



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY DECEMBER 18, 2018

10:00 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. OLD BUSINESS
 - a. REPORT ON PERSONNEL COSTS
 - b. LOWER COLUMBIA CONNECTOR (COSTS INVOLVED)
 - c. SEASIDE KIOSK UPDATE
 - d. IT SERVICES
 - e. SDAO CONFERENCE
 - f. BOARD RETREAT UPDATE
7. NEW BUSINESS
 - a. SUPPLEMENTAL BUDGET – RIDE CARE
8. PUBLIC HEARING – SUPPLEMENTAL BUDGET – GENERAL FUND/CAPITAL RESERVE FUND
9. PUBLIC COMMENT
10. OTHER ITEMS



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
November 29, 2018**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:05 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Carol Gearin and Commissioner Tracy MacDonald. Secretary/Treasurer Lylla Gaebel was excused.

Staff Present: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki and Executive Assistant Mary Parker
3. CHANGES TO AGENDA-Commissioner Gearin requested to add discussion about access to the proposed Seaside Grocery Outlet. This was placed under 9.e on the agenda.
4. PUBLIC COMMENT- None
5. APPROVAL of THE OCTOBER 25, 2018 BOARD MEETING MINUTES-
Commissioner Kidder moved to approve the October 2018 Board Minutes
Commissioner Gearin seconded the motion
Discussion- Commissioner Gearin reported she had emailed corrections which had not been made to the draft minutes and Mary read for the record; add a comma after Commissioner Gearin's name in roll call and remove the word "and", on page 6 under #9, add an apostrophe "s" after county and move the word "closed" to follow Chair Kleczek's name in the sentence opening executive session.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- None
 - b. Commissioner Widener- Reported he wanted to comment on the accusations and comments made at the previous meeting regarding his outside political activities. Commissioner Widener said he had signed a card agreeing to give his name only to be used on the Tiffany Mitchel website, had never given permission for his title to be used as such on that website, had never been on that website and that his title has been used incorrectly and this is not the first time you have done this to me. As Board Chair you have responsibilities to treat everyone equally and fairly and you are not, and I think if the Board looks at the history, they know that. What I do outside of this is my business and this should have been addressed in a different manner and brought to my attention. It is not illegal for me to list my name on Tiffany's website. Commissioner Widener said he has been staked out because of his history with Indivisible which Tiffany was the head of. Commissioner Widener said he has been active in housing, transportation and health care issues and won a door to door race. He said this was inappropriate and not the first time Chair Kleczek has done this to me. You have a beautiful habit of creating an illusion of a problem where none exists and you are pointing it towards me and I have no idea why. You do not like my visibility and you never have, and you have been slapping me for the last year. Commissioner Widener asked Chair Kleczek for an apology and that she step down as Board Chair immediately or that the Board fire her.
 - c. Commissioner MacDonald- Reported that he had enjoyed the OTA Conference, the staff and the key note speakers did a great job and some subjects stretched his imagination a bit.
 - d. Commissioner Gearin- Nothing to Report
 - e. Commissioner Kidder- Reported that he enjoyed the OTA Conference and it was very pleasing to see that our District is doing a lot of the things, if not more than the other Districts.

- f. Chair Kleczek- Reported that she thought that it was a great conference, learned a lot and was able to share information she had learned at the next ACT meeting.

7. FINANCIAL REPORTS- Executive Director Hazen reported that Financial Officer Tracy Lofstrom is on vacation so he would be reviewing the September Financials and Exceptions report. Executive Director Hazen said under 4100 and 4300 the month needed to be changed from September to October. Executive Director Hazen verified that the billboard agreement was signed in 2011, is for 25 years and the sign company has a way out of the agreement, but SETD does not. Executive Director Hazen reported that Salaries and Wages is over budget by \$36,000 for the month and \$93,000 for the year. Vehicle Maintenance and repairs is over budget, but there is a grant that will fill the gap for this. Executive Director Hazen said that there will need to be a Supplemental Budget hearing scheduled. He will send out a doodle poll to the Board to set a date. Chair Kleczek asked that the \$460 expense for the email account be checked because it is the same amount that was being paid when RideCare was still operating. There was Board discussion about the Salaries and Wages being over budget since July 2018. The Board directed Executive Director Hazen to drop all other things to find out why and schedule a Board meeting in December to report information about what is found to the Board.

