



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS MEETING AGENDA
JUNE BOARD MEETING
SUPPLEMENTAL BUDGET AND BUDGET HEARING
THURSDAY JUNE 30, 2016
9:00 AM**

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. SUPPLEMENTAL BUDGET HEARING FOR FISCAL 2015-2016 (Resolution 2016-02)
6. BUDGET HEARING FOR FISCAL 2016-2017 (Resolution 2016-03)
7. APPROVAL OF MAY 19, 2016 MEETING MINUTES
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. FINANCIAL REPORTS- MAY 2016
10. OLD BUSINESS
 - a. BOARD AND EXECUTIVE DIRECTOR SIGNING POLICIES (Resolution 2005-1 General Authority)
 - b. CANNON BEACH INTER GOVERNMENTAL AGREEMENT 2016-2017
11. NEW BUSINESS
 - a. CAPITAL RESERVE FUND RESOLUTION 2016-04
 - b. BOARD VACANCY
12. CORRESPONDENCE- Letter from Rae Goforth
13. EXECUTIVE DIRECTOR REPORT
14. LEADERSHIP TEAM REPORT
15. PUBLIC COMMENT (3 minute limit)
16. EXECUTIVE SESSION 192.660 (2)(b)- Discipline of Public Officers and Employees
17. OTHER ITEMS



Board of Commissioners
Ridcare Supplemental Budget 2015-2016
RESOLUTION 2016-02

The Board of Commissioners of the Sunset Empire Transportation District, Astoria Oregon, resolves to authorize adjustments to the 2015-2016 RideCare annual budget. The required adjustments are due to the increase in the Non Emergent Medical Transportation services provided (Provider Payments). The additional fund requirement of \$150,000 is being transferred from the contingency thus no additional funds are being requested. This growth is supported by additional revenues provided for this service.

Be it resolved that pursuant to the desire of the Board of Commissioners of the Sunset Empire Transportation District the submitted RideCare Supplemental Budget has been approved and all public notifications made.

MOTION OF ADOPTION

Name	Aye	Nay	
Chair Kleczek			
Commissioner Goforth			
Commissioner Gearin			
Commissioner Widener			
Commissioner MacDonald			
Commissioner Lewicki			
Commissioner Servino			

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS _____ DAY OF _____ 2016.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Kathy Kleczek, Board Chair

ATTEST:

By: _____

Title: Carol Gearin, Secretary Treasurer

RESOURCES
General Fund
(Fund)

Historical Data			GL Act #	RESOURCE FOR PUBLIC TRANSPORTATION SERVICES	Sunset Empire Transportation District		
Actual		Adopted Budget 2015-2016			Budget for Fiscal Year 2016-2017		
Second Preceding Year 2013-2014	First Preceding Year 2014-2015				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
199,217	609,988	765,000		Beginning Fund Balance	794,400	794,400	
			4200	Previously levied taxes estimated to be rec'd	25,000	25,000	
62,789	48,145	55,000	4260	State Mass Transit Payroll Distribution	55,000	55,000	
166,045	141,897	160,000	4250	State Timber Revenue	160,000	160,000	
3,255	4,120	3,200	4300	Interest	4,800	4,800	
10,870	14,577	10,800	4270	Rentals	10,480	10,480	
256,137	263,131	283,750	4000	Fares	256,000	256,000	
56,358	44,593	170,369	4100	IGA Contracted Service	180,917	180,917	
3,000		3,000	5050	Other Grants		0	
73,620	163,005	121,422	5080	ODOT - (STF/STO) State Funds	328,560	328,560	
47,623	74,928	64,750	5004	ODOT - Section 5310 Prev. Maint.	60,904	60,904	
606,687	455,666	455,656	5002	ODOT - Section 5311 Operations	455,600	455,600	
120,123		0		ODOT - State of Good Repair (New bus)		0	
78,642		141,100	5005	ODOT - 5339 Bus & Bus Facilities	472,600	472,600	
17,023		0		ODOT 5310 - Pass through		0	
140,402	53,432	77,750	5003	ODOT - Mobility Management	83,000	83,000	
45,045	69,060	105,896	5006	ODOT - Drive Less. Connect Grant	56,275	56,275	
230,090	104,836	28,000	5015	ODOT - Intercity Grant (Hwy 30)		0	
158,911				DOE - NWOTA/Connector Project		0	
1,071	3,195		4310	Commission/Proceeds	12,900	12,900	
2,276,908	2,050,573	2,445,693		Total Resources except Property Tax	2,956,436	2,956,436	
861,274	865,329	860,000	4200	Property Tax	900,000	900,000	
3,138,182	2,915,902	3,305,693		Total Resources w/Property Tax	3,856,436	3,856,436	
58,138			9150	Interfund Transfer In			
				Long Term Debt Issuance (Proceeds)			
3,196,320	2,915,902	3,305,693		TOTAL RESOURCES	3,856,436	3,856,436	0

SETD 2016-17 Total General Fund FTEs:37.3

**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 2015-2016			Budget for Fiscal Year 2016-2017		
Second Preceding Year 2013-2014	First Preceding Year 2014-2015				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				PERSONNEL SERVICES			
838,910	964,508	1,172,770	6005	Wages	1,243,631	1,243,631	
124,255	120,687	148,956	6200	Payroll Taxes/Worker's Comp	153,610	153,610	
0		-4,500		SDAO Longevity Credit			
185,881	239,589	288,042	6300	Benefits	295,166	295,166	
1,149,046	1,324,784	1,605,268		TOTAL PERSONNEL SERVICES	1,692,407	1,692,407	0
				MATERIALS AND SERVICES			
			7000	Provider Services/Bus Pass	21,830	21,830	
15,492	17,950	20,540	8005	Audit	26,160	26,160	
4,339	2,913	3,158	8010	Bank Fees	3,005	3,005	
16,704	22,247	58,130	8020	Building Grounds and Maintenance	25,373	25,373	
41,974	48,110	11,522	8030	Computer Information Technology Services	26,237	26,237	
18,493	23,594	38,881	8035	Conferences, Training and Travel	37,042	37,042	
585	75	0	8040	Donations/Contributions			
2,144	768	2,158	8045	Drug/Alcohol/Background Screening	3,200	3,200	
3,322	17,705	18,292	8050	Dues/Subscriptions/Fees	25,980	25,980	
		18,841	8055	Durable Small Equipment/Tools	16,750	16,750	
25,344	6,648	30,000	8065	Education/Outreach	39,510	39,510	
-62	3,127	0	8072	Election Fees	4,000	4,000	
3,327	2,628	4,740	8070	Employee Recognition	4,000	4,000	
		4,032	8061	Equipment Lease	25,500	25,500	
164,389	141,426	200,000	8075	Fuel	238,772	238,772	
45,691	58,683	44,516	8080	Insurance	56,142	56,142	
4,817	3,083	0		Janitorial Services and Supplies			
520	529	790	8090	Legal Ads	800	800	
1,986	4,248	6,740	8095	Legal Counsel	6,400	6,400	
1,109	1,748	1,586	8100	Meeting Expense	1,400	1,400	
48	-3,000	0		Miscellaneous			
2,252	3,547	998		Newspaper Ads	4,200	4,200	
12,803	12,331	13,763	8120	Office Supplies	15,450	15,450	
	4,165			Office Furniture/Equipment			
8,998				Connector Alliance			
1,680	1,981	948	8130	Payroll Processing Fee	2,080	2,080	
2,439	1,847	0		5310 - Pass Through -Senior Center			
		32,026	8140	Pass Through STF	15,000	15,000	
930	948	0		Postage			
8,065	7,958	19,700	8135	Printing	33,950	33,950	
17,599	5,132	43,473	8139	Professional Services	32,850	32,850	
	4,318	5,000		Radio System-Buses			
566	1,968	0		Shelter Cleaning and Repair			

**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 2015-2016			Budget for Fiscal Year 2016-2017		
Second Preceding Year 2013-2014	First Preceding Year 2014-2015				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
1,638	612	0	8055	Small Tools - Minor Equipment			
851	95	0	8150	Taxes/License	330	330	
17,173	9,640	13,956	8155	Telecommunications/Internet	21,296	21,296	
5,628	5,381	4,000	8160	Uniforms	5,924	5,924	
20,470	18,309	21,660	8165	Utilities	21,667	21,667	
86,723	97,332	149,560	8170	Vehicle Maintenance and Repair	120,200	120,200	
538,037	528,046	769,010		TOTAL MATERIALS AND SERVICES	835,048	835,048	0
498,192	78,012	179,500	9700	Capital Outlay-Unallocated	797,000	797,000	
				Beginning Deficit Fund Balance			
				Prior Period Adjustment			
146,000			9850	Interfund Transfer Out (RideCare Repayment)			
	50,000	50,000	9850	Interfund Transfer Out (to Capital Reserve Fund)			
			9600	Debt Service (Principal & Interest)			
206,654	195,318	100,562	9610	Debt Service - Principal-Unallocated	104,421	104,421	
48,403		27,503	9611	Debt Service - Interest-Unallocated	21,573	21,573	
	0	250,000	9800	Operating Contingency-Unallocated	106,104	106,104	
609,988	739,742	323,850		Unappropriated Ending Fund Balance-Unallocated	299,883	299,883	
3,196,320	2,915,902	3,305,693		TOTAL REQUIREMENTS	3,856,436	3,856,436	0
#REF!	#REF!	#REF!		TOTAL RESOURCES	3,856,436	3,856,436	0
#REF!	#REF!	#REF!		DIFFERENCE	0	0	0

**SPECIAL FUND
RESOURCES REQUIREMENTS
RIDE CARE FUND**

Historical Data				Account	RESOURCE DESCRIPTION	Sunset Empire Transportation		
Actual		Adopted Budget This Year 2015-2016	Budget for Next Year 2016-2017					
First Preceding Year 2013-2014	First Preceding Year 2014-2015		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body	
1,025,544	933,623	1,300,000		Beginning Fund Balance	1,044,088	1,044,088		
2,047,296	3,111,183	2,770,000	4500	Provider Services Reimbursements	3,434,370	3,434,370		
	152,927	140,000		Prior Period Adjustment	0			
146,000				Repayment of Interfund Loan				
15	1,149	3,000	4310	Interest	6,000	6,000		
3,218,855	4,198,882	4,213,000		TOTAL	4,484,458	4,484,458	0	

