



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JANUARY 25TH, 2018

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 BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS-
8. OLD BUSINESS
9. NEW BUSINESS
 - a. Swiftly APP Presentation
 - b. Transportation Options Presentation
 - c. National Rural and Tribal Assistance Program Review Board
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**BOARD OF COMMISSIONERS
MEETING MINUTES
December 14, 2017**

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

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Transit Center Manager John Layton, RideCare Manager Jason Jones, Operations Manager Paul Lewicki, Paratransit Supervisor Jennifer Geisler, Human Resources Tami Carlson and Transportation Options Specialist Mathew and Executive Assistant Mary Parker.

3. CHANGES TO AGENDA- None requested.
4. PUBLIC COMMENT- None
5. APPROVAL OF OCTOBER AND NOVEMBER 2017 MEETING MINUTES

OCTOBER 26, 2017 Board Meeting

Commissioner Alegria –requested a comma following her name in roll call.

Commissioner Alegria moved to approve the October 2017 Minutes as corrected

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

Chair Kleczek and Commissioner Gaebel abstained due not being present at meeting

NOVEMBER 29, 2017 Board Minutes

Commissioner Gearin requested typo corrections on page 9- sick pay will be *added to the agreement- Upon end of employment* on page 10 – needs to be *a wage study ongoing Budget Meeting* should be followed by a period.

Commissioner Gaebel moved to approve the November 2017 Minutes as corrected

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Alegria- Nothing to report.
- b. Commissioner Widener- Attended SDAO training on Risk Management and Liability at Clatsop College.
- c. Commissioner MacDonald- Asked where he could make a suggestion about the bus stops in Knappa. Executive Director Hazen said that the Knappa stops are being evaluated for the Connector Bus Grant and that he will take any suggestions.
- d. Commissioner Gearin- Attended the Ride Care Advisory meeting in October. Gearin also said she had spoken with the Operations Manager at the Point Bus about their Gearhart stop and they are going to make that a mandatory stop.
- e. Commissioner Gaebel- Attended the open house for the Transportation Plan for Warrenton and was pleased to hear how involved Executive Director Hazen has been. Gaebel added that there was a lot of conversation about sidewalks being placed in the area specifically near the new shelter being put in by

Senior and Disabled Services. Gaebel also said that Fort George will be putting walking paths around their new facility in that area and she hoped Hazen being on the committee will push for these.

- f. Chair Kleczek- Reported that she had attended the NWACT Meeting and several projects are coming up which we are involved with. Kleczek thanked the staff for their work in putting together the beautiful Holiday celebration which was very nice and expressed how nice it was to visit with staff during the dinner.

7. FINANCIAL REPORTS-

October 2017- Tracy reviewed the October 2017 Exceptions Report presented in the Board Pack. Tracy clarified that SETD only receives payment for the Electric Charging station once a year. Tracy explained the posting error of \$10,507.88 she made to fares that should be correctly posted to RideCare Provider service reimbursement which brings account 4500 to a total to \$253,687.06. Chair Kleczek asked if there were checks and balances in place to prohibit overpayment at RideCare. Jason Jones explained the process that RideCare uses for checking and validating no shows and other services. Alegria requested the financial reports consistently spell RideCare one way. Kleczek asked about being over budget on phone and internet services. Tracy explained that she had looked into this and there is not a lot that can be changed. Gaebel asked if there had ever been an audit on usage on each of the lines. Tracy said that this was essentially what was just done and there were only 4 lines that were not being used. Kleczek stated that it is important to get our bills in line with our budget. Kleczek also questioned why computer and tech services are over budget. Tracy will check into this. Kleczek also asked if RideCare provider services in the general fund are over budget. Tracy will look into this.

Commissioner Gaebel moved to accept the October 2017 Financials as presented.

Commissioner Widener seconded the motion

Discussion- None

Motion passed by unanimous aye vote

November 2017- Tracy reviewed the November 2017 Exceptions Report presented in the Board Pack. Gaebel stated that the timber revenue is way up and it was her understanding that the excess that we had that was not budgeted for was not just going to be put in the General Fund and be put into the Capital Reserve Fund. Executive Director Hazen will look into this and see if there was a formal decision. Alegria asked if we had budgeted enough to cover the recent salary increases. Tracy said yes and Hazen verified that an increase in salaries had been budgeted for. Alegria asked if there are salary negotiations going on and if the timber revenue might be helpful for this increase. Kleczek said this would be something for the budget committee to look at. Alegria asked about RideCARE expenses being over budget and what was going to be done. Hazen said he would be discussing this later in the meeting when reporting on the update of Columbia Pacific Coordinated Care Organization. Kleczek asked Tracy to make sure that the titles on the financials gets printed on them. Tracy also said a correction needed to be made to the total income for RideCare on page 33 under 4500 the correct total is \$248,783.88.

Commissioner Gaebel moved to accept the November 2017 Financials as presented

Commissioner Alegria seconded the motion

Discussion-None

Motion passed unanimously

10. OLD BUSINESS

- a. City of Seaside Urban Renewal- Hazen introduced the District's Legal Counsel, Heather Reynolds. Heather said she had been asked to review the actions of the Seaside Urban Renewal District concerning their adoption of the Urban Renewal Plan. Heather had sent a memo to the Board on November 15th. Heather stated that as long as the Urban Renewal District sends out their notice, which they did, beyond that they are not held to a very high standard and any ramifications and actions that the District takes becomes political not legal. Heather stated that there really is not a legal response that you can make at this time and that there was an opportunity for the District to appeal as an interested party, but the appeal

time has expired. Heather said at this point you have sent a letter telling Seaside what your concerns were. By statute they were required to accept, reject or modify your written recommendations, however you did not get a response and it is not included in their on line minutes. Widener said that the letter was not in either of the 2 packets and beyond that he did not know. Heather stated that a court could say since they did not do anything, that is evidence that they rejected your comments and after they have accepted, rejected or modified your comment, you have no legal recourse on that decision, only political recourse and intergovernmental negotiations so at this point there is nothing that legal counsel can do. Kleczek asked if SETD had been officially notified which Hazen confirmed. Kleczek questioned if the submitted letter was actually seen by the Urban Renewal District as the response was from the Seaside City Manager. MacDonald said that Winstanley is on the Urban Renewal Committee and the City Council. Heather said that the governing body by statute is supposed to do that. Heather said going forward, the process was not followed correctly and said there is not much of a remedy. Widener reported that there were letters in the meeting packets that addressed the renewal, but he thought that someone being there to bring up the letter would have been better. MacDonald who also attended a meeting believes that our letter was given to the members of the Urban Renewal Committee. Heather stated that obviously their formulation of what they are exactly going to be doing with the funds for infrastructure will be an on-going process with hearings for land use and permits, so obviously they will have to have participation. Heather advised having a close relationship with the city, letting them know you have major concerns and want to be at the table at the political commissioner level to their city council people. Alegria asked if the District could receive notification of the Urban Renewal meetings. Hazen will request that the District be notified. Alegria asked if the letter was on the record. MacDonald said it was in the packet. The Board directed the staff to follow up with SDAO lobbyists in getting some change to Urban Renewal laws so that Special Districts has more involvement.

b. Board Vacancy-

Commissioner Gaebel moved to approve Bryan Kidder

Commissioner Widener seconded the motion

Comments-Each Board member expressed their appreciation to the other applicants asking them to please stay involved with SETD.

Motion passed unanimously

Bryan Kidder was sworn into Position 7 by Chair Kleczek and joined the Board meeting.

c. Wage Study Update-

- i. Hazen gave an update on the TECH wage study being done through Portland State which looks at the total compensation package of each position. Hazen said this should be done by spring in time for Budget season. Hazen plans to delay the Local Government Personnel Institute (LGPI) study which is just a wage study until next fall so that it will include the wage increases usually done by municipalities in July. After Board input and discussion Kleczek said the Board is asking staff to continue with the TECH study and hold off on the LGPI study and it was recommended for Hazen to stay on top of the TECH study so it is received on time for the Budget process.

11. NEW BUSINESS

- a. Routes 20 & Pacific Connector Change- Paul Lewicki reported that Tillamook County Transportation has increased the number of times they are going to Cannon Beach from 2 to 4 times a day, eliminating SETD from having to go to Manzanita. Tillamook will now be making all of the Connector transfer/pick up stops at the Family Market in Cannon Beach. Lewicki said this change gives those coming from Tillamook much more time to access areas along the route as the last Tillamook bus leaves Cannon Beach going south at 7:23 PM. Lewicki said this change also gave us the ability to add one more route on the Route 20 during the week and 2 more loops on the Pacific Connector on the weekend. Lewicki said these increases will add about 5 working hours to the payroll which totals to \$275 per week.

Commissioner Widener moved to approve the proposed schedule changes to the Route 20 and the Pacific Connector

Commissioner MacDonald seconded the motion

Discussion- Chair Kleczek said that she is hopeful the buses are scheduled to allow them to on time. Lewicki said that his focus going forward is to provide reliable on time performance on our buses.

Motion passed unanimously

- b. Bank Accounts Signature Authority- Gaebel stated that she thought it would be advantageous for Bryan to attend the SDAO Conference in February before he becomes a signer.
Commissioner Gaebel moved to add Bryan Kidder as a signer to our bank accounts effective February 2018.
Commissioner MacDonald seconded the motion
Discussion- Kidder asked why all Board members are signers? Gearin explained that there were difficult times when there was not an Executive Director and it was helpful to have more that could sign since it takes 2 signatures. Gaebel said she normally will be the signer as she is the secretary/treasurer but there have been times where there has been a need or an emergency where another signer is needed. Alegria stated a concern with the number Board members that are signers and suggested that the signers like be the secretary/treasurer and the 2 most senior board members so they have a good idea of what is going on. Kleczek asked Alegria if she would like to have this reviewed as a policy by the Board policy committee. Alegria said yes.
Gaebel called for the question.
Motion passed unanimously
- c. Special Districts Association of Oregon Annual Conference- Hazen announced that the SDAO Conference will be in Seaside in February 9th through 11th and is a great opportunity to learn but also to network with other 923 special Districts in the state. Hazen asked that every commissioner try and attend and fill out one of the registration forms in the Board Pack and get it to Mary so she can register everyone which the District will pay for with one check. Kleczek reviewed the sessions that are being offered specifically for Board members and stressed the importance of the entire Board attending these sessions as a group and attending is for the benefit of SETD and improving our role here.
Commissioner Gaebel moved that Chair Kleczek be the SETD delegate at the SDAO Conference
Commissioner MacDonald seconded
Motion passed unanimously
- d. Seaside Shelter Update- Paul Lewicki reported that he has been working with the City of Seaside to replace the shelter that was destroyed in Seaside. Lewicki said the next steps are to have a concrete contractor certify if the existing slab is sufficient, the shelter manufacturer give us a certificate for the shelter wind requirement and confirm with Tongue Point that their students will assist during installation. The shelters were already purchased several years ago. Hazen said it is highly unlikely that we will receive any reimbursement from the driver's insurance. Gaebel asked if the new shelters will have lights. Lewicki said yes. Kidder asked if there is any option to have a plaque placed somewhere recognizing the rider who was lost. Hazen said he was contacted by a gentleman who wanted to do something like that and he told him that he would have to have Board approval. Kleczek would like to give the person who has said he was working on this some space and not step on anyone toes or take away from any efforts being made. Following Board input and discussion Kleczek recommended waiting to see what the community comes up with and work together on the goal of memorializing the person that was lost.
- e. Columbia Pacific Coordinated Care Organization (CCO) Update- Hazen explained that the CCO pays RideCare a flat rate fee of \$9.90 per month per Medicaid member in Clatsop, Columbia and Tillamook County. Last year membership was at 27,000, after a re-evaluation membership went down to 23,000 members. Reduced membership and increased usage are increasing the cost of doing business with them. Hazen, Jason and Tracy met with the CCO last week. The meeting went well with the CCO proposing to

