



SUNSET

TRANSPORTATION
SERVICES

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY May 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
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF BOARD MEETING MINUTES *
 - a. March 18TH Special Board Meeting
 - b. April 8th Special Board Meeting
 - c. April 24th Regular Board Meeting
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- Diane
8. OLD BUSINESS
 - a. Budget Update-Diana
 - b. Board and Staff Communication- Neal
 - c. Donated Services Selection and Approval –Chair Lewicki *
 - d. Executive Director Goals (First Draft)-Chair Lewicki
9. CORRESPONDENCE
 - a. Letter of response to Public Commenter
 - b. Thank you
10. NEW BUSINESS
 - a. Resolution 2014-02 to move funds from Contingency to Debt Service-Diana *
11. EXECUTIVE DIRECTOR'S REPORT
 - a. Management Report
12. OTHER ITEMS

*Action Item

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.



SUNSET
TRANSPORTATION
SERVICES

BOARD OF COMMISSIONERS

MEETING MINUTES

TUESDAY MARCH 18, 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

Present: Chair Paul Lewicki, Commissioner Kathy Kleczek , Commissioner Rae Goforth,
Commissioner Marcia Fenske, Commissioner Kevin Widener, Commissioner Carol Gearin
Commissioner Neal Smith
3. CHANGES TO AGENDA- NONE
4. PUBLIC COMMENT (3 minute limit)- NONE
5. EXECUTIVE SESSION- Chair Lewicki opened Board Executive Session ORS 192.660(2)(a) 9:06 AM
6. EXECUTIVE SESSION - Chair Lewicki announced the conclusion of Executive Session at 10:27 AM
7. OTHER ITEMS- None
8. MEETING ADJOURNED- Chair Lewicki adjourned the meeting at 10:28 AM.

Mary Parker, Recording Secretary

Commissioner Carol Gearin Secretary/Treasurer

Date_____

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SUNSET
TRANSPORTATION
SERVICES

BOARD OF COMMISSIONERS

MEETING MINUTES

THURSDAY APRIL 8, 2014

8:30 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

1. CALL TO ORDER; at 8:33 AM. PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL-
Present: Chair Paul Lewicki, Commissioners, Kathy Kleczek, Rae Goforth, Marcia Fenske, Kevin Widener, Carol Gearin, Neal Smith
George Dunkel and Bill Anderson, Consultants, Special Districts Association of Oregon
3. CHANGES TO AGENDA- Commissioner Kleczek said the meeting time on the agenda needed to be changed to 8:30 AM.
4. PUBLIC COMMENT (3 minute limit)
5. EXECUTIVE SESSION ORS# 1922.660(2)(a)-
6. EXECUTIVE SESSION CONCLUSION- Chair Lewicki announced the conclusion of Executive Session at 12 Noon.
7. EXECUTIVE DIRECTOR SELECTION-
Commissioner Kleczek made a motion that the Board vote to offer Diana Bartolotta the position of Executive Director.
Commissioner Widener seconded the motion.
Commissioner Kleczek amended her motion to include that the Board make a contingent offer to Diana Bartolotta for the position of Executive Director contingent upon contract negotiations, benefit packages, a background check and any other District requirements for new employees.

Chair Lewicki- Aye
Commissioner Kleczek- Aye
Commissioner Goforth- Aye
Commissioner Smith- Aye
Commissioner Widener- Aye
Commissioner Gearin- No
Commissioner Fenske- Absent (Excused from meeting)
Motion passed unanimously

George Dunkel discussed the draft Employment Contract that is being negotiated which includes a first evaluation which will be done by December 2014 which will be followed by quarterly evaluations for the next year and then they will be done annually. George also reminded the Board that they need to complete the Executive Director goals and send them to Chair Lewicki. George offered copies of the Draft Contract to the board. There was discussion about Diana starting early and perhaps not needing to have Jay continue as Interim Director. George said his target date for Diana starting will be May 1st.

8. Chair Lewicki adjourned the meeting at 12:40 PM.

Respectfully Submitted by Mary Parker
Executive Assistant

_____ Date _____
Commissioner Carol Gearin Secretary/Treasurer



**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY APRIL 24, 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 Carol Gearin, Commissioner Kathy Kleczek, and Commissioner Kevin Widener
Excused: Commissioner Fenske

Staff Present: Diana Bartolotta, Incoming Executive Director, Jay Flint, Interim (Outgoing) Executive Director, Mary Parker, Executive Assistant, Diane Moody, Finance Officer, Jason Jones, Ridecare Manager, Lori Karl, Human Resources, Lis Pietila, Mobility Management, Scott Earls, Operations Manager, Tami Carlson, Paratransit Supervisor
3. CHANGES TO AGENDA-Chair Lewicki said that a report from Commissioner Goforth on the Ridecare Board meeting would be added under Old Business, a Resolution approving bank signing authority for Diana Bartolotta would be added under New Business, and the SDAO Best Practices process would be added under New Business.
4. PUBLIC COMMENT- None
5. EXECUTIVE SESSION ORS # 1922.660(2)(h)
Chair Lewicki opened Executive Session at 9:12 am. Staff and public were excused.
Executive Session concluded a 9:26 am. Staff and public were invited to return to meeting.
6. APPROVAL OF MARCH 2014 BOARD MEETING MINUTES-
Commissioner Kleczek noted an incomplete sentence and a typo of Vic Kee's name. Chair Lewicki asked the Board if it was helpful to receive the minutes earlier than in the next months Board Packs. After discussion it was determined the minutes will be available 8 days after the Board meeting.

Commissioner Kleczek moved to approve the March Board minutes as corrected.
Commissioner Widener seconded the motion.
Motion passed unanimously.
Voting Aye: Kleczek, Gearin, Widener, Smith, Goforth and Lewicki (6)
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Chair Lewicki- Reported that he had an opportunity to introduce Diana to the staff and attend the staff meeting on Tuesday. He said that our staff is more amazing than you might know only seeing them once or twice a month. He said that he listened to all the projects they are involved in and the responsibility they take for their areas but most notably how they all work together, bounce things off each other and was a completely harmonious meeting. He said he was quite proud of what he saw. Chair Lewicki said that Diane has been working with Vic and has set up an account for the Gannaway Transit Plaza project. He said the account has to have a tax ID number and Diane is recommending that we set up a sub account under the employee account for 60 to 90 days and the funds are separate

than the districts funds. Chair Lewicki said Vic had come to Diane for help in setting up an account. Chair Lewicki said we will hold Vic responsible for this. Jay asked if Vic would be spearheading this. Chair Lewicki said what we had talked about last month was if we knew contributors or interested parties we could mention it but we aren't going to do active solicitation and there was some talk about the staff doing a baked sale at some point. Chair Lewicki said Vic had mentioned that the Gannaway family may be significant participants in this. Chair Lewicki said he did not think this was going to be difficult effort; we just need the tools in place to move forward. Cost estimates are about \$2300. Jay said that this should not create tax problems for us however those that do make donations cannot write it off on their taxes because we are not a 501C3. Jay said this we have other sub-accounts and this one will not cause any problems. Paul welcomed Diana Bartolotta.

- b. Commissioner Goforth- Reported that she and Scott Earls had gone to the Port Commission and the Cruise Hosts and that Scott made it very very clear to everyone that it is not a shuttle, it is Route 11.
- c. Commissioner Smith- Thanked Mary for all she has does.
- d. Commissioner Kleczek- Thanked Mary for the extra work the last few months. Commissioner Kleczek suggested that we try and move to putting our schedules into a holder in the shelters. She asked that we install or utilize waterproof schedule holders in the shelters so that riders can see a shelter and see that there is information as well. Commissioner Kleczek also said that we had said that we were having difficulty getting our signs up and she had talked with the Cannon Beach city manager and he is willing to get help us get our signs up down there. Commissioner Kleczek said that if she could have someone help her facilitate, that she would like to exchange the new signs for the old old signs that have an 800 number on them that doesn't go anywhere near us. It would be really great to transition the old signs out and new signs in so riders are a little bit less confused about who is providing their transportation services. Chair Lewicki asked for a status report on updating signage in Cannon Beach at the next Board meeting. Commissioner Widener said the new Connector signs are up but the old signs are also still up. Jay said that we can go down and look at the existing signage and replace with new. Commissioner Kleczek said she will be glad to help since she has talked with and received a commitment from Rich at Public Works.
- e. Commissioner Gearin- Thanked Mary and the staff as she knows this has been a difficult time the last 6 to 8 weeks and she agreed with Paul that the staff does a terrific job. She also said she had no ideas about the signs in Cannon Beach but she had ridden the bus there and if she had to do it again it would be difficult as there are no signs down there.
- f. Commissioner Widener- Reported in response to the discussion about Cannon Beach signage that when he looks at the existing signage from somebody else's standpoint that yes they could use different signage down there. There are shelters that were not used originally and they don't have anything on them. Commissioner Widener said he would also like to thank Mary for what she has done.

8. **FINANCIAL REPORTS**- Diane asked if there were any questions. Commissioner Gearin asked if we think we are going to see more on the timber revenue. Diane said it will be about \$5000 under what we received last year. Commissioner Gearin asked if we were budgeted for a Contingency Fund of \$253,000 for RideCare and \$247,000 for Sunset Transportation Services and if they are two separate funds. Diane said yes they are separate and that the amount was correct. Commissioner Gearin asked if we should maybe pay down some of the principle on our loans. Diane said we will be asking the Budget Committee for a Capital Reserve Fund for setting aside funds for improvements. Jay said that cash flow wise we are fine in terms of all of our accounts. We have not had to worry about the getting by period for a couple of years now. Commissioner Gearin said she was wondering if the Budget Committee could look at the extra that we have in Contingency funds and consider paying down on the principle and we could get out of debt a little quicker. Diane said that she thought this was a great conversation for the Budget Committee. Commissioner Kleczek said she had noticed in the Exceptions report that telecommunications is running over budget but it looks like we are under budget on the profit and loss. Diane explained that for this month we are under budget because we have not received a bill. Commissioner Kleczek asked about the money budgeted for shelter cleaning and repair and asked why none has been used. Jay said that we have never had any designated staff for shelter cleaning and repair. Jay said between Mary and Scott we have researched what it would cost to have someone from the outside party do it. We could not find someone that was within budget do this that we would like to have so we decided to include a part time employee that will do shelter cleaning in the budget this year. Jay said this position used to be called a lot attendant and they cleaned the shelters and busses next year. Commissioner Kleczek asked who would be cleaning the shelters until the new budget. Scott said the biggest reason we do not see any money being spent on cleaning the shelters is because he is going and cleaning them and we are already paying him for the job and that is just something that I do. We have a neighbor next to the shelter in Hammond that calls when the garbage can is full and I go down and empty it or

when the shelters at Fred Meyer has spiders in them and we receive a call, I go down and clean them. Scott said some of the shelters have gone beyond being cleaned and need to be taken down and ground down. Commissioner Kleczek said she wanted to make sure because we have discussed this in previous meetings and it is important to us that the shelters are clean and safe. Commissioner Kleczek also asked if Diane had called about reducing credit card fees. Diane said that she has and they will be coming back with a proposal for next year and a requested rebate for this year.

