



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

MEETING AGENDA

THURSDAY SEPTEMBER 25, 2014

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. EXECUTIVE SESSION ORS 192.660 (2) (a)-Employment of Executive Director- George Dunkel
5. PUBLIC COMMENT (3 minute limit)
6. APPROVAL OF AUGUST 18TH AND AUGUST 28TH BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORT FOR AUGUST 2014
9. OLD BUSINESS
 - a. Board Vacancy Update- Chair Kleczek
 - b. Marcia Fenske Appreciation- Chair Kleczek
10. CORRESPONDENCE- Response concerning Bike Safety from Chair Kleczek
11. NEW BUSINESS
 - a. Special Districts Association- Review and Approval of Best Practices Checklist- Mary
 - b. Oregon Transportation Association Conference- Mary
 - c. Drive Less Connect Challenge- Grace
12. MANAGEMENT REPORTS
13. OTHER ITEMS

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Mary Parker at 503-861-5370.

SUNSET EMPIRE TRANSPORTATION DISTRICT

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES THURSDAY AUGUST 18, 2014

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 8:30 AM.

2. ROLL CALL:

Present: Chair Kathy Kleczek Commissioner Rae Goforth, Commissioner Carol Gearin, Commissioner Kevin Widener Commissioner Paul Lewicki and Commissioner Neal Smith
Commissioner Marcia Fenske, excused

3. CHANGES TO THE AGENDA- None

4. EXECUTIVE DIRECTOR HIRING PROCESS – Chair Kleczek said the Board had several decisions to make and that she would address them one at a time. Chair Kleczek asked the Board if they wanted to go with the previous finalists or re-interview all finalists or look back at all applicants and re-evaluate and re interview. Commissioner Gearin said she wanted to re-interview the previous finalists. Commissioner Widener said the Board should start over again noting that he had a hard time finding 5 applicants that he wanted to interview out of the 15. Commissioner Goforth said she did not want to start over again and believes we should go with those that did reapply. Commissioner Widener said he would not rule out anybody that wanted to reapply. Commissioner Smith asked if there had been notice sent to the applicants to reapply. Chair Kleczek said that the Board would be determining that. Chair Kleczek clarified that the Board had previously had Lori reach out to the 3 finalists to ask if they were still interested in the position so we have the option to look at the 2 that have reapplied or go back to the 15 applicants or start the process over. Commissioner Gearin said she would like to go back and look at the finalists. Commissioner Lewicki agreed. Commissioner Goforth said if someone reapplied we should talk to them. Commissioner Widener said that there were 5 finalists which is down to 3. Chair Kleczek clarified that the Board narrowed down the 15 applicants to 5 finalists and there are 3 left from the original 5.

Commissioner Goforth moved to re-interview the 3 finalists.

Commissioner Lewicki seconded the motion

Discussion- Commissioner Smith asked what we will do if someone comes in off the street and wants to apply.

Chair Kleczek said they would be told the position was not open.

Chair Kleczek- Aye

Commissioner Goforth- Aye

Commissioner Smith- Nay

Commissioner Lewicki- Aye

Commissioner Gearin- Aye

Commissioner Widener- Nay

Aye – 4 Nay- 2 Motion passed

There was further discussion about the next steps of having Lori contact the finalists and having them complete an application. Mary will send out a doodle poll to the Board to set up the interview meeting.

5. DISTRICT NAME- Chair Kleczek said that at a previous meeting the District name was changed and we have some cleaning up to do concerning that.

Commissioner Gearin moved that we maintain the name Sunset Empire Transportation District.

Commissioner Widener Seconded the motion

Discussion- Commissioner Smith said he does not understand why we are doing this. Chair Kleczek said the original name change made for marketing purposes was not intended to result in any change to the District name and this will correct that.

Motion passed by unanimous aye vote of all commissioners present

6. **MARKETING NAME-** Chair Kleczek asked the Board if they wanted to continue to use the marketing name of Sunset Transportation Services and register it with the state as a DBA to protect the name.

Commissioner Gearin moved to that we remain Sunset Empire Transportation District for marketing purposes

Commissioner Smith seconded the motion

Chair Kleczek- Aye

Commissioner Goforth- Aye

Commissioner Smith- Aye

Commissioner Lewicki- Nay

Commissioner Gearin- Aye

Commissioner Widener- Aye

Aye– 5 Nay- 1 Motion passed

7. **NORTHWEST RIDE CENTER-** Chair Kleczek said that as discussed earlier the Northwest Ride Center is registered incorrectly. We can correct the registration of the Northwest Ride Center, or we can cancel Northwest Ride Center and re-register with the new name of Ridecare.

Commissioner Smith moved to cancel Northwest Ride Canter and file the new registration of RideCare

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote of all commissioners present

8. **STATE REGISTRATION OF DEPARTMENT NAMES-** Chair Kleczek explained that the other department names (Ride the Bus, RideAssist, RideNext and RidePal) are basically the same as RideCare and are going to be used for marketing purposes and also fall under Sunset Empire Transportation District umbrella and asked if the Board wanted to also register them as DBA's. Commissioner Smith was concerned about checking the names before registering the names. Commissioner Goforth said the state will check to make sure that no one else is using them Commissioner Lewicki said it would probably be best to register the names first and have the state check the names.

Commissioner Lewicki moved to register RidetheBus, RideAssist, RideNext and RidePal as DBA's with the State of Oregon.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners present

The Board authorized Chair Kleczek to sign the DBA applications as a representative of the District.

9. **PUBLIC COMMENT-** Ron Blin, a previous Sunset Empire Transportation District Commissioner said he did not envy the Board having to search for another Executive Director, but would encourage the Board based on what has happened when Jay was here and based on the perception by the public of what kind of an organization we are, that any candidate you consider also be someone that is good at outreach and presents positive public relations, where they can be congenial and meet with city councils rather than a gangbuster. Ron added we certainly need people with administrative skills, but we do not need the gangbuster kind of approach as it ticks people off. I would just ask the Board to consider that.

Chair Kleczek said that John Anglim has offered his support with the hiring process if needed.

Commissioner Gearin asked if the Board Meeting Minutes could be put out in draft form when they are sent to the Board. There was discussion with no action

Commissioner Smith said that he had gone to Portland and watched the process of applying the bus wraps onto the new busses and it was quite impressive and educational and encouraged everyone to go and see the process.

Commissioner Goforth asked the Board to applaud Mary for her hard work on putting the wraps on the busses and her family for being with her in the Regatta Parade with the busses.

Meeting was adjourned at 9:30 am

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

SUNSET EMPIRE TRANSPORTATION DISTRICT

BOARD OF COMMISSIONERS MEETING MINUTES THURSDAY AUGUST 28, 2014

1. CALL TO ORDER- Chair Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:

Present: Chair Kathy Kleczek, Commissioner Rae Goforth, Commissioner Marcia Fenske, Commissioner Carol Gearin, Commissioner Kevin Widener and Commissioner Paul Lewicki and Commissioner Neal Smith

Staff Present: Financial Officer Diane Moody, Executive Assistant Mary Parker, HR Officer Lori Karl, RideCare Manager Jason Jones, IS John Layton, Operations Manager Scott Earls, Operations Assistant Tami Carlson and Mobility Management Lis Pietila
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF JULY 24th BOARD MINUTES-

Commissioner Smith moved to approve the minutes as presented.
Commissioner Widener seconded the motion
Discussion: Commissioner Gearin asked if the title of the discussion about the Holiday bus service should be for July 4th not the Labor Day Holiday. It was clarified that the discussion had been about the upcoming Labor Day service.
Motion passed by unanimous aye vote from all commissioners present
6. REPORTS FROM CHAIR AND COMMISSIONERS:

Commissioner Widener- No Report
Commissioner Gearin- Reported that she had talked with a Tesla owner who was using the charging station and found out the fees are \$7 for a long charge and \$4 for a short charge which is 4 to 7 hours.
Commissioner Goforth- Reported that she had rode in one of the new busses in the Regatta parade with Kevin and Marsha and Mary and her husband had ran alongside the busses and gave out a lot of candy and it was a lot of fun however she noted that you cannot see the parade from the inside of the bus.
Commissioner Kleczek- Reported that she had announced the Labor Day bus service at a morning meeting Wednesday in Cannon Beach and the attending employers were very excited and they have asked for bus flyers to post in their workplace to inform their employees and she offered extra to anyone that wanted to take and post also. Kathy also reported that when asked if everything is going ok at SETD she has reported that the staff is top-notch and everything is running smoothly. Kathy also reported that we have a signed separation agreement which has been executed so we are set to move forward.
Commissioner Smith- Nothing to report
Commissioner Fenske- Reported that she had attended the Regatta parade with Rae, Kevin, Mary and family. She said it was fun handing out candy. She said everyone really liked the new busses.
Commissioner Lewicki- Nothing to report.

7. FINANCIAL REPORTS- Finance Officer Diane Moody asked if there were any questions on the reports presented for July. She noted that she had added a new section to the report called information which is where the answers to financial questions asked at the previous meeting will be listed. There was discussion about the terms of the Electric Car Charger contract which Diane will make available at the next meeting. There was also discussion about the sign contract which Diane will also check into. Commissioner Gearin asked if the extra costs of running the holiday bus routes had been including in the budget. Diane said yes. Commissioner Gearin asked why the parking rent payment did not match the rent. Diane said that H and R Block had prepaid their rent incorrectly. Chair Kleczek said that she and Diane had discussed some budget adjustments that the Board will need to consider. Diane said that overall your materials and services budget is in good order. There are some line items that had a hard cut which was for the conferences and training and she thinks it wise for the Board to take a hard look at what you want to be doing this year to make sure we have enough to cover the conferences that the Board wants to attend. Diane said we are good on direct it is the administrative overhead that we have to take a hard look at. Diane said she can bring information back to the next board meeting to help the board work through those decisions. Diane said the Board attended SDAO and OTA last year and what other training. Diane said that another hard cut was in office equipment which was \$5000 in the big scheme of things. Diane said again we have enough in the budget for material and services it is the line item. There was discussion about training requirements for best practices. Commissioner Goforth commented about the purchase of children's furniture costing \$225. Mary said the purchase cost also included a bench for the waiting area. Commissioner Goforth said she objected to any purchases being made at Walmart. Chair Kleczek said the staff is working on a procurement policy that will encourage making purchases locally.

