



SUNSET

TRANSPORTATION
SERVICES

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY MARCH 27, 2014

9:00 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

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 MINUTES FOR JANUARY SPECIAL BOARD AND FEBRUARY BOARD MEETINGS
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
8. OLD BUSINESS
 - a. Debt Service Update (Informational Only) - Finance Officer
 - b. Update on new website design process – Interim Director
 - c. STS Board Liability Coverage Update (Informational Only) - Interim Director
 - d. Special Districts Association of Oregon Best Practices Program (Informational Only) – HR Officer
 - e. Employee Job Descriptions (Informational Only) – Board Chair
 - f. Executive Director Search Update- Board Chair
 - g. Gannaway Plaza Planning Process - Board Chair
 - h. Update to Commenter’s requests from February 27, 2014 Board Meeting – Mobility Coord. & Director
 - i. RSVP “Shopper” Shuttle – Service design update (Informational Only) – RIDEASSIST Supervisor
9. CORRESPONDENCE
 - a. Response letters to Commenter’s (From Board Chair)
10. NEW BUSINESS
 - a. Donated Services Application process (Informational Only) – Marketing Coordinator
11. EXECUTIVE (INTERIM) DIRECTOR’S REPORT
 - a. Management Report
12. OTHER ITEMS

*Action may be taken

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SUNSET TRANSPORTATION SERVICES

BOARD OF COMMISSIONERS

SPECIAL MEETING AGENDA

THURSDAY JANUARY 29, 2014

9:00 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL- Chair Lewicki, Commissioner Smith, Commissioner Goforth, Commissioner Kleczek, Commissioner Gearin, Commissioner Widener, Commissioner Fenske attended via phone
Staff: Mary Parker Executive Assistant
Legal Counsel- Jeanyse Snow
3. CHANGES TO AGENDA-None
4. PUBLIC COMMENT (3 minute limit)- None
5. OLD BUSINESS
 - a. Jay Flint Interim Director Consulting Contract- Chair Lewicki asked for comments on the proposal for providing consulting services from Jay and the contract that is recommended by Jeanyse Snow. Commissioner Gearin said that she feels that staff should determine which days and times would be best for Jay to be available to them. Commissioner Gearin also said that as the contract is written only the Board Chair is required to pre-approve Jay's extra hours however, Commissioner Gearin would like the entire Board to share in that authority and would like to see a limit on the number of the extra hours. Commissioner Gearin said she would like to see a delegation of authority for both Astoria and Warrenton offices and she recommended that Mary be that person at the Transit Center and appoint someone working in Warrenton for those offices. Commissioner Gearin also said this is a different situation than last time and she thinks the staff can handle it when Jay is not here. There was discussion about Jay having a flexible schedule and a cap of 16 hours a week for 17 weeks. Jeanyse Snow said it was her understanding that the relationship that the Board wanted was one of an independent contractor rather than a part time employee and that is the way the contract is written. Jeanyse clarified that the Oregon Statutes from the Bureau of Labor and Industry (BOLI), are interested in who is an employee and who is an independent contractor and define that. She said the statutes say an independent contractor is free from direction and control over the meaning and manner of providing the service. Jeanyse said her fear is advising the Board to enter into a contract with Jay as an independent contractor but the Board maintains so much control that if BOLI looked at it they would say it was not for an independent contractor. Jeanyse said there could be a problem of the Board controlling Jay's hours and which office he is in and she helped Jay redraft the proposal to give him some discretion. Jeanyse also said since Jay has been an employee there may be more scrutiny if anything ever does go before BOLI. Jeanyse said the contract allows the Board an out for no reason at all and she said her guess is that Jay can work with staff to set up a schedule. Jeanyse said Jay had two memorandums that contain all the criteria discussed at the last Board meeting and a key relationship transition plan. Jay said this will only be for a 3 month period. Commissioner Kleczek asked if Jay's memorandum fits with what the staff thinks they need now and can count on and they can set aside their questions for when Jay is going to be available. Jay said that he discussed

what would work best with staff however the plan can be changed. Commissioner Kleczek asked if Jay has to go to Salem on behalf of the Board will those hours be taken away from the 16 hours a week. Chair Lewicki said that there may be weeks he does not use the 4 hours of call time however if Jay approaches the ceiling of hours agreed upon we would amend the contract at that time. Jay said the contract goes to the end of May. Commissioner Kleczek asked about the budget and how Jay's pay would be accounted for since Jay's pay is not part of payroll and wondered if there was money budgeted for it and what department will his pay come out of. Jay said that it would fall under materials and services and regardless of this change the Board will have to approve an adjusted budget this year and this change will also be included in that. Jeaneyse explained that having the contract state "not to exceed a certain amount" seems to be acceptable by BOLI most of the time however if you pay someone by the hour BOLI says they are an employee. Commissioner Goforth said she we do have department heads in this organization and they are all quite efficient. Chair Lewicki said that the hours Jay chose were discussed with staff and staff feels comfortable with the schedule and Jay has committed to a response of 4 hours or less and will respond to emails and cell calls for any emergency situation. Chair Lewicki also said that this staff runs this business day to day pretty well and fairly autonomously and I have confidence that they will do what is needed. Chair Lewicki said he liked the proposal and agreement. Commissioner Fenske said she agreed with him. Commissioner Kleczek commented that both are well done. Commissioner Kleczek said there was one typo that needed to be addressed on the contract under item B. Jay said he would be submitting invoices on a bi-weekly basis. Jeaneyse asked that Chair Lewicki initial the correction on the contract when signed. Commissioner Gearin said with the additional information provided today she is comfortable.

Commissioner Kleczek moved to accept Jay's proposal and resulting contract for his services as Interim Director.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote

Voting Aye: Widener, Kleczek, Gearin, Fenske, Goforth, Lewicki and Smith (7)

Commissioner Gearin said that the Board should give Chair Lewicki the authority to approve extra hours. There was discussion with Chair Lewicki saying that he would inform the board if there was any approval of extra hours for Jay.

Commissioner Gearin moved that the Board give the Board Chair the authority to pre approve any needed extra hours with the understanding that they will be included in the total of \$13,600.

Commissioner Kleczek seconded the motion.

Motion passed by unanimous aye vote

Voting Aye: Widener, Kleczek, Gearin, Fenske, Goforth, Lewicki and Smith (7)

Chair Lewicki adjourned the meeting at 9:35 am.

Meeting was adjourned at 9:35 am

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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



SUNSET TRANSPORTATION SERVICES

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY FEBRUARY 27, 2014

9:00 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

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, Commissioner Marcia Fenske, Commissioner Carol Gearin and Commissioner Kevin Widener
Staff Present: Jay Flint, Executive Director, Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, RideCare Manager, Julia Takko, RideCare, Lori Karl, Human Resources, John Layton, IS.
3. CHANGES TO AGENDA- Chair Lewicki announced the addition of Job Descriptions and the Senior and Disabled Committee appointments under New Business. Commissioner Smith said that he had a couple of questions he would like to ask. Chair Lewicki said Commissioner Smith could ask them under Commissioner Reports or under Other Comments if they did not pertain to the agenda items.
4. PUBLIC COMMENT:
 - a. Gregory Tarvin from Seaside said that the first run on the Route 101 in the morning that is supposed to be express route is 15 to 25 minutes late every morning. He said the last 2 days it had been on time, but today it was late again. Gregory also said that the bus does not go by the Senior and Disability's office however the bus goes to Sunset Beach where in the last month there have only been 2 riders. He also commented that every day people get off the bus and have to walk from Taco Bell and the Bank all the way back to there to Senior and Disability Services. Chair Lewicki said that the Board appreciated the input and would not have an immediate answer but would look into it and get back to him. Gregory added that the senior citizens that go back there told him that you cannot be late to an appointment or you will be rescheduled. Gregory said he works and walks back there too.
 - b. Gail Evens-Sanders introduced herself and her daughter Maya. She said that Maya has Aspergers syndrome which is an American with Disabilities Act recognized disability. Maya works with Vocational Rehabilitation and been placed in a job at the old Red Lion Inn in the laundry room. Gail said that they live in Burnside and about 8 months ago they had made arrangements for the bus to pull on to the Burnside loop to pick Maya up. Gail said Maya is 24 years old and that she is 57 and she would not want to wait alone on Hwy 30 because there are no houses in view of the stop. Gail said that it only takes 8 more seconds to pull off Hwy 30. Gail said she is requesting that Maya be accommodated by the bus pulling off Hwy 30 and going down Burnside loop to Maritime Road. Jay said we would have to change our routes to a deviated fix route which opens up deviations along the entire route and unfortunately we cannot accommodate that deviation on Highway 30. Gail said she had talked with the Americans with Disability Act office in Salem and they said that Sunset Transportation Services could. Jay said that he would double check on that and get back to her. Gail said that the Americans with Disability Act office actually said that you could pay for her to take a cab and be reimbursed for it. Jay said he would check into it and would get back to Gail. Chair Lewicki said it is always good to feel we are connecting

with the people that need us and that there is communication. Jay also said he would check into the Route 101 morning schedule. Chair Lewicki said when the public takes the time to come down here that we need to make a genuine effort to help them with their needs and if not, we give them an explanation that is technically applicable but also imparts our sensitivity to their needs so they feel they were heard. Chair Lewicki asked that Jay prepare a report on both of the requests for the next Board meeting. Commissioner Kleczek and Widener also commented on their concerns about the timeliness of Route 101 and the Route 20 in the morning.

