



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY April 26th, 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. PUBLIC HEARING-RIDECARE FUND SUPPLEMENTAL BUDGET
9. OLD BUSINESS
 - a. RIDECARE AGREEMENT WITH COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION (CPCCO)
10. NEW BUSINESS
 - a. FARE/PASS POLICY
 - b. DISTRICT CREDIT CARD PURCHASING LIMITS
 - c. EXECUTIVE DIRECTOR TRAVEL PLAN FISCAL YEAR 2019
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. PUBLIC COMMENT (3 minute limit)
15. 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
DOJ	DEPARTMENT OF JUSTICE
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
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NRTAP	NATIONAL RURAL TRANSIT 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
RAC	RULES ADVISORY COMMITTEE
RAC	RIDE CARE ADVISORY COMMITTEE
SDAC	SENIOR AND DISABLED ADVISORY COMMITTEE (ALSO KNOWN AS S&D)
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
STIF	SPECIAL TRANSPORTATION IMPROVEMENT FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STP	SURFACE TRANSPORTATION PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)

TAC	TECHNICAL ADVISORY COMMITTEE
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
ZEP	ZERO EMISSION PROPULSION



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES**

March 22, 2018

Meeting held at the Seaside Library, Seaside Oregon

DRAFT

1. CALL TO ORDER- Chair Kleczek called the meeting to order at 5:30 pm
2. ROLL CALL:
Present: Chair Kleczek, Vice Chair Carol Gearin, Commissioner Tracy MacDonald, Commissioner Kevin Widener, Secretary/Treasurer Lylla Gaebel, Commissioner Bryan Kidder. Commissioner Pamela Alegria was excused.
Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Human Resources, Tami Carlson and Transportation Options, Matthew Weintraub and Customer Service Representative Eric Barton.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF FEBRUARY 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the February 2017 minutes
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Widener- No Report
 - b. Commissioner Gearin- No Report
 - c. Commissioner Gaebel- No Report
 - d. Commissioner MacDonald- No Report
 - e. Commissioner Kidder- Reported that he is serving on the Clatsop County Budget Committee and will keep an eye out for transportation related issues and bring those back to the Board. Commissioner Kidder also reported he attended the State Democratic Platform Convention as a delegate and there were several transportation related platforms that were offered and other things that the party may propose to do if voted on. Commissioner Kidder will report on any final decisions.
 - f. Chair Kleczek- Reported she attended and chaired the NWACT meeting held last month. Chair Kleczek reported a very robust discussion at the meeting about what it means to be an NWACT member.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the February Financials and Exceptions report. Executive Director Hazen reported that he will be bringing a supplemental budget to the Board at the next meeting due to RideCare being over budget in material and services and added that he wanted to wait until April so that the new CCO reimbursement rates and reconciliation are in place first. Commissioner Gaebel asked what the plans are for the extra timber revenue that SETD has received. Hazen said the Board Policy Committee will be creating a policy on this which he hopes to bring to the Board next month. Hazen reported that SETD is still in the process of repaying DHS and one of the stipulations of the agreement was that RideCare would have a clean audit, which is being scheduled to take place in the near future. Commissioner Kidder asked why we were so over budget on 8150-taxes, licenses and bus registration fees which we budgeted \$125 for the year and we are at \$3500. Tracy said she will make a note and look into this.
Commissioner Gaebel moved to accept the February 2018 Financials as presented
Commissioner Gearin seconded the motion

Discussion- None
Motion passed unanimously

8. SETD AUDIT PRESENTATION FOR FISCAL YEAR 2017- Brad Bingenheimer from Boldt Carlisle and Smith, Certified Public Accountants, presented the Sunset Empire Transportation District's Annual Financial Report for the year ended June 30, 2017.

Commissioner Gaebel moved accept the Audit Report for Fiscal year 2017

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

9. OLD BUSINESS-

- a. ORDINANCE NO. 2018-01-

Chair Kleczek announced the second public reading of Ordinance 2018-01.

Commissioner Gaebel moved to adopt Ordinance 2018-01, Local Government Public Contracting Regulations

Commissioner Widener seconded the motion

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
Commissioner Kidder	x		

- b. AMMENDMENT TO CPCCO – SETD AGREEMENT- Executive Director Hazen reported that as a result of the qualifying audit done by the CCO last year there was a large reduction in the Medicaid membership so a change was made to the original reimbursement agreement between RideCare and the CCO. Hazen said he, Jason and Tracy have ran the numbers for the new proposal and they look good. They will be doing a reconciliation in April that will show more.

Commissioner Gaebel moved to approve the amendment to the CPCCO Agreement and authorize the Chair to sign it.

Commissioner Widener seconded the motion

Discussion- Commissioner Gearin asked about the articles in the paper about the money owed to the CCO by provider's and wondered if RideCare will have to pay any back. Executive Director Hazen said he did not know and has not heard anything about a payback. Commissioner Kidder asked what will happen when this agreement expires on February 28, 2019. Hazen said that the agreement expires every year in January, but we are currently working with them on some performance measures and will have until next February to meet the measures which could result in financial reward from the CCO.

Motion passed unanimously

- c. UPDATE ON SEASIDE SHELTER REPLACEMENT- Operations Manager, Paul Lewicki reported that work is beginning next week on the installation of the shelter in front of McDonalds in Seaside. The cement work will start first which will have to cure for 2 weeks before the shelter can be installed. Students from Tongue Point will be putting up the shelter which should be completed within a month from now. Commissioner Kidder asked that someone try and reach out to those who placed the crosses at

the shelter sight so it does not appear that we are insensitive to what has happened. Paul said he would be mindful of this.

10. NEW BUSINESS-

- a. APPROVAL OF NEW BANK ACCOUNT- Tracy Lofstrom and Jason Jones presented the proposal to open a separate bank account to manage a new direct reimbursement process for Medicaid clients who utilize the gas voucher program. The new reimbursement process will be a direct deposit into the client's bank account. Tracy is looking into a new debit card system for those clients who do not have a bank account. Tracy passed out the signature cards for all Board members to sign.
Commissioner Gaebel moved to authorize opening a new account at Clatsop Community bank for gas voucher reimbursement.
Commissioner Widener seconded the motion
Discussion
Motion passed unanimously
- b. APPOINTMENT OF BUDGET OFFICER FOR FY 2019
Commissioner Gaebel moved to appoint Executive Director Jeff Hazen as the Budget Officer for Fiscal Year 2019.
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
- c. APPOINTMENT OF BUDGET COMMITTEE MEMBERS
Commissioner Gearin moved to appoint applicants Mary Ann Brandon and Christine Lalich to the Budget Committee.
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously
- d. INTERGOVERNMENTAL AGREEMENT WITH ROGUE VALLEY TRANSPORTATION DISTRICT
Executive Director Hazen reported that the OBSS software being used at Ridecare today was developed at Rogue Valley in the 70's and is outdated. Rogue Valley has received a grant and been developing a new software program for managing their brokerage which we can also utilize.
Commissioner Gearin asked that looking at page 29 of the agreement that the Board also be indemnified.
Commissioner Gaebel moved to approve the IGA with RVTD and SETD to provide software support and authorize the Chair to sign.
Commissioner Gearin seconded the motion
Commissioner Gearin asked to have the motion amended to include the correction to the agreement for the Board to be indemnified.
Commissioner Gaebel amended her motion and moved to approve the IGA with RVTD as amended to provide software support services to SETD and Ridecare, authorize the Chair to sign and the amendment indemnifies the Board.
Commissioner Gearin seconded the amended motion.
Motion passed unanimously.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed several items and reported that Paul had applied for a grant for 4 buses and we have been awarded all 4. Commissioner Gearin asked about expanding the coverage area for Paratransit to a mile on each side of the fixed routes. There was discussion with Executive Director Hazen saying he would not recommend expanding services at this time.
Executive Director Hazen introduced Eric Barton who was invited to attend the Board meeting per Board request to get to know staff and for staff to get to know the Board. Eric thanked the Board stating that he has been

working at the District for 14 years and is currently providing customer service at the Seaside Kiosk. Eric is also the chair of the Safety Committee.

- 13. LEADERSHIP TEAM REPORTS- Reports submitted for February 2018: Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, RideCare- Jason Jones, Human Resources-Tami Carlson and Transportation Options- Matthew Weintraub. Commissioner Kidder asked that SETD get under contract with Clatsop County prior to an emergency happening so we will be reimbursed if we provide services. Commissioner Kidder also suggested that we video our meetings so that we can share the meetings with more people. Chair Kleczek thanked Mary for the quick work on the 25th Anniversary logo and outreach. Mary gave an overview of all the anniversary celebration plans. Executive Director Hazen thanked Paul Lewicki for the wonderful staff barbecue held at Operations last week. Commissioner Gaebel suggested that we look into having our own 25th Anniversary postage stamp.
- 14. PUBLIC COMMENT- None
- 15. OTHER ITEMS- None

Meeting was adjourned at 7:25 PM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date _____

An audio recording of the Sunset Empire Transportation District’s Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- March 2018.

Mission Statement

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

NOTE on Reviewing Financials: Month 9 = 75 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,980,927 (\$153,427 more than budget), 87% of annual budget and 108.4% of monthly budget. YTD Total Materials & Services was \$565,733 (\$124,292 less than budget), 62% of annual budget and 82% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were up \$10,574 from budget; and are better than budget year to date \$51,880.
- 4100 Contract Service-IGA: Cannon Beach was billed for the months of February in the amount of \$3443.
- 4205 Property Taxes: \$18,418 was received on 3/7/18.
- 4250 Timber Sales: \$87,051 was received on 3/1/18.
- 4271 Billboard Lease: Payment of \$1200 was received in January 2018.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: Payment of \$320.47 was received in May 2017.
- 4300 Interest: March interest for General Fund was \$1478.
- 4310 Misc. Income: SDIS, \$4785 for longevity credit, \$145.07 employee fund (tips), and \$22 for laminating.
- 5000 Grants: Grant reimbursements billing for Q3 is underway.