Commissioner Gearin moved to approve the October financials as presented
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously

8. OLD BUSINESS-

- a. Special Districts Insurance Services (SDIS) Best Practices 2018- Mary reported that SDIS insurance offers a discount on premiums each year through their Best Practices program. The program focuses on reducing loss and improving operations. This year's requirements were focused on preventative maintenance. Mary said all requirements were met which will give the District a 14% discount on the annual liability insurance premium.
- b. Lower Columbia Connector

Lower Columbia Connector – Paul Lewicki gave an update on Columbia County Rider reporting that they will be cancelling the Lower Columbia Connector Service to Portland on the weekends and plans on stopping this service in January. Paul said we are looking at how we can provide service to Portland 2 times on Saturday and 2 times on Sunday. Staff is putting together a program to apply for a grant from the state to cover the cost of adding this service. Executive Director Hazen will check if service to Portland is considered a major service change and what public notification requirements would be. Chair Kleczek said without funding from Columbia County we are actually providing service 7 days a week, so we need to know if there is some sort of emergency funding available from the state. Following further discussion, the Board requested that Executive Director Hazen bring what total costs for extending the Columbia Connector would be to the December Board meeting.

Chair Kleczek called a recess from 1025 to 1030

- c. Seaside Kiosk Update- Executive Director Hazen reported that he had received a call from the Seaside Health Foods store location saying they had rented the location to someone else and we are out of the Seaside outlet Mall location on December 31st. Other options suggested were a sight across from Safeway on the side of the building by Domino's Pizza. Other options might be to do nothing and sell passes on the buses again. Executive Director Hazen said he had not heard back from the city of Seaside about the Visitors Center. Several other locations were suggested including sharing space with the Seaside Rotary at the mall, asking the Sunset Parks and Recreation to sell tickets and a storefront in a commercial triplex on North Holladay.
- d. Fare Language Update- Paul Lewicki said that riders, drivers and staff have had difficulty interpreting the Fare Schedule language including the updated Appendix A which was approved in June 2018. Paul said language is not clear as to where and how the passes can be used. Paul submitted changes to the Board for

the Day Pass, Monthly Pass and the Student Summer Fun Pass. After discussion the final changes were applied and will be distributed to staff and drivers.

Commissioner MacDonald moved to approve Appendix A as changed and that all passes, and single fare is good to go Clatskanie.

Commissioner Widener seconded the motion

Discussion- Day passes and monthly passes will be valid anywhere in Clatsop County and are valid to Clatskanie.

Motion passed unanimously

9. NEW BUSINESS

- a. Oregon Public Transportation Conference Reports- Executive Director Hazen said that he thought it was a great idea for those that attended to write a report and he hoped everyone enjoyed reading them as it showed the impact that the conference had on staff attending. Executive Director Hazen said he thought it was one of the best he has ever been to and was very well organized.

- b. Transportation Advisory Committee Update- Executive Director Hazen reported that we had a very good first meeting yesterday and the Board should be very happy with who they have appointed and requested the Board appoint Diana Nino from the Lower Columbia Hispanic Council to the committee, who attended the meeting yesterday, asked great questions but did not vote. Diana is an OHP outreach person for the Lower Columbia Hispanic Council.

Commissioner Widener moved to appoint Diana Nino to the Transportation Advisory Committee.

Commissioner Gearin seconded the motion

Discussion- Commissioner Kidder asked if Diana would be in position 6. Executive Director Hazen said that he had changed the original category list and Diana would be in the Limited English Proficiency category and she deals with low income. Commissioner Widener said he has met Diana and supports her being on the committee. Commissioner MacDonald also said he supports Diana being on the committee. Commissioner Gearin asked if Barbara Carson didn't want to come back. Executive Director Hazen said that she never responded, and this is a new committee.

Motion passed unanimously

Executive Director Hazen asked for Board approval of the Transportation Advisory Committee Bylaws including the highlighted lines that were added to the original Bylaws and the spelling correction of the word "area" on page 4. Chair Kleczek requested that Barbara Carson be removed from the roster and that the word "and" be removed from position 8 description on page 10.

