



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY OCTOBER 22, 2015

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 Minute limit)
5. APPROVAL OF SEPTEMBER 2015 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
8. OLD BUSINESS
 - a. Board Self-Assessment Results
 - b. Generator Update
 - c. Oregon Department of Forestry Presentation- Ron Zilli, Assistant District Forester
9. NEW BUSINESS
 - a. Board Best Practices-Public Meetings and Records
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORT
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**BOARD OF COMMISSIONERS
WORKSHOP MINUTES
September 24, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:05 AM.
2. PLEDGE OF ALLEGIENCE
3. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Rae Goforth, Commissioner Carol Gearin and Commissioner Tracy MacDonald. Excused: Commissioner Paul Lewicki and Commissioner Mitch Mitchum
Staff Present: Executive Director, Jeff Hazen and Executive Assistant Mary Parker
4. SPECIAL DISTRICTS ASSOCIATION OF OREGON BOARD PRACTICES ASSESSMENT-
Rob Mills from Special Districts Association of Oregon (SDAO) explained he had been working with SDAO for a couple of years putting together the Board Practices Assessment program. Rob introduced Frank Stratton the Executive Director of SDAO who thanked the Board for participating in the program and further explained that the program is not designed for SDAO to evaluate the Board but is an opportunity for the Board to discuss what they do well and what they may need to improve. Frank explained how Rob was working on ways to improve communication problems in his own district and then began working on the Special District Insurance Trust Board where he suggested that other boards might benefit from a similar process and since the Trust sees a lot of lawsuits that come from Boards making bad decisions the Trust thought the program was worth investing in. Rob gave an overview of the assessment and reiterated that this was not a training but an opportunity for the Board to assess themselves in 6 key performance areas. Rob handed out a form showing the 6 areas and the evaluative scoring method. Rob said he would take notes during the assessment and then compile results and send the report to the Board within a few days.

Please see attached final assessment results.

Board workshop was adjourned at 10:35 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.



**BOARD OF COMMISSIONERS
MEETING MINUTES
September 24, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:50 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Rae Goforth, Commissioner Carol Gearin and Commissioner Tracy MacDonald. Excused: Commissioner Paul Lewicki and Commissioner Mitch Mitchum

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, RideAssist Coordinator Carol Penuel, IS/Transit Center Manager John Layton, Mobility Coordinator Lis Pietila, Transportation Options Shasia Fry and IT Manager Konnor Claborn.
3. CHANGES TO AGENDA-
4. PUBLIC COMMENT- None
5. APPROVAL OF THE AUGUST 2015 BOARD MEETING MINUTES-

Commissioner MacDonald moved to approve the August 2015 Minutes
Commissioner Widener seconded the motion.
Motion passed by unanimous aye vote by all commissioners present
6. REPORTS FROM CHAIR AND COMMISSIONERS:
Commissioner Goforth-Reported she had received information that Mitch Mitchum is at home and that if anyone would like to call him she has his phone number.
Commissioner MacDonald- Reported he had received a request from a customer that the volume and the type of music that is currently playing when customers are on hold on the SETD phone system is very unpleasant and needs to be changed.
Commissioner Widener- Nothing to report
Commissioner Gearin- Reported she is a certified motorperson for the Astoria Trolley.
Chair Kleczek- Reported that she had attended the last Area Commission on Transportation (ACT) meeting and they reviewed the projects that had applied for funding, unfortunately the projections for the state are not good with only 9 million dollars available for this region and there were 11 million in proposals submitted. Chair Kleczek said that projects submitted that are not highway related will not see much money so we need to be looking for funding from other places. Chair Kleczek noted that the SETD website did not help her at all when trying to plan her trip to Portland.
7. FINANCIAL REPORTS: Executive Director Hazen apologized that the August Financial Report had come out late and were in draft form. Financial Officer Al Hernandez reported there have been many challenges since he started and he is still learning Quick Books and getting familiar with the business. Al said he had a few more challenges when breaking down the budget, learning a new filing system and not having access to the bank accounts for about 3 weeks so he could not see the revenues that were coming in and things that needed to be done. Al said his focus was to take a first shot at the financials for July and August and make a preliminary report that is similar to Diane's format. Al said that he thought it would take somebody 2-3 months to be acclimated to how all systems and the P&L works. Al said that this financial report has some holes in it. Al also said that there were some errors that he found at year end that the auditors did not catch which he told Jeff and Diane about and will correct. There was Board discussion about the importance of

the Financial Reports including the year to date Budget. Executive Director Hazen said that the Financial Report will be in the format that the Board had approved and been receiving from Diane and also noted that Diane and Al have not actually been able to meet face to face yet. Chair Kleczek added that the Board had worked a long time on the financial reports and qualifying what the Board needs to know every month. Chair Kleczek said that she was concerned about making the Budget again and what you are finding in the end of the year that the auditor did not pull out because we have had issues like that before when changes were made by the new finance director. Executive Director Hazen said that Al is clarifying any changes he makes with Diane. The Board expressed concerns about there being missing credit card receipts. Executive Director Hazen said the credit card receipt process will be discussed at the next Team meeting. Chair Kleczek asked that Al use a previous financial report as a template for the upcoming financials and it is important that the financial reports be part of the Board packet so they are part of the public record and that this is the third financial report that has not been presented in a timely way which sends up red flags which is not because of something Al has done but is because of problems in the past. Chair Kleczek also said the Board is very diligent about the financial reports. There were several questions about accounts payable and accounts receivable. Chair Kleczek asked that the Exceptions Report only have the exceptions listed in the report. Chair Kleczek said the Board agreed that expenditures would include the current month budget, year to date, year to date budget and overall budget and that the font size not be too small. Chair Kleczek asked that any correction made to current or past financial reports come before the Board at the next meeting. Commissioner Gearin said she had asked Al to separate out the rental income for parking spaces and the charging station. Commissioner Gearin said the timber revenues were recorded in August at \$73,000 but were budgeted in September for \$60,000 so she asked if SETD was over budget by \$13,000. Al said yes.

8. OLD BUSINESS-

- a. Title VI- Executive Director Hazen reviewed the requested updates and corrections which included using “Spanish speaking is a plus” in SETD applications. “Gender identification” was added to 2 statements for nondiscriminatory language. Executive Director Hazen said he looked at several resources that use term gender identification and used the same language.

Commissioner Widener moved to approve the Title VI Plan

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote of all commissioners present

- b. Generator- Commissioner Goforth asked for an update on the bid process for the generator in Warrenton. Executive Director Hazen said that the bids will be on October agenda.

9. NEW BUSINESS-

- a. State Lands Community Coalition - Colin Cochran a representative from the State Lands Community Coalition explained that the coalition is a collaborative of individuals and organizations who care deeply about the future of the state forests. State forests are an asset economically, environmentally and socially as well. The future management of the state forests falls on the Board of Forestry and for the first time in 10 years the Board of Forestry is opening up its management plan of the northwest state forests however there is widespread conversation that there needs to be better management of our forests. Clatsop County is a recipient of a large amount of timber funds. The coalition has been working with other special districts and organizations to help tell the Board of Forestry their story of how existing funds help their organization and what more funds would mean to the future of their organization as well. Colin introduced Doug Cooper, Vice President of resources for Hampton Affiliates who is an expert in what is going on in forestry in the state and locally as well. A hand out was also distributed to the Board. Doug gave a brief profile of Hampton Affiliates. They own several mills in Oregon including a mill in Warrenton

and the Big Creek tree farm in Knappa. Doug's presentation explained how the current timber harvest plan has been failing to provide the greatest permanent value for the state and that harvest rates are barely half the annual growth rate. The Board of Forestry brought together the Oregon Department of Forestry Stakeholder group to come up with alternatives to the current forest management plan. The stakeholders had to achieve increases in both financial viability and conservation outcomes. Stakeholder members included Barrett Brown, Oregon Motorcycle Riders Association Ian Fergusson, Association of Northwest Steelheaders Dave Ivanoff, Hampton Affiliates Annabelle Jaramillo, Benton County Commissioner Ray Jones, Stimson Lumber Co. Tim Josi, Tillamook County Commissioner Ed Kamholz, Citizen Representative and Bob Van Dyk, Wild Salmon Center. The stakeholders met for about 2 years to collaborate and discuss alternatives and then presented two alternative plans to the Board of Forestry. The 70-30 Zoned Approach was selected by the Board of Forestry to be a model for what they are calling a land allocation approach to how the state forests would be managed going forward the plan allocates 70% land use for timber production and 30% land use for conservation and also allows for overlapping benefits. Doug said that a sustainable forest that is growing over 414 board feet a year can easily provide a harvest of 320 board feet a year however the current rate of harvest is at 220 board feet a year which means that the Department of Forestry falls short and is operating at a \$7,000,000 deficit. If the Department of Forestry does not do something to lower their costs they will be dipping into the general fund which the state legislators will not let them do and there is no reason to. Commissioner Gearin asked if the Forestry Department knows they are running in the negative why aren't they doing something and it seems like they should be here too? Doug said that is why we are here, to make sure groups like yourself are informed and we can get support with the ODF. Commissioner Gearin asked who owns the logs being exported at the Port. Doug said these are logs that come from private land, logs from state owned lands are not allowed to be exported and mills like ourselves are generally opposed to log exports as essentially it is exporting jobs. There was further discussion about demand and marketing if an increase in state timber harvest occurs. Doug said that there has not been any current assessments of the state forest lands which ODF will need to have done. Colin said that this push is to make sure there are more funds for the Forestry department and that more sustainable funds are available to be brought into Clatsop County. Doug said that the Board of Forestry is looking to hear from the public which is what we are encouraging you to do. Executive Director Hazen asked if the money for timber cut in Clatsop County stays in Clatsop County. Doug said essentially it does. Chair Kleczek asked who makes the determination of what timber is going to be cut or not be cut. Doug said it would be the Department of Forestry staff. Kathy said we could throw our support behind this and our scenic forest lands that people come here to see could be cut which could be the ones that are most visible and which would be generating revenue on one side and cutting revenues on the other. Doug said that there is harvest occurring now. Chair Kleczek said some of those harvests are effecting tourism already. Doug said the department staff have constraints within the model for both harvest, wildlife areas and conservation areas already. Kathy said that she did not hear tourism because it is not a protected species and is not part of the forest protection act but is a large economic force for the area. Colin said he has been at the Board of Forestry meetings where this point has been made and Doug said he has never heard tourism mentioned in any meeting. Colin said there is need to do better and coming and speaking to the Forestry Board about how any increase in funding you receive helps you access other funding's. Commissioner Gearin said she has difficulty with the Forestry or conservationists not being here to ask why and does not feel comfortable signing the letter. Commissioner Widener said he would like to have more input from the stakeholders and the Board of Forestry and said he could not, based on the information he has, justify that letter. Commissioner Goforth said that she believes that if you own 100 acres of timber and it is privately owned you have every right to sell it to the highest bidder. Commissioner

MacDonald said a statement should be made but he feels we need to hear from a couple of other stakeholders first. Commissioner Gearin said she read the letter 3 times and she understands what they are saying and in parts it is kind of politically written and in some ways she is a conservationist but she believes the Forestry needs to make more money, and believes if you own timber land you should be able to sell it, but does it have to go out as a log. Why can't it go out as a plank? She would like to get up and argue that point and like Kathy said people move here for the forest. Commissioner Gearin also said we need to hear from other people including the Department of Forestry and if it is being mismanaged, would like to ask them why. .

Chair Kleczek said she wanted to make a very important clarification and said she purposely waited to hear every ones opinion before she spoke, just to demonstrate what a strong a Board we have. Chair Kleczek said she had not written the letter that is in the Board packet. She clarified that her name was put to it and the letter is not her feelings and it is not something that she would have written or supported or that was cook booked in front of her prior to the Board Packet. Chair Kleczek also said it has now become part of the permanent public record with her name attached to it without previously asking me rather that is something that she agreed to. She requested that it be very clear in the minutes that the letter submitted in the Board pack was not written by her. Chair Kleczek stated that in the future if something is going to have her name attached to it, it needs to come to her ahead of time and this letter at this time is not something she will sign her name to. Chair Kleczek said that if this is something that the Board wants to come out and support, we need to have this as a topic of conversation at a meeting where the Board can discuss and ask for the people they want there to answer those questions. Chair Kleczek thanked Colin and Doug for their presentation, however as was pointed out from the Board it is one sided and other opinions need to be represented and other people need to be here to answer questions and be held accountable.

Commissioner MacDonald moved to table the State Lands Community Coalition request until we can hear from the other constituents.

Commissioner Widener seconded the motion

Discussion- Commissioner Gearin said if there is any way to get the law changed she would be more than willing to help out. Colin reiterated that if you do move forward with some kind of a public statement that it be the voice of this Board and we want you to be able to stand behind it. We believe that there are ways to increase conservation outcomes and increase the amount of money that comes into Clatsop County and other counties and organizations like yours and we are so appreciative of the time and fully encourage you to reach out to whoever else might contribute to the conversation.

Motion passed by unanimous aye vote of all commissioners present.

10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that he had submitted two proposals for the STIFP grant. One is for a bus barn in Warrenton and the other is for bike repair stations throughout the 3 county area that we share with TO and now after talking with Bill Johnson from ODOT about the low cost of the bike repair stations it looks like we could still be funded. Executive Director Hazen reviewed the handout on better access and better pricing for bus purchases that he just received from Congressman Cartwright.

11. LEADERSHIP TEAM REPORTS-

12. OTHER ITEMS- The Board and Team applauded Lis Pietila and thanked her for her valuable work at SETD. Lis encouraged everyone to keep making good decisions on behalf of the community.

Meeting was adjourned at 12:30 AM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

DRAFT

Sunset Empire Transportation District
JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the July 2015 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 1 Months = 8.3% of Fiscal Year Budget*

General Comments

With the transitioning of the Financial Officer the financials have been delayed in presentation as the budget needed to be input by class for budget 2015-2016, the QuickBooks system learned as well as the operations of the Sunset Empire Transportation District.

General Fund Profit and Loss

The District's General Fund Total Income is 3.6% of annual budget, revenues of \$92,394 are \$12,549 better than budget for the month. Total Expense are 4.7% of annual budget and expenses of \$ 111,827 are \$70,034 better than budget for the month. Other Expense of \$6,573 were \$3,168 less than budget for the month.

Revenue

- 4260 Mass Transit Assessment: This month had revenues of \$16,953 while \$25,000 was budgeted in September.

Expense

- Salaries & Wages: Saving reflects unfilled positions.
- 6300 Employee Benefits: The July Premium was recorded in Sept.
- 8005 Audit: No payments were made for the current audit. Progress payment will be made in Sept.
- 8020 Biding & Ground Maint: \$533 was paid for cigarette receptacles.
- 8030 Comp-Info-Tech-Services: Includes \$1,020 for Time Clock installation
- 8050 Durable Equipment/Small Tools: Includes \$399 for Camera Go Pro Transportation Options
- 8075 Fuel: Actual cost for fuel less than budgeted
- 8095 Legal Counsel: Will be reversed next month, as amount was accrued at year end (\$441).
- 9600 Debt Service & Interest: Principal and interest payments were transposed. This was corrected in August.

