



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JULY 26, 2018

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. ELECTION OF OFFICERS (Chairperson, Vice-Chairperson, Secretary/Treasurer)
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3 minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. OLD BUSINESS
 - a. SDAO Legislative Issues
 - b. Seaside Relocation Update
 - c. Title Change for Operations Manager/Deputy Executive Director
 - d. Board Policies (B-101, B-306, B-310 including B-813 & B-814, B-804, B-807, B-811, B-815, B-816, B-817)
10. NEW BUSINESS
 - a. Meeting Dates for November and December
 - b. Oregon Public Transportation Conference
 - c. Request for use of Transit Center property
 - d. FY 2018 Ridership
 - e. Committee Assignments (Transportation Advisory Committee, Executive Director Evaluation & Compensation Committee, Northwest Oregon Commission on Transportation)
 - f. Executive Director Evaluation
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. PUBLIC COMMENT (3 minute limit)
15. OTHER ITEMS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

MAY

2018

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

MAY

2018

LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MBRC	MILES BETWEEN ROAD CALLS
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
RAC	RULES ADVISORY COMMITTEE
RAC	RIDE CARE ADVISORY COMMITTEE
RC	RIDE CARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
RPTD	RAIL AND PUBLIC TRANSIT DIVISION
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

MAY

2018

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
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
YTD	YEAR TO DATE
ZEP	ZERO EMISSION PROPULSION



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES**

June 28, 2018

DRAFT

1. CALL TO ORDER- Vice Chair Carol Gearin called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Vice Chair Carol Gearin, Commissioner Kevin Widener, Commissioner Bryan Kidder, Commissioner Pamela Alegria, Secretary/Treasurer Lylla Gaebel
Chair Kathy Kleczek and Commissioner Tracy MacDonald excused.

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Human Resources Tami Carlson, RideCare Manager Jason Jones, Transit Center Manager John Layton, Transportation Options Specialist, Matthew Weintraub.
3. CHANGES TO AGENDA- Commissioner Gaebel requested the addition of the SDAO Legislative Issues form added to the agenda. Vice Chair Gearin placed this under f. in New Business.
4. PUBLIC COMMENT- None
5. APPROVAL OF MAY 24, 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the May Board Minutes
Commissioner Widener seconded the motion
Motion passed unanimously
Commissioner Alegria said the work complimentary and Hal Gard's last name were misspelled on page 5
Commissioner Gaebel moved to amended her motion to approve the May minutes as corrected
Commissioner Widener amended his second
Amended Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener- No Report
 - c. Commissioner Gaebel- Reported that she had been invited to attend the Transit App training by Operations Manager/Deputy Director Lewicki and also got to ride on one of the new buses which rides very smooth. Commissioner Gaebel also attended the Senior and Disabled Committee meeting where Executive Director Hazen presented the plan to change the committee to the Transportation Advisory Committee.
 - d. Commissioner Kidder- Reported he had worked with Mary before the role out of the Transportation App and she did a very good job of spreading the word. Commissioner Kidder said he also would like to have a tutorial of how best to use the Transit App. Commissioner Kidder said he has been discussing the new app and the fare reductions in the community and there seems to be a lot of excitement for both
 - e. Vice Chair Gearin- Reported she had been on vacation for the last Budget Meeting so she may need to ask questions today.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the May Financials and Exceptions reports.
Commissioner Gaebel moved to accept the May Financials as presented
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously

8. PUBLIC HEARING- FY 2018-2019 BUDGET- Vice Chair Gearin opened the Budget Hearing at 9:15 AM. Mary Ann Gregit asked if there were 2 new buses coming and asked if any of them will be on the Route 10. Executive Director Hazen said yes they will. Commissioner Alegria moved to approve Resolution 2018-02 approving the FY 2018-2019 Budget and the tax rate of \$0.162 per \$1000 of assessed value. Commissioner Widener seconded the motion Motion passed by roll call vote Vice Chair Gearin closed the 2018-2019 Budget Hearing at 9:25 AM.

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		

9. PUBLIC HEARING- FARE AND PASS POLICY- Vice Chair Gearin opened the Public Hearing at 9:28 AM. Executive Director Hazen reported he had looked for and asked for feedback on naming the Reduced Fare Monthly Pass so it does not have any connotation to low income. Commissioner Gaebel said the Senior and Disabled Committee had looked at the name of the Reduced Fare Monthly Pass and the general consensus was that the name should stay the same. Lin Anderson from Seaside said she thought the word “reduced” does have a connotation to it. Lin also said one of the suggestions she liked was Share Fare. Commissioner Kidder suggested using a name like Sunset Pass for the reduced fare pass. Commissioner Alegria asked if the 6 month review that the Board had requested was included in the amended Fare and Pass Policy. Executive Director Hazen said he had overlooked this and would add the 6 month review to the policy. Vice Chair Gearin said she had asked Executive Director Hazen about the Summer Fun Pass being eligible for students that are over 18 and still in high school. After further discussion and clarification, Executive Director Hazen said he would change the eligibility wording in the policy to say “any student from elementary through high school who has not yet graduated from high school.” Mary Ann Greget, from Astoria asked if all of the SETD buses are accessible and come with lifts. Executive Director Hazen clarified that all of the SETD buses are handicapped accessible. Vice Chair Gearin closed the Public Hearing at 9:50 AM Commissioners Widener, Gearin, Gable and Commissioner Alegria said they did not have a problem with the pass being called the Reduced Fare Pass. Executive Director Hazen asked to move forward and if a new name is created it will be brought back to the Board.

Commissioner Gaebel moved to approve the updated Fare and Pass Policy with the new rates and implement effective July 1, 2018
 Commissioner Widener seconded the motion
 Motion passed unanimously

10. OLD BUSINESS- None

11. NEW BUSINESS

- a. DRUG & ALCOHOL POLICY UPDATE- Human Resources Officer, Tami Carlson reviewed the revised Drug and Alcohol Testing Regulation Part 49 CFR Part 40 which became effective January 1, 2018. 49. CFR Part 40 regulates the US Department of Transportation (USDOT) and the USDOT Agencies. The updates include expanded opioid listings in response to the opiate crisis. SETD's Policy update is a full policy revision provided by RLS & Associates Inc. RLS has been contracted to provide policies and training by the Oregon Department of Transportation. SETD put a Drug and Alcohol Policy Addendum in place on January 1, 2018 under authority of Executive Director Hazen. Tami said that staff is recommending that the Board adopt the update Drug and Alcohol Testing Policy. Commissioner Alegria commented that there are no definitions of types of opioids (which was currently changed from opiates) in the policy which would be helpful because opioids now includes heroin. Tami said heroin has always been included and there is a website that lists specific names of illegal drugs which she will send to the Board. Executive Director Hazen said they did not put street names of the currently tested drugs because they would have to update the policy continually. Vice Chair Gearin asked if on page 54 under a., if the policy should state that all employees (not just covered employees) may be tested at any time. Tami said yes that would be corrected. Commissioner Alegria said that transportation is misspelled at the top of page 52 and under Test Refusal at the beginning of each sentence Fail should be "Fail's."

Commissioner Gaebel moved to approve the Drug and Alcohol Policy E 800 as amended and corrected here today

Commissioner Kidder seconded the motion

Motion passed unanimously

- b. SURPLUS VEHICLE DISPOSITION- Operations Manager Lewicki explained that the vehicles being disposed of are not in stable condition and unable to be donated or sold.

Commissioner Kidder moved to allow the staff to dispose of the Surplus Vehicles as described in their memo.

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously

- c. ODOT GRANT AGREEMENT 32868- Executive Director Hazen reported that this was a competitive grant for preventative maintenance. The grant is for \$24,000 and has a match requirement of \$6,000

Commissioner Gaebel moved to approve Grant Agreement # 32868 and authorize the Vice Chair to sign it.

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously

- d. ODOT GRANT AGREEMENT 32841- Executive Director Hazen reported that this was also a competitive grant that will provide funds to purchase a new vehicle to replace one that is on the disposal list. The grant is for \$174,250 and has a match requirement of \$30,750 which is included in next year's budget.

Commissioner Gaebel moved to approve Grant Agreement 32841 and authorize the Vice Chair to sign.

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- e. ODOT GRANT 32854- Executive Director Hazen reported that this was also a competitive grant that will provide funds to purchase three new vehicles that are also on the current vehicle disposal list.

The grant is for \$457,623 and has a match requirement of \$52,377 which is included in next year's budget.

Commissioner Gaebel moved to approve Grant Agreement 32854 and authorize the Vice Chair to sign

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- f. SDAO Legislative Issues- Commissioner Gaebel handed out the SDAO Legislative Issues form from Special Districts. Commissioner Gaebel said we have talked about the Urban Renewal Districts and the impact it has on our budget due to property values being frozen. Commissioner Gaebel said that at one time SDAO used to have some say so as to whether they should go forward and according to our attorney all we can do is send in our input and they just have to acknowledge they received it and we get absolutely no input. Commissioner Gaebel added that Seaside is talking about putting another Urban Renewal District on top of the one they currently have. Commissioner Gaebel would like SETD to request that SDAO pursue legislative changes when enough of the Special District members in an area get together and request it, so that at least it goes on the record. Commissioner Widener said he had received something in the mail from SDAO and they do have people working on this. Commissioner Gaebel said she would like Executive Director Hazen to contact other special districts in this area, get their input and bring the information to the July Board meeting so that the Board could have something approved and sent to SDAO by the August 13th deadline. Commissioner Gaebel also said in July we elect officer and the Board Chair appoints Board members to committees and if we are going to have someone be on a committee at SDAO they should be appointed to have the authority to speak for the Board. Vice Chair Gearin said we could ask SDAO about this, but because there are other special districts in the area, someone from one of them could apply to be on the SDAO Board and could speak for the area not just about the transportation district. To assume that SETD can have someone just from our district on the SDAO Board doesn't work because of the number of other special districts involved. Commissioner Widener said that he concurred with that and what he had received from SDAO went to everyone and he had already applied. The Board directed Executive Director Hazen to contact other special districts in the County and have them complete the SDAO Legislative Issues form, gather support and bring the information to the July Board meeting.

12. CORROSPONDENCE- NONE

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the June Director's report and added that the Columbia Pacific CCO has selected Tillamook County Transportation to be the new local brokerage provider, but there are still some rides being scheduled through the State which has contracted with First Transit to provide this transportation. Executive Director Hazen reported that DHS debt has been paid off and the charging station is changing ownership. Commissioner Gaebel asked if staff could be more proactive in monitoring cars that aren't charging and parking in front of the electric charger. Executive Director Hazen said that staff is working on better plan for monitoring all parking. Hazen also added that new shelters are in progress at the Dollar General store in Gearhart and in across from the Logger in Knappa.

14. LEADERSHIP REPORTS-Reports submitted for June 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.

15. PUBLIC COMMENT-None

16. OTHER ITEMS- Lin Anderson from Seaside commented the trash receptacle at the McDonalds South shelter seems to always be loaded up. Operations Manager/Deputy Director Lewicki said that staff is implementing a new program where we rely on our drivers to report the condition of shelters so we can get our maintenance out there to clean them up.

Meeting was adjourned at 10:35 AM

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- June 2018.

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

DRAFT

Sunset Empire Transportation District
JUNE FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the July 2018 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 12 = 100 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,732,657 (\$454,537 more than budget), 120% of annual budget and 120% of monthly budget. YTD Total Materials & Services was \$809,324 (\$108,309 less than budget), 88% of annual budget and 88.2% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$25,036 - \$448 less than the monthly budget; and better than budget year to date \$58,872.
- 4100 Contract Service-IGA: Cannon Beach was billed \$12,391 for April/May/June services.
- 4205 Property Taxes: \$27,450 was received on 6/5/18.
- 4250 Timber Sales: No timber revenue received.
- 4271 Billboard Lease: Payment of \$1200 was received in January 2018.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: Payment of \$343.75 was received on June 5th.
- 4300 Interest: June interest for General Fund was \$1118.
- 4310 Misc. Income: \$16 for laminating and a refund of \$89.92 from Day Wireless.
- 5000 Grants: Grant reimbursements billing for Q3 was submitted May 15th, payment was received on June 5th in the amount of \$134,463. Funds in the amount of \$286,348 were received for the new buses on 6/28/18.