5. APPROVAL OF JANUARY 2014 BOARD MEETING MINUTES-

Commissioner Kleczek moved to approve the January 2014 Board minutes

Commissioner Fenske seconded the motion

Motion passed unanimously

Voting Aye: Fenski, Kleczek, Gearin, Widener, Smith, Goforth and Lewicki (7)

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Widener- Nothing to report
- b. Commissioner Fenske- Nothing to report
- c. Commissioner Goforth- Commented that she had attended the Special Districts Conference on Thursday. She said she had enjoyed it and always learns something new. She was unable to attend the other 2 days because of snow.
- d. Commissioner Kleczek- Commented that she would like to see if there is a way for us to let people know in advance of route changes and cancellations so riders are not standing around waiting for a bus that isn't coming. She asked that a plan be put into place for letting information points know of delays and cancellations and what is causing them so people can make arrangements. She said that our Facebook page did a really good job of getting the word out but hopes we can go that extra step to call and let information points know about those unexpected changes to the schedules. There was discussion about Facebook's limitations and notifying radio and television stations when there are temporary or emergency route and schedule changes. Commissioner Kleczek passed around the latest issue of the Cannon Beach 2014 magazine. She noted that it has added a lot of information about bus travel including information on the Point Bus and Connector and the Cannon Beach Shuttle stops have been added to the city map. Kathy said there was a self audit that was discussed at the Special Districts Association of Oregon Conference that we may want to participate in.
- e. Chair Lewicki- Reported that he has been invited to participate in the 20 Year Transportation Plan for our District which Jay explained in his management report.
- f. Commissioner Gearin- Reported that she had attended the Special Districts Conference in Seaside.
- g. Commissioner Smith- Asked what is being done to get the new logo out to the public. Mary said that there was a press release sent to all media and radio stations, an ad announcing the new logo placed in the Daily Astorian on February 21st and there will be another ad placed in the Daily Astorian on February 28th. There is also an ad being placed in the Coast Business Journal March edition and an ad with new logo on the Daily Astorian web page. The Seaside Signal and Cannon Beach paper will also run ads at the beginning of March. Jay said that we had been waiting for the final icons to be sent to us to start the marketing. Commissioner Smith also commented that we need to get away from publishing documents that contain acronyms as the public may not know what they mean. He said this month's Board minutes are just full of abbreviations. Commissioner Smith asked about having the Board Policies on line. Commissioner Smith said he had attended the Special Districts Conference in Seaside.

7. FINANCIAL REPORTS- There was discussion about several entries. There was a question about RideCare being over budget and if the flex lease payment from RideCare was included in the RideCare Budget. Jay said he would check and confirm that. Jay also said that the money being paid to the Department of Medical Assistance Program by RideCare is then being reimbursed to RideCare by Sunset Transportation Services. Jay said we will make a detailed report on the Sunset Transportation Services and RideCare debt service for the next Board meeting. Commissioner Kleczek asked about being over budget on the interest income. Diane said that we have received higher than expected interest payments on tax revenues from the Local Government Investment Pool from Clatsop County. Commissioner Kleczek asked about the interest that goes along with the debt service. Diane said she would provide a report that has principles, interest and fees next month. Commissioner Kleczek asked about credit card charges for Board meeting supplies being classified under Administration for one purchase and under Operations for another purchase. Diane said this would be corrected.

Commissioner Gearin moved to approve the January Financial Reports

Commissioner Widener seconded the motion

Motion passed unanimously

Voting Aye: Gearin, Widener, Smith, Lewicki, Goforth, Fenske and Kleczek (7)

8. AUDIT REPORT PRESENTATION- Brad Bingenheimer a partner with the accounting firm of Bodt, Carliisle and Smith presented the District's Audit for the year ending June 2013. Brad said that they have gone through and analyzed the account balances and transactions and basically believe that this is a fair presentation of what happened with the District this last year. Brad reported that the District has had improvement from its financial position with the a position increase of \$578,000 on the fund based statements which doesn't count debt and capital assets but just current assets and liabilities overall, the district had an increase of over \$100,000. Brad said that when you look at the general fund which is Sunset Empire Transportation District and the Northwest Ride Center, the general fund has a positive increase of \$500,000. The Northwest Ride Center had a decrease of \$415,000 which Brad said is from payments to the Department of Medical Assistance Program. All expenditure categories were within the budget. The Northwest Ride Center over extended the budget in material and services by \$388,000 and in debt service \$319,000 with the main reason being that the payments to the Department of Medical Assistance Program were substantially more than budgeted and also the debt service. Brad reported that total cash was just over a million dollars most of which is in financial institutions and a \$172,000 is in the local investment pool. Total cash in the general fund is \$738,000 and \$332,000 in the Northwest Ride Center. Receivables owed to the district \$571,000. The summary of the capital assets was \$502,000,000 for buildings and equipment with a reported \$1,900,000 of depreciation for those. Total new additions to capital assets were minimal at \$80,000. Disclosure of all the debt issuances of the District including future maturities is about \$450,000 a year for principle and interest payments for the next several years. The District is \$1,800,000 in debt with \$800,000 of that is owed to the State of Oregon Department of Human Services with payments of \$145,000 per year. Brad said that in looking at the Budget for 2013-2014 in the General Fund you had a beginning balance of \$631,000 and you actually only had \$199,000 which means you really didn't start the year off with the resources that you thought you had. There were issues with compliance with public contracting for intermediate procurements for goods and services between \$5000 and \$150,000 The requirement for 3 informal price quotes or proposals was not always followed. He said we start with maintaining an understanding of the internal controls and the operations of the internal controls. This concluded the report for the State of Oregon.

Brad said the next report was under the requirements of Governmental Auditing Standards. These are standards that apply to the District because of the amount of federal financial assistance the District receives. This report also requires that the auditors look at internal controls and compliance with laws and regulations.

Brad said the next report is under OMB A133 which requires them to drill down a little bit and look at compliance and internal controls. The program that they selected this year was for grants for other than urbanized areas. He said that they do have what they consider a qualified opinion on that. Basically Brad said that you complied with the program but there are definitely some things to talk about. Brad then reviewed the audit findings and questioned costs.

The first finding found that accounting records showed expenditures that were not recorded in the proper period and that required adjusting entries to be proposed to the district. Internal controls should have prevented this.

The second finding was that the two funds were out of balance. Funds should always be in balance and there should be internal controls to maintain that this is followed.

The third finding for internal controls has to do with revenues. Revenues should be recorded in the period that they are earned or become available to the district in. There were some that were that were not.

The fourth finding has to do with allocating costs between Sunset Empire Transportation District and the Northwest Ride Center. You will have costs that really belong to both funds, so we need to make sure that the internal controls include a systematic rational method of allocating the cost that occurs. Brad said that they noticed that there were some things that were not following that plan. There was discussion with management that anytime there is a deviation to that allocation plan it needs to come before the board so they are informed. Brad said to make sure that this happens because there is some level of judgment in every one of these.

The fifth finding has to do with journal entries that become embodied in your accounting records. Brad said that just like any other thing that hits your accounting records there should be internal controls over that which includes a supervisor review and approval process before they get recorded in the general ledger.

Brad said for this audit they used Circular A 87 which outlines what costs can be charged to a Federal Grant and which ones can't be and how the allocations plan works.

The sixth finding found that under your Grant document the Operating costs are reimbursable but Capital outlay items are not. They noted that there were \$10,500 that they believe were capital items were charged as material and services that you were reimbursed for under the grant.

The seventh finding has to do with the allocation of indirect costs. Brad said they looked at how the costs were allocated and at the allocation plan and noted that there were some things that did not match up totaling about \$31,000. You did receive reimbursement and these are things and if the Department of Medical Assistance Program came in again they might look at this and say they want their money back. He said that is why we are bringing these forward to the Board.

The eighth finding has to do with Grants having a beginning and ending period. What they found was at the end of a Grant period there were some funds brought in that were not part of that time period. Jay disagreed with this finding as he had been told by the Oregon Department of Transportation that he could make the purchases. Brad said as auditors we look at whatever documentation can we get our hands on for confirmation. Brad thanked the Board for receiving the Audit report.

9. OLD BUSINESS-

- a. Budget Calendar- Diane said the first Budget meeting will be on May 1st from 10 am to 1:00 pm at the Transit Center and the second meeting will either be May 13th or 14th. Diane said we are waiting for a couple more people to respond.