Historical Data				Account	REQUIREMENTS FOR NON EMERGENCE MEDICAL TRANSPORTATION	Sunset Empire Transportation		
Actual		Adopted Budget This Year 2015-2016	Budget for Next Year 2016-2017					
First Preceding Year 2013-2014	First Preceding Year 2014-2015		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body	
244,333	258,483	307,914	6005	PERSONNEL SERVICES				
				Wages	350,931	350,931		
28,048	31,073	41,097	6200	Payroll Taxes/Workers' Comp	45,205	45,205		
64,709	70,856	81,999	6300	Employee Benefits	97,402	97,402		
337,090	360,412	431,010		TOTAL PERSONNEL SERVICES	493,538	493,538	0	
				MATERIALS AND SERVICES				
1,547,085	2,125,945	2,200,000	7000	Provider Payments	2,781,506	2,781,506		
8,258	5,655	5,460	8005	Audit	6,540	6,540		
			8006	Ads (HR Job Posting)	2,000	2,000		
56	0	142	8010	Bank Fees	171	171		
5,588	8,142	12,856	8020	Building Grounds and Maintenance	8,190	8,190		
8,781	15,149	16,000	7030	Bus Passes	18,000	18,000		
24,855	19,546	8,449	8030	Computer Information Technology Services	7,609	7,609		
3,813	2,760	5,018	8035	Conferences, Training and Travel	6,788	6,788		
0			8040	Donations/Contributions	0	0		
724	1,466	1,042	8045	Drug/Alcohol/Background Screening	1,200	1,200		
879	1,341	1,266	8050	Dues/Subscriptions	2,170	2,170		
0	0	137,500	9655	DMAP Annual Adjustment/CCO Share Fund	140,000	140,000		
		10,472	8055	Durable Small Equipment/Tools	19,700	19,700		
77		1,019	8065	Education/Outreach	2,400	2,400		
720	553	1,660	8070	Employee Recognition	1,800	1,800		
0	782		8072	Election Fees	1,000	1,000		
8,539	6,997	6,515	8080	Insurance	5,742	5,742		
1,257	516			Janitorial Services and Supplies		0		
143.49	142.00	178.50	8090	Legal Ads	500	500		

**SPECIAL FUND
RESOURCES REQUIREMENTS
RIDE CARE FUND**

Historical Data			Account	REQUIREMENTS FOR NON EMERGENCY MEDICAL TRANSPORTATION	Sunset Empire Transportation		
Actual		Adopted Budget This Year 2015-2016			Budget for Next Year 2016-2017		
First Preceding Year 2013-2014	First Preceding Year 2014- 2015				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
414	4,562	1,260	8095	Legal Counsel	200	200	
298	554	992	8100	Meeting Expense	1,200	1,200	
15,159	132	0		Miscellaneous	0	0	
931	610	382		Newspaper Ads		0	
0	173			Office Furniture/Equipment		0	
1,950	3,247	6,427	8120	Office Supplies	4,050	4,050	
180	232	252	8130	Payroll Processing Fee	520	520	
179	377			Postage	0	0	
39		0	8135	Printing	3,000	3,000	
7,555	3,339	2,678	8139	Professional Services	40,000	40,000	
0		0	8150	Taxes/Licenses	0	0	
9,337	10,617	14,520	8155	Telecommunications	39,184	39,184	
	807	0	8160	Uniforms	0	0	
5,513	6,077	6,840	8165	Utilities	8,339	8,339	
1,652,331	2,219,721	2,440,929		TOTAL MATERIALS AND SERVICES	3,101,809	3,101,809	
2,300	12,733	30,000	9700	Capital Outlay-Unallocated	0	0	
58,138			9500	Transfer Out (Gen Fund for SDAO Loan)	0	0	
				Penalties & Interest	0	0	
				Debt Service (DHS Audit Repayments)-Unallocated	145,373	145,373	
235,373	294,051	157,373	9610, 9625	Debt Service - Principal-Unallocated	12,000	12,000	
0		3,532	9611, 9626,	Debt Service - Interest-Unallocated	2,878	2,878	
		210,000		Operating Contingency -Unallocated	200,000	200,000	
				Prior Period Adjustment		0	
933,623	1,311,965	940,156		Ending Fund Balance-Unallocated	528,860	528,860	
3,218,855	4,198,882	4,213,000		TOTAL EXPENSES	4,484,458	4,484,458	
3,218,855	4,198,882	4,213,000		TOTAL RESOURCES	4,484,458	4,484,458	
0	0	0		Difference	0	0	

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
2016-02__ on (date)_June 30, 2016__ for the following specified purpose:
Building and Equipment. To formalize motion of May 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

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year_2016-17_____			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year 2014-15_____						
				RESOURCES				
1			50,000	1. Cash on hand* (cash basis) or	100,000	100,000		1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest				4
5		50,000	50,000	5. Transferred IN, from other funds				5
6				6				6
7				7				7
8				8				8
9	0	50,000	100,000	9. Total Resources, except taxes to be levied	100,000	100,000	0	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	0	50,000	100,000	12. TOTAL RESOURCES	100,000	100,000	0	12
				REQUIREMENTS**				
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. Ending balance (prior years)				27
28		50,000	100,000	28. RESERVED FOR FUTURE EXPENDITURE	100,000	100,000		28
29	0	50,000	100,000	29. TOTAL REQUIREMENTS	100,000	100,000	0	29

*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.

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

BOARD RESOLUTION

**IN THE MATTER OF ADOPTING THE
ANNUAL OPERATING BUDGET FOR
FISCAL YEAR 2016-2017, MAKING
APPROPRIATIONS, IMPOSING AND
CATEGORIZING TAXES**

**RESOLUTION AND ORDER NO.
2016-03**

BE IT RESOLVED that the Board of Directors of the Sunset Empire Transportation District hereby adopts the budget for fiscal year 2016-2017 in the sum of **\$ 8,440,894** 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, 2016 and ending June 30, 2017 and for the purposes shown below are hereby appropriated as follows:

General Fund	(Note – Numbers are rounded)	
Personnel Services	\$	1,692,407
Materials and Services	\$	835,048
Capital	\$	797,000
Transfer Out	\$	0
Debt Service	\$	125,994
Contingency	\$	106,104
Unappropriated Ending Balance	\$	299,883
Total Department	\$	3,856,436
Ridecare Fund		
Personnel Services	\$	493,538
Materials and Services	\$	3,101,809
Capital	\$	0
Transfer Out	\$	0
Debt Service	\$	160,251
Contingency	\$	200,000
Unappropriated Ending Balance	\$	528,860
Total Department	\$	4,484,458
Reserve Fund Resources and Requirements		
Transfer In	\$	0
Total Department	\$	100,000

BE IT RESOLVED that the Board of Directors 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 2016-2017 upon the assessed value of all taxable 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, 2016.

ADOPTED AND APPROPRIATED by the Board of Directors on June 30th, 2016.

Board of Directors for Sunset Empire Transportation District

By: _____, Chair of the Board
 Kathy Kleczek

ATTEST:

By: _____, Secretary of the Board
 Carol Gearin

Name	Aye	Nay	
Chair Kleczek			
Commissioner Goforth			
Commissioner Gearin			
Commissioner Widener			
Commissioner MacDonald			
Commissioner Lewicki			
Commissioner Servino			



**BOARD OF COMMISSIONERS
MEETING MINUTES
May 19, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner, Commissioner Jim Servino, Commissioner Tracy MacDonald, Commissioner Lewicki and Commissioner Carol Gearin. Commissioner Rae Goforth Excused.
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Ridecare Manager Jason Jones, IT Manager Konnor Claborn, Operations Manager Scott Earls and Paratransit Manager Carol Penuel
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENTS- None
5. APPROVAL OF April 28, 2016 MEETING MINUTES-
Commissioner Gearin made 3 typo corrections
Commissioner Gearin moved to approve the April 2016 minutes as corrected
Commissioner Widener seconded the motion
Discussion: Commissioner Servino corrected wording in sentence at the top of page 3 from *the he* to *that he* and Chair Kleczek noted that the Board Pack file that was sent out needed the year changed to 2016 to make it official..
Motion passed unanimously
6. CHAIR AND COMMISSIONERS REPORT-
Reports were submitted from Commissioners MacDonald, Gearin, Servino and Kleczek. Commissioners Widener and Lewicki had no report.
7. FINANCIAL REPORTS- April 2016
No changes or adjustments were made to the April 2016 Financial Report. Al will look into how the processing fees for payroll processing were budgeted.
Commissioner Servino moved to accept the April 2016 Financial Report
Commissioner MacDonald seconded the motion
Discussion- No further discussion
Motion passed unanimously
8. OLD BUSINESS- None
9. NEW BUSINESS-
 - a. FACILITIES MAINTENANCE PLAN-Discussion by Board. No changes to the plans were required.
Commissioner Gearin moved to adopt the Facilities Maintenance Plan
Commissioner Widener seconded the motion
Discussion- No further discussion
Motion passed unanimously
10. CORRESPONDENCE- Chair Kleczek reported that she had received an email about employment which she passed on to Executive Director Hazen.
11. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen reviewed the report submitted and offered further explanations on a couple of topics. Executive Director Hazen reported that because of the Internal Controls Review by Boldt and Carlisle and Smith and the draft report they have submitted from the transition last year, he has given them the go ahead to get with Al to make the necessary corrections, however this does mean that we will need to hire a new auditing firm. Executive Director Hazen said that we will be putting out a Request for Quote for a qualified auditing firm in the next week.

Executive Director Hazen discussed the difficulties that Columbia County Rider has with Janet retiring within a month, the new director turning down the position and the failure of the formation of the Columbia County Special Transportation District by voters last week. Executive Director Hazen said he had a chance meeting with Betsy Johnson yesterday who said she wanted to talk about CC Rider. Executive Director Hazen said he let Betsy know that he had a conversation with Henry Heimuller at the SDAO conference earlier this year discussing the future of CC Rider and had asked Henry about Sunset Empire Transportation District taking CC Rider over but Henry did not want to go there yet and encouraged Executive Director Hazen to review the RFP for providing services as they contract everything out. Executive Director Hazen went through the contract and was not comfortable with some of the terms they had so he did not pursue it, however this is the direction Betsy would like to see us SETD take. Executive Director Hazen said this would be a long process and Betsy will be looking into it from her end. Chair Kleczek asked that Executive Director Hazen keep the Board informed of any developments as the Board will be responsible for approving any changes or additions to District services.

LEADERSHIP TEAM REPORTS- Reports submitted for April 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones and Human Resources- Tami Carlson

12. PUBLIC COMMENT- None

13. OTHER ITEMS-

Commissioner Servino moved to adjourn the meeting
Chair Kleczek seconded the motion
Motion passed unanimously

An audio recording of the Sunset Empire Transportation District's May 2016 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- May 19, 2016.