Commissioner Gearin moved to approve the March Financial Reports as presented.

Commissioner Kleczek seconded the motion.

Motion passed unanimously.

Voting Aye: Gearin, Widener, Smith, Lewicki, Goforth and Kleczek (6)

9. OLD BUSINESS-

- a. Budget Process Update- Diane reported that the required Budget Committee legal ad has been put out for the Budget Meeting on May 1st at 9:00 AM here at the Transit Center. The Budget Meeting books will be ready following today's meeting. Diane said if there is a second meeting it will be on May 14th.
- b. NEMT Brokerage Meeting- Commissioner Goforth said that they had a very good meeting with Tillamook and Columbia County. Commissioner Goforth said she thinks it is important that the Board knows what these committees do. Commissioner Goforth passed around a handout that Jason had made for the Brokerage meeting. Commissioner Goforth also said that Jason had been asked how many phone calls were taken in and he reported 59,000 calls. Commissioner Goforth reported that there was discussion about a recent price war going on which Jason solved by asking that the providers post their prices on the 25th of each month and that those prices remain in use until the 25th of the next month. Commissioner Goforth said that after over 2 years of working on the gas debit cards US Bank has said to their involvement. She said DMAP will now be paying \$37 a ride and our cost is \$32 a ride. We have 28 volunteers working, and they do receive mileage. Commissioner Goforth said that Tillamook Transit are cashing in on routes to the Casino's and passed out a brochure. Commissioner Goforth said that she would like to get more people on the committees and she would like to see the District's department managers speak at the Board meetings. Chair Lewicki asked Jason why we lost the debit card program. Jason said that we have had a long process trying to set up this program including a rewrite of our programming and he had sent an email to US Bank about completing process. US Bank responded saying they were no longer going to accept any more of these types of programs in their portfolio and as soon as they can they will be dropping the only other debit card program with Medford as well. Jay said that there are no other banks that will provide this service so Jason and Julia have been working on a plan that will be a direct deposit program where money from Ridecare account will be directly deposited into the drivers account through an Automated Clearing House process and Ridecare will also continue reimbursing drivers through the gas voucher program that is currently being used. Commissioner Smith asked why all of the brokerages aren't using the same system? Jason said we are not required to.
- c. Update on new website launch- Jay reported that today is the official launch site of our official web site. There will be a couple of new phases to keep improving it. Chair Lewicki thanked Commissioner Kleczek thanked Lis for the work that she did to make the necessary changes. Jay thanked Mary for her help and being the point person and for the work she has put into it as well. Each of the managers had input for their pages. Commissioner Kleczek said there is a problem with the "plan your trip" direction finder by Google maps. Mary said that she will call Hannah and have them correct or will place notification on page that it is not working or have them remove it.
- d. Donated Services update- Mary reported that we released the Donated Services Application information process to the public. There was information in the paper, on the radio, on our website and we have made several email blasts to local services that we are linked to. The application process will be from April 14th through May 14th. Mary reported that she has already received 3 applications. Mary will email the Board a copy of the application following the meeting.
- e. New Executive Director Contract approval- Chair Lewicki said that the Board has received a copy of the contract that has been reviewed by our attorney Jeaneyse Snow and have made the corrections she recommended. Addendum A is not included today, but was included in the original contract sent to you. Addendum B is included with today's contract. Chair Lewicki pointed out that there was one significant change concerning outside employment on page 4 of section 7. Commissioner Kleczek asked about a strike through on page 7 which Chair Lewicki clarified as a typo

and which has been corrected. Chair Lewicki said there was one more change that Jeanyse made in the section for grounds for termination in section 8 and 9 under sub paragraph 2.

Commissioner Goforth moved to accept and approve the contract for Diana Bartolotta the new Executive Director.

Commissioner Smith seconded the motion.

Discussion- Commissioner Kleczek thanked everyone for their input and cooperation. Chair Lewicki also thanked everyone for their diligent input. Commissioner Widener stated his being uncomfortable with doing that over the telephone and it should have been done in a meeting.

Motion passed by unanimous aye vote.

Voting Aye- Gearin, Smith, Lewicki, Goforth and Kleczek (5)

Voting Nay- Widener (1)

10. CORRESPONDENCE- None

11. NEW BUSINESS

- a. Resolution 2014-01 Bank Signing Authority- Chair Lewicki read Resolution 2014-01 allowing Executive Director, Diana Bartolotta full financial authority to all Sunset Empire Transportation District accounts at Clatsop Community Bank.

Commissioner Kleczek moved to adopt Resolution 2014-01.

Commissioner Gearin seconded the motion.

Roll Call Vote-

Chair Lewicki-yea

Commissioner Goforth- yea

Commissioner Gearin- yea

Commissioner Widener- yea

Commissioner Smith- yea

Commissioner Fenske- yea

Commissioner Kleczek- yea

Motion passed unanimously.

- b. Credit Card for Mobility- Jay explained the need for Lis to have a credit card for the Mobility Department. Jay said that as we ramp up the Transportation Options program Lis and her staff will be purchasing materials for presentations and events this next year. Jay said it is better to have all of her purchase on her own credit card instead of borrowing someone else's. Jay said it is a natural progression to have all department heads have their own credit card. Jay said we are asking for a \$1000 increase to the credit limit for credit cards to accommodate adding this new card. Diane said that having a credit card is also useful for traveling to conferences and training.

Commissioner Kleczek moved to allow Diane to ask for an increase in the credit card limit and for Lis to have a credit card for her department.

Commissioner Gearin seconded the motion.

Motion passed unanimously.

Voting aye- Goforth, Smith, Kleczek, Gearin, Widener and Lewicki (6)

- c. Revised Allocation Plan- Diane said the new Allocation Plan is from January 2014 through June 2015. Diane said the motivation for making these changes has a lot to do with our auditor's findings for the last few years. We inconsistently are applying our cost allocations which have had a lot to do with the variations we had in the cost allocations plan by the expense category. The other motivation is really thinking through the administrative umbrella of Ridecare and Sunset Transportation Services. Diane compared calculating the cost allocation plan by employee time or salary or square footage. Diane said when she did a 2 month study using both methods the results came out at 76/24 % for both methods. Diane said that if there are future changes in staff or square footage we will only need to adjust what is happening at each place. Diane noted to the Board that the allocation methodology had been changed on page 4 and the table on page 5 and 6 outlines each category of expenses and how they are being allocated. We would like to move forward with the only addition that would happen next year being the addition of the new budget.

Commissioner Gearin moved that the Board accept the Cost Allocation Plan for January 2014 to June 2015 as presented.

Commissioner Kleczek seconded.

Motion passed by unanimous aye vote.

Voting Aye- Gearin, Widener, Lewicki, Goforth, Smith and Kleczek (6)

- d. Best Practices SDAO- Chair Lewicki passed out the new SDAO Best Practices document to the Board. Chair Lewicki noted that the new Best Practices process had been discussed at the last Board meeting. Chair Lewicki asked Mary to take a look at this initially and have a report for the next Board Meeting.

12. INTERIM EXECUTIVE DIRECTOR'S REPORT

- a. Jay reviewed the report. Jay said Diane is the Budget Officer and will be handling the Budget Meeting next week, but Jay said he will be attending for historical purposes. Jay said that Diana takes over today and that Jay will be transferring information over to her within the next week. Jay thanked the Board for all their efforts, he thanked the staff for all the hard work we have gone through the last few years. Jay welcomed Diana and said this place requires a lot of energy and enthusiasm and I think she can bring that to the table. Jay said he looks forward to watching and reading about you as you move forward to the new chapter.

13. OTHER ITEMS-

- a. Chair Lewicki said that he would like to characterize Jay's tenure here on the shore of the Columbia River as taking us from choppy stormy waters into calmer waters of the river here. Chair Lewicki said the Board had put together a token of their appreciation and presented Jay with a commemorative "ice sculpture" award inscribed with the new logo and names of the Board. Chair Lewicki said there just isn't time to list all the things but the new logo, the original Allocation Plan, the conservative budgeting which has put us in a much better financial situation and the attention you have paid to nurturing the staff. Thank you for everything.
- b. Commissioner Kleczek said that tomorrow is the NWACT Board meeting and we will be voting on the SIP process. Commissioner Kleczek said this is an important meeting for seeing how the process works. Jay said he was not going to attend, and Commissioner Kleczek invited Diana to attend. Diana asked to meet with Commissioner Kleczek after the meeting to coordinate information.

