



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY NOVEMBER 29, 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. Special Districts Insurance Services- Best Practices 2018
 - b. Lower Columbia Connector
 - c. Seaside Kiosk Update
 - d. Fare Language Update
9. NEW BUSINESS
 - a. Oregon Public Transportation Conference reports
 - b. Transportation Advisory Committee Update
 - c. Budget Committee Involvement with Supplemental Budgets
 - d. Christmas Eve/New Year's Eve Operating Hours
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
AC	ADVISORY COMMITTEE
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APC	AUTOMATIC PASSENGER COUNTER
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BOTL	BUSING ON THE LOOKOUT
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
DRT	DEMAND RESPONSE 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 SYSTEM NETWORK
IT	INFORMATION TECHNOLOGY
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
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
NWCA	NORTHWEST COMMUNITY ALLIANCE (FORMERLY COAST REHABILITATION)
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
NWRC	NORTHWEST RIDE CENTER (NOW KNOWN AS RIDE CARE)
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
ORS	OREGON REVISED STATUTES
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
QE	QUALIFIED ENTITIES
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDE CARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE

RPTD	RAIL AND PUBLIC TRANSIT DIVISION
SDAC	SENIOR AND DISABLED ADVISORY COMMITTEE (ALSO KNOWN AS S&D)
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE 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
TAM	TRANSIT ASSET MANAGEMENT
TAT	TRUCKERS AGAINST TRAFFICKING
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**

October 25, 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, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Carol Gearin and Commissioner Tracy MacDonald excused

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager Paul Lewicki, Transit Center Manager John Layton, Mobility Management Jason Jones, Transportation Options Mathew Weintraub, Executive Assistant Mary Parker

3. CHANGES TO AGENDA- Jeff Hazen asked to add the introduction of an employee. Chair Kleczek said this would follow Public Comment.
4. PUBLIC COMMENT- None
5. EMPLOYEE RECOGNITION- Executive Director Hazen introduced Makenzie who was selected as Employee of the Quarter for her outstanding service as a driver for SETD. Executive Director Hazen shared a lifesaving event that she was involved with along with one of our other drivers. COO Lewicki also shared that she is now being utilized as a backup Driver Supervisor.
6. APPROVAL September 27, 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the September 2018 Board Minutes
Commissioner Gearin seconded the motion

Discussion- Discussed how corrections are made.
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Reported that she had taken a bus to the bus barn in Warrenton and would like to propose for consideration since SETD employees work at the Bus Barn that there be an actual stop at the Bus Barn. She also added that Weyerhaeuser, Bayview apartments and other homes are located along Skipanon Drive.
 - b. Commissioner Widener-No Report
 - c. Commissioner Gearin- Reported she had gone on the website and watched the video about bus services and Human Trafficking and passed the test.
 - d. Commissioner Gaebel- Reported she had attended the Driver Meeting on Tuesday with Pamela and Kevin and watched the Human Trafficking video. Commissioner Gaebel thanked Mary for the fantastic healthy snacks at today's meeting and Mary does send me the minutes to review which is routine for the secretary/treasurer.

- e. Commissioner Kidder- Reported that during the elections a topic that has come up in a lot of forums has been transportation especially in how it pertains to economic development and emergency preparedness. Commissioner Kidder asked that whenever the Board gets together for brainstorming or Strategic Planning that we remember that those 2 areas where our transportation efforts can play a big role and many people look to us to help in that regard.
- f. Chair Kleczek- Reported that there has been 2 North coast Tourism Studios in the past month and offered new info cards about the upcoming meetings to help inform the public. Chair Kleczek said one group that is lacking at these events are the City and County officials which are the communication links between handling emergency planning and tourism planning and go hand in hand. Chair Kleczek encouraged everyone to talk to anyone that you know that is staff or an official of the City or County and encourage them to attend these studios because they are a needed link to have at these meeting. Commissioner Gearin asked about what kind of funding does SETD receive from the State. Executive Director Hazen said he would send Commissioner Gearin a link to the ODOT website where funding information is available.

8. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the September Financials and Exceptions reports. Questions from the Board were answered.

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

9. OLD BUSINESS-

- a. Lower Columbia Connector Route Options- COO Lewicki shared an update on discussions with Columbia County Rider's pending service cuts.
- b. Budget Update – Executive Director Hazen reported that we will have a Supplemental Budget, but we are waiting on Columbia County decision on how they are going to move forward with any cuts to the Lower Columbia Connector. Direction was given for Executive Director to get a definitive date to when we will know about cuts.
- c. Seaside Kiosk Update- Executive Director Hazen still has not heard back from the outlet mall owners/managers. Discussion was held on other potential alternatives. This discussion will be continued until the next meeting.

10. NEW BUSINESS

- a. Transit Asset Management Plan Resolution- Executive Director Hazen explained that the Federal Transportation Administration is now requiring that transportation providers receiving federal funds either create or adopt a group Transit Asset Plan that protects assets purchased with federal funds. The Oregon Department of Transportation has developed a Group TAM plan that we can adopt and be one of the 46 other transit providers in Oregon adopting this plan. Staff is recommending that the Board approve Resolution 2018-03
 Commissioner Gaebel moved to approve Resolution 2018-03 by short title.
 Commissioner Widener seconded the motion
 Discussion- Commissioner questions about this plan were answered.

 Motion passed by roll call vote.
- b. Title VI Plan Update- Executive Director Hazen said that ODOT has approved this plan and it is on our website.

Commissioner Alegria moved to adopt the Title VI Plan Update

Commissioner Gearin seconded the motion

Discussion- The Board discussed the need to utilize the language in the plan to reach out to user groups to encourage their participation on advisory committees.

Motion passed unanimously

11:06 Chair Kleczek called a 10 minute recess

11:18 Chair Kleczek called for the Board to go into Executive Session under ORS192.660(2)(d)

Discussion of labor negotiations with attorney.

11:50 Chair Kleczek the Executive Session was closed, and the Board Meeting called back to order.

- c. Intergovernmental Agreement with Tillamook County Transportation District- COO Paul Lewicki presented an IGA that will allow us to use the ECOLANE dispatch software under TCTD's license.
Commissioner Gearin moved to approve the IGA with Tillamook Transportation District for shared use and funding of the Ecolane DRT Software and authorize the Board Chair and the Executive Director to sign.
Commissioner Widener seconded the motion
Motion passed unanimously
- d. Transit Center Hours- Finance Officer Tracy Lofstrom proposed that the opening hours of the Transit Center be changed from 7:00 am to 8:00 am and that the Transit Center be closed from 12 noon to 1 pm for staff lunch breaks. Discussion was held by the Board and they agreed with the later opening time but did not want the Transit Center to be closed during the noon hour.
Commissioner Gearin moved to change the Transit Center Office Hours to 8 AM to 6 PM on Monday through Sunday
Commissioner Kidder seconded the motion
Aye- Commissioner's Kidder, Gearin, Gaebel, Alegria, Kleczek
Nay- Commissioner Widener
Motion passed
- e. Holiday Party – Executive Director Hazen asked for guidance from the Board if they wanted to continue with having a District holiday party. Discussion of options for the event were held and the Board agreed that the District should continue with the party and recommended an expenditure of \$4,000 for it.
- f. SDAO Conference- Executive Director Hazen asked who wanted to attend the upcoming SDAO conference in Sun River February 8th through 10th. Commissioner Widener, Kidder, Alegria, and Kleczek said they would like to attend.

11. CORRESPONDENCE- Chair Kleczek read a letter from Rob Mills asking if the Board reviewed the consultant Impressions and Recommendations and what actions were taken on the flagged items and if additional consulting support would be helpful? Chair Kleczek said Mary has drafted a response saying yes the Board went over his report and they plan on meeting in January for a Board retreat where they will dive deeper into some the flagged items.

Executive Director said we received an announcement from the FTA that they are increasing the annual random drug testing requirements to 50% of the safety sensitive staff.

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report and announced that the Transit Advisory Committee Meeting has been scheduled for November 28th at 10 AM. Paul

reported receiving a thankyou letter from a rider thanking Jesse and Sue for their friendly professional driving. Executive Director Hazen said since we no longer have “tickets” there has been some problems for services that used to purchase large quantities of tickets from us. One of these was the Sheriff’s Department. They annually distributed about \$10,000 of tickets for people going between the Sheriff’s office, court and the Parole and Probation office. They came up with a great idea. They will purchase embossed poker chips to use as fare. Executive Director Hazen reported that he and Paul, John and Tracy have met about our IT needs and will have something before the Board at the November Board meeting. Chair Kleczek asked what has Mozy and the insurance company reported as far as liability? Executive Director Hazen said Mozy will not return our phone calls. John said the Mozy contract has ran out. Commissioner Alegria asked if our attorney could write a letter. Executive Director Hazen said we would have to pay our attorney, but the other avenue is going down the road with the insurance.

13. Management Team Reports submitted by Transit Center-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-

15. OTHER ITEMS- Chair Kleczek reported that an item was recently brought to her attention concerning Board Policy 309, that regards political endorsement. Discussion was held about not using Board members position when endorsing candidates for office.

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- October 2018.

Mission Statement

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

Date: November 22, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Seaside Kiosk Update

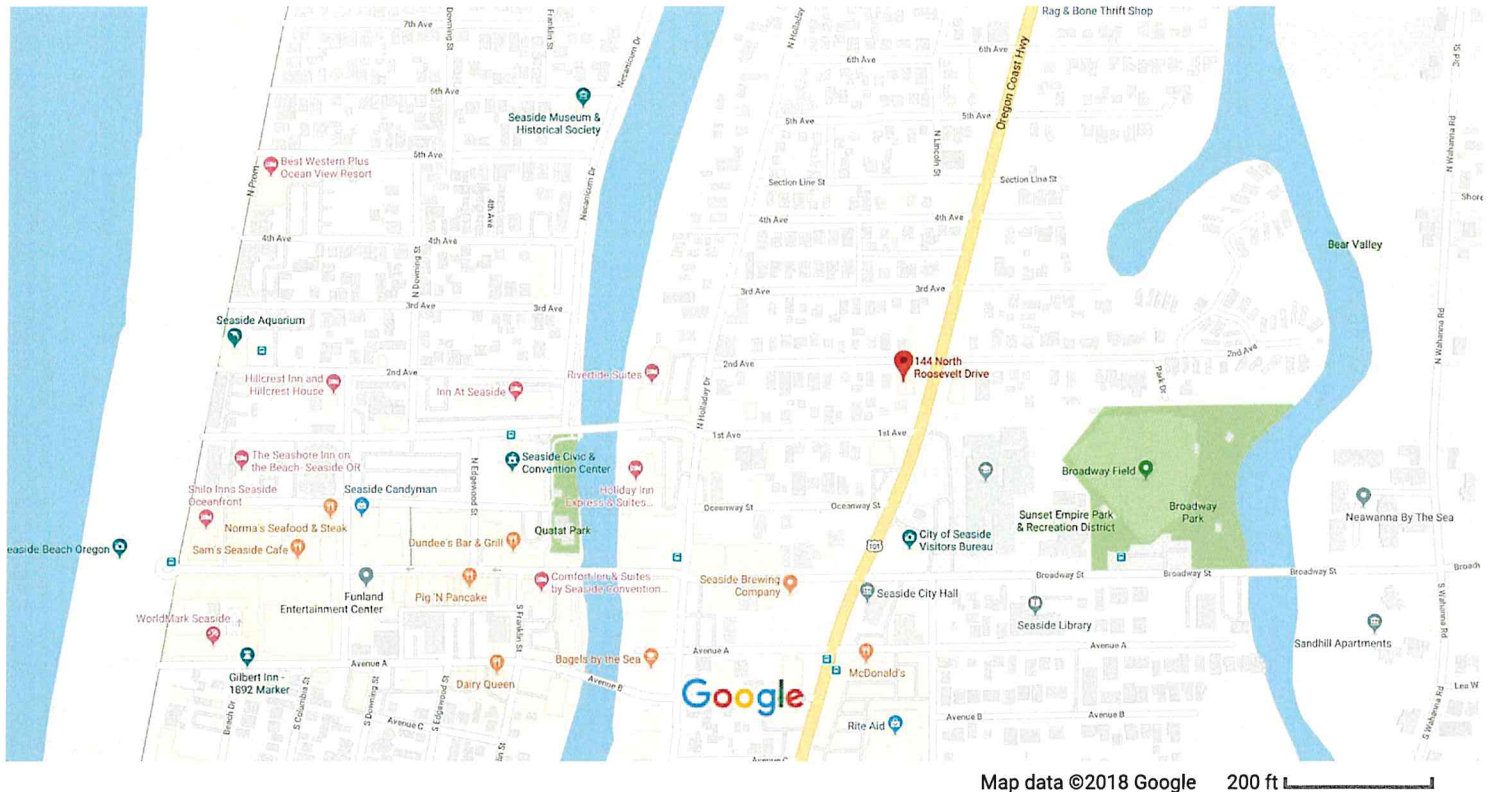
We have notified the owners of the Seaside Factory Outlet Center that we are terminating the lease for the gazebo effective December 31, 2018.