- b. RSVP Route- John and Tami discussed the problems that kept coming up with the original plans for the Shopper Shuttle service. They called Jean Palmateer from the Oregon Department of Transportation for guidance and it was decided to put the shuttle on hold for a month. This will give them time to work out the problems and redesign the service and have it ready by April.
- c. Board Liability Coverage- Mary reported that there were still some questions about liability coverage on Board members at the January Board meeting, so she had contacted the District's insurance carrier and asked them to send the current coverage limits for Board members. She said what they sent was basically the same information that had given to the Board several months ago and the same as what Lori had provided in January. Lori reviewed the description and details for Board liability insurance. Basic coverage is \$500,000 for each occurrence and up to \$10,000,000. Commissioner Fenske asked what misfeasance and non misfeasance meant. Jay said that it basically means doing something by bad action versus non action. There were concerns from several Board members about separate coverage limits listed on District's coverage report. Chair Lewicki asked for an updated report on our insurance carriers recommendation for the Board at our next meeting.
- d. Bob Gannaway Transit Plaza- Chair Lewicki said he has not had time to contact Victor but will before the next Board meeting and have a report. Commissioner Goforth said that she understood that Victor assumed that the Board would get a group together and collect money for it and Victor will not be doing anything until we decide how we are going to fund raise the money. Jay said that shrubs have been removed in the front garden area in preparation of the site.

10. CORRESPONDENCE- The District received a Thank You letter from the regional Food Bank for the canned food donations received by the District from the Holidays.

11. NEW BUSINESS

- a. Executive Director Hiring Process- Bill Anderson said he had come to the meeting today because there are some things the Board needs to do to maintain compliance with the Executive Session meeting rules. Bill said you will have an opportunity to go into Executive Session twice during this hiring process and in order for you to meet the requirements for conducting the Executive Sessions to hire an Executive Director; the Board needs to adopt the Special Districts timeline in a public meeting. Bill said the first Executive Session will be at the March 18th Special Board Meeting. He said the Board will be receiving the applications before the meeting and will be submitting their top 7 candidates to Mary by noon on March 17th. Bill said he will prepare a matrix of the names submitted which will to be presented to the Board at the March 18th meeting. The Board will select 5 candidates to move on to the Technical Panel interviews on April 7th at 9 am. Bill asked the Board to submit names of community stakeholders or other people that they would suggest for the Technical Panel. Bill also asked the Board to send Mary any questions they would like the Technical Panel to ask. The Technical Panel will meet on April 7th at 9 am and select 3 candidates to go on to the Board interviews which will be on April 8th at 9 am. Bill will present the recommendations of the Technical Panel to the Board; however Bill said that the Board is not obligated by the panel's recommendations. The Technical Panel will also prepare a ranked back up list in case candidates pull out of the interview process. Bill will send out a list of suggested panelists. Bill also said that Special Districts of Oregon has a standard list of questions they ask but he again encouraged the Board to send Mary any questions they want asked either during the Technical interview or during the Board interview. Jay said that based on staff input he would like to recommend to the Board that after the Technical Panel interviews there would be an informal time for the staff to

meet with the candidates over coffee. Bill suggested since there is an overnight stay after Technical interview, the District could host an informal public function at the Transit Center. Bill said that the Board will have to be careful when talking to each other. Chair Lewicki suggested that Mary send out a message to the Board with the names suggested for the Technical Panel. Bill asked the Board if the District will cover travel expenses for any of the final candidates. After discussion it was decided that the District would not offer to pay for travel expenses.

Commissioner Fenske moved to approve the Executive Director Selection Plan and Timeline

Commissioner Kleczek seconded the motion

Motion carried unanimously

Voting Aye: Fenske, Kleczek, Goforth, Smith, Gearin, Widener and Lewicki (7)

- b. Grounds and Maintenance Update- Mary informed the Board that that the trees on the Commercial side of the Transit Center are dying. CB Lawn Care will remove the trees and replace them with large azalea plants at a cost of \$110 per tree. Mary will make sure that Chris checks with the City of Astoria before removing the trees.
- c. Changes to Health Care Access- Lori reported that one of the mandates that is required by the Affordable Care Act is a new employee has to receive insurance within 90 days of hire so she said we had to change our policy to allow insurance at 60 days. We have 6 month probationary period. Lori said that there will be a lot of changes coming up in June.
- d. Job Descriptions- Commissioner Gearin asked Jay about the job title changes for Finance and Development that he has listed in his transition report. She asked if he had a job description for the new position. Jay said that person has not changed their job description yet and will not be making those changes until after the end of the fiscal. Commissioner Gearin said she had concerns about making the change now because the new director may want to do the grants. Jay said the grants are being done now by John and Diane with Jay doing the final approval. However Jay said his goal is to have grants management done by one person. Commissioner Fenske said that according to the Audit report we have oversight issues on the grants. Jay said that is why his goal is to have grants management be done by Diane because she has years of grants management experience. Commissioner Gearin said that SDAO recommends that Board members see all job descriptions however we do not have that policy. Jay said that he will have Lori print out all of the Job descriptions and pay scales for the next Board Meeting. Chair Lewicki suggested that making Annual Review of Job Descriptions be the next policy that the Board Policy Committee works on. Jay said he will set up a Board Policy meeting before the next Board Meeting. Chair Lewicki also asked that the staff draft a policy before the next Board meeting for a process for the Board to see all new or revised Job Descriptions. Jay said that he will also see that Job Descriptions are a section in the Budget Committee report this year.
- e. Senior and Disabled Transportation Advisory Committee- Commissioner Goforth said there has been a resignation on the Committee and Larry Miller from the Senior Center has volunteered to become a member. Commissioner Goforth asked for the Board to approve Larry Miller for the committee.

Commissioner Fenske moved to approve Larry Miller to the Senior and Disabled Transportation Advisory Committee

Commissioner Widener seconded the motion

Motion passed

Voting Aye: Fenske, Widener, Gearin, Lewicki, Goforth, Smith, Kleczek (7)

12. EXECUTIVE DIRECTOR'S REPORT

- a. Management Report- See attached report
- b. Web Site- Jay said that as soon as the beta site is up he will send access information to the Board. Commissioner Kleczek asked how many changes can be made once it is up. Jay said the agreement with Ifocus allows us to make as many changes as we want but he will check into that and verify it. Commissioner Smith recommended not changing every dot and dash and just concentrating on what it the new web site looks like first. Chair Lewicki asked Jay to let the Board know when the beta site is up and that the Board should rely on staff to oversee the changes needed.
- c. John Anglam from True North Learning and Development- John said Jay had asked him to come in a few months back to work with this staff to become more cohesive as a team. John said he has started some very important work with the team which measures their functionality through self assessment in five areas: trust, conflict, commitment, accountability and results. John said there will probably be 4 more sessions and John is hopeful that the new director will be part of this. There was a discussion and positive comments from the staff to the Board about the process.

13. OTHER ITEMS- None

14. PUBLIC COMMENT- None

Meeting was adjourned at 12 Noon

Mary Parker, Recording Secretary

_____ Date _____

Mission Statement

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

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance 2014
February 2014

Annual Actual to Budget Target: 66%

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Annual Actual To Budget</u>	
						\$(UNDER)	%
						\$ OVER	%
Ordinary Income/Expense							
Income							
4000 · FARES	25,019.86	18,750.00	170,563.24	150,000.00	225,000.00	\$ (54,436.76)	76% *
4100 · CONTRACTED SERVICES - IGA	0.00	4,490.75	33,808.60	35,926.00	53,889.00	\$ (20,080.40)	63%
4200 · TAXES	6,883.07	66,529.75	782,669.11	532,238.00	798,357.00	\$ (15,687.89)	98% *
4250 · TIMBER REVENUES	17,643.81	12,574.08	72,550.49	100,592.68	150,889.00	\$ (78,338.51)	48%
4300 · MASS TRANSIT ASSESSMENT	0.00	5,000.00	31,371.07	40,000.00	60,000.00	\$ (28,628.93)	52%
4301 · STATE APD NON-MEDICAL PROGRAM	0.00	525.00	0.00	4,200.00	6,300.00	\$ (6,300.00)	0%
4305 · INTEREST	404.18	100.00	1,795.05	800.00	1,200.00	\$ 595.05	150% *
4310 · MISC INCOME	0.00		21.39				
4450 · RENTAL INCOME	1,087.90	868.33	8,177.90	6,946.68	10,420.00	\$ (2,242.10)	78% *
5001 · GRANTS	0.00	127,209.48	704,426.08	1,017,676.12	1,526,514.00	\$ (822,087.92)	46%
Total Income	51,038.82	236,047.39	1,805,382.93	1,888,379.48	2,832,569.00	\$ (1,027,186.07)	64%
Gross Profit	51,038.82	236,047.39	1,805,382.93	1,888,379.48	2,832,569.00	\$ (1,027,186.07)	64%
Expense							
6000 · PAYROLL WAGES	65,808.07	71,654.16	550,912.47	573,233.36	859,850.00	\$ (308,937.53)	64%
6200 · PAYROLL TAXES & W/C - EMPLOYER	7,223.54	11,298.66	79,367.83	90,389.36	135,584.00	\$ (56,216.17)	59%
6300 · BENEFITS	13,196.13	22,234.16	123,721.33	177,873.36	266,810.00	\$ (143,088.67)	46%
6560 · PAYROLL EXP (OUTSOURCED FEES)	60.00		482.91				
6605 · REIMBURSED EXPENSES - p/r acct	0.00		469.00				
7750 · DMAP TRIP REIMBURSEMENTS	0.00		0.00				
8010 · BANK CHGS/FEES	234.75	100.00	2,441.05	800.00	1,200.00	\$ 1,241.05	203% *
8055 · AUDIT	0.00	1,833.33	14,932.44	14,666.68	22,000.00	\$ (7,067.56)	68%
8100 · BAD DEBT	0.00		1,036.00				
8155 · LEGAL ADS	0.00	125.00	65.42	1,000.00	1,500.00	\$ (1,434.58)	4%
8160 · PROFESSIONAL SERVICES	1,358.52	12,666.66	9,639.34	101,333.36	152,000.00	\$ (142,360.66)	6%
8165 · PLANNING/CONSULTING	0.00		0.00	0.00	0.00	\$ -	
8167 · LEGAL COUNSEL	0.00	291.66	1,696.80	2,333.36	3,500.00	\$ (1,803.20)	48%
8170 · MARKETING / ADVERTISING	2,912.71	3,333.33	18,897.58	26,666.68	40,000.00	\$ (21,102.42)	47%
8174 · CONNECTOR ALLIANCE	788.50	833.00	1,388.35	6,666.00	10,000.00	\$ (8,611.65)	14%
8175 · NEWSPAPER ADS	0.00	100.00	819.24	800.00	1,200.00	\$ (380.76)	68%