14. PUBLIC COMMENT- None

Meeting was adjourned at 11:AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

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

YTD Actual to Budget Target: 83%

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
						<u>\$(UNDER)</u>	<u>%</u>
						<u>\$OVER</u>	<u>%</u>
Ordinary Income/Expense							
Income							
4000 - FARES	22,705.51	18,750.00	208,946.25	187,500.00	225,000.00	(16,053.75)	93%
4100 - CONTRACTED SERVICES - IGA	4,700.60	4,490.75	44,236.98	44,907.50	53,889.00	(9,652.02)	82%
4200 - TAXES	4,588.30	66,529.75	806,137.77	665,297.50	798,357.00	7,780.77	101%
4250 - TIMBER REVENUES	0.00	12,574.08	72,550.49	125,740.84	150,889.00	(78,338.51)	48%
4300 - MASS TRANSIT ASSESSMENT	26,643.26	5,000.00	58,014.33	50,000.00	60,000.00	(1,985.67)	97%
4301 - STATE APD NON-MEDICAL PROGRAM	0.00	525.00	0.00	5,250.00	6,300.00	(6,300.00)	0%
4305 - INTEREST	315.41	100.00	2,545.94	1,000.00	1,200.00	1,345.94	212%
4310 - MISC INCOME	0.00		21.39			21.39	
4450 - RENTAL INCOME	0.00	868.33	8,890.40	8,683.34	10,420.00	(1,529.60)	85%
5001 - GRANTS	0.00	127,209.47	928,847.08	1,272,095.06	1,526,514.00	(597,666.92)	61%
Total Income	58,953.08	236,047.38	2,130,190.63	2,360,474.24	2,832,569.00	(702,378.37)	75%
Gross Profit	58,953.08	236,047.38	2,130,190.63	2,360,474.24	2,832,569.00	(702,378.37)	75% *
Expense							
6000 - PAYROLL WAGES	60,418.47	71,654.16	673,078.14	716,541.68	859,850.00	(186,771.86)	78%
6200 - PAYROLL TAXES & W/C - EMPLOYER	14,071.87	11,298.66	100,211.79	112,986.68	135,584.00	(35,372.21)	74%
6300 - BENEFITS	1,804.44	22,234.16	139,124.04	222,341.68	266,810.00	(127,685.96)	52%
6560 - PAYROLL EXP (OUTSOURCED FEES)	57.00		590.91			590.91	
6605 - REIMBURSED EXPENSES - p/r acct	15.00		484.00			484.00	
8010 - BANK CHGS/FEES	269.91	100.00	2,939.13	1,000.00	1,200.00	1,739.13	245% *
8055 - AUDIT	0.00	1,833.33	15,498.44	18,333.34	22,000.00	(6,501.56)	70%
8100 - BAD DEBT	0.00		1,036.00			1,036.00	
8155 - LEGAL ADS	0.00	125.00	65.42	1,250.00	1,500.00	(1,434.58)	4%
8160 - PROFESSIONAL SERVICES	1,254.00	12,666.66	15,517.12	126,666.68	152,000.00	(136,482.88)	10%
8167 - LEGAL COUNSEL	289.38	291.66	1,986.18	2,916.68	3,500.00	(1,513.82)	57%
8170 - MARKETING / ADVERTISING	674.00	3,333.33	20,791.68	33,333.34	40,000.00	(19,208.32)	52%
8174 - CONNECTOR ALLIANCE	0.00	833.00	1,510.15	8,333.00	10,000.00	(8,489.85)	15%
8175 - NEWSPAPER ADS	412.79	100.00	2,201.08	1,000.00	1,200.00	1,001.08	183% *
8180 - OFFICE SUPPLIES	1,053.90	1,083.33	9,735.15	10,833.34	13,000.00	(3,264.85)	75%
8185 - POSTAGE	18.40	83.33	821.23	833.34	1,000.00	(178.77)	82%
8190 - PRINTING	193.20	666.66	3,763.17	6,666.68	8,000.00	(4,236.83)	47%

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
8195 - SUBGRANT PASS-THROUGH	0.00	334.00	1,202.42	3,343.00	4,011.00	(2,808.58)	30%
8205 - TAXES/LICENSE	0.00	62.50	537.00	625.00	750.00	(213.00)	72%
8250 - TELECOMMUNICATIONS	1,177.25	791.66	15,187.12	7,916.68	9,500.00	5,687.12	160% *
8300 - BLDG GROUNDS & MAINT	1,177.46	2,333.33	14,326.04	23,333.34	28,000.00	(13,673.96)	51%
8350 - INSURANCE	10,769.64	3,750.00	34,922.21	37,500.00	45,000.00	(10,077.79)	78%
8360 - FUEL	13,911.33	20,349.58	121,775.39	203,495.83	244,195.00	(122,419.61)	50%
8460 - UTILITIES	1,403.69	1,500.00	16,082.58	15,000.00	18,000.00	(1,917.42)	89%
8465 - JANITORIAL SERV & SUPPLIES	113.61	666.66	4,406.85	6,666.68	8,000.00	(3,593.15)	55% *
8480 - UNIFORMS	112.94	500.00	1,847.07	5,000.00	6,000.00	(4,152.93)	31%
8500 - DONATIONS/GIFTS/CONTRIB	0.00	416.66	3,725.68	4,166.68	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	1,250.00	1,500.00	555.00	137% *
8560 - DUES/SUBSCRIPTIONS/FEES	10.45	433.33	3,288.63	4,333.34	5,200.00	(1,911.37)	63%
8570 - ELECTION FEES	0.00		-62.00	0.00	0.00	(62.00)	
8575 - EMPLOYEE RECOGNITION	0.00	291.67	2,948.40	2,916.66	3,500.00	(551.60)	84%
8605 - VEHICLE MAINT & REPAIR	2,851.82	8,000.00	61,702.00	80,000.00	96,000.00	(34,298.00)	64%
8650 - COMPUTER MAINT/REPAIR/SOFTWARE	745.35	3,541.66	34,851.96	35,416.68	42,500.00	(7,648.04)	82%
8660 - SHELTER CLEANING/REPAIR	0.00	208.33	565.88	2,083.34	2,500.00	(1,934.12)	23%
8705 - SMALL TOOLS/MINOR EQUIPMENT	0.00	166.66	1,613.21	1,666.68	2,000.00	(386.79)	81%
8725 - MISCELLANEOUS	0.00		48.44			48.44	
8750 - CONFERENCES/TRAINING/TRAVEL	578.27	1,583.33	16,360.97	15,833.34	19,000.00	(2,639.03)	86%
8780 - MEETING EXPENSE	104.70	83.33	605.04	833.34	1,000.00	(394.96)	61%
Total Expense	113,488.87	171,440.98	1,324,202.90	1,714,417.03	2,057,300.00	(733,097.10)	64%
Net Ordinary Income	-54,535.79	64,606.40	805,987.73	646,057.21	775,269.00	30,718.73	104% *

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
Other Income/Expense							
Other Income							
9150 - TRANSFERS IN	0.00	5,000.00	54,584.06	50,000.00	60,000.00	(5,415.94)	91%
Total Other Income	<u>0.00</u>	<u>5,000.00</u>	<u>54,584.06</u>	<u>50,000.00</u>	<u>60,000.00</u>	<u>(5,415.94)</u>	<u>91% *</u>
Other Expense							
9600 - DEBT SERVICE & INTEREST-FEES	6,573.50	22,000.00	231,141.25	220,000.00	264,000.00	(32,858.75)	88%
9700 - CAPITAL EXPENSE	0.00	42,600.00	127,358.44	426,000.00	511,200.00	(383,841.56)	25% *
9800 - CONTINGENCY	0.00	20,630.83	0.00	206,308.34	247,570.00	(247,570.00)	0%
9850 - TRANSFERS OUT	0.00	12,166.00	109,029.75	121,666.00	146,000.00	(36,970.25)	75%
Total Other Expense	<u>6,573.50</u>	<u>97,396.83</u>	<u>467,529.44</u>	<u>973,974.34</u>	<u>1,168,770.00</u>	<u>(701,240.56)</u>	<u>40%</u>
Net Other Income	<u>-6,573.50</u>	<u>-92,396.83</u>	<u>-412,945.38</u>	<u>-923,974.34</u>	<u>-1,108,770.00</u>	<u>695,824.62</u>	<u>37%</u>
Net Income	<u><u>-61,109.29</u></u>	<u><u>-27,790.43</u></u>	<u><u>393,042.35</u></u>	<u><u>-277,917.13</u></u>	<u><u>-333,501.00</u></u>	<u><u>726,543.35</u></u>	<u><u>218% *</u></u>

NORTHWEST RIDE CENTER FUND
Profit Loss Budget Performance
April 2014

YTD Actual to Budget Target: 83%

	<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>YTD Actual to</u> <u>Annual Budget</u>	
						<u>\$(UNDER)</u>	<u>%</u>
						<u>\$OVER</u>	<u>%</u>
Ordinary Income/Expense							
Income							
4305 · INTEREST	0.00		15.08				
4400 · PROVIDER PAYMENTS	227,046.00	153,343.25	1,720,827.00	1,533,432.50	1,840,119.00	(\$119,292.00)	94%
Total Income	<u>227,046.00</u>	<u>153,343.25</u>	<u>1,720,842.08</u>	<u>1,533,432.50</u>	<u>1,840,119.00</u>	<u>(\$119,276.92)</u>	<u>94%</u>
Gross Profit	227,046.00	153,343.25	1,720,842.08	1,533,432.50	1,840,119.00	(\$119,276.92)	94% *
Expense							
6000 · PAYROLL WAGES	18,826.03	20,370.66	195,190.82	203,706.68	244,448.00	(\$49,257.18)	80%
6200 · PAYROLL TAXES & W/C - EMPLOYER	2,117.14	2,615.75	20,829.80	26,157.50	31,389.00	(\$10,559.20)	66%
6300 · BENEFITS	351.51	7,149.33	47,430.58	71,493.34	85,792.00	(\$38,361.42)	55%
6560 · PAYROLL EXP (OUTSOURCED FEES)	15.00		143.24			\$143.24	
7750 · DMAP TRIP REIMBURSEMENTS	131,639.45	91,666.66	1,210,095.12	916,666.68	1,100,000.00	\$110,095.12	110% *
8010 · BANK CHGS/FEES	0.00	41.66	56.00	416.68	500.00	(\$444.00)	11%
8055 · AUDIT	0.00	750.00	8,258.00	7,500.00	9,000.00	(\$742.00)	92%
8155 · LEGAL ADS	0.00	41.66	0.00	416.68	500.00	(\$500.00)	0%
8160 · PROFESSIONAL SERVICES	539.00	208.33	6,581.27	2,083.34	2,500.00	\$4,081.27	263% *
8167 · LEGAL COUNSEL	246.12	166.66	414.12	1,666.68	2,000.00	(\$1,585.88)	21%
8170 · MARKETING / ADVERTISING	0.00		77.40			\$77.40	
8175 · NEWSPAPER ADS	25.20	41.66	622.17	416.68	500.00	\$122.17	124% *
8180 · OFFICE SUPPLIES	138.95	416.66	1,679.54	4,166.68	5,000.00	(\$3,320.46)	34%
8185 · POSTAGE	0.00	41.66	178.70	416.68	500.00	(\$321.30)	36%
8190 · PRINTING	0.00	62.50	38.60	625.00	750.00	(\$711.40)	5%
8250 · TELECOMMUNICATIONS	861.29	750.00	7,695.67	7,500.00	9,000.00	(\$1,304.33)	86%
8300 · BLDG GROUNDS & MAINT	435.86	250.00	4,437.27	2,500.00	3,000.00	\$1,437.27	148% *
8350 · INSURANCE	1,314.36	208.33	7,224.96	2,083.34	2,500.00	\$4,724.96	289% *
8400 · BUS PASSES	990.00	308.33	6,820.00	3,083.34	3,700.00	\$3,120.00	184% *
8460 · UTILITIES	304.75	666.66	4,262.03	6,666.68	8,000.00	(\$3,737.97)	53%
8465 · JANITORIAL SERV & SUPPLIES	26.03	166.66	1,157.11	1,666.68	2,000.00	(\$842.89)	58%
8480 · UNIFORMS	0.00	83.33	0.00	833.34	1,000.00	(\$1,000.00)	0%
8550 · DRUG/ALCOHOL SCREENING	28.00	125.00	723.50	1,250.00	1,500.00	(\$776.50)	48%
8560 · DUES/SUBSCRIPTIONS/FEES	0.00	66.66	879.27	666.68	800.00	\$79.27	110% *