***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
JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the July 2015 Board of Commissioner's Meeting

RideCare Fund Profit and Loss

RideCare's July Income was .01% of annual budget, revenues of \$239,961 were applied against AR as this revenue was accrued at year end (erroneously). Thus the shortfall in revenues against budget.

Expense

- Salaries & Wages: Savings reflect unfiled positions.
- 6300 Employee Benefits: Savings reflect the July premium being recorded in Sept.
- 8005 Audit: No payments were made for the current audit. Progress payment will be made in Sept.
- 8095 Legal Council: Amount accrued at year end will be reversed in August.
- 9600 Debt Service & Interest: DMAP quarterly payment of \$36,343 was not made. This payment was made in September together with the October 1, 2015 payment.
- 9700 Capital Expense: No Capital expenses were made.

Information and Follow Up to Previous Board Meeting Questions

There are no follow up items from the last meeting.

***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
SETD
Profit & Loss Budget Performance
July 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
					\$(UNDER) \$OVER
					%
YTD Actual to Budget Target: 100%					
Ordinary Income/Expense					
Income					
4000 FARES	31,656.20	23,645.83	31,656.20	283,749.96	-252,093.76 11.16%
4100 CONTRACTED SERVICES-IGA	2,365.00	6,000.00	2,365.00	170,369.00	-168,004.00 1.39%
4200 TAXES	11,983.16	10,000.00	11,983.16	860,000.00	-848,016.84 1.39%
4250 TIMBER SALES	0.00	0.00	0.00	160,000.00	-160,000.00 0.0%
4260 MASS TRANSIT ASSESSMENT	16,953.27	0.00	16,953.27	55,000.00	-38,046.73 30.82%
4270 RENTAL INCOME	760.00	767.00	760.00	10,800.00	-10,040.00 7.04%
4300 INTEREST	240.88	266.00	240.88	3,200.00	-2,959.12 7.53%
5000 GRANTS	0.00	10,000.00	0.00	876,152.00	-876,152.00 0.0%
5080 OREGON STF FUNDS	28,436.00	29,168.00	28,436.00	121,422.00	-92,986.00 23.42%
Total Income	92,394.51	79,846.83	92,394.51	2,540,692.96	-2,448,298.45 3.64%
Gross Profit	92,394.51	79,846.83	92,394.51	2,540,692.96	-2,448,298.45 3.64%
Expense					
1. PERSONNEL SERVICES					
6005 SALARIES & WAGES	80,304.09	97,729.00	80,304.09	1,172,770.00	-1,092,465.91 6.85%
6200 PAYROLL EXPENSES	8,440.01	11,459.00	8,440.01	148,956.00	-140,515.99 5.67%
6300 EMPLOYEE BENEFITS	2,325.07	21,811.00	2,325.07	283,542.00	-281,216.93 0.82%
Total 1. PERSONNEL SERVICES	91,069.17	130,999.00	91,069.17	1,605,268.00	-1,514,198.83 5.67%
2. MATERIALS & SERVICES					
8005 AUDIT	0.00	4,250.00	0.00	20,540.00	-20,540.00 0.0%
8006 ADS (HR JOB POSTING)	187.59	0.00	187.59	998.00	-810.41 18.8%
8010 BANK FEES	356.18	260.00	356.18	3,158.00	-2,801.82 11.28%
8020 BLDING & GROUNDS MAINT	1,266.04	401.00	1,266.04	58,130.00	-56,863.96 2.18%
8030 COMP-INFO-TECH SERVICES	1,316.78	899.00	1,316.78	11,522.00	-10,205.22 11.43%
8035 CONF TRAINING & TRAVEL	1,211.06	3,009.00	1,211.06	38,881.00	-37,669.94 3.11%

Sunset Empire Transportation District
SETD
Profit & Loss Budget Performance
July 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8045 DRUG/ALCOHOL/BG CHECKS	145.00	242.00	145.00	2,158.00	-2,013.00 6.72%
8050 DUES SUBSCRIPTIONS & FEES	2,702.28	2,437.00	2,702.28	18,292.00	-15,589.72 14.77%
8055 DURABLE EQUIP/SMALL TOOLS	2,335.85	1,781.00	2,335.85	18,841.00	-16,505.15 12.4%
8061 EQUIPMENT LEASE/RENT	762.21	336.00	762.21	4,032.00	-3,269.79 18.9%
8065 EDUCATION/OUTREACH	1,724.82	1,667.00	1,724.82	30,000.00	-28,275.18 5.75%
8070 EMPLOYEE RECOGNITION	206.61	153.00	206.61	4,740.00	-4,533.39 4.36%
8075 FUEL	5,073.07	16,666.00	5,073.07	200,000.00	-194,926.93 2.54%
8080 INSURANCE	0.00	0.00	0.00	44,516.00	-44,516.00 0.0%
8090 LEGAL ADS	0.00	60.00	0.00	790.00	-790.00 0.0%
8095 LEGAL COUNSEL	441.00	421.00	441.00	6,740.00	-6,299.00 6.54%
8100 MEETING EXPENSE	11.05	130.00	11.05	1,586.00	-1,574.95 0.7%
8120 OFFICE SUPPLIES	816.73	771.00	816.73	13,763.00	-12,946.27 5.93%
8130 PAYROLL PROCESSING FEES	0.00	79.00	0.00	948.00	-948.00 0.0%
8135 PRINTING	0.00	2,200.00	0.00	19,700.00	-19,700.00 0.0%
8139 PROFESSIONAL SERVICES	0.00	10,126.00	0.00	43,473.00	-43,473.00 0.0%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	32,026.00	-32,026.00 0.0%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	5,000.00	-5,000.00 0.0%
8155 TELEPHONE/INTERNET SERVICE	478.61	292.00	478.61	13,956.00	-13,477.39 3.43%
8160 UNIFORMS	149.94	333.00	149.94	4,000.00	-3,850.06 3.75%
8165 UTILITIES	772.44	948.00	772.44	21,660.00	-20,887.56 3.57%
8170 VEHICLE MAINT & REPAIRS	800.53	3,400.00	800.53	149,560.00	-148,759.47 0.54%
Total 2. MATERIALS & SERVICES	20,757.79	50,861.00	20,757.79	769,010.00	-748,252.21 2.7%
Total Expense	111,826.96	181,860.00	111,826.96	2,374,278.00	-2,262,451.04 4.71%
Net Ordinary Income	-19,432.45	-102,013.17	-19,432.45	166,414.96	-185,847.41 -11.68%
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					

Sunset Empire Transportation District
SETD
Profit & Loss Budget Performance
July 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	
9610 CLATSOP BANK-PRINCIPAL	1,530.69	5,043.00	1,530.69	61,910.00	-60,379.31	2.47%
9611 CLATSOP BANK-LOAN INT	5,042.81	1,531.00	5,042.81	16,972.00	-11,929.19	29.71%
Total 3. OTHER EXPENSES	6,573.50	6,574.00	6,573.50	78,882.00	-72,308.50	8.33%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	38,652.00	-38,652.00	0.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	10,531.00	-10,531.00	0.0%
9700 CAPITAL EXPENSE	0.00	3,167.00	0.00	179,500.00	-179,500.00	0.0%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
9850 TRANSFER OUT	0.00		0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	6,573.50	9,741.00	6,573.50	607,565.00	-600,991.50	1.08%
Net Other Income	-6,573.50	-9,741.00	-6,573.50	-607,565.00	600,991.50	1.08%
Net Income	-26,005.95	-111,754.17	-26,005.95	-441,150.04	415,144.09	5.9%

Sunset Empire Transportation District
RIDE CARE
Profit & Loss Budget Performance
July 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	\$(Under) \$ Over	%
YTD Actual to Budget Target: 100%							
Ordinary Income/Expense							
Income							
4300 INTEREST	298.57	250.00	298.57	3,000.00	-2,701.43	9.95%	
4500 RC PROVIDER SERVICE REIM	0.00	230,833.33	0.00	2,770,000.00	-2,770,000.00	0.0%	
Other Types of Income	0.00		0.00	140,000.00	-140,000.00	0.0%	
Total Income	298.57	231,083.33	298.57	2,913,000.00	-2,912,701.43	0.01%	
Gross Profit							
	298.57	231,083.33	298.57	2,913,000.00	-2,912,701.43	0.01%	
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	21,147.43	25,658.88	21,147.43	307,914.56	-286,767.13	6.87%	
6200 PAYROLL EXPENSES	2,304.17	3,161.31	2,304.17	41,097.04	-38,792.87	5.61%	
6300 EMPLOYEE BENEFITS	430.44	6,307.83	430.44	81,999.00	-81,568.56	0.52%	
Total 1. PERSONNEL SERVICES	23,882.04	35,128.02	23,882.04	431,010.60	-407,128.56	5.54%	
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	149,465.80	183,333.33	149,465.80	2,200,000.00	-2,050,534.20	6.79%	
7030 BUS PASSES	2,120.00	1,333.00	2,120.00	16,000.00	-13,880.00	13.25%	
8005 AUDIT	0.00	1,129.80	0.00	5,460.00	-5,460.00	0.0%	
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	382.00	-382.00	0.0%	
8010 BANK FEES	10.00	11.81	10.00	142.00	-132.00	7.04%	
8020 BLDING & GROUNDS MAINT	205.76	1,071.00	205.76	12,856.00	-12,650.24	1.6%	
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00		
8030 COMP-INFO-TECH SERVICES	315.20	891.00	315.20	8,449.00	-8,133.80	3.73%	
8035 CONF TRAINING & TRAVEL	0.00	388.28	0.00	5,018.44	-5,018.44	0.0%	
8045 DRUG/ALCOHOL/BG CHECKS	213.75	116.89	213.75	1,042.00	-828.25	20.51%	
8050 DUES SUBSCRIPTIONS & FEES	0.00	168.54	0.00	1,266.00	-1,266.00	0.0%	
8055 DURABLE EQUIP/SMALL TOOLS	0.00	2,026.00	0.00	10,472.00	-10,472.00	0.0%	

Sunset Empire Transportation District
RIDE CARE
Profit & Loss Budget Performance
July 2015

	Month		YTD Actual	Annual Budget	YTD Actual Annual Budget	
	Month Actual	Budget			YTD Actual	Annual Budget
8065 EDUCATION/OUTREACH	0.00	56.67	0.00	1,019.00	-1,019.00	0.0%
8070 EMPLOYEE RECOGNITION	0.00	53.00	0.00	1,660.00	-1,660.00	0.0%
8080 INSURANCE	0.00	0.00	0.00	6,515.00	-6,515.00	0.0%
8090 LEGAL ADS	0.00	13.48	0.00	179.00	-179.00	0.0%
8095 LEGAL COUNSEL	819.00	78.50	819.00	1,260.00	-441.00	65.0%
8100 MEETING EXPENSE	0.00	81.00	0.00	992.00	-992.00	0.0%
8120 OFFICE SUPPLIES	313.71	360.00	313.71	6,427.00	-6,113.29	4.88%
8130 PAYROLL PROCESSING FEES	0.00	21.00	0.00	252.00	-252.00	0.0%
8139 PROFESSIONAL SERVICES	177.00	623.52	177.00	2,678.12	-2,501.12	6.61%
8155 TELEPHONE/INTERNET SERVICE	1,022.53	1,210.00	1,022.53	14,520.00	-13,497.47	7.04%
8165 UTILITIES	442.69	267.00	442.69	6,840.00	-6,397.31	6.47%
Total 2. MATERIALS & SERVICES	155,105.44	193,233.82	155,105.44	2,303,429.56	-2,148,324.12	6.73%
7050 DMAP/CCO Annual Adjustment	0.00		0.00	137,500.00	-137,500.00	0.0%
Total Expense	178,987.48	228,361.84	178,987.48	2,871,940.16	-2,692,952.68	6.23%
Net Ordinary Income	-178,688.91	2,721.49	-178,688.91	41,059.84	-219,748.75	-435.19%
Other Income/Expense						
Other Expense						
3. OTHER EXPENSES						
9611 CLATSOP BANK-LOAN INT	0.00		0.00	3,532.00	-3,532.00	0.0%
Total 3. OTHER EXPENSES	0.00		0.00	3,532.00	-3,532.00	0.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
9655 DMAP REPAYMENT AGREEMENT	0.00	36,343.00	0.00	145,374.00	-145,374.00	0.0%
9700 CAPITAL EXPENSE	0.00	10,000.00	0.00	30,000.00	-30,000.00	0.0%
9800 CONTINGENCY	0.00		0.00	210,000.00	-210,000.00	0.0%
Total Other Expense	0.00	46,343.00	0.00	400,906.00	-400,906.00	0.0%

Sunset Empire Transportation District
 RIDE CARE
Profit & Loss Budget Performance

July 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
Net Other Income	0.00	-46,343.00	0.00	-400,906.00	400,906.00 0.0%
Net Income	<u>-178,688.91</u>	<u>-43,621.51</u>	<u>-178,688.91</u>	<u>-359,846.16</u>	<u>181,157.25 49.66%</u>

Sunset Empire Transportation District
AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the August 2015 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 2 Month = 16.6% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 7.9% of annual budget. YTD revenues of \$201,070 are \$47,544 better than YTD budget. Total Expense are 11.6% of annual budget and are \$114,011 better than YTD budget. YTD Other Expense of \$13,147 were \$6,334 less than budget the result of no capital expense.

Revenue

- 4250 Timber Sales: This month had revenues of \$79,211 while \$60,000 was budgeted in September.

Expense

- Salaries & Wages: Saving reflects unfilled positions.
- 6300 Employee Benefits: The July Premium was recorded in Sept.
- 8005 Audit: 2015 Audit progress payment was made for services through August \$20,440 in total.
- 8050 Dues Subscriptions & Fees: Annual dues for Oregon Transit Association of \$1,950 and Seaside Downtown Association of \$120 were paid.
- 8075 Fuel Expense: Savings are the result of lower than anticipated fuel costs.
- 8095 Legal Counsel: Reflects correction of amount accrued at year end and recorded again in July.
- 9600 Debt Service & Interest: Principal and interest payments were transposed in July this was corrected in August. Also reflects August payment.
- 9700 Capital Expense: None in the 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

AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the August 2015 Board of Commissioner's Meeting

RideCare Fund Profit and Loss

RideCare's Total Income of \$254,172 is 8.7% of total budget YTD revenues of \$254,172 are \$208,319 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget.

Expense

- Salaries & Wages: Savings reflect unfiled positions.
- 6300 Employee Benefits: Saving reflect the July premium being recorded in Sept.
- 8005 Audit: 2015 Audit progress payment was made in August for services through August.
- 8095 Legal Council: Reflects correction of amount accrued at year end and recorded again in July.
- 9700 Capital Expense: No Capital expenses were made.

