



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY OCTOBER 26, 2017

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF OCTOBER 5, 2017 MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- OCTOBER 2017
8. OLD BUSINESS
 - a. Resolution 2017-06 Rosa Parks Day
9. NEW BUSINESS
 - a. Care Oregon review of RideCare.
 - b. SETD Discrimination and Harassment Policy
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
September 2017 meeting held on October 5, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the September Board meeting to order at 9:03 am.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Pamela Alegria. Commissioner Tracy MacDonald, Commissioner Kevin Widener and Vice Chair, Carol Gearin arrived at 9:10 AM. Secretary/Treasurer, Lylla Gaebel was excused.

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Paratransit Supervisor, Jennifer Geisler, Human Resources, Tami Carlson and Transportation Options, Mathew Weintraub
3. CHANGES TO AGENDA- Executive Director Hazen requested moving item 9 a. Clatsop Community College Pass Program to the first item in Old Business so that College President Chris Breitmeyer can discuss program and then leave the meeting. Chair Kleczek approved.
4. PUBLIC COMMENT- None
5. APPROVAL OF AUGUST 24, 2017 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the August 24, 2017 Board Minutes
Commissioner Alegria seconded the motion
Discussion- A typo was noted on Page 4.B.
Commissioner MacDonald restated motion to approved as corrected
Commissioner Alegria seconded motion to approve minutes as corrected.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Reported that she attended the SDAO Board Training in Newport and that it was very good.
 - b. Commissioner Widener- Reported he had attended the OTA Conference in Pendleton.
 - c. Commissioner MacDonald- Reported that he had also attended the SDAO Board Training in Newport and thought it was a very good presentation.
 - d. Chair Kleczek- Reported that she also had attended the OTA Conference and there is a lot of excitement about the transportation package at the state and the potential it is going to have and is looking forward to that.
7. FINANCIAL REPORTS- July 2017
Financial Officer Tracy Lofstrom reviewed the August 2017 Financial Report.
Commissioner Widener moved to accept the August 2017 Financial Report as presented.
Commissioner Alegria seconded the motion
Discussion- Tracy answered several questions
Motion passed unanimously

Tracy reviewed the June 2016 Audit report deficiencies and the recommended corrective action which will be filed with the State. One of the deficiencies was the lack of supervisory review of Journal Entries. The corrective action will be to hire an outside accounting firm to review Journal Entries once made. The District will make use

of the audit trail function in Quick Books and have it reviewed on a regular basis. There was further discussion on the Corrective Action plan presented.

Commissioner Gearin moved to give Chair Kleczek and Executive Director Hazen permission to sign the 2016 Audit Corrective Action Plan

Commissioner MacDonald seconded the motion

Discussion-None

Motion passed.

8. OLD BUSINESS

- a. Board Vacancy- Chair Kleczek announced that there were 5 applicants for the Board vacancy and 4 attending today's meeting. Chair Kleczek asked each of the applicants to introduce themselves and tell the Board why they want to serve on the Board. Lin Anderson, Ricky Daily, Brian Kidder and Chris Ousley each gave an overview of their interest, experience, qualifications and reasons for wanting to serve on the Board.

Vice Chair Gearin moved that the Board wait until the December 14th meeting to appoint a new Board member

Commissioner Widener seconded the motion

Discussion-Board members thanked the applicants for coming to the meeting

Motion passed unanimously

- b. Seaside Urban Renewal- Executive Director Hazen reported that Seaside has designated an area for urban renewal. Urban Renewal Agencies by law must respond to any written recommendations from a taxing district. The SETD Board had submitted a letter to the Seaside Urban Renewal Agency with recommendations. The Board did not feel that the City of Seaside's response was responsive enough. law. The Board directed SETD legal counsel to review and draft a response letter to the no-response letter.

- c. Intergovernmental Agreement with Columbia County for the Lower Columbia Connector Route- Executive Director Hazen reported that this agreement is the same as the previous agreement approved in the last biennium except for dates and the ODOT agreement number. Funding remains the same and there are no service changes. Hazen verified that the agreement went before Columbia County's legal counsel prior to it being sent to SETD.

Commissioner Widener moved to adopt the Lower Columbia Connector agreement and give Chair Kleczek permission to sign

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously.

9. NEW BUSINESS-

- a. Clatsop Community College Pass Program- Clatsop Community College President, Chris Breitmeyer spoke about the importance of public transportation to college students and the other benefits of Clatsop College establishing a partnership with SETD. Executive Director Hazen asked that the Board allow him to have further discussions with the College to set up a program like the student pass program SETD has with the Job Corp which costs \$5 per student per quarter. Chris proposed that there be a trial period where college students can ride the bus for free to evaluate if the usage is feasible before committing. There was further discussion and recommendations from the Board.

Commissioner MacDonald moved to allow staff to move forward and investigate the College Pass program and bring information and a proposal to the Board.

Commissioner Gearin seconded the motion

Discussion -None

Motion passed unanimously

- a. Intergovernmental Agreement with Clatsop County Emergency Management Division- Executive Director Hazen reported the agreement has been reviewed by Attorney Blair Henningsgaard and gives the District the ability to respond to emergencies and seek reimbursements if called to assist in a declared emergency. Only SETD drivers would be operating the busses however there were questions on the overall authority of the county and if SETD would get reimbursed if the busses were commandeered and not driven by our drivers. Executive Director Hazen said he did not know how it would play out if FEMA came in. Chair Kleczek had concerns since SETD is a separate taxing entity we may need to have our own agreement in place. Executive Director Hazen will look into this.

Commissioner Gearin moved to accept the Intergovernmental Agreement with the Clatsop County Emergency Management Division and have the Board Chair sign the agreement
Commissioner MacDonald seconded the motion
Discussion-None
Motion passed unanimously

- b. Transit Bus Summit- Executive Director Hazen reported that he was invited to attend the Bus Summit in Atlanta in February which is only offered to 50 transit directors across the nation and includes several round table discussions and learning opportunities. The Summit is scheduled during the February Board meeting so Jeff asked for the Boards permission to either change the date of the February Board meeting or have Paul sit in for him. The Board agreed that Jeff should attend the Bus Summit and that Paul sit in.

10. CORRESPONDENCE- Executive Director Hazen shared the thank you card received from Jim Servino and the unique invitation for the 50th anniversary of the Astoria Library which was made to look exactly like an old yellow library book check out card. Jeff reported that following the shooting in Las Vegas, Tami had reached out to check on a former employee that now lives there to make sure they were doing ok.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen went over several items in the report he submitted.

Driver Update- Paul Lewicki reported that to date there has been an increase of one new driver, one driver has retired and a driver transferred to Paratransit.. Paul said he has been working with Tami to reach out to professional job sights on line for drivers. Paul said it has been difficult during the cruise ships but the drivers did a fabulous job but drivers are now suffering from burn out. Jeff said he wanted to give major kudos to Steve Weinert who has been working massive hours doing all the scheduling and driving as well. Chair Kleczek suggested giving the drivers gift certificates for all their effort to let them know we are behind them. Commissioner Gearin suggested utilizing a Gotcha Program where employees are awarded for their work with a gift certificate.

Commissioner Gearin moved that we give the drivers thank you gift cards

Commissioner Widener seconded the motion

Discussion- Commissioner Alegria suggested that this be extended to all employees in some form. Chair Kleczek said the motion is for driver appreciation at this time.

Motion passed unanimously

OTA-Executive Director Hazen reported on the driver Rodeo at OTA which is pretty tough and that the OTA conference will be in Seaside next year. Jeff said that he has put the strategic priorities updates in red this time and will change the color every month.

Chair Kleczek asked about the Strategic Plan goal to bring ridership up by 15% and asked how this is tracked. Jeff said that the drivers count each rider using a tally counter and this information is given to John who enters it into a spreadsheet every day. Chair Kleczek asked about the employee retention plan goal which was to have less than a 20% turnover which is at 7.5% accumulative and asked if there was a plan in place. Jeff said Tami is currently doing a wage study which he is waiting for. Chair Kleczek asked if there is any Team Building being done because it was important to the Board that there are be regular monthly meetings so there is an opportunity the Team to be heard and recognized. Chair Kleczek also asked about the status of the SETD Emergency Plan.

12. LEADERSHIP TEAM REPORTS- Reports submitted for September 2017: Operations- Paul Lewicki, IT/Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.

At 11:32 Chair Kleczek called for a 10 minute break

13. EXECUTIVE SESSION-192.660 (2)(i)-

At 11:45 AM, Chair Kleczek called the Board into Executive Session to review and evaluate the job performance of the Chief Executive Officer.

At 12:20 PM- Executive Session ended and Chair Kleczek called the regular meeting back to order.

Commissioner Gearin moved that the Board Chair and Vice Chair deliver the evaluation to Executive Director Hazen in a time that is agreeable

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

14. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT- Chair Kleczek reported that due to extenuating circumstances the new Executive Director Employment Agreement did not get completed and asked that the new Employment Agreement be tabled at this time and that Jeff continue under the current agreement. Jeff stated that he was in agreement with this.

15. PUBLIC COMMENT- None

16. OTHER ITEMS- Commissioner MacDonald asked if there was a policy on Board members serving on committees in the community. Chair Kleczek said that as a citizen Commissioner MacDonald could serve on any committee, but he would need to be appointed by the Chair if representing the SETD Board and that a policy explaining that was a good idea.

Meeting was adjourned at 12:45 AM

Mary Parker, Recording Secretary

Vice Chair Carol Gearin

Date _____

Mission Statement

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

Sunset Empire Transportation District
SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the October 2017 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 3 = 25 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$332,342.02 (\$140,729 more than budget), 15% of annual budget and 173.4% of monthly budget. YTD Total Materials & Services was \$168,336 (\$41,334 less than budget), 18% of annual budget and 80.3% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were up \$3,008 for the month and better than budget year to date.
- 4100 Contract Service-IGA: City of Cannon Beach billing not complete for August/September and IC Grant with Columbia County not finished as well.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: No activity
- 4300 Interest: June interest for General Fund was \$516.50.
- 5000 Grants: 4th Q reimbursements received early September in the amount of \$94,553.

Expense

- 6005 Salaries & Wages: Down due to open positions.
- 7000 RC Provider Payments: All Veteran provider rides. This is high as \$2175 was a billing from Jan-July 2017. Actual for September is \$488.
- 8005 Audit: \$964 for progress payment.
- 8006 Ads: Bus driver and board member advertising still ongoing.
- 8020 Bldg & Grounds Maint: Plumbing and Electrical.
- 8031 Website/On-line SW Sub: \$467.81 for email accounts.
- 8032 Comp-Info-Tech Services: IFocus and MindShift.
- 8050 Dues Subscriptions & Fees: Annual fees OTA \$1500 and SDAO \$3906.
- 8075 Fuel: Lower than budget for month. \$35,447 lower than budget YTD.
- 8080 Insurance: Quarterly payment made of \$15,291.25
- 8139 Professional Services: Plangineering – feasibility study, funded by grant, \$7169 and Hauer's Security for \$1672.
- 8170 Vehicle Maint & Repairs: Up \$2,622 for month and down \$4,682 YTD.
- END

***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 gauge 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 October 2017 Board of Commissioner's Meeting

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 25% of total budget. YTD revenues of \$809,795 are \$63,245 more than Budget. YTD Interest Income of \$2683 is \$1333 better than budgeted YTD. Materials & Services of \$755,339 are \$81,673 more than budget and are 28% of YTD budget.

