



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY JUNE 26, 2014

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

Agenda:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF MAY MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. EXECUTIVE DIRECTOR REPORT
8. REGIONAL PUBLIC TRANSIT COORDINATOR REPORT
9. FINANCIAL REPORTS
 - a. Resolution to adopt the proposed 2014-2015 Budget, as recommended by the Budget Committee.
 - i. One change, per auditor's suggestion: location of Estimated DMAP Adjustment on budget presentation.
 - b. Financial Report for month of May 2014.
10. OLD BUSINESS
11. CORRESPONDENCE
12. NEW BUSINESS
 - a. Holiday Schedule for Administrative Staff
 - b. Merit Increases for Staff – Policy, Process & Procedures
 - c. Finance Committee Proposal – Secretary / Treasurer
 - d. Proposed Antique Sale with Regatta, Astoria Transit Center Parking Lot, August 9th *
 - e. Special Transportation Funds (STF) A & B Proposals *
 - i. Dial-A-Ride Service Re-Opening
 - ii. Bus Shelter Renovation, Maintenance, and Signage
 - f. Senior & Disabled Committee – appointment of new members.
 - g. Intergovernmental Agreements (IGAs) *
 - i. IGA with City of Cannon Beach, for Cannon Beach Shuttle Service
 - ii. IGA with Columbia County, for Columbia County Fair
 - h. Name and branding of SETD - Update

13. EXECUTIVE SESSION- ORS 192.660 (2)(b)

14. OTHER ITEMS

*Action may be taken

Sunset Empire Transportation District Board of Commissioners meetings are open to the public and accommodations will be provided to persons with disabilities. Alternative formats available on request. For assistance please contact Mary Parker at 503-861-5370.

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY MAY 29, 2014**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:00 AM.
2. ROLL CALL-
Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Neal Smith, Commissioner Kathy Kleczek and Commissioner Kevin Widener
Excused: Commissioner Fenske, Commissioner Gearin
Staff: Executive Director Diana Bartolotta and Executive Assistant Mary Parker
3. CHANGES TO AGENDA-Chair Lewicki said that Resolution 2014-02 will be moved from under New Business and be included with the Financial Reports.
4. PUBLIC COMMENT- Denise Giliga from Shooting Stars asked to make Public Comment. She said she was in attendance today in case the Board had questions about her application for donated services.
5. APPROVAL OF BOARD MEETING MINUTES-

March 18, 2014 Special Board Meeting Minutes
Commissioner Kleczek moved to approve the March 18 Board Meeting Minutes
Commissioner Widener Seconded the Motion
Motion passed unanimously.
Voting Aye: Kleczek, Widener, Smith, Goforth and Lewicki (5)

April 8, 2014 Special Board Meeting Minutes
Commissioner Kleczek made a correction noting that the vote to offer Diana Bartolotta the Executive Director Position and one nay vote so it was not unanimous as stated in minutes.
Commissioner Widener moved approve the April 8th Board Meeting Minutes as corrected.
Commissioner Goforth seconded the motion
Motion passed unanimously.
Voting Aye: Kleczek, Widener, Smith, Goforth and Lewicki (5)

April 24, 2014 Board Meeting Minutes
Commissioner Widener made correction noting the vote for approving the contract for the Executive Director Bartolotta had one nay vote so it was not unanimous as stated in minutes..
Commissioner Goforth noted a correction of the word “no” that was omitted from a comment she had made.
Commissioner Goforth moved to approve the April 2014 Board minutes with corrections.
Commissioner Kleczek seconded the motion.
Motion passed unanimously.
Voting Aye: Kleczek, Widener, Smith, Goforth and Lewicki (5)
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Widener- Reported he had ridden around on Route 11 and it seemed to be working well and he attended the Cannon Beach City Council Budget Meeting where the Budget Committee approved the budget including funds for the Cannon Beach Shuttle.
 - b. Commissioner Kleczek- Reported she was pleased with how the Budget meeting had gone and that she had attended the NWACT meeting and thanked Executive Director Bartolotta for also attending. Commissioner Kleczek said she would like to see the District become more involved in applying for some of the funds that are available and fitting

into their funding requirements. Commissioner Kleczek also said she had rode around Cannon Beach with Scott Earls and Executive Director Bartolotta looking at the existing bus signage and shelters and she said she was glad that we are moving forward to improve route identification and help riders be more informed. Commissioner Kleczek said that she and Commissioner Widener had collaborated on this effort.

- c. Commissioner Smith- Nothing to Report
- d. Commissioner Goforth- Nothing to Report
- e. Chair Lewicki- Commented that this is Executive Director Diana Bartolotta's first official Board Meeting.

7. FINANCIAL REPORTS- Finance Officer, Diane Moody answered several questions concerning the reports presented. Commissioner Kleczek asked about being over budget in computer costs and asked that Diane specify which person is receiving new computer equipment by using their last name. Executive Director Bartolotta reported that she and Diane have been discussing matching the financials with the budget at the appropriations level and Diane has included a proposal of this new Board summary so that the Board will know where this report is headed however; the rest of the financial reports will remain exactly the same. Chair Lewicki thanked Diane for making the report.

Commissioner Goforth moved to approve the April Financial Reports as presented.

Commissioner Widener seconded the motion.

Discussion- Commissioner Kleczek asked about the computers being over budget. Diane said the Ifocus and M2 budget was under budgeted and the allocations were not included. Diane clarified that both the Ride Center and the General Fund are over budget about \$2000. Commissioner Kleczek asked what the rules are about bringing items back to the Board that are over budget. Chair Lewicki said the Board had approved this contract and that there is 10% overage allowed through our contingency. Commissioner Kleczek said the Board had approved this as an entire entity and asked how much more the costs will be going forward. Executive Director Bartolotta said she will look into this and will put the Ifocus contract on the June Board meeting agenda. Commissioner Kleczek said she had voiced her concern about the Ifocus contract and added costs at a previous Board meeting before the web was launched and for the record, that is why she was calling it out today.

Motion passed unanimously.

Voting Aye: Widener, Smith, Lewicki, Goforth and Kleczek (5)

RESOLUTION 2014-02

This resolution asked the Board of Commissioners of Sunset Empire Transportation District to authorize the transfer of \$90,000 from the Northwest Ride Center Operating Contingency to the Northwest Ride Center Appropriated Debt Service to ensure compliance with relevant Oregon Administrative Rules.

Commissioner Widener	Aye
Commissioner Kleczek	Aye
Commissioner Goforth	Aye
Commissioner Smith	Aye
Chair Lewicki	Aye

Resolution 2014-02 passed unanimously

8. OLD BUSINESS-

- a. Budget Process Update- Executive Director Bartolotta reported that the Budget Committee has recommended that the 2014-2015 Budget be approved by the Board of Commissioners.
- b. Board and Staff Communication- Commissioner Smith discussed the importance of the Board not being involved in the daily functions of the staff. Commissioner Smith said that if a Board member has questions they should always go through the Board Chair or the Executive Director. Commissioner Smith said that the Board needs to develop policies that support this and also policies that define the importance of the Board policies not containing staff policies. There was discussion about lengthy staff time being spent on the Board minutes. Executive Director Bartolotta suggested that the recording of the meetings will be made available to the Board directly following the meeting and that the meeting minutes would be compiled in a briefer format and not fully transcribed. Chair Lewicki asked for and received consensus from the Board for making these changes to the Board minutes process. There was further discussion on Board communication flow. Executive Director Bartolotta noted that it sounds like the Board wants to come to agreement on roles and responsibilities and suggested a Board retreat or training, which SDAO

could provide. Discussion ensued regarding appropriate training and Executive Director Bartolotta suggested having a short training through SDAO at the beginning of each fiscal year and a more lengthy retreat each year in January, when Board members might have more time to attend. Chair Lewicki explained his role as chair involves being available to the Board on a daily basis and that in order to have better communication between the Board and staff the points of contact should be the Board Chair and the Executive Director.

- c. Commissioner Goforth asked Executive Director Bartolotta what days she plans on working. Executive Director Bartolotta said she will be working Monday through Friday.
- d. Donated Services Approval Process – The annual donated services application process was completed with a detailed discussion of all applications by the Board. Each application was evaluated and determinations made were based on the type of service and associated costs to the District. Some requests were for outreach services that the District already planned to participate in. The total amount awarded for Donated Services was \$4958. This amount is under the \$5000 threshold allowed in the 2014-2015 Budget message.

Donations Awarded:

Shooting Star Child Development Center- \$200 for bus tickets
TOPS 4th of July Ride on Trolley- SETD participates
Clatsop Community Action Homeless Connect Transportation- SETD participates
Clatsop Community Action- \$225 for Emergency tickets and Veterans Stand-down tickets
Cannon Beach Chamber- \$350 for Extra Bus for Sandcastle Day 2015
Goodwill- \$300 for bus tickets and passes
Clatsop Community College-\$350 for bus tickets for students
Astoria Christmas Basket- SETD participates

These items were already identified in our outreach program and cause no additional cost to our District.

SETD 4th of July Parade- \$162 for Seaside and Warrenton
SETD Canned Food Drive Nov.-Dec.- \$2133 for lost fares
SETD Customer Appreciation Day (Homeless Connect) Free Rides All Day- \$1184
SETD Adopt a Family present delivery- \$54

Commissioner Smith moved to approve the 2014-2015 Donated Service awards
Commissioner Kleczek seconded the motion
Discussion- None
Commissioner Kleczek- Aye
Commissioner Smith- Aye
Commissioner Goforth- Aye
Chair Lewicki- Aye
Commissioner Widener- Nay Noting he disagreed with the donation to the City of Cannon Beach.
Motion Passed.

- e. Executive Director Goals- Chair Lewicki distributed 2 goal lists compiled from the suggested goals he had received from Board members and Executive Director Bartolotta. One list was compiled as he received the goals and the other list was compiled by department. Chair Lewicki noted that many goals listed are actually operational duties. After discussion there was consensus by the Board to take the goal lists home to prioritize and return to Chair Lewicki. Executive Director Bartolotta and Chair Lewicki will meet and prepare a final draft of the goals for the June Board Meeting.

9. CORRESPONDENCE-

- a. A copy of the letter of response to Public Commenter Gail Evans-Sanders was presented for review.
- b. A thank you from Orabelle Bruneau commending the service provided by Tami and the Paratransit drivers was presented for review.