Information and Follow Up to Previous Board Meeting Questions

There are no follow up items from the last meeting.

***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 SETD Profit & Loss Budget Performance

August 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	
YTD Actual to Budget Target: 100%						
Ordinary Income/Expense						
Income						
4000 FARES	22,320.00	23,645.83	53,976.20	283,749.96	-229,773.76	19.02%
4100 CONTRACTED SERVICES-IGA	0.00	15,000.00	2,365.00	170,369.00	-168,004.00	1.39%
4200 TAXES	6,538.80	10,000.00	18,521.96	860,000.00	-841,478.04	2.15%
4250 TIMBER SALES	79,211.77	0.00	79,211.77	160,000.00	-80,788.23	49.51%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	16,953.27	55,000.00	-38,046.73	30.82%
4270 RENTAL INCOME	325.36	767.00	1,085.36	10,800.00	-9,714.64	10.05%
4300 INTEREST	279.93	267.00	520.81	3,200.00	-2,679.19	16.28%
5000 GRANTS						
5001 ODOT GRANTS	0.00	24,000.00	0.00	873,152.00	-873,152.00	0.0%
5050 MISC GRANTS	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 5000 GRANTS	0.00	24,000.00	0.00	876,152.00	-876,152.00	0.0%
5080 OREGON STF FUNDS	0.00	0.00	28,436.00	121,422.00	-92,986.00	23.42%
Total Income	108,675.86	73,679.83	201,070.37	2,540,692.96	-2,339,622.59	7.91%
Gross Profit	108,675.86	73,679.83	201,070.37	2,540,692.96	-2,339,622.59	7.91%
Expense						
1. PERSONNEL SERVICES						
6005 SALARIES & WAGES	82,466.53	97,731.00	162,770.62	1,172,770.00	-1,009,999.38	13.88%
6200 PAYROLL EXPENSES	12,633.38	11,459.00	21,073.39	148,956.00	-127,882.61	14.15%
6300 EMPLOYEE BENEFITS	18,022.49	21,811.00	20,347.56	283,542.00	-263,194.44	7.18%
Total 1. PERSONNEL SERVICES	113,122.40	131,001.00	204,191.57	1,605,268.00	-1,401,076.43	12.72%
2. MATERIALS & SERVICES						
8005 AUDIT	15,534.40	5,641.00	15,534.40	20,540.00	-5,005.60	75.63%
8006 ADS (HR JOB POSTING)	286.54	478.00	474.13	998.00	-523.87	47.51%

Sunset Empire Transportation District
SETD
Profit & Loss Budget Performance
August 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8010 BANK FEES	206.27	260.00	562.45	3,158.00	-2,595.55 17.81%
8020 BLDING & GROUNDS MAINT	2,393.71	6,969.00	3,659.75	58,130.00	-54,470.25 6.3%
8030 COMP-INFO-TECH SERVICES	810.38	900.00	2,127.16	11,522.00	-9,394.84 18.46%
8035 CONF TRAINING & TRAVEL	1,651.38	3,009.00	2,862.44	38,881.00	-36,018.56 7.36%
8040 DONATIONS/CONTRIBUTIONS	45.00		45.00		45.00
8041 DONATIONS CLEARING	-45.00		-45.00		-45.00
8045 DRUGALCOHOL/BG CHECKS	80.00	180.00	225.00	2,158.00	-1,933.00 10.43%
8050 DUES SUBSCRIPTIONS & FEES	2,159.83	1,337.00	4,862.11	18,292.00	-13,429.89 26.58%
8055 DURABLE EQUIP/SMALL TOOLS	2,393.47	1,781.00	4,729.32	18,841.00	-14,111.68 25.1%
8061 EQUIPMENT LEASE/RENT	426.21	336.00	1,188.42	4,032.00	-2,843.58 29.47%
8065 EDUCATION/OUTREACH	1,848.79	2,630.00	3,573.61	30,000.00	-26,426.39 11.91%
8070 EMPLOYEE RECOGNITION	15.29	850.00	221.90	4,740.00	-4,518.10 4.68%
8075 FUEL	4,037.88	16,667.00	9,110.95	200,000.00	-190,889.05 4.56%
8080 INSURANCE	224.60	0.00	224.60	44,516.00	-44,291.40 0.5%
8090 LEGAL ADS	0.00	60.00	0.00	790.00	-790.00 0.0%
8095 LEGAL COUNSEL	-441.00	421.00	0.00	6,740.00	-6,740.00 0.0%
8100 MEETING EXPENSE	35.10	134.00	46.15	1,586.00	-1,539.85 2.91%
8120 OFFICE SUPPLIES	910.01	1,136.00	1,726.74	13,763.00	-12,036.26 12.55%
8130 PAYROLL PROCESSING FEES	102.40	79.00	102.40	948.00	-845.60 10.8%
8135 PRINTING	2,258.00	2,200.00	2,258.00	19,700.00	-17,442.00 11.46%
8139 PROFESSIONAL SERVICES	0.00	10,126.00	0.00	43,473.00	-43,473.00 0.0%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	32,026.00	-32,026.00 0.0%
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	5,000.00	-5,000.00 0.0%
8155 TELEPHONE/INTERNET SERVICE	1,943.74	1,210.00	2,422.35	13,956.00	-11,533.65 17.36%
8160 UNIFORMS	180.03	333.00	329.97	4,000.00	-3,670.03 8.25%
8165 UTILITIES	1,562.90	1,845.00	2,335.34	21,660.00	-19,324.66 10.78%
8170 VEHICLE MAINT & REPAIRS	11,326.27	17,463.00	12,126.80	149,560.00	-137,433.20 8.11%
Total 2. MATERIALS & SERVICES	49,946.20	76,045.00	70,703.99	769,010.00	-698,306.01 9.19%
Total Expense	163,068.60	207,046.00	274,895.56	2,374,278.00	-2,099,382.44 11.58%

Sunset Empire Transportation District
SETD
Profit & Loss Budget Performance

August 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
Net Ordinary Income	-54,392.74	-133,366.17	-73,825.19	166,414.96	-240,240.15
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9610 CLATSOP BANK-PRINCIPAL	8,580.63	5,017.00	10,111.32	61,910.00	-51,798.68
9611 CLATSOP BANK-LOAN INT	-2,007.13	1,555.00	3,035.68	16,972.00	-13,936.32
Total 3. OTHER EXPENSES	6,573.50	6,572.00	13,147.00	78,882.00	-65,735.00
					16.67%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	38,652.00	-38,652.00
					0.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	10,531.00	-10,531.00
					0.0%
9700 CAPITAL EXPENSE	0.00	3,167.00	0.00	179,500.00	-179,500.00
					0.0%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	-250,000.00
					0.0%
9850 TRANSFER OUT	0.00		0.00	50,000.00	-50,000.00
					0.0%
Total Other Expense	6,573.50	9,739.00	13,147.00	607,565.00	-594,418.00
					2.16%
Net Other Income	-6,573.50	-9,739.00	-13,147.00	-607,565.00	594,418.00
					2.16%
Net Income	-60,966.24	-143,105.17	-86,972.19	-441,150.04	354,177.85
					19.71%

**Sunset Empire Transportation District
RIDE CARE
Profit & Loss Budget Performance
August 2015**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Actual Annual Budget
YTD Actual to Budget Target: 100%					
Ordinary Income/Expense					
Income					
4300 INTEREST	324.60	250.00	623.17	3,000.00	-2,376.83 20.77%
4500 RC PROVIDER SERVICE REIM	253,548.88	230,833.33	253,548.88	2,770,000.00	-2,516,451.12 9.15%
Other Types of Income	0.00		0.00	140,000.00	-140,000.00 0.0%
Total Income	253,873.48	231,083.33	254,172.05	2,913,000.00	-2,658,827.95 8.73%
Gross Profit					
	253,873.48	231,083.33	254,172.05	2,913,000.00	-2,658,827.95 8.73%
Expense					
1. PERSONNEL SERVICES					
6005 SALARIES & WAGES	21,790.31	25,668.88	42,937.74	307,914.56	-264,976.82 13.94%
6200 PAYROLL EXPENSES	3,289.10	3,161.31	5,593.27	41,097.04	-35,503.77 13.61%
6300 EMPLOYEE BENEFITS	4,769.77	6,307.83	5,200.21	81,999.00	-76,798.79 6.34%
Total 1. PERSONNEL SERVICES	29,849.18	35,128.02	53,731.22	431,010.60	-377,279.38 12.47%
2. MATERIALS & SERVICES					
7000 RC PROVIDER PAYMENTS	209,787.38	183,333.33	359,253.18	2,200,000.00	-1,840,746.82 16.33%
7030 BUS PASSES	1,580.00	1,333.00	3,700.00	16,000.00	-12,300.00 23.13%
8005 AUDIT	4,905.60	1,499.40	4,905.60	5,460.00	-554.40 89.85%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	382.00	-382.00 0.0%
8010 BANK FEES	10.05	11.81	20.05	142.00	-121.95 14.12%
8020 BLDING & GROUNDS MAINT	307.20	1,071.00	512.96	12,856.00	-12,343.04 3.99%
8030 COMP-INFO-TECH SERVICES	188.60	890.00	503.80	8,449.00	-7,945.20 5.96%
8035 CONF TRAINING & TRAVEL	288.76	388.00	288.76	5,018.44	-4,729.68 5.75%
8045 DRUG/ALCOHOL/BG CHECKS	227.00	86.83	440.75	1,042.00	-601.25 42.3%
8050 DUES SUBSCRIPTIONS & FEES	0.00	92.51	0.00	1,266.00	-1,266.00 0.0%
8055 DURABLE EQUIP/SMALL TOOLS	1,460.52	2,026.00	1,460.52	10,472.00	-9,011.48 13.95%

Sunset Empire Transportation District
RIDECARE
Profit & Loss Budget Performance
August 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Actual Annual Budget
8065 EDUCATION/OUTREACH	0.00	89.52	0.00	1,019.00	-1,019.00 0.0%
8070 EMPLOYEE RECOGNITION	0.00	297.00	0.00	1,660.00	-1,660.00 0.0%
8080 INSURANCE	0.00	0.00	0.00	6,515.00	-6,515.00 0.0%
8090 LEGAL ADS	0.00	13.48	0.00	179.00	-179.00 0.0%
8095 LEGAL COUNSEL	-819.00	78.50	0.00	1,260.00	-1,260.00 0.0%
8100 MEETING EXPENSE	8.75	83.00	8.75	992.00	-983.25 0.88%
8120 OFFICE SUPPLIES	439.18	530.29	752.89	6,427.00	-5,674.11 11.71%
8130 PAYROLL PROCESSING FEES	25.60	21.00	25.60	252.00	-226.40 10.16%
8139 PROFESSIONAL SERVICES	212.00	623.50	389.00	2,678.12	-2,289.12 14.53%
8155 TELEPHONE/INTERNET SERVICE	636.26	1,210.00	1,658.79	14,520.00	-12,861.21 11.42%
8165 UTILITIES	630.89	530.00	1,073.58	6,840.00	-5,766.42 15.7%
Total 2. MATERIALS & SERVICES	219,888.79	194,208.17	374,994.23	2,303,429.56	-1,928,435.33 16.28%
7050 DMAP/CCO Annual Adjustment	0.00		0.00	137,500.00	-137,500.00 0.0%
Total Expense	249,737.97	229,336.19	429,725.45	2,871,940.16	-2,443,214.71 14.93%
Net Ordinary Income	4,135.51	1,747.14	-174,553.40	41,059.84	-215,613.24 -425.12%
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9611 CLATSOP BANK-LOAN INT	0.00		0.00	3,532.00	-3,532.00 0.0%
Total 3. OTHER EXPENSES	0.00		0.00	3,532.00	-3,532.00 0.0%
9626 SDAO FLEXPLEASE-INTEREST	0.00	0.00	0.00	12,000.00	-12,000.00 0.0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	145,374.00	-145,374.00 0.0%
9700 CAPITAL EXPENSE	0.00	10,000.00	0.00	30,000.00	-30,000.00 0.0%
9800 CONTINGENCY	0.00		0.00	210,000.00	-210,000.00 0.0%
Total Other Expense	0.00	10,000.00	0.00	400,906.00	-400,906.00 0.0%

Sunset Empire Transportation District
RIDECARE
Profit & Loss Budget Performance
 August 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Actual Annual Budget
Net Other Income	0.00	-10,000.00	0.00	-400,906.00	400,906.00 0.0%
Net Income	<u>4,135.51</u>	<u>-8,252.86</u>	<u>-174,553.40</u>	<u>-359,846.16</u>	<u>185,292.76</u> <u>48.51%</u>

Sunset Empire Transportation District
SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the September 2015 Board of Commissioner's Meeting

NOTE on Reviewing Financials: 3 Month = 25.0% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 10.4% of annual budget. YTD revenues of \$264,497 are \$37,799 below YTD budget. Total Expense are 19.2% of annual budget and are \$144,314 better than YTD budget. YTD Other Expense of \$19,720 were \$9,501 less than budget the result of no capital expense.

Revenue

- 4100 Contract Service-IGA: September revenues included 8 Cruise Ships which were in town (\$12,020) and July and August billing to Cannon Beach for Routes 11 and 12 (\$14,228).
- 4250 Property Tax: Includes Property tax distributions for August (\$4,390) and September (\$4,562).
- 4250 Timber Sales: Budgeted for \$60,000 in September while \$79,211 was received in August.
- 4260 Mass Transit Assessment: Budgeted for \$25,000 in September and \$16,953 was received in July.
- 4270 Rental Income: Reflects August and September parking fees being recorded in the month.

Expense

- Salaries & Wages: Saving reflects unfiled positions.
- 6300 Employee Benefits: The July Premium was recorded in Sept.
- 6210 Worker Compensation: A refund was received from SDIS \$1,132.
- 6300 Employee Benefits: Two payments were recorded to SDIS.
- 8030 Computer-Info-Tech Services: Includes \$1,500 to ALLDATA for website access which was a prior year expense and budgeted in the previous year.
- 8055 Durable Equipment/Small Tools: Includes one time expenses for Fax Server (\$1,673) and On Site Back Up (\$1,258).
- 8075 Fuel Expense: Prices continue below budgeted
- 8080 Insurance: \$8,895 was paid for Property Insurance. \$11,129 was budgeted in October
- 8155 Telephone/Internet Service: \$9,900 was paid for Fiber Build between Warrenton and Astoria. This was a June 2015 bill which was not accrued.
- 9700 Capital Expense: None in the 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
SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the September 2015 Board of Commissioner's Meeting

RideCare Fund Profit and Loss

RideCare's Total Income is 17.2% of total budget YTD revenues of \$499,926 are \$192,917 less than YTD Budget. Which is the result of July Revenue being accrued at year end (erroneously). Thus the shortfall in revenues against budget.