Commissioner Goforth moved to approve the July Financials

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote of all commissioners

Diane reported that one point of interest that she wanted to bring forward that the difference between regular fixed route and the holiday route cost is about \$820.

8. OLD BUSINESS

- a. Donated Services- (Helping Hands)- Mary reported that she had missed the application sent to her by email from Helping Hands during the donated services process and asked the Board if they would still consider the application. Commissioner Fenske explained that Helping Hands is in South County but a lot of the services needed and used are in Astoria. Commissioner Widener said he had noticed that they had not applied earlier. There was Board discussion about what was awarded to the other applicants earlier in the process.

Commissioner Gearin moved to award Helping Hands \$300.

There was no second to the motion.

Commissioner Goforth moved to award Helping Hands \$500

Commissioner Smith seconded the motion.

Discussion- Chair Kleczek said that the Board had been very particular with the previous awards and this seems outside of the spectrum of what was granted before. Commissioner Smith said that some of the previous applicants were given the total amount they asked for and he was looking at awarding a percentage of the total amount asked for. Commissioner Widener said he also was looking at percentages and this would be 25%.

Motion passed by unanimous aye vote of all commissioners present

- b. Oregon Health Authority Intergovernmental Agreement- Chair Kleczek explained that this agreement was up for renewal and was signed in June but not executed. Jason asked Chair Kleczek to look at the contract and Chair Kleczek asked why as a governmental agency we were entering into a Business Associate Agreement instead of an Intergovernmental Agreement. Jason contacted the Oregon Health Authority and they agreed and changed one of the clauses and changed the contract to an Intergovernmental Business Associates Agreement. Chair Kleczek explained she wanted to bring the agreement in front of the board for their approval of her signing it. This agreement will need to be renewed and signed every year and does not replace the CCO contract.

Commissioner Fenske moved to authorize the Board Chair to sign the Oregon Health Authority Intergovernmental Agreement

Commissioner Widener seconded the agreement

Motion passed by unanimous aye vote of all commissioners

9. CORROSPONDENCE- None

10. NEW BUSINESS

- a. Special Districts Association Declaration of Trust Agreement- Lori Karl explained that the Sunset Empire Transportation District has a contract with Special Districts Insurance Services to provide employee benefits insurance, workers compensation and the self insured property and liability program. Lori read the explanation of how the Special Districts Association of Oregon Board used to control Special Districts Insurance Services and was the only body that could modify the trust agreement and was also responsible for appointing the Special Districts Insurance Services Board of trustees. Legal counsel has advised Special Districts Association and Special Districts Insurance Services that for tax and other legal considerations the members should have a greater participation in the trust. Special Districts Insurance Services Board of trustees and it's participating members will now be responsible for amending the trust agreement and the trustees will be appointed by the trustees themselves. Special Districts Association of Oregon will still remain closely aligned with Special Districts Insurance Services. Lori said if we do not sign this once the renewals come up we will no longer be in the program but this does not hold us to Special Districts because we could go out and search for insurance through somebody else but we also get plenty of discounts from Special Districts. Commissioner Gearin added that by being members of Special Districts Association and Special Districts Insurance we also have lobbyists and Special Districts is well respected in the legislature.

Commissioner Goforth moved to authorize the Board Chair to sign the Special Districts Insurance Services Agreement

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote of all commissioners present

- b. Ridecare Advisory Committee By-Laws- Commissioner Goforth reported that the updating process had been started quite a while ago and that currently there had been a lot of time and several meetings spent on completing the process. Commissioner Goforth also pointed out that there were providers on the Ridecare Committee. Commissioner Goforth asked that the Board of Commissioners approve the updated Ridecare Committee bylaws.

Commissioner Gearin moved to approve the Ridecare Advisory Committee by laws.

Commissioner Fenske seconded the motion

Discussion- Several corrections were noted including Chair Kleczek's name. Commissioner Widener commented that he was wondering about committee participation and vacancies since the bylaws allow for 3 unexcused absences in a year and you only meet 4 times in a year. Commissioner Goforth said that the previous member appointed to the committee had not attended any meetings at all which caused confusion as to what to do but we have had a lot more than four meetings this past year. Commissioner Widener said a member should have to attend more than one meeting in a year. Commissioner Kleczek said that this does give the committee the latitude if someone misses more than 3 meetings.

Motion passed by unanimous aye vote of all commissioners present.

- c. Public Participation Policy- Lis Pietila presented an overview of the requirements and compliance requirements of Title VI Program Plan which is intended to prevent discrimination in the provision of programs and services for federally funded highway programs and activities. All transportation providers are required to be in compliance with requirements of the Title VI plan depending on their size. Lis said that the Board had previously completed one of the compliance requirements for Title VI program by approving Limited English Proficiency policy. Lis explained that it is required that a documented effort is made by the district to have minority representation on the Board or on the advisory committees. A table of committee and Board members ethnicity will be put in the plan with this information. The plan also requires a statement of how the District will assure that any sub-recipient of grant funding or services is also in compliance with the Title VI requirements. Lis reviewed the Sunset Empire Transportation District Public Participation Plan which describes the minimum standards that the Oregon Department of Transportation and the Federal Transportation Administration Circular 4702.1B require to ensure that there is public involvement in the public decision making process. Lis noted that the Public Participation Plan Statement of Commitment ensures that the Sunset Empire Transportation District is

committed to provide an open and transparent decision making process that District residents have equal access and citizen involvement will be actively solicited by public notification, public meetings, comments by phone, in writing or in person. In addition efforts will be made to offer early and continuous opportunities for public involvement in identification of social economic and environmental impacts of proposed transportation decisions. This includes seeking out and considering the viewpoints of minority, low income, Limited English Proficient populations, older adults and persons with disabilities. The Public Participation Plan has specific guidelines, requirements and procedures that ensure the required process and strategies to involve and acquire public input are implemented and that the information obtained is considered and utilized in a transparent process. Lis said that effort and consideration should be made when planning a process that includes public input including outreach and notification, timing, location, day of week, time of day and general access. Lis said that this plan can be changed or modified by the Board as needed. Commissioner Smith asked if Lis was working from a model plan and Lis said yes that the Oregon Department of Transportation has a Guide for Transportation Planning and most of these plans are the same and based on the number of busses that you have.

Commissioner Gearin moved to accept the Public Participation Plan for Sunset Empire Transportation District as presented

Commissioner Smith seconded the motion

Discussion- None

Motion passed by unanimous aye vote of all commissioners.

- d. Contracts and Signature Authority- Chair Kleczek reported that during times of transition or when the Executive Director is not unavailable there needs to be some kind of authority that can handle the day to day paperwork prior to bringing it to the next Board meeting. Chair Kleczek said she has read through our ordinances and policies and the specifics say that the Board Chair does not have the authority to sign anything without Board approval; however staff is coming to her for signatures. Chair Kleczek said officially she has signed a few documents where she was going with what staff was saying and basically signed off that proper polices and processes were followed. She asked the Board how they wanted to handle these situations and what can the Board Chair do during this interim time. Commissioner Smith commented that at first he did not have any problems with Chair Kleczek signing things but asked if the Board wanted the Chair to just sign things or should they come up with a list of what can be signed? Commissioner Lewicki stated that the Board was discovering what he had as Chair, that it is risky to delay the business for protocol when it is not necessary. Commissioner Lewicki added it is important that the Chair have authority, but only use it based on what the Chair senses is the consensus of the Board and anything signed outside the Board under this authority should come back to the Board at the next meeting for ratification. Commissioner Fenske agreed and added that timeliness should be considered and whatever is signed needs to come back to the Board so they are aware of what the Chair is signing. Commissioner Gearin said she agreed with Commissioner Lewicki that there needs to be a designation until we get an Executive Director and she would like it written that it is the Board Chair or a designated signer as the Chair may not always be available. Commissioner Goforth suggested that the authority be given to the Board Chair and if needed go to the Vice Chair and then bring whatever is signed to the Board to be ratified. Commissioner Widener said he agreed with that as long as it is not being abused and does not continue after the hiring of the Executive Director. Chair Kleczek said this is a time sensitive situation and meanwhile the policy committee will work on a policy to put in place to address situations like this. Chair Kleczek also said she would not take on any new contracts that the Board had not seen. There was discussion about the payroll process which was does not need to be changed.

Commissioner Goforth moved that during the interim where there is no Executive Director that the Board authorizes the Board Chair to sign contracts that are ongoing and bring those to the next Board meeting for ratification.

Commissioner Widener seconded the motion

Discussion- Commissioner Smith asked what would happen if after signing a contract it is brought to the Board and the Board says no. Commissioner Lewicki said that the principle here is the Board has already attested to Chair Kleczek's ability to make these decisions by putting her in the Chair position and the Board should support the Chair in these kind of actions and if the Chair makes a decision along the lines we are talking about, it would have to be a very contrary situation for the Board to oppose what the Chair has done. Chair Kleczek said signing in the place of the Executive Director also speaks to the level of confidence that the Board has in our staff and management team as these are things that the staff has been working on and drawn up. There was discussion about the wording of the motion. Commissioner Lewicki noted that he would like the motion to be

amended and not say contracts as what started this discussion was the problem the Executive Director had being unable to put a person on administrative leave without calling a special meeting which created a bad situation. Commissioner Lewicki said he would like the motion to include business documents required for continuous daily operations.