Income

- 4000 Fares: \$28,742 DMAP reimbursements for September.
- 4500 RC Provider Service Reimbursement: Very close to budget for the month. YTD higher by \$33,169.

Expense

- 7000 Contract Providers: Major providers include K & M \$26,270, Wapato \$63,734, Ryan \$16,336, Tillamook \$67,148 and Elliot \$15,677. Gas Vouchers accounted for \$17,766.
- Salaries and Wages: Below budget \$30,240 for YTD.
- 4300 Interest: Posted to RideCare was \$836.
- 7000 RC Provider Payments: Lower than August yet still high. Fewer volunteers during the summer months to help with rides.
- 7030 Bus Passes: September \$1680. \$9170 from previous period April-August.
- 8045 Drug/Alcohol/BG Checks: Up, background checks.
- END

***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 gauge 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 Profit & Loss Budget Performance-SETD September 2017

| | Month Actual | Month Budget | YTD Actual | YTD Budget | YTD Budget to YTD Actual Better (Worse) | Annual Budget | YTD Act to Budget |
|--------------------------------|-----------------|-----------------|------------|------------|--|---------------|----------------------|
| Income | | | | | | | |
| 4000 FARES | 27,984.06 | 24,976.00 | 78,286.34 | 69,644.00 | 8,642.34 | 273,000.00 | 29% |
| 4090 DONATIONS/COMMISSIONS | 809.91 | 1,075.00 | 3,718.65 | 3,225.00 | 493.65 | 12,900.00 | 29% |
| 4100 CONTRACTED SERVICES-IGA | 0.00 | 10,325.00 | 13,514.91 | 30,975.00 | (17,460.09) | 123,900.00 | 11% |
| 4200 TAXES | | | | | 0.00 | | |
| 4205 PROPERTY TAXES | | | | | | | |
| 4207 PRIOR YEAR | 1,390.57 | 4,600.00 | 4,210.21 | 4,600.00 | | 22,000.00 | 19% |
| 4205 PROPERTY TAXES | 2,239.65 | 0.00 | 4,949.69 | | | 870,000.00 | 1% |
| TOTAL 4205 PROPERTY TAXES | 3,630.22 | 4,600.00 | 9,159.90 | 4,600.00 | | 892,000.00 | 1% |
| 4215 US FISH & WILDLIFE | 0.00 | | 185.76 | | 185.76 | | |
| Total 4200 TAXES | 3,630.22 | 4,600.00 | 9,345.66 | 4,600.00 | 185.76 | 892,000.00 | 1% |
| 4250 TIMBER SALES | 0.00 | 0.00 | 107,182.97 | 65,000.00 | 42,182.97 | 160,000.00 | 67% |
| 4260 MASS TRANSIT ASSESSMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 67,000.00 | 0% |
| 4270 RENTAL INCOME | | | | | 0.00 | | |
| 4271 BILLBOARD LEASE | | | | | 0.00 | 1,200.00 | 0% |
| 4272 PARKING SPACES | 760.00 | 760.00 | 1,472.50 | 2,280.00 | (807.50) | 9,120.00 | 16% |
| 4273 CHARGING STATION | | | | | 0.00 | 200.00 | 0% |
| 4300 INTEREST | 516.50 | 400.00 | 1,752.84 | 1,200.00 | 552.84 | 4,800.00 | 37% |
| 4310 SPECIAL SERVICES | 5.00 | | 10.00 | | 10.00 | | |
| 4500 RC PROVIDER SERVICE REIM | 0.00 | 0.00 | -830.85 | 0.00 | (830.85) | 0.00 | |
| 5000 GRANTS | | | | | 0.00 | | |
| 5001 ODOT GRANTS | | | | | 0.00 | | |
| 5002 5311 GRANT OPERATIONS | 62,315.00 | 0.00 | 62,315.00 | 0.00 | 62,315.00 | 455,656.00 | 14% |
| 5003 5310 MOBILITY MGT GRANT | 18,591.00 | 0.00 | 18,591.00 | 0.00 | 18,591.00 | 75,133.00 | 25% |
| 5004 PREV MAINTENANCE GRANT | 2,305.00 | 0.00 | 2,305.00 | 0.00 | 2,305.00 | 61,473.00 | 4% |
| 5005 CAPITAL PURCHASES GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 58,985.00 | 0% |
| 5006 TRANS OPTIONS DR LESS CON | 9,417.00 | 0.00 | 9,417.00 | 0.00 | 9,417.00 | 0.00 | |
| 5007 5305 PLANNING/FEASIBILITY | 1,925.00 | 0.00 | 1,925.00 | 0.00 | 1,925.00 | 24,000.00 | |
| Total 5001 ODOT GRANTS | 94,553.00 | 0.00 | 94,553.00 | 0.00 | 94,553.00 | 675,247.00 | 14% |
| 5050 MISC GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 5000 GRANTS | 94,553.00 | 0.00 | 94,553.00 | 0.00 | 94,553.00 | 675,247.00 | 14% |
| 5080 OREGON STF FUNDS | 0.00 | 0.00 | 23,310.00 | 14,689.00 | 8,621.00 | 58,753.00 | 40% |
| Other Types of Income | 0.00 | | 26.00 | | 26.00 | | |

Sunset Empire Transportation District Profit & Loss Budget Performance-SETD September 2017

| | Month Actual | Month Budget | YTD Actual | YTD Budget | YTD Budget to YTD Actual | Annual Budget | YTD Act to Budget |
|---|-----------------|-----------------|------------|------------|-----------------------------|---------------|----------------------|
| Total Income | 128,258.69 | 42,136.00 | 332,342.02 | 191,613.00 | 140,729.02 | 2,278,120.00 | 15% |
| Gross Profit | 128,258.69 | 42,136.00 | 332,342.02 | 191,613.00 | 140,729.02 | 2,278,120.00 | 15% |
| Expense | | | | | | | |
| 1. PERSONNEL SERVICES | | | | | | | |
| 6005 SALARIES & WAGES | 145,731.05 | 140,935.00 | 280,908.86 | 328,828.00 | 47,919.14 | 1,221,315.00 | 23% |
| 6200 PAYROLL EXPENSES | 16,101.34 | 16,762.00 | 41,923.18 | 39,098.00 | (2,825.18) | 145,195.00 | 29% |
| 6300 EMPLOYEE BENEFITS | 24,583.05 | 41,310.00 | 73,585.79 | 96,390.00 | 22,804.21 | 358,025.00 | 21% |
| Total 1. PERSONNEL SERVICES | 186,415.44 | 199,007.00 | 396,417.83 | 464,316.00 | 67,898.17 | 1,724,535.00 | 23% |
| 2. MATERIALS & SERVICES | | | | | | | |
| 7000 RC PROVIDER PAYMENTS | 2,663.22 | 183.00 | 3,696.01 | 550.00 | (3,146.01) | 2,200.00 | 168% |
| 7030 BUS PASSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8005 AUDIT | 964.00 | 525.00 | 5,840.00 | 3,900.00 | (1,940.00) | 28,652.00 | 20% |
| 8006 ADS (HR JOB POSTING) | 450.40 | 350.00 | 2,240.52 | 1,050.00 | (1,190.52) | 4,200.00 | 53% |
| 8010 BANK FEES | 127.28 | 278.00 | 515.41 | 835.00 | 319.59 | 3,341.00 | 15% |
| 8020 BLDING & GROUNDS MAINT | 4,269.23 | 2,658.00 | 9,154.39 | 7,971.00 | (1,183.39) | 31,878.00 | 29% |
| 8030 COMP-INFO-TECH SERVICES | | | | | | | |
| 8031 WEBSITE/ON-LINE SW SUB | 467.81 | | 2,152.52 | | (2,152.52) | | |
| 8032 SUPPORT SERVICES/CONTRACTS | 3,423.19 | 0.00 | 7,367.02 | 0.00 | (7,367.02) | 0.00 | |
| 8030 COMP-INFO-TECH SERVICES - Other | 0.00 | 3,648.00 | 7,371.40 | 10,944.00 | 3,572.60 | 78,172.00 | 9% |
| Total 8030 COMP-INFO-TECH SERVICES | 3,891.00 | 3,648.00 | 16,890.94 | 10,944.00 | (5,946.94) | 78,172.00 | 22% |
| 8035 CONF TRAINING & TRAVEL | 5,379.17 | 2,275.00 | 7,349.27 | 4,833.00 | (2,516.27) | 24,084.00 | 31% |
| 8040 DONATIONS/CONTRIBUTIONS | 0.00 | | -225.52 | | 225.52 | | |
| 8045 DRUG/ALCOHOL/BG CHECKS | 254.00 | 416.00 | 447.00 | 1,251.00 | 804.00 | 5,000.00 | 9% |
| 8050 DUES SUBSCRIPTIONS & FEES | 5,458.66 | 1,049.00 | 6,528.04 | 4,198.00 | (2,330.04) | 19,143.00 | 34% |
| 8053 IGA - DUES AND FEES | 0.00 | 0.00 | 2,500.00 | 0.00 | (2,500.00) | 0.00 | |
| 8055 DURABLE EQUIP/SMALL TOOLS | 3,791.45 | 5,368.00 | 5,257.54 | 16,100.00 | 10,842.46 | 64,400.00 | 8% |
| 8061 EQUIPMENT LEASE/RENT | 604.66 | 460.00 | 1,276.66 | 1,377.00 | 100.34 | 5,500.00 | 23% |
| 8065 EDUCATION/OUTREACH | 0.00 | 3,333.00 | 148.72 | 10,000.00 | 9,851.28 | 40,000.00 | 0% |
| 8070 EMPLOYEE RECOGNITION | 9.94 | 823.00 | 378.07 | 2,471.00 | 2,092.93 | 9,880.00 | 4% |
| 8072 ELECTION FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8075 FUEL | 14,464.51 | 21,039.00 | 27,670.73 | 63,118.00 | 35,447.27 | 252,472.00 | 11% |
| 8080 INSURANCE | 15,291.25 | 9,300.00 | 15,254.78 | 9,300.00 | (5,954.78) | 61,479.00 | 25% |
| 8090 LEGAL ADS | 49.00 | 0.00 | 49.00 | 100.00 | 51.00 | 800.00 | 6% |
| 8095 LEGAL COUNSEL | 0.00 | 500.00 | 80.00 | 1,700.00 | 1,620.00 | 6,400.00 | 1% |

**Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
September 2017**

| | Month Actual | Month Budget | YTD Actual | YTD Budget | YTD Budget to YTD Actual | Annual Budget | YTD Act to Budget |
|--|--------------------|--------------------|--------------------|--------------------|-----------------------------|---------------------|----------------------|
| 8100 MEETING EXPENSE | 61.91 | 146.00 | 130.26 | 440.00 | 309.74 | 1,760.00 | 7% |
| 8120 OFFICE SUPPLIES | 339.95 | 1,446.00 | 2,024.19 | 4,338.00 | 2,313.81 | 17,352.00 | 12% |
| 8130 PAYROLL PROCESSING FEES | 105.07 | 245.00 | 363.09 | 577.00 | 213.91 | 2,128.00 | 17% |
| 8135 PRINTING | 224.07 | 2,816.00 | 1,885.81 | 8,450.00 | 6,564.19 | 33,800.00 | 6% |
| 8139 PROFESSIONAL SERVICES | 8,841.50 | 3,520.00 | 14,639.50 | 10,560.00 | (4,079.50) | 42,240.00 | 35% |
| 8140 SUBGRANT PASS THROUGH | 0.00 | 0.00 | 4,250.00 | 0.00 | (4,250.00) | 0.00 | |
| 8150 TAXES/LICENSES/BUS REG FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 330.00 | 0% |
| 8155 TELEPHONE/INTERNET SERVICE | 6,610.53 | 2,560.00 | 10,898.44 | 7,676.00 | (3,222.44) | 30,702.00 | 35% |
| 8160 UNIFORMS | 151.08 | 912.00 | 455.21 | 2,732.00 | 2,276.79 | 10,924.00 | 4% |
| 8165 UTILITIES | 1,164.02 | 1,733.00 | 3,320.80 | 5,199.00 | 1,878.20 | 20,796.00 | 16% |
| 8170 VEHICLE MAINT & REPAIRS | 12,622.09 | 10,000.00 | 25,317.34 | 30,000.00 | 4,682.66 | 120,000.00 | 21% |
| Total 2. MATERIALS & SERVICES | 87,787.99 | 75,583.00 | 168,336.20 | 209,670.00 | 41,333.80 | 917,633.00 | 18% |
| Total Expense | 274,203.43 | 274,590.00 | 564,754.03 | 673,986.00 | 109,231.97 | 2,642,168.00 | 21% |
| | -145,944.74 | -232,454.00 | -232,412.01 | -482,373.00 | (249,960.99) | -364,048.00 | 64% |
| | | | | | 0.00 | | |
| Other Expense | | | | | 0.00 | | |
| 3. OTHER EXPENSES | | | | | 0.00 | | |
| 9610 CLATSOP BANK-PRINCIPAL | 5,784.25 | 5,758.68 | 17,183.65 | 17,216.16 | 32.51 | 70,517.00 | 24% |
| 9611 CLATSOP BANK-LOAN INT | 789.25 | 814.60 | 2,536.85 | 2,504.14 | (32.71) | 8,365.00 | 30% |
| Total 3. OTHER EXPENSES | 6,573.50 | 6,573.28 | 19,720.50 | 19,720.30 | (0.20) | 78,882.00 | 25% |
| 9625 SDAO FLEXLEASE-PRINCIPAL | 0.00 | | 0.00 | | 0.00 | 41,800.00 | 0% |
| 9626 SDAO FLEXLEASE-INTEREST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,041.00 | 0% |
| 9700 CAPITAL EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28,000.00 | 0% |
| 9800 CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200,000.00 | 0% |
| 9850 TRANSFER OUT | 0.00 | | 0.00 | | 0.00 | 104,208.00 | 0% |
| Total Other Expense | 6,573.50 | 6,573.28 | 19,720.50 | 19,720.30 | (0.20) | 459,931.00 | 4% |
| | -6,573.50 | -6,573.28 | -19,720.50 | -19,720.30 | 0.20 | -459,931.00 | 4% |
| | -152,518.24 | -239,027.28 | -252,132.51 | -502,093.30 | (249,960.79) | -823,979.00 | 31% |

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
September 2017

| | Month Actual | Month Budget | YTD Actual | YTD Budget | YTD Budget to YTD Actual | Annual Budget | YTD Actual to Budget |
|---|-------------------|-------------------|-------------------|-------------------|-----------------------------|---------------------|-------------------------|
| Ordinary Income/Expense | | | | | Better | | |
| Income | | | | | (Worse) | | |
| 4000 FARES | 28,743.00 | | 28,743.00 | | 28,743.00 | | |
| 4300 INTEREST | 836.32 | 450.00 | 2,683.21 | 1,350.00 | 1,333.21 | 5,400.00 | 50% |
| 4500 RC PROVIDER SERVICE REIM | 249,903.15 | 248,400.00 | 778,369.14 | 745,200.00 | 33,169.14 | 3,230,727.00 | 24% |
| Total Income | 279,482.47 | 248,850.00 | 809,795.35 | 746,550.00 | 63,245.35 | 3,236,127.00 | 25% |
| Gross Profit | 279,482.47 | 248,850.00 | 809,795.35 | 746,550.00 | 63,245.35 | 3,236,127.00 | 25% |
| Expense | | | | | | | |
| 1. PERSONNEL SERVICES | | | | | | | |
| 6005 SALARIES & WAGES | 38,456.17 | 40,000.00 | 77,331.77 | 93,337.00 | 16,005.23 | 346,677.00 | 22% |
| 6200 PAYROLL EXPENSES | 4,750.40 | 5,049.00 | 7,803.34 | 11,781.00 | 3,977.66 | 43,758.00 | 18% |
| 6300 EMPLOYEE BENEFITS | 6,683.92 | 13,271.00 | 20,712.06 | 30,970.00 | 10,257.94 | 115,021.00 | 18% |
| Total 1. PERSONNEL SERVICES | 49,890.49 | 58,320.00 | 105,847.17 | 136,088.00 | 30,240.83 | 505,456.00 | 21% |
| 2. MATERIALS & SERVICES | | | | | 0.00 | | |
| 7000 RC PROVIDER PAYMENTS | 263,193.86 | 211,451.00 | 725,963.05 | 634,351.00 | (91,612.05) | 2,537,410.00 | 29% |
| 7030 BUS PASSES | 10,850.00 | 1,500.00 | 11,475.00 | 4,500.00 | (6,975.00) | 18,000.00 | 64% |
| 8005 AUDIT | 241.00 | 750.00 | 1,385.00 | 3,100.00 | 1,715.00 | 9,048.00 | 15% |
| 8006 ADS (HR JOB POSTING) | 0.00 | 20.00 | 0.00 | 40.00 | 40.00 | 200.00 | 0% |
| 8010 BANK FEES | 0.05 | 14.00 | 0.10 | 43.00 | 42.90 | 171.00 | 0% |
| 8020 BLDING & GROUNDS MAINT | 323.25 | 804.00 | 1,088.16 | 2,408.00 | 1,319.84 | 9,628.00 | 11% |
| 8025 BUS PASSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8030 COMP-INFO-TECH SERVICES | | | | | 0.00 | | |
| 8031 WEBSITE ONLINE SUB | 136.69 | 0.00 | 136.69 | 0.00 | 0.00 | 0.00 | |
| 8032 SUPPORT SERVICES/CONTRACTS | 930.80 | 0.00 | 1,069.97 | 0.00 | (1,069.97) | 0.00 | |
| 8030 COMP-INFO-TECH SERVICES - Other | 0.00 | 1,453.00 | 1,581.60 | 4,359.00 | 2,777.40 | 52,438.00 | 3% |
| Total 8030 COMP-INFO-TECH SERVICES | 1,067.49 | 1,453.00 | 2,788.26 | 4,359.00 | 1,570.74 | 52,438.00 | 5% |
| 8035 CONF TRAINING & TRAVEL | 351.45 | 1,450.00 | 876.45 | 2,050.00 | 1,173.55 | 8,046.00 | 11% |
| 8045 DRUG/ALCOHOL/BG CHECKS | 208.00 | 143.00 | 600.00 | 431.00 | (169.00) | 1,725.00 | 35% |
| 8050 DUES SUBSCRIPTIONS & FEES | 0.00 | 200.00 | 0.00 | 950.00 | 950.00 | 3,698.00 | 0% |
| 8055 DURABLE EQUIP/SMALL TOOLS | 0.00 | 1,016.00 | 0.00 | 3,050.00 | 3,050.00 | 12,200.00 | 0% |
| 8065 EDUCATION/OUTREACH | 0.00 | 168.00 | 0.00 | 500.00 | 500.00 | 2,000.00 | 0% |

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
September 2017

| | Month Actual | Month Budget | YTD Actual | YTD Budget | YTD Budget to YTD Actual | Annual Budget | YTD Actual to Budget |
|--|-------------------|-------------------|-------------------|-------------------|-----------------------------|---------------------|-------------------------|
| 8070 EMPLOYEE RECOGNITION | 0.00 | 343.00 | 0.00 | 1,030.00 | 1,030.00 | 4,120.00 | 0% |
| 8072 Election Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8080 INSURANCE | 0.00 | 1,704.00 | 0.00 | 1,704.00 | 1,704.00 | 6,814.00 | 0% |
| 8090 LEGAL ADS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8095 LEGAL COUNSEL | 0.00 | 41.00 | 0.00 | 125.00 | 125.00 | 500.00 | 0% |
| 8100 MEETING EXPENSE | 0.00 | 53.00 | 9.00 | 160.00 | 151.00 | 640.00 | 1% |
| 8120 OFFICE SUPPLIES | 56.15 | 441.00 | 754.31 | 1,323.00 | 568.69 | 5,298.00 | 14% |
| 8130 PAYROLL PROCESSING FEES | 33.18 | 51.00 | 114.66 | 119.00 | 4.34 | 444.00 | 26% |
| 8135 PRINTING | 7.18 | 133.00 | 19.47 | 400.00 | 380.53 | 1,600.00 | 1% |
| 8139 PROFESSIONAL SERVICES | 231.16 | 250.00 | 749.00 | 750.00 | 1.00 | 3,000.00 | 25% |
| 8155 TELEPHONE/INTERNET SERVICE | 2,026.64 | 3,218.00 | 7,983.95 | 9,655.00 | 1,671.05 | 38,618.00 | 21% |
| 8160 UNIFORMS | 0.00 | 84.00 | 0.00 | 251.00 | 251.00 | 1,000.00 | 0% |
| 8165 UTILITIES | 592.13 | 789.00 | 1,669.52 | 2,367.00 | 697.48 | 9,475.00 | 18% |
| Total 2. MATERIALS & SERVICES | 279,181.54 | 226,076.00 | 755,475.93 | 673,666.00 | (81,809.93) | 2,726,073.00 | 28% |
| Total Expense | 329,072.03 | 284,396.00 | 861,323.10 | 809,754.00 | (51,569.10) | 3,231,529.00 | 27% |
| Net Ordinary Income | -49,589.56 | -35,546.00 | -51,527.75 | -63,204.00 | (11,676.25) | 4,598.00 | -1121% |
| Other Income/Expense | | | | | | | |
| Other Expense | | | | | 0.00 | | |
| 9625 SDAO FLEXLEASE-PRINCIPAL | 0.00 | | 0.00 | | 0.00 | 13,200.00 | 0% |
| 9626 SDAO FLEXLEASE-INTEREST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,336.00 | 0% |
| 9655 DMAP REPAYMENT AGREEMENT | 36,343.25 | 36,343.00 | 36,343.25 | 36,343.00 | (0.25) | 343,405.00 | 11% |
| 9800 CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 125,546.00 | 0% |
| Total Other Expense | 36,343.25 | 36,343.00 | 36,343.25 | 36,343.00 | (0.25) | 485,487.00 | 7% |
| Net Other Income | -36,343.25 | -36,343.00 | -36,343.25 | -36,343.00 | 0.25 | -485,487.00 | 7% |
| | -85,932.81 | -71,889.00 | -87,871.00 | -99,547.00 | (11,676.00) | -480,889.00 | 18% |

