



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY DECEMBER 14, 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 26th and NOVEMBER 29th BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS- OCTOBER-NOVEMBER 2017
8. OLD BUSINESS
 - a. City of Seaside Urban Renewal
 - b. Board Vacancy
 - c. Wage Study Update
9. NEW BUSINESS
 - a. Routes 20 & Pacific Connector Change
 - b. Bank Accounts Signature Authority
 - c. Special Districts Association of Oregon Annual Conference
 - d. Seaside Shelter Update
 - e. Columbia Pacific Coordinated Care Organization Update
 - f. Spring Board Meeting Location Change
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
ISN	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN

MAINT	MAINTENANCE
MISC	MISCELLANEOUS
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NRTAP	NATIONAL RURAL AND TRIBAL ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
NWRC	NORTHWEST RIDE CENTER (NOW KNOWN AS RIDE CARE)
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
QTR	QUARTER
RC	RIDE CARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RPTD	RAIL AND PUBLIC TRANSIT DIVISION
SDAC	SENIOR AND DISABLED ADVISORY COMMITTEE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TECH	TECHNOLOGY
TGM	TRANSPORTATION GRANTS MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPAC	TRANSPORTATION PLAN ADVISORY COMMITTEE
TPJCC	TONGUE POINT JOB CORPS CENTER
TSP	TRANSPORTATION SYSTEMS PLAN

YTD

YEAR TO DATE



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
October 26, 2017**

1. CALL TO ORDER- Vice Chair Carol Gearin called the meeting to order at 9:02 AM followed by the Pledge of Allegiance.
2. ROLL CALL:
Present: Vice Chair Carol Gearin, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Kevin Widener. Chair Kathy Kleczek and Commissioner Lylla Gaebel were excused.
3. CHANGES TO AGENDA- Executive Director Hazen requested and Vice Chair Gearin agreed to add the Kyocera Copier contract under New Business c.
4. PUBLIC COMMENT- Scott Staples, 40357 Hunt Lane, a Board member applicant, introduced himself to the Board stating that he lives in Svensen and has been a rider for many years. A driver told him about the Board vacancy and suggested he apply. Scott said he would like to be on the Board to see what the procedures are, what the district does and to see if his input would be helpful.
5. APPROVAL OF OCTOBER 5, 2017 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve
Commissioner Widener seconded the motion
Discussion-Vice Chair Gearin stated Bryan Kidder's name was misspelled on page 3 and Laura's name was repeated twice.
Commissioner MacDonald restated motion to be approved as amended.
Commissioner Widener seconded the amended motion
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Nothing to report.
 - b. Commissioner Widener- Reported he had attended the Open House with representative Bonamici last week and attended the Democratic summit in Sun River last weekend. Kevin also reported he had attended the October County Commissioners meeting.
 - c. Commissioner MacDonald- Reported that he had talked with city staff in Seaside about how the urban renewal is going. He is hopeful that they understand and will respond to us better in the future.
 - d. Commissioner Gearin- Nothing to report
7. FINANCIAL REPORTS- October 2017
Financial Officer Tracy Lofstrom clarified several questions. No corrections were made to the report.
Commissioner MacDonald moved to approve the Financial Report as presented
Commissioner Widener seconded the motion
Motion passed unanimously
Executive Director Hazen complimented Tracy on the Accounts Receivable and Accounts Payable being up to date.

8. OLD BUSINESS

- a. Resolution 2017-06 Rosa Parks Day- Executive Director Hazen read Resolution 2017-06 which designates that on December 1st, Sunset Empire Transportation District will publicly honor Rosa Parks by reserving Rosa a seat on each SETD bus and provide other supporting information.

Commissioner Widener moved to approve Resolution 2017-06

Commissioner Alegria seconded the motion

Discussion- Commissioner Widener asked which front seat would be used since there always should be priority seating available in front for the disabled. Executive Director Hazen stated that it would be up to the driver, but only one front seat would be used.

Motion passed by roll call vote.

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

9. NEW BUSINESS-

- a. Care Oregon Review -Executive Director Hazen reported that Care Oregon had recently completed a full review of RideCare and that Jason and his team basically received a score of 100%.

- b. SETD Discrimination and Harassment Policy

Executive Director Hazen stated that Chair Kleczek had requested a change be made to the policy adding gender and gender identification in all areas applicable to be consistent with our Title VI policy.

Commissioner MacDonald moved to approve the Discrimination and Harassment Policy as amended

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- c. Kyocera Copier Purchase- Tracy discussed a lease proposal with Solutions Yes for a new Kyocera copier at the Transit Center. Tracy said that the lease will be for \$12,000. The Kyocera being used now will be moved to Operations in Warrenton and will be a large upgrade from what they currently have.

Commissioner Alegria moved to accept the new copier proposal

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed.

10. CORRESPONDENCE- None

- 11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen added several items to his report. The Northwest Connector received a grant for a transit access study on shelters and amenities throughout the system. The 4 local

shelters identified for study are in Knappa, Warrenton, Gearhart and Seaside. When the study is complete Northwest Connector will look for funding to make improvements. Executive Director Hazen is the chair of a committee that is evaluating the distribution of the 5311 Operational Grant which is currently an allocated grant. SETD received notification that there is an expected 8% increase in Timber Revenue raising the total payment from the budgeted \$150,000 to \$256,000. Executive Director Hazen said the new State Transportation funding is called STIP. A committee has been formed to begin rule making for the funding and to work on implementation. 90% of the new tax revenue raised in Clatsop County will come to SETD, 5% will go to statewide competitive process, 4% will go into a intercommunity process and 1% will go into a technical resource center being developed by ODOT to assist rural agencies that do not have staff. The new transportation tax will start being collected January 1st. The College Pass program that was being developed will need to be re-evaluated to comply with environmental justice rulings. Vice Chair Gearin asked if the new Maintenance Supervisor position was in the budget. Executive Director Hazen said there is room in the budget and that the position will be needed for the increased recordkeeping required by new transit asset rules and also will improve the maintenance program and should reduce tow truck calls.

12. LEADERSHIP TEAM REPORTS- Reports submitted for October 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.

13. PUBLIC COMMENT- None

14. OTHER ITEMS-

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- October 26, 2017

Meeting was adjourned at 9:55 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.



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
November 29, 2017**

1. ROLL CALL:

Present: Chair Kathy Kleczek, Commissioner's Pamela Alegria, Tracy MacDonald, Kevin Widener, Carol Gearin and Lylla Gaebel.

Executive Director Jeff Hazen, Human Resources Officer, Tammy Carlson

2. CHANGES TO AGENDA- None.

3. PUBLIC COMMENT- None

4. EXECUTIVE DIRECTOR AGREEMENT- Chair Kleczek explained that the Board has received the updated Executive Director Agreement with changes made by legal counsel to bring it up to current date concerning past requirements. Chair Kleczek also stated that the agreement had been pending however Executive Director Hazen will explain the current urgency of the agreement. Chair Kleczek also said the Employment Agreement Committee had met several times but there are now current circumstances today. Executive Director Hazen clarified that the negotiations today had to be done in an open session.

Executive Director Hazen thanked the Board for the meeting. He stated that he loved his job and that the past 3 years have been awesome, It has been great to be part of the organization and to see what we have all accomplished with the District and the employees. Executive Director Hazen said he had not actively been looking for other employment, however an opportunity came along in the mail for Twin Transit. The salary range was similar to what it is here but they did not receive any quality applicants so Twin Transit increased the salary and went out again. Executive Director Hazen said when he saw the new salary range he thought it was significant and applied. He went through the interview process and ended up becoming one of the 3 finalists that will be interviewed tomorrow. Executive Director Hazen said he could not discount the salary, the benefit package and several other aspects that intrigued him. Executive Director Hazen said that Chair Kleczek wanted to have this meeting prior to him attending the interview.

Executive Director Hazen stressed that he did not want the Board to feel that they are hostages and that this organization is bigger than one person and don't feel compelled to keep me if you don't feel you can.

Chair Kleczek stated this is why we are having a Special Meeting and asked the Board to look at the wage comparison study that Tami had completed for the Employment Agreement Committee. Chair Kleczek said she would like to have the Board make a proposal that does not come from the committee. Chair Kleczek added the majority of the committee in conversation does believe this proposal is a realistic and good one, and that based on our evaluation we all believe that Jeff is doing a good job and like what he has been doing for SETD and believe it would be for the benefit of the District to retain Jeff as our Executive Director.

Chair Kleczek said it has been 3 years since we searched for a new Director and another search was done less than a year previous to that and then another, 2 years before that. Chair Kleczek said it does not look good for the District if they are looking for a new director every 2-3 years as it could reflect badly on us as a workplace. Chair Kleczek added that it would be very challenging if we were to put out a proposal for a new Executive Director and thought it very worthwhile to make an offer to our current Executive Director that would hopefully convince him to turn down the new position and not go up to Centralia tomorrow.

Chair Kleczek proposed making an offer on the 2 things in the agreement that were left blank but are what motivate people to look for a job. The first is a base annual salary of \$90,000 and the second a \$800 monthly contribution to retirement and she clarified that based on the numbers she had been given the budget would support this. Chair Kleczek said she believed this would be a good offer and that if accepted a phone call would

be made to turn down the other offer. Executive Director Hazen asked if the Board wanted him to leave the room during their discussion but all Commissioners agreed it was not necessary.

Commissioner Alegria asked if the proposal was accepted and Jeff left after a year would the next Executive Director's starting salary be \$90,000. Chair Kleczek said this proposal is based on Jeff being here and there is nothing preventing him from deciding to give us notice at any time. Commissioner Alegria also asked about the challenges that Jeff had mentioned and how much did that effect his decision. Executive Director Hazen said he really looked at that but, we are going to have our own challenges here with new technology coming in and with the new transportation funding and implementation of our Long Range Transportation Plan.

Commissioner Widener asked what the increase to wages at Twin Transit would be after starting. Executive Director Hazen said their wage range is \$101,000 to \$115,000 Commissioner Widener asked if they had a policy on wage increases. Executive Director Hazen said he did not know.

Commissioner Gearin noted that the word "any" needed to be changed to "at" on page 3. Chair Kleczek explained that this paragraph clarifies that the Executive Director is an "at will" employee. There was discussion and clarification of the termination process as written in agreement.

Commissioner Alegria asked how many hours of vacation and sick time Executive Director Hazen has acquired. Chair Kleczek reported that currently he has 100 hours of vacation and 144 hours of sick pay which will be added to agreement. Executive Director Hazen noted that employee policy states that you can only carry over 80 hours per fiscal year and can only be paid for 80 hours upon end of employment and that this also needs to be added to the agreement.

Executive Director Hazen noted a correction on page 1 that under employment time changing it from 4 to 3 years and on page 2 item G., the American Transportation Association should be changed to the Community Transportation Association of America here and on page 3 under section 5 item B.

Executive Director Hazen stated if the Board passes this that he will make the call and stay, making this an official commitment.

Commissioner Gaebel moved that the necessary corrections be made to the agreement and the Board offer Executive Director Hazen \$90,000 per year salary and \$800 a month in retirement benefits.

Commissioner MacDonald seconded the motion.

Discussion- Commissioner Widener said he was concerned about us getting involved in a bidding war and that this could escalate to other levels. Commissioner Widener said he was perfectly happy with doing this but that this sets precedence here and to what end is this going to happen. Commissioner Gaebel said in response to that, we have had very low pay for our director for obvious reasons, we have had lots and lots of debt, we have tried to keep ourselves low just because of that but we want to have quality people and keep quality people here and as Kathy previously pointed out, we do not want a revolving door for our Director's and stated she believes this actually brings us in line to where the position should be. Commissioner Gearin said she agreed with Commissioner Gaebel but she also agrees that we have a lot facing us and a lot of different pools that are going on and Jeff knows what they are and to bring somebody else on board means we have to go back and start again so she stated that she is supporting this agreement. Commissioner MacDonald said that he understood the concerns. He said we have a proposed expansion to another area and Executive Director Hazen has the experience and the history and having someone qualified to do that is like dropping a stone in water and the ripples start going out and we are in the ripples so why start over and drop another rock. Commissioner Widener said this was not the point he was attempting to make. He said he absolutely supports this but he is wondering what the next step in the line is? Commissioner Gearin said she thought what he meant was we could be looking at this going down the line, and we may but we are looking at a lot of things and we will just have to attack things as they come along. We are going to look at our salaries and we have been doing that on the budget committee. Tami Carlson said it is devastating emotionally when employees have to go from one thing to another and we have been through several directors and it is very tough to keep a good attitude. Executive Director Hazen has done an excellent job of pulling us out of a negative culture. Tami also said that on the Operations side we are on a good track and employees have a great attitude and it would be devastating and a shock to lose Executive Director Hazen. Chair Kleczek said we are doing a wage study for all our employees right now so we will be implementing wage

changes based on our studies for all positions not just for the Executive Director. But to bring our Executive Director's wages in line with what is being offered reasonably and comparably in the area only makes sense and it saves the District money in the long run because embarking on a recruitment right now would cost us a lot of money. Then to offer the same amount of money to a new person when we could have retained the excellent Executive Director we have now by offering him that amount?

Commissioner Alegria said she agreed with everyone's concerns including Kevin's. She said she would be concerned if it were a higher salary and that Executive Director Hazen's work has been excellent. Commissioner Alegria also said that in her past experience she has never been so well informed and taking all the comments together that we should accept this. Commissioner Gaebel said that she recognized the need to look at the salaries of the rest of the employee but today is not the time to have that discussion. She added that there is wage study going and this will be discussed during the next budget. Commissioner MacDonald added that he had been involved with the District for some time and Executive Director Hazen's positive team building does make a difference.

Motion passed unanimously

Commissioner MacDonald moved to allow Chair Kleczek sign the Executive Director Employment Agreement

Commissioner Gearin seconded the motion

Discussion-None

Motion passed unanimously

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- November 29, 2017

Meeting was adjourned at 9:50 AM

Mary Parker, Recording Secretary

Chair Kathy Kleczek

Date

Mission Statement

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

NOTE on Reviewing Financials: Month 4 = 33 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$427,212 (\$116,117 more than budget), 19% of annual budget and 137.3% of monthly budget. YTD Total Materials & Services was \$226,504 (\$55,718 less than budget), 25% of annual budget and 80.3% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were up \$14,490 from September and better than budget year to date and \$26,632.
- 4100 Contract Service-IGA: City of Cannon Beach bill was paid in the amount of \$7744 and posted in September and IC Grant with Columbia County not billed as of September.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: No activity
- 4300 Interest: October interest for General Fund was \$458.14.
- 5000 Grants: No grant reimbursements for October.

Expense

- 6005 Salaries & Wages: Down due to open positions.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for October is \$542.
- 8020 Bldg & Grounds Maint: Misc repair and upkeep, apprx. \$1300. Janitorial supplies and service, apprx. \$1800.
- 8031 Website/On-line SW Sub: \$421 for email accounts.
- 8032 Comp-Info-Tech Services: IFocus and MindShift.
- 8050 Dues Subscriptions & Fees: Annual fees for COSTCO membership, CTAA - \$875.00.
- 8075 Fuel: Lower than budget for month by \$8022. \$29,000 lower than budget YTD.
- 8139 Professional Services: Fox & Company for accounting services.
- 8170 Vehicle Maint & Repairs: Down \$13,456 YTD.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 33% of total budget. YTD revenues of \$1,063,963 are \$68,563 more than Budget. YTD Interest Income of \$2683 is \$883.21 better than budgeted YTD. Materials & Services of \$1,011,396 are \$111,116 more than budget and are 37% of YTD budget.

Income

- 4000 Fares: \$10,508 DMAP reimbursements for September.
- 4310 Misc Income: Refunds from Medix, \$481.
- 4500 RC Provider Service Reimbursement: Very close to budget for the month. YTD higher by \$27,948.

Expense

- 7000 Contract Providers: Major providers include K &M \$26,250, Wapato \$71,396, Ryan \$21,223, Tillamook \$44,148 and Elliot \$18,701. Gas Vouchers accounted for \$19,069.
- Salaries and Wages: Below budget \$34,307 for YTD.
- 4300 Interest: Posted for RC for October was \$876.83, but did not post to the LGIP until Nov 1st.
- 7000 RC Provider Payments: Still high for the year at \$130,863 over budget for the year. Fewer volunteers during the summer months to help with rides.
- 8045 Drug/Alcohol/BG Checks: Up, background checks for new employees.
- END

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
Ordinary Income/Expense					Better		
Income					(Worse)		
4000 FARES	42,473.96	24,484.00	120,760.30	94,128.00	26,632.30	273,000.00	44%
4090 DONATIONS/COMMISSIONS	3,464.29	1,075.00	7,182.94	4,300.00	2,882.94	12,900.00	56%
4100 CONTRACTED SERVICES-IGA	0.00	10,325.00	13,514.91	41,300.00	(27,785.09)	123,900.00	11%
4200 TAXES							
4205 PROPERTY TAXES							
	1,765.07	6,000.00	5,975.28	10,600.00	(4,624.72)	22,000.00	27%
	1,961.01	39,000.00	6,910.70	39,000.00	(32,089.30)	870,000.00	1%
Total 4205 PROPERTY TAXES	3,726.08	45,000.00	12,885.98	49,600.00	(36,714.02)	892,000.00	1%
4210 LAND SALES	0.00		0.00		0.00		
4215 US FISH & WILDLIFE	0.00		185.76		185.76		
Total 4200 TAXES	3,726.08	45,000.00	13,071.74	49,600.00	(36,528.26)	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	20,606.24	16,750.00	20,606.24	16,750.00	3,856.24	67,000.00	31%
4270 RENTAL INCOME							
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	1,200.00	0%
4272 PARKING SPACES	760.00	760.00	2,232.50	3,040.00	(807.50)	9,120.00	24%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	200.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	2,232.50	3,040.00	(807.50)	10,520.00	21%
4300 INTEREST	458.14	400.00	2,216.97	1,600.00	616.97	4,800.00	46%
4310 Laminating	65.00		75.00		75.00		
4500 RC PROVIDER SERVICE REIM	0.00	0.00	-830.85	0.00	(830.85)	0.00	
5000 GRANTS							
5001 ODOT GRANTS	0.00	0.00	94,553.00	0.00	94,553.00	651,247.00	15%
5050 MISC GRANTS	0.00	6,000.00	0.00	6,000.00	(6,000.00)	24,000.00	0%
Total 5000 GRANTS	0.00	6,000.00	94,553.00	6,000.00	88,553.00	675,247.00	14%
5080 OREGON STF FUNDS	23,310.00	14,688.00	46,620.00	29,377.00	17,243.00	58,753.00	79%
Other Types of Income							
Miscellaneous Revenue	0.00		26.00		26.00		
Total Other Types of Income	0.00		26.00		26.00		

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total Income	94,863.71	119,482.00	427,211.72	311,095.00	116,116.72	2,278,120.00	19%
Gross Profit	94,863.71	119,482.00	427,211.72	311,095.00	116,116.72	2,278,120.00	19%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	91,224.78	93,944.00	372,133.64	422,772.00	50,638.36	1,221,315.00	30%
6200 PAYROLL EXPENSES	7,666.46	11,168.00	49,589.64	50,266.00	676.36	145,195.00	34%
6300 EMPLOYEE BENEFITS	25,447.91	27,545.00	99,033.70	123,935.00	24,901.30	358,025.00	28%
Total 1. PERSONNEL SERVICES	124,339.15	132,657.00	520,756.98	596,973.00	76,216.02	1,724,535.00	30%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	542.16	185.00	4,238.17	735.00	(3,503.17)	2,200.00	193%
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	0.00	5,840.00	3,900.00	(1,940.00)	28,652.00	20%
8006 ADS (HR JOB POSTING)	0.00	350.00	2,317.32	1,400.00	(917.32)	4,200.00	55%
8010 BANK FEES	127.72	279.00	643.13	1,114.00	470.87	3,341.00	19%
8020 BLDING & GROUNDS MAINT	4,042.44	2,656.00	13,462.97	10,627.00	(2,835.97)	31,878.00	42%
8030 COMP-INFO-TECH SERVICES							
	455.98		4,961.48		(4,961.48)		
	4,632.04	0.00	17,671.59	0.00	(17,671.59)	0.00	
	0.00	3,648.00	0.00	14,592.00	14,592.00	78,172.00	0%
Total 8030 COMP-INFO-TECH SERVI	5,088.02	3,648.00	22,633.07	14,592.00	(8,041.07)	78,172.00	29%
8035 CONF TRAINING & TRAVEL	2,070.25	1,403.00	9,419.52	6,236.00	(3,183.52)	24,084.00	39%
8040 DONATIONS/CONTRIBUTIONS	0.00		-225.52		225.52		
8045 DRUG/ALCOHOL/BG CHECKS	439.00	416.00	886.00	1,667.00	781.00	5,000.00	18%
8050 DUES SUBSCRIPTIONS & FEE!	1,050.83	5,250.00	7,578.87	9,448.00	1,869.13	19,143.00	40%
8053 IGA - DUES AND FEES	2,500.00	0.00	5,000.00	0.00	(5,000.00)	0.00	
8055 DURABLE EQUIP/SMALL TOOL	996.01	5,366.00	6,253.55	21,466.00	15,212.45	64,400.00	10%
8061 EQUIPMENT LEASE/RENT	336.00	458.00	1,612.66	1,835.00	222.34	5,500.00	29%
8065 EDUCATION/OUTREACH	45.53	3,334.00	194.25	13,334.00	13,139.75	40,000.00	0%
8070 EMPLOYEE RECOGNITION	69.19	823.00	447.26	3,294.00	2,846.74	9,880.00	5%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	13,015.89	21,038.00	55,151.13	84,156.00	29,004.87	252,472.00	22%
8080 INSURANCE	0.00	3,000.00	15,254.78	12,300.00	(2,954.78)	61,479.00	25%
8090 LEGAL ADS	0.00	50.00	49.00	150.00	101.00	800.00	6%
8095 LEGAL COUNSEL	497.50	1,000.00	577.50	2,700.00	2,122.50	6,400.00	9%