Meeting was adjourned at 10: 05 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date

Mission Statement

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

Sunset Empire Transportation District

MAY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the June 2016 Board of Commissioner's Meeting

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

General Fund Profit and Loss

The District's General Fund Total Income is 81.97% of annual budget. YTD Property Tax revenues of \$924,804 are \$90,804 better than YTD budget. Total Expense was 76.75% of annual budget and is \$339,307 better than YTD budget. YTD Other Expense of \$161,341 was \$377,597 better than budget the result of not using any of the contingency through May and reclassification of Capital items (Auto and Air compressor) to Equipment less than \$5,000.

Revenue

- 4000 Fares: Revenues for the month of \$19,055 are \$7,591 below budget. This is the result of Fares \$3,587, Paratransit \$2,093 & MTR Western/Greyhound \$1,910 below plan for the month. Fares include an adjustment of \$1,500 for fares previously recorded, YTD Paratransit is also below budget and prior year. Current YTD Paratransit is \$30,840 compared to prior year of \$35,611 through May. This is a shift from prior year mix as Medicaid rides have decreased and the agency earns less per Non Medicaid ride. MTR Western is a timing issue as the payment for week ended May1, 2016 was issued on May 3, 2016 but the revenues were record in the past week of April.
- 4090 Donations/Commissions: Employee tips
- 4100 Contract Service-IGA: Cannon Beach was billed for week end service for April 2016.
- 4200 Property Tax: Includes Property tax distributions for May 2016 (\$5,886) of which prior year was \$1,410.02). YTD revenue of \$924,804 are \$93,940 better than prior year through May 2015.
- 4272 Parking: All spaces are taken.
- 4300 Interest: Effective May 25, 2016 LGIP will be increasing their interest to .875% from (.75%). Fund savings are deposited into LGIP. This is May 2016 interest.
- 5000 Grants: Mobility Management reimbursement was received in May 2016 \$15,650, Transportation Options and Operations are both expected in June 2016 totaling about \$131,000. Capital Purchase Grant was budgeted for \$47,033 and none was received. This Grant (\$141,100) will rollover into Budget 2016-17.

Expense

- 6300 Benefits: Three pay periods in April resulting in extra Pension expense for the month.
- 7000 Provider Payments: Reimbursement to Vets volunteer driver program.
- 8020 Blding & Grounds Maint: This is the result of repairs to outdoor light at the Transit Center \$2,013.
- 8055 Durable Equipment/Small Tools: Includes the reclassification of the Impala and the Air Compressor from Capital Expense (\$5,158) they did not meet the \$5,000 minimum threshold.
- 8080 Insurance: The result of receiving a longevity Credit (\$4,075) offset by an auto liability claim paid (\$1,954).

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

Sunset Empire Transportation District

MAY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the June 2016 Board of Commissioner's Meeting

- 8075 Fuel: Prices continue below budgeted amounts Unleaded prices are about \$1.80 and Bio diesel about \$1.30
- 8130 Payroll Processing Fee: Includes May 2016 PR Fees. This account will continue over budget monthly the result of under budgeting this account.
- 8139 Professional Services: Auditor Special Services to review July 2015 opening balances
- 8155 Telephone/Internet Service: Reflects billing from Coastcom for telephone and internet service (\$1,242) and May Verizon & Employee allowance for cell phone use.
- 9700 Capital Expense: Impala and Air compressor were reclassified to Equipment under \$5,000.
- END

Ride Care Fund Profit and Loss

Ride Care's Total Income is 96.76% of total budget. YTD revenues of \$2,818,683 are \$276,766 better than YTD Budget. Which is the result of increased clients and starting in January 2016 the CPCCO increased our PMPM by 3% for 2016 from \$9.13 to \$9.40 PMPM this overage should continue through June 2016. YTD Materials & Services of \$2,371,282 are \$260,071 greater than of YTD budget and are 102.95% of YTD budget.

Expense

- 7000 Contract Providers: Total sedan rides billed increased by about 340 rides at a cost of \$55.61 when Compared to prior year the cost of a Sedan ride was \$8.54 more than prior year. The volume increase accounts for about \$19,000 and the cost increase accounts for about \$22,000. YTD Sedan rides have increased by about 16% over prior year.
- 8045 Drug/Alcohol/BG Check: The result of performing 5 background checks on Wapato drivers
- 8130 Payroll Processing Fee: Includes May Fee.
- 8139 Professional Services: Auditor special services to review opening balances at July 2015 & Medix Answering Services.
- 8155 Telephone/Internet Service: Includes Coastcom telephone & internet service \$2,495. Cell Phone allowance reimbursement for May 2016 and Verizon Monthly charges. This account will continue to be over budget as it was under budgeted.
- END

Prior month open issues

Quick Books Pay Roll annual update fee was not budgeted last year, as it is part of the cost of PR process it is in the correct account.

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

**Sunset Empire Transportation
Profit & Loss Budget Performance General Fund
May 2016**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 91.66%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4000 FARES	19,054.89	26,645.83	237,668.24	257,104.13	(19,435.89)	283,749.96	83.76%
4090 DONATIONS/COMMISSIONS	106.00		1,151.63		1,151.63		
4100 CONTRACTED SERVICES-IGA	2,729.43	16,000.00	111,989.83	154,000.00	(42,010.17)	170,369.00	65.73%
4200 TAXES	5,886.14	11,000.00	924,804.43	834,000.00	90,804.43	860,000.00	107.54%
4250 TIMBER SALES	80,772.51	30,000.00	251,603.25	160,000.00	91,603.25	160,000.00	157.25%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	71,194.34	55,000.00	16,194.34	55,000.00	129.44%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4272 PARKING SPACES	760.00	767.00	7,885.00	8,437.00	(552.00)	9,204.00	85.67%
4270 RENTAL INCOME - Other	0.00	66.00	0.00	396.00	(396.00)	396.00	0.00%
Total 4270 RENTAL INCOME	760.00	833.00	9,085.00	10,033.00	(948.00)	10,800.00	84.12%
4300 INTEREST	434.19	267.00	4,138.28	2,933.00	1,205.28	3,200.00	129.32%
4310 MISC INCOME	0.00		10.00		10.00		
5000 GRANTS	15,650.00	190,533.50	357,343.00	669,431.00	(312,088.00)	876,152.00	40.79%
5080 OREGON STF FUNDS	0.00	0.00	113,744.00	121,422.00	(7,678.00)	121,422.00	93.68%
Total Income	125,393.16	275,279.33	2,082,732.00	2,263,923.13	(181,191.13)	2,540,692.96	81.97%
Gross Profit	125,393.16	275,279.33	2,082,732.00	2,263,923.13	(181,191.13)	2,540,692.96	81.97%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	88,993.23	90,231.00	1,020,932.39	1,082,539.00	61,606.61	1,172,770.00	87.05%
6200 PAYROLL EXPENSES	6,472.12	11,458.00	122,927.50	137,498.00	14,570.50	148,956.00	82.53%
6300 EMPLOYEE BENEFITS	23,665.77	21,811.00	241,872.83	261,731.00	19,858.17	283,542.00	85.30%
Total 1. PERSONNEL SERVICES	119,131.12	123,500.00	1,385,732.72	1,481,768.00	96,035.28	1,605,268.00	86.32%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	262.24		305.98		(305.98)		
8005 AUDIT	0.00	0.00	20,294.40	20,540.00	245.60	20,540.00	98.80%
8006 ADS (HR JOB POSTING)	0.00	37.00	947.95	880.00	(67.95)	998.00	94.98%
8010 BANK FEES	217.86	260.00	2,757.13	2,898.00	140.87	3,158.00	87.31%
8020 BLDING & GROUNDS MAINT	5,038.26	4,674.00	27,915.58	53,173.00	25,257.42	58,130.00	48.02%
8030 COMP-INFO-TECH SERVICES	1,010.48	1,487.00	10,155.99	10,034.00	(121.99)	11,522.00	88.14%
8035 CONF TRAINING & TRAVEL	1,193.49	2,088.00	23,448.84	36,792.00	13,343.16	38,881.00	60.31%
8040 DONATIONS/CONTRIBUTIONS	0.00		225.00		(225.00)		
8041 DONATIONS CLEARING	0.00		-225.00		225.00		
8045 DRUG/ALCOHOL/BG CHECKS	195.50	180.00	1,255.50	1,979.00	723.50	2,158.00	58.18%
8050 DUES SUBSCRIPTIONS & FEES	100.00	1,525.00	8,560.68	16,768.00	8,207.32	18,292.00	46.80%
8053 IGA - DUES AND FEES	0.00		10,000.00		(10,000.00)		
8055 DURABLE EQUIP/SMALL TOOLS	6,278.10	1,269.00	17,238.21	17,552.00	313.79	18,841.00	91.49%
8061 EQUIPMENT LEASE/RENT	393.73	336.00	4,991.83	3,696.00	(1,295.83)	4,032.00	123.81%
8065 EDUCATION/OUTREACH	21.76	2,500.00	9,115.01	27,183.00	18,067.99	30,000.00	30.38%
8070 EMPLOYEE RECOGNITION	174.98	320.00	5,419.18	4,419.00	(1,000.18)	4,740.00	114.33%
8075 FUEL	7,728.56	16,667.00	76,989.56	183,334.00	106,344.44	200,000.00	38.49%
8080 INSURANCE	-2,120.16	0.00	36,855.66	29,758.00	(7,097.66)	44,516.00	82.79%
8090 LEGAL ADS	144.72	176.00	254.80	613.00	358.20	790.00	32.25%
8095 LEGAL COUNSEL	0.00	983.00	420.00	5,757.00	5,337.00	6,740.00	6.23%
8100 MEETING EXPENSE	47.03	131.00	568.08	1,456.00	887.92	1,586.00	35.82%
8120 OFFICE SUPPLIES	1,130.62	1,136.00	12,884.78	12,507.00	(377.78)	13,763.00	93.62%
8130 PAYROLL PROCESSING FEES	113.40	79.00	1,740.41	869.00	(871.41)	948.00	183.59%
8135 PRINTING	0.00	1,733.00	5,992.03	17,965.00	11,972.97	19,700.00	30.42%
8139 PROFESSIONAL SERVICES	2,700.00	1,696.00	2,760.00	41,777.00	39,017.00	43,473.00	6.35%
8140 SUBGRANT PASS THROUGH	0.00	0.00	12,132.00	12,240.00	108.00	32,026.00	37.88%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	230.27	4,500.00	4,269.73	5,000.00	4.61%

