



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY AUGUST 23, 2018

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
8. OLD BUSINESS
 - a. TRANSPORTATION ADVISORY COMMITTEE APPOINTMENTS
 - b. SDAO LEGISLATIVE ISSUES
 - c. SEASIDE KIOSK UPDATE
 - d. TRANSIT APP STATISTICS
 - e. FOLLOW UP ON JOB TITLES AND DESCRIPTIONS FROM LAST MEETING
9. NEW BUSINESS
 - a. ENTERPRISE ZONE BOUNDARY AMENDMENT
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS
15. SDAO BOARD ASSESSMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
AUGUST
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
AUGUST
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
PCA	PERSONAL CARE ATTENDANT
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
AUGUST
2018

STF	SPECIAL TRANSPORTATION FUND
STIF	SPECIAL TRANSPORTATION IMPROVEMENT FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STP	SURFACE TRANSPORTATION PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION 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
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES**

July 26, 2018

DRAFT

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Bryan Kidder, Commissioner Pamela Alegria, Commissioner Tracy MacDonald. Vice Chair Carol Gearin excused.
Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager Paul Lewicki, Human Resources Tami Carlson, Transit Center Manager John Layton, Executive Assistant Mary Parker
3. ELECTION OF OFFICERS- Chair Kleczek opened the Board of Commissioners annual elections.
Commissioner Widener nominated Lylla Gaebel as Board Secretary Treasurer
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously

Commissioner Gaebel nominated Bryan Kidder as Board Vice Chair
Commissioner MacDonald seconded the motion
Discussion- None
Motion passed unanimously

Commissioner MacDonald nominated Kathy Kleczek as Board Chair
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously
4. CHANGES TO AGENDA- None
5. PUBLIC COMMENT- None
6. APPROVAL OF JUNE 28, 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the June 28, 2018 Board Minutes
Commissioner Widener seconded the motion
Discussion- 4 spelling corrections: word, correspondence, fails and role
Commissioner Gaebel amended motion to approve minutes as corrected
Commissioner Widener amended second to approve minutes as corrected.
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener- Reported that he has been hearing about the possibility of adding security on Fridays at the Astoria Transit Center since there are not as many staff in the office.
 - c. Commissioner MacDonald- No Report
 - d. Commissioner Gaebel- No Report

- e. Commissioner Kidder- Asked about transportation to the Empty Bellies facility on 202 and if we had been contacted and shared that a friend at the Retirement Village that wanted you to know that she is very happy about the recent fare changes at SETD.
- f. Chair Kleczek- Distributed post cards about the North Coast Tourism Summit asking all to help get the word out and how important the Studio is for getting feedback from people living here about tourism.

8. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the June Financials and Exceptions reports. Commissioner Kidder asked why the State employee tax was behind. Tracy will look into this and bring information back to the next meeting. Executive Director Hazen noted that the Supplemental budget needed to be added into the financials. Commissioner Gaebel wanted to make sure that corrections, comments and requested information comes back to the Board at the next meeting similar to the meeting minutes so that it is recorded and the auditors know. Tracy said she would.

Commissioner Gaebel moved to accept the June 2018 Financials as presented
 Commissioner Widener seconded the motion
 Discussion- None
 Motion passed unanimously

9. OLD BUSINESS-

- a. SDAO Legislative Issues- Executive Director Hazen reported that he had reached out to other Special Districts in Clatsop County letting them know what the Board would like to legislatively pursue and has not received any response. Commissioner Gaebel asked that a copy of the Legislative Issues sent to SDAO also be sent to our legislators so they are aware of the kind of legislation we are looking for.
- b. Seaside Relocation Update-Executive Director Hazen reported that the original property he was looking at has been rented and that the Seaside School District reported that they do not have space to store our buses. A space that he had looked at next to the previous Angelina's restaurant is now being remodeled. A suggestion was made to look at the Seaside Airport for bus parking.
- c. Title Change for Operations Manager/Deputy Executive Director- Executive Director Hazen said he wanted to consolidate the title of the Operations Manager/Deputy Executive Director to Chief Operating Officer (COO) and said he also had updated the COO Job Description so the COO can be a signer on the bank accounts. Commissioner Gaebel said she would like to have assurance that only one of you would be out of town at a time as that would be the whole purpose of having someone who could fill in during the director's absence. Executive Director Hazen said he could not guarantee that and added we are all plugged in and are only a phone call away and we are constantly checking our phones. Commissioner Gaebel said we have encountered a time here when we had no communication available and bus service was imperative and sometimes electronic transmission does not work and that is the only way I will vote for this is if I have that kind of assurance. Chair Kleczek said that she wanted to make it is clear that what we are voting on is not a job description, we are voting on a job title and what is being brought up is a different discussion that possibly the Board needs to address. There was further discussion on what the Boards responsibility is in staff job descriptions and salary ranges. Commissioner Gaebel said she had not got an answer to her request that this job description be brought to the next Board meeting

Commissioner Kidder moved to accept the title change from Operations Manager/Deputy Executive Director to Chief Operating Officer.
 Commissioner Widener seconded the motion
 Discussion-None
 5 Aye
 1 Nay
 Motion passed

Commissioner Kidder moved to place discussion of the Board's Policy of defining and approving Job Descriptions on the August Board Meeting Agenda. Chair Kleczek said she did not think it needed to be a motion and asked for Board consensus. There was Board consensus that discussion of the Board's Policy on Job Descriptions be on the August Board Meeting agenda.

Commissioner Alegria asked if there was a movement for the Board members to have a job description. Chair Kleczek said yes there was.

d. Board Policies-

- i. B-101-Board Elections- Executive Director Hazen said they had added the requirement of commissioners being a registered voter and maintaining residency in the county while serving and also under 4. added a, b or c term limit options.

Commissioner Gaebel moved to accept B-101 with 4.c

Commissioner MacDonald seconded the motion

Discussion-Commissioner Kidder asked if section 4 matches up with county and State policies. Executive Director Hazen said no this will be your internal policy. Chair Kleczek said that we are currently doing 4.c but we are bringing this before the Board to clarify and discuss it. Commissioner Kidder asked if this matches with what other transportation services do. Chair Kleczek said we did not check but there are other Special Districts that have term limits and some do not. Commissioner Widener said this is a county elected position and the power deserves to be shared equally and you can fire or remove somebody at any time during the term but I believe that it should be rotated now and then and appointing the same person becomes a default setting. Commissioner Gaebel said that Commissioner Kidder was elected as Vice Chair which is normally in training for the Chair. Commissioner Alegria said one year does not seem to be a lot of experience. Chair Kleczek said we have the election of new officers every year.

Aye 5

Nay 1

Motion passed

- ii. B-306- Board Governance- Executive Director Hazen said he had capitalized a B on Board and had made gender neutral changes where the policy said *he* to say he/she and there have been requests by Board members to receive keys to the buildings so he added 3 options for this under number 7. Commissioner Alegria said she did not understand why the Board would need access to the buildings. Commissioner Gaebel said she is coming in to sign checks at least once a week and staff is often away from the window in the front transit office so it is sometimes difficult to find a way in. Chair Kleczek said she had been given a key in case of emergency situations.

Commissioner Gaebel moved to accept B-306 with 7.a and 7.b

Commissioner MacDonald seconded the motion

Discussion-Commissioner Widener said he thought keys should be designated to the Chair only. Commissioner Kidder asked how often Commissioner Gaebel needed a key.

Commissioner Gaebel said it has happened a few times when staff is away from the window in front and Tracy is not in her office and when going back and forth between offices when it is winter and pouring rain. Commissioner Kidder said I am assuming you are asking for a key to access administrative office only and not to other buildings in Warrenton and the Kiosk? Commissioner Gaebel said that is a good point.

Commissioner Gaebel amended her original motion and moved to accept policy B-306 including 7.a and amending 7.b to say "Administrative offices only".

Commissioner MacDonald seconded the amended motion.

Discussion- Commissioner Kidder asked if the Executive Director should be notified when Board members are coming in to meet with staff. Chair Kleczek said yes and that is

covered in the policy. Chair Kleczek said if the Board is given a key to Astoria only then in an emergency there is no key to open Operations or the Kiosk.
Commissioner Gaebel requested to amend her motion to include 7.a, 7.b amended to say access to Administrative facilities only and 7.c amended to say all facilities.
Commissioner Kidder called the question
Motion passed unanimously

Chair Kleczek called a 5 minute recess at 10:05 AM

Chair Kleczek called the meeting back to order at 10:10 AM

- iii. B-310- Executive Director Hazen said he had combined B-813 and B-814 into this policy concerning legal counsel and added whoever is selected is licensed and registered in the state of Oregon. Commissioner Alegria asked to add “who” rather than “that” and in the last sentence add “in which” the lawsuit was brought.
Commissioner Gaebel moved to approve B-310 as corrected and the elimination of Board Policies B-813 and B-814
Commissioner MacDonald seconded
Motion passed unanimously
- iv. B-804- Executive Director Hazen said this policy has been changed to say that only Board Officers will be signers and all checks will have 2 signers with at least one being a Board Officer and that only qualified depositories will be utilized for public funds according to ORS 205.002. Commissioner Gaebel asked if the Chief Operating Officer position as being a signer should be added to this policy. Executive Director Hazen added that the Board Officers, Executive Director and the Chief Operating Officer shall be authorized signers on District Bank Accounts at all times.
Commissioner Gaebel moved to approve B-804 adding the COO to one with changes to be wordsmithed by staff.
Commissioner Kidder seconded the motion
Motion passed unanimously
- v. B-807- Executive Director Hazen said that #1 of policy has been incorporated with B-311.
Commissioner MacDonald moved to accept B-807
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously
- vi. B-811- Executive Director Hazen said this policy clarifies that Board members will be reimbursed for expenses on approved trips. Meals and incidentals will be for actual costs not to exceed GSA and M&I rates. Hazen said staff cannot cover multiple people’s costs when going out of town due to credit card limits. So we are asking that this would become a true reimbursement where Board members charge their credit cards and then receive a reimbursement. Commissioner Gaebel said she has heart burn over this as this means that only people on our Board who have the financial means to pay up front for conferences or traveling out of town will be able to afford to go. Commissioner Gaebel said she would rather see there be a credit card designated for the Board that has a high enough limit to use for travel as this really sends the message that if you are not wealthy enough to have a credit card with room to charge you are not welcome to go anyplace. Commissioner Widener said he would second that and said when he goes to conferences he is not going on vacation and this would be a hardship and a little unfair. Commissioner Alegria agree with this and said this is a little discriminatory and could prohibit someone from going to a conference. Commissioner MacDonald said he concurred with the other commissioners and said he is dealing with adjusting to retirement. Executive Director Hazen suggested the policy go back to the Policy Committee and that what he is hearing is that this policy should be eliminated as the Board does not want a Board

reimbursement policy. Commissioner Kidder said he did not think that striking the policy completely should be the first course of action. He also suggested having a company card that one person holds on to for making arrangements for larger expenses. Commissioner Gaebel said that members could pay for their meals and get reimbursed. Chair Kleczek said that even if we get credit cards for the Board there still needs to be a report of who used it and for what.

Commissioner MacDonald moved to send B-811 back to the Policy Committee

Commissioner Gaebel seconded the motion

Discussion- Commissioner Alegria said that the federal government does requires receipts for all purchases or there is no reimbursement.

Motion passed unanimously

- vii. B-815- Executive Director Hazen said that the update from Ordinance 2018-01 was added which includes “and are within budget constraints” to policy.

Commissioner Gaebel moved to approve B-815

Commissioner MacDonald seconded the motion

Discussion-None

Motion passed unanimously

- viii. B-816- Executive Director Hazen requested that an additional change be made to this policy which would change *Operations Manager/Deputy Executive Director* to Chief Operating Officer and deletes the *RideCare Manager*.

Commissioner MacDonald moved to accept B-816 and changes

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- ix. B-817- Timber Revenue-Executive Director Hazen explained that this is a new policy with choices a, b, c, d or e to designate where timber revenue that exceeds the budgeted amount will be placed. Commissioner Gaebel said the Budget Committee has made this recommendation for several years. Commissioner Kidder asked why just timber revenue overage was included in policy and no other funds. Executive Director Hazen said we are following what the county has been doing. Commissioner MacDonald said he liked the combination choice so if a good deal came up we could act on it. Commissioner Gaebel said that what the Budget Committee was trying to do was give direction to staff on what to put in the budget and that should be put in this. Commissioner Gaebel also said that timber revenue can fluctuate and the county did a 15 year average to use as the budgeted amount and we talked about doing a 10 year study. Commissioner Kidder said he was on the Clatsop County Budget Committee and the county uses a 10 year average of what they spend for budgeting Commissioner Kidder asked if we do not need to save for long term debt going forward. Executive Director Hazen said we do still have 2 long term debts that we are paying off but this gives us options.

Commissioner Alegria moved to accept B-817 with option a, b, c, d and e.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Gaebel said this does not address what the budget committee has recommended. Executive Director Hazen said that it would be included in the Financial Policy.

Motion passed unanimously

10. NEW BUSINESS

- a. Meeting Dates for November and December- Staff has given several options for the combined November and December meeting.