Commissioner Gearin moved to adopt the Transportation Advisory Committee Bylaws as corrected.

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- c. Budget Committee Involvement with Supplemental Budgets- Executive Director Hazen reported that this came up at the last Board Meeting. Executive Director Hazen said he included Oregon Local Budget information in the Board Pack which says including the budget committee when adopting a supplemental budget is a local policy decision of the governing body. Executive Director Hazen advised that the Board would need to direct the Board Policy Committee to meet and write a policy to include the Budget Committee. Following Board discussion, it was recommended that the Supplemental Budget Meeting would be held and public announcements made according to Local Budget Law.

- d. Christmas Eve/New Year's Eve Operating Hours- Chief Operating Officer Paul Lewicki reported that the ridership on Christmas Eve and New Year's Eve has been very low after 6 PM and recommended that the Board approve ending route service at 6:00 PM on each of these days.

Commissioner MacDonald moved to close route service at 6 PM on Christmas Eve and New Year's Eve.

Commissioner Gearin seconded the motion

Discussion- Commissioner Kidder said that there needs to be a lot of public notification done in advance. Chair Kleczek added that there needs to be notification up well in advance that is specific to each of the routes final start and finish times.

Motion passed unanimously

- e. Seaside Grocery Outlet- The Board discussed submitting a letter to the planning commission expressing the District's concerns on the impact to traffic flow on HWY 101

Commissioner Gearin moved to approve writing a letter to the Seaside Planning Commission that states that the SETD Board is concerned about the impact that the construction permit for the Grocery Outlet and any other business in that area will have without the provision for funding construction of a left hand turn lane or other traffic control provisions in a timely manner at the intersection of avenue O and Hwy101 and to give the Board Chair permission to sign the letter, include the site study in the letter and give staff permission to testify on the Boards behalf at the next Planning Commission Meeting in Seaside.

Commissioner Widener seconded

Discussion-None

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen gave a report on REMIX software. He discussed the 5310 funds and Mobility Management Department and the Ecolane software. Hazen reported that a meeting has been set up with ODOT staff to discuss Matt's T.O. role. He and Matt will be at that meeting. Ridership is up 11%. Due to the non response from Mozy, he asked for Board for approval to contact an attorney that was recommended by SDIS. The Board gave consensus to contact an attorney. Chair Kleczek requested that plans for the Board Retreat begin as soon as possible.

12. 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.

13. PUBLIC COMMENT- None

14. OTHER ITEMS-

Meeting was adjourned at 12:30 PM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date_____

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

Mission Statement

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

Date: December 12, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 6.a Report on Personnel Costs

Tracy, Paul and I have been taking a deep dive into our personnel costs, comparing this year to last year. The budget that I wrote was not enough to match the impacts that were made on the general fund.

The biggest impacts during the time period of July through October are as follows:

The raise I received in November of 2017 had an impact of \$5,947

The newly created position of Payroll/Accounting Clerk had an impact of \$12,456

The transition of the RideCare Mgr. to Mobility Management had an impact of \$21,607

The rehire of a fixed route driver had an impact of \$16,381

The addition of a Maintenance Supervisor had an impact of \$17,000

The Hiring of a new T.O. Coordinator had an impact of \$5,980

The increase in paratransit service had an impact of \$16,772.

These total \$96,143. The next page shows the comparisons for all categories in hours, dollars, and average wage.