Expense

- 6005 Salaries & Wages: Under budget for the month by \$16,944. Better than budget YTD by \$121,273.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for March was \$262.
- 8020 Building & Grounds Maint: Over budget for month, \$2800 was for concrete pour at the Seaside stop. Over budget YTD by \$5,658.
- 8031 Website/On-line SW Sub: \$422 for email accounts.
- 8080 Insurance: Quarterly payment of \$14,115 and claim payment of \$4853.
- 8120 Office Supplies: New computer monitors for SETD, First Aid Kits and postage.
- 8170 Vehicle Maint & Repairs: Down \$15,161 YTD.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 79% of total budget. YTD revenues of \$2,552,170 are \$312,520 more than Budget. YTD Interest Income of \$6,582 is \$2,532 better than budgeted YTD. Materials & Services of \$2,579,721 are \$525,456 more than budget and are 95% of YTD budget.

Income

- 4300 Interest: Interest earned is \$515.
- 4500 RC Provider Service Reimbursement: Higher than budgeted by \$32,774 for the month. Ahead of budget by \$312,520.

Expense

- 6005 Salaries and Wages: Below budget \$61,871 YTD.
- 7000 Contract Providers: Major providers include K & M \$41,423 - Wapato \$81,228 - Ryan \$19,320 - Elliott \$21,082 - Tillamook \$39,464 and Medix \$28,385. Gas Vouchers accounted for \$15,777. Provider payments is over budget by \$596,381 YTD.
- 7030 Bus Passes: Over budget YTD by \$15,215. \$3,040 over budget for the month.
- 9655 DMAP Repayment: The quarterly payment of \$36,343 was made on 3/20/18 for April.
- END

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
March 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
					Better (Worse)		
Income							
4000 FARES	30,557.85	19,984.00	253,427.90	201,548.00	51,879.90	273,000.00	93%
4090 DONATIONS/COMMISSIONS	2,538.91	1,075.00	14,153.60	9,675.00	4,478.60	12,900.00	110%
4100 CONTRACTED SERVICES-IGA	3,443.00	10,325.00	99,980.92	92,925.00	7,055.92	123,900.00	81%
4200 TAXES					0.00		
4205 PROPERTY TAXES					0.00		
4207 Prior Year Property Tax	1,191.49	1,100.00	19,549.40	18,600.00	949.40	22,000.00	89%
4205 PROPERTY TAXES - Other	17,226.62	17,700.00	898,680.78	840,000.00	58,680.78	870,000.00	103%
Total 4205 PROPERTY TAXES	18,418.11	18,800.00	918,230.18	858,600.00	59,630.18	892,000.00	103%
4210 LAND SALES	0.00		0.00		0.00		
4215 US FISH & WILDLIFE	0.00		185.76		185.76		
Total 4200 TAXES	18,418.11	18,800.00	918,415.94	858,600.00	59,815.94	892,000.00	103%
4250 TIMBER SALES	87,050.88	0.00	271,589.57	130,000.00	141,589.57	160,000.00	170%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	33,528.26	33,500.00	28.26	67,000.00	50%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00		1,200.00	1,200.00	0.00	1,200.00	100%
4272 PARKING SPACES	760.00	760.00	6,032.50	6,840.00	(807.50)	9,120.00	66%
4273- Charging Station	0.00	0.00	0.00	0.00	0.00	200.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	7,232.50	8,040.00	(807.50)	10,520.00	69%
4300 INTEREST	1,478.37	400.00	8,804.12	3,600.00	5,204.12	4,800.00	183%
4310 MISC INCOME	4,952.07		5,108.07		5,108.07		
4500 RC PROVIDER SERVICE REIM	0.00	0.00	-830.85	0.00	(830.85)	0.00	
5000 GRANTS							
5001 ODOT GRANTS							
5002 5311 GRANT OPERATIONS	0.00	154,656.00	163,230.00	297,656.00	(134,426.00)	455,656.00	36%
5003 5310 MOBILITY MGT GRANT	0.00	26,550.00	18,741.00	50,300.00	(31,559.00)	75,133.00	25%
5004 PREV MAINTENANCE GRANT	0.00	21,620.00	31,910.00	41,111.00	(9,201.00)	61,473.00	52%
5005 CAPITAL PURCHASES GRANT	0.00	19,630.00	38,801.00	38,480.00	321.00	58,985.00	66%
5006 TRANS OPTIONS DR LESS CON	0.00		33,881.00	0.00	33,881.00	0.00	

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
March 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
5007 5305 PLANNING/FEASIBILITY	0.00		20,303.00		20,303.00		
5015 INTERCITY GRANT (Hwy 30)	0.00		-9,000.00		(9,000.00)		
5001 ODOT GRANTS - Other	0.00		0.00		0.00		
Total 5001 ODOT GRANTS	0.00	222,456.00	297,866.00	427,547.00	(129,681.00)	651,247.00	46%
5050 MISC GRANTS	0.00	0.00	1,351.00	18,000.00	(16,649.00)	24,000.00	6%
Total 5000 GRANTS	0.00	222,456.00	299,217.00	445,547.00	(146,330.00)	675,247.00	44%
5080 OREGON STF FUNDS	0.00	0.00	69,930.00	44,065.00	25,865.00	58,753.00	119%
Other Types of Income							
Miscellaneous Revenue	0.00		26.00		26.00		
Other Types of Income - Other	0.00		343.47		343.47		
Total Other Types of Income	0.00		369.47				
Total Income	149,199.19	273,800.00	1,980,926.50	1,827,500.00		2,278,120.00	87%
Gross Profit	149,199.19	273,800.00	1,980,926.50	1,827,500.00	153,426.50	2,278,120.00	87%
Expense					0.00		
1. PERSONNEL SERVICES					0.00		
6005 SALARIES & WAGES	143,357.35	140,935.00	887,439.85	939,483.00	52,043.15	1,221,315.00	73%
6200 PAYROLL EXPENSES	17,494.40	16,753.00	89,787.52	111,691.00	21,903.48	145,195.00	62%
6300 EMPLOYEE BENEFITS	21,202.03	41,310.00	228,078.92	275,405.00	47,326.08	358,025.00	64%
Total 1. PERSONNEL SERVICES	182,053.78	198,998.00	1,205,306.29	1,326,579.00	121,272.71	1,724,535.00	70%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	261.90	183.00	8,327.93	1,651.00	(6,676.93)	2,200.00	379%
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	4,822.00	0.00	27,956.20	13,395.00	(14,561.20)	28,652.00	98%
8006 ADS (HR JOB POSTING)	0.00	350.00	3,025.07	3,150.00	124.93	4,200.00	72%
8010 BANK FEES	127.06	278.00	1,269.30	2,506.00	1,236.70	3,341.00	38%
8020 BLDING & GROUNDS MAINT	6,082.73	2,657.00	37,535.86	23,910.00	(13,625.86)	31,878.00	118%
8030 COMP-INFO-TECH SERVICES					0.00		
8031 WEBSITE/ON-LINE SW SUB	555.00		7,203.87		(7,203.87)		
8032 SUPPORT SERVICES/CONTRACTS	3,988.98		43,102.65	0.00	(43,102.65)	0.00	
8030 COMP-INFO-TECH SERVICES - Other	0.99	3,648.00	1.98	67,228.00	67,226.02	78,172.00	0%

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
March 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 8030 COMP-INFO-TECH SERVICES	4,544.97	3,648.00	50,308.50	67,228.00	16,919.50	78,172.00	64%
8035 CONF TRAINING & TRAVEL	907.05	1,457.00	19,477.89	18,225.00	(1,252.89)	24,084.00	81%
8040 DONATIONS/CONTRIBUTIONS	0.00		-225.52		225.52		
8045 DRUG/ALCOHOL/BG CHECKS	188.00	416.00	2,402.40	3,752.00	1,349.60	5,000.00	48%
8050 DUES SUBSCRIPTIONS & FEES	435.80	805.00	10,770.62	15,917.00	5,146.38	19,143.00	56%
8053 IGA - DUES AND FEES	0.00		7,500.00	0.00	(7,500.00)	0.00	
8055 DURABLE EQUIP/SMALL TOOLS	0.00	5,366.00	11,780.64	48,302.00	36,521.36	64,400.00	18%
8061 EQUIPMENT LEASE/RENT	188.00	458.00	2,455.66	4,126.00	1,670.34	5,500.00	45%
8065 EDUCATION/OUTREACH	144.73	3,333.00	2,457.04	30,001.00	27,543.96	40,000.00	6%
8070 EMPLOYEE RECOGNITION	151.67	823.00	6,837.37	7,411.00	573.63	9,880.00	69%
8072 Election Fees	0.00		0.00	0.00	0.00	0.00	
8075 FUEL	0.00	21,041.00	109,377.18	189,355.00	79,977.82	252,472.00	43%
8080 INSURANCE	18,967.76	14,392.00	77,221.56	45,792.00	(31,429.56)	61,479.00	126%
8090 LEGAL ADS	0.00	0.00	138.10	250.00	111.90	800.00	17%
8095 LEGAL COUNSEL	0.00	600.00	2,117.50	5,100.00	2,982.50	6,400.00	33%
8100 MEETING EXPENSE	59.85	148.00	722.74	1,322.00	599.26	1,760.00	41%
8120 OFFICE SUPPLIES	3,142.95	1,446.00	10,654.79	13,014.00	2,359.21	17,352.00	61%
8130 PAYROLL PROCESSING FEES	175.56	245.00	1,094.59	1,642.00	547.41	2,128.00	51%
8135 PRINTING	114.99	2,816.00	3,397.44	25,352.00	21,954.56	33,800.00	10%
8139 PROFESSIONAL SERVICES	2,208.00	3,520.00	35,673.20	31,680.00	(3,993.20)	42,240.00	84%
8140 SUBGRANT PASS THROUGH	0.00		4,250.00	0.00	(4,250.00)	0.00	
8150 TAXES/LICENSES/BUS REG FEE	0.00	0.00	3,634.38	125.00	(3,509.38)	330.00	1101%
8155 TELEPHONE/INTERNET SERVICE	816.25	2,558.00	35,434.07	23,028.00	(12,406.07)	30,702.00	115%
8160 UNIFORMS	155.08	912.00	1,473.78	8,194.00	6,720.22	10,924.00	13%
8165 UTILITIES	2,083.46	1,733.00	13,826.60	15,597.00	1,770.40	20,796.00	66%
8170 VEHICLE MAINT & REPAIRS	8,273.22	10,000.00	74,838.52	90,000.00	15,161.48	120,000.00	62%
Total 2. MATERIALS & SERVICES	53,851.03	79,185.00	565,733.41	690,025.00	124,291.59	917,633.00	62%
Total Expense	235,904.81	278,183.00	1,771,039.70	2,016,604.00	245,564.30	2,642,168.00	67%
Net Ordinary Income	-86,705.62	-4,383.00	209,886.80	-189,104.00	-398,990.80	-364,048.00	-58%
Other Income/Expense							