Expense

- 6005 Salaries & Wages: Over budget for the month by \$7,929. Better than budget YTD by \$91,931.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for June was \$348.
- 8031 Website/On-line SW Sub: \$422 for email accounts.
- 8170 Vehicle Maint & Repairs: AngelTrax installation in the amount of \$4600 in the new buses accounted for a little higher month. Down \$3,019 YTD.
- END

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

Sunset Empire Transportation District

JUNE FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the July 2018 Board of Commissioner's Meeting

Ride Care Fund Profit and Loss

Ride Care's (RC) total Income is 103% of total budget. YTD revenues of \$3,725,602 is \$107,505 better than Budget. YTD Interest Income of \$7,655 is \$2255 better than budgeted YTD. Materials & Services of \$3,226,999 are \$287,494 less than budget and are 92% of YTD budget.

Income

- 4300 Interest: Interest earned is \$432.
- 4500 RC Provider Service Reimbursement: DMAP payments have been received in the amount of \$5,696.
- 4550 RC CCO Settlement Reimbursement: Reimbursement were received for the April and May reconciliation in the amount of \$165,025.53. The 80% PMPM for July in the amount of \$219,995 will be received via ACH on 7/18/18.

Expense

- 6005 Salaries and Wages: Over budget \$7,536 YTD.
- 7000 Contract Providers: Major providers include K & M \$33,903 AAA Ride Assist \$11,733 - Wapato \$57,327 - Ryan \$27,893 - Elliott \$13,028 – Tillamook \$38,765 and Medix \$21,447. Gas Vouchers accounted for \$21,694. Provider payments is over budget by \$41,351 YTD.
- 7030 Bus Passes: Over budget YTD by \$17,015.
- END

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Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
June 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)		
4000 FARES	25,035.71	25,484.00	331,871.74	273,000.00	58,871.74	273,000.00	122%
4090 DONATIONS/COMMISSIONS	2,231.57	1,075.00	18,643.16	12,900.00	5,743.16	12,900.00	145%
4100 CONTRACTED SERVICES-IGA	12,391.00	10,325.00	144,636.92	123,900.00	20,736.92	123,900.00	117%
4200 TAXES							
4205 PROPERTY TAXES	19,041.02	20,100.00	926,808.19	870,000.00	56,808.19	870,000.00	107%
4207 PRIOR YR PROPERTY TAX	1,759.26	0.00	24,949.23	22,000.00	2,949.23	22,000.00	113%
4210 LAND SALES	6,649.40	0.00	6,649.40	0.00	6,649.40	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	185.76	0.00	185.76	0.00	
Total 4200 TAXES	27,449.68	20,100.00	958,592.58	892,000.00	66,592.58	892,000.00	
4250 TIMBER SALES	0.00	0.00	384,352.69	160,000.00	224,352.69	160,000.00	240%
4260 MASS TRANSIT ASSESSMENT	0.00	16,750.00	52,990.83	67,000.00	(14,009.17)	67,000.00	79%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	
4272 PARKING SPACES	760.00	760.00	8,312.50	9,120.00	(807.50)	9,120.00	91%
4273- CHARGING STATION	343.75	0.00	343.75	200.00	143.75	200.00	172%
Total 4270 RENTAL INCOME	1,103.75	760.00	9,856.25	10,520.00	(663.75)	10,520.00	94%
4300 INTEREST	1,117.91	400.00	12,447.62	4,800.00	7,647.62	4,800.00	259%
4310 MISC INCOME	105.92	0.00	5,248.99	0.00	5,248.99	0.00	
4500 RC PROVIDER SERVICE REIM	0.00	0.00	-830.85	0.00	(830.85)	0.00	
5000 GRANTS					0.00		
5001 ODOT GRANTS					0.00		
5002 5311 GRANT OPERATIONS	86,003.00	158,000.00	249,233.00	455,656.00	(206,423.00)	455,656.00	55%
5003 5310 MOBILITY MGT GRANT	4,993.00	24,833.00	23,734.00	75,133.00	(51,399.00)	75,133.00	32%
5004 5310 PREV MAINT GRANT	9,755.00	20,362.00	41,665.00	61,473.00	(19,808.00)	61,473.00	68%
5005 5339 CAPITAL PURCH GRANT	15,582.00	0.00	54,383.00	0.00	54,383.00	0.00	
5006 TRANS OPTIONS DR LESS CON	17,433.00	20,505.00	51,314.00	58,985.00	(7,671.00)	58,985.00	87%
5007 5305 PLANNING/FEASIBILITY	697.00		21,000.00		21,000.00		
5015 INTERCITY GRANT (Hwy 30)	0.00		-9,000.00		(9,000.00)		
5001 ODOT GRANTS - Other	286,348.00		286,348.00		286,348.00		

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 5001 ODOT GRANTS	420,811.00	223,700.00	718,677.00	651,247.00	67,430.00	651,247.00	110%
5050 MISC GRANTS	0.00	0.00	1,351.00	24,000.00	(22,649.00)	24,000.00	6%
Total 5000 GRANTS	420,811.00	223,700.00	720,028.00	675,247.00	44,781.00	675,247.00	107%
5080 OREGON STF FUNDS	0.00	0.00	93,240.00	58,753.00	34,487.00	58,753.00	159%
Other Types of Income	0.00	0.00	1,579.47	0.00	1,579.47	0.00	
Total Income	490,246.54	298,594.00	2,732,657.40	2,278,120.00	454,537.40	2,278,120.00	
Gross Profit	490,246.54	298,594.00	2,732,657.40	2,278,120.00	454,537.40	2,278,120.00	120%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	102,722.34	93,944.00	1,186,667.19	1,221,315.00	34,647.81	1,221,315.00	97%
6200 PAYROLL EXPENSES	8,726.18	11,168.00	120,147.69	145,195.00	25,047.31	145,195.00	83%
6300 EMPLOYEE BENEFITS	29,133.08	27,540.00	325,788.84	358,025.00	32,236.16	358,025.00	91%
Total 1. PERSONNEL SERVICES	140,581.60	132,652.00	1,632,603.72	1,724,535.00	91,931.28	1,724,535.00	95%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	347.76	183.00	9,403.73	2,200.00	(7,203.73)	2,200.00	427%
8005 AUDIT	0.00	13,122.00	27,956.20	28,652.00	695.80	28,652.00	98%
8006 ADS (HR JOB POSTING)	0.00	350.00	3,025.07	4,200.00	1,174.93	4,200.00	72%
8010 BANK FEES	168.28	278.00	1,710.67	3,341.00	1,630.33	3,341.00	51%
8020 BLDING & GROUNDS MAINT	4,565.16	2,656.00	51,444.06	31,878.00	(19,566.06)	31,878.00	
8030 COMP-INFO-TECH SERVICES					0.00		
8031 WEBSITE/ON-LINE SW SUB	421.80	0.00	8,469.27	0.00	(8,469.27)	0.00	
8032 SUPPORT SERVICES/CONTRACTS	6,871.01	0.00	67,921.27	0.00	(67,921.27)	0.00	
8030 COMP-INFO-TECH SERVICES - Other	0.99	3,648.00	8,684.94	78,172.00	69,487.06	78,172.00	11%
Total 8030 COMP-INFO-TECH SERVICES	7,293.80	3,648.00	85,075.48	78,172.00	(6,903.48)	78,172.00	109%
8035 CONF TRAINING & TRAVEL	1,056.88	3,315.00	24,488.00	24,084.00	(404.00)	24,084.00	102%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	-225.52	0.00	225.52	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	0.00	416.00	2,600.40	5,000.00	2,399.60	5,000.00	52%
8050 DUES SUBSCRIPTIONS & FEES	52.50	1,671.00	16,275.80	19,143.00	2,867.20	19,143.00	85%
8053 IGA - DUES AND FEES	0.00	0.00	10,000.00	0.00	(10,000.00)	0.00	
8055 DURABLE EQUIP/SMALL TOOLS	119.90	5,366.00	14,706.35	64,400.00	49,693.65	64,400.00	23%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8061 EQUIPMENT LEASE/RENT	376.00	458.00	3,019.66	5,500.00	2,480.34	5,500.00	55%
8065 EDUCATION/OUTREACH	1,813.63	3,333.00	18,249.33	40,000.00	21,750.67	40,000.00	46%
8070 EMPLOYEE RECOGNITION	50.00	823.00	7,791.67	9,880.00	2,088.33	9,880.00	79%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	18,484.29	21,039.00	175,615.87	252,472.00	76,856.13	252,472.00	70%
8080 INSURANCE	12,000.78	10,492.00	89,222.34	61,479.00	(27,743.34)	61,479.00	145%
8090 LEGAL ADS	399.00	500.00	883.01	800.00	(83.01)	800.00	110%
8095 LEGAL COUNSEL	140.00	250.00	2,257.50	6,400.00	4,142.50	6,400.00	35%
8100 MEETING EXPENSE	299.70	146.00	1,120.17	1,760.00	639.83	1,760.00	64%
8120 OFFICE SUPPLIES	715.45	1,446.00	15,093.73	17,352.00	2,258.27	17,352.00	87%
8130 PAYROLL PROCESSING FEES	113.05	162.00	1,441.72	2,128.00	686.28	2,128.00	68%
8135 PRINTING	240.91	2,816.00	10,589.36	33,800.00	23,210.64	33,800.00	31%
8139 PROFESSIONAL SERVICES	2,497.70	3,520.00	41,122.40	42,240.00	1,117.60	42,240.00	97%
8140 SUBGRANT PASS THROUGH	0.00		4,250.00	0.00	(4,250.00)	0.00	
8150 TAXES/LICENSES/BUS REG FEE	74.09	80.00	3,708.47	330.00	(3,378.47)	330.00	1124%
8155 TELEPHONE/INTERNET SERVICE	4,431.16	2,558.00	47,263.95	30,702.00	(16,561.95)	30,702.00	154%
8160 UNIFORMS	2,962.27	910.00	5,058.16	10,924.00	5,865.84	10,924.00	46%
8165 UTILITIES	1,939.07	1,733.00	19,196.18	20,796.00	1,599.82	20,796.00	92%
8170 VEHICLE MAINT & REPAIRS	18,953.84	10,000.00	116,980.59	120,000.00	3,019.41	120,000.00	97%
Total 2. MATERIALS & SERVICES	79,095.22	91,271.00	809,324.35	917,633.00	108,308.65	917,633.00	88%
Total Expense	219,676.82	223,923.00	2,441,928.07	2,642,168.00	200,239.93	2,642,168.00	92%
Net Ordinary Income	270,569.72	74,671.00	290,729.33	-364,048.00	(654,777.33)	-364,048.00	
Other Income/Expense					0.00		
Other Income					0.00		
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expense					0.00		
3. OTHER EXPENSES					0.00		
9610 CLATSOP BANK-PRINCIPAL	6,045.73	6,028.94	70,467.43	70,517.00	49.57	70,517.00	100%
9611 CLATSOP BANK-LOAN INT	527.77	544.56	8,414.57	8,365.00	(49.57)	8,365.00	101%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 3. OTHER EXPENSES	6,573.50	6,573.50	78,882.00	78,882.00	0.00	78,882.00	100%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	440.80	0.00	(440.80)	0.00	
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	3,351.00	5,685.75	7,041.00	1,355.25	7,041.00	81%
9700 CAPITAL EXPENSE	328,734.00	28,000.00	328,734.00	28,000.00	(300,734.00)	28,000.00	1174%
9800 CONTINGENCY	0.00	200,000.00	0.00	200,000.00	200,000.00	200,000.00	
9850 TRANSFER OUT	0.00	104,208.00	0.00	104,208.00	104,208.00	104,208.00	
Total Other Expense	335,307.50	342,132.50	455,542.55	459,931.00	4,388.45	459,931.00	99%
Net Other Income	-335,307.50	-342,132.50	-455,542.55	-459,931.00	(4,388.45)	-459,931.00	99%
	-64,737.78	-267,461.50	-164,813.22	-823,979.00	-659,165.78	-823,979.00	20%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RiDECARE
June 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	432.07	450.00	7,654.66	5,400.00	2,254.66	5,400.00	142%
4310 MISC INCOME	0.00		23,868.00		23,868.00		
4550 RC CCO SETTLEMENT REIMBURSEMENT	165,025.53	249,927.00	1,015,510.30	249,927.00	765,583.30	249,927.00	406%
4500 RC PROVIDER SERVICE REIM	5,695.75	272,000.00	2,677,359.12	3,362,770.00	(685,410.88)	3,362,770.00	80%
Other Types of Income	0.00		1,210.00		1,210.00		
Total Income	171,153.35	522,377.00	3,725,602.08	3,618,097.00	107,505.08	3,618,097.00	103%
Gross Profit	171,153.35	522,377.00	3,725,602.08	3,618,097.00	107,505.08	3,618,097.00	103%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	24,555.58	21,920.00	318,919.67	289,626.00	(29,293.67)	289,626.00	110%
6200 PAYROLL EXPENSES	2,039.91	2,784.00	30,982.64	36,657.00	5,674.36	36,657.00	85%
6300 EMPLOYEE BENEFITS	5,180.40	7,296.00	80,218.20	96,302.00	16,083.80	96,302.00	83%
Total 1. PERSONNEL SERVICES	31,775.89	32,000.00	430,120.51	422,585.00	(7,535.51)	422,585.00	102%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	256,148.32	300,000.00	3,367,180.81	3,325,830.00	(41,350.81)	3,325,830.00	101%
7030 BUS PASSES	470.00	1,500.00	35,015.00	18,000.00	(17,015.00)	18,000.00	195%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	-243,139.00	0.00	243,139.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	1,148.00	8,123.80	9,048.00	924.20	9,048.00	90%
8006 ADS (HR JOB POSTING)	0.00	20.00	351.82	200.00	(151.82)	200.00	176%
8010 BANK FEES	0.05	14.00	118.55	171.00	52.45	171.00	69%
8020 BLDING & GROUNDS MAINT	470.94	802.00	5,619.18	9,628.00	4,008.82	9,628.00	58%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES							
8031 WEBSITE/ON-LINE SW SUB	133.20		1,968.02		(1,968.02)		
8032 SUPPORT SERVICES/CONTRACTS	145.71		4,798.98	0.00	(4,798.98)	0.00	
8030 COMP-INFO-TECH SERVICES - Other	0.00	1,453.00	0.00	52,438.00	52,438.00	52,438.00	0%
Total 8030 COMP-INFO-TECH SERVICES	278.91	1,453.00	6,767.00	52,438.00	45,671.00	52,438.00	13%
8065 CONF TRAINING & TRAVEL	0.00	1,300.00	1,030.77	8,046.00	7,015.23	8,046.00	