NORTHWEST RIDE CENTER FUND
Profit Loss Budget Performance
April 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>YTD Actual to</u> <u>Annual Budget</u>	
8575 · EMPLOYEE RECOGNITION	0.00	62.50	688.45	625.00	750.00	(\$61.55)	92%
8650 · COMPUTER MAINT/REPAIR/SOFTWARE	513.01	2,258.33	23,236.63	22,583.34	27,100.00	(\$3,863.37)	86%
8725 · MISCELLANEOUS	15,000.00		15,128.00			\$15,128.00	
8750 · CONFERENCES/TRAINING/TRAVEL	182.61	208.33	3,482.64	2,083.34	2,500.00	\$982.64	139% *
8780 · MEETING EXPENSE	15.58	66.66	166.49	666.68	800.00	(\$633.51)	21%
Total Expense	<u>173,569.89</u>	<u>128,793.98</u>	<u>1,567,497.38</u>	<u>1,287,941.04</u>	<u>1,545,529.00</u>	<u>\$21,968.38</u>	<u>101% *</u>
Net Ordinary Income	53,476.11	24,549.27	153,344.70	245,491.46	294,590.00	(\$141,245.30)	52%
Other Income/Expense							
Other Income							
9150 · TRANSFERS IN	0.00	12,166.67	109,029.75	121,666.66	146,000.00	(\$36,970.25)	75%
Total Other Income	0.00	12,166.67	109,029.75	121,666.66	146,000.00	(\$36,970.25)	75%
Other Expense							
9600 · DEBT SERVICE & INTEREST-FEES	0.00	12,166.66	145,373.00	121,666.68	146,000.00	(\$627.00)	99.6%
9700 · CAPITAL EXPENSE	0.00	200.00	2,299.68	2,000.00	2,400.00	(\$100.32)	96%
9800 · CONTINGENCY	0.00	21,130.00	0.00	211,300.00	253,560.00	(\$253,560.00)	0%
9850 · TRANSFERS OUT	0.00	5,000.00	54,584.06	50,000.00	60,000.00	(\$5,415.94)	91%
Total Other Expense	0.00	38,496.66	202,256.74	384,966.68	461,960.00	(\$259,703.26)	44%
Net Other Income	0.00	-26,329.99	-93,226.99	-263,300.02	-315,960.00	\$222,733.01	30%
Net Income	<u>53,476.11</u>	<u>-1,780.72</u>	<u>60,117.71</u>	<u>-17,808.56</u>	<u>-21,370.00</u>	<u>\$81,487.71</u>	<u>281% *</u>

SUNSET EMPIRE TRANSPORTATION
Balance Sheet
As of April 30, 2014

	<u>Apr 30, 14</u>		<u>Apr 30, 14</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 - SETD		Accounts Payable	
1005 - BUS FUND - CCB 02240	47,186.51	2010 - Accounts Payable	
1010 - ON-LINE PURCHASE CCB (7498)	1,780.54	2010A - SETD - A/P	28,929.83
1020 - CASH - FISCAL AGENT (HRA)- SETD	1,178.08	2010B - NWRC - A/P	32,547.24
1025 - LGIP 4992 (Operations)	682,310.05	Total 2010 - Accounts Payable	<u>61,477.07</u>
1030 - PAYROLL - CCB (3950)	33,464.20	Total Accounts Payable	61,477.07
1035 - CCB LOAN RES ACCT-CCB (2455)	75,141.39	Other Current Liabilities	
1040 - GENERAL FUND - CCB (3943)	444,959.52	2100 - PAYROLL LIABILITIES	4,837.24
1045 - EMPLOYEES FUND - CCB (3935)	1,612.34	2260 - DEFERRED REVENUE	47,447.93
Total 1000 - SETD	<u>1,287,632.63</u>	Total Other Current Liabilities	<u>52,285.17</u>
1050 - NORTHWEST RIDE CENTER		Total Current Liabilities	113,762.24
1065 - CASH - FISCAL AGENT(HRA) - NWRC	471.92	Long Term Liabilities	
1080 - NWRC Reimb - CCB (3976)	446,383.84	2800 - INTERCOMPANY TRANSACTION	0.00
Total 1050 - NORTHWEST RIDE CENTER	<u>446,855.76</u>	2820 - INTERCOMPANY RECEIVABLES	361,282.21
Total Checking/Savings	1,734,488.39	2830 - INTERCOMPANY PAYABLES	<u>-361,282.21</u>
Accounts Receivable		Total Long Term Liabilities	<u>0.00</u>
1200 - ACCOUNTS RECEIVABLE		Total Liabilities	113,762.24
1200A - SETD - A/R	4,235.87	Equity	
Total 1200 - ACCOUNTS RECEIVABLE	<u>4,235.87</u>	3050 - PRIOR PERIOD ADJ	500.00
Total Accounts Receivable	4,235.87	3800 - FUND BALANCE SETD	199,216.55
Other Current Assets		3850 - FUND BALANCE NWRC	1,025,543.32
1205 - PROPERTY TAX RECEIVABLE	50,066.76	Net Income	453,160.06
1410 - PREPAID INSURANCE	300.00	Total Equity	<u>1,678,419.93</u>
1499 - UNDEPOSITED FUNDS	3,091.15	TOTAL LIABILITIES & EQUITY	<u><u>1,792,182.17</u></u>
Total Other Current Assets	<u>53,457.91</u>		
Total Current Assets	<u>1,792,182.17</u>		
TOTAL ASSETS	<u><u>1,792,182.17</u></u>		

SUNSET EMPIRE TRANSPORTATION GENERAL FUND
A/R Aging Summary
As of April 30, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CITY OF CANNON BEACH - A/R	0.00	2,700.60	0.00	0.00	0.00	2,700.60
CLATSOP BEHAVIORAL HEALTHCARE	0.00	-90.00	0.00	0.00	0.00	-90.00
CLATSOP COUNTY CIRCUIT COURT	0.00	0.00	0.00	0.00	-349.00	-349.00
ISN	0.00	0.00	600.00	0.00	0.00	600.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,570.00	-3,570.00
NWRC-PASSES	0.00	0.00	0.00	0.00	0.00	0.00
NWRC.	3,108.00	0.00	0.00	0.00	1,343.77	4,451.77
ODOT	0.00	0.00	0.00	0.00	0.00	0.00
P-ANDI WARREN INSURANCE AGENCY	0.00	0.00	47.50	0.00	0.00	47.50
P-FARMHOUSE FUNK	0.00	190.00	0.00	0.00	0.00	190.00
P-HOMESPUN QUILTS	0.00	5.00	0.00	0.00	0.00	5.00
PACIFIC NW WORKS	0.00	250.00	0.00	0.00	0.00	250.00
SETD	0.00	0.00	0.00	0.00	0.00	0.00
WILLIAMS, GAYE SCOTT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>3,108.00</u>	<u>3,055.60</u>	<u>647.50</u>	<u>0.00</u>	<u>-2,575.23</u>	<u>4,235.87</u>

SUNSET EMPIRE TRANSPORTATION GENERAL FUND
A/P Aging Summary
As of April 30, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ABECO	0.00	31.03	0.00	0.00	0.00	31.03
ALSCO	0.00	112.94	0.00	0.00	0.00	112.94
ATLANTIS AUTO GLASS, INC	0.00	315.00	0.00	0.00	0.00	315.00
AUTO ZONE	0.00	-40.00	0.00	0.00	0.00	-40.00
BROADVOX GO! LLC	0.00	629.95	0.00	0.00	0.00	629.95
CARD SERVICE CENTER	0.00	1,706.66	0.00	0.00	0.00	1,706.66
CB LAWN CARE	0.00	800.00	0.00	0.00	0.00	800.00
COASTAL ENTERPRISES, LLC	0.00	103.00	0.00	0.00	0.00	103.00
CRS	0.00	40.00	0.00	0.00	0.00	40.00
EFFICIENT COMMUNICATION SOLUTIONS, INC	0.00	660.00	0.00	0.00	0.00	660.00
ENGLUND MARINE SUPPLY CO, INC	0.00	24.56	0.00	0.00	0.00	24.56
EO MEDIA GROUP	0.00	437.99	-127.50	0.00	0.00	310.49
iFOCUS CONSULTING	0.00	150.00	0.00	0.00	0.00	150.00
INDUSTRIAL DIESEL POWER, INC	0.00	756.18	0.00	0.00	0.00	756.18
INFINITY INTERNET, INC	0.00	19.95	0.00	0.00	0.00	19.95
IRON MOUNTAIN	0.00	69.76	0.00	0.00	0.00	69.76
KARL, LORI	20.00	18.48	0.00	0.00	0.00	38.48
MCCALL TIRE CENTER - Warrenton	0.00	835.28	0.00	0.00	0.00	835.28
MOODY, DIANE	20.00	0.00	0.00	0.00	0.00	20.00
MTR WESTERN BUS	2,460.93	1,249.20	0.00	0.00	0.00	3,710.13
NORTH COAST TRUCK	0.00	434.00	0.00	0.00	0.00	434.00
NORTHSIDE TRUCK & EQUIPMENT	0.00	336.21	0.00	0.00	0.00	336.21
NW NATURAL	0.00	120.51	0.00	0.00	0.00	120.51
O'REILLY AUTO PARTS	0.00	289.83	0.00	0.00	0.00	289.83
OFFICE MAX / BOISE CO.	0.00	890.01	0.00	0.00	0.00	890.01
OHANA MEDIA GROUP	0.00	480.00	0.00	0.00	0.00	480.00
PACIFIC POWER	0.00	635.06	0.00	0.00	0.00	635.06
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
RECOLOGY WESTERN OREGON	0.00	57.12	0.00	0.00	0.00	57.12
SAFEKEEPING STORAGE CENTERS	0.00	274.00	0.00	0.00	0.00	274.00