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
 March 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,936.82	5,958.02	52,439.44	52,503.37	63.93	70,517.00	74%
9611 CLATSOP BANK-LOAN INT	636.68	615.48	6,722.06	6,657.93	(64.13)	8,365.00	80%
Total 3. OTHER EXPENSES	6,573.50	6,573.50	59,161.50	59,161.30	(0.20)	78,882.00	75%
9600 DEBT SERVICE & INTERES-FEE	0.00		182.40		(182.40)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	41,800.00	41,800.00	0.00	41,800.00	100%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	3,391.50	3,690.00	298.50	7,041.00	48%
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	0.00	0.00	104,208.00	0%
Total Other Expense	6,573.50	6,573.50	104,535.40	104,651.30	115.90	459,931.00	23%
Net Other Income	-6,573.50	-6,573.50	-104,535.40	-104,651.30	(115.90)	-459,931.00	23%
Net Income	-93,279.12	-10,956.50	105,351.40	-293,755.30	-399,106.70	-823,979.00	-13%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
March 2018

	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	515.33	450.00	6,582.22	4,050.00	2,532.22	5,400.00	122%
4310 MISC INCOME	0.00		22,458.00		22,458.00		
4500 RC PROVIDER SERVICE REIM	281,173.87	248,400.00	2,523,129.92	2,235,600.00	287,529.92	3,230,727.00	78%
Total Income	281,689.20	248,850.00	2,552,170.14	2,239,650.00	312,520.14	3,236,127.00	79%
Gross Profit	281,689.20	248,850.00	2,552,170.14	2,239,650.00	312,520.14	3,236,127.00	79%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	38,530.92	40,000.00	245,046.41	266,676.00	21,629.59	346,677.00	71%
6200 PAYROLL EXPENSES	4,918.74	5,049.00	23,220.75	33,660.00	10,439.25	43,758.00	53%
6300 EMPLOYEE BENEFITS	5,207.94	13,271.00	58,677.80	88,480.00	29,802.20	115,021.00	51%
Total 1. PERSONNEL SERVICES	48,657.60	58,320.00	326,944.96	388,816.00	61,871.04	505,456.00	65%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	287,162.17	211,451.00	2,499,437.54	1,903,057.00	(596,380.54)	2,537,410.00	99%
7030 BUS PASSES	4,540.00	1,500.00	28,715.00	13,500.00	(15,215.00)	18,000.00	160%
7050 DMAP/CCO Annual Adjustment	0.00		0.00	0.00	0.00	0.00	
8005 AUDIT	1,428.00	0.00	8,123.80	7,450.00	(673.80)	9,048.00	90%
8006 ADS (HR JOB POSTING)	351.82	20.00	351.82	140.00	(211.82)	200.00	176%
8010 BANK FEES	0.00	14.00	118.35	129.00	10.65	171.00	69%
8020 BLDING & GROUNDS MAINT	716.88	802.00	4,056.30	7,222.00	3,165.70	9,628.00	42%
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		1,568.42		(1,568.42)		
8032 SUPPORT SERVICES/CONTRACTS	80.00		1,997.72	0.00	(1,997.72)	0.00	
8030 COMP-INFO-TECH SERVICES - Other	0.00	1,453.00	0.00	48,079.00	48,079.00	52,438.00	0%
Total 8030 COMP-INFO-TECH SERVICES	80.00	1,453.00	3,566.14	48,079.00	44,512.86	52,438.00	7%
8035 CONF TRAINING & TRAVEL	12.00	300.00	977.77	6,146.00	5,168.23	8,046.00	12%
8045 DRUG/ALCOHOL/BG CHECKS	68.00	143.00	1,716.00	1,294.00	(422.00)	1,725.00	99%
8050 DUES SUBSCRIPTIONS & FEES	0.00	423.00	238.63	2,948.00	2,709.37	3,698.00	6%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,018.00	229.44	9,152.00	8,922.56	12,200.00	2%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
March 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8065 EDUCATION/OUTREACH	125.00	166.00	125.00	1,500.00	1,375.00	2,000.00	6%
8070 EMPLOYEE RECOGNITION	0.00	343.00	771.65	3,091.00	2,319.35	4,120.00	19%
8072 Election Fees	0.00		0.00	0.00	0.00	0.00	
8080 INSURANCE	1,675.74	1,704.00	6,231.89	5,110.00	(1,121.89)	6,814.00	91%
8090 LEGAL ADS	0.00		0.00	0.00	0.00	0.00	
8095 LEGAL COUNSEL	0.00	42.00	0.00	375.00	375.00	500.00	0%
8100 MEETING EXPENSE	0.00	53.00	82.88	481.00	398.12	640.00	13%
8120 OFFICE SUPPLIES	436.53	442.00	2,285.28	3,975.00	1,689.72	5,298.00	43%
8130 PAYROLL PROCESSING FEES	55.44	52.00	345.66	342.00	(3.66)	444.00	78%
8135 PRINTING	0.00	133.00	33.81	1,201.00	1,167.19	1,600.00	2%
8139 PROFESSIONAL SERVICES	375.00	250.00	2,568.00	2,250.00	(318.00)	3,000.00	86%
8155 TELEPHONE/INTERNET SERVICE	225.56	3,218.00	13,755.06	28,964.00	15,208.94	38,618.00	36%
8160 UNIFORMS	0.00	83.00	0.00	751.00	751.00	1,000.00	0%
8165 UTILITIES	797.23	789.00	5,991.15	7,108.00	1,116.85	9,475.00	63%
Total 2. MATERIALS & SERVICES	298,049.37	224,399.00	2,579,721.17	2,054,265.00	(525,456.17)	2,726,073.00	95%
Total Expense	346,706.97	282,719.00	2,906,666.13	2,443,081.00	(463,585.13)	3,231,529.00	90%
Net Ordinary Income	-65,017.77	-33,869.00	-354,495.99	-203,431.00	151,064.99	4,598.00	-7710%
Other Income/Expense					0.00		
Other Expense					0.00		
9600 DEBT SERVICE & INTERES-FEE	0.00		57.60		(57.60)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	13,200.00	13,200.00	0.00	13,200.00	100%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	1,071.00	2,224.00	1,153.00	3,336.00	32%
9655 DMAP REPAYMENT AGREEMENT	36,343.25	36,343.00	274,458.75	307,062.00	32,603.25	343,405.00	80%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	125,546.00	0%
Total Other Expense	36,343.25	36,343.00	288,787.35	322,486.00	33,698.65	485,487.00	59%
Net Other Income	-36,343.25	-36,343.00	-288,787.35	-322,486.00	(33,698.65)	-485,487.00	59%
Net Income	-101,361.02	-70,212.00	-643,283.34	-525,917.00	117,366.34	-480,889.00	134%

Sunset Empire Transportation District
BS
 As of March 31, 2018

	<u>Mar 31, 18</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,273,585.13	Current Liabilities	
Accounts Receivable	(175,885.77)	Accounts Payable	
Other Current Assets		2000 ACCOUNTS PAYABLES	123,750.65
1400 PREPAID EXPENSES		Total Accounts Payable	<u>123,750.65</u>
1401 PREPAID INS/BENEFITS	9,103.37	Other Current Liabilities	<u>77,020.25</u>
1400 PREPAID EXPENSES - Other	(8,618.56)	Total Current Liabilities	<u>200,770.90</u>
Total 1400 PREPAID EXPENSES	<u>484.81</u>	Long Term Liabilities	
1500 UNDEPOSITED FUNDS	<u>2,445.20</u>	2800 INTERCOMPANY DUE TO/FROM	
Total Other Current Assets	<u>2,930.01</u>	2810 DUE TO RIDE CARE	(37,934.82)
Total Current Assets	<u>1,100,629.37</u>	2815 DUE TO/(FROM) SETD G F	37,934.82
TOTAL ASSETS	<u><u>1,100,629.37</u></u>	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
		Total Long Term Liabilities	<u>0.00</u>
		Total Liabilities	<u>200,770.90</u>
		Equity	
		3100 NWRC PRIOR PERIOD ADJUST	8,891.00
		3200 GF PRIOR PERIOD ADJUST	(8,891.00)
		3700 FUND BALANCE NWRC-RESTRICT	1,311,117.11
		3800 FUND BALANCE GENERAL FUND	780,850.87
		3900 RETAINED EARNINGS	(654,177.60)
		Net Income	<u>(537,931.91)</u>
		Total Equity	<u>899,858.47</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,100,629.37</u></u>