Sunset Empire Transportation District
Balance Sheet
 As of September 30, 2017

ASSETS

| | |
|-----------------------------------|----------------------------|
| Current Assets | |
| Checking/Savings | 1,393,585.17 |
| Accounts Receivable | |
| 1200 ACCOUNTS RECEIVABLES | 191,092.50 |
| 1250 PROPERTY TAX RECEIVABLES | 45,357.23 |
| Total Accounts Receivable | <u>236,449.73</u> |
| Other Current Assets | |
| 1400 PREPAID EXPENSES | 48,256.81 |
| 1500 UNDEPOSITED FUNDS | 2,549.20 |
| Total Other Current Assets | <u>50,806.01</u> |
| Total Current Assets | <u>1,680,840.91</u> |
| TOTAL ASSETS | <u><u>1,680,840.91</u></u> |

LIABILITIES & EQUITY

| | |
|--|---|
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| | 2000 ACCOU 74,803.14 |
| Total Accounts Payable | <u>74,803.14</u> |
| Other Current Liabilities | <u>76,481.83</u> |
| Total Current Liabilities | <u>151,284.97</u> |
| Long Term Liabilities | |
| 2800 INTERCOMPANY DUE TO/FROM | |
| | 2810 DUE TO -220,178.82 |
| | 2815 DUE TO 220,178.82 |
| Total 2800 INTERCOMPANY DUE TO/FROM | <u>0.00</u> |
| Total Long Term Liabilities | <u>0.00</u> |
| Total Liabilities | <u>151,284.97</u> |
| Equity | |
| | 3200 GF PRIOR PERIOD ADJUST -8,891.00 |
| | 3700 FUND BALANCE NWRC-RESTRICT 1,311,965.11 |
| | 3800 FUND BALANCE GENERAL FUND 789,741.87 |
| | 3900 RETAINED EARNINGS 19,746.18 |
| Net Income | <u>-583,006.22</u> |
| Total Equity | <u>1,529,555.94</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,680,840.91</u></u> |

Sunset Empire Transportation District
A/R Aging Summary
As of September 30, 2017

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|----------------------------------|------------------------|---------------------|--------------------|--------------------|--------------------|------------------------|
| CCC | 360.00 | 0.00 | 0.00 | 0.00 | 0.00 | 360.00 |
| DHS - CHILD WELFARE-CLATSOP | 765.00 | 0.00 | 0.00 | 0.00 | 0.00 | 765.00 |
| OR DHS-VOCATIONAL REHAB SERVICES | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 |
| PROVIDENCE ELDERPLACE | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 |
| Providence Seaside Hospital | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 |
| RC-COLUMBIA PACIFIC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RC-PASSES | 1,680.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,680.00 |
| SETD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | <u>2,835.00</u> | <u>60.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>2,895.00</u> |

Sunset Empire Transportation District A/P Aging Summary As of September 30, 2017

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|--------------------------------|-------------------------|--------------------|--------------------|--------------------|--------------------|-------------------------|
| ABECO | 35.92 | 0.00 | 0.00 | 0.00 | 0.00 | 35.92 |
| ALSCO | 37.77 | 0.00 | 0.00 | 0.00 | 0.00 | 37.77 |
| CLATSOP COMMUNITY BANK | 6,573.50 | 0.00 | 0.00 | 0.00 | 0.00 | 6,573.50 |
| COUNTRY MEDIA INC | 230.40 | 0.00 | 0.00 | 0.00 | 0.00 | 230.40 |
| CRS | 480.00 | 0.00 | 0.00 | 0.00 | 0.00 | 480.00 |
| E-CURRY, JEFFERY | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 |
| E-GRANT, LAURIE | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 |
| E-LEWICKI, PAUL | 107.50 | 0.00 | 0.00 | 0.00 | 0.00 | 107.50 |
| E-LOFSTROM, TRACY | 95.55 | 0.00 | 0.00 | 0.00 | 0.00 | 95.55 |
| E-MARTIN, DOLORES | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 |
| EARTH2O | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 |
| EO MEDIA GROUP | 49.00 | 0.00 | 0.00 | 0.00 | 0.00 | 49.00 |
| HOME DEPOT CREDIT SERVICES | 3,020.43 | 0.00 | 0.00 | 0.00 | 0.00 | 3,020.43 |
| INDUSTRIAL DIESEL POWER, INC | 2,087.62 | 0.00 | 0.00 | 0.00 | 0.00 | 2,087.62 |
| MCCALL TIRE CENTER - Warrenton | 2,934.59 | 0.00 | 0.00 | 0.00 | 0.00 | 2,934.59 |
| MTR WESTERN BUS | 1,271.14 | 0.00 | 0.00 | 0.00 | 0.00 | 1,271.14 |
| NW NATURAL | 71.91 | 0.00 | 0.00 | 0.00 | 0.00 | 71.91 |
| OREGON STATE POLICE | 324.00 | 0.00 | 0.00 | 0.00 | 0.00 | 324.00 |
| RC-AAA RIDE ASSIST LLC | 1,901.68 | 0.00 | 0.00 | 0.00 | 0.00 | 1,901.68 |
| RC-COLUMBIA COUNTY RIDER | 1,803.68 | 0.00 | 0.00 | 0.00 | 0.00 | 1,803.68 |
| RC-ELLIOTT'S TRANSPORT | 4,481.20 | 0.00 | 0.00 | 0.00 | 0.00 | 4,481.20 |
| RC-HOT SHOT TRANSPORTATION | 5,614.35 | 0.00 | 0.00 | 0.00 | 0.00 | 5,614.35 |
| RC-K & M MEDIVAN | 5,793.90 | 0.00 | 0.00 | 0.00 | 0.00 | 5,793.90 |
| RC-LEE, RYAN | 8,419.71 | 0.00 | 0.00 | 0.00 | 0.00 | 8,419.71 |
| RC-MEDIX AMBULANCE | 3,416.60 | 0.00 | 0.00 | 0.00 | 0.00 | 3,416.60 |
| RC-METRO WEST AMBULANCE | 2,012.50 | 0.00 | 0.00 | 0.00 | 0.00 | 2,012.50 |
| RC-SETD-PARA | 687.00 | 0.00 | 0.00 | 0.00 | 0.00 | 687.00 |
| RC-WAPATO SHORES, INC | 17,297.47 | 0.00 | 0.00 | 0.00 | 0.00 | 17,297.47 |
| SDAO | 3,906.16 | 0.00 | 0.00 | 0.00 | 0.00 | 3,906.16 |
| V-CARTER, JOHN | 227.94 | 0.00 | 0.00 | 0.00 | 0.00 | 227.94 |
| VERIZON WIRELESS | 717.37 | 0.00 | 0.00 | 0.00 | 0.00 | 717.37 |
| WESTERN BUS SALES, INC. | 1,117.89 | 0.00 | 0.00 | 0.00 | 0.00 | 1,117.89 |
| TOTAL | <u>74,782.78</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>74,782.78</u> |

Sunset Empire Transportation District Check Detail September 2017

| Num | Date | Name | Paid Amount |
|-------|------------|------------------------------------|-------------|
| 4686 | 09/12/2017 | RC-K & M MEDIVAN | 7,039.68 |
| 4687 | 09/12/2017 | RC-LEE, RYAN | 5,319.21 |
| 4691 | 09/12/2017 | RC-TILLAMOOK COUNTY TRANSPORTATION | 21,277.00 |
| 4692 | 09/12/2017 | RC-WAPATO SHORES, INC | 16,433.03 |
| 17283 | 09/12/2017 | PLANGINEERING, LLC | 7,169.50 |
| 17285 | 09/12/2017 | WILCOX & FLEGEL | 10,516.18 |
| 4697 | 09/19/2017 | RC-K & M MEDIVAN | 5,529.58 |
| 4722 | 09/19/2017 | RC-WAPATO SHORES, INC | 14,268.43 |
| 4723 | 09/19/2017 | RC-WILCOX & FLEGEL | 6,016.38 |
| 4724 | 09/19/2017 | RC-OR DHS | 36,343.25 |
| 17298 | 09/19/2017 | SDIS | 15,291.25 |
| 4731 | 09/25/2017 | RC-K & M MEDIVAN | 7,234.50 |
| 4737 | 09/25/2017 | RC-SETD-PASSES | 10,740.00 |
| 4739 | 09/25/2017 | RC-TILLAMOOK COUNTY TRANSPORTATION | 45,871.00 |
| 4740 | 09/25/2017 | RC-WAPATO SHORES, INC | 16,918.46 |
| 17316 | 09/26/2017 | SDIS | 6,603.13 |
| 4671 | 09/06/2017 | RC-K & M MEDIVAN | 6,466.54 |
| 4672 | 09/06/2017 | RC-LEE, RYAN | 5,011.88 |
| 4678 | 09/06/2017 | RC-WAPATO SHORES, INC | 16,114.88 |
| 4686 | 09/12/2017 | RC-K & M MEDIVAN | 7,039.68 |
| 4687 | 09/12/2017 | RC-LEE, RYAN | 5,319.21 |
| 4691 | 09/12/2017 | RC-TILLAMOOK COUNTY TRANSPORTATION | 21,277.00 |
| 4692 | 09/12/2017 | RC-WAPATO SHORES, INC | 16,433.03 |
| 4697 | 09/19/2017 | RC-K & M MEDIVAN | 5,529.58 |
| 4722 | 09/19/2017 | RC-WAPATO SHORES, INC | 14,268.43 |
| 4723 | 09/19/2017 | RC-WILCOX & FLEGEL | 6,016.38 |
| 4724 | 09/19/2017 | RC-OR DHS | 36,343.25 |
| 4731 | 09/25/2017 | RC-K & M MEDIVAN | 7,234.50 |
| 4737 | 09/25/2017 | RC-SETD-PASSES | 10,740.00 |
| 4739 | 09/25/2017 | RC-TILLAMOOK COUNTY TRANSPORTATION | 45,871.00 |
| 4740 | 09/25/2017 | RC-WAPATO SHORES, INC | 16,918.46 |
| 17283 | 09/12/2017 | PLANGINEERING, LLC | 7,169.50 |
| 17285 | 09/12/2017 | WILCOX & FLEGEL | 10,516.18 |
| 17298 | 09/19/2017 | SDIS | 15,291.25 |
| 17316 | 09/26/2017 | SDIS | 6,603.13 |

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

| | |
|------------|-----------------|
| Date | Ref. No. |
| 09/14/2017 | 0342 8/9 to 9/7 |

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

PAID

| | |
|----------|----------------------------|
| Bill Due | 10/14/2017 |
| Terms | |
| Memo | August 9-September 7, 2017 |