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8045 DRUG/ALCOHOL/BG CHECKS	308.00	143.00	2,188.00	1,725.00	(463.00)	1,725.00	127%
8050 DUES SUBSCRIPTIONS & FEES	0.00	200.00	238.63	3,698.00	3,459.37	3,698.00	6%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,016.00	229.44	12,200.00	11,970.56	12,200.00	2%
8065 EDUCATION/OUTREACH	0.00	166.00	125.00	2,000.00	1,875.00	2,000.00	6%
8070 EMPLOYEE RECOGNITION	0.00	343.00	771.65	4,120.00	3,348.35	4,120.00	19%
8072 ELECTION FEES	0.00		0.00	0.00	0.00	0.00	
8080 INSURANCE	3,789.72	1,704.00	10,021.61	6,814.00	(3,207.61)	6,814.00	147%
8090 LEGAL ADS	0.00		11.09	0.00	(11.09)	0.00	
8095 LEGAL COUNSEL	0.00	42.00	0.00	500.00	500.00	500.00	0%
8100 MEETING EXPENSE	0.00	53.00	82.88	640.00	557.12	640.00	13%
8120 OFFICE SUPPLIES	178.80	441.00	3,108.70	5,298.00	2,189.30	5,298.00	59%
8130 PAYROLL PROCESSING FEES	35.70	34.00	455.28	444.00	(11.28)	444.00	103%
8135 PRINTING	0.00	133.00	43.48	1,600.00	1,556.52	1,600.00	3%
8139 PROFESSIONAL SERVICES	310.00	250.00	3,471.00	3,000.00	(471.00)	3,000.00	116%
8155 TELEPHONE/INTERNET SERVICE	1,132.87	3,218.00	17,122.07	38,618.00	21,495.93	38,618.00	44%
8160 UNIFORMS	0.00	83.00	0.00	1,000.00	1,000.00	1,000.00	0%
8165 UTILITIES	729.78	789.00	8,062.14	9,475.00	1,412.86	9,475.00	85%
Total 2. MATERIALS & SERVICES	263,853.09	314,852.00	3,226,998.90	3,514,493.00	287,494.10	3,514,493.00	92%
Total Expense	295,628.98	346,852.00	3,657,119.41	3,937,078.00	279,958.59	3,937,078.00	93%
Net Ordinary Income	-124,475.63	175,525.00	68,482.67	-318,981.00	(387,463.7)	-318,981.00	-21%
Other Income/Expense					0.00		
Other Expense					0.00		
9600 DEBT SERVICE & INTERES-FEE	0.00		139.20		(139.20)		
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	1,112.00	1,795.50	3,336.00	1,540.50	3,336.00	54%
9655 DMAP REPAYMENT AGREEMENT	72,686.50	36,343.00	347,145.25	343,405.00	(3,740.25)	343,405.00	101%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Expense	72,686.50	37,455.00	362,279.95	359,941.00	(2,338.95)	359,941.00	101%
Net Other Income	-72,686.50	-37,455.00	-362,279.95	-359,941.00	2,338.95	-359,941.00	101%
	-197,162.13	138,070.00	-293,797.28	-678,922.00	(385,124.72)	-678,922.00	43%

Sunset Empire Transportation District
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	685,818.89	Current Liabilities	
Accounts Receivable	358,386.73	Accounts Payable	175,252.67
Other Current Assets		Other Current Liabilities	57,793.00
1400 PREPAID EXPENSES	484.81	Total Other Current Liabilities	<u>233,045.67</u>
1500 UNDEPOSITED FUNDS	1,777.90		
Total Other Current Assets	<u>2,262.71</u>	2800 INTERCOMPANY DUE TO/FROM	
Total Current Assets	<u>1,046,468.33</u>	2810 DUE TO RIDECARE	(37,934.82)
TOTAL ASSETS	<u><u>1,046,468.33</u></u>	2815 DUE TO/(FROM) SETI	37,934.82
		Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
		Total Long Term Liabilities	<u>0.00</u>
		Total Liabilities	233,045.67
		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	(624,367.72)
		Total Equity	<u>813,422.66</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,046,468.33</u></u>

Sunset Empire Transportation District
A/R Aging Summary
As of June 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CITY OF CANNON BEACH - A/R	12,391.00	0.00	0.00	0.00	0.00	12,391.00
CLATSOP CRUISE HOSTS	1,894.00	0.00	0.00	0.00	0.00	1,894.00
DHS - CHILD WELFARE-CLATSOP	1,450.00	0.00	0.00	0.00	0.00	1,450.00
ODOT	0.00	286,348.00	0.00	0.00	0.00	286,348.00
OR DHS-VOCATIONAL REHAB SERVICES	0.00	102.00	0.00	0.00	0.00	102.00
P-ALLSTATE INSURANCE AGENCY	-142.50	0.00	0.00	0.00	0.00	-142.50
PROVIDENCE ELDERPLACE	20.00	30.00	0.00	0.00	0.00	50.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
RC-SETD PARA	0.00	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>15,612.50</u>	<u>286,480.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>302,092.50</u>

Sunset Empire Transportation District
A/P Aging Summary
As of June 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	155.08	0.00	0.00	0.00	0.00	155.08
ASTORIA, CITY OF	567.00	0.00	0.00	0.00	0.00	567.00
CB LAWN CARE	0.00	466.00	0.00	0.00	0.00	466.00
CLASSIC TOWING	300.00	0.00	0.00	0.00	0.00	300.00
CLATSOP COMMUNITY BANK	6,573.50	0.00	0.00	0.00	0.00	6,573.50
COASTAL LOCK -N- KEY, LLC	80.00	0.00	0.00	0.00	0.00	80.00
CoastCom, Inc.	0.00	-3,666.02	0.00	0.00	0.00	-3,666.02
COLUMBIA HOUSEWARMERS	550.00	0.00	0.00	0.00	0.00	550.00
COLUMBIA PRESS	369.00	0.00	0.00	0.00	0.00	369.00
CRS	40.00	0.00	0.00	0.00	0.00	40.00
E-DREW, SUSAN	95.00	0.00	0.00	0.00	0.00	95.00
EARTH2O	31.19	0.00	0.00	0.00	0.00	31.19
EMERALD RECYCLING	144.16	0.00	0.00	0.00	0.00	144.16
EO MEDIA GROUP	1,700.83	0.00	0.00	0.00	0.00	1,700.83
GLASCO GLASS CO. LLC	1,365.00	0.00	0.00	0.00	0.00	1,365.00
GNSA	273.78	0.00	0.00	0.00	0.00	273.78
HEATHER REYNOLDS	80.00	0.00	0.00	0.00	0.00	80.00
HOME DEPOT CREDIT SERVICES	40.86	275.94	0.00	-5.98	0.00	310.82
INDUSTRIAL DIESEL POWER, INC	1,659.87	0.00	0.00	0.00	0.00	1,659.87
IRON MOUNTAIN	51.18	0.00	0.00	0.00	0.00	51.18
JACKSON & SON OIL, INC.	4,055.01	0.00	0.00	0.00	0.00	4,055.01
MCCALL TIRE CENTER - Warrenton	1,411.74	0.00	0.00	0.00	0.00	1,411.74
MTR WESTERN BUS	960.84	0.00	0.00	0.00	0.00	960.84
NW NATURAL	48.62	0.00	0.00	0.00	0.00	48.62
O'REILLY AUTO PARTS	1,019.59	43.39	0.00	0.00	0.00	1,062.98
OCEAN CREST	1,876.90	0.00	0.00	0.00	0.00	1,876.90
OFFICE DEPOT	618.19	0.00	109.06	0.00	0.00	727.25
POLK RILEY'S PRINTING, INC.	0.00	3,804.50	0.00	0.00	0.00	3,804.50
RC-AAA RIDE ASSIST LLC	3,337.81	0.00	0.00	0.00	0.00	3,337.81
RC-COLUMBIA COUNTY RIDER	843.00	0.00	0.00	0.00	0.00	843.00
RC-ELLIOTT'S TRANSPORT	3,619.40	0.00	0.00	0.00	0.00	3,619.40
RC-ESA-ELDER COURT	355.06	0.00	0.00	0.00	0.00	355.06
RC-HOT SHOT TRANSPORTATION	2,483.89	3,510.66	0.00	0.00	0.00	5,994.55
RC-K & M MEDIVAN	10,907.56	0.00	0.00	0.00	0.00	10,907.56
RC-LEE, RYAN	12,359.24	0.00	0.00	0.00	0.00	12,359.24
RC-MEDIX AMBULANCE	4,821.40	3,568.20	0.00	0.00	0.00	8,389.60
RC-METRO WEST AMBULANCE	1,150.00	0.00	0.00	0.00	0.00	1,150.00
RC-MTN RETREAT SECURE TRANSPORT	322.00	0.00	0.00	0.00	0.00	322.00
RC-RICKARD SR, JASON	29.50	0.00	0.00	0.00	0.00	29.50
RC-RONALD MCDONALD HOUSE	0.00	40.00	0.00	0.00	0.00	40.00
RC-SKINNYS TEXACO	3,156.23	0.00	0.00	0.00	0.00	3,156.23
RC-TILLAMOOK COUNTY TRANSPORTATION	7,996.00	15,444.00	0.00	0.00	0.00	23,440.00
RC-WAPATO SHORES, INC	13,612.50	294.21	0.00	0.00	0.00	13,906.71
ROD'S AUTO & MARINE ELECTRIC	3,470.63	0.00	0.00	0.00	0.00	3,470.63
SHORELINE ENTERPRISES	157.50	0.00	0.00	0.00	0.00	157.50
TERRY'S PLUMBING	389.00	0.00	0.00	0.00	0.00	389.00
TIAA	188.00	0.00	0.00	0.00	0.00	188.00
TIGERFISH	932.20	0.00	0.00	0.00	0.00	932.20
V-CARTER, JOHN	64.80	0.00	0.00	0.00	0.00	64.80
VERIZON WIRELESS	689.95	0.00	0.00	0.00	0.00	689.95
WARRENTON, CITY OF	367.56	0.00	0.00	0.00	0.00	367.56
WESTERN BUS SALES, INC.	0.00	-132.33	0.00	0.00	0.00	-132.33
WILCOX & FLEGEL	14,429.28	0.00	0.00	0.00	0.00	14,429.28
	<u>109,749.85</u>	<u>23,648.55</u>	<u>109.06</u>	<u>-5.98</u>	<u>0.00</u>	<u>133,501.48</u>