Sunset Empire Transportation District
A/R Aging Summary
As of March 31, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	1,920.00	0.00	0.00	0.00	0.00	1,920.00
CITY OF CANNON BEACH - A/R	3,443.00	0.00	0.00	0.00	0.00	3,443.00
DHS - CHILD WELFARE-CLATSOP	1,719.00	0.00	0.00	0.00	0.00	1,719.00
DSHS-Childrens Admin Office	72.00	0.00	0.00	0.00	0.00	72.00
ODOT	0.00	0.00	0.00	0.00	3,342.00	3,342.00
Providence Seaside Hospital	0.00	30.00	0.00	0.00	0.00	30.00
RC-SETD PARA	0.00	0.00	0.00	0.00	3,653.00	3,653.00
RIDECARE ADMIN	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
TRANSIT CENTER	0.00	0.00	3,775.00	0.00	0.00	3,775.00
TOTAL	<u>7,154.00</u>	<u>30.00</u>	<u>3,775.00</u>	<u>0.00</u>	<u>7,002.00</u>	<u>17,961.00</u>

Sunset Empire Transportation District
A/P Aging Summary
As of March 31, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	38.77	0.00	0.00	0.00	0.00	38.77
ANGELTRAX	67.56	0.00	0.00	0.00	0.00	67.56
BOLDT, CARLISLE & SMITH, LLC	2,975.00	0.00	0.00	0.00	0.00	2,975.00
BORLAND COASTAL ELECTRIC IN	681.76	0.00	0.00	0.00	0.00	681.76
COASTAL LOCK -N- KEY, LLC	20.00	0.00	0.00	0.00	0.00	20.00
CoastCom, Inc.	0.00	-3,663.20	0.00	0.00	0.00	-3,663.20
CRS	332.67	0.00	0.00	0.00	0.00	332.67
CTANW	375.00	0.00	0.00	0.00	0.00	375.00
E & A CONCRETE, LLC	2,800.00	0.00	0.00	0.00	0.00	2,800.00
EARTH2O	10.14	0.00	0.00	0.00	0.00	10.14
ENGLUND MARINE SUPPLY CO, INC	57.98	0.00	-65.26	0.00	0.00	-7.28
EVERBANK	188.00	0.00	0.00	0.00	0.00	188.00
INDUSTRIAL DIESEL POWER, INC	616.71	0.00	0.00	0.00	0.00	616.71
MCCALL TIRE CENTER - Warrenton	347.00	0.00	0.00	0.00	0.00	347.00
MTR WESTERN BUS	950.13	0.00	0.00	0.00	0.00	950.13
NW NATURAL	151.84	0.00	0.00	0.00	0.00	151.84
O'REILLY AUTO PARTS	157.02	0.00	0.00	0.00	0.00	157.02
OFFICE DEPOT	1,154.18	0.00	0.00	0.00	0.00	1,154.18
RC-AAA RIDE ASSIST LLC	1,576.65	0.00	0.00	0.00	0.00	1,576.65
RC-COLUMBIA COUNTY RIDER	800.00	0.00	0.00	0.00	0.00	800.00
RC-ELLIOTT'S TRANSPORT	5,371.60	0.00	0.00	0.00	0.00	5,371.60
RC-HOT SHOT TRANSPORTATION	2,629.00	0.00	0.00	0.00	0.00	2,629.00
RC-K & M MEDIVAN	10,915.36	0.00	0.00	0.00	0.00	10,915.36
RC-MEDIX AMBULANCE	6,569.04	0.00	0.00	0.00	0.00	6,569.04
RC-METRO WEST AMBULANCE	2,173.26	0.00	0.00	0.00	0.00	2,173.26
RC-MTN RETREAT SECURE TRANSPORT	1,196.00	0.00	0.00	0.00	0.00	1,196.00
RC-SETD-PARA	1,781.00	0.00	0.00	0.00	0.00	1,781.00
RC-TILLAMOOK COUNTY TRANSPORTATION	18,994.10	0.00	0.00	0.00	0.00	18,994.10
RC-WAPATO SHORES, INC	20,213.83	0.00	0.00	0.00	0.00	20,213.83
SERVPRO	185.00	0.00	0.00	0.00	0.00	185.00
SUNSET AUTO PARTS, INC.	109.78	0.00	0.00	0.00	0.00	109.78
V-CARTER, JOHN	51.30	0.00	0.00	0.00	0.00	51.30
VERIZON WIRELESS	721.81	0.00	0.00	0.00	0.00	721.81
Wadsworth Electric	156.00	0.00	0.00	0.00	0.00	156.00
WESTERN BUS SALES, INC.	1,350.32	0.00	0.00	0.00	0.00	1,350.32
	<u>85,717.81</u>	<u>-3,663.20</u>	<u>-65.26</u>	<u>0.00</u>	<u>0.00</u>	<u>81,989.35</u>

Sunset Empire Transportation District
Check Detail
March 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
ACH	03/30/2018	CLATSOP COMMUNITY BANK	6,573.50
5086	03/14/2018	RC-ELLIOTT'S TRANSPORT	7,363.80
5089	03/14/2018	RC-K & M MEDIVAN	7,926.45
5090	03/14/2018	RC-LEE, RYAN	5,312.68
5091	03/14/2018	RC-MEDIX AMBULANCE	5,874.60
5099	03/14/2018	RC-WAPATO SHORES, INC	21,658.52
5101	03/14/2018	RC-WILCOX & FLEGEL	5,247.19
5107	03/20/2018	RC-K & M MEDIVAN	12,163.80
5108	03/20/2018	RC-LEE, RYAN	8,132.31
5112	03/20/2018	RC-OR DHS	36,343.25
5114	03/20/2018	RC-WAPATO SHORES, INC	19,087.14
5121	03/26/2018	RC-K & M MEDIVAN	10,417.88
5122	03/26/2018	RC-LEE, RYAN	5,874.80
5123	03/26/2018	RC-MEDIX AMBULANCE	11,139.20
5128	03/26/2018	RC-TILLAMOOK COUNTY TRANSPORTATION	20,470.00
5129	03/26/2018	RC-WAPATO SHORES, INC	20,268.23
17801	03/12/2018	WILCOX & FLEGEL	10,373.07
17822	03/26/2018	SDIS	15,790.50
17833	03/26/2018	SDIS	6,603.13
17834	03/28/2018	SDIS	28,437.48
Total			265,057.53

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
03/16/2018	0342 2/6 to 3/8

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

PAID

Bill Due	04/15/2018
Terms	
Memo	FEB 6 TO MAR 8

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0326 - HAZEN UNITED VACATIONS - DEPOSIT FOR AIRFARE FOR JEFF FOR CTA CONFERENCE	300.00		ADMINISTRATION
8065 EDUCATION/OUTREACH	FRED MEYER - GIFT FOR SDAO CONFERENCE	39.73		ADMINISTRATION
8100 MEETING EXPENSE	WET DOG CAFE - GIFT FOR SDAO CONFERENCE	19.75		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	ERICKSON FLORAL - FLOWERS FOR MARY	60.95		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	RITE AID - CARD FOR MARY	4.69		ADMINISTRATION
8038 TRAVEL	OUTBACK - FOOD FOR JEFF FOR PTAC MEETING	14.99		ADMINISTRATION
8030 COMP-INFO-TECH SERVICES	APPLE - STORAGE FOR IPAD	0.99		ADMINISTRATION
8038 TRAVEL	CLARION HOTEL - LODGING FOR JEFF FOR BUS SUMMIT MEETING	100.56		ADMINISTRATION
8038 TRAVEL	PDX PARKING - PARKING FOR JEFF FOR BUS SUMMIT MEETING	30.00		ADMINISTRATION
8038 TRAVEL	ORBITZ - LODGING FOR JEFF FOR PTAC MEETING	88.97		ADMINISTRATION
8038 TRAVEL	AMTRAK - TRANSPORTATION FOR JEFF FOR FARE POLICY TRAINING	51.00		ADMINISTRATION
8021 B&M GENERAL	0284 - JONES HOME DEPOT	63.02	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON-ETHERNET	64.99	RIDECARE ADMIN	ADMINISTRATION
8021 B&M GENERAL	HOME DEPOT-COMPUTER CORDS	85.65	RIDECARE ADMIN	ADMINISTRATION
8038 TRAVEL	SUBWAY-LUNCH TCD	12.00	RIDECARE ADMIN	ADMINISTRATION

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
03/16/2018	0342 2/6 to 3/8

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

Bill Due	04/15/2018
Terms	
Memo	FEB 6 TO MAR 8

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8021 B&M GENERAL	HOME DEPOT-FURNITURE GLIDES	17.96	RIDECARE ADMIN	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
8120 OFFICE SUPPLIES	DAILY ASTORIAN DELIVERY - WARRENTON	135.05		ADMINISTRATION
8120 OFFICE SUPPLIES	FULLIDENTITY.COM - ID CARDS	31.50		ADMINISTRATION
8120 OFFICE SUPPLIES	NEWEGG.COM - MONITORS FOR SETD	536.97		ADMINISTRATION
8170 VEHICLE MAINT & REPAIRS	0946 - LEWICKI CARLS TOWING AND REPAIR - TOW #76 TO INDUSTRIAL DIESEL	547.50		ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON - BATTERIES FOR AED	57.50		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - FOOD FOR DRIVERS MEETING	86.03		ADMINISTRATION
8021 B&M GENERAL	COASTAL LOCK - SPARE KEYS	20.00		ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON - FLAG PINS	75.73		ADMINISTRATION
8121 POSTAGE-SHIPPING	UPS STORE - SHIPPING	2.49		ADMINISTRATION
8135 PRINTING	VISTA PRINT - LABELS FOR BUS VAULTS	114.99		ADMINISTRATION
8121 POSTAGE-SHIPPING	0020 - PARKER USPS - STAMPS	100.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	STAMPS.COM - STAMPS	89.98		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
03/16/2018	0342 2/6 to 3/8