Expense

- Salaries & Wages: Savings reflect unfiled positions.
- 6300 Employee Benefits: Two payments were recorded in September
- 8080 Insurance: \$2,246 was paid for Property Insurance to SDIS.
- 9600 Debt Service & Interest: \$72,686 was paid to DMAP which represent July and Oct quarterly settlement payments. The July payment was missed and the October payment is due on October 1.
- 9700 Capital Expense: No Capital expenses were made.

Information and Follow Up to Previous Board Meeting Questions

There are no follow up items from the last meeting.

Balance Sheet Items

- AR: Clatsop County Treasurer reflects a payment of \$5,512 of taxes payable from prior year. These AR were considered deferred income at year end.
- AR: ODOT AR of \$25,815 is from prior year and an entry (\$23,577) has been proposed to the auditor to write off this uncollectable amount in the prior year.
- AR: TPJCC was not billed for the period April to June. Therefore the contractual amount has been billed in September for April through June and July to September.

***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
SETD
Profit & Loss Budget Performance
September 2015

	Month			YTD Actual	Annual Budget	YTD Actual Annual Budget	
	Month Actual	Budget				\$(Under) \$ Over	%
YTD Actual to Budget Target; 100%							
Ordinary Income/Expense							
Income							
4000 FARES	23,687.93	23,645.83	77,664.13	283,749.96	-206,085.83	27.37%	
4100 CONTRACTED SERVICES-IGA	29,346.18	15,000.00	31,711.18	170,369.00	-138,657.82	18.61%	
4200 TAXES	8,952.77	0.00	27,474.73	860,000.00	-832,525.27	3.19%	
4250 TIMBER SALES	0.00	60,000.00	79,211.77	160,000.00	-80,788.23	49.51%	
4260 MASS TRANSIT ASSESSMENT	0.00	25,000.00	16,953.27	55,000.00	-38,046.73	30.82%	
4270 RENTAL INCOME	1,140.00	767.00	2,225.36	10,800.00	-8,574.64	20.61%	
4300 INTEREST	210.22	267.00	731.03	3,200.00	-2,468.97	22.84%	
5000 GRANTS							
5001 ODOT GRANTS	0.00	24,000.00	0.00	873,152.00	-873,152.00	0.0%	
5050 MISC GRANTS	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%	
Total 5000 GRANTS	0.00	24,000.00	0.00	876,152.00	-876,152.00	0.0%	
5080 OREGON STF FUNDS							
	0.00	0.00	28,436.00	121,422.00	-92,986.00	23.42%	
Total Income	63,337.10	148,679.83	264,407.47	2,540,692.96	-2,276,285.49	10.41%	
Gross Profit	63,337.10	148,679.83	264,407.47	2,540,692.96	-2,276,285.49	10.41%	
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	92,508.30	97,731.00	255,278.92	1,172,770.00	-917,491.08	21.77%	
6200 PAYROLL EXPENSES	8,484.86	11,458.00	29,558.25	148,956.00	-119,397.75	19.84%	
6300 EMPLOYEE BENEFITS	36,042.98	21,811.00	56,390.54	283,542.00	-227,151.46	19.89%	
Total 1. PERSONNEL SERVICES	137,036.14	131,000.00	341,227.71	1,605,268.00	-1,264,040.29	21.26%	
2. MATERIALS & SERVICES							
8005 AUDIT	0.00	2,765.00	15,534.40	20,540.00	-5,005.60	75.63%	
8006 ADS (HR JOB POSTING)	0.00	328.00	474.13	998.00	-523.87	47.51%	

**Sunset Empire Transportation District
SETD
Profit & Loss Budget Performance
September 2015**

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8010 BANK FEES	260.28	263.00	822.73	3,158.00	-2,335.27
8020 BLDING & GROUNDS MAINT	2,352.36	8,100.00	6,012.11	58,130.00	-52,117.89
8030 COMP-INFO-TECH SERVICES	2,263.98	901.00	4,391.14	11,522.00	-7,130.86
8035 CONF TRAINING & TRAVEL	1,503.32	3,010.00	4,365.76	38,881.00	-34,515.24
8040 DONATIONS/CONTRIBUTIONS	45.00		90.00		90.00
8041 DONATIONS CLEARING	-45.00		-90.00		-90.00
8045 DRUGALCOHOL/BG CHECKS	117.75	180.00	342.75	2,158.00	-1,815.25
8050 DUES SUBSCRIPTIONS & FEES	322.45	1,337.00	5,184.56	18,292.00	-13,107.44
8055 DURABLE EQUIP/SMALL TOOLS	3,122.14	1,781.00	7,851.46	18,841.00	-10,989.54
8061 EQUIPMENT LEASE/RENT	426.21	336.00	1,614.63	4,032.00	-2,417.37
8065 EDUCATION/OUTREACH	1,170.44	2,500.00	4,744.05	30,000.00	-25,255.95
8070 EMPLOYEE RECOGNITION	20.54	851.00	242.44	4,740.00	-4,497.56
8075 FUEL	5,925.34	16,666.00	15,036.29	200,000.00	-184,963.71
8080 INSURANCE	8,985.02	0.00	9,209.62	44,516.00	-35,306.38
8090 LEGAL ADS	0.00	60.00	0.00	790.00	-790.00
8095 LEGAL COUNSEL	0.00	421.00	0.00	6,740.00	-6,740.00
8100 MEETING EXPENSE	11.40	133.00	57.55	1,586.00	-1,528.45
8120 OFFICE SUPPLIES	1,615.37	1,238.00	3,342.11	13,763.00	-10,420.89
8130 PAYROLL PROCESSING FEES	216.21	79.00	318.61	948.00	-629.39
8135 PRINTING	0.00	2,200.00	2,258.00	19,700.00	-17,442.00
8139 PROFESSIONAL SERVICES	0.00	10,126.00	0.00	43,473.00	-43,473.00
8140 SUBGRANT PASS THROUGH	0.00	4,080.00	0.00	32,026.00	-32,026.00
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	0.00	5,000.00	-5,000.00
8155 TELEPHONE/INTERNET SERVICE	10,214.73	1,210.00	12,637.08	13,956.00	-1,318.92
8160 UNIFORMS	45.37	334.00	375.34	4,000.00	-3,624.66
8165 UTILITIES	1,046.17	1,845.00	3,381.51	21,660.00	-18,278.49
8170 VEHICLE MAINT & REPAIRS	4,511.74	19,726.00	16,638.54	149,560.00	-132,921.46
Total 2. MATERIALS & SERVICES	44,130.82	80,470.00	114,834.81	769,010.00	-654,175.19
Total Expense	181,166.96	211,470.00	456,062.52	2,374,278.00	-1,918,215.48
					19.21%

Sunset Empire Transportation District
SETD
Profit & Loss Budget Performance

September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
Net Ordinary Income	-117,829.86	-62,790.17	-191,655.05	166,414.96	-358,070.01
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9610 CLATSOP BANK-PRINCIPAL	5,142.06	5,092.00	15,253.38	61,910.00	-46,656.62
9611 CLATSOP BANK-LOAN INT	1,431.44	1,481.00	4,467.12	16,972.00	-12,504.88
Total 3. OTHER EXPENSES	6,573.50	6,573.00	19,720.50	78,882.00	-59,161.50
					25.0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	38,652.00	-38,652.00
					0.0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	10,531.00	-10,531.00
					0.0%
9700 CAPITAL EXPENSE	0.00	3,167.00	0.00	179,500.00	-179,500.00
					0.0%
9800 CONTINGENCY	0.00	0.00	0.00	250,000.00	-250,000.00
					0.0%
9850 TRANSFER OUT	0.00		0.00	50,000.00	-50,000.00
					0.0%
Total Other Expense	6,573.50	9,740.00	19,720.50	607,565.00	-587,844.50
					3.25%
Net Other Income	-6,573.50	-9,740.00	-19,720.50	-607,565.00	587,844.50
					3.25%
Net Income	-124,403.36	-72,530.17	-211,375.55	-441,150.04	229,774.49
					47.91%

Sunset Empire Transportation District
RIDECARE
Profit Loss
Budget Performance
September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget	YTD Actual Annual Budget	%
						\$(Under) \$ Over	
YTD Actual to Budget Target: 100%							
Ordinary Income/Expense							
Income							
4300 INTEREST	400.17	250.00	1,023.34	3,000.00	-1,976.66		34.11%
4500 RC PROVIDER SERVICE REIM	245,354.42	230,833.33	498,903.30	2,770,000.00	-2,271,096.70		18.01%
Other Types of Income	0.00		0.00	140,000.00	-140,000.00		
Total Income	245,754.59	231,083.33	499,926.64	2,913,000.00	-2,413,073.36		17.16%
Gross Profit	245,754.59	231,083.33	499,926.64	2,913,000.00	-2,413,073.36		72.11%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	22,620.72	25,658.88	65,558.46	307,914.56	-242,356.10		21.29%
6200 PAYROLL EXPENSES	2,052.54	3,161.31	7,645.81	41,097.04	-33,451.23		18.6%
6300 EMPLOYEE BENEFITS	10,892.78	6,307.83	16,092.99	81,999.00	-65,906.01		19.63%
Total 1. PERSONNEL SERVICES	35,566.04	35,128.02	89,297.26	431,010.60	-341,713.34		84.74%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	139,228.93	183,333.33	498,482.11	2,200,000.00	-1,701,517.89		22.66%
7030 BUS PASSES	1,689.00	1,334.00	5,389.00	16,000.00	-10,611.00		33.68%
8005 AUDIT	0.00	735.00	4,905.60	5,460.00	-554.40		89.85%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	382.00	-382.00		0.0%
8010 BANK FEES	10.00	11.81	30.05	142.00	-111.95		21.16%
8020 BLDING & GROUNDS MAINT	622.85	1,072.00	1,135.81	12,856.00	-11,720.19		8.83%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00		
8030 COMP-INFO-TECH SERVICES	177.00	890.00	680.80	8,449.00	-7,768.20		8.06%

Sunset Empire Transportation District
RIDECARE
Profit Loss
Budget Performance
September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
8035 CONF TRAINING & TRAVEL	90.50	388.00	379.26	5,018.44	-4,639.18 7.56%
8045 DRUG/ALCOHOL/BG CHECKS	327.25	86.83	768.00	1,042.00	-274.00 73.7%
8050 DUES SUBSCRIPTIONS & FEES	0.00	92.51	0.00	1,266.00	-1,266.00 0.0%
8055 DURABLE EQUIP/SMALL TOOLS	914.52	2,026.00	2,375.04	10,472.00	-8,096.96 22.68%
8065 EDUCATION/OUTREACH	0.00	84.88	0.00	1,019.00	-1,019.00 0.0%
8070 EMPLOYEE RECOGNITION	0.00	296.00	0.00	1,660.00	-1,660.00 0.0%
8080 INSURANCE	2,246.26	0.00	2,246.26	6,515.00	-4,268.74 34.48%
8090 LEGAL ADS	0.00	13.48	0.00	179.00	-179.00 0.0%
8095 LEGAL COUNSEL	0.00	79.50	0.00	1,260.00	-1,260.00 0.0%
8100 MEETING EXPENSE	54.60	83.00	63.35	992.00	-928.65 6.39%
8120 OFFICE SUPPLIES	170.32	578.67	923.21	6,427.00	-5,503.79 14.36%
8130 PAYROLL PROCESSING FEES	53.74	21.00	79.34	252.00	-172.66 31.48%
8139 PROFESSIONAL SERVICES	157.00	623.50	546.00	2,678.12	-2,132.12 20.39%
8155 TELEPHONE/INTERNET SERVICE	1,061.36	1,210.00	2,720.15	14,520.00	-11,799.85 18.73%
8165 UTILITIES	495.34	530.00	1,568.92	6,840.00	-5,271.08 22.94%
Total 2. MATERIALS & SERVICES	147,298.67	193,489.51	522,292.90	2,303,429.56	-1,781,136.66 89.91%
7060 DMAP/CCO Annual Adjustment	0.00		0.00	137,500.00	-137,500.00 0.0%
Total Expense	182,864.71	228,617.53	611,590.16	2,871,940.16	-2,260,350.00 21.3%
Net Ordinary Income	62,889.88	2,465.80	-111,663.52	41,059.84	-152,723.36 -271.95%
Other Income/Expense					
Other Expense					
3. OTHER EXPENSES					
9611 CLATSOP BANK-LOAN INT	0.00		0.00	3,532.00	-3,532.00 0.0%
Total 3. OTHER EXPENSES	0.00		0.00	3,532.00	-3,532.00 0.0%

Sunset Empire Transportation District
RIDECARE
Profit Loss
Budget Performance
September 2015

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual Annual Budget
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	12,000.00	-12,000.00 0.0%
9655 DMAP REPAYMENT AGREEMENT	72,686.50	0.00	72,686.50	145,374.00	-72,687.50 50.0%
9700 CAPITAL EXPENSE	0.00	10,000.00	0.00	30,000.00	-30,000.00 0.0%
9800 CONTINGENCY	0.00		0.00	210,000.00	-210,000.00 0.0%
Total Other Expense	72,686.50	10,000.00	72,686.50	400,906.00	-328,219.50 18.13%
Net Other Income	-72,686.50	-10,000.00	-72,686.50	-400,906.00	328,219.50 18.13%
Net Income	-9,796.62	-7,534.20	-184,350.02	-359,846.16	175,496.14 51.23%

Sunset Empire Transportation District Balance Sheet

As of September 30, 2015

Sep 30, 15

ASSETS

Current Assets

Checking/Savings

1000 SETD GEN FUND BANK ACCTS	
1001 CCB-OPERATING (3943)	213,568.32
1002 CCB-PAYROLL (3950)	4,547.60
1005 CCB-VEHICLE SALES ACCT	2,201.08
1010 CCB-EMPLOYEE ACCT (3935)	1,109.82
1015 HRA FISCAL AGENT	1,592.08
1020 LGIP (4992)	459,192.26
Total 1000 SETD GEN FUND BANK ACCTS	682,211.16

1030 CCB RESERVE FUND	75,241.91
1040 TILLS	300.00
1050 RIDE CARE FUND BANK ACCTS	
1051 CCB-RC OPERATING (3976)	329,785.53
1055 HRA FISCAL AGENT (RC)	507.92
1056 RC LGIP (3959)	902,007.63
Total 1050 RIDE CARE FUND BANK ACCTS	1,232,301.08

Total Checking/Savings 1,990,054.15

Accounts Receivable

1200 ACCOUNTS RECEIVABLES	
1210 SETD A/R	
1211 SETD A/R	29,199.97
1215 SETD A/R-GRANTS	25,815.00
Total 1210 SETD A/R	55,014.97
Total 1200 ACCOUNTS RECEIVABLES	55,014.97

1250 PROPERTY TAX RECEIVABLES	56,471.90
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Total Accounts Receivable 111,486.87