SUNSET EMPIRE TRANSPORTATION GENERAL FUND
A/P Aging Summary
As of April 30, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
TERRY'S PLUMBING	0.00	223.00	0.00	0.00	0.00	223.00
TRUE NORTH LEARNING	0.00	300.00	0.00	0.00	0.00	300.00
VERIZON WIRELESS	0.00	500.18	0.00	0.00	0.00	500.18
WARRENTON AUTO PARTS	0.00	102.69	0.00	0.00	0.00	102.69
WESTERN BUS SALES, INC.	0.00	22.48	0.00	0.00	0.00	22.48
WILCOX & FLEGEL	0.00	13,911.33	0.00	0.00	0.00	13,911.33
TOTAL	<u>2,560.93</u>	<u>26,496.40</u>	<u>-127.50</u>	<u>0.00</u>	<u>0.00</u>	<u>28,929.83</u>

NORTHWEST RIDE CENTER FUND
A/P Aging Summary
As of April 30, 2014

	<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	78.39	0.00	0.00	0.00	78.39
NWRC-HOT SHOT TRANSPORTATION	0.00	3,068.40	0.00	0.00	0.00	3,068.40
NWRC-TILLAMOOK COUNTY TRANSPORTATION	0.00	4,088.25	0.00	0.00	0.00	4,088.25
NWRC-WAPATO SHORES, INC	0.00	10,312.20	0.00	0.00	0.00	10,312.20
SDIS	0.00	15,000.00	0.00	0.00	0.00	15,000.00
TOTAL	0.00	32,547.24	0.00	0.00	0.00	32,547.24

SUNSET EMPIRE TRANSPORTATION
Northwest Ride Center Funds
Checks 5,000+
April 2014

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	14266	04/04/2014	SDIS		1040 - GENERAL FUND - CCB (3943)	-19,702.58
Check	EFT 4-14	04/15/2014	CLATSOP COMMUNITY BANK		1040 - GENERAL FUND - CCB (3943)	-6,573.50
Bill Pmt -Check	2460	04/04/2014	NWRC-WAPATO SHORES, INC		1080 - NWRC Reimb - CCB (3976)	-12,629.80
Bill Pmt -Check	2465	04/11/2014	NWRC-K & M MEDIVAN		1080 - NWRC Reimb - CCB (3976)	-14,360.60
Bill Pmt -Check	2466	04/11/2014	NWRC-MEDIX AMBULANCE		1080 - NWRC Reimb - CCB (3976)	-6,626.50
Bill Pmt -Check	2471	04/11/2014	NWRC-WAPATO SHORES, INC		1080 - NWRC Reimb - CCB (3976)	-13,310.30
Bill Pmt -Check	2475	04/18/2014	NWRC-MEDIX AMBULANCE		1080 - NWRC Reimb - CCB (3976)	-6,327.00
Bill Pmt -Check	2481	04/18/2014	NWRC-WAPATO SHORES, INC		1080 - NWRC Reimb - CCB (3976)	-10,571.85
Bill Pmt -Check	2488	04/25/2014	NWRC-MEDIX AMBULANCE		1080 - NWRC Reimb - CCB (3976)	-9,561.30
Bill Pmt -Check	2492	04/25/2014	NWRC-WAPATO SHORES, INC		1080 - NWRC Reimb - CCB (3976)	-10,403.30

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
04/28/2014	0188 4-7-14

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

PAID

Bill Due	05/13/2014
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
	PARKER 0204			
PRINTING	LAZERQUICK	193.20		RSVP Shuttle
MEETING EXPENSE	MEETING SUPPLIES-PETER PAN	7.95		TRANS-OP 29191
MEETING EXPENSE	MEETING SUPPLIES-SAFEWAY	47.41		TRANS-OP 29191
CONFERENCES/TRAINING /TRAVEL	CONFEREN REG HR CERTIFICATION INSTITUTE-KARL	350.00		Admin
SAFETY SERVICES/SUPPLIES	MOORE-GLOVES-DISPENSER -CLEANING KIT	80.04		OPER - 5311
MEETING EXPENSE	MEETING SUPPLIES-LINDSTROMS	8.25		Admin
OFFICE SUPPLIES	FRED MEYER	11.48		Admin
MEETING EXPENSE	OPEN HOUSE-DIRECTOR CANDIDATES-CASHCARRY	56.67		Admin
CONFERENCES/TRAINING /TRAVEL	INTERVIEW PANEL LODGING-COMMODORE	92.40		Admin
	JONES 0261			
COMPUTER MAINT/REPAIR/SOFTWARE	PRINTER-OFFICE MAX	279.99	NWRC.	NWRC
OFFICE SUPPLIES	FLOOR MATS & PAPER TOWELS-FRED MEYER	17.68	NWRC.	NWRC
	LAYTON 0253			
COMPUTER MAINT/REPAIR/SOFTWARE	ADOBE ONLINE SUBSCRIPTION-ADOPE	39.98		Admin

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
04/28/2014	0188 4-7-14

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

PAID

Bill Due	05/13/2014
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
OFFICE SUPPLIES	SURGE PROTECTOR-CABLE-HOME DEPOT	19.96		OPER - 5311
COMPUTER MAINT/REPAIR/SOFTWARE	SCREEN PROTECTORS	43.98		TRANS-OP 29191
COMPUTER MAINT/REPAIR/SOFTWARE	KEYBOARD AND CASE FOR DIANE I-PAD-APPLE	98.95		Admin
COMPUTER MAINT/REPAIR/SOFTWARE	IPAD STAND - APPLE	37.94		TRANS-OP 29191
COMPUTER MAINT/REPAIR/SOFTWARE	MONITOR FOR MAINTENANCE-NEWEGG.COM	157.58		OPER - 5311
	MOODY 0469			
OFFICE SUPPLIES	POSTAGE-USPS	98.21		Admin
OFFICE SUPPLIES	ENVELOPES-OFFICE MAX	64.99		Admin

Expense Total : 1,706.66

Bill Total : \$1,706.66

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

NOTE on Reviewing Financials: 10 Months = 83% of Fiscal Year Budget*

For period ending April 2014

Sunset Empire Transportation District General Fund Profit and Loss

The District is slightly under budget for total income, under budget for ordinary expenses and 104% over budget for Net Ordinary Income. Overall Net Income is 218% actual to budget. The total income situation is due to timing of third quarter grant receipts and timber revenues. This will be in line with budget by year end. Both income overages are mainly a result of lower than planned expenses. Specifically, capital expenditures and professional services are way under budget and the contingency budgeted has not been spent. The planned capital expenditures for bus purchases are still expected to take place by year-end.

Revenue

- 4000 Fares: These revenues continue to outperform last fiscal year's. We are up by \$5,000 for the month, and \$43,400 for the year. The main contributors are Fixed Route Fares and MTR ticket sales.
- 4200 Taxes: Property taxes will continue to be slightly more than projected through the remainder of the year.
- 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. (Same explanation as last month.)
- 4450 Rental Income: Is all from parking spaces. The reason the monthly actual is zero is invoices were processed March 31st and May 1st. May financials should reflect two months income.
- Total Income: It is slightly lower

Expense

- 8010 Bank Chgs/Fees: The majority of these charges continue to be from merchant services fees for credit card processing. (Same explanation as last month.)
- 8175 Newspaper Ads: March 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.)
- 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
APRIL FINANCIAL EXCEPTIONS REPORT
For the May 2014 Board of Commissioner's Meeting

Northwest Ride Center Fund Profit and Loss

Northwest Ride Center Ordinary Income is under budget by 52% with overall expense at 100% and revenues at 94% actual to budget. The Other Income and Expense items for the year bring the overall Net Income to \$81,488 above budget. As with the General Fund, one of the major contributors to the positive income is that none of the budgeted Contingency has been expended.

Expense

- 7750 Trip Reimbursements: The number of rides has increased as a result of actions taking place under The Affordable Health Care Act. (Same explanations as last month.)
- 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 NWRC 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.)
- 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. (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.

To: Sunset Empire Transportation District Board of Commissioners

From: Diane Moody, Financial Officer

RE: Proposed Summary Appropriated Actual to Budget Financial Report for Discussion

Date: May 29, 2014

Attached is a new proposed format for the Board of Commissioners (BOC) to review. This report is intended to provide a snapshot of the District's actual expenditures to budget by appropriated categories adopted by the BOC with Board Resolution 2013-03.

I believe this report can assist the BOC in monitoring the District's compliance with the legal requirements of relevant Oregon Administrative Rules.