10. NEW BUSINESS-

- a. Resolution 2014-02 (moved to follow Financial report)

11. EXECUTIVE DIRECTOR'S REPORT

- a. Management Report- Executive Director Bartolotta discussed her plan to have a weekly team meeting and meet with each team member individually on a weekly basis as well. She also noted the change in structure of the management report including newly defined categories that include Routine Operations, Compliance, Risk, Growth, Organizational Effectiveness and Looking Ahead.

12. OTHER ITEMS- None

13. PUBLIC COMMENT- None

Meeting was adjourned at 12 Noon

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

900 Marine Drive – Astoria, Oregon 97103
Phone: (503) 861-5410 – Fax: (503) 861-4299

MAY MANAGEMENT REPORT

For the June 2014 Board of Commissioners Meeting

June 23, 2014

Dear Board of Commissioners,

May 2014 was my first full month with the organization. The team has done a great job of staying on top of routine operations, brainstorming ways we can expand or improve, and identifying areas of improvement. It was a very packed month.

As you know, the months following the beginning of a new Executive Director is a time of transition, with the first few months being the toughest. During this time, it is best to change as little as possible, accentuate our strengths, encourage collaboration and communication, and work towards common goals. It is important to remember that change is stressful and to approach each other with compassion, understanding, and support.

That said, I am confident that our team will navigate this transition successfully and come out stronger. We've got a great management team, strong services, and supportive partners. We're in great shape, and the organization will continue to get better as we learn to work together as a cohesive unit. I am very excited about where we are headed and look forward to building strong relationships with the whole team, including the staff, the management team, and the Board of Commissioners.

During the month of May, the team achieved many goals and completed many activities. In this report, I have broken the activities of the team into four types: 1) routine operations, 2) compliance, 3) growth, and 4) organizational effectiveness. These four categories give us a nice snapshot of what the organization currently is doing and where we are headed. All four areas have been addressed by the team during the month of May, and we continue to monitor the organization from this standpoint as we work together on projects.

May Activities:

1. Routine Operations

As usual, May is the beginning of our plans for ramping up for our busy summer season. Among the many routine operations we administered, the following are some highlights:

- We finalized negotiations with Cannon Beach, to continue the Cannon Beach Shuttle for another year. This is a great service, and we're glad to be continuing this partnership with the city of Cannon Beach. Scott Earls, our Operations Manager, was essential to this negotiation and the presentation to the Cannon Beach City Council, and he also educated me on the history and benefit of the shuttle to the community. We're excited to be presenting this Intergovernmental Agreement (IGA) to the Board for your approval today.
- We worked with Columbia County to create a proposal to provide our trolley for their annual county fair, as we have done for the last several years. This fair is in July, so May was the time to get the contract in order, have the attorney review it, and

coordinate with Operations on how to partner with Columbia County on this. We're excited about being able to present this IGA to you for your review today.

- We launched our annual Summer Fun Pass, our bus pass for youth for summer 2014. Mary Parker took the lead on that design and worked with the team on a plan for marketing, education, and distribution. The pass has been a huge hit – we're already seeing a number of child riders with the pass, and we even sold so many that we had to issue another round.

2. Compliance

Our biggest accomplishment for the month of May was the approval of the budget by our Budget Committee and their recommendation for adoption by the Board of Commissioners. Given that this was the first annual budget for both me and Diane Moody, our Budget Officer, we're very excited that we were able to get the budget to a point where it is ready for adoption by the Board. In addition to the Budget Committee, we also addressed the following points regarding compliance:

- Jean Palmateer and several others from ODOT spent some time with me last week, giving me an overview of the programs available with ODOT. She returns today and is spending the next two days reviewing the details of our grants with me, so I will have a better idea of our compliance requirements and needs. She has been a tremendous resource, and I'm very happy to have her back with us today.
- Diane Moody and I have been working on tying up loose ends from a compliance standpoint, as we are preparing for the end of the fiscal year. This includes the resolution we are presenting to the Board today, to make sure that the expenditures we need to pay are in line with the requirements of the budget and budget law. We also attended a day-long pre-audit training seminar in Salem, prepared by our auditors, Boldt Carlisle. It was a helpful training and made us feel more comfortable as we prepare for our annual audit, which will be the first audit in this organization for both me and Diane.

3. Growth

The organization also achieved progress in some areas of growth, which is quite impressive during a transition phase. The highlight of our growth activities is that the management team pulled together and figured out a plan for offering bus service on Fourth of July of this year. We're all very excited about this, and we believe it's a huge opportunity to meet the needs of our riders, as well as to get some great publicity. I want to thank the whole management team for working together to make this service a reality, especially with such a short lead time. I also want to thank the bus drivers and administrative staff who will be giving up their own holidays, to make this holiday possible for the riders. It was great to see such constructive collaboration. Other highlights in the area of growth include the following:

- Collaboration with the Connector Alliance. We're working to finalize our updated IGA among the members of the group, and then we'll be reaching out to the attorneys in the next month or two for their review. This has been a lengthy process, but we're hoping that we'll have a draft soon.
- Additionally, the Connector Alliance has finalized its budget for the year and has developed a marketing plan. We're excited to be hiring a marketing consultant, and each member of the project will have input on the particulars of the marketing for our own districts. The partners in the Connector project have been phenomenal as resources and peer support during my transition into this organization and into transportation in general.

- We presented two Elderly & Disabled Special Transportation Fund (STF) grant proposals to the Senior & Disabled Committee on June 17, 2014, for Grant Funds A and B. Our proposal is that Grant Fund A will resurrect our previously-popular service Dial-A-Ride, and Grant Fund B will improve, maintain, and repair our bus shelters (including much-needed signage on the bus shelters). There was considerable discussion amongst the members of the Senior & Disabled Committee, especially regarding the setting of fares for the service. Rae Goforth will be presenting the results of the committee today, and we're excited about the possibilities of both of these projects.
- We are expecting the arrival of three new buses within the month. The team did a fantastic job of staying on top of this project, especially with such a tight time frame. Scott Earls and John Layton worked together to make sure that the buses will be operational within this fiscal year and that the bus manufacturer is delivering what they promised. Mary Parker did a fantastic job on the design work, and we are very much looking forward to having these beautiful buses delivered and to celebrate this growth milestone. Lastly, Diane Moody did a great job staying on top of the financial requirements and implications for this project. It was a tight schedule to get this done by the end of the fiscal year, but the team collaborated and did a great job.

4. Organizational Effectiveness

Organizational effectiveness is always in the back of our minds during a transition period, but is not necessary at the forefront. We have a few areas where we've addressed organizational effectiveness, and here are some highlights:

- We're excited to announce that Eric Barton, currently a dispatcher with RideCare, will be returning to the Transit Center as a Mobility Assistant. As you are probably aware, Eric started his tenure with us in that position, and we're excited to have him back. He requested this change, as he felt that his skills were a better match with that position. His energy, enthusiasm, and dedication to the organization are a great match for this position, and we're looking forward to having him in our Astoria location. His first day at the Transit Center will be July 1, 2014.
- The management team has elected to extend full-time hours to Shasia Holtusen, our Operations Assistant. She will move from part-time to full-time on July 1, 2014. Both Tami Carlson and Scott Earls are looking forward to having the additional assistance. Shasia has been with us for approximately six months and has truly been a team player. She has stepped up in Operations and done a great job, and she also has volunteered to be a part of the Safety Committee. We are excited to be able to increase her employment to full-time. Shasia's full-time work will begin on July 1, 2014. She will remain part-time until then.

Looking Ahead:

I anticipate being out of the office a few times in the next month, and probably increasingly as I work with more external and government organizations. In the next month, my trips out of the office will include the following:

- Oregon Transit Association meeting in Salem on July 8.
- Northwest Oregon Area Commission on Transportation (NWACT) in Banks on July 10.

I would also like to take the training from SDAO for newly hired directors, and I am reaching out to them to coordinate. (The dates posted so far have been quite a long drive from us. I am researching other dates and locations.)

There will also be a committee meeting for the RideCare Advisory Committee on July 17th. Jason Jones will be in attendance. I can attend if the committee would like me there.

We are continuing to negotiate with CareOregon for our transition from the DMAP model to the CCO model for RideCare. The tentative launch date is October 1, but we are anticipating that this date might get pushed out further, to give us time to work out the financial model of the new per-member-per-month pricing, the mitigation of risk, and compliance with HIPAA laws. It has been a very successful negotiation, and we are looking forward to working with CareOregon as our CCO for the program.

Summary:

May 2014 was a very full month for us. It was my first full month as the Executive Director, and we're all working on a successful transition. The team has done a fantastic job of staying on top of everything, and our partners have been extremely welcoming and supportive. I look forward to more success and exciting projects.

Thank you for all of your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Diana L. Bartolotta". The signature is fluid and cursive, with a long horizontal flourish at the end.

Diana L. Bartolotta
Executive Director, Sunset Empire Transportation District

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

BOARD RESOLUTION

**IN THE MATTER OF ADOPTING THE
 ANNUAL OPERATING BUDGET FOR
 FISCAL YEAR 2014-2015, MAKING
 APPROPRIATIONS, IMPOSING AND
 CATEGORIZING TAXES**

**RESOLUTION AND ORDER NO.
 2014-03**

BE IT RESOLVED that the Board of Directors of the Sunset Empire Transportation District hereby adopts the budget for fiscal year 2014-2015 in the sum of **\$ 5,995,453** 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, 2014 and ending June 30, 2015 and for the purposes shown below are hereby appropriated as follows:

General Fund	(Note – Numbers are rounded)	
Personnel Services	\$	1,415,776
Materials and Services	\$	748,789
Capital	\$	216,880
Unappropriated Ending Balance	\$	197,140
Debt Service	\$	419,413
Contingency	\$	216,456
Transfer Out	\$	50,000
Total Department	\$	3,264,454
Northwest Ride Center Fund		
Personnel Services	\$	439,069
Materials and Services	\$	1,496,157
Capital	\$	5,643
Unappropriated Ending Balance	\$	154,334
Debt Service	\$	455,207
Contingency	\$	180,589
Transfer Out		0
Total Department	\$	2,731,000
Reserve Fund Resources and Requirements		
Transfer In	\$	50,000
Total Department	\$	50,000

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 2014-2015 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$0.1620/\$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, 2014.

ADOPTED AND APPROPRIATED by the Board of Directors on June 26th, 2014.