8155 TELEPHONE/INTERNET SERVIC	2,050.26	1,210.00	26,955.09	12,592.00	(14,363.09)	13,956.00	193.14%
8160 UNIFORMS	133.98	333.00	1,480.30	3,666.00	2,185.70	4,000.00	37.01%
8165 UTILITIES	1,353.61	1,755.00	16,306.69	19,698.00	3,391.31	21,660.00	75.28%
8170 VEHICLE MAINT & REPAIRS	7,441.36	12,063.00	98,494.65	137,096.00	38,601.35	149,560.00	65.86%
Total 2. MATERIALS & SERVICES	35,609.78	52,638.00	436,470.60	679,742.00	243,271.40	769,010.00	56.76%
Total Expense	154,740.90	176,138.00	1,822,203.32	2,161,510.00	339,306.68	2,374,278.00	76.75%
Net Ordinary Income	-29,347.74	99,141.33	260,528.68	102,413.13	158,115.55	166,414.96	156.55%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,305.15	5,299.00	57,129.17	56,625.00	(504.17)	61,910.00	92.28%
9611 CLATSOP BANK-LOAN INT	1,268.35	1,274.00	15,179.33	15,682.00	502.67	16,972.00	89.44%
Total 3. OTHER EXPENSES	6,573.50	6,573.00	72,308.50	72,307.00	(1.50)	78,882.00	91.67%
9500-PENALTIES & INTEREST	0.00		595.02		(595.02)		
9600 DEBT SERVICE & INTERES-FEE	0.00		360.18		(360.18)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		33,350.00	38,000.00	4,650.00	38,000.00	87.76%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	4,727.36	5,796.00	1,068.64	11,183.00	42.27%
9700 CAPITAL EXPENSE	-5,128.20	56,667.00	0.00	122,835.00	122,835.00	179,500.00	0.00%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	250,000.00	250,000.00	0.00%
9850 TRANSFER OUT	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00	100.00%
Total Other Expense	1,445.30	63,240.00	161,341.06	538,938.00	377,596.94	607,565.00	26.56%
Net Other Income	-1,445.30	-63,240.00	-161,341.06	-538,938.00	377,596.94	-607,565.00	26.56%
Net Income	-30,793.04	35,901.33	99,187.62	-436,524.87	535,712.49	-441,150.04	-22.48%

**Sunset Empire Transportation
Profit & Loss Budget Performance RideCare
May 2016**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual Better (Worse)	Annual Budget	YTD Act to Budget
YTD Actual % Budget Target: 91.66%							
Ordinary Income/Expense							
Income							
4300 INTEREST	728.79	250.00	5,453.71	2,750.00	2,703.71	3,000.00	181.79%
4500 RC PROVIDER SERVICE REIM	257,123.31	230,833.33	2,813,229.15	2,539,166.63	274,062.52	2,770,000.00	101.56%
Other Types of Income	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00%
Total Income	257,852.10	231,083.33	2,818,682.86	2,541,916.63	276,766.23	2,913,000.00	96.76%
Gross Profit	257,852.10	231,083.33	2,818,682.86	2,541,916.63	276,766.23	2,913,000.00	96.76%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	19,829.06	23,658.88	252,722.15	284,247.68	31,525.53	307,914.56	82.08%
6200 PAYROLL EXPENSES	1,422.97	3,161.31	29,609.96	37,935.73	8,325.77	41,097.04	72.05%
6300 EMPLOYEE BENEFITS	5,469.01	6,307.83	56,026.28	75,691.17	19,664.89	81,999.00	68.33%
Total 1. PERSONNEL SERVICES	26,721.04	33,128.02	338,358.39	397,874.58	59,516.19	431,010.60	78.50%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	224,763.67	183,333.33	2,270,603.22	2,016,666.63	(253,936.59)	2,200,000.00	103.21%
7030 BUS PASSES	1,935.00	1,333.00	18,033.00	14,666.00	(3,367.00)	16,000.00	112.71%
8005 AUDIT	0.00	0.00	6,095.60	5,460.00	(635.60)	5,460.00	111.64%
8006 ADS (HR JOB POSTING)	0.00	0.00	690.27	382.00	(308.27)	382.00	180.70%
8010 BANK FEES	10.00	11.81	110.10	129.91	19.81	142.00	77.54%
8020 BLDING & GROUNDS MAINT	863.97	1,071.00	5,166.93	11,784.00	6,617.07	12,856.00	40.19%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	123.00	733.00	2,271.94	7,716.00	5,444.06	8,449.00	26.89%
8035 CONF TRAINING & TRAVEL	0.00	270.00	1,932.98	4,748.44	2,815.46	5,018.44	38.52%
8045 DRUG/ALCOHOL/BG CHECKS	197.50	86.83	1,671.75	955.15	(716.60)	1,042.00	160.44%
8050 DUES SUBSCRIPTIONS & FEES	0.00	105.45	117.22	1,159.50	1,042.28	1,266.00	9.26%
8055 DURABLE EQUIP/SMALL TOOLS	50.00	621.00	7,646.46	9,871.00	2,224.54	10,472.00	73.02%
8065 EDUCATION/OUTREACH	0.00	84.88	0.00	923.25	923.25	1,019.00	0.00%
8070 EMPLOYEE RECOGNITION	103.23	113.00	279.07	1,547.00	1,267.93	1,660.00	16.81%
8080 INSURANCE	0.00	0.00	7,398.23	4,887.00	(2,511.23)	6,515.00	113.56%
8090 LEGAL ADS	0.00	40.14	0.00	138.74	138.74	179.00	0.00%
8095 LEGAL COUNSEL	0.00	184.00	378.00	1,076.00	698.00	1,260.00	30.00%
8100 MEETING EXPENSE	92.94	82.00	218.19	909.00	690.81	992.00	21.99%
8120 OFFICE SUPPLIES	324.43	530.80	3,142.42	5,840.37	2,697.95	6,427.00	48.89%
8130 PAYROLL PROCESSING FEES	28.35	21.00	434.79	231.00	(203.79)	252.00	172.54%
8139 PROFESSIONAL SERVICES	961.00	105.00	3,105.00	2,573.12	(531.88)	2,678.12	115.94%
8155 TELEPHONE/INTERNET SERVICE	2,721.52	1,210.00	35,007.39	13,310.00	(21,697.39)	14,520.00	241.10%
8165 UTILITIES	338.39	610.00	6,979.78	6,237.00	(742.78)	6,840.00	102.04%
Total 2. MATERIALS & SERVICES	232,513.00	190,546.24	2,371,282.34	2,111,211.11	(260,071.23)	2,303,429.56	102.95%
7050 DMAP/CCO Annual Adjustment	0.00	34,500.00	130,556.91	137,500.00	6,943.09	137,500.00	94.95%
Total Expense	259,234.04	258,174.26	2,840,197.64	2,646,585.69	(193,611.95)	2,871,940.16	98.89%
Net Ordinary Income	-1,381.94	-27,090.93	-21,514.78	-104,669.06	(83,154.28)	41,059.84	-52.40%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00	0.00	0.00	0.00	0.00	0.00	
Total 3. OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00		179.82		(179.82)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		16,650.00	12,000.00	(4,650.00)	12,000.00	138.75%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	2,360.14	1,831.00	(529.14)	3,532.00	66.82%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	145,373.00	145,374.00	1.00	145,374.00	100.00%
9700 CAPITAL EXPENSE	0.00		32,053.23	30,000.00	(2,053.23)	30,000.00	106.84%
9800 CONTINGENCY	0.00	0.00	0.00	210,000.00	210,000.00	210,000.00	0.00%
Total Other Expense	0.00	0.00	196,616.19	399,205.00	202,588.81	400,906.00	49.04%
Net Other Income	0.00	0.00	-196,616.19	-399,205.00	202,588.81	-400,906.00	49.04%
Net Income	-1,381.94	-27,090.93	-218,130.97	-503,874.06	285,743.09	-359,846.16	60.62%

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
	YTD Actual % Budget Target: 91.66%				Better		
Ordinary Income/Expense					(Worse)		
Other Income							
9150 Transfer In	0.00	0.00	50,000.00	50,000.00	50,000.00		
Total Other Income	0.00	0.00	50,000.00	50,000.00	50,000.00		
Net Other Income	0.00	0.00	50,000.00	50,000.00	50,000.00		
Net Income	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>50,000.00</u>		

**Sunset Empire Transportation
Balance Sheet
As of May 31, 2016**

ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 SETD GEN FUND BANK ACCTS		Accounts Payable	
1001 CCB-OPERATING (3943)	156,782.62	2000 ACCOUNTS PAYABLES	
1002 CCB-PAYROLL (3950)	3,387.42	2010 SETD GENERAL FUND A/P	7,512.43
1005 CCB-VEHICLE SALES ACCT	2,201.81	2020 RIDE CARE FUND A/P	107,020.26
1010 CCB-EMPLOYEE ACCT (3935)	1,632.24	Total 2000 ACCOUNTS PAYABLES	<u>114,532.69</u>
1015 HRA FISCAL AGENT	1,592.08	Total Accounts Payable	114,532.69
1020 LGIP (4992)	536,440.35	Other Current Liabilities	
1030 CAPITAL RESERVE FUND	75,273.03	2100 PAYROLL LIABILITIES	
Total 1000 SETD GEN FUND BANK ACCTS	<u>777,309.55</u>	2020 SOCIAL SECURITY TAX	6,107.48
		2108 PAYROLL TAX SUTA	40.77
1040 TILLS	300.00	2109 STATE WITHOLDING	2,895.00
1050 RIDE CARE FUND BANK ACCTS		2110 941 REPORT	3,720.00
1051 CCB-RC OPERATING (3976)	150,935.31	2113 MEDICARE TAX	1,428.36
1055 HRA FISCAL AGENT (RC)	507.92	2100 PAYROLL LIABILITIES - Other	1,746.33
1056 RC LGIP (3959)	1,106,357.95	Total 2100 PAYROLL LIABILITIES	<u>15,937.94</u>
Total 1050 RIDE CARE FUND BANK ACCTS	<u>1,257,801.18</u>		
Total Checking/Savings	2,035,410.73	2134 BENEFITS MEDICAL SDIS	235.50
		2135 OTHER P/R LIABILITIES	2,026.80
Accounts Receivable		2140 RETIREMENT PLANS LIAB	631.82
1200 ACCOUNTS RECEIVABLES		2300 DEFERRED REVENUE	45,984.12
1210 SETD A/R		Total Other Current Liabilities	<u>64,816.18</u>
1211 SETD A/R	6,791.00	Total Current Liabilities	<u>179,348.87</u>
Total 1210 SETD A/R	<u>6,791.00</u>		
Total 1200 ACCOUNTS RECEIVABLES	6,791.00	Long Term Liabilities	
		2800 INTERCOMPANY DUE TO/FROM	
1250 PROPERTY TAX RECEIVABLES	36,439.12	2810 DUE TO RIDE CARE	435,063.82
Total Accounts Receivable	<u>43,230.12</u>	2815 DUE TO/(FROM) SETD G F	-435,063.82
		Total 2800 INTERCOMPANY DUE TO/FRO	<u>0.00</u>
Other Current Assets		Total Long Term Liabilities	<u>0.00</u>
1049 VALIC	3,546.83	Total Liabilities	179,348.87
1400 PREPAID EXPENSES		Equity	
1401 PREPAID INS/BENEFITS	624.68	3000 OPENING BALANCE EQUITY	651,014.34
Total 1400 PREPAID EXPENSES	<u>624.68</u>	3100 NWRC PRIOR PERIOD ADJUST	-136,476.00
		3900 RETAINED EARNINGS	1,462,984.65
1500 UNDEPOSITED FUNDS	5,116.15	Net Income	<u>-68,943.35</u>
Total Other Current Assets	<u>9,287.66</u>	Total Equity	<u>1,908,579.64</u>
Total Current Assets	<u>2,087,928.51</u>	TOTAL LIABILITIES & EQUITY	<u><u>2,087,928.51</u></u>
TOTAL ASSETS	2,087,928.51		