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance 2014
February 2014

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Actual To Budget	
8180 · OFFICE SUPPLIES	444.66	1,083.33	7,994.66	8,666.68	13,000.00	\$ (5,005.34)	61%
8185 · POSTAGE	0.00	83.33	646.48	666.68	1,000.00	\$ (353.52)	65%
8190 · PRINTING	56.00	666.66	3,569.97	5,333.36	8,000.00	\$ (4,430.03)	45%
8195 · SUBGRANT PASS-THROUGH	1,202.42	334.00	1,202.42	2,674.00	4,011.00	\$ (2,808.58)	30%
8205 · TAXES/LICENSE	0.00	62.50	537.00	500.00	750.00	\$ (213.00)	72% *
8250 · TELECOMMUNICATIONS	2,457.15	791.66	13,766.94	6,333.36	9,500.00	\$ 4,266.94	145% *
8300 · BLDG GROUNDS & MAINT	1,188.81	2,333.33	12,546.09	18,666.68	28,000.00	\$ (15,453.91)	45%
8350 · INSURANCE	-5,760.12	3,750.00	23,823.98	30,000.00	45,000.00	\$ (21,176.02)	53%
8360 · FUEL	13,528.55	20,349.58	95,826.18	162,796.67	244,195.00	\$ (148,368.82)	39%
8460 · UTILITIES	2,501.24	1,500.00	13,075.64	12,000.00	18,000.00	\$ (4,924.36)	73% *
8465 · JANITORIAL SERV & SUPPLIES	114.26	666.66	4,160.72	5,333.36	8,000.00	\$ (3,839.28)	52%
8480 · UNIFORMS	28.53	500.00	1,534.42	4,000.00	6,000.00	\$ (4,465.58)	26%
8500 · DONATIONS/GIFTS/CONTRIB	2,813.00	416.68	3,398.06	3,333.36	5,000.00	\$ (1,601.94)	68%
8501 · DONATIONS CLEARING	-2,813.00		-2,813.00				
8550 · DRUG/ALCOHOL SCREENING	235.00	125.00	2,010.50	1,000.00	1,500.00	\$ 510.50	134% *
8560 · DUES/SUBSCRIPTIONS/FEES	40.28	433.33	3,402.88	3,466.68	5,200.00	\$ (1,797.12)	65%
8570 · ELECTION FEES	0.00		-62.00	0.00	0.00		
8575 · EMPLOYEE RECOGNITION	38.50	291.66	1,956.48	2,333.33	3,500.00	\$ (1,543.52)	56%
8605 · VEHICLE MAINT & REPAIR	8,204.21	8,000.00	54,188.30	64,000.00	96,000.00	\$ (41,811.70)	56%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	5,934.47	3,541.66	32,750.72	28,333.36	42,500.00	\$ (9,749.28)	77%
8660 · SHELTER CLEANING/REPAIR	0.00	208.33	434.63	1,666.68	2,500.00	\$ (2,065.37)	17%
8705 · SMALL TOOLS/MINOR EQUIPMENT	259.99	166.66	1,433.22	1,333.36	2,000.00	\$ (566.78)	72%
8725 · MISCELLANEOUS	0.00		48.44				
8750 · CONFERENCES/TRAINING/TRAVEL	2,633.23	1,583.33	15,733.47	12,666.68	19,000.00	\$ (3,266.53)	83% *
8780 · MEETING EXPENSE	50.81	83.33	1,412.13	666.68	1,000.00	\$ 412.13	141% *
Total Expense	124,740.21	171,440.99	1,098,448.09	1,371,533.08	2,057,300.00	\$ (958,851.91)	53%
Net Ordinary Income	-73,701.39	64,606.40	706,934.84	516,846.40	775,269.00	\$ (68,334.16)	91% *
Other Income/Expense							
Other Income							
9150 · TRANSFERS IN	0.00	5,000.00	54,584.06	40,000.00	60,000.00	\$ (5,415.94)	91% *
Total Other Income	0.00	5,000.00	54,584.06	40,000.00	60,000.00	\$ (5,415.94)	91%
Other Expense							

SUNSET TRANSPORTATION SERVICES
Profit Loss Budget Performance 2014
 February 2014

	<u>Month</u> <u>Actual</u>	<u>Month</u> <u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Annual Actual To Budget</u>	
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	22,000.00	217,994.25	176,000.00	264,000.00	\$ (46,005.75)	83% *
9700 · CAPITAL EXPENSE	19,129.00	42,600.00	127,741.72	340,800.00	511,200.00	\$ (383,458.28)	25%
9800 · CONTINGENCY	0.00	20,630.83	0.00	165,046.68	247,570.00	\$ (247,570.00)	0%
9850 · TRANSFERS OUT	109,029.75	12,167.00	109,029.75	97,333.00	146,000.00	\$ (36,970.25)	75% *
Total Other Expense	<u>134,732.25</u>	<u>97,397.83</u>	<u>454,765.72</u>	<u>779,179.68</u>	<u>1,168,770.00</u>	<u>\$ (714,004.28)</u>	<u>39%</u>
Net Other Income	<u>-134,732.25</u>	<u>-92,397.83</u>	<u>-400,181.66</u>	<u>-739,179.68</u>	<u>-1,108,770.00</u>	<u>\$ 708,588.34</u>	<u>36%</u>
Net Income	<u><u>-208,433.64</u></u>	<u><u>-27,791.43</u></u>	<u><u>306,753.18</u></u>	<u><u>-222,333.28</u></u>	<u><u>-333,501.00</u></u>	<u><u>\$ 640,254.18</u></u>	<u><u>192%</u></u> *

RIDE CARE Profit Loss Budget Performance 2014 February 2014

	Month Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	Annual Actual to Budget	
						\$(UNDER)	
						\$ OVER	%
Annual Actual to Budget Target: 66%							
Ordinary Income/Expense							
Income							
4305 · INTEREST	0.00		15.08				
4400 · PROVIDER PAYMENTS	172,575.00	153,343.25	1,329,162.00	1,226,746.00	1,840,119.00	\$ (510,957.00)	
Total Income	172,575.00	153,343.25	1,329,177.08	1,226,746.00	1,840,119.00	\$ (510,941.92)	72%
Gross Profit	172,575.00	153,343.25	1,329,177.08	1,226,746.00	1,840,119.00	\$ (510,941.92)	72% *
Expense							
6000 · PAYROLL WAGES	20,425.32	20,370.66	160,715.75	162,965.36	244,448.00	\$ (83,732.25)	66%
6200 · PAYROLL TAXES & W/C - EMPLOYER	2,205.62	2,615.75	17,081.28	20,926.00	31,389.00	\$ (14,307.72)	54%
6300 · BENEFITS	11,101.48	7,149.33	42,311.96	57,194.68	85,792.00	\$ (43,480.04)	49%
6560 · PAYROLL EXP (OUTSOURCED FEES)	16.50		113.24				
7750 · DMAP TRIP REIMBURSEMENTS	126,124.19	91,666.66	966,903.02	733,333.36	1,100,000.00	\$ (133,096.98)	88% *
8010 · BANK CHGS/FEES	0.00	41.66	56.00	333.36	500.00	\$ (444.00)	11%
8055 · AUDIT	0.00	750.00	8,574.00	6,000.00	9,000.00	\$ (426.00)	95% *
8155 · LEGAL ADS	0.00	41.66	0.00	333.36	500.00	\$ (500.00)	0%
8160 · PROFESSIONAL SERVICES	704.93	208.33	4,632.05	1,666.68	2,500.00	\$ 2,132.05	185% *
8167 · LEGAL COUNSEL	0.00	166.66	168.00	1,333.36	2,000.00	\$ (1,832.00)	8%
8175 · NEWSPAPER ADS	0.00	41.66	290.95	333.36	500.00	\$ (209.05)	58%
8180 · OFFICE SUPPLIES	129.07	416.66	1,393.74	3,333.36	5,000.00	\$ (3,606.26)	28%
8185 · POSTAGE	0.00	41.66	172.64	333.36	500.00	\$ (327.36)	35%
8190 · PRINTING	0.00	62.50	38.60	500.00	750.00	\$ (711.40)	5%
8250 · TELECOMMUNICATIONS	848.37	750.00	6,252.27	6,000.00	9,000.00	\$ (2,747.73)	69%
8300 · BLDG GROUNDS & MAINT	137.00	250.00	3,085.90	2,000.00	3,000.00	\$ 85.90	103% *
8350 · INSURANCE	-500.88	208.33	6,239.19	1,666.68	2,500.00	\$ 3,739.19	250% *
8400 · BUS PASSES	3,960.00	308.33	4,800.00	2,466.68	3,700.00	\$ 1,100.00	130% *
8460 · UTILITIES	168.99	666.66	3,274.12	5,333.36	8,000.00	\$ (4,725.88)	41%
8465 · JANITORIAL SERV & SUPPLIES	35.80	166.66	945.00	1,333.36	2,000.00	\$ (1,055.00)	47%
8480 · UNIFORMS	0.00	83.33	0.00	666.68	1,000.00	\$ (1,000.00)	0%
8550 · DRUG/ALCOHOL SCREENING	0.00	125.00	562.00	1,000.00	1,500.00	\$ (938.00)	37%
8560 · DUES/SUBSCRIPTIONS/FEES	0.00	66.66	894.12	533.36	800.00	\$ 94.12	112%
8575 · EMPLOYEE RECOGNITION	38.50	62.50	168.81	500.00	750.00	\$ (581.19)	23%