increase the per month reimbursement to \$10.89. Hazen explained that currently if revenues exceed expenses we reimburse the CCO 50% of that gain. If our expenses exceed our revenues the CCO pays us 50% of the expenses. Hazen said the CCO has been reimbursing RideCare for several quarters so we are only getting back 50% of the loss. The CCO is now proposing changing those numbers to Ridecare reimbursing the CCO at 30% and the CCO reimbursing RideCare at 70%. Hazen said we are currently running the numbers to see if we are there. After Board discussion Kleczek asked that when running the numbers you use the previous quarters of CCO reimbursements so we are tracking the downward trend for us and we can see, even with increased ridership and the \$1 increase per person if we are even coming close to floating. Kleczek also said \$1 per month sounds like a lot but with the amount of money going out to them per month it does not feel like we are going to make up the difference, hopefully it does or we can come up with a good proposal for them and say with this we can make it, or lets work creating an exit plan because we looked at this in the budget session we are in and we really do not have any breathing room and losing a hundred thousand dollars a month is something we cannot afford to do.

- f. Spring Board Meeting Location Change- Hazen said the Board has previously requested holding a Board meeting in south county and Hazen suggested being open to dates and times. After Board discussion the Board requested staff to look at and bring back options for setting up a Board meeting in South County in March or April.

12. CORRESPONDENCE- A thank you card was read from the Astor Street Oprey for allowing them to utilize the transit center basement for storage. Kleczek reported that she and Carol had received an email from the Safety Committee that will be addressed during the Executive Director's report. Kleczek also reported that she and other Board members had received email correspondence in support Bryan Kidder being appointed as a Board Commissioner.

13. EXECUTIVE DIRECTOR REPORT- Report was presented in Board Pack.

- Executive Director Hazen reported that the Safety Committee had sent out a letter concerning employee safety when working alone at the Transit Center on the weekend and asked Marcella Foeste to discuss her concerns with the Board. Marcella read a statement concerning an incident where she had been verbally abused. She reported this incident to the police. Marcella also reported that staff often has to clean up feces and vomit in the shelters and bathrooms which is totally gross. Marcella said because of the incident that occurred she is asking the Board to please provide security as it is not a good feeling to have someone come to the window and explode like that when you are alone. Marcella also said that when she leaves at night she is afraid that someone is going to hurt her especially when they have exploded like that. She also said that this is not the only incident like this. Marcella asked if there could be security provided for those that work alone and work late not just for staff but for customers too.
Gaebel said we have talked about the Board's concerns about having only one person working for exactly these reasons. Gaebel said she totally concurs that either there be 2 people working all the time or have security present. Gaebel said she had been at the Transit Center during the week when there is one person in the Transit Center and Tracy working in the back with no one upstairs and no one to call. Gaebel said she also observed that the bushes are so tall that someone could hide in there and more light needs to be added to the transit area. Gearin stated that she totally agreed with what Gaebel had said and Gearin said maybe there could be a sign posted that the police will be called. Alegria wondered if a buzzer could be installed to let others in building know that help is needed but she said she was not sure about a sign as it might frighten people but on the other hand wants Marcella to be protected. Widener said he concurred and certainly been a witness to this and has himself been threatened and stated that we need security measures. Kidder thanked Marcella for her willingness to come forward as it is not an easy thing to do. Kidder also said maybe have the police come out and hear our concerns so they are familiar with the problems and look at other things that can be done. Kleczek stated that we have heard this concern and we are asking the staff to address these concerns and get back to us.
- Hazen said that the Point Bus will be discontinuing the stop at Hwy 53 and has advised riders they can board at the Camp 18 stop.

- Hazen announced that SETD is doing a Holiday Adopt a Family and the Board is welcome to participate.
- SDAO sent an update on the new Section 508 website requirements due in March. Hazen said he applied this URL to the SETD website and has sent Trillium the corrections that need to be made.
- Hazen is on the Safe Routes to School committee that will be writing the new rules for this program.
- Gaebel asked that we stay on top of the tax changes coming up.
- Alegria asked the new reports could possibly be bulleted in the Executive Director report.

14. LEADERSHIP TEAM REPORTS- Reports submitted for the December 2017 Board Meeting: Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Transportation Options-Matthew Wientraub, Information Technology- John Layton, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.

15. PUBLIC COMMENT-

16. OTHER ITEMS- Commissioner Kidder thanked the Board for their confidence in him and thanked the other applicants and hoped they will stay involved.

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

Meeting was adjourned at 11:20 AM

Mary Parker, Recording Secretary

 Commissioner Lylla Gaebel Secretary/Treasurer

Date _____

Mission Statement

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

NOTE on Reviewing Financials: Month 6 = 58.30 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,507,028 (\$106,654 more than budget), 66% of annual budget and 107.6% of monthly budget. YTD Total Materials & Services was \$374,261 (\$89,003 less than budget), 41% of annual budget and 80.8% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were down \$47,321, but still better than budget year to date at \$106,654.
- 4100 Contract Service-IGA: No activity
- 4271 Billboard Lease: Payment received January
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: No activity
- 4300 Interest: November interest for General Fund was \$1,400 and \$289 from interest on property taxes.
- 5000 Grants: Grant reimbursements for December were \$127,698 for the prior quarter (July-Sept). Billing for previous quarter are not complete.
- Other types of Income: Billing to MTR for coverage after their accident.

Expense

- 6005 Salaries & Wages: Up due to recent salary increases. Better than budget by \$105,184. November employee benefits posted, \$23,051.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for December is \$292. \$987.50 is for the VET fees to RC for previous quarter.
- 8031 Website/On-line SW Sub: \$421 for email accounts.
- 8032 Support Services/Contracts: \$3163.20 to MindShift and \$2671.12 to AngelTrax.
- 8036 Conference/Training Fees: \$2570 is for SDAO conference registration.
- 8050 Dues Subscriptions & Fees: Rotary \$125, CEDR \$500 and SHRM \$209.
- 8070 Employee Recognition: Xmas party and Xmas gift cards.
- 8083 Auto Insurance: Paid \$21,000 from previous year balance.
- 8139 Professional Services: Tigerfish \$903 and Plangingeering \$5343 (anticipated grant reimbursement).
- 8150 Taxes/Licenses/Bus Reg Fee: \$3584 was deducted from last tax payment from the county. DOR deduction and GP Settlement deduction (in YTD column).
- 8170 Vehicle Maint & Repairs: Down \$10,608 YTD.
- 9610-11 Clatsop Bank Principal/Interest: Posted Jan. 2nd, \$5846.67 prin. - \$726.83 int.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 48% of total budget. YTD revenues of \$1,562,981 are \$69,881 more than Budget. YTD Interest Income of \$5114 is \$2414 better than budgeted YTD. Materials & Services of \$1,601,109 are \$218,925 more than budget and are 59% of YTD budget.

Income

- 4300 Interest: Interest earned is \$709.
- 4500 RC Provider Service Reimbursement: Right in line with previous months. Ahead of budget by \$66,986.24.

Expense

- 7000 Contract Providers: Major providers include K &M \$34,845, Wapato \$64,731, Ryan \$29,430, Elliot \$20,527 and Medix \$20,858. Several of the other provider rides were up as well. Gas Vouchers accounted for \$17,112. Tillamook is behind in billing again. Provider payments is over budget by \$282,006 YTD.
- 7030 Bus Passes: Over budget by \$12,265. Bus pass costs are up overall due to shortage of volunteers and the fact more folks to take the bus.
- Salaries and Wages: Below budget \$42,278 for YTD.
- END