I met with the manager and staff at the Seaside Visitor Center about the idea of us relocating the kiosk to inside of the Visitor Center. They were intrigued by the idea but also had some concerns. None of the concerns were to the point that it wouldn't work. The manager mentioned that there would be several layers that he would have to run it through, the first being the city's Tourism Committee. They met on November 21st but I haven't heard yet how the idea was received by the committee. I would estimate that it would take three to six months to get through all the layers at the city.

I stopped at the office space that is for lease attached to Seaside Health Foods at 144 N. Roosevelt. The owner of Seaside Health Foods owns the building. It was most recently used by a candidate running for office but is vacant now. It is 1,000 sq.ft and has a lobby area along with a restroom, a small conference room, and 4 small offices. There is a wheelchair ramp on the sidewalk in front of the store and the sidewalk wraps around in front of the offices. He is ok with buses pulling off the highway into the parking lot to drop off and pick up riders although we currently do not have a route that goes by there, but we will in the near future when we reconfigure the Route 101. The monthly lease is \$1,300 which includes water and garbage, but with a three year lease the first year's monthly lease will be \$1,000. We would be responsible for electrical and gas service. He will put in a handicap parking space in the parking lot to satisfy ADA requirements. I will put pictures on the screen during the meeting.

Long term, I think this is a more desirable space for our operation. We will be able operate it 7 days a week. We have options with the offices that are in the building that we have discussed. We could sublease them, or we could move our records storage from the mini storage in Warrenton. I'm sure there's more ideas we could come up with, but getting the kiosk moved is the most important thing. We can spend more time thinking about use of the extra space.

In order to continue operations in Seaside and have a more suitable site for employees, staff is recommending that the Board authorize the Executive Director to pursue a three-year lease on this location and authorize the Board Chair to sign the lease agreement after it has been reviewed by legal counsel.



144 N Roosevelt Dr
Seaside, OR 97138



At this location

Seaside Health Foods

NOTE on Reviewing Financials: Month 5 = 41.7 % of Fiscal Year Budget*
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Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$664,482 (\$87,874 less than budget), 22% of annual budget and 88.3% of monthly budget. YTD Total Materials & Services was \$367,001 (\$71,820 more than budget), 40% of annual budget and 124.3% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$15,735 - \$6,145 less than the monthly budget, \$21,117 less than annual budget. Clatsop Cruise was billed \$25,977 for busing from July through October. We received payment on Nov 20th. It was the highest billing for a cruise ship season. This will bring us to a positive YTD balance.
- 4015 Paratransit Fares: Revenues for the month were \$2,314 - \$1,970 less than the monthly budget, but \$4,178 more than annual budget. There is \$6,286 in billing from NW Rides for September/October.
- 4090 Donations/Commissions: September's fees for Greyhound was paid in the amount of \$1438. Under budget YTD by \$1,942.
- 4100 Contract Service-IGA: Billed Cannon Beach for \$3,619 for September, received payment of \$3,619 on Nov 5th for month of September. Also, received \$2,365 from TPJCC for previous quarter.
- 4205 Property Taxes: \$133,713 was received during October.
- 4260 Mass Transit Assessment: \$14,786 was received on October 1st. Under budget YTD by \$4,976.
- 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: September interest for General Fund was \$346.
- 4310 Misc. Income: \$19 for laminating.
- 5000 Grants: Grant reimbursements were submitted November 14th for 1st quarter in the amount of \$187,524.
- 5080 Oregon STF Funds: \$32,310 was received on October 10th for the 2nd Q, which was \$9,000 too much. We will receive \$9,000 less next quarter.

Expense

- 6005 Salaries & Wages: Over budget for the month \$36,745 and YTD by \$92,887.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for October was \$1006.
- 8031 Website/On-line SW Sub: \$460 for email accounts, \$7,360 server billable hours.
- 8035 Conf Training & Travel: Travel by Jeff to the National Rural & Intercity Bus Conf. in Colorado, Jason to training through the National Center for Mobility Management in Colorado and Paul to the Zero Emissions Bus Resource Alliance Conference in Los Angeles.

SETD Expense con't

- 8050 Dues Subscriptions & Fees: Various fees; Costco membership, CTAA \$775.
- 8053 IGA – Dues and Fees: Overbudget due to increase in dues.
- 8080 Insurance: Paid our quarterly payment. Under budget YTD by \$8,501.
- 8095 Legal Council: Services for September, over budget YTD by \$8,968.
- 8130 Payroll Processing Fees: Over budget by \$1,733.
- 8155 Telephone/Internet Service: Over budget YTD by \$1,370.
- 8160 Uniforms: Over for monthly budget due to an order of jackets for drivers. Over budget YTD \$1,074.
- 8170 Vehicle Maint & Repairs: Month within budget. Over budget YTD by \$33,816.
- END

Ride Care Fund Profit and Loss

Ride Care's YTD revenues of \$493,641 is \$47,091 more than budgeted. YTD Interest Income of \$1,143. Materials & Services of \$363,120 are \$94,439 less than budget.

Revenue

- 4300 Interest: Interest earned was \$229.
- 4550 RC CCO Settlement Reimbursement: The final true-up for August was received October 17, 2018 in the amount of \$149,404.

Expense

- 6005 Salaries and Wages: Over budget \$11,251 YTD. Final payroll for RC.
- 8165: Utilities: RC portion of water for August.
- END

Follow up items:

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
October 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	15,734.56	21,880.00	67,622.30	88,739.00	(21,116.70)	228,600.00	30%
4015 PARATRANSIT FARES	2,314.00	4,284.00	21,314.00	17,136.00	4,178.00	51,400.00	41%
4090 DONATIONS/COMMISSIONS	655.67	2,262.00	4,205.11	6,147.00	(1,941.89)	16,100.00	26%
4100 CONTRACTED SERVICES-IGA	5,984.00	10,835.00	48,231.00	43,336.00	4,895.00	130,000.00	37%
4200 TAXES					0.00		
4205 PROPERTY TAXES	133,713.42	39,000.00	151,388.72	39,000.00	112,388.72	940,000.00	16%
4207 PRIOR YR PROPERTY TAX	5,473.48	1,765.00	11,839.79	5,454.00	6,385.79	22,000.00	54%
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	170.04	0.00	170.04	0.00	
Total 4200 TAXES	139,186.90	40,765.00	163,398.55	44,454.00	118,944.55	962,000.00	17%
4250 TIMBER SALES	0.00	0.00	111,933.93	77,182.00	34,751.93	220,000.00	51%
4260 MASS TRANSIT ASSESSMENT	14,786.00	20,606.00	31,263.00	36,239.00	(4,976.00)	70,000.00	45%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	1,200.00	0%
4272 PARKING SPACES	760.00	760.00	3,040.00	2,940.00	100.00	9,020.00	34%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	0.00	280.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	3,040.00	2,940.00	100.00	10,500.00	29%
4300 INTEREST	345.68	665.00	2,255.98	2,670.00	(414.02)	8,000.00	28%
4310 MISC INCOME	19.00	0.00	2,884.80	0.00	2,884.80	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	0.00	152,713.00	433,513.00	(280,800.00)	1,334,713.00	11%
Total 5000 GRANTS	0.00	0.00	152,713.00	433,513.00	(280,800.00)	1,334,713.00	11%
5080 OREGON STF FUNDS	32,310.00	0.00	55,620.00	0.00	55,620.00	0.00	
Other Types of Income					0.00		
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total Income	212,095.81	102,057.00	664,481.67	752,356.00	(87,874.33)	3,031,313.00	22%
Gross Profit	212,095.81	102,057.00	664,481.67	752,356.00	(87,874.33)	3,031,313.00	22%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	119,065.12	91,836.00	509,197.93	413,269.00	(95,928.93)	1,239,798.00	41%
6200 PAYROLL EXPENSES	9,875.74	9,148.00	58,860.41	41,168.00	(17,692.41)	123,500.00	48%
6300 EMPLOYEE BENEFITS	32,962.57	24,174.00	91,467.53	112,202.00	20,734.47	321,100.00	28%
Total 1. PERSONNEL SERVICES	161,903.43	125,158.00	659,525.87	566,639.00	(92,886.87)	1,684,398.00	39%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	1,006.02	0.00	2,506.68	0.00	(2,506.68)	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	7,225.00	7,225.00	30,000.00	0%
8006 ADS (HR JOB POSTING)	0.00	125.00	757.42	2,442.00	1,684.58	3,500.00	22%
8010 BANK FEES	142.78	161.25	545.06	681.00	135.94	2,000.00	27%
8020 BLDING & GROUNDS MAINT	4,218.21	6,162.00	16,058.96	23,297.00	7,238.04	75,500.00	21%
8030 COMP-INFO-TECH SERVICES							
8031 WEBSITE/ON-LINE SW SUB	511.03	811.00	7,101.52	7,267.00	165.48	13,935.00	51%
8032 SUPPORT SERVICES/CONTRACTS	11,724.00	4,030.00	82,835.66	16,120.00	(66,715.66)	65,065.00	127%
8030 COMP-INFO-TECH SERVICES - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total 8030 COMP-INFO-TECH SERVICES	12,235.03	4,841.00	89,937.18	23,387.00	(66,550.18)	79,000.00	114%
8035 CONF TRAINING & TRAVEL	4,465.66	2,159.00	13,261.53	11,241.00	(2,020.53)	27,000.00	49%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	40.00	263.00	819.00	922.00	103.00	2,500.00	33%
8050 DUES SUBSCRIPTIONS & FEES	1,334.58	1,047.00	10,059.34	5,501.00	(4,558.34)	13,500.00	75%
8053 IGA - DUES AND FEES	3,000.00	2,500.00	6,000.00	5,000.00	(1,000.00)	10,000.00	60%
8055 DURABLE EQUIP/SMALL TOOLS	149.99	1,105.00	7,477.04	6,361.00	(1,116.04)	15,000.00	50%
8061 EQUIPMENT LEASE/RENT	188.00	250.00	752.00	1,000.00	248.00	3,000.00	25%
8065 EDUCATION/OUTREACH	29.59	1,213.00	1,182.50	5,013.00	3,830.50	30,000.00	4%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8070 EMPLOYEE RECOGNITION	14.27	269.00	286.10	887.00	600.90	10,000.00	3%
8072 ELECTION FEES	0.00	0.00	0.00	5,500.00	5,500.00	5,500.00	0%
8075 FUEL	17,820.31	21,000.00	70,674.32	85,162.00	14,487.68	230,000.00	31%
8080 INSURANCE	15,790.50	500.00	15,790.50	24,292.00	8,501.50	85,000.00	19%
8090 LEGAL ADS	0.00	38.00	0.00	166.00	166.00	800.00	0%
8095 LEGAL COUNSEL	100.00	497.00	9,647.50	1,077.00	(8,570.50)	3,000.00	322%
8100 MEETING EXPENSE	32.31	177.00	669.73	539.00	(130.73)	2,000.00	33%
8120 OFFICE SUPPLIES	1,060.45	2,301.00	4,072.21	5,407.00	1,334.79	15,000.00	27%
8130 PAYROLL PROCESSING FEES	510.00	167.00	2,743.54	668.00	(2,075.54)	2,000.00	137%
8135 PRINTING	347.00	1,000.00	4,787.97	6,000.00	1,212.03	20,000.00	24%
8139 PROFESSIONAL SERVICES	0.00	1,250.00	7,712.40	5,000.00	(2,712.40)	15,000.00	51%
8150 TAXES/LICENSES/BUS REG FEE	0.00	40.00	244.00	164.00	(80.00)	500.00	49%
8155 TELEPHONE/INTERNET SERVICE	3,864.60	4,500.00	19,370.16	18,000.00	(1,370.16)	54,000.00	36%
8160 UNIFORMS	1,186.70	188.00	1,976.49	902.00	(1,074.49)	5,000.00	40%
8165 UTILITIES	1,860.12	2,418.00	6,444.81	9,938.00	3,493.19	30,000.00	21%
8170 VEHICLE MAINT & REPAIRS	4,059.28	7,860.00	73,224.70	39,409.00	(33,815.70)	140,000.00	52%
Total 2. MATERIALS & SERVICES	73,455.40	62,031.25	367,001.14	295,181.00	(71,820.14)	908,800.00	40%
Total Expense	235,358.83	187,189.25	1,026,527.01	861,820.00	(164,707.01)	2,593,198.00	40%
Net Ordinary Income	-23,263.02	-85,132.25	-362,045.34	-109,464.00	252,581.34	438,115.00	-83%
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0.00	205,582.00	0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	205,582.00	0%
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	12,286.54	6,166.42	24,433.30	24,454.93	21.63	74,866.85	33%
9611 CLATSOP BANK-LOAN INT	860.46	407.08	1,860.70	1,839.07	(21.63)	4,015.15	46%
Total 3. OTHER EXPENSES	13,147.00	6,573.50	26,294.00	26,294.00	0.00	78,882.00	33%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	175.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	45,291.15	0%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	3,490.85	0%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	837,455.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	160,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	123,582.00	0%
Total Other Expense	13,147.00	6,573.50	26,294.00	26,294.00	0.00	1,248,876.00	2%
Net Other Income	-13,147.00	-6,573.50	-26,294.00	-26,294.00	0.00	-1,043,294.00	3%
Net Income	-36,410.02	-91,705.75	-388,339.34	-135,758.00	252,581.34	-605,179.00	64%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RC
October 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	229.74	0.00	1,143.23	50.00	1,093.23	50.00	0%
4500 RC PROVIDER SERVICE REIM	149,403.69	0.00	492,497.81	446,500.00	45,997.81	446,500.00	0%
Total Income	149,633.43	0.00	493,641.04	446,550.00	47,091.04	446,550.00	0%
Gross Profit	149,633.43	0.00	493,641.04	446,550.00	47,091.04	446,550.00	0%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	0.00	0.00	59,343.64	53,600.00	(5,743.64)	53,600.00	0%
6200 PAYROLL EXPENSES	0.00	0.00	5,476.67	5,000.00	(476.67)	5,000.00	0%
6300 EMPLOYEE BENEFITS	0.00	0.00	8,530.95	3,500.00	(5,030.95)	3,500.00	0%
Total 1. PERSONNEL SERVICES	0.00	0.00	73,351.26	62,100.00	(11,251.26)	62,100.00	0%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	0.00	0.00	346,609.76	448,500.00	101,890.24	448,500.00	0%
7030 BUS PASSES	0.00	0.00	5,950.00	3,500.00	(2,450.00)	3,500.00	0%
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	1,295.00	1,295.00	1,295.00	0%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	0.00	0.00	0.00	
8010 BANK FEES	0.00	0.00	0.30	0.00	(0.30)	0.00	0%
8020 BLDING & GROUNDS MAINT	0.00	0.00	2,631.73	350.00	(2,281.73)	350.00	0%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	0.00	0.00	3,019.68	100.00	(2,919.68)	100.00	0%
8035 CONF TRAINING & TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	0.00	0.00	0.00	60.00	60.00	60.00	0%
8050 DUES SUBSCRIPTIONS & FEES	0.00	0.00	20.16	0.00	(20.16)	0.00	0%
8055 DURABLE EQUIP/SMALL TOOLS	0.00	0.00	468.15	0.00	(468.15)	0.00	0%
8065 EDUCATION/OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00	
8070 EMPLOYEE RECOGNITION	0.00	0.00	193.66	100.00	(93.66)	100.00	0%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RC
October 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8080 INSURANCE	0.00	0.00	0.00	1,200.00	1,200.00	1,200.00	0%
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	0.00	
8100 MEETING EXPENSE	0.00	0.00	0.00	100.00	100.00	100.00	0%
8120 OFFICE SUPPLIES	0.00	0.00	447.98	200.00	(247.98)	200.00	0%
8130 PAYROLL PROCESSING FEES	0.00	0.00	0.00	56.00	56.00	56.00	0%
8135 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	
8139 PROFESSIONAL SERVICES	0.00	0.00	279.00	375.00	96.00	375.00	0%
8155 TELEPHONE/INTERNET SERVICE	0.00	0.00	2,304.84	850.00	(1,454.84)	850.00	0%
8160 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	
8165 UTILITIES	78.70	0.00	1,195.16	873.00	(322.16)	873.00	0%
Total 2. MATERIALS & SERVICES	78.70	0.00	363,120.42	457,559.00	94,438.58	457,559.00	0%
Total Expense	78.70	0.00	436,471.68	519,659.00	83,187.32	519,659.00	0%
Net Ordinary Income	149,554.73	0.00	57,169.36	-73,109.00	(130,278.36)	-73,109.00	0%