RIDE CARE
Profit Loss Budget Performance 2014
February 2014

	<u>Month</u> <u>Actual</u>	<u>Month</u> <u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Annual Actual to Budget</u>	
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	5,758.63	2,258.33	23,278.45	18,066.68	27,100.00	\$ (3,821.55)	86% *
8725 · MISCELLANEOUS	0.00		128.00				
8750 · CONFERENCES/TRAINING/TRAVEL	504.74	208.33	2,880.23	1,666.68	2,500.00	\$ 380.23	115% *
8780 · MEETING EXPENSE	0.00	66.66	448.02	533.36	800.00	\$ (351.98)	56%
Total Expense	<u>171,658.26</u>	<u>128,793.98</u>	<u>1,255,407.34</u>	<u>1,030,353.08</u>	<u>1,545,529.00</u>	<u>\$ (290,121.66)</u>	<u>81% *</u>
Net Ordinary Income	916.74	24,549.27	73,769.74	196,392.92	294,590.00	\$ (220,820.26)	25%
Other Income/Expense							
Other Income							
9150 · TRANSFERS IN	109,029.75	12,166.67	109,029.75	97,333.32	146,000.00	\$ (36,970.25)	75%
Total Other Income	109,029.75	12,166.67	109,029.75	97,333.32	146,000.00	\$ (36,970.25)	75% *
Other Expense							
9600 · DEBT SERVICE & INTEREST-FEES	0.00	12,166.66	109,029.75	97,333.36	146,000.00	\$ (36,970.25)	75% *
9700 · CAPITAL EXPENSE	719.00	200.00	1,916.40	1,600.00	2,400.00	\$ (483.60)	80% *
9800 · CONTINGENCY	0.00	21,130.00	0.00	169,040.00	253,560.00	\$ (253,560.00)	0%
9850 · TRANSFERS OUT	0.00	5,000.00	54,584.06	40,000.00	60,000.00	\$ (5,415.94)	91% *
Total Other Expense	<u>719.00</u>	<u>38,496.66</u>	<u>165,530.21</u>	<u>307,973.36</u>	<u>461,960.00</u>	<u>\$ (296,429.79)</u>	<u>36%</u>
Net Other Income	108,310.75	-26,329.99	-56,500.46	-210,640.04	-315,960.00	\$ 259,459.54	18%
Net Income	<u><u>109,227.49</u></u>	<u><u>-1,780.72</u></u>	<u><u>17,269.28</u></u>	<u><u>-14,247.12</u></u>	<u><u>-21,370.00</u></u>	<u><u>\$ 38,639.28</u></u>	<u><u>181% *</u></u>

SUNSET TRANSPORTATION SERVICES
Balance Sheet
As of February 28, 2014

	<u>Feb 28, 14</u>		<u>Feb 28, 14</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	87,328.07
1000 - SETD	1,230,151.94	Long Term Liabilities	
1050 - NORTHWEST RIDE CENTER	352,546.68	2800 - INTERCOMPANY TRANSACTION	
1099 - TRANSFERS HOLDING ACCOUNT	2.11	2805A - NWRC - OWES/RECEIVES	-85,356.16
Total Checking/Savings	<u>1,582,700.73</u>	2805B - SETD - RECEIVES/OWES	85,356.16
Accounts Receivable		2810A - INTERFUND RECV - NWRC	-194,600.28
1200 - ACCOUNTS RECEIVABLE	508.27	2810B - INTERFUND PAYABLE -SETD	194,600.28
Total Accounts Receivable	<u>508.27</u>	2820 - INTERCOMPANY RECEIVABLE	361,282.21
Other Current Assets		2830 - INTERCOMPANY PAYABLE	-361,282.21
1205 - PROPERTY TAX RECEIVABLE	45,761.21	Total 2800 - INTERCOMPANY TRANSACTION	<u>0.00</u>
1499 - UNDEPOSITED FUNDS	7,640.19	Total Long Term Liabilities	<u>0.00</u>
Total Other Current Assets	<u>53,401.40</u>	Total Liabilities	87,328.07
Total Current Assets	<u>1,636,610.40</u>	Equity	
TOTAL ASSETS	<u><u>1,636,610.40</u></u>	3050 - PRIOR PERIOD ADJ	500.00
		3800 - FUND BALANCE SETD	199,216.55
		3850 - FUND BALANCE NWRC	1,025,543.32
		Net Income	324,022.46
		Total Equity	<u>1,549,282.33</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,636,610.40</u></u>

8:40 AM
03/21/14

SUNSET TRANSPORTATION SERVICES
A/R Aging Summary
As of February 28, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALLSTATE INSURANCE AGENCY	0.00	285.00	0.00	0.00	0.00	285.00
ANDI WARREN INSURANCE AGENCY	0.00	95.00	0.00	0.00	0.00	95.00
BARTON, ERIC/AR	0.00	50.00	26.00	0.00	0.00	76.00
BITS N BYTES COMPUTER SERVICE	0.00	95.00	47.50	0.00	0.00	142.50
BRACHMANN, CAROL	0.00	47.50	0.00	0.00	0.00	47.50
CC PAROL-PROBATION	810.00	0.00	0.00	0.00	0.00	810.00
CCC	0.00	60.00	0.00	0.00	0.00	60.00
CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
CLATSOP BEHAVIORAL HEALTHCARE	0.00	-90.00	0.00	0.00	0.00	-90.00
CLATSOP COMMUNITY BANK - JACK FICKEN	0.00	47.50	0.00	0.00	0.00	47.50
CLATSOP COUNTY CIRCUIT COURT	0.00	0.00	0.00	0.00	-340.00	-340.00
DHS/BEAVERTON	0.00	-9.00	0.00	0.00	0.00	-9.00
FARMHOUSE FUNK	0.00	95.00	95.00	0.00	0.00	190.00
HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
ISN	0.00	0.00	0.00	0.00	600.00	600.00
NORTHWEST RIDE CENTER/SETD	0.00	900.00	0.00	0.00	0.00	900.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,840.00	-3,840.00
NWRC.	0.00	0.00	0.00	0.00	1,343.77	1,343.77
TOTAL	<u>810.00</u>	<u>1,766.00</u>	<u>168.50</u>	<u>0.00</u>	<u>-2,236.23</u>	<u>508.27</u>