Pay Type	July-Oct 2018			July-Oct 2017			Change Hrs	Change \$	Change Ave.
	Hours	Amount	Ave. Wage	Hours	Amount	Ave. Wage			
Bereavement	32.00	\$833.12	\$26.04	40.00	\$608.32	\$15.21	(8.00)	\$224.80	\$10.83
CSR	1897.40	\$30,753.27	\$16.21	1881.10	\$28,827.55	\$15.32	16.30	\$1,925.72	\$0.88
Driver Supervisors	1357.05	\$29,027.35	\$21.39	1402.75	\$26,488.87	\$18.88	(45.70)	\$2,538.48	\$2.51
Fixed Route Driver	7562.05	\$123,110.24	\$16.28	6687.55	\$106,508.09	\$15.93	874.50	\$16,602.15	\$0.35
Holiday	524.00	\$10,369.64	\$19.79	432.00	\$7,789.52	\$18.03	92.00	\$2,580.12	\$1.76
Holiday Worked	307.90	\$8,251.26	\$26.80	0.00	\$0.00	#DIV/0!	307.90	\$8,251.26	#DIV/0!
Lot Attendant	9.50	\$106.88	\$11.25	520.10	\$5,437.12	\$10.45	(510.60)	(\$5,330.24)	\$0.80
Maintenance Sup	606.25	\$14,395.32	\$23.74	0.00	\$0.00	#DIV/0!	606.25	\$14,395.32	#DIV/0!
Mechanic Asst.	321.50	\$4,326.81	\$13.46	356.00	\$4,628.00	\$13.00	(34.50)	(\$301.19)	\$0.46
Mechanic	672.60	\$13,787.83	\$20.50	652.60	\$12,701.38	\$19.46	20.00	\$1,086.45	\$1.04
OPS Assistant	541.85	\$9,843.98	\$18.17	573.30	\$9,713.31	\$16.94	(31.45)	\$130.67	\$1.22
Overtime	1257.45	\$33,644.01	\$26.76	1639.50	\$41,417.84	\$25.26	(382.05)	(\$7,773.83)	\$1.49
Paratransit Driver	3223.95	\$53,369.47	\$16.55	2263.70	\$36,597.42	\$16.17	960.25	\$16,772.05	\$0.39
Paratransit Sup	594.85	\$12,516.83	\$21.04	684.80	\$11,837.17	\$17.29	(89.95)	\$679.66	\$3.76
Personal Day	64.00	\$1,300.24	\$20.32	8.00	\$147.68	\$18.46	56.00	\$1,152.56	\$1.86
Retroactive Pay	0.00	\$1,089.21	#DIV/0!	0.00	\$0.00	#DIV/0!	0.00	\$1,089.21	#DIV/0!
Payroll/Acct. Clerk	248.25	\$4,461.05	\$17.97	0.00	\$0.00	#DIV/0!	248.25	\$4,461.05	#DIV/0!
Salary	3829.50	\$113,706.78	\$29.69	3756.96	\$99,753.05	\$26.55	72.54	\$13,953.73	\$3.14
TO	704.00	\$13,800.32	\$19.60	339.50	\$6,280.75	\$18.50	364.50	\$7,519.57	\$1.10
Sick	761.80	\$14,197.59	\$18.64	475.00	\$8,497.29	\$17.89	286.80	\$5,700.30	\$0.75
Vac	1451.75	\$28,617.40	\$19.71	993.13	\$18,708.72	\$18.84	458.62	\$9,908.68	\$0.87
Total	25967.65	\$521,508.60	\$20.08	22705.99	\$425,942.08	\$18.76	3261.66	\$95,566.52	\$1.32

Date: December 12, 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, seven days a week, for passengers traveling between Astoria and Longview/Kelso or Portland. CC Rider has determined that it is no longer able 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 interrupted, staff is exploring a few options to provide modified service until a new intercity grant can be awarded and full service can be restored for this route.

CC Rider has shared the first draft of its proposed service changes. As it stands, it appears that we can continue to meet CC Rider's buses at Rainier with only minor adjustments to our schedule. However, since they are cutting weekend service, we cannot connect on the weekend but would strive to provide some continued connectivity to those who need it. Staff has provided some options to provide varying levels of service. A cost matrix is attached. These options provide service ranging from a route which runs only to Clatskanie twice a day, seven days a week, to a route which runs to Portland twice a day, seven days a week. A cost matrix is attached.

Staff favors the option (4) which continues to meet CC Rider at Rainier twice a day, Monday through Friday, and extends our service between Rainier and Longview/Kelso, to the Amtrak station on Saturday and Sunday.

Jeff has met with ODOT staff to seek financial assistance with the operation of this route during the remainder of this biennium. We are submitting backup documentation to them this week. At this time, we don't know the extent of assistance they can provide.

Staff recommends that the Board approve Option 4 so we can continue to offer service to Longview/Kelso on the weekends.