Commissioner Kidder moved to schedule the November-December combined Board meeting on November 29, 2018 at 9 AM.

Commissioner Gaebel seconded the motion

Discussion- None

Motion passed unanimously

- b. ODOT Public Transportation Conference-Executive Director Hazen asked who would like to attend the October 28th thru October 31st conference in Bend. Commissioner Widener, Commissioner Kidder, Commissioner MacDonald, Commissioner Kleczek and Commissioner Alegria said they would like to attend.
- c. Request for use of Transit Center Property- Executive Director Hazen reported that he had received a call from Astoria City manager Brett Estes concerning the owners of the Butcher Block requesting use of the transit plaza near the clock to serve food. The city will not allow them to use the sidewalk outside of their business. Chair Kleczek announced she may have a potential perceived conflict of interest due to one of the co-owners being a previous employee of hers. Butcher Block owner Jeremy said he would like to utilize the area to serve pre-smoked and barbecued meat that will be warmed and served at the plaza kitchen. Jeremy said there would be no mess and they would blockade the customers from any harm and have a hand washing station. He said he would only be doing this a couple of times a month. Jeremy said it is a matter of drawing people in and having some fun. Commissioner Gaebel said she tried and liked his product but having it on our property makes us liable and we could end up getting sued. We also have the Point Bus that parks there and the Washington bus parks there and there is a shelter there that may be used for eating instead of it being available for riders. Commissioner Gaebel suggested that Jeremy use the park across the street but Jeremy said the permit has to go through Astoria Parks and Rec is too long of a process. Commissioner Kidder said with anything there is risk but I am willing to take a chance.

Commissioner Kidder moved to approve the Transit Center plaza use permit and authorize Executive Director Hazen to sign it.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria said she agreed with Commissioner Gaebel. I think it opens up a can of worms for other businesses to come and ask for use of the property and our first priority as a Board is to our riders and property. Executive Director Hazen said the permit holds the licensee harmless and they must maintain a liability insurance policy of 1.5 million dollars and we also are covered by SDIS as well. Jeremy said I am very happy to just do a trial period and if you say nay I will quit or if you let me try and are not happy with it I will make whatever changes you ask for.

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

Motion failed

- d. FY 2018- Executive Director Hazen reviewed the annual ridership report. Commissioner MacDonald said he fully supports the Streetcar and suggested utilizing the route you did a couple of years ago and try to build it up.
- e. Committee Assignments – Chair Kleczek reported there is one less committee due to the closing of RideCare. Chair Kleczek make the following appointments for FY 2018-2019.
 - i. Transportation Advisory Committee- Commissioner Kidder and Commissioner MacDonald alternate
 - ii. Executive Director Evaluation and Compensation Committee- Chair Kleczek, Vice Chair Kidder and Secretary/Treasurer Gaebel
 - iii. Northwest Oregon Commission on Transportation- Chair Kleczek and Commissioner Gaebel alternate
- f. Executive Director Evaluation- Chair Kleczek reported that the committee has met many times to gather the information from the Board. Commissioner Gaebel asked if Executive Director Hazen wanted to have this during the regular Board meeting. Chair Kleczek said he had requested to have this in an open meeting. Chair Kleczek passed out envelopes to the Board which contain the Executive Directors self evaluation and the combined scores of the Boards evaluation. Chair Kleczek said it is the Evaluation Committee’s recommendation that the Board approve the evaluation and authorize the Board Chair to administer the evaluation to the Executive Director either one on one, with the Vice Chair or the Board Secretary present. It is the committee’s recommendation that the Board approve the evaluation without a pay increase. Executive Director Hazen clarified that he had requested not to have a pay increase this year.
 Commissioner Gearin commented to Executive Director Hazen that you did everything in your power with CCO and you acted appropriately. Executive Director Hazen said that was a failure. Commissioner MacDonald said he was sure that the wires between your office and the CCO were hot and I do not think you could have done any better. Commissioner Widener said he would go along with that. Commissioner MacDonald said we were talking but no one was listening.
 Commissioner Gaebel moved that the Board accept the recommendation of the evaluation committee and authorize the Board Chair to administer the evaluation with the recommendation of no salary increase at this time.
 Commissioner Widener seconded the motion
 Discussion-None
 Motion passed unanimously

- 11. CORROSPONDENCE- Executive Director Hazen shared the Oregon Health Authority Audit report which announces they have stopped auditing us as has been required for the last several years per our original repayment agreement.
- 12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report and announced that the Dollar General store in Gearhart will have a bus shelter in front of it. The Dollar General store in Knappa will have a Connector shelter in front of it. Executive Director Hazen announced the Active and Fit Program where Blue Cross members can become a member of several local gyms for a \$25 membership fee and \$25 monthly fee, however Hazen said we are going to pick up the gym fees for our employees so essentially they can become members and utilize these facilities for free.
 Executive Director Hazen said the Safety Committee recommended we open up the showers that have been being used for storage at operations so that we have a private shower that employees can utilize for cleaning after spills or contamination.

Tomorrow will be the last day of operations for RideCare. We will be taking the staff out to lunch and we are happy that Stephanie and Kelsie got hired by Tillamook. Commissioner Gaebel asked that Executive Director Hazen let the RideCare staff how much the Board appreciates them and for their staying with RideCare until the end. Commissioner Gaebel also said she commended Hazen for his dedication to the District's health plan and getting people into the gym.

Executive Director Hazen reported that he had engaged with a legal firm for specific labor and employment issues and this firm has worked with other transportation services in the state.

Commissioner Kidder asked about the driver that had been assaulted on the bus. Executive Director Hazen said that the rider came on board and said she wanted a ride but did not have a ticket and Kathy said she could not ride without a ticket. The rider then began to leave and turned on Kathy and started beating on her. Luckily another rider stepped in and blocked the rider from causing further injury. The police arrested the rider however since Kathy was not injured, most of the charges were dropped. We are going to award the rider that helped Kathy with some kind of award. Commissioner Gaebel would like the Board to give an award to the rider that helped and then maybe a certificate for a dinner or something.

13. 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.

14. PUBLIC COMMENT-Commissioner MacDonald said he had tried to cross the street to catch the bus at Walmart and said it was very dangerous. Executive Director Hazen said that ODOT, Clatsop County and Warrenton are looking at this area and strategizing to correct this.

15. OTHER ITEMS-

Meeting was adjourned at 11:45 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- July 2018.

Mission Statement

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

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

NOTE on Reviewing Financials: Month 1 = 8.33 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$76,071(\$20,425 more than budget), 3% of annual budget and 137% of monthly budget. YTD Total Materials & Services was \$70,855 (\$6,321 more than budget), 8% of annual budget and 110% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$20,660 - \$2166 less than the monthly budget.
- 4015 Paratransit Fares: Revenues for the month were \$4,222 - \$62.00 less than the monthly budget.
- 4100 Contract Service-IGA: Cannon Beach was billed \$8,256 for July services.
- 4205 Property Taxes: \$9,900 was received on 7/3/18.
- 4250 Timber Sales: No timber revenue received.
- 4260 Mass Transit Assessment: Received \$16,477 on July 2, 2018.
- 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 5, 2018
- 4300 Interest: June interest for General Fund was \$685.
- 4310 Misc. Income: \$11 for laminating.
- 5000 Grants: Grant reimbursements billing for Q4 is underway.
- 5080 Oregon STF Funds: \$23,310 was received on July 9, 2018.

Expense

- 6005 Salaries & Wages: Over budget for the month (and year) by \$19,697.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for July was \$585. See STF budget.
- 8006 Ads (HR Job Posting): Lot Attendant ad for Operations.
- 8031 Website/On-line SW Sub: \$422 for email accounts. Under budget so far by \$230.
- 8050 Dues Subscriptions & Fees: LGPI \$1057, CASTA \$460, Rotary \$52.50, OTA \$900, Cannon Beach Chamber \$135 and OR Dept of C& B Svcs \$63.84.
- 8055 Durable Equip/Small Tools: New iPad for TC \$498, Camera system for TC \$2500 and chair for Driver Supervisor \$264.
- 8095 Legal Council: Services for July.
- 8100 Meeting Expense: Refreshments for Board Subcommittee, Board Meeting, Volunteer Meeting and Senior and Disabled Meeting.
- 8120 Office Supplies: Misc supplies. BOLI posters, power supplies for laptops, WIFI access point.

SETD Expense con't

***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
JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the August 2018 Board of Commissioner's Meeting

- 8150 Taxes/Licenses/Bus Reg Fees: Plates for new buses - \$244.
- 8170 Vehicle Maint & Repairs: Several large expenses for repair; \$5,655 injector pump and radiator for #73, \$3699 catalytic converter and turbo for #92, \$3184 for A/C repair #76 and \$2985 for tires - 4 buses.
- END

Ride Care Fund Profit and Loss

Ride Care's (RC) total income is -60% of total budget. YTD revenues of \$230,553 is \$156,683 less than budgeted. YTD Interest Income of \$422. Materials & Services of \$224,314 are \$83,244 less than budget and are 49% of YTD budget.

Income

- 4300 Interest: Interest earned is \$422.
- 4500 RC Provider Service Reimbursement: DMAP payments have been received in the amount of \$9,870.
- 4550 RC CCO Settlement Reimbursement: The 80% PMPM for July in the amount of \$219,995 was received via ACH on 7/18/18. The true-up for June \$70,087 and July \$38,231 are expected mid-August.

Expense

- 6005 Salaries and Wages: Under budget \$2,503 YTD.
- 7000 Contract Providers: Major providers include K & M \$36,652 - AAA Ride Assist \$10,850.93 - Wapato \$65,073 - Ryan \$17,208 - Elliott \$12,380 – Tillamook \$8,150 – Hot Shot \$9,317 and Medix \$14,104. Gas Vouchers accounted for \$22,536. Provider payments is under budget by \$82,660 YTD.
- 7030 Bus Passes: \$5420 for passes from May-July.
- END

Follow up items:

Mass Transit income was received on July 2, 2018 in the amount of \$16,477.

Mass Transit Assessment is based on the amount of payroll of state employees within our district.

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

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
July 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	20,660.16	22,826.00	20,660.16	22,826.00	(2,165.84)	228,600.00	9%
4015 PARATRANSIT FARES	4,222.00	4,284.00	4,222.00	4,284.00	(62.00)	51,400.00	8%
4090 DONATIONS/COMMISSIONS	44.95	744.00	44.95	744.00	(699.05)	16,100.00	0%
4100 CONTRACTED SERVICES-IGA	0.00	10,834.00	0.00	10,834.00	(10,834.00)	130,000.00	0%
4200 TAXES					0.00		
4205 PROPERTY TAXES	7,944.97	0.00	7,944.97	0.00	7,944.97	940,000.00	1%
4207 PRIOR YR PROPERTY TAX	1,955.40	0.00	1,955.40	0.00	1,955.40	22,000.00	9%
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	0.00	0.00	-	0.00	
Total 4200 TAXES	9,900.37	0.00	9,900.37	0.00	9,900.37	962,000.00	1%
4250 TIMBER SALES	0.00	0.00	0.00	0.00	-	220,000.00	0%
4260 MASS TRANSIT ASSESSMENT	16,477.00	15,633.00	16,477.00	15,633.00	844.00	70,000.00	24%
4270 RENTAL INCOME					-		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	1,200.00	0%
4272 PARKING SPACES	760.00	660.00	760.00	660.00	100.00	9,020.00	8%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	0.00	280.00	0%
Total 4270 RENTAL INCOME	760.00	660.00	760.00	660.00	100.00	10,500.00	7%
4300 INTEREST	685.63	665.00	685.63	665.00	20.63	8,000.00	9%
4310 MISC INCOME	11.00	0.00	11.00	0.00	11.00	0.00	
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	0.00	0.00	
5000 GRANTS					0.00		
5001 ODOT GRANTS					0.00		
5002 5311 GRANT OPERATIONS	0.00	0.00	0.00	0.00	0.00	455,657.00	0%
5003 5310 MOBILITY MGT GRANT	0.00	0.00	0.00	0.00	0.00	44,630.00	0%
5004 5310 PREV MAINT GRANT	0.00	0.00	0.00	0.00	0.00	115,976.00	0%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	0.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS CON	0.00	0.00	0.00	0.00	0.00	86,577.00	0%
5001 ODOT GRANTS - Other	0.00	0.00	0.00	0.00	0.00	0.00	