**Sunset Empire Transportation
Accounts Receivable
As of May 31, 2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	-6,492.58	42,931.70	36,439.12
DHS - CHILD WELFARE-CLATSOP	897.00	0.00	0.00	0.00	0.00	897.00
DHS CHILD WELFARE-HILLSBORO	0.00	0.00	135.00	0.00	0.00	135.00
ISN	0.00	0.00	0.00	0.00	-330.00	-330.00
ODOT	0.00	0.00	0.00	-20.00	20.00	0.00
OR DHS-VOCATIONAL REHAB SERVICES	354.00	0.00	0.00	0.00	0.00	354.00
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	0.00	0.00	0.00	285.00
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	0.00	95.00	190.00	0.00	95.00	380.00
P-H&R Block	47.50	0.00	0.00	-190.00	0.00	-142.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
P-HOXIE, ROBERT	0.00	47.50	0.00	0.00	0.00	47.50
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS	85.00	90.00	0.00	0.00	0.00	175.00
RC-PASSES	0.00	1,110.00	1,230.00	0.00	0.00	2,340.00
TPJCC	0.00	2,365.00	0.00	0.00	0.00	2,365.00
TOTAL	<u>1,573.50</u>	<u>4,087.50</u>	<u>1,555.00</u>	<u>-6,702.58</u>	<u>42,716.70</u>	<u>43,230.12</u>

**Sunset Empire Transportation
AP Summary
As of May 31, 2016**

General Fund	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ALSCO	133.98	0.00	0.00	0.00	0.00	133.98
CB LAWN CARE	0.00	400.00	0.00	0.00	0.00	400.00
CRS	317.67	0.00	0.00	0.00	0.00	317.67
EO MEDIA GROUP	144.72	0.00	0.00	0.00	0.00	144.72
MTR WESTERN BUS	1,891.42	0.00	0.00	0.00	0.00	1,891.42
NW NATURAL	74.12	0.00	0.00	0.00	0.00	74.12
OFFICE DEPOT	1,150.62	0.00	0.00	0.00	0.00	1,150.62
JONES, JASON	26.78	0.00	0.00	0.00	0.00	26.78
SDIS	1,954.84	0.00	0.00	0.00	0.00	1,954.84
ULINE	420.91	0.00	0.00	0.00	0.00	420.91
V-CARTER, JOHN	20.52	0.00	0.00	0.00	0.00	20.52
V-COTTRELL, LESLIE	151.20	0.00	0.00	0.00	0.00	151.20
V-RICHARSON, JAMES D	31.32	0.00	0.00	0.00	0.00	31.32
VERIZON WIRELESS	794.33	0.00	0.00	0.00	0.00	794.33
TOTAL	<u>7,112.43</u>	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,512.43</u>

Jason Jones AP relates to STF Charges

Ridecars						
RC-COLUMBIA COUNTY RIDER	6,700.19	110.00	0.00	0.00	0.00	6,810.19
RC-ELLIOTT'S TRANSPORT	6,142.25	0.00	0.00	0.00	0.00	6,142.25
RC-HOT SHOT TRANSPORTATION	14,593.13	0.00	0.00	0.00	0.00	14,593.13
RC-JONES, JASON	84.24	0.00	0.00	0.00	0.00	84.24
RC-MEDIX AMBULANCE	9,934.20	0.00	0.00	0.00	0.00	9,934.20
RC-METRO WEST AMBULANCE	4,923.00	0.00	0.00	0.00	0.00	4,923.00
RC-OREGON COAST TRANSPORTERS, LLC	300.00	0.00	0.00	0.00	0.00	300.00
RC-SETD-PARA	706.00	523.00	0.00	0.00	0.00	1,229.00
RC-SETD-PASSES	1,275.00	0.00	0.00	0.00	0.00	1,275.00
RC-TILLAMOOK COUNTY TRANSPORTATION	36,260.25	0.00	0.00	0.00	0.00	36,260.25
RC-WAPATO SHORES, INC	25,405.28	0.00	0.00	0.00	0.00	25,405.28
RC HOLYOAK	45.90	0.00	0.00	0.00	0.00	45.90
RC LEWIS	17.82	0.00	0.00	0.00	0.00	17.82
TOTAL	<u>106,387.26</u>	<u>633.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>107,020.26</u>

Sunset Empire Transportation
Checks Over \$5,000
May-16

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Original Amount</u>
Bill Pmt -Check	3802	05/03/2016	RC-HOT SHOT TRANSPORTATION	-10,339.54
Bill Pmt -Check	3803	05/03/2016	RC-K & M MEDIVAN	-25,041.69
Bill Pmt -Check	3805	05/03/2016	RC-METRO WEST AMBULANCE	-5,498.00
Bill Pmt -Check	3807	05/03/2016	RC-TILLAMOOK COUNTY TRANSPORTATION	-26,314.50
Bill Pmt -Check	3808	05/03/2016	RC-WAPATO SHORES, INC	-15,842.76
Bill Pmt -Check	3818	05/13/2016	RC-ELLIOTT'S TRANSPORT	-8,614.50
Bill Pmt -Check	3821	05/13/2016	RC-K & M MEDIVAN	-11,178.84
Bill Pmt -Check	3822	05/13/2016	RC-MEDIX AMBULANCE	-9,708.40
Bill Pmt -Check	3828	05/13/2016	RC-WAPATO SHORES, INC	-26,258.57
Bill Pmt -Check	3836	05/24/2016	RC-MEDIX AMBULANCE	-9,491.80
Bill Pmt -Check	3841	05/24/2016	RC-WAPATO SHORES, INC	-14,287.32
Bill Pmt -Check	16100	05/10/2016	ASTORIA FORD	-14,137.92
Liability Check	16158	05/31/2016	SDIS	-31,238.51
Check	CCB53116	05/31/2016	CLATSOP COMMUNITY BANK	-6,573.50

Bill

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

Date	Ref. No.
05/16/2016	0342 4/8 - 5/8

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

PAID

Bill Due	06/15/2016
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	DIR*STELLAR*PHOENIX*SW ELEMENTS5INFO	99.00		SETD
8031 WEBSITE/ON-LINE SW SUB	MICROSOFT - SOFTWARE SUBSCRIPTION	22.00		SETD
8031 WEBSITE/ON-LINE SW SUB	MICROSOFT - LICENSES FOR EMAIL	362.50		SETD
8038 TRAVEL	SHELL OIL - WESTPORT - FOOD	8.46		SETD
8038 TRAVEL	HILTON - EUGENE - TAMI FOOD FOR HRM SEMINAR	24.00		SETD
8038 TRAVEL	HILTON - EUGENE - TAMI FOOD FOR HRM SEMINAR	23.00		SETD
8038 TRAVEL	HILTON - EUGENE - TAMI LODGING FOR HRM SEMINAR	417.81		SETD
8121 POSTAGE-SHIPPING	USPS - POSTAGE	8.09		SETD
8056 COMPUTER HARDWARE	CDW DIRECT - RENEW FIREWALL SUBSCRIPTION	1,119.90		SETD
8070 EMPLOYEE RECOGNITION	0220 EARLS FRED MEYER - GIFT CARD - EMPLOYEE OF THE QUARTER	30.00		OPER 5311
8066 EVENT SUPPLIES	0318 FRY FRED MEYER - SUPPLIES FOR VETERAN'S OUTREACH	9.88		STF STATE
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES FOR VETERAN'S OUTREACH	11.78		STF STATE
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES FOR VETERAN'S OUTREACH	25.15		STF STATE
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES FOR VETERAN'S OUTREACH	35.69		STF STATE

Bill

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

Date	Ref. No.
05/16/2016	0342 4/8 - 5/8

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



Bill Due	06/15/2016
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES FOR VETERAN'S OUTREACH	7.98		STF STATE
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES FOR VETERAN'S OUTREACH	11.88		STF STATE
8020 BLDING & GROUNDS MAINT	0667 HAZEN HOME DEPOT - FIRE ESCAPE LADDER FOR TRANSIT CENTER	34.97		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	STATE SURPLUS - TRIP PERMIT FOR CAR	30.00		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	STATE SURPLUS - FURNITURE FOR RIDE CARE	50.00	RIDE CARE ADMIN	RIDE CARE
8038 TRAVEL	TOMMY'S FOURTH STREET - JEFF AND KONNOR FOOD FROM FURNITURE/CAR PICKUP	34.38		SETD
8038 TRAVEL	EXPEDIA - JEFF LODGING FOR FTA SEMINAR	279.15		SETD
8038 TRAVEL	AMTRAK - JEFF TRAIN TRIP FOR FTA SEMINAR	58.00		SETD
8022 B&M JANITORIAL	FRED MEYER - OPS JANITORIAL SUPPLIES	7.98		OPER 5311
8038 TRAVEL	AMTRAK - JEFF FOOD FOR FTA SEMINAR	7.00		ADMINISTRATION
8038 TRAVEL	ATHENIAN SEAFOOD - JEFF FOOD FOR FTA SEMINAR	24.91		ADMINISTRATION
8038 TRAVEL	SALUMI - JEFF FOOD FOR FTA SEMINAR	15.55		ADMINISTRATION
8038 TRAVEL	CANTINA DE SAN PATRICI - JEFF FOOD FOR FTA SEMINAR	16.25		ADMINISTRATION
8038 TRAVEL	AMTRAK - JEFF FOOD FOR FTA SEMINAR	12.25		ADMINISTRATION