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
December 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	22,486.10	21,784.00	170,143.07	138,796.00	31,347.07	273,000.00	62%
4090 DONATIONS/COMMISSIONS	336.04	1,075.00	8,890.67	6,450.00	2,440.67	12,900.00	69%
4100 CONTRACTED SERVICES-IGA	0.00	10,325.00	42,978.55	61,950.00	(18,971.45)	123,900.00	35%
4200 TAXES							
4205 PROPERTY TAXES							
	259.27	200.00	14,422.33	13,900.00	522.33	22,000.00	66%
	3,251.70	6,800.00	864,352.58	807,900.00	56,452.58	870,000.00	99%
Total 4205 PROPERTY TAXES	3,510.97	7,000.00	878,774.91	821,800.00	56,974.91	892,000.00	99%
4210 LAND SALES	0.00		0.00		0.00		
4215 US FISH & WILDLIFE	0.00		185.76		185.76		
Total 4200 TAXES	3,510.97	7,000.00	878,960.67	821,800.00	57,160.67	892,000.00	99%
4250 TIMBER SALES	77,355.72	35,000.00	184,538.69	100,000.00	84,538.69	160,000.00	115%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	20,606.24	16,750.00	3,856.24	67,000.00	31%
4270 RENTAL INCOME							
4271 BILLBOARD LEASE	0.00	1,200.00	0.00	1,200.00	(1,200.00)	1,200.00	0%
4272 PARKING SPACES	760.00	760.00	3,752.50	4,560.00	-807.50	9,120.00	41%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	200.00	0%
Total 4270 RENTAL INCOME	760.00	1,960.00	3,752.50	5,760.00	(2,007.50)	10,520.00	36%
4300 INTEREST	1,695.96	400.00	4,807.19	2,400.00	2,407.19	4,800.00	100%
4310 LAMINATING	4.00		79.00		79.00		
4500 RC PROVIDER SERVICE REIM	0.00	0.00	-830.85	0.00	-830.85	0.00	
5000 GRANTS							
5001 ODOT GRANTS							
	81,351.00	143,000.00	81,352.00	143,000.00	(61,648.00)	455,656.00	18%
	14,045.00	23,750.00	11,740.00	23,750.00	(12,010.00)	75,133.00	16%
	14,964.00	19,491.00	17,269.00	19,491.00	(2,222.00)	61,473.00	28%
	17,338.00	18,850.00	17,338.00	18,850.00	(1,512.00)	58,985.00	29%
	0.00	0.00	16,031.00	0.00	16,031.00	0.00	
	0.00		10,259.00		10,259.00		
	0.00		-9,000.00		(9,000.00)		
Total 5001 ODOT GRANTS	127,698.00	205,091.00	144,989.00	205,091.00	(60,102.00)	651,247.00	22%
5050 MISC GRANTS	1,351.00	0.00	1,351.00	12,000.00	(10,649.00)	24,000.00	6%
Total 5000 GRANTS	129,049.00	205,091.00	146,340.00	217,091.00	(70,751.00)	675,247.00	22%
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	116.63		142.63		142.63		
Total Income	235,314.42	282,635.00	1,507,028.36	1,400,374.00	106,654.36	2,278,120.00	66%
	235,314.42	282,635.00	1,507,028.36	1,400,374.00	106,654.36	2,278,120.00	66%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	95,177.33	93,944.00	556,262.88	610,660.00	54,397.12	1,221,315.00	46%
6200 PAYROLL EXPENSES	7,945.58	11,168.00	49,681.57	72,602.00	22,920.43	145,195.00	34%
6300 EMPLOYEE BENEFITS	53,094.05	27,540.00	151,149.03	179,015.00	27,865.97	358,025.00	42%
Total 1. PERSONNEL SERVICES	156,216.96	132,652.00	757,093.48	862,277.00	105,183.52	1,724,535.00	44%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	1,353.24	183.00	6,084.95	1,101.00	(4,983.95)	2,200.00	277%
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8005 AUDIT	2,573.00	0.00	8,413.00	12,995.00	4,582.00	28,652.00	29%
8006 ADS (HR JOB POSTING)	1,720.10	350.00	4,745.17	2,100.00	(2,645.17)	4,200.00	113%
8010 BANK FEES	130.80	279.00	880.49	1,671.00	790.51	3,341.00	26%
8020 BLDING & GROUNDS MAINT	2,285.45	2,656.00	18,501.51	15,939.00	(2,562.51)	31,878.00	58%
8030 COMP-INFO-TECH SERVICES					0.00		
8031 WEBSITE/ON-LINE SW SUI	421.80		5,804.28		(5,804.28)		
8032 SUPPORT SERVICES/CON	6,872.82	0.00	30,222.99	0.00	(30,222.99)	0.00	
8030 COMP-INFO-TECH SERVIC	0.00	38,044.00	0.00	56,284.00	56,284.00	78,172.00	0%
Total 8030 COMP-INFO-TECH SER	7,294.62	38,044.00	36,027.27	56,284.00	20,256.73	78,172.00	46%
8035 CONF TRAINING & TRAVEL	4,179.31	1,904.00	15,912.06	10,044.00	(5,868.06)	24,084.00	66%
8040 DONATIONS/CONTRIBUTION	0.00		-225.52		225.52		
8045 DRUG/ALCOHOL/BG CHECK	713.40	416.00	2,124.40	2,501.00	376.60	5,000.00	42%
8050 DUES SUBSCRIPTIONS & FE	254.79	2,620.00	8,656.36	13,268.00	4,611.64	19,143.00	45%
8053 IGA - DUES AND FEES	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00	
8055 DURABLE EQUIP/SMALL TO	991.40	5,366.00	11,559.45	32,201.00	20,641.55	64,400.00	18%
8061 EQUIPMENT LEASE/RENT	8.50	459.00	1,891.66	2,752.00	860.34	5,500.00	34%
8065 EDUCATION/OUTREACH	1,405.03	3,334.00	1,599.28	20,001.00	18,401.72	40,000.00	4%
8070 EMPLOYEE RECOGNITION	3,634.55	821.00	5,580.83	4,939.00	(641.83)	9,880.00	56%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	13,149.49	21,042.00	81,862.95	126,237.00	44,374.05	252,472.00	32%
8080 INSURANCE	26,109.10	5,200.00	43,069.22	17,500.00	(25,569.22)	61,479.00	70%
8090 LEGAL ADS	89.10	50.00	138.10	200.00	61.90	800.00	17%
8095 LEGAL COUNSEL	0.00	350.00	577.50	3,550.00	2,972.50	6,400.00	9%
8100 MEETING EXPENSE	0.00	146.00	314.28	880.00	565.72	1,760.00	18%
8120 OFFICE SUPPLIES	1,562.93	1,446.00	6,440.49	8,676.00	2,235.51	17,352.00	37%
8130 PAYROLL PROCESSING FEE	114.38	162.00	692.93	1,066.00	373.07	2,128.00	33%
8135 PRINTING	155.48	2,818.00	2,472.03	16,902.00	14,429.97	33,800.00	7%
8139 PROFESSIONAL SERVICES	6,245.70	3,520.00	26,033.20	21,120.00	(4,913.20)	42,240.00	62%
8140 SUBGRANT PASS THROUGH	0.00	0.00	4,250.00	0.00	(4,250.00)	0.00	
8150 TAXES/LICENSES/BUS REG	60.80	125.00	3,695.18	125.00	(3,570.18)	330.00	1120%
8155 TELEPHONE/INTERNET SER	4,119.67	2,558.00	19,344.34	15,352.00	(3,992.34)	30,702.00	63%
8160 UNIFORMS	154.65	910.00	969.77	5,462.00	4,492.23	10,924.00	9%
8165 UTILITIES	1,920.05	1,733.00	8,258.48	10,398.00	2,139.52	20,796.00	40%
8170 VEHICLE MAINT & REPAIRS	13,210.79	10,000.00	49,391.63	60,000.00	10,608.37	120,000.00	41%
Total 2. MATERIALS & SERVICES	93,436.33	106,492.00	374,261.01	463,264.00	89,002.99	917,633.00	41%
Total Expense	249,653.29	239,144.00	1,131,354.49	1,325,541.00	194,186.51	2,642,168.00	43%
Net Ordinary Income	-14,338.87	43,491.00	375,673.87	74,833.00	(300,840.87)	-364,048.00	-103%
Other Income/Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	0.00	5,870.74	28,810.47	34,717.95	5,907.48	70,517.00	41%
9611 CLATSOP BANK-LOAN INT	0.00	702.76	4,057.03	4,722.85	665.82	8,365.00	49%
Total 3. OTHER EXPENSES	0.00	6,573.50	32,867.50	39,440.80	6,573.30	78,882.00	42%
9600 DEBT SERVICE & INTERES-FEE	240.00		240.00		(240.00)		
9625 SDAO FLEXLEASE-PRINCIPAL	55,000.00		55,000.00		(55,000.00)	41,800.00	132%
9626 SDAO FLEXLEASE-INTEREST	4,462.50	3,690.00	4,462.50	3,690.00	(772.50)	7,041.00	63%
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%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9850 TRANSFER OUT	0.00		0.00		0.00	104,208.00	0%
	59,702.50	10,263.50	92,570.00	43,130.80	(49,439.20)	459,931.00	20%
Net Other Income	-59,702.50	-10,263.50	-92,570.00	-43,130.80	49,439.20	-459,931.00	20%
	-74,041.37	33,227.50	283,103.87	31,702.20	(251,401.67)	-823,979.00	-34%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
December 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)		
4300 INTEREST	709.08	450.00	5,114.01	2,700.00	2,414.01	5,400.00	95%
4310 MISC INCOME	0.00		481.00		481.00		
4500 RC PROVIDER SERVICE REIM	247,803.16	248,400.00	1,557,386.24	1,490,400.00	66,986.24	3,230,727.00	48%
Total Income	248,512.24	248,850.00	1,562,981.25	1,493,100.00	69,881.25	3,236,127.00	48%
Gross Profit	248,512.24	248,850.00	1,562,981.25	1,493,100.00	69,881.25	3,236,127.00	48%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	26,488.29	26,671.00	155,665.40	173,342.00	17,676.60	346,677.00	45%
6200 PAYROLL EXPENSES	2,119.34	3,366.00	14,084.16	21,879.00	7,794.84	43,758.00	32%
6300 EMPLOYEE BENEFITS	13,518.09	8,847.00	40,708.54	57,515.00	16,806.46	115,021.00	35%
Total 1. PERSONNEL SERVICES	42,125.72	38,884.00	210,458.10	252,736.00	42,277.90	505,456.00	42%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	234,539.42	211,451.00	1,550,710.55	1,268,704.00	(282,006.55)	2,537,410.00	61%
7030 BUS PASSES	5,940.00	1,500.00	21,265.00	9,000.00	(12,265.00)	18,000.00	118%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	662.00	0.00	2,047.00	7,100.00	5,053.00	9,048.00	23%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	80.00	80.00	200.00	0%
8010 BANK FEES	6.00	14.00	34.25	86.00	51.75	171.00	20%
8020 BLDING & GROUNDS MAINT	490.68	802.00	2,466.77	4,816.00	2,349.23	9,628.00	26%
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	133.20		1,302.02		(1,302.02)		
8032 SUPPORT SERVICES/CONTRA	147.18	0.00	1,690.54	0.00	(1,690.54)	0.00	
8030 COMP-INFO-TECH SERVICES C	0.00	36,455.00	0.00	43,720.00	43,720.00	52,438.00	0%
Total 8030 COMP-INFO-TECH SERVI	280.38	36,455.00	2,992.56	43,720.00	40,727.44	52,438.00	6%
8035 CONF TRAINING & TRAVEL	0.00	300.00	965.77	2,950.00	1,984.23	8,046.00	12%
8045 DRUG/ALCOHOL/BG CHECKS	0.00	145.00	1,192.00	864.00	(328.00)	1,725.00	69%
8050 DUES SUBSCRIPTIONS & FEES	0.00	500.00	41.80	2,000.00	1,958.20	3,698.00	1%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,018.00	0.00	6,102.00	6,102.00	12,200.00	0%
8065 EDUCATION/OUTREACH	0.00	168.00	0.00	1,000.00	1,000.00	2,000.00	0%
8070 EMPLOYEE RECOGNITION	771.65	344.00	771.65	2,061.00	1,289.35	4,120.00	19%
8072 Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8080 INSURANCE	766.43	1,702.00	766.43	3,406.00	2,639.57	6,814.00	11%
8090 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	0.00	
8095 LEGAL COUNSEL	0.00	41.00	0.00	250.00	250.00	500.00	0%
8100 MEETING EXPENSE	0.00	54.00	9.00	321.00	312.00	640.00	1%
8120 OFFICE SUPPLIES	231.58	441.00	1,618.25	2,649.00	1,030.75	5,298.00	31%
8130 PAYROLL PROCESSING FEES	36.12	34.00	218.82	222.00	3.18	444.00	49%
8135 PRINTING	0.00	133.00	30.24	801.00	770.76	1,600.00	2%
8139 PROFESSIONAL SERVICES	251.00	250.00	1,595.00	1,500.00	(95.00)	3,000.00	53%
8155 TELEPHONE/INTERNET SERVI	1,198.94	3,219.00	10,565.76	19,310.00	8,744.24	38,618.00	27%
8160 UNIFORMS	0.00	83.00	0.00	501.00	501.00	1,000.00	0%
8165 UTILITIES	809.56	789.00	3,818.28	4,741.00	922.72	9,475.00	40%
Total 2. MATERIALS & SERVICES	245,983.76	259,443.00	1,601,109.13	1,382,184.00	(218,925.13)	2,726,073.00	59%
Total Expense	288,109.48	298,327.00	1,811,567.23	1,634,920.00	(176,647.23)	3,231,529.00	56%
	#REF!	-49,477.00	-248,585.98	-141,820.00	106,765.98	4,598.00	-5406%
					0.00		
Other Expense					0.00		