14

Sunset Empire Transportation District Profit & Loss Budget Performance-SETD

October 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8100 MEETING EXPENSE	77.54	146.00	207.80	586.00	378.20	1,760.00	12%
8120 OFFICE SUPPLIES	1,961.61	1,446.00	3,985.80	5,784.00	1,798.20	17,352.00	23%
8130 PAYROLL PROCESSING FEES	106.40	165.00	469.49	742.00	272.51	2,128.00	22%
8135 PRINTING	249.29	2,818.00	2,135.10	11,268.00	9,132.90	33,800.00	6%
8139 PROFESSIONAL SERVICES	1,600.00	3,520.00	17,439.00	14,080.00	(3,359.00)	42,240.00	41%
8140 SUBGRANT PASS THROUGH	0.00	0.00	4,250.00	0.00	(4,250.00)	0.00	
8150 TAXES/LICENSES/BUS REG FE	0.00	0.00	0.00	0.00	0.00	330.00	0%
8155 TELEPHONE/INTERNET SERVI	3,566.58	2,558.00	14,465.02	10,234.00	(4,231.02)	30,702.00	47%
8160 UNIFORMS	188.85	910.00	644.06	3,642.00	2,997.94	10,924.00	6%
8165 UTILITIES	1,709.47	1,733.00	5,030.27	6,932.00	1,901.73	20,796.00	24%
8170 VEHICLE MAINT & REPAIRS	1,226.85	10,000.00	26,544.19	40,000.00	13,455.81	120,000.00	22%
Total 2. MATERIALS & SERVICES	41,507.13	72,552.00	226,504.39	282,222.00	55,717.61	917,633.00	25%
Total Expense	165,846.28	205,209.00	747,261.37	879,195.00	131,933.63	2,642,168.00	28%
Net Ordinary Income	-70,982.57	-85,727.00	-320,049.65	-568,100.00	(248,050.35)	-364,048.00	88%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,785.51	5,813.38	22,969.16	23,029.54	60.38	70,517.00	33%
9611 CLATSOP BANK-LOAN INT	787.99	760.12	3,324.84	3,264.26	(60.58)	8,365.00	40%
Total 3. OTHER EXPENSES	6,573.50	6,573.50	26,294.00	26,293.80	(0.20)	78,882.00	33%
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	6,573.50	26,294.00	26,293.80	(0.20)	459,931.00	6%
Net Other Income	-6,573.50	-6,573.50	-26,294.00	-26,293.80	0.20	-459,931.00	6%
	-77,556.07	-92,300.50	-346,343.65	-594,393.80	(248,050.15)	-823,979.00	42%

Sunset Empire Transportation District Profit & Loss Budget Performance-RiDECARE October 17

	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	10,507.88		39,250.88		39,250.88		
4300 INTEREST	0.00	450.00	2,683.21	1,800.00	883.21	5,400.00	50%
4310 MISC INCOME	481.00		481.00		481.00		
4500 RC PROVIDER SERVICE REIM	243,179.18	248,400.00	1,021,548.32	993,600.00	27,948.32	3,230,727.00	32%
Total Income	254,168.06	248,850.00	1,063,963.41	995,400.00	68,563.41	3,236,127.00	33%
Gross Profit	254,168.06	248,850.00	1,063,963.41	995,400.00	68,563.41	3,236,127.00	33%
Expense					0.00		
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	25,902.66	26,667.00	103,234.43	120,004.00	16,769.57	346,677.00	30%
6200 PAYROLL EXPENSES	2,086.10	3,366.00	9,889.44	15,147.00	5,257.56	43,758.00	23%
6300 EMPLOYEE BENEFITS	6,824.95	8,847.00	27,537.01	39,817.00	12,279.99	115,021.00	24%
Total 1. PERSONNEL SERVICES	34,813.71	38,880.00	140,660.88	174,968.00	34,307.12	505,456.00	28%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	250,722.00	211,451.00	976,664.69	845,802.00	(130,862.69)	2,537,410.00	38%
7030 BUS PASSES	1,680.00	1,500.00	13,295.00	6,000.00	(7,295.00)	18,000.00	74%
8005 AUDIT	0.00	4,000.00	1,385.00	7,100.00	5,715.00	9,048.00	15%
8006 ADS (HR JOB POSTING)	0.00	20.00	0.00	60.00	60.00	200.00	0%
8010 BANK FEES	28.00	15.00	28.10	58.00	29.90	171.00	16%
8020 BLDING & GROUNDS MAINT	521.51	802.00	1,676.20	3,210.00	1,533.80	9,628.00	17%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES							
8031 WEBSITE/ON-LINE SW SUB	134.00		1,034.82		(1,034.82)		
8032 SUPPORT SERVICES/CONTRACTS	249.52	0.00	1,346.16	0.00	(1,346.16)	0.00	
8030 COMP-INFO-TECH SERVICES - Oth	0.00	1,453.00	0.00	5,812.00	5,812.00	52,438.00	0%
Total 8030 COMP-INFO-TECH SERVICES	383.52	1,453.00	2,380.98	5,812.00	3,431.02	52,438.00	5%
8035 CONF TRAINING & TRAVEL	89.32	300.00	965.77	2,350.00	1,384.23	8,046.00	12%

Sunset Empire Transportation District Profit & Loss Budget Performance-RiDECARE October 17

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Actual to Budget
8045 DRUG/ALCOHOL/BG CHECKS	524.00	145.00	1,124.00	576.00	(548.00)	1,725.00	65%
8050 DUES SUBSCRIPTIONS & FEES	0.00	350.00	0.00	1,300.00	1,300.00	3,698.00	0%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,018.00	0.00	4,068.00	4,068.00	12,200.00	0%
8065 EDUCATION/OUTREACH	0.00	166.00	0.00	666.00	666.00	2,000.00	0%
8070 EMPLOYEE RECOGNITION	0.00	344.00	0.00	1,374.00	1,374.00	4,120.00	0%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8080 INSURANCE	0.00	0.00	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	42.00	0.00	167.00	167.00	500.00	0%
8100 MEETING EXPENSE	0.00	54.00	9.00	214.00	205.00	640.00	1%
8120 OFFICE SUPPLIES	390.02	444.00	1,144.33	1,767.00	622.67	5,298.00	22%
8130 PAYROLL PROCESSING FEES	33.60	35.00	148.26	154.00	5.74	444.00	33%
8135 PRINTING	7.16	135.00	26.63	535.00	508.37	1,600.00	2%
8139 PROFESSIONAL SERVICES	295.00	250.00	1,044.00	1,000.00	(44.00)	3,000.00	35%
8155 TELEPHONE/INTERNET SERVICE	1,140.95	3,218.00	9,124.90	12,873.00	3,748.10	38,618.00	24%
8160 UNIFORMS	0.00	83.00	0.00	334.00	334.00	1,000.00	0%
8165 UTILITIES	709.12	789.00	2,378.64	3,156.00	777.36	9,475.00	25%
Total 2. MATERIALS & SERVICES	256,524.20	226,614.00	1,011,395.50	900,280.00	(111,115.50)	2,726,073.00	37%
Total Expense	291,337.91	265,494.00	1,152,056.38	1,075,248.00	(76,808.38)	3,231,529.00	36%
Net Ordinary Income	-37,169.85	-16,644.00	-88,092.97	-79,848.00	8,244.97	4,598.00	-1916%
Other Income/Expense							
Other Expense							
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	0.00	0.00	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	0.00	0.00	36,343.25	36,343.00	(0.25)	485,487.00	7%
Net Other Income	0.00	0.00	-36,343.25	-36,343.00	0.25	-485,487.00	7%
	-37,169.85	-16,644.00	-124,436.22	-116,191.00	8,245.22	-480,889.00	26%

Sunset Empire Transportation District
Balance Sheet
 As of October 31, 2017

ASSETS

Current Assets	
Checking/Savings	1,186,898.18
Accounts Receivable	
1200 ACCOUNTS RECEIVABLES	212,682.00
1250 PROPERTY TAX RECEIVABLES	45,357.23
Total Accounts Receivable	<u>258,039.23</u>
Other Current Assets	
1400 PREPAID EXPENSES	
1401 PREPAID INS/BENEFITS	47,773.37
1400 PREPAID EXPENSES - Other	483.44
Total 1400 PREPAID EXPENSES	<u>48,256.81</u>
1500 UNDEPOSITED FUNDS	-591.80
Total Other Current Assets	<u>47,665.01</u>
Total Current Assets	<u>1,492,602.42</u>
TOTAL ASSETS	<u><u>1,492,602.42</u></u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	21,074.15
Other Current Liabilities	72,008.55
Total Current Liabilities	<u>93,082.70</u>
Long Term Liabilities	
2800 INTERCOMPANY DUE TO/FROM	
2810 DUE TO	-220,178.82
2815 DUE TO	220,178.82
Total 2800 INTERCOMPAN	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>
Total Liabilities	<u>93,082.70</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	20,623.01
Net Income	-713,919.27
Total Equity	<u>1,399,519.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,492,602.42</u></u>

Sunset Empire Transportation District
A/R Aging Summary
As of October 31, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	3,660.00	0.00	0.00	0.00	0.00	3,660.00
CLATSOP CRUISE HOSTS	18,837.00	0.00	0.00	0.00	0.00	18,837.00
MY NEXT STEP	0.00	40.00	0.00	0.00	0.00	40.00
OR DHS-VOCATIONAL REHAB SERVICES	30.00	0.00	0.00	0.00	-7.00	23.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
RC-PASSES	0.00	0.00	1,680.00	0.00	0.00	1,680.00
SETD	0.00	0.00	0.00	0.00	7.00	7.00
TOTAL	<u>22,527.00</u>	<u>40.00</u>	<u>1,680.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,247.00</u>

Sunset Empire Transportation District A/P Aging Summary As of October 31, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	113.31	0.00	0.00	0.00	0.00	113.31
ASTORIA, CITY OF	610.40	0.00	0.00	0.00	0.00	610.40
BORLAND COASTAL ELECTRIC IN	35.82	0.00	0.00	0.00	0.00	35.82
CB LAWN CARE	406.00	0.00	0.00	0.00	0.00	406.00
COASTAL LOCK -N- KEY, LLC	490.00	0.00	0.00	0.00	0.00	490.00
COUNTRY MEDIA INC	0.00	76.80	0.00	0.00	0.00	76.80
CRS	802.67	332.67	0.00	0.00	0.00	1,135.34
CTAA	875.00	0.00	0.00	0.00	0.00	875.00
E- BARTON, ERIC	26.75	0.00	0.00	0.00	0.00	26.75
EARTH2O	55.00	0.00	0.00	0.00	0.00	55.00
ENGLUND MARINE SUPPLY CO, INC	123.42	-67.40	0.00	0.00	0.00	56.02
GNSA	273.78	0.00	0.00	0.00	0.00	273.78
HEATHER REYNOLDS	340.00	0.00	0.00	0.00	0.00	340.00
HOME DEPOT CREDIT SERVICES	507.47	0.00	0.00	0.00	0.00	507.47
iFOCUS CONSULTING	300.00	0.00	0.00	0.00	0.00	300.00
JACKSON & SON OIL, INC.	3,755.78	0.00	0.00	0.00	0.00	3,755.78
LOOP JACOBSEN JEWELERS ASTORIA	11.00	0.00	0.00	0.00	0.00	11.00
OREGON STATE POLICE	524.00	0.00	0.00	0.00	0.00	524.00
PACIFICSOURCE ADMINISTRATORS	1,500.00	0.00	0.00	0.00	0.00	1,500.00
VERIZON WIRELESS	721.57	0.00	0.00	0.00	0.00	721.57
WILCOX & FLEGEL	9,260.11	0.00	0.00	0.00	0.00	9,260.11
TOTAL	<u>20,732.08</u>	<u>342.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,074.15</u>

Sunset Empire Transportation District Check Detail October 2017

Type	Num	Date	Name	Paid Amount
Bill Pmt -Check		10/02/2017	CLATSOP COMMUNITY BANK	6,573.50
Check		10/31/2017	CLATSOP COMMUNITY BANK	6,573.50
Bill Pmt -Check	4744	10/05/2017	RC-HOT SHOT TRANSPORTATION	5,614.35
Bill Pmt -Check	4745	10/05/2017	RC-K & M MEDIVAN	5,793.90
Bill Pmt -Check	4746	10/05/2017	RC-LEE, RYAN	8,419.71
Bill Pmt -Check	4750	10/05/2017	RC-WAPATO SHORES, INC	17,297.47
Bill Pmt -Check	4757	10/09/2017	RC-K & M MEDIVAN	5,884.77
Bill Pmt -Check	4759	10/09/2017	RC-MEDIX AMBULANCE	5,233.00
Bill Pmt -Check	4764	10/09/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	19,072.00
Bill Pmt -Check	4765	10/09/2017	RC-WAPATO SHORES, INC	16,903.09
Bill Pmt -Check	4774	10/16/2017	RC-HOT SHOT TRANSPORTATION	5,666.62
Bill Pmt -Check	4775	10/16/2017	RC-K & M MEDIVAN	8,581.67
Bill Pmt -Check	4776	10/16/2017	RC-LEE, RYAN	5,258.44
Bill Pmt -Check	4786	10/16/2017	RC-WAPATO SHORES, INC	18,947.99
Bill Pmt -Check	4787	10/16/2017	RC-WILCOX & FLEGEL	5,742.66
Bill Pmt -Check	4793	10/23/2017	RC-K & M MEDIVAN	5,030.64
Bill Pmt -Check	4799	10/23/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	25,216.00
Bill Pmt -Check	4800	10/23/2017	RC-WAPATO SHORES, INC	18,039.64
Bill Pmt -Check	4808	10/30/2017	RC-K & M MEDIVAN	6,752.49
Bill Pmt -Check	4809	10/30/2017	RC-LEE, RYAN	11,615.58
Bill Pmt -Check	4815	10/30/2017	RC-WAPATO SHORES, INC	17,505.58
Bill Pmt -Check	17356	10/09/2017	WILCOX & FLEGEL	11,092.86
Liability Check	17408	10/30/2017	SDIS	35,937.26
Liability Check	0199144	10/18/2017	INTERNAL REVENUE SERVICE	13,973.36
Liability Check	1859856	10/04/2017	INTERNAL REVENUE SERVICE	15,188.30

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/16/2017	0342 9/8 to 10/8

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

PAID

Bill Due	11/15/2017
Terms	
Memo	Sept 9- Oct 7, 2017

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0284 - JONES RED ROBIN - FOOD FOR JASON FOR MANAGEMENT CLASS	20.38	RIDECARE ADMIN	ADMINISTRATION ADMINISTRATION
8038 TRAVEL	MCDONALDS - FOOD FOR JASON FOR MANAGEMENT CLASS	12.13	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	RED ROBIN - FOOD FOR JASON FOR MANAGEMENT CLASS	20.38	RIDECARE ADMIN	RIDECARE
8038 TRAVEL	RED ROBIN - FOOD FOR JASON AND JOHN FOR MANAGEMENT CLASS	36.43	RIDECARE ADMIN	ADMINISTRATION
8060 OTHER DURABLE GOODS	0326 - HAZEN AMAZON - CLOCK FOR OTA RODEO	107.95		ADMINISTRATION
8038 TRAVEL	ORBITZ - LODGING FOR JEFF FOR PTAC / CPCCO MEETING	156.25		ADMINISTRATION
8038 TRAVEL	SALEM PARKING - PARKING FOR JEFF FOR PTAC MEETING	3.00		ADMINISTRATION
8038 TRAVEL	MCDONALDS - FOOD FOR JEFF FOR PTAC MEETING	7.19		ADMINISTRATION
8038 TRAVEL	ARBYS - FOOD FOR JEFF FOR PTAC MEETING	6.89		ADMINISTRATION
8038 TRAVEL	CITY OF PORTLAND - PARKING FOR JEFF FOR PTAC MEETING	4.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - STAMPS	98.00		ADMINISTRATION
8038 TRAVEL	BURGER KING - FOOD FOR JEFF FOR NWACT MEETING	8.19		ADMINISTRATION
8021 B&M GENERAL	CITY LUMBER - LIGHT BULB FOR TRANSIT CENTER	11.49		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/16/2017	0342 9/8 to 10/8

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

PAID

Bill Due	11/15/2017
Terms	
Memo	Sept 9- Oct 7, 2017

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	ATHENIAN RESTAURANT - FOOD FOR JEFF FOR KING COUNTY TRANSIT SHOWCASE	24.47		ADMINISTRATION
8038 TRAVEL	KC METRO - BUS FOR JEFF FOR KING COUNTY TRANSIT SHOWCASE	2.75		ADMINISTRATION
8038 TRAVEL	KC METRO - BUS FOR JEFF FOR KING COUNTY TRANSIT SHOWCASE	2.75		ADMINISTRATION
8038 TRAVEL	THE BELLTOWN INN - LODGING FOR JEFF FOR KING COUNTY TRANSIT SHOWCASE	226.81		ADMINISTRATION
8038 TRAVEL	OS INNCO - FOOD FOR JEFF FOR OTA CONFERENCE	14.39		ADMINISTRATION
8038 TRAVEL	OXFORD SUITES - LODGING FOR JEFF FOR OTA CONFERENCE	202.84		ADMINISTRATION
8038 TRAVEL	BOUTIQUE AIR - FLIGHT FOR JEFF FOR OTA CONFERENCE	50.01		ADMINISTRATION
8038 TRAVEL	MAC'S BAR / GRILL	13.95		ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD FOR BOARD MEETING	5.00		ADMINISTRATION
8038 TRAVEL	HOME BAKING CO - FOOD FOR BOARD MEETING	16.00		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	0334 - LAYTON AMAZON - RETURNED COIN COUNTER INSURANCE	-36.55		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	AMAZON - RETURNED COIN COUNTER	-409.99		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	AMAZON - INSURANCE FOR COIN COUNTER	27.99		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/16/2017	0342 9/8 to 10/8

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

PAID

Bill Due	11/15/2017
Terms	
Memo	Sept 9- Oct 7, 2017

Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	ADOBE SUBSCRIPTION	34.98		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	AMAZON - COIN COUNTER	200.00		ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON - IPAD ACCESSORIES	67.95		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	ORECX - YEARLY SUBSCRIPTION FOR CALL RECORDING FOR RIDE CARE	80.00	RIDE CARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON - PRINTER FOR OPS	116.95		ADMINISTRATION
8038 TRAVEL	OLIVE GARDER - FOOD FOR JOHN, MARY AND JASON FOR MANAGER'S CLASS	56.42		ADMINISTRATION
8100 MEETING EXPENSE	0946 - LEWICKI FRED MEYER - FOOD FOR BOARD SUB COMMITTEE	20.55		ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT - GARDEN SUPPLIES	74.97		ADMINISTRATION
8021 B&M GENERAL	BOGH ELECTRIC - RECYCLE LIGHTS	24.00		ADMINISTRATION
8021 B&M GENERAL	AMAZON - FLOOR MARKING TAPE	33.77		ADMINISTRATION
8021 B&M GENERAL	AMAZON - PAINT	75.60		ADMINISTRATION
8021 B&M GENERAL	BOGH ELECTRIC - RECLCYLE LIGHTS	27.00		ADMINISTRATION
8100 MEETING EXPENSE	PETER PAN MARKET - FOOD FOR BOARD SUB COMMITTEE	10.50		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD FOR BOARD SUB COMMITTEE	19.53		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD FOR BOARD SUB COMMITTEE	21.96		ADMINISTRATION
8020 BLDING & GROUNDS MAINT	SKIDRIL INDUSTRIES - BUS STOP SIGN SUPPORTS	138.00		ADMINISTRATION

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/16/2017	0342 9/8 to 10/8

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

PAID

Bill Due	11/15/2017
Terms	
Memo	Sept 9- Oct 7, 2017

Expenses

Account	Memo	Amount	Customer:Job	Class
8121 POSTAGE-SHIPPING	USPS - POSTAGE / STAMPS	55.59		ADMINISTRATION
8120 OFFICE SUPPLIES	CYBERSOURCE - NEW EMPLOYEE BADGES	122.50		ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT - BUILDING PARTS	19.85		ADMINISTRATION
8023 B&M SHELTER CLEAN & REPAI	SAFEWAY - LINERS FOR SHELTER TRASH	6.99		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - INK FOR PRINTER	27.99		ADMINISTRATION
8021 B&M GENERAL	FRED MEYER - BUILDING PARTS	10.37		ADMINISTRATION
8173 STOCK PARTS	ENGLUND MARINE	26.74		ADMINISTRATION
8038 TRAVEL	BURGERVILLE - FOOD FOR PAUL FOR OTA CONFERENCE	7.14		ADMINISTRATION
8038 TRAVEL	ASTORIA SMALL STOP - FUEL FOR PAUL FOR OTA CONFERENCE	40.67		ADMINISTRATION
8038 TRAVEL	INDIAN HILLS CHEVRON - FUEL FOR PAUL FOR OTA CONFERENCE	48.18		ADMINISTRATION
8038 TRAVEL	HAMLEY STEAK HOUSE - FOOD FOR OTA CONFERENCE	73.50		ADMINISTRATION
8038 TRAVEL	ROOSTERS RESTAURANT - FOOD FOR PAUL FOR OTA CONFERENCE	14.98		ADMINISTRATION
8038 TRAVEL	FRED MEYER FUEL - FUEL FOR PAUL FOR OTA CONFERENCE	22.59		ADMINISTRATION
8038 TRAVEL	THE DALLAS CHEVRON - FUEL FOR PAUL FOR OTA CONFERENCE	42.50		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - RUBBER STAMP	38.99		ADMINISTRATION
	0020 - PARKER			

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/16/2017	0342 9/8 to 10/8

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

PAID

Bill Due	11/15/2017
Terms	
Memo	Sept 9- Oct 7, 2017

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	RED ROBIN - FOOD FOR MARY AND JOHN FOR MANAGER CLASS	28.03		ADMINISTRATION
8065 EDUCATION/OUTREACH	FACEBOOK - FACEBOOK AD	25.53		ADMINISTRATION
8038 TRAVEL	CHEESECAKE FACTORY - FOOD FOR MARY AND JOHN FOR MANAGER CLASS	44.65		ADMINISTRATION
8038 TRAVEL	BURGERVILLE - FOOD FOR MARY, PAUL AND KEVIN FOR OTA CONFERENCE	28.06		ADMINISTRATION
8065 EDUCATION/OUTREACH	FACEBOOK - FACEBOOK AD	20.00		ADMINISTRATION
8038 TRAVEL	ROOSETERS RESTAURANT - FOOD FOR MARY AND KEVIN FOR OTA CONFERENCE	41.06		ADMINISTRATION

Expense Total : 2,380.79

Bill Total : \$2,380.79

NOTE on Reviewing Financials: Month 5 = 41.6 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,367,416 (\$249,677 more than budget), 60% of annual budget and 122.3% of monthly budget. YTD Total Materials & Services was \$259,123 (\$97,649 less than budget), 28% of annual budget and 72.6% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were down \$19,230 from October and still better than budget year to date and \$26,992.
- 4100 Contract Service-IGA: IC Grant with Columbia County was paid, \$29,464.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: No activity
- 4300 Interest: November interest for General Fund was \$848.72, not posted to date.
- 5000 Grants: Grant reimbursements for November were \$22,948 for the Feasibility Study and Transportation Options.