Sunset Empire Transportation District Check Detail June 2018

Num	Date	Name	Paid Amount
5265	06/05/2018	RC-K & M MEDIVAN	10,407.25
5266	06/05/2018	RC-LEE, RYAN	7,290.55
5271	06/05/2018	RC-TILLAMOOK COUNTY TRANSPORTATION	12,867.00
5272	06/05/2018	RC-WAPATO SHORES, INC	14,963.27
5277	06/11/2018	RC-K & M MEDIVAN	6,537.73
5287	06/11/2018	RC-WAPATO SHORES, INC	16,644.53
5292	06/18/2018	RC-FARMERS CO-OP	5,391.92
5294	06/18/2018	RC-K & M MEDIVAN	7,659.88
5295	06/18/2018	RC-LEE, RYAN	7,652.88
5303	06/18/2018	RC-TILLAMOOK COUNTY TRANSPORTATION	6,700.00
5305	06/18/2018	RC-WAPATO SHORES, INC	15,213.73
5306	06/18/2018	RC-WILCOX & FLEGEL	6,725.98
5308	06/21/2018	RC-OR DHS	72,686.50
5314	06/26/2018	RC-K & M MEDIVAN	8,797.71
5315	06/26/2018	RC-LEE, RYAN	5,968.86
5316	06/26/2018	RC-MEDIX AMBULANCE	5,734.20
5320	06/26/2018	RC-TILLAMOOK COUNTY TRANSPORTATION	8,378.00
5321	06/26/2018	RC-WAPATO SHORES, INC	11,561.90
18049	06/05/2018	TRILLIUM SOLUTIONS, INC	18,475.00
18079	06/11/2018	WILCOX & FLEGEL	13,365.01
18080	06/18/2018	ANGELTRAX	8,145.76
18085	06/18/2018	SDIS	15,790.50
18103	06/27/2018	CREATIVE BUS SALES	328,734.00
18106	06/26/2018	SDIS	36,642.76
Total			652,334.92

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
06/18/2018	0342 5/9 TO 6/7

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

PAID

Bill Due	07/18/2018
Terms	
Memo	MAY 9 TO JUNE 7

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	1050 - CARLSON MCGRATH'S FISH - FOOD FOR TAMI FOR DRUG & ALCOHOL TRAINING	13.88		ADMINISTRATION
8038 TRAVEL	TEXAS ROADHOUSE - FOOD FOR TAMI FOR DRUG & ALCOHOL TRAINING	23.99		ADMINISTRATION
8038 TRAVEL	ICHABODS - FOOD FOR TAMI FOR DRUG & ALCOHOL TRAINING	13.00		ADMINISTRATION
8173 STOCK PARTS	AMAZON.COM - BUS STEP FOR BUS #22	269.15		ADMINISTRATION
8120 OFFICE SUPPLIES	YOUNGS BAY ELECTRONIC - SD CARD FOR TIME CLOCK	29.99		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	ERICKSON FLORAL - FLOWERS FOR PAUL	50.00		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	STAPLES - OFFICE CHAIR	119.90		ADMINISTRATION
8038 TRAVEL	0326 - HAZEN ARBY'S - FOOD FOR JEFF FOR SRTS MEETING	8.09		ADMINISTRATION
8038 TRAVEL	PIETROS PIZZA - FOOD FOR JEFF FOR PTAC MEETING	10.50		ADMINISTRATION
8120 OFFICE SUPPLIES	FRY'S ELECTRONICS - MICROPHONE	129.99		ADMINISTRATION
8038 TRAVEL	CITY OF PORTLAND - PARKING FOR JEFF FOR OTC	10.00		ADMINISTRATION
8038 TRAVEL	FREDDIE BROWNS DELI - FOOD FOR JEFF FOR OTC	15.25		ADMINISTRATION
8030 COMP-INFO-TECH SERVICES	APPLE - STORAGE FOR IPAD	0.99		ADMINISTRATION
8038 TRAVEL	UBER - TRANSPORTATION FOR JEFF FOR ZEB MEETING	6.68		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
06/18/2018	0342 5/9 TO 6/7

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

PAID

Bill Due	07/18/2018
Terms	
Memo	MAY 9 TO JUNE 7

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	UBER - TRANSPORTATION FOR JEFF FOR ZEB MEETING	7.95		ADMINISTRATION
8038 TRAVEL	MANUS TACOS - FOOD FOR JEFF FOR ZEB MEETING	13.75		ADMINISTRATION
8038 TRAVEL	SOUND TRANSIT - TRANSPORTATION FOR JEFF FOR ZEB MEETING	5.25		ADMINISTRATION
8038 TRAVEL	LYFT - TRANSPORTATION FOR JEFF FOR ZEB MEETING	13.64		ADMINISTRATION
8038 TRAVEL	BEAVER RUN RESORT - LODGING FOR JEFF FOR RIBTC OCNFERENCE	147.00		ADMINISTRATION
8038 TRAVEL	UNITED VACATIONS - AIRFARE FOR JEFF FOR RIBTC OCNFERENCE	200.00		ADMINISTRATION
8100 MEETING EXPENSE	0284 - JONES	16.00	RIDECARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FULTANOS - FULTANOS -	15.00	RIDECARE ADMIN	ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0103 - LAYTON ADOBE - SOFTWARE SUBSCRIPTION FOR JOHN AND MARY	34.98		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	ORECX - YEARLY SUBSCRIPTION FOR CALL RECORDING FOR RIDECARE	80.00	RIDECARE ADMIN	ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON VIDEO ON DEMAND - CREDIT FOR PURCHASE ERROR	-3.99		ADMINISTRATION
8135 PRINTING	HARLAND CLARKE CHECK PRINTER - DEPOSIT SLIPS	41.04		ADMINISTRATION
	0946 - LEWICKI			

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
06/18/2018	0342 5/9 TO 6/7

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

PAYED

Bill Due	07/18/2018
Terms	
Memo	MAY 9 TO JUNE 7

Expenses

Account	Memo	Amount	Customer:Job	Class
8023 B&M SHELTER CLEAN & REPAI	PANDA EXPRESS - LUNCH FOR JOB CORPS HELPERS FOR WALMART SHELTER	76.90		OPER 5311
8120 OFFICE SUPPLIES	SMART FOODS - POPCORN SUPPLIES	8.86		ADMINISTRATION
8023 B&M SHELTER CLEAN & REPAI	SAFEWAY - SHELTER CLEANING SUPPLIES	11.78		ADMINISTRATION
8023 B&M SHELTER CLEAN & REPAI	SAFEWAY - SHELTER CLEANING SUPPLIES	7.49		ADMINISTRATION
8021 B&M GENERAL	ASTORIA TRANSFER STATION - OPS DUMP RUN	57.97		ADMINISTRATION
8121 POSTAGE-SHIPPING	0020 - PARKER STAMPS.COM - POSTAGE	15.99		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - STAMPS	100.00		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD FOR BUDGET MEETING	88.80		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKERY - FOOD FOR BUDGET MEETING	30.30		ADMINISTRATION
8100 MEETING EXPENSE	PETER PAN - FOOD FOR BUDGET MEETING	99.60		ADMINISTRATION
8121 POSTAGE-SHIPPING	HOME BAKERY - FOOD FOR BUDGET MEETING	12.85		ADMINISTRATION
8065 EDUCATION/OUTREACH	0961 - WEINTRAUB SURVEYMONKEY - ???	105.00		ADMINISTRATION

Expense Total : 1,887.57

Bill Total : \$1,887.57

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a SDAO Legislative Issues

We have reached out to Special Districts located within Clatsop County to let them know what the Board would like to legislatively pursue regarding urban renewal plans. To date, we have not received any responses, but we have given them a deadline of August 10th to respond to include them in our submission to SDAO on August 13th. I have included what I have written so far in your Board pack.

Legislative Issues

The SDAO Legislative Committee is beginning the process of identifying legislative issues for the upcoming Legislative Session. The committee will evaluate each issue as it begins developing its priorities. If you would like to request a legislative change, please complete and return this form no later than **Monday, August 13, 2018.**

Completed forms should be submitted to: Hasina E. Wittenberg, Government Affairs Director, SDAO, PO Box 12613, Salem OR 97309; 503-371-4781 (fax); or hasina@sdao.com. Thank you for your input!

District: Sunset Empire Transportation District

Legislative Issue: Urban Renewal Legislation and Special Districts Consideration

Contact Person: Jeff Hazen

Phone Number: 503-861-5399 E-mail: jeff@ridethebus.org

What is the purpose of this concept? Please indicate the reason for the concept or the problem you are trying to solve; indicate why a statutory change is needed.

The Board of Commissioners for Sunset Empire Transportation District would like to see the legislation that was enacted in 2009 restored giving Special Districts a stronger voice at the table when it comes to the formation or renewal of urban renewal plans. Legislation passed in 2017 watered down the input that Special Districts provide.

What other agencies will be affected (state, county, city, district)? How so?

Any municipality utilizing or planning on utilizing urban renewal would be affected and would need to work closer with Special Districts located in the urban renewal area to address the concerns that the District may have on the plan.

Identify known opposition to this concept:

Identify potential supporters of this concept:

Does this concept:

- Amend current law? Provide ORS citation: **ORS 457.085(5)**
- Introduce new statutory language? *Please attach draft language.*
- Serve only as housekeeping?

Please indicate the effect on government expenditures:

Please indicate the effect on government revenues:

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Seaside Relocation Update

The Seaside School District Transportation Supervisor has indicated to us that their facility does not have the capacity to meet our needs of storing some of our buses at their bus barn. The facility at Inland Electric has been recently leased out and is no longer available. We are going to revisit a couple of locations and come back with a recommendation at the Board's August meeting. Our goal will be to relocate the kiosk operation by October due to the health issues the current location has.

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c Title Change for Operations Manager/Deputy Executive Director

I am recommending that we change the title of Operations Manager/Deputy Executive Director to Chief Operating Officer (COO). The title, Operations Manager/Deputy Executive Director, is very cumbersome. It consolidates both roles into one title, making it easier to say.

There are transit agencies across the country that use this title in their management structure. Tracy is the SETD Financial Officer, so the revised title aligns with that. I would also like to have him included as a signer on our bank accounts so that when I'm on vacation or out of the office, we have another staff person with the ability to sign checks. I have updated the job description and have included it in your Board pack for your review.

Staff is recommending the at the Board approve the title change for the Operations Manager/Deputy Executive Director.

Sunset Empire Transportation District
Job Description

Chief Operating Officer

Position Overview

Under the direct supervision of the Executive Director, the Chief Operating Officer will oversee all operations of the District. This position is a safety sensitive position and requires a pre-employment drug test and random testing for drug/and or alcohol.

