarterly report required by State. For each task, report:

- a. The task status, including any issues encountered and the planned resolution.*
- b. Hours expended on the task to date.*
- c. The cost for each task and the percentage of completion.*

Task costs should specify labor, non-labor, and consultant expenses. Labor expenses will be reported as an hourly labor rate multiplied by the number of hours expended to date on the task. Track and identify non-labor expenses associated with each task, including staff travel, and professional consultant expenses as applicable.

EXHIBIT B

FINANCIAL INFORMATION

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

Federal Program 49 U.S.C. 5310	Federal Funding Agency U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	CFDA Number 20.513 (5310)	Total Federal Funding \$273,212.00
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Administered By

Rail and Public Transit Division
555 13th St. NE
Salem, OR 97301-4179

EXHIBIT C

Insurance Requirements

GENERAL.

Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which the Recipient is a Party.

TYPES AND AMOUNTS.

i. WORKERS COMPENSATION. Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.

ii. COMMERCIAL GENERAL LIABILITY. Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

iii. AUTOMOBILE Liability Insurance: Automobile Liability. Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include State, its officers, employees and agents as Additional Insureds but only with respect to the contractor's activities to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as

professional liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Subcontract, for a minimum of 24 months following the later of: (i) the contractor's completion and Recipient's acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

EXHIBIT D

Summary of Federal Requirements and Incorporating by Reference Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement ("Master Agreement")

Recipient and Recipient's subrecipient(s), contractor(s), or subcontractor(s), at any tier, if any, must comply with all applicable federal requirements contained in the Certifications and Assurances available at www.transit.dot.gov. The Certifications and Assurances, including as they may be changed during the term of this Agreement, are by this reference incorporated herein.

Recipient further agrees to comply with all applicable requirements included in the Master Agreement that is signed and attested to by State. This Master Agreement is incorporated by reference and made part of this Agreement. Said Master Agreement is available upon request from State by calling (503) 986-3300, or at www.transit.dot.gov. Without limiting the foregoing, the following is a summary of some requirements applicable to transactions covered by this Agreement and the funds described in Exhibit A:

1. Recipient shall comply with Title VI of the Civil Rights Act of 1964 (78 State 252, 42 U.S.C. § 2000d) and the regulations of the United States Department of Transportation (49 CFR 21, Subtitle A). Recipient shall exclude no person on the grounds of race, religion, color, sex, age, national origin, or disability from the benefits of aid received under this Agreement. Recipient will report to State on at least an annual basis the following information: any active lawsuits or complaints, including dates, summary of allegation, status of lawsuit or complaint including whether the Parties entered into a consent decree.
2. Recipient shall comply with FTA regulations in Title 49 CFR 27 Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance which implements the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, 49 CFR 37, and 49 CFR 38.
3. Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipient's DBE program, if applicable, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to State of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
4. Recipient must include the following language in each subagreement Recipient signs with a subcontractor or subrecipient:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The contractor, subrecipient, or subcontractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor, subrecipient, or subcontractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Recipient deems appropriate.

5. By executing the Agreement, Recipient and contractors receiving in excess of \$100,000 in federal funds, other than Indian tribes, certify to State that they have not and will not use federal funds to pay for influencing or attempting to influence an officer or employee of any federal department or Agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal grant, cooperative agreement or any other

federal award as well as the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, cooperative agreement, or other federal award. This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by Section 1352, Title 31 of the U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. If non-federal funds have been used to support lobbying activities in connection with the Project, Recipient shall complete Standard Form LLL, Disclosure Form to Report Lobbying and submit the form to State at the end of each calendar quarter in which there occurs an event that requires disclosure. Restrictions on lobbying do not apply to influencing policy decisions. Examples of prohibited activities include seeking support for a particular application or bid and seeking a congressional earmark.

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b ODOT Agreement 30837 Amendment #1

This Amendment extends the expiration date of the agreement to June 30, 2018 and adds the funding for the Transportation Options Program for Fiscal Year 2017-2018. The funding for the program in this amendment is \$87,156

Staff is recommending that the Board approve the amendment and authorize the Board Chair to sign the amendment.

**AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 30837
Sunset Empire Transportation District**

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Sunset Empire Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **June 26, 2015**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by State and Recipient that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the Agreement period, increase funding, and revise the statement of work.

Page 1, Agreement, Paragraph 1, which reads:

1. Effective Date. This Agreement shall become effective on the later of **July 1, 2015** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2017** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 6.b.v of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. Effective Date. This Agreement shall become effective on the later of **July 1, 2015** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2018** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 6.b.v of this Agreement.

Page 1, Agreement, Paragraph 3, which reads:

3. Project Cost; Grant Funds; Match. The total project cost is estimated at **\$185,136.00**. In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$171,404.00** in Grant Funds for eligible costs described in Section 6 hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A.

Shall be deleted in its entirety and replaced with the following:

3. Project Cost; Grant Funds; Match. The total project cost is estimated at **\$279,043.00**. In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$258,560.00** in Grant Funds for eligible costs described in Section 6 hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Sunset Empire Transportation District, by
and through its

State of Oregon, by and through its
Department of Transportation

By _____
(Legally designated representative)

By _____
H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Name _____
(printed)

Date _____

Date _____

APPROVAL RECOMMENDED

By _____

By _____ Arla Miller

Name _____
(printed)

Date _____ 06/14/2017

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

Amendment changes to this Agreement are within the
scope of the original or previously amended version;
therefore, legal sufficiency review is exempt under OAR
137-045-0050(2).