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 5001 ODOT GRANTS	0.00	0.00	0.00	0.00	0.00	877,090.00	0%
5050 MISC GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	
Total 5000 GRANTS	0.00	0.00	0.00	0.00	0.00	877,090.00	0%
5080 OREGON STF FUNDS	23,310.00	0.00	23,310.00	0.00	23,310.00	457,623.00	5%
Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	76,071.11	55,646.00	76,071.11	55,646.00	20,425.11	3,031,313.00	3%
Gross Profit	76,071.11	55,646.00	76,071.11	55,646.00	20,425.11	3,031,313.00	3%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	92,845.75	91,839.00	92,845.75	91,839.00	(1,006.75)	1,239,798.00	7%
6200 PAYROLL EXPENSES	10,492.99	9,148.00	10,492.99	9,148.00	(1,344.99)	123,500.00	8%
6300 EMPLOYEE BENEFITS	27,818.18	24,174.00	27,818.18	24,174.00	(3,644.18)	321,100.00	9%
Total 1. PERSONNEL SERVICES	131,156.92	125,161.00	131,156.92	125,161.00	(5,995.92)	1,684,398.00	8%
2. MATERIALS & SERVICES					-		
7000 RC PROVIDER PAYMENTS	585.90	0.00	585.90	0.00	(585.90)	0.00	
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	0.00	0.00	0.00	0.00	30,000.00	0%
8006 ADS (HR JOB POSTING)	390.72	0.00	390.72	0.00	(390.72)	3,500.00	11%
8010 BANK FEES	136.81	240.25	136.81	240.25	103.44	2,000.00	7%
8020 BLDING & GROUNDS MAINT	1,767.93	4,562.00	1,767.93	4,562.00	2,794.07	75,500.00	2%
8030 COMP-INFO-TECH SERVICES					0.00		
8031 WEBSITE/ON-LINE SW SUB	621.79	811.00	621.79	811.00	189.21	13,935.00	4%
8032 SUPPORT SERVICES/CONTRACTS	3,988.98	4,030.00	3,988.98	4,030.00	41.02	65,065.00	6%
8030 COMP-INFO-TECH SERVICES - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total 8030 COMP-INFO-TECH SERVICES	4,610.77	4,841.00	4,610.77	4,841.00	230.23	79,000.00	6%
8035 CONF TRAINING & TRAVEL	1,459.76	2,342.00	1,459.76	2,342.00	882.24	27,000.00	5%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	-	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	0.00	172.00	0.00	172.00	172.00	2,500.00	0%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8050 DUES SUBSCRIPTIONS & FEES	2,688.34	1,517.00	2,688.34	1,517.00	(1,171.34)	13,500.00	20%
8053 IGA - DUES AND FEES	0.00	2,500.00	0.00	2,500.00	2,500.00	10,000.00	0%
8055 DURABLE EQUIP/SMALL TOOLS	3,261.98	0.00	3,261.98	0.00	(3,261.98)	15,000.00	22%
8061 EQUIPMENT LEASE/RENT	188.00	250.00	188.00	250.00	62.00	3,000.00	6%
8065 EDUCATION/OUTREACH	983.55	1,149.00	983.55	1,149.00	165.45	30,000.00	3%
8070 EMPLOYEE RECOGNITION	175.95	208.00	175.95	208.00	32.05	10,000.00	2%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	-	5,500.00	0%
8075 FUEL	17,970.54	25,000.00	17,970.54	25,000.00	7,029.46	230,000.00	8%
8080 INSURANCE	0.00	3,500.00	0.00	3,500.00	3,500.00	85,000.00	0%
8090 LEGAL ADS	0.00	40.00	0.00	40.00	40.00	800.00	0%
8095 LEGAL COUNSEL	560.00	0.00	560.00	0.00	(560.00)	3,000.00	19%
8100 MEETING EXPENSE	188.94	45.00	188.94	45.00	(143.94)	2,000.00	9%
8120 OFFICE SUPPLIES	1,531.62	869.00	1,531.62	869.00	(662.62)	15,000.00	10%
8130 PAYROLL PROCESSING FEES	0.00	167.00	0.00	167.00	167.00	2,000.00	0%
8135 PRINTING	0.00	1,000.00	0.00	1,000.00	1,000.00	20,000.00	0%
8139 PROFESSIONAL SERVICES	359.05	1,250.00	359.05	1,250.00	890.95	15,000.00	2%
8150 TAXES/LICENSES/BUS REG FEE	244.00	42.00	244.00	42.00	(202.00)	500.00	49%
8155 TELEPHONE/INTERNET SERVICE	3,657.28	4,500.00	3,657.28	4,500.00	842.72	54,000.00	7%
8160 UNIFORMS	193.85	245.00	193.85	245.00	51.15	5,000.00	4%
8165 UTILITIES	1,270.42	2,314.00	1,270.42	2,314.00	1,043.58	30,000.00	4%
8170 VEHICLE MAINT & REPAIRS	28,629.99	7,781.00	28,629.99	7,781.00	(20,848.99)	140,000.00	20%
Total 2. MATERIALS & SERVICES	70,855.40	64,534.25	70,855.40	64,534.25	(6,321.15)	908,800.00	8%
Total Expense	202,012.32	189,695.25	202,012.32	189,695.25	(12,317.07)	2,593,198.00	8%
Net Ordinary Income	-125,941.21	-134,049.25	-125,941.21	-134,049.25	(8,108.04)	438,115.00	-29%
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0	205,582.00	0%
Total Other Income	0.00	0.00	0.00	0.00	0	205,582.00	0%
Other Expense					0		
3. OTHER EXPENSES					0		

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9610 CLATSOP BANK-PRINCIPAL	6,056.95	6,076.23	6,056.95	6,076.23	19.28	74,866.85	8%
9611 CLATSOP BANK-LOAN INT	516.55	497.27	516.55	497.27	(19.28)	4,015.15	13%
Total 3. OTHER EXPENSES	6,573.50	6,573.50	6,573.50	6,573.50	0	78,882.00	8%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0	175.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0	45,291.15	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0	3,490.85	0%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0	837,455.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0	160,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0	123,582.00	0%
Total Other Expense	6,573.50	6,573.50	6,573.50	6,573.50	0	1,248,876.00	1%
Net Other Income	-6,573.50	-6,573.50	-6,573.50	-6,573.50	0	-1,043,294.00	1%
Net Income	-132,514.71	-140,622.75	-132,514.71	-140,622.75	-8108.04	-605,179.00	22%

Sunset Empire Transportation District
Profit & Loss
Budget Performance-RIDECARE
July 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	421.68	50.00	421.68	50.00	371.68	50.00	843%
4500 RC PROVIDER SERVICE REIM	230,131.10	387,186.00	230,131.10	387,186.00	(157,054.90)	446,500.00	52%
Total Income	230,552.78	387,236.00	230,552.78	387,236.00	(156,683.22)	446,550.00	52%
Gross Profit	230,552.78	387,236.00	230,552.78	387,236.00	(156,683.22)	446,550.00	52%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	34,569.67	38,600.00	34,569.67	38,600.00	4,030.33	53,600.00	64%
6200 PAYROLL EXPENSES	2,976.56	4,000.00	2,976.56	4,000.00	1,023.44	5,000.00	60%
6300 EMPLOYEE BENEFITS	5,300.50	2,750.00	5,300.50	2,750.00	(2,550.50)	3,500.00	151%
Total 1. PERSONNEL SERVICES	42,846.73	45,350.00	42,846.73	45,350.00	2,503.27	62,100.00	69%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	215,839.79	298,500.00	215,839.79	298,500.00	82,660.21	448,500.00	48%
7030 BUS PASSES	5,880.00	3,500.00	5,880.00	3,500.00	(2,380.00)	3,500.00	168%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	1,295.00	0.00	1,295.00	1,295.00	1,295.00	
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	0.00	0.00	0.00	
8010 BANK FEES	0.10	0.00	0.10	0.00	(0.10)	0.00	
8020 BLDING & GROUNDS MAINT	365.15	350.00	365.15	350.00	(15.15)	350.00	104%
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		133.20		(133.20)		
8030 COMP-INFO-TECH SERVICES - Other	0.00	100.00	0.00	100.00	100.00	100.00	
Total 8030 COMP-INFO-TECH SERVICES	133.20	100.00	133.20	100.00	(33.20)	100.00	133%

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
8035 CONF TRAINING & TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	0.00	60.00	0.00	60.00	60.00	60.00	
8050 DUES SUBSCRIPTIONS & FEES	20.16	0.00	20.16	0.00	(20.16)	0.00	
8055 DURABLE EQUIP/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	
8065 EDUCATION/OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00	
8070 EMPLOYEE RECOGNITION	0.00	100.00	0.00	100.00	100.00	100.00	
8080 INSURANCE	0.00	1,200.00	0.00	1,200.00	1,200.00	1,200.00	
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	0.00	
8100 MEETING EXPENSE	0.00	100.00	0.00	100.00	100.00	100.00	
8120 OFFICE SUPPLIES	387.42	200.00	387.42	200.00	(187.42)	200.00	194%
8130 PAYROLL PROCESSING FEES	0.00	56.00	0.00	56.00	56.00	56.00	
8135 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	
8139 PROFESSIONAL SERVICES	70.75	375.00	70.75	375.00	304.25	375.00	19%
8155 TELEPHONE/INTERNET SERVICE	1,138.34	850.00	1,138.34	850.00	(288.34)	850.00	134%
8160 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	
8165 UTILITIES	479.56	873.00	479.56	873.00	393.44	873.00	55%
Total 2. MATERIALS & SERVICES	<u>224,314.47</u>	<u>307,559.00</u>	<u>224,314.47</u>	<u>307,559.00</u>	<u>83,244.53</u>	<u>457,559.00</u>	<u>49%</u>
Total Expense	<u>267,161.20</u>	<u>352,909.00</u>	<u>267,161.20</u>	<u>352,909.00</u>	<u>85,747.80</u>	<u>519,659.00</u>	<u>51%</u>
Net Ordinary Income	-36,608.42	34,327.00	-36,608.42	34,327.00	70,935.42	-73,109.00	50%
Other Income/Expense							
Other Expense							
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Net Income	<u><u>-36,608.42</u></u>	<u><u>34,327.00</u></u>	<u><u>-36,608.42</u></u>	<u><u>34,327.00</u></u>	<u><u>70,935.42</u></u>	<u><u>-73,109.00</u></u>	<u><u>50%</u></u>

Sunset Empire Transportation District
Balance Sheet
 As of July 31, 2018

	<u>Jul 31, 18</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	846,755.46	Current Liabilities	
Accounts Receivable	62,511.23	Accounts Payable	
Other Current Assets		2000 ACCOUNTS PAYABLES	79,808.66
1400 PREPAID EXPENSES	484.81	Total Accounts Payable	79,808.66
1500 UNDEPOSITED FUNDS	2,392.70	Other Current Liabilities	63,032.62
Total Other Current Assets	<u>2,877.51</u>	Total Current Liabilities	<u>142,841.28</u>
Total Current Assets	<u>912,144.20</u>	Long Term Liabilities	
TOTAL ASSETS	<u><u>912,144.20</u></u>	2800 INTERCOMPANY DUE TO/FROM	
		2810 DUE TO RIDE CARE	(37,934.82)
		2815 DUE TO/(FROM) SETD G F	37,934.82
		Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
		Total Long Term Liabilities	<u>0.00</u>
		Total Liabilities	142,841.28
		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	(1,140,686.51)
		Net Income	(181,978.55)
		Total Equity	<u>769,302.92</u>
		TOTAL LIABILITIES & EQUITY	<u><u>912,144.20</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
DHS - CHILD WELFARE-CLATSOP	550.00	0.00	0.00	0.00	0.00	550.00
MY NEXT STEP	30.00	0.00	0.00	0.00	0.00	30.00
OR DHS-VOCATIONAL REHAB SERVICES	0.00	0.00	102.00	0.00	0.00	102.00
P-HOLLAND, CAMILLE	0.00	95.00	0.00	0.00	0.00	95.00
Providence Seaside Hospital	0.00	20.00	0.00	0.00	0.00	20.00
RC-PASSES	5,420.00	0.00	0.00	0.00	0.00	5,420.00
TOTAL	<u>6,000.00</u>	<u>115.00</u>	<u>102.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,217.00</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	38.77	0.00	0.00	0.00	0.00	38.77
ASTORIA FORD	299.51	0.00	0.00	0.00	0.00	299.51
ATLANTIS AUTO GLASS, INC	195.00	0.00	0.00	0.00	0.00	195.00
CASH N CARRY	7.07	0.00	0.00	0.00	0.00	7.07
CB LAWN CARE	406.00	0.00	0.00	0.00	0.00	406.00
CoastCom, Inc.	0.00	0.00	-3,666.02	0.00	0.00	-3,666.02
CRS	332.67	332.67	0.00	0.00	0.00	665.34
E-McDONALD, LAWRENCE	95.00	0.00	0.00	0.00	0.00	95.00
EARTH2O	20.09	0.00	0.00	0.00	0.00	20.09
ENGLUND MARINE SUPPLY CO, INC	34.76	0.00	0.00	0.00	0.00	34.76
GNSA	294.80	0.00	0.00	0.00	0.00	294.80
HEATHER REYNOLDS	560.00	0.00	0.00	0.00	0.00	560.00
HOME DEPOT CREDIT SERVICES	20.00	508.78	0.00	0.00	0.00	528.78
INDUSTRIAL DIESEL POWER, INC	661.94	0.00	0.00	0.00	0.00	661.94
IRON MOUNTAIN	51.18	0.00	0.00	0.00	0.00	51.18
JACKSON & SON OIL, INC.	3,085.04	0.00	0.00	0.00	0.00	3,085.04
MCCALL TIRE CENTER - Warrenton	2,079.72	0.00	0.00	0.00	0.00	2,079.72
MTR WESTERN BUS	1,373.86	0.00	0.00	0.00	0.00	1,373.86
O'REILLY AUTO PARTS	586.18	0.00	0.00	0.00	0.00	586.18
OFFICE DEPOT	263.99	0.00	0.00	0.00	0.00	263.99
OREGON TRANSIT ASSOCIATION	900.00	0.00	0.00	0.00	0.00	900.00
PRECISION ALIGNMENT	954.11	0.00	0.00	0.00	0.00	954.11
RC-SETD-PASSES	5,420.00	0.00	0.00	0.00	0.00	5,420.00
RECOLOGY WESTERN OREGON	94.64	0.00	0.00	0.00	0.00	94.64
ROD'S AUTO & MARINE ELECTRIC	7,047.90	0.00	0.00	0.00	0.00	7,047.90
SHORELINE ENTERPRISES	135.00	0.00	0.00	0.00	0.00	135.00
VERIZON WIRELESS	689.46	0.00	0.00	0.00	0.00	689.46
WARRENTON, CITY OF	349.85	0.00	0.00	0.00	0.00	349.85
WILCOX & FLEGEL	14,885.50	0.00	0.00	0.00	0.00	14,885.50
TOTAL	<u>40,882.04</u>	<u>841.45</u>	<u>-3,666.02</u>	<u>0.00</u>	<u>0.00</u>	<u>38,057.47</u>