Expense

- 6005 Salaries & Wages: Down due to open positions. Better than budget by \$113,175. However, benefits for November have not posted to date, apprx. \$23,000.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for November is \$494.
- 8031 Website/On-line SW Sub: \$421 for email accounts.
- 8036 Conference/Training Fees: We received \$499.66 back from NAFCB.
- 8050 Dues Subscriptions & Fees: Rotary \$125, CEDR \$500 and SHRM \$209.
- 8057 Office Furniture & Equip: Copier buyout. \$1000 rebate was posted to same account 12/4/17.
- 8070 Employee Recognition: \$500 down on Xmas party and \$774 for gift cards.
- 8083 Auto Insurance: Paid claim of \$1705.34.
- 8120 Office Supplies: Operations
- 8139 Professional Services: Tigerfish \$1386 and Plangineering \$962.
- 8150 Taxes/Licenses/Bus Reg Fee: \$3584 was deducted from last tax payment from the county. DOR deduction and GP Settlement deduction.
- 8170 Vehicle Maint & Repairs: Down \$16,155 YTD.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 41% of total budget. YTD revenues of \$1,311,717 are \$67,467 more than Budget. YTD Interest Income of \$4405 is \$1705 better than budgeted YTD. Materials & Services of \$1,356,760 are \$234,019 more than budget and are 50% of YTD budget.

Income

- 4000 Fares: \$3,036 DMAP reimbursements posted for November. Another \$3936 awaiting posting, backup needed. Still a little low for the month.
- 4300 Interest: \$876.83 is from October, didn't post until November 1st. \$844.89 is November's interest, not posted as the accounts haven't been balanced.
- 4500 RC Provider Service Reimbursement: Right in line with previous months. Ahead of budget by \$23,389.

Expense

- 7000 Contract Providers: Major providers include K & M \$43,117, Wapato \$95,964, Ryan \$36,049, Tillamook \$49,067 and Elliot \$24,327 and Medix \$23,662. Several of the other provider rides were up as well. Gas Vouchers accounted for \$21,766.
- Salaries and Wages: Below budget \$45,173 for YTD. However, benefits (medical) have not been posted to date, apprx. \$6100.
- 7000 RC Provider Payments: Still high for the year at \$258,918 over budget for the year.
- END

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					(Worse)		
4000 FARES	23,243.67	22,884.00	144,003.97	117,012.00	26,991.97	273,000.00	53%
4090 DONATIONS/COMMISSIONS	1,371.69	1,075.00	8,554.63	5,375.00	3,179.63	12,900.00	66%
4100 CONTRACTED SERVICES-IGA	29,463.64	10,325.00	42,978.55	51,625.00	(8,646.45)	123,900.00	35%
4200 TAXES					0.00		
					0.00		
4207 Prior Year Property Tax	8,187.78	3,100.00	14,163.06	13,700.00	463.06	22,000.00	64%
4205 PROPERTY TAXES - Other	854,190.18	762,100.00	861,100.88	801,100.00	60,000.88	870,000.00	99%
	862,377.96	765,200.00	875,263.94	814,800.00	60,463.94	892,000.00	98%
	0.00		0.00		0.00		
	0.00		185.76		185.76		
Total 4200 TAXES	862,377.96	765,200.00	875,449.70	814,800.00	60,649.70	892,000.00	98%
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	20,606.24	16,750.00	3,856.24	67,000.00	31%
4270 RENTAL INCOME							
	0.00	0.00	0.00	0.00	0.00	1,200.00	0%
	760.00	760.00	2,992.50	3,800.00	(807.50)	9,120.00	33%
	0.00	0.00	0.00	0.00	0.00	200.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	2,992.50	3,800.00	(807.50)	10,520.00	28%
4300 INTEREST	39.34	400.00	2,256.31	2,000.00	256.31	4,800.00	47%
4310 MISC INCOME	0.00		75.00		75.00		
4500 RC PROVIDER SERVICE REIM	0.00	0.00	-830.85	0.00	(830.85)	0.00	
5000 GRANTS							
5002 5311 GRANT OPERATIONS	0.00	0.00	62,315.00	0.00	62,315.00	455,656.00	14%
5003 5310 MOBILITY MGT GRANT	0.00	0.00	18,591.00	0.00	18,591.00	75,133.00	25%
5004 PREV MAINTENANCE GRANT	0.00	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	11,614.00	0.00	21,031.00	0.00	21,031.00	0.00	
5007 5305 PLANNING/FEASIBILITY	11,334.00		13,259.00		13,259.00		

Sunset Empire Transportation District Profit & Loss Budget Performance-SETD

November 2017

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
	22,948.00	0.00	117,501.00	0.00	117,501.00	651,247.00	18%
	0.00	6,000.00	0.00	12,000.00	(12,000.00)	24,000.00	0%
Total 5000 GRANTS	22,948.00	6,000.00	117,501.00	12,000.00	105,501.00	675,247.00	17%
5080 OREGON STF FUNDS	0.00	0.00	46,620.00	29,377.00	17,243.00	58,753.00	79%
Other Types of Income							
	0.00		26.00		26.00		
Total Other Types of Income	0.00		26.00		26.00		
Total Income	940,204.30	806,644.00	1,367,416.02	1,117,739.00	249,677.02	2,278,120.00	60%
Gross Profit	940,204.30	806,644.00	1,367,416.02	1,117,739.00	249,677.02	2,278,120.00	60%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	88,951.91	93,944.00	461,085.55	516,716.00	55,630.45	1,221,315.00	38%
6200 PAYROLL EXPENSES	7,475.41	11,168.00	57,065.05	61,434.00	4,368.95	145,195.00	39%
6300 EMPLOYEE BENEFITS	-735.15	27,540.00	98,298.55	151,475.00	53,176.45	358,025.00	27%
Total 1. PERSONNEL SERVICES	95,692.17	132,652.00	616,449.15	729,625.00	113,175.85	1,724,535.00	36%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	493.54	183.00	4,731.71	918.00	(3,813.71)	2,200.00	215%
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	9,095.00	5,840.00	12,995.00	7,155.00	28,652.00	20%
8006 ADS (HR JOB POSTING)	558.75	350.00	2,876.07	1,750.00	(1,126.07)	4,200.00	68%
8010 BANK FEES	106.46	278.00	749.59	1,392.00	642.41	3,341.00	22%
8020 BLDING & GROUNDS MAINT	1,684.71	2,656.00	15,147.68	13,283.00	(1,864.68)	31,878.00	48%
8030 COMP-INFO-TECH SERVICES					0.00		
8031 WEBSITE/ON-LINE SW SUB	555.00		5,516.48		(5,516.48)		
8032 SUPPORT SERVICES/CONTRACTS	468.82	0.00	18,140.41	0.00	(18,140.41)	0.00	
8030 COMP-INFO-TECH SERVICES - Other	0.00	3,648.00	0.00	18,240.00	18,240.00	78,172.00	0%
Total 8030 COMP-INFO-TECH SERVICES	1,023.82	3,648.00	23,656.89	18,240.00	(5,416.89)	78,172.00	30%
8035 CONF TRAINING & TRAVEL	1,910.67	1,904.00	11,330.19	8,140.00	(3,190.19)	24,084.00	47%
8040 DONATIONS/CONTRIBUTIONS	0.00		-225.52		225.52		
8045 DRUG/ALCOHOL/BG CHECKS	525.00	418.00	1,411.00	2,085.00	674.00	5,000.00	28%
8050 DUES SUBSCRIPTIONS & FEES	822.70	1,200.00	8,401.57	10,648.00	2,246.43	19,143.00	44%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8053 IGA - DUES AND FEES	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00	
8055 DURABLE EQUIP/SMALL TOOLS	3,680.57	5,369.00	9,934.12	26,835.00	16,900.88	64,400.00	15%
8061 EQUIPMENT LEASE/RENT	270.50	458.00	1,883.16	2,293.00	409.84	5,500.00	34%
8065 EDUCATION/OUTREACH	0.00	3,333.00	194.25	16,667.00	16,472.75	40,000.00	0%
8070 EMPLOYEE RECOGNITION	1,274.02	824.00	1,721.28	4,118.00	2,396.72	9,880.00	17%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	0.00	21,039.00	55,151.13	105,195.00	50,043.87	252,472.00	22%
8080 INSURANCE	1,705.34	0.00	16,960.12	12,300.00	(4,660.12)	61,479.00	28%
8090 LEGAL ADS	0.00	0.00	49.00	150.00	101.00	800.00	6%
8095 LEGAL COUNSEL	0.00	500.00	577.50	3,200.00	2,622.50	6,400.00	9%
8100 MEETING EXPENSE	0.00	148.00	207.80	734.00	526.20	1,760.00	12%
8120 OFFICE SUPPLIES	2,840.88	1,446.00	6,826.68	7,230.00	403.32	17,352.00	39%
8130 PAYROLL PROCESSING FEES	109.06	162.00	578.55	904.00	325.45	2,128.00	27%
8135 PRINTING	148.01	2,816.00	2,283.11	14,084.00	11,800.89	33,800.00	7%
8139 PROFESSIONAL SERVICES	2,348.50	3,520.00	19,787.50	17,600.00	(2,187.50)	42,240.00	47%
8140 SUBGRANT PASS THROUGH	0.00	0.00	4,250.00	0.00	(4,250.00)	0.00	
8150 TAXES/LICENSES/BUS REG FEE	3,671.88	0.00	3,671.88	0.00	(3,671.88)	330.00	1113%
8155 TELEPHONE/INTERNET SERVICE	759.65	2,560.00	15,224.67	12,794.00	(2,430.67)	30,702.00	50%
8160 UNIFORMS	75.54	910.00	719.60	4,552.00	3,832.40	10,924.00	7%
8165 UTILITIES	1,308.16	1,733.00	6,338.43	8,665.00	2,326.57	20,796.00	30%
8170 VEHICLE MAINT & REPAIRS	7,300.65	10,000.00	33,844.84	50,000.00	16,155.16	120,000.00	28%
Total 2. MATERIALS & SERVICES	32,618.41	74,550.00	259,122.80	356,772.00	97,649.20	917,633.00	28%
Total Expense	128,310.58	207,202.00	875,571.95	1,086,397.00	210,825.05	2,642,168.00	33%
Net Ordinary Income	811,893.72	599,442.00	491,844.07	31,342.00	(460,502.07)	-364,048.00	-135%
Other Income/Expense					0.00		
Other Expense					0.00		
3. OTHER EXPENSES					0.00		
9610 CLATSOP BANK-PRINCIPAL	5,841.31	5,817.67	28,810.47	28,847.21	36.74	70,517.00	41%
9611 CLATSOP BANK-LOAN INT	732.19	755.83	4,057.03	4,020.09	(36.94)	8,365.00	49%
Total 3. OTHER EXPENSES	6,573.50	6,573.50	32,867.50	32,867.30	(0.20)	78,882.00	42%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		0.00		0.00	41,800.00	0%

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
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	<u>6,573.50</u>	<u>6,573.50</u>	<u>32,867.50</u>	<u>32,867.30</u>	<u>(0.20)</u>	<u>459,931.00</u>	<u>7%</u>
Net Other Income	<u>-6,573.50</u>	<u>-6,573.50</u>	<u>-32,867.50</u>	<u>-32,867.30</u>	<u>0.20</u>	<u>-459,931.00</u>	<u>7%</u>
	<u>805,320.22</u>	<u>592,868.50</u>	<u>458,976.57</u>	<u>-1,525.30</u>	<u>(460,501.87)</u>	<u>-823,979.00</u>	<u>-56%</u>

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
November 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	3,036.00		42,286.88		42,286.88		
4300 INTEREST	876.83	450.00	3,560.04	2,250.00	1,310.04	5,400.00	66%
4310 MISC INCOME	0.00		481.00		481.00		
4500 RC PROVIDER SERVICE REIM	243,840.88	248,400.00	1,265,389.20	1,242,000.00	23,389.20	3,230,727.00	39%
Total Income	247,753.71	248,850.00	1,311,717.12	1,244,250.00	67,467.12	3,236,127.00	41%
Gross Profit	247,753.71	248,850.00	1,311,717.12	1,244,250.00	67,467.12	3,236,127.00	41%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	25,942.68	26,667.00	129,177.11	146,671.00	17,493.89	346,677.00	37%
6200 PAYROLL EXPENSES	2,075.38	3,366.00	11,964.82	18,513.00	6,548.18	43,758.00	27%
6300 EMPLOYEE BENEFITS	0.00	8,851.00	27,537.01	48,668.00	21,130.99	115,021.00	24%
Total 1. PERSONNEL SERVICES	28,018.06	38,884.00	168,678.94	213,852.00	45,173.06	505,456.00	33%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	339,506.44	211,451.00	1,316,171.13	1,057,253.00	(258,918.13)	2,537,410.00	52%
7030 BUS PASSES	2,030.00	1,500.00	15,325.00	7,500.00	(7,825.00)	18,000.00	85%
8005 AUDIT	0.00	0.00	1,385.00	7,100.00	5,715.00	9,048.00	15%
8006 ADS (HR JOB POSTING)	0.00	20.00	0.00	80.00	80.00	200.00	0%
8010 BANK FEES	0.00	14.00	28.10	72.00	43.90	171.00	16%
8020 BLDING & GROUNDS MAINT	233.36	804.00	1,909.56	4,014.00	2,104.44	9,628.00	20%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES					0.00		
8031 WEBSITE/ON-LINE SW SUB	0.00		1,034.82		(1,034.82)		
8032 SUPPORT SERVICES/CONTRACTS	1,557.03	0.00	2,903.19	0.00	(2,903.19)	0.00	
8030 COMP-INFO-TECH SERVICES - Other	0.00	1,453.00	0.00	7,265.00	7,265.00	52,438.00	0%
Total 8030 COMP-INFO-TECH SERVICES	1,557.03	1,453.00	3,938.01	7,265.00	3,326.99	52,438.00	8%
8035 CONF TRAINING & TRAVEL	479.38	300.00	1,445.15	2,650.00	1,204.85	8,046.00	18%
8045 DRUG/ALCOHOL/BG CHECKS	68.00	143.00	1,192.00	719.00	(473.00)	1,725.00	69%
8050 DUES SUBSCRIPTIONS & FEES	41.80	200.00	41.80	1,500.00	1,458.20	3,698.00	1%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Actual to Budget
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,016.00	0.00	5,084.00	5,084.00	12,200.00	0%
8065 EDUCATION/OUTREACH	0.00	166.00	0.00	832.00	832.00	2,000.00	0%
8070 EMPLOYEE RECOGNITION	0.00	343.00	0.00	1,717.00	1,717.00	4,120.00	0%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8080 INSURANCE	0.00	0.00	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	42.00	0.00	209.00	209.00	500.00	0%
8100 MEETING EXPENSE	0.00	53.00	9.00	267.00	258.00	640.00	1%
8120 OFFICE SUPPLIES	242.34	441.00	1,386.67	2,208.00	821.33	5,298.00	26%
8130 PAYROLL PROCESSING FEES	34.44	34.00	182.70	188.00	5.30	444.00	41%
8135 PRINTING	0.00	133.00	26.63	668.00	641.37	1,600.00	2%
8139 PROFESSIONAL SERVICES	300.00	250.00	1,344.00	1,250.00	(94.00)	3,000.00	45%
8155 TELEPHONE/INTERNET SERVICE	241.92	3,218.00	9,366.82	16,091.00	6,724.18	38,618.00	24%
8160 UNIFORMS	0.00	84.00	0.00	418.00	418.00	1,000.00	0%
8165 UTILITIES	630.08	796.00	3,008.72	3,952.00	943.28	9,475.00	32%
Total 2. MATERIALS & SERVICES	345,364.79	222,461.00	1,356,760.29	1,122,741.00	(234,019.29)	2,726,073.00	50%
Total Expense	373,382.85	261,345.00	1,525,439.23	1,336,593.00	(188,846.23)	3,231,529.00	47%
Net Ordinary Income	-125,629.14	-12,495.00	-213,722.11	-92,343.00	121,379.11	4,598.00	-4648%
Other Income/Expense							
Other Expense							
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	0.00	0.00	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	0.00	0.00	36,343.25	36,343.00	(0.25)	485,487.00	7%
Net Other Income	0.00	0.00	-36,343.25	-36,343.00	0.25	-485,487.00	7%
	-125,629.14	-12,495.00	-250,065.36	-128,686.00	121,379.36	-480,889.00	52%

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

ASSETS

Current Assets	
Checking/Savings	1,942,590.11
Accounts Receivable	
1200 ACCOUNTS RECEIVABLES	189,110.00
1250 PROPERTY TAX RECEIVABLES	45,357.23
Total Accounts Receivable	234,467.23
Other Current Assets	
1400 PREPAID EXPENSES	
1401 PREPAID INS/BENEFITS	47,773.37
1400 PREPAID EXPENSES - Other	483.44
Total 1400 PREPAID EXPENSES	48,256.81
1500 UNDEPOSITED FUNDS	1,558.15
Total Other Current Assets	49,814.96
Total Current Assets	2,226,872.30
TOTAL ASSETS	<u>2,226,872.30</u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	75,990.41
Other Current Liabilities	65,974.42
Total Current Liabilities	141,964.83
Long Term Liabilities	
2800 INTERCOMPANY DUE	0.00
Total Long Term Liabilities	0.00
Total Liabilities	141,964.83
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	20,623.01
Net Income	-28,531.52
Total Equity	2,084,907.47
TOTAL LIABILITIES & EQUITY	<u>2,226,872.30</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
DHS - CHILD WELFARE-CLATSOP	675.00	0.00	0.00	0.00	0.00	675.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>675.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>675.00</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ABECO	148.01	0.00	0.00	0.00	0.00	148.01
ALSCO	75.54	0.00	0.00	0.00	0.00	75.54
ATLANTIS AUTO GLASS, INC	285.00	0.00	0.00	0.00	0.00	285.00
BIO-MED TESTING SERVICES, INC	0.00	405.00	0.00	0.00	0.00	405.00
CLASSIC TOWING	345.25	0.00	0.00	0.00	0.00	345.25
CoastCom, Inc.	0.00	-3,878.29	0.00	0.00	0.00	-3,878.29
CRS	0.00	0.00	332.67	0.00	0.00	332.67
E-BARNETT, JERED	115.00	0.00	0.00	0.00	0.00	115.00
E-BAUER, DEBRA	95.00	0.00	0.00	0.00	0.00	95.00
E-MARTIN, JESSE	20.00	0.00	0.00	0.00	0.00	20.00
E-SMITH, SCOTT	20.00	0.00	0.00	0.00	0.00	20.00
E-WIEGARDT, KATHRYN	20.00	0.00	0.00	0.00	0.00	20.00
EARTH2O	10.00	0.00	0.00	0.00	0.00	10.00
ENGLUND MARINE SUPPLY CO, INC	0.00	0.00	-67.40	0.00	0.00	-67.40
EO MEDIA GROUP	0.00	558.75	0.00	0.00	0.00	558.75
EVERBANK	270.50	0.00	0.00	0.00	0.00	270.50
GNSA	286.02	0.00	0.00	0.00	0.00	286.02
HOME DEPOT CREDIT SERVICES	1,220.84	507.47	0.00	0.00	0.00	1,728.31
INDUSTRIAL DIESEL POWER, INC	3,034.27	0.00	0.00	0.00	0.00	3,034.27
MTR WESTERN BUS	996.88	0.00	0.00	0.00	0.00	996.88
O'REILLY AUTO PARTS	766.80	0.00	0.00	0.00	0.00	766.80
OREGON STATE POLICE	108.00	0.00	0.00	0.00	0.00	108.00
RC-AAA RIDE ASSIST LLC	1,716.50	0.00	0.00	0.00	0.00	1,716.50
RC-BLAKE FORDHAM	117.50	0.00	0.00	0.00	0.00	117.50
RC-COLUMBIA COUNTY RIDER	581.00	0.00	0.00	0.00	0.00	581.00
RC-DEER ISLAND STORE	859.75	0.00	0.00	0.00	0.00	859.75
RC-ELLIOTT'S TRANSPORT	6,955.60	0.00	0.00	0.00	0.00	6,955.60
RC-HOT SHOT TRANSPORTATION	5,921.80	0.00	0.00	0.00	0.00	5,921.80
RC-K & M MEDIVAN	6,871.46	0.00	0.00	0.00	0.00	6,871.46
RC-LEE, RYAN	6,736.43	0.00	0.00	0.00	0.00	6,736.43
RC-MEDIX AMBULANCE	6,455.20	0.00	0.00	0.00	0.00	6,455.20
RC-METRO WEST AMBULANCE	1,859.00	0.00	0.00	0.00	0.00	1,859.00
RC-MTN RETREAT SECURE TRANSPORT	414.00	0.00	0.00	0.00	0.00	414.00
RC-RICKARD SR, JASON	72.50	0.00	0.00	0.00	0.00	72.50
RC-SKINNYS TEXACO	1,141.75	0.00	0.00	0.00	0.00	1,141.75
RC-TILLAMOOK COUNTY TRANSPORTATION	12,290.00	0.00	0.00	0.00	0.00	12,290.00
RC-WAPATO SHORES, INC	17,223.46	0.00	0.00	0.00	0.00	17,223.46
SHRM DISTRIBUTION	209.00	0.00	0.00	0.00	0.00	209.00
VERIZON WIRELESS	721.57	0.00	0.00	0.00	0.00	721.57
WELLS FARGO VENDOR FIN SERV	49.50	0.00	0.00	0.00	0.00	49.50
WILCOX & FLEGL	119.08	0.00	0.00	0.00	0.00	119.08
TOTAL	<u>78,132.21</u>	<u>-2,407.07</u>	<u>265.27</u>	<u>0.00</u>	<u>0.00</u>	<u>75,990.41</u>

Sunset Empire Transportation District

Check Detail

November 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
4820	11/07/2017	RC-K & M MEDIVAN	8,583.93
4821	11/07/2017	RC-LEE, RYAN	6,272.46
4826	11/07/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	11,554.00
4827	11/07/2017	RC-WAPATO SHORES, INC	19,545.65
4831	11/13/2017	RC-ELLIOTT'S TRANSPORT	5,016.80
4834	11/13/2017	RC-K & M MEDIVAN	8,367.60
4842	11/13/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	11,043.00
4844	11/13/2017	RC-WAPATO SHORES, INC	20,050.49
4846	11/13/2017	RC-WILCOX & FLEGEL	7,814.64
4849	11/20/2017	RC-ELLIOTT'S TRANSPORT	5,030.60
4851	11/20/2017	RC-K & M MEDIVAN	9,015.67
4852	11/20/2017	RC-LEE, RYAN	15,309.98
4857	11/20/2017	RC-WAPATO SHORES, INC	18,597.71
4863	11/28/2017	RC-K & M MEDIVAN	10,278.75
4864	11/28/2017	RC-LEE, RYAN	7,756.96
4865	11/28/2017	RC-MEDIX AMBULANCE	5,007.60
4871	11/28/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	14,180.00
4872	11/28/2017	RC-WAPATO SHORES, INC	20,546.44
17450	11/13/2017	WILCOX & FLEGEL	9,260.11
17479	11/28/2017	CARD SERVICE CENTER	5,965.84

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
11/15/2017	0342 10/9 to 11/7

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

Bill Due	12/15/2017
Terms	
Memo	OCT 9 TO NOV 7

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0284 - JONES RED ROBIN - FOOD FOR JASON AND JOHN FOR MANAGEMENT CLASS	479.38	RIDECARE ADMIN	ADMINISTRATION ADMINISTRATION
8038 TRAVEL	0326 - HAZEN HOME BAKING CO - FOOD FOR BOARD MEETING	1,280.21		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0334 - LAYTON ORECX - YEARLY SUBSCRIPTION FOR CALL RECORDING FOR RIDECARE	1,439.83	RIDECARE ADMIN	ADMINISTRATION ADMINISTRATION
8120 OFFICE SUPPLIES	0946 - LEWICKI STAPLES - RUBBER STAMP	2,108.46		ADMINISTRATION
8038 TRAVEL	0020 - PARKER RED ROBIN - FOOD FOR MARY AND JOHN FOR MANAGER CLASS	619.71		ADMINISTRATION
8038 TRAVEL	0961 - WEINTRAUB CHEVRON - FUEL FOR MATT FOR TRIP TO BEND	38.25		ADMINISTRATION

Expense Total : 5,965.84

Bill Total : \$5,965.84

Date: December 7, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a City of Seaside Urban Renewal

The Board directed me to seek legal advice regarding the response the District received from the City of Seaside. The District's legal counsel, Heather Reynolds, will attend the meeting to answer questions you may have on the memorandum that she wrote to the District.