Board of Directors for Sunset Empire Transportation District

By: _____, Chair of the Board

ATTEST:

By: _____, Secretary of the Board

June 26, 2014
Sunset Empire Transportation District
Resolution 2014-3
Budget Adoption 2014-2015

MOTION OF ADOPTION YEA NAY ABSENT

Chair Lewicki
Commissioner Fenske
Commissioner Gearin
Commissioner Goforth
Commissioner Kleczek
Commissioner Smith
Commissioner Widener

**SUNSET EMPIRE TRANSPORTATION DISTRICT
GENERAL FUND**

Historical Data			RESOURCE DESCRIPTION	Budget for Fiscal Year 2014-2015		
Actual		Adopted Budget 2013-2014		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2011-2012	First Preceding Year 2012-2013					
		\$ 631,736	Beginning Fund Balance/Networking Capital	\$ 850,000	\$ 850,000	
\$ 63,598	\$ 56,409	\$ 60,000	State Mass Transit Payroll Distribution	\$ 55,000	\$ 55,000	
\$ 128,069	\$ 182,940	\$ 150,889	State Timber Revenue	\$ 160,000	\$ 160,000	
\$ 1,053	\$ 1,021	\$ 1,200	Interest	\$ 3,000	\$ 3,000	
\$ 49,108			Sales of Equipment (From Previous Year)		\$ -	
		\$ 6,300	State APD Non-Medical Program		\$ -	
\$ 9,120	\$ 9,880	\$ 10,420	Rentals	\$ 12,000	\$ 12,000	
\$ 225,361	\$ 214,482	\$ 225,000	Fares	\$ 225,000	\$ 225,000	
\$ 59,363	\$ 58,068	\$ 53,889	IGA Contracted Service	\$ 55,000	\$ 55,000	
\$ 18,956	\$ 4,039		Other Grants		\$ -	
\$ 75,538	\$ 105,538	\$ 73,620	ODOT - (STF/STO) State Funds	\$ 133,240	\$ 133,240	
\$ 67,765	\$ 61,982	\$ 63,476	ODOT - Section 5310 Prev. Maint.	\$ 70,741	\$ 70,741	
\$ 415,787	\$ 376,341	\$ 455,656	ODOT - Section 5311 Operations	\$ 455,645	\$ 455,645	
			ODOT - Section 5311 Operations (Supplemental)		\$ -	
		\$ 132,800	ODOT - State of Good Repair (New bus)		\$ -	
			ODOT - 5339 Bus & Bus Facilities	\$ 130,000	\$ 130,000	
			ODOT - Video Surveillance Equipment		\$ -	
			ODOT - New Shop Truck		\$ -	
		\$ 18,511	ODOT 5310 - Pass through	\$ 2,200	\$ 2,200	
\$ 66,818	\$ 64,845	\$ 85,117	ODOT - Mobility Management	\$ 66,400	\$ 66,400	
		\$ 75,646	ODOT - Drive Less. Connect Grant	\$ 95,640	\$ 95,640	
\$ 62,653	\$ 114,905	\$ 271,588	ODOT - Intercity Grant (Hwy 30)	\$ 100,588	\$ 100,588	
\$ 33,642	\$ 205,137	\$ 160,000	DOE - NWOTA/Connector Project			
		\$ 157,000	TGM Grant (Transit Plan)			
		\$ 33,100	FLAP Grant (LEWI Route)			
\$ 4,746	\$ 19,842		Miscellaneous			
\$ 1,281,577	\$ 1,475,429	\$ 2,665,948	Total Resources except Property Tax	\$ 2,414,454	\$ 2,414,454	
\$ 797,961	\$ 827,474	\$ 798,357	Property Tax	\$ 850,000	\$ 850,000	
\$ 2,079,538	\$ 2,302,903	\$ 3,464,305	Total Resources w/Property Tax	\$ 3,264,454	\$ 3,264,454	
\$ 310,000	\$ 450,000	\$ 60,000	Interfund Transfer In			
\$ 2,389,538	\$ 2,752,903	\$ 3,524,305	TOTAL RESOURCES	\$ 3,264,454	\$ 3,264,454	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
GENERAL FUND**

Historical Data			EXPENDITURE DESCRIPTION	Budget for Fiscal Year 2014-2015		
Actual		Adopted Budget 2013-2014		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2011-2012	First Preceding Year 2012-2013					
			PERSONNEL SERVICES			
\$ 584,709	\$ 715,588	\$ 859,850	Wages	\$ 969,314	\$ 969,314	
\$ 54,045	\$ 76,917	\$ 135,584	Payroll Taxes/Worker's Comp	\$ 131,021	\$ 131,021	
		\$ -	Payback SDAO Health Insurance/Workers Comp	\$ (4,560)	\$ (4,560)	
\$ 102,137	\$ 143,333	\$ 266,810	Benefits	\$ 320,000	\$ 320,000	
\$ 740,891	\$ 935,838	\$ 1,262,244	TOTAL PERSONNEL SERVICES	\$ 1,415,776	\$ 1,415,776	
			MATERIALS AND SERVICES			
\$ 19,026	\$ 14,890	\$ 22,000	Audit	\$ 18,240	\$ 18,240	
\$ 472	\$ 12,730	\$ 1,200	Bank Charges	\$ 3,076	\$ 3,076	
\$ 11,820	\$ 19,074	\$ 28,000	Building Grounds and Maintenance	\$ 32,727	\$ 32,727	
\$ 10,155	\$ 17,652	\$ 42,500	Computer Information Technology Services	\$ 49,913	\$ 49,913	
\$ 5,915	\$ 18,286	\$ 19,000	Conferences, Training and Travel	\$ 25,000	\$ 25,000	
	\$ 637	\$ 5,000	Donations/Contributions		\$ -	
\$ 907	\$ 939	\$ 1,500	Drug/Alcohol/Background Screening	\$ 2,500	\$ 2,500	
\$ 2,243	\$ 3,376	\$ 5,200	Dues/Subscriptions/Fees	\$ 13,720	\$ 13,720	
	\$ 6,201		Election Fees	\$ 4,940	\$ 4,940	
\$ 779	\$ 2,573	\$ 3,500	Employee Recognition	\$ 3,230	\$ 3,230	
\$ 125,501	\$ 172,445	\$ 244,195	Fuel	\$ 262,160	\$ 262,160	
\$ 58,613	\$ 54,338	\$ 45,000	Liability Insurance	\$ 51,456	\$ 51,456	
\$ 5,785	\$ 6,208	\$ 8,000	Janitorial Services and Supplies	\$ 7,600	\$ 7,600	
\$ 595	\$ 1,548	\$ 1,500	Legal Ads	\$ 1,520	\$ 1,520	
	\$ 648	\$ 3,500	Legal Counsel	\$ 7,600	\$ 7,600	
\$ 1,387	\$ 16,094	\$ 40,000	Education/Outreach	\$ 27,330	\$ 27,330	
\$ 403	\$ 1,168	\$ 1,000	Meeting Expense	\$ 1,374	\$ 1,374	
\$ 13	\$ 1,265		Miscellaneous		\$ -	
	\$ 633	\$ 1,200	Newspaper Ads	\$ 912	\$ 912	
\$ 6,442	\$ 10,786	\$ 13,000	Office Supplies	\$ 13,600	\$ 13,600	
		\$ 10,000	Office Furniture/Equipment	\$ 4,500	\$ 4,500	
		\$ 4,011	Connector Alliance		\$ -	
\$ 1,215		\$ 4,011	5310 - Pass Through -Senior Center	\$ 2,200	\$ 2,200	
\$ 801	\$ 667	\$ 1,000	Postage	\$ 910	\$ 910	
\$ 1,177	\$ 2,249	\$ 8,000	Printing	\$ 10,000	\$ 10,000	
\$ 7,789	\$ 11,685	\$ 152,000	Professional Services	\$ 22,800	\$ 22,800	
			Radio System-Buses	\$ 5,000	\$ 5,000	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
GENERAL FUND**

Historical Data			EXPENDITURE DESCRIPTION	Budget for Fiscal Year 2014-2015		
Actual		Adopted Budget 2013-2014		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2011-2012	First Preceding Year 2012-2013					
		\$ 3,700	SPD Reimbursement			
\$ 75	\$ 1,526	\$ 2,500	Shelter Cleaning and Repair	\$ 3,000	\$ 3,000	
		\$ 2,000	Small Tools - Minor Equipment	\$ 2,200	\$ 2,200	
\$ 189	\$ 465	\$ 750	Taxes/License	\$ 600	\$ 600	
\$ 12,656	\$ 14,113	\$ 9,500	Telecommunications	\$ 10,000	\$ 10,000	
\$ 1,681	\$ 4,477	\$ 6,000	Uniforms	\$ 7,600	\$ 7,600	
\$ 14,488	\$ 17,000	\$ 18,000	Utilities	\$ 19,000	\$ 19,000	
\$ 60,763	\$ 104,978	\$ 96,000	Vehicle Maintenance and Repair	\$ 134,080	\$ 134,080	
\$ 350,890	\$ 518,651	\$ 798,756	TOTAL MATERIALS AND SERVICES	\$ 748,789	\$ 748,789	
\$ 842,150	\$ 316,732		Beginning Deficit Fund Balance			
\$ 192,729		\$ 146,000	Prior Period Adjustment			
			Interfund Transfer Out (RideCare Repayment)			
\$ 564,988	\$ 608,870	\$ 264,000	Interfund Transfer Out (to Capital Reserve Fund)	\$ 50,000	\$ 50,000	
			Debt Service (Principal & Interest)			
			Debt Service - Principal	\$ 162,261	\$ 162,261	
			Debt Service - Interest	\$ 34,879	\$ 34,879	
\$ 14,622	\$ 173,596	\$ 511,200	Capital Outlay	\$ 216,880	\$ 216,880	
		\$ 247,570	General Operating Contingency	\$ 216,456	\$ 216,456	
\$ (316,732)	\$ 199,217	\$ 294,536	Unappropriated Ending Fund Balance	\$ 419,413	\$ 419,413	
\$ 2,389,538	\$ 2,752,903	\$ 3,524,305	TOTAL REQUIREMENTS	\$ 3,264,454	\$ 3,264,454	
\$ 2,389,538	\$ 2,752,903	\$ 3,524,305	TOTAL RESOURCES	\$ 3,264,454	\$ 3,264,454	
\$ 0	\$ 0	\$ 0	DIFFERENCE	\$ 0	\$ 0	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
NW RIDE CENTER FUND**