Commissioner Goforth withdrew her original motion and asked Commissioner Lewicki to restate a motion.

Commissioner Lewicki moved that the Board authorize the Board Chair to sign documents that insure continued daily operations of the district, where it is impractical to call a special meeting or wait for the regular Board meeting and such signatures are on the next Board meeting agenda for ratification.

Commissioner Goforth seconded the motion

Discussion- Commissioner Widener said he could not support the motion as it was too ambiguous and gives discretion as to what constitutes a special need. Commissioner Gearin said we may need to come back and take a further look. Commissioner Fenske added there needs to be a policy for emergency issues. Commissioner Widener said that gives what constitutes an emergency to the discretion of one person. Commissioner Gearin agreed with Commissioner Lewicki that the Board needs to do something so that what occurred the last time does not occur again but said at the moment we need to address our principle problem and then come back and write a policy.

Chair Kleczek- Nay

Commissioner Goforth- Aye

Commissioner Smith- Aye

Commissioner Lewicki- Aye

Commissioner Fenske- Nay

Commissioner Gearin- Nay

Commissioner Widener- Nay

Total Vote- 3 Aye 4 Nay; Motion Failed

Commissioner Fenske moved that the Board authorize the Board Chair to sign any ongoing contracts to maintain the operations of the District until the Executive Director has been placed and whatever has been signed will be brought to the next Board meeting to be ratified.

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote by all commissioners present

- e. Distribution of Board Minutes- Commissioner Gearin said she had brought this up at the last Board meeting that the staff be sent the Draft version of the monthly Board Meeting Minutes at the same time that they are sent in Draft form to the Board. Commissioner Gearin said that she knows that the minutes are available on the web after they have been approved, but she would like to have staff see them earlier than that and that other minutes are distributed to the staff. Commissioner Lewicki commented that he did not think the minutes should go out without Board approval. Commissioner Gearin said according to the Attorney General the minutes could not be withheld because they are in draft form. Chair Kleczek commented that she did not feel comfortable with having the minutes go out without having someone look at them because there could be errors in them that could cause misinformation. There was further discussion concerning when and how other district meeting minutes are distributed and what a reasonable amount of time for the release of minutes should be.

Commissioner Gearin moved that the Board Minutes be sent out to the staff in draft after the Board has a chance to see them and they go out within 2 weeks of the Board meeting.

Chair Kleczek seconded the motion

Aye 1 Nay 6 A roll call vote was not requested- Motion failed

Commission Gearin moved that the Board Minutes be sent out to staff following approval by the Board.

Commissioner Widener seconded the motion

Discussion- Commissioner Smith asked what else would be done besides putting the approved minutes on the web. Mary said she would scan and email the approved minutes to employees with emails and post a copy of the minutes on the staff information board in the break room in the Warrenton offices.

Motion passed by unanimous aye vote of all commissioners present.

- f. Executive Director Interview Process- Chair Kleczek proposed that it would be helpful to have assistance with forming interview questions and the interview process and that Special Districts was available and John Anglim who had been working with staff is also available and has prepared a proposal for the Board to consider. Chair Kleczek clarified that the Board has had a special meeting, has set up the interviews and will need to approve the timeline, the interview process, decide who will be involved with the process, approve who will do the background check and who will do contract negotiations. John Anglim discussed his involvement with the staff and what worked and what didn't with the last director and said his approach has the benefit of having the staff in mind. John discussed that his background was in Human Resources and Organizational Development which is about getting the right person in the right job. John discussed not just looking at job duties but to look competencies which are how the person accomplishes the job duties. John proposed defining the competencies the Board is looking for and build questions that are very specific and require a practical solution from them. John also said he could do a short prep session with the Board before the interview and he would be available to assist with staff interviews of the candidates and then bring the staff feedback to the Board. Chair Kleczek said she had discussed this plan with George Dunkel and he thought this process was a great way to have staff involved. Commissioner Lewicki asked who is considered staff. There was discussion about the process of staff meeting with the candidates. Commissioner Lewicki said that this is really a leadership team interview of the candidates for the specific purpose of making a decision about what the candidate's potential is for being the Executive Director. Chair Kleczek said that John Anglim had offered to assist with the contract negotiations but Chair Kleczek suggested that it might put his role with the staff in jeopardy; however George Dunkel has said he is available to help with the contract negotiations and Jeaneyse is also currently looking over the contract.

Commissioner Gearin moved to approve the proposed contract with John Anglim to assist with the Executive Director Interview process.

Commissioner Goforth seconded the motion

Commissioner Gearin- Aye

Commissioner Widener- Nay

Chair Kleczek- Aye

Commissioner Goforth- Aye

Commissioner Smith- Nay

Commissioner Lewicki- Aye

Aye- 4 Nay-2 Motion passed

Commissioner Fenske left the meeting at 11:20 am saying that she had sent Chair Kleczek her resignation and this was her last meeting. The Board thanked her and wished her well.

Commissioner Gearin said she was uncomfortable with our staff doing the candidate background checks since they would be working closely. There was Board discussion with agreement that Lori would do the background and reference checks. Chair Kleczek proposed that George Dunkel do the contract negotiations and the Board agreed. The Board will be sent a draft of the updated contract prior to the negotiations. The Board will meet in Executive Session at the September 25th Board meeting to discuss the Executive Director's Employment Agreement. Mary asked if the Board wanted to prepare Goals for the contract as they were not finished. Chair Kleczek asked the Board to send her 3 Executive Director Goals as homework.

11. MANAGEMENT REPORTS-

The Board thanked the staff for the very informative management reports and asked that their names be put on them in the future.

12. OTHER ITEMS-

Commissioner Kleczek requested that the Board consider interacting with the District's Facebook page. She added we are broadcasting but not interacting.

Commissioner Kleczek said she had received Commissioners Fenske's resignation by email but not in time to present to Board this morning.

Commissioner Gearin moved to accept Commissioner Fenske's resignation from the Board effective immediately
Commissioner Lewicki seconded the motion
Motion passed by unanimous aye vote of all commissioners present

Following Board discussion it was agreed that Mary will send out a public announcements requesting interested parties to send in letters of interest and including committees and include the announcement in Spanish. Commissioner Kleczek asked Board and staff to ask anyone that they know that might be interested in serving on the Board.

Commissioner Lewicki asked for clarification on an earlier question when he asked who was going to be part of the staff interviews. The Board agreed that it should be the Management Team.

Meeting was adjourned at 11:55 am

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

SUNSET EMPIRE TRANSPORTATION
Profit & Loss Budget
General Fund
August 2014

YTD Actual to Budget Target: 16.7%

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
Ordinary Income/Expense						
Income						
4000 · FARES	20,714.98	18,749.00	48,395.71	225,000.00	(\$176,604.29)	21.5% *
4100 · CONTRACTED SERVICES - IGA	7,329.08	4,583.33	14,904.29	55,000.00	(\$40,095.71)	27.1% *
4200 · TAXES	0.00	10,000.00	2,404.09	850,000.00	(\$847,595.91)	0.3%
4250 · TIMBER REVENUES	0.00	0.00	0.00	160,000.00	(\$160,000.00)	0.0%
4300 · MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	55,000.00	(\$55,000.00)	0.0%
4305 · INTEREST	304.07	250.00	671.32	3,000.00	(\$2,328.68)	22.4% *
4310 · MISC INCOME	0.00	0.00	14.00	0.00	\$14.00	
4450 · RENTAL INCOME	665.00	1,000.00	1,377.50	12,000.00	(\$10,622.50)	11.5%
5001 · GRANTS	0.00	0.00	64,490.00	1,054,454.00	(\$989,964.00)	6.1%
Total Income	29,013.13	34,582.33	132,256.91	2,414,454.00	(\$2,282,197.09)	5.5%
Gross Profit	29,013.13	34,582.33	132,256.91	2,414,454.00	(\$2,282,197.09)	5.5%
Expense						
6000 · PAYROLL WAGES	89,231.86	80,776.00	164,454.76	969,314.00	(\$804,859.24)	17.0%
6200 · PAYROLL TAXES & W/C - EMPLOYER	9,446.72	14,918.00	23,097.57	179,016.00	(\$155,918.43)	12.9%
6300 · BENEFITS	16,933.31	22,666.00	35,605.35	271,992.00	(\$236,386.65)	13.1%
6560 · PAYROLL EXP (OUTSOURCED FEES)	69.84	0.00	158.64	0.00	\$158.64	
6605 · REIMBURSED EXPENSES - p/r acct	0.00	0.00	95.00	0.00	\$95.00	
8010 · BANK CHGS/FEES	284.62	256.00	407.30	3,076.00	(\$2,668.70)	13.2%
8055 · AUDIT	9,165.60	4,500.00	9,165.60	18,240.00	(\$9,074.40)	50.3% *
8155 · LEGAL ADS	0.00	126.00	0.00	1,520.00	(\$1,520.00)	0.0%
8160 · PROFESSIONAL SERVICES	0.00	1,900.00	0.00	22,800.00	(\$22,800.00)	0.0%
8167 · LEGAL COUNSEL	1,386.00	633.00	1,386.00	7,600.00	(\$6,214.00)	18.2% *
8170 · EDUCATION/OUTREACH	0.00	2,277.00	0.00	27,330.00	(\$27,330.00)	0.0%
8175 · NEWSPAPER ADS	0.00	228.00	-72.36	912.00	(\$984.36)	-7.9%
8180 · OFFICE SUPPLIES	748.56	1,133.00	2,084.50	13,600.00	(\$11,515.50)	15.3%