Other Current Assets

1049 VALIC	3,228.86
1400 PREPAID EXPENSES	
1401 PREPAID INS/BENEFITS	624.68
1400 PREPAID EXPENSES - Other	568.10
Total 1400 PREPAID EXPENSES	1,192.78

1500 UNDEPOSITED FUNDS	7,940.75
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Total Other Current Assets 12,362.39

Total Current Assets 2,113,903.41

**Sunset Empire Transportation District
 Balance Sheet**

As of September 30, 2015

Sep 30, 15

TOTAL ASSETS 2,113,903.41

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 ACCOUNTS PAYABLES

2010 SETD GENERAL FUND A/P 759.79

2020 RIDE CARE FUND A/P 2,559.00

Total 2000 ACCOUNTS PAYABLES 3,318.79

Total Accounts Payable 3,318.79

Other Current Liabilities

2100 PAYROLL LIABILITIES 41,996.61

2130 FSA-PT 2,539.98

2135 OTHER P/R LIABILITIES

2136 AFLAC-AT 0.06

2137 AFLAC-PT 0.15

2138 OTHER LIABILITIES 240.00

Total 2135 OTHER P/R LIABILITIES 240.21

2140 RETIREMENT PLANS LIAB

2142 457(b) RETIREMENT 2,114.89

Total 2140 RETIREMENT PLANS LIAB 2,114.89

2200 ANNUAL INSURANCE 13,286.61

2300 DEFERRED REVENUE 66,376.90

Total Other Current Liabilities 126,555.20

Total Current Liabilities 129,873.99

Long Term Liabilities

2800 INTERCOMPANY DUE TO/FROM

2810 DUE TO RIDE CARE 435,063.82

2815 DUE TO SETD GENERAL FUND -435,063.82

Total 2800 INTERCOMPANY DUE TO/FROM 0.00

Total Long Term Liabilities 0.00

Total Liabilities 129,873.99

Equity

3000 OPENING BALANCE EQUITY 651,014.34

Sunset Empire Transportation District
Balance Sheet

As of September 30, 2015

Sep 30, 15

3900 RETAINED EARNINGS	<u>1,728,740.65</u>
Net Income	-395,725.57
Total Equity	<u>1,984,029.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,113,903.41</u></u>

**Sunset Empire Transportation District
A/R Aging Summary
As of September 30, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	1,740.00	0.00	0.00	0.00	0.00	1,740.00
CCC	240.00	0.00	0.00	0.00	0.00	240.00
CITY OF CANNON BEACH - A/R	6,769.97	0.00	0.00	0.00	0.00	6,769.97
CLATSOP COUNTY TREASURER	0.00	-5,512.46	0.00	0.00	61,984.36	56,471.90
CLATSOP CRUISE HOSTS	12,019.00	0.00	0.00	0.00	0.00	12,019.00
CLATSOP SHERIFF	45.00	0.00	0.00	0.00	0.00	45.00
DHS - CHILD WELFARE-CLATSOP	855.00	0.00	0.00	0.00	0.00	855.00
ISN	0.00	0.00	0.00	-660.00	0.00	-660.00
ODOT	0.00	0.00	0.00	0.00	25,815.00	25,815.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	0.00	0.00	0.00	0.00	142.50
P-ANDI WARREN INSURANCE AGENCY	95.00	0.00	0.00	0.00	0.00	95.00
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-H&R Block	142.50	0.00	0.00	47.50	0.00	190.00
P-HIPFISH-PARKING	0.00	0.00	47.50	47.50	0.00	95.00
P-HOMESPUN QUILTS	190.00	0.00	0.00	0.00	0.00	190.00
P-SAMUELSON	0.00	0.00	2.00	0.00	0.00	2.00
PACIFIC NW WORKS	45.00	0.00	0.00	0.00	0.00	45.00
RC-PASSES	69.00	2,490.00	0.00	0.00	0.00	2,559.00
TPJCC	2,365.00	0.00	0.00	2,365.00	0.00	4,730.00
TOTAL	<u>24,860.47</u>	<u>-3,022.46</u>	<u>49.50</u>	<u>1,800.00</u>	<u>87,799.36</u>	<u>111,486.87</u>

Sunset Empire Transportation District
A/P Aging Summary
As of September 30, 2015

GENERAL FUND	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	15.44	0.00	0.00	0.00	0.00	15.44
E-LONG LARRY	95.00	0.00	0.00	0.00	0.00	95.00
E-RAY, BILL	0.00	95.00	0.00	0.00	0.00	95.00
INDUSTRIAL DIESEL POWER, INC	302.99	0.00	0.00	0.00	0.00	302.99
MTR WESTERN BUS	0.00	0.00	0.00	0.00	0.00	0.00
O'REILLY AUTO PARTS	26.36	0.00	0.00	0.00	0.00	26.36
SDAO	225.00	0.00	0.00	0.00	0.00	225.00
SNOW & SNOW ATTORNEYS AT LAW	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>664.79</u>	<u>95.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>759.79</u>
RIDECARE						
RC-SETD-PASSES	2,559.00	0.00	0.00	0.00	0.00	2,559.00

Sunset Empire Transportation District
Check Detail Over \$5,000
September 2015

Type	Num	Date	Name	Item	Account	Original Amount
Bill Pmt -Check	EFT	09/02/2015	CARD SERVICE CENTER		1001 CCB-OPERATING (3943)	-5,102.56
Check	EFT 9-30-15	09/30/2015	CLATSOP COMMUNITY BANK		1001 CCB-OPERATING (3943)	-6,573.50
Bill Pmt -Check	3328	09/02/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-8,788.00
Bill Pmt -Check	3331	09/02/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-14,095.70
Bill Pmt -Check	3338	09/08/2015	RC-HOT SHOT TRANSPORTATION		1051 CCB-RC OPERATING (3976)	-6,862.81
Bill Pmt -Check	3339	09/08/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-7,593.00
Bill Pmt -Check	3341	09/08/2015	RC-TILLAMOOK COUNTY TRANSPORTATIO		1051 CCB-RC OPERATING (3976)	-16,748.50
Bill Pmt -Check	3342	09/08/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-13,114.05
Bill Pmt -Check	3347	09/16/2015	RC-K & M MEDIVAN		1051 CCB-RC OPERATING (3976)	-13,798.56
Bill Pmt -Check	3348	09/16/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-7,004.00
Bill Pmt -Check	3353	09/16/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-12,688.91
Bill Pmt -Check	3361	09/23/2015	RC-MEDIX AMBULANCE		1051 CCB-RC OPERATING (3976)	-6,008.00
Bill Pmt -Check	3363	09/23/2015	RC-OR DHS		1051 CCB-RC OPERATING (3976)	-72,686.50
Bill Pmt -Check	3366	09/23/2015	RC-TILLAMOOK COUNTY TRANSPORTATIO		1051 CCB-RC OPERATING (3976)	-15,706.25
Bill Pmt -Check	3367	09/23/2015	RC-WAPATO SHORES, INC		1051 CCB-RC OPERATING (3976)	-9,545.88
Bill Pmt -Check	15374	09/09/2015	BOLDT, CARLISLE & SMITH, LLC		1001 CCB-OPERATING (3943)	-20,440.00
Bill Pmt -Check	15375	09/09/2015	CoastCom, Inc.		1001 CCB-OPERATING (3943)	-9,990.00

Sunset Empire Transportation District
Check Detail Over \$5,000
September 2015

Type	Num	Date	Name	Item	Account	Original Amount
Bill Pmt -Check	15381	09/09/2015	JACKSON & SON OIL, INC.		1001 CCB-OPERATING (3943)	-9,382.16
Bill Pmt -Check	15401	09/16/2015	SDIS		1001 CCB-OPERATING (3943)	-11,231.28
Bill Pmt -Check	15403	09/16/2015	WILCOX & FLEGEL		1001 CCB-OPERATING (3943)	-7,299.07
Bill Pmt -Check	15405	09/23/2015	CARD SERVICE CENTER		1001 CCB-OPERATING (3943)	-5,484.00

Bill

Sunset Empire Transportation District
 900 Marine Drive
 OR 97103

Date	Ref. No.
09/11/2015	0188 8/8 - 9/7

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

PAID

Bill Due 10/11/2015
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	39.98		ADMINISTRATION
8056 COMPUTER HARDWARE	B & H PHOTO - ON SITE BACKUP	1,258.00		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW - HARD DRIVE CASE	164.42		ADMINISTRATION
8120 OFFICE SUPPLIES	CDW - NETWORK CABLES	96.27		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW - MONITORS FOR RIDE CARE	462.09	RIDE CARE ADMIN	ADMINISTRATION
8021 B&M GENERAL	STAPLES - KEYBOARD FOR RIDE CARE	19.99	RIDE CARE ADMIN	ADMINISTRATION
8038 TRAVEL	0667 HAZEN DAYS INN BLACK BEAR - HOTEL CHARGED FOR PET	-11.00		ADMINISTRATION
8121 POSTAGE-SHIPING	USPS - POSTAGE	19.60		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	WALGREENS - CARD FOR EMPLOYEE	3.49		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SAFEWAY - CARDS FOR EMPLOYEES	17.05		ADMINISTRATION
8120 OFFICE SUPPLIES	FULL INDENTITY - ID CARDS FOR TIME CLOCK	375.00		ADMINISTRATION
8100 MEETING EXPENSE	0261 JONES SAFEWAY - FOOD - RIDE CARE ADVISORY MEETING	34.99	RIDE CARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD - RIDE CARE ADVISORY MEETING	19.61	RIDE CARE ADMIN	ADMINISTRATION
8059 TELEPHONE HARDWARE	CDW - HOOK SWITCHES FOR PHONE HEADSETS	452.43	RIDE CARE ADMIN	ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 OR 97103

Date	Ref. No.
09/11/2015	0188 8/8 - 9/7

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

PAID

Bill Due	10/11/2015
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	RED LION - SALEM - LODGING FOR DHS & OHA TRAINING	90.50	RIDECARE ADMIN	ADMINISTRATION
8121 POSTAGE-SHIPING	USPS - POSTAGE	49.00	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	0469 - MOODY STAPLES - OFFICE SUPPLIES	41.99		ADMINISTRATION
8038 TRAVEL	P AND G LOVINGFOSS - LODGING	97.91		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	SMARTSHEET	16.00		ADMINISTRATION
8066 EVENT SUPPLIES	0204 PARKER PROMO WORLD - LED REFLECTORS - T.O. SUPPLIES	392.20		TRANS OPTIONS
8100 MEETING EXPENSE	LINDSTROM'S - FOOD - BOARD MEETING	11.40		ADMINISTRATION
8066 EVENT SUPPLIES	0659 - PIETILA DOLLAR TREE - ART SUPPLIES - T.O. ART EVENT	9.00		TRANS OPTIONS
8066 EVENT SUPPLIES	HOME DEPOT - ART SUPPLIES - T.O. ART EVENT	23.85		TRANS OPTIONS
8066 EVENT SUPPLIES	FRITE & SCOOP - GIFT CARDS FOR T.O. EVENT	30.00		TRANS OPTIONS
8066 EVENT SUPPLIES	ASTORIA AQUATIC CENTER - GIFT CARDS FOR TO EVENT	45.00		TRANS OPTIONS
8066 EVENT SUPPLIES	SAFEWAY - FOOD - T.O. WALK EVENT	23.02		TRANS OPTIONS
8038 TRAVEL	HOTEL RESERVATIONS - T.O. MEETING IN BEND	287.40		TRANS OPTIONS
8066 EVENT SUPPLIES	AMPHIPOD - LED TRIANGLES - T.O. SUPPLIES	425.64		TRANS OPTIONS

Bill

Sunset Empire Transportation District
 900 Marine Drive
 OR 97103

Date	Ref. No.
09/11/2015	0188 8/8 - 9/7

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

Bill Due 10/11/2015
Terms
Memo

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8066 EVENT SUPPLIES	JO-ANN STORE - SUPPLIES - T.O. BIKE REPAIR EVENT	27.92		TRANS OPTIONS
8066 EVENT SUPPLIES	JO-ANN STORE - SUPPLIES - T.O. BIKE REPAIR EVENT	3.99		TRANS OPTIONS
8066 EVENT SUPPLIES	FRED MEYER - SUPPLIES - T.O. BIKE REPAIR EVENT	26.15		TRANS OPTIONS
8066 EVENT SUPPLIES	FRED MEYER - T.O. SUPPLIES	93.67		TRANS OPTIONS
8050 DUES SUBSCRIPTIONS & FEES	INTEREST - AUGUST/SEPTEMBER	91.19		ADMINISTRATION
1400 PREPAID EXPENSES	FRY'S ELECTRONICS - DIANE M RESEARCHING	568.10		ADMINISTRATION
8050 DUES SUBSCRIPTIONS & FEES	INTEREST - JUNE/ JULY AND JULY/AUGUST	178.15		ADMINISTRATION

Expense Total : 5,484.00

Bill Total : \$5,484.00

SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT

**SUNSET EMPIRE TRANSPORTATION DISTRICT
September 24, 2015**

**Board: Kathy Kleczek, Paul Lewicki, Carol Gearin, Tracy MacDonald, Rae Goforth, Kevin Widener, Mitch Mitchum
Executive Director: Jeff Hazen Executive Assistant: Mary Parker**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				The District “has been through a great deal of turmoil but this Board is doing much to recover” from the past – a period of dictatorial decision making and unsound financial practices. Current Board members are very vocal and don’t always agree but their decisions are arrived at through civil discussion leading to consensus; they are more disciplined in financial matters and seek legal advice on actions and decisions.

Demonstration of good governance practices					“There is no mystery about what this board is doing” because it is transparent in conducting District business. The Board enjoys “good relationships with employees” and appreciates getting first-hand reports from department heads at meetings. Board members report a “new feeling” in the organization but differ in their views on whether they or management “sets the tone” for the organization.
Operational Compliance					
Overall regulatory compliance					“This board does well in the area of compliance” and relies on a “good attorney” to keep them aware and safe on compliance issues. A particular strength is the practice of thorough contract review.
Timeliness of compliance reporting					There are some concerns about compliance reporting due to a lack of continuity in the process following staffing changes; new staff members are on steep learning curves.
Potential compliance challenges					
Budget and Finance					
Consistency in budgeting to meet needs					Board members feel they are doing “a pretty good job in this area” but have major concerns about the District’s “big debt” and that they are moving “more quickly than we should” in paying down debt, marketing, and hiring.
Soundness of financial practices					Although saddled with “more debt than desirable”, the Board feels they are keeping a close watch and “doing our best” with financial practices “that need to be constantly re-practiced to hold us to what’s expected”.