Sunset Empire Transportation District Check Detail July 2018

Num	Date	Name	Paid Amount
5327	07/02/2018	RC-K & M MEDIVAN	10,907.56
5328	07/02/2018	RC-LEE, RYAN	5,320.02
5334	07/02/2018	RC-TILLAMOOK COUNTY TRANSPORTATION	7,996.00
5335	07/02/2018	RC-WAPATO SHORES, INC	13,612.50
5339	07/12/2018	RC-LEE, RYAN	7,214.42
5344	07/12/2018	RC-TILLAMOOK COUNTY TRANSPORTATION	16,112.00
5345	07/12/2018	RC-WAPATO SHORES, INC	21,226.82
5349	07/19/2018	RC-ELLIOTT'S TRANSPORT	6,402.80
5350	07/19/2018	RC-FARMERS CO-OP	5,180.78
5352	07/19/2018	RC-K & M MEDIVAN	15,973.94
5358	07/19/2018	RC-WAPATO SHORES, INC	10,828.24
5359	07/19/2018	RC-WILCOX & FLEGEL	8,246.58
5366	07/23/2018	RC-K & M MEDIVAN	10,377.46
5367	07/23/2018	RC-LEE, RYAN	6,458.64
5375	07/23/2018	RC-WAPATO SHORES, INC	15,230.69
5379	07/31/2018	RC-HOT SHOT TRANSPORTATION	6,980.00
5380	07/31/2018	RC-K & M MEDIVAN	10,301.43
5381	07/31/2018	RC-LEE, RYAN	6,009.42
5382	07/31/2018	RC-MEDIX AMBULANCE	5,227.80
5389	07/31/2018	RC-WAPATO SHORES, INC	18,081.48
18175	07/19/2018	WILCOX & FLEGEL	14,429.28
18178	07/23/2018	SDIS	36,545.29
18180	07/24/2018	BOLDT, CARLISLE & SMITH, LLC	7,742.50
18185	07/24/2018	INDUSTRIAL DIESEL POWER, INC	13,093.91
18186	07/24/2018	MINDSHIFT TECHNOLOGIES	6,752.00
18196	07/24/2018	WESTERN BUS SALES, INC.	5,754.54
18199	07/31/2018	CARD SERVICE CENTER	6,612.44
Total			298,618.54

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
07/16/2018	0342 6/8 TO 7/8

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

PAID

Bill Due	08/15/2018
Terms	
Memo	JUNE 8 TO JULY 8

Expenses

Account	Memo	Amount	Customer:Job	Class
8121 POSTAGE-SHIPPING	1050 - CARLSON			
8100 MEETING EXPENSE	USPS - POSTAGE	7.91		ADMINISTRATION
	FRED MEYER - FOOD FOR	32.64		ADMINISTRATION
	BOARD SUB COMMITTEE			
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	49.99		ADMINISTRATION
8070 EMPLOYEE	ERICKSON FLORAL	112.90		ADMINISTRATION
RECOGNITION	FLOWERS FOR EMPLOYEES			
8121 POSTAGE-SHIPPING	USPS - STAMPS	50.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	14.66		ADMINISTRATION
8120 OFFICE SUPPLIES	BOLI - POSTERS	60.00		ADMINISTRATION
8066 EVENT SUPPLIES	SMART FOOD SERVICE -	17.38		ADMINISTRATION
	CANDY FOR 4TH OF JULY			
	PARADE			
8066 EVENT SUPPLIES	SMART FOOD SERVICE -	18.98		ADMINISTRATION
	CANDY FOR 4TH OF JULY			
	PARADE			
	0326 - HAZEN			
8038 TRAVEL	UNITED - BAGGAGE FEE FOR	25.00		ADMINISTRATION
	JEFF FOR CTAA			
	CONFERENCE			
8038 TRAVEL	UBER - TRANSPORTATION	8.58		ADMINISTRATION
	FOR JEFF FOR CTAA			
	CONFERENCE			
8038 TRAVEL	BAKERSFIELD - FOOD FOR	16.91		ADMINISTRATION
	JEFF FOR CTAA			
	CONFERENCE			
8038 TRAVEL	BAKERSFIELD - FOOD FOR	20.05		ADMINISTRATION
	JEFF FOR CTAA			
	CONFERENCE			
8038 TRAVEL	CONVENTION CENTER	12.00		ADMINISTRATION
	GARAGE - PARKING FOR			
	JEFF FOR CTAA			
	CONFERENCE			

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
07/16/2018	0342 6/8 TO 7/8

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

PAID

Bill Due	08/15/2018
Terms	
Memo	JUNE 8 TO JULY 8

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	CONVENTION CENTER GARAGE - PARKING FOR JEFF FOR CTAA CONFERENCE	12.00		ADMINISTRATION
8038 TRAVEL	SOJU - FOOD FOR JEFF FOR CTAA CONFERENCE	23.26		ADMINISTRATION
8038 TRAVEL	CONVENTION CENTER GARAGE - PARKING FOR JEFF FOR CTAA CONFERENCE	12.00		ADMINISTRATION
8038 TRAVEL	CONVENTION CENTER GARAGE - PARKING FOR JEFF FOR CTAA CONFERENCE	12.00		ADMINISTRATION
8038 TRAVEL	BAKERSFIELD - FOOD FOR JEFF FOR CTAA CONFERENCE	6.42		ADMINISTRATION
8038 TRAVEL	UNITED - BAGGAGE FEE FOR JEFF FOR CTAA CONFERENCE	25.00		ADMINISTRATION
8038 TRAVEL	AVIS RENT A CAR - CAR RENTAL FOR JEFF FOR CTAA CONFERENCE	323.79		ADMINISTRATION
8038 TRAVEL	HOMWOOD SUITES - PARKING FOR JEFF FOR CTAA CONFERENCE	154.00		ADMINISTRATION
8038 TRAVEL	BURGER KING - FOOD FOR JEFF FOR CTAA CONFERENCE	13.30		ADMINISTRATION
8038 TRAVEL	UNITED - FOOD FOR JEFF FOR CTAA CONFERENCE	9.59		ADMINISTRATION
8038 TRAVEL	UNITED - FOOD FOR JEFF FOR CTAA CONFERENCE	4.59		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

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PAID

Bill Due	08/15/2018
Terms	
Memo	JUNE 8 TO JULY 8

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	PRIMANTI BROS STRIP - FOOD FOR JEFF FOR CTA	14.78		ADMINISTRATION
8038 TRAVEL	CONFERENCE PDX AIRPORT PARKING - FOOD FOR JEFF FOR CTA	70.00		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	CONFERENCE ITUNES - IPAD STORAGE	0.99		ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD FOR BOARD MEETING	8.87		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - FOOD FOR BOARD MEETING	20.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0284 - JONES FRED MEYER - TEAM TREAT	6.00	RIDECARE ADMIN	ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER - FOOD FOR VOLUNTEER DRIVER MEETING	20.97		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - FOOD FOR VOLUNTEER DRIVER MEETING	95.46		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	DROPBOX - DATA STORAGE	99.00		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	0103 - LAYTON ADOBE - SOFTWARE SUBSCRIPTION FOR JOHN AND MARY	34.98		ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON - OFFICE SUPPLIES	44.23		ADMINISTRATION
8120 OFFICE SUPPLIES	LENOVO - POWER SUPPLIES FOR LAPTOPS	89.98		ADMINISTRATION
8056 COMPUTER HARDWARE	SQUARE - CASH REGISTER FOR TRANSIT CENTER	498.00		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

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Bill Due	08/15/2018
Terms	
Memo	JUNE 8 TO JULY 8

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8120 OFFICE SUPPLIES	GREYHOUND - PAID FOR RIDER WHO CHARGED CARD ON SQUARE SYSTEM	19.50		ADMINISTRATION
8120 OFFICE SUPPLIES	NEWEGG.COM - WIFI ACCESS POINT	98.00		ADMINISTRATION
8065 EDUCATION/OUTREACH	0946 - LEWICKI AMAZON - RETURN OF US BUNTING FLAGS FOR STREET CAR	-155.36		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SMART FOOD SERVICE - FOOD FOR DRIVER'S MEETING	42.06		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - FOOD FOR DRIVER MEETING	14.99		ADMINISTRATION
8065 EDUCATION/OUTREACH	KJ MAGNETICS - PATRIOTIC MAGNETS	154.72		ADMINISTRATION
8065 EDUCATION/OUTREACH	AMAZON - US BUNTING FLAGS FOR STREET CAR	87.11		ADMINISTRATION
8022 B&M JANITORIAL	BOGH ELECTRIC - RECYCLE LIGHTS	81.75		ADMINISTRATION
8121 POSTAGE-SHIPING	USPS - POSTAGE	24.70		ADMINISTRATION
8173 STOCK PARTS	SKIPANON MARINE & RV - FASTENERS FOR BUSES	13.80		ADMINISTRATION
8038 TRAVEL	EXPEDIA - AIRFARE FOR PAUL FOR ZEB CONFERENCE	19.00		ADMINISTRATION
8038 TRAVEL	EXPEDIA - AIRFARE FOR PAUL FOR ZEB CONFERENCE	1.57		ADMINISTRATION
8038 TRAVEL	HOTELS.COM - LODGING FOR PAUL FOR ZEB CONFERENCE	177.44		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

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 CARD SERVICE CENTER
 PO BOX 569100
 DALLAS TX 75356-9100

PAID

Bill Due 08/15/2018
 Terms
 Memo JUNE 8 TO JULY 8

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	ALASKA AIRLINES - AIRFARE FOR PAUL FOR ZEB CONFERENCE	119.20		ADMINISTRATION
8038 TRAVEL	DELTA AIRLINES - AIRFARE FOR PAUL FOR ZEB CONFERENCE	78.19		ADMINISTRATION
8150 TAXES/LICENSES/BUS REG FE	ODOT DMV - PLATES FOR NEW BUSES	244.00		ADMINISTRATION
8021 B&M GENERAL	TUNDRA RESTAURANT SUPPLY - PARTS TO REPAIR SMOKING RECEPTICLE	94.35		ADMINISTRATION
8065 EDUCATION/OUTREACH	AMAZON - US BUNTING FLAGS FOR STREET CAR	155.36		ADMINISTRATION
8065 EDUCATION/OUTREACH	AMAZON - US BUNTING FLAGS FOR STREET CAR	155.36		ADMINISTRATION
8120 OFFICE SUPPLIES	YOUNG'S BAY ELECTRONIC - HDMI CABLE	4.99		ADMINISTRATION
8021 B&M GENERAL	GRAINGER - PARTS TO REPAIR SMOKING RECEPTICLE	44.98		ADMINISTRATION
8056 COMPUTER HARDWARE	COSTCO.COM - CAMERA SYSTEM FOR TRANSIT CENTER	2,499.99		ADMINISTRATION
8065 EDUCATION/OUTREACH	0020 - PARKER FACEBOOK - POST BOOSTS	50.00		ADMINISTRATION
8021 B&M GENERAL	STAMPS.COM - POSTAGE	15.99		ADMINISTRATION
8173 STOCK PARTS	AMAZON.COM - BLANKETS FOR STREET CAR	75.96		ADMINISTRATION
8121 POSTAGE-SHIPPING	STAMPS.COM - STAMPS	100.00		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING - FOOD FOR SENIOR AND DISABLED MEETING	11.00		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
07/16/2018	0342 6/8 TO 7/8

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

Bill Due	08/15/2018
Terms	
Memo	JUNE 8 TO JULY 8

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8121 POSTAGE-SHIPPING	FACEBOOK - POST BOOSTS	30.00		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	0961 - WEINTRAUB THE STREET TRUST - REGISTRATION FOR SRTS ANNUAL MEETING FOR MATT	15.00		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	DRI - RENEWAL OF ARCGIS SOFTWARE	100.00		ADMINISTRATION
8038 TRAVEL	BARI - FOOD FOR MATT FOR SRTS CONFERNECE	26.00		ADMINISTRATION
8038 TRAVEL	THE GRAND HOTEL - LODGING FOR MATT FOR SRTS CONFERNECE	165.09		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - BIN FOR HANDING OUT LIGHTS ON BUS	1.49		ADMINISTRATION