Bill

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

Date	Ref. No.
05/16/2016	0342 4/8 - 5/8

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

PAID

Bill Due 06/15/2016
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	SALUMI - JEFF FOOD FOR FTA SEMINAR	15.65		ADMINISTRATION
8038 TRAVEL	SHELL OIL - JEFF FUEL FOR FTA SEMINAR	15.02		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - CARD AND FLOWERS	33.68		ADMINISTRATION
8100 MEETING EXPENSE	WET DOG CAFE - JEFF FOOD CHAMBER MEETING	9.50		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - CABLE FOR IPAD	25.49		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD FOR RIDE CARE MEETING	47.74	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	MCGRATH'S FISH HOUSE - JEFF FOOD FOR PTAC PROJECT	18.58		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0261 JONES FRED MEYER - EMPLOYEE APPRECIATION	23.26		ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT - PARTS TO REPAIR DESKS	25.49	RIDE CARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - BUSINESS CARDS	21.49	RIDE CARE ADMIN	RIDE CARE ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER FOOD FOR VETERANS MEETING	30.93	RIDE CARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER FOOD FOR VETERANS MEETING	5.99	RIDE CARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER FOOD FOR VETERANS MEETING	8.28	RIDE CARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0204 PARKER FRED MEYER	68.58		ADMINISTRATION
8021 B&M GENERAL	AMAZON MARKETPLACE	16.94		ADMINISTRATION
8021 B&M GENERAL	KIWI GLASS	12.00		ADMINISTRATION

Bill

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

Date	Ref. No.
05/16/2016	0342 4/8 - 5/8

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

PAID

Bill Due 06/15/2016
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	SAFEWAY	19.46		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO	11.00		ADMINISTRATION
8021 B&M GENERAL	SIGN 1	330.00		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY	26.53		ADMINISTRATION

Expense Total : 3,588.15

Bill Total : \$3,588.15



SUNSET EMPIRE TRANSPORTATION DISTRICT

465 NE Skipanon Drive -- Warrenton, OR 97146

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

e-mail: cindy@ridethebus.org

RESOLUTION NO. 2005-01

A Resolution of the Board of Commissioners adopting public contracting rules and prescribing rules of procedure for public contracting.

WHEREAS, the Sunset Empire Transportation District, hereinafter called "District" is an Oregon Special District which is subject to Oregon's public contracting rules; and

WHEREAS, in 2003 the Oregon Legislature substantially revised the Oregon Public Contracting Code, and most of these revisions will take effect March 1, 2005; and

WHEREAS, on March 1, 2005, the District's existing public contracting rules will become void, and the District is required to adopt new public contracting rules consistent with the revised Public contracting Code; and

WHEREAS, ORS 279a.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contract that:

(A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and

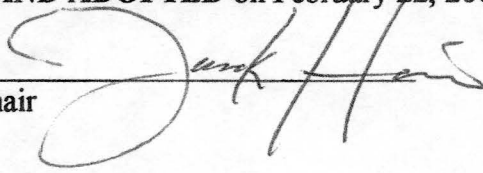
(B) Prescribe the rules of procedure that the contracting agency will use for the public contracts, which may include portions of the model rules adopted by the Attorney General;

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the District hereby adopts the provisions of ORS 279A, 279B and 279C, and the Oregon Attorney General's Model Public Contracting Rules ("Model Rules") as the contracting rules for the District, as such Model Rules now exist or are later modified.
2. That the District affirmatively adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Rules adopted in Exhibit A are consistent with current law.

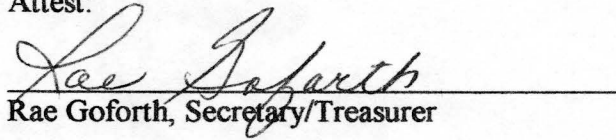
APPROVED AND ADOPTED on February 22, 2005.

Jack Harris, Chair



Attest:

Rae Goforth, Secretary/Treasurer



VOTE:

YES

NO

ABSENT

Chair Jack Harris
Vice-Chair Bob Gannaway
Secretary/Treasurer Rae Goforth
Commissioner Kee
Commissioner Fenske
Commissioner Mendenhall
Commissioner Shannon

1.963 Public Contracts – Model Rules. The Model Rules adopted by the Attorney General under ORS 279A.065 (Model Rules) are hereby adopted as the public contracting rules for the SETD, to the extent that the Model Rules do not conflict with the provisions of this Ordinance including any amendments to this Ordinance.

1.964 Public Contracts - Authority of Purchasing Manager.

- A. **General Authority.** The Executive Director shall be the purchasing manager for the SETD and is hereby authorized to issue all solicitations and to award all SETD contracts for which the contract price does not exceed \$10,000. Subject to the provisions of this Ordinance, the purchasing manager may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code or otherwise convenient for the SETD's contracting needs. The purchasing manager shall hear all solicitation and award protests.
- B. **Solicitation Preferences.** When possible, the purchasing manager shall use solicitation documents and evaluation criteria that:
- (1) Give preference to goods and services that have been manufactured or produced in the State of Oregon if price, fitness, availability and quality are otherwise equal; and
 - (2) Give preference to goods that are certified to be made from recycled products when such goods are available, can be substituted for non-recycled products without a loss in quality, and the cost of goods made from recycled products is not significantly more than the cost of goods made from non-recycled products.
- C. **Delegation of Purchasing Manager's Authority.** Any of the responsibilities or authorities of the purchasing manager under this Ordinance may be delegated and sub-delegated by written directive.
- D. **Mandatory Review of Rules.** Whenever the Oregon State Legislative Assembly enacts laws that cause the attorney general to modify its Model Rules, the Purchasing Manager shall review the Public Contracting Regulations, other than the Model Rules, and recommend to the SETD Board any modifications required to ensure compliance with statutory changes.

1.965 Public Contracts – Definitions. The following terms used in these regulations shall have the meanings set forth below.

INTERGOVERNMENTAL AGREEMENT

FOR THE

CANNON BEACH SHUTTLE

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

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

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

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

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

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

Exhibit A - Scope of Work

Exhibit B - Payment for Work

Exhibit C - Insurance

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

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

6. **Books and Records.** SETD shall keep proper and complete books of record and account and maintain all fiscal records related to this Agreement and the project in accordance with generally accepted accounting principles, generally accepted governmental accounting standards and state minimum standards for audits of municipal corporations. SETD acknowledges and agrees that the City and their duly authorized representatives shall have access to the books, documents, papers, and records of SETD which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after the Agreement expiration date. Copies of applicable

records shall be made available upon request. Payment for reasonable costs of copies is reimbursable by the City. If for any reason any part of this Agreement is involved in litigation, SETD shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Full access will be provided to SETD and to its duly authorized representatives in preparation for and during litigation.

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

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

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

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

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

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

8. Indemnity and Insurance.

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

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

(c) The City agrees to indemnify, defend, and hold harmless SETD from all claims, lawsuits and actions of whatever nature brought against those parties which arise from the City's performance or omissions under this Agreement. The City shall not be required to indemnify SETD for any such liability arising out

of negligent acts or omissions of SETD, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260 to 30.300.

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

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

10. Compliance with Applicable Laws.

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

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

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

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

12. Audit Requirements.

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

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

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

14. Force Majeure. Neither party shall be held responsible for delay or default caused by fire, riots, acts of God, and war which is beyond such party's reasonable control. Each party shall, however, make all

reasonable efforts to remove or eliminate such a cause or delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

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

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

17. CONTRACTOR PERSONNEL.

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

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

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

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

THIS AGREEMENT, WHICH INCLUDES ALL ATTACHED EXHIBITS, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THE TERMS OF THIS AGREEMENT SHALL NOT BE WAIVED, ALTERED, MODIFIED, SUPPLEMENTED, OR AMENDED, IN ANY MANNER WHATSOEVER, EXCEPT BY WRITTEN INSTRUMENT. SUCH WAIVER, ALTERATION, MODIFICATION, SUPPLEMENTATION, OR AMENDMENT, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN, AND SHALL BE VALID AND BINDING ONLY IF IT IS SIGNED BY ALL PARTIES TO THIS AGREEMENT. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, REGARDING THIS AGREEMENT EXCEPT AS SPECIFIED OR REFERENCED HEREIN. CITY, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

SUNSET EMPIRE TRANSPORTATION DISTRICT

By _____ Date _____

Jeff Hazen, Executive Director

CITY OF CANNON BEACH

By _____ Date _____

Brant Kucera, City Manager

EXHIBIT A

SCOPE OF WORK

Task 1: Operations of Cannon Beach Shuttle

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

Summer Schedule

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

Weekday Schedule

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

Southbound – Part I (Weekdays)

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

Northbound – Part I (Weekdays)

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

Southbound – Part II (Weekdays)

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

Northbound – Part II (Weekdays)

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

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

Weekend Schedule

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

South (Weekends)

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

North (Weekends)

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

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

Fall, Winter, & Spring Schedule

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

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

EXHIBIT B

SETD COMPENSATION

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

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

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

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

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

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

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

EXHIBIT C

INSURANCE PROVISIONS

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

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

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

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

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

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



Board of Commissioners
RESOLUTION 2016-04
ESTABLISHING A CAPITAL RESERVE FUND

WHEREAS, the Sunset Empire Transportation District (District) Board of Commissioners (Board) desired to accumulate reserve funds for the purchase, repair and renovation of District systems, facilities and equipment: and

WHEREAS, at the May 1, 2014 Budget Meeting the District Budget Committee approved by motion the creation of a Capital Reserve Fund: and

WHEREAS, the approved Capital Reserve Fund was included in the 2016-2017 District Budget approved by the District Budget Committee on June 10, 2016.

NOW THEREFOR THE SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1: In accordance with ORS 294.346, the District Board hereby ratifies the District’s Budget Committee’s prior establishment of a Reserve Fund for the purpose of accumulating monies for the purchase, repair and renovation of the District systems, facilities, structures and equipment.

Section 2: This reserve fund shall continue to be known as the Capital Reserve Fund.

Section 3. The Capital Reserve Fund previously established in the 2014-2015 budget shall continue through the 2016-2017 budget, and into subsequent years.

Section 4. The need for this fund will be reviewed within ten (10) years from the date of this Resolution.