Historical Data			RESOURCE DESCRIPTION	Budget for Fiscal Year 2014-2015		
Actual		Adopted Budget 2013-2014		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2011-2012	First Preceding Year 2012-2013					
\$ 975,628	\$ 1,441,017	\$ 952,340	Beginning Fund Balance/ Networking Capital	\$ 731,000	\$ 731,000	
\$ 1,603,437	\$ 1,556,598	\$ 1,840,119	DMAP / CCO	\$ 2,000,000	\$ 2,000,000	
\$ 192,729			Prior Period Adjustment			
\$ 613	\$ 1,262		Miscellaneous/Interest			
\$ 2,772,407	\$ 2,998,877	\$ 2,792,459	Total Resources except Interfund Loan	\$ 2,731,000	\$ 2,731,000	
		\$ 146,000	Repayment of STS Interfund Loan			
\$ 2,772,407	\$ 2,998,877	\$ 2,938,459	TOTAL RESOURCES	\$ 2,731,000	\$ 2,731,000	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
NW RIDE CENTER FUND**

Historical Data			EXPENDITURE DESCRIPTION	Budget for Fiscal Year 2014-2015		
Actual		Adopted Budget 2013-2014		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2011-2012	First Preceding Year 2012-2013					
			PERSONNEL SERVICES			
\$ 209,987	\$ 246,187	\$ 244,448	Wages	\$ 290,026	\$ 290,026	
\$ 20,794	\$ 26,161	\$ 31,389	Payroll Taxes/Workers' Comp	\$ 41,117	\$ 41,117	
\$ 48,161	\$ 63,703	\$ 85,792	Employee Benefits	\$ 107,926	\$ 107,926	
\$ 278,942	\$ 336,051	\$ 361,629	TOTAL PERSONNEL SERVICES	\$ 439,069	\$ 439,069	
			MATERIALS AND SERVICES			
\$ 8,019	\$ 7,211	\$ 9,000	Audit	\$ 5,760	\$ 5,760	
\$ 56	\$ 473	\$ 500	Bank Fees	\$ 224	\$ 224	
\$ 732	\$ 2,441	\$ 3,000	Building/grounds repair and maintenance	\$ 14,585	\$ 14,585	
	\$ 2,850	\$ 3,700	Bus Passes	\$ 6,000	\$ 6,000	
\$ 13,320	\$ 9,849	\$ 27,100	Computer Information Technology Services	\$ 18,834	\$ 18,834	
\$ 3,976	\$ 2,236	\$ 2,500	Conferences/Training	\$ 6,500	\$ 6,500	
\$ 4,232	\$ 969	\$ 1,500	Drug/Alcohol/Background Screening	\$ 1,500	\$ 1,500	
\$ 708	\$ 609	\$ 800	Dues/Subscriptions/Fees	\$ 1,330	\$ 1,330	
			Election Fees	\$ 1,560	\$ 1,560	
\$ 119	\$ 235	\$ 750	Employee recognition	\$ 1,020	\$ 1,020	
\$ 5,529	\$ 3,201	\$ 2,500	Liability Insurance	\$ 5,354	\$ 5,354	
\$ 1,500	\$ 1,500	\$ 2,000	Janitorial Services and Supplies	\$ 2,400	\$ 2,400	
\$ 440	\$ 37	\$ 500	Legal Ads	\$ 480	\$ 480	
		\$ 2,000	Legal counsel	\$ 2,400	\$ 2,400	
\$ 177	\$ 48	\$ 800	Meeting Expense	\$ 786	\$ 786	
\$ 2,855	\$ 144		Miscellaneous	\$ 298	\$ 298	
	\$ 1,809	\$ 500	Newspaper Ads	\$ 400	\$ 400	
\$ 3,077	\$ 2,941	\$ 5,000	Office Supplies	\$ 6,400	\$ 6,400	
			Office Furniture/Equipment	\$ 2,592	\$ 2,592	
\$ 928,339	\$ 1,206,234	\$ 1,100,000	Provider Payments	\$ 1,400,000	\$ 1,391,250	
\$ 97	\$ 370	\$ 500	Postage	\$ 500	\$ 500	
	\$ 18	\$ 750	Printing	\$ 1,960	\$ 1,960	
\$ 4,328	\$ 2,463	\$ 2,500	Professional Services	\$ 5,000	\$ 5,000	
			Taxes/Licenses	\$ 100	\$ 100	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
NW RIDE CENTER FUND**

Historical Data			EXPENDITURE DESCRIPTION	Budget for Fiscal Year 2014-2015		
Actual		Adopted Budget 2013-2014		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2011-2012	First Preceding Year 2012-2013					
\$ 9,732	\$ 9,691	\$ 9,000	Telecommunications	\$ 10,325	\$ 10,325	
		\$ 1,000	Uniforms	\$ 2,600	\$ 2,600	
\$ 6,963	\$ 8,050	\$ 8,000	Utilities	\$ 6,000	\$ 6,000	
\$ 994,199	\$ 1,263,379	\$ 1,183,900	TOTAL MATERIALS AND SERVICES	\$ 1,504,907	\$ 1,496,157	
		\$ 60,000	Interfund Transfer Out			
\$ 58,065	\$ 370,961	\$ 146,000	Debt Service (Principal & Interest)			
			Debt Service - Principal	\$ 447,744	\$ 447,744	
			Debt Service - Interest	\$ 7,463	\$ 7,463	
\$ 184	\$ 2,942	\$ 2,400	Capital Outlay	\$ 5,643	\$ 5,643	
		\$ 253,560	General Operating Contingency	\$ 180,589	\$ 180,589	
\$ 1,441,017	\$ 1,025,544	\$ 930,970	Unappropriated Ending Fund Balance	\$ 145,584	\$ 154,334	
\$ 2,772,407	\$ 2,998,877	\$ 2,938,459	TOTAL REQUIREMENTS	\$ 2,731,000	\$ 2,731,000	
\$ 2,772,407	\$ 2,998,877	\$ 2,938,459	TOTAL RESOURCES	\$ 2,731,000	\$ 2,731,000	
\$ 0	\$ 0	\$ 0	DIFFERENCE	\$ (0)	\$ (0)	

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number _____ on (date) _____ for the following specified purpose:

**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: _____ 5/22/2014

Capital Purchases and Improvements
(Fund)

Sunset Transportation Services
Budget for Year 2014-2015 _____

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Year 2014-2015 _____			
	Actual		Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _____						
				RESOURCES				
1				1. Cash on hand* (cash basis) or				1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest				4
5				5. Transfer in from other funds	\$ 50,000	\$ 50,000		5
6				6				6
7				7				7
8				8				8
9				9. Total Resources, except taxes to be levied	\$ 50,000	\$ 50,000		9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12				12. TOTAL RESOURCES	\$ 50,000.00	\$ 50,000.00		12
				REQUIREMENTS by Org. Unit/Prog.&Activity				
13				13				13
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				28. RESERVED FOR FUTURE EXPENDITURE	\$ 50,000.00	\$ 50,000.00		28
29				29. TOTAL REQUIREMENTS	\$ 50,000.00	\$ 50,000.00		29

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

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

**BOARD RESOLUTION
RESOLUTION 2014-04**

Pursuant to ORS 294.463, the Board of Commissioners of Sunset Empire Transportation District hereby resolves the transfer of \$163,000 from the RideCare Fund Operating Contingency appropriation to the RideCare Fund Materials and Services appropriation in the budget for the Fiscal Year 2013-2014 to support the increased expenditures during this fiscal year.

Pursuant to ORS 294.463, the Board of Commissioners of Sunset Empire Transportation District hereby resolves to transfer the following budgeted appropriations from the General Fund to the Ride Care Fund to support the increased Materials and Services Provider Payment expenditures for the Fiscal Year 2013-2014.

From General Fund

Resources: \$150,000

Materials and Services: \$150,000

To Ride Care Fund

Resources: \$150,000

Materials and Services: \$150,000

MOTION OF ADOPTION

	Yea	Nay	Absent
Chair Lewicki			
Commissioner Fenske			
Commissioner Gearin			
Commissioner Goforth			
Commissioner Kleczek			
Commissioner Smith			
Commissioner Widener			

RESOLVED by the Board of Directors on June 26th, 2014.

Board of Directors for Sunset Empire Transportation District

By: _____, Chair of the Board
Print Name:

ATTEST:

By: _____, Secretary of the Board
Print Name:

**SUNSET EMPIRE TRANSPORTATION
GENERAL FUND
Profit Loss Budget Performance
May 2014**

	Month	Month	YTD Actual	YTD Budget	Annual Budget	YTD Actual to Annual Budget	
	Actual	Budget				\$ (Under)	%
						YTD Actual to Budget Target: 92%	
						\$ Over	
Ordinary Income/Expense							
Income							
4000 - FARES	18,776.68	18,750.00	228,965.79	206,250.00	225,000.00	\$3,965.79	102%
4100 - CONTRACTED SERVICES - IGA	2,821.00	4,490.75	47,057.98	49,398.25	53,889.00	(\$6,831.02)	87% *
4200 - TAXES	3,714.06	66,529.75	803,577.60	731,827.25	798,357.00	\$5,220.60	101%
4250 - TIMBER REVENUES	40,490.22	12,574.08	113,040.71	138,314.92	150,889.00	(\$37,848.29)	75% *
4300 - MASS TRANSIT ASSESSMENT	0.00	5,000.00	58,014.33	55,000.00	60,000.00	(\$1,985.67)	97%
4301 - STATE APD NON-MEDICAL PROGRAM	0.00	525.00	0.00	5,775.00	6,300.00	(\$6,300.00)	0%
4305 - INTEREST	344.10	100.00	2,890.04	1,100.00	1,200.00	\$1,690.04	241%
4310 - MISC INCOME	0.00		21.39		0.00	\$21.39	
4450 - RENTAL INCOME	1,384.71	868.33	10,275.11	9,551.67	10,420.00	(\$144.89)	99%
5001 - GRANTS	0.00	127,209.47	928,847.08	1,399,304.53	1,526,514.00	(\$597,666.92)	61% *
Total Income	67,530.77	236,047.38	2,192,690.03	2,596,521.62	2,832,569.00	(\$639,878.97)	77%
Gross Profit	67,530.77	236,047.38	2,192,690.03	2,596,521.62	2,832,569.00	(\$639,878.97)	77%
Expense							
6000 - PAYROLL WAGES	100,025.93	71,654.16	773,104.07	788,195.84	859,850.00	(\$86,745.93)	90%
6200 - PAYROLL TAXES & W/C - EMPLOYER	11,150.88	11,298.66	111,362.67	124,285.34	135,584.00	(\$24,221.33)	82%
6300 - BENEFITS	15,955.73	22,234.16	167,277.63	244,575.84	266,810.00	(\$99,532.37)	63%
6560 - PAYROLL EXP (OUTSOURCED FEES)	99.18		690.09			\$690.09	
6605 - REIMBURSED EXPENSES - p/r acct	435.00		919.00			\$919.00	
8010 - BANK CHGS/FEES	-319.17	100.00	2,619.96	1,100.00	1,200.00	\$1,419.96	218% *
8055 - AUDIT	0.00	1,833.33	15,498.44	20,166.67	22,000.00	(\$6,501.56)	70%
8100 - BAD DEBT	0.00		1,036.00			\$1,036.00	
8155 - LEGAL ADS	109.99	125.00	175.41	1,375.00	1,500.00	(\$1,324.59)	12%
8160 - PROFESSIONAL SERVICES	2,133.25	12,666.66	17,650.37	139,333.34	152,000.00	(\$134,349.63)	12%
8167 - LEGAL COUNSEL	0.00	291.66	1,986.18	3,208.34	3,500.00	(\$1,513.82)	57%
8170 - MARKETING / ADVERTISING	0.00	3,333.33	20,291.68	36,666.67	40,000.00	(\$19,708.32)	51%
8174 - CONNECTOR ALLIANCE	128.00	833.00	1,638.15	9,166.00	10,000.00	(\$8,361.85)	16%
8175 - NEWSPAPER ADS	0.00	100.00	2,201.08	1,100.00	1,200.00	\$1,001.08	183% *
8180 - OFFICE SUPPLIES	1,237.36	1,083.33	10,972.51	11,916.67	13,000.00	(\$2,027.49)	84%
8185 - POSTAGE	0.00	83.33	821.23	916.67	1,000.00	(\$178.77)	82%
8190 - PRINTING	-40.00	666.66	3,723.17	7,333.34	8,000.00	(\$4,276.83)	47%
8195 - SUBGRANT PASS-THROUGH	0.00	334.00	1,202.42	3,677.00	4,011.00	(\$2,808.58)	30%
8205 - TAXES/LICENSE	0.00	62.50	537.00	687.50	750.00	(\$213.00)	72%
8250 - TELECOMMUNICATIONS	1,208.47	791.66	16,395.59	8,708.34	9,500.00	\$6,895.59	173% *
8300 - BLDG GROUNDS & MAINT	1,329.35	2,333.33	15,655.39	25,666.67	28,000.00	(\$12,344.61)	56%

**SUNSET EMPIRE TRANSPORTATION
GENERAL FUND
Profit Loss Budget Performance
May 2014**

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	YTD Actual to Annual Budget	
8350 - INSURANCE	0.00	3,750.00	34,922.21	41,250.00	45,000.00	(\$10,077.79)	78%
8360 - FUEL	13,874.40	20,349.58	135,649.79	223,845.41	244,195.00	(\$108,545.21)	56%
8460 - UTILITIES	2,000.38	1,500.00	18,345.37	16,500.00	18,000.00	\$345.37	102% *
8465 - JANITORIAL SERV & SUPPLIES	98.87	666.66	4,505.72	7,333.34	8,000.00	(\$3,494.28)	56%
8480 - UNIFORMS	142.65	500.00	1,989.72	5,500.00	6,000.00	(\$4,010.28)	33%
8500 - DONATIONS/GIFTS/CONTRIB	0.00	416.66	3,725.68	4,583.34	5,000.00	(\$1,274.32)	75%
8501 - DONATIONS CLEARING	0.00		-3,140.62			(\$3,140.62)	
8550 - DRUG/ALCOHOL SCREENING	0.00	125.00	2,055.00	1,375.00	1,500.00	\$555.00	137% *
8560 - DUES/SUBSCRIPTIONS/FEES	10.80	433.33	3,299.43	4,766.67	5,200.00	(\$1,900.57)	63%
8570 - ELECTION FEES	0.00		-62.00	0.00	0.00	(\$62.00)	
8575 - EMPLOYEE RECOGNITION	378.75	291.68	3,327.15	3,208.34	3,500.00	(\$172.85)	95%
8605 - VEHICLE MAINT & REPAIR	7,903.46	8,000.00	69,605.46	88,000.00	96,000.00	(\$26,394.54)	73%
8650 - COMPUTER MAINT/REPAIR/SOFTWARE	5,707.82	3,541.66	40,559.78	38,958.34	42,500.00	(\$1,940.22)	95%
8660 - SHELTER CLEANING/REPAIR	0.00	208.33	565.88	2,291.67	2,500.00	(\$1,934.12)	23%
8705 - SMALL TOOLS/MINOR EQUIPMENT	25.19	166.66	1,638.40	1,833.34	2,000.00	(\$361.60)	82%
8725 - MISCELLANEOUS	0.00		48.44			\$48.44	
8750 - CONFERENCES/TRAINING/TRAVEL	1,336.66	1,583.33	17,697.63	17,416.67	19,000.00	(\$1,302.37)	93%
8780 - MEETING EXPENSE	340.19	83.33	945.23	916.67	1,000.00	(\$54.77)	95%
Total Expense	165,273.14	171,440.99	1,501,436.31	1,885,858.02	2,057,300.00	(\$555,863.69)	73%
Net Ordinary Income	-97,742.37	64,606.39	691,253.72	710,663.60	775,269.00	(\$84,015.28)	89%
Other Income/Expense							
Other Income							
9150 - TRANSFERS IN	3,553.69	5,000.00	58,137.75	55,000.00	60,000.00	(\$1,862.25)	97%
Total Other Income	3,553.69	5,000.00	58,137.75	55,000.00	60,000.00	(\$1,862.25)	97%
Other Expense							
9600 - DEBT SERVICE & INTEREST-FEES	17,342.25	22,000.00	248,483.50	242,000.00	264,000.00	(\$15,516.50)	94%
9700 - CAPITAL EXPENSE	0.00	42,600.00	127,358.44	468,600.00	511,200.00	(\$383,841.56)	25%
9800 - CONTINGENCY	0.00	20,630.83	0.00	226,939.17	247,570.00	(\$247,570.00)	0%
9850 - TRANSFERS OUT	0.00	12,167.00	109,029.75	133,833.00	146,000.00	(\$36,970.25)	75%
Total Other Expense	17,342.25	97,397.83	484,871.69	1,071,372.17	1,168,770.00	(\$683,898.31)	41%
Net Other Income	-13,788.56	-92,397.83	-426,733.94	-1,016,372.17	-1,108,770.00	\$682,036.06	38%
Net Income	-111,530.93	-27,791.44	264,519.78	-305,708.57	-333,501.00	\$598,020.78	179%

**SUNSET EMPIRE TRANSPORTATION
RIDE CARE FUND
Profit Loss Budget Performance
May 2014**

	Month	Month	YTD Actual	YTD Budget	Annual Budget	YTD Actual to	
	Actual	Budget				Annual Budget	
YTD Actual to Budget Target: 92%						\$ (Under)	
						\$ Over	%
Ordinary Income/Expense							
Income							
4305 - INTEREST	0.00		15.08		0.00	15.08	
4400 - PROVIDER PAYMENTS	174,330.00	153,343.25	1,895,157.00	1,686,775.75	1,840,119.00		
Total Income	174,330.00	153,343.25	1,895,172.08	1,686,775.75	1,840,119.00	55,038.00	103%
Gross Profit	174,330.00	153,343.25	1,895,172.08	1,686,775.75	1,840,119.00	55,053.08	103%
Expense							
6000 - PAYROLL WAGES	29,524.62	20,370.66	224,715.44	224,077.34	244,448.00	(19,732.56)	92%
6200 - PAYROLL TAXES & W/C - EMPLOYER	3,272.47	2,615.75	24,102.27	28,773.25	31,389.00	(7,286.73)	77%
6300 - BENEFITS	6,084.53	7,149.33	58,271.27	78,642.67	85,792.00	(27,520.73)	68%
6560 - PAYROLL EXP (OUTSOURCED FEES)	22.32		165.56			165.56	
7750 - DMAP TRIP REIMBURSEMENTS	136,816.35	91,666.66	1,346,911.47	1,008,333.34	1,100,000.00	246,911.47	122% *
8010 - BANK CHGS/FEES	0.00	41.66	56.00	458.34	500.00	(444.00)	11%
8055 - AUDIT	0.00	750.00	8,258.00	8,250.00	9,000.00	(742.00)	92%
8155 - LEGAL ADS	34.73	41.66	34.73	458.34	500.00	(465.27)	7%
8160 - PROFESSIONAL SERVICES	771.00	208.33	7,352.27	2,291.67	2,500.00	4,852.27	294% *
8167 - LEGAL COUNSEL	0.00	166.66	414.12	1,833.34	2,000.00	(1,585.88)	21%
8170 - MARKETING / ADVERTISING	0.00		77.40			77.40	
8175 - NEWSPAPER ADS	0.00	41.66	622.17	458.34	500.00	122.17	124% *
8180 - OFFICE SUPPLIES	219.91	416.66	1,811.19	4,583.34	5,000.00	(3,188.81)	36%
8185 - POSTAGE	0.00	41.66	178.70	458.34	500.00	(321.30)	36%
8190 - PRINTING	0.00	62.50	38.60	687.50	750.00	(711.40)	5%
8250 - TELECOMMUNICATIONS	891.40	750.00	8,587.07	8,250.00	9,000.00	(412.93)	95%
8300 - BLDG GROUNDS & MAINT	513.54	250.00	4,950.81	2,750.00	3,000.00	1,950.81	165% *
8350 - INSURANCE	0.00	208.33	7,224.96	2,291.67	2,500.00	4,724.96	289% *
8400 - BUS PASSES	130.00	308.33	6,950.00	3,391.67	3,700.00	3,250.00	188% *
8460 - UTILITIES	353.08	666.66	4,697.98	7,333.34	8,000.00	(3,302.02)	59%
8465 - JANITORIAL SERV & SUPPLIES	39.88	166.66	1,196.99	1,833.34	2,000.00	(803.01)	60%
8480 - UNIFORMS	0.00	83.33	0.00	916.67	1,000.00	(1,000.00)	0%
8550 - DRUG/ALCOHOL SCREENING	0.00	125.00	723.50	1,375.00	1,500.00	(776.50)	48%
8560 - DUES/SUBSCRIPTIONS/FEES	0.00	66.66	879.27	733.34	800.00	79.27	110% *
8575 - EMPLOYEE RECOGNITION	31.99	62.50	720.44	687.50	750.00	(29.56)	96%
8650 - COMPUTER MAINT/REPAIR/SOFTWARE	1,354.33	2,258.33	24,590.96	24,841.67	27,100.00	(2,509.04)	91%
8725 - MISCELLANEOUS	0.00		15,128.00			15,128.00	
8750 - CONFERENCES/TRAINING/TRAVEL	71.96	208.33	3,554.60	2,291.67	2,500.00	1,054.60	142% *
8780 - MEETING EXPENSE	42.20	66.66	208.69	733.34	800.00	(591.31)	26%