* Refer to Financial Exceptions Information Report

SUNSET EMPIRE TRANSPORTATION
Profit & Loss Budget
General Fund
August 2014

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
YTD Actual to Budget Target: 16.7%					\$ (Under)	
					\$ Over	%
8182 · OFFICE FURNITURE/EQUIPMENT	0.00	375.00	0.00	4,500.00	(\$4,500.00)	0.0%
8185 · POSTAGE-SHIPPING	3.01	76.00	300.75	910.00	(\$609.25)	33.0% *
8190 · PRINTING	2,637.00	833.00	2,637.00	10,000.00	(\$7,363.00)	26.4% *
8195 · SUBGRANT PASS-THROUGH	0.00	183.00	0.00	2,200.00	(\$2,200.00)	0.0%
8205 · TAXES/LICENSE	0.00	50.00	0.00	600.00	(\$600.00)	0.0%
8250 · TELECOMMUNICATIONS	794.32	833.00	1,631.56	10,000.00	(\$8,368.44)	16.3%
8260 · RADIO SYSTEM-BUSES	0.00	0.00	0.00	5,000.00	(\$5,000.00)	0.0%
8300 · BLDG GROUNDS & MAINT	721.74	2,727.00	2,303.94	32,727.00	(\$30,423.06)	7.0%
8350 · INSURANCE	0.00	4,288.00	0.00	51,456.00	(\$51,456.00)	0.0%
8360 · FUEL	16,499.51	21,846.00	16,499.51	262,160.00	(\$245,660.49)	6.3%
8460 · UTILITIES	1,696.75	1,583.00	2,484.27	19,000.00	(\$16,515.73)	13.1%
8465 · JANITORIAL SERV & SUPPLIES	228.05	633.00	387.67	7,600.00	(\$7,212.33)	5.1%
8480 · UNIFORMS	145.15	633.00	203.23	7,600.00	(\$7,396.77)	2.7%
8500 · DONATIONS/GIFTS/CONTRIB	917.00	0.00	962.00	0.00	\$962.00	
8501 · DONATIONS CLEARING	-917.00	0.00	-962.00	0.00	(\$962.00)	
8550 · D/A SCREENING & BACKGROUND CKS	0.00	208.00	44.50	2,500.00	(\$2,455.50)	1.8%
8560 · DUES/SUBSCRIPTIONS/FEES	210.85	1,143.00	2,722.10	13,720.00	(\$10,997.90)	19.8% *
8570 · ELECTION FEES	0.00	0.00	0.00	4,940.00	(\$4,940.00)	0.0%
8575 · EMPLOYEE RECOGNITION	60.93	203.00	60.93	3,230.00	(\$3,169.07)	1.9%
8605 · VEHICLE MAINT & REPAIR	5,272.98	11,173.00	8,928.89	134,080.00	(\$125,151.11)	6.7%
8650 · COMPUTER INFO TECH SERVICES	2,212.27	4,160.00	2,750.48	49,913.00	(\$47,162.52)	5.5%
8660 · SHELTER CLEANING/REPAIR	0.00	250.00	0.00	3,000.00	(\$3,000.00)	0.0%
8705 · SMALL TOOLS/MINOR EQUIPMENT	29.38	183.00	29.38	2,200.00	(\$2,170.62)	1.3%
8750 · CONFERENCES/TRAINING/TRAVEL	1,091.61	2,083.00	1,168.81	25,000.00	(\$23,831.19)	4.7%
8780 · MEETING EXPENSE	58.89	114.00	148.83	1,376.00	(\$1,227.17)	10.8%
Total Expense	158,928.95	182,990.00	278,684.21	2,169,112.00	(\$1,890,427.79)	12.8%
Net Ordinary Income	-129,915.82	-148,407.67	-146,427.30	245,342.00	(\$391,769.30)	-159.7%

* Refer to Financial Exceptions Information Report

SUNSET EMPIRE TRANSPORTATION
Profit & Loss Budget
General Fund
 August 2014

	<u>Month</u> <u>Actual</u>	<u>Month</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to</u> <u>Annual Budget</u>	
					\$ (Under)	
					\$ Over	%
YTD Actual to Budget Target: 16.7%						
Other Income/Expense						
Other Expense						
9600 · DEBT SERVICE & INTEREST-FEES	6,573.50	6,600.00	13,147.00	197,140.00	(\$183,993.00)	6.7%
9700 · CAPITAL EXPENSE	0.00	0.00	0.00	216,880.00	(\$216,880.00)	0.0%
9800 · CONTINGENCY	0.00	0.00	0.00	216,456.00	(\$216,456.00)	0.0%
9850 · TRANSFERS OUT	0.00	0.00	0.00	50,000.00	(\$50,000.00)	0.0%
Total Other Expense	<u>6,573.50</u>	<u>6,600.00</u>	<u>13,147.00</u>	<u>680,476.00</u>	<u>(\$667,329.00)</u>	<u>1.9%</u>
Net Other Income	<u>-6,573.50</u>	<u>-6,600.00</u>	<u>-13,147.00</u>	<u>-680,476.00</u>	<u>(\$667,329.00)</u>	<u>1.9%</u>
Net Income	<u><u>-136,489.32</u></u>	<u><u>-155,007.67</u></u>	<u><u>-159,574.30</u></u>	<u><u>-435,134.00</u></u>	<u><u>(\$275,559.70)</u></u>	<u><u>36.7% *</u></u>

* Refer to Financial Exceptions Information Report

**SUNSET EMPIRE TRANSPORTATION
RIDE CARE
Profit & Loss Budget Performance
August 2014**

YTD Actual to Budget Target: 16.7%

Ordinary Income/Expense

Income

	Month Actual	Month Budget	YTD Actual	Annual Budget	YTD Actual to Annual Budget	
					\$ (Under)	
					\$ Over	%
4305 · INTEREST	0.00	0.00	0.00	0.00		
4400 · PROVIDER SERV REIMBURSEMENTS	128,232.00	166,666.00	251,706.00	2,000,000.00		
Total Income	128,232.00	166,666.00	251,706.00	2,000,000.00	(1,748,294.00)	12.6%

Gross Profit 128,232.00 166,666.00 251,706.00 2,000,000.00 (1,748,294.00) 12.6%

Expense

6000 · PAYROLL WAGES	23,321.95	24,168.00	41,979.08	290,026.00	(248,046.92)	14.5%
6200 · PAYROLL TAXES & W/C - EMPLOYER	2,446.99	3,426.00	6,189.89	41,117.00	(34,927.11)	15.1%
6300 · BENEFITS	5,626.35	8,994.00	11,080.62	107,926.00	(96,845.38)	10.3%
6560 · PAYROLL EXP (OUTSOURCED FEES)	11.16	0.00	27.36	0.00	27.36	
7750 · RC PROVIDER SERVICES	125,067.56	115,937.00	259,247.55	1,391,250.00	(1,132,002.45)	18.6% *
7760 · DMAP ANNUAL ADJUSTMENT PAYMENTS	0.00	0.00	0.00	160,000.00	(160,000.00)	0.0%
8010 · BANK CHGS/FEES	0.00	18.00	0.00	224.00	(224.00)	0.0%
8055 · AUDIT	2,894.40	880.00	2,894.40	5,760.00	(2,865.60)	50.3% *
8155 · LEGAL ADS	0.00	40.00	0.00	480.00	(480.00)	0.0%
8160 · PROFESSIONAL SERVICES	157.00	416.00	237.00	5,000.00	(4,763.00)	4.7%
8167 · LEGAL COUNSEL	315.00	200.00	315.00	2,400.00	(2,085.00)	13.1%
8175 · NEWSPAPER ADS	0.00	150.00	0.00	400.00	(400.00)	0.0%
8180 · OFFICE SUPPLIES	427.26	533.00	472.76	6,400.00	(5,927.24)	7.4%
8182 · OFFICE FURNITURE/EQUIPMENT	0.00	216.00	0.00	2,592.00	(2,592.00)	0.0%
8185 · POSTAGE-SHIPPING	0.00	41.00	0.00	500.00	(500.00)	0.0%
8190 · PRINTING	0.00	163.00	0.00	1,960.00	(1,960.00)	0.0%
8205 · TAXES/LICENSE	0.00	0.00	0.00	100.00	(100.00)	0.0%
8250 · TELECOMMUNICATIONS	566.79	860.00	1,129.38	10,325.00	(9,195.62)	10.9%
8300 · BLDG GROUNDS & MAINT	503.62	1,215.00	929.92	14,585.00	(13,655.08)	6.4%
8350 · INSURANCE	0.00	446.00	0.00	5,354.00	(5,354.00)	0.0%
8400 · BUS PASSES	1,060.00	500.00	2,060.00	6,000.00	(3,940.00)	34.3% *