Expense Total : 6,612.44

Bill Total : \$6,612.44

**Sunset Empire Transportation District
Profit & Loss Budget Performance-STF July
July 2018**

	Jul 18	Budget	Jul 18	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
5000 GRANTS					
5001 ODOT GRANTS	0.00	0.00	0.00	0.00	0.00
Total 5000 GRANTS	0.00	0.00	0.00	0.00	0.00
5080 OREGON STF FUNDS	23,310.00	23,310.00	23,310.00	23,310.00	93,240.00
Total Income	23,310.00	23,310.00	23,310.00	23,310.00	93,240.00
Gross Profit	23,310.00	23,310.00	23,310.00	23,310.00	93,240.00
Expense					
1. PERSONNEL SERVICES					
6005 SALARIES & WAGES	0.00	5,768.00	0.00	5,768.00	69,205.00
6200 PAYROLL EXPENSES	0.00	750.00	0.00	750.00	9,000.00
6300 EMPLOYEE BENEFITS	0.00	1,250.00	0.00	1,250.00	15,000.00
Total 1. PERSONNEL SERVICES	0.00	7,768.00	0.00	7,768.00	93,205.00
2. MATERIALS & SERVICES					
7000 RC PROVIDER PAYMENTS	585.90	283.00	585.90	283.00	3,400.00
7030 BUS PASSES	0.00	300.00	0.00	300.00	3,600.00
8045 DRUG/ALCOHOL/BG CHECKS	0.00	0.00	0.00	0.00	0.00
8065 EDUCATION/OUTREACH	0.00	625.00	0.00	625.00	7,500.00
8075 FUEL	0.00	2,500.00	0.00	2,500.00	30,000.00
8135 PRINTING	0.00	0.00	0.00	0.00	0.00
8170 VEHICLE MAINT & REPAIRS	0.00	1,250.00	0.00	1,250.00	15,000.00
Total 2. MATERIALS & SERVICES	585.90	4,958.00	585.90	4,958.00	59,500.00
Total Expense	585.90	12,726.00	585.90	12,726.00	152,705.00
Net Ordinary Income	22,724.10	10,584.00	22,724.10	10,584.00	-59,465.00
Other Income/Expense					
Other Expense					
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	22,724.10	10,584.00	22,724.10	10,584.00	-59,465.00

Date: August 16, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Transportation Advisory Committee Appointments

At its May meeting, the Board approved changing the Senior and Disabled Transportation Advisory Committee to the Transportation Advisory Committee. You also direct staff to begin efforts to recruit people for the vacant seats on the committee. The current committee has 3 members whose terms expired at the end of June. They all have indicated that they would like to continue serving. They are Larry Miller in Position 1, Patrick Preston in Position 2, and Margaret Chenowith in Position 3.

Position 4 is vacant, Position 5 is held by Barbara Carson whose term expires June 30th, 2019. Position 6 is vacant, and Position 7 is currently held by Bryan Kidder with Tracy MacDonald as the alternate. The Commissioner seat has been a non-voting position unless it was needed to break a tie.

STIF rules call for our committee to have a minimum of 5 members but the governing body can authorize a larger committee. At the May meeting, I recommended that we have 7 members.

To be qualified to serve on the Advisory Committee for a Qualified Entity that is a Transportation District, an individual must:

- (a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation District; and
- (b) Be a person who is a member of or represents one or more of the following:

- (A) local governments, including land use planners;
- (B) Public Transportation Service Providers;
- (C) non-profit entities which provide public transportation services;
- (D) neighboring Public Transportation Service Providers;
- (E) employers;
- (F) public health, social and human service providers;
- (G) transit users;
- (H) transit users who depend on transit for accomplishing daily activities;
- (I) individuals age 65 or older;
- (J) people with disabilities;
- (K) low-income individuals;
- (L) social equity advocates;
- (M) environmental advocates;
- (N) bicycle and pedestrian advocates;
- (O) people with limited English proficiency;

- (P) educational institutions; or,
- (Q) major destinations for users of public transit

Notwithstanding other provisions of this rule, if a Qualified Entity is a Transportation District, then its Advisory Committee must include at least one member who is a member of or represents each of the following three groups:

- (a) low-income individuals;
- (b) individuals age 65 or older or people with disabilities; and
- (c) Public Transportation Service Providers or non-profit entities which provide public transportation services.

A Qualified Entity that is a Transportation District shall include Advisory Committee members from the district's area of responsibility, both within and outside district boundaries.

We have received applications from 6 people interested in serving. They are:

Name:	Representing
Lin Anderson	Seniors or Low income
Chris Breitmeyer	Educational Institutions
Mel Jasmin	Senior/Disabled, Low Income, Land Use Planning
Carmella Lear	Transit User
Richard McIntosh	Senior/Disabled
Tita Montero	Local Government, Senior/Disabled

The Board needs to decide if they want to stay with my recommendation of having 7 members or expand the number of seats on the committee. If the Board stays having 7 members and assuming you will reappoint the 3 existing members, you will only be able to appoint 1 person from this list. Because of the rule that states we *shall* include someone from outside of district boundaries, that person would take up the other open seat. In a discussion with Doug Pilant, the General Manager of Tillamook County Transportation District, we agreed that we would serve on each other's committee. This will be highly beneficial for both of us.

The other option would be to expand the number of seats on the committee. I would recommend that the committee not exceed 14 members. If this is the direction that the Board takes, you will need to determine how many seats you would like to have on it. For example, if you appointed everyone that is interested in serving, then the committee would have 12 members. Also, because Public Transportation Service Providers is a category, the SETD Board member would become a voting member.

Staff is recommending that the Board first decide how many seats our Transportation Advisory Committee will have and then reappoint and or appoint members to the seats. Terms of the appointments have been 2 and we recommend keeping that term. We will need to stagger the terms so half of the appointees would be appointed with their terms expiring on June 30, 2020 and half with terms expiring on June 30, 2019.



RECEIVED
JUL 30 2018

SUNSET EMPIRE TRANSPORTATION DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
MEMBER APPLICATION

Thank you for your interest in serving on the Transportation Advisory Committee. Please complete this application. Any additional information you wish to have considered may also be attached. Return your application either by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to mary@ridethebus.org or drop completed application off at the Astoria Transit Center Ticket Counter at 900 Marine Drive Astoria, or at the Seaside Transit Kiosk at 1111 N. Roosevelt, Seaside. For further assistance contact Mary Parker 503-861-5370.

Applications will be accepted until Friday August 3, 2018 at 5:00 pm.

Name LIN ANDERSON		
Address 1246 Ave E Seaside, OR 97138		
Phone 503-717-2627	email andersonlin49@aol.com	Date of Birth Jan. 07, 1949
Signature <i>Lin Anderson</i>		

1. Please list your areas of interest in serving on the Transportation Advisory Committee? *I feel I want to be involved with the workings of the Committee as they expand and develop programs*
2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian advocate, people with limited English proficiency, educational institutes and major destination users of public transit) *I am most interested in representing members of the Senior and Disabled community, as well as the low income individuals.*
3. Although not a requirement, do you have any experience using Sunset Empire Transportation District services? *I gave up my car in 2013 due to health issues. SETD has been my main source of mobility since.*
4. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee? *I was an officer in the American Legion Auxiliary for Ays., co-developed a pilot program for alternative learning environment for the school district, and have served on multiple committees for a variety of programs and organizations.*



RECEIVED

JUL 30 2018

SUNSET EMPIRE TRANSPORTATION DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
MEMBER APPLICATION

Thank you for your interest in serving on the Transportation Advisory Committee. Please complete this application. Any additional information you wish to have considered may also be attached. Return your application either by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to mary@ridethebus.org or drop completed application off at the Astoria Transit Center Ticket Counter at 900 Marine Drive Astoria, or at the Seaside Transit Kiosk at 1111 N. Roosevelt, Seaside. For further assistance contact Mary Parker 503-861-5370.

Applications will be accepted until Friday August 3, 2018 at 5:00 pm.

Name Chris Breitmeyer		
Address 1651 Lexington Ave., Astoria, OR 97103		
Phone (503) 338-2425	Email cbreitmeyer@clatsopcc.edu	Date of Birth 01/26/1970
Signature 		

1. Please list your areas of interest in serving on the Transportation Advisory Committee?

As president of Clatsop Community College, I serve many students who use the district services to access our campuses. They use the Transportation District to get to work, shop, and access other services in our community. In addition to that, I am an advocate for public transit and the importance it plays in supporting so many populations in our communities while at the same time being an efficient, environmentally friendly way to get people from one place to another.

2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian advocate, people with limited English proficiency, educational institutes and major destination users of public transit)

While I could fall into several of these categories, I would check the box next to educational institutes.

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

Yes, I have taken the bus a few times though it is not a regular occurrence.

4. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?

I served on the Budget Advisory Committee for the City of Astoria, in addition to serving on the Arts and Culture Subcommittee of that same group.



RECEIVED
JUL 18 2018
/o

**SUNSET EMPIRE TRANSPORTATION DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
MEMBER APPLICATION**

Thank you for your interest in serving on the Transportation Advisory Committee. Please complete this application. Any additional information you wish to have considered may also be attached. Return your application either by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to mary@ridethebus.org or drop completed application off at the Astoria Transit Center Ticket Counter at 900 Marine Drive Astoria, or at the Seaside Transit Kiosk at 1111 N. Roosevelt, Seaside. For further assistance contact Mary Parker 503-861-5370.

Applications will be accepted until Friday August 3, 2018 at 5:00 pm.

Name	Melvin (Mel) Jasmin		
Address	701 NW Warrenton DR #10 Warrenton, OR 97146 (P.O. Box 1029)		
Phone	503-861-2030 503-440-0086	mel@houseofjasmin.com email	2 August 1934 Date of Birth
Signature			

1. Please list your areas of interest in serving on the Transportation Advisory Committee?

Senior & Disabled, Low Income, Land Use Planning

2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian advocate, people with limited English proficiency, educational institutes and major destination users of public transit)

Same as above

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

No

4. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?



REC

JUL 14 2018

SUNSET EMPIRE TRANSPORTATION DISTRICT
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Applications will be accepted until Friday August 3, 2018 at 5:00 pm.

Name			Carmella Lear		
Address			101 Forest DR #109 Seaside Ore		
Phone	Cararmelcarm@		Date of Birth		8/29/51
503-812-2911	email@gmail.com.				
Signature			Carmella Lear		

1. Please list your areas of interest in serving on the Transportation Advisory Committee?

Suzanne Elise A Bus going to

2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian advocate, people with limited English proficiency, educational institutes and major destination users of public transit)

Concern Citizen

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

yes Regular Rider

4. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?

none



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Applications will be accepted until Friday August 3, 2018 at 5:00 pm.

Name Richard McIntosh		
Address 92008 Drucker Place Astoria 97103		
Phone 408 202-2595	email patsol3@mac.com	Date of Birth June 19, 1951
Signature Richard McIntosh		

1. Please list your areas of interest in serving on the Transportation Advisory Committee?
Transit customers, planning, capital improvements
2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian advocate, people with limited English proficiency, educational institutes and major destination users of public transit) Senior/disabled, resident/employee transportation needs, planning
3. Although not a requirement, do you have any experience using Sunset Empire Transportation District services? NO
4. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee? Tricity Paratransit Committee Board, Project Manager for Santa Cruz Metropolitan Transit District, Valley Transportation Authority Project consultant.

AUG 02 2018

SUNSET EMPIRE TRANSPORTATION DISTRICT
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Applications will be accepted until Friday August 3, 2018 at 5:00 pm.

Name	Esperanzita (Tita) Montero		
Address	135 6 th Avenue Seaside OR 97138		
Phone	503-440-4454	Email	eifxcm@gmail.com
		Date of birth	4/1/1950
Signature	<i>Tita Montero</i>		

1. Please list your areas of interest in serving on the Transportation Advisory Committee?

As SETD provides the only opportunities for public transportation in our county, I feel it's important that our system be as responsive and effective as possible. I'm interested in learning more about how the system works for the public and being a conduit of public input to allow for continuous improvement of the system.

2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian advocate, people with limited English proficiency, educational institutes and major destination users of public transit)

I could represent one of either of the categories in the following order of preference:

- a) Local government (I sit on the Seaside City Council)
- b) Senior and Disabled

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

I have ridden the bus only a few times. I have ridden the Seaside streetcar once. I have not had the need or opportunity to use other services.

4. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?

- Around 2010-14 I was on an advisory board for SETD representing a major user, Tongue Point Job Corps Center. Currently, I sit on SETD's Budget committee.
- I currently serve on the following boards: Clatsop CASA, Clatsop County Cultural Coalition, Coaster Theatre, Seaside Museum, Clatsop Behavioral Health.
- I currently serve on Columbia Memorial Hospital's Patient & Family Advisory Committee
- I have also served on the board of Clatsop Economic Development Resources (CEDR) and am beginning to be active providing advice to the Lower Columbia Hispanic Council.