Staff will be seeking direction from the Board after you have a discussion with legal counsel.

MEMORANDUM OF LAW

To: Board of Directors, Sunset Empire Transportation District
Jeff Hazen, Executive Director

From: Heather Reynolds

Re: Seaside Urban Renewal District

Date: November 15, 2017

You have asked what recourse the Sunset Empire Transportation District has with regards to the City of Seaside Urban Renewal Plan, which was adopted by ordinance of the Seaside City Council on August 28, 2017. At this point the issue is not in the legal arena.

As required by ORS 457.085(5) the City of Seaside had sent its proposed Urban Renewal Plan ("Plan") and accompanying report to the governing body of each taxing district affected by the plan. (The statute is attached to the Memorandum.) The City was also required to consult and confer with the taxing districts prior to a vote of the governing body. The Transportation District, on receipt of the Plan, responded with a letter detailing its concerns and raising certain inadequacies in the Plan. Two weeks after adoption of the Plan, on September 15, 2017, the District received a letter from the City that did not respond to any of the concerns raised by the District, but rather said the City looked forward to partnering with the District on urban renewal projects. The District Board is not happy with the response received and has asked what remedies it has.

ORS 457.085(5) requires only that the governing body of the municipality adopting an urban renewal plan (i.e. Seaside) must: "accept, reject or modify the written recommendations of each taxing district affected" by the Plan. There is no legal requirement to do more or even respond in writing, although the statute does require the governing body to consider the recommendation, and there should be some proof of that consideration in the record. There is no reference of the letter from the Transportation District in the City's on-line minutes of the August 14 and August 29, 2017 meetings, but it may have been included in the written record presented to the Council. Even if there are technical deficiencies in adoption, an urban renewal plan is conclusively presumed valid 90 days after passage. ORS 457.135.

In the case of *Granada Land Co. v. City of Albany*, LUBA 2007-172 (Or. Luba 2008), the City sent copies of a proposed urban renewal plan to the taxing districts, but then revised it

significantly. It did not send the revisions to the taxing districts. The LUBA board ruled it did not have to. It found that provision of the initial plan was all that the statute required.

Although it is unclear whether the city “considered” the District recommendations, LUBA or a court would probably not have invalidated the Plan for failure to do so, if anyone had gone to the expense of appealing and raised that issue. It could presume that receipt of recommendations, and failure to accept or modify them, means they were rejected.

At this point I would suggest communicating with the City Council (with a copy to the City Manager) again expressing the issues that concern the District. The City is under no legal obligation to consider a letter from the District, so the approach would be on a more political/intergovernmental relationship level as opposed to an emphasis on legal process.

2015 ORS 457.085¹

Urban renewal plan requirements

- **accompanying report**
- **contents**
- **approval required**
- [Text](#)
- News
- [Annotations](#)
- [Related Statutes](#)

(1) An urban renewal agency shall provide for public involvement in all stages in the development of an urban renewal plan.

(2) An urban renewal plan proposed by an urban renewal agency shall include all of the following:

(a) A description of each urban renewal project to be undertaken.

(b) An outline for the development, redevelopment, improvements, land acquisition, demolition and removal of structures, clearance, rehabilitation or conservation of the urban renewal areas of the plan.

(c) A map and legal description of the urban renewal areas of the plan.

(d) An explanation of its relationship to definite local objectives regarding appropriate land uses and improved traffic, public transportation, public utilities, telecommunications utilities, recreational and community facilities and other public improvements.

(e) An indication of proposed land uses, maximum densities and building requirements for each urban renewal area.

(f) A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area of the plan.

(g) An indication of which real property may be acquired and the anticipated disposition of said real property, whether by retention, resale, lease or other legal use, together with an estimated time schedule for such acquisition and disposition.

(h) If the plan provides for a division of ad valorem taxes under ORS [457.420 \(Plan may provide for division of property taxes\)](#) to [457.460 \(Financial report required for agency\)](#), the maximum amount of indebtedness that can be issued or incurred under the plan.

(i) A description of what types of possible future amendments to the plan are substantial amendments and require the same notice, hearing and approval procedure required of the original plan under ORS [457.095 \(Approval of plan by ordinance\)](#) as provided in ORS [457.220 \(Plan amendment\)](#), including but not limited to amendments:

(A) Adding land to the urban renewal area, except for an addition of land that totals not more than one percent of the existing area of the urban renewal area.

(B) Increasing the maximum amount of indebtedness that can be issued or incurred under the plan.

(j) For a project which includes a public building, an explanation of how the building serves or benefits the urban renewal area.

(3) An urban renewal plan shall be accompanied by a report which shall contain:

(a) A description of physical, social and economic conditions in the urban renewal areas of the plan and the expected impact, including the fiscal impact, of the plan in light of added services or increased population;

(b) Reasons for selection of each urban renewal area in the plan;

(c) The relationship between each project to be undertaken under the plan and the existing conditions in the urban renewal area;

(d) The estimated total cost of each project and the sources of moneys to pay such costs;

(e) The anticipated completion date for each project;

(f) The estimated amount of money required in each urban renewal area under ORS [457.420 \(Plan may provide for division of property taxes\)](#) to [457.460 \(Financial report required for agency\)](#) and the anticipated year in which indebtedness will be retired or otherwise provided for under ORS [457.420 \(Plan may provide for division of property taxes\)](#) to [457.460 \(Financial report required for agency\)](#);

(g) A financial analysis of the plan with sufficient information to determine feasibility;

(h) A fiscal impact statement that estimates the impact of the tax increment financing, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the urban renewal area; and

(i) A relocation report which shall include:

- (A) An analysis of existing residents or businesses required to relocate permanently or temporarily as a result of agency actions under ORS [457.170 \(Urban renewal agency's powers in planning or undertaking an urban renewal project\)](#);
- (B) A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area in accordance with ORS [35.500 \(Definitions for ORS 35.500 to 35.530\)](#) to [35.530 \(Federal law controls\)](#); and
- (C) An enumeration, by cost range, of the existing housing units in the urban renewal areas of the plan to be destroyed or altered and new units to be added.
- (4) An urban renewal plan and accompanying report shall be forwarded to the planning commission of the municipality for recommendations, prior to presenting the plan to the governing body of the municipality for approval under ORS [457.095 \(Approval of plan by ordinance\)](#).
- (5) An urban renewal plan and accompanying report shall be forwarded to the governing body of each taxing district affected by the urban renewal plan and the agency shall consult and confer with the taxing districts prior to presenting the plan to the governing body of the municipality for approval under ORS [457.095 \(Approval of plan by ordinance\)](#). Any written recommendations of the governing body of each taxing district shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan.
- (6) No urban renewal plan shall be carried out until the plan has been approved by the governing body of each municipality pursuant to ORS [457.095 \(Approval of plan by ordinance\)](#) and [457.105 \(Approval of plan by other municipalities\)](#). [1979 c.621 §2; 1983 c.544 §1; 1987 c.668 §1; 1987 c.447 §130; 1991 c.459 §332; 1997 c.541 §444]



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

July 31, 2017

City of Seaside
Mark Winstanley
City Manager
989 Broadway
Seaside, OR 97138

Dear Mr. Winstanley:

In response to the proposed Southeast Seaside Urban Renewal Plan, the Board of Commissioners for Sunset Empire Transportation District (SETD) have the following comments/requests:

-SETD requests that references to transit improvements include specific language referring to “Public Transit Improvements”.

-SETD requests that when any street improvements are planned within the urban renewal area that SETD be consulted for input on placement of public transit amenities that should be included with the design. As you know, SETD completed a Long Range Comprehensive Transportation Plan last year and parts of the plan call out public transit amenities including those in Seaside.

-SETD feels that it is crucial that an interconnected pedestrian plan be included in the plan. People that ride public transit typically walk to bus stops or safe areas where they can flag a bus so it is important that they have a clearly marked safe route to walk on. Any pedestrian improvements need to integrate public transit with them and any routes or sidewalk projects that may be delayed be guaranteed completion.

-SETD requests to be notified of any changes to the plan in a timely matter to allow thorough review of the impact that the changes may have on public transit.

We appreciate the opportunity to submit our comments and we look forward to the responses to them. We also look forward to working with the City of Seaside on this project that will benefit our mutual constituents.

Sincerely,

A handwritten signature in black ink that reads "Kathy Kleczek".

Kathy Kleczek
Board Chairperson
SETD Board of Commissioners



CITY of SEASIDE

OREGON'S
F A M O U S
A L L - Y E A R
R E S O R T

989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

September 15, 2017

Kathy Kleczek, Board Chairperson
Sunset Empire Transportation District Board of Commissioners
900 Marine Drive
Astoria, OR 97103

Dear Ms. Kleczek:

At the September 6th, Seaside Urban Renewal Agency monthly meeting, the commission discussed the new Southeast Seaside Urban Renewal District, its formation, and future projects the Agency hopes to accomplish.

I can assure the Board of the Sunset Empire Transportation District (SETD), the Agency looks forward to SETD's help and guidance on future road and pedestrian improvements in the new district. Partnering with other agencies is critical to the development of superior projects. SETD is uniquely qualified to provide expertise for public transit improvements associated with the new districts proposed projects.

You can be assured the Agency will reach out to all our partners for their help as these projects move to the forefront. It is important to note, however, various projects are scheduled many years down the road. The Southeast Seaside Urban Renewal District will be in place for many years. Coordinating SETD's and the Agency's improvement schedules will be very important.

Thank you for providing me with the opportunity to come before your Board. Again, we look forward to our continued cooperation.

Sincerely,



Mark J. Winstanley
Administrative Officer
Seaside Urban Renewal Agency

Date: December 7, 2017


To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Board Vacancy

Board Position #7 is vacant and according to the attached Board Policy #B-308, the Board needs to fill the vacancy by a majority vote of the remaining members of the Board. We have five applicants for the position. Four of the applicants attended the October 5th Board meeting and one attended the October 26th Board meeting.

Staff is recommending that the Board review the applicants and determine the next steps in filling the vacancy.

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS MID-TERM BOARD VACANCY	Policy # B-308	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

POLICY:

The Board shall fill a vacancy on the Board by appointment by a majority of the remaining members of the governing body. (ORS 198.320-Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member's resignation.
2. The appointee will serve until a successor can be elected at the next regular special district election.



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

Phone: 503-861-5370 Fax: 503-325-1606

www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to mary@ridethebus.org. or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Kiosk at 1111 North Roosevelt, Seaside. For further assistance please contact Mary Parker 503-861-5370.

Applications will be accepted until Wednesday September 20, 2017 at 5:00 pm.

Name <i>Lin Anderson</i>		
Home Address <i>1246 Ave A Seaside OR 97138</i>		
Phone	email	fax
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners?

I would like to be part of the evolution of the transit services as a user rider & a link between people and transportation.

2. Please list your community service experience.

Volunteer for Sunset Empire Park and Recreation District. Special Olympics Coach for 25 years Volunteer American Legion

3. What experience do you have working with processes, policies, budgets and or the State of Oregon?

I have worked in Special Education for 25 years also served on the American Legion Auxiliary for years.

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?

I am a frequent and longtime user of SETD. I live locally for 16 years. I have a riders perspective.

5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?

Frequent user of SETD



Lin Anderson
1246 Ave E
Seaside, Or 97138

SETD Board of Commissioners
900 Marine Dr.
Warrenton, Or 97103

To Whom It May Concern:

I would like to be considered for the vacancy on the Board of Commissioners. As I don't drive I am a frequent rider on the bus. And I feel I can bring insight from the perspective of the rider, the senior, and the disabled. I am very interested in the future of the transportation district and look forward to being a part of its ever changing dynamics.

I have been a volunteer for SEPRD for about five years and have participated in many of their seasonal activities. I also participate in their year round activities. I worked in Special Education for about 20 years prior to moving to Seaside in 2001.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Lin Anderson". The signature is written in a cursive style.

Lin Anderson

August 31, 2017

Ms. Kathy Kleczek Board Chair

SETD Board of Commissioner's

900 Marine Dr.

Astoria, OR 97103

Re: Letter of Recommendation for Lin Anderson Board Applicant

Dear Kathy,

It is my pleasure to write you a letter of recommendation on behalf of applicant and my friend Lin Anderson. I have known Lin for many years due to the fact we met as fellow fixed route riders and our friendship has grown ever since. Lin has been a continued inspiration to me since I became an employee in 2005. Lin has set the bar high for those in the community and is a tireless advocate for those in the Disabled Community as well as those currently in the Military and our veterans. Lin has worked as a professional Sign Language Interpreter for the Seaside School District and is very dedicated to her volunteer work for the American Legion. These are just a few examples of her fine and varied work experiences.

I offer my recommendation without any hesitation for the open Board Vacancy. I feel Lin would be an asset to the Board based on the qualifications I have mentioned. I believe Lin would be fair and impartial with any matter that is before the board, making sure to keep in mind both of our mission statement and values as a district.

Thank you for this opportunity to tell you about Lin. I know this will help and aid you in the decision-making process concerning Lin's position. Please feel free to contact me with any additional questions you may have. Thank you.

Eric E Barton

CSR Seaside Kiosk 13 years of Service with SETD

Seaside OR 97138

971 601 0705

eebbarton@gmail.com



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

Phone: 503-861-5370 Fax: 503-325-1606

www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to mary@ridethebus.org, or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Kiosk at 1111 North Roosevelt, Seaside. For further assistance please contact Mary Parker 503-861-5370.

Applications will be accepted until Wednesday September 20, 2017 at 5:00 pm.

Name <i>RICKY Eugene DAILEY</i>		
Home Address <i>2561 N. ROOSEVELT DR. #204 SEASIDE, OR. 97138</i>		
Phone <i>702-917-8558</i>	email <i>rickydailey737@ Gmail.com</i>	fax <i>NONE</i>
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes ___ no		

1. What is your interest in serving on the SETD Board of Commissioners?

I BELIEVE I could have some vital input

2. Please list your community service experience.

NONE AS PER SAY BUT I have been ASKED TO BE a Preacher & DRIVING INSTRUCTOR

3. What experience do you have working with processes, policies, budgets and or the State of Oregon?

RECENTLY moved TO Oregon, I once was Bonded in Arizona handled money for Bus service & drove city Bus

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?

obtained a ged & a diploma as a P.C. SPECIALIST /with TRAVELED to many areas in the U.S. and have learned a LOT of things for MY age *multitimed*

5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?

yes been riding the bus on a regular basis



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Applications will be accepted until Wednesday September 20, 2017 at 5:00 pm.

Name <i>BRYAN KIDDER</i>		
Home Address <i>1558 JEROME AVENUE , ASTORIA OR 97103</i>		
Phone <i>503 325 9010</i>	email <i>RBKIDDER@EMAIL.COM</i>	fax
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners?
I believe I can offer a strong background in transit issues from past experiences coupled with communications skills necessary to share SETD progress with riders and the public.
2. Please list your community service experience.
I have been on multiple boards throughout my career. (See attached resume for full list.)
3. What experience do you have working with processes, policies, budgets and or the State of Oregon?
As a manager in business for four decades, I have worked to enhance policies and practices, including adherence to budgets, timelines, goals and objectives.
4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?
I served as chair of the Benton Franklin Transit Citizens Advisory Board and an ad hoc committee on transportation issues in the Richland, Washington area.
5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?
I do ride the bus on occasion and find it to be more friendly than the transit services I have used across the country.

Tuesday, Sept. 12, 2017

RECEIVED

SEP 15 2017 AB

Sunset Empire Transportation District
Attn: Kathy Kleczek, Board Chairperson
900 Marine Drive
Astoria, OR 97103

Chair Kleczek,

I am submitting my name for consideration for the vacant seat on the Sunset Empire Transportation District Board of Commissioners. I would bring to the Board a desire for a strong local public transit system, as well as four-decades of experience communicating with stakeholders. I can help strengthen our transit system and better tell the story of how effective public transit is necessary for the success of our community.

During my career as a corporate communications executive, I have been involved in a leadership capacity with many different civic organizations. While living in Richland, Washington, I served as chairperson of the Benton Franklin Transit Citizens Advisory Committee. This group was a liaison between the transit system and the public they served, often taking a role in public input on route changes and ridership issues. I also served a member of the Richland Citizens Ad Hoc Committee on Transportation. These two experiences taught me the importance of balancing the needs and wants of the system management, transit riders and the general public.

My experience with transit as a user, here in Astoria and in other parts of the country, gives me a perspective from the rider's seat. It is my view that in addition to the support of the system user, SETD must also reach out to the non-user – the silent majority that does not use the system but still has a say in the District's operation. Combining my past involvement with transportation issues and my communications experience, I can help the Board focus its goals and messages to seek increased support from all segments of the public.

As mentioned before, I have been a leader in multiple community groups. Whether involved with a chamber of commerce, an economic development agency or a charitable organization, I have learned that board work requires give and take. Most of all, it requires cooperation – lots of it.

Thank you for considering me for a seat on the Sunset Empire Transportation District Board of Commissioners. I believe I can provide a fresh perspective, new energy and a drive to tell the story of how public transit is a key to the growth of our economy. I am eager to tell you more about how I can be of value to work of commissioners.

Sincerely,



Bryan Kidder
1558 Jerome Ave.
Astoria, OR 97103

Raymond Bryan Kidder, APR

1558 Jerome Avenue • Astoria, Oregon 97103 • 503-298-7278

bryan@rbkidder.com • @rbkidder • www.linkedin.com/in/bryankidder/

Summary of Abilities:

As a communications leader with a wide-ranging career history, my professional work has always centered on enhancing my employer's public image. My work has covered the full scope of communications functions, including strategic planning, employee communications, social media, advertising, marketing, as well as media, government and community relations. A quick learner, I dwell in the details of complicated tasks so as to clearly communicate them in everyday language to employees, media and the public. A self-starter with strong interpersonal, leadership and business skills, I am creative, calm and professional.

Education:

- Master of Arts, Strategic Communications, 2016 - American University, Washington, D.C.
- Bachelor of Science, Forestry, 1979 - McNeese State University, Lake Charles, Louisiana

Employment History:

R. B. Kidder Strategic Communications, LLC, Astoria, Oregon 2017-present

Offering communications and marketing consultation, my services focus on media relations, employee communications, strategic planning and crisis communications.