SUNSET TRANSPORTATION SERVICES

A/P Aging Summary

	As of February 28, 2014					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
ABECO	0.00	-1.60	0.00	0.00	0.00	-1.60
ALSCO	28.53	0.00	0.00	0.00	0.00	28.53
ASTORIA SENIOR CENTER	1,202.42	0.00	0.00	0.00	0.00	1,202.42
ASTORIA, CITY OF	511.77	0.00	0.00	0.00	0.00	511.77
ATLANTIS AUTO GLASS, INC	1,145.00	0.00	0.00	0.00	0.00	1,145.00
CLATSOP ELECTRIC	2,900.00	0.00	0.00	0.00	0.00	2,900.00
COLUMBIA HOUSEWARMERS	282.00	0.00	0.00	0.00	0.00	282.00
CRS	16,293.00	0.00	0.00	0.00	0.00	16,293.00
CUMMINS NORTHWEST, LLC	0.00	0.00	0.00	0.00	0.00	0.00
DAY WIRELESS SYSTEMS, CORP.	1,225.00	0.00	0.00	0.00	0.00	1,225.00
iFOCUS CONSULTING	5,505.00	0.00	0.00	0.00	0.00	5,505.00
INTEGRA TELECOM	75.65	0.00	0.00	0.00	0.00	75.65
MAC TOOLS	259.99	0.00	0.00	0.00	0.00	259.99
MCCALL TIRE CENTER - Warrenton	964.96	0.00	0.00	0.00	0.00	964.96
MTR WESTERN BUS	721.23	0.00	0.00	0.00	0.00	721.23
NW NATURAL	231.05	0.00	0.00	0.00	0.00	231.05
NWRC-TILLAMOOK COUNTY TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
O'REILLY AUTO PARTS	575.16	0.00	-21.99	0.00	0.00	553.17
OFFICE MAX / BOISE CO.	82.88	0.00	0.00	0.00	0.00	82.88
PACIFIC POWER	599.90	0.00	0.00	0.00	0.00	599.90
PACIFICSOURCE ADMINISTRATORS	1,500.00	0.00	0.00	0.00	0.00	1,500.00
SAFEKEEPING STORAGE CENTERS	274.00	0.00	0.00	0.00	0.00	274.00
SDAO	240.00	0.00	0.00	0.00	0.00	240.00
SDIS	0.00	0.00	0.00	0.00	0.00	0.00
SETD-V	0.00	0.00	0.00	0.00	0.00	0.00
VERIZON WIRELESS	514.74	0.00	0.00	0.00	0.00	514.74
WARRENTON AUTO PARTS	61.57	0.00	0.00	0.00	0.00	61.57
WESTERN BUS SALES, INC.	3,415.48	0.00	0.00	0.00	0.00	3,415.48
TOTAL	<u>38,609.33</u>	<u>-1.60</u>	<u>-21.99</u>	<u>0.00</u>	<u>0.00</u>	<u>38,585.74</u>

RideCare

SUNSET TRANSPORTATION/RIDE CARE

Checks 5000+

February 2014

Type	Num	Date	Name	Account	Original Amount
Transfer		02/25/2014		1080 - NWRC Reimb - CCB (3976)	-126,050.84
				1040 - GENERAL FUND - CCB (3943)	126,050.84
				TOTAL	126,050.84
Check	EFT 2-14	02/28/2014	CLATSOP COMMUNITY BANK	1040 - GENERAL FUND - CCB (3943)	-6,573.50
Bill Pmt -Check	2298	02/28/2014	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-13,168.35
Bill Pmt -Check	2366	02/07/2014	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-6,958.50
Bill Pmt -Check	2370	02/07/2014	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-12,233.55
Bill Pmt -Check	2375	02/14/2014	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-6,523.00
Bill Pmt -Check	2379	02/14/2014	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-9,818.26
Bill Pmt -Check	2383	02/21/2014	NWRC-K & M MEDIVAN	1080 - NWRC Reimb - CCB (3976)	-9,756.00
Bill Pmt -Check	2384	02/21/2014	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-7,019.00
Bill Pmt -Check	2390	02/21/2014	NWRC-WAPATO SHORES, INC	1080 - NWRC Reimb - CCB (3976)	-13,795.95
Bill Pmt -Check	2395	02/28/2014	NWRC-MEDIX AMBULANCE	1080 - NWRC Reimb - CCB (3976)	-7,482.00
Bill Pmt -Check	14155	02/21/2014	M2 TRAFFIC MANAGEMENT, LLC	1040 - GENERAL FUND - CCB (3943)	-5,580.00
Bill Pmt -Check	14166	02/21/2014	WILCOX & FLEGEL	1040 - GENERAL FUND - CCB (3943)	-9,648.43

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
02/13/2014	0188 1-9 TO 2-5-14

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

PAID

Bill Due 02/28/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
MEETING EXPENSE	PARKER 0204 SAFEWAY-BOARD MTG SUPPLIES	37.26		Admin
JANITORIAL SERV & SUPPLIES	SAFEWAY-CLEANING SUPPLIES-ASTORIA	17.24		Admin
JANITORIAL SERV & SUPPLIES	SAFEWAY-CLEANING SUPPLIES-ASTORIA	13.01		MM-29308
OFFICE SUPPLIES	FM-STORAGE BINS	56.91		Admin
MARKETING / ADVERTISING	CASH-CARRY-SUPPLES RIDER APPRECIATION DAY (RAD)	31.53		OPER - 5311
MEETING EXPENSE	LINDSTROMS-BOARD MTG SUPPLIES	13.55		Admin
MARKETING / ADVERTISING	FM-SUPPLIES RIDER APPRECIATION DAY (RAD)	41.53		OPER - 5311
MARKETING / ADVERTISING	ACE-ED MATERIALS FOR RAD	14.47		OPER - 5311
MARKETING / ADVERTISING	LAZERQUICK-ED MATERIALS FOR RAD	3.25		OPER - 5311
MARKETING / ADVERTISING	SIGN ONE-BANNER FOR RAD	69.50		OPER - 5311
MARKETING / ADVERTISING	DOLLAR STORE-ED MATERIALS FOR RAD	19.00		OPER - 5311
MARKETING / ADVERTISING	FM-SUPPLIES RAD	50.68		OPER - 5311
CONFERENCES/TRAINING /TRAVEL	SDAO REGISTRATION FOR PARKER	23.00	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	SDAO REGISTRATION FOR PARKER	207.00		Admin
CONFERENCES/TRAINING /TRAVEL	SDAO REGISTRATION FOR KARL	231.00		Admin
CONFERENCES/TRAINING /TRAVEL	SDAO REGISTRATION FOR KARL	99.00	NWRC.	NWRC
OFFICE SUPPLIES	BAKERY-SUPPLIES FOR RAD	27.90		OPER - 5311

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
02/13/2014	0188 1-9 TO 2-5-14

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

PAID

Bill Due 02/28/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
CONFERENCES/TRAINING /TRAVEL	TAKKO 0212 SDAO REGISTRATIO FOR COMM. GOFORTH, SMITH AND GEARIN	800.00		Admin
OFFICE SUPPLIES	WAL MART-CHECKS	62.94		Admin
OFFICE SUPPLIES	WAL MART-CHECKS	26.97	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	JONES 0261 PARKING-SALEM DMAP MTG	6.00	NWRC.	NWRC
OFFICE SUPPLIES	FM-STAMPS	46.00	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	MEAL-SALEM DMAP MTG	8.45	NWRC.	NWRC
EMPLOYEE RECOGNITION	FM-GIFT CARDS	60.00		Admin
CONFERENCES/TRAINING /TRAVEL	MEAL-SALEM DMAP MTG	10.13	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	MEAL-SALEM CCO MTG	26.16	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	FLINT 0196 MEAL- SALEM DMAP MTG	8.45	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	PARKING-SALEM DMAP MTG	6.00	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	MEAL-SALEM DMAP MTG	19.20	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	LODGING-SALEM DMAP/OTC MTG	98.45	NWRC.	NWRC
CONFERENCES/TRAINING /TRAVEL	LODGING-SALEM DMAP/OTC MTG	98.45		OPER - 5311
CONFERENCES/TRAINING /TRAVEL	MEALS-BOARD CHAIR MTG	32.40		Admin

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
02/13/2014	0188 1-9 TO 2-5-14

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

PAID

Bill Due 02/28/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
CONFERENCES/TRAINING /TRAVEL	MEAL-OTC MTG	9.48		OPER - 5311
CONFERENCES/TRAINING /TRAVEL	AMERICAN AIRLINE RT TICKET TO TRAVERSE CITY MI FOR CONFERENCE	579.00		SETD
CONFERENCES/TRAINING /TRAVEL	AMERICAN AIRLINE RT TICKET TO TRAVERSE CITY MI FOR CONFERENCE	24.00		SETD
CONFERENCES/TRAINING /TRAVEL	MEAL-PTAC MEETING	4.80		OPER - 5311
COMPUTER MAINT/REPAIR/SOFTWARE	LAYTON 0253 NEWEGG-PRINTER AND CABLE	161.27		OPER - 5311
COMPUTER MAINT/REPAIR/SOFTWARE	ADOBE MONTHLY SERVICE SUBSCRIPTION-PARKER	19.99		Admin
COMPUTER MAINT/REPAIR/SOFTWARE	ADOBE MONTHLY SERVICE SUBSCRIPTION-LAYTON	19.99		Admin

Expense Total : 3,083.96

Bill Total : \$3,083.96

Sunset Transportation Services

FEBRUARY FINANCIAL EXCEPTIONS REPORT

For the March 2014 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 7 Months = 66% of Fiscal Year Budget*

For period ending February 28, 2014

Sunset Transportation Services Profit and Loss

We are on budget for revenues, under budget for ordinary expenses and 91% over budget for Net Ordinary Income. This combined with Other Income/Expenses leaves STS YTD in a net positive position of just over 192% actual to budget projections.