**SUNSET EMPIRE TRANSPORTATION
RIDE CARE FUND
Profit Loss Budget Performance
May 2014**

	Month	Month	YTD Actual	YTD Budget	Annual Budget	YTD Actual to	
	Actual	Budget				Annual Budget	
						\$ (Under)	%
						\$ Over	
YTD Actual to Budget Target: 92%							
Total Expense	<u>180,174.31</u>	<u>128,793.98</u>	<u>1,752,422.46</u>	<u>1,416,735.02</u>	<u>1,545,529.00</u>	<u>206,893.46</u>	<u>113%*</u>
Net Ordinary Income	-5,844.31	24,549.27	142,749.62	270,040.73	294,590.00	(151,840.38)	48%
Other Income/Expense						0.00	
Other Income						0.00	
9150 - TRANSFERS IN	0.00	12,166.67	109,029.75	133,833.33	146,000.00	(36,970.25)	75%
Total Other Income	<u>0.00</u>	<u>12,166.67</u>	<u>109,029.75</u>	<u>133,833.33</u>	<u>146,000.00</u>	<u>(36,970.25)</u>	<u>75%</u>
Other Expense						0.00	
9600 - DEBT SERVICE & INTEREST-FEES		102,166.66	148,926.69	223,833.34	236,000.00	(87,073.31)	63%
9700 - CAPITAL EXPENSE	0.00	200.00	2,299.68	2,200.00	2,400.00	(100.32)	96%
9800 - CONTINGENCY	0.00	13,630.00	0.00	142,430.00	163,560.00	(163,560.00)	0%
9850 - TRANSFERS OUT	3,553.69	5,000.00	54,584.06	58,553.69	60,000.00	(5,415.94)	91%
Total Other Expense	<u>3,553.69</u>	<u>120,996.66</u>	<u>205,810.43</u>	<u>427,017.03</u>	<u>461,960.00</u>	<u>(256,149.57)</u>	<u>45%</u>
Net Other Income	<u>-3,553.69</u>	<u>-108,829.99</u>	<u>-96,780.68</u>	<u>-293,183.70</u>	<u>-315,960.00</u>	<u>219,179.32</u>	<u>31%</u>
Net Income	<u><u>-9,398.00</u></u>	<u><u>-84,280.72</u></u>	<u><u>45,968.94</u></u>	<u><u>-23,142.97</u></u>	<u><u>-21,370.00</u></u>	<u><u>67,338.94</u></u>	<u><u>215%</u></u>

SUNSET EMPIRE TRANSPORTATION
Balance Sheet
As of May 31, 2014

	<u>May 31, 14</u>		<u>May 31, 14</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 - SETD		Accounts Payable	
1005 - BUS FUND - CCB 02240	47,190.39	2010 - Accounts Payable	
1010 - ON-LINE PURCHASE CCB (7498)	1,780.54	2010A - SETD - A/P	9,751.80
1020 - CASH - FISCAL AGENT (HRA)- SETD	1,178.08	2010B - NWRC - A/P	80.10
1025 - LGIP 4992 (Operations)	728,497.93	Total 2010 - Accounts Payable	<u>9,831.90</u>
1030 - PAYROLL - CCB (3950)	2,638.20	Total Accounts Payable	9,831.90
1035 - CCB LOAN RES ACCT-CCB (2455)	75,147.57	Other Current Liabilities	
1040 - GENERAL FUND - CCB (3943)	248,216.14	2100 - PAYROLL LIABILITIES	13,806.17
1045 - EMPLOYEES FUND - CCB (3935)	1,626.34	2260 - DEFERRED REVENUE	67,947.93
Total 1000 - SETD	<u>1,106,275.19</u>	Total Other Current Liabilities	<u>81,754.10</u>
1050 - NORTHWEST RIDE CENTER		Total Current Liabilities	91,586.00
1065 - CASH - FISCAL AGENT(HRA) - NWRC	471.92	Long Term Liabilities	
1080 - NWRC Reimb - CCB (3976)	450,835.54	2800 - INTERCOMPANY TRANSACTION	
Total 1050 - NORTHWEST RIDE CENTER	<u>451,307.46</u>	2805A - NWRC - OWES/RECEIVES	-85,356.16
Total Checking/Savings	1,557,582.65	2805B - SETD - RECEIVES/OWES	85,356.16
Accounts Receivable		2810A - INTERFUND RECV - NWRC	-85,570.53
1200 - ACCOUNTS RECEIVABLE		2810B - INTERFUND PAYABLE -SETD	85,570.53
1200A - SETD - A/R	5,665.77	2820 - INTERCOMPANY RECEIVABLE	361,282.21
Total 1200 - ACCOUNTS RECEIVABLE	<u>5,665.77</u>	2830 - INTERCOMPANY PAYABLE	-361,282.21
Total Accounts Receivable	5,665.77	Total 2800 - INTERCOMPANY TRANSACTION	<u>0.00</u>
Other Current Assets		Total Long Term Liabilities	<u>0.00</u>
1205 - PROPERTY TAX RECEIVABLE	57,632.17	Total Liabilities	91,586.00
1499 - UNDEPOSITED FUNDS	5,954.00	Equity	
Total Other Current Assets	<u>63,586.17</u>	3800 - FUND BALANCE SETD	199,216.55
Total Current Assets	<u>1,626,834.59</u>	3850 - FUND BALANCE NWRC	1,025,543.32
TOTAL ASSETS	<u><u>1,626,834.59</u></u>	Net Income	310,488.72
		Total Equity	1,535,248.59
		TOTAL LIABILITIES & EQUITY	<u><u>1,626,834.59</u></u>

**SUNSET EMPIRE TRANSPORTATION
GENERAL FUND
A/R Aging Summary
As of May 31, 2014**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	0.00	60.00	0.00	0.00	0.00	60.00
CLATSOP BEHAVIORAL HEALTHCARE	-90.00	0.00	0.00	0.00	0.00	-90.00
CLATSOP COUNTY CIRCUIT COURT	0.00	0.00	0.00	0.00	-340.00	-340.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	0.00	0.00
CLATSOP CRUISE HOSTS	2,821.00	0.00	0.00	0.00	0.00	2,821.00
DHS-VOCATIONAL REHAB SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
DHS/BEAVERTON	0.00	0.00	0.00	0.00	-9.00	-9.00
ISN	0.00	600.00	0.00	0.00	0.00	600.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,390.00	-3,390.00
NWRC-PASSES	0.00	780.00	0.00	0.00	0.00	780.00
NWRC.	2,935.00	0.00	0.00	0.00	1,343.77	4,278.77
ODOT	0.00	0.00	0.00	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
P-ANDI WARREN INSURANCE AGENCY	47.50	47.50	0.00	0.00	0.00	95.00
P-BITS N BYTES COMPUTER SERVICE	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	95.00	0.00	0.00	0.00	190.00
P-HIPFISH-PARKING	47.50	47.50	0.00	0.00	0.00	95.00
P-HOMESPUN QUILTS	95.00	95.00	5.00	0.00	0.00	195.00
P-SOMETHING BEAUTIFUL	47.50	0.00	0.00	0.00	0.00	47.50
WILLIAMS, GAYE SCOTT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>6,331.00</u>	<u>1,725.00</u>	<u>5.00</u>	<u>0.00</u>	<u>-2,395.23</u>	<u>5,665.77</u>

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

GENERAL FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	0.00	85.59	0.00	0.00	0.00	85.59
AUTO ZONE	0.00	0.00	-40.00	0.00	0.00	-40.00
CARD SERVICE CENTER	0.00	4,068.47	0.00	0.00	0.00	4,068.47
CHARTER COMMUNICATIONS	0.00	347.42	0.00	0.00	0.00	347.42
CUMMINS NORTHWEST, LLC	0.00	0.00	0.00	0.00	0.00	0.00
EO MEDIA GROUP	0.00	0.00	0.00	0.00	0.00	0.00
KARL, LORI	20.00	0.00	0.00	0.00	0.00	20.00
LAZERQUICK	0.00	-40.00	0.00	0.00	0.00	-40.00
MAC TOOLS	0.00	25.19	0.00	0.00	0.00	25.19
MOODY, DIANE	20.00	0.00	0.00	0.00	0.00	20.00
MTR WESTERN BUS	0.00	2,621.53	0.00	0.00	0.00	2,621.53
O'REILLY AUTO PARTS	0.00	53.48	0.00	0.00	0.00	53.48
OFFICE MAX / BOISE CO.	0.00	100.70	0.00	0.00	0.00	100.70
PACIFCSOURCE ADMINISTRATORS	0.00	1,532.29	0.00	0.00	0.00	1,532.29
PARKER, MARY	20.00	0.00	0.00	0.00	0.00	20.00
PIETILA, ELISABETH - A/P	40.00	0.00	0.00	0.00	0.00	40.00
SDIS	0.00	0.00	0.00	0.00	0.00	0.00
VERIZON WIRELESS	0.00	513.23	0.00	0.00	0.00	513.23
WESTERN BUS SALES, INC.	0.00	383.90	0.00	0.00	0.00	383.90
TOTAL	<u>100.00</u>	<u>9,691.80</u>	<u>-40.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,751.80</u>