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

	<u>Oct 31, 17</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,185,143.35	Current Liabilities	
Accounts Receivable	80,534.23	Accounts Payable	63,599.26
Other Current Assets		Other Current Liabilities	<u>73,233.55</u>
1400 PREPAID EXPENSES		Total Current Liabilities	136,832.81
1401 PREPAID INS/BENEFITS	9,103.37	Long Term Liabilities	
1400 PREPAID EXPENSES - Other	<u>(8,618.56)</u>	2800 INTERCOMPANY DUE TO/FROM	
Total 1400 PREPAID EXPENSES	484.81	2810 DUE TO RIDE CARE	(37,934.82)
1500 UNDEPOSITED FUNDS	<u>(591.80)</u>	2815 DUE TO/(FROM) SETD G F	<u>37,934.82</u>
Total Other Current Assets	<u>(106.99)</u>	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Total Current Assets	<u>1,265,570.59</u>	Total Long Term Liabilities	<u>0.00</u>
TOTAL ASSETS	<u><u>1,265,570.59</u></u>	Total Liabilities	<u>136,832.81</u>
		Equity	
		3100 NWRC PRIOR PERIOD ADJUST	8,891.00
		3200 GF PRIOR PERIOD ADJUST	(8,891.00)
		3700 FUND BALANCE NWRC-RESTRICT	1,311,117.11
		3800 FUND BALANCE GENERAL FUND	780,850.87
		3900 RETAINED EARNINGS	(654,177.60)
		Net Income	<u>(309,052.60)</u>
		Total Equity	<u>1,128,737.78</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,265,570.59</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
CITY OF CANNON BEACH - A/R	3,619.00	0.00	0.00	0.00	3,619.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	0.00
NW RIDES	0.00	1,080.00	424.00	0.00	1,504.00
ODOT	0.00	0.00	0.00	0.00	0.00
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	95.00
PROVIDENCE ELDERPLACE	0.00	120.00	0.00	100.00	220.00
Providence Seaside Hospital	144.00	72.00	0.00	0.00	216.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00
RC-SETD PARA	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00	0.00
TPJCC	946.00	0.00	0.00	0.00	946.00
TOTAL	<u>4,709.00</u>	<u>1,367.00</u>	<u>424.00</u>	<u>100.00</u>	<u>6,600.00</u>

Sunset Empire Transportation District

A/P Aging Summary

As of October 31, 2018

	Current	1 - 30	31 - 60	TOTAL
ALEGRIA, PAMELA	5.00	0.00	0.00	5.00
ASTORIA, CITY OF	655.83	0.00	0.00	655.83
CB LAWN CARE	406.00	0.00	0.00	406.00
COASTAL LOCK -N- KEY, LLC	116.00	0.00	0.00	116.00
CRS	1,662.00	0.00	0.00	1,662.00
CTAA	775.00	0.00	0.00	775.00
E-LOFSTROM, TRACY	18.00	0.00	0.00	18.00
HEATHER REYNOLDS	100.00	0.00	0.00	100.00
HOME DEPOT CREDIT SERVICES	126.26	0.00	0.00	126.26
INDUSTRIAL DIESEL POWER, INC	0.00	45.00	0.00	45.00
IRON MOUNTAIN	102.36	0.00	0.00	102.36
JACKSON & SON OIL, INC.	4,486.32	0.00	0.00	4,486.32
MTR WESTERN BUS	0.00	965.43	0.00	965.43
O'REILLY AUTO PARTS	943.30	0.00	0.00	943.30
OFFICE DEPOT	42.98	0.00	0.00	42.98
OREGON DEPT OF C&B SVCS	197.12	0.00	0.00	197.12
P & L JOHNSON MECHANICAL, INC	0.00	128.62	0.00	128.62
RC-OR DHS	0.00	0.00	0.00	0.00
RECOLOGY WESTERN OREGON	94.64	0.00	0.00	94.64
SDAO	4,112.13	0.00	0.00	4,112.13
SETD-Ride Care	0.00	0.00	0.00	0.00
SHRM DISTRIBUTION	209.00	0.00	0.00	209.00
TIAA	188.00	0.00	0.00	188.00
TILLAMOOK COUNTY DISTRICT	3,000.00	0.00	0.00	3,000.00
VERIZON WIRELESS	686.31	0.00	0.00	686.31
Wadsworth Electric	0.00	110.99	0.00	110.99
WESTERN BUS SALES, INC.	441.61	0.00	0.00	441.61
WILCOX & FLEGEL	13,427.88	0.00	0.00	13,427.88
TOTAL	31,795.74	1,250.04	0.00	33,045.78

**Sunset Empire
Transportation District
Check Detail
October 2018**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
18371	10/01/2018	SDIS	33,311.85
18373	10/01/2018	SDIS	15,790.50
18382	10/02/2018	INDUSTRIAL DIESEL POWER, INC	7,255.32
18384	10/02/2018	MINDSHIFT TECHNOLOGIES	5,984.00
18418	10/08/2018	FISHER & PHILLIPS, LLP	5,145.00
18440	10/08/2018	WILCOX & FLEGEL	14,390.16
18461	10/31/2018	MINDSHIFT TECHNOLOGIES	8,160.00
Total			90,036.83

Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103

Date	Ref. No.
11/07/2018	0342 10/09 - 11/08

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

Bill Due	11/27/2018
Terms	NET 20
Memo	10/09 - 11/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
	0284 - JONES			MOBILITY
8038 TRAVEL	SUMMIT EXPRESS - CREDIT	-61.00		MANAGEMENT
8038 TRAVEL	DESCHUTES	66.97		MOBILITY
	BREWERY/BEND CONF. -			MANAGEMENT
	MEAL			MANAGEMENT
8038 TRAVEL	CURRENTS AT THE	34.00		MOBILITY
	RIVERHOUSE/BEND CONF. -			MANAGEMENT
	MEAL			
8038 TRAVEL	SPORK/BEND CONF. - MEAL	52.90		MOBILITY
				MANAGEMENT
8038 TRAVEL	MCDONALDS/BEND CONF. -	6.79		MOBILITY
	MEAL			MANAGEMENT
8120 OFFICE SUPPLIES	0326 - HAZEN			ADMINISTRATION
8031 WEBSITE/ON-LINE	STAPLES	29.90		ADMINISTRATION
SW SUB	APPLE ITUNES	0.99		ADMINISTRATION
8038 TRAVEL	DESCHUTES	49.89		ADMINISTRATION
	BREWERY/BEND CONF. -			
	MEAL			
8038 TRAVEL	DEPOT CAFE/BEND CONF. -	126.15		ADMINISTRATION
	MEAL			
8038 TRAVEL	RIVERHOUSE ON THE	632.64		ADMINISTRATION
	DESCHUTES/BEND CONF. -			
	LODGING			
8038 TRAVEL	HUMAN BEAN/BEND CONF. -	7.00		ADMINISTRATION
	MEAL			
8038 TRAVEL	0946 - LEWICKI			OPER 5311
	BIG WAVE CAFE - MEAL	53.50		OPER 5311
8038 TRAVEL	CORNERSTONE CAFE - MEAL	32.98		OPER 5311
8055 DURABLE	AMAZON - CABLES	96.16		OPER 5311
EQUIP/SMALL TOOLS				

Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103

Date	Ref. No.
11/07/2018	0342 10/09 - 11/08

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

Bill Due	11/27/2018
Terms	NET 20
Memo	10/09 - 11/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
8173 STOCK PARTS	FREIGHTLINER NW - O RINGS	17.21		OPER 5311
8038 TRAVEL	0961 - WEINTRAUB CASCADE LAKES LODGE/BEND CONF. - MEAL	18.00		TRANS OPTIONS TRANS OPTIONS
8038 TRAVEL	NEWPORT AVE MARKET/BEND CONF. - MEAL	10.49		TRANS OPTIONS
8038 TRAVEL	BACKPORCH COFEE ROAST/BEND CONF. - MEAL	4.25		TRANS OPTIONS
8038 TRAVEL	DESCHUTES BREWERY/BEND CONF. - MEAL	59.59		TRANS OPTIONS
8038 TRAVEL	WALL RESTAURANT/BEND CONF. - MEAL	30.00		TRANS OPTIONS
8038 TRAVEL	BACKPORCH COFFEE ROAST/BEND CONF. - MEAL	8.25		TRANS OPTIONS
8038 TRAVEL	CORNELIUS PASS ROADHOUSE/BEND CONF. - MEAL	22.20		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROPRO	14.99		TRANS OPTIONS
8070 EMPLOYEE RECOGNITION	1050 - CARLSON FRED MEYER - GIFT CARD	35.00		ADMINISTRATION ADMINISTRATION
8135 PRINTING	FULL IDENTITY - EMPLOYEE BADGES	31.50		ADMINISTRATION
8120 OFFICE SUPPLIES	1092 - LEWICKI STAPLES	24.99		OPER 5311 OPER 5311
8021 B&M GENERAL	ASTORIA TRANSFER STATION - GARBAGE DUMP	77.96		OPER 5311
8100 MEETING EXPENSE	FRED MEYER - DOUGHNUTS	5.79		ADMINISTRATION

Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103

Date	Ref. No.
11/07/2018	0342 10/09 - 11/08

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

Bill Due	11/27/2018
Terms	NET 20
Memo	10/09 - 11/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	BLACK BEAR DINER/BEND	24.75		OPER 5311
8055 DURABLE	CONF. - MEAL			
EQUIP/SMALL TOOLS	AMAZON - CABLES	69.49		OPER 5311
8100 MEETING EXPENSE	1100 - PARKER			ADMINISTRATION
	DOLLAR TREE - TABLE	3.00		ADMINISTRATION
8100 MEETING EXPENSE	COVERS/BOARD MEETING			
	FRED MEYER - FOOD/BOARD	28.47		ADMINISTRATION
8100 MEETING EXPENSE	MEETING			
	SAFEWAY - FOOD/BOARD	6.49		ADMINISTRATION
	MEETING			
8038 TRAVEL	SPORK/BEND CONF. - MEAL	100.05		ADMINISTRATION
8070 EMPLOYEE	BLOOMIN CRAZY FLORAL -	61.00		ADMINISTRATION
RECOGNITION	FLOWERS/TAMI			
8038 TRAVEL	0020 - PARKER			ADMINISTRATION
	RIVERHOUSE ON THE	-327.52		ADMINISTRATION
	DESCHUTES/BEND CONF. -			
	LODGING CREDIT			
8121 POSTAGE-SHIPPING	STAMPS.COM - POSTAGE	15.99		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	46.47		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	100.00		ADMINISTRATION
8031 WEBSITE/ON-LINE	0103 - LAYTON			ADMINISTRATION
SW SUB	ADOBE ID	20.99		ADMINISTRATION
8031 WEBSITE/ON-LINE	ADOBE ACROBATE	14.99		ADMINISTRATION
SW SUB				
8065	FRED MEYER - HALLOWEEN	54.97		ADMINISTRATION
EDUCATION/OUTREACH	CANDY			

Expense Total : 1,708.23

Bill Total : \$1,708.23

Date: November 23, 2018

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 8.a - Best Practices

SDIS has developed a Best Practices Program designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. Each year they offer special districts an opportunity to receive discounts of their insurance premiums. The incentive is reducing liability and the focus is different each year. Last year the focus was on records retention. This year it is focused on facilities and maintenance. SDIS sends out list of requirements that when completed give us discounts. Since we work closely with SDAO we often have some of the requirements in place. I have included this year's check off list and below is an explanation of what was submitted.

1. 2% Credit- Affiliate Organization Membership- We are a member of the Oregon Transit Association.
2. 2% Credit- Property Photos- We sent them up to date pictures of all 4 sides of each of our buildings. Operations has 2 buildings in Warrenton and the Transit Center in Astoria.
3. 2% Credit- Online Training- Employees and the Board have been utilizing this training program a lot. Each district has their own design. It is a wonderful tool. Eric our Safety Committee Chair took the Arson Awareness and Prevention course for this requirement. Eric is bringing this training and information to the Safety Committee at the next meeting.
4. 2% Credit- SDAO/SDIS Training- This was an easy requirement as we all like SDAO/SDIS Trainings! The Board and Staff attended the 2018 SDAO Conference last February in Seaside. Board and Staff attended the SDAO Board Duties, Responsibilities and Liabilities Regional Training in Astoria in May.
5. 2% Policy- This was a 2-part requirement. The first was for the District adopt a Preventative Maintenance Policy which we already had been completed, submitted and approved by the Board. The second requirement was to include an SDAO preventative maintenance check list into your existing policy. The checklist was added to the policy as a quarterly inspection that will be done by staff and turned into the Chief Operations Officer.

If we were good...really good, we could receive an Extra Credit of 4%.

We had to be in the selected group of Districts that were offered this extra credit to apply! Then it was only given to the first 40 Districts who signed up for the Board Practices Assessment with Rob Mills!

We were one of the first 40! So, we got it.

CONGRATULATIONS SETD- We will be receiving 14 % off of our liability and property insurance!

Date: November 29, 2018

To: Board of Commissioners

From: Paul Lewicki

Re: Lower Columbia Connector (LCC) Route Weekend Service to Portland

Currently, SETD meets Columbia County's CC Rider at Rainier twice a day for passengers traveling between Astoria and Longview/Kelso or Portland. CC Rider has determined that it is no longer able to continue to provide weekend service on its connector route to Portland as a result of its current fiscal condition. Due to the popularity of this service and a reluctance to allow service to our riders to be reduced, staff is planning to extend our weekend Columbia Connector route to Portland.

Rider data shows an average of 22 people ride the connector each weekend. 37% of the weekly LCC riders have Portland as their final destination. Our weekend LCC route will stop at Svenson, Knappa, Westport, Clatskanie, Rainier, St Helens, and Amtrak and Greyhound in Portland. It is projected that the expense to operate this extended route will be an \$50,000 through October, 2019. During this period, staff will apply for an intercity grant to continue this service, seven-days-a-week.

Staff recommends that the Board approve the Portland extension of the weekend LCC route.

Date: November 22, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Seaside Kiosk Update

We have notified the owners of the Seaside Factory Outlet Center that we are terminating the lease for the gazebo effective December 31, 2018.

I met with the manager and staff at the Seaside Visitor Center about the idea of us relocating the kiosk to inside of the Visitor Center. They were intrigued by the idea but also had some concerns. None of the concerns were to the point that it wouldn't work. The manager mentioned that there would be several layers that he would have to run it through, the first being the city's Tourism Committee. They met on November 21st but I haven't heard yet how the idea was received by the committee. I would estimate that it would take three to six months to get through all the layers at the city.

I stopped at the office space that is for lease attached to Seaside Health Foods at 144 N. Roosevelt. The owner of Seaside Health Foods owns the building. It was most recently used by a candidate running for office but is vacant now. It is 1,000 sq.ft and has a lobby area along with a restroom, a small conference room, and 4 small offices. There is a wheelchair ramp on the sidewalk in front of the store and the sidewalk wraps around in front of the offices. He is ok with buses pulling off the highway into the parking lot to drop off and pick up riders although we currently do not have a route that goes by there, but we will in the near future when we reconfigure the Route 101. The monthly lease is \$1,300 which includes water and garbage, but with a three year lease the first year's monthly lease will be \$1,000. We would be responsible for electrical and gas service. He will put in a handicap parking space in the parking lot to satisfy ADA requirements. I will put pictures on the screen during the meeting.

Long term, I think this is a more desirable space for our operation. We will be able operate it 7 days a week. We have options with the offices that are in the building that we have discussed. We could sublease them, or we could move our records storage from the mini storage in Warrenton. I'm sure there's more ideas we could come up with, but getting the kiosk moved is the most important thing. We can spend more time thinking about use of the extra space.

In order to continue operations in Seaside and have a more suitable site for employees, staff is recommending that the Board authorize the Executive Director to pursue a three-year lease on this location and authorize the Board Chair to sign the lease agreement after it has been reviewed by legal counsel.

Date: November 29, 2018

To: Board of Commissioners

From: Paul Lewicki

Re: Fare Language Clarification

In June, 2018, the Board approved a new fare schedule for SETD fixed routes. The language included in the Fare Policy Appendix A left some ambiguity which has resulted in some rider misunderstanding in the service provided under different SETD passes. Below is a redlined edit of that Appendix developed to clarify the text.

Day Pass: Day passes are valid ~~only~~ for the day (date) ~~when~~ purchased only. Day passes will be punched to indicate day purchased. Day pass codes will change each day. The cost for a day pass is \$3.00 and can be used to ride all fixed route buses within Clatsop County with no limit in boardings or transfers. Day passes are valid for Lower Columbia Connector route as far east as Westport only. Day passes are not valid on ADA Paratransit. Day pass vouchers may be purchased to pre-pay for a day pass in advance. Day pass vouchers are only available at the Astoria Transit Center and the Seaside Kiosk and will be authorized by the Finance Department.

Monthly Pass: Monthly passes valid ~~only~~ for month they are ~~when~~ purchased only. For best value it is recommended that the pass be purchased to purchase this pass on near the first day of the month. Monthly passes can be used to ride all fixed route buses within Clatsop County with no limit in boardings and transfers. Monthly passes are valid for Lower Columbia Connector route as far east as Clatskanie only. No CC Rider transfers will be issued for rides given by pass. Monthly passes will rotate in color and are punched to indicate month and year purchased. Monthly passes can be purchased at Astoria Transit Center or the Seaside Kiosk.

Student Summer Fun Pass: Student Summer Fun Passes are offered to students from elementary through high school age (18 years or younger who have not yet graduated from high school). ~~or students age 18 or younger or who have not yet graduated from high school.~~ Student Summer Fun Passes are an outreach tool to local youth which provides unlimited access to all SETD routes within Clatsop County. Dates for the Student Summer Fun Pass will vary each year based on the release and start date of local schools.

Staff recommends that the Board approve this language for Fare Policy Appendix A.

Date: November 22, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Oregon Public Transportation Conference Reports

Here are the reports that I received from most everyone that went to the conference recently held in Bend. I believe that there is great value in doing this exercise to show the public what a wise investment of funds it was to send a large contingent from SETD.

NOTES FROM OREGON TRANSIT CONFERENCE

18-1105 Notes from Oregon Transit Conference

Bryan Kidder

My focus during the conference was to learn more about the passenger experience and marketing tips for SETD.

I attended a session titled “Where Passenger Data and Customer Experience Meet,” and picked up by using an Automatic Fare Collection (AFC) system, the passenger boarding time could be cut by two-thirds. Use of an AFC system could also make it easier for our passengers as they move between our partnering transit systems. Automatic Passenger Counting (APC) provides increased data collection and could provide a benefit when married to our schedule information. Unfortunately, 80 percent of transit systems do not have APC systems. It is generally limited to larger urban systems. Data collection could also provide better real-time info that riders would find valuable. The point was made that good real-time information leads to increased ridership and satisfaction.

The session “Marketing 101” was geared to smaller transit systems. While the information was varied, I felt that SETD was already doing most of the things suggested during this session. It was pointed out that RTAP will help with website development. Our website is an area I feel SETD could use some assistance with, as discussed during previous board meetings.

Another marketing-related session I attended was titled “Marketing: How to Use Social Media to Your Advantage.” Good advice was given on the use of Instagram to build connections with riders. Instagram is a visual medium, which allows us to use pictures and videos to tell the SETD story, celebrate success and share important information. Instagram does require active picture taking and posting through a smart phone. It is not easily managed through a desktop device, but it can be done.