**SUNSET EMPIRE TRANSPORTATION
GENERAL FUND
Profit Loss Appropriated Budget Performance
April 2014**

	<u>Month</u>	<u>Month</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
	<u>Actual</u>	<u>Budget</u>				<u>\$(UNDER)</u>	<u>%</u>
YTD Actual to Budget Target: 83%							
Ordinary Income/Expense							
Income							
Total Income	<u>58,953.08</u>	<u>236,047.38</u>	<u>2,130,190.63</u>	<u>2,360,474.24</u>	<u>2,832,569.00</u>	<u>(702,378.37)</u>	<u>75%</u>
Gross Profit	58,953.08	236,047.38	2,130,190.63	2,360,474.24	2,832,569.00	(702,378.37)	75%
Expense							
Total Appropriated Personnel Services	<u>76,351.78</u>	<u>105,186.98</u>	<u>913,004.88</u>	<u>1,051,870.04</u>	<u>1,262,244.00</u>	<u>(349,239.12)</u>	<u>72%</u>
Total Appropriated Materials and Services	<u>37,137.09</u>	<u>66,254.00</u>	<u>411,198.02</u>	<u>662,546.99</u>	<u>795,056.00</u>	<u>(383,857.98)</u>	<u>52%</u>
Total Expense	<u>113,488.87</u>	<u>171,440.98</u>	<u>1,324,202.90</u>	<u>1,714,417.03</u>	<u>2,057,300.00</u>	<u>(733,097.10)</u>	<u>64%</u>
Net Ordinary Income	<u>-54,535.79</u>	<u>64,606.40</u>	<u>805,987.73</u>	<u>646,057.21</u>	<u>775,269.00</u>	<u>30,718.73</u>	<u>104%</u>
Other Income/Expense							
Other Income							
9150 - TRANSFERS IN	<u>0.00</u>	<u>5,000.00</u>	<u>54,584.06</u>	<u>50,000.00</u>	<u>60,000.00</u>	<u>(5,415.94)</u>	<u>91%</u>
Total Other Income	<u>0.00</u>	<u>5,000.00</u>	<u>54,584.06</u>	<u>50,000.00</u>	<u>60,000.00</u>	<u>(5,415.94)</u>	<u>91%</u>
Other Expense							
9600 - DEBT SERVICE & INTEREST-FEES	<u>6,573.50</u>	<u>22,000.00</u>	<u>231,141.25</u>	<u>220,000.00</u>	<u>264,000.00</u>	<u>(32,858.75)</u>	<u>88%</u>
9700 - CAPITAL EXPENSE	<u>0.00</u>	<u>42,600.00</u>	<u>127,358.44</u>	<u>426,000.00</u>	<u>511,200.00</u>	<u>(383,841.56)</u>	<u>25%</u>
9800 - CONTINGENCY	<u>0.00</u>	<u>20,630.83</u>	<u>0.00</u>	<u>206,308.34</u>	<u>247,570.00</u>	<u>(247,570.00)</u>	<u>0%</u>
9850 - TRANSFERS OUT	<u>0.00</u>	<u>12,166.00</u>	<u>109,029.75</u>	<u>121,666.00</u>	<u>146,000.00</u>	<u>(36,970.25)</u>	<u>75%</u>
Total Other Expense	<u>6,573.50</u>	<u>97,396.83</u>	<u>467,529.44</u>	<u>973,974.34</u>	<u>1,168,770.00</u>	<u>(701,240.56)</u>	<u>40%</u>
Net Other Income	<u>-6,573.50</u>	<u>-92,396.83</u>	<u>-412,945.38</u>	<u>-923,974.34</u>	<u>-1,108,770.00</u>	<u>695,824.62</u>	<u>37%</u>
Net Income	<u>-61,109.29</u>	<u>-27,790.43</u>	<u>393,042.35</u>	<u>-277,917.13</u>	<u>-333,501.00</u>	<u>726,543.35</u>	<u>218% *</u>

NORTHWEST RIDE CENTER FUND
Profit Loss Appropriated Budget Performance
April 2014

	Month	Month	YTD Actual	YTD Budget	Annual Budget	YTD Actual to Annual Budget	
	Actual	Budget				\$(UNDER)	%
YTD Actual to Budget Target: 83%							
Ordinary Income/Expense							
Income							
Total Income	227,046.00	153,343.25	1,720,842.08	1,533,432.50	1,840,119.00	(\$119,276.92)	94%
Gross Profit	227,046.00	153,343.25	1,720,842.08	1,533,432.50	1,840,119.00	(\$119,276.92)	94%
Expense							
Total Appropriated Personnel Services	21,309.68	30,135.74	263,594.44	301,357.52	361,629.00	(\$98,034.56)	73%
Total Appropriated Materials and Services	\$ 152,260.21	\$ 98,658.24	\$ 1,303,902.94	\$ 986,583.52	\$ 1,183,900.00	\$120,002.94	110%
Total Expense	173,569.89	128,793.98	1,567,497.38	1,287,941.04	1,545,529.00	\$21,968.38	101%
Net Ordinary Income	53,476.11	24,549.27	153,344.70	245,491.46	294,590.00	(\$141,245.30)	52%
Other Income/Expense							
Other Income							
9150 - TRANSFERS IN	0.00	12,166.67	109,029.75	121,666.66	146,000.00	(\$36,970.25)	75%
Total Other Income	0.00	12,166.67	109,029.75	121,666.66	146,000.00	(\$36,970.25)	75%
Other Expense							
9600 - DEBT SERVICE & INTEREST-FEES	0.00	12,166.66	145,373.00	121,666.68	146,000.00	(\$627.00)	99.6%
9700 - CAPITAL EXPENSE	0.00	200.00	2,299.68	2,000.00	2,400.00	(\$100.32)	96%
9800 - CONTINGENCY	0.00	21,130.00	0.00	211,300.00	253,560.00	(\$253,560.00)	0%
9850 - TRANSFERS OUT	0.00	5,000.00	54,584.06	50,000.00	60,000.00	(\$5,415.94)	91%
Total Other Expense	0.00	38,496.66	202,256.74	384,966.68	461,960.00	(\$259,703.26)	44%
Net Other Income	0.00	-26,329.99	-93,226.99	-263,300.02	-315,960.00	\$222,733.01	30%
Net Income	53,476.11	-1,780.72	60,117.71	-17,808.56	-21,370.00	\$81,487.71	281%



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MAY 14 REC'D

**SUNSET TRANSPORTATION SERVICES
DONATED TRANSPORTATION SERVICE REQUEST
APPLICATION PROCESS FOR JULY 2014 - JUNE 2015**

The Sunset Transportation Services 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, services or individuals 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.

Applications will be accepted from April 14th through May 14, 2014 at 5:00 PM.

Please mail or drop off applications to Sunset Empire Transportation Service, 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 Shooting Stars Child Development Center
Address 1411 Grand Ave. Astoria, OR 97103 Phone 503-468-0537
Contact person Denise Giliga email mrsgiliga@gmail.com

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

We would like to have our students visit The Ape Caves at Mount St. Helens National Park. We would need bus service to and from the park for (30) thirty students and accompanying chaperones. This would be an extraordinary and memorable experience for our school.

Date(s) requested 9-17-14 Time(s) 8:15am - 5pm ±

Special considerations: School Age Children plus chaperones

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date

RECEIVED
MAY 14 REC'D



SUNSET TRANSPORTATION SERVICES
DONATED TRANSPORTATION SERVICE REQUEST
APPLICATION PROCESS FOR JULY 2014 - JUNE 2015

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APPLICANT

Agency/Organization Shooting Stars Child Development Center
Address 1411 Grand Ave. Astoria, Or 97103 Phone 503-468-0537
Contact person Denise Giliga email mrsgiliga@gmail.com

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

Visit to The Pumpkin Patch at Sawvie Island.
We would need bus service to and from Sawvie Island to
the school. This would include thirty (30) students and chaperones.
Our students have not had the opportunity to go as a school to pick pumpkins.

Date(s) requested 10-15-14 Time(s) 8:15am - 5pm

Special considerations: School Age Children and chaperones

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date



**SUNSET TRANSPORTATION SERVICES
DONATED TRANSPORTATION SERVICE REQUEST
APPLICATION PROCESS FOR JULY 2014 - JUNE 2015**

The Sunset Transportation Services 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.

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APPLICANT

Agency/Organization Tops Seaside

Address 2084 Maple Seaside, Or 97138 Phone 503-738-8297

Contact person Katie Passo email buttonquilt@msn.com

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

The Seaside TOPS (Take Off Pounds Sensibly) would like to ride on the Trolley for the Seaside July 4th of July Parade. They have done this for several years with 10-15 of the members attending.

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



Clatsop Community Action
 364 9th Street · Astoria Oregon 97103
 Phone (503) 325-1400 · Fax (503) 325-1153
 Website: www.ccaservices.org

RECEIVED
 MAY 05 REC'D

Mobilizing resources to end poverty

24 April, 2014

Board of Directors

Jeff Parker
 President
Bob Mushen, MD Ret.
 Vice President
Cindi Johnston
 Treasurer
Alana Kujala
 Secretary
The Rev. Richard Loop
Charlotte Langsev
Ken Rislow
Donelda Annat
Jean Matheson
Sydney Van Dusen

Staff

George Sabol
 Executive Director
Marlin Martin
 Food Program Director
Tony DeGoede
 Case Manager
Viviana Matthews
 Case Manager
Gary Barber
 Veteran's Case Manager
Dusten Martin
 RFB Operations Manager
Grace Taylor
 Food Program Specialist
Dee Spooner
 Office Manager
Cheryl Waite
 Energy Program Specialist
Joanne Seavert
 Hilltop Property Manager
Jon Laughman
 Hilltop Maintenance

Sunset Empire Transportation Service
 900 Marine Drive
 Astoria OR 97103.

Dear SETD Board,

On behalf of the Clatsop Community Action Board of Directors and staff, I respectfully submit the attached Donated Transportation Service request.

Thank you for your continued support and thanks beforehand for your consideration for these two requests for the next year.

Sincerely,

George Sabol
 Executive Director



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

Agency/Organization _____ Clatsop Community Action _____

Address _____ 364 9th Street Astoria, OR 97103 _____ Phone _____ (503) 325-1400 _____

Contact person : George Sabol or Tony DeGoede email: tdegoede@ccaservices.org or gsabol@ccaservices.org

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

Priority One (1) Request

Clatsop Community Action sincerely thanks the SETD for the past four years of Bus Service on the day of the Jessica Maclay/Project Homeless Connect. At the 2014 event, your assistance allowed us to provide services to 190 households comprised of 365 persons, 67% which were literally homeless. We respectfully request transportation assistance on the day of the event to enable homeless or "at-risk" persons to attend the event at the Seaside Convention Center. Our event will, again, connect over 350 persons with 45 providers of health, housing, employment and medical services. This direct connection to services benefits all of Clatsop County by reducing barriers to health care, housing, employment and social service providers. We request that all routes run at no cost to riders on the day of the event.