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

PAID

Bill Due	04/15/2018
Terms	
Memo	FEB 6 TO MAR 8

Expenses

Account	Memo	Amount	Customer:Job	Class
8121 POSTAGE-SHIPPING	STAMPS.COM - POSTAGE	15.99		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	12.95		ADMINISTRATION
8120 OFFICE SUPPLIES	PAYPAL - CTA of NW	250.00		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKERY - FOOD FOR BOARD MEETING	11.95		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY- BOARD MEETING	11.28		ADMINISTRATION
8100 MEETING EXPENSE	DAIRY QUEEN	16.87		ADMINISTRATION
8038 TRAVEL	PELINTI - MARKETING DINNER	35.40		ADMINISTRATION
8038 TRAVEL	0961 - WEINTRAUB			
8065	THE STREET TRUST	155.00		TRANS OPTIONS
EDUCATION/OUTREACH	SURVEYMONKEY.COM	105.00		ADMINISTRATION

Expense Total : 3,482.41

Bill Total : \$3,482.41

Date: April 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8. RideCare Fund Supplemental Budget

Due to higher than anticipated provider payments under the Materials & Services section of the FY 2018 budget, we are required to hold a supplemental budget hearing because the change will be greater than 10% of the Material & Services budget. Oregon Local Budget Law requires any changes to the budget be adopted by the Board prior to the expenditure of the funds in excess of what was appropriated during the budget cycle.

Our revenue from Provider Services Reimbursements along with savings in Personnel Services combined with Operating Contingency equals what the projected Materials & Services will be.

You will see on the agenda under Old Business, that we will be discussing the RideCare Agreement separately from the supplemental budget.

Staff is recommending that the Board hold a supplemental budget hearing and approve the resolution adopting the supplemental budget.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public hearing on a proposed supplemental budget for Sunset Empire Transportation District for the current fiscal year will be

held at 900 Marine Dr. Astoria, OR. The hearing will take place on April 26, 2018 at 9:00 AM.

The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtained on or after April 20, 2018 at 900 Marine Dr. Astoria, OR between 7:00 AM and 6:00 PM.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: RideCare

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 Provider Services Reimbursements	\$3,612,697	1 Personnel Services	\$422,585
2		2 Material & Services	\$3,514,493
3		3 Operating Contingency	\$0
Revised Total Fund Resources	\$4,170,561	Revised Total Fund Requirements	\$4,170,561

Explanation of change(s):

Provider payments are higher than anticipated.

150-504-073-8 (Rev. 12-16)



**Board of Commissioners
RESOLUTION 2018-01**

The Board of Commissioners of the Sunset Empire Transportation District, Astoria Oregon, resolves to authorize adjustments to the 2017-2018 RideCare annual budget. The required adjustments are due to increased Provider Payments and will increase the RideCare Fund Budget Revenues by \$381,970, increase Materials and Services by \$590,387, decrease Personnel Services by \$ 82,871 and decrease Contingency by \$125,546.

Be it resolved that pursuant to the desire of the Board of Commissioners of the Sunset Empire Transportation District the submitted RideCare Supplemental Budget has been adopted and all public notifications made.

MOTION OF ADOPTION

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

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS _____ DAY OF _____ 2018.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Kathy Kleczek, Board Chair

ATTEST:

By: _____

Title: Carol Gearin, Vice Chair

Date: April 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a RideCare Agreement with Columbia Pacific Coordinated Care Organization (CPCCO)

As you are aware, we were very optimistic that our new reimbursement rate and the change in amount recoupable/payable to CPCCO would provide sufficient revenue to cover the costs of operating RideCare. The new rates were in effect as of January 1, 2018. In calculating our quarterly reconciliation, we ended up with a net loss of over \$76,000.

Loss of membership and higher utilization of transportation services have played a major factor over the past year in spending down our reserves to cover our losses in this fund. Our reserves are no longer sufficient to continue to support the operations. In our agreement with CPCCO under section 15.5.1 it reads:

Solvency – SETD shall maintain a level of, operating capital equivalent to a minimum 45 days of fixed and variable operating expenses. SETD will immediately notify CPCCO if SETD falls below this minimum requirement.

Earlier this week, I notified CPCCO that we have fallen below that requirement and that we are unable to continue the operation of RideCare based on the quarterly reconciliation showing a substantial loss. I let them know that I would be bringing forward a recommendation to the Board at the April meeting regarding the continuing or discontinuing the operation of RideCare. I went to Portland on April 18th to meet with Mimi Haley, the Executive Director, and her team to discuss the situation we are in.

We have a great relationship with CPCCO and the collaborative nature of the meeting was reflective of that. They appreciate the quality work we do, and they have a great desire to continue to work with us. San shared that she did a study on our provider payments and it showed that we had a tremendous increase in the amount of same day and next day ride requests. We have always been client focused and did everything we could to get rides for these requests. The vast majority of these rides had to be dispatched to our sedan providers because of their capacity to add. Same day and next day rides should only be used for medically necessary rides. Due to very limited staffing, we don't have the time to reach out to doctors to get a determination that these rides are medically necessary. We get an average of 45 next day ride requests and 15 same day ride requests and we have about 10% of those requested rides cancel or no-show. A lot of time goes into setting these particular rides up and to have that many cancel is problematic. On regular ride requests, we are averaging 7.25 no-shows per day and 62.6 cancelations per day. Some days, it exceeds 100.

We discussed the need to have immediate assistance and to have long term solutions to ensure that we remain solvent. Mimi and her team will be at the Board meeting to discuss several ways that they can assist us near term and what they are working on for long term.

Staff is seeking guidance from the Board as to the direction of RideCare. If the Board determines that they want to discontinue operations, we will need to notify the CPCCO in writing. Our August 27, 2015 ammended agreement calls for a 120-day notification for a Without Cause Termination under section 17.3. Under 17.4 Immediate For Cause Termination there are instances where 120-day notification is not necessary. Specifically, 17.4.7 reads:

If SETD fails to receive funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow SETD in the exercise of its reasonable discretion, to continue to provide services under this Agreement.

If the Board determines that the Agreement be terminated, we believe we will have enough funding to get us to June 30, 2018.

We do feel that if CPCCO has solutions to help us triage our immediate need, we desire to continue with operations. Long term solutions are very important as well and we are willing to continue with our collaborative relationship as funding allows. It's also important to note that I had a meeting with the RideCare team on Friday to make them aware of where we are at and that the Board will be having an in depth conversation at the Board meeting.

Date: April 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Fare/Pass Policy

To plan for our future roll out of E-fare, we need to simplify our fare and pass structure. Currently, we are on a zone-based fare system and I am proposing that go to a flat fare for everyone. The fares on the zone-based system range from \$1.00 to \$4.00. I am also proposing that we completely overhaul the pass program and have two levels of passes, one for standard riders and the other being called a reduced fare pass. The reduced fare pass would include seniors, people with disabilities, students (both youth and college) and low-income households. By have a reduced fare that includes low-income households, we will be mitigating the impact of the new STIF tax on passengers that are in a low-income household which complies with the draft rules of the STIF program.

Its also important to note that our largest source of grants is the \$5311 operating grant. It is allocated to us based on revenue miles (60%) and ridership (40%). If our ridership increases, our allocation will increase. Because fares can't be used for match, ridership is often more heavily prioritized than fares. Our match mainly comes from property taxes and timber harvest revenue.

Currently, we have the following 13 passes that drivers and staff must keep track of:

- Standard monthly pass \$45
- Standard yearly pass \$495
- Honored citizen monthly pass \$30
- Honored citizen yearly pass \$330.
- Military monthly pass \$30
 - Existing policy says active military personnel in uniform ride free\$30
- K-12 student monthly pass \$30
 - Children 6 and under ride free
- K-12 student quarterly pass \$30
 - Why would they buy a monthly pass at the same price?
- K-12 student yearly pass \$330
 - Why would they buy a yearly pass when they could by 3 quarterly passes for \$90 and a Summer Fun pass for \$20?
- College monthly pass \$30
- College quarterly pass \$60
- College yearly pass \$330
 - Why would they buy this when they could buy 4 quarterly passes for \$240?
- Summer Fun pass \$20
- Day pass for everyone \$5

I am proposing that the flat fare be \$1.00 for everyone each time they get on the bus. I am proposing that the passes will be as follows:

- Standard monthly pass \$30
 - 33% decrease in cost
- Reduced fare monthly pass \$20
 - 33% decrease in cost (complies with the spirit of social equity)
- Summer fun pass \$20
- Daily pass for everyone \$3

With this fare structure, I am projecting that we will have a 25% increase in pass sales and a 15% increase in ridership.

Financial Impact

\$19,350	Pass Sales Increase		
\$16,269	New Ridership Pass Increase		
\$13,295	New Ridership Cash Increase		
\$48,914	Total		
\$98,145	Total Cash Loss from flat fare		
\$48,914	Added revenue		
-\$49,230	Net Loss		

The effect of the \$1 flat fare will have a negative impact on paratransit of \$5,000. That is a total net loss of \$54,230. This current fiscal year, our budget is \$270,000 in fare revenue. YTD we are currently at \$253,428 and I am projecting that we will end the year with fare revenue of \$341,061. That is \$68,061 over budget.