A session of note was “Ready, Set, Go: Keep Public Transportation Moving Forward,” where I heard that it may be possible to seek greater funding from DHS. Regional transportation plans were touched on, a topic that could be an important one for our SETD board offsite.

On the whole, I thought this was a valuable conference, especially for a first-timer like me.

I am grateful for the opportunity to attend the OPTC in Bend this year. I feel there were many valuable sessions and speakers that were of benefit to me and that will help me serve our district.

The first session I attended was the “Tech Track”-Where Passenger Data and Customer Experience Meet: APC and AFC. The speakers represented a varied spectrum of industries. The important message I took away was that they were in agreement on an important point-“compatibility”. The presenters were Prof. David Porter, OSU; Phillip Carleton, OSU; Aaron Antrim, Trillium; and Zachary Browne, Token Transit. They all spoke of the need for technology to integrate into systems the customer already uses...Google, social media etc, and that the systems speak to each other regardless of the company that sells it. This to me is extremely important as each time a partnership is developed there is a potential for conflicting systems. These conflicts can cause cascading effects that can cause increased work for staff, incomplete information for customers, and errors in required reporting. As our district grows and we implement changes and programs I believe it is vital we ask the question “how compatible is this with other programs?”. It is important that we adopt technology and protocols that can grow and improve with us, so the tech we use should work with what we are doing now and what could be coming down the road. Future requirements and potential partnerships with other local, State, Federal or commercial entities may be of benefit for us, and I believe we position ourselves well by asking the type of questions that the presenters were discussing. I am encouraged to hear there are corporations making plans and technology that is not proprietary based that “only speaks to other programs by the same corporation”.

The first session set the tone for me and I found many of the other sessions provided important information and motivation to keep learning more. I have already brought up and put to use information I learned in the panel on Land Use Policies at the NWACT meeting I attended in November. Hopefully those in the planning positions for the State will be able to shift their thinking from planning forward for the next 25 years based on current data to looking at where we want to be in 25 years and putting in place the projects to get us there, with flexibility to take snapshots during the years to examine if goals have shifted. It is a subtle shift but could make a huge difference in planning and results.

The Keynote speakers unfortunately I felt were not the highlights of the conference with the exception of Elisa Hayes. I was thoroughly impressed with her presentation and ability to communicate important information on leadership in an entertaining, and engaging manner. I would love to see the district work to bring her to Clatsop County for more of the region to experience her message.

Thank you again for the opportunity to continue to learn and engage in the process of being a commissioner for Sunset Empire Transit District.

Kathy Kleczek

Pamela Alegria**Comments on the 2018 Public Transportation Conference**

Since several sessions were of interest, I quickly reviewed several sessions before attending “A Golden Opportunity: Transit and Land Use Policies” which I wanted to hear the most. “Transit Development Planning: From Theory to Practice” began with the presenter asking if there were any questions from the audience before giving her presentation. This was neither a stimulating nor an informative beginning. I left. “Remix 101: Refresher and New User Training” presented a planning tool which was informative.

“STIF: Student Transportation Grades 9-12” presented information that I have neither read nor heard such as attendance improved when students were provided dental care.

The best presentation was “A Golden Opportunity: Transit and Land Use Policies”. It was informative, relevant, thought-provoking, and well-presented.

Additional Benefits

I enjoyed getting to know Jason and Jennifer.

A participant attending the conference said that in the future he would use “auxiliary pedestrian infrastructure” instead of “pedestrian amenities”.

Note: On Monday morning I was at Family Health Clinic.

Oregon Public Transportation Conference

October 28th thru 31st Bend, Oregon

Mary Parker Overview

The OPTC in Bend was well done. The location in Bend is always fun and the River House Hotel and Conference Center were very accommodating. It was nice to be able to walk to the conference center and not have to take a car. The amenities were very nice!

The conference sessions were late being completed, but when sessions were finally offered they were well planned and pertinent to the important issues currently on all our agendas.

The format of dividing the sessions in color coded tracks the way they did was very helpful.

Every session I attended was very good. Presenters were prepared and moved through the material so that they completed their presentation on time. I was impressed how presenters worked as a team supporting each other too. Many sessions had more than one presenter.

There was a lot of very useful information shared at the conference, but I think the most educational was Transportation Options related. Mobility was not covered as much as at the last conference. It would be nice to have a Transit Training session. Marketing was well covered. I hope that all 3 of these subjects will be represented at every conference.

It was impressive how ingenious and devoted most of the presenters were. Hard working and dedicated to transit. It was equally impressive to hear the ideas coming from the audience too. Mutual interest and respect were evident all around.

Great sessions, great presenters, great networking and so many great ideas and plans that were shared. I came back with pages filled with notes and ideas.

I was very impressed with the staff from RVTD. They are ahead of the game in almost every aspect of the services they provide. Would like to take a field trip there to see how they do what they do.

Thanks for allowing me to attend.

2018 Oregon Public Transportation Conference review

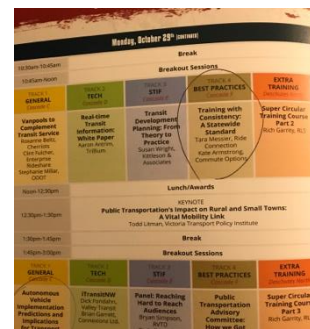
Jason Jones
SETD Mobility Manager
11/2/18

Upon hearing that I was going to be attending this year's conference I started researching the level of instruction that I could glean from so many options in speakers, keynotes, vendor booths and networking with other transit professionals. I knew that the level of instruction from OTA would be top notch because Rogue Valley's General Manager was also the OTA board president and together with her fellow OTA board members would have such a profound positive effect on how the conference would unfold. That, and, being just across the street from a HOBBY LOBBY was a highlight in its own right.



Our trip to Bend would start early and end late but knowing that SETD would allow our Paratransit Supervisor Jennifer to do the driving for us was a huge relief as her level of professionalism and safety conscious driving sure took any concerns or stresses we had about our long trip out of the equation. If it wasn't for some bad navigating by yours truly the trip would have been perfect.

I looked at OTA as an opportunity to meet up with other professionals in or near to my job as Mobility Manager. Networking is so important in our line of work as there is a level of care and support that flows from everyone in transit that only better the collective efforts of us all. We are like one big family that is there for anyone that may need a helping hand and enjoy the moment when we see people or agencies succeed. I felt there could have been better more structured opportunities to network. Other than networking with others, OTA at its core is designed to provide instruction and guidance through a plethora of keynote addresses, breakout sessions and a strong vendor expo that highlighted the latest technology in transit. An easy to read guide echoed the desire OTA has in bringing relevant-accurate information and education to us in the business.



Color coded tracts helped organize a full slate

Keys to the Keynotes.

Wow! Wow might be the best word I could use to describe the keynote speakers that were present at OTA this year. If it wasn't OTC chair Tammy Baney welcoming us, Todd Litman from the Victoria Transport Policy Institute regaling us on transit's impact on rural and small towns, or hearing how Ken Montler from Mobility Cubed saw that connected autonomous vehicles could play an important part in first and last mile solutions in our communities it was an amazing lady from Seattle Washington named Elisa Hays whose Keynote address on leadership put us all in a different level of empathy. I was truly blessed with the level of information coming from our speakers and look forward to applying some of their principles to my every day work load. Though I feel that Mobility was present in many things at OTA, I would have liked to see at least one specific tract or session that centered specifically on Mobility Management.

Time to put the 'break' in breakout sessions.

My first course was a STIF track in Cascade room E where Jamey Dempster reviewed the STIF requirements and best practices as it pertains to addressing if a transit agency is reaching a high percentage of low-income households. Needless to say, I was surprised to note that it actually is a challenge when trying to figure out who we are helping but there are several tools that help us along the way. This information could be very helpful for me in the future as I begin to track my analytics more thoroughly as the need to drill down on our first numbers and get to the heart of some of the issues through deeper diving becomes more of a need.

My next session was Training with Consistency: A Statewide standard. Tara Messier from Ride Connections and Kate Armstrong from Commute Options really set the bar high when it comes to presenting training materials and best practices for us to follow in transit. One item that Tara spoke on was how difficult it was for agencies to train and retain volunteer drivers and how important it was for us to work to have them as an option. I was happy to hear of the positive results from those who have volunteer driver networks including an individual I networked with that has a successful Veteran Volunteer network that I will be communicating with in the near future. Kate Armstrong spoke on her program that helps drivers understand how to safely navigate around the strong biking community in Deschutes County. She mentioned how difficult it was to get into the fleet driving community and provide this training and asked the room if we knew of any creative ways to get her training in front of them. Kate was very engaging and thoughtful in her presentations and I hope to see her program flourish in the coming months as her training is very engaging and communicates the necessities very well.

Time to dive in.

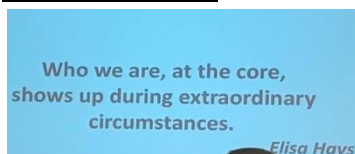
As the conference started rolling for me I enjoyed a Keynote from Todd Litman from Victoria Transport Policy Institute even with some technical difficulties with his presentation. Todd's breakout session on Autonomous Vehicle implementation was insightful and forward thinking and made you really think about how this technology could become mainstream in a short 50 years, transit better be ready. The Bend Round About tour was pretty awesome as we toured all of the amazing roundabouts and the art that adorned all of them. Don't call me 'Phoenix Rising' said the FLAMING CHICKEN!!



This is Casey at OSU-Cascades campus

Casey Holdah then took us on a nice tour of the new OSU-Cascades campus near downtown Bend where he described how the university is working hard to bring multimodal transportation facilities and technology to the area. I would then attend Ready, Set, Go and listened to how Cosette Rees, Lisa Scherf and Mike Baker discuss some pretty cool initiatives and goals to keeping Oregon moving through public transit. I would also get an opportunity to visit the Busing on the Lookout break out session where I witnessed a full room of OTA attendees glued to the video and very engaged to what our Director Jeff and ODOT rep. Jaimie Baldwin had to say about this very important issue.

IMPACTFUL!!



I could not finish this review without mentioning the riveting and emotional testimony of Elisa Hays during her Keynote address. Elisa's amazing story of leadership and survival was tragic yet captivating which commanded your undivided attention. (Check Elisa out at elisahays.com) Elisa wanted us to focus on these IMPACT principles: Put others FIRST, get a LAUGH, ask "what IF" and focus on FEELINGS.

I was thankful to see that my next breakout session was with Elisa again in her Master Tools for IMPACT: A Deeper Dive into Empathy-Fueled Performance Driver Leadership course. There were 4 of us from SETD there along with a packed room and were treated to a deeper dive in what Elisa teaches. One thing that really touched me was her fourth IMPACT principle about focusing on feelings. She states that employees of compassionate leaders were more likely to act in a helpful and friendly manner toward other employees, even when they had nothing to gain. Reflecting on my previous role in Ride Care and now as a supervisor I came to learn that leaders most effectively lead those who they understand thus showing that empathy is the highest calling of a leader. I'm thankful I have a leadership role here at SETD and look to employ some of these IMACT principles.

There were many items that I admired about this OTA trip such as seeing a friend, Karen Friend honored for so many years of service or seeing the beautiful scenery of the Deschutes River running right by our conference



but I was truly blessed to have the opportunity to attend and know that SETD is respected through out the community. I was proud to have some great teammates along with me and enjoyed watching them network with others in their specific line of work as I did as well. I was pleased that our TO person Matthew was nominated to the Transportation Options Group of Oregon (TOGO) board where I know he will

be a great resource to the greater cause of keeping Oregon moving. OTA and other venues such as them are important guidelines on the path to achieving great and total agency success through the hard work of all our leaders. Items and principles learned here should find their way back into the general operation of a successful agency and I believe they do here.

Karen Friend



Jennifer Geisler

Being this was my first transportation conference, I did not know what to expect. Although there were not any sessions directly related to my current position at SETD I came away with having a great experience and deeper understanding of what transportation means in Oregon.

These are the sessions I attended on Monday.

ADA: ODOT Settlement: Even though this was not what I expected, I did come away with a better understanding of the project ODOT is faced with. The great description and detailed pictures for ADA access to sidewalks required by law gave me a better understanding of what to look for when approving Paratransit service and if a mobility device or inclusions (stroller, wagon, riders with luggage) can access a bus stop shelter.