Date(s) requested _____ 29 January, 2015 _____ Time(s) _____ All Day _____

Special considerations: __ Match-up with SETD Rider Appreciation Day which is an annual event _____

Priority Two (2) Request

On a year round basis, after rental and energy assistance, the most requested assistance is for a bus day pass. These requests occur with a defined and critical need such as making a doctor's appointment, a job interview and/or access to other social service providers. We would request 225 passes, 25 which will be used for the annual Veterans Stand Down event we host and the remaining 200 to be distributed to our "most-in-need" clients. The utilization of the Day Pass will be benefit Clatsop County by reducing barriers to health care, housing, employment and social service providers.

Date(s) requested _____ Effective 1 July, 2014 _____ Time(s) _____ All Day _____

Special considerations: _____ distributed in combination with other services _____

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: ___ Approved ___ Not Approved

Signature of SETD Board Chair

Date

Volcano course looks beyond eruptions

SEASIDE — Exploring New Concepts of Retirement Education (ENCORE) will present a course on volcanoes from 1:30 to 3:30 May 1, 8, 15 and 22 at the Clatsop Community College South Campus Center, 1455 N. Roosevelt Drive in Seaside. The course is taught by two former university professors, Erhard Gross and Art Limbird.

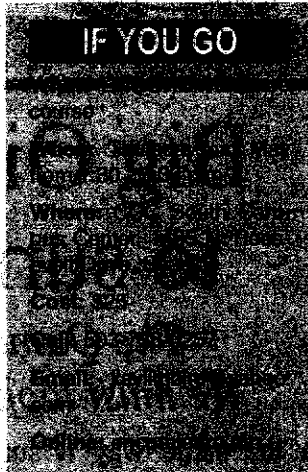
Gross will use the first hour each week to present the class on "Volcanology," which identifies the locations of major volcanoes, looks at the anatomy of volcanoes, and discusses why they are found in certain locations. Limbird uses the second hour each week to present the class on "Volcanic Eruption Impacts," which looks at what happens after volcanic eruptions, how the landscape, people, homes, and other buildings are affected, and how long might it take for the environment to return to normal.

On May 29, there will be an all-day field trip to Mount St. Helens National Volcanic Monument. In addition to seeing the videos of the May 18, 1980, eruption shown at the Johnston Ridge Visitor Center, participants will be able to look directly into the volcano and see the cone that is rebuilding in its crater.

This special course is sponsored by ENCORE, an adult-learning program associated with Clatsop Community College. This course is open to anyone who is eligible to belong to ENCORE. The cost is \$25 and includes ENCORE membership.

For information about the class, contact Kay Limbird at 503-738-0257 or kaylimbird@yahoo.com

Go to www.encorelearn.org to learn more about ENCORE.



TO: SETD BOARD

All 3 of the attached proposed trips will be advertised - especially via the Astoria Senior Center, and will be open to anyone 50 or over (eligible to join ENCORE)

Art Limbird

We had 25 people attend the first class session. It would be nice to be able to use a bus (charter from SETD) for this trip.

RECEIVED
MAY 05 REC'D



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

The Sunset Transportation Services 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, services or individuals 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.

Applications will be accepted from April 14th through May 14, 2014 at 5:00 PM.

Please mail or drop off applications to Sunset Empire Transportation Service, 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 ENCORE (Exploring New Concepts of Retirement Education) *affiliated with Clatsop Community College*
Address 89532 Shady Pine Rd, Warrenton, OR Phone 503-738-0257
Contact person Art Limbird email artlimbird@yahoo.com

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

① Shakespeare in The Park - Portland ② Bus ENCORE
has presented a class on Shakespeare this spring. We wish to go to the free plays. ENCORE is willing to share the cost. We cannot afford to charter a bus from Portland.

Date(s) requested JULY 11, 2014 Time(s) 4:00 PM to 12:00 midnight (Laurelhurst Park)

Special considerations: We would like to negotiate on helping to pay for this trip.

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date

6



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

The Sunset Transportation Services 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, services or individuals 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.

Applications will be accepted from April 14th through May 14, 2014 at 5:00 PM.

Please mail or drop off applications to Sunset Empire Transportation Service, 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 affiliated with Clatsop Community College

Agency/Organization ENCORE (Exploring New Concepts of Retirement Education)
Address 89532 Shady Pine, Warrenton OR Phone 503-738-0257
Contact person Art Limbird email artlimbird@yahoo.com

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

1 Shakespeare in The Park - Portland 2 Bus
ENCORE has presented a class on Shakespeare this spring. We wish to go to the free plays. ENCORE is willing to share the cost. We cannot afford to charter a bus from Portland.
Date(s) requested August 30, 2014 Time(s) 12:00 noon to 8:00 PM (Reed College)
Special considerations: We would like to negotiate on helping to pay for this trip.

OFFICIAL USE

SETD Operational cost of requested services \$

SETD Board: Approved Not Approved

Signature of SETD Board Chair Date

7



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

The Sunset Transportation Services 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, services or individuals 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.

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APPLICANT affiliated with Clatsop Community College

Agency/Organization ENCORE (Exploring New Concepts of Retirement Education)

Address 89532 Shady Pine Rd, Warrenton Phone 503-738-0257

Contact person Art Kimbird email artlimbird@yahoo.com

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

① Symphony in The Park ② Bus Portland Festival Symphony Orchestra offers free 'concerts in the park' and ENCORE would like to attend one of these concerts. ENCORE is willing to share the cost. We cannot afford to charter a bus from Portland.

Date(s) requested August 2, 2014 Time(s) 3:00 PM to 11:00 PM (Laurelhurst Park)

Special considerations: We would like to negotiate on helping to pay for this trip.

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date



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MAY 05 2014

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

The Sunset Transportation Services 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, services or individuals 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.

Applications will be accepted from April 14th through May 14, 2014 at 5:00 PM.

Please mail or drop off applications to Sunset Empire Transportation Service, 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 Cannon Beach Chamber of Commerce
Address 207 N. Spruce / PO Box 64 CB Phone 503-436-2623
Contact person Eric Johnson email Eric@CannonBeach.org

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

Cannon Beach Sandcastle Contest is one of the most popular annual events in Cannon Beach. This event brings thousands of visitors to town and the Sandcastle Contest weekend is one of the busiest weekend of the year for Cannon Beach.

Date(s) requested June 20th, 2015 Time(s) All day

Special considerations: We believe an extra bus on our normal route would be a great help to our visitors.

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date



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

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APPLICANT

Agency/Organization: Goodwill Job Connection

Address: 1450 Discovery Lane, Warrenton, OR 97146

Phone: (503) 861-9502

Contact person: Jennifer Lloyd, Senior Employment Specialist email: jllloyd@gicw.org

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

- 1) Goodwill Industries of the Columbia Willamette is a 501c3 nonprofit organization. Our mission is to provide vocational opportunities to people with barriers to employment. Job Connection provides a free service to our community. We fund our Job Connection program through revenues generated by our retail program. We offer one-on-one personalized services designed to address individual's employment needs during their job search and after acquiring employment. One barrier that many of them face is transportation. To some, the cost is unaffordable. They are unable to get to an interview and then struggle to get to their job. I have from 250 to 600 participants in the Warrenton case load and many of them would benefit from this generous program.
- 2) I am requesting 8 Daily Passes, each month for one year or \$500 worth of \$1 and \$3 vouchers for one year.

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

Thank you

Last year Goodwill Job Connection was granted \$300 worth of bus passes. Those passes helped 29 people get to their interviews and places of employment. For those who secured a new job, they received 3 days of vouchers until other transportation arrangements could be made.

The vouchers also helped some of my participants get to and from my office to receive assistance with their resumes, interview skills and on line applications.

They were all very grateful for your generous gift and would like to say thank you. There were many comments but I thought these two represented their gratitude the most.

“Thank you for helping me get to my interviews. If it wasn’t for the bus passes I may not have got a job.”

“Thank you for the bus vouchers that got me to work, my employer saw me as a punctual and dependable employee.”

Many thanks from~

Matt , Blake , Chris, Dwayne, Iokewe, David, Jerome, Preston, Shelly, Chris, John, Carrie, Jerry, Devin, Tony, Jessie, Tony B., Tom, Corinne, Rick, Mark, David B., Kevin, Lorilei, Sabrina, Cameron, Tristan, Brian and Greer.

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APR 28 2014



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

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APPLICANT

Agency/Organization Clatsop Community College Adult Education *Basic*
Address 1651 Lexington Astoria Phone 503 338 2557
Contact person Eileen Purcell email epurcell@clatsopcc.edu

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

I am requesting donated transportation services
for low-income students in GED, ESL, and
the Volunteer Literacy Program. These students
often lack transportation to class + this program *will alleviate*
some of their
difficulties
in improving
their
education.
Date(s) requested 2014-2015 school Time(s) varied, throughout
year *the day +*
evenings
Special considerations: _____

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair Date



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

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APPLICANT

Agency/Organization ASTORIA CHRISTMAS BASKET PROGRAM
Address 725 33RD ST ASTORIA Phone 503-325-7297
Contact person MYRLE BRUNER email lhbruner@charter.net

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

A group of dedicated volunteers meet at the Fairgrounds beginning Dec. 9 to sort donated food into boxes for families in need in the Astoria/Knapka area. For several years the Sunset Transit staff has collected canned/boxed foods for our program and the Regional Food Bank. They begin the day after →

Date(s) requested Dec. 10 and 13 (suggested) Time(s) 9 AM (suggested delivery time) at the Fairgrounds

Special considerations: _____

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date



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APR 21 2014

**SUNSET TRANSPORTATION SERVICES
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APPLICANT

Agency/Organization The Healing Circle

Address PO Box 964, Astoria, OR 97103

Phone 503-325-2761

Contact person Georgina Jones

email vocacamp@yahoo.com

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

We are requesting transportation services for child campers to attend Victory Over Child Abuse (VOCA) Camps. These camps serve children in our community who are survivors of sexual abuse. This year marks our 27th year of VOCA camps in Clatsop County. Two camps are held each fall at Camp Kiwanilong; one camp for male campers and one for female campers. Providing safe and confidential transportation to and from Camp Kiwanilong is vital to our families and our services. Past services through Sunset Empire were greatly appreciated and helped us begin and end camps smoothly.

Date(s) requested: Sept 13, 15, 18 and 21st. Time(s): Please see attached

Special considerations: Dates and riders names are confidential to ensure children's safety.