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		0.00		0.00	13,200.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	1,112.00	0.00	1,112.00	1,112.00	3,336.00	0%
9655 DMAP REPAYMENT AGREEMENT	36,343.25	36,343.00	72,686.50	72,686.00	(0.50)	343,405.00	21%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	125,546.00	0%
Total Other Expense	36,343.25	37,455.00	72,686.50	73,798.00	1,111.50	485,487.00	15%
	-36,343.25	-37,455.00	-72,686.50	-73,798.00	-1,111.50	-485,487.00	15%
	#REF!	-86,932.00	-321,272.48	-215,618.00	105,654.48	-480,889.00	67%

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

ASSETS

Current Assets	
Checking/Savings	1,763,569.64
Accounts Receivable	141,254.36
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	2,125.45
Total Other Current Assets	<u>50,382.26</u>
Total Current Assets	<u>1,955,206.26</u>
TOTAL ASSETS	<u><u>1,955,206.26</u></u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	99,880.88
Other Current Liabilities	56,209.58
Total Current Liabilities	<u>156,090.46</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>156,090.46</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	-255,231.60
Net Income	-38,468.58
Total Equity	<u>1,799,115.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,955,206.26</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CLATSOP BEHAVIORAL HEALTHCARE	330.00	0.00	0.00	0.00	0.00	330.00
DHS - CHILD WELFARE-CLATSOP	801.00	0.00	0.00	0.00	0.00	801.00
DSHS-Childrens Admin Office	72.00	0.00	0.00	0.00	0.00	72.00
MTR WESTERN	0.00	116.63	0.00	0.00	0.00	116.63
ODOT	0.00	0.00	0.00	0.00	0.00	0.00
OR DHS-VOCATIONAL REHAB SERVICES	60.00	0.00	0.00	0.00	0.00	60.00
P-H&R Block	0.00	142.50	0.00	0.00	0.00	142.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
Providence Seaside Hospital	0.00	30.00	0.00	0.00	0.00	30.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00	7.00	7.00
TPJCC	2,365.00	0.00	0.00	0.00	0.00	2,365.00
TOTAL	<u>3,628.00</u>	<u>384.13</u>	<u>0.00</u>	<u>0.00</u>	<u>7.00</u>	<u>4,019.13</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALLIED SECURITY	115.50	0.00	0.00	0.00	0.00	115.50
ALSCO	38.77	0.00	0.00	0.00	0.00	38.77
ASTORIA FORD	62.40	0.00	0.00	0.00	0.00	62.40
ASTORIA, CITY OF	542.04	0.00	0.00	0.00	0.00	542.04
BOLDT, CARLISLE & SMITH, LLC	375.00	0.00	0.00	0.00	0.00	375.00
CARD SERVICE CENTER	4,627.72	0.00	0.00	0.00	0.00	4,627.72
CoastCom, Inc.	0.00	-3,602.11	0.00	0.00	0.00	-3,602.11
COLUMBIA FIRE & SAFETY CO.	420.00	0.00	0.00	0.00	0.00	420.00
CRS	882.78	0.00	0.00	0.00	0.00	882.78
DAY WIRELESS SYSTEMS, CORP.	139.00	0.00	0.00	0.00	0.00	139.00
E- BARTON, ERIC	26.75	0.00	0.00	0.00	0.00	26.75
ENGLUND MARINE SUPPLY CO, INC	2.14	0.00	0.00	-67.40	0.00	-65.26
EVERBANK	188.00	0.00	0.00	0.00	0.00	188.00
GNSA	279.90	0.00	0.00	0.00	0.00	279.90
HEATHER REYNOLDS	0.00	-1,080.00	0.00	0.00	0.00	-1,080.00
JACKSON & SON OIL, INC.	3,094.64	0.00	0.00	0.00	0.00	3,094.64
MTR WESTERN BUS	2,350.51	0.00	0.00	0.00	0.00	2,350.51
NW NATURAL	221.43	0.00	0.00	0.00	0.00	221.43
O'REILLY AUTO PARTS	545.66	-2.70	0.00	0.00	0.00	542.96
PACIFIC POWER	816.12	0.00	0.00	0.00	0.00	816.12
RC-AAA RIDE ASSIST LLC	1,923.76	0.00	0.00	0.00	0.00	1,923.76
RC-BLAKE FORDHAM	94.00	0.00	0.00	0.00	0.00	94.00
RC-CENTRAL OREGON INTERGOV'TAL COUNCIL	137.26	0.00	0.00	0.00	0.00	137.26
RC-COLUMBIA COUNTY RIDER	1,160.08	180.00	0.00	0.00	0.00	1,340.08
RC-ELLIOTT'S TRANSPORT	4,262.60	0.00	0.00	0.00	0.00	4,262.60
RC-ESA-ELDER COURT	2,080.00	0.00	0.00	0.00	0.00	2,080.00
RC-HOT SHOT TRANSPORTATION	2,446.84	0.00	0.00	0.00	0.00	2,446.84
RC-K & M MEDIVAN	7,164.89	0.00	0.00	0.00	0.00	7,164.89
RC-LEE, RYAN	13,330.26	0.00	0.00	0.00	0.00	13,330.26
RC-MEDIX AMBULANCE	4,194.00	0.00	0.00	0.00	0.00	4,194.00
RC-METRO WEST AMBULANCE	1,075.00	0.00	0.00	0.00	0.00	1,075.00
RC-RONALD MCDONALD HOUSE	120.00	0.00	0.00	0.00	0.00	120.00
RC-SKINNYS TEXACO	1,060.60	0.00	0.00	0.00	0.00	1,060.60
RC-TILLAMOOK COUNTY TRANSPORTATION	7,890.00	0.00	0.00	0.00	0.00	7,890.00
RC-WAPATO SHORES, INC	12,286.29	0.00	0.00	0.00	0.00	12,286.29
SDIS	1,575.82	0.00	0.00	0.00	0.00	1,575.82
SETD-Ride Care	987.50	0.00	0.00	0.00	0.00	987.50
SUNSET AUTO PARTS, INC.	1.00	0.00	0.00	0.00	0.00	1.00
TIGERFISH	902.70	0.00	0.00	0.00	0.00	902.70
VERIZON WIRELESS	852.72	0.00	0.00	0.00	0.00	852.72
WESTERN BUS SALES, INC.	205.37	0.00	0.00	0.00	0.00	205.37
WILCOX & FLEGEL	10,054.85	0.00	0.00	0.00	0.00	10,054.85
TOTAL	<u>88,533.90</u>	<u>-4,504.81</u>	<u>0.00</u>	<u>-67.40</u>	<u>0.00</u>	<u>83,961.69</u>

Sunset Empire Transportation District Check Detail December 2017

Num	Date	Name	Paid Amount
Wire	12/26/2017	US BANK TRUST N.A.	59,702.50
4877	12/07/2017	RC-ELLIOTT'S TRANSPORT	6,955.60
4878	12/07/2017	RC-HOT SHOT TRANSPORTATION	5,888.80
4879	12/07/2017	RC-K & M MEDIVAN	6,871.46
4880	12/07/2017	RC-LEE, RYAN	6,710.05
4881	12/07/2017	RC-MEDIX AMBULANCE	6,455.20
4886	12/07/2017	RC-TILLAMOOK COUNTY TRANSPORTATION	12,290.00
4887	12/07/2017	RC-WAPATO SHORES, INC	17,223.46
4892	12/11/2017	RC-ELLIOTT'S TRANSPORT	5,841.20
4895	12/11/2017	RC-K & M MEDIVAN	9,547.68
4896	12/11/2017	RC-LEE, RYAN	8,044.78
4897	12/11/2017	RC-MEDIX AMBULANCE	5,154.20
4903	12/11/2017	RC-WAPATO SHORES, INC	13,053.20
4909	12/18/2017	RC-ELLIOTT'S TRANSPORT	5,296.80
4911	12/18/2017	RC-K & M MEDIVAN	9,063.37
4912	12/18/2017	RC-LEE, RYAN	8,055.05
4913	12/18/2017	RC-MEDIX AMBULANCE	5,248.80
4917	12/18/2017	RC-OR DHS	36,343.25
4922	12/18/2017	RC-WAPATO SHORES, INC	18,029.17
4923	12/18/2017	RC-WILCOX & FLEGEL	6,541.19
4927	12/26/2017	RC-ELLIOTT'S TRANSPORT	5,126.20
4929	12/26/2017	RC-K & M MEDIVAN	9,068.65
4930	12/26/2017	RC-MEDIX AMBULANCE	6,261.20
4936	12/26/2017	RC-WAPATO SHORES, INC	21,362.15
17489	12/05/2017	SDIS	36,725.51
17540	12/11/2017	MINDSHIFT TECHNOLOGIES	7,908.00
17542	12/11/2017	PLANGINEERING, LLC	5,343.00
17546	12/11/2017	WILCOX & FLEGEL	9,767.77
17565	12/18/2017	SDIS	22,106.25
17568	12/26/2017	SDIS	37,525.23
17571	12/26/2017	ASTORIA FORD	6,711.72
Total			420,221.44

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
12/18/2017	0342 11/8 to 12/8

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

Bill Due	01/17/2018
Terms	
Memo	NOV 8 TO DEC 8

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0326 - HAZEN DELTA - BAGGAGE FEE FOR JEFF FOR APTA EXPO	586.39		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	0284 - JONES STAPLES - OFFICE CHAIRS	163.98	RIDECARE ADMIN	ADMINISTRATION ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0334 - LAYTON ADOBE - SOFTWARE SUBSCRIPTION FOR JOHN AND MARY	34.98		ADMINISTRATION ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	ORECX - YEARLY SUBSCRIPTION FOR CALL RECORDING FOR RIDECARE	80.00	RIDECARE ADMIN	ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - GIFT CARDS FOR HOLIDAY	1,075.00		ADMINISTRATION
8006 ADS (HR JOB POSTING)	0946 - LEWICKI REGIONAL HELP - DRIVER JOB AD	1,720.10		ADMINISTRATION
8121 POSTAGE-SHIPPING	0020 - PARKER USPS - STAMPS	940.18		ADMINISTRATION
8038 TRAVEL	0961 - WEINTRAUB CHEVRON - FUEL FOR MATT FOR TRIP TO BEND	27.09		ADMINISTRATION

Expense Total : 4,627.72

Bill Total : \$4,627.72

January 25, 2018

To: Board of Commissioners

From: Paul Lewicki

Re: Real-Time Bus Tracking and Data Collection

Operations is activating the GPS equipment already located on our buses, and is working with vendors to implement a real-time bus tracking system that will give visibility of our fleet's location to our CSRs while providing live bus information to our riders. This system will also capture and report on-time performance data by route and by stop, and support bus scheduling and staffing decisions going forward.