Reporting Relationships

The Chief Operating Officer reports to the Executive Director.

Typical Duties

1. Oversee daily operations of the District.
2. Manage all operations staff, i.e., Driver Supervisors, Drivers, Maintenance Supervisor, Mechanics, Operations Assistant and Paratransit Supervisor.
3. Makes recommendations for schedule changes for the fixed routes as needed. Analyze ways to improve the service that we presently have and to implement the changes efficiently.
4. Coordinate with the drivers while they are on route.
5. Assist in pulling bus vaults and vault audits as needed. Assist in the daily fixed route deposits as needed.
6. Responsible for timely issued employee reviews and yearly evaluations including on-road driver evaluations for Driver Supervisors, Drivers, Mechanic and Mech. Assist., Operation’s Assistant and Paratransit Supervisor.
7. Responsible for all accident investigations which involves reporting to Executive Director, the Insurance Company, and the safety committee.
8. Oversee all operations of the maintenance department.
9. Oversee all purchasing of the operations department in compliance with federal and state procurement rules.
10. Determine equipment needs and responsible for 5 year capital planning.
11. Maintain a neat, clean and safe operation at the Operations Center.
12. Work closely with Paratransit Supervisor to ensure efficiency.
13. Assess and adjust existing assignments of Paratransit services.
14. Ensure that monthly statistics for operations report to the Board are completed.
15. Assists in the internal process of preparing the annual budget.
16. Assists the HR Officer in all aspects of drug and alcohol related incidents.
17. Act as the Incident Commander (IC) at the Warrenton Office buildings, during emergencies. (see Emergency Plan)
18. Continue effort in creating a positive culture among transit employees.
19. Prepare and facilitate a monthly driver’s meeting.
20. Attends monthly SETD board meetings.
21. Attends training and conferences as directed by the Executive Director
22. During Executive Director absences, signs checks and reviews incoming mail. Assumes liaison role with the Board.
23. Other duties as assigned.

Qualifications

1. Education - High School Diploma or G.E.D.
2. Transportation experience is preferred.
3. Certifications needed: Valid Driver’s license, CPR and First Aid certification
4. Ability to follow oral and written instructions.
5. Ability to work well under pressure.
6. Ability to exercise independent judgment.
7. Ability to lift 50 lbs.

Working Environment

Works primarily in an office environment, and at times will be required to be in the field with drivers.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

7-18-18

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.d Board Policies

On April 2nd, the Board Policy Committee met to review, update and create new Board Policies. Before you today are 11 of the policies that we have updated (more to come at later meetings):

- B-101 Added residency and voter registration language
Added options for officer term limits – needs Board decision
- B-306 Wordsmithing
Added gender neutral term
Added options for access to facilities – needs Board decision
- B-310 Added selection of legal counsel language
- B-813 Eliminate this policy, language is included in B-310
- B-814 Eliminate this policy, language is included in B-310
- B-804 Changes check signers to officers only
Includes Oregon requirements on depositories for public funds.
- B-807 Eliminates #1, it is already included in B-311
- B-811 Clarifies that Board members will be reimbursed for expenses on approved trips
Reimbursement for meals and incidentals will be for actual costs not to exceed GSA M&I rates
Adds language that Board must approve all travel requests by Board members
- B-815 Adds budget language
- B-816 Deletes RideCare Manager
- B-817 New policy – needs Board decision

The Board Policy Committee is recommending that the Board select a final option for B-101, B-306, and B-817 and then approve these policy updates.

<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u>		<u>Policy #</u>	<u>Date Approved</u>
<u>Board of Commissioners</u>		<u>B-101</u>	
<u>BOARD ELECTIONS</u>		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

POLICY:

1. The Sunset Empire Transportation District Board of Commissioners shall consist of seven members each serving 4 year staggered terms. No person shall be eligible to be a board member who is not, at the time of election or appointment, a ~~resident or property owner~~ registered voter within the District. Commissioners shall maintain their residency and voter registration throughout their service as a Commissioner.
2. Each commissioner, before entering upon the duties of office, shall take and subscribe to an oath that the commissioner will honestly, faithfully and impartially perform duties as a commissioner and disclose any conflict of interest the commissioner may have in any matter to be acted upon by the board. A copy of the oath shall be filed with the secretary of the board. (ORS 267.120)
3. The Board of Commissioners shall elect three officers from among its members:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary/Treasurer
4. The Sunset Empire Transportation District Board shall elect their officers for the ensuing fiscal year at the first meeting in July. Officers shall be elected for one year (a) and can serve in any one office for a maximum of three (3) consecutive years. -
(b) and can serve a total of three (3) consecutive years as any officer position.
(c) and can serve in an office for multiple one (1) year terms.

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SUNSET EMPIRE TRANSPORTATION DISTRICT		<u>Policy #</u> B-306	<u>Date Approved</u>
Board of Commissioners BOARD GOVERNANCE		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

POLICY:

1. Board members shall express themselves in a manner that maintains personal decorum when acting in their capacity as a Board member, or when representing the District before the general public or District employees.
2. Board members will participate in board meetings and vote on District matters as part of the board.
3. -Board members individually have neither the power nor the authority to act as an agent of the District without a delegation of authority from the **B**board. A Board member's unauthorized action may result in personal liability for the Board member when such action costs the District money or damages a third party.
4. Board members have the right of free speech, but must recognize the difference between the right to speak and the right to represent (or appear to represent) the Board.
5. Board members must disclose on the record any conflict of interest, either actual or potential, prior to consideration of the issue. This must occur each time the issue is brought before the Board and must be recorded in the minutes.
 - a. Potential conflict: a Board member may participate and vote unless participation would violate the Code of Ethics prohibition of use of office for financial gain.
 - b. Actual conflict: a Board member may not participate or vote.
 - c. Quorum exception:-a Board member may vote where a quorum cannot be obtained without their participation.
6. If a **B**board member needs clarification of or information regarding an issue, communication with the Executive Director is encouraged, always considering the value of and demands upon the Executive Director's time. However, it is important that no order or request of action be made to the Executive Director or his/her employees by an individual member of the Board. Any such requests need to be made through the Board Chair, who will speak to the Executive Director. This is not to keep anyone from communicating with the Executive Director but rather to make it clear to the Executive Director when he/she is receiving an opinion or an order/request for an action or direction from the entire Board.
7. (a) Board members shall be granted entrance to facilities during facility hours by employees of the District when requesting to communicate with the Executive Director.
(b) Officers shall be issued keys to access facilities of the District.

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- 6. (c) The Board Chair shall be issued keys to access facilities of the District.

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<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u> <u>Board of Commissioners</u> <u>SELECTION AND DUTIES OF LEGAL</u> <u>COUNSEL</u>		<u>Policy #</u> B-310	<u>Date Approved</u>
		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

POLICY:

1. The Board shall select legal counsel for the District that is licensed and registered in the State of Oregon-
2. The Board authorizes the Executive Director to seek legal counsel before taking action on any District issue that may precipitate litigation. Legal counsel will be sought through Special Districts Association of Oregon, or through a Board approved attorney. If necessary, legal counsel may be sought through a referral made by Special Districts Association of Oregon or from the Board approved attorney. Any additional legal counsel used because of a referral must be licensed and registered in the State in which lawsuit is brought.
- ~~1.3.~~ The Board authorizes the Executive Director to seek legal counsel review of Sunset Empire Transportation District's existing and proposed agreements and contracts including any amendments to such contracts.
- ~~2.4.~~ The Board authorizes the Board Chair and/or the Executive Director to seek legal counsel independently, providing such counsel is consistent with the Board's general direction.
- ~~3.5.~~ The Board expects legal counsel to provide legal advice by responding to specific requests as well as proactively advising on changes to the laws that affect the District.
- ~~4.6.~~ In the event that either the Board Chair or the Executive Director independently seeks legal counsel, such contact should be reported to the full Board at the earliest convenience.

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS PRE-LOSS LEGAL COUNSEL CONSULTATION	Policy # B-813	Effective Date
		Date of Last Review
Signature		

POLICY:

~~The Sunset Empire Board of Commissioners authorizes the Executive Director to seek legal counsel before taking action on any District issue that may precipitate litigation. Legal counsel will be sought either through Special Districts Association of Oregon, or through a Board approved attorney licensed and registered in the State of Oregon. If necessary legal counsel may be sought through a referral made by Special Districts Association of Oregon or from the Board approved attorney. Any additional legal counsel used because of a referral must be licensed and registered in the State of Oregon or the State in which lawsuit is brought.~~

THIS POLICY HAS BEEN INCORPORATED WITH B-310 SELECTION AND DUTIES OF LEGAL COUNSEL.

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SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS LEGAL COUNSEL CONTRACT REVIEW	Policy #	Effective Date
	B-814	Date of Last Review
	Signature	

POLICY:

~~Sunset Empire Transportation District Board of Commissioners authorizes the Executive Director to seek legal counsel review of all Sunset Empire Transportation District's existing and proposed agreements and contracts including any amendment(s) to such contracts. Legal counsel will be provided by a Board approved attorney that is licensed and registered in the State of Oregon.~~

~~THIS POLICY HAS BEEN INCLUDED IN B-310 SELECTION AND DUTIES OF LEGAL COUNSEL.~~

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<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u> Board of Commissioners <u>DEPOSITORIES AND DISBURSEMENT OF FUNDS</u>		Policy # <u>B-804</u>	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Board Officers and the Executive Director shall be the authorized signers on District Bank accounts.
2. All checks shall be signed by two authorized signers with at least one signer being a Board Officer.
- 1.3. The Board shall designate the depositories for the District. Only Qualified Depositories for Public Funds are eligible to be utilized per ORS 295.002. Funds shall be withdrawn only by those individuals authorized by the BOC to sign checks and make disbursements.

DRAFT

<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u> Board of Commissioners <u>AUDIT</u>		<u>Policy #</u> <u> B-807 </u>	<u>Date Approved</u>
		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

POLICY:

- ~~1.~~ The BOC will select the auditor who will fulfill the requirements of an annual audit.
- 2.1. The Executive Director will cooperate with the auditor designated by the BOC to accomplish the annual audit.
- 3.2. The Executive Director shall be responsible for filing the audit report with the office of the Secretary of State.
- 4.3. The BOC will receive the audit report directly from the auditors.
- 5.4. The Executive Director shall be responsible to correct any deficiencies reported by the auditors.

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SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners SELECTION OF AUDITOR		Policy #	Date Approved
		B-311	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

Reference Only

POLICY:

1. The Board shall approve the selection of the auditor.
2. The Board shall give the Executive Director, or his/her designee, the authority to contract with the auditor.
3. The Board shall ensure an annual audit is made each year of the District's accounts and fiscal affairs.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD REIMBURSEMENT		Policy #	Date Approved
		B-811	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

~~BOARD REIMBURSEMENT~~

PURPOSE:

To authorize allocations of funds in the budget to provide financial reimbursement of Board members who attend seminars, classes and other meetings in order to better serve the transit district as well as further educate themselves regarding transit and /or special districts.

POLICY:

SETD will reimburse Board members for meals, room and mileage, as appropriate, for travel and attendance at business-District related events which are approved by the Board. ~~Reimbursements will be made in compliance with the Oregon Department of Administrative Services Accounting Manual; Statewide Travel Policy.~~

The Executive Director will develop and maintain an operating policy guiding staff reimbursement.

PROCEDURE:

1. Prior to final approval of the annual budget, the Board will determine which seminars, conferences and meetings will be considered the most beneficial for attendance by Board members so that adequate funds are included in the budget.
2. The Board will recommend the maximum number of Commissioners that will be authorized to attend each event based on available funding.
3. The District will make arrangements for hotel accommodations, when necessary, in order to obtain any available discounts. Due to limited credit lines on District credit cards, staff will need to obtain credit/debit card information from Commissioners traveling to purchase lodging. Individuals who choose to arrange their own accommodations will receive reimbursement equal to the discounted prices.
4. ~~The amount of stipend for meals will be determined by the Board. Board members must pay for their meals and incidental hotel charges.~~ Reimbursement for ~~meals each meal~~ will not exceed the amount ~~stipulated designated by the General Services Administration's Meals and Incidental Expense rate-~~ The current GSA Meals and Incidental Expense rate will be provided to Board members prior to trips.