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Jeff Hazen
900 Marine Drive
Astoria, OR 97103
1 (503) 861-5370
jeff@ridethebus.org

State Contact:

Arla Miller
555 13th St. NE
Salem, OR 97301-4179
1 (503) 986-3312
Arla.MILLER@odot.state.or.us

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: 2015-18 Sunset Empire Transportation District 30837 FHWA-TO				
<i>Drive Less Connect Program</i>				
Item #1: Rideshare (100%)				
	Total	Grant Amount	Local Match	Match Type(s)
	\$79,593.00	\$79,593.00	\$0.00	
Item #1: Demand Management (89.73%)				
	Total	Grant Amount	Local Match	Match Type(s)
	\$199,450.00	\$178,967.00	\$20,483.00	In Kind, Local
Sub Total	\$279,043.00	\$258,560.00	\$20,483.00	
Grand Total	\$279,043.00	\$258,560.00	\$20,483.00	

● **PROJECT DESCRIPTION**

Northwest Transportation Options (NWTO) is the transportation options organization for Clatsop, Tillamook and Columbia Counties. Transportation options include rideshare and transportation demand management (TDM) travel solutions. The organization strives to ensure that all travelers have access to information and services offered through the organization to help reduce the share of single occupancy vehicle (SOV) trips. NWTO serves travelers for all trips, including work, shopping and recreational purposes.

NWTO's goal is to reduce traffic congestion, promote healthy travel choices and provide local and regional opportunities resulting in healthy Oregon communities. NWTO will accomplish this by raising public awareness, providing education and delivering opportunities that will support non-SOV transportation. NWTO programs directly support the service area's rural residents to reduce SOV trips by promoting transportation options such as riding transit, vanpooling, ridesharing, telecommuting, biking and walking.

TASKS

The following tasks and subtasks support and implement NWTO goals and objectives. NWTO shall prepare and maintains a work plan to guide the day-to-day activities that implement the transportation options program. The following tasks and subtasks may include specific and short-term activities to be detailed in the work plan. Those activities should be referenced in the provider's periodic reports as a way to show progress on these tasks.

1. Encourage residents, employees and visitors to reduce SOV travel by using telework, rideshare, transit, active transportation and other transportation demand management options. Subtasks include but are not limited to:

a. Trip Planning. With data collection and through direct support, NWTO shall assist users to identify efficient, safe and reliable transportation options.

b. Community outreach. NWTO shall create and support events to share program and transportation information. NWTO shall create and maintain accessible and up-to-date website content related to TO program resources.

c. School outreach. NWTO shall develop and support events targeting students and related groups. Events will include tailored information and activities to assess, develop and support safe-routes-to-school programs and activities.

d. Employer outreach. NWTO shall create and support events with major employers to share information about transportation options and encourage non-SOV travel.

e. Marketing. NWTO shall promote transportation options across the service area through a variety of media developed and distributed to the general public and targeted audiences.

2. Engage in partnerships with the local government and public health to promote transportation options programming as an integral part of a healthy community. Subtasks include but are not limited to:

a. NWTTO shall lead regional transportation options planning efforts, working cooperatively with other agencies, organizations and programs statewide.

b. NWTTO shall lead and participate in health and quality of life initiatives in the region to promote TO as a way to create a healthier community.

c. NWTTO shall advocate for TO-supportive programs, policies and projects.

d. NWTTO shall explore opportunities to partner with transportation construction project sponsors to maintain traffic capacity, safety, and local access during construction activities. TO activities may include creating and sharing project-specific transportation options information, as program resources allow.

3. Support State in related transportation options activities such as Drive Less Save More challenge, statewide promotions, and professional development. Subtasks include but are not limited to:

a. NWTTO shall organize community activities and events that will demonstrate how to use the database to organize trips, and measure transportation choice benefits including financial- and health-related effects.

b. Disseminate best practices through statewide conferences and other events.

c. Document and report on park and ride facilities in recipient's program area in a format as requested by the State, not more than once a year.

PROJECT ACCOUNTING, MATCH and SPENDING PLAN

Recipient's current indirect cost rate as it pertains to this Agreement is 0.0 percent. Changes to Recipient's indirect cost rate must be approved by State.

Generally accepted accounting principles and the Recipient's own accounting system determine those costs that are to be accounted for as operating costs. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible. The Recipient may use capital equipment funded from USDOT- or State-source grants when performing services rendered through a contract funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.

Program income that may be used as match for the Agreement include Special Transportation Formula funds, other local funds, service contract revenue, advertisement and other earned income, cash donations and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as match must be reported on a form provided by State. Recipient may not use passenger fares as match.

All administrative and operating expenses are reimbursable as operating expenses. The required local match share will be subtracted from the project expenses to determine the grant share of the project expense.

REPORTING AND INVOICING REQUIREMENTS

Recipient will include project progress information as required by State. Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State.

Revised Exhibit B

FINANCIAL INFORMATION

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

Federal Program	Federal Funding Agency	CFDA Number	Total Federal Funding
FHWA	Federal Highway Administration 530 Center Street NE, Suite 100 Salem, OR 97301	20.205 Transportation Options	\$258,560.00

Administered By Rail and Public Transit Division 555 13th St. NE Salem, OR 97301-4179

Date: June 16, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.c Low/No Emission Letter of Commitment

Over the last couple of months, I have been updating the Board on the FTA's Low/No Emission Grant opportunity. Some time ago, I visited Wilsonville's SMART facility to see a demonstration of Proterra's new electric bus. The technology was very impressive but at the time, they were only manufacturing a large Class A bus. Recently we learned that they now have a Class B bus in their lineup which would be more suitable for a rural setting.