Date: August 16, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b SDAO Legislative Issues

The form has been submitted to the legislative committee and a letter to Senator Johnson has been drafted for the Board Chair signature. A letter was not prepared for a Representative because Representative Boone will be ending her service at the end of the year and we don't know who will be in that seat next year. We did not hear back from any of the other Special Districts in the local area.

The Board may want to consider personally reaching out to members of the legislative committee prior to them meeting to encourage them to rank this high in their process of determining what issues will be taken on during the next legislative session.

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: Urban renewal areas can have a negative effect on Special District's property tax revenue.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

August 23, 2018

Senator Betsy Johnson
P.O. Box R
Scappoose, OR 97056

Dear Senator Johnson:

Special Districts Association of Oregon (SDAO) legislative committee put out a call for legislative items requested to be addressed during the next legislative session. The Board of Commissioners for SETD has requested that legislation to restore Special District's voice at the table for formation or renewal of urban renewal plans.

2009 legislation gave districts that voice, but 2017 legislation watered down districts' ability to effectively have a voice. ORS 457.085(5) only states the agency shall consult and confer with the taxing districts prior to presenting the plan to the governing body of the municipality for approval. Any written recommendations of the governing body of each taxing district shall be accepted, rejected, or modified by the governing body of the municipality in adopting the plan.

The recent approval of the urban renewal plan in the City of Seaside is an example of our feeling that our comments and recommendations were not adequately addressed during the approval process.

Because you've been a big supporter of SETD, we wanted to give you advanced notice of what we feel is a very important issue affecting not only us, but over 900 other districts across the State of Oregon.

Sincerely,

Kathy Kleczek
Board Chairperson

Date: August 16, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Seaside Kiosk Update

A new option has been discovered that we are currently working on. Debbie Bauer, one of our CSR's mentioned to me that there may be interest by the owners of Daisy May's Café to sublease an area at the front of their café. The café is located at the entrance to the Outlet Center on 12th Avenue directly across from our bus stop behind the theater. We are awaiting word from the leasing agent for the outlet center to see if this is an allowable option and how the current leases would be restructured.

I have attached a flyer of a piece of property that ODOT is selling. It is located north of the food bank. I walked the property this week and feel that there are some access issues that would be challenging for us. We would have to access it from the driveway going into that commercial development to the north and there wouldn't be enough room for us our buses to turn into it. I was hoping that we could propose to ODOT a transfer of the property to us with a reversionary clause attached to it but because of the access issues, I would not recommend it.

Staff is seeking Board approval to move forward with the café option and if the outlet center allows this option, give me permission to negotiate lease terms.



Oregon Department of Transportation
 Right of Way Section
 4040 Fairview Industrial Dr. SE MS #2
 Salem OR 97302-1142

FOR SALE

Clatsop County, in Seaside Oregon



The State of Oregon, through the Department of Transportation, is offering the following property for sale to the public.

\$230,000

Zoned Commercial General (CG) and Conservation Aquatic (A-2).

ODOT File Number PM204A-002

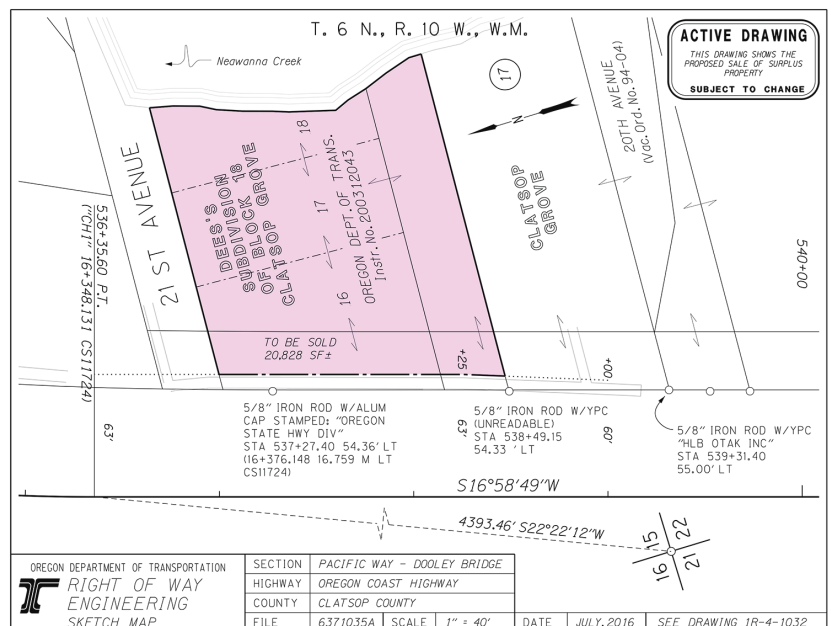
The State of Oregon, through the Department of Transportation, is offering for sale to the public an unimproved 20,828 sq ft (+/-) parcel located in Lot 1, Section 15, Township 6 North, Range 10 West, W.M., Clatsop County, in Seaside Oregon.

Terms of Sale

The property has been appraised at \$230,000. The State of Oregon will review any reasonable offer, but has the right to accept or reject any all offers. If you are interested in purchasing this property, please fill out and submit a Bid Form and Sales Agreement, and submit with your deposit (10% is recommended).

Please see website: www.odotproperty.com for complete information and documents.

Mail or hand deliver your offer to:
 Oregon Department of Transportation
 Right of Way Section – MS 2
 Attn: Steve Eck, Senior Property Agent
 4040 Fairview Industrial Dr. SE
 Salem OR 97302-1142
 Steve Eck, Senior Property Agent
 503.986.3638 steven.f.eck@odot.state.or.us
www.odotproperty.com



Date: August 14, 2018

To: Board of Commissioners

From: Paul Lewicki

Re: Transit App Dashboard

Operations is working to gather data showing the usage patterns of the Transit App in our service area. It is important to analyze this data to determine the effectiveness of this technology for our riders, and as a tool to support management decisions related to route alignment and schedules. We have reached out to the Swiftly team, and to the folks at the Transit App requesting their support in obtaining this data.

No Board action is required on this item.

Date: August 15, 2018

To: Board of Commissioners

Re: Agenda Item 8.d Follow up on job titles and descriptions from July meeting

At the July meeting during the Operations Manager title change, there was discussion about the Board's role in regard to job descriptions. I reached out to other local agencies to see what role their governing body had in job descriptions. Here is a recap of them:

City of Astoria	Approves new job descriptions. Changes to job descriptions are administrative.
City of Seaside	Approves City Manager, City Attorney, and Municipal Judge only.
City of Warrenton	City Manager only.
City of Cannon Beach	City Manager, City Attorney, City prosecutor and Municipal Judge only.
Clatsop County	County Manager only.
Clatsop Care Health District	Executive Director only.
Sunset Empire Parks District	Executive Director only.

In the SDAO handbook under the Delegation of Power section, it notes that legislative power cannot be delegated; only administrative or quasi-judicial power can be delegated. Only the board can exercise legislative power. Administrative power can be performed either by the board or delegated to trained or experienced staff or professionals. This is particularly true with complicated administrative duties like hiring, firing, and contracting. Board members should use caution in exercising administrative power because of the potential of liability, workers' compensation issues, staff morale issues, and other considerations. It goes on to read that all delegations of power should be clear and in writing (e.g. a job description, employment contract, personnel manual, resolution, etc.).

Staff is seeking clarification on what role the Board would like to have in job descriptions and if there are other functions that staff performs that they would like to approve.

Date: August 16, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Enterprise Zone Boundary Amendment

The attached letter was received in regard to the proposed expansion of the Clatsop Enterprise Zone (CEZ) being sponsored by the City of Astoria, Port of Astoria, City of Warrenton, and Clatsop County. They are seeking to increase the size of the current CEZ by 2.2 square miles, adding a portion of Tongue Point.

The letter describes what Enterprise Zones are and the intention of the expansion. Unlike urban renewal areas, these zones typically last 3-5 years.

Because this has a potential impact on property tax revenues for taxing agencies, they are required to seek comments and questions from the taxing agencies in the affected expansion area.

There is a deadline of August 30th to submit questions and comments and staff is seeking Board direction on this matter.



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August 10, 2018

Kevin Leahy
Manager, Clatsop Enterprise Zone
Executive Director, Clatsop Economic Development Resources (CEDR), and
Clatsop Community College Small Business Development Center (CCC SBDC)
1455 North Roosevelt
Seaside, Oregon 97138

SUBJECT: ENTERPRISE ZONE BOUNDARY AMENDMENT

Dear Taxing District,

This letter is to inform you that the City of Warrenton, Port of Astoria, and Clatsop County are proposing to modify and amend the existing Clatsop Enterprise Zone (CEZ), for which the City of Astoria will join the zone's cosponsors. CEZ will submit documentation to Business Oregon to determine that the boundary change satisfies the state's statutory requirements.

NOTICE

You are receiving this notice, because the CEZ, as amended will include all, or parts of one or more tax code areas, in which your district levies, or has authority to levy ad valorem taxes on property within the area of zone designation.

In an enterprise zone, certain types of businesses that create new jobs may receive exemptions of limited duration on qualified new property that they invest in the zone. Your district's board is welcome to submit written comments. For questions, or to provide commentary, please contact Kevin Leahy at (503) 338-2402. Email: k Leahy@clatsopcc.edu.

Anticipated times and dates for the sponsoring governments to consider resolutions to modify and amend the enterprise zone are as follows:

- Astoria City Council, on September 17th, 2018 at 7:00pm in the Astoria City Hall.
- Port of Astoria Commissioners, on September 18th, 2018 at 4:00pm in the Commission Chambers.
- Warrenton City Commission, on September 25th, 2018 at 6:00pm in the Commission Chambers at Warrenton City Hall.
- Clatsop County Board of Commissioners, on September 26th, 2018 at 6:00pm in the Judge Guy Boyington Building.

An enterprise zone and property tax abatement are zones in Oregon up to 15 miles² in size, for rural areas. Enterprise zones have been in existence throughout the state, since the mid-1980s, and can last up to 11 years. An enterprise zone intends to induce additional investment and employment by non-retail businesses in areas that meet certain measures of economic hardship. Enterprise zones have proven to be Oregon's key offering in the pursuit of business growth and expansion. Their effectiveness is due to a typically short-term but immediate benefit for the business project's cash flow. General information about enterprise zones is available online at: www.oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones/.

The modified CEZ will result in a total of about 7.0 miles² for the entire zone, an overall increase of 2.2 miles². Areas to be included in this process are located in, and immediately surrounding the City of Astoria. Industrial and commercially zoned areas near and around Tongue Point, the Port of Astoria's main waterfront, Astoria's Old Youngs Bay Bridge, waterfront properties on the southwest corner of Astoria along Youngs Bay eastward, east of Mill Pond, the East Mooring Basin, and the City of Astoria's downtown are included.

An enterprise zone in Oregon, exempts only new property that an eligible business might build or install within the CEZ. A qualifying investment under the standard exemption program entails the creation of new full-time employment in the zone—greater of one (1) new job or a 10% increase.

A standard enterprise zone exemption is temporary, usually lasts three (3) years, after which time the property induced by these incentives is then available for assessment and taxation. Extensions of the exemption of four (4) or five (5) years in total are possible and subject to written agreement with the governments sponsoring the zone, higher compensation for new employees, and possibly additional local requirements.

Property tax exemptions are not available to just any business, whereas most commercial or retail operations that compete locally are ineligible. Rather, the primary recipients of enterprise zone benefits are manufacturing and other types of facilities serving other business operations, for which new investments have been rare in Clatsop County and jurisdictions within, for example: city, port, county, etc.

CEZ's cosponsors are pursuing an amendment to promote development throughout Clatsop County and greater region. The CEZ encompasses large areas of mostly industrially, and some commercially zoned land within unincorporated Clatsop County, City of Warrenton, and the City of Astoria

To complement the CEZ, public agencies and local jurisdictions continue investing in its resources. The Port of Astoria works diligently to keep the central waterfront dredged, maintaining deep-water access for log ships, fishing vessels, and cruise ships. The Port of Astoria received ConnectOregon funding to complete upgrades and repairs to some of its infrastructure, including piers, as well investments at the Port of Astoria's Warrenton-Astoria Regional Airport. The City of Warrenton has established an Urban Renewal District that includes the Warrenton Marina, to which the City has made investments and performed upgrades. The CEZ provides immediate incentives for firms to locate and or build in our region.

Clatsop County has expanded its share of the tourism and service sector market, and has a significant base in fishing and forest/wood products, but continues to seek ways to expand and diversify economic opportunities that will promote economic resiliency. This resiliency includes supporting a workforce that earns living-wages and benefits in important growth sectors like manufacturing, technology, maritime, craft brewing, health care and other traded sector industries.

The modification and amendment of the Clatsop Enterprise Zone will provide businesses with an additional incentive to begin or expand operations, which they may not be able to do otherwise, while at the same time achieving the goal of resiliency through diversification of industries who offer living-wages.

Sincerely,
Kevin Leahy 
Manager, Clatsop Enterprise Zone

cc: Special Districts Association of Oregon

Executive Director Report
August 2018 Board Meeting
Jeff Hazen

-Gearhart and Knappa. The shelter has been delivered to the Gearhart Dollar General site but has not been installed yet.