OFFICIAL USE

SETD Operational cost of requested services \$ _____

SETD Board: Approved Not Approved

Signature of SETD Board Chair

Date

Boys Camp Transportation Schedule

Saturday September 13th, 2014—Pick-up Locations:

11:30 am East Mooring Basin (near the motel)
11:50 am JoAnn's parking lot— Next to Fred Meyer
12:15 Arrive at Camp Kiwanilong

Monday September 15, 2014 - Return Locations

5:00 pm Busses arrive back at Camp Kiwanilong
5:15 pm Busses leave Camp with children
5:40 pm JoAnn's parking lot— Next to Fred Meyer (old Costco area in Warrenton)
6:15 East Mooring Basin parking lot (near the motel)

Thursday September 18th, 2014—Pick-up Locations:

6:00 pm East Mooring Basin (near the motel)
6:30 pm JoAnn's parking lot - (old Costco in Warrenton)
6:45 pm Arrive at Camp Kiwanilong

Sunday September 21st, 2014 - Return Locations

12:30 pm Busses leave Camp Kiwanilong with children
1:00 pm JoAnn's parking lot - (old Costco Warrenton)
1:30 pm East Mooring Basin parking lot (near the motel)



Sunset Transportation Services
900 Marine Drive
Astoria, Oregon 97103
April 9, 2014

Mrs. Gail Evans-Sanders,
92978 Maritime Road
Astoria, OR 97103

Dear Mrs. Sanders:

The District wants to thank you for taking the time to come to the board meeting and give public comment.

While we are unable to accommodate the deviation that you suggested off Highway 30 closer to Maritime Road, we do recognize your concerns for safety and ADA accessibility. The staff has discussed this issue at length to determine if any accommodation or deviation could be made.

When we restored service to the Burnside area we were able to do so by applying for an Intercity grant through ODOT. This program is defined as connecting communities by closing service gaps on underserved corridors and improving service coordination by connecting bus, rail and air services. The Columbia Connector travels all the way from our county line in Westport or Clatskanie, depending on the loop, to Warrenton in order to fulfill this grant expectation of connectivity.

We recognize that the service in Knappa, Svensen and Burnside is not ideal and we want you to know that we are looking at ways we can improve that in frequency and in service coverage for the future. We also strive to improve accessibility for people with disabilities to ensure service equality for all our riders. Please contact us if there are any other questions or comments you would like to provide on this subject.

Sincerely,

Jay Flint
Interim Executive Director

Cc. Scott Earls Operations Manager

Dear Jami and Crew,

What a great service you give to the community. The courtesy calls the day prior to the ride are so reassuring and a reminder.

The drivers are always on time. They are courteous and excellent safe drivers.

I am moving to residential living in Jacksonville, Oregon, next door to Medford. My daughter lives in Klamath Falls, about 1 1/2 hr away, compared to 8 hrs to Astoria.

I spoke of your great service to numerous people and hope you are allowed to continue.

I started in October and have enjoyed the carefree rides.

Best wishes to all of you.

Sincerely,

Oratell Brunson



Board of Commissioners

May 29, 2014

RESOLUTION 2014-02

The Board of Commissioners of Sunset Empire Transportation District, Astoria Oregon, resolves to authorize the transfer of \$90,000 from the Northwest Ride Center Operating Contingency to the Northwest Ride Center Appropriated Debt Service to be in compliance with relevant Oregon Administrative Rules.

MOTION OF ADOPTION

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

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS _____ DAY OF _____ 2014.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Paul Lewicki, Chairperson

ATTEST:

By: _____

Title: Carol Gearin, Secretary Treasurer

Sunset Empire Transportation District

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

APRIL MANAGEMENT REPORT

For the May 2014 Board of Commissioners Meeting

May 23, 2014

Dear Board of Commissioners,

April was an exciting month for us at Sunset Empire Transportation District (the “District”), as I began my tenure with the organization officially on April 24, 2014. The staff, the management team, our partners, and the Board have been welcoming and supportive, and I am excited to begin our adventure together.

I am writing today to summarize our activities for the month of April, 2014. Although I was only here for a small part of the month, the team has filled me in on the projects, operations, developments, and successes that occurred during that month.

I have broken those activities into five types: 1) routine operations, 2) compliance, 3) risk, 4) growth, and 5) organizational effectiveness. These five categories give us a nice snapshot of what the organization currently is doing, what the areas of concern might be, and where we are headed. All five areas have been addressed by staff during the month of April, and we will continue to monitor the organization from this standpoint going forward.

April Activities:

1. Routine Operations

It was business as usual during the month of April at the District. Our management team and staff did a great job of staying on top of operations, during the transition time of the interim executive director leaving and my coming on board. The management team met weekly, addressing any concerns or issues, and supporting each other in their individual departments. Some highlights on routine operations were:

- Our paratransit department provided 640 rides during the month of April, including rides provided for the NW Ride Center. This is an average of 29.1 riders each day. This is an increase of 184 riders over the previous month. Most of the increase is due to increased services to the NW Ride Center, which we expect to continue with the latest changes in Medicaid availability. Sixty percent of our eligible paratransit riders used our service during the month of April, with 27 of our paratransit riders being Veterans.
- In fixed-route operations, we prepared for the busy May cruise ship season. Our Fixed-Route Operations Manager, Scott Earls, met with the cruise ship team at the Port of Astoria and prepared inspections for the Route 11 buses.

2. Compliance

Our team has taken a look at the organization from a compliance standpoint, looking for areas where there is a need for increased compliance, as well as making sure that we are adhering to compliance requirements in all areas. Some highlights and successes of the team were:

- All payroll quarterlies were submitted on time, on or before April 15, 2014, as required by law.

- Our Fixed-Route Operations Manager (Scott Earls) and our Paratransit Manager (Tami Carlson) attended a two-day seminar and training in Portland on paratransit rules and regulations. Topics included scheduling, dispatching, customer service, policies, and procedures. It was presented by the National Transit Institute.
- The RideCare Advisory Committee met on April 18th at the Tillamook County Transportation District offices. The meeting was well-attended and addressed CCO and upcoming training.

3. Risk

We continually assess and monitor risk, so we can stay on top of it and understand where our organization has risk. Not all risk is bad, if it is properly managed. (For example, there is risk in applying for grants, in that we might not get the grant. However, if we understand our likelihood of securing the funds, we can properly plan from a fund management and cash flow perspective.) Focusing on risk is a relatively new approach for our management team and our organization historically. We did identify and address risk in the following areas:

- Our Safety Committee held their monthly internal meeting. Having this committee helps us stay on top of potential safety issues before they arise, maintain a safe workplace, and lower our insurance cost with our provider. During the Safety Committee's April meeting, they approved their bylaws and welcomed a new member, Shasia Holtusen. This makes a total of five Safety Committee members, which makes voting on items easier and less likely to result in a tie. The Safety Committee members now include Lori Karl, Elisabeth Pietila, Eric Barton, Shasia Holtusen, and Kevin Bauer. Eric and Lori's terms will be up at the end of the fiscal year, and new members are expected to join.
- At our monthly drivers meeting on April 16, we included an online training entitled "Hazard Communication: Right to Understand." This training covered the new OSHA Hazard Communication requirements and the standard Globally Harmonized System of Classification which is phasing out MSDS.

4. Growth

Additionally, we are always looking for opportunities to grow the organization. Each team lead engaged in activities to further the organization, and some highlights include the following:

- The new RSVP (Ride, Shop, Visit, Play) service was launched in April, with some funding we received from STF. The new service has been announced through the newspaper and radio. We have received a few inquiries about the service, but no riders have yet used the service. The team is taking a strategic look at this service from a product development standpoint and making a plan to improve the product. We believe there is a great opportunity here to fill in some gaps for riders, and we will keep working on a plan to create a great service.
- We received three new paratransit applications this month, which are being reviewed currently. Nine applications were approved from the previous months.
- Fares for paratransit (including Medicaid / NW Ride Center rides) increased by \$1398 over the previous month, for a total of \$4841.
- NW Ride Center has added a new volunteer driver, Mike Madsen. He was officially approved and joined the group on April 21. We are excited to have him on board, as our volunteer driver program significantly lowers the operating cost of the program and allows us to provide service to more riders.
- Jay Flint, Jason Jones, and I attended a meeting with CareOregon, our new CCO, in their Portland offices, to discuss the upcoming changes to non-emergent medical

transport programs and to coordinate on the launch of switching from DMAP to the new CCO. We anticipate this change to occur in October of this year, but we are still ironing out the details and how the updated program will work.

5. Organizational Effectiveness

Lastly, we are always looking for ways to improve the organizational effectiveness of the District, and the team has done a great job of identifying opportunities, suggesting improvements, and working through changes. Some highlights of successes in the area of organizational effectiveness were:

- The management team participated in the fourth part of a five-part series of team training, with John Anglim of True North Learning and Development, LLC. This part of the series focused on communication and was a big hit with the group.
- We previously had added a computer in the breakroom at the Warrenton operations center, for the drivers to use. This has been a big hit and has allowed drivers to complete online trainings. These online trainings contribute to our 2% discount with SDAO for completing their Best Practices Program, as well as educate our drivers and has improved communication with the drivers and the various departments of the organization.
- New software (OBSS) was installed in NW Ride Center on April 25, 2014. This new software will be essential as we move from the old DMAP model to the new CCO model later in the year. There were a few hiccups in the install, but our team has worked with the vendor to identify them and work through them.

Looking Ahead:

We also have some exciting things coming up in the next few months. Some things to look forward to include the following:

- The Senior and Disabled Committee will be meeting in June. We are anticipating a possible new member, which is exciting news for us.
- On Memorial Day weekend, the Seaside Trolley is scheduled to begin. It will be the same route as last year.
- The RideCare Advisory Committee will be meeting on June 6. That meeting will be focused on the bylaws for the group.

Summary:

April was an exciting month for us, and a challenging month as I jumped in as the new Executive Director and began getting up to speed on our operations. I am excited about what lies ahead, and I am honored and proud to be a part of this organization. We have a great team, and I believe we are on the verge of the next phase of the organization – where we will build upon the hard work of those who came before us and continue to be proud of our services, team, and accomplishments.

Thank you for all of your hard work and dedication.

Sincerely,



Diana L. Bartolotta
Executive Director, Sunset Empire Transportation District