ODOT has taken the lead on developing a partnership with the Center for Transportation and the Environment (CTE), Proterra, and three transit agencies; SETD, SMART of Wilsonville, and Josephine County Transit in southern Oregon. The application will seek funding for 5 buses, 2 for SMART, 2 for Josephine County, and 1 for us. We feel that having this type of partnership will help bolster our case for this grant. The partnership is waiting until June 23rd to submit the joint application so we have the ability to submit a letter of commitment from the District.

I have attached an info-card on the Low-No Program. While the upfront cost of the bus is considerably more than a diesel bus, if you look at the fuel savings over the life of the bus, it is a dramatic savings. Also, maintenance costs of these buses are also considerably less because it is an electric motor. Preliminary budget numbers on the bus would require us to have a \$143,495 match. If we are awarded the grant, we have 3 years to expend the funds. This will give us the opportunity to include it in our capital purchase budget for FY 18-19 or later.

Besides the draft letter of support and the info-card, I have included the preliminary budget spreadsheet for the bus and also a copy of a letter of support from Pacific Power.

I believe that this is a great opportunity for the District and I am recommending that the Board approve the letter of commitment to ODOT and authorize the Board Chairperson to sign it.

June 22, 2017

Hal Gard
Administrator, Rail and Public Transit Division
Oregon Department of Transportation
555 13th Street NE
Salem, OR 97301-3871

Subject: Sunset Empire Transportation District (SETD) Submission to FTA's LowNo Emission Vehicle Program

Dear Mr. Gard,

I am writing to express SETD's commitment to the Oregon Department of Transportation (ODOT) and the SETD application submitted in response to FTA's Low or No Emission Vehicle Program.

SETD is pleased to partner with ODOT, the Center for Transportation and the Environment (CTE), and Proterra to introduce state-of-the-art battery electric buses to our fleet and the people of Clatsop County. As a sub-recipient and lead agency, SETD will work closely with ODOT, FTA, and CTE, the prime recipient, sponsor, and project manager, respectively, to effectively and efficiently manage the electric bus deployment project. By introducing battery electric bus technology to our fleet, SETD is taking the first step in planning for future fleet conversion to zero emission vehicles.

We are excited to have seen the technology of zero emission buses improve to the point to where we feel that they are usable in our area. We feel it's important that rural areas can deploy this technology to help improve air quality. Clatsop County and North Coast cities have joined Pacific Power's Blue Sky program to boost the commitment to renewable energy and we feel that the deployment of zero emission buses helps support the region's commitment to cleaner energy.

We look forward to this exciting opportunity to deploy zero emission buses in partnership with ODOT and FTA.

Sincerely,

Kathy Kleczek
Board Chairperson

Federal Transit Administration Low or No Emission Bus Program



U.S. Department of Transportation
Federal Transit Administration

On April 28, 2017, FTA announced the opportunity to apply for Low and No Emission (Low-No) Bus Program grants



CONGRESSIONAL AUTHORIZATION

Federal transit law: **\$55M** /year
for low & zero-emission buses,
FY16-FY20

LOW-NO GRANTS

FY16: grants to **20** transit
agencies in **13** states



FY17: Up to **\$55** million available



Diesel fuel
bus:
3.8 mpg

**BUS
MILEAGE
COMPARISON**

Electric bus: **21 mpg-e**

COST/MILE COMPARISON

Diesel fuel bus: **\$.84**
Electric bus: **\$.19**



FOOTHILL TRANSIT'S STORY



Year Foothill Transit (CA) deployed its first
electric bus: **2010**

Fuel savings since inception: **200,405 gal.**

Cost savings: **160K** /life of each bus

Low or No Emission Vehicle Deployment Program (Low-No) Program

Buses	On Route Chargers	Depot Chargers
Request: 1	Request: 0	Request: 1
Maximum: 1	Maximum: 0	Maximum: 1
Minimum: 1	Minimum: 0	Minimum: 1