5. ~~Car pooling~~Carpooling is encouraged. If the travel involves air travel, staff will make the arrangements. Due to limited credit lines on District credit cards, staff will need to obtain credit/debit card information from Commissioners traveling to purchase the airline tickets. Reimbursement of charges will be made after travel is completed whether staff or a Board member made the reservations.
6. Conferences attended other than those listed will be approved and reimbursed as funding allows. Attendance for all conferences or meetings as a representative of SETD shall be approved by the Board.

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<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u> <u>Board of Commissioners</u> <u>EXECUTIVE DIRECTOR SIGNING</u> <u>AUTHORITY</u>		<u>Policy #</u> <u>B-815</u>	<u>Date Approved</u>
		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

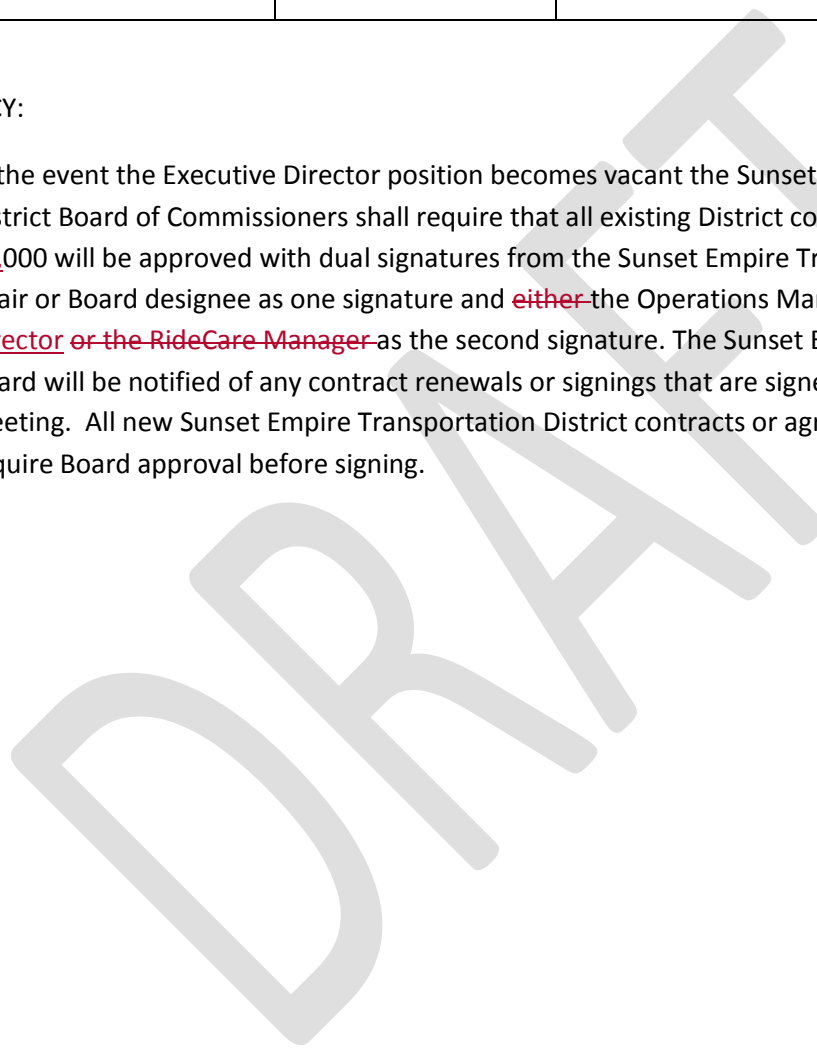
POLICY:

The Pursuant to Sunset Empire Transportation District Ordinance #2018-01, the Board of Commissioners authorizes the Executive Director to sign contracts and agreements on behalf of Sunset Empire Transportation District that do not exceed a total commitment of \$10,000 and are within budget constraints. The Sunset Empire Transportation District Board of Commissioners will be notified at the next regular Board meeting of any contracts signed. Any contract or agreement in excess of \$10,000 will be brought before the Sunset Empire Transportation District Board of Commissioners for approval.

<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u> <u>Board of Commissioners</u> <u>EXECUTIVE DIRECTOR VACANCY</u> <u>INTERIM PLAN</u>		<u>Policy #</u> B-816	<u>Date Approved</u>
		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

POLICY:

In the event the Executive Director position becomes vacant the Sunset Empire Transportation District Board of Commissioners shall require that all existing District contracts or agreements under \$5,000 will be approved with dual signatures from the Sunset Empire Transportation District Board Chair or Board designee as one signature and ~~either~~ the Operations Manager/Deputy Executive Director ~~or the RideCare Manager~~ as the second signature. The Sunset Empire Transportation District Board will be notified of any contract renewals or signings that are signed at the next regular Board meeting. All new Sunset Empire Transportation District contracts or agreements above \$5,000 will require Board approval before signing.



SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners TIMBER REVENUE		Policy #	Date Approved
		B-817	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

When the timber revenue receipts exceed the budgeted amount, the Sunset Empire Transportation District (SETD) ~~Board of Commissioners may~~ shall utilize timber revenues in excess of the budgeted amount to:

- a. pay down long-term interest-bearing debt obligations.
- b. fund special projects identified by staff.
- ~~c. be transferred to the Capital Reserve Fund. If there are no long-term interest bearing debt obligations, the additional revenue will be transferred to the Capital Reserve Fund to fund capital improvements or capital purchases.~~
- d. be included in the ending General Fund balance.
- e. any combination of (a) through (d).

OPTION 3:

~~—The Sunset Empire Transportation District (SETD) Board of Commissioners may utilize timber revenues in excess of the budgeted amount to fund special projects identified by staff or shall include it in the unallocated ending fund balance.~~

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Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Meeting dates for November and December

Board meetings are held on the 4th Thursday of each month. In November, the 4th Thursday is the 22nd which is Thanksgiving. In December, the 4th Thursday is the 27th. In the past, the Board has consolidated the November and December meetings into one to be held in December towards the middle of the month. If the Board chooses to continue this practice, staff is recommending that the combined meeting be held on December 20th. This will allow time for the financial reports to be completed. Tracy is on vacation from December 3rd-December 11th.

Another option would be to hold the November meeting on November 29th (the 5th Thursday of the month) and the December meeting on December 27th.

Staff is recommending that the Board make a decision so we can adequately notice it ahead of time.

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b Oregon Public Transportation Conference

The 2018 Oregon Public Transportation Conference will be held October 28-31 in Bend at the Riverhouse on the Deschutes Convention Center. The agenda is not public yet, but I can share with you that there will be 3 tracks of workshops. Track 1 is General Operations, Track 2 is Success with STIF, and Track 3 is Transit Technology.

Pursuant to Board Policy B-811.6, the Board will need to approve the attendance of Board members to represent SETD. Last year's attendees at the conference held in Pendleton were Commissioners Kleczek and Widener.

Staff is recommending that the Board determine who will be going to the conference so the Commissioners attending can make their hotel reservations or have staff make them.

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.c Request for use of Transit Center property

Brett Estes, the City Manager of Astoria, called me with a question. Smokehouse Butcher Block, a meat store located on 9th St. across from the transit center, would like to do occasional cooking of meat on the sidewalk in front of their location. The fire department won't allow it on the sidewalk for fire safety reasons and the city engineer won't allow it to be in a parking space for safety reasons. They then looked at the sidewalk in front of the small park located at the corner of 9th and Astor. Parks and Rec won't allow it because of rules in place preventing that type of operation in or adjacent to parks. Brett asked me if they would be able to use any part of our transit center plaza since we are located across the street. The only area that I feel would be suitable would be on the corner of 9th and Astoria where the clock is located. This location is approximately 85' from the building.

I have confirmed that our SDIS property insurance policy would not be affected by this. From a risk management perspective, we will insert hold harmless/indemnity language with adequate liability limits in and agreement with the business. The agreement will also limit the events to twice monthly and those dates must be pre-approved by me. It will also contain language about cleanup of the area including pressure washing if necessary. A fee of \$25 per day will be charged. Our attorney is currently out of the office but will have an agreement drawn up in time to distribute at the Board meeting.

Staff is recommending that upon review of the contract, the Board approve the agreement.

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.d FY 2018 Ridership

As you will see on the spreadsheet included in the Board packet, our ridership for FY 2018 was down 6% for the year. As I mentioned previously, the bulk of the loss was due to less cruise ship business. The cancellation of some of the ships played a big part in our decrease. Overall ridership was down by 12,901 and the two cruise ship routes were down a combined 13,968.

Both routes 10 and 15 were down significantly as well. Our Cannon Beach routes had a combined increase of 11%. A large part of this increase was the utilization of the streetcar bus during the weekdays on what was previously known as the weekday Route 21.

The largest increase came on the Pacific Connector Route which is the weekend Highway 101 route. The addition of 2 more runs on the weekends had a dramatic effect on ridership. For the year, it was up 22%. The additional runs began January 2nd and that provided a 35% increase for the second half of the fiscal year.

Route 10's decrease is something we will focus on even more. Ridership from Tongue Point can cause decreases if not as many students are riding but Mary has been doing training and outreach there every Wednesday so I'm not convinced that there ridership has been down. Having E-fare and automatic passenger counters deployed will help us determine where people are getting on the bus at so we can target outreach efforts to areas showing decreased ridership.

	BF	BG	BH	BI	BJ
1	Total	Fiscal 18	Route Identity		
2	63479	10	Astoria		
3	16578	11	Cruise Ship Astoria		
4	5858	12	Cruise Ship Warrenton		
5	6665	15	Warrenton		
6	403	17	Summer Weekday Cannon Beach		
7	31069	20	Cannon Beach		
8	8251	21	Weekend Cannon Beach		
9	48047	101A	Highway 101		
10	22043	101B	Highway 101		
11	70090	101	Highway 101		
12	4349	Columbia	Highway 30		
13	11460	Pacific	Weekend Highway 101		
14	2576	Streetcar	Summer Weekends Seaside		
15	220778	Total			
16					
17					
18					
19	Total	Fiscal 17			
20	70068	10			
21	29299	11			
22	7105	12			
23	7524	15			
24	0	17			
25	28514	20			
26	7326	21			
27	47236	101A			
28	20624	101B			
29	67860	101			
30	4143	Columbia			
31	9398	Pacific			
32	2442	Streetcar			
33	233679	Total			
34		YTD			
35					
36	Inc/Dec %		Inc/Dec		
37	-9%	10	-6589		
38	-43%	11	-12721		
39	-18%	12	-1247		
40	-11%	15	-859		
41	#DIV/0!	17	403		
42	9%	20	2555		
43	13%	21	925		
44	2%	101A	811		
45	7%	101B	1419		
46	3%	101	2230		
47	5%	Columbia	206		
48	22%	Pacific	2062		
49	5%	Streetcar	134		
50	-6%	Total	-12901		

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.e Committee Assignments

Pursuant to Board Policies B-302 and B-312, the Board Chair may assign Board members to the different committees of the Board. Current committees are:

- Transportation Advisory Committee (formally Senior and Disabled Transportation Advisory Committee)
- Executive Director Evaluation and Compensation Committee
- Northwest Oregon Commission on Transportation Representative

The Chair may choose to seek nominations for appointment or may directly appoint new members to a Committee. No more than three Commissioners can serve on a committee with the exception of the Budget Committee.

Date: July 18, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.f Executive Director Evaluation

The Executive Director Evaluation & Compensation Committee will be presenting the Executive Director's evaluation and will be seeking the Board's direction to the Chair to present the evaluation to the Executive Director. The evaluation will be passed out at the meeting.