-Driver Assault. The driver informed me that she passed on the message to the person that assisted her when she was assaulted to get in contact with me. I haven't heard back from him yet but will keep trying.

-RideCare. The brokerage is officially closed, and we are winding down things. Most of the billings have come in for July but a few more may trickle in by August 31st. We must submit our final reconciliation with the CCO by September 15th.

-STIF Audit. The Secretary of State's office is doing a live audit on the new STIF funding. I will be interviewed by one of their auditors on August 17th.

-Title VI update. I was hoping to have the updated Title VI Plan before you this month for your approval but have not received it back from ODOT yet.

-ATU. The appeal deadline for the ATU matter is August 17th. It is unknown if anyone has appealed the petition yet.

-Bus Roadeo. Unfortunately, our Bus Roadeo planning committee had to cancel this year's events due to lack of sign ups for it. We are going to survey agencies and drivers to try and gain insight on why more drivers didn't sign up.

-Seaside Rotary. Mary gave a presentation on SETD to the Seaside Rotary Club on August 16th. She did a great job with it!!

-Wage study. Due to the petition for representation, we are going to put this on hold with negotiations likely to begin soon. I have all of the ATU contracts with Oregon agencies on hand.

Weekly Reports:

8/14/18

Last week was short because of the training I attended in Seattle on FTA real estate requirements. The notebook we used is 2" thick so there was a lot of information shared. It was a great overview of requirements if we use federal funds to purchase property. The training covered developing a real estate acquisition plan (RAMP) and a relocation plan if we displace people or businesses, valuations, appraisal review, acquisition and negotiation, administrative

settlements, relocations, joint development, in-kind contributions, donations, dedications, and disposition of real estate assets. All that in two days!! Both of the presenters had long careers at the FTA and were very knowledgeable about everything. One of the most important things they stressed was involving the region office early on and throughout the process. There is a lot of discretion given to the regional offices and the only thing that goes back to D.C. are the appraisal reviews. I am working with the Seaside Outlet Center on another option for relocation of the kiosk and will be reporting on that next week. One of the things we discussed at the NW Connector meeting on Friday was the trip planner that we currently use. It is a Google based planner and the nice thing about that is that it is free. The bad thing is that it now limits how far out in advance you can plan a trip, only 56 days. This is problematic for people planning vacations, so we are looking at other options such as having an open trip planner. There would be cost involved in doing this but one of the benefits would be that the planner would only direct people to the NW Connector routes and possibly the NW Point routes. It would exclude any of the private shuttles that are operating. Trillium is working with ODOT to try and get us set up as a pilot so we can test it out.

8/6/18

Last week, I updated and sent in an updated Title VI plan to ODOT. This plan has to be updated periodically and ODOT let us know we were due for an update this year. The updated plan has a lot of information from our transportation plan inserted in it. Mary and I also updated a lot of wording that needed to be updated. ODOT will review it and then send it back with any corrections that they want so I tentatively will have it before the Board at this month's meeting. Jason, Paul and I met to discuss the repurposing of the RideCare offices. As you know, Jason will be our Mobility Manager beginning in September. He will also be overseeing Matt and the Transportation Options program. Both of them will be housed in the RideCare office on the side that billing and dispatch used. The main part of the office is being set up for the Driver and Maintenance Supervisors so they have individual work stations. Jason has already moved the cubicles into place. The other side of the main part of the office will be used for driver meetings and trainings. This will work much better than the narrow lunch room in the OPS building.

I reviewed Tracy's budget breakdown by month and am having her make a few changes and then it will be final. I sat in on a Bus Roadeo planning meeting via phone last week in preparation for the Bus Roadeo scheduled for next month in Salem. I also sat in on a CTAA webinar regarding how the FTA distributes formula funding for the various programs. It was good background to see how they do it. I spent time reviewing 3 years of NTD data for us and Tillamook to get a comparison on our systems. There are similarities and differences between our systems and the data was very interesting to start reviewing. I'll be diving into it deeper now that I have a spreadsheet built that is easy to do the comparison.

I will be going to Seattle this week for a 2 day training on FTA's real estate requirements. This will be helpful as we look at long term strategies for Seaside and Warrenton.

8/2/18

Since the meeting was last week, I don't have a lot to report. I will let you know that the transition to the new brokerage has had a few bumps. Jason still had to deal with several members on Monday and Tuesday this week since we were still officially the brokerage. NW Rides began operations on Monday. Over the weekend, we transferred the brokerage phone number and 800 number to NW Rides. Yesterday, Jason was still receiving phone calls from members that had his number. We have changed his phone number and now anyone that calls his old number will automatically get answered by NW Rides. Apparently on Monday, 2 employees of NW Rides quit. One after just 2 hours. They couldn't handle the verbal abuse by the members. Jason and Donna will continue working at RideCare to get all the final billings paid this month. Everyone must have their billings into us by August 31st. Jason and Donna are also packing everything up to get ready to go to storage.

7/23/18

Mary was on vacation last week, so I had the pleasure of putting the Board pack together for this month's meeting. I also spent time getting ready to present to the Oregon Transportation Commission who held their meeting in Seaside last week on Thursday and Friday. On Thursday, I updated them on the NW Connector and our accomplishments and what we are currently working on. This was part of the presentation from the Northwest Area Commission on Transportation. We were also asked to provide answers to three questions that the Commission had. The transit question dealt with HB2017 and the type of projects we are looking at. I shared some thoughts on the transit needs of all three counties. I did get thrown a slight curve ball that I wasn't anticipating. Matthew Garret, the ODOT Director, had a question for me. I had to listen very intensely to him as he didn't just ask a straight forward question, he had to give background leading up to the question. I was able to answer it and hoped that I captured what he was looking for. It was funny later in the day when I was talking with a couple of people that I couldn't remember what he asked me or what my reply was! They both said I did great in my presentation and answering him. I felt better after watching the video today! After the Thursday meeting, Kathy joined me for dinner with the OTC. It was a great opportunity to have casual conversations with the commission members and provide them with an opportunity to get to know us better. We sat at the table with Chair Baney and Commissioners O'Hollaren and Callery. We also had Brendan Finn at our table. He is the Transportation Policy Advisor to Governor Brown. On Friday morning, a public hearing on the updated Oregon Public Transportation Plan was held. When I testified in support of the plan, I prefaced my comments with thanks to the Director for the kind words that he shared about Jean Palmeteer and her work in the Rail and Public Transit Division. Jean retired last year but stayed on to help rewrite the plan. Jean was a regional transit coordinator for us and was a great source of information.

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

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) YTD=5.5%**
 - 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%.** **July = 36.6%** **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.** **YTD 2.6%**

- 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.** **Working on rescheduling a table top exercise with the County.**

- 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. Will be repainting the transit center parking spaces and curbs.**
- 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. On Hold.**
 - 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 **Received FTA training on real estate requirements**
- 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
August Board Meeting Report
John Layton

July Data

Fixed Route Highlights:

- 19,784 people used fixed routes in July, an increase in ridership of 5.5% over last year's ridership of 18,754.
- 9.8 people per hour, on average, got on any fixed route at any time that the bus runs in July. 3% decrease (10.1 to 9.8) from last July.
- 2.1% decrease in the ratio of elderly/disabled riders from last July (19.0 % to 18.6%)

RideAssist Highlights:

- 1,041 rides were provided by RideAssist in July, an increase in ridership of 33% over last year's ridership of 781.
- 5.4% decrease in average RideAssist passengers per day from last July (35.5 to 33.6)
- 19 % increase in all ADA Paratransit rides from last July (537 to 639)

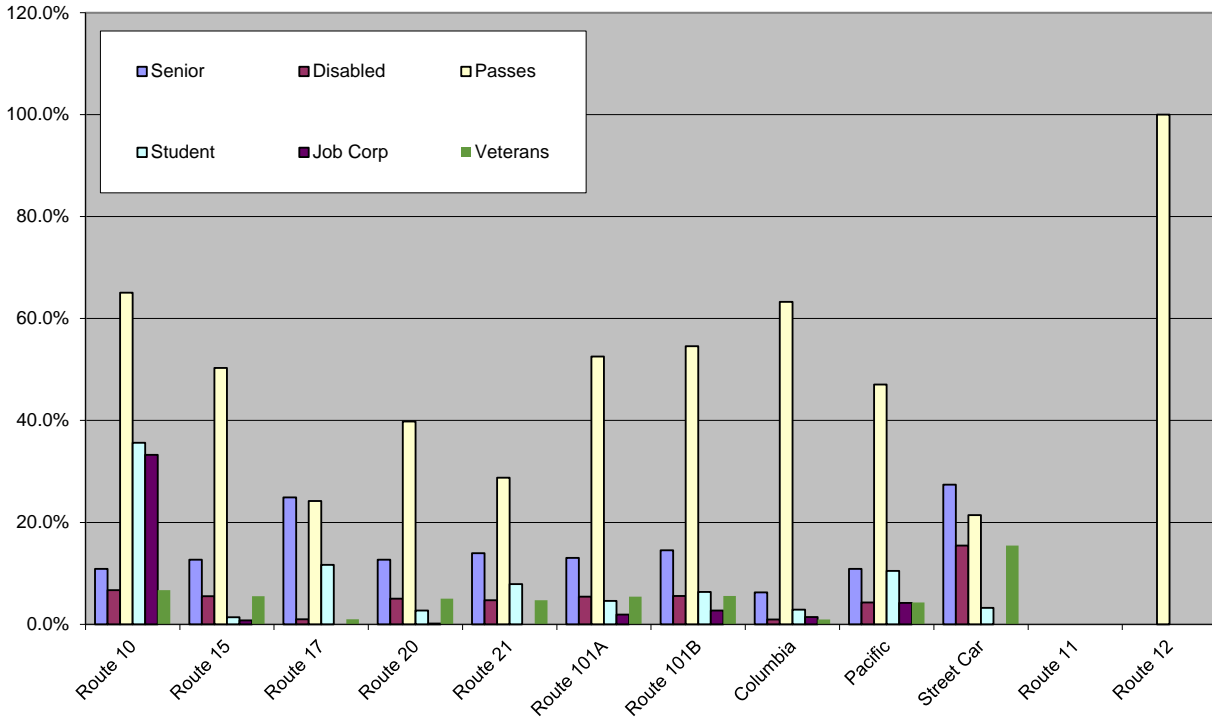
System Highlights:

- 20,825 people used Sunset Empire Transportation in July, an increase of 6.5% over last year's total of 19,545.

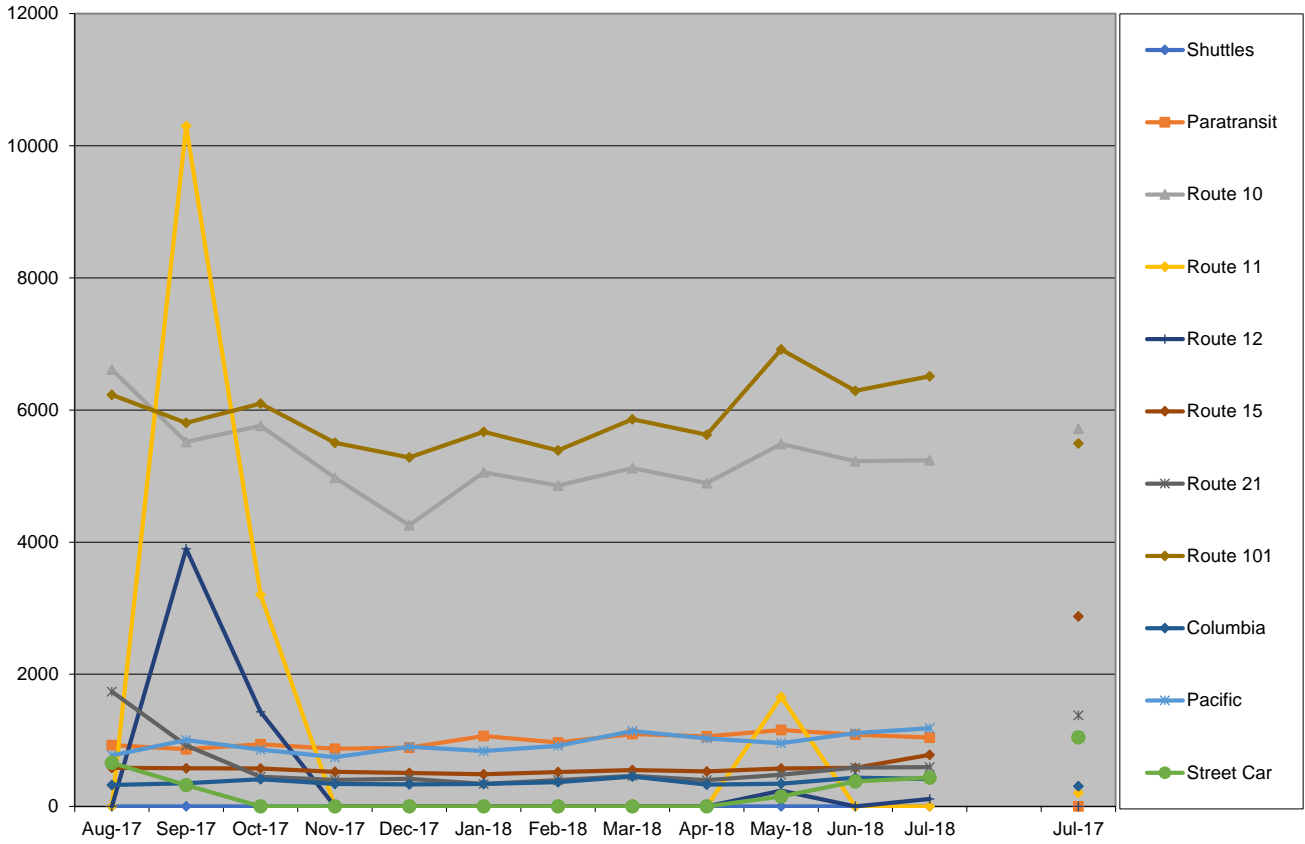
Transit Center Highlights:

- 1,276 calls received by the Astoria Transit Center in July for an average of 41.1 calls a day.