USE OF FUNDS						SOURCE OF FUNDS													
Item Description	Partner	Qty	Unit Cost	State Tax Rate (if applicable)	Unit Cost plus Tax	Total	5307 Unit Base Bus Cost	5307 Unit Cost - Federal Contribution	5307 Unit Cost - Local Match	LoNo Unit Incremental Costs	LoNo Budget					5307 Budget		Project Total	
											Federal Share %	Local Share %	Federal Unit Cost	Local Match Unit Cost	Total Federal Low-No Amount	Total Local Low-No Match	Total LoNo Cost		Total Federal 5307 Amount
Buses																			
Protterra 35' Catalyst E2	Protterra	1	\$ 693,000		\$ 693,000	\$ 693,000			\$ 693,000	85%	15%	\$ 589,050	\$ 103,950	\$ 589,050	\$ 103,950	\$ 693,000	\$ -	\$ -	\$ 693,000
Configurables/Options	Protterra	1	\$ 75,000		\$ 75,000	\$ 75,000			\$ 75,000	85%	15%	\$ 63,750	\$ 11,250	\$ 63,750	\$ 11,250	\$ 75,000	\$ -	\$ -	\$ 75,000
Paint	Protterra	1	Included		\$ -	\$ -			\$ -	85%	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wrap	CTE/JC	1	\$ 10,000		\$ 10,000	\$ 10,000			\$ 10,000	85%	15%	\$ 8,500	\$ 1,500	\$ 8,500	\$ 1,500	\$ 10,000	\$ -	\$ -	\$ 10,000
Delivery	Protterra	1	Included		\$ -	\$ -			\$ -	85%	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spare Parts	Protterra				\$ -	\$ -			\$ -	85%	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Diagnostic Tool & Laptop	Protterra				\$ -	\$ -			\$ -	85%	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Portal	Protterra	1	\$ 1,500		\$ 1,500	\$ 1,500			\$ 1,500	85%	15%	\$ 1,275	\$ 225	\$ 1,275	\$ 225	\$ 1,500	\$ -	\$ -	\$ 1,500
Pre/Post Buy America Audit	CTE	1	\$ 10,000		\$ 10,000	\$ 10,000			\$ 10,000	85%	15%	\$ 8,500	\$ 1,500	\$ 8,500	\$ 1,500	\$ 10,000	\$ -	\$ -	\$ 10,000
QMS/QA Periodic Inspection	CTE	1	\$ 15,000		\$ 15,000	\$ 15,000			\$ 15,000	85%	15%	\$ 12,750	\$ 2,250	\$ 12,750	\$ 2,250	\$ 15,000	\$ -	\$ -	\$ 15,000
Resident Inspector	CTE/JC				\$ -	\$ -			\$ -	85%	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workforce Training	Protterra	1	\$ 18,000		\$ 18,000	\$ 18,000			\$ 18,000	26%	74%	\$ 4,680	\$ 13,320	\$ 4,680	\$ 13,320	\$ 18,000	\$ -	\$ -	\$ 18,000
Project Mgt & Tech Assistance	CTE	1	\$ 150,000		\$ 150,000	\$ 150,000			\$ 150,000	100%		\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Facilities																			
Depot Chargers	Protterra	1	\$ 40,000		\$ 40,000	\$ 40,000			\$ 40,000	90%	10%	\$ 36,000	\$ 4,000	\$ 36,000	\$ 4,000	\$ 40,000	\$ -	\$ -	\$ 40,000
Depot Design/Build Services	JC	1	\$ 50,000		\$ 50,000	\$ 50,000			\$ 50,000	90%	10%	\$ 45,000	\$ 5,000	\$ 45,000	\$ 5,000	\$ 50,000	\$ -	\$ -	\$ 50,000
Depot Charger Installation	JC	1	\$ 5,000		\$ 5,000	\$ 5,000			\$ 5,000	90%	10%	\$ 4,500	\$ 500	\$ 4,500	\$ 500	\$ 5,000	\$ -	\$ -	\$ 5,000
On-Route Chargers					\$ -	\$ -			\$ -	90%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
On-Route Design/Build Services					\$ -	\$ -			\$ -	90%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
On-Route Charger Installation					\$ -	\$ -			\$ -	90%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spare Parts					\$ -	\$ -			\$ -	90%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition					\$ -	\$ -			\$ -	90%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Insert new items above this line</i>																			
						\$ 1,067,500								\$ 924,005	\$ 143,495	\$ 1,067,500	\$ -	\$ -	\$ 1,067,500

Workforce Development Federal Share
Can be 80/20 split, but limited to 0.5% of total request 0.51%

June 15, 2017

Mr. Matthew Welbes
Executive Director
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Dear Mr. Welbes:

I am writing in support of the Oregon Department of Transportation's (ODOT) Low or No Emission Program application. Pacific Power is committed to helping increase the efficiency and reduce the emissions of Oregon's transportation system, and we believe the projects outlined in ODOT's proposal will help accomplish these goals.

Pacific Power provides safe and reliable energy to over 560,000 customers across Oregon, including those in Astoria and Grants Pass, two cities that would directly benefit from ODOT's proposal. Should ODOT be awarded this grant, Pacific Power commits to working with the local transportation agency in these communities to facilitate the electric bus deployment and provide technical assistance as necessary.

Our regional representatives have met with ODOT, the Sunset Empire Transportation District in Astoria, and Josephine Community Transit in Grants Pass to discuss the opportunities and benefits that this program proposal would bring to the local community. Not only would this proposal improve air quality in these communities, but the new electric buses would also serve individuals from all income levels. Public transportation is very important to rural communities in Oregon providing residents with access to critical services within their community such as grocery stores and medical offices.

Pacific Power is currently engaged in regulatory proceedings at the Public Utility Commission of Oregon in support of transportation electrification. Pursuant to Oregon Senate Bill 1547, passed in 2016, we have proposed programs that will increase awareness of electric transportation options and benefits and stimulate development of new electric vehicle charging infrastructure. We look forward to these opportunities to partner with our customers to accelerate transportation electrification in the state of Oregon.

Thank you for your consideration of these comments, and we look forward to continued participation in this process.

Sincerely,

A handwritten signature in black ink that reads "Scott D. Bolton". The signature is written in a cursive style with a large, prominent 'S' at the beginning.

Scott D. Bolton
Senior Vice President, External Affairs
Pacific Power

Executive Director Report
June 2017 Board Meeting
Jeff Hazen

-NEW WEBSITE: I was hoping to be able to share the new NW Connector website along with ours but there are still some little details being ironed out so it hasn't launched yet. We want it to be perfect before launch.

-STAFFING: Obviously I'm excited to have Paul and Tracy on board. We are restarting the recruitment for a Transportation Options Specialist and a Mechanic's Assistant. In next week's newsletter, we will be announcing a bounty program. For any applicant for a driver's position that is referred to us by an employee and is subsequently hired, successfully obtains their CDL and stays with us for at least six months, the referring employee will receive a \$100 reward. We were unable to provide services to Clatsop Care this week because we didn't have enough drivers. I don't want us to get to the point where we have to cancel routes.

-NEW PARATRANSIT VANS: The new vans are being delivered next week. Day Wireless will be coming out to install the radios in them and then in a couple of weeks, Gillespie Graphics will come up to install the wraps. Once that is done and we have them licensed, they will be put into service!!!