I am confident that by lowering our fares and simplifying our pass program, we will continue to experience higher ridership year over year. Include our technology improvements that we will be making and our increased service with the new STIF funding, we are poised to dramatically improve the rider experience and provide reliable service.

Operationally, at the same time we institute new fares, we will also eliminate monthly pass sales on the buses. This was called out during our compliance review to ensure that drivers are focused on safely driving and to cut down wait times as they sell passes. They will continue to sell day passes but riders will have to purchase monthly passes at the transit center or kiosk.

Staff's recommendation is to have the Board hold a public hearing at their May meeting to gather input from the community and then adopt the new fare/pass policy to be effective on July 1, 2018.

Date: April 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.b District Credit Card Purchasing Limits

In October of 2011, the Board authorized that 4 credit cards would be issued to staff with a total credit line of \$5,000. In March of 2013, the Board authorized 2 additional cards with an increase in credit line to \$8,000. In April of 2014, the Board authorized 1 additional card with an increase in the credit line to \$9,000.

We continue to share cards due to credit line limits that we currently have. I would like to make the following changes in credit card limits and issued:

Current	Limit	Proposed Limit
Jeff Hazen	\$2,000	\$2,000 No change needed
Paul Lewicki	\$2,000	\$4,000 Paul uses heavily for maintenance
John Layton	\$2,000	\$4,000 John buys computer related equipment
Mary Parker	\$1,000	\$1,500 Mary buys marketing supplies
Jason Jones	\$1,000	\$1,000 No change needed
Matt W.	\$1,000	\$1,500 Matt travels 3 counties and meetings in the valley
Tami Carlson	\$0	\$1,000 Tami purchases supplies for employee events
Total	\$9,000	\$15,000

Staff is recommending that the District's Credit Card total limit increase to \$15,000 with the above changes including adding a card for HR.

Date: April 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.c Executive Director Travel Plan for FY 2019

The following spreadsheet outlines by month my travel requests for FY 2019. If others come up, I will seek approval for them from the Board. I do have a couple of place holders at the bottom for potential NTI trainings in Seattle and for presentations to the OTC.

I am asking for the Board’s approval on these requests so I can account for them in the budget.

FY 2019 Executive Director Travel								
July	Location	Overnight	August	Location	Overnight	September	Location	Overnight
NWOTA	Tillamook	Yes	NWOTA	Tillamook	No	NWOTA	Tillamook	No
NWACT	Tillamook	No	PTAC EXEC	Salem	No	NWACT	Washington County	No
PTAC	Klamath Falls	Yes				PTAC	Salem	No
						OTA Rodeo	Salem	Yes
October			November			December		
NWOTA	Tillamook	No	NWOTA	Tillamook	No	NWOTA	Tillamook	No
PTAC EXEC	Salem	No	PTAC	Salem	No	PTAC EXEC	Salem	No
OTA Conf.	Bend	Yes						
Rural Bus Conf	Colorado	Yes						
January			February			March		
NWOTA	Tillamook	No	NWOTA	Tillamook	No	NWOTA	Tillamook	Yes
PTAC	Salem	No	PTAC EXEC	Salem	No	NWACT	Tillamook	No
NWACT	Scappoose?	No	SDAO Conf.	Bend	Yes	PTAC	Salem	No
April			May			June		
NWOTA	Tillamook	No	NWOTA	Tillamook	No	NWOTA	Tillamook	No
PTAC EXEC	Salem	No	PTAC	Salem	No	PTAC EXEC	Salem	No
Transit Day	Salem	No	Low No	Seattle	Yes	CTAA	Southwest?	Yes
						PreAudit	Salem	No
Other								
NTI Training X2	Seattle	Yes						
OTC	Salem	No						

Executive Director Report
March 2018 Board Meeting
Jeff Hazen

-The Board Policy Committee met earlier this month and updated several policies. These will be brought before the Board for approval beginning in May.

-Work continues on the Budget. It will be complete by May 9th in order to get it out to the Budget Committee on May 11th.

-As I reported last month, I have been a source of help for Chad at CC Rider. I went down to St. Helens for the day recently to see where he was at in addressing the concerns from the review that ODOT ordered. I was very impressed with where he was at in addressing the issues. He has also been getting out in the community to try and heal some relationships with cities. He also began to visit administrators at senior living facilities. He applied for the position of Transit Administrator and was interviewed by the County Commission the day before I worked with him. I sent a message to Commissioner Heimuller letting him know that I was impressed with what Chad has accomplished in such a short time. The County narrowed the applicant list down to two finalists and Chad was not one of them. Apparently, their first choice declined the employment offer and I have not heard any additional updates.

- Since I was in Columbia County, I also met with Senator Johnson at her office in Scappoose. I updated her on the results of the feasibility study that was completed and also discussed what was going on with CC Rider.

-I sat in on a CTAA webinar that went over legislative issues. Very interesting to hear from CTAA staff that work in D.C. on what it is like there. They described the atmosphere as nothing like they've seen before. The political climate is unusual and unpredictable. While CTAA expected funding decreases for transit this year, the omnibus bill increased transit funding for the next 2 years. Their advice was to stay the course and continue what we are doing, getting people where they need to go. The 5339 competitive grant results were covered during the webinar. Congress heard us. The number of projects funded doubled, but the grants were smaller. 20% of this round went to rural but unfortunately, we were not successful in our grant. None of the Oregon rural agencies were successful.

-I sat in a National RTAP webinar on the upcoming Low/No grant. 3 agencies that have been successful in getting Low/No grants shared their experiences and challenges. The Low/No grant solicitation should be coming out by the end of this month. As part of the omnibus bill, this year's Low/No grant will have an additional \$29.45 million added to the previously committed \$55 million for a total of \$84.45 million. We will once again work with ODOT on this grant opportunity to apply for an electric bus.

-Speaking of Low/No, King County will be hosting another Zero Emission Battery Bus Showcase in Seattle next month. I will be attending along with some ODOT staff. This showcase will include learning about LA Metro's ambitious project to electrify a significant portion of their transit routes. We will be visiting King County's extended range battery test site and hear from battery bus and vehicle maintenance experts about the development and execution of King County's technology testing progress. We will be covering much more and hearing from other agencies on their experiences in electrification.

-We've gathered most of the information that OHA has asked for in the audit of RideCare for 2015. Our only struggle is with Columbia County but I have communicated with them that they will get us the information by the 27th.

Weekly Reports:

4/2/18

Last week, I finalized my edits to Board Policies and they will be discussed with the policy committee this morning. I attended two webinars, one on Transit Development Plans (TDP). I was called on towards the end of the webinar to share our experience in working with city/county planning staff and how we incorporate transit needs into land use actions. I also attended a Knowledge Management webinar which discussed the need to make sure that institutional knowledge is shared amongst many people so that when someone leaves the organization, the knowledge is retained and the organization doesn't have to spend time reinventing the wheel. I was interviewed by staff from the Angelo Planning Group in regards to land use and transit planning and how we approach it with city/county staff.

The FTA provided Fare Policy training in Seattle on Thursday and Friday. It was a great training and will help me wrap up my suggested changes to our Fare Policy that I will be bringing to the Board this Spring. The training covered fare collection and technology, fare economics, fare equity issues and data needs, community outreach, and Board communications. SETD was an example that was part of the module covering community outreach. It was from a report done back in 2009 so the information was a little dated and I shared that with the class.

3/20/18

At Monday's PTAC meeting in Salem we learned of a new carveout on the STIF program. Rep. Caddy McKeown was successful in getting an up to 1% carveout of allocation funds to be used for student activities transportation. This was a complete surprise to us because this was never part of discussions last year during the passage of HB 2017. We are awaiting updated numbers from ODOT on what we can be expected to receive through STIF. The original numbers given out during the HB 2017 process last year were based on 100% compliance of collection of the employee payroll tax. The original numbers were generated by the Legislative Fiscal Office but the Department of Revenue has warned us that the numbers will be much lower. It will be interesting to see where they fall when ODOT communicates them to us hopefully within the next couple of weeks. When we submit plans, we will be asked to submit project lists at both

100% and 150% in case we experience higher than expected revenue. The STIF committee wrapped up their work on the rules for HB 2017 last week. The final pieces that had to complete revolved around the intercommunity competitive grant and the discretionary competitive grant. The discretionary grant will have a match component to it of 20% with the exception of rural agencies who will have a match requirement of 10%. A presentation was given to the OTC last week on the progress of on the STIF rules and the whole package will be brought back to the OTC to get their blessing and then move it into the public comment period. The earliest we will see formula funds will potentially be in April of 2019. That is an ODOT goal. I gave a presentation on what the 5311 workgroup came up with as far as how the funds are allocated in Oregon. PTAC approved the recommendations and it will go before the OTC for approval in May, where I will present it to them.

Paul, Tracy, and I had a good budget session last week where we started plugging in numbers based on information provided by the leadership team. We will continue to meet weekly to refine the numbers.

At our team meeting on Friday, we discussed the Board meeting agenda for this week. I also talked about the budget, the STIF, and the Transit Bus Summit. I also shared my consternation with some glitches we have in our accounts payable processes that cause us to occasionally receive past due notices. I shared that this is not acceptable and that we all must follow procedures established in order to process our payables in a timely fashion.

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

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15%** **YTD = +4.8%** **YTD= (5%)(9%)(8%)(Numbers not updated yet) (4%however we have been experiencing increases of 18%, 29%, and 36% in recent weeks)**
 - 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. MOU in place with Clatsop County Emergency Management. I'll be discussing this further with CTAA at the June Expo.
- 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. Study complete, results at the 2/22/18 meeting.**
 - 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. Likely to not receive new funding until late FY 2019. First round of revenue expected in April of 2019. It will be 2 quarters worth.**
 - 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. In process of implementation. Implementation still in progress. We can now see buses on our back office screen. If you have a smart phone, download Transit.**
 - 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. Part of the Swiftly app.**
 - Website **Launched on 8/12/17**
 - Mobile apps **Will be part of RFQ for App. Swiftly app.**
 - E-fare **RFQ going out this year. Presentation to staff on 2/14. Evaluating feasibility during FY 19 budget.**
 - 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. Incorporating the 25 year logo onto shirts being ordered.