Revenue

- 4000 Fares: Compared to last fiscal year as of 2/28/14, revenues for Medicare and Fixed Route are up \$30,000.
- 4200 Taxes: Property taxes will continue to be more than projected through the remainder of the year. STS also received unplanned payment for the Ft James Company settlement.
- 4305 Interest: Interest payments will continue to be above budget from the percentage gain on the more than expected revenues in the Local Government Investment Pool account.
- 4450 Rental Income: Is all from parking spaces. The reason the monthly actual is over budget is two parking spaces were paid for for six months in advance.

Expense

- 8010 Bank Chgs/Fees: Same explanation as last month. The majority of these charges continue to be from merchant services fees for credit card processing.
- 8205 Taxes/Licenses. This includes two annual licenses payments. The actual to budget should normalize over the next quarter.
- 8250 Telecommunications: Same explanation as last month. This expense will continue to be over budget for the remainder of the year.
- 8460 Utilities: This is slightly over budget due to the electric and gas usage during winter months. This expense should normalize over the next quarter.
- 8550 Drug/Alcohol Screening: Same explanations as last month. This will continue to be over budget. Includes background checks and fingerprint charges.
- 8750 Conference/Training: The last major SDAO conference of the year has taken place. Some expenses are reflected in February. Additional related expenses will be presented in the March financials. All included should remain in line with the budget by year-end.
- 9150 Transfers In: This is from Ride Care for the Flex Lease payment. There is no more planned Transfers In for the year.
- 9600 Debt Service & Interest: This is due to the one-time flex lease payment. The only payments scheduled for the remainder of the year is to Clatsop Bank and by year-end STS should be under budget.

***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 Transportation Services

FEBRUARY FINANCIAL EXCEPTIONS REPORT

For the March 2014 Board of Commissioner's Meeting

Ride Care Profit and Loss

Ride Care actual Ordinary Income is under budget with overall expense at 81% and revenues at 72% actual to budget. The Other Income and Expense items for the year bring the overall Net Income to 181% or \$38,639 above budget.

Expense

- 7750 Trip Reimbursements: Same explanations as last month. The number of rides has increased as a result of actions taking place under The Affordable Health Care Act.
- 8055 Audit: All audit services have been billed and therefore the total expense should remain the same through year-end.
- 8160 Professional Services: Same explanation as last month. This will remain over budget due to the allocated costs for the Internal Control procedural manual being created by Boldt.
- 8300 Bldg Grounds & Maintenance: Same explanation as last month. A new screen door and security lights were purchased last quarter. This expense should be in line with budget by year end.
- 8350 Insurance: Same explanation as last month. Property and general liability insurance have been allocated to NWRC during the year, which was not forecasted in the budget.
- 8400 Bus Passes: Ride Care is encouraging more of its ambulatory riders to use bus passes.
- 8560 Dues/Subscriptions/Fees: Same explanation as last month. Three annual dues were paid last quarter.
- 8650 Computer Maintenance/Software: This expense line item will remain over the YTD budget for the remainder of the year due to web design and M2 consulting services.
- 8750 Conference/Training Travel: Same explanation as last month. The travel required for the CCO Brokerage negotiations will most likely cause the RC to surpass budget expectations.

Correction Made to YTD Financials presented at Last Month's Board Meeting

- Board meeting supplies assigned to Operations class was reclassified to Operations-Admin.
- Ride Care portion of the Flex Lease payment was moved from the Flex Lease line item to the budgeted line item Transfers Out.

***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 TRANSPORTATION SERVICES
Detailed Debt Service Report
February 2014

	<u>Feb 14</u>	<u>Budget</u>	<u>Jul '13 - Feb 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Income					
9150 · TRANSFERS IN	0.00	5,000.00	54,584.06	40,000.00	60,000.00
Total Other Income	0.00	5,000.00	54,584.06	40,000.00	60,000.00
Other Expense					
9600 · DEBT SERVICE & INTEREST-FEES					
9610 · CLATSOP COMM BANK - LOAN					
9610A · PRINCIPAL	4,810.89		9,269.98		
9610B · INTEREST	1,762.61		15,945.28		
Total 9610 · CLATSOP COMM BANK - LOAN	6,573.50		25,215.26		
9625 · SDAO FLEXLEASE					
9625A · PRINCIPAL	0.00		150,000.00		
9625B · INTEREST	0.00		14,256.25		
9625C · LOAN FEES	0.00		1,150.00		
Total 9625 · SDAO FLEXLEASE	0.00		165,406.25		
9600 · DEBT SERVICE & INTEREST-FEES - Other	0.00	22,000.00	0.00	176,000.00	264,000.00
Total 9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	22,000.00	190,621.51	176,000.00	234,000.00
9850 · TRANSFERS OUT	109,029.75	12,167.00	109,029.75	97,333.00	146,000.00
Total Other Expense	115,603.25	34,167.00	299,651.26	273,333.00	380,000.00

RIDE CARE DETAILED DEBT SERVICE REPORT February 2014

	<u>Feb 14</u>	<u>Budget</u>	<u>Jul '13 - Feb 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Income					
9150 · TRANSFERS IN	109,029.75	12,166.67	109,029.75	97,333.32	146,000.00
Total Other Income	<u>109,029.75</u>	<u>12,166.67</u>	<u>109,029.75</u>	<u>97,333.32</u>	<u>146,000.00</u>
Other Expense					
9600 · DEBT SERVICE & INTEREST-FEES					
9655 · DMAP - REPAYMENT AGREEMENT	0.00	12,166.66	109,029.75	97,333.36	146,000.00
Total 9600 · DEBT SERVICE & INTEREST-FEES	<u>0.00</u>	<u>12,166.66</u>	<u>109,029.75</u>	<u>97,333.36</u>	<u>146,000.00</u>
9850 · TRANSFERS OUT	0.00	5,000.00	54,584.06	40,000.00	60,000.00
Total Other Expense	<u>0.00</u>	<u>17,166.66</u>	<u>163,613.81</u>	<u>137,333.36</u>	<u>206,000.00</u>
Net Other Income	109,029.75	-4,999.99	-54,584.06	-40,000.04	-60,000.00



[900 Marine Drive Astoria, OR 97103 503-861-7433 www.ridethebus.org](http://www.ridethebus.org)

March 4, 2014

Gail Evans-Sanders
92978 Maritime Rd.
Astoria, OR 97103

Dear Gail,

I just wanted to take a minute to thank you for taking the time to share your concerns with the Sunset Transportation Services Board at our recent meeting. We are always glad for the input from our riders and the community. It gives the District an opportunity to examine our service and look for ways to improve the services we provide.

We take your comments seriously, and have asked management to look into the matter you brought before us. We will respond to you with our findings just as soon as they are available.

Respectfully,

Chairman
Sunset Transportation Services
Board of Commissioners



[900 Marine Drive Astoria, OR 97103 503-861-7433 www.ridethebus.org](http://www.ridethebus.org)

March 4, 2014

Gregory Tarvin
429 S. Holladay
Seaside, OR 97138

Dear Gregory,

I just wanted to take a minute to thank you for taking the time to share your concerns with the Sunset Transportation Services Board at our recent meeting. We are always glad for the input from our riders and the community. It gives the District an opportunity to examine our service and look for ways to improve the services we provide.

We take your comments seriously, and have asked management to look into the matter you brought before us. We will respond to you with our findings just as soon as they are available.

Respectfully,

Chairman
Sunset Transportation Services
Board of Commissioners

**SUNSET TRANSPORTATION SERVICES
DONATED TRANSPORTATION SERVICES REQUEST
2014-2015 APPLICATION PROCESS**

The Sunset Empire District (SETD) Board of Commissioners Special Transportation Services Policy allows, upon approval of the Board, the provision of donated transportation services for public events and community efforts that benefit and enhance the community fabric of Clatsop County. An annual limit for these donated services will be set by the SETD Board each year.

Groups or services that wish to petition for donated transportation services are required to submit the following application. Applicants will be notified of the results of their request by mail.

All applications must be submitted to SETD by May 08, 2014 at 5:00 PM.

Please mail or drop off applications to Sunset Empire Transportation District, 900 Marine Drive, Astoria Oregon, 97103. Applications may also be faxed to 503-861-1606. For more information contact Executive Assistant, Mary Parker at 503-861-5370 or mary@ridethebus.org.

APPLICANT

Agency/Organization _____

Address _____ Phone _____

Contact person _____ email _____

Please describe: (1)the event or service and (2) the transportation requested from STS .

Date(s) requested _____ Time(s) _____

Special considerations: _____

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: ___Approved ___Not Approved

Signature of SETD Board Chair _____
Date

Sunset Transportation Services

FEBRUARY MANAGEMENT REPORT

For the March 2014 Board of Commissioner's Meeting

Interim Director's Report

Special Districts Insurance Services (SDIS) – "Additional" Liability Coverage

- AT the last Board meeting it was asked how our "Additional Coverages" relate to our standard liability coverages. Our insurance carrier, Brown & Brown, said that the Additional Coverages we receive are above and beyond what a standard insurance carrier would cover. These extras are added by the SDIS Board to provide additional protection for the special districts they insure. These are not negotiable and are set by SDIS. They cover pre-claim matters in hopes of preventing a later claim. Once a claim is actually filed against the District, then our \$10 million liability protection is triggered, so it is safe to say we are adequately covered under current levels.