Expenses

| Account | Memo | Amount | Customer:Job | Class |
|----------------------|---|--------|----------------|----------------|
| 8120 OFFICE SUPPLIES | 0284 - JONES | 46.78 | RIDECARE ADMIN | ADMINISTRATION |
| 8038 TRAVEL | STAPLES - OFFICE SUPPLIES | 14.37 | RIDECARE ADMIN | ADMINISTRATION |
| 8038 TRAVEL | MCDONALD'S - FOOD FOR JASON FOR BROKERAGE CONFERENCE | 30.00 | RIDECARE ADMIN | ADMINISTRATION |
| 8038 TRAVEL | CLEARWATER RESTAURANT - FOOD FOR JASON FOR BROKERAGE CONFERENCE | 294.83 | RIDECARE ADMIN | ADMINISTRATION |
| 8038 TRAVEL | HALLMARK RESORT - LODGING FOR JASON FOR BROKERAGE CONFERENCE | 12.25 | RIDECARE ADMIN | ADMINISTRATION |
| 8022 B&M JANITORIAL | SUBWAY - FOOD FOR JASON FOR BROKERAGE CONFERENCE | 16.98 | RIDECARE ADMIN | ADMINISTRATION |
| 8022 B&M JANITORIAL | STAPLES - JANITORIAL SUPPLIES | 7.98 | RIDECARE ADMIN | ADMINISTRATION |
| 8022 B&M JANITORIAL | HOME DEPOT - JANITORIAL SUPPLIES | 4.99 | | ADMINISTRATION |
| 8038 TRAVEL | 0326 - HAZEN | 59.00 | | ADMINISTRATION |
| 8120 OFFICE SUPPLIES | SAFEWAY - JANITORIAL | 3.29 | | ADMINISTRATION |
| 8038 TRAVEL | AMTRAK - TRANSPORTATION FOR JEFF TO KING COUNTY ELECTRIC BUS MEETING | 118.00 | | ADMINISTRATION |
| 8038 TRAVEL | FRED MEYER - PAPER BOUTIQUE - TRANSPORTATION FOR JEFF TO OREGON PUBLIC TRANSIT CONFERENCE | 651.15 | | ADMINISTRATION |
| 8038 TRAVEL | ORBITZ - LODGING FOR JEFF FOR APTA EXPO | 438.20 | | ADMINISTRATION |
| 8038 TRAVEL | DELTA - AIRFARE FOR JEFF FOR APTA EXPO | 226.20 | | ADMINISTRATION |
| 8038 TRAVEL | DELTA - AIRFARE FOR JEFF FOR APTA EXPO | | | ADMINISTRATION |

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

| Date | Ref. No. |
|------------|-----------------|
| 09/14/2017 | 0342 8/9 to 9/7 |

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

PAID

| | |
|----------|----------------------------|
| Bill Due | 10/14/2017 |
| Terms | |
| Memo | August 9-September 7, 2017 |

Expenses

| Account | Memo | Amount | Customer:Job | Class |
|--------------------------------|---|--------|-----------------|----------------------------------|
| 8038 TRAVEL | CARL'S JR - FOOD FOR JEFF FOR PTAC MEETING | 7.99 | | SETD |
| 8032 SUPPORT SERVICES/CONTRACT | 0334 - LAYTON ORECX - YEARLY SUBSCRIPTION FOR CALL RECORDING FOR RIDE CARE ADOBE SUBSCRIPTION | 80.00 | RIDE CARE ADMIN | ADMINISTRATION ADMINISTRATION |
| 8031 WEBSITE/ON-LINE SW SUB | LENOVO - LAPTOP DOCK | 34.98 | | ADMINISTRATION |
| 8056 COMPUTER HARDWARE | GOOGLE - ADD STORAGE FOR EMAIL RETENTION | 139.99 | | ADMINISTRATION |
| 8032 SUPPORT SERVICES/CONTRACT | AMAZON - HEADSET FOR KIOSK | 19.99 | | ADMINISTRATION |
| 8120 OFFICE SUPPLIES | AMAZON - 3 YEAR PROTECTION PLAN FOR CURRENT COIN COUNTER OPS | 18.99 | | ADMINISTRATION |
| 8120 OFFICE SUPPLIES | AMAZON - 3 YEAR PROTECTION PLAN FOR COIN COUNTER (RETURNED ON NEXT STATEMENT) | 36.56 | | ADMINISTRATION |
| 8057 OFFICE FURNITURE & EQUIP | AMAZON - COIN COUNTER (RETURNED ON NEXT STATEMENT) | 36.55 | | ADMINISTRATION |
| 7000 RC PROVIDER PAYMENTS | 0946 - LEWICKI | 432.03 | | ADMINISTRATION |
| 8100 MEETING EXPENSE | FRED MEYER - FOOD FOR BOARD SUB COMMITTEE | 31.88 | | ADMINISTRATION |
| 8038 TRAVEL | AMAZON CHARGE-CHARGED IN ERROR - PAID BACK | 6.99 | | ADMINISTRATION |

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

| | |
|------------|-----------------|
| Date | Ref. No. |
| 09/14/2017 | 0342 8/9 to 9/7 |

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

PAID

| | |
|----------|----------------------------|
| Bill Due | 10/14/2017 |
| Terms | |
| Memo | August 9-September 7, 2017 |

Expenses

| Account | Memo | Amount | Customer:Job | Class |
|-----------------------|--|--------|--------------|----------------|
| 8120 OFFICE SUPPLIES | FRED MEYER - FOOD / WATER FOR COLUMBIA ROUTE FOR ECLIPSE | 16.16 | | OPER 5311 |
| 8038 TRAVEL | AMAZON CHARGE- CHARGED IN ERROR - PAID BACK | 5.99 | | ADMINISTRATION |
| 8038 TRAVEL | AMAZON CHARGE- CHARGED IN ERROR - PAID BACK | 4.99 | | ADMINISTRATION |
| 8038 TRAVEL | AMAZON CHARGE- CHARGED IN ERROR - PAID BACK | 6.99 | | ADMINISTRATION |
| 8100 MEETING EXPENSE | FRED MEYER - FOOD FOR NWOTA TRAINING | 30.03 | | ADMINISTRATION |
| 8173 STOCK PARTS | SPECIALTY VEHICLE - GONG FOR STREET CAR (#73) | 362.11 | | OPER 5311 |
| 8021 B&M GENERAL | AMAZON - CONVEX MIRRORS | 25.18 | | ADMINISTRATION |
| 8120 OFFICE SUPPLIES | AMAZON - FAN FOR OPS | 30.25 | | OPER 5311 |
| 8121 POSTAGE-SHIPPING | USPS - POSTAGE | 6.65 | | ADMINISTRATION |
| 8021 B&M GENERAL | AMAZON - PAINT FOR PARKING LOT | 75.60 | | ADMINISTRATION |
| 8021 B&M GENERAL | AMAZON - SAFETY TAPE FOR SHOP FLOOR | 33.77 | | ADMINISTRATION |
| 8022 B&M JANITORIAL | ASTORIA JANITORIAL - CLEANING SUPPLIES | 56.86 | | OPER 5311 |
| 8021 B&M GENERAL | HOME DEPOT - REPAIR SINK IN OPS | 49.12 | | OPER 5311 |
| 8021 B&M GENERAL | HOME DEPOT - HANG MIRRORS IN OPS | 5.75 | | OPER 5311 |
| 8021 B&M GENERAL | USPS - POSTAGE | 6.65 | | ADMINISTRATION |
| 8120 OFFICE SUPPLIES | 0020 - PARKER SAFEWAY -BOARD MEETING | 39.33 | | ADMINISTRATION |

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

| Date | Ref. No. |
|------------|-----------------|
| 09/14/2017 | 0342 8/9 to 9/7 |

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

PAID

| | |
|----------|----------------------------|
| Bill Due | 10/14/2017 |
| Terms | |
| Memo | August 9-September 7, 2017 |

Expenses

| Account | Memo | Amount | Customer:Job | Class |
|---------------------------|--|--------|--------------|----------------|
| 8070 EMPLOYEE RECOGNITION | FINNWARE - BOARD APPRECIATION, JIM SERVINO | 34.90 | | ADMINISTRATION |
| 8038 TRAVEL | RTAP CONFERENCE-PAUL LEWICKI | 360.00 | | ADMINISTRATION |
| 8038 TRAVEL | AGATE BEACH INN -BOARD TRAINING PAMELA ALEGRIA | 151.36 | | ADMINISTRATION |
| 8120 OFFICE SUPPLIES | AMAZON - FOLDING TABLE FOR KIOSK | 31.73 | | ADMINISTRATION |
| 8038 TRAVEL | AGATE BEACH INN-BOARD TRAINING TRACY MACDONALD | 167.81 | | ADMINISTRATION |

Expense Total : 4,271.20

Bill Total : \$4,271.20

October 20, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 8.a Resolution 2017-6 Rosa Parks Day

Previously, the Board approved recognizing December 1, 2017 as Rosa Parks Day and creating a resolution to be read prior to December 1.

Staff is recommending that the Board approve Resolution 2017-6 recognizing December 1, 2017 as Rosa Parks Day.



**SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
RESOLUTION NO. 2017-06
ROSA PARKS DAY**

WHEREAS, on December 1, 1955, African American seamstress Rosa Parks was traveling on a Montgomery, Alabama city bus when she was asked to vacate her seat for a white man. Rosa refused on the grounds of fairness, freedom and equality. Rosa was arrested and convicted of violating the laws of segregation, known as the "Jim Crow" laws.

WHEREAS, Rosa Parks appealed her conviction and formally challenged the legality of segregation. The U.S. Supreme Court ruled that the segregation law was unconstitutional and the Montgomery buses should be integrated in November 1956. Rosa's actions made her symbol of the fight for equal rights.

NOW LET IT BE KNOWN, Sunset Empire Transportation District will pay tribute to Rosa Parks by observing Rosa Parks Day each year on December 1st by reserving a seat designated for Rosa Parks on all District buses and providing public information about Rosa Parks on District buses and at the Transit Center.

ADOPTED by the Board of Commissioners of the Sunset Empire Transportation District on October 26, 2017.

| Name | Aye | Nay | Absent |
|------------------------|-----|-----|--------|
| Chair Kleczek | | | |
| Commissioner Gearin | | | |
| Commissioner Alegria | | | |
| Commissioner Widener | | | |
| Commissioner MacDonald | | | |
| Commissioner Gaebel | | | |
| | | | |

Kathy Kleczek, Board Chairperson

Attest:

Carol Gearin, Board Vice Chairperson

October 20, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.a Care Oregon review of RideCare

We are pleased to share this review that Care Oregon did of RideCare. We were found to be in full compliance with the items that they reviewed.

No action is needed from the Board on this item.



October 19, 2017

Jason Jones

NEMT Brokerage Manger RIDE CARE
900 Marine Drive
Astoria, OR 97103

Dear Jason,

On behalf of Columbia Pacific CCO (CPCCO), CareOregon's Delegation Oversight Team conducted an annual review of Enrollee Rights and Protections, along with Program Integrity. The annual review also included an audit of 2017, quarter 1 Notice of Action (NOA) sample.

We appreciate the effort and dedication that RideCare shows in meeting the Non-Emergent Medical Transportation (NEMT) needs of CPCCO members.

Best regards,

Gina Yaconetti

Gina Yaconetti

Delegation Oversight Specialist
Health Plan Quality Assurance
CareOregon



2017 RIDE CARE ANNUAL REVIEW REPORT

On behalf of Columbia Pacific Coordinated Care Organization (CP), CareOregon (CO) conducted an annual review of Non-Emergent Medical Transportation (NEMT) services delegated to RideCare, a unit of Sunset Empire Transportation District (SETD). The purpose of the review was to:

Ensure the review was consistent with the requirements of State and Federal regulations listed below;

The Oregon Health Authority (OHA) requires that “A Coordinated Care Organization shall provide all NEMT services for its members” (410-141-3435). OHA’s contract with CP requires CP to “monitor the Subcontractor’s performance on an ongoing basis and perform at least once a year a formal review of compliance with the delegated responsibilities and Subcontractor performance, deficiencies or areas for improvement, in accordance with §42 CFR 431.53.” The annual review focused on regulatory and contractual obligations for the look back period of January 1-May 31, 2017.