RIDE CARE FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
INTEGRA TELECOM	0.00	80.10	0.00	0.00	0.00	80.10
TOTAL	<u>0.00</u>	<u>80.10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80.10</u>

**SUNSET EMPIRE TRANSPORTATION
GENERAL FUND RIDE CARE FUND
Checks \$5,000+
May 2014**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Check	EFT 5-14	05/30/2014	CLATSOP COMMUNITY BANK	1040 - GENERAL FUND - CCB (3943)	-6,573.50
Bill Pmt -Check	2497	05/02/2014	MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-7,665.50
Bill Pmt -Check	2505	05/09/2014	MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-5,107.60
Bill Pmt -Check	2508	05/09/2014	WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-20,852.05
Bill Pmt -Check	2509	05/09/2014	SDIS	1080 - NWRC Reimb - CCB (3976)	-15,000.00
Bill Pmt -Check	2513	05/16/2014	MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-7,698.00
Bill Pmt -Check	2517	05/16/2014	TILLAMOOK COUNTY TRANSPORTATION	1080 - NWRC Reimb - CCB (3976)	-5,512.25
Bill Pmt -Check	2529	05/23/2014	WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-11,428.93
Bill Pmt -Check	2537	05/30/2014	MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-13,837.50
Bill Pmt -Check	2541	05/30/2014	WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-21,189.50
Bill Pmt -Check	14310	05/02/2014	WILCOX & FLEGEL	1040 - GENERAL FUND - CCB (3943)	-13,911.33
Bill Pmt -Check	14327	05/09/2014	US BANK TRUST N.A.	1040 - GENERAL FUND - CCB (3943)	-10,768.75
Bill Pmt -Check	14360	05/16/2014	WILCOX & FLEGEL	1040 - GENERAL FUND - CCB (3943)	-9,163.85

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
05/19/2014	0188 4-8 TO 5-8-14

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

PAID

Bill Due 06/03/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
	EARLS 0020			
PREV MAINT	BUS WASHING SUPPLIES	74.98		PREV MAINT 29308
EMPLOYEE	GIFT CARD-FRED MEYERS	30.00		SETD
RECOGNITION				
CONFERENCES/TRAINING	MEALS-TRAINING	40.00		OPER - 5311
/TRAVEL	SEMINAR-DAN & LOUIS			
CONFERENCES/TRAINING	MEALS-TRAINING	21.65		OPER - 5311
/TRAVEL	SEMINAR-BANDINI			
CONFERENCES/TRAINING	MEALS-TRAINING	17.00		OPER - 5311
/TRAVEL	SEMINAR-RED LION			
CONFERENCES/TRAINING	LODGING-TRAINING	509.44		OPER - 5311
/TRAVEL	SEMINAR RED LION-2			
	NIGHTS 2 PEOPLE			
	FLINT 0196			
OFFICE SUPPLIES	ON-LINE	59.95		Admin
	FORMS-FORMMAILCOM			
	JONES 0261			
CONFERENCES/TRAINING	PARKING-CCO	2.00	NWRC.	NWRC
/TRAVEL	TRIP-PORTLAND			
MEETING EXPENSE	SUPPLIES-FRED MEYER	42.20	NWRC.	NWRC
CONFERENCES/TRAINING	MEALS-CCO TRIP-PORTLAND	8.96	NWRC.	NWRC
/TRAVEL				
CONFERENCES/TRAINING	MEALS-CCO TRIP-PORTLAND	61.00	NWRC.	NWRC
/TRAVEL				
	LAYTON 0253			
COMPUTER	COMPUTER-LENOVO	1,113.54		OPER - 5311
MAINT/REPAIR/SOFTWAR				
E				

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
05/19/2014	0188 4-8 TO 5-8-14

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

PAID

Bill Due 06/03/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
COMPUTER MAINT/REPAIR/SOFTWARE	CORDS-APPLE	42.00		Admin
COMPUTER MAINT/REPAIR/SOFTWARE	MONTHLY SUBSCRIPTION-APPLE	39.98		Admin
COMPUTER MAINT/REPAIR/SOFTWARE	MONITOR-NEWEGG.COM	236.37		OPER - 5311
COMPUTER MAINT/REPAIR/SOFTWARE	MONITOR-NEWEGG.COM	236.37		Admin
VEHICLE MAINT & REPAIR	BUS #88 DOOR GEARS AND MOTOR-A&M MOODY 0469	356.66		OPER - 5311
CONFERENCES/TRAINING /TRAVEL	CONF REG-OATS	75.00		TRANS-OP 29191
CONFERENCES/TRAINING /TRAVEL	MTR RT TICKET-SETD	36.00		TRANS-OP 29191
CONFERENCES/TRAINING /TRAVEL	CAR RENTAL-ZIP CAR	82.00		TRANS-OP 29191
CONFERENCES/TRAINING /TRAVEL	LODGING-AIRB&B 4 NIGHTS	269.00		TRANS-OP 29191
OFFICE SUPPLIES	CHECK ORDER-BUSINESS CHECKS PARKER 0204	152.76		Admin
MEETING EXPENSE	SUPPLIES-FRED MEYER	63.64		Admin
MEETING EXPENSE	SUPPLIES-PETER PAN	17.95		Admin
MEETING EXPENSE	SUPPLIES-SAFEWAY	25.45		Admin
MEETING EXPENSE	MTG-THE RIO	41.23		Admin

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
05/19/2014	0188 4-8 TO 5-8-14

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

PAID

Bill Due	06/03/2014
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
MEETING EXPENSE	SUPPLIES-SAFEWAY	33.51		Admin
OFFICE SUPPLIES	TONER-STAPLES	128.99		Admin
MEETING EXPENSE	SUPPLIES-FRED MEYER	44.82		Admin
MEETING EXPENSE	SUPPLIES-PETER PAN	40.85		Admin
MEETING EXPENSE	SUPPLIES-SAFEWAY	72.74		Admin
EMPLOYEE RECOGNITION	SUPPLIES FOR WARRENTON BBQ-FRED MEYER	92.43		SETD

Expense Total : 4,068.47

Bill Total : \$4,068.47

Sunset Empire Transportation District
MAY FINANCIAL EXCEPTIONS REPORT
For the JUNE 2014 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 11 Months = 92% of Fiscal Year Budget*

For period ending May 2014

General Fund Profit and Loss

The District's General Fund is under budget proportionately for total income and ordinary expenses, resulting in an 89% Net Ordinary Income. Overall Net Income is 181% over budgeted. The total income situation is due to timing of third quarter grant receipts and timber revenues. The planned capital expenditures for bus purchases are still expected to take place by year-end which will bring the actual Net Income closer in-line to budget.

Revenue

- 4100 Contracted Services: While slightly under budget, this income is projected to be on budget by year-end due to the restart of the Cannon Beach service.
- 4250 Timber Revenues: One more payment is due in in June, which will bring the income in-line with budget.
- 4450 Rental Income: Is from parking spaces and electric car charger.
- 5001 Grants: Over \$550,000 in grant reimbursement requests, which includes those for the purchase of the three buses, will be submitted by year-end.

Expense

- 8010 Bank Chgs/Fees: The District received a \$500 credit from the credit card processing company as part of negotiating for better rates.
- 8175 Newspaper Ads: The overage is due to the Executive Director hiring placements. (Same explanation as last month.)
- 8250 Telecommunications: This expense will continue to be over budget for the remainder of the year. (Same explanation as last month.)
- 8460 Utilities: This expense will be over budget for the remainder of the year.
- 8550 Drug/Alcohol Screening: This will continue to be over budget. Includes background checks and fingerprint charges. (Same explanations as last month.)

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

Sunset Empire Transportation District
MAY FINANCIAL EXCEPTIONS REPORT
For the JUNE 2014 Board of Commissioner's Meeting

Ride Care Fund Profit and Loss

Ride Care Ordinary Income is under budget by 42% with overall expense at 113% and revenues at 103% actual to budget. The Other Income and Expense items for the year bring the overall Net Income to \$67,339 above budget.

Expense

- 7750 Trip Reimbursements: The provider trip reimbursements have contributed to the Ride Care Fund exceeding its total actual expenses by more than 10% of budgeted expenses.
- 8160 Professional Services: This will remain over budget due to the allocated costs for the Internal Control procedural manual being created by Boldt. (Same explanation as last month.)
- 8175 Newspaper Ads: Same as the General Fund, the cause of this overage is due to the ad placements for the Executive Director position.
- 8300 Building Grounds: The increase is due to implementation of the District's new Cost Allocation Plan.
- 8350 Insurance: Property and general liability insurance have been allocated to Ride Care during the year, which was not forecasted in the budget. (Same explanation as last month.)
- 8400 Bus Passes: Ride Care is encouraging more of its ambulatory riders to use bus passes. (Same explanation as last month.)
- 8560 Dues/Subscriptions/Fees: Three annual dues were paid last quarter. (Same explanation as last month.)
- 8750 Conference/Training Travel: The travel required for the CCO Brokerage negotiations will most likely cause the RC to surpass budget expectations. (Same explanation as last month.)

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

SUNSET EMPIRE TRANSPORTATION DISTRICT

900 MARINE DRIVE ASTORIA, OR 97103

503-861-7433 FAX 503-325-1606

CONFERENCE ROOM RESERVATION AND AGREEMENT

NAME OF ORGANIZATION: Astoria Antiques and Collectables Fair

CONTACT NAME: Mary Krettler and Debbie Boothe Schmidt

ADDRESS: 959 Commercial Astoria Oregon 97103

PHONE: 503-325-4388 Mary or 503-325-9645 Debbie EMAIL: commercialstreetantiques@hotmail.com

DATE(S)/TIME: Saturday August 0, 2014 10 AM to 5 PM

ROOM USE LIMITATIONS: Sunset Empire Transportation District reserves the right to prioritize District needs for the Transit Center Conference room and to place these needs ahead of any previously made reservations. Notice of cancellation for District purposes will generally be made at least seven (7) days in advance of the affected reservation date. * Requesting use of parking lot space for Antique Fair.

ACCESS: Please access the Conference Room through the SETD Transit Center lobby located on the back side of the building facing the river. A key will be issued to those using the conference center after hours or on weekends. If meeting after hours please monitor access door by keeping it locked and only allowing meeting participants to enter.