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. Researching new site for Seaside Kiosk relocation Very positive editorial in the Daily Astorian recently. Still looking at sites in Seaside. Including added funding in FY 19 in case we do move the kiosk.
 - 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. The 2 additional grants were awarded. Total of 4 new buses. Did not receive \$5339 grant.**
 - Technology **In place**
 - Facilities
- Identify new funding opportunities
 - Review fares **In progress. Jeff attending FTA Fare Policy training this month in Seattle.**
 - 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. Going to apply for a NADTC grant to study extending para transit range beyond ¾ of a mile.**
- Implement current budget process **Will begin in January. In progress. Tracy, Paul, and I now meeting weekly.**

Rider Report
April Board Meeting Report
John Layton

March Data

Fixed Route Highlights:

- 16,238 people used fixed routes in March for an average of 523.8 riders per day.
- 1.8% increase in average passengers who rode fixed routes per day from last March (514.4 to 523.8)
- 9.6 people per hour, on average, got on any fixed route at any time that the bus runs in March. 1.0% decrease (9.5 to 9.6) from last March.
- 10.4% decrease in the ratio of elderly/disabled riders from last March (20.2 % to 18.1%)

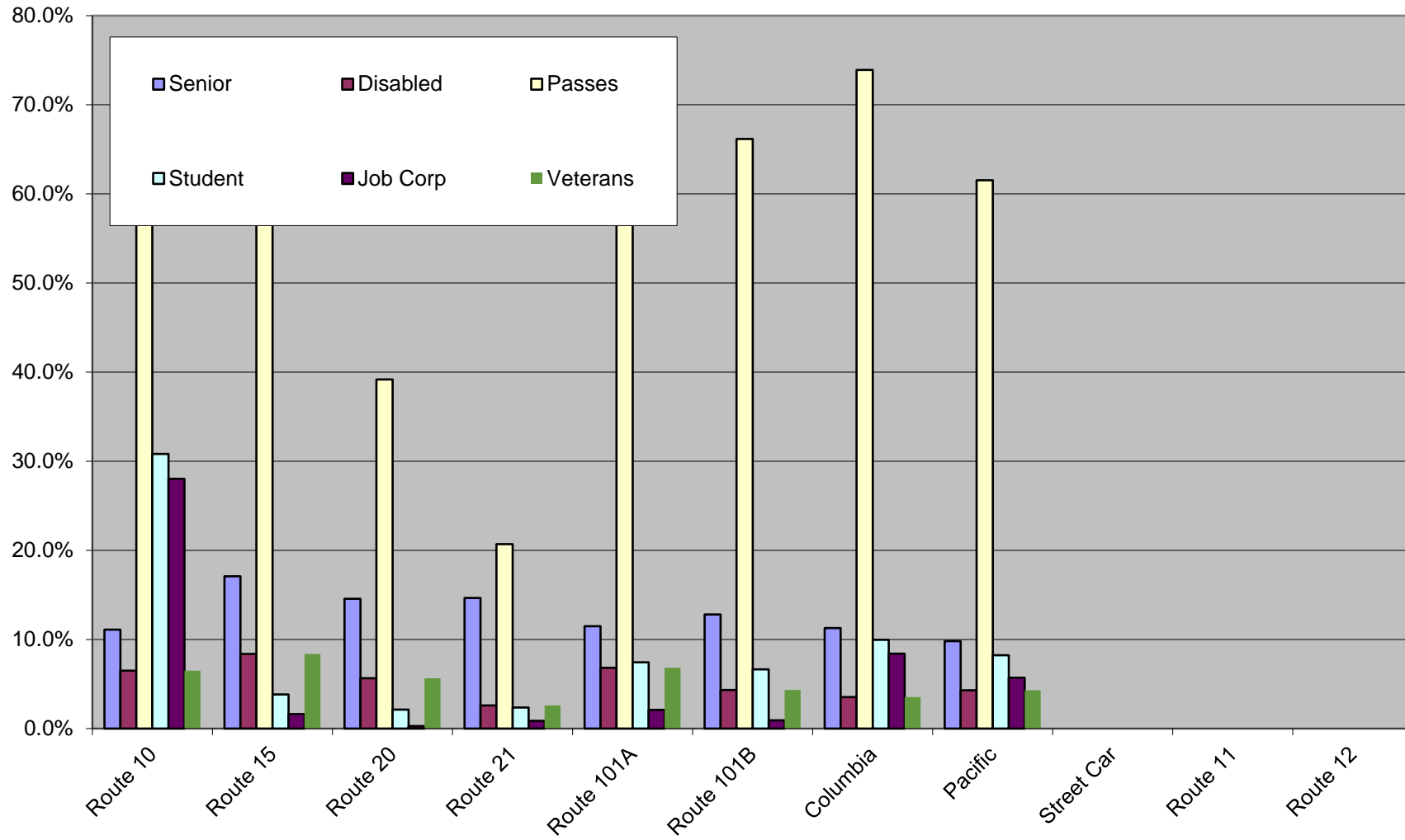
RideAssist Highlights:

- 1,097 rides were provided by RideAssist in March for an average of 36.6 rides per day.
- 9.7% increase in average RideAssist passengers per day from last March (33.3 to 36.6)
- 12.5 % increase in all ADA Paratransit rides from last March (546 to 614)

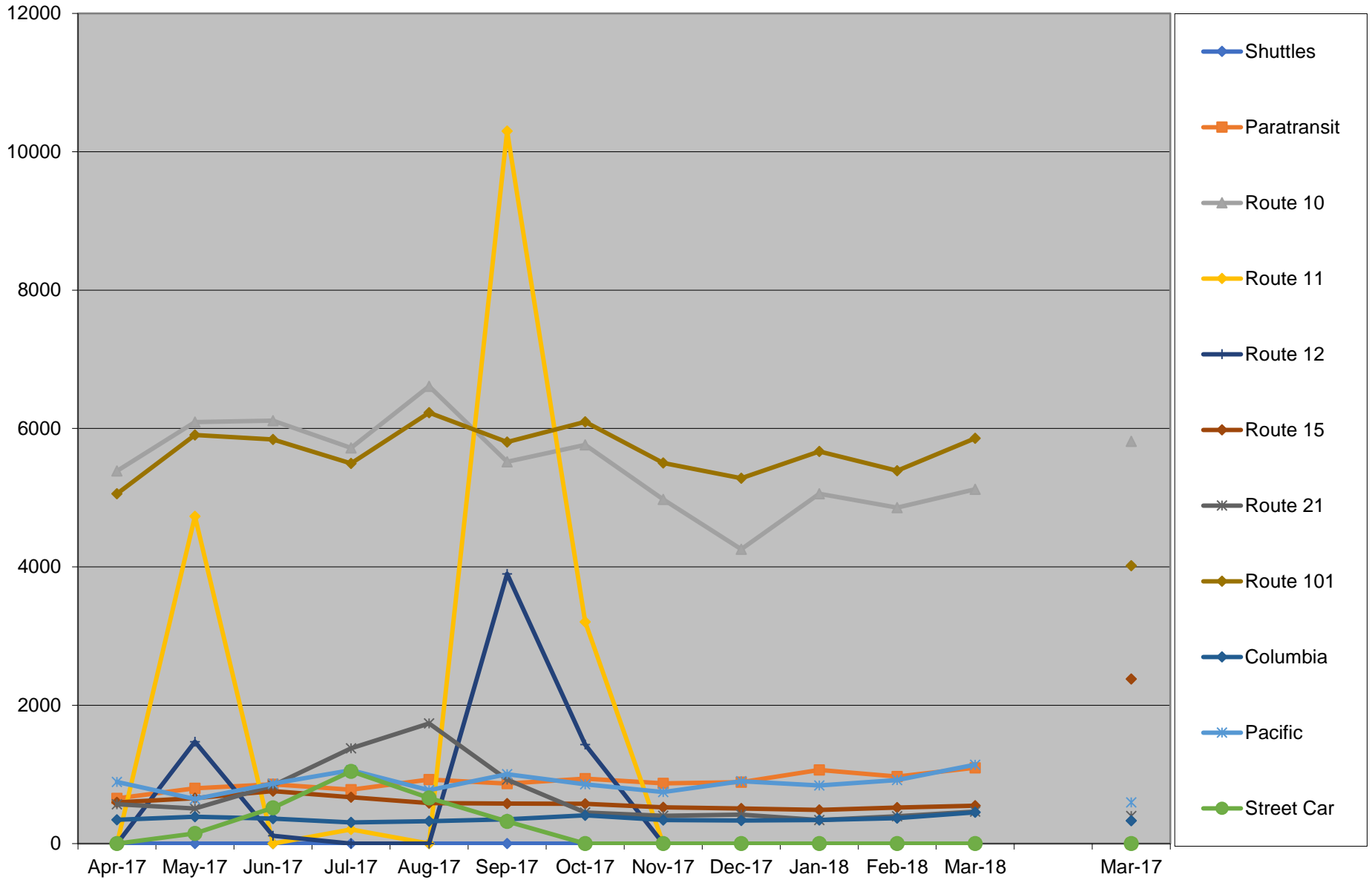
System Highlights:

- 17,335 people used Sunset Empire Transportation in March for an average of 559.2 riders per day.
- 3.5 % increase in all average passengers per day from last March (540.5 to 559.2)

Rider Breakdown by Route



SETD Rides



Operations Report
April Board Meeting Report
Paul Lewicki

The recently destroyed bus shelter in Seaside has been replaced. E&A Concrete was hired to demolish the existing concrete pad and pour a new pad. Students from Tongue Point's glazing curriculum provided the labor to assemble and install the replacement shelter. The District treated the crew to pizza for lunch as a gesture of appreciation for their efforts. Our focus now turns to installing the shelter in front of the new Walmart store, which is scheduled to open in June. Some concern exists as the space allotted by Walmart for the shelter may be insufficient. We are working with Walmart and the construction company to develop a resolution.