REVIEW PROCESS

The CareOregon Delegation Oversight Team (DOT) conducted the annual review with a desk audit initiated on March 23, 2017 which consisted of meeting with the CareOregon CCO Portfolio Manager and the Ancillary Services Program Specialist who are tasked with monitoring RideCare’s operational performance. In this initial meeting, the group reviewed the 2017 audit tool, discussed the areas of review, and collaborated on the audit plan.

The following regulations were considered; §438.100, §438.228, §438.402, §438.404, §438.406, §438.408, §438.410, §438.414, §438.416, §438.420, §438.424, §438.608 and §455.100-106 for Subpart C – Enrollee Rights and Protections and Program Integrity and HealthInsight criteria. In addition, the CPCCO-Transportation Services Agreement sections pertaining to Subcontractors Grievance, Appeal, and Contested Hearing procedures and Timeframes, Civil Rights, Grievance

System Quarterly Reports, and 2017 Quarter 1-Notice of Action (NOA) sample was also included in this audit.

For the purposes of this 2017 AR the Delegation Oversight Specialist reviewed Policies & Procedures (P&Ps), reports, CCO and brokerage websites, and any other relevant documents at the CCO level as well as at the brokerage level. In addition materials outlined in the Federal Transit Administration, the governing body for SETD, was also considered.

Jason Jones, RideCare's Transportation Manager, along with CareOregon's Ancillary Services Program Specialist, and QA Regulatory Coordinator were collaborative and punctual in participating with this 2017 annual review. The review consisted of responding to questions, providing relevant documents and completing the 2017 audit tool.

SCORING

The review focused on the scoring criteria as follows;

- Total number of requirements (regulations being reviewed).
 - Total number of requirements in compliance with the regulations that were reviewed.
 - Total percentage of requirements met (the total number of requirements in compliance divided by the total number of requirements).
-
- FULL COMPLIANCE: (95%-100%) - Brokerage meets all requirements.
 - SUBSTANTIAL COMPLIANCE: (85%- 94%) - Brokerage meets a majority but not all requirements.
 - MINIMAL COMPLIANCE: (75%- 84%) - Brokerage meets some but not all requirements.
 - NON-COMPLIANT: (<74%) -Brokerage has no process or program that meets primary requirements.

Based on all the information received, RideCare achieved a TOTAL SCORE of 100% or FULL COMPLIANCE. A breakdown of the requirements reviewed is provided below.

REVIEW

The requirements covered in this annual review are:

- Compliance with Laws to inform members of their rights
- Specific Rights (Example-materials are written in easily understood language, available to those with special needs)
- Notification Timing
- Notification Content (Example- benefit detail provided in a manner sufficient to ensure members understand the benefits to which they are entitled)
- Specific Information Requirements (Example- provide information to members on Grievances and Appeals (GA) and Fair Hearing procedures and timeframes)
- Grievance Systems
 - Handling of GA
 - Resolution and Notification of GA
 - Expedited Resolution of Appeals
 - Information on GA to Providers and Subcontractors
 - Record Keeping and Reporting Requirements
 - Continuation of Benefits while Appeals and Hearings are Pending
 - Effectuation of Reversed Appeal Resolutions
- Notice of Action (NOA)
 - Language and Format Requirements
 - Content of Notice
 - Timing of Notice
- Medicaid Program Integrity Requirements

APPEAL, GRIEVANCE, HEARING, and NOTICE of ACTION LOG REVIEW for COLUMBIA PACIFIC

The 1st quarter of 2017 (January-March) was used as the sample for this review. Below is the total for each category.

- Grievance and Appeal (GA) = 0
- Notice of Action (NOA) = 5
- Hearings = 0

2017 QUARTER 1 NOA SAMPLE AUDIT

RideCare is required to submit a sample of 5 NOA letters on a quarterly basis to CareOregon on behalf of Columbia Pacific CCO. The sample is logged by the QA Regulatory Coordinator and submitted as a requirement to the Oregon Health Authority (OHA).

The Delegation Oversight Specialist (DOS) conducted the first audit of the sample that was provided by RideCare. Below is a breakdown of the scope, findings, and recommendations made during this review.

- The NOA Audit Tool consists of 33 areas of criteria. In addition the form was reviewed for content for a total of 34 items reviewed.
- The Audit sample consists of 5 NOA letters from the 1st quarter of 2017.

The scope of the NOA audit was to determine RideCare's compliance with OAR: 410-141-3263 and 410-141-0263 for the NOA letter sample provided and the 33 criteria within the tool used to review the NOAs.

In each of the 5 NOAs there were some findings and recommendations which are listed below:

Finding #1:

(1) (c) (J):

Did the brokerage clearly and thoroughly explain the specific reasons for the action and reference the specific section of the statutes and rules pertaining to each reason?

- In all but one of the NOAs, the DOS was unable to clearly understand the reason for the denial. Sample 1, 2, 4, and 5 did reference an OAR (410-136-3020(3) (b)) however the accompanying description used was unclear. The description reads, "The services requested was not a service covered by the provider or the provider is not enrolled with the Oregon Health Plan to provide these services."

Recommendation:

Please assure that correct reason is noted. See example below:

- The medical appointment was for a service that is not covered by the Oregon Health Plan or the provider is not enrolled with the Oregon Health Plan to provide these services.

The one NOA that did clearly state the reason for denial didn't reference an OAR. The DOS was able to determine OAR 410-136-3020-13e should have been used as it aligns with the description used for the denial.

Required accompanying documents with NOA:

1. Hearing Request form (DHS 443) and the Notice of Hearing Rights (DMAP 3030) or DMAP 3302 form or approved facsimile.
2. 1557 Non-Discrimination notice with 15 prevalent languages insert.
3. Alternate format statement (410-141-0300 (12) (b) (B)), *"If you need this letter or forms in a larger print or a different format..."*

For all 5 NOAs reviewed it was determined that RideCare is including some of the required forms, but not all. Specifically, the 1557 Non-Discrimination notice was not present in the sample. It was reported by the QA Regulatory Coordinator that it is being included effective July 1, 2017.

Conclusion:

Based on the NOA audit, RideCare achieved a TOTAL SCORE of 97% or FULL COMPLIANCE. RideCare met all but 1 of the 34 criteria for the 2017 NOA audit. Specifically, " (1) (c) (j)-The brokerage thoroughly explains the specific reasons for the action taken" on 4 of the 5 NOA's audited. In addition, an applicable OAR was not referenced under section, "(1) (c) (j)-The delegate references the specific sections of the statutes and rules pertaining to each reason on 1 of the 5 samples audited.

There were no noted issues with any phone numbers referenced on the NOA letter template. The DOS verified the following phone numbers on July 13, 2017:

- ✓ OHP: 1-800-699-9075
- ✓ Legal Aid: 1-800-520-5292
- ✓ CP CCO CS: 1-855-722-8206
- ✓ RideCare: 503-861-0657
- ✓ RideCare: 1-888-793-0439

On behalf of Columbia Pacific Coordinated Care Organization and CareOregon's Delegation Oversight Team, we would like to thank Jason Jones, Transportation Brokerage Manager at RideCare, Keith Hagan, QA Regulatory Coordinator, and San Sunowen, Ancillary Services Program Specialist for their cooperation and support in completing this 2017 Annual Review of RideCare.

cc:

Mimi Haley, Columbia Pacific CCO Regional Executive
Jennifer Sheppard, CareOregon Health Plan Quality Assurance Director
Julia Pirani, CCO Portfolio Manager, CareOregon
San SunOwen, Ancillary Services Program Specialist, CareOregon

October 20, 2017

To: Board of Commissioners

From: Tami Carlson

Re: Agenda item 9.b SETD Discrimination and Harassment Policy

This policy is part of the SDAO/SDIS Best Practices program this year. We receive a 10% discount on our insurance if we have met all the focus areas that were targeted this year. This policy is the last item on the list that needs to be addressed.

Staff is recommending that the Board approve the SETD Discrimination and Harassment Policy.

| | | |
|---|-----------|----------------|
| SUNSET EMPIRE TRANSPORATION DISTRICT DISCRIMINATION AND HARRASSMENT POLICY | Policy # | Effective Date |
| | Signature | |
| | Reviewed | Reviewed |

I. PURPOSE

The purpose of this policy is to clearly establish Sunset Empire Transportation District (SETD) commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment.

II. POLICY

Harassment of an applicant, contractor, vendor, customer, board member, supervisor, manager, or employee by a supervisor, management employee or co-worker on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law is explicitly in violation of State and/or Federal law and will not be tolerated by SETD. It is critical that all employees treat all other employees with dignity and respect. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training. Employees, supervisors or management employees found to be participating in any form of job-based harassment or retaliating against any other employee shall be subject to disciplinary action up to and including termination from employment.

III. DEFINITIONS:

A. Verbal Harassment - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race oriented stories.

B. Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This includes pinching, patting, grabbing, inappropriate behavior in or near SETD facilities or facilities where SETD events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.

C. Visual Forms of Harassment - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This applies to both posted material and material maintained in or on SETD equipment or personal property in the workplace.

D. Sexual Harassment - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

IV. COMPLAINT PROCESS:

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law.

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

A. Filing a Preliminary Complaint - Any applicant, contractor, vendor, customer, board member, supervisor, manager, or employee who alleges to be a victim of discriminatory workplace harassment should contact the Human Resources Officer or designee, either verbally or in writing, within thirty (30) calendar days of the alleged incident.

B. Review of Preliminary Complaint - Upon notification of a harassment complaint, the Human Resources Officer or designee shall conduct an initial investigation to make a preliminary determination as to whether there is merit to the complaint. If no merit is found, the Human Resources Officer or designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

C. Formal Complaint - If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. The Human Resources Officer or designee will issue a Discriminatory Workplace Harassment form to the complainant. This form shall be completed, signed and returned to the Human Resources Officer within five (5) days after issuance. Upon receipt of the formal written complaint, the Human Resources Officer or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the complainant's form, and will be provided an opportunity to respond. The response shall be in writing, addressed to the complainant and received by the Human Resources Officer, within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

D. Review of Response and Findings - Upon receipt of the response, the Human Resources Officer may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the Human Resources Officer to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred. The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to

appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response.

V. DISCIPLINARY ACTION

If harassment is determined to have occurred, the Human Resources Officer shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

VI. RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The Human Resources Officer will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

VII. CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

VIII. FALSE COMPLAINTS

Any complaint made by an employee of District regarding job-based harassment which is conclusively proven to be false, shall result in discipline of the complainant up to and including termination. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

Executive Director Report
October 2017 Board Meeting
Jeff Hazen

- Ordinance Enforcement Update

One of the recent changes we have made at the transit center is keeping the bathrooms locked at all times.

- Bus Procurement Update

Due to Mary M. being on vacation, there was not time for her to write the TIGER grant as we had hoped for the NW Connector partners. I suggested that we go ahead and gather all of the required information needed for the grant so she can begin putting the grant together for next year's solicitation.

- Driver Update

Paul and Tami worked together to advertise for drivers on indeed.com and helpwantedonthecoast.com. We haven't received any applications through helpwantedonthecoast.com but indeed.com looks very promising. We have received 8 applications so far in the first week. Kurt, our former mechanic's assistant, has moved back to the area and will return to driving for us.

-Maintenance

One of the areas that we have been looking at is the maintenance area in Operations. Paul identified the need to raise the bar in that area and to do so requires additional oversight. He and Tami worked together to propose adding a supervisor for that area to make sure that we are doing what needs to be done in a timely fashion. Also, with the new Transit Asset Management rule from the FTA, this supervisor will play an integral part in keeping us in compliance with that program. We currently are recruiting for the position and will have someone in place within 2 weeks.