Training with Consistency: A Statewide Standard: Tara with Ride Connections gave great information on training drivers. There is training on defensive driving, PASS class, customer service, putting on chains, mental health first-aid, advanced wheelchair securement, etc. Ride Connections will do the training, or they will train the trainer. She shared that there are grants available to pay for needed costs. This session motivated me in seeing the importance of consistent staff training.

Panel: Reaching Hard to Reach Audiences: Great ideas on how to think outside the box and reach out to under-served people in our community. We heard about the Go Vets program and what worked and did not work.

I ended the day with the Round-About Bend Bus Tour.

The sessions I attended on Tuesday.

Master Tools for IMPACT: A Deeper Dive into Empathy-Fueled, Performance-Driven Leadership. Elisa Hayes has an amazing story! This was the highlight to my week in Bend. I took away advice for life long changes not just for my work life but for day to day living and interacting with those around me. She talked about how to be a leader and had us practice her techniques.

Ready, Set, Go: Keep Public Transportation Moving Forward: This session gave great understanding on the OPTP. It was great to hear what other transportation agencies are doing or moving towards throughout the state. SETD's name came up a few times (not from SETD staff or board members) on what we are doing!

I learned a lot from all the sessions! I made connections with people that will be great contacts for future questions and needs. The location was a great choice. The only thing that I would like to see added would be sessions on curb to curb, self-pay, shared services and what is expected. How to better serve our elderly and disabled in a rural community.

Tracy Lofstrom

Report on OTA conference October 28-31, 2018

On Oct 28th, I attended the partnering to Deliver STIF Projects. Not a lot of new information, but it was interesting.

Oct 29th, I attended the whole day Super Circular Training. Rich Garrity, RLS presented. Wow, lots of good and useful information. He went over the hierarchy “flow down” of grant recipients. Talked about cost rates and what is and isn’t allowed and how to find that info. Discussed cost allocation, matching funds and new thresholds for purchasing.

Oct 30th, 9:15- 10:30 Session - I was fortunate to have signed up for Elisa Hays’ session. She had spoken as our key note during breakfast and was fascinating. Her topic during the session was on leadership. Although it was a quick session, it included some interactive participation between attendees. Developing habits for being a good leader include listening and hearing. She showed us that we often are quick to give an answer like “no” when we should be giving more credence to being open to other options.

10:45-12:00 Session – I attended the OPTIS workshop. Much better than last year. The presenter, Mel was great. She went through an APR and then a reimbursement document. I learned a quicker way to search for documents, a way to see the work flow history of a document and where to find our grants on OPTIS.

2:00-3:00 Session – I attended the STIF: Revolving Workshop. More of the same on STIF.

Matt Weintraub

This was my first OPTC and in general I had a favorable opinion of the experience. The sessions were thoughtfully planned, well executed and all the information and logistics were clear and well delivered once onsite.

During the conference there seemed to be a significant amount of information on new and emerging technology, which I found interesting. However, given that many of Oregon's transit agencies are either small and/or rural, there was a noticeable gap in information geared towards that audience. My general takeaway is that there is so much going on in transit around Oregon that doesn't impact the North Coast. This conference was a great opportunity to see what is happening around the state (and region) and how I can apply lessons and programs learned back to my work.

The most impactful sessions I attended was on Reaching Hard to Reach Audiences. This panel featured a deep dive into RVT's veteran's engagement program and efforts. I had recently come off participating in the Stand Down event at Camp Relia and was struck by how veterans connected with different aspects of the traditional outreach messaging when compared to most other segments of the population. This panel discussion at the OPTC helped me to understand not only why that difference occurred, but also how I could further engage and reach the North Coast's veteran community.

I would have liked more discussions on the connections between transportation options, active transportation and transit. Since transit is just one piece of TO, it would have been good have more information for transit providers on how to best engage and utilize transportation options programs. Hopefully this can be included in future conferences.

Jeff Hazen

I believe this year's conference was one of the best that we've seen in recent years. The attendance was excellent, and it provided a great opportunity to network with other transit providers along with ODOT staff and vendors.

On Sunday I attended both STIF Workshops where the Discretionary and Statewide Transit Network Solicitations Overview along with Advisory Committee and Public Engagement Best Practices. Both were very informative.

Monday morning, I sat in on the STIF: Tools for Determining Whether You are Serving Low-Income Populations. This gave us tools to use in making sure that we are capturing the areas where there are communities of low-income households. Later in the morning, I attended the Training with Consistency: A Statewide Standard. There was a presenter from Ride Connection in Portland sharing what training they are doing with their drivers. Commute Options in Bend had one of their staff do a fantastic job of sharing some of their trainings that they do with kids. Those that attended, including me, are Certified Friendly Drivers. I have a sticker on my windshield to prove it! Monday afternoon the PTAC had a session to share what we've been working on and what we will be working on in the future.

As you've read, Tuesday morning's keynote with Elisa Hayes on leadership was undoubtedly the most impactful session during the whole conference. I was at a table right in front of her, but I could tell that everyone behind me was totally engrossed in her story and how she tied it in with leadership. Tears flowed throughout the whole room. She is absolutely phenomenal! After that inspirational time, it was back to STIF and Student Transportation. We had a presentation from Angie Jones in Grant County showcasing the student transportation that they provide. We also had a great discussion with Terra Hernandez from the Oregon Department of Education. She shared the initiative going on with fighting chronic absenteeism. There are many factors that play into the issue and transportation is one of them. There was a tremendous amount of back and forth discussion with her and I shared how happy I was that there seems to be the beginnings of breaking down silos amongst state agencies. Since I've been on PTAC we have had a vacant seat representing Student Transportation. I made that known to her and I believe we will get some movement on that front. She wrote so many notes from what people were sharing that she must have gotten writer's cramp! After that session, I joined Lynn Peterson who is the President-Elect of Metro and Leah Treat with Nelson/Nygaard to give a presentation on Land Use and Transit. I was able to share how language from our LRCTP is being incorporated in local plans of the county and cities. The lunch time keynote speaker on Smart City Transportation was extremely difficult for me to hear and his presentation wasn't crisp. Tuesday afternoon I was on another panel discussing Serving Oregon's Tourism and Recreation Destinations with Public Transit. It was very timely to be on this panel because of the North Coast Tourism sessions I have been attending and discussing public transportation. Friday evening's entertainment was outstanding! Frank King is a comedian and he had us in stitches the entire time of his routine!

On Wednesday morning, I presented at a third session. Jaimie Baldwin and I presented the Busing On The Lookout training. Those that attended were amazed at what they learned, and several came up to us afterward wanting to get more involved and offering to help go to transit agencies across Oregon to do the training. Oregon is going to make a difference!

I'm glad that we took the opportunity to take so many people to Bend for this conference. I hope that the experiences that you have just read from some of those that attended reflect the wise investment of money to attend this year's conference and inspire you to attend next year in Seaside!

Date: November 23, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Transportation Advisory Committee Update

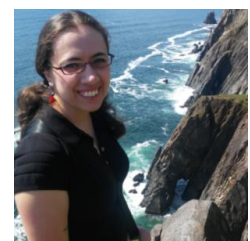
The TAC is holding their first meeting on Wednesday, Nov. 28. This will be an introductory meeting where I am doing a presentation on transit funding and how the STIF program works. I will also be sharing with them a STIF Discretionary grant proposal that I will want to get their recommendation to move forward with it. It will be an intercity route from Astoria to Portland on Highway 101, the Lower Columbia Connector.

After repeated attempts to contact Barbara Carson from the former S & D Committee to get confirmation that she no longer wants to serve, we never heard back from her, so I worked with Jorge from the Lower Columbia Hispanic Council (LCHC) to recruit someone for position # 6. He has a staff member that is very interested in serving on the TAC. Here is her information:

Diana Niño is an OHP Outreach, Enrollment, and Systems Navigator at LCHC. She is originally from Bogotá, Colombia. She comes from a family of educators and has a Bachelor's degree in Visual Arts. After many years living in New York City she decided to move to Oregon, in search of a more peaceful life, surrounded by nature, and as part of a smaller community in which to participate in.

Diana has always had a passion for education, social consciousness, and personal empowerment. After a long professional experience in the hospitality industry, she found out about the work that LCHC does and immediately wanted to join and participate in working towards the well-being of the Hispanic community in our area. She is a member of our OHP team, where she focuses on the enrollment of children and teenagers under the age of 19 so they can have access to health services, regardless of their immigration status. In her free time, she loves to watch movies, cook, travel and experience new cultures.

Diana works directly with the population that uses public transportation, so she will have good insight on needs and will have some great suggestions. As a bonus, she also used to ride the bus before she purchased a car so if familiar with the service.



Staff is recommending that the Board appoint Diana Niño to Position #6 on the Transportation Advisory Committee.

Date: November 23, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c Budget Committee Involvement with Supplemental Budgets

There was discussion at last month's Board meeting about having the Budget Committee be involved with Supplemental Budgets. The Oregon Local Budget speaks to this under the following sections:

Duties of the budget committee

*The budget committee may meet from time to time throughout the year at the governing body's discretion for purposes such as training. All of these meetings are open to the public and notice of the meeting must be given in the same manner as notice for meetings of the governing body, or through one of the local budget law publication methods [ORS 294.428(2), renumbered from 294.406(2)]. **Take care not to discuss specifics of the ensuing year's budget at these informal meetings until the notice requirements for the first budget committee meeting have been satisfied.***

Approving the taxes

*Once the budget committee has approved the budget, it has completed all of the duties required of it by Local Budget Law. **However, some local governments have a policy of including the budget committee in other parts of the process, such as adopting a supplemental budget. These are local policy decisions that are up to the discretion of the governing body.***

If the Board would like to develop a policy of involving, it is Staff's recommendation that it be referred to the Board Policy Committee to draft a policy and bring it back to the Board at its January meeting.

Date: November 23, 2018

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9.d Service on Christmas Eve and New Year's Eve

Rider numbers from recent years indicate that ridership on SETD buses after 6:00 pm on Christmas Eve and New Year's Eve has been very low, approximating 1 to 2 riders per hour.

Considering safety, operating costs and employee morale, it would be advantageous to the District to end fixed route service at 6:00 pm on Christmas Eve and New Year's Eve, 2018.

Staff is recommending that the Board approve ending service at 6:00 on Christmas Eve and New Year's Eve.

Executive Director Report
November 2018 Board Meeting
Jeff Hazen

-NWOTA. We have invited all of the Chambers of Commerce, visitor centers, and tourism agencies from Clatsop, Tillamook, and Lincoln counties to the December NWOTA meeting to follow up on the conversations we had at the Tourism Studio transportation workshop held in Seaside last month. We are looking to develop strong dual marketing

-Natural Hazards Mitigation Plan. The County has set up a meeting for local agencies on Monday, October 22nd.

-Insurance Claim. We submitted a claim through Brown & Brown on the data loss issue. According to our agent, its doubtful that it will be covered but it doesn't hurt to try. The adjuster left me a message on the 21st and I left him one that same day. Will attempt to connect with him on the 26th.

-Mozy backup. We have given Mozy a final email to find out why they weren't backing our system up. If we don't not get a response, I'm going to ask the Board for approval to seek legal counsel to intervene.

-Holiday Party. Save the date of December 15th. We will be having our party at the American Legion in Seaside. Social hour begins at 6:00 and dinner at 7:00.

-Title VI Plan. We put the Title VI complaint form on the website as a separate document to make it easier to locate if needed.

-Memo on the timeline of the grant with Columbia County has not been completed. I will have it to the Board no later than the 30th.

-Billboard lease is a 25 year lease executed in 2011. The Lessee can terminate the lease earlier if they want to. We don't have that ability.