Orbital ATK – Baltimore, Maryland 2013-2017, Communications Director – Orbital ATK Defense Systems Group

Responsible for internal and external communications for a \$2 billion defense sector leader, I led communications strategy development and implementation across four divisions for domestic and international activities:

- Coordinated internal communications for heritage ATK company during merger with Orbital Sciences
- Reshaped Communications Department to focus on strategy-based communications
- Established processes to standardize communications activities and improve staff training
- Increased external exposure by tripling the number of news releases, grew the Defense Systems Group social media presence and focused trade show media interviews to gain greater coverage
- Organized advertising and marketing activities, reducing costs and increasing effectiveness
- Designed and conducted communications for facility staffing changes and unionization campaign
- Developed and trained crisis communications planning across all divisions, with implementation required during a fatality event

Pratt & Whitney – East Hartford, Connecticut 2010-2013, Corporate Media Relations Manager & Company Spokesman

Responsible for the coordination of company and CEO media relations for a \$14 billion aerospace leader, I led international media outreach as well as social media strategy and implementation:

- Coordinated media activities for CEO's term as chair of Aerospace Industries Association (AIA), including employee rally for AIA "Second to None" campaign generating national news coverage and increased exposure for company president
- Updated crisis communications process to include social media monitoring and response, and organized training of the department by the NTSB crisis response team
- Increased annual media day participation and story production by 75 percent
- Expanded Farnborough and Paris Air Show coverage through increased media-briefing attendance and national broadcast coverage for company president
- Refined internal media reporting process to become strategically focused and punctual
- Developed focused interview prep book/process for CEO interviews/events

Communications Director, Pratt & Whitney Rocketdyne division, Canoga Park, California 2005-2010

Responsible for internal and external communications, creative communications products (graphics, video, photography and reprographics) for employees, news media, communities, governmental agencies and elected officials, and charitable contributions for world's premier rocket propulsion provider:

- Led media relations activities during space shuttle launches
- Increased exposure of new company president within trade media and raised awareness of division under its new ownership
- Reorganized department to integrate and proportion skills across a five-campus company. Gradually resized department from 51 to nine employees while maintaining high customer ratings
- Earned ACE Gold (internal quality operating system) designation for function in 18 months
- Doubled news release output and coverage by trade media
- Started social media presence, internal employee blog, monthly news video, twice-weekly employee news site and internal webcasting

CH2M HILL Hanford Group, Inc. – Richland, Washington 2002-05, Director of Public Affairs (previously Stakeholder / Congressional Relations Specialist and Communications Director)

Responsible for the public image of the company serving as a contractor at one of the U. S. Department of Energy's most urgent and visible environmental cleanup locations:

- Developed and implemented strategic plan for audience relationships to aid in communicating a message of safe accomplishment of cleanup objectives

- Directed a staff of nine professionals in the areas of communications, graphics and relationship building with the media, employees, stakeholders, elected officials and the community
- Created and implemented public relations effort to counter activist group's claims of unsafe working conditions. As a result, established an open dialogue with employees, news media and elected officials and began addressing issues previously ignored
- Rebuilt department from two employees to 10 in less than a year. Focused communications and public affairs efforts to be more proactive during this time of change
- Coordinated the addition of a "briefing center" as the focal point for tours of company projects. Took idea from bare ground to completely outfitted building in just weeks, including building layout, internal wall graphics and electronic accessories
- Led strategic development of public affairs activities to move company to next level of contact with state and federal agencies and decision makers
- Led company's efforts in design and content for a Pacific Northwest regional science exhibit on company work for the Department of Energy

Duratek Federal Services of Hanford, Inc. 1998-2002, Director of Communications and Public Relations, Richland, Washington

As primary communicator for this division of a national environmental services company, I conducted all media, community, governmental and employee communications for three business units, while also providing similar services by contract to Fluor, Inc. at a Department of Energy cleanup site, managing the communications activities for the waste management portion of the cleanup mission:

- Coordinated public, employee and media relations activities associated with first movement of cleanup waste off the Department of Energy site
- Led charitable giving and community involvement efforts that positioned company as co-leader with contractors of vastly greater size
- Established governmental affairs activity at local level, interacting with officials in local, state and national office. Provided liaison with company's national governmental affairs officials during field visits by Congressional staffers and members
- Devised and implemented communications strategy to introduce new company name to local community, customer base and governmental officials
- News writer in DOE Emergency Communications team. Served during response to 200,000-acre wildfire, serving two 15-hour midnight shifts within first two days of the emergency

Allright Corporation 1994-97, Marketing and Public Relations Director, Houston, Texas

Chemical Waste Management, Inc. 1987-94, Community Relations Manager, Port Arthur, Texas

Peter O'Carroll Advertising, Inc. 1985-87, Vice President and Creative Director, Lake Charles, Louisiana

Beauregard Electric Cooperative, Inc. 1984-85, Public Relations Director, DeRidder, Louisiana

KVHP Television 1983-84, Account Executive, Lake Charles, Louisiana

Collingwood & Kidder Advertising, Inc. 1981-83, Production Manager/Account Executive, Lake Charles, Louisiana

Boise Southern Company, Inc. 1979-81, Newsletter Editor, DeRidder, Louisiana

Affiliations:

- Member, Public Relations Society of America, 1991-present; Accredited in Public Relations (APR), 1994
- Member, International Association of Business Communicators, 2010-present; vice president, Connecticut Chapter, 2012-13
- Board of Directors, Valley Industry & Commerce Association (San Fernando Valley, Calif.), 2010
- President, Richland (Wash.) Chamber of Commerce, 2004-05; Board of Directors, 2002-05
- Chair, Benton Franklin (Wash.) Transit Citizens Advisory Committee, 2005; member, 2003-05
- Member, Citizens Ad Hoc Committee on Transportation, City of Richland, Wash., 2002-05
- Member, Tri-Cities (Wash.) Legislative Council, 2003-05
- Alternate Member, Board of Directors, Tri-Cities Industrial Development Council, 2002-05
- Alternate Member, Board of Directors, Tri-Cities Visitor and Convention Bureau, 2002-05
- Board of Directors, Mid-Columbia (Wash.) Symphony and Fundraising Chair, 1998-2000
- Board of Directors, Greater Port Arthur (Texas) Chamber of Commerce, 1992-94
- Board of Directors, Hughen Center for Physically Handicapped Children, Port Arthur, Texas; 1994



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Applications will be accepted until Wednesday September 20, 2017 at 5:00 pm.

Name <i>Chris Ousley</i>		
Home Address <i>33726 Lake Front Drive, Warrenton, OR 97146</i>		
Phone <i>503 338 2326</i>	email <i>DeanOfStudents@Clatsopcc.edu</i>	fax
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners? *I would like to contribute to a valuable part of our community & ensure we continue to have this resource.*
2. Please list your community service experience. *Volunteer service as club advisor for campus student clubs (+5 years). Previously served as a volunteer youth educator.*
3. What experience do you have working with processes, policies, budgets and or the State of Oregon? *Extensive experience via current + past positions. Oversight of multiple college budgets + departments of approx 40 employees. Work w/ state committees on higher education issues. Also develop college.*
4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners? *Relied on public transportation for work commuting (+5 years). Fam. with community reliance on services through work with college students.*
5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?
Yes. My experience is specific to the 101. Also, we often assist students in figuring out transportation solutions

RECEIVED

SEP 15 2017

46

SETD, Attn: Kathy Kleczek, Board Chairperson
900 Marine Dr.
Astoria, OR 97103

Sept. 7, 2017

Dear Board Members,

Thank you for consideration regarding the vacant position on your board.

As dean of students for Clatsop Community College, I work with students and staff from an expansive service area including all areas served by Sunset Empire Transportation District. From working with students and seeing the daily challenges they face, I know and understand the importance of providing affordable transportation options. I would consider it an honor to do my part to make sure it remains a fiscally sound resource. I believe it is a critical resource that ensures our residents can connect to opportunities for education, employment, and healthcare.

Please consider me for your vacant position on the basis of my interest to work collaboratively toward solutions and to serve our community—especially underserved populations. As an employee of an institution that represents various interests, I believe my professional interactions with individuals throughout the district will assist me in becoming a valuable member of your board.

While I have numerous obligations in my current position, my supervisor has committed to allowing me the time to serve as necessary.

Again, thank you for your consideration.



Chris Ousley

Chris Ousley Bio

Dr. Chris Ousley serves as Clatsop Community College dean of students. In addition to dean of student duties, Ousley oversees admissions, advising, financial aid, registration and records, TRIO programs, and the college testing center.

Starting at Clatsop in 2010, he accepted the position with personal goals to help rural students with limited educational choices earn a college education, to increase their employment opportunities, and to prepare students for a lifetime of contributions to their communities.

Prior to Clatsop, Ousley served as an assistant director of marketing in the University of Arizona's Office of Enrollment Management. He specialized in student recruitment, online engagement, and marketing research. Ousley has worked in radio, newspaper, film, and television during his career. He also taught education, journalism, and mass communication courses.

Ousley earned a B.S. in advertising from Northern Arizona University, M.A. in journalism and Ph.D. in higher education, both from the University of Arizona. His doctoral research employed a model of student recruitment identifying pre-admission characteristics most likely to identify student support needs and predict graduation outcomes using a combination of student application data, U.S. census data, and geographical information systems. Ousley was honored as a National Center for Educational Statistics Fellow (2010). His research findings were presented at the American Association of Higher Education national conference (2008), and he was a featured presenter at a national enrollment management conference (2006).



Ag

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Applications will be accepted until Wednesday September 20, 2017 at 5:00 pm.

Name SCOTT M. STAPLES		
Home Address 40357 HUNT LANE #10, ASTORIA, OR 97103		
Phone 771-284-6046	email —	fax —
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners?

I HAVE USED BUS SERVICE FOR 8 yrs - ENJOY IT
WANT TO HELP FACILITATE SERVICE IN ANY WAY I CAN.

2. Please list your community service experience.

TRASH PICKUP 4XS A yr ON OLD HIWAY 30, SWENSON AVE,

3. What experience do you have working with processes, policies, budgets and or the State of Oregon?

HELD A SEAT ON REDDING CA BOARD OF LANDLORDS - WOULD
DISTAL TO RENTAL DISPUTES - ADVISE WHERE TO TAKE DISPUTES

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?

AGAIN, HAVE USED THE BUS 8 STRAIGHT yrs.
KNOW BUS ROUTES + TIMES

USUALLY
SMALL
PLACES

5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?

yes, HAVE RODE BUS 8 yrs.

9-8-17

I would like to apply for SEAT
on TRANSIT BOARD. I HAVE used BUS
SERVICE FOR 8 STRAIGHT years. I REMEMBER
when BUS SERVICE was DISRUPTED FOR over a
year and how hard it WAS TO get FROM A-2.
I WAS SO THANKFUL WHEN SERVICES RETURNED
TO NORMAL. I FEEL SUNSET EMPIRE TRANSIT DOES
A FINE JOB. I BELIEVE I CAN BE A REASONABLE
ASSET! THANKS, SCOTT

971-284-6046

December 6, 2017

To: Board of Commissioners

From: Tami Carlson

Re: Agenda item 8.c Wage and Compensation Study Update

The Total Employer Cost of Compensation (TECC) study has multiple steps which include, in detail, all SETD job titles, how many employees in each position, current wage scale, retirement, health benefits and paid time off. Data was submitted and on November 9th all data was validated by TECC. The study continues with matching all SETD job positions to the TECC standard job list. There are a few more steps before a final report is created. Projected timeline for final report is early spring before the 2018 budget process.

Local Governmental Personnel Institute (LGPI) Timeline and cost estimate for a wage study only. The timeline LGPI has given to begin the project is January 2018 and study completion is at least 16 weeks out from that. This project is done in phases and a final estimated cost is \$5,740. Recommendations by the Executive Director is to push this study to September 2018 to line up with the 2019 budget process.

December 14, 2017

To: Board of Commissioners

From: Paul Lewicki

RE: Changes to Route 20 and the Pacific Connector

We have made changes to Route 20 and the Pacific Connector Route in response to Connector Route changes which Tillamook County Transportation District has approved and will implement on January 2, 2018. The changes include utilizing Cannon Beach as the transfer point for all transfers, so we will no longer go to Manzanita once a day. Tillamook has also added another run to Cannon Beach so there will now be four transfer times. For the Pacific Connector to have seamless connections with Tillamook, we are adding two additional runs on the weekend. We have room in our current budget for these changes.

Staff recommends that the Board approves these changes.

rider info

You must conduct yourself in a manner that does not interfere with the safety & comfort of other passengers. Disruptive behavior, profanity or vulgar language may result in removal from the bus.

- No smoking or eating on bus. Drinks allowed in driver approved container only.
- Seat belts provided & recommended for safety.
- Each rider is allowed up to 3 carry-on bags with a 50 lbs maximum; you must load your own bags. Place luggage in storage areas provided.
- Radio/tape/CD/game player may only be used with earphones.
- For safety reasons, please minimize any unnecessary conversations with driver.

rider info

- Arrive at bus stops at least 5 minutes before scheduled time.
- When flagging a bus along the route, choose a safe location where the bus driver can easily see you, can safely pull off road and where you are not at risk from other vehicles.
- Signal bus with a two-handed wave. Check the destination sign to ensure proper bus.
- Please have exact fare (Cash Only), ticket, token or voucher ready when boarding.
- Let driver know where you will be stopping, or when available, pull the stop cord near your seat prior to your requested stop.
- When departing bus, gather all your carried on items. Wait for bus to pull away to ensure traffic is clear before crossing the street.

Tillamook County Transportation District assumes no liability for lost or stolen belongings, missed reservations or missed connections. All tickets are non-refundable, non-transferable.



north by northwest connector



greater by degree



less carbon emissions equals less environmental impact

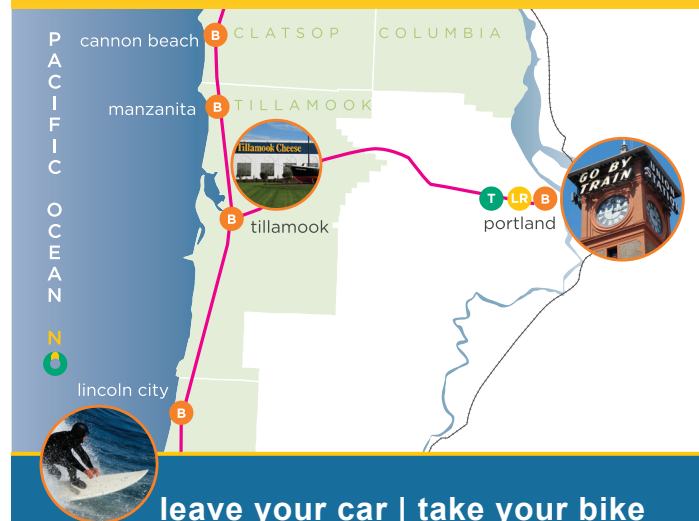
- fares**
- In-County Fares:** (per Zone/one way).....\$1.50
- Zone 1:** Hobsonville Point (S. of Garibaldi) to Sand Lake Road (N. of Hemlock)
 - Zone 2:** Clatsop County Line to Hobsonville Point (S. of Garibaldi)
 - Zone 3:** Sand Lake Rd to Lincoln County Line
- Zone Cannon Beach**
(Starts at Clatsop County Line)
- Zone Lincoln City**
(Starts at Lincoln County Line)
- Tillamook Town Loop:**
All Day Unlimited Use.....\$1.50
- Tillamook/Portland:**
- One Way.....\$15.00
 - Round trip.....\$20.00
- Child Fares:**
- 0-4 years old with paying adult
 - First Child.....Free
 - Additional Children.....1/2 Fare
 - 5-11 years old
 - In-County Bus Service.....1/2 Fare
 - Portland/Tillamook.....1/2 Fare
 - (When traveling with a full fare adult)

- Monthly Bus Pass**
(Unlimited, In-County Only)
- Regular.....\$40.00
 - Senior/Student/Disabled.....\$30.00
 - (Seniors 60 and up, Students with ID, passengers with a verifiable short or long-term disability. When a qualified passenger is accompanied by a registered attendant, the attendant is free.)
- ***No Service:** New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.

Information or reservations: 503-815-8283
tillamookbus.com | 1-800-735-2900/TTY



bus schedule & passenger guide



leave your car | take your bike

The Wave links: Tillamook, Cannon Beach, Manzanita, Oceanside, and Lincoln City. It also connects you to Portland Union Station, and Portland Greyhound Station.

And, because The Wave is part of the North by Northwest Connector system you can, travel the coast from Astoria to Yachats and inland to Corvallis.



a five-county alliance taking you to the places you want go
Effective January 2, 2018

Tillamook County Transportation District
Alternate Formats Available Upon Request

route 1 TILLAMOOK TOWN LOOP

Transit Center 2nd & Laurel	Tillamook Bay Community College	Fairview @ Hummingbird	Department of Human Services	TCTD Office	US Post Office	Tillamook Sporting Goods	Cheese Factory	Fred Meyer	Tillamook County Hospital	YMCA	Safeway	Showplace South	County Health Department	Transit Center 2nd & Laurel
7:00 am	7:09 am	7:16 am	7:20 am	7:22 am	7:25 am	7:28 am	7:31 am	7:34 am	7:42 am	7:48 am	7:51 am	7:53 am	7:54 am	7:55 am
8:00 am	8:09 am	8:16 am	8:20 am	8:22 am	8:25 am	8:28 am	8:31 am	8:34 am	8:42 am	8:48 am	8:51 am	8:53 am	8:54 am	8:55 am
9:00 am	9:09 am	9:16 am	9:20 am	9:22 am	9:25 am	9:28 am	9:31 am	9:34 am	9:42 am	9:48 am	9:51 am	9:53 am	9:54 am	9:55 am
10:00 am	10:09 am	10:16 am	10:20 am	10:22 am	10:25 am	10:28 am	10:31 am	10:34 am	10:42 am	10:48 am	10:51 am	10:53 am	10:54 am	10:55 am
11:00 am	11:09 am	11:16 am	11:20 am	11:22 am	11:25 am	11:28 am	11:31 am	11:34 am	11:42 am	11:48 am	11:51 am	11:53 am	11:54 am	11:55 am
12:00 pm	12:09 pm	12:16 pm	12:20 pm	12:22 pm	12:25 pm	12:28 pm	12:31 pm	12:34 pm	12:42 pm	12:48 pm	12:51 pm	12:53 pm	12:54 pm	12:55 pm
1:00 pm	1:09 pm	1:16 pm	1:20 pm	1:22 pm	1:25 pm	1:28 pm	1:31 pm	1:34 pm	1:42 pm	1:48 pm	1:51 pm	1:53 pm	1:54 pm	1:55 pm
2:00 pm	2:09 pm	2:16 pm	2:20 pm	2:22 pm	2:25 pm	2:28 pm	2:31 pm	2:34 pm	2:42 pm	2:48 pm	2:51 pm	2:53 pm	2:54 pm	2:55 pm
3:00 pm	3:09 pm	3:16 pm	3:20 pm	3:22 pm	3:25 pm	3:28 pm	3:31 pm	3:34 pm	3:42 pm	3:48 pm	3:51 pm	3:53 pm	3:54 pm	3:55 pm
4:00 pm	4:09 pm	4:16 pm	4:20 pm	4:22 pm	4:25 pm	4:28 pm	4:31 pm	4:34 pm	4:42 pm	4:48 pm	4:51 pm	4:53 pm	4:54 pm	4:55 pm
5:00 pm	5:09 pm	5:16 pm	5:20 pm	5:22 pm	5:25 pm	5:28 pm	5:31 pm	5:34 pm	5:42 pm	5:48 pm	5:51 pm	5:53 pm	5:54 pm	5:55 pm
6:15 pm	6:24 pm	6:31 pm	6:35 pm	6:37 pm	6:40 pm	6:43 pm	6:46 pm	6:49 pm	6:57 pm	7:03 pm	7:06 pm	7:08 pm	7:09 pm	7:10 pm

TIMETABLE

- Find the stop where you will board the bus.
- Read top to bottom to find scheduled departure times at the listed stops.
- Read from left to right to find how long it takes to travel between stops.

Deviated Fixed Route: Buses operate on a fixed route and follow a set schedule, but with an advanced reservation, the bus can deviate up to 3/4 of a mile off their route. Available on Routes 1, 2, 3 and 4

Accessibility: All vehicles are equipped with a ramp or lift to allow wheelchair accessibility. Passengers with other mobility limitation or those who cannot navigate the steps may request to use the ramp/lift. Front seats are designated

for seniors and passengers with disabilities. **Service Animals** are always welcome. Pets must travel in a driver approved pet carrier and present no health or safety risk. Owners must control their animals at all times while riding.

DIAL-A-RIDE SERVICE:
Available Monday – Friday, 8:00am to 5:00pm
Dial-A-Ride is a curb to curb, shared ride service provided in central Tillamook, as well as North and South County. Rides are available on a reservation only basis and are first-come, first-serve. All vehicles are ADA accessible.

For Information And Reservations:
503-815-8283
800-815-8283 (North & South County residents)

TRANSIT VISITORS CENTER
204 Laurel Avenue (2nd & Laurel)
Downtown Tillamook

BIKE RACKS: Buses are equipped with a 2-place bike rack. Signal the driver that you will be loading a bike then follow the 3-step process illustrated on the rack at the front of the bus. For safety, drivers may refuse any bike that cannot be loaded properly. Loading is solely the rider's responsibility.

LOST & FOUND: If you find a lost item, give it to the driver. If you lose an item, call the office. Unclaimed items may be disposed of after 30 days.

route 3 TILLAMOOK – MANZANITA / CANNON BEACH

Transit Center 2nd & Laurel	Fred Meyer	Idaville	Bay City	Garibaldi	Rockaway Beach	Wheeler	Nehalem	Manzanita	Cannon Beach Midtown
northbound									
5:00 am	5:05 am	5:11 am	5:14 am	5:22 am	5:32 am	5:50 am	5:58 am	6:04 am	-:-
8:00 am	8:05 am	8:11 am	8:14 am	8:22 am	8:32 am	8:50 am	8:58 am	9:04 am	9:29 am
10:00 am	10:05 am	10:11 am	10:14 am	10:22 am	10:32 am	10:50 am	10:58 am	11:04 am	11:29 am
1:00 pm	1:05 pm	1:11 pm	1:14 pm	1:22 pm	1:32 pm	1:50 pm	1:58 pm	2:04 pm	2:29 pm
3:00 pm	3:05 pm	3:11 pm	3:14 pm	3:22 pm	3:32 pm	3:50 pm	3:58 pm	4:04 pm	-:-
6:00 pm	6:05 pm	6:11 pm	6:14 pm	6:22 pm	6:32 pm	6:50 pm	6:58 pm	7:04 pm	7:29 pm
southbound									
-:-	6:24 am	6:30 am	6:38 am	6:56 am	7:06 am	7:14 am	7:17 am	7:23 am	7:28 am
9:49 am	10:14 am	10:20 am	10:28 am	10:46 am	10:56 am	11:04 am	11:07 am	11:13 am	11:18 am
11:49 am	12:14 pm	12:20 pm	12:28 pm	12:46 pm	12:56 pm	1:04 pm	1:07 pm	1:13 pm	1:18 pm
2:49 pm	3:14 pm	3:20 pm	3:28 pm	3:46 pm	3:56 pm	4:04 pm	4:07 pm	4:13 pm	4:18 pm
-:-	4:09 pm	4:15 pm	4:23 pm	4:41 pm	4:51 pm	4:59 pm	5:02 pm	5:08 pm	5:13 pm
7:49 pm	8:14 pm	8:20 pm	8:28 pm	8:46 pm	8:56 pm	9:04 pm	9:07 pm	9:13 pm	9:18 pm



to travel the coast by bus
visit: nworegontransit.org



get out of your car!