-APTA Expo

I attended the American Public Transportation Association's Expo last week in Atlanta. This expo is held every 3 years and is one of the largest transit expos in the world. Over 800 vendors were there and I mapped out 62 that I wanted to visit while there. My focus was on buses, shelters, and technology. I had great conversations with many of the vendors I engaged and am starting the process of following up with the vendors whom I believe are the most relevant for us to have additional conversations with. While there, I also had the opportunity to go over to the offices of the Center for Transportation and the Environment (CTE). CTE is the group that helped us with our Low/No Emissions grant recently. We will continue to work with them on any other funding opportunities that should arise. One of the things I started researching within the last couple of years is fleet management software. I found out about a company called Fleet Net and had contacted them some time ago because I was intrigued that they have a suite of software that covers not just fleet management but also finance, HR, payroll, and training. It is the only transit specific software that integrates all the modules. Tracy has been in communication with them and I spent significant time with them while at the Expo to get a demo of all the different modules. It was very impressive and easy to use. Tracy is taking the lead to

look into it further and talk to other transit agencies who use it to see how their experience has been.

-RideCare

Jason, Tracy, and I will be meeting with the CCO the first week in December for Contract talks.

Strategic Priorities Monthly Update (this month's updates in **blue**):

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +4.8% YTD= (5%)**
 - On-time Performance **Goal = 95% Tracking not in place yet**
 - Fleet reliability **Goal = Less than 10 breakdowns per 100,000 miles. Tracking not in place yet.**
 - Employee Retention statistic **Goal = Less than 20% turnover. YTD = 7.5%**

- Develop a SETD specific emergency plan. **Safety committee tasked with updating current plans.**
 - SETD operational specific emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies at facilities and on buses
 - Emergency contact and reporting requirements
 - Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.

- Complete a feasibility study including associated cost to include
 - Adding Columbia County services into SETD **In progress Options have been narrowed down to 3. Consultant will be drilling down further in those three options. They are: Creating a new Special District in Columbia County; Columbia County contracts with SETD to provide service; SETD expands to encompass Columbia County.**
 - Increasing services **New transportation package will provide funding in 2019 to allow for additional services. ODOT's Rulemaking Advisory Committee (RAC) has begun their process of determining rules for agencies.**
 - Fixed routes
 - Para-transit
 - Dial-a-ride
 - RideCare
 - Improving System
 - Improved lighting at bus shelters **Operations researching. I will be meeting with vendors at the APTA Expo next month. Met with several vendors at APTA.**

- Route on-time performances **RFQ going out this year for App**
- Amenities **Added temporary trash cans at Safeway stops**
This has made a huge difference in cleanliness.
- Technologies
 - Real-time bus tracking **Will be part of RFQ for App**
 - Website **Launched on 8/12/17**
 - Mobile apps **Will be part of RFQ for App**
 - E-fare **RFQ going out this year**
 - Credit cards **Credit cards now accepted at kiosk. Processed by Square Adding a Square cash register in the transit center to improve accuracy of cash handling.**
 - Electronic charging stations
 - On-board wi-fi
- Improve Appearance
 - Buses
 - Shelters **Now having Coast Rehabilitation Services cleaning shelters. They are only doing south county currently.**
 - Facilities **Major headway made at the Warrenton facility.**
 - Employees Paul and Tami exploring different dress code for drivers than the current one to give our drivers a fresh look.

Priority Two

- Increase employee recruitment and retention
 - Develop SETD succession plan **Operations Mgr. is also Deputy Executive Director.**
 - Identify on-going training opportunities at all levels **Ongoing. Sending 3 Leadership Team members to intensive training with HR Answers this fall. This training is currently taking place and is yielding positive feedback on the training.**
 - Update job descriptions
 - Develop employee incentive programs **Handed out our first Gotcha gift card this week to Steve W. for all of his efforts in scheduling to keep our buses rolling. Thank you Carol for the great idea! Tami working on driver recognition to be done at the holiday party this year.**
 - Conduct market compensation reviews **Tami has begun the process**
 - Employee rewards
 - Hats
 - Pins
 - Shirts

Priority Two (cont.)

- Increase District Relevancy
 - Greater awareness of the District Services
 - Who
 - What
 - When

- Where
- Accessibility
- Information about all things SETD services
- Create a positive culture **New leadership has made a positive difference.**
 - Define Sunset Empire Transportation District
 - Establish expectation
 - Raise the bar **Ongoing in all aspects of the business**

Priority Three

- Develop capital replacement Plan
 - Fleet **Replacement plan has been in place. 65% (15) of vehicles are beyond useful life. Application in for \$5339 for 3.**
 - Technology **In place**
 - Facilities
- Identify new funding opportunities
 - Review fares **In progress**
 - Seek public/private partnerships **Working with college.**
 - Volunteers
 - Analyze current non-emergency medical transportation services for potential increased or new revenue **Working with Clatsop Behavior Health and DHS on Developmental Disabilities transportation program.**
 - Continue to explore new Federal/State/Local grant opportunities **Unsuccessful with NO-Low grant for electric bus. Partnering with NW Connector partners to apply for TIGER grant for bus replacement.**
- Implement current budget process

“The Bus” (Fixed Route) Highlights:

- **31,227 people** used fixed routes in September for an average of **1,040.9 riders per day**.
- **20.8% decrease** in average passengers who rode fixed routes per day from last September (1,314.8 to **1,040.9**)
- **16 people per hour**, on average, got on any fixed route at any time that the bus runs in September. **7.5% decrease** (17.3 to **16**) from last September.
- **4.2% decrease** in the ratio of elderly/disabled riders from last September (33.5 % to **32.1%**)

RideAssist Highlights:

- **867 rides** were provided by RideAssist in September for an average of **36.1 rides per day**.
- **18.1% increase** in average RideAssist passengers per day from last September (30.6 to **36.1**)
- **1.8 % decrease** in all ADA Paratransit rides from last September (557 to **547**)

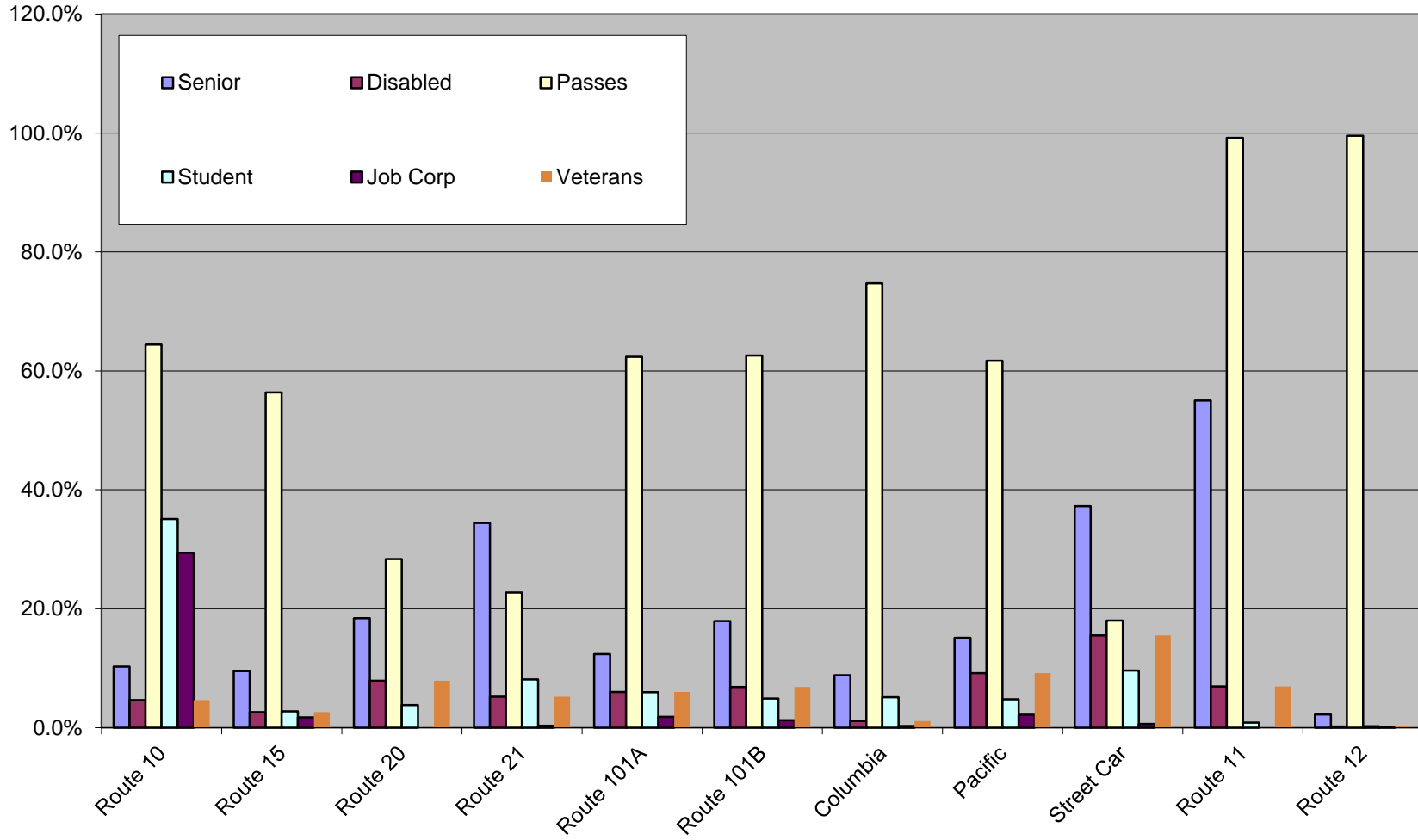
Clatsop Care Center Health District Highlights:

- **10 rides** were provided by SETD in September for an average of **5 riders per day**.