Weekly Reports:

11/19/18

We kicked off negotiations two weeks ago. The session was fairly short and very cordial. We received the union's initial proposal. It did not include wages at this point. We are continuing to review their proposal and will likely present ours at the next session in December. I attended the Uniontown Masterplan meeting. I am part of the advisory committee representing transit. I also stated that I would be representing the memory of Rae Goforth as well because of her deep involvement in Uniontown. Caroline from Holiday Inn also stressed the importance of remembering Rae in this process. The consultants have done some outreach with stakeholders

and they heard that from some of the people they interviewed. Even though we are in ODOT Region 2, I attended the ODOT grant training in Region 1 which is the Portland area. The Region 2 training is being held on November 29th which conflicts with the Board meeting this month. This training was for the upcoming biennium grant solicitation for the 5310, STF, and 5311 grants. We are going to be using different electronic grant application process that is the same as the STIF. They have lined up the due dates for the grant applications for the 5311(f) Intercity Discretionary Grant to match the STIF Transit Network and STIF Discretionary grants. This will allow ODOT staff to determine which pot of money agencies will be funded from for their discretionary grants. At the NWOTA meeting, we discussed holiday service and Tillamook has agreed to operate on Memorial Day, Independence Day, and Labor Day beginning in 2019. This will line up with the rest of us, so the NW Connector will operate on the same days that we do. I also reported out on the Tourism Studio's Transportation Workshop and the opportunity for us to partner with all the Chambers of Commerce along the north coast plus Lincoln County and the visitor agencies as well. Mary M. is working on setting up a joint meeting hopefully in December, so we can share the NW Connector story and get them to help us spreading the word. I look forward to this partnership in order to do a lot of dual marketing with the lodging industry along the coast.

Last week, we submitted our insurance updates for our policies for next year. This covers property, worker's comp, cyber, and social engineering. At the PTAC meeting on Tuesday, I announced that PTAC Chair, Allan Pollock from Salem-Keizer, was selected as the OTA President to replace Julie Brown. Because of that, he will no longer be the Chair of PTAC so ODOT will be appointing a new Chair for PTAC soon. At the meeting, we received a presentation on a project that ODOT RPTD is doing regarding the Transit Network. This project looks at the interconnectivity of transit throughout the state and where there are weaknesses and opportunities. Here is a link to the presentation so you can get an idea of what they are doing, <https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/ItemD1-Transit-Network-Project.pdf>. Speaking of the interconnectivity of transit, the Point Bus service contract is going to be up for proposals. Local providers will have the opportunity to submit proposals to operate some or all the Point service routes. As much as I would like to look at the NW Point coming under our services, I don't feel the time is right for us to look at it right now. Getting our schedules to reflect reality and service enhancements are much higher priorities. These contracts are generally 5 years in length, so we can look at it next time around to see if it makes sense. On Wednesday morning, ODOT had a webinar that I sat in on for the STIF discretionary grants solicitation process. I will be discussing this with the Transportation Advisory Committee next week about the opportunity these grants provide. I will have an update on it at next week's Board meeting. Wednesday night, I went to St. Helens for Columbia County's public meeting on transportation. The meeting started off about what public works does and the funding that they receive. After that, Todd presented information about CC Rider and what they do, how they are funded, and how they continue to be challenged on offering service. He gave a general overview of steps that they are taking to reduce costs through service cuts. He did a good job with his explanations and did great answering questions from the audience. Since he just gave a general overview without giving specifics, I let him know that we needed to know

by tomorrow exactly what cuts were going to affect our service, so we can determine what we will be doing with the service. This will be before the Board next week.

Our Regional Transit Coordinator (RTC), Arla Miller, paid a visit to us last week. She spent time with Paul in Warrenton on Thursday getting a tour of our facilities there and then met with me on Friday morning. Both TCTD and us are her favorite agencies because of the work that we do and the quality of staff we have!

11/5/18

Short and sweet this week! Sunday through Wednesday we were at the Oregon Public Transportation Conference. I report by all attendees will be on the agenda for the November 29th meeting. Paul, Tracy, and I had a pre-bargaining session with our attorney on Thursday. This morning we had a very cordial session with the negotiating team from the union. Ground rules were agreed upon and we received their proposed agreement. We have scheduled session #2 for next month.

Strategic Priorities Monthly Update:

2017-2019 SETD Strategic Plan

Priority One

- ☐ Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +11%**
 - On-time Performance **Goal = 95% August on-time performance was 50.3% Tillamook was 45.3%.**
 - 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 = 16.3%**
- ☐ 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. Participating in the Natural Hazards Mitigation Plan update with the county.**
- ☐ Complete a feasibility study including associated cost to include
 - Adding Columbia County services into SETD **Completed**

- Increasing services **New transportation package will provide funding in 2019 to allow for additional services. Will be submitting our STIF plan by April 1, 2019. Will receive funding in October, 2019.**
 - 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 **Will look at budgeting next year.**
 - Route on-time performances **Now reporting.**
 - Amenities **Added temporary trash cans at Safeway stops. New shelter installed by developer in Gearhart.**
- Technologies
 - Real-time bus tracking **Completed**
 - Website **Completed. Received 1st place in NRTAP nationwide contest.**
 - Mobile apps **Transit Completed**
 - E-fare **In budget for this fiscal year.**
 - Credit cards **Completed**
 - Electronic charging stations
 - On-board wi-fi
- Improve Appearance
 - Buses **Lot attendant hired, noticeable difference.**
 - Shelters **Weekly cleanings in place**
 - Facilities **Major headway made at the Warrenton facility. Transit Center Parking lot restriped professionally.**
 - Employees **New coats, shirts, and hats distributed to drivers.**

Priority Two

- Increase employee recruitment and retention
 - Develop SETD succession plan **COO designated ED backup. New Mobility Manager in place. New payroll/ap clerk.**
 - Identify on-going training opportunities at all levels **Ongoing.**
 - Update job descriptions
 - Develop employee incentive programs **Gift card program in place.**
 - Conduct market compensation reviews
 - Employee rewards
 - Hats
 - Pins
 - Shirts

Priority Two (cont.)

- Increase District Relevancy **Several positive press articles during FY 2018.**
 - 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.**
 - Technology **In place**
 - Facilities **Received FTA training on real estate requirements. Natural Hazards Mitigation Plan with county.**
- Identify new funding opportunities
 - Review fares **Completed**
 - Seek public/private partnerships **Working with college.**
 - Volunteers
 - Analyze current non-emergency medical transportation services for potential increased or new revenue **No longer relevant**
 - Continue to explore new Federal/State/Local grant opportunities **Ongoing.**
- Implement current budget process **Completed for FY 2019**

Rider Report
November Board Meeting Report
John Layton

October Data

Fixed Route Highlights:

- 25,011 people used fixed routes in October for an average of 806.8 riders per day.
- 17.7% increase in average passengers who rode fixed routes per day from last October (685.4 to 806.8)
- 13.2 people per hour, on average, got on any fixed route at any time that the bus runs in October. 30.7% increase (10.1 to 13.2) from last October.
- 38.3% increase in the ratio of elderly/disabled riders from last October (23 % to 31.7%)

RideAssist Highlights:

- 1,106 rides were provided by RideAssist in October for an average of 35.7 rides per day.
- 8.9 % decrease in average RideAssist passengers per day from last October (39.2 to 35.7)
- 44 % increase in all ADA Paratransit rides from last October (571 to 822)
- 641 calls received by RideAssist in October for an average of 20.7 calls a day.

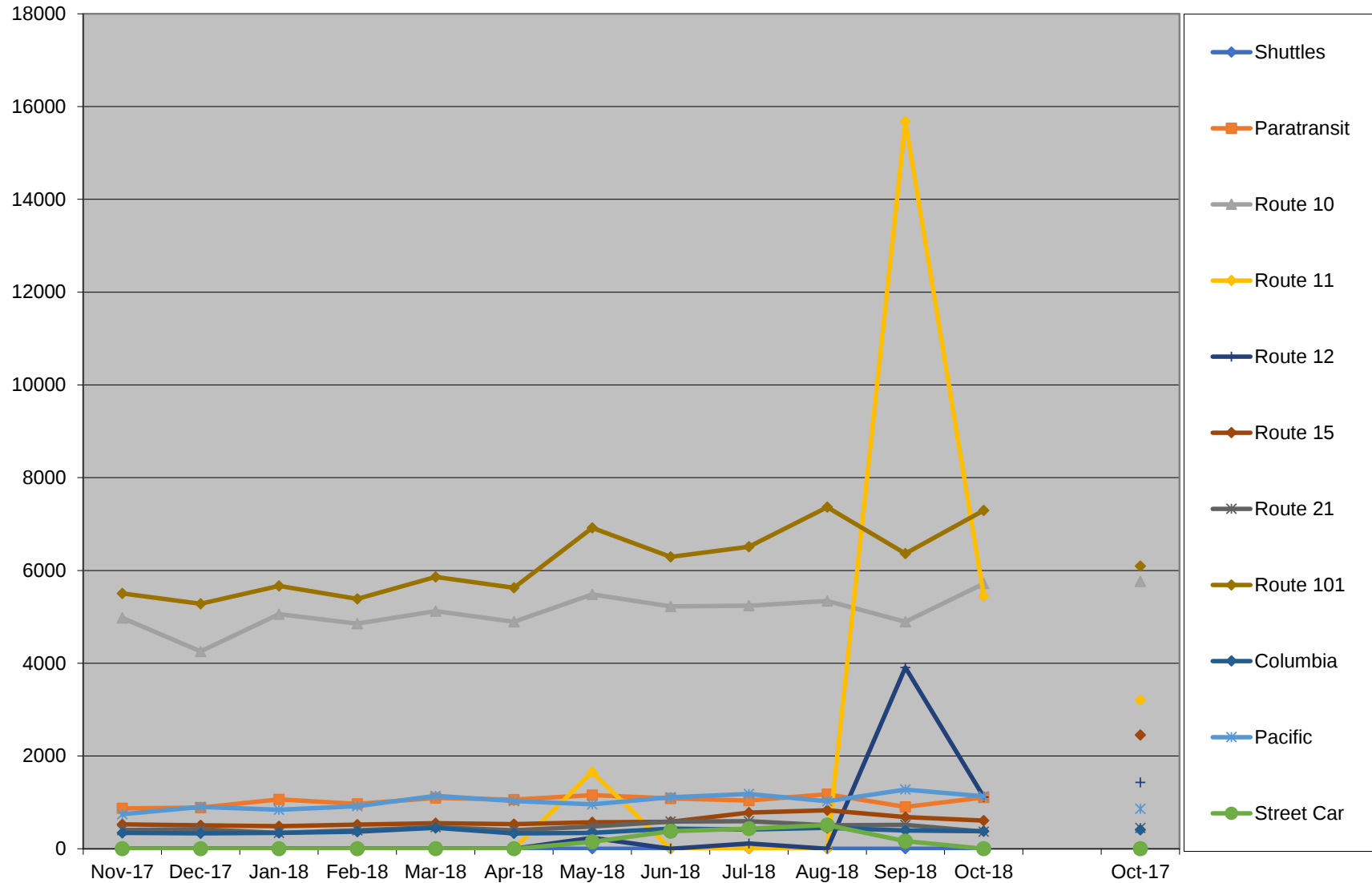
System Highlights:

- 26,117 people used Sunset Empire Transportation in October for an average of 842.5 riders per day.
- 17.7 % increase in all average passengers per day from last October (715.7 to 842.5)