No action is needed from the Board at this time.

Date: January 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.b Transportation Options Presentation

Matt Weintraub, our Transportation Options Specialist, will be giving the Board a presentation on the Transportation Options program.



SOLICITATION FOR NATIONAL RTAP REVIEW BOARD MEMBER NOMINATIONS

Submission Deadline is **January 31, 2018**

The National Rural Transit Assistance Program (National RTAP) is funded by the Federal Transit Administration (FTA) to provide training and technical assistance resources to rural and tribal transit operators. The Neponset Valley Transportation Management Association (NVTMA) administers the National RTAP program on behalf of FTA. More information about current National RTAP programs and services can be found at www.nationalrtap.org.

National RTAP staff depends on the Review Board for guidance and assistance with the development of training materials and other tools and resources for rural and tribal transit operators. Among other duties, Review Board members represent National RTAP's primary customer groups and help us determine what products and services would be of the most value to them.

For 2018, National RTAP is soliciting nominations for two state transit officials (one in the spring and one in the fall) and three rural or tribal transit operators (two in the spring and one in the fall). The term of office is three years beginning at the new member's first meeting.

Any group or individual involved in rural transit is encouraged to nominate a representative to the board. An individual may nominate him/herself for consideration.

Overview of the National RTAP Review Board

The Review Board consists of 14 members: seven state officials and seven rural operators (at least one of whom will be a tribal transit representative). Review Board responsibilities include:

- Provide the National Program with guidance on priority needs in the areas of training material development, information dissemination and technical assistance
- Oversee the quality of National Program products and participate in work groups to help develop products and/or review products under development.
- Promote the National Program to states and operators

As explained below, travel expenses to Review Board meetings are covered by National RTAP.

Who is eligible for Review Board membership?

Section 5311 State Program or RTAP Managers and rural transit operators who receive Section 5311 or tribal transit funding are eligible to serve on the Review Board. National RTAP Board members who have been off the Board for at least three years may be considered if there are not enough new candidates applying.

What are the expectations of Review Board members?

Members must be from a state transit agency that administers Section 5311 funds or be employed by a rural public transportation agency that receives Section 5311 or Tribal Transit Program funds.

Individuals must be able to attend two official Review Board meetings each year (usually April or May and October). The first Review Board meeting that will include new members will be held in Washington, DC in May 2018. Travel expenses are covered in full by National RTAP. New Review Board members will participate in an orientation at the meeting.

Members serve for three years and are expected to take an active role in the work of National RTAP by attending official meetings and working with the National Program via email and telephone during the interim. Promoting the program may include serving as a National RTAP Ambassador and representing the program at national and/or state transit conferences and other events.

What is the solicitation process for new Review Board members?

National RTAP solicits nominations. A nominating committee will review submissions and make recommendations in conjunction with the Federal Transit Administration. Candidates may be interviewed by a current or past Review Board member.

Specific criteria for selection include:

- Eligibility in one of the two categories of Review Board membership (state DOT program manager or rural/tribal transit provider)
- Number of years of experience in the rural transit industry
- Specialized expertise in rural transit issue areas
- Specialized expertise in training and/or technical assistance
- Demographic diversity of membership
- Geographic representation on the National RTAP Review Board

Nominations may be completed and returned by email, mail, or fax to:

National RTAP
Attn: Robin Phillips, Executive Director
5 Wheeling Avenue
Woburn, MA 01801
Phone: 888-589-6821
Fax: 781-895-1122
info@nationalrtap.org
(Please write Review Board Nomination in the subject line)

National RTAP



Rural Transit Assistance Program

SOLICITATION FOR NATIONAL RTAP REVIEW BOARD MEMBER NOMINATIONS

Submission Deadline is January 31, 2018

1. Nominee's contact information:

Name Jeff Hazen

Title Executive Director

Organization Sunset Empire Transportation District

Address 900 Marine Dr.

City Astoria

State OR

ZIP 97103

Phone 503-861-5399

Fax 503-325-1606

Email jeff@ridethebus.org

2. Can the nominee travel out of state for official Review Board meetings/functions? Yes

3. Can the nominee attend the next Board meeting in Washington, DC May 9-11, 2018? Yes

4. Describe how the nominee meets the eligibility criteria for Review Board membership (see solicitation):

Our agency is a Section 5311 recipient and has actively used National RTAP services.

5. What is the length and nature of his/her experience in the rural or tribal transit industry?

I have been in public transit here at SETD for three years. I also serve as Vice-Chair of ODOT's Public Transportation Advisory Committee and serve as chair of the 5311 Work Group. This work group is looking at options for how the 5311 funds are distributed to agencies in Oregon. I also serve on the Safe Routes to Schools rulemaking committee and the Transportation System Plan Guidelines advisory committee.

6. Why do you believe this individual would be a desirable addition to the Review Board? What special knowledge or areas of expertise will he/she contribute to the Review Board? Please relate comments to Review Board responsibilities and FTA interests, as described in the solicitation.

In all that I do, I focus on making sure that rural transportation is not an afterthought of anyone including legislators, both State and Federal. I am deeply committed to making sure that technology that is being developed can be used at rural agencies. We are currently in the process of implementing an APP for riders to use to find out where their bus is at. It will also provide the agency with much needed back office data. This year we plan on installing Automatic Passenger Counters and implementing an E-fare system. I have also been very involved with low and no emission vehicles. I've been researching both battery electric and hydrogen fuel cell electric buses. I firmly believe that rural agencies can play a part in reducing green house gases by electrifying their fleet. We have been going through a feasibility study looking at the potential of expanding our District into a neighboring county that has been struggling with their public transit program. These are the kinds of things that show that I am forward looking. I am a visionary and believe that I can make a strong contribution to the Review Board. After 3 years in public transit, I still consider myself new to the industry and I believe that gives me a good perspective on how the National RTAP can assist agencies across the country.

7. Contact information for the individual/organization making the nomination (may be self):

Name (Contact Person) Jeff Hazen
Title Executive Director
Organization Sunset Empire Transportation District
Address 900 Marine Dr.
City Astoria State OR ZIP 97103
Phone 503-861-5399 Fax (Optional) _____
Email jeff@ridethebus.org

7. Please feel free to submit letters of support or other additional information with this form.

Signatures: _____
Nominee Supervisor

Date: _____ *Signatures confirm nominee's ability and authorization to serve on the National RTAP Review Board and attend Review Board Meetings and related functions.*

January 15, 2018

Robin Phillips, Executive Director
National Rural Transit Assistance Program
718 7th Street NW
Washington DC, 20001

Dear Robin,

It is with enthusiasm that I compose this letter of recommendation for Jeff Hazen as a potential Rural Transit Provider to serve on your Review Board. The evolution of Public Transit serving rural communities has been accelerating nonstop since the passage of SAFTEA-LU. As you will read, Jeff is the sort of compelling leader that has so frequently allowed Oregon to lead the nation. I am confident he'll be an active contributor in a term characterized by hard work, creativity, insight and an uncanny sense of how national conversations and partnerships impact local riders.

In 2014, Sunset Empire Transportation District in Astoria appointed Jeff Hazen as their Executive Director. Since you were in Oregon and the industry at the time, I feel like I can spare you the gory details save to say that Jeff was brought in to transform an agency. Setting aside the complexities of budgets, a Board of Directors with a fresh sensitivity to the importance of being hands-on, legacy employees, and the public's expectations of a taxing district, I'd like to share a single snapshot of why I think it all matters. The graph to the right indicates the impact SSETD's challenges had on passengers – the yellow area coinciding with the change in the trend line marks Jeff's tenure.

Perhaps what I most admire about the resurrection story at Sunset Empire is one of its signature characteristics. The timing coincides with a shift in the way the State of Oregon administered Brokered Medicaid mobility services. Almost overnight, a program that had produced a predictable source of operations funding and local match was channeled through a new entity called a Coordinated Care Organization. When I first met Jeff in 2015 (at the National RTAP Conference in Denver), it was clear that he was the only other person I knew who saw it as an opportunity...

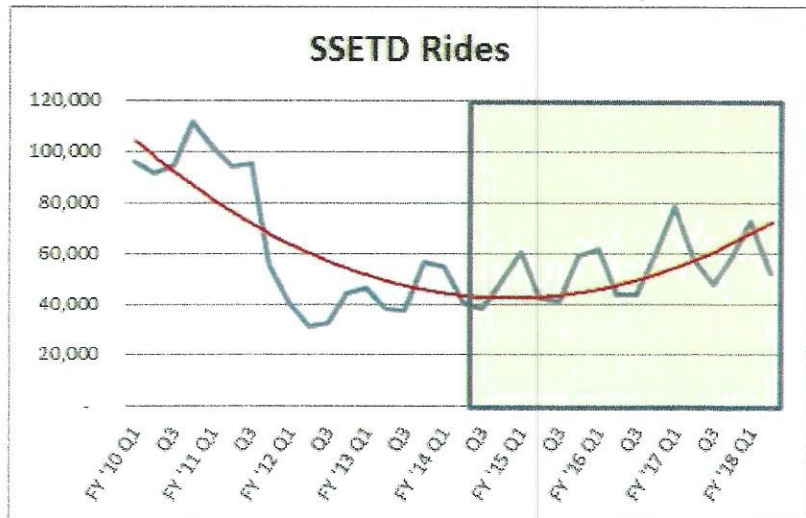


Figure 1 - Source OPTIS Quarterly Reports

Since taking the helm at Sunset Empire, Jeff's leadership has been distinguished by the enthusiastic pursuit of partnerships that benefit the passenger. Jeff and his team pioneered an approach to medical access that preserved service, reduced costs and moved the conversation forward while many industry leaders were still wringing their hands. Jeff was (and still is) a key partner in the Northwest Connector collaboration (<http://www.nworegontransit.org/>) that coordinates passenger information, connections, fares, and access services across three coastal transit districts, and two additional counties – including intentional connections to AmTrak, Greyhound, Oregon POINT and partnerships with adjacent tribal nations.