ACCOMODATIONS: Tables and chairs may be arranged to meet your needs. A projector screen is located on the front wall. You may use the coffee maker and microwave in the adjacent room but please bring your own supplies including coffee, cups, plates, etc. Bathrooms are located across from the conference room in the adjacent hall. A large sink for cleanup is located in the janitor room at the end of the hall.

REQUIREMENTS: Please return tables and chairs to the original arrangement. You are responsible for cleaning table surfaces and discarding any garbage in receptacles provided. If after hours please turn out lights, close and lock windows and interior doors and lock access door.

CLEANING FEES: SETD may require a cleaning deposit of \$50 and require any organization using the conference room to pay cleaning fees to cover any general or deep cleaning necessary following use.

ASSUMPTION OF RISK & LIABILITY WAIVER: Any organization, group or individual using the SETD Conference Room is liable and responsible for any and all damages or loss to building and contents sustained during time of use. Sunset Empire Transportation District is not liable or responsible for any loss, damaged or stolen items during time of use.

LIABILITY INSURANCE: SETD reserves the right to request proof of liability insurance sufficient to cover the activities to occur during usage of the conference room by the organization, group or individual reserving the space.

I have read and agree to the above listed requirements for the use of the SETD Conference Room:

Signature: _____

Date _____

FOR OFFICIAL USE ONLY

SETD Executive Director: _____

Date _____

Key Issued to: _____

Date _____

Key returned to: _____

Date _____

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 190 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 for the provision of augmented transportation services.

1. **Effective Date.** This Agreement shall be effective as of July 1, 2014 through June 30, 2015. 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 will be automatically 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, or in a court of competent jurisdiction with the State of Oregon and Clatsop County. In the event of any dispute arising from this Agreement, each party shall be required to pay its own separately incurred attorney's fees, expenses, and court costs, including arbitration, trial and appeal.

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

Sunset Empire Transportation District
Diana L. Bartolotta, Executive Director
900 Marine Drive
Astoria, OR 97103

City of Cannon Beach
Rich Mays, 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, if applicable, set forth in Article XI, Section 10 of the Oregon Constitution and 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.

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 _____

Diana L. Bartolotta, Executive Director

CITY OF CANNON BEACH

By _____ Date _____

Richard Mays, 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 Christmas 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 19th, 2014, to September 30rd, 2014, 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				Break	3:00			
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
Haystack	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 Visitors	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	9:55		11:25			3:55		5:25	
Seaside Mall/Cinema	10:00		11:30	12:20		4:00		5:30	6:20

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, 2014, through June 30, 2015, 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 \$50.61 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.

INTERGOVERNMENTAL AGREEMENT FOR TROLLEY VEHICLE USE

This Agreement is made between Columbia County, by and through its Columbia County Rider Transportation (CCRider) Department, and Sunset Empire Transportation District, (SETD) both political subdivisions of the State of Oregon.

WHEREAS:

1. SETD owns a Trolley Vehicle and has agreed to allow Columbia County Rider Transportation to use the Trolley Vehicle for special events occurring in Columbia County beginning on Wednesday, July 16, 2014, through Friday, July 18, 2014. Trolley will be returned to SETD by Friday end of business day, July 19, 2014.
2. The parties agree that CCRider will pay for the use of the Trolley Vehicle in the amount of \$1.00.
3. The parties agree that CCRider will be responsible for operation of the Trolley.
4. The parties agree that allowing such use promotes the cost-effective and efficient use of public resources; and,
5. The parties desire to enter into an agreement to establish procedures for use of Trolley Vehicle for these special events in Columbia County and defining legal relationships and responsibilities.

NOW, THEREFORE, in consideration of the mutual covenants stated herein, it is agreed:

1. General

SETD agrees to allow CCRider to use the Trolley Vehicle for special events beginning on Wednesday, July 16 through Friday, July 18, 2014, with return of the Trolley on July 19, 2014, for a fee of \$1.00.

CCRider will, to the extent it deems appropriate, operate the Trolley during the special events period.

CCRider shall take proper precaution in the operation, storage and maintenance of the Trolley Vehicle while it is in CCRider possession. The Trolley Vehicle shall be used only for the stated uses under this Agreement. CCRider shall permit the equipment to be operated only by properly trained and supervised operators. CCRider shall be responsible for equipment repairs necessitated by misuse or negligent operation of the Trolley vehicle. CCRider shall not be responsible for scheduled preventive maintenance. CCRider shall perform and document required written maintenance checks prior to and after use and shall provide routine daily maintenance of equipment (i.e., fluid checks, lubricating, etc.) during the period in which the equipment is in CCRider's possession in accordance with Federal Transit Administration laws, rules and regulations.

SETD shall endeavor to provide equipment in good working order and to inform CCRider of any information reasonably necessary for the proper operation of the Trolley Vehicle.

2. Insurance

a. CCRider, shall insure the Trolley Vehicle through the County's insurance carrier to cover any and all vehicle damage to the Trolley that may occur when the vehicle is being used by CCRider.

b. CCRider shall maintain broad form comprehensive general liability insurance coverage of \$1,000,000 combined single limit bodily injury and property damage.

c. CCRider shall maintain automobile bodily injury of (1,000,000 per person and occurrence) and property damage (\$1,000,000 per occurrence) liability insurance covering the vehicle that will be operated under this Agreement.

3. Personnel

a. CCRider, in operating the Trolley under this Agreement, is acting as an "independent contractor" and is not an employee of SETD nor are any of the CCRider employees, agents or volunteers employed by SETD. CCRider accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", CCRider employees will not receive any benefits normally accruing to SETD employees unless required by applicable law.

b. CCRider employees, agents and volunteers performing under this Agreement are not deemed to be employees of SETD in any manner whatsoever. Employees of CCRider shall not be entitled to any benefits except those provided by CCRider. CCRider 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.

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

4. Indemnity

Each party shall be solely responsible for its own acts and those of its employees and officers under this Agreement. No party shall be responsible or liable for damages caused by another party arising out of providing or using equipment or services under this Agreement. CCRider shall, within limits of the Oregon Constitution and the Oregon Tort Claims Act, hold harmless, indemnify and defend SETD, its officers, agents and employees from all claims arising from CCRider's operation of the equipment. Each party shall insure that the equipment and their use of the equipment is adequately insured. Any party may request proof of insurance at any time. This Agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

This Agreement shall be effective on the date last signed, below, and shall continue in effect

thru July 19, 2014. Said duration may be extended by mutual agreement by all parties and a supplement to this Agreement entered into.

All notices to the respective parties shall either be personally delivered or sent first class mail to the following addresses:

Sunset Empire Transit District
Diana Bartolotta, Director
900 Marine Drive
Astoria, OR 97103

Columbia County Rider
Janet Wright, Transit Director
230 Strand Street
St. Helens, OR 97051

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by duly authorized representatives as of the date of their signatures.

SUNSET EMPIRE TRANSIT DISTRICT

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY

By: _____
Printed Name: _____
Title: _____
Date: _____

By: _____
Printed Name: _____
Title: _____
Date: _____

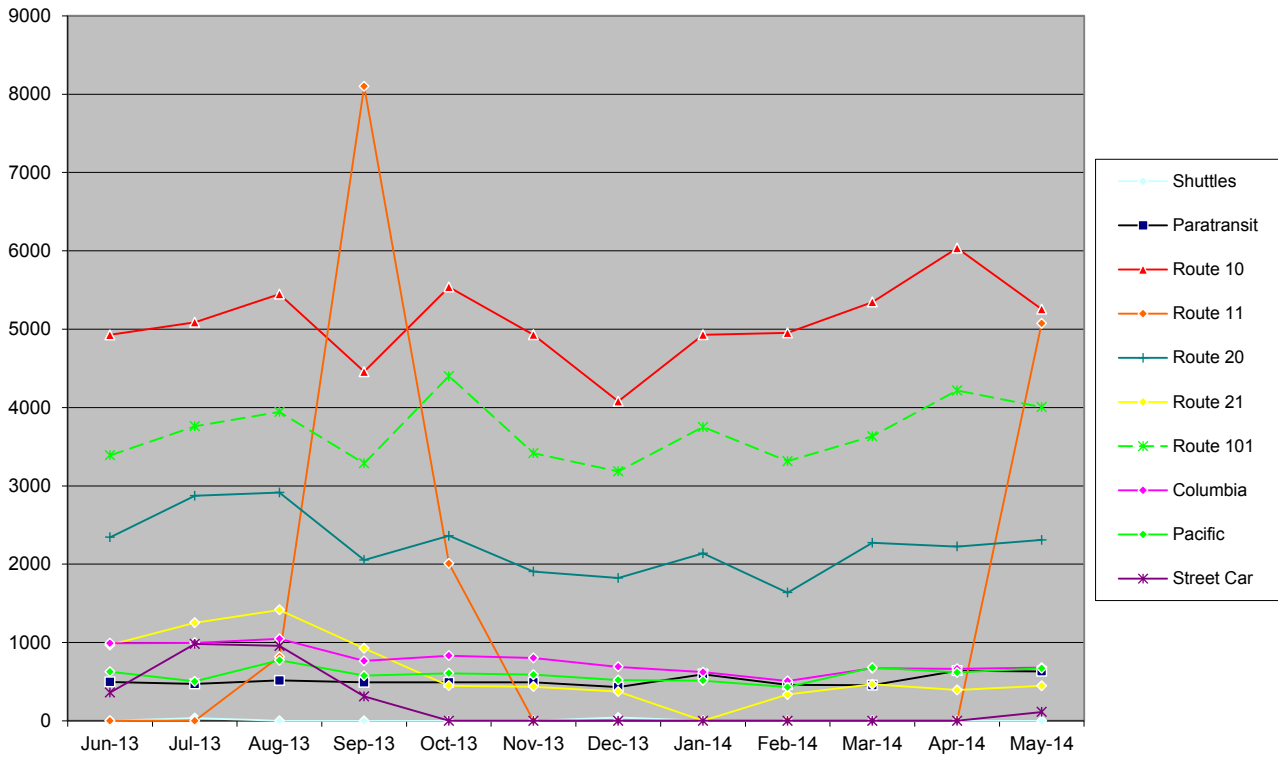
Approved as to form:
Counsel for SETD

Approved as to form:
Office of County Counsel Columbia County, Oregon

By: _____
Printed Name: _____
Title: _____
Date: _____

By: _____
Printed Name: _____
Title: _____
Date: _____

SETD Rides



Rider Breakdown by Route