North by Northwest CONNECTOR Update

- Another Award!!!!!!
 - The Connector project won the 2014 National Environmental Excellence Award from the National Association of Environmental Professionals (NAEP). NAEP is a multi-disciplinary association dedicated to the advancement of the environmental professions, as well as a forum for state-of-the-art information on environmental planning, research and management. The award presentation is in Florida in April. A couple of Connector reps will be going to receive the award (not me).
- The group is putting together a plan for some limited regional advertising this fiscal year.

Rebranding

- The website is still being worked on by iFocus and staff, and "beta" test site for the Board to view will be ready by the Board meeting.

New the R.S.V.P. "Shopper Shuttle" Service Update

- After final ODOT input, a revised design of the service will be presented to the Board at the meeting. Affirmed start date is March 31.

ADA Paratransit Report

- In January we had staff meetings discussing the new Shopper Shuttle that is a work in progress. The team is finalizing the plan and will be implementing the new route March 3rd.
- January 30th was Customer Appreciation Day and Homeless Connect. On that day SETD sponsored the "Free Ride the Bus" day as well. Paratransit provided 10 free rides.
- In January Paratransit provided 596 rides; an average of 27.09 riders per day.
- 48% of the current Paratransit applicants used the service in January.
- This month 20 Veteran riders used the service.
- There were 9 new ADA Paratransit applications received and 7 approved.
- The Paratransit drivers sold 18 ticket books totaling \$468.00.
- Fare collection was successful and increased by \$1,817 from last month. Medicaid and Paratransit ridership increased substantially this month.

Paratransit Fares Collected for January: \$4,910.00

- Para-transit Fares: \$503.00
- Tickets Collected: \$444.00
- Medicaid: \$3,963.00

Human Resources Report

- On February 5, 2014 the LCHRMA group met for an informational time on, "Workplace Violence". Lis Pietila attended the meeting with me. Good information was received, especially for the Transit Center employees.
- On February 6, 7, and 8th I attended the SDAO conference in Seaside. These conferences are always so beneficial, a good recharge for any position.
- A Safety Meeting was held on February 20th, along with a building inspection at the Transit Center. Then on March 3rd we did a building inspection at the Warrenton offices/shop. William 'Buddy' Kloster, with OSHA came to our two facilities on March 4, to do an overall evaluation assessment. Eric, Kevin and Lis met with him to do theses. He will be writing up a report and I will report on it next month.
- Greg Jackson, with SDAO is planning a site visit in March and will meet with Jay and me regarding the best practices and how it is being restructured. He will also go over the report from the OSHA assessment.

Information Technology Report

Admin

- The new laptops for Mary and I have arrived. I have started to use mine. I'm still working on getting Mary's prepared for use.

Mobility

- Fixed some spyware issues on transit center computer.

NWRC

- M2 showed gave us access to a beta site of the dispatching software.
- Look to implement new OBSS by next month.

OPS

- Some buses still not tracking on Mototrax software. Working with Angeltrax to fix problem.

Reports

- All reports are in

Maps, Schedules and Website

- Updated System Map
- Made a Fare Map

Mobility Management

Compliance:

- Budget orientation and beginning to establish goals and develop worksheets
- S & D meeting to be held March 25th Larry Miller new member and Patrick Preston possible member

Outreach:

- Schedule delivery update and process
- New process for all Outreach and Education to go through Mary for review or development
- Developing website information

Transit Center:

- Rachelle doing fantastic!
- OSHA walk through successful, taking recommendations to safety committee
- Rachelle training on STS ordering
- Prorated monthly pass procedure

Transportation Options:

- Work Plan Draft completed and submitted
- Met with Transportation options group to discuss campaign in Astoria, went on tour of city and began first steps for building program to launch in June
- Communications Plan developing with interactions with Mary on the Marketing portion
- Be Seen event planning for Tillamook County in April
- Attended the TO GO membership meeting in Salem and quarterly T.O meeting

Northwest Ride Center Report

- Attended the Project Homeless connect in Seaside along with STS team members. I was able to speak to a few people regarding our services but most were there for STS services.
- Performed employee evaluation for our dispatch position.
- Attended a CHART meeting where we discuss community health related issues. Transportation is a service that ties a lot of this stuff together. New website is up: <http://www.clatsopchart.org/>
- The brokerage meeting was held in Albany. Among other topics broached we discussed CCO integration and challenges associated with that. We also discussed options for transporting other brokerage's clients if they are still members of DHS. If client from another brokerage is in our area and still is under DHS then we can transport them. We will not transport the client if they are a member of the CCO only.
- The newly formed INTAKE piece is designed to bring brand new clients or clients who haven't used RIDE CARE in the last year into our services. In the short time that this has been working, the INTAKE department has shown great value in ushering in new clients. This has also made our call taking far more efficient since they no longer have to work through what can sometimes be a 20 minute call with new clients.
- The Team training with John Anglim was well worth the time.
- Julia and Jason are having weekly technical meetings regarding our OBSS software. We are ¾ the way through testing of the new software and barring no technical setbacks hope to have the new software up and running in the middle part of April.
- Attended a short conference call regarding the coming rules advisory committee meetings in the coming months. We mainly just discussed the format of the coming meetings and made sure that everyone had the correct contacts for questions.

Rider Report
February 2014

Fixed Route Highlights:

- **11,179** people used fixed routes in February for an average of **399.3** riders per day.
- **3.2 % decrease** in average passengers who rode fixed routes per day from last February (412.7 to 399.3)
- **\$5.64 per rider** is the estimate cost per person riding fixed route in February.

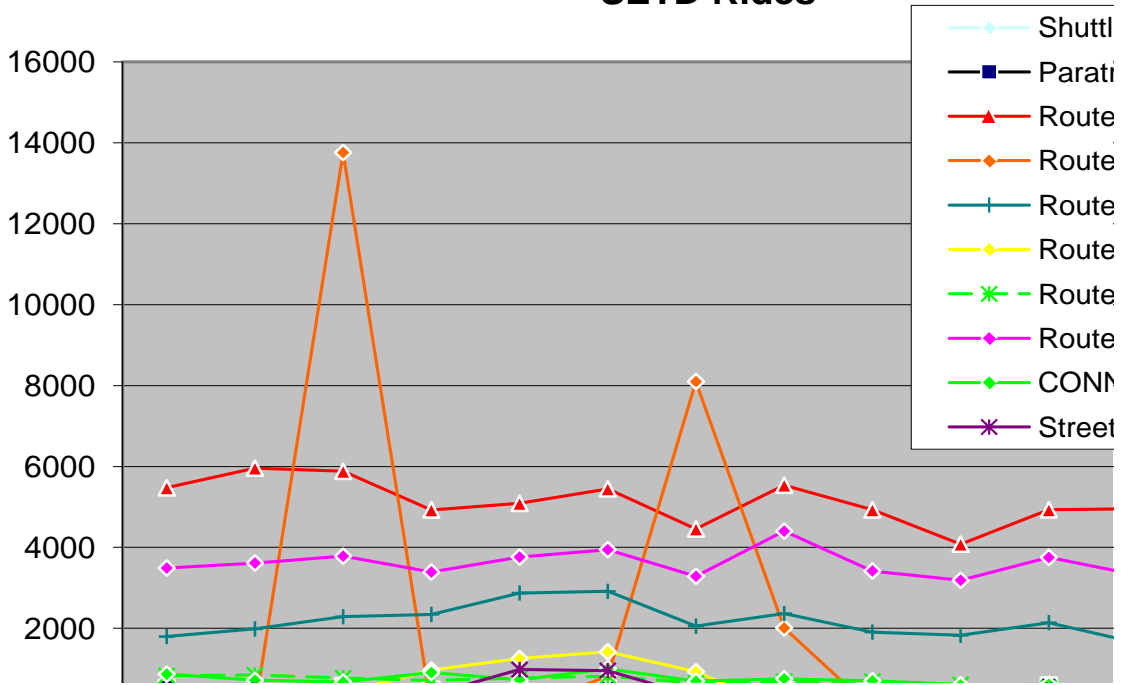
ADA Para-Transit Highlights:

- **461** people used Para-transit in February for an average of **16.5** riders per day.
- **4.5 % decrease** in average Para-transit passengers per day from last February (24.2 to 23.1)
- **\$25.75 per rider** is the estimated cost per person riding Para-transit in February.

System Highlights:

- **11,640** people used SETD services in February for an average of **415.7** riders per day.
- **3.2% decrease** in all average passengers per day from last February (429.5 to 415.7)
- **16.7 % decrease** in average fuel cost from last February (\$.42 to \$.35).
- **\$6.74 per rider** is the estimated cost per person riding on SETD.
- **10.3 % decrease** in the ratio of elderly/disabled riders from last February (17.51% to 15.71%)
- **8.8 % increase** in all ADA Paratransit rides from last February (249 to 271)

SETD Rides



Rider Breakdown by Month