Rider Breakdown by Route

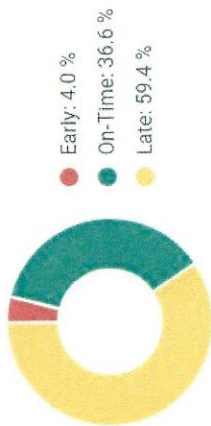


SETD Rides



On-Time Summary

Routes Monitored: 9 | Departures Tracked: 24,239



On-Time Trends

Compared to the 30 days prior to 07-01-2018. Ignores time filters.

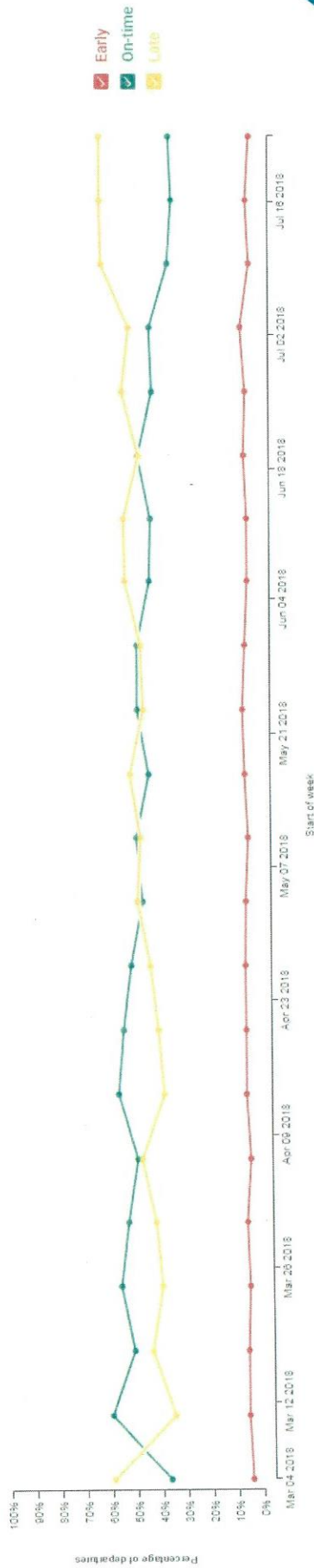
On-Time: **-7.3pts** (-16.7%)

Early: **-0.7pts** (-15.2%)

Late: **+8.0pts** (+15.7%)

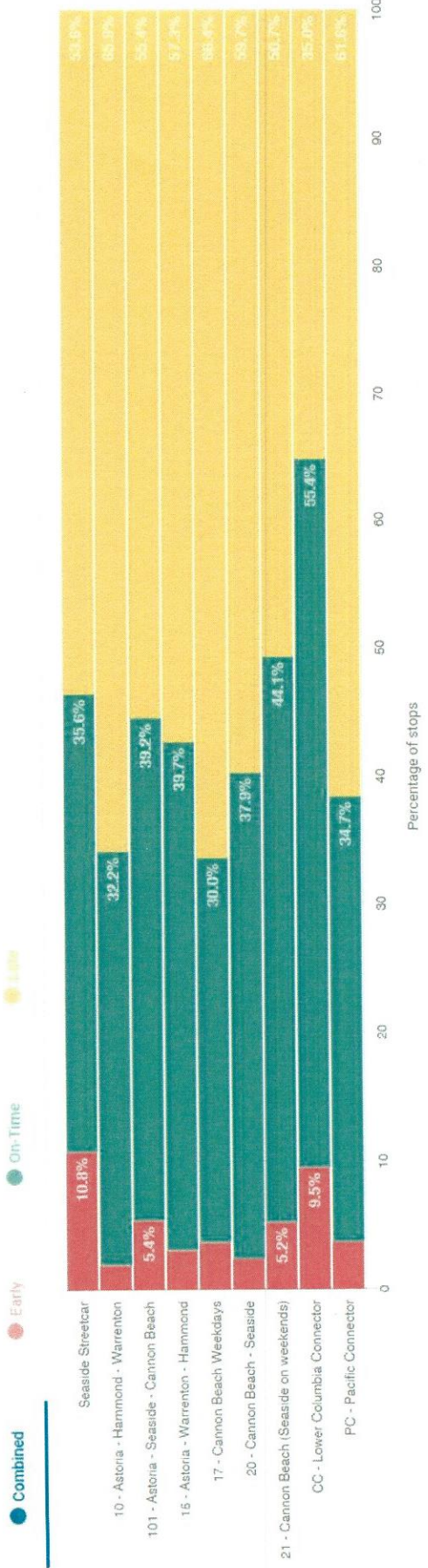
On-Time Performance By Week: All Routes

Time series chart is calculated based on OTP parameters: 1 min early and 4 min late over a 26 week period.



All Routes: On-Time Performance

Sorting Route Order + + + i



Operations Report
August Board Meeting Report
Paul Lewicki

Weekday on-time performance dropped from 43.8% in June to 36.6% in July. Clearly visitor traffic during the summer months has a dramatic impact on this metric. Operations is working on a proposed two-pronged approach to this problem; increasing the headway on all routes and developing separate Summer route schedules and off-season route schedules. Our goal for on-time performance is 80-95%. Our current target is 75%.

Driver overtime is down over the same period (July) last year by 4.1%.

Our Paratransit group is now providing rides for Northwest Rides (Tillamook). Northwest Rides uses a different software to manage their rides. This poses a challenge for SETD as a provider. This has created the need for us to shop for software which will meet our need for both Medicare and ADA rides, that will also interface with the software used in Tillamook. Jennifer, our paratransit supervisor, has spent many hours during the month attending on line demonstrations by several software companies, and has traveled to Tillamook to meet with their system people and operational folks to establish a good working relationship and to see their operation first hand.

I attended Transit I, a transit management training program hosted by ODOT and presented by the Small Urban and Rural Transit Center (SURTC) of North Dakota State University. This was a two-day course which gave a high-level overview of the major aspects of managing a transit property. The curriculum was relevant and timely, and presented in a way which was effective and meaningful. A follow up course, Transit II, which presents the various aspects in greater detail is planned for the spring and I plan to attend.

We continue to focus on issues with the two new buses. The buses are in revenue service but will have to be taken out for a period to affect warranty repairs in Canby, OR.

We have purchased and received a replacement security video surveillance system for the Transit Center. It will be installed by District personnel as soon as resources are available.

We have accepted a bid to restripe the Transit Center parking lot, including the re-stenciling of any lettering, as well as repainting the red and yellow curbing.

Following a recent incident during which one of our drivers was drenched with diesel fuel at the fueling station, we are recommissioning the two shower stalls at the bus yard. These existing showers had not been used for some years, but this incident has highlighted a need, and these showers will be put back into service in the interest of safety and employee convenience. The showers will be stocked with towels and soaps so that they can be readily used in case of need. Employees will be allowed to use the showers for their own convenience as needed but they must provide their own supplies in these cases.

RIDE ASSIST
August 2018 Report
Jennifer Geisler

- July 2018, RideAssist had a total of 1,036 rides for an average of 35 rides per day. There were 639 ADA rides, 14 Dial-A-Ride, 84 PCA's and we provided 299 RideCare rides.
- There were 0 ride denials for ADA Paratransit rides.
- July 26th. I made a trip to Tillamook County Transportation District to meet the new North West Ride brokerage team. I was able to get a quick training on their new scheduling software, EcoLane. We exchanged provider information and I was able to gain access to the system in order to provide service. SETD began providing Medicaid rides for the new NWR brokerage on August 1.
- ADA Paratransit Report
 - Number of completed applications received: 4
 - 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: 3
 - More than 21 days:
 - Determination by type:
 - Unconditional: 3
 - Conditional:
 - Temporary:
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

Paratransit Fares Collected for July 2018

- Para-transit Fares: \$731
- Tickets Collected: \$485
- Medicaid Billed: \$5571
- Ticket books sold: \$408
- Dial-A-Ride Fares: \$96



Outreach and Education
August 2018 Board Report
Mary Parker

Seaside Streetcar- The Streetcar ridership sadly is down this summer. Our outreach focuses mostly on tourists and visitors so getting the Streetcar schedule into their hands or where they can view it is eminent. Of course the Streetcar is in view when traveling along its route through Seaside as well. The Seaside Visitors Center and the Cannon Beach Chamber of Commerce are well stocked with schedules and they have been placed in the hotels and the businesses along Broadway. Posters of the Streetcar schedule and route map are displayed in many businesses and restaurant windows and Wyndem resort is great at promoting the Streetcar as it stops directly outside their North entrance off of Broadway. We purchased red and green plaid throw blankets that match the Streetcar's colors to have available in case riders get cold with the windows off.

Summer Fun Pass- Our sales of Summer Fun passes totaled out at 45.

Seaside Farmers Market- Had an SETD information table at the Seaside Farmers Market last Wednesday. The market is held every Wednesday in the summer from 3 PM to 7 PM. The market is located in the parking lot beside the Visitors Center and on the west side of the Broadway school. Plenty of room there and is easily accessible. There was a great turnout and had a great time talking with people about our services. Many people asked for information about our regular routes, how to get to Portland and picked up Streetcar schedules and flyers to have available for themselves and their summer guests.

The Veterans Outreach Program- Since Ridecare has closed so we have changed the local contact information on the Veterans Outreach rack cards to the Portland VA clinic for scheduling rides. Jason will be working closely with this program when he begins as Mobility Manager.



Human Resource Report
August Board Meeting Report
Tami Carlson

- July 1st district employees received a 2.5% COLA and implemented the new step salary range.
- The Lot Attendant/Bus Washer posting recruited very few applicants. Currently regrouping to hire another Mechanic Assistant which will include duties of Lot Attendant in job description.
- Interviewed and hired a new bus driver for fixed route. Welcome Rose Ominski! Rose currently possesses a CDL permit and will hopefully be testing soon. Meanwhile, she is training on all fixed routes.
- Attended the E.D. Eval Subcommittee meeting held on July 13th. The committee finalized the Executive Director's annual evaluation. Executive Director's evaluation was delivered this month.
- July 18th at the monthly mandatory driver's meetings, employees gathered for a delicious BBQ of burgers and dogs.
- Employee of the Quarter goes to Kathy Wiegardt. Kathy was hired in November of 2017 as a part-time fixed route driver. In the short time she has been with the district moved into full-time driving in the ParaTransit department. Congratulations Kathy!
- July 24th attended the monthly safety committee meeting. The safety committee is currently recruiting for new committee members.
- Submitted Federal/State quarterly payroll reports, deadline July 31st.
- Other projects – Continued training with GNSA on payroll and HR services; prepped RC staff for department closure July 31st.

Transportation Options Report for August 2018 Board Meeting
Prepared by Matthew Weintraub

I have provided outreach and assistance on the buses this past month for our new Transit App. Riders have been generally receptive and responded positively about the technology. I believe this is a good step in providing pathways for increased ridership that SETD currently doesn't capture.

I attended the annual Safe Routes to School meeting in Salem where I was able to learn about updates to the SRTS program via HB 2017, in addition to networking with other providers, planners and transportation options professionals. This meeting also provided great opportunities to learn about what other providers around the state are doing regarding SRTS and how I can possibly implement these concepts or ideas on the North Coast.

The SRTS annual meeting was followed by a full day training on SRTS programming and deliverables. Being able to get in-person training, ask questions, and physically engage in the workshop was a huge benefit. While every school in our region might not be able to implement a full-scale SRTS program, I will now be equipped to help provide them a range of programming options.

As a result, I have conducted outreach to all school districts in Clatsop, Columbia and Tillamook counties around SRTS programming. To date, I have only received feedback from one (Tillamook) district.

I have held meetings with staff at both the City of Astoria and the City of Cannon Beach regarding producing an Open Streets event in each respective town. Both cities are receptive of the idea in concept, though each site presents unique hurdles. In Astoria, the target date will be September 2019, while Cannon Beach will be May 2019.

I have completed the Northwest Transportation Options 2018-2019 work plan and have sent it to our ODOT program manager for review. This new work plan request from ODOT will allow us to better forecast work and programs throughout the year.

Meetings Held

Oregon State Parks
City of Astoria
City of Cannon Beach
Oregon Department of Transportation
Astoria Downtown Historic District Association
Columbia County Rider