Customer Relations				
Management of service problems				The District experiences service problems typical of many public transportation operations – buses that need to be replaced, service territories that need to be expanded – and could be easily corrected “if the money were no object”.
Improvements to customer service				Board members feel “we have used our imaginations” in finding ways to provide service for customers with special needs. Management has been diligent in responding to complaints and has implemented customer surveys and training for employees. An improved phone system has also been installed to alleviate customer wait times.
Personnel Administration				
Staff morale and work climate				Some Board members see strong indicators of a positive work climate – “employees say ‘Hello’, they’re doing their job, they make their reports, you can feel it”. But there are also “a lot of resignations and employee turnover”, perhaps not surprising given the current context of change.
Management of employee performance				“We’re going to have to work on this area” to improve the quality and consistency of the reviews and to clarify how to manage the split reporting structure of the executive assistant position.
Alignment of positions with work assignments				Current position descriptions are considered well written and accurately describe work assignments.

Policies and Procedures				
Soundness of administrative policies				A Board committee reviews and revises District policies and procedures as needed and considers this to be always "a work in progress".
Consistency between work practices and policies				
Efficiency of staff and work systems				

To: SETD Board

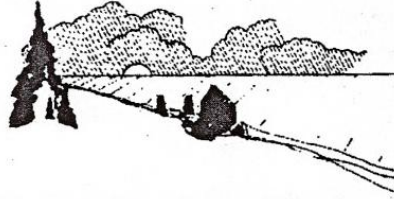
Over the course of the last few months, I have been working on obtaining generator quotes from various vendors, in order to support the server infrastructure and RideCare. The first round of estimates left some rather large margins for comparing quotes in determining the best vendor to choose. These quotes were then taken to the board for input.

Per Board input at the August Board meeting I resubmitted a more formalized Request For Quote (RFQ) to the previous vendors to submit a re-quote based on the specific guidelines that we set. After a rather generous time allowance for quote resubmission only one (Borland Coastal Electric) responded. Utilizing previous quotes combined with this new RFQ, it is my recommendation that the Board approve using Borland Electric as the generator vendor. I have provided the warranty information supplied with the generator and I have the formal manual as well. I have not included the manual as it is over a hundred pages. If anyone is interested, I can provide them with this as well.

Konnor Claborn
IT Manager
Sunset Empire Transportation District

Borland Coastal Electric, Inc.

P.O. BOX 2697 • Gearhart, OR 97138
(503) 738-8391
CCB# 3226



October 4th, 2015

Sunset Empire District
900 Marine Drive
Astoria, Oregon 97103
konnar@ridethebus.org
Atten: Konnor Claborn, IT Manager

Thank you for considering Borland Coastal Electric Inc. for your electrical needs. We are pleased to provide you with the following proposal for the project described below. The job address is 465 NE Skipanon Drive, Warrenton, Oregon 97146.

1. Provide and install (1) 38KW RCL Kohler Power Systems generator. Generator will be liquid cooled, 1800 RPM, with (1) battery, (1) Block Heater and will operate on natural gas. Operating on natural gas, the output of the 38KW generator will be **158Amps**. 1800 RPM driven engines are valuable for their longevity.
2. Provide and install composite pads as the generator foundation.
3. Provide and install (1) Kohler RXT ATS and new load center in data room with the intentions of providing backup power strictly for low voltage equipment.
4. Provide and install (1) Kohler RDT ATS and new load center if necessary for dispatch/shop building. Load tests will have to be taken prior to deciding which circuits may or may not be on the backup system.
5. Provide and install all electrical conduits, wiring, grounding, fittings and devices required from the generators exterior location to both (data room) and dispatch/shop building ATS locations.
6. Provide and install all electrical conduits, wiring, grounding, fittings and devices required from the existing load center in hallway outside of data room to (1) new load center in data room next to server equipment.
7. Re locate existing conduits and wiring for server equipment outlets into (1) new load center in data room.

8. Re locate any existing circuits from existing load center in dispatch/shop building to new load center if necessary and possible with the given amperage output of the new generator.
9. Start up and test generator and ATS systems for proper operation.
10. Provide trenching for electrical conduits and wiring from exterior generator location to each of the (2) buildings to be supplied.
11. Provide gas line connection.

Total cost for material, labor and permits. \$28,119.17

Payment due upon completion

The 38KW generator operating on a natural gas fuel source is rated for 158 Amp output. Borland Coastal Electric will perform a load test on the existing dispatch/shop building and the data room equipment in order to assess the actual amperage loads before performing any work and prior to ordering any equipment. After loads are assessed and approved for the size of generator then work will commence.

Cost to exclude any unforeseen circumstances and will be billed on a time and material basis if additional work is needed.

Borland Coastal Electric will not be responsible for any sheetrock/exterior siding repairs and/or patch work, if any are to incur during the scope of this work.

If you have any questions please feel free to contact us.

Thank you,

Shayne Mesa
Borland Coastal Electric
503-738-8391 off.
estimator@borlandelectric.com

I authorize to proceed with the work described above

Signature: _____ Date _____

Stationary Standby Five-Year or Two Thousand (2000) Hour Limited Warranty

Your Kohler product has been manufactured and inspected with care by experienced craftsmen. If you are the original end user, Kohler Co. warrants, for the period indicated below, each product to be free from defects in materials and workmanship. In the event of a defect in materials or workmanship, Kohler Co. will repair, replace, or make appropriate adjustment at Kohler Co.'s option if the product, upon Kohler Co.'s inspection, is found to be properly installed, maintained, and operated in accordance with Kohler Co.'s instruction manuals.

Kohler Product

Generator set and factory-supplied accessories used in stationary standby applications as a backup to a commercial utility source

Warranty Coverage

Five (5) years from the registered startup date* (or, if there is not a registered startup date, the date of purchase by the original end user) or 2000 hours (whichever occurs first). Labor and travel are included in the warranty for the first year and second year of the five-year warranty period.

* In order to have a registered startup date, a Kohler distributor, dealer, or authorized service representative must perform startup of your generator set and submit your generator set details to Kohler via the Kohler warranty startup program.

The following will **not** be covered by the warranty:

1. Normal wear, routine tuneups, tuneup parts, adjustments, and periodic service.
2. Damage, including but not limited to damage caused by accidents, improper installation or handling, faulty repairs not performed by an authorized Kohler service representative, improper storage, or acts of God.
3. Enclosures and generator bases after the first year of the warranty period.
4. Cosmetic problems, discoloration, or rusting due to improper installation, location in a corrosive or saltwater environment, or scratches that compromise the integrity of the applied paint.
5. Damage caused by operation with improper fuel or at speeds, loads, conditions, modifications, or installation contrary to published specifications or recommendations.
6. Damage caused by negligent maintenance such as:
 - a. Failure to provide the specified type and sufficient quantity of lubricating oil.
 - b. Failure to keep the air intake and cooling fin areas clean.
 - c. Failure to service the air cleaner.
 - d. Failure to provide sufficient coolant and/or cooling air.
 - e. Failure to perform scheduled maintenance as prescribed in supplied manuals.
 - f. Failure to regularly exercise the generator set under load.
 - g. Failure to follow long-term storage procedures.
7. Engine coolant heaters, heater controls, and circulating pumps after the first year of the warranty period.
8. Original installation charges and startup costs.
9. Starting batteries and the following related expenses:
 - a. Labor charges related to battery service.
 - b. Travel expenses related to battery service.
10. Additional expenses for repair after normal business hours, i.e. overtime or holiday labor rates.
11. Rental of equipment during the performance of warranty repairs.
12. Non-Kohler replacement parts. Replacement of a failed Kohler part with a non-Kohler part voids the warranty on that part.
13. Radiators replaced rather than repaired.
14. Non-Kohler-authorized repair shop labor without prior approval from Kohler Co. Warranty Department.
15. Engine fluids such as fuel, oil, or coolant/antifreeze.
16. Shop supplies such as adhesives, cleaning solvents, and rags.
17. Expenses incurred investigating performance complaints unless the problem is caused by defective Kohler materials or workmanship.
18. Maintenance items such as fuses, lamps, filters, spark plugs, loose or leaking clamps, and adjustments.
19. Removal and replacement of non-Kohler-supplied options and equipment.
20. Labor and travel charges for the third, fourth, and fifth year of the warranty period.
21. Generator sets used in a mobile or non-standby application. Use of the generator set in a mobile or non-standby application voids the warranty.
22. Unreasonable costs associated with removal and reinstallation of the complete unit.
23. Travel time and mileage exceeding 200 miles round trip.

To obtain warranty service, call 1-800-544-2444 for your nearest authorized Kohler service representative or write Kohler Co., Kohler Power Systems Service Department, MS072, Kohler, WI 53044 USA.

KOHLER CO. SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, AND/OR CONSEQUENTIAL DAMAGES OF ANY KIND including, but not limited to, incidental and/or consequential labor costs, installation charges, telephone charges, or transportation charges in connection with the replacement or repair of defective parts.

This is our exclusive written warranty. We make no other express warranty nor is anyone authorized to make any on our behalf.

ANY IMPLIED OR STATUTORY WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS EXPRESSLY LIMITED TO THE DURATION OF THIS WARRANTY. Some states do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental and/or consequential damages, so the above limitation or exclusion may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

KOHLER
Power Systems

KOHLER CO. Kohler, Wisconsin 53044
Phone 920-457-4441, Fax 920-459-1646
For the nearest sales/service outlet in the
US and Canada, phone 1-800-544-2444
KOHLERPower.com

Public Meetings and Records Best Practices Checklist

** To be completed by the Board of Directors**

District Name: Sunset Empire Transportation District

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add **www.sdao.com** to your compatibility view websites prior to signing in. For instructions, please visit **www.sdao.com/s2/resources/compatibility_mode.aspx**.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

Public Meetings

		Yes	No
1.	Adopt public meetings policy. <u>Board Policy # B-601</u>	X	
2.	Adopt board duties and responsibilities of officers. <u>B-301, 302, 303, 304</u>	X	
3.	Adopt parliamentary procedure rules including rules for public participation.	X	
4.	Distribute copy of Oregon Government Ethics Law to each board member.	X	
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice.	X	
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	X	
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law.	X	
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities.	X	
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law.	X	
10.	Circulate materials/minutes in advance of board meeting.	X	
11.	Provide adequate notice of the time, location and agenda of meetings.	X	
12.	Meetings are open to the public unless an executive session is authorized by statute.	X	
13.	Aware of the permissible statutory provisions authorizing an executive session.	X	

Public Meetings (continued)

		Yes	No
14.	When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed.	X	
15.	Media are invited to attend executive sessions subject to the understanding that they not report on certain matters.	X	
16.	No final decisions are reached in an executive session.	X	
17.	All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision.	X	
18.	All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law.	X	
19.	Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member.	X	
20.	Minutes are made available to the public within a reasonable after a meeting.	X	
21.	Minutes are retained forever.	X	

Public Records

		Yes	No
22.	Adopt public records policy.	X	
23.	Aware of the statutory provisions exempting certain public records.	X	
24.	Aware that Public Records Law does not require public bodies to create public records.	X	
25.	Adopt fees for responding to public records requests.	X	
26.	Designate one person to coordinate response to public records requests.	X	
27.	Provide Request for Disclosure of Public Records form to individual requesting records.	X	
28.	Provide Response Acknowledging Public Records Request to individual requesting records.	X	
29.	Certify that the information provided is a true copy of the paper or electronic record.	X	
30.	Cite the specific exemption(s) when denying a public records request.	X	

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

District Name: _____

Your Name: _____ **Your Title:** _____

Signature: _____ **Date:** _____

Return the signed checklist (OR complete online) by **November 13, 2015** to receive a 2% credit to your 2016 general liability, auto liability, and property insurance contributions.

How to submit your Best Practices Checklist

Mail

SDIS
PO Box 12613
Salem, OR 97309-0613

Email

memberservices@sdao.com

Fax

(503) 371-4781

Online

www.sdao.com

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at memberservices@sdao.com.

Executive Director Report

10/22/15

Weekly Reports:

9/28/15

As I noted in the director report at last week's meeting, I attended the PTAC meeting in Salem on Monday the 14th. I also learned last week that as a member of PTAC, the State pays my expenses for the OPTC conference in Eugene. I love saving money! I also gave an update on the District to the Lion's Club in Astoria that week. They were happy to hear of our enhanced services and to learn about the various components of the District. Lis and I had a great meeting with Head Start to see how we could help with their transportation needs. We also discussed this at the Team meeting and we are working on some options that can help them. Our insurance company sent an appraiser to do an updated appraisal on all of our facilities. On Thursday I attended a webinar on the upcoming changes to the Public Transportation Safety program. It is due for implementation within the next year or so. It will give the FTA authority over the safety of our vehicles and facilities, something they did not have before.

Last week, I attended ODOT training on Drug and Alcohol Policies. Although I went through the process of updating our policy last year, I learned a tremendous amount at this training. Tami was on vacation last week so she was unable to attend but I will definitely have her go to the next one. Konnor and I met to review our tech issues from a couple of weeks ago and where we are at in regards to the conversion to the new systems. I would like to take a moment and apologize personally to the Board and Kathy in regards to the letter that I included in the packet for the meeting. I should have waited to get Board input on any message that the Board may want to send to the Department of Forestry, if any. I was only looking to provide them with information on how we utilize the timber revenues that we get from timber harvest. As we discussed in the meeting, Al is working furiously to get things in line in finance. This has been a difficult transition with Diane having to work on a limited basis remotely. I have full confidence in Al's abilities to get things worked through and get more and more comfortable with QuickBooks in order to provide you with the reports that you are expecting to get. I appreciate your patience during this time as he makes sure that all information is current and correct. I hope the Board enjoyed the Board Assessment as much as I did. I thought it was a great conversation.

10/5/15

We had a great week with the cruise ships last week, we had ridership of 7282 on routes 11 and 12! That's it for this year and next year they have 26 ships scheduled. Tuesday morning at the Astoria/Warrenton Chamber breakfast, the Executive Director of the Port, Jim Knight, gave an update on the Port and they are predicting in a few years that we may see 50 ships stopping here. This has become a favorite stop of the cruise lines because of how receptive the community is. Tami and I met last week to discuss our safety training program. While we do a great job not having many injuries, I don't feel that we have done a good job with regular safety training so she will be developing a safety training calendar to make sure that we are in compliance with our training requirements. Jason attended the CCO's clinical advisory group meeting and shared the importance of transportation of clients for the programs that they are discussing. Shana and Shasia spent time at the college getting people signed up for the Drive Less Connect Challenge that began today. And yes, I rode the bus to work today! Shasia also held a sign up event at the Transit Center as well. Friday's Board training was fantastic. The presenters were great and the information was outstanding. No matter how many times you've been to these, you will always learn something new. I would really encourage you to attend them in the future.