FISCAL AND OPERATIONS DIVISION
Program Integrity Audit Unit

Kate Brown, Governor

Oregon
Health
Authority

3406 Cherry Avenue NE
Salem, Oregon 97303-4924

Voice: 503-373-0330

FAX: 503-378-2577

willie.verret@dhsosha.state.or.us

July 16, 2018

RECEIVED
JUL 16 2018

Jeff Hazen, Executive Director
Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon 97103

Via Certified Mail
7015 1520 0000 9814 1477

RE: Audit Closure
Medicaid Provider No. 226551

Dear Mr. Hazen:

In March 2018, the Oregon Health Authority requested records for review. On June 28, 2018 we were notified that RideCare, formerly known as Northwest Ride Center will cease operations effective July 31, 2018. A review of the financial statements shows that expenses are allocated appropriately. The review will not be continued at this time. The audit is therefore complete and closed. However, SETD is still bound by the 2013 Settlement Agreement.

Closure of this audit should not be construed as approval or validation of your billing practice(s), nor imply future reviews or audits are not possible.

Thank you for your participation in this process. Please call me at 503-373-0330 if you have any questions or concerns.

Sincerely,

William Verret, CPC
Program Integrity Auditor
Program Integrity Audit Unit

cc: File

Executive Director Report
June 2018 Board Meeting
Jeff Hazen

-Gearhart and Knappa. ODOT is still working through some issues with Dollar General. They have filed their site plans for the Knappa location and they did not have a bus stop included at the time of submittal. We have been working with the County on the latest design to be included as a condition of approval.

-FTA announcement. We have submitted a \$5339 grant to ODOT for 4 buses to replace the 4 Bluebirds we purchased in 2003. Now we wait....

-Driver Assault. We haven't gotten the name of the person that stood by our driver when she was attacked. The officer I've dealt with was on vacation. I have had suggestions from some of you that we reward him with a bus pass and to also recognize him at a meeting with a certificate or plaque of appreciation. We'll get his name and have something ready for the August meeting if he can make it.

-RideCare. As I previously mentioned, two of our employees at the brokerage have been hired by Tillamook. One of the commitments we made to the RideCare employees when we informed them of the shut down and their pending layoffs, was that if they stayed with us through the end of July, we would pay off their accrued sick leave pay. Even though the two employees that Tillamook hired will be starting there the week of the 23rd, we are honoring that commitment because they will be splitting their time between Tillamook and us the week of the 23rd. I'm pleased to also report that Donna will be staying with the District and serve as our new Accounting Clerk/Payroll Clerk. She has a background in both these areas and she has done a great job for us at RideCare as the Billing Clerk and Lead. Jason will also be staying with us as well. He will be our new Mobility Manager and I look forward to him taking the mobility management program in the direction that we need. He is excited about the new opportunity and the ability for us to keep him with SETD. For the month of May, we were reimbursed \$128,213 for our loss. That was 100% recovery, had it been at the 70% we would have only seen \$89,749 and ended up with a net loss of \$38,464. For the month of June, we will be seeking \$70,088 as 100% reimbursement.

-TAC applicants. We have only received one applicant so far. The deadline is August 3rd.

Weekly Reports:

7/16/18

With addition of On-time Summary

Good afternoon, I was at the PTAC meeting last week held in Klamath Falls. Once a year, the committee meets outside of Salem to provide an opportunity to learn more about local transit issues from different regions. Jason and I sat in on a conference call with OHA and First Transit, who will be supplying NEMT brokerage services to fee for service clients of OHA. We discussed the transition and we have a few things to work out but it should go fairly smoothly. I'm very pleased to report that two of our RideCare employees have been offered positions at Tillamook's brokerage. I reviewed the site plans that the developer for Dollar General in Knappa has submitted to the County. They didn't include a transit stop, but our consultants provided us an updated design that we feel will work. There was some concern from local residents at the open house that Dollar General held in Knappa about traffic issues. The County indicated concern today about our buses possibly being an issue by backing up traffic. The design we have doesn't appear to us to cause that and I have shared with the County staff that we will only be there 4 times a day with one of the times being before the store is open each day. I also shared that the bus will probably be at the stop for less than a minute each time. The STIF training that Paul, Tracy, and I attended in Salem was very helpful. On that note, we have not received any applicants for the Transportation Advisory Committee so if you know of some people that would be great committee members, please direct them to the website for more information about the TAC and how to apply.

On-time Summary

	On Time	Late	Early
SETD	37.9%	58.4%	3.7%
TCTD	45.3%	42.9%	11.8%

7/11/18

We continue to work with the transition of the brokerage to Tillamook. First Transit has been selected to operate the brokerage for the fee for service OHA clients and we have been coordinating that transition as well. The weekend of the 28th, our RideCare 800 number will be transferred to Tillamook so they can go live with their brokerage on Monday the 30th. Jason has been doing a great job with the transition in between answering phone calls due to the limited number of employees we have left at the brokerage. Our ridership for FY 2018 ended being down 6% due mainly by less cruise ships. More detailed reporting will be included in this month's Board pack. Paul, Tracy and I will be in Salem all day tomorrow for statewide and regional STIF training. It was a short week last week, I took Thursday and Friday off since Paul took Monday and Tuesday off!

New weekly feature, On-time Summary

	On Time	Late	Early
SETD	42%	51.7%	6.3%
TCTD	45.4%	43.5%	11.1%

7/2/18

Last week, we had an incident that occurred on Tuesday evening. One of our bus drivers was attacked by a female subject. The subject got on the bus but did not have fare so the driver let her know she wouldn't be able to ride. The subject turned to exit the bus but then suddenly whipped around and started assaulting the driver. Another passenger intervened to protect our driver and stayed by her side until the police arrived. The subject was arrested and is currently in custody at the Clatsop County Jail. Her arraignment will be held on Thursday. The driver wanted to finish her shift so Lawrence rode with her for the rest of her shift. I didn't report on the attack at the Board meeting because I did not have all of the information and did not know the degree of the attack. Paul and I watched it on Thursday afternoon and saw the viciousness of the attack. This subject will be excluded from our system for life due to the nature of the attack. I'm going to try and track down the rider that intervened and protected our driver and award him something.

6/26/18

Last week was a somewhat short week due to illness. I hosted the south county open houses about the potential fare changes and App on Monday. Mary was kind enough to host the ones in Astoria due so I could go home. We also had the S & D meeting last week and reviewed the pass and fare changes along with discussion on the changes coming up in the committee due to the STIF. We received the 2 new buses last week and Paul and Steve brought one over to Astoria so I could go for a ride in it to experience the Liquid Spring suspension. Lylla happened to be here so she went with us also. We took the bus out to Tongue Point and came back through Alderbrook where our Route 10 travels. The roads are much less than favorable there. The ride is noticeably smoother compared to our standard suspensions on our other buses. You can still hear the bumps but you hardly feel them. Looking out the windshield as the bus makes a corner, you can see the suspension automatically adjust and there is much less leaning. This was a great addition to our buses that really enhance the ride experience for our passengers! It will reduce wear and tear not only on the buses, but also the drivers. There are a few deficiencies on each of the buses and we are withholding payment until they are satisfactorily resolved. I'm meeting with the developers of the Dollar General store, ODOT, and the City of Gearhart to discuss the bus stop that they are installing at the new store they are building. They currently have it marked to be in the bike lane.

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

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) (5%) (5.7%) (6% for FY 2018)**
 - On-time Performance **Goal = 95% Tracking not in place yet. Will begin tracking this month. Will have June numbers at the July meeting. June on-time performance was 43.8% Tillamook was 44.8%**
 - 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% This will be reported at the meeting.**

- 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. We had a desktop exercise scheduled but have to reschedule do to some conflicts. Spoke with my one of my counterparts in Washington who has dealt with disasters and all of their interaction was done through the County with FEMA coming in later to provide support.

- 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. Completed**
 - 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. Recruiting for TAC.

- Fixed routes Added 2 additional loops on each weekend day of the Pacific Connector and add another loop on Route 20 M-F.
- Para-transit
- Dial-a-ride
- RideCare No longer Relevant
- 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. Now reporting weekly to the Board in the weekly update.
 - Amenities Added temporary trash cans at Safeway stops This has made a huge difference in cleanliness. The new suspension system is a huge hit with riders and drivers.
- Technologies
 - Real-time bus tracking Will be part of RFQ for App. Part of the Swiftly app. Not using Swiftly, the App is called Transit. Completed
 - Website Launched on 8/12/17 Completed
 - Mobile apps Will be part of RFQ for App. Swiftly app. Transit Completed
 - 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. Completed
 - Electronic charging stations
 - On-board wi-fi This will be added when we add technology to buses. Have not deployed yet.
- Improve Appearance
 - Buses Currently recruiting for a lot attendant.
 - Shelters Now having Coast Rehabilitation Services cleaning shelters. They are only doing south county currently. We have added north county service as well. Completed but ongoing.

- 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. Hats have arrived.

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. Another positive article about the effect the ordinance has had at the Transit Center. We have been trying to get ahold of the Seaside Schools Transportation Supervisor to discuss the potential sharing of their site for bus storage. New recommendation will be before the Board in August for relocation of the Seaside 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. 2 New buses will be here very soon. 2 Buses have arrived, one in service. Preparing the RFQ for the 4 new buses we were awarded. Submitted grant for 4 buses to replace the Bluebirds.**
 - Technology **In place**
 - Facilities
- Identify new funding opportunities
 - Review fares **In progress. Jeff attending FTA Fare Policy training this month in Seattle. Before you this month. Completed**
 - Seek public/private partnerships **Working with college.**
 - Volunteers
 - Analyze current non-emergency medical transportation services for potential increased or new revenue **On standby until RideCare financials are assessed. Decision to terminate the agreement was made at the April meeting. No longer relevant**
 - 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. Budget in the hands of the committee. Completed for FY 2019**

Rider Report
July Board Meeting Report
John Layton

June Data

Fixed Route Highlights:

- 18,349 people used fixed routes in June for an average of 611.6 riders per day.
- 0.5% increase in average passengers who rode fixed routes per day from last June (608.6 to 611.6)
- 10.1 people per hour, on average, got on any fixed route at any time that the bus runs in June. No Change (10.1 to 10.1) from last June.
- 5.2% decrease in the ratio of elderly/disabled riders from last June (19.9 % to 18.9%)