-PREAUDIT MEETING: One thing I like about having Boldt Carlisle & Smith as our audit firm is that they hold a pre-audit meeting for their municipal clients. Tracy and I travelled to Salem this week for the meeting and got an update on GASB (Government Accounting Standards Board), an update on the importance of the independence of the audit firm, updates on Uniform Guidance, troublesome things they run into in relation to local budget law, changes in the audit process, and finally, 10 things Auditors love.

-RFP FOR NEW BUSES: Paul has begun the process of the procurement of 2 new buses. This is from a grant we received earlier. Once he has the specifications written, I'll be reviewing it and then ODOT will also review it before it goes out to the approved bus vendors.

-FINANCIAL REPORT EXPLANATIONS: One of the things the Board requested last month was a listing of categories of expenses and what should be paid out of those categories on a consistent basis. I have not forgotten about this request, but I didn't want to task Tracy with this in her first week on the job. We will have it for you next month.

Weekly Reports:

6/13/17

Obviously, the biggest news to come out of the last couple of weeks is the successful recruitment of a new finance officer. Tracy started last week and is settling in nicely. She and I will be traveling to Salem tomorrow to meet with the auditors for their annual pre-audit meeting they

hold for their municipal clients. There is definitely a positive vibe going on in Warrenton. I seriously almost had a tear start to form when I went over there this morning to meet with Paul. I pulled up and there was Jason mowing the 3 foot long grass in the back of the buildings! When I left, he was out front mowing along the street. THE SPIRIT OF COOPERATION HAS BEEN DISCOVERED IN WARRENTON!!!!. He and Paul are going to have a work day on Thursday. They are bringing in a rental lift to tackle a few projects, most importantly changing the battery in a smoke detector in the maintenance bay. It's been beeping for months. Hopefully it's not hardwired so they can reposition it to a location that accessible by a ladder. They will also be cleaning the gutters. They will be removing the old decrepit sign that is on the building by the road. I am so excited to see things moving forward! I went to the statewide Transportation Options meetings. I was going to have Mary go, but she wasn't able to. It gave me some insight on the planning for the upcoming Drive Less Challenge. I'm not sure if I've mentioned it to you before, but the Transportation Options program is moving from the Rail and Public Transit Division at ODOT to the Active Transportation Section. The Active Transportation Section supports sustainable, multimodal transportation solutions that connect people to where they need to go - such as work, school and to access essential services using "active" modes such as walking, bicycling, and taking public transit. In my mind, it makes sense to make this move. We will still manage the regional program. We are still trying to recruit someone for the T.O. Specialist position. I was in Salem Monday and Tuesday and was able to sit in on the Joint Committee on Transportation Modernization and Preservation first public hearing. This meeting was invited for invited testimony. I thought Julie Brown from Rogue Valley Transportation District, Jeanine Gordon from Kayak Public Transit in Pendleton and Neil McFarlane from Trimet did a great job representing transit. Throughout the hearing there was unanimous support from all of the speakers until the last panel. This group pushed back on a few things including calling the transit employee tax regressive. You could definitely see the consternation of the committee with their testimony. At the end of the hearing Senator Johnson asked who set up the speakers for the hearing because she noticed some groups were not present. Legislative staff had done the invitations and some of the groups chose not to come. Notably absent were AAA and the Auto Dealers Association. Tuesday and Wednesday were open to all public members for testimony. I watched some of Tuesday night's hearing at home and there were a couple of highlights that I saw. One was a little boy probably 9 or 10 who spoke wonderfully about the importance of this transportation package. He spoke to the importance of Safe Routes to Schools and its effect on him and his little brother. There was also a blind lady who eloquently shared her reliance on public transit. She was a wonderful spokesperson not only for herself but for the different organizations she is involved with concerning sight challenged individuals. The highlight of her testimony came when Senator Johnson asked her about the employee payroll tax and some people's opinion that it is regressive. The lady responded that she had spoken with the blind people she works with and that their collective opinion was that it is "chump change"! There were fireworks that I missed during that session. Apparently the SEIU is threatening to take down the transportation package unless it is tied in with a corporate tax bill. The committee was not happy with that threat and the Governor is very upset about it. It's important to keep in mind that this package is an all or nothing package. If any part of the package is successfully challenged by voters, the whole package dies.

5/30/17

Good morning. I have submitted a pre-application on the LONO grant that we are working with other transit agencies and ODOT on for an electric bus. Allison Willey who is spearheading the effort at the state level let me know that she will be leaving ODOT in August. I'm sure that her replacement or Christine West will be able to pick up the ball and continue moving forward. Paul started last week and is getting his feet wet as he learns the Operations department. The recruitment for this position ends tomorrow and we have received some applications for it along with Paul's interest in it as a permanent position. As part of the succession planning process, I have renamed this position to Operations Manager/Deputy Executive Director. While the main focus will be running Operations, they will also be gradually taking some of the things I deal with. This will give us somebody in place in my absence.

As follow-up to last week's Board meeting, I have emailed Henry at Columbia County to see what he has been sharing with the media in regard to the feasibility study so we can all be on the same page. I should get an answer back in a couple of days about the public restroom question that arose from the discussion about the ordinance that the Board adopted last week. Here is Al's explanation on the insurance lines: Insurance: General Fund budget was spread such that by April all the payments would have been recorded. We still have one more quarterly payment to make in May. In addition, the longevity credit (\$4,075) was all allocated to GF until the account is adjusted at year end to determine how much would be Prepaid or still due for the account.

Ride Care still has Budget to be spread in May and June of about \$1,430. Also, RC was allocated \$806 from prior year prepaid insurance, part of the Longevity Credit is still to be allocated (about \$800), and I review this account at year end to balance between RC and GF to be sure have been properly allocated. As the auditors have not provided closing entries as yet this account could change. There was a question about Insurance liability that is still open.