* Refer to Financial Exceptions Information Report

**SUNSET EMPIRE TRANSPORTATION
RIDE CARE
Profit & Loss Budget Performance
August 2014**

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Actual to Annual Budget</u>	
					\$ (Under)	
					\$ Over	%
YTD Actual to Budget Target: 16.7%						
8460 · UTILITIES	353.82	500.00	581.00	6,000.00	(5,419.00)	9.7%
8465 · JANITORIAL SERV & SUPPLIES	30.24	200.00	60.48	2,400.00	(2,339.52)	2.5%
8480 · UNIFORMS	0.00	216.00	0.00	2,600.00	(2,600.00)	0.0%
8550 · D/A SCREENING & BACKGROUND CKS	117.00	125.00	145.00	1,500.00	(1,355.00)	9.7%
8560 · DUES/SUBSCRIPTIONS/FEES	100.00	110.00	100.00	1,330.00	(1,230.00)	7.5%
8570 · ELECTION FEES	0.00	130.00	0.00	1,560.00	(1,560.00)	0.0%
8575 · EMPLOYEE RECOGNITION	9.77	85.00	9.77	1,020.00	(1,010.23)	1.0%
8650 · COMPUTER INFO TECH SERVICES	2,318.30	1,569.00	2,537.00	18,834.00	(16,297.00)	13.5%
8725 · MISCELLANEOUS	0.00	0.00	0.00	298.00	(298.00)	0.0%
8750 · CONFERENCES/TRAINING/TRAVEL	186.93	541.00	268.01	6,500.00	(6,231.99)	4.1%
8780 · MEETING EXPENSE	67.45	65.00	125.11	785.00	(659.89)	15.9%
Total Expense	<u>165,581.59</u>	<u>161,744.00</u>	<u>330,389.33</u>	<u>2,095,226.00</u>	<u>(1,764,836.67)</u>	<u>15.8%</u>
Net Ordinary Income	-37,349.59	4,922.00	-78,683.33	-95,226.00	16,542.67	82.6%
Other Income/Expense						
Other Expense						
9600 · DEBT SERVICE & INTEREST-FEES	0.00	0.00	36,343.25	295,207.00	(258,863.75)	12.3%
9700 · CAPITAL EXPENSE	0.00	0.00	5,533.00	5,643.00	(110.00)	98.1% *
9800 · CONTINGENCY	0.00	0.00	0.00	180,589.00	(180,589.00)	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>41,876.25</u>	<u>481,439.00</u>	<u>(439,562.75)</u>	<u>8.7%</u>
Net Other Income	0.00	0.00	-41,876.25	-481,439.00	(439,562.75)	8.7%
Net Income	<u>-37,349.59</u>	<u>4,922.00</u>	<u>-120,559.58</u>	<u>-576,665.00</u>	<u>(456,105.42)</u>	<u>20.9% *</u>

* Refer to Financial Exceptions Information Report

SUNSET EMPIRE TRANSPORTATION
Balance Sheet
As of August 31, 2014

	<u>Aug 31, 14</u>		<u>Aug 31, 14</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	
1000 - SETD		Accounts Payable	
1005 - BUS FUND - CCB 02240	2,199.89	2010 - Accounts Payable	
1010 - ON-LINE PURCHASE CCB (7498)	1,780.54	2010A - SETD - A/P	8,513.57
1020 - CASH - FISCAL AGENT (HRA)- SETD	1,520.08	2010B - NWRC - A/P	930.00
1025 - LGIP 4992 (Operations)	532,195.47	Total 2010 - Accounts Payable	<u>9,443.57</u>
1030 - PAYROLL - CCB (3950)	11,884.07	Total Accounts Payable	9,443.57
1035 - CCB LOAN RES ACCT-CCB (2455)	75,166.30	Other Current Liabilities	
1040 - GENERAL FUND - CCB (3943)	495,794.65	2100 - PAYROLL LIABILITIES	9.88
1045 - EMPLOYEES FUND - CCB (3935)	1,722.34	2260 - DEFERRED REVENUE	58,197.39
Total 1000 - SETD	<u>1,122,263.34</u>	Total Other Current Liabilities	<u>58,207.27</u>
1050 - NORTHWEST RIDE CENTER		Total Current Liabilities	67,650.84
1065 - CASH - FISCAL AGENT(HRA) - NWRC	579.92	Long Term Liabilities	
1080 - NWRC Reimb - CCB (3976)	122,559.50	2800 - INTERCOMPANY TRANSACTION	
Total 1050 - NORTHWEST RIDE CENTER	<u>123,139.42</u>	Total 2820 - INTERCOMPANY RECEIVABLE	491,031.03
Total Checking/Savings	1,245,402.76	2830 - INTERCOMPANY PAYABLE	
Accounts Receivable		Total 2830 - INTERCOMPANY PAYABLE	-491,031.03
1200 - ACCOUNTS RECEIVABLE		Total 2800 - INTERCOMPANY TRANSACTION	<u>0.00</u>
1200A - SETD - A/R		Total Long Term Liabilities	<u>0.00</u>
1200A-1 - SETD Grants AR	11,140.00	Total Liabilities	67,650.84
1200A - SETD - A/R - Other	15,461.29	Equity	
Total 1200A - SETD - A/R	<u>26,601.29</u>	3800 - FUND BALANCE SETD	199,216.55
Total 1200 - ACCOUNTS RECEIVABLE	<u>26,601.29</u>	3850 - FUND BALANCE NWRC	1,025,543.32
Total Accounts Receivable	26,601.29	3900 - RETAINED EARNINGS	318,852.04
Other Current Assets		Net Income	-280,133.88
1205 - PROPERTY TAX RECEIVABLE	50,058.39	Total Equity	1,263,478.03
1410 - PREPAID INSURANCE	624.68	TOTAL LIABILITIES & EQUITY	<u><u>1,331,128.87</u></u>
1499 - UNDEPOSITED FUNDS	8,441.75		
Total Other Current Assets	<u>59,124.82</u>		
Total Current Assets	<u>1,331,128.87</u>		
TOTAL ASSETS	<u><u>1,331,128.87</u></u>		

SUNSET EMPIRE TRANSPORTATION
General Fund
A/R Aging Summary
As of August 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
BARTON, ERIC/AR	0.00	26.00	0.00	0.00	0.00	26.00
CITY OF CANNON BEACH - A/R	7,329.08	7,575.21	0.00	0.00	0.00	14,904.29
CLATSOP BEHAVIORAL HEALTHCARE	0.00	975.00	0.00	0.00	0.00	975.00
CLATSOP COUNTY CIRCUIT COURT	0.00	0.00	0.00	0.00	-340.00	-340.00
COLUMBIA MEMORIAL	0.00	0.00	300.00	0.00	0.00	300.00
DHS-VOCATIONAL REHAB SERVICES	0.00	60.00	0.00	0.00	0.00	60.00
DHS - ASTORIA - SSP/0401	0.00	180.00	0.00	0.00	0.00	180.00
DHS/BEAVERTON	0.00	0.00	0.00	0.00	-9.00	-9.00
ISN	0.00	690.00	0.00	0.00	0.00	690.00
NW REGIONAL EDUCATION SERVICE DISTRICT	0.00	0.00	0.00	0.00	-3,170.00	-3,170.00
NWRC-PASSES	0.00	930.00	0.00	0.00	0.00	930.00
ODOT	0.00	0.00	0.00	8,140.00	0.00	8,140.00
P-ALLSTATE INSURANCE AGENCY	0.00	142.50	0.00	0.00	0.00	142.50
P-ANDI WARREN INSURANCE AGENCY	0.00	47.50	0.00	0.00	0.00	47.50
P-BITS N BYTES COMPUTER SERVICE	0.00	47.50	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	0.00	47.50	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	0.00	95.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	0.00	95.00	0.00	0.00	0.00	95.00
P-H&R Block	0.00	0.00	95.00	0.00	0.00	95.00
P-HIPFISH-PARKING	0.00	0.00	47.50	0.00	0.00	47.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
P-SOMETHING BEAUTIFUL	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS	0.00	155.00	0.00	0.00	0.00	155.00
SDAO-GRANT	0.00	0.00	0.00	3,000.00	0.00	3,000.00
TOTAL	<u>7,329.08</u>	<u>11,208.71</u>	<u>442.50</u>	<u>11,140.00</u>	<u>-3,519.00</u>	<u>26,601.29</u>

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

GENERAL FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ABECO	0.00	38.70	0.00	0.00	0.00	38.70
ANCHOR GRAPHICS	0.00	2,390.00	0.00	0.00	0.00	2,390.00
ASTORIA, CITY OF	0.00	524.20	0.00	0.00	0.00	524.20
COASTAL ENTERPRISES, LLC	0.00	108.50	0.00	0.00	0.00	108.50
IVS, INC. dba ANGEL TRAX	0.00	217.40	0.00	0.00	0.00	217.40
KARL, LORI	20.00	0.00	0.00	0.00	0.00	20.00
LAZERQUICK	0.00	0.00	0.00	0.00	-40.00	-40.00
MOODY, DIANE	20.00	0.00	0.00	0.00	0.00	20.00
MTR WESTERN BUS	0.00	3,396.72	0.00	0.00	0.00	3,396.72
O'REILLY AUTO PARTS	0.00	1,295.98	0.00	0.00	0.00	1,295.98
PARKER, MARY	20.00	0.00	0.00	0.00	0.00	20.00
PIETILA, ELISABETH - A/P	40.00	0.00	0.00	0.00	0.00	40.00
VERIZON WIRELESS	0.00	398.13	0.00	0.00	0.00	398.13
WARRENTON AUTO PARTS	0.00	83.94	0.00	0.00	0.00	83.94
TOTAL	<u>100.00</u>	<u>8,453.57</u>	<u>0.00</u>	<u>0.00</u>	<u>-40.00</u>	<u>8,513.57</u>

RIDECARE

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
NWRC-SETD-PASSES	0.00	930.00	0.00	0.00	0.00	930.00
TOTAL	<u>0.00</u>	<u>930.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>930.00</u>