In addition to a remarkable recovery story, Jeff has played a key role in coastal resilience and emergency preparedness efforts for the Cascadia Subduction Event (it's not if, it's when), participates with his Area Commissions on Transportation and Vice-Chairs Oregon's Public Transit Advisory Committee. He's an innovator, planner, demonstrated leader, early adopter of promising practices, an advocate for passengers and (for your purposes, more to the point) someone who is always willing to share and help build the capacity of others.

This letter is already too long but I can't help but close with the observation that Jeff checks so many boxes on the National RTAP Review Board consideration list. He's a proven leader with rural, intercity, tribal and coordination sensibilities. He's already active on the local and state bodies that are involved in conversations that will be mutually informative. I see him at a lot of the trainings I attend, ambitiously refining his craft. I am confident he'll be up and running quickly and will serve you well for the balance of his term.

As always, I am HAPPY to receive phone calls or emails if you feel there is something further I can tell you that qualifies Jeff as an excellent fit. Please reach out at one of the contact options I have left below.

With Gratitude for Your Consideration!



Frank Thomas, Regional Transit Coordinator
ODOT Rail and Public Transit Division
Frank.Thomas@odot.state.or.us
Office: 541.963.1362
Cell 503.856.2757
Personal Cell 541.910.4357



Oregon

Kate Brown, Governor

Department of Transportation

Rail and Public Transit Division

555 13th ST NE

Salem OR 97301-4179

Public Transit Phone: (503) 986-3300

Rail Phone: (503) 986-4321

Transit Fax: (503) 986-4189

Rail Fax: (503) 986-3183

January 16, 2018

Ms. Robin Phillips, Executive Director
National Rural Transit Assistance Program
718 7th Street NW
Washington DC, 20001

Dear Robin;

This is a letter of recommendation for Jeff Hazen as a potential Rural Transit Provider to serve on your Review Board. Jeff has been a driving force to bring Sunset Empire Transit District up to the level of service and industry recognition it deserves. He understands the rigors and commitment it takes to provide the best public transit possible in a rural area.

I know my fellow Regional Transit Coordinator, Frank Thomas, has already provided a glowing letter of the triumphs Jeff has had coming into a position that was starting to recover after a very trying situation that encompassed Sunset Empire Transportation District. I consider Jeff to be one of the best transit providers I deal with in my Region.

Jeff would be a great asset to the Review Board, he has a constant desire to learn and be a contributor to rural transit.

Sincerely,

Arla Miller
Interim Regional Transit Coordinator
Arla.Miller@odot.state.or.us



RURAL and SPECIAL TRANSPORTATION
PROGRAM

PO Box 1083
Corvallis, Oregon 97339-1083
Phone: (541) 754-1748

January 4, 2018

Robin Phillips, Executive Director
National RTAP
5 Wheeling Avenue
Woburn, MA 01801

Dear Robin:

Re: Recommendation of Jeff Hazen for National RTAP Review Board

This letter is to recommend Jeff Hazen, Executive Director of Sunset Empire Transportation District in Clatsop County, Oregon, to serve on your RTAP National Review Board as a rural transit provider representative.

I have worked with Jeff since he began his service at SETD. Jeff has led his transit district to remarkable success in the northwest corner of Oregon, expanding service both eastward to connect with Columbia County and the greater Portland metropolitan area, and southward to connect into Tillamook County and the mid-coast. One of the outcomes of this is that his neighbors in Columbia County have become interested in potentially merging their transit service together with SETD, and are presently studying the feasibility of such a merger.

As a colleague in the Northwest Connector Alliance, Jeff has demonstrated ongoing initiative and leadership in helping guide our five-County alliance to expand service opportunities, and was the lead in a successful application for an ODOT grant to develop a state-of-the art interactive new website that is a template for use by other jurisdictions across Oregon and nationally. That website can be found here: www.nwconnector.org

Jeff's other leadership experience will also serve him well on the National RTAP Review Board. Jeff is the Vice-Chair of the statewide Public Transit Advisory Committee, and has previously served in local government as a Clatsop County Commissioner and as Mayor of the City of Warrenton. He is an active member of several community and civic organizations.

In summary, I believe that Jeff is an excellent candidate for a rural transit provider representative on the National RTAP Review Board. I highly commend his application to you, for the strongest possible consideration.

Please don't hesitate to contact me should you have any further questions, Robin.

Best regards,

Lee K. Lazaro, CCTM
Benton County Rural/Special Transportation Coordinator
C/O City of Corvallis, PO Box 1083, Corvallis OR 97339-1083
541-754-1748
Lee.Lazaro@corvallisoregon.gov



Mail: 230 Strand Street
Physical: 1155 Deer Island Road
St Helens, Oregon 97051

January 16, 2018

National RTAP
Attn: Robin Phillips, Executive Director
5 Wheeling Avenue, Woburn, MA 01801

RE: Letter of Recommendation for Membership National RTAP Review Board

Dear Ms. Phillips,

I am writing to you to recommend Mr. Jeff Hazen be appointed to the National RTAP Review Board. Jeff is a tireless proponent for transit and transportation options in rural areas.

Jeff has many years' experience providing rural transit for both residents and visitors of Astoria and Clatsop County, Oregon. I have had the pleasure of knowing and working with Jeff for more than three years on both the NW Oregon Transit Alliance and as a co-provider of transit through our shared operation of an intercity transit route, connecting Portland with the NW Oregon coast and Astoria.

Jeff will bring his broad experience and tireless dedication to the table; and he will be an asset to the National RTAP Review Board.

Sincerely,

A handwritten signature in cursive script that reads 'Michael Ray'.

Michael Ray, Transit Administrator
Columbia County Rider Transit

Date: January 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.c National Rural and Tribal Assistance Program Review Board

An opportunity to serve the National Rural and Tribal Assistance Program (RTAP) Review Board has become available. This Board provides guidance and assistance to RTAP staff with the development of training materials and other tools and resources for rural and tribal transit agencies. It is funded by the Federal Transit Administration (FTA).

We have a very strong and positive reputation at the State level and I see this as a great opportunity for the District to be represented at a national level to further our reputation. I believe that, as a fairly new transit manager, I can bring a voice to RTAP for newer transit managers and the needs they may have for technical assistance. The time commitment is small, 2 meetings a year with travel expenses paid for by RTAP. There would also be some peer calls that I would participate in or lead.

I am asking for the Board's permission to apply for one of the vacancies on the Board. Attached is a copy of the application along with letters of recommendations that I have received.

-Gearhart and Seaside Developments

I read in the Daily Astorian about Dollar General building a store on Highway 101 in Gearhart. I contacted the City Manager to let him know that I need to be notified of large developments so we can weigh in on public transportation needs surrounding the developments. The site for this store is right by our northbound bus stop in Gearhart. This stop is on a project list in the recently adopted Transportation System Plan adopted by the Gearhart City Council. I reminded the city manager of that and asked that the developer be responsible for a bus shelter at the stop. That store will draw a good amount of traffic from Seaside so a shelter would be appropriate for that site. I also read in the paper about a housing development in Seaside on the corner of Wahanna and Avenue S. It was hard to distinguish the details of the development in the paper due to the size of the image. I contacted the city planner and he gave me the contact information for the developer so I can work with them.

-NWACT Meeting

I attended the Northwest Area Commission on Transportation meeting in Scappoose with Kathy. We heard a presentation from Lisa Strader, the ADA Program Mgr in regards to the settlement of the ADA lawsuit and what steps ODOT is taking. This lawsuit revolved around ODOT's style or lack thereof of curb-cuts in sidewalks on state highways. Commissioner Heimuller also brought up the STIF and the discussion that was held at the rulemaking advisory committee about ACT involvement with the STIF. It was the consensus of the NWACT that each ACT should have a role in review projects for STIF funding.

-RideCare

We have one employee out on leave and another that just left us due to having to move out of state. The job posting just closed so interviews are being scheduled to bring someone on board as soon as possible. I am waiting to see how the last quarter ended up with RideCare's financials. In looking at previous quarter's results and recalculating them with the new rate and cost sharing percentage, it looked a lot better.

-Software

We have been looking at new transit software for the District. When I was in Atlanta, I received a demonstration on Fleet-Net software. They have various modules covering different areas that transit agencies have. Tracy, Paul, and Tami recently went through a demonstration with Fleet-Net on the accounting, payroll, and fleet maintenance module and were very impressed with it. The challenge for when we move forward with new accounting software, we will need to wait until the beginning of a new fiscal year to implement it. In talking with Tracy and our auditor, I brought up that we may even want to wait until a new biennium starts since our grant agreements are biennium based so that would push implementation to July of 2020 and I'm not sure I want to wait that long.

-Audit

The auditors arrived on site January 15th and will depart on the 19th. Their focus this year is on grants. Because of QuickBooks limitations, it is challenging to track grants as well as we should be, so I anticipate that we will have some findings. They have been talking with Tracy to improve our processes.

Weekly Reports:

12/11/17

Jason, Tracy, and I met with the CCO last week as a follow up to our previous meetings regarding the financial situation of RideCare. We believe that asymmetrical risk sharing along with the increase in the capitated rate should address the funding shortfalls we have been experiencing over the last year. We are going to be running the numbers to confirm that this will be correct. I attended the 6th TSP (Transportation Systems Plan) Guidelines Strategic Advisory Committee meeting held via conference call. This group is revising guidelines for municipalities performing their TSP's. We seek to streamline it into an easier process. I am representing transit statewide on it to make sure that our mode is properly addressed in the TSP's. Our NWOTA meeting was held on Friday and Paul traveled with me to Tillamook for the meeting. This gave him the opportunity to meet with Ronny, TCTD's Operations Manager. Doug from TCTD received an email from Lane Transit District expressing interest in setting up a similar alliance between the Eugene area, Salem, Albany and possibly along the south coast. Exciting to see other agencies starting to want to emulate what we are doing! We met with the consultants doing the Transit Access Study and the bus stops that we have identified for enhancement. We also had another demonstration from Cathy at TCTD on Swiftly showing the back office features of the bus tracking software and App. I gave an update on the Section 5311 Work Group that I am chairing. We hope that you enjoyed the holiday party as much as the staff did. We've been getting great feedback on it!