Once this is done insurance expense and prepaid or Liabilities will be adjusted. I would rather not make a lot of entries into the account as that makes it easier to review at year end. Also, he confirmed that the bulk of 8030 COMP-INFO-TECH SERVICES is mindSHIFT. The remainder is a combination of the current website hosting fee, timeclock software, Adobe software and our annual Microsoft fee.

As far as the Urban Renewal question in Seaside first, some assumptions, the new urban renewal district will last for 25 years and assessment growth for SETD will be 2% per year (very conservative). The city's consultants are predicting the new urban renewal district will grow at a rate of 5% due to the investments in the district. Since SETD will not be able to tax against this growth we stand to lose about \$982,000 over the life of the urban renewal district. During that same period, SETD will generate more than \$30 million in tax revenue. So, our potential loss will be in the area of 3%. Keep in mind the loss grows over time, so our initial loss is only like \$3,000.

Rider Report
June Board Meeting Report
John Layton

“The Bus” (Fixed Route) Highlights:

- **23,153 people** used fixed routes in May for an average of **746.9 riders per day**.
- **6.2% decrease** in average passengers who rode fixed routes per day from last May (796.6 to **746.9**)
- **13.8 people per hour**, on average, got on any fixed route at any time that the bus runs in May. **7.4% decrease** (14.9 to 13.8) from last May.
- **19.8% increase** in the ratio of elderly/disabled riders from last May (26.2% to **31.4%**)

RideAssist Highlights:

- **799 rides** were provided by RideAssist in May for an average of **33.3 rides per day**.
- **7% increase** in average RideAssist passengers per day from last May (32.5 to **33.3**)
- **1.6% decrease** in all ADA Paratransit rides from last May (510 to **502**)

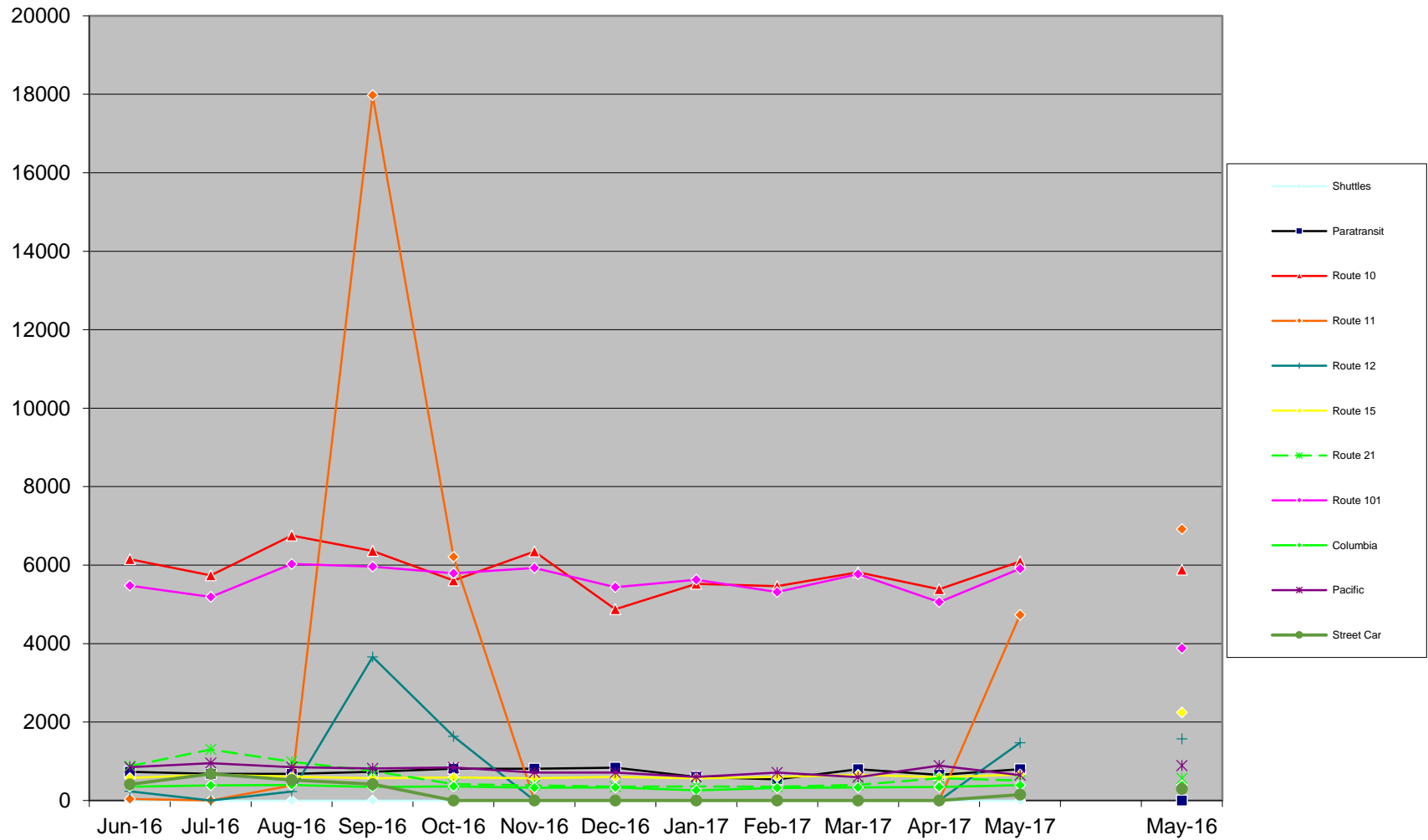
Clatsop Care Center Health District Highlights:

- **17 people** were provided by SETD in May for an average of **5.7 riders per day**.