10/12/15

Last week found me on Tuesday in Seattle attending a meeting with Secretary of Transportation, Anthony Fox. Beyond Traffic, an effort by the D.O.T. is a 322 page document encompassing all forms of transportation, surveying where we currently are and future trends. The last time a survey like this was done was in 1977 and was to cover the period until the year 2000. The Seattle/Portland area has been identified by the D.O.T. as one of 11 mega regions in the United States that are linked by transportation, economics and other factors. Our coastal area is shown as part of the mega region and I went to make sure that the discussion didn't just revolve about traffic issues in the Puget Sound and Portland areas. We had robust discussions about issues in our region and the problems that we have. I spoke about the fact that even though we are rural, we experience traffic congestion as well using this past summer as an example of the challenges that we face. It was nice to hear a couple of other people from rural areas also speak to that as well. One of the Deputy Secretaries came over to me and let me know that she had visited Astoria this past summer and saw firsthand what I spoke about. If you want to read the entire report you can find it

at: https://www.transportation.gov/sites/dot.gov/files/docs/Draft_Beyond_Traffic_Framework.pdf

I've started writing our Facilities Maintenance Plan and have about 5 pages knocked out so far. This will be a great tool for us to use in the future to ensure that our facilities and equipment are kept up to standard. I talked with Diane and we have agreed that she will remain on the books until October 25th. She is coming down on the weekend of the 24th-25th to meet with AI and

wrap up any loose ends and to also work with him on our quarterly reporting. She will remain available to Al after that via phone if he has questions. We will of course compensate her for any of that time. I am also going to get Al in touch with Krystal Hughes from Tillamook County Transportation to also use as a resource.

I'm looking forward to the OPTC conference starting this weekend. Bill Ray will be representing SETD in the Bus Roadeo competition being held this weekend and I'm excited that I have been asked to be a judge in the Roadeo! Looks like I'll be one of the judges in the obstacle course. No pressure Bill!!!! Scott will be emailing you no later than tomorrow with details for your transportation to the conference.

-When I joined the District last year, I was surprised that our drivers were not getting lunch breaks. When I question this, I was told that transit drivers were exempt from having lunches. I thought that to be odd. In talking with my counterparts within the state, they were shocked to hear that we did not provide lunch breaks for the drivers. I also confirmed with the Bureau of Labor and Industry that there is no exemption for transit drivers. There is only one exception to that rule. I have met with Scott and he has developed a plan to move forward with providing lunch breaks to all drivers. He came up with a good plan and we informed the drivers at the drivers meeting this month that we would be rolling it out. We presented it as a necessity because it's the law and also that the Federal Government will be rolling out some new initiatives addressing driver fatigue. The one route that we are having difficulty with is the Route 20 pm run. We may have to eliminate one loop in order to provide the driver a lunch. We are currently evaluating which loop would be less impactful to riders. On the plus side, by doing this it will extend the shift that the drivers will be scheduled in order to account for the lunch break. This means that the PM drivers will be coming in later and staying later and by doing that we will be extending our service hours on some of the routes during the weekdays. This is something that we have received input on through the transportation plan outreach. This will add 2 extra loops on the Route 10 so it will finish its route at 9:19pm in Warrenton, the 101A will have an extra loop finishing at the TC at 9:50pm and Route 20 will have 1 extra loop ending at the Seaside Cinema at 8:55pm. We are anticipating that this will have a cost increase of approximately \$26,000 per year. We will be able to absorb the increase this year as we anticipated it when writing the budget.

-Shana and I will be going to a National RTAP conference in Denver next week. This will cover all aspects of Shana's Mobility Management position so the timing is excellent for her.

-OPTC

-Veterans transportation update

-Tri-Annual Review

Information Technology/Security

Admin

- Since the new server system came online last month, I have been working to bring final services online, such as onsite/offsite backup, and electronic faxing. Even though we are done migrating to the new system, there is still much to do. I am in the process of building a cloud for SETD, that will have many services to offer, but most importantly it will allow us to truly become mobile and efficient, while not on site. For programs like mobility, and Transportation options, this service is invaluable. I am also working on migrating our file shares, to a new storage system, that is not only redundant, but much more secure and reliable.

Mobility:

- As we all know, Lis has left us. This being said, Shana has taken over the position of Mobility Coordinator, and is doing a great job so far! I have begun the process of shifting Lis's files over to her, as well as getting her completely configured at her new workstation. Shana has also been given access to OBSS, our brokerage software system, in the event that help is ever needed at RideCare. OBSS, is also a great tool to have, as it is the same platform we use for our paratransit system, which Shana will be deeply involved in.

Ride Care:

- Since the system migration, RideCare has been operating quite well. It has been a learning process, as the new phone system is very powerful, and requires a lot of tweaking to fine tune the needs of the brokerage's exact needs. However, once these adjustments were made, the system was working very well. We did suffer from a power outage that did cause some issues with our brokerage software. However, that being said, we have recovered from this incident, and are working on moving forward, and planning contingencies for the future, as to avoid this from happening again. Overall the transition was fairly smooth.

Maps, Schedules and Website:

- Jeff and I are continuing to work on the website plans, and finalizing details. There are many avenues for which we can achieve a great end result, and I am trying to gather as many options as I can. The website is a critical component for SETD, and moreover, it's crucial we have a website that not only reflects who we are and what we do, but one that is clean, simple, and easy to navigate. I appreciate all the patience everyone has given, while we tackle this difficult task.

Conferences and Training:

- Nothing New

Transportation Options:

- With Lis leaving, and Shana taking over the Mobility department, we have also decided to shuffle some computer equipment around. Shana works better with a desktop, and it was brought to my attention with Shasia being so mobile, it makes logical sense to provide her a laptop. Therefore Shana's laptop will go to Shasia, and Shana will use a desktop, that we already had onsite. Overall this will create a lot of efficiencies between the two departments.

Other Notes:

- As we enter into October, I am continuing to work on the new generator quotes, and the new time clock system. I should have the necessary generator quotes in the next week or two, and will present them to the board at the board meeting. On the other hand, the new time system is set to be installed in the coming weeks, with a go live time line of the end of October. I can't emphasize enough, how many efficiencies the new time system will make for Tami, and the ability to efficiently process payroll, track grants, and manage HR information. I look forward to providing more detailed information on the software, as Tami and I gain more knowledge of the system.

Sept 25-Oct 12, 2015

Mobility Management Report

***Training and Research**

-Over the past month I have trained with Lis Pietila and done research on several different websites and programs, such as "Improving Mobility for Veterans", TCRP "Travel Training for Older Adults", "Work Plan Support", etc. I also assisted a webinar given by Community Transportation Association titled "Starting a Volunteer Transportation Center".

***Outreach**

-I rode several routes including Route 11 during different days and times, and spoke with a few drivers as well as some clients to discuss everything from Route times and stops, to accessibility and comfortableness.

- I have attended different meetings including: A Veteran's Meeting including Dick Lang, a DAV volunteer, the Chamber Breakfast, a Connect the Dots meeting, and a Director's meeting at the State Building.

- I had the honor of attending the Veteran's Appreciation Day at the Moose Lodge where I worked in compliance with Dick Lang on vocalizing our upcoming Enhanced Transportation Program for Veterans.

***Program Development**

-I have been working with Jason, Jeff, and Dick Lang on details we need to address to get the Enhanced Transportation Program for Veterans up and running.

-I am in the process of creating a Power Point Presentation that I will be using for Travel Training with Senior and Disabled, Students in Transition, and the Hispanic Community.

**Sunset Empire Transportation District
Marketing/Outreach Report**

September-October 2015

Mary Parker

MARKETING AND OUTREACH-

We placed an ad in the Coast Explorer magazine for the fall season. It is a free publication that is widely distributed on the Oregon and Washington coast. Tourism is still going quite strong and the warm sunny weather has helped a great deal.

Eric has had a great summer at the Kiosk. He has been selling tickets and passes and making sure that the most up to date schedules are posted in the shelters and all of the public offices and medical facilities in Seaside and Cannon Beach. He is looking forward to being part of the Halloween festivities at the mall where the mall management supplies the candy for the expected 1000 trick-or-treaters!

SOUTH COUNTY

I attended the Seaside Downtown Association meeting on October 1st. These meetings are always lively and full of information. The main topic of discussion was improving efforts to get visitors from the cruise ships to Seaside. There was concerns about the cruise buses not being on a schedule that works well for both the visitors or the businesses as the buses arrive in Seaside in the morning before some of the business are open. There was also discussion about providing more information and trip plans to the cruise ship visitors so they utilize Route 101 for visiting South County and possibly extending the hours for the streetcar through October when the cruise ships are here. Next year's cruise ship schedule will have almost twice as many ships visiting as this year.

Sunset Empire Transportation District

900 Marine Drive – Astoria, Oregon 97103
Phone: (503) 861-5385 – Fax: (503) 861-4299
Email: Carol@ridethebus.org

RIDE ASSIST

Carol Penuel
Paratransit Supervisor

Monthly Report: September, 2015

- In September, Paratransit had 615 rides for an average of 24.6 rides per day. There was a 6 % decrease in ADA Paratransit rides from last month. The rides increased 28.8% from last September (372 to 479)
- Dial-A-Ride had 2 rides for the month of September. This was from the John Day area. We had an inquiry about a ride from Knappa area, but the person was 2 miles out of the area covered by Dial-A-Ride.
- There were 7 new ADA Paratransit applications received and 1 approved.
- The Paratransit drivers sold 14 ticket books for a total of \$354.00
- There were 47 Veteran rides given, which is less than last month. (69 rides last month so 22 less this month)
- There were 12 ride denials for ADA Paratransit rides. 10 were all due to lack of capacity, and 2 was due to the client's wheelchair not fitting on the lift. This was a total of 5 clients who were denied rides.

There have been requests for Saturday and Sunday rides. There were 5 rides in September.

Carol participated in the Rock and Roll Block Party at the Transit Center on September 20th. We had two people ask about ADA Paratransit. Scott drove a bus over and parked it in the parking lot, but weather really did not allow for the bus to be open as was planned.

Carol and Shana, new Mobility Coordinator, began working on the ADA applications together this month. That has been going very well.

Paratransit Fares Collected for September - \$2377.00

- Para-transit Fares: \$ 750.00 (\$16.00 for Dial-A-Ride)
- Tickets Collected: \$ 563.00
- Medicaid Collected \$1064.00



RIDECARE

10/12/15

RIDECARE manager's report for September

Jason Jones

1. Jason attended 2 Clinical Advisory Panel group meetings in September. One was a strategic planning meeting and the other was to discuss and make comments on some of the ideas that came from said meetings. It is still vitally important to have a transportation representative at these meetings.
2. September is a month to continue our preparation to take on our extra duties with the Volunteers transportation program. Our billing department is continuing to train on the processes that we will need to accomplish and Jason has been working with our IT department to make sure that the technical side of things will work when we go live in October.
3. 90 day evaluations were done for 2 staff members.
4. Jason and Liz continue to work on the Veteran Transportation plan and prepare it to be transitioned into the new Mobility Manager.
5. The NEMT Stakeholder's meeting was canceled for this month and rescheduled for a date in November. Jeff and Jason look forward to attending this meeting together.
6. The rest of the month was spent working to rebuild our computer network that experienced a malfunction. The malfunction caused many previously scheduled trips to be erased and thus had to be rebuilt from backups. We are still working through IT in order to see that this situation does not arise in the future due to planning and proper backup power/data processes.



Transportation Options Report September/October

Shasia Fry Transportation Options Specialist

Drive Less Save More Campaign

As of September 15th our Astoria Drive Less Campaign officially closed. We have spent much of the last month finishing up deliveries and making phone calls to those undelivered. Friday the 16th of October is the final date for “Go Kit” pickups. After that any undelivered kits, will be deconstructed and used for future events.

At the beginning of the campaign, we sent out travel pre-survey to the residents of Astoria. This survey had household questions and a trip diary for users to fill out. We received 500+ surveys. With help from the mobility and the transit center staff we have been able to input all the data. On September 15th the post survey was sent out. Once again we received a large number of surveys back. We will input this data and will have the results tallied by the 23rd of October. On that day Alta planning and design and Pac West communications will be coming to Astoria for our final debrief meeting.

Drive Less Connect Challenge

Kelly Bantle from PacWest, and I have made a complete media kit for our upcoming statewide challenge. This kit includes a press release, partner emails and other advertising collateral. We have reached out to the local news papers, radio stations and other partners in the 3 counties.

The Challenge will begin Oct 5-18th. We are hoping to surpass our challenge numbers from last year. Our total tri-county numbers for the challenge results were low and we hope to pass them quickly. At the end of our challenge last year we had 32 active users in our network who logged 4,480 miles throughout the campaign. Our goal is to have 50 active users and log 6,000 miles.

Outreach

On September 30th, Shana and I attended the Clatsop Community College Student Orientation Fair. We held a tabling and handed out information on our program and the upcoming Drive Less Challenge.

On the 2nd of October, I held a small tabling at the Transit Center where I gave out information on our program, answered questions about our services and signed users up for the Drive Less Challenge.

I spent much of the first week of the Drive Less Challenge in Columbia County. There I went to local business and chambers and spoke on what our program does. I have been in contact with Janet Wright and we have scheduled several meetings this next month where I will presenting to different professional on our program.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Human Resource

Tami Carlson

Monthly Report: September 2015

- Welcome new “Mechanic Assistant” Mat Curnow. Mat started Sept. 15th and will be assisting Norm Myers in the shop. His hours will be Wednesday through Sunday from 12:00 p.m. to 9:00 p.m. This will allow full weekend shop coverage.
- Shana Verley has been named the new “Mobility Management Coordinator” replacing Lis Pietila. Shana has been employed with SETD since November 2013 as a RideCare Customer Service Rep. She will be moving from Warrenton to the TC in Astoria and settling into her new position.
- As Shana departed her position at RideCare, Aleesha Nedd also moved on leaving 2 vacancies in the call center. An in-house posting resulted in another promotion with in. Ashleigh Naslund our T.O. Outreach Ambassador joined the RC team. Ashleigh was hired on as a seasonal temp. Her intern position ended Oct. 1st but, with her talent and knowledge moved her to a full-time position with SETD.
- Outside postings resulted in few applications for the second RC CSR position. After 2 interview sessions we continue seeking a potential candidate for the RideCare team.
- This summer has been a busy hiring season. Currently we are almost at full staff. Other than that, I have been working on usual HR/Payroll duties.

Sept. Operations Report

1. Ridership for Rt.11 & 12 was 14,928 for Aug.31 through Oct.1. May need more buses for next year.
2. It is the end of the Seaside Trolley and the Route 21 weekday service. Seaside had record numbers this year, nice weather, great promotion and great service.
3. Congratulations Lawrence McDonald for being chosen employee of the quarter.
4. Traffic is returning to normal and construction projects are ending. Our drivers did a wonderful job this summer. Time for a BBQ (Jeff's Idea).