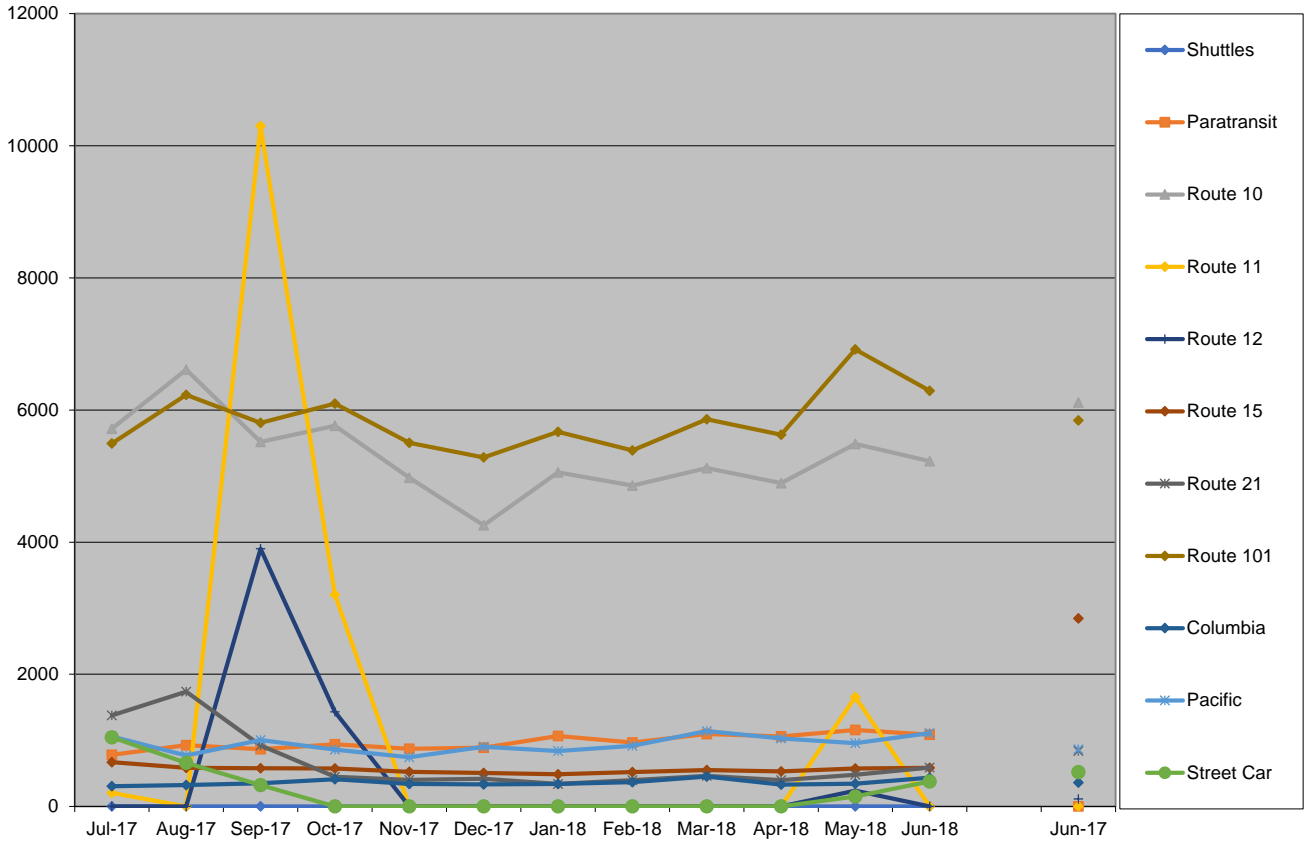
RideAssist Highlights:

- 1,085 rides were provided by RideAssist in June for an average of 36.2 rides per day.
- 5.3% increase in average RideAssist passengers per day from last June (34.4 to 36.2)
- 31.2 % increase in all ADA Paratransit rides from last June (529 to 694)

System Highlights:

- 19,434 people used Sunset Empire Transportation in June for an average of 647.8 riders per day.
- 1.6 % increase in all average passengers per day from last June (637.7 to 647.8)

SETD Rides

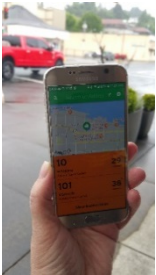




Outreach and Education
July 2018 Board Meeting Report
Mary Parker

Travel Training- The new students at Tongue Point seem more enthusiastic in the summer months as they are enjoying the weather. Many are venturing out. How to get home is the number one question and now the second question is.....how can I get to Walmart on the bus?

The Veterans Outreach Program- We are continuing to deliver rack cards to service organizations, clinics and other outreach programs throughout area.



The Transit App- We have placed a few more ads as we continue to do outreach for the Transit App. The feedback I have gotten has been very positive. The Transit Center is keeping track of the number and type of phone calls we are receiving to evaluate if we are seeing a drop in the “Where’s my bus” calls. Unfortunately we didn’t track the calls prior to us launching the app but should continue to see less calls. I have worked in the Transit Center several times in the last month and it does seem like we are receiving fewer calls, however we have also had some pretty lengthy bus delays caused by heavy traffic around the 4th of July so calls picked up a bit.

Summer Fun Pass- Our sales of Summer Fun passes have been selling well. We have sold 30 passes so far.

New Bus in Cannon Beach- Thank you Kevin for the great picture. The graphics came out beautifully and fit the shape of this style of bus nicely...but it is the ride that everyone is raving about!!!



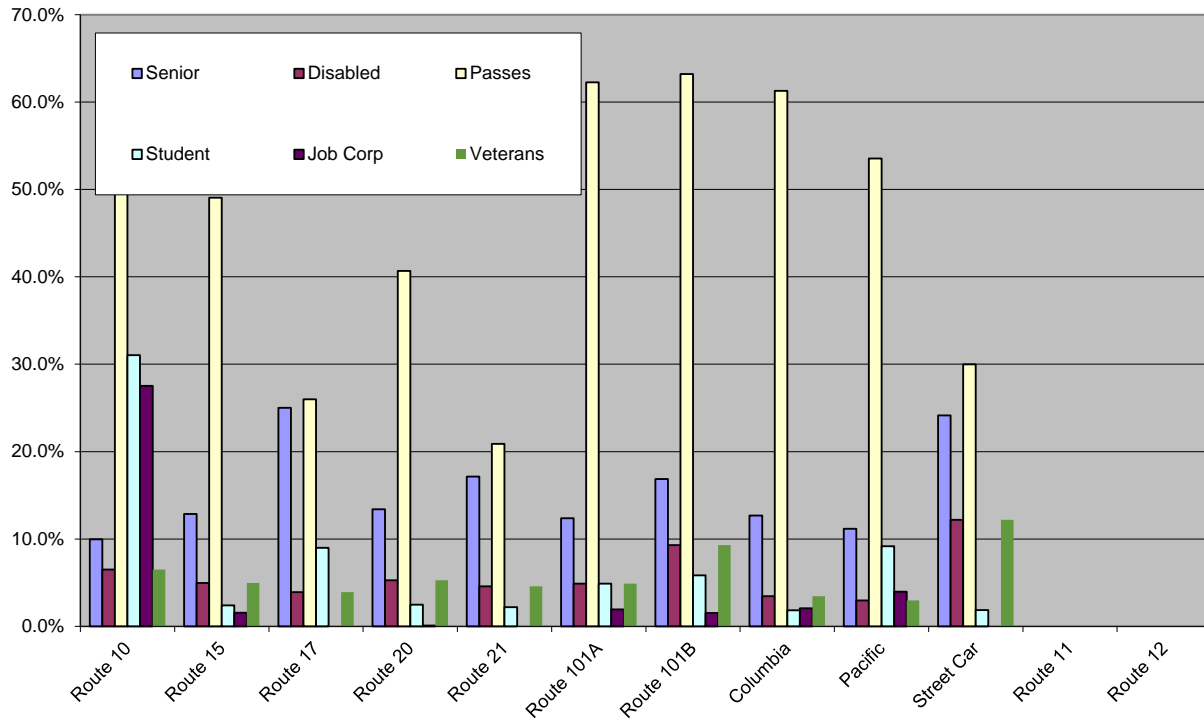
Human Resource Report
July Board Meeting Report
Tami Carlson

- Working with GNSA, the timeclock, timekeeping company to move forward with providing the district with payroll services. Continued trainings and data entry to implement in July.
- Open enrollment this month for district medical benefits. Premium costs went up very little this year. Medical and vision will continue with Regence Blue Cross and dental with Moda or Willamette Dental Group. Prescription, MDLive and expanded hearing aid coverage is included in health plan.
- SETD is seeking applicants to fill the Lot Attendant/Bus Washer position. Jose Alcantar will not return from his leave in June.
- RideCare staff members Deelinda Lee and Danielle McGregor left the district in June. There are 6 staff members continuing their employment until the closure date of July 31st.
- Submitted the mandatory OSHA electronic reporting of Injury and Illness data for 2017 that is due July 1st
- Attended the E.D. Eval Subcommittee meeting held on June 14th and provided the committee with information to aid in the yearly review and evaluation of SETD's Executive Director.
- Researched employment opportunities through OR Work Source for the RC staff's transition back into the workforce.
- Finished final draft of SETD's Zero Tolerance Drug & Alcohol Testing Policy to present to the Board of Directors this month for approval and adoption.
- Other projects - Working with Operations Manager to finalize a new employee step salary range chart to include COLA increase of 2.5% as of July 1st.

Ride Care Report
June, 2018 Ride Care report
Jason Jones

- Trips in June decreased again for the 2nd month in a row.
- Our strong efforts to stem the tide of next day same day requests have helped lower such rides by almost 8% over the last month. Our call team have really taken to the challenge well and in most cases have convinced the member to agree to use a reimbursement rather than a commercial ride.
- There has been a request for more information to be sent to the auditor. We look to have that data to them within 2 weeks.
- Ride Care learned late this month that Tillamook County Transportation District has been awarded the NEMT contract from Care Oregon. I have already been in contact with them assuring them that I will do everything I can to help necessitate a smooth transition.
- The State is still working out the contract details for the broker that will be doing the OHP rides. OHP is another source of funding other than the CCO that Ride Care also serviced. These trips accounted for less than 8% of our total rides. This separation of membership categories will create some confusion for the members who have only one or the other but we do anticipate this confusion to last only 1 month into transition.
- Ride Care staffing has taken a dip as some have found other work, some have medical needs that they need to take care of before their lapse in insurance. The call hold times are edging up slightly but not to a bad level and most small projects that were once being done have been placed on hold. We are fighting through it and will service the membership in the best possible way each and every day.

Rider Breakdown by Route



Operations
July 2018 Report
Paul Lewicki

We received and accepted two new buses from Creative Bus Sales in June. These buses carry 30 passengers, utilize a new, high-tech rear suspension system, and sport an upgraded drivers' seat to improve comfort and reduce fatigue. These buses also include an Automatic Passenger Counter for compiling boarding and alighting data. One of these buses has been in service since July 3rd, and the other will go into service later this month.

We are preparing the RFQ for four more replacement buses. We anticipate that the contract for these buses will be awarded in August of this year and expect delivery around April of 2019. These buses are replacements for our 2004 Bluebird buses, which will be kept as spares to support Routes 11 and 12, as well as to provide back up for other operational requirements.

We have submitted our application to ODOT for the *Grant for Buses and Bus Facilities Infrastructure Investment Program 5339(b)* funding. If we are successful in receiving this grant, we will purchase four additional buses. We would anticipate receiving these buses in FY 19-20.

We continue our recruitment efforts for bus drivers, but high employment numbers in the region make applicants few and far between.

We continue to work with Swiftly to iron out irregularities with real-time bus information app. Heavy summer traffic and less than ideal on-time performance present a challenge for the system to maintain accurate equipment assignment data. This results in buses occasionally "missing" from the app. I feel resolution is close at hand.

Our paratransit group is preparing to become a provider to the new NEMT brokerage run by Tillamook County Transit District. Since TCTD uses different dispatching software than did our own RideCare operation, a challenge is presented to integrate dispatching data between our current system, OBBS, and Ecolane – the software used by TCTD. We are looking at new software packages which will allow us to get away from OBBS and move into something that will be more compatible with Ecolane. This will streamline the process of integrating RideAssist rides with NEMT rides in a more manageable and efficient way.

I attended ODOT training on the STIF program in Salem this month. It was a one-day session including a webinar on the recently created rules for the STIF program, and a workshop on the finer points of the program and the process of applying for the funding.

After months of efforts to provide adequate heating for employees staffing the Seaside kiosk, we are now faced with the problem of too much heat from the summer sun and have received a request to install some type of shades or window film to mitigate the problem. We continue to seek a more viable solution to the challenges and opportunities which persist in South County.

RIDE ASSIST
July 2018 Report
Jennifer Geisler

- In June, RideAssist had 1083 rides for an average of 36 rides per day. There were 694 ADA rides, 11 Dial-A-Ride and we provided 289 RideCare rides. There were 89 escorts that assisted in these rides.
- There were zero ride denials for in the month of June.
- ADA Paratransit Report
 - Number of completed applications received: 6
 - Number of incomplete applications received: 0
 - Number of interview/assessments scheduled: 0
 - Number of interview/assessments completed: 0
 - Number of determinations made:
 - Within 21 days: 5
 - More than 21 days: N/A
 - Determination by type:
 - Unconditional: 5
 - Conditional:
 - Temporary:
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

RideAssist Fares Collected for June 2018

- Para-transit Fares collected: \$1156
- Tickets Collected: \$756
- Medicaid Billed: \$5312
- Ticket books sold: \$468
- Dial-A-Ride Fares collected: \$88