MOTION OF ADOPTION

Name	Aye	Nay	
Chair Kleczek			
Commissioner Goforth			
Commissioner Gearin			
Commissioner Widener			
Commissioner MacDonald			
Commissioner Lewicki			
Commissioner Servino			

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS
_____ DAY OF _____ 2016.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Kathy Kleczek, Board Chair

ATTEST:

By: _____

Title: Carol Gearin, Secretary Treasurer

Executive Director Report
June Board Meeting Report
Jeff Hazen

-I.T.

With Konnor's resignation, I will be exploring options for replacing his expertise. This very well could entail not replacing him but using an outside service.

-Transcription services

We have begun the search for transcription services based on the motion that was passed at the budget committee meeting. A question I have for the Board is do you want both budget meetings transcribed or just the second one? I will be looking for consensus from you at the Board meeting.

-Supplemental Budget

It came down to the wire but we are moving ahead with doing a Supplemental Budget Hearing for the RideCare fund because we will probably hit the 10% difference threshold. Provider payments have been higher than anticipated. We are moving funds from contingency to Materials and Services.

-OBSS update

Our partner public agencies will be meeting during the first week in July to hammer out details about the continuation of the Oregon Brokerage Software System. We are likely to enter into a 1 year contract with the software engineer that built and has maintained OBSS. This will buy us the time to develop new software or convert OBSS over to a cloud based system. Rogue Valley Transportation got the grant to develop new software so we will determine which way we will go.

-Buses

We will be receiving our 2 new smaller buses by the end of July.

-Board Vacancy

As I reported, Rae's seat will need to be filled by the Board. Once the Board declares the vacancy, we will advertise the position. The appointee will serve until the election of a new Commissioner at the next Special District Election (May 2017). This means that the Board will have 5 seats up for election in May:

Position 2

Position 3

Position 4

Position 5 (2-year term)

Position 7 (2-year term)

Weekly Reports:

5/31/16

The last two weeks have been primarily focused on the budget and the CTAA Expo. At the EXPO, I attended the 2 day intensive training on Financial Management for Transit Agencies. I learned a good amount about costing models to help evaluate financial performance in different areas but mainly on routes. Scott's 2 day intensive training was on the Certified Safety and Security Officer. These certifications come with an in depth exam in to be considered certified. Carol and Jason attended the Improving Healthcare Outcomes: The Mobility Management Connection. Shasia attended The Transportation PIE: Planning , Inclusion and Engagement. The rest of the week was filled with a wide variety of workshops that we attended that covered many different aspects in transportation. The whole EXPO was really revolved around change and innovation. Technology has been the driver around a lot of the changes that we are seeing in transportation. We will continue to see technology play a key role in the future and we need to look at how these new technologies can help our operation and ultimately, the service we provide to the public. While in Portland, Al and I kept in close contact in order to wrap up the budget for next year. We made several changes during the week and were able to get it wrapped up in order to assemble the notebooks on Friday. Hat tip to Al for his first Oregon budget and another for Mary for helping assemble the notebooks on Friday.

In further discussion with our auditing firm, I am changing my earlier decision that we discussed at the Board meeting regarding the financial transitional review. I had informed you that we would have Boldt Carlisle & Smith help Al make the necessary corrections and then go out for a RFQ (request for quotes) on our audit for this fiscal year. Because of timing issues, it would be very difficult to get another municipal auditing firm to perform our audit. They suggested that we contract with a local accounting firm to help Al with the corrections that they have identified so that they can continue to be our audit firm for this current year. I talked to Barbara Blue about this as well and she indicated that this would be the wise way to proceed.

6/6/16

Good afternoon, last week we held fire extinguisher training in Warrenton. The training was a live fire version of the training and works a lot better than simulator training. I worked with the consultants on the Long Range Comprehensive Transportation Plan in preparation for our final advisory committee meeting that will happen on Friday. I met with Jamey and Jean from ODOT via telephone in regards to Columbia County. They provided me with some suggestions in advance of my meeting I will have with Commissioner Heimuller later this week. I have started doing some research on CC Rider through the National Transit Database (NTD) and will

continue to look at their operation as time allows. I appreciated the discussion at the Budget Committee meeting and we look forward to getting it wrapped up with the committee on Friday. The poll has spoken and we have a date for our June Board meeting. We have a quorum for June 17th as long as everyone who indicated they could meet on that day is in attendance. We will keep the agenda light due to the change of date and not having a full Commission on hand.

6/22/16

The last couple of weeks have been busy for everyone. I attended a 2 day webinar put on by the FTA and the National Academies of Science on Healthcare and Transportation. So much of what we do revolves around healthcare you can pretty much call us a healthcare provider. It shared how transportation provides a vital part in getting positive healthy outcomes. I had been interviewed by one of the researchers on our partnership with the CCO. They spend considerable time discussing the CCO model in Oregon. Funny thing about this webinar is that it started at 8:15 both days Eastern time, made for an early morning day! The revisions to the budget from the 1st meeting were taken care in preparation for the budget meeting on the 10th. I had a meeting with Commissioner Heimuller from Columbia County along with Janet Wright, Michael Ray, and a member of their transportation advisory committee. They are now very interested in looking at options surrounding a merger of our two entities for public transit. We have written a joint letter to ODOT Public Transit requesting funding for a feasibility study to examine various options. This is the first step suggested by both Jean Palmeteer and Jamey Dempster from ODOT when I talked with them earlier this month. We had our final transportation plan TPAC meeting where the committee received the draft final plan. The only thing left is the finalizing of the executive summary by the consultants. They held two outreaches, one at the transit center in the evening on the 10th and in the morning in Seaside on the 11th. There was sparse attendance but they received positive comments from those that did stop by. Thanks Jim for coming on Friday evening along with your wife, the consultants and ODOT staff were pleased that you stopped by!

Last week I received back the draft updated employee policies from HR Answers, the company contracted by SDAO. I spent time last week reviewing their comments and suggestions for language changes. I will continue to review them over the next few weeks and make changes suggested before we move the policies forward. My plan is once the changes are incorporated, Tami and I will meet with a few employees to review the new policies to get their input on the changes. Once that is complete, we will bring them to the Board for adoption. NRTAP put on a webinar on procurement that we attended. Procurement is one of the most difficult processes, this was admitted to by one of the regional FTA specialists. We will now be using the software developed by NRTAP to help us through the process to make sure that we are in compliance with FTA procurement rules. To give you an idea what it's like, if we do a small procurement (less than \$150,000) it will generate close to 70 pages of documents. If it is more than \$150k, a lot more pages are generated. The nice thing about the program is the checklist that is generated. If we follow the checklist in the order that things are listed, we will be in great shape. Shasia and

I attended a workshop put on by the County on Friday about Health Impact Assessments and the trail proposal that the County is working on.

Finally, I need to let you know in case you haven't heard, Rae has submitted her resignation from the Board. We will have this on the agenda for next week's Board meeting to have you declare the vacancy so we can begin the recruitment process for finding someone to fill her seat.

Human Resource Report
June Board Meeting Report
Tami Carlson

- In May Julia Takko Ride Care Billing Officer announced her retirement. Her last day was May 11th. The in-house posting for the RC billing position resulted in moving Ashleigh Naslund from RC Customer Service Rep/Dispatcher to the billing position. There are currently 2 CSR positions to fill at RC.
- Conducted interview process for RC CSR positions. Several candidates were interviewed. Cassandra Van Osdol was hired. Welcome Cassie! Continued hiring process for another RC CSR and relief drivers for fixed route.
- GSNA Timeclock implemented May 15th
- SDAO Fire Extinguisher Live Fire Training held on June 1st
- Other projects – SETD Budget Process

Admin

- Throughout the month of May, Tami and I continue to work on and become accustomed to the new features of the Time and HR system. All employees have done very well with remembering to punch in, given that they haven't been doing this for months. This month I have mainly focused on ongoing maintenance of our systems, ensuring that all systems are in good health, and that there are no early warning signs of problems. At the end of the month, Al and I finished off the rest of the IT budget for the District, and I am pleased to share it with the budget committee next month.

Mobility:

- Nothing New

Ride Care:

- Over the month of May, I have started to notice our OBSS software system is showing signs of heavy use, as our call volume and amount of staff rise. It came to my attention, that part of the slow down was due to server hard drives becoming worn. These drives are about 3-4 years old, and are slated for replacement. New drives have been ordered. As we continue to work on ongoing support for OBSS, there is currently a discussion about having a second meeting as early as next month. This meeting would help solidify the final scope of work for Byron (The original developer of OBSS).

Maps, Schedules and Website:

- As mentioned last month, the connector project received a grant for \$125K to build a platform that other transit websites in the state could be developed off of. Next month I have a meeting with Doug from Tillamook and a few other individuals to discuss the scope of work for this project. Once the connector platform is built, I can then begin outlining what needs to be changed and manipulated to best serve SETD. This should significantly reduce cost, and allow for a most structured end result. I will keep this section updated as the project advances.

Conferences and Training:

- While there is nothing new this month for conferences and training, there are a few scheduled for the following month. One includes a training seminar on how to use Transit Remix (a free software program that lets you cost and plan routes). The other conference is related to the future development of OBSS for our NEMT brokerage.

Transportation Options:

- Nothing New

Development Notes:

- Nothing New.

Marketing and Outreach
June 2016 Report
Mary Parker

The last month has been very busy in preparation for the Budget Committee meetings and the summer outreach. We started the Seaside Streetcar on May 28th. We changed the schedule back to 1 hour loop from the Seaside Cinema through town to the Convention Center, Turnaround, Seaside Cove out to the Circle Creek Campground back to Broadway past the pool and library then back to the Cinema. I distributed almost 2000 Streetcar schedules in the Seaside area so far but there is no end to this distribution with the amount of visitors that are in Seaside every weekend. Streetcar posters are up in all shelters, buses and around town as well. We receive a lot of support from the businesses for the Streetcar every year. The Student Summer Fun Pass went on sale June 6th. This Student Summer Fun pass is only \$20 and is good for the entire summer. I sent out flyers and information to all the local schools for their newsletters and distribution, to service organizations and we delivered and posted flyers all over the county. We also started the Summer Weekday service in Cannon Beach which is also very liked by the visitors and businesses there as well.

Our new bus schedules go to print next week. New large sticker schedule maps are also on order to be placed in all the shelters so that there will not be taped up schedules any more. I have ordered replacement logo stickers for the older buses and new logo stickers to place over old logo on bus stop signage in area. I also have designed new Bus Coasters that will be being distributed in the area and can be used as token business cards as well.

I hope you all are enjoying the summer and will take a little summer adventure, play tourist and ride the bus to Seaside or Cannon Beach and maybe take a whirl on the Streetcar. .