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

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
Check	EFT 8-14	08/29/2014	CLATSOP COMMUNITY BANK		1040 · GENERAL FUND - CCB (3943)	-6,573.50
Bill Pmt -Check	2623	08/01/2014	DEPT OF HUMAN SERVICES		1080 · NWRC Reimb - CCB (3976)	-36,343.25
Bill Pmt -Check	2628	08/01/2014	NWRC-MEDIX AMBULANCE		1080 · NWRC Reimb - CCB (3976)	-5,096.25
Bill Pmt -Check	2631	08/01/2014	NWRC-TILLAMOOK COUNTY TRANSPORTATION		1080 · NWRC Reimb - CCB (3976)	-6,071.75
Bill Pmt -Check	2632	08/01/2014	NWRC-WAPATO SHORES, INC		1080 · NWRC Reimb - CCB (3976)	-11,115.86
Bill Pmt -Check	2637	08/08/2014	NWRC-K & M MEDIVAN		1080 · NWRC Reimb - CCB (3976)	-29,053.88
Bill Pmt -Check	2642	08/08/2014	NWRC-WAPATO SHORES, INC		1080 · NWRC Reimb - CCB (3976)	-10,651.59
Bill Pmt -Check	2652	08/18/2014	NWRC-MEDIX AMBULANCE		1080 · NWRC Reimb - CCB (3976)	-8,619.00
Bill Pmt -Check	2657	08/18/2014	NWRC-WAPATO SHORES, INC		1080 · NWRC Reimb - CCB (3976)	-10,808.02
Bill Pmt -Check	2667	08/25/2014	NWRC-K & M MEDIVAN		1080 · NWRC Reimb - CCB (3976)	-18,623.00
Bill Pmt -Check	2668	08/25/2014	NWRC-MEDIX AMBULANCE		1080 · NWRC Reimb - CCB (3976)	-9,229.00
Bill Pmt -Check	2672	08/25/2014	NWRC-WAPATO SHORES, INC		1080 · NWRC Reimb - CCB (3976)	-11,020.14

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

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	2678	08/29/2014	NWRC-K & M MEDIVAN		1080 · NWRC Reimb - CCB (3976)	-38,971.88
Bill Pmt -Check	2682	08/29/2014	NWRC-WAPATO SHORES, INC		1080 · NWRC Reimb - CCB (3976)	-12,028.96
Bill Pmt -Check	14520	08/01/2014	SDIS		1040 · GENERAL FUND - CCB (3943)	-7,343.74
Bill Pmt -Check	14539	08/18/2014	BOLDT, CARLISLE & SMITH, LLC		1040 · GENERAL FUND - CCB (3943)	-12,060.00
Bill Pmt -Check	14545	08/18/2014	JACKSON & SON OIL, INC.		1040 · GENERAL FUND - CCB (3943)	-7,154.38
Bill Pmt -Check	14550	08/18/2014	WESTERN BUS SALES, INC.		1040 · GENERAL FUND - CCB (3943)	-370,506.74
Bill Pmt -Check	14551	08/18/2014	WILCOX & FLEGEL		1040 · GENERAL FUND - CCB (3943)	-9,345.13
Bill Pmt -Check	T113969126	08/12/2014	NWRC-SETD-PARA		1080 · NWRC Reimb - CCB (3976)	-6,236.00

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
08/18/2014	0188 7-9 TO 8-8-14

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

PAID

Bill Due 09/02/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
VEHICLE MAINT & REPAIR HARDWARE	EARLS-0220 #2 ROCK AUTO-MIRRORS 2 NEWEGG-UPS BACK UP BATTERY	59.83 119.99		OPER - 5311 Admin
MEETING EXPENSE	JONES-0261 FRED MEYERS-ADV MTG SUPPLIES	18.40	NWRC.	RIDECARE
OFFICE SUPPLIES MEETING EXPENSE	FRED MEYERS-PAPER FRED MEYERS-CCO MTG SUPPLIES	5.49 14.55	NWRC. NWRC.	RIDECARE RIDECARE
TEL-HARDWARE MEETING EXPENSE TRAVEL	NEWEGG-HEAD SET FORT GEORGE-REIM BY JJ FULTANOS-MEALS DD TRAINING CLATSKANIE	242.97 34.50 11.70	NWRC. NWRC. NWRC.	RIDECARE RIDECARE RIDECARE
TRAVEL	FULTANOS-MEALS DD TRAINING CLATSKANIE	13.95	NWRC.	RIDECARE
HARDWARE	LAYTON 0253 APPLE-COMPUTER, KEYBOARD ADAPTERS	1,846.00	NWRC.	RIDECARE
SOFTWARE-SUBSCRIPTIO NS	ADOBE-MONTHLY SUBSCRIPTION	39.98		Admin
POSTAGE-SHIPPING	MOODY-0469 USPS-POSTAGE	3.01		Admin
MEETING EXPENSE PRINTING	PARKER-0204 SAFEWAY-MTG SUPPLIES LAZERQUICK-TROLLEY SCHEDULES	39.04 247.00		Admin Admin
MEETING EXPENSE MEETING EXPENSE	LINDSTROMS-MTG SUPPLIES WET DOG-CHAMBER MTG	10.35 9.50		Admin Admin

Bill

SUNSET EMPIRE TRANSPORTATION
 900 MARINE DRIVE
 ASTORIA OR 97103

Date	Ref. No.
08/18/2014	0188 7-9 TO 8-8-14

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

PAID

Bill Due 09/02/2014
Terms
Memo

Expenses

Account	Memo	Amount	Customer:Job	Class
CONFERENCES/TRAINING /TRAVEL	HR CERTIFICATION REFUND	-137.50		Admin
EMPLOYEE RECOGNITION	PIETILA SAFEWAY-EMP QTR CARD	30.00		Admin
CONFERENCES/TRAINING /TRAVEL	ASSOC OF TRAVEL-REGISTRATION	335.00		MM-29308
TRAVEL	TRAVELOCITY-LODGING	367.89		MM-29308

Expense Total : 3,311.65

Bill Total : \$3,311.65

Sunset Empire Transportation District

AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the September 2014 Board of Commissioner's Meeting

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

Exceptions for period ending August 2014

General Fund Profit and Loss

The District's General Fund Total Income is 5.5% to annual budget, with Fares (21.5%), Contracted Services (27.1%) and Interest (22.4) ahead of budget. Total Expense is under by 3.8% and Other Expense remains very low at 1.9% to annual budget, resulting in a net income of 36.7% to budget.

Revenue

- 4450 Rental Income: All rental income is derived from parking spaces.

Expense

- 8055 Audit: The auditors have completed their on-site visits and review.
- 8167 Legal Counsel: This includes services to review several contracts being renewed, an employee contract, and DBA options.
- 8185 Postage/Shipping: The overage is due to an overnight shipment of pictures being delivered to Texas for the new busses' wrap designs and to Operations petty cash reimbursement which covered three months of stamp purchases. (Same explanations as last month.)
- 8190 Printing: A high volume of fixed route schedules were printed at a bulk discounted rate to last into the beginning of the District's third quarter.
- 8560 Dues/Subscriptions/Fees: This includes the quarterly Connector Alliance payment and the unplanned DBA filings.

RideCare Fund Profit and Loss

Ride Care Total Income is 4% under expected budget at 12.6%, Total Expense is slightly under at 15.8%, and the Other Expense is under by 8%, resulting in a net loss 20.9% to budget.

Expense

- 7750 Provider Services: The last two months of payments are being reviewed in the State filing system to make sure the District is getting the correct amount of reimbursements for services provided.
- 8055 Audit: Same as explained under the General Fund--the auditors have completed their on-site visits and review.
- 8400 Bus Passes: Bus pass purchases are much stronger than management projected. (Same explanations as last month.)
- 9700 Capital Expense: This is for the phone line trunk required to support the increase in call volume. The trunk was the only planned capital purchase. (Same explanations as last month.)

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

Sunset Empire Transportation District

AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the September 2014 Board of Commissioner's Meeting

Information and Follow Up to Previous Board Meeting Questions

1. Question from the Board: When does the contract expire for the electric car charger station?

Answer: Contract signed (Effective Date) January 27, 2012. The Term "shall commence upon the date Lessee begins construction of the Lessee Facilities or twelve (12) months following the Effective Date, whichever first occurs and shall terminate on the fifth anniversary of the Term unless otherwise terminated as provided herein. Lessee shall have the right to extend the Term for two (2) successive five (5) year periods (Renewal Terms) on the same terms and conditions as set forth herein. This Agreement shall automatically be extended for each successive Renewal Term unless Lessee notifies Lessor of its intention not to renew at least thirty (30) days prior to commencement of the succeeding Renewal Term."

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

To: Brian

Subject: Bicycle-Bus road sharing

Good Afternoon Brian,

My name is Kathy Kleczek, and I am the current Sunset Empire Transportation District Board Chair. It has recently come to my attention that you had made a complaint regarding a bus which you feel has not been resolved. Normally, the Board is not involved in the details of the operations side of the District. The Board however is always interested in feedback from ridership and the community that can help us develop plans and policies for the best transportation system we can have. In that regard I have spoken with Lis and Scott our head of Operations to get some background information.

Scott has informed me that immediately following your first report he investigated.

Unfortunately, due to some equipment malfunction on the bus he has not been able to find the exact footage for your time frame and location mentioned. Lis shared that you may have this footage and we would very much appreciate receiving a copy of it to add to the file. Scott did state that even without the location of the footage he discussed the report with the driver of that bus and that route. He also discussed the report and bus/bicycle safety at the drivers meeting that week. During my discussion with Scott he also mentioned that bicycle safety and road sharing is a topic discussed during the drivers required defensive driver course bi-annually. Safety on the roads is always a priority for the District.