Take the bus to experience northwest Oregon and minimize your environmental impact.

As part of the **North by Northwest Connector, The Wave** connects you to the five county alliance of transit agencies, the Coast, Portland, and all communities in between.

The Bus: 503.861.7433 | www.ridethebus.org

CC Rider: 503.366.0159
www.columbiacountyrider.com

Lincoln County Transportation: 541.265.4900
www.co.lincoln.or.us/transit

Tri-Met: 503.238.7433 | www.trimet.org

Greyhound: 503.243.2357 / 1.800.231.2222
www.greyhound.com

Amtrak: 1-800.872.7245 | www.amtrak.com

route 4 TILLAMOOK – LINCOLN CITY

Transit Center 2nd & Laurel	Pleasant Valley	Beaver	Hebo	Cloverdale	Pelican Pub	Kiawanda Community Center	Neskowin	Lincoln City Chinook Winds
southbound								
4:55 am	5:03 am	5:12 am	5:19 am	5:23 am	5:38 am	5:40 am	5:55 am	6:10 am
9:00 am	9:08 am	9:17 am	9:24 am	9:28 am	9:43 am	9:45 am	10:00 am	10:15 am
2:15 pm	2:23 pm	2:32 pm	2:39 pm	2:43 pm	2:58 pm	3:00 pm	3:15 pm	3:30 pm
6:15 pm	6:23 pm	6:32 pm	6:39 pm	6:43 pm	6:58 pm	7:00 pm	7:15 pm	7:30 pm
northbound								
6:30 am	6:45 am	7:00 am	7:02 am	7:15 am	7:19 am	7:28 am	7:37 am	7:45 am
10:35 am	10:50 am	11:05 am	11:07 am	11:20 am	11:24 am	11:33 am	11:42 am	11:50 am
3:50 pm	4:05 pm	4:20 pm	4:22 pm	4:35 pm	4:39 pm	4:48 pm	4:57 pm	5:05 pm
7:50 pm	8:05 pm	8:20 pm	8:22 pm	8:35 pm	8:39 pm	8:48 pm	8:57 pm	9:05 pm

leave your car

route 5 TILLAMOOK – PORTLAND

Tillamook Park & Ride	Transit Center 2nd & Laurel	Forest Center Hwy 6 at 22 mile	Banks, Oregon	North Plains, Oregon	185th Avenue	Sunset Transit Station	Portland Union Station	Portland Greyhound
eastbound								
8:10 am	8:20 am	8:45 am	9:20 am	9:35 am	9:45 am	9:55 am	10:15 am	10:20 am
12:50 pm	1:00 pm	1:25 pm	2:00 pm	2:15 pm	2:25 pm	2:35 pm	2:55 pm	3:00 pm
westbound								
11:15 am	11:20 am	11:40 am	11:50 am	12:05 pm	12:20 pm	12:55 pm	1:20 pm	1:25 pm
3:40 pm	3:45 pm	4:05 pm	4:15 pm	4:30 pm	4:45 pm	5:20 pm	5:45 pm	5:50 pm

take your bike

route 2 OCEANSIDE / NETARTS

Transit Center 2nd & Laurel	Hospital	Bilyeu Avenue	Netarts @ Crab Avenue	Oceanside
westbound				
7:00 am	7:04 am	7:16 am	7:19 am	7:25 am
9:00 am	9:04 am	9:16 am	9:19 am	9:25 am
10:15 am	10:19 am	10:31 am	10:34 am	10:40 am
12:15 pm	12:19 pm	12:31 pm	12:34 pm	12:40 pm
2:00 pm	2:04 pm	2:16 pm	2:19 pm	2:25 pm
4:30 pm	4:34 pm	4:46 pm	4:49 pm	4:55 pm
6:15 pm	6:19 pm	6:31 pm	6:34 pm	6:40 pm
eastbound				
7:25 am	7:31 am	7:34 am	7:46 am	7:50 am
9:25 am	9:31 am	9:34 am	9:46 am	9:50 am
10:40 am	10:46 am	10:49 am	11:01 am	11:05 am
12:40 pm	12:46 pm	12:49 pm	1:01 pm	1:05 pm
2:25 pm	2:31 pm	2:34 pm	2:46 pm	2:50 pm
4:55 pm	5:01 pm	5:04 pm	5:16 pm	5:20 pm
6:40 pm	6:46 pm	6:49 pm	7:01 pm	7:05 pm

TIMETABLES

1. Find the stop where you will board the bus.
2. Read top to bottom to find scheduled departure times at the listed stops.
3. Read from left to right to find how long it takes to travel between stops.

PARK-N-RIDE: Leave your car at a park-n-ride and ride the bus. Park-n-Rides are available at the following locations:

- Manzanita bus stop
- South end of Fred Meyer, Tillamook
- Transit District–3600 Third St., Tillamook
- The Kiwanda Community Center, Pacific City

Information or reservations: 503-815-8283
tillamookbus.com | 1.800.735.2900 / TTY

RIDER ALERT LINE: 503.842.0123

Pacific Connector OPERATED BY SUNSET EMPIRE TRANSPORTATION DISTRICT Operates Saturday and Sunday PROPOSED - Effective 1/2/18 SOUTHBOUND						
Transit Center	Astoria	8:30	10:40	13:40	15:50	18:21
Holiday Inn Express	Astoria	8:32	10:42	13:42	15:52	18:23
Fred Meyer	Warrenton	8:40	10:50	13:50	16:00	18:31
Hyw 101 & Ensign (Southbound)	Warrenton	8:43	10:53	13:53	16:03	18:34
Sunset Beach	Warrenton	8:50	11:00	14:00	16:10	18:41
Bowling Alley	Gearhart	8:57	11:07	14:07	16:17	18:48
Seaside Cinema	Seaside	9:00	11:10	14:10	16:20	18:51
Avenue A	Seaside	9:02	11:12	14:12	16:22	18:53
Candy Kitchen	Cannon Beach	9:14	11:24	14:24	16:34	19:05
Family Market	Cannon Beach	9:20	11:30	14:30	16:40	19:11
NORTHBOUND						
Wayside Inn	Cannon Beach	9:30	11:40	14:40	16:50	19:21
Visitors Center	Cannon Beach	9:36	11:46	14:46	16:56	19:27
McDonalds	Seaside	9:49	11:59	14:59	17:09	19:40
Seaside Cinema	Seaside	9:53	12:03	15:03	17:13	19:44
Across Bowling Alley	Gearhart	9:59	12:09	15:09	17:19	19:50
Sunset Beach	Warrenton	10:06	12:16	15:16	17:26	19:57
Hwy 101 & Ensign (Northbound)	Warrenton	10:11	12:21	15:21	17:31	20:02
Fred Meyer	Warrenton	10:20	12:30	15:30	17:40	20:11
Transit Center	Astoria	10:30	12:40	15:40	17:50	20:21

Route 20 - Seaside/Cannon Beach OPERATED BY SUNSET EMPIRE TRANSPORTATION DISTRICT Operates Monday through Friday PROPOSED - Effective 1/2/18 SOUTHBOUND																
Seaside Cinema	Seaside	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Avenue A across from McDonalds	Seaside	6:02	7:02	8:02	9:02	10:02	11:02	12:02	13:02	14:02	15:02	16:02	17:02	18:02	19:02	20:02
Candy Kitchen	Cannon Beach	6:16	7:16	8:16	9:16	10:16	11:16	12:16	13:16	14:16	15:16	16:16	17:16	18:16	19:16	20:16
Coaster Theater	Cannon Beach	6:18	7:18	8:18	9:18	10:18	11:18	12:18	13:18	14:18	15:18	16:18	17:18	18:18	19:18	20:18
Family Market	Cannon Beach	6:20	7:20	8:20	9:20	10:20	11:20	12:20	13:20	14:20	15:20	16:20	17:20	18:20	19:20	20:20
RV Park	Cannon Beach	6:22	7:22	8:22	9:22	10:22	11:22	12:22	13:22	14:22	15:22	16:22	17:22	18:22	19:22	20:22
Surfcrest Market	Cannon Beach	6:26	7:26	8:26	9:26	10:26	11:26	12:26	13:26	14:26	15:26	16:26	17:26	18:26	19:26	20:26
Tolovana	Cannon Beach	6:27	7:27	8:27	9:27	10:27	11:27	12:27	13:27	14:27	15:27	16:27	17:27	18:27	19:27	20:27
Maher & Hemlock	Cannon Beach	6:29	7:29	8:29	9:29	10:29	11:29	12:29	13:29	14:29	15:29	16:29	17:29	18:29	19:29	20:29
NORTHBOUND																
Wayside Inn	Cannon Beach	6:31	7:31	8:31	9:31	10:31	11:31	12:31	13:31	14:31	15:31	16:31	17:31	18:31	19:31	20:31
Yukon	Cannon Beach	6:32	7:32	8:32	9:32	10:32	11:32	12:32	13:32	14:32	15:32	16:32	17:32	18:32	19:32	20:32
Midtown	Cannon Beach	6:34	7:34	8:34	9:34	10:34	11:34	12:34	13:34	14:34	15:34	16:34	17:34	18:34	19:34	20:34
Cannon Beach Visitor Center	Cannon Beach	6:37	7:37	8:37	9:37	10:37	11:37	12:37	13:37	14:37	15:37	16:37	17:37	18:37	19:37	20:37
Seaside Hospital	Seaside	6:50	7:50	8:50	9:50	10:50	11:50	12:50	13:50	14:50	15:50	16:50	17:50	18:50	19:50	20:50
Seaside Cinema	Seaside	6:55	7:55	8:55	9:55	10:55	11:55	12:55	13:55	14:55	15:55	16:55	17:55	18:55	19:55	20:55

Date: December 7, 2017

To: Board of Commissioners

From: Tracy Lofstrom

Re: Agenda Item 9.b Bank Accounts Signature Authority

In the event that the Board appoints a new Commissioner to Position #7, we need to add them as an authorized signer on the District's bank accounts.

Staff is recommending that if the Board appoints a new Commissioner that they make a motion to add the new Commissioner as an authorized signer on the District's bank accounts. Staff would then begin the process of adding the new Commissioner to our bank accounts.

Date: December 7, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Special Districts Association of Oregon (SDAO) Annual Conference

The annual SDAO conference is being held in Seaside February 9-11, 2018. There is also a pre-conference on February 8th. The annual conference is a great opportunity to not only learn a great deal, but also to network with other special districts throughout Oregon. Whether you are a new Board member or a long serving Board member, there is information for all of you along with staff.

Staff is highly recommending that every Commissioner attends the conference in Seaside. The registration fees will be paid by the District. Please fill out the form ahead of the December 14th meeting and bring it with you so we can get the Commissioners that will be attending registered.



S | D | A | O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

2018 Annual Conference

Pre-Conference - February 8 | Conference - February 9 - 11

Seaside Civic and Convention Center

Seaside, OR



2018 SDAO ANNUAL CONFERENCE

Pre-Conference - February 8 | Conference - February 9 - 11

Seaside Civic and Convention Center

Seaside, OR

Don't miss the largest training and networking event of the year for special district board members and staff! The 2018 SDAO Annual Conference will take place in Seaside, Oregon and will offer over 20 educational sessions and multiple opportunities for interacting with your colleagues through business meetings, caucus meetings, social activities and more.

Prior to the conference, sessions focusing on grant writing, SDAO risk management trends, and a comprehensive training on special district duties and obligations for board members and staff will be offered. The conference officially kicks off on Friday with a captivating keynote address by Chip Eichelberger followed by the Exhibitor Trade Show, breakout sessions, district caucus meetings, and the Exhibitor Reception. Saturday will feature more educational sessions, the SDAO Annual Business Meeting, and Awards Banquet. Wrap up the festivities on Saturday with two action-packed hours of blackjack, craps, Texas hold'em, and roulette. Casino night door prize drawings will be held at 10 p.m. Must be present to win!

Hundreds of representatives from Oregon's special districts will attend. For hotel information, conference details, and to register, please visit the conference website at www.sdao.com/ac. We look forward to seeing you in Seaside!

Register now to reserve your spot!

www.sdao.com/ac

The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials. Paper handouts will not be distributed during the conference.



SDIS Property/Casualty Program Participants

Attend the 2018 SDAO Annual Conference or a pre-conference session and earn a 2% credit for your district on the 2018 Best Practices Program.

CONFERENCE HIGHLIGHTS

FRIDAY

KEYNOTE SPEAKER: CHIP EICHELBERGER, CSP

Own It! - Take Charge of Your Performance

Chip Eichelberger will talk about how the power of getting clear on what you want and how taking ownership of your results, expertise and energy can ignite tremendous performance improvements. He will lead our audience to reevaluate their vision, make new decisions, take personal responsibility, have a growth mindset, move the target and be a catalyst.



EXHIBITOR TRADE SHOW & RECEPTION

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services. Later in the day, exhibitors will be honored at a special exhibitor reception, complete with hors d'oeuvres and refreshments.

CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. The expiration of terms on the SDAO Board of Directors creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon.

SATURDAY

ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

AWARDS BANQUET & ENTERTAINMENT - CASINO NIGHT

The Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members. Join us after the banquet for casino night!

SUNDAY

BREAKFAST, CLOSING SPEAKER & RAFFLE DRAWING

Stick around on Sunday morning for breakfast, our closing speaker (TBD), and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

SCHEDULE OF EVENTS

Pre-Conference - Thursday, February 8

- 7:30 a.m. | Breakfast
- 7 a.m. - 5 p.m. | Registration Desk Open
- 8:30 a.m. - noon | Half-Day Pre-Conference Session
- 8:30 a.m. - 4 p.m. | Full Day Pre-Conference Session A
- 9 a.m. - 4 p.m. | Full Day Pre-Conference Session B
- 10:15 - 10:30 a.m. | Morning Break
- noon - 1 p.m. | Lunch
- 3 - 3:15 p.m. | Afternoon Break
- 5 - 6:30 p.m. | Welcoming Reception

Conference - Friday, February 9

- 6:30 a.m. | Fun Run/Walk
- 7:30 - 8:30 a.m. | Breakfast
- 7:30 a.m. - 5 p.m. | Registration Desk Open
- 7:30 a.m. - 6 p.m. | Exhibitor Trade Show
- 8:30 - 10 a.m. | Welcome & Keynote Address
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 5 p.m. | District Caucus Meetings
- 5 - 6 p.m. | Exhibitor Reception

Conference - Saturday, February 10

- 6:30 a.m. | Fun Run/Walk
- 7 a.m. - 6 p.m. | Registration Desk Open
- 7:30 - 8:30 a.m. | Breakfast
- 8:30 - 10 a.m. | Concurrent Sessions
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 4:30 p.m. | Annual Business Meeting & Board Elections
- 6 - 8 p.m. | Awards Banquet
- 8 - 10 p.m. | Casino Night

Conference - Sunday, February 11

- 8 - 9 a.m. | Breakfast
- 9 a.m. | Closing Speaker & Raffle Drawing

SDAO BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday. Positions open for nomination and the present representatives include:

AT-LARGE (Big Six Only*)

- Adam Denlinger, Seal Rock Water District
- Doug Waugh, Water Environment Services

FIRE

- Clark Balfour, Tualatin Valley Fire & Rescue

IRRIGATION

- Shawn Gerdes, Arnold Irrigation District

SANITARY

- Carl Tappert, Rogue Valley Sewer Services

TRUE AT-LARGE (Not from Big Six*)

- Stephen Schelb, Klamath 9-1-1 Communications District

* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.

Board members are elected for two-year terms extending from July 1, 2018 through June 30, 2020.

SDAO CONFERENCE APP



Print session handouts before you arrive or access them electronically from your device while at the conference. Visit www.sdao.com/ac, and click on session handouts.

After January 10th, visit the Apple App Store or Google Play and search for "SDAO Annual Conference" to download the conference app.

Pre-Conference - Thursday, Feb. 8

8:30 a.m. - noon

- Get Funded: Tips to Find & Prepare a Successful Grant Application*** **\$50**
Laura Prado, PARC Resources

This workshop will cover effective strategies for successful grant writing. The workshop's main goal is to sharpen grant writing skills; providing motivation and confidence to embrace the grant writing process as an accessible and powerful tool. The workshop topics will focus on seeking grant opportunities and developing a competitive narrative; including organization history, project details, timelines, goals and objectives, and evaluation plans.

8:30 a.m. - 4 p.m.

- Special District Duties and Obligations: Comprehensive Training for Board Members and Staff*** **\$100**
George Dunkel, SDAO and Eileen Eakins, Law Office of Eileen Eakins LLC

Join attorney Eileen Eakins and SDAO Consulting Services Administrator George Dunkel for this comprehensive overview of laws affecting special districts. It is essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special districts.

9 a.m. - 4 p.m.

- SDAO Risk Management Training*** **\$100**
Risk Management Staff, Special Districts Association of Oregon

Performance documentation, equipment breakdown, role abandonment, and "mind the gap" coverage/risk management are emerging trends identified by the SDAO Risk Management Department that are affecting our membership. Join our panel of speakers including members, staff, and other partners who will share their expertise and experiences on these topics. This enlightening discussion will leave you with a greater awareness and tools to navigate these challenging issues.

5 - 6:30 p.m.

Welcoming Reception

The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and it's SDAO's chance to celebrate your arrival at our Annual Conference.

Conference - Friday, Feb. 9

6:30 a.m.

Fun Run/Walk

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

7:30 a.m. - 6 p.m.

Exhibitor Trade Show

Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. To be eligible for a prize, attendees visit each booth to have exhibitors sign their Exhibitor Drawing Card.

8:30 - 10 a.m.

Keynote Address

Our captivating Keynote speaker, Chip Eichelberger, will talk about how the power of getting clear on what you want and how taking ownership of your results, expertise and energy can ignite tremendous performance improvements

10:30 a.m. - noon

Overview of Public Records Law and Recent Legislative Changes

Spencer Parsons, Beery, Elsner & Hammond

This session will be a public records overview. Spencer will discuss requirements, recent legislative changes and highlights for public records laws. Spencer is an attorney at Beery, Elsner & Hammond. His firm exclusively represents local government bodies including several cities, counties and special districts in Oregon and Washington.

Marijuana in the Municipal Workplace

Hank Stebbins, Garrett Hemann Robertson PC

Sit back and exhale while Hank Stebbins from Garrett Hemann Robertson P.C. helps guide you through hazy marijuana laws. This talk will update attendees on the status of State and Federal marijuana laws and how recent changes are being interpreted by arbitrators, agencies and courts. Using nuggets from recent decisions, pressing questions will be addressed, like: (1) is drug-testing for marijuana a prohibited subject of bargaining? (2) Can employees be fired for recreational marijuana use? And (3) is an employee's consumption of too much candy at work appropriate cause for a drug test?

Pay Equity Law: What is Required of Employers Now?

Judy Clark, HR Answers

In the summer of 2017, the Oregon Legislature passed a new law called the Pay Equity Act. It will be one of the most demanding requirement for all employers. This session will provide information regarding the law – what it is and what it requires of employers. It will also provide a step-by-step outline of how to meet the requirements of the law. In short, the law requires a comprehensive analysis of all the position in the organization and then an examination of each employee's pay in comparison to all other employees that are comparable.

Do You Speak Pharmacy-ese? Decoding the Growing Pressure of Medication on Health Plans

Katie Peterson, The Partners Group

Pharmacy coverage is the most frequently used employee benefit and often the least understood. Why is it so complicated and constantly changing? This session will translate the current pharmacy landscape for consumers and explain the financial pressure this industry is exerting on the cost of healthcare.

Conference - Friday, Feb. 9 (cont.)

1:30 - 3 p.m.

- Boardroom Dancing: Creating a Healthy and Productive Executive Director and Board Relationship***
Vanessa Becker, V Consulting & Associates Inc.
The relationship between a board of directors and the executive director is key to the success of an organization. Stepping on toes and arguments over who is leading are common faults in the boardroom dance. Learn about creating clear roles and expectations, recognizing and celebrating differences, and creating a culture that results in success.

- Employment Practices that Result in Defense Verdicts***
Teri Dragoo and Jens Jensen, SDAO
Join Teri Dragoo and Jens Jensen to learn practices you can utilize to ensure a defense verdict if your district is sued for a wrongful termination.

- First Amendment in the Workplace: Walking the Tightrope***
Dian "Dee" Rubanoff and Chandra Hatfield, Peck Rubanoff & Hatfield
Just how broad are the First Amendment rights of public employees? Does it make a difference whether the conduct is on-duty or off-duty? What are the risks if a public employer restricts employee speech? Join us as we address the answers to these questions, discuss how to apply the U.S. Supreme Court's balancing test, and analyze a real-life scenario involving an employee's personal Facebook activity.

- Natural Hazards Happen: Protect Your District's Assets***
Angie Lane, Joseph Murray, Marian Lahav and Tricia Sears, State of Oregon
Floods, wildfires, landslides! Could your district's assets be damaged by natural hazards? Natural hazards mitigation planning paves the way to reducing those losses. Find out how a plan could benefit your district, how to draft one, and how to obtain FEMA funding.

3:15 - 5 p.m.

Caucus Meetings

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

5 - 6 p.m.

Exhibitor Reception

Exhibitors are honored at a special reception, complete with hors d'oeuvres and refreshments. (*Dinner is not provided for attendees on Friday evening.*)

Conference - Saturday, Feb. 10

6:30 a.m.

Fun Run/Walk

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

8:30 - 10 a.m.

Real Life Stories from the Board Room: Managing Conflict and Challenges

George Dunkel, SDAO

Every year, special district board members are faced with challenges, conflict, divisiveness, and an ever-changing political stage. This presentation will share examples of real events and public perceptions that have caused boards various degrees of challenges. Our practical hands-on advice is designed to help Special District Boards avoid these issues.