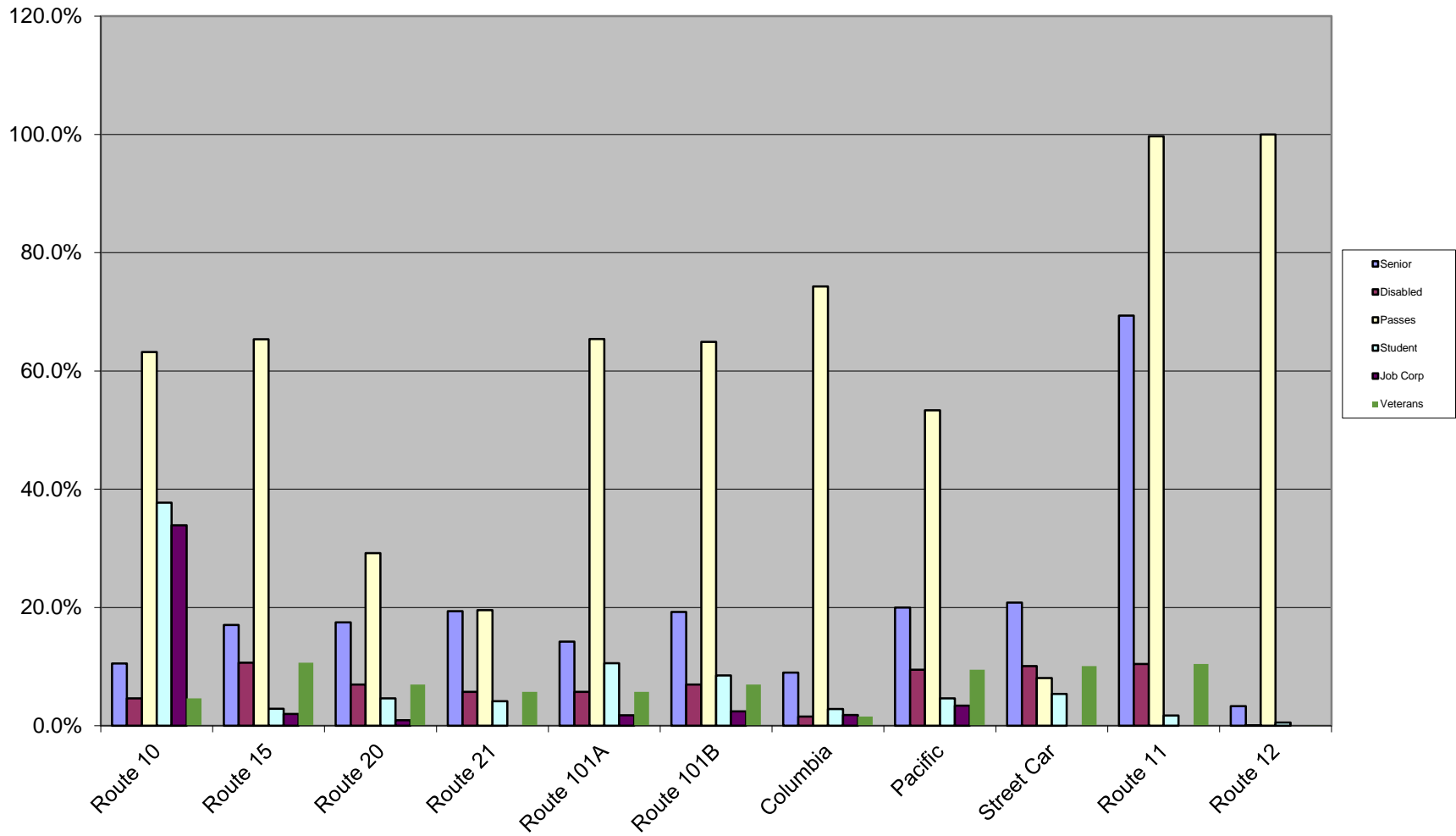
System Highlights:

- **23,969 people** used Sunset Empire Transportation in May for an average of **773.2 riders per day**.
- **5.8 % decrease** in all average passengers per day from last May (820.7 to **773.2**)

Sunset Empire Transportation Rides By Route



Sunset Empire Transportation Rider Type by Route



RIDE ASSIST
June Board Meeting Report
Jennifer Geisler

- In May, RideAssist had 799 rides for an average of 33 rides per day. There were 502 ADA rides, two Dial-A-Ride and we provided 207 RideCare rides.
- The Paratransit drivers sold three orange ticket books and 10 green ticket books.
- There were 88 escorts and 98 veteran rides given.
- There were 0 ride denials for ADA Paratransit rides.
- For the month of May, we provided two ADA weekend ride requests.
- Penny Miller is our new part-time Paratransit driver. We are very excited to have her return to the Paratransit team.

Paratransit Fares Collected for May

- Para-transit Fares: \$860
- Tickets Collected: \$522
- Medicaid Collected: \$3594
- Ticket books sold: \$321
- Dial-A-Ride \$16

Marketing and Outreach
June 2017 Board Meeting Report
Mary Parker

Transportation Options- Have had a teleconference in preparation for the Drive Less Connect event planned in September. We discussed marketing and outreach for the event and approved the ad that will be placed in newspapers etc.

Transit Training- I am continuing the Transit Training classes for the incoming students at Tongue Point. Each time I go there I come away with more than I went in with...so fun.

Outreach- Summer Fun!!