All that said the district is interested in involving the bicycling community as we continue to grow and move forward. We welcome any feedback you may have to provide from the bicycle riders perspective that may assist the District in improving the services we provide. As the bicycle riding population and popularity grows in this area we see this as an area of opportunity for growth and cooperation.

Please know that your report has been addressed by upper management and I will mention this conversation to the Board during our next regular meeting. If you would like to discuss this further in person please let me know and I will do my best to coordinate a meeting.

Thank you,

Kathy Kleczek
SETD Board Chair
900 Marine Dr.
Astoria, OR 97103

SDIS Better and Best Practices Checklist

To be completed by the Board of Directors and District Manager

District Name: (please fill in) 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 3) will result in a 2% credit to your 2015 insurance contributions.

Steps to receive this credit to your 2015 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 3 of the checklist.
- After filling out and signing page 3, return **all three pages** (OR complete online) to SDAO by **November 15, 2014**.

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.

BOARD DUTIES AND RESPONSIBILITIES		Yes	No	N/A
1.	Written board duties and responsibilities of officers. <u>B-301 (Board Policy 301)</u>	X		
2.	Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent. <u># 267</u>	X		
3.	Distribute copy of Oregon Government Ethics Law to each board member.	X		
4.	Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit. Adopt a policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. For districts that have a deductible/SIR of \$10,000 or less and prior to termination of an employee SDAO is called for legal advice, the \$10,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)		X	
5.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	X		
6.	Procedure for election of board officers. <u>B-308</u>	X		
7.	Follow ORS 198 or other authorizing statute for filling board vacancies. <u>B-308</u>	X		
8.	Board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.		X	
9.	Annually review board-approved personnel policies including, but not limited to: Non-discrimination, sexual harassment, violence in the work place, discipline procedures, drug use, motor vehicles use/accident reporting, and employee evaluation procedures.		X	
10.	Adopt public meetings and records policy. <u>B-301 B601</u>	X		
11.	Adopt public records retention policy. <u>B-810</u>	X		
12.	Adopt written investment policy.		X	

BOARD DUTIES AND RESPONSIBILITIES (continued)		Yes	No	N/A
13.	Appoint auditor. (For small districts not required to appoint an auditor, complete the Secretary of State's Financial Report.) B-311	X		
14.	Approve annual audit or Secretary of State's Financial Report in district board minutes.	X		
15.	Require bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds. Executive Director & Finance Director	X		
16.	Adopt a public contracting policy and review Attorney General's Model Public Contracting Rules. ↑	X		
17.	Adopt a surplus property policy as part of your public contracting rules. 2005-01	X		
18.	Adopt a personal services policy as part of your public contracting rules. ↓	X		
19.	Adopt procedure for reviewing all new and existing contract forms with legal counsel. Todo		X	
20.	Maintain an agreement for legal services. B-310	X		
21.	Implement an early return to work program (light duty) for injured workers.	X		
22.	Implement and adopt an OR-OSHA Loss Prevention Program for self-insured or group self-insured members as required by OAR 437-001-1060.	X		
23.	Annually allocate budget funds to maintain property in a safe condition.	X		

BOARD/MANAGER DUTIES AND RESPONSIBILITIES		Yes	No	N/A
24.	Establish minimum internal controls for access to district funds. Financial Policy	X		
25.	Review district agent of record agreement and services every three years. Director	X		
26.	Tenants and/or outside contractors or providers required by contract to indemnify and hold-harmless the district for any liability caused by the tenant/outside contractor or provider.	X		

MANAGER DUTIES AND RESPONSIBILITIES		Yes	No	N/A
27.	Written employee job descriptions and task assignments.	X		
28.	Annual written employee evaluations.	X		
29.	Personnel policies signed off by every employee and volunteer at original hire and after major policy changes.	X		
30.	Maintain and secure personnel files on all employees.	X		
31.	Regularly scheduled employee training.	X		
32.	Criminal background checks, motor vehicle records, and drug testing on safety sensitive new hires. (SDAO programs can help assist with these costs, please call us!)	X		
33.	Annually request DMV records of all district vehicle drivers and provide driver training as needed.	X		
34.	Compliance with State/Federal laws and guidelines such as public meetings, public records, local budget law, audit law, public contracting, FLSA, FMLA, OFLA, etc.	X		
35.	Post required State and Federal posters. (Postings can be found and printed out from http://www.dol.gov/osbp/sbrefa/poster/matrix.htm and http://www.boli.state.or.us .)	X		
36.	Separation of duties for deposits and checkbook reconciliation.	X		
37.	Petty cash and checks locked in a secure location.	X		
38.	More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.	X		
39.	Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place and have been approved by the board. (Monthly inspections of key building components are performed inspecting gutters, downspouts, roofs, roof drains, HVAC, etc.)		X	
40.	Backup offsite for all important electronic records/systems.	X		
41.	All contracts and agreements are in writing and within public contracting laws.	X		
42.	All contract changes in writing and ensure payments reflect subsequent changes.	X		
43.	Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)	X		
44.	Inspect contract terms for compliance before final payment.	X		
45.	Easement agreements maintained and recorded for entering onto private property.	X		

MANAGER DUTIES AND RESPONSIBILITIES (continued)		Yes	No	N/A
46.	File audit or Financial Report with Secretary of State.			
47.	Annual coverage review with agent of district's property and liability insurance limits and deductibles including what is covered and amount of coverage.	X		
48.	Annual coverage certificate review. Annually discuss with the district's insurance agent current contracts and corresponding certificates which have been issued to ensure that contract provisions comply with current coverages.	X		
49.	Annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued and all are listed.	X		
50.	ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)	X		
51.	Annually review all property and update values for fire, flood and earthquake losses.	X		
52.	Maintain updated/current schedules on real and personal property.	X		

EDUCATION AND TRAINING		Yes	No	N/A
53.	SDAO Board Member Training (Regional, conference, videos, on-site)	X		
54.	SDAO Annual Conference.	X		
55.	SDAO Risk Management and Safety Workshops (Regional, Salem quarterlies, on-site)	X		
56.	Affiliated Association Sponsored Conference (OFDDA, OFCA, ORPA, OWRC, etc.) STA	X		
57.	SDAO endorsed affiliated trainings (See www.sdao.com for listings)	X		
58.	Annual training of each board member and written acknowledgement of policy and training kept on file.	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 all three pages of the checklist (OR complete online) by November 15, 2014 to receive a 2% credit to your 2015 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

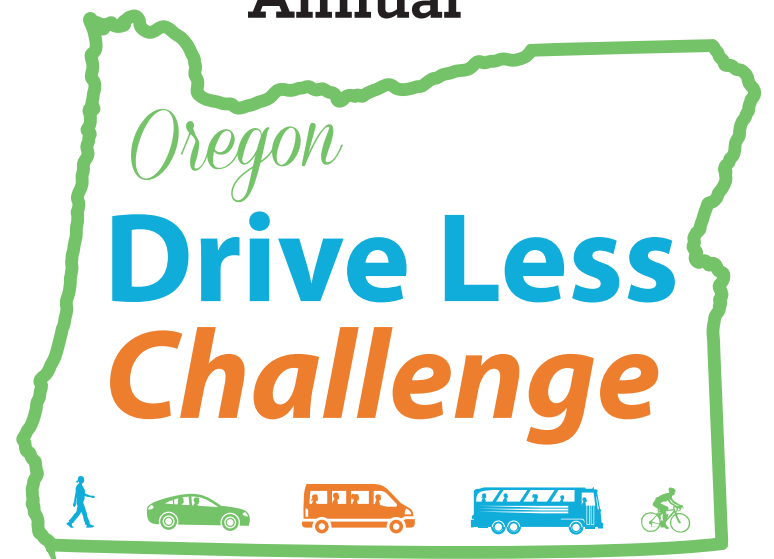
Online

www.sdao.com

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

Join the CHALLENGE

2nd Annual



October 6 – October 19, 2014



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➔ DriveLessConnect.com



#DriveLess2014



Sunset Empire Transportation District

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

RIDE ASSIST

Tami Carlson
Paratransit Supervisor

Monthly Report: August 2014

- In August Paratransit provided 619 rides; an average of 29.5 riders per day.
- 50% of the current Paratransit applicants used the service in August.
- This month 20 Veteran riders used the service.
- There were 6 new ADA Paratransit applications received and 3 approved.
- The Paratransit drivers sold 15 ticket books totaling \$399.00.
- Fare collection was successful but decreased by \$1,307.00 from last month due to decreased Medicaid ridership.

Paratransit Fares Collected for August: \$4,357.00

- Para-transit Fares: \$646.00
- Tickets Collected: \$488.00
- Medicaid: \$3,223.00

September 9, 2014

Lori Karl, HR Report

(August happenings☺)

On August 6th I attended the LCHRMA Luncheon meeting on Diversity.

Our new uniforms came in during the second week of August and we were able to hand them out and all drivers were happy to get some new items. These uniform shirts and coats sport the new cog and our name, which look very nice.

On August 14th I placed the ad for the Transportation Options Program Assistant as Grace Tanuvasa will be leaving SETD on September 26th for the big island☺. Back to Hawaii she goes. She will be greatly missed.

This ad was placed for 2 weeks only resulting in 5 applications. Lis and I decided we would put it back out there, while still keeping the 5 in the application pool. So it will be back out in the classified ads postings (by September 17th). Lis and I plan to attend the Reverse Job Fair for the Veterans on September 19th to be able to do some outreach to the veterans. I wanted Lis to go along to be able to fully explain the T.O. position at length.

On August 20th we held our quarterly birthday luncheon. We did this in conjunction with the driver's meetings and had a great turnout. Great food- with John Layton as our cook.