1/15/18

A few things I've been working on over the last couple of weeks. As part of the 5311 work group I'm chairing, I spent some time calling the transit providers on the west side of the state reminding them to fill out the survey on the options that the group has come up with. Once we have the results of the survey, we will be able to finalize our recommendation to PTAC for any changes that may be made to how the 5311 funding is distributed. I spent an afternoon in Seaside looking at potential sites for a south county facility for the District. While the kiosk has served us well, it was never designed to actually be an office and because of that there are issues related to weather that continue to occur. I am looking at existing buildings and empty lots that are for sale or lease to better evaluate what our options are to have a better presence in Seaside. While in Salem last week, I attended the PTAC meeting, the OTA Board meeting, and the STIF rules making committee meeting. At PTAC, we received a presentation from Remix. Remix is the program that the State has provided each transit provider to design and build routes. They touched on some new options that they have rolled out. Paul was able to travel to Salem to meet

with Remix for the training that they did for the regional transit coordinators from all the regions. We held a moment of silence for a recently retired member of the public transit team at ODOT. Here is the release that ODOT did upon Dinah's passing:

Dinah Van Der Hyde, a pioneer in the public transportation industry, passed away on December 19, 2017, after battling cancer for several years.

Dinah was a passionate advocate for public transportation in Oregon and nationally. Before she worked in transportation, she had a successful career in social services in Alaska and Washington. She retired from the Oregon Department of Transportation at the end of 2016, after more than twenty five years at the agency. She was a cornerstone for transit in the State, creating the first program implementing state funding for transit in the late 1980s. Dinah's tenure at ODOT Rail and Public Transit Division was characterized by her heart and her leadership that enabled ODOT to implement programs in a way that preserves local ownership of public transportation programs.

Dinah was always a mentor and activist for those who needed a voice, and was passionate about passing on her knowledge to others. She was responsible for the first Oregon Public Transportation Plan, adopted in 1997, and for the nation's first statewide Transportation Options Plan, adopted in 2015. Dinah managed the legislatively-funded Oregon Streetcar project to bring streetcars built by Oregon Ironworks to the state. Her work resulted in better connected public transportation services and opportunities for people to use non-single occupancy vehicle alternatives.

Dinah was well regarded in both state and national public transportation circles, and was actively engaged in public transit research, serving as Oregon's representative on AASHTO's Standing Committee on Public Transportation, and AASHTO's sister committee, the Multi-State Technical Assistance Program. She also was active in the federal Transportation Research Board's Transit Cooperative Research Program and the National Cooperative Highway Research Board Program. Her participation in these and other initiatives spanned the entirety of her tenure and influenced and improved many practices in the transportation industry. Dinah's strong voice will live on in the industry and work she helped set in motion.

Dinah was one of the sweetest people I know in the division. It was shared with us that when this was shared with Dinah's family, they had no idea of the impact that she had made both in Oregon and nationally. Her replacement was announced and I was thrilled with the selection. Naomi Zwerdling will be taking on her new role this week. Naomi previously was in the TGM planning unit at ODOT. She managed our Long Range Comprehensive Transportation Plan recently and was an absolute joy to work with. Through her work on our plan and a couple of others, she developed a keen interest in public transportation. Not only is she as sweet as Dinah was but she has an educational background that is amazing, Harvard, Stanford, MIT, and another school whose name escapes me.

The OTA meeting mainly dealt with the new STIF funding. At the STIF meeting later, I sat in the back and was once again texting members of the committee on my thoughts as they were going through the discretionary competitive and intercommunity components. Both people I was texting made my thoughts known and I was pleased to see them be successfully included in the rules.

On Friday, I attended the NWOTA meeting in Tillamook. We spent most of the time with the consultants going over the Transit Access Study that they are doing for us and reviewing each bus stop we had identified for the study. We have four bus stops included in the study. Strategic Priorities Monthly Update (this month's updates in **purple**):

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +4.8% YTD= (5%)(9%)(8%)**
 - 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. Draft results have been given to the committee. Their comments to the consultant are due 1/26.**
 - 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. Swiftly presentation at the January Board meeting.**
 - 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. We have added north county service as well.**
 - 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. Article in Columbia Press. Another article in Daily Astorian.**
 - 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. 2 additional grants will be written and submitted in February.**
 - 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. On standby until RideCare financials are assessed.

- 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. Researching Federal Lands Access Program (FLAP) grant.**
- Implement current budget process **Will begin in January.**

Rider Report
January Board Meeting Report
John Layton

December Data

Fixed Route Highlights:

- 13,631 people used fixed routes in December for an average of 454.4 riders per day.
- 5.7% decrease in average passengers who rode fixed routes per day from last December (481.8 to 454.4)
- 8.8 people per hour, on average, got on any fixed route at any time that the bus runs in December. 1.1% decrease (8.9 to 8.8) from last December.
- 11.6% decrease in the ratio of elderly/disabled riders from last December (20.4 % to 18%)

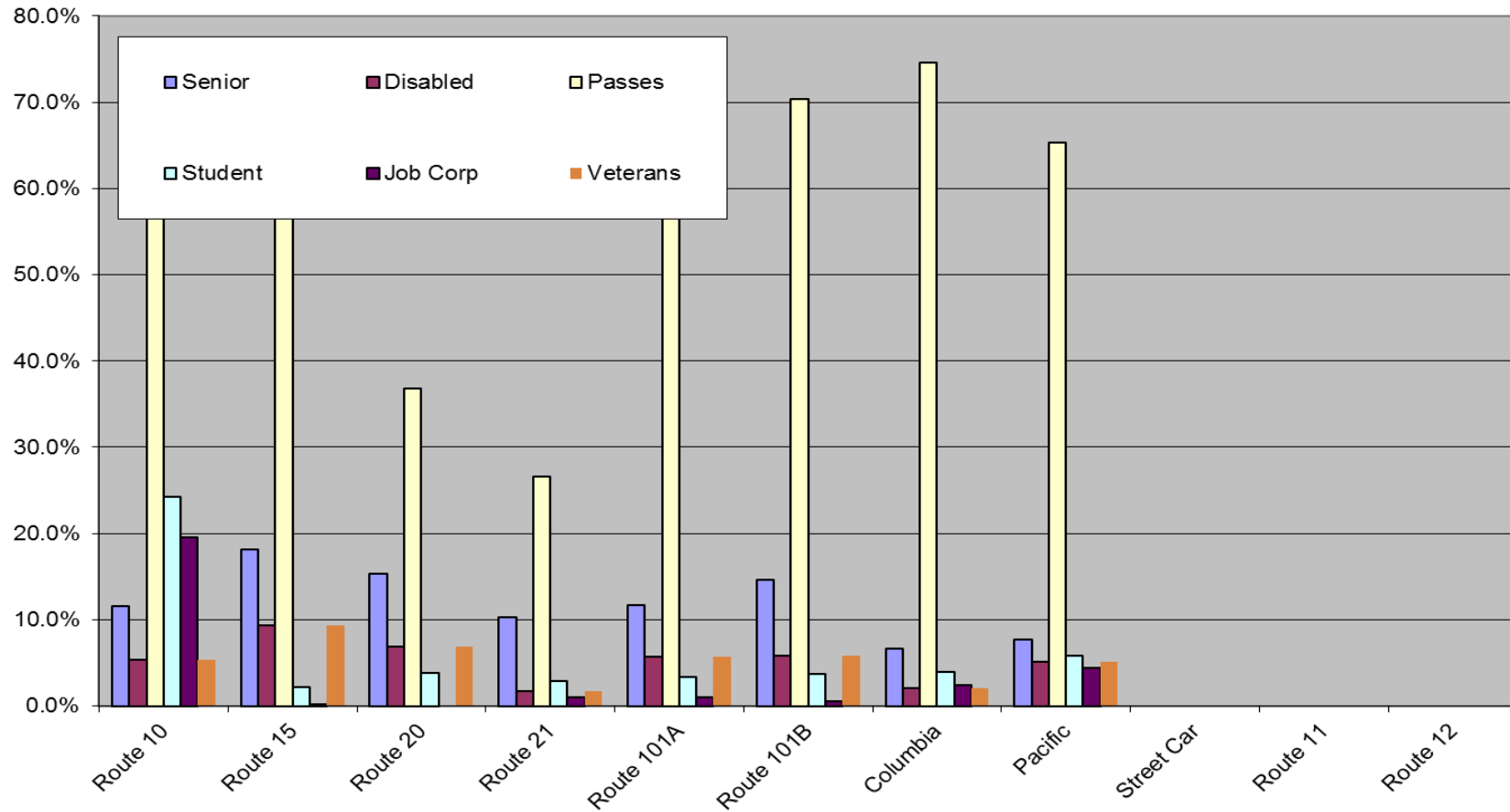
RideAssist Highlights:

- 888 rides were provided by RideAssist in December for an average of 42.3 rides per day.
- 31.5% increase in average RideAssist passengers per day from last December (32.2 to 42.3)
- 6.5 % increase in all ADA Paratransit rides from last December (511 to 544)