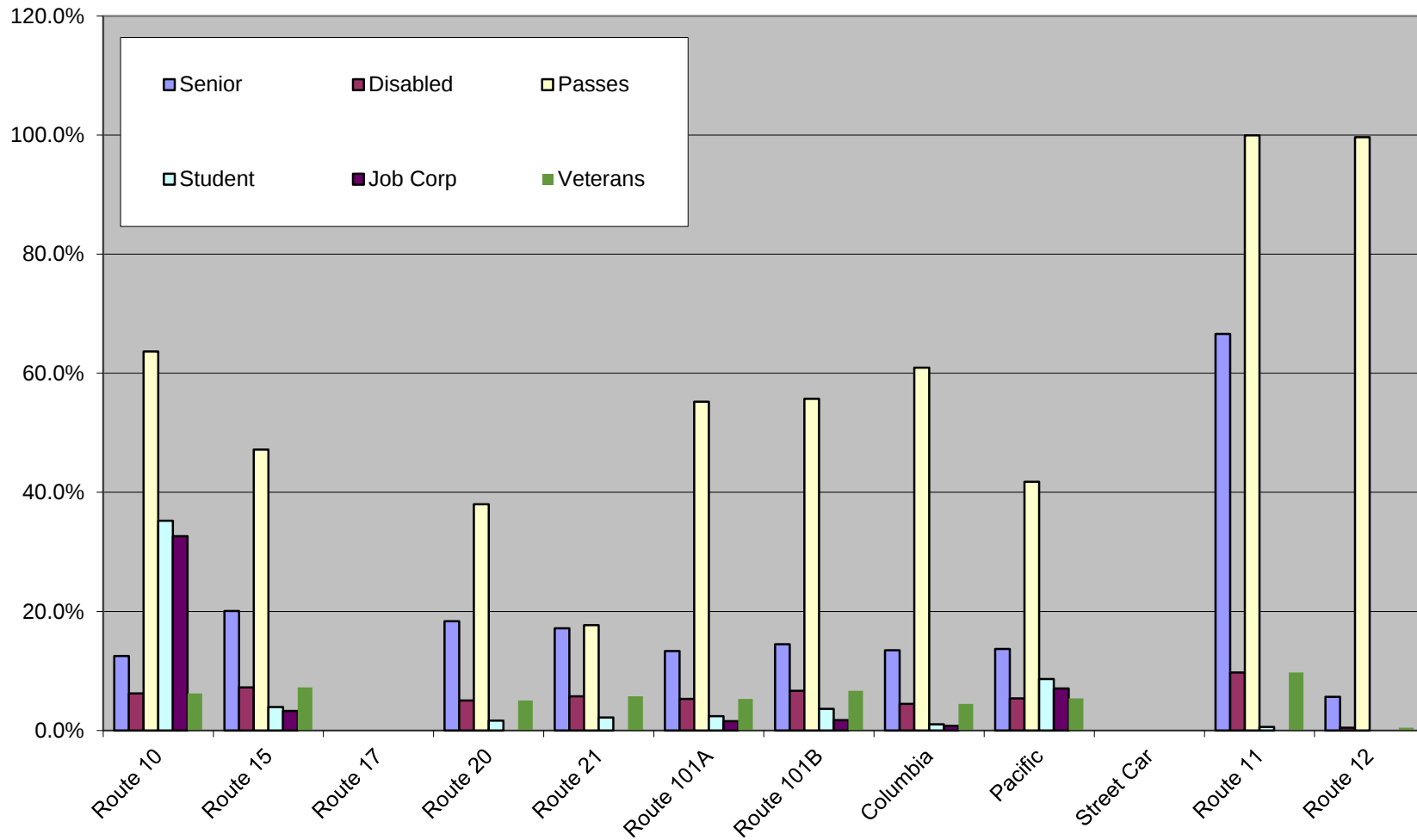
Transit Center Highlights:

- 822 calls received by the Astoria Transit Center in October for an average of 26.5 calls a day.

SETD Rides



Rider Breakdown by Route



Operations Report
November Board Meeting
Paul Lewicki

As reported last month, we hired two new drivers – without CDLs. One left taking a seasonal job with UPS. The other, Miriam, has passed her written tests and has received her CDL Permit. She is now receiving training on our buses and our routes.

Also, we have received three new applications for drivers. Each of the applicants has a CDL with the required endorsements. We will be interviewing these applicants.

Both of our newest buses are in revenue service. These buses were originally received at the end of June of this year and experienced several mechanical and system problems. Those problems have been repaired or corrected, and the buses are on the routes daily.

The new buses are the vehicles which carry the automatic passenger counting (APC) systems. Now that the buses are in service, we will finish our work with the engineers at AngelTrax (APC vendor) to match bus stop data with route to yield desired passenger information.

We will be meeting with Tillamook (TCTD) to kick off our adoption of Ecolane for our Medicaid and ADA rides. This meeting will occur before the end of the calendar year, and we anticipate being up and running in February 2019.

We have begun receiving the tokens provided by Clatsop County Sheriff's Office to people "in the system" needing transportation. Tokens are being accepted by the drivers, counted when vaults are processed daily, and reconciled at month end in order to bill the county for the rides provided.

Our new lot attendant, Sheila, is doing a fine job cleaning our buses. She also helps with facility maintenance and caring for the grounds at Warrenton. It's nice to see such an improvement in the cleanliness of our buses – inside and out. Also, Scott is working on a campaign to replace the lighting fixtures in our older buses with LED fixtures. These fixtures require much less energy and will significantly outlast the older, fluorescent bulbs while improving the experience for our riders.

We continue to communicate with Columbia County to learn of the scheduling changes they may propose. This is essential information in order that we can preserve the intercity connection to Portland.

Operations continues to control maintenance expenses; however, two significant repairs are pending on buses, and bus yard parking lights require maintenance.

RIDE ASSIST Report
November Board Meeting
Jennifer Geisler

- October 2018, RideAssist had a total of 1106 rides for an average of 36 rides per day. There were 820 ADA rides, 8 Dial-A-Ride, 102 personal care attendants and we provided 176 Medicaid rides for NorthWest Rides.
- There were 23 ride denials for ADA Paratransit and two for Dial-A-Ride. This was due to no capacity.
- RideAssist started using the new yellow ticket books that replaced the green and orange tickets. The yellow ticket books are used only on the Paratransit buses for the ease and convenience of the riders and/or their family that have little or no access to cash. There are 12 tickets in a book and each ticket is worth \$2 to compliment the ADA Paratransit fare.
- I attended the Oregon Transportation Association conference, October 28-31st. I drove bus 1702, one of the new RideAssist vans, and traveled with Pamela Alegria, Jason Jones and Kevin Widener to Bend, Oregon. It was a great conference that covered a lot of different topics. I attended sessions: ADA: ODOT Settlement, Training with Consistency: A statewide standard, Panel: Reaching Hard to Reach Audiences, rode the “Round-About Bend bus tour, Master Tools for Impact: Performance-Driven Leadership, Ready, Set, Go: Keep Public Transportation Moving Forward. I made great connections with other transit agencies and various vendors. I was able to get great insight on other transit services, staff training ideas and equipment that is available to better serve our riders.
- ADA Paratransit Report
 - Number of completed applications received: 9
 - Number of incomplete applications received: 1
 - Number of interview/assessments scheduled: 0
 - Number of interview/assessments completed: 0
 - Number of determinations made:
 - Within 21 days: 2
 - More than 21 days: 0
 - Determination by type:
 - Unconditional: 2
 - Conditional: 0
 - Temporary: 0
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

RideAssist Fares Collected/Billed for October 2018

- Para-transit Fares: \$770
- Tickets Collected: \$540
- Medicaid Billed: \$2993
- Ticket books sold: \$432
- Dial-A-Ride Fares: \$64

Mobility Management Report
November Board Meeting
Jason Jones

In the month of October, I have been engaging local resource facilities to bring the vision of travel training, multi-modal opportunities as well as gauging interest in transit training classes. I have also engaged several care facilities hoping to lay a foundation of regular travel training classes. At this point some of the engagement has been fruitful while others present more of a challenge. I look forward to seeing some facilities coming online soon.

I have also presented myself at the Transit Center in Astoria and the Seaside Kiosk to 'be there'. Because my office is in Warrenton, I feel that I need to be at our other locations as often as I can and be present on site to help with anything customer service related. Though the interaction has been sparse at this time, I know with the materials I have up at the locations as well as word of mouth that my interactions will increase. I hope to mainly set up travel training instances during these interactions but also provide general customer service.

During my office times I'm spending as much time as I can in my continuing education of the Mobility program. This includes many webinars, videos and conference calls as well as individual conversations with others in the field. I continue to ride routes to help me have a greater understanding of some of the challenges our agency faces in the area of managing ones' multi-modal transit options.

I continue to work closely with Matthew at NW Transportation Options to ensure that we are doing everything we can to show the level of options the three county region has when it comes to its transportation. We are having regular meetings and developing a solid communications-based relationship that is strengthening daily.

I continue to work with ADA Paratransit to create a solid application/re-assessment process. We look forward to creating out-reach opportunities with our local retirement and assisted living facilities to bring information on ADA Paratransit and Mobility Management.

I was able to attend the Public Transportation conference at the end of October and felt very blessed by the information and guidance that the material and speakers provided to us. This trip was well worth the time and effort to be there.

I had 5 travel training interactions (4 on phone and one at a stop); 6 conversations regarding customer service; 12 conversations with trip planning and 20 instances of Veteran's transportation business communication.

Outreach and Education
November 2018 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- I train about 60-70 students a month at Tongue Point! New to our area and so many new to using transit. There have been several times when the Transit Training classes are cancelled, or I cannot attend the class. I really feel bad if students don't receive this training because I think having access to public transportation here is particularly important to these students. Like I have noted before most students at Tongue Point are not from Oregon or Washington. It can be quite a cultural shock for them to be here, so it is important for them to be able to get off base. Whether it to go shopping, to the movies or swimming, any outside recreation is healthy for these students and I believe could directly affect student retention and success. There has been a change in the schedule and staff there, so I thought I would ask the new instructor if it would be ok if I made a supply of the Transit Packets that could be kept in the classroom and handed out anytime students are going to miss the training or when someone is absent from the class. The teacher thought it was a great idea, so last week I left 20 extra back up training packets with her.

OTA Conference- I was so happy to have attend this outstanding OTA Conference in Bend! I thought that the sessions presented were right on target to what SETD is needing to look at or has been wanting to develop. I really liked having a team of presenters on one subject which allowed for more perspectives to the content of information being shared. Hopefully we will be traveling to a couple of the transit providers in January and can have one on one sessions with them.

The Veterans Outreach Program- We continue to disperse rack cards in many locations and local outreach. I made a poster that has the same information as the rack cards and have placed them in our shelters and other public posting locations.

Holiday Announcements- Our Thanksgiving closure information was released to the public and posted on Facebook, the buses and shelters last week. The Holiday Canned Food Drive has also been released to the public with press releases sent, announcements posted on Facebook and the web and posters placed on the buses and in the shelters.

Paper Schedules- I have checked with transit staff and we have noticed a decrease in the usage of the paper schedules since we have offered the riders the Transit App and the Real Time phone number. I do not have an actual numbered comparison however, based on past usage we are using less, and our ridership has increased. I ordered enough schedules to last until November but judging on what we have left...we will not have to order more until the end of January.

Phone and Computer Report
November Board Meeting Report
John Layton

What is old is new again . . .

I have been asked to take over duties of SETD's Phone and Computer networks. I will still be manager of the Transit Center but I will have more time outside the Transit Center to make sure our Computer and Phones are working as they should. Here is my report for this month.

- We have finally reached the last step of the computer server repair. The disk array – the main storage drive for SETD – is working again and we are all using it. Dell replaced the two bad hard drives and a card in the server that cause the problem in the first place.
- Backups are running at full speed. I started moving the files on the disk array to the cloud and verified they are there. I have started moving the files to our local backup as well and verified that they are there. I'm confident that our backups are in good shape.
- We had a duplicate, physical domain controller installed. This should help prevent the situation that just happened. If the virtual server crashes, then we will be able to switch over to the physical server and the local backup drive and continue.
- We are looking for a new company to replace mindShift. I have sent out many requests to have vendor look at our system but only have heard back from two. I feel that the server is in a good spot so there is no reason to just grab the first vendor that comes along.
- We will need to get a new antivirus solution once we end our relationship with mindShift. I have researched many vendors and I believe we will be able to secure our network quickly after losing our current security.

Transportation Options
November 2018 Board Report
Matthew Weintraub

Attended the Oregon Transit Association Conference. Of particular note was the session on Reaching Hard to Reach Audiences. This panel featured a deep dive into RVTD's veterans engagement program and efforts. I had recently come off participating in the Stand Down event at Camp Reliea and was struck by how veterans connected with different aspects of the traditional outreach messaging when compared to most other segments of the population. This panel discussion at the OPTC helped me to understand not only why that difference occurred, but also how I could further engage and reach the North Coast's veteran community.

I planned around developing and then executed two Rural Lights Events in Astoria (11/19) and Seaside (11/20). The idea for these coming from work done at Lane Transit District. The reception for these were both positive and I distributed over 75 lights to individual attendees. These events are included in the ODOT workplan for Northwest Transportation Options and I will be conducting more through the winter.

I participated in the Travel Oregon Rural Tourism Studio on 11/13 and 11/14. Through my participation in this event I helped to engage around the importance of transportation options as they relate to the burgeoning outdoor recreation sector on the North Coast.

In a similar vein I finalized a proposal for a summer shuttle service in Cannon Beach (via Ecola State Park). There is work to be done on vehicle readiness, but this proposal could boost the profile of SETD and reduce congestion at a highly used visitor attraction.

I have also conducted targeted outreach to staff Columbia County Rider, Tillamook County Transportation District and the Northwest Connector in hopes of coordinating efforts with those districts and entities.