August 20th was also our monthly Safety Meeting. It was my first meeting to be the Chair and Shasia the Vice Chair. We will be working on updating the Emergency Plan and do our Quarterly building inspections done in September.

Our two summer drivers, Jennifer and Sharon, will be leaving us the last week of August as the school year is starting up. They will be returning to their regular jobs (school bus drivers). They will be missed.

On August 26th, Mary and I started our long chore of working on the storage record keeping unit. Wow, what a fun time we had..... with spiders. All records that were at the Transit Center are now in the storage unit. We will be working on the many other boxes in Warrenton shortly.

On August 28th I was notified that our Assistant Mechanic/Maintenance Tech, Ray Walker, would be leaving. He will be missed. His last day with us was September 5. So by the second week in September we will post that classified ad also.

IS Report – August 2014

Phones and Computers

Admin

- We are looking into options for recording the board meetings.
- Prepared computer and phone for new director.

Mobility

- Nothing New

NWRC

- Starting to send files back and forth with the CCO.
- Setup a new computer for Julia
- Gave Julia's computer to Sarah. This updated all RideCare's computers to Windows 7. This is important as Windows XP is no longer supported by Microsoft. This is an older computer so we will be replacing it later this year.

OPS

- Still have a few buses that are not working with our tracking system. We have had to put this project on the back burner with the loss of the assistant mechanic. We hope to have this issue solved by the end of the year.

Maps, Schedules and Website

- Nothing New

Conferences and Training

- Nothing New

Other

- Updated Rider Report to new format.

Mobility Management Update August/September 2014

Compliance:

Title VI Program due to ODOT- the Title VI Program coming along good. Looking to have review of entire program by board in October.

Public Participation Plan- Approved by the Board in August.

Senior & Disabled Advisory Committee held quarterly meeting. Newly elected officers, bylaw discussion, DAR update and Commissioner Goforth updated group on director hiring process, name and logo and opening for appointment to the board.

Complete ODOT Special Grant Report narrative covering the last year operations of the Transit Center for staffing weekend position. 2013-2014 Total Gross revenue 14,782.

Outreach:

Veterans Stand Down and Reverse Job Fair on September 20th. Mobility/T.O will have a resource table and be conducting a Veterans transportation survey. Took applications for T.O position and part time mechanic position.

Transit Center:

Rachelle has reorganized bulletin boards and added a new board for T.O/Greyhound and other mode information. Lobby is looking great.

Transportation Options:

Materials for the Drive Less Challenge arrived. Mode kit supplemental materials arrived! Maps and Mode kits are ready to be assembled. We are preparing for the challenge which runs October 6th-19th. Each day will be devoted to promoting a mode.

Monthly Drive Less Connect call provided information and updates on the states partnering programs.

Grace's last day will be September 26th

Aug. Operations Report

1. We took part in the Regatta Parade this year. We were able to show off our new buses.
2. We are back into RT. 11 Fall season, all is going well.
3. As normal the Schools are getting ready to return so we will be losing our summer time drivers. As always they have been a big help to us. We have hired a driver to help continue into fall and winter and need to hire another; both will be fill in drivers.
4. We ran full service on Labor Day. We only had 368 riders for the regular routes. Our average for Aug. was 543.8 so we were a little low on this day but every one of them appreciated our being there.
5. It looks like the Seaside Fun RT. is going to finish about 40% lower than last year's total ridership. We will run this route through the month of September.
6. We have seen a leveling off of monthly ridership which may indicate that we need to add more service or work on more marketing of the services we have. Normally we see a rise in ridership in the fall as schools return so we will hope to see a rise in ridership in Sept.

Scott Earls



RIDECARE

9/13/14

RIDECARE manager's report for August

Quick Hits:

- Weekly CPCCO integrations continuing.
 - NEMT Child Welfare contract discussions 8/5
 - Our new Teammate Sarah had her first day on 8/6
 - Information request for Insurance, Vehicle and Employees went out 8/6
 - Advisory Committee bylaws re-refresh completed and sent to board for approval.
 - OHA NEMT contract signed by board chair and is now active 8/29
1. CPCCO integration meetings continue with the RIDECARE team meeting with the CPCCO team weekly. The start date of October 1st has been postponed by the CPCCO with a new Go Live date of January 1st, 2015. The delay is due to the CPCCO's ongoing discussion with Oregon Health Authority regarding the medical services/transportation needs of the Reedsport area.
 2. Jason held an information gathering session with DHS child welfare on 8/5 in order to move this contract further along into a finalized draft. Progress is good and as soon as the contract is further in process Jason will ask our legal team to review it.
 3. Sarah Desrochers had her first day with us on 8/6. We are excited to have her and look forward to getting her up to speed with all things NEMT.
 4. Jason asked Julia Takko if she would lead an information gathering campaign to get us complete and accurate information from our providers. This process was started August 1st and we look forward to having it completed by the first week of September.
 5. The Ridecare Advisory Committee met in July and finalized the revised Committee bylaws. Rae Goforth brought the bylaws to the board during the August board meeting where it was approved. The bylaws are in effect now.
 6. Ridecare renewed our contract with the State for Non-Emergent Medical Transportation program. The signed contract has been sent to the State and we await confirmation of it being received and put into active status.

Sunset Empire Transportation District

Marketing/Outreach Report

August 2014

Mary Parker

NEW BUSES-The new busses are so nice to see! As you know the public debut of our beautiful new buses took place at the Regatta Parade. The theme of the Regatta was a perfect backdrop for our nautical themed Coastal Living buses. Thanks to Marcia, Rae and Kevin for being part of the crew! It was fun walking beside our buses and handing out candy and hearing the nice compliments on our new beauties. Everybody loves a parade.

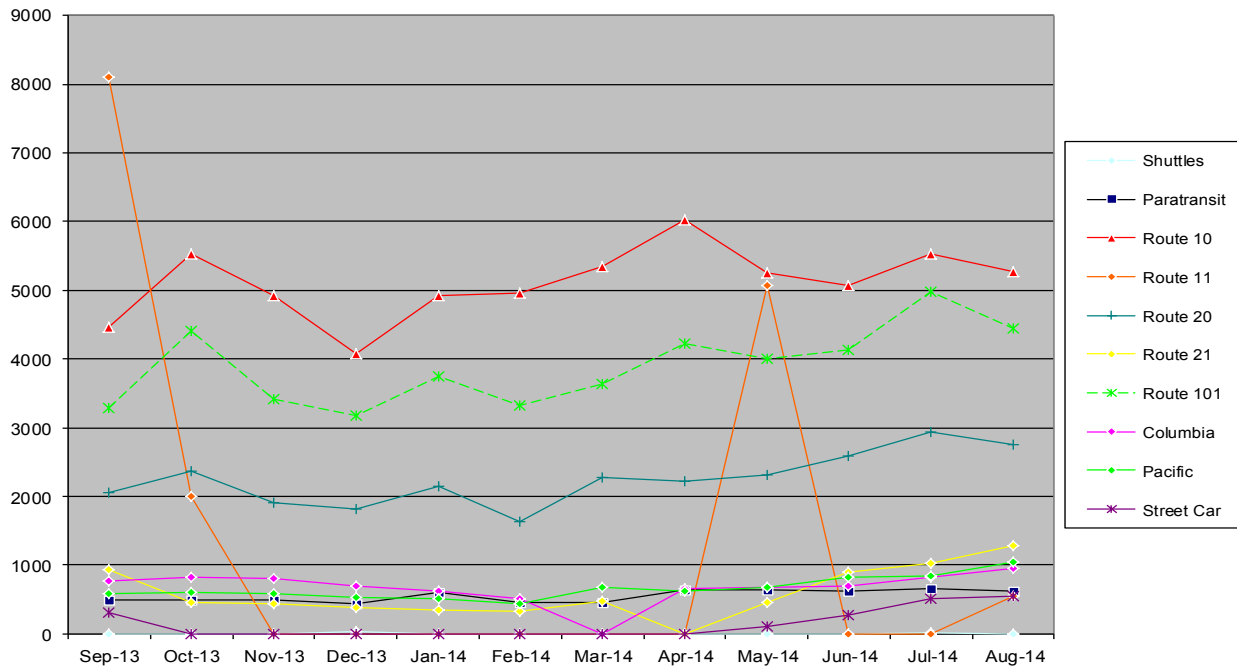
BUS SCHEDULES-We have updated and improved our bus schedules and I placed a large order. It is amazing how many times we comb over the schedules and yet we always can find something that can be improved or moved to a more logical spot. This order should last us until January 2015. We use Anchor Graphics for printing the schedules and they do a wonderful job. They are meticulous. I am proud of the professional design and look that our schedules have and they are very user friendly.

LABOR DAY-As you know we were in full operation for Labor Day. We worked hard to get the word out through public announcements, radio, newspaper, email, web, facebook and flyers up on the busses and in most of our shelters and in businesses between Cannon Beach and Knappa. Thanks to everyone who took flyers and helped with the notification.

CHAMBER MAGAZINE AD- I am working on an ad for the annual Astoria Warrenton Chamber Magazine that will be published next spring. We will also have our routes on the enclosed map and will have a service description included in the narrative about the area.

NEW BRIGHT SHINY SIGNAGE- We have received the exterior SETD signage order which includes signage to designate the Warrenton Offices and individual signage for the Ridecare and Operations offices. There are also signs for the Transit Center designating the Park and Ride parking spots, administrative offices, directional signs to the transit office entrance and large SETD informational decals for all of our bus shelters. All the signage was made by Gillespie Graphics who also made our bus wraps.

SETD Rides



Rider Breakdown by Route