The Swiftly dashboard is up and running. The dashboard is used by Operations staff and Transit Center staff to gain visibility to our buses on route. Location, speed, route, and on-time performance are available for CSRs to be able to respond to riders' inquiries, and for use by Operations staff to monitor equipment, dwell time and driver adherence to schedule. The availability of this data lays the foundation for meaningful analysis of our route alignments and time points resulting in improvements in reliability and effectiveness. The SMS (text) functionality of Swiftly is now being tested against SETD stop codes and data. Riders will be able to dial an assigned phone number, enter the stop code for which they want information, and the system will reply with the number of minutes until the next bus arrives, and the number of the route. Trillium has assigned stop codes to all SETD stops. We must now design and implement signage at our stops showing riders the stop code for each stop. However, Riders using the Transit app will be able to see our buses on their smartphones by May 1st.

We are continuing to improve the appearance and orderliness of the Warrenton facility. We have begun painting the offices, breakroom and restrooms with colors chosen by the employees at the Warrenton location. We have made significant progress disposing of old parts, broken furniture, obsolete computer equipment and other assorted unusable material which has been languishing on mezzanines and shop shelves for far too long. Work on removing additional unusable equipment from the bus barn continues. These efforts result in a safer, more pleasant and more productive work environment for our employees – and visitors.

We have begun the mandated annual vehicle inspections for 2018. So far, 9 vehicles have been inspected. Only one bus was flagged as needing its brakes repaired. The rest of the fleet will be inspected as the vehicles can be held from service. Inspections should be completed this month.

I will be attending bus procurement training in Salem in May. This is in preparation for writing the RFQ's for the four buses that we will be ordering at the beginning of the new fiscal year. The first portion of the training will discuss vehicle procurement using the State Price Agreement. The second portion will focus on drafting a base vehicle specification for the upcoming 2019 Statewide Price Agreement.

We attended a kick off meeting and luncheon at the invitation of the Cruise Ship Host volunteers. More than 100 volunteers attended. Also, in attendance were members from the Port of Astoria. We were asked to address the attendees and had the opportunity to let them know of

the efforts the District has made to prepare for this year's cruise ship season, and to assure the group that we are ready to help move the anticipated 43,000 cruise ship passenger around our city during their visits. This in addition to the hundreds of crew members that will ride with us to Freddy's and Costco. Ready as we were, unfortunately, the first cruise ship of the season which was due in the Port of Astoria on April 8, was cancelled at the last minute due to a violent storm.

We provided transportation for the crew of the USS Portland while it visited at the Port of Astoria this month. We provided over 500 rides to crew members attending the event in their honor at the Elks building and their return to the ship at the end of the evening.

We have our full compliment of drivers going into the summer season. All of our drivers are trained, licensed, and ready to serve. We expect two new buses to be delivered by June 1st. We are set to deliver exceptionally dependable and friendly service to our regular riders and our many visitors through the upcoming busy months.

RideAssist Report
April Board Meeting Report
Jennifer Geisler

- In March, RideAssist had 1,095 rides for an average of 37 rides per day. There were 614 ADA rides, 6 Dial-A-Ride and we provided 403 RideCare rides. There were 72 escorts that assisted in these rides.
- There were zero ride denials for ADA Paratransit rides in the month of March.
- March 16th was Denny Cook's last day with SETD. He drove fixed route, cruise ship and Paratransit. In days past he also was a fixed route supervisor. He was a big asset to SETD. Penny Miller went from part-time to full-time Paratransit driver. Kathy Wiegardt has gone from part-time fixed route driver to a full-time driver; three days Paratransit and two days fixed route.
- With the change in drivers and driver training involved, RideAssist was still able to break a record in rides provided! We averaged having three drivers a day Monday through Friday, a full-time driver working Saturday and weekend rotation every Sunday for coverage in Hammond.

RideAssist Fares Collected for March 2018

- Para-transit Fares collected: \$939
- Tickets Collected: \$642
- Medicaid Billed: \$7114
- Ticket books sold: \$468
- Dial-A-Ride Fares collected \$48

Marketing and Outreach
April 2018 Board Meeting Report
Mary Parker

Weekly travel training is continuing to new students at the Tongue Point Job Corp in Astoria. The training is offered at the end of the new student 3 week orientation. Students receive ID that also serves as a bus pass for the Sunset Empire Transportation buses that serve Clatsop County. There are usually 15 students in each class from all over the United States. Each class has a mix of students who have used public transit and some that have not. Most will rely on public transportation to travel home and visit their families. This can be challenging with the limited service we have on weekends. The training also includes trip planning services for students having difficulty arranging their travel home. Students are encouraged to take advantage of their being on the North Pacific coast and visit the beautiful beaches and numerous museums.

Mobility and Paratransit- Staff are currently working together to update the Paratransit Policy and the Paratransit Application process. We are continuing to discuss and look into developing a volunteer program for those needing a personal care attendant.

The Veterans Outreach Program recently held another meeting. We approved the updated rack card for print. We will be increasing the targets for our outreach. We will be making sure that all police officers and firemen in the County have the informational rack cards available for handing out. We recently met with the local American Legion Board and have established an area that will be designated for transportation and veterans outreach there. We hope to have the same designated transportation area established in the Seaside and Cannon Beach Legions as well.

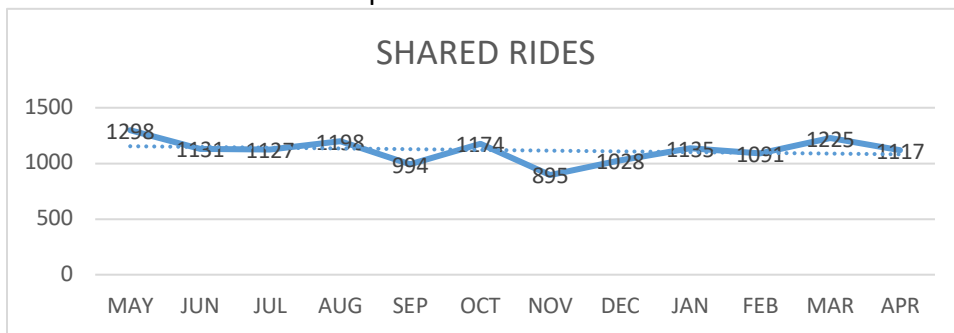


We are working diligently to prepare for the public kickoff of the 25th Anniversary Celebration on April 26th at 12 noon which will directly follow the Board Meeting. We have invited the local community, agencies, local and county government, state agencies and partners. Press releases have gone out, mailed invitations have gone out and another large ad will be in the paper on April 20th. Handouts are arriving! We will be having a re-ribbon cutting ceremony by the Astoria Warrenton chamber, introductions and presentations by SETD staff and Board followed by a luncheon.

Human Resource Report
April Board Meeting Report
Tami Carlson

- Continued interviews for a part-time fixed route driver resulted in the rehire of MacKenzie (Jones) Lindquist. MacKenzie drove for the district from August 2014 through December 2016 as a fixed route driver. ParaTransit driver Denny Cook retired in March, Penny Miller moved into full-time and in-house posting resulted in Kathy Wiegardt to a full-time position, ParaTransit/Fixed Rt. Current ParaTransit drivers are Demecio deAnda, Angie White, Bronn Lichnovsky, Penny Miller, Kathy Wiegardt and Jennifer Geisler ParaTransit Supervisor.
- March 21st at the mandatory driver's meeting the district employees kicked off SETD's 25th Anniversary with a Steak BBQ. Happy Anniversary SETD!!
- March 27th participated in a webinar, Knowledge Management Resource to Support Strategic Workforce Development for Transit Agencies.
- Other projects – Completed TECC wage and compensation data survey; SETD March Newsletter.

- Trips in March decreased slightly over this time last year while total communications increased slightly. We reconfigured the layout of the call center for better efficiency, to lower noise bleeding and to make more network ports available for any potential future expansion.
- Efforts to reduce costs have shown some promise in the last quarter: Shared rides are have shown steady increase, last second cancelation have trended down, same day/next day ride requests are significantly lower since a yearly high in January, Sedan trips are trending down while gas voucher and volunteer trips have both edged up. All of these items contribute to lowering the need for more costly transportation. There is still much more to do but the direction is showing promise.
- Ride Care has a group of 5 members who have agreed to be a part of our card reimbursement pilot that we hope has been in operation by the time of this meeting. The excitement for this program is evident when speaking to our members and seeing Tracy and Donna working out all of the details to make it a successful pilot.



Shared rides have trended up for the quarter and we can see the savings that these trips provide for us.

****Ride Care had a single CSR who took 218 calls in a single day. That is an average of 31 calls an hour and under 2 minute call average which is amazing.**

*****Ride Care had a total of 12,000 communications in March.**

- Ride Care has been asked by the State of Oregon to provide data from 2015 to complete an audit. The information must be in to the state no later than April 30th yet we are working hard to make sure that information is provided much sooner than that.
- Jason has been involved with the Columbia Pacific Coordinated Care Organization’s efforts in planning the 2018 Northwest Opioid and Substance Use Summit to be held this month on the 23rd and 24th. We look forward to networking with a variety of local professionals in a collective effort to help reduce the addiction in our community.