This is such a busy time or year with all of the postings and schedule additions. We posted flyers on shelters, busses and other public places that we were operating on Memorial Day. I distributed 600 Seaside Streetcar schedules in Seaside to hotels, restaurants, stores and other locations. Updated and posted the Summer Fun Pass Flyers (thanks Shana) in all shelters and other locations for parents to see. It is a \$20 pass for students which runs from June 15th to Sept. 5th. We also ran an ad for the Summer Fun Pass in the newspaper and emailed it to the schools and other children service organizations. Just posted the Route 21 Weekday schedules in all of the shelters in Cannon Beach. This additional route is much needed in the summer months and increases service to 7 days a week

Van Wraps- Have been working with Gillespie to finalize the small changes made in the van wraps to accommodate the size etc. We are continuing to follow the same designs as on the buses.

Outreach and Education- Shana and I are developing informative rack cards that will aid staff in communicating our services in a clear message that is consistent and be a reference for those that need it. The subjects are Service Animals, Pets on the Bus and Personal Care Attendants.

Mobility Management
June Board Meeting Report
Shana Verley

*Training and Research

This month I worked on a few different projects; I put together a job description for our RidePal volunteer program, I made the corrections to the Veteran's Enhanced Transportation (VET) Program rack cards so we can print more and I did a home evaluation for a person wanting to ride the bus. I also spoke with AARP's representative Di Stuppy to get an update and I will be putting together 100 more packets for her.

*Outreach

Nell Ero, Jody Ooley and I went around to different places in Astoria to hand out our remaining VETP rack cards.

Human Resource Report
June Board Meeting Report
Tami Carlson

- May 3rd attended LCHRMA seminar in Astoria. Topic presented, Whole Person Wellness: Improving Mental Health in the Workplace by Mary Hennessy. Mary is an Associate Director of Clinical Services for Cascade Centers Employee Assistance Program. She is a clinician trainer and management consultant. This seminar addressed the prevalence of mental health issues, substance abuse and personal problems in the workplace and what employers can do to help keep the workforce healthy. Psychological first aid, behavioral health risk, early intervention and how to maximize EAP services for whole person were areas Mary touched on. Very informational.
- Currently recruiting for several positions at SETD. Financial Officer, Operations Manager, Transportation Opts Specialist, Assistant Mechanic and Drivers. Continued recruiting for a Financial Officer/Grant Administrator resulted in potential candidate, Tracy Lofstrom. Interview scheduled for May 30th.
- A part-time driver was hired for ParaTransit. Penny Miller worked for the district from July 2008 to April 2011 as a ParaTransit driver. Welcome back Penny! Current ParaTransit driver Angie White is moving from a part-time position to FTE. FTE driver Bronn Lichnovsky will be moving from fixed route to ParaTransit in preparation for the new ParaTransit buses when they arrive.
- Ashleigh Naslund, Billing Clerk for RideCare moved on this month. Donna Buganan, Operational Lead for RideCare is taking on the billing along with her other duties.
- May 24th attended mandatory drivers/employee's meetings and gave benefit presentation. In June, SDIS health & dental open enrollment for 2017-18. There are exciting new options offered this coming plan year. MDLive, an online virtual office visit with telehealth practitioners and Willamette Dental Group will be offered along with Moda for dental plan opts. Health/Vision coverage will remain with Regence BC.
- May 24th Paul Lewicki former SETD board commissioner was appointed as Interim Operations Manager for the district. Paul has public transit experience that he brought with him from the Metropolitan Transportation Authority in Los Angeles. Welcome Paul!
- Other projects – Finalized 2017-18 budget process; met with Boldt Carlisle auditors; completed SDIS renewal application for group benefit coverage; received and distributed new driver jackets & hats w/NEW LOGO.

- In the last part of May Ride Care has added a new Non-Emergent Medical Transportation provider that will help provide some capacity relief in Clatsop County as well as provide competitive rates for long distanced needs. AAA Ride Assist is locally based and currently utilizes 1 sedan vehicle with hopes of adding 1 more within the first year.
- I have been a part of a small group called simply the Transportation Work Team. This group has several government agencies such as NW Oregon Preschool Services and Healthy Kids Oregon that have transportation challenges getting to various events throughout the year that are not part of the NEMT (Non-Emergent Medical Transportation) work. I'm providing guidance and information on how extra programs such as these can be started in IGA (Inter-governmental Agreements) and not be a stumbling block for small startup programs. There is nothing solid on the horizon but great interest in how Ride Care can be a solution to our community of children in need. On a side note: These extra programs are an excellent example of how the brokerage can reach out with the blessings of the CCO (coordinated Care organization) and help a segment of the community that needs low cost transportation.
- In the month of May I was able to have a one on one conversation with the new OHA Program Integration Lead and NEMT Program Manager Ralph Margrish since I was unable to attend the latest brokerage/state meeting. He was gracious in giving me the time to inform me of how the meeting went and some of the potential changes on the horizon. I look forward to forging a strong working bridge with Ralph and taking advantage of having this position filled once again at the state. Sarah Weatherson last held this position in November of last year.
- Ride Care has seen our average monthly call total settling right around 10,100. Looking back 5 years ago the average monthly call total was around 4500 calls. Though the difference may seem staggering we need to understand that today we are in the middle of the Affordable Care Act, less members are utilizing the benefit more which is actually what the basic idea was in the first place (to lower Emergency Room visits by providing more maintenance type of medical visits) and there are simply more services available to a member today than there was 5 year ago. Chronic health concerns are among the most prevalent, costly and in most cases preventable of all health problems. The goal for policy makers is to create a system where members see the Emergency room less often. This path will increase our calls and rides.