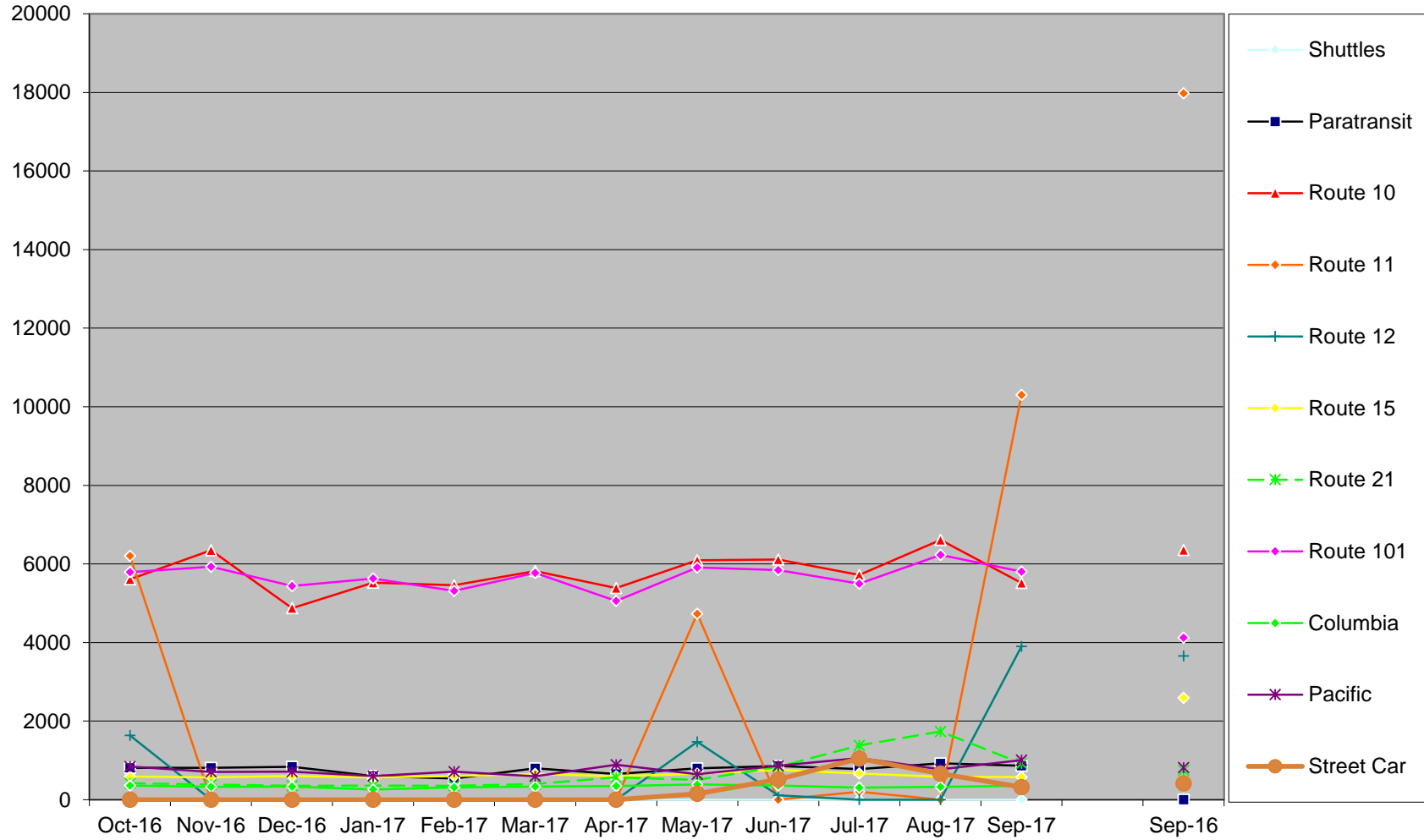
System Highlights:

- **32,104 people** used Sunset Empire Transportation in September for an average of **1,070.1 riders per day**.
- **20.1 % decrease** in all average passengers per day from last September (1,339.3 to **1,070.1**)

Rider Breakdown by Route



SETD Rides



Operations Monthly Report – September 2017

I attended OTA's OPTC conference in Pendleton this month along with other District staff. The program was well organized and the presentations were educational. I was most interested in the content presented which focused on new funding opportunities and new reporting responsibilities. Keep Oregon Moving (HB 2017) presents opportunities for us to explore ways to implement aspects of our recently completed 20-year plan. New FTA reporting requirements expand the scope of collecting and reporting data regarding the "State of Good Repair" for all District assets and equipment. This should help with our "average age of fleet" issues.

At the conference, I met with several vendors, among which were representatives from Creative Bus Sales. CBS was awarded our most recent bus procurement and has indicated that they expect to deliver the two new vehicles in January of next year.

We successfully completed the summer season with a barrage of cruise ships in Astoria. In the four days, September 30th through October 3rd, we handled the passengers from five ships! It took all our available equipment and all our available drivers to meet the need. We kept in touch with leaders of the Cruise Ship Hosts during the period and we handled hiccups as they occurred. On October 12th, I was fortunate to have had the opportunity to attend the Cruise Ship Hosts board meeting to represent SETD. The discussions involved a debrief of the activities during the 2017 season, lessons learned and strategies going forward. The Board voiced appreciation for SETD's efforts this year and looks forward to working together to make the 2018 season even better. The Board reported that 2018 expects fewer calls, but larger ships!

We have expanded our search for new bus drivers by subscribing to two new job search sites. Our results over the past week have been more than 200 "views" and six of those have submitted resumé's. We are currently scheduling interviews as we receive interest from the sites.

We worked with the engineering folks at Providence Hospital in Seaside to repair the bus shelter there. The years of rain and weather had rusted the brackets that hold the shelter to the slab. We have replaced the needed parts. The hospital was glad for our attention to this matter.

As we move into the slightly less hectic part of our year in Operations, we are putting together plans for a few projects which are far past due for consideration. They include replacing the HVAC for the Warrenton facility, reconfiguring our bus radio system, and rehabbing the outdoor lighting at the Warrenton yard. Each of these systems represent direct support and safety for our employees and our riders. I mention these here as they may become matters for the budget committee to consider as we move toward the next fiscal year.

Finally, may I reiterate that we have an awesome team of bus drivers, and indeed great employees throughout our District. Together, they keep our riders safe and well served.

RIDE ASSIST
October 2017 Report
Jennifer Geisler

- In September, RideAssist provided 867 rides. ADA Paratransit had 591 rides, we provided 190 rides for RideCare, and had 84 escorts. That is an average of 36 rides per day.
- Dial-A-Ride had two rides for the month of September.
- The Paratransit drivers sold 15 ticket books for a total of \$372. This is an asset to our ADA clients, as getting to the transit center can be difficult for many.
- There were 0 ride denial for ADA Paratransit.
- We provided ADA Paratransit service on two separate weekends. RideAssist drivers are on a rotating “on-call” list.
- I received a Certificate of Completion for participating in the Introduction to Paratransit Management Online Course through EasterSeals. This six-week course was very informative and covered many topics.

The first course started out with the history of “paratransit” and how it has impacted transportation since 1960. This then led into knowing your local community and the services available for seniors and those who are disabled including different transportation options for their needs.

It covered the complex determinations of ADA Paratransit eligibility. Starting out with an application that is verified by a licensed health care provider, there is then an extensive interview to determine the type of service or possible travel training an applicant qualifies for. An applicant can qualify for permanent, temporary, conditional, unconditional, curb to curb or door to door service. This can change trip to trip.

Other courses were Human Resource considerations on building an excellent Paratransit program, ADA requirements for Paratransit operations and the service design and a Transit Financial management 101 course. These courses covered driver recruitment, retention, documentation, hiring and firing. What your ADA complementary service needs to cover and possible optional services. Know the revenue, expenses, budget and grants that effect RideAssist.

Paratransit Fares Collected for June

- Para-transit Fares: \$ 1146
- Dial-A-Ride \$ 16
- Tickets Collected: \$ 558
- Medicaid Collected: \$ 3334
- Ticket books sold: \$ 372

Seaside-We have been distributing schedules to businesses and medical facilities in Seaside and Cannon Beach.

Coasters- I continued distributing the SETD summer marketing coasters breweries and pubs in Cannon Beach and Seaside. We have had a lot of positive comments on the design.

Training- I am continuing to go to Tongue Point every week for transit training during orientation of new students. The students have made a request to have access to bicycles that they can utilize. I am looking into a partnership with local bike shops.

SETD Ticket Bank- We have started distributing Ticket Bank applications in the community and received many applications. The ticket bank is very appreciated.



Human Resource Report
October Board Meeting Report
Tami Carlson

- Recruitment for bus drivers resulted in the hiring of 2 new employees. Both hold valid CDL and proper endorsements. Welcome Laurie Grant and Jeffery Curry. Laurie learned of the job opportunity through OR WorkSource and Jeffery via posting on buses. Two other new driver trainees opted not to continue a bus driving career. Recruitment continues.
- Employee Stan Large retired this month. Stan was a fixed route bus driver and has been with SETD since June 2005. He was promoted to a fixed route supervisor for some time, after which he returned to driving. He received a 5yr. Safe Driving Award in 2008, demonstrated excellent training skills for driver trainees and was always calm and professional with the passengers. Stan stayed through the summer to help the district during the busy season.
- September 12th attended a Compensation & Classification workshop presented by HR Answers in Tigard. The workshop provided information on how Oregon's Equal Pay Act will impact Oregon Employer's provision for compensation and equality. It also provided the tools for ensuring a sound foundation in compensation management. This workshop was excellent and aligned perfectly with the wage and compensation study in process for the District.
- Other projects – Continued TECC data survey; further assistance with Executive Director' annual evaluation process and employment agreement; completed FTA/ODOT drug and alcohol audit.

RideCare Report
October Board Meeting
Jason Jones

- Calls at Ride Care dipped in September (9,732) following the usual trend of fewer rides in the month of September historically. Years 14', 15', and 16' averaged 7,692 total September calls. Common causes for the September dip is last second vacations and school starting for a lot of our members. Note: This is the first summer that Ride Care has averaged over 10K calls from June through September.
- Jason has been attending HR Answers classes in September on Thursdays along side John and Mary and the classes have been very informative. Most of the lessons are very applicable immediately thus giving us a good platform to practice and prepare for the next class. These classes will run through the month of October.
- Ride Care has been very happy to have the regular use of our phone call recording software that was installed at the beginning of Summer. It is so important to have this technology as it helps insure that Ride Care is providing the best possible customer service experience for our members. In many cases, the system has also helped us solve some challenges relating to information accuracy.
- Jason was on vacation for the first part of September as he relied on the Team at Ride Care to manage some difficult challenges. The Team came together and performed very well and upon return, Jason was not presented with many issues that needed attention certainly not any major issues. Thank you Ride Care and those of you that may have assisted from SETD where needed.

What does Prior Authorization mean?

Once a brokerage has a contract agreement with the State or a Coordinated Care Organization (CCO), Oregon requires coverage of transportation services to be preauthorized before the members can receive transportation. Some states require preauthorization in different ways but in Oregon it is simply a member calling in to a call center before their appointment and the brokerage verifying that the appointment is legit. The state only requires that 20% of all trips are verified but Ride Care attempts to verify more than that every day. Preauthorization and the verification calls work hand in hand to help keep accuracy at high levels. Money is lost and more importantly, members miss appointments when details are not verified as correct. Ride Care has been dedicated to insuring this accuracy for many years and continues to put most resources into this part to keep it that way.

Preview: What on Earth are Loaded Miles?

Transportation Options
October 2017 Board Meeting Report
Matthew Weintraub

I performed program specific outreach during the ODLIC to employees at Buoy Beer Company, Fort George Brewing, Astoria Brewing Company, Tillamook Cheese Factory and the City of Cannon Beach. For promotional contest this I also provided information at specific point of contact personnel (HR, Communications, Marketing, etc.) to help them engage with their coworkers and employees in the challenge. This was further supported by broad-based poster hanging effort around Clatsop and North Tillamook Counties and a radio interview.

-I am currently working on a OHSU/Knight Cancer Center grant application in collaboration with Columbia Memorial Hospital for a walking program targeting improving the health benefits and access to cancer patients and survivors. If successful some of the funds would go to our TO program for project management.

-I have also started working with the Astoria Historic Downtown Association on a marketing initiative that would target their members and encourage them to explore transportation options through the winter. By starting with a small subset of the regional community I am hoping to make allies and advocates of the TO program to support future work.

I have been distributing the SETD summer marketing coasters to local breweries and pubs in Cannon Beach and Astoria.

Meetings attended/held over the past month

CHART

Tillamook Transportation District

City of Astoria

Astoria Parks and Recreation Department

Astoria Historic Downtown Association

Columbia Memorial Hospital