We will have the festively decorated Streetcar the Fourth of July parade in Seaside and you are welcome to join in the fun. The Seaside parade starts at 11 am. Let us know if you want more details as there are plenty of seats inside or you can walk the route alongside of the Streetcar and help give out candy to all the kids lined up waiting for a treat. We will also have a bus in the Warrenton parade which begins at 3 pm. We will have brochures, information packs and candy to give away.

RIDE ASSIST
June Board Meeting Report
Carol Penuel

- In May, Paratransit had 632 rides for an average of 27.5 rides per day. There was an increase in all ADA Paratransit rides from last May. The ADA rides increased overall in total rides from last May.
- Dial-A-Ride had 2 rides in the month of May.
- There were 5 new ADA Paratransit applications received.
- The Paratransit drivers sold 16 ticket books for a total of \$408.00
- There were 140 veteran rides given, which is 20 more than last month.
- There were 2 ride denials for ADA Paratransit rides in May due to lack of capacity
- There were requests for weekend rides in Warrenton-Hammond. There were 2 rides in May.
- Carol attended the Community Transportation Association of America's 2016 Expo in Portland. She attended sessions on mobility, transportation funding, customer service and took a Ride Connection tour.

Paratransit Fares Collected for May \$1443.00 (not including Medicaid total)

- Para-transit Fares: \$ 988.00
- Tickets Collected: \$ 455.00
- Medicaid Collected not available yet.

Operations
June Board Meeting Report
Scott Earls

1. I attended the CTAA (Community Transportation Association of America). This was a very intense 4 day training experience. The Expo that was part of this conference was well represented by the bus vendors not only in Oregon but throughout the US. Vendors from Florida, California, and throughout the country showed safety equipment, Seats, Display Boards and software.
2. We have started the Seaside Streetcar Route and had the best opening weekend so far.
3. The Cannon Beach RT.21 is scheduled to start on June 9th.
4. We have 1 smaller ship that we will be running RT11 and 12 for on the 16th of June and then we won't have any more until fall.
5. We will be transporting visiting Naval Officers from the Port Docks to the Elk's lodge off of the Navy Ships on June 8th
6. We have been invited to participate in the 4th of July parades for both Seaside and Warrenton. The 4th is on a Monday this year so we will be running full service
7. We have 2 new drivers that have joined us, Curt Dean and Bill Logan. We are interviewing 2 more applicants on June 9th so with any luck we will have a couple more.
8. We will be sending 6 drivers to Pass class and defensive driver class on the 10th and 11th of June. We will have another class at the end of June to get our drivers caught up with their training.
9. We are taking part in a three state training for emergency preparedness called Cascadia Rising on the 7th of June. This is an all out coast wide exercise to see what problems we may face in a catastrophic event such as the Cascade Fault line may produce. We are working with the Clatsop County Emergency Preparedness Committee.
10. We are selling Summer Fun Passes.

Mobility Management
June Board Meeting Report
Shana Verley

Training and Research

This month I took the following online courses: Office Ergonomics, Hazard Communication: Right to Understand, Drug Free Workplace

Program Development

Our Veteran's Enhanced Transportation Program (VETP) is still successfully running. As of now we have 22 veterans that are benefitting from this program.

I am currently doing research to see if we can begin a different volunteer program.

Outreach

Eric and I went to the Warrenton Grade School to the first Clatsop County Resource Night. The purpose of the event was to get several organizations together in hopes to help special needs children, find employment and be able to transition into the world. People were there from all over the county including Special Olympics and the Warrenton Police Department. There was a wonderful turnout of 21 families.

Mary, Dick Lang and I are currently working on putting a rack card together with information for veterans to be able to access all their benefits and other help. Once these have been completed they will be passed out to several places throughout Clatsop County like hospitals, fire departments, police departments, etc.

Transportation Options
June Board Meeting Report
Shasia Fry

Trainings and Research

I have been researching vanpools throughout the State and will be participating in 2 webinars in July about starting a vanpool in our area. I will be contacting the Wauna Mill and other large business to gauge interest in starting a vanpool. I will be researching businesses in all 3 counties. I met with the transportation options specialist from Baker, where they have successfully recently started a vanpool program in their area. As they are a rural area, I believe we will be able to learn a lot from them.

I have also been participating and completing the safety trainings assigned to us for the month of June.

Statewide Campaigns

I have been recently talking with partners at Pac West Communications about the 2 statewide campaigns coming up this fall. Drive Less Connect Challenge and Be Safe. Be Seen. We have been reviewing our budget for the campaigns and deciding where to allocate the money. Kelly Bantle and I are working on the advertising for the campaign and reaching out to local business partners for advertisements. The Drive Less Challenge will run October 1-15th and the Be Safe. Be Seen campaign runs November – January.

CTAA conference

I have attended many conferences, but this conference was my first national one. It was a great conference where I was given an opportunity to network with professionals all around the country. It was interesting to learn about some of the struggles and successes they have and how they relate to ours locally. I attended a symposium called transportation pie, where we discussed connecting with a community and the different aspects of messaging and marketing. I picked up some great tips and some great marketing strategies. I also attended a session on vanpooling that discussed the ins and outs of starting and maintaining a vanpool. This session struck my interests and I will be researching the possibility of starting a vanpool locally. I also met with a woman named Mary. She is the T.O. specialist for Bellingham's Smart Trips Program. Her and I are planning to keep in touch and help each other discuss ideas and things that may benefit our programs.

Ride Care
June Board Meeting Report
Jason Jones

- Ride Care congratulated Julia Takko on her retirement in May. Julia had been with the company for 4 years as Billing Clerk and we wished her the best in the next chapter of her life.
- Ride Care posted for the billing position in house and were pleased to announce that Ashleigh had decided to apply. After a great interview and careful considerations, it was decided that Ashleigh would move into the Billing position from her current one as dispatcher. This left us with the need for a dispatcher so we asked all the front line staff to see who would like to take the dispatching position on and Donna Bugaran decided to do so. This move now left us very shorthanded in front line staff. Ride Care interviewed potential candidates for the open position and ended up being very excited to offer the position to a candidate who will decide soon if she wants the job.
- Jason attended the CTAA conference in Portland the week of May 23-27 and came away very impressed. There were so many opportunities to network, opportunities to learn and opportunities to see so much related to transportation. I thought that maybe the conference would not provide a Non-Emergent Medical Transportation brokerage enough education but I was wrong. I will be processing my notes for a long time to come and feel so much more confident in some of the things we are doing right now.
- Jason continues to work with the CPCCO in responding to the Review and Oversight committee's findings during their visit in January. Jason looks to have all the responses done before the end of June.
- Overall, we are busy and just trying to stay afloat as we try to get the office back to appropriate staffing levels. We should be set before the end of June.

“The Bus” (Fixed Route) Highlights:

- **24,694 people** used fixed routes in May for an average of **796.6 riders per day**.
- **2.1% increase** in average passengers who rode fixed routes per day from last May (779.9 to **796.6**)
- **14.9 people per hour**, on average, got on any fixed route at any time that the bus runs in May. A **22% decrease** (19.1 to 14.9) from last May.
- **17.4% decrease** in the ratio of elderly/disabled riders from last May (31.7% to **26.18%**)

RideAssist Highlights:

- **747 rides** were provided by RideAssist in May for an average of **32.5 rides per day**.
- **11.3% increase** in average RideAssist passengers per day from last May (29.9 to **32.5**)
- **12.8% increase** in all ADA Paratransit rides from last May (438 to **510**)

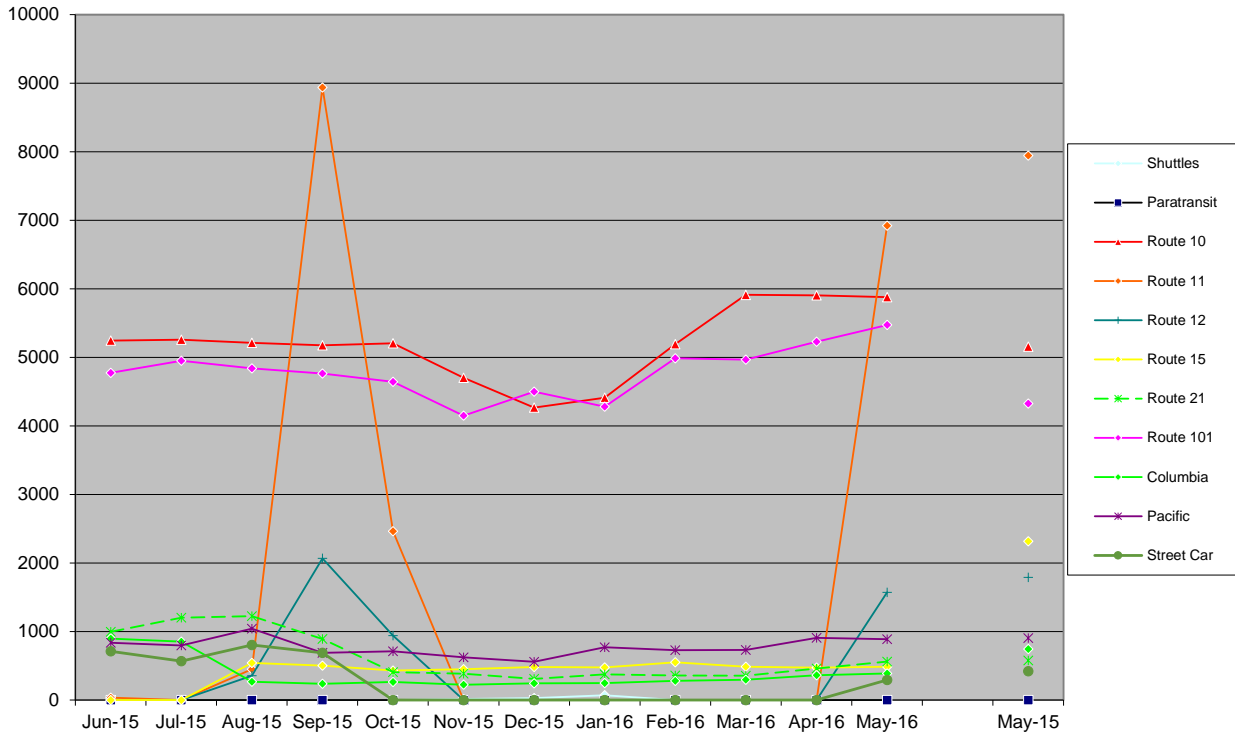
Clatsop Care Center Health District Highlights:

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

System Highlights:

- **25,441 people** used Sunset Empire Transportation in May for an average of **820.7 riders per day**.
- **3.3% increase** in all average passengers per day from last May (794.5 to **820.7**)

SETD Rides



Rider Breakdown by Route