Scott Earls



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Rider Report
September 2015

“The Bus” (Fixed Route) Highlights:

- **26,292** people used fixed routes in September for an average of **438.2** riders per day.
- **57.4 % increase** in average passengers who rode fixed routes per day from last month (556.6 to 876.4)
- **5.3 % increase** in average passengers who rode fixed routes per day from last September (832.4 to 876.4)
- **13.6 people per hour**, on average, got on any fixed route at any time that “The Bus” runs in September. **33.3 % increase** (10.2 to 13.6) from last month and a **25.6 % decrease** (18.3 to 13.6) from last September.
- **\$4.10 per rider** is the estimate cost per person riding fixed route in September.
- **44.6 % increase** in the ratio of elderly/disabled riders from last month (23.2 % to 33.55 %)
- **6.9 % increase** in the ratio of elderly/disabled riders from last September (31.39 % to 33.55%)

RideAssist Highlights:

- **615** people used RideAssist in September for an average of **24.6** riders per day.
- **6 % decrease** in average RideAssist passengers per day from last month (26.2 to 24.6)
- **11.7 % decrease** in average RideAssist passengers per day from last September (27.9 to 24.6)
- **\$43.42 per rider** is the estimated cost per person riding RideAssist in September.
- **7.2 % decrease** in all ADA Paratransit rides from last month (516 to 479)
- **28.8 % increase** in all ADA Paratransit rides from last September (372 to 479)

System Highlights:

- **26,907** people used Sunset Transportation Services in September for an average of **896.9** riders per day.
- **55.7 % increase** in all average passengers per day from last month (576.1 to 896.9).
- **5.2 % increase** in all average passengers per day from last September (852.8 to 896.9)
- **33.3% decrease** in average fuel cost from last September (\$.36 to \$.24).
- **\$5.00 per rider** is the estimated cost per person riding on SETD.

Rider Report - September 2015

Fuel Report:

	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Sep-14	Total	Average
Gas Transportation															
Gas Miles Driven	5968	6262	5590	5852	6555	7218	7397	7487	8620	9812	5804	7892	5604	84,457.0	7,038.1
Total Gallons Gas	687.22	583.81	644.51	609.27	624.01	692.94	731.42	687.43	672.85	743.62	522.07	696.35	588.97	7,895.5	658.0
Average Gas MPG	8.68	10.73	8.67	9.60	10.50	10.42	10.11	10.89	12.81	13.19	11.12	11.33	9.51		10.7
Cost of Gas	\$ 1,872.75	\$ 1,533.33	\$ 1,428.90	\$ 1,120.32	\$ 1,248.57	\$ 1,692.58	\$ 1,716.38	\$ 1,844.00	\$ 1,826.29	\$ 1,949.27	\$ 1,949.27	\$ 1,416.59	\$ 1,915.23	\$ 19,598.25	\$ 1,633.19
Average PPG	\$ 2.73	\$ 2.63	\$ 2.22	\$ 1.84	\$ 2.00	\$ 2.44	\$ 2.35	\$ 2.68	\$ 2.71	\$ 2.62	\$ 3.73	\$ 2.03	\$ 3.25		\$ 2.48
Cost of Mile Driven	\$ 0.31	\$ 0.24	\$ 0.26	\$ 0.19	\$ 0.19	\$ 0.23	\$ 0.23	\$ 0.25	\$ 0.21	\$ 0.20	\$ 0.34	\$ 0.18	\$ 0.34		\$ 0.23
Diesel Transportation															
Diesel Miles Driven	33345	30537	31577	30835	29213	32186	31842	34197	33231	35889	33333	35336	38253	391,521.0	32,626.8
Total Diesel Gas	3737.17	3184.78	3508.32	3369.00	3212.94	3794.16	3770.44	3843.58	3716.82	3973.98	4772.59	5008.15	4238.15	45,891.9	3,824.3
Average Diesel MPG	8.92	9.59	9.00	9.15	9.09	8.48	8.45	8.90	8.94	9.03	6.98	7.06	9.03		8.5
Cost of Diesel	\$ 10,557.24	\$ 8,685.13	\$ 8,178.37	\$ 6,127.96	\$ 6,445.94	\$ 7,817.59	\$ 7,641.71	\$ 9,004.26	\$ 8,726.97	\$ 8,535.43	\$ 8,535.43	\$ 8,990.42	\$ 13,925.70	\$ 99,246.45	\$ 8,270.54
Average PPG	\$ 2.82	\$ 2.73	\$ 2.33	\$ 1.82	\$ 2.01	\$ 2.06	\$ 2.03	\$ 2.34	\$ 2.35	\$ 2.15	\$ 1.79	\$ 1.80	\$ 3.29		\$ 2.16
Cost of Mile Driven	\$ 0.32	\$ 0.28	\$ 0.26	\$ 0.20	\$ 0.22	\$ 0.24	\$ 0.24	\$ 0.26	\$ 0.26	\$ 0.24	\$ 0.26	\$ 0.25	\$ 0.36		\$ 0.25
Total Fuel															
Total Miles Driven	39313	36799	37167	36687	35768	39404	39239	41684	41851	45701	39137	43228	43857	475,978.0	39,664.8
Total Gallons Fuel	4424	3769	4153	3978	3837	4487	4502	4531	4390	4718	5295	5705	4827	53,787.4	4,482.3
Average Fuel MPG	8.89	9.76	8.95	9.22	9.32	8.78	8.72	9.20	9.53	9.69	7.39	7.58	9.09		8.8
Cost of Fuel	\$ 12,429.99	\$ 10,218.46	\$ 9,607.27	\$ 7,248.28	\$ 7,694.51	\$ 9,510.17	\$ 9,358.09	\$ 10,848.26	\$ 10,553.26	\$ 10,484.70	\$ 10,484.70	\$ 10,407.01	\$ 15,840.93	\$ 118,844.70	\$ 9,903.73
Average PPG	\$ 2.81	\$ 2.71	\$ 2.31	\$ 1.82	\$ 2.01	\$ 2.12	\$ 2.08	\$ 2.39	\$ 2.40	\$ 2.22	\$ 1.98	\$ 1.82	\$ 3.28		\$ 2.21
Cost of Mile Driven	\$ 0.32	\$ 0.28	\$ 0.26	\$ 0.20	\$ 0.22	\$ 0.24	\$ 0.24	\$ 0.26	\$ 0.25	\$ 0.23	\$ 0.27	\$ 0.24	\$ 0.36		\$ 0.25

Service Report:

	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Sep-14	Total	Average
Complaints:															
Driver Complaints	3	4	6	3	4	1	1	2	2	2	2	2	0	32	2.7
System Complaints	4	0	3	1	2	0	1	0	1	3	7	1	2	23	1.9
Suggestions for Improvement	1	0	0	0	0	1	0	1	0	0	0	2	0	5	0.4
Safety Issue	3	0	1	1	0	1	0	0	0	0	0	0	0	6	0.5
Incident Report	2	3	2	1	0	0	0	0	1	0	0	0	0	9	0.8
Total:	13	7	12	6	6	3	2	3	4	5	9	5	2	75	6.3
Complements:															
Thank You	2	1	1	0	0	0	2	1	0	0	0	0	0	7	0.6

Fixed Route Report:

	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Sep-14	Total	Average
Days Operated	31	29	30	30	28	31	30	31	30	31	31	30	30	362	30.2
Regular Route Passengers	17168	11923	11861	12644	12904	14092	16918	24177	16129	16562	17256	26292	24925	197926	16493.8
Shuttle Passengers	0	0	85	31	0	0	0	0	0	0	0	0	46	116	9.7
Total Passengers	17168	11923	11946	12675	12904	14092	16918	24177	16129	16129	17256	26292	24971	197609	16467.4
Revenue Miles	31468	28978	29819	28862	27717	30670	30205	31498	31442	33651	37832	32075	34549	374217	31184.8
Non Revenue Miles	2281	2008	2156	2128	1998	2208	2219	2578	2595	3053	3384	3764	3302	30372	2531.0
Revenue Hours	1324	1132	1359	1333	1149	1381	1279	1519	1385	1560	1690	1972	1666	17083	1423.6
Non Revenue Hours	72	62	68	67	63	69	70	85	86	101	176	177	109	1096	91.3
Revenue Miles per Hour	23.77	25.60	21.94	21.65	24.12	22.21	23.62	20.74	22.70	21.57	22.39	16.27	20.74		21.9
Pass./Rev. Mile	0.55	0.41	0.40	0.44	0.47	0.46	0.56	0.77	0.51	0.48	0.46	0.82	0.72		0.53
Pass./Rev. Hour	12.97	10.53	8.79	9.51	11.23	10.20	13.23	15.92	11.65	10.34	10.21	13.33	14.99		11.57
Passengers Per Day	553.8	411.1	398.2	422.5	460.9	454.6	563.9	779.9	537.6	520.3	556.6	876.4	832.4		545.9

RideAssist Report:

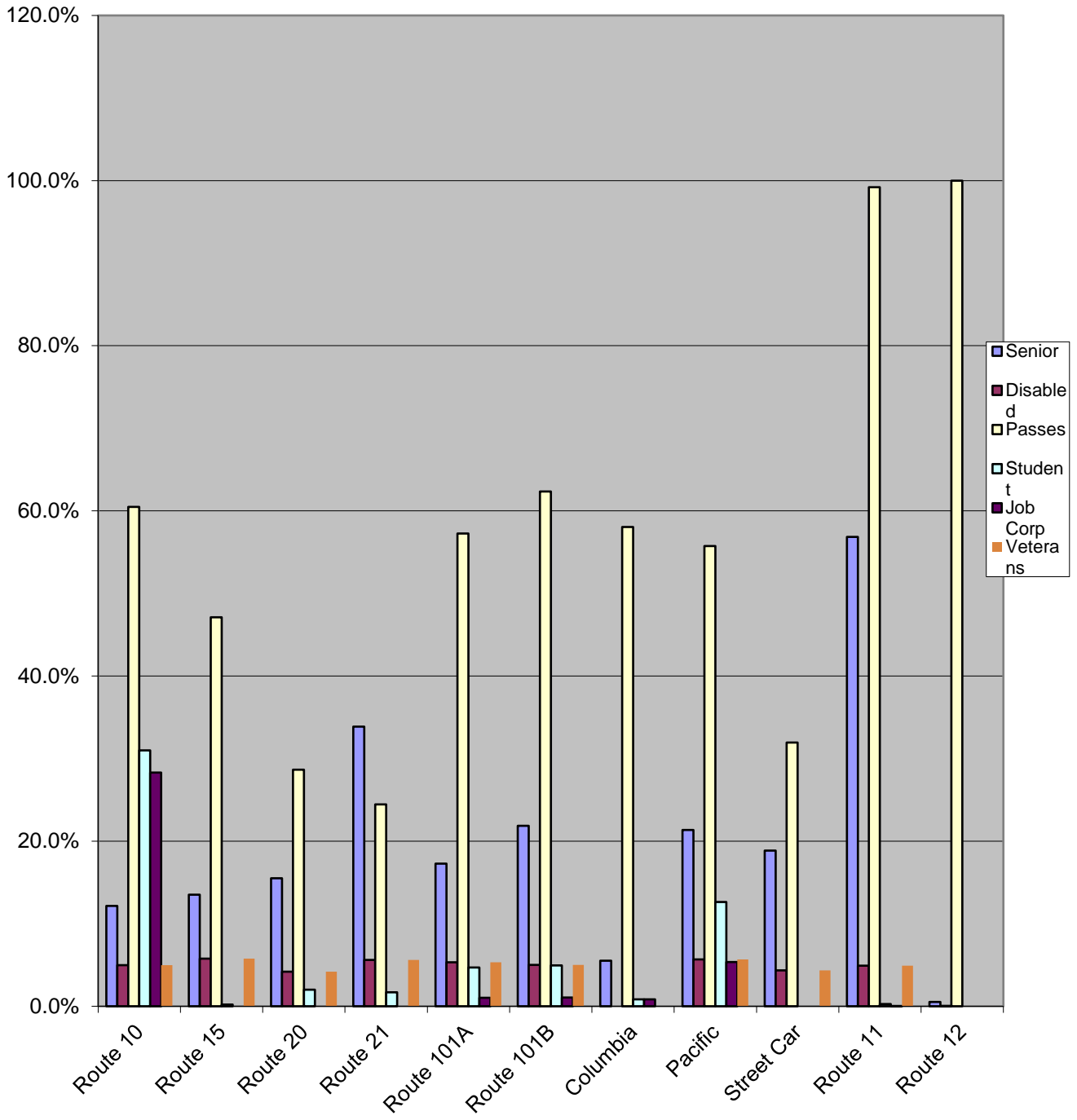
	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Sep-14	Total	Average
Days Operated	23	19	22	21	20	22	22	21	22	24	23	25	22	264	22.0
ADA Paratransit	396	257	312	306	314	346	443	451	476	487	516	479	185	4783	398.6
Escorts	40	32	55	42	48	44	60	55	68	99	54	70	56	667	55.6
DMAP Passengers	156	160	163	108	129	143	136	76	99	88	32	64	372	1354	112.8
DAR Passengers	3	12	12	13	14	14	21	31	27	11	0	2	0	160	13.3

Total Passengers	595	461	542	469	505	547	660	613	670	685	602	615	613	6964	580.3
Revenue Miles	4857	4273	4823	4537	5124	4960	5177	6101	5604	5572	5274	5853	4565	62155	5179.6
Revenue Hours	356	301	338	316	391	430	453	425	465	490	420	489	329	4872	406.0
Revenue Miles per Hour	13.65	14.18	14.26	14.38	13.11	11.55	11.43	14.36	12.06	11.38	12.56	11.98	13.88		0.1
Pass./Rev. Mile	0.12	0.11	0.11	0.10	0.10	0.11	0.13	0.10	0.12	0.12	0.11	0.11	0.13		0.11
Pass./Rev. Hour	1.67	1.53	1.60	1.49	1.29	1.27	1.46	1.44	1.44	1.40	1.43	1.26	1.86		1.43
Passengers Per Day	25.9	24.3	24.6	22.3	25.3	24.9	30.0	29.2	30.5	28.5	26.2	24.6	27.9		26.4

System Report:

	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Sep-14	Total	Average
Passengers	17763	12384	12488	13144	13409	14639	17578	24790	16799	16814	17858	26907	25584	204573	17047.8
Revenue Miles	36325	33251	34642	33399	32841	35630	35382	37599	37046	39223	43106	37928	39114	436372	36364.3
Revenue Hours	6181	5405	6182	5870	6273	6341	6456	7620	6989	7132	6964	7825	6231	79238	6603.2
Revenue Miles per Hour	5.88	6.15	5.60	5.69	5.24	5.62	5.48	4.93	5.30	5.50	6.19	4.85	6.28		5.51
Pass./Rev. Mile	0.49	0.37	0.36	0.39	0.41	0.41	0.50	0.66	0.45	0.43	0.41	0.71	0.65		0.47
Pass./Rev. Hour	2.87	2.29	2.02	2.24	2.14	2.31	2.72	3.25	2.40	2.36	2.56	3.44	4.11		2.58
Pass. Per Day	573.0	427.0	416.3	438.1	478.9	472.2	585.9	799.7	560.0	542.4	576.1	896.9	852.8		565.1

Rider Breakdown by Route



Average Riders by Day of Week