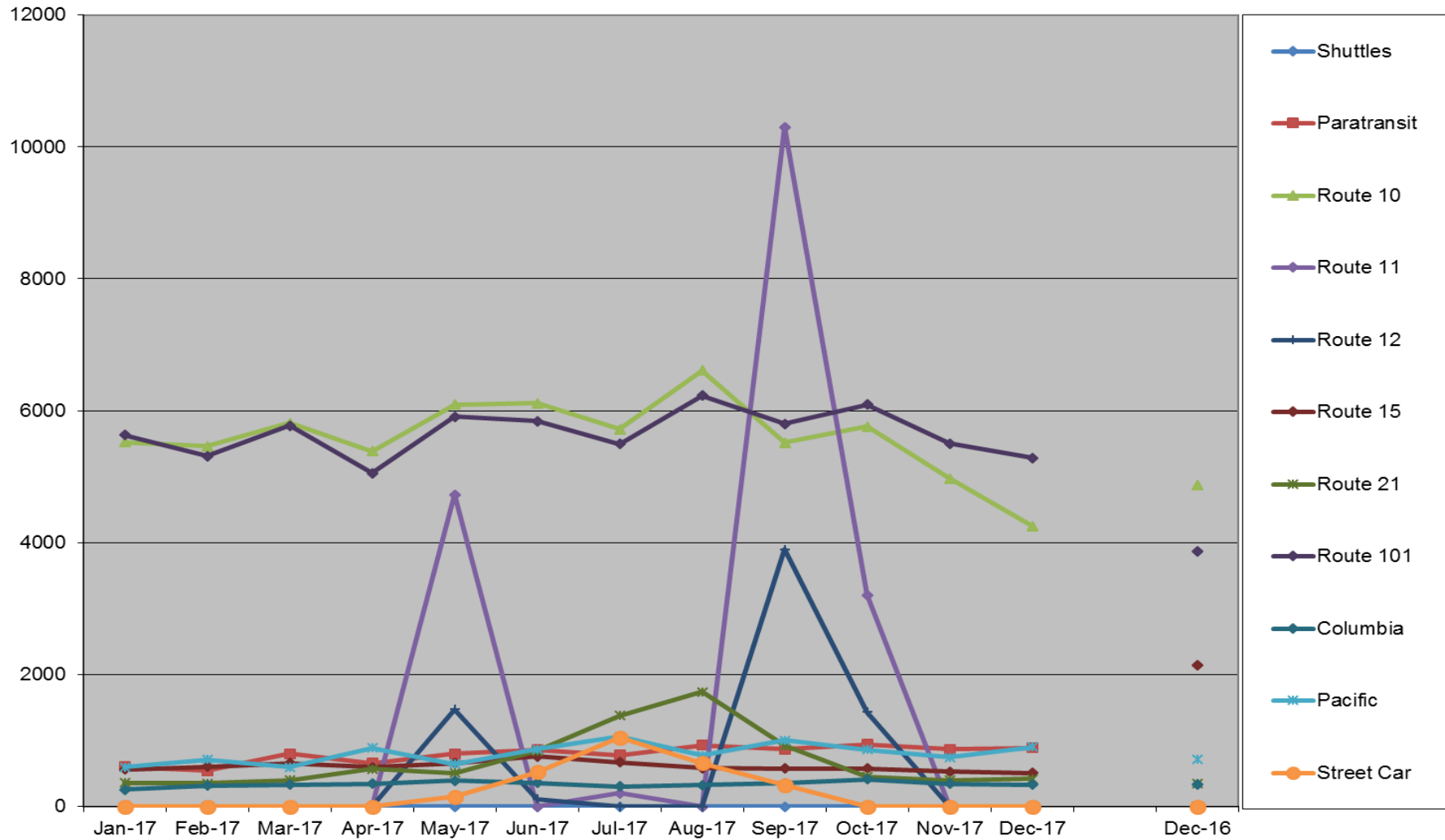
System Highlights:

- 14,519 people used Sunset Empire Transportation in December for an average of 484 riders per day.
- 5.2 % decrease in all average passengers per day from last December (510.6 to 484)

Rider Breakdown by Route



SETD Rides



Operations
January 2018 Board Meeting Report
Paul Lewicki

Our Maintenance group successfully refurbished our Warrenton Bus Yard Parking Lot Lighting system, replacing burned out bulbs, repairing inoperative photo eyes, and installing new relays. This restores an adequate amount of light for our drivers and employees, and turns the lights off at sunrise each day – saving some money.

The new air compressor for the shop is in place and final attachment to the building will take place this month.

Work on replacing the Seaside Bus Shelter in front of McDonald's restaurant continues. We are working with the City of Seaside, ODOT and a concrete contractor to document and meet the requirement of any regulatory entities involved. At this point, it appears that the path forward involves demolition of the old slab and pouring a new concrete slab. Labor from Tongue Point will be used to help with the installation of the shelter. Installation should be complete in March.

With the recent hiring of new bus drivers, monthly driver overtime expense has returned to normal levels. We continue to recruit new drivers, and currently have four potential applicants in the queue. These drivers will help keep up with attrition, and will bolster our resources as we head for our next cruise season and summer ridership demands.

Effort continues as we coordinate the procurement and installation of systems to capture transportation data needed to improve our planning and route design effectiveness. We are activating GPS devices on the buses. We are identifying and bidding automatic passenger counter (APC) hardware to capture boardings and alightings per scheduled stop and flag stop. In partnership with Trillium Solutions, Inc., the company that manages our General Transportation Feed Specification (GTFS) data currently used to support our presence on Google Maps, we are doing the prep work for real time bus tracking.

During a recent trip to Portland, we delivered one of our Bluebird coaches to Western Bus for repair of its lift door. While there, we met with Creative Bus Sales, and confirmed that our two new buses are still scheduled for delivery in March. Delays up to this point have been due to nationwide steel shortages. Lastly, we met with Tim Gillespie of Gillespie Graphics to have a brief discussion of our upcoming bus wrap requirements. While there, Tim gave us a tour of his plant.

We are writing two grant applications to purchase four new transit buses. The applications are due by February 20th, and if approved, contracts can be approved on or after July 1st.

RideAssist
January 2018 Board Meeting Report
Jennifer Geisler

- In December, RideAssist provided 544 ADA rides, 242 RideCare rides, and had 94 escorts. That is an average of 42 rides per day.
- Dial-A-Ride had six rides in the month of December. All three of these riders live at least ½ mile from the fixed route that runs through Warrenton and Hammond.
- The Paratransit drivers sold 17 ticket books for a total of \$420.00. This is a huge asset to our riders, as it is sometimes difficult for them to get to the TC or schedule an additional ride to purchase ticket books.
- We received seven new ADA paratransit applications. Five used the self-pay service within the first month of approval.
- One ADA Paratransit weekend ride requests was provided.
- With at least four drivers on the road, and some days five, we have been able to provide more service for RideCare and stay within an ADA Paratransit rider requested pickup time.

Paratransit Fares Collected for December 2017:

- Para-transit Fares: \$ 862
- Dial-A-Ride \$ 48
- Tickets Collected: \$ 652
- Medicaid Collected: \$ 4164
- Ticket books sold: \$ 420

Marketing and Outreach
January 2018 Board Meeting Report
Mary Parker

Transportation Options- Working on regional Electric Charging Station map. It is almost completed and will be shared with chambers, hotels, restaurants and distributed to other services. We are seeing more and more users at our station.

Route Changes- We have put a lot of effort into distributing the revised and revised again Pacific Connector and Route 20 schedules. Very excited to share this great information about our added routes and increased service. Thi is so welcome to visitors in South County and great for riders needing weekend bus service between Astoria and Cannon Beach. We should see an increase in ridership for sure. I am so thankful that Tillamook Transportation decided to always meet our buses in Cannon Beach...opened doors for our routes for sure.

Training- I am very excited to start transit training again for the Tongue Point students. Having the added routes specifically on the Pacific Connector will really open up weekend travel opportunities for them.

Community Outreach- We partnered with Columbia County and ran Holiday Connector ads encouraging the use of the Connector services for shopping or traveling during the holidays. This station we used has a large coverage area including Longview, Kelso, Castle Rock, Rainier, Scappoose, St Helens, Portland and to Westport, Clatskanie to Knappa. We are also currently running spot sponsorship ads on KMUN in Seaside. Listen for Jeff's voice on some cheery jingles for the next several months.

Transportation Options
January 2018 Board Meeting Report
Matthew Weintraub

Attended the Statewide Transportations Options meeting in Portland on January 18th and 19th. This included a roundtable on the exciting gains and future plans of Safe Routes to School programs in Oregon, insights into promoting travel options to new movers from Portland Bureau of Transportation and program updates from partners around the state. This was an excellent opportunity to network and learn from other TO providers around the state.

I have also designed and disseminated surveys to several major employers in Clatsop County (Costco, Home Depot, Providence Hospital) to gather information regarding employee transportation patterns. It is my hope that using this information I can help other staff members in designing route modifications that results in increase ridership. These were also wonderful opportunities to engage with employees and present them with an array of transportation options.

Meetings attended/held over the past month:

CHART

City of Cannon Beach

Oregon Department of Transportation

Tillamook County

Clatsop County Department of Transportation

Tillamook Cheese Factory

Point2Point

Costco

Home Depot

Tillamook Dairy Farmers Association

Human Resource Report
January 2018 Board Meeting Report
Tami Carlson

- SETD open enrollment for Flex Spending/Health Reimbursement Accounts (FSA/HRA) due Dec. 1st.
- Employee of the 4th Quarter 2017 is Eric Barton and Employee of the Year 2018 is Steve Weinert. Awards were presented to the employees at the Christmas Party on Dec. 9th. Congratulations to both.
- Dec. 15th submitted mandatory data for the new online annual OSHA injury tacking application.
- On Dec. 20th, gifts and food delivery to the Wishing Tree Adopt-a-Family via Street Car and Santa. Thank-you Tracy McDonald for being such a great Santa Claus!
- Dec. 28th received the follow-up report from RLS on SETD's Drug & Alcohol Audit. There were only a few additional items/actions to be addressed including revisions to SETD's Zero Tolerance Testing Policy. Items/action response is due in January. A policy addendum for the changes is in the process of being distributed to all employees and to be implemented Jan. 1, 2018.
- Other projects - Continued TECC wage and compensation data survey and Seaside Temp Agency Contract.

- As Ride Care finishes up the 2017 calendar year we see that our call in/out call total average for the year was 10,400. This is the first year the brokerage has seen a full year average of 10K plus. This added call amount has caused our call and hold times to increase in the following year so continuing to work hard to lower those numbers is something we will do in 2018
- Ride Care held a meeting with Columbia Pacific CCO to discuss items pertaining to or agreement with them. The meeting went well and the information we received from them is being processed to make sure the agreement we have them is the best that it can be.
- Jason attended the CCO's Clinical Advisory Panel where we reviewed where we are at regarding the re-determination process. I was pleased to say that the process is being completed and we can then count on accurate eligibility numbers in the near future. I had several good discussions with some medical providers on how we can come together more often to help share more rides for our members to their locations. There could be some good advances in this area in 2018.
- Overall, December was non-eventful as members rushed to get appointments set up before the Holidays and then tried to cram in appointments that came afterwards. The month is always a peaks and valleys month as its real busy before, slow during and slammed after the holidays. Being a little short-handed can cause a few more mistakes and longer call times but for the most part the level of customer service is top notch.

I have a medical appointment, now what?

So, you have yourself a nice appointment set up for next week but realized that you may not have a ride to the appointment. You've called uncle Bob, you called your friend and even checked on all of the taxi options and found nothing is available or even close to your budget. There seems to be no other option, what do you do? Ride Care's non-emergent medical transportation brokerage is here to help you get to your medical appointment. You remember and find the card you got from your case manager last year and decide to give the brokerage a call. After calling Ride Care at 503-861-0657, setting up your file and answering some basic questions about your destination, Ride Care finds a ride for you. A driver shows up right on time the day of your appointment in a clean, well cared for vehicle to take you to your appointment. There is another member in the car and you think that sharing this ride is the way to go!! Wow, on time, on point and cost effective – who knew? Now you know how to get a ride to your appointment.