Cycle of a WC Claim: Prevention, During & Aftermath (Part 1)

Troy DeYoung and Gina Wescott, SDAO

In this session we will be discussing processes to help prevent employees from being injured. We will also be taking the class through the claims process. We will wrap up with what we should be doing after a claim has occurred to prevent repeat occurrences. (Part One of Two)

ADA Basics

Ron Downs, SDAO

Join General Counsel Ron Downs for his session which will provide an overview of the Americans with Disabilities Act, including the basic elements and how to handle a request for an accommodation. ADA issues are among the most common pre-loss legal issues our members face. At times, the appropriate response will require medical evaluation. How you handle the interactive discussions and accommodation analysis may be the difference between a successful outcome or litigation.

Why Effective Boards are Good Risk Managers

Rob Mills, SDAO and Panel

Nearly forty percent of SDAO's member districts experience risk management problems severe enough to be termed "high risk". The problems include a range of breakdowns – divisive boards, administrative neglect, fiscal mismanagement, employee turmoil, low public trust, lawsuits, and even bankruptcy. Using assessment results from member districts, this session presents a close look at how effective boards avoid breakdowns in their operations, the key performance areas they focus on, and the practices they follow that make them good risk managers. Participants will learn how to determine if their board's performance measures up to standards of good risk management.

Conference - Saturday, Feb. 10 (cont.)

10:30 a.m. - noon

Top Five Executive Session Traps: Carrying Out the Public's Business in the Age of Transparency.

Bob Steringer, Harrang Long Gary Rudnick PC

The Open Meetings Law is central to government transparency in Oregon. It also can create challenges for the efficient operation of a special district's governing board and can spring legal traps for the unwary, with severe consequences. In this session, we will focus on the proper use of executive sessions by governing boards, identifying five legal traps and how to avoid them. Our discussion will be set against the backdrop of the Open Meetings Law generally, with tips on how to carry out the public's business in full compliance with Oregon law.

Cycle of a WC Claim: Prevention, During & Aftermath (Part 2)

Troy DeYoung and Gina Wescott, SDAO

In this session we will be discussing processes to help prevent employees from being injured. We will also be taking the class through the claims process. We will wrap up with what we should be doing after a claim has occurred to prevent repeat occurrences. (Part Two of Two)

Is it Sexual Harassment?

Christy Monson, Local Government Law Group and Spencer Rockwell, SDAO

Given recent events regarding sexual harassment and inappropriate behavior, SDAO's Assistant General Counsel Spencer Rockwell has teamed up with attorney Christy Monson from the Local Government Law Group to teach you how to spot sexual harassment in the workplace. This presentation will include simple identification techniques, legal standards (in plain language), and role playing-- as well as advice for what to do when you've determined that sexual harassment may be occurring in your district.

PERS Update

Steve Rodeman, PERS

Join the agency's Executive Director, Steve Rodeman, for the latest on discussions about PERS, the system, and the many changes being discussed that will affect your district.

1:30 - 3 p.m.

Rising Above Conflict: Top Ten Tips for Board Members

Christy Monson, Local Government Law Group

Conflict, divisiveness, and entrenchment is fast becoming the norm on the national political stage. Don't let this happen in your community. This presentation will teach your board members how to govern in times of conflict. It includes not only legal guidance on good governance for Oregon's special districts, but also practical "hands-on" advice and stories chairing meetings, working with difficult board members and angry audiences, and how to perfect the fine art of "statesmanship."

Conference - Saturday, Feb. 10 (cont.)

1:30 - 3 p.m.

- Surviving the Active Threat***
Mike Lepin, Jefferson County EMS
In this session, Mike will discuss what you can expect from the first responders responding to an active threat and things you can do to improve your survival and those you work with.

- Retaliation and Whistleblower Claims: The Latest and Not-So-Greatest***
Tamara E. Jones and Pamela Bowles, Citycounty Insurance Services (CIS)
Retaliation claims remain the most frequently filed charge with the U.S. Equal Employment Opportunity Commission and the Oregon Bureau of Labor and Industries. Employers, therefore, need to be prepared to address, manage and respond to their employees' rights to speak out on subjects that may be unfavorable to a local government, its elected officials or management. Attendees will learn about the various laws that protect employees against retaliation for "whistleblowing" or protected activity, including Oregon's whistleblower law, civil rights, constitutional and wage and hour laws that protect public employees' ability to speak out and complain about various issues, as well as recent retaliation/whistleblower cases.

- Legislative Summary***
Hasina Wittenberg and Mark Landauer, SDAO
The 80th Legislative Assembly will be meeting for a 35-day session beginning on February 5, 2018. Ms. Wittenberg and Mr. Landauer will provide a summary of the major legislative initiatives that were undertaken during the 2017 session and will provide attendees a glimpse of the major policy issues before the 2018 Legislative Assembly impacting special districts.

3:15 - 4:30 p.m.

Annual Business Meeting

The Annual Business Meeting will include a presentation of the previous year's Annual Report, Audit, and Financial Report, caucus meeting reports, board member elections, and other association business.

6 - 8 p.m.

Awards Banquet

The Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

8 - 10 p.m.

Entertainment - Casino Night

Join us for two fabulous hours of action including blackjack, craps, Texas Hold'em, and roulette. Raffle prizes will be awarded at 10 p.m. Enjoy the party!

Conference - Sunday, Feb. 11

8 - 10:30 a.m.

Breakfast, Closing Speaker & Raffle Drawing

82 Stick around on Sunday morning for breakfast, our closing speaker (TBD), and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

Administrators for SDIS

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You are invited to the 2018 SDAO Annual Conference in Seaside, Oregon!

2018 Annual Conference

Pre-Conference - February 8 | Conference - February 9 - 11

Seaside Civic and Convention Center

(415 1st Ave Seaside, OR 97138)

Registration is available online at www.sdao.com/ac. If you wish to register by mail, please complete and return this registration form with payment. (*Note: Payment must be mailed with this form, SDAO will not be invoicing districts for this event.) The last day to register and the last day to receive a refund for cancellation is **January 26, 2018**. No shows will be charged.

Name: _____ Title: _____
 District/Company: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ E-mail: _____

Check all that apply:

- First Time Conference Attendee District Voting Delegate We will provide a door prize (\$50 limit)

PRE-CONFERENCE REGISTRATION Thursday, February 8	FEE	TOTAL
<input type="checkbox"/> Grant Writing <i>Laura Prado, PARC Resources</i> Includes session from 8:30 a.m. - noon, continental breakfast, & lunch	\$50.00	\$ _____
<input type="checkbox"/> Comprehensive Board and Staff Training <i>George Dunkel, SDAO and Eileen Eakins, Law Offices of Eileen Eakins LLC</i> Includes session from 8:30 a.m. - 4 p.m., continental breakfast, & lunch	\$100.00	\$ _____
<input type="checkbox"/> Risk Management Training <i>SDAO Risk Management Speaker Panel</i> Includes session from 9 a.m. - 4 p.m., continental breakfast, & lunch	\$100.00	\$ _____

CONFERENCE REGISTRATION Friday-Sunday, February 9-11	FEE	TOTAL
<input type="checkbox"/> Full Conference Registration February 9-11 Includes keynote session, meals (excluding Friday dinner), Friday & Saturday breakout sessions, Awards Banquet, & closing session	\$230	\$ _____
<input type="checkbox"/> One-Day Registration Friday, February 9 Includes Friday's keynote, breakout sessions, continental breakfast, & lunch	\$140	\$ _____
<input type="checkbox"/> One-Day Registration Saturday, February 10 Includes Saturday's breakout sessions, continental breakfast, & lunch	\$140	\$ _____

Please indicate any special dietary needs for attendee: _____

GUEST MEALS: (Attendees' meals are included as indicated above.)

Spouse/Guest First and Last Name: _____ (Indicate meals for your spouse/guest, if any, below.)

Attendees' meals are included as indicated above. This section allows you to purchase meals for your guest or to add meals for yourself that are not already included with your registration.	Friday, February 9	QUANTITY	FEE	TOTAL
	<input type="checkbox"/> Breakfast	_____	\$ 16	\$ _____
	<input type="checkbox"/> Lunch	_____	\$ 18.50	\$ _____
	Saturday, February 10			
	<input type="checkbox"/> Breakfast	_____	\$ 16	\$ _____
	<input type="checkbox"/> Lunch	_____	\$ 18.50	\$ _____
	<input type="checkbox"/> Awards Banquet & Entertainment	_____	\$ 35.50	\$ _____
	Sunday, February 11			
	<input type="checkbox"/> Breakfast Buffet & Closing Speaker	_____	\$ 18.50	\$ _____

Please indicate any special dietary needs for guest: _____

PAYMENT

Make checks payable to SDAO. Payment must be mailed with this form, SDAO will not be invoicing districts for this event.

TOTAL ENCLOSED \$ _____

Mail to: SDAO, PO Box 12613 Salem, OR 97309-0613

Questions? ⁸⁴ Contact us at 800-285-5461 or MemberServices@sdao.com.

December 14, 2017

To: Board of Commissioners

From: Paul Lewicki

Re: Status of the Bus Shelter in Seaside

Work is underway to replace the bus shelter, near McDonald's restaurant on US 101 in Seaside. We are coordinating the requirements of the City of Seaside, ODOT, and Tongue Point to complete this project.

No action is needed from the Board on this item.

Date: December 7, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.e Columbia Pacific Coordinated Care Organization Update

There has been a lot of news articles lately regarding the State of Oregon and Medicaid funding. There hasn't been any determination of what the State is going to do to address reimbursing the federal government for the funds that were paid out of the Medicaid bucket instead of the Medicare bucket. We had a meeting with the CCO this week and asked if they have any knowledge of what direction the State is going with this and they don't know either. Because of the highly politicized nature of this, I anticipate it will carry through next year's Governor's race and that a lot more news articles and editorials will be generated. As soon as we receive official information, we will address it with the Board.

We continued our discussion regarding the financials in RideCare. We believe their latest proposal on our capitated rate and the asymmetrical risk sharing will adequately address the financial situation. We will be running numbers this month to verify that.

No Board action is required on this item.

Date: December 7, 2017

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.f Spring Board Meeting Location/Time Change

Previously, the Board discussed having a Board meeting in Seaside in the evening as a way of doing outreach in south county. We would like the Board to discuss this again to make sure the Board is still interested in doing this.

Staff is recommending that the Board direct staff to schedule a Board meeting in Seaside to be held in the evening either in March or April. This will give us flexibility to secure a location.

Executive Director Report
December 2017 Board Meeting
Jeff Hazen

Weekly Reports:

12/4/17

Good afternoon, the last several weeks have been very busy. In further research of battery electric buses, I became aware of hydrogen fuel cell buses and their use in transit agencies. Through a scholarship from the Center of Transportation and the Environment (CTE) I participated in their North America Fuel Cell Bus conference. There are several advantages to this type of an electric bus including a longer range than a battery electric bus and the fact that the fuel cells can be recycled over and over so there is less waste in their life. The price of the buses have come down about 50% over the last few years and they expect another 30-40% decrease over the next few years. The buses are amazingly quiet! We have submitted our National Transit Database (NTD) information after I reviewed and had a few things corrected in it. I was part of an interview panel for the City of Cannon Beach for their new City Manager. The panel consisted of 3 area city managers and me. We interviewed 3 finalists and agreed on who we felt would be the best fit and the city council ended up selecting him. He comes from a small resort town in Florida and has great credentials. I've had a few follow up calls with vendors that I encountered at the APTA Expo as we continue to research some technology for the buses. I attended the Northwest Area Commission on Transportation (NWACT) meeting with Kathy. Costco got restaurant gift cards back in so at the drivers meeting last month I passed them out to all of the drivers thanking them for their great efforts this past summer. As a way of appreciation for all employees, we provided each employee in the District a \$20 gift card to help with their holiday meal. The gifts were very much appreciated by the employees! As part of the new transportation package, a significant increase in funding for Safe Routes to Schools was made. I am serving on the committee putting together the rules for the new funding. As with other committees, I am making sure that rural Oregon does not get pushed to the side in favor of urban areas. One of the things I have been working on over the past few weeks is a new fare structure. I hope to have it on the agenda for next week's meeting, but I'm still tweaking a couple of things so it may not be ready until January. Last week, I gave a presentation of our transportation plan to members of the chamber at their monthly breakfast at the Wet Dog. I shared with them about the new funding through the transportation plan. I also touched on the feasibility study we are doing in regards to Columbia County. A Daily Astorian reporter was there and ended up writing an article about it that you can see in today's Daily Astorian. We have an employee at RideCare that is going out on a leave and to fill that spot temporarily, we are going to have a temp agency help us out. Tami and Jason have gotten my concerns addressed with the temp agency and we are going to move forward with engaging their services. After a nearly year long hiatus, the City of Warrenton's Transportation Systems Plan (TSP) is back on track. I am part of their advisory committee and we met last week. It is very beneficial to be at the table for these planning processes with the cities and counties so we have input on transit improvements. The 5311 workgroup I chair met last week and we have narrowed down

allocation options and will be surveying all transit agencies in the state to get their feedback before we make final recommendations to the Oregon Transportation Commission. Any changes won't occur until the next biennium and possibly not until the one after that.

We are once again adopting a local family for Christmas. This family is in Astoria and we will have tags on the trees in OPS and at the transit center. You are welcome to participate if you'd like. Also, don't forget to RSVP to Mary for the Holiday Party happening this Saturday. Please send her your RSVP by Wednesday.

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%)(9%)**
 - 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. Advisory committee meeting on December 19th to review results.**
 - 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. Paul is currently working on this.**
 - Route on-time performances **RFQ going out this year for App Paul and I will be at the NW Connector meeting on Friday, December 8th. We will be looking at Swiftly there.**
 - 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. Square cash register has been added.**
 - Electronic charging stations
 - On-board wi-fi **This will be added when we add technology to buses**
- 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. Our new maintenance supervisor saved us \$9,500 this week on repairing lighting in the yard. We will be able to do it in house.**
 - 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. Training completed for this year. Some make up classes will be held in 2018 for classes missed this year.**
 - 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. **Gave out Bridgewater Bistro gift cards to all drivers. Gave out holiday dinner gift cards to all employees.**

- Conduct market compensation reviews **Tami has begun the process**
- Employee rewards
 - Hats
 - Pins
 - Shirts

Priority Two (cont.)

- Increase District Relevancy **Positive article in the Daily Astorian on December 4th.**
 - 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 **Will begin in January.**

Rider Report
December Board Meeting Report
John Layton

October Data

Fixed Route Highlights:

- 21,246 people used fixed routes in October for an average of 685.4 riders per day.
- 10.5% decrease in average passengers who rode fixed routes per day from last October (766 to 685.4)
- 10.1 people per hour, on average, got on any fixed route at any time that the bus runs in October. 26.3% decrease (13.7 to 10.1) from last October.
- 7.9% decrease in the ratio of elderly/disabled riders from last October (24.9 % to 22.9%)

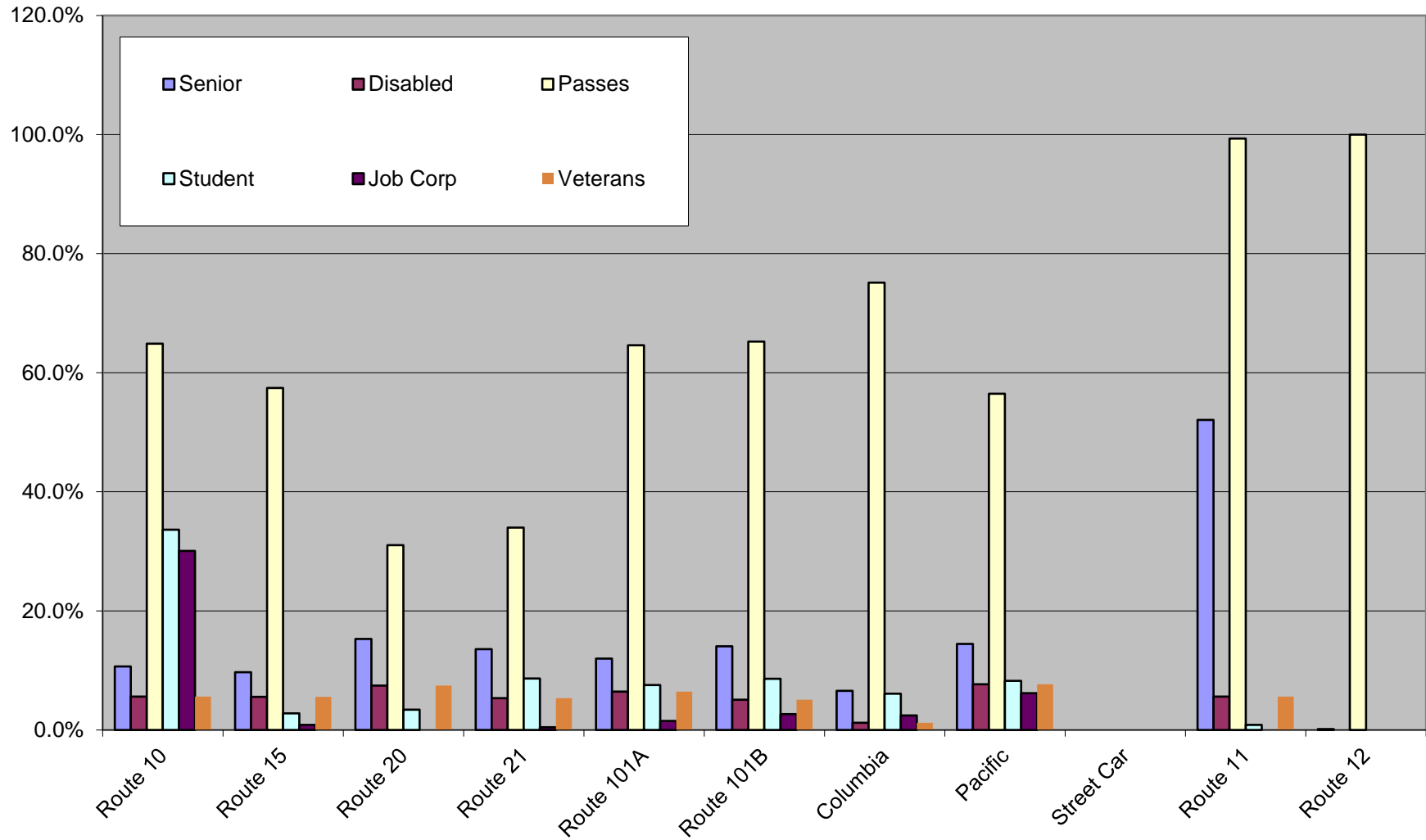
RideAssist Highlights:

- 940 rides were provided by RideAssist in October for an average of 39.2 rides per day.
- 15.8% increase in average RideAssist passengers per day from last October (36.1 to 39.2)
- 5.5 % increase in all ADA Paratransit rides from last October (541 to 571)

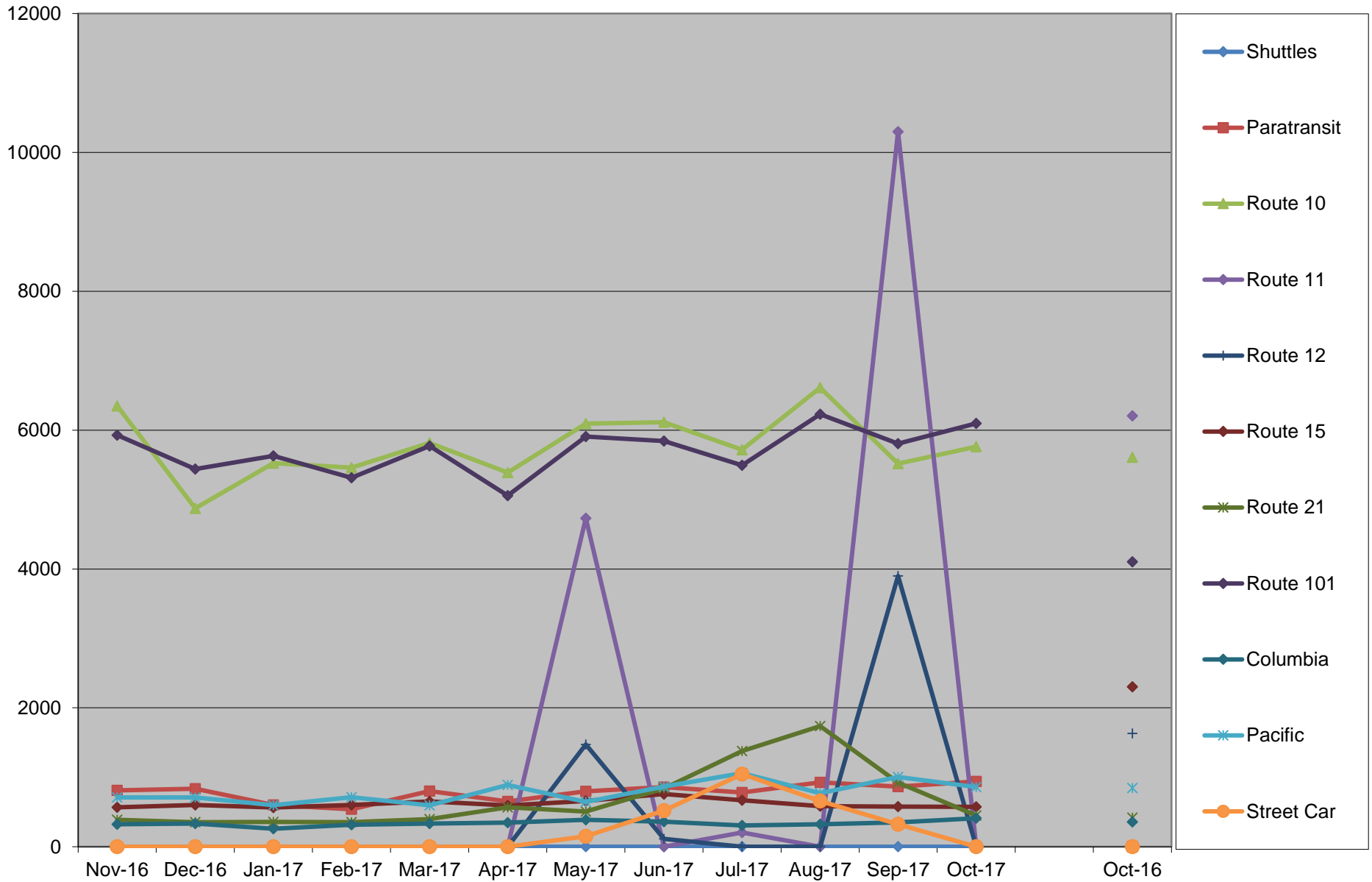
System Highlights:

- 22,186 people used Sunset Empire Transportation in October for an average of 715.7 riders per day.
- 9.7 % decrease in all average passengers per day from last October (792.2 to 715.7)

Rider Breakdown by Route



SETD Rides



Rider Report
December Board Meeting Report
John Layton

November Data

Fixed Route Highlights:

- 14,530 people used fixed routes in November for an average of 501 riders per day.
- 11.2% decrease in average passengers who rode fixed routes per day from last November (564.3 to 501)
- 9.3 people per hour, on average, got on any fixed route at any time that the bus runs in November. 11.4% decrease (10.5 to 9.3) from last November.
- 2.8% increase in the ratio of elderly/disabled riders from last November (18.4 % to 19.0%)

RideAssist Highlights:

- 871 rides were provided by RideAssist in November for an average of 36.3 rides per day.
- 2.8% increase in average RideAssist passengers per day from last November (35.3 to 36.3)
- 16.8 % increase in all ADA Paratransit rides from last November (506 to 591)

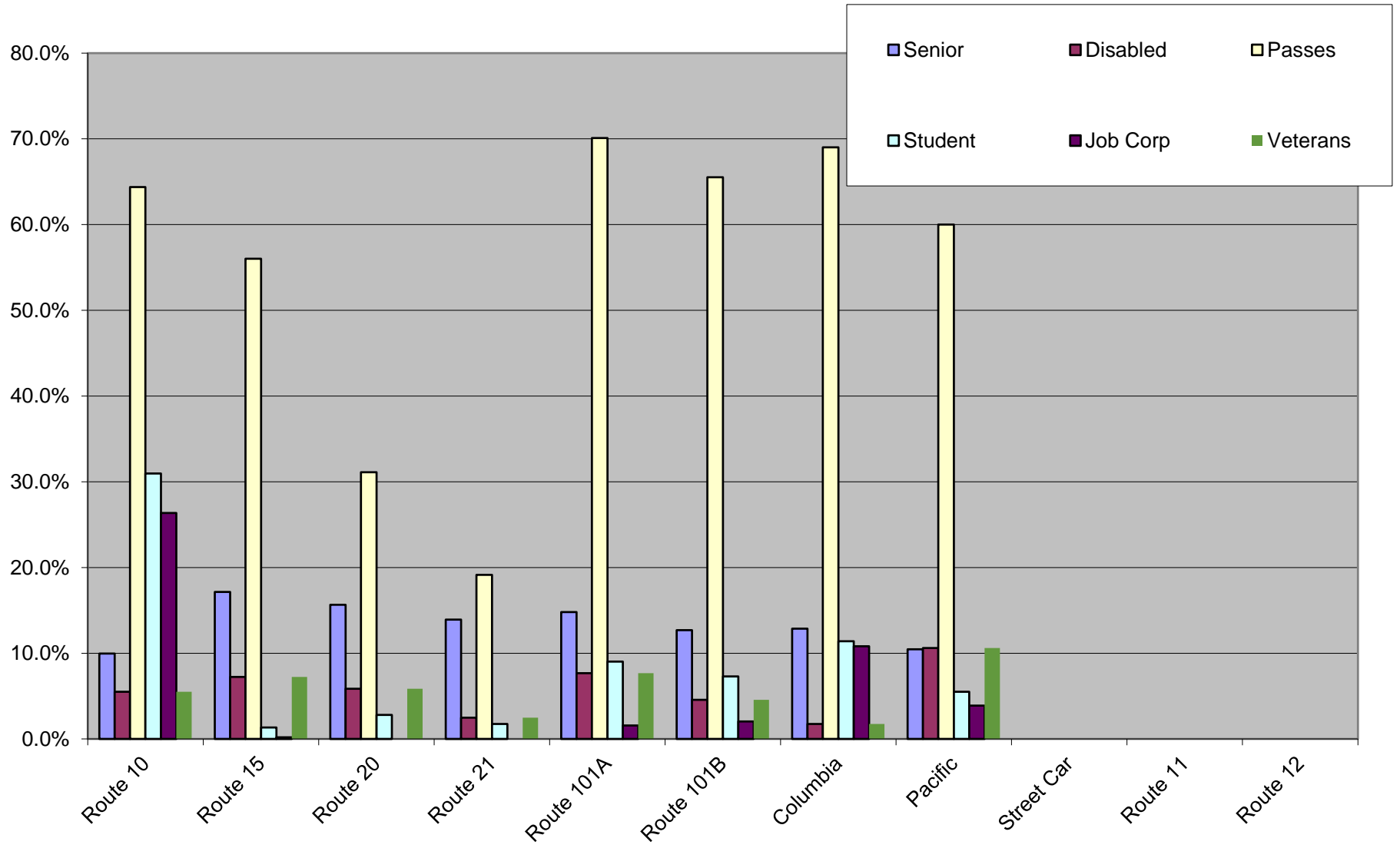
Clatsop Care Center Health District Highlights:

- 0 rides were provided by SETD in November for an average of 0 riders per day.

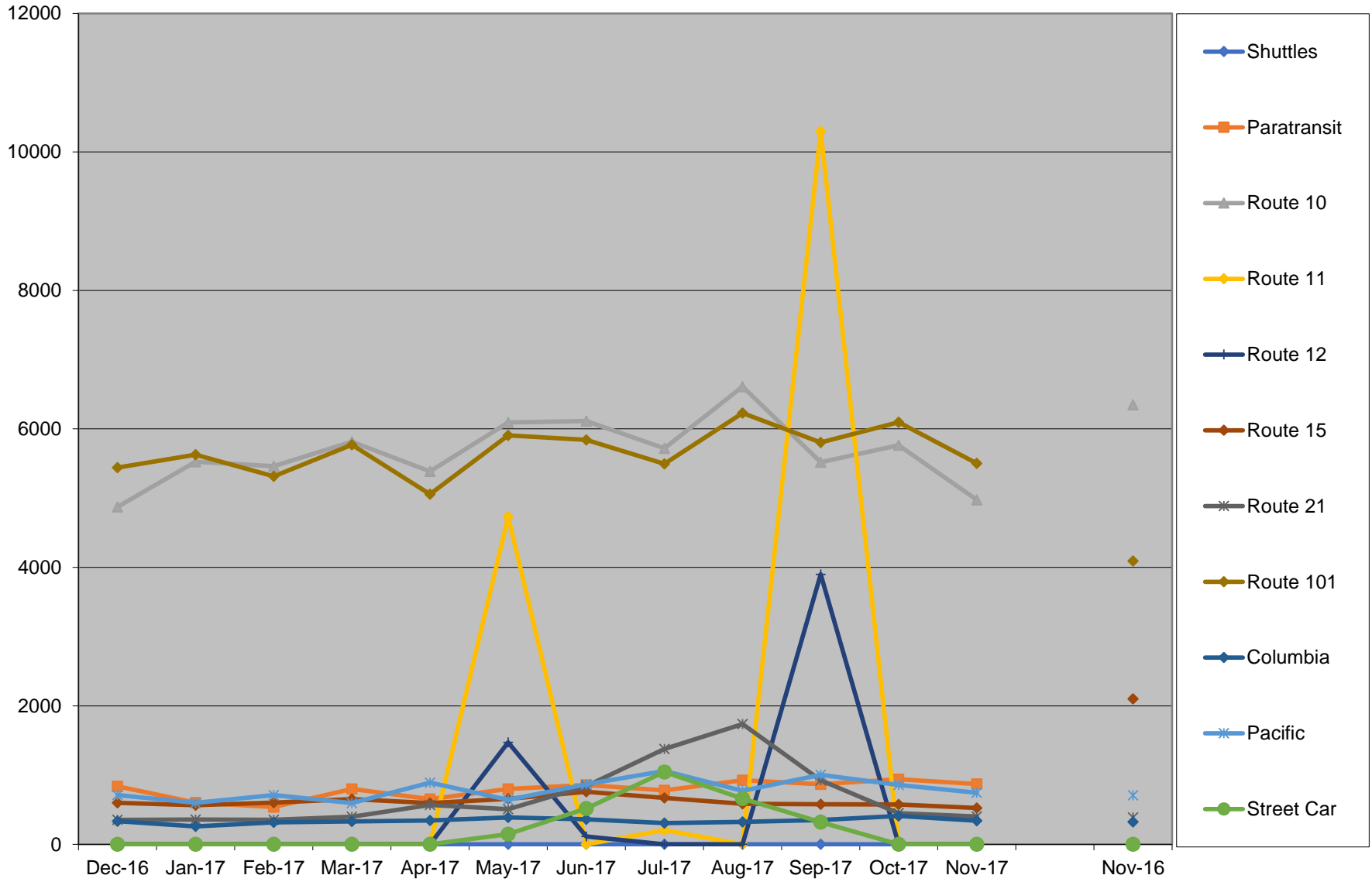
System Highlights:

- 15,401 people used Sunset Empire Transportation in November for an average of 531.1 riders per day.
- 10.4 % decrease in all average passengers per day from last November (592.6 to 531.1)

Rider Breakdown by Route



SETD Rides



Operations

December 2017 Board Meeting Report

Paul Lewicki

I attended the 3rd National RTAP Technical Assistance Conference in Omaha. Sessions I attended included GTFS (General Transit Feed Specification) Builder software, Hiring and Retaining Great Employees, Technology for Data Collection and Technology Procurement.

Building upon what I learned, we have begun projects to implement systems to help collect data critical to transit management. We are working on real time data to track our buses and show approaching buses on riders' smart phones. We are identifying APC (Automated Passenger Counting) hardware to provide real time passenger and stop information. We are training continuously with the REMIX software provided by ODOT to improve our route design.

With the support of HR, we have hired three full-time bus drivers, one part-time driver and a Maintenance Supervisor. These new employees ensure more stable operations and reliable service.

The additional drivers provide the needed coverage for our fixed routes, and permit our Drivers Supervisors the opportunity to focus more on supervisory tasks such as planning and training. Planning is critical so that we can avoid labor shortages next summer. Training is crucial so that we can provide the best and safest service to our riders. The additional fixed route drivers has allowed the reassignment of a fixed route driver to paratransit service to support their needs.

We have submitted our application for the Safety & Security Grant which, if awarded, will be used to replace and upgrade the video surveillance system at the Transit Center. Recent events have exposed weakness in our current system which interfere with our effective control of certain risks.

Recent strong storms have resulted in some water intrusion at the kiosk. We are working with a local glass company to mitigate the leaks which plague the Seaside kiosk during rain storms.

I am working with ODOT to remove six, worn out Chevrolet buses from our inventory. Upon ODOT's advice, we have requested the release of the titles to those vehicles, and will have the vehicles picked up by the local scrap metal processor. Due to the condition of the buses, and the removal of many parts to maintain our running buses, ODOT is not requiring us to advertise of auction the vehicles. This is a relief as the sale process could be lengthy.

Much, much more to come!

RIDE ASSIST
December 2017 Report
Jennifer Geisler

October

- In October, RideAssist had 940 rides for an average of 39 rides per day. There were 573 ADA, 89 escorts, 272 RideCare rides provided and 4 Dial-A-Ride.
- We had a Paratransit driver meeting. With a growing crew we covered basic information that pertains to transporting Paratransit and RideCare clients, filling out the daily driver dispatch correctly and going over questions the newer drivers had and clients of concern.
- On October 25th I watched a webinar through EasterSeals Project Action, titled “ADA Complementary Paratransit: Responding to Emergencies.” This was a very informative webinar on emergency evacuation and re-entry. It gave great ideas on putting a plan together to assist those in the community and to work together with other evacuation plans already in place. As part of the safety committee I will be sharing what I have learned to the sub-committee in charge of updating the SETD evacuation plan.

Paratransit Fares Collected for October

- Para-transit Fares: \$948
- Dial-A-Ride \$32
- Tickets Collected: \$676
- Medicaid Collected: \$4695
- Ticket books sold: \$528
- Tips collected \$8

November

- In November, RideAssist had 871 rides for an average of 36 rides per day. There were 591 ADA, 69 escorts, 204 RideCare rides provided and 7 Dial-A-Ride.
- I have started the second series of courses through EasterSeals. It is an eight-week course titled Paratransit Management Essentials. It covers “Developing, Amending, and Implementing Policies,” Customer Service Management,” Working with Policy Makers: Building your Case,” and “Public Engagement that Strengthens the Program.”

Paratransit Fares Collected for November

- Para-transit Fares: \$1066
- Dial-A-Ride \$68
- Tickets Collected: \$1260
- Medicaid Collected: \$3511
- Ticket books sold: \$423
- Tips collected \$7

Marketing and Outreach

December 2017 Board Meeting Report

Mary Parker

Transportation Options- We are working on several projects which focus on assisting the public to find ways to travel between the bus stops, transit center, other destinations and locations. This includes trail maps, city maps, specific signage and “way finding”. The purpose is to provide travel options specific to each shelter location.

Cannon Beach- The Streetcar did very well in Cannon Beach this summer. We are looking forward to better marketing and route identification next summer.

Training- I have been continuing the weekly training for the new students at Tongue Point every week. There are less students brought in around the Holidays so have had a couple of weeks off from the training. Staff at Tongue Point are very thankful of the transit training as many students come from rural locations and have never ridden on public transportation before.

Community Outreach- We have placed several Happy Holidays and the SETD Canned Food Drive ads in the paper and other public notifications which runs from November 24th and will go to December 24th. We honored Rosa Parks on Dec. 1st with press releases and by providing information about Rosa and reserving a front seat in honor of her on all SETD buses. We are partnering again with Columbia County to do Holiday Radio ads about traveling and shopping using the CC Rider Connector and the Lower Columbia Connector. The ads cover a large area including Longview, Kelso, East Portland, St Helens, Scappoose, Rainier, Clatskanie to Knappa.

SETD Ticket Bank- We are continuing to receive more Ticket Bank applications. The process in utilizing the Management Team to approve applications has been working really well. Approval is a faster process and if approved a quick tickets to those needing to utilize them. The Veterans Stand Down was held at the Camp Rilea Armory in October. We had previously donated 100 day passes to the Veterans Outreach program so they had a volunteer on the buses that handed out day passes to any veterans that needed transportation to the Stand Down.

Transportation Options
December 2017 Board Meeting Report
Matthew Weintraub

We attended the Oregon Trails Summit in Bend on Oct 27th. This provided a valuable opportunity to learn about emerging trends in connecting recreation opportunities to public transit. It was also a valuable networking opportunity as many contacts with ODOT and OPRD were established.

On 11/30, we submitted a grant to Clatsop County to purchase and install wayfinding signage on the bus shelters in Cannon Beach. This was positioned as a pilot project that could be expanded to all shelters in the county if successful (both from a funding and user standpoint). The drive behind this grant, was to expand the traditional role of but SETD and TO into the fabric of local communities.

In November we ground-truthed electric vehicle charging stations throughout Columbia, Clatsop and Tillamook counties to provide accurate information for drivers and service providers. It was discovered that several public stations were not previously mapped by public agencies, so this exercise proved valuable. The next step is to create a web-based map of these locations in our region.

Meetings attended/held over the past month

CHART

City of Astoria

City of Cannon Beach

Oregon Department of Transportation

Clatsop County

Human Resource Report
December Board Meeting Report
Tami Carlson

October 2017

- October 18th at the mandatory driver's meetings we celebrated the quarterly employee birthdays by having a district pizza party.
- Met with Chet Weichman SDIS Benefit Rep about the district's employee benefit package and the projected premiums for 2018. We spoke about the new benefit options for the virtual physician service and the new Willamette Dental Group that was added this year. Both are excellent services. Chet shared that he does not anticipate large premium increases for next plan year.
- Posting for the new position, Maintenance Supervisor was advertised. There were several applicants for the interview process that resulted in the hiring of Scott Smith. Scott was the Operations Manager before retiring from the district in 2009. Welcome Back Scott!
- Recruitment for bus drivers continue. Curt Dean returned to the district. Curt left in May of this year and at that time his position was Mechanic Assistant. He was excited to return as a full-time fixed route bus driver. Welcome back Curt!
- Other projects – Submitted 3rd quarter 2017 federal and state payroll tax reports; continued TECC wage and compensation data survey; further assistance with Executive Director's annual evaluation process and employment agreement.

November 2017

- November 1st attended LCHRMA seminar in Astoria. Topic presented, Attracting, Engaging and Retaining Your Workforce by Jenna Reed, General Counsel for the Cascade Employer Association. Jenna's presentation was very informational by the promotion of thinking outside of the box to attract and retain employees and employee engagement beyond satisfaction.
- November 9th via phone conference and email the next step of the TECC wage and compensation data was validated. The study continues with matching SETD job positions to the TECC Standard job list. There are just a few more steps before a final report is created.

- Received from the Local Government Personnel Institute (LGPI) a timeline and cost estimate for a wage study only. Timeline for LGPI to begin the project is January 18, 2018 and completion at least 16 weeks out from that. Project is done in phases with the final cost estimate of \$5,740. Further discussion with E.D. Jeff, recommendation to push project to September 2018 to line up with our 2019 budget process.
- Attempts to reach out to the Seaside Temp Agency for temporary help for RC is in the process. RC will be short staff as one of the employees will be out on medical leave. Once an agreement is signed and potential candidates are trained for the RC call center, Jason will have options to maintain a full staff as needed for future.
- November 15th at the mandatory driver/employee meetings several items were on the agenda from HR. 2018 Renewals for FSA/HRA and AFLAC were presented. David Reid Rep for AFLAC met with all employees after giving a great presentation. The new Discrimination and Harassment Policy was presented and given to all employees for their SETD policy manual. A new notebook was shown to drivers for online SafePersonnel trainings.
- Recruitment for bus drivers resulted in the hiring of 2 new employees. Both hold valid CDL and proper endorsements. Welcome Jesse Martin and Kathryn Wiegardt. Jesse and Kathryn are from Washington state and love to drive bus.
- November 27th attended the SETD Safety Committee Meeting.
- Other projects – Completed 2018 Property, Liability and Crime insurance application for submission; continued TECC wage and compensation data survey.

- Calls at Ride Care didn't dip in October (11,241) they jumped to the largest ever totals for any month. This is a familiar trend as business picks up in the Fall months but not usually to this total. Ride Care is just able to handle these calls and the business that is generated from them thanks to a dedicated hard-working staff. These kind of numbers tasks our capacity however as it becomes difficult to stay up on extra responsibilities.
- The HR answers classes have been a great opportunity to sharpen my skills in a variety of areas. Among other very important lessons were the interesting facts that 93% of our communication are non-verbal cues, we listen at 500 words per minute (had not a clue about that one), how to better deal with conflict through listening, deep diving into employment law (more exciting than I thought), learned how we can become more of an employer of choice, confirmed and learned some new reasons positive employee recognition is so important and ultimately how to become a better coach!! I would highly suggest this class to all of our leadership team at SETD.
- Ride Care held our Ride Care advisory committee meeting on the 27th of October and I was thrilled by the attendance and the conversation that was held during the event. Of note was how dedicated everyone from different areas of service were in helping our members. Transportation is not an easy task in its best day but having such dedicated support from outside individuals or entities makes the job easier.
- Ride Care is brushing up on our foul weather procedures and is ready to do our business in almost any condition. Though its not drilling, I feel that in prepping for our foul weather well in advance to the actual events makes us that more prepared. The CCO, State and ultimately the members depend on us even in the toughest of times and we will be there for them.

What on Earth are Loaded Miles?

The State of Oregon Non-Emergent Medical Transportation rule book states that we can only pay our providers for miles where a member is actually in the vehicle. If a driver arrives at a preauthorized destination for transport and the beneficiary does not show up for the scheduled pickup, then that person is a no-show, and the provider cannot bill for the trip. Claiming loaded mileage when the beneficiary was a no-show is a common form of fraud in NEMT, and is an illegal practice. The practice It is called "billing for services not rendered" and may be prosecuted under the False Claims Act. Ride Care takes special care to monitor and confirm appointments made in order to first dissuade providers from potentially deciding to go down the wrong path and then to uncover any fraud no matter how infrequent this action is done.

Ride Care November Report:

- Ride Care decided to add faxed documents (gas vouchers) along with texts and calls from the LEAD cell phone to our daily calls count. This will cause a far more accurate representation of the work that is performed daily at the call center. Our numbers will be up due to the average 65 extra communication items that we were not counting. We average about 40 faxes and 15 texts or calls from the cell phone. In November, Ride Care had 11,200 communication items.
- The Warrenton facility experienced a power outage later in the month. Our generator came on and provided full power to the Ride Care call center allowing us to continue serving our membership. Every time this happens, we learn several things that can help in future power outage events. In this case, we learned that operations could benefit from having power to more than just lights. We will explore how we can achieve this in the future.
- The CCO did not host a clinical advisory panel this month.
- Ride Care is experiencing more Next day and Same day ride requests in the last several months. These types of requests are not new and are actually a normal occurrence but the last few months have seen an increase in such requests. Ride Care is compelled to search and find rides for these requests and I can say that we virtually get all requests assigned thanks to tireless efforts of our dispatching unit. Most requests are fulfilled by cost effective option however, some can only be filled by costlier options. We have been working hard to remind our membership that 2 days' notice is a best practice. Most often our members say that they are getting last minute appointments due to other cancelations. Ride Care will continue its efforts to keep these requests with lower cost providers.

What does CMS stand for?

The Centers for Medicare & Medicaid Services (CMS), previously known as the Health Care Financing Administration (HCFA), is a federal agency within the United States Department of Health and Human Services (HHS) that administers the Medicare program and works in partnership with state governments to administer Medicaid, the Children's Health Insurance Program (CHIP), and health insurance portability standards. In addition to these programs, CMS has other responsibilities, including the administrative simplification standards from the Health Insurance Portability and Accountability Act of 1996 (HIPAA), quality standards in long-term care facilities (more commonly referred to as nursing homes) through its survey and certification process, clinical laboratory quality standards under the Clinical Laboratory Improvement Amendments, and oversight of HealthCare.gov.