OPTIONS TO OUR EXISTING LOWER COLUMBIA CONNECTOR ROUTE

Option	Comments	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours/ Week Day	Hours/ Weekend	Hours Per Week	Cost/ Week	Cost/ Quarter	Cost/ Year
1	Current Schedule	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	25	10	35	\$4,200	\$54,600	\$218,400
2	Rainier weekdays, Portland weekends,	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (D)	2 Loops (D)	25	20	45	\$5,400	\$70,200	\$280,800
3	Rainier/Kelso twice/day, everyday	2 Loops (B&C)	2 Loops (B&C)	2 Loops (B&C)	2 Loops (B&C)	2 Loops (B&C)	2 Loops (B&C)	2 Loops (B&C)	37	14.8	51.8	\$6,216	\$80,808	\$323,232
4	Rainier weekdays, Rainier/Kelso weekends, twice/day	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B)	2 Loops (B&C)	2 Loops (B&C)	25	14.8	39.8	\$4,776	\$62,088	\$248,352
5	Clatskanie only, twice a day.	2 Loops (A)	2 Loops (A)	2 Loops (A)	2 Loops (A)	2 Loops (A)	2 Loops (A)	2 Loops (A)	27	10.8	37.8	\$4,536	\$58,968	\$235,872
6	Portland, twice a day, everyday	2 Loops (D)	2 Loops (D)	2 Loops (D)	2 Loops (D)	2 Loops (D)	2 Loops (D)	2 Loops (D)	50	20	70	\$8,400	\$109,200	\$436,800
	() See trips below													
COST PER LOOP/SEGMENT														
Trips	From	To	Hours/Loop	cost/hour	cost/loop									
A	Astoria	Clatskanie	1.80	\$120.00	\$216.00									
B	Astoria	Rainier	2.50	\$120.00	\$300.00									
C	Rainier	Longview/Kelso	1.20	\$120.00	\$144.00									
D	Astoria	Portland	5.00	\$120.00	\$600.00									

Operations 12/12/18

Date: December 11, 2018

To: Board of Commissioners

From: Jeff

Re: Agenda Item 6.c Seaside Kiosk Update

In our conversations on the future of the kiosk in Seaside, we discussed approaching the City of Seaside's Visitor Center to talk about the potential of us sharing the space with them. They had a lengthy discussion in their last Tourism Committee meeting and it was determined that it would not be a good fit for them. Currently, there is no point of sale for anything and they want to keep it strictly an information center.

Approaching Sunset Empire Parks and Recreation District (SEPRD) was another idea suggested. I met with Skylar Archibald and discussed the possibility of having them sell passes for us. They don't have room in their lobby area for us to have an employee work there. He was very receptive to the idea, joking that they get a lot of calls for us there! He needs to get approval from the Board, so I will be at their next Board meeting, December 18th in the evening.

Mary had also suggested a vacancy on the corner of Holladay and Oceanway, a location not on one of our routes but is less than ½ mile from the bus stop at McDonalds. It was fortuitous that the owner of the building happened to be in town, so I was able to meet him and take a look at the space. Much like the previous spot we looked at next to the health food store, it is larger than what we need. This space has a front area with four separate office spaces located behind it. There is a bathroom located in the back of the space, behind the offices. I have included the proposals that the owner has sent us for your consideration. I have also included a spreadsheet, so you can see the numbers generated by the kiosk.

One of the concerns you may have is if we move forward with the SEPRD option, is what happens to staff. Marcela Foeste is retiring, and we would move Eric Barton back to the Transit Center fulltime where he previously worked prior to the kiosk opening.

The supplemental budget that is on the agenda today does not include funding for the other option mentioned above. It was one of the line items in Materials & Services that was reduced. If the Board desires to pursue this option, we will have to discuss this in the public hearing and adjust the supplemental budget presented by staff.

Staff is recommending that the Board approve moving forward with partnering with SEPRD to sell our passes pending approval by their Board.



Image capture: Jun 2018 © 2018 Google

Seaside, Oregon



Street View - Jun 2018



Wexler Holladay LLC.

1101 Ave. D., Suite D-201
Snohomish, WA 98290
(360) 862-9500 Phone
(360) 862-8384 Fax

December 7th, 2018

Jeff Hazen
Executive Director
Sunset Empire Transportation District
900 Marine Dr.
Astoria, OR 97103

Dear Jeff,

It was a pleasure meeting you last Friday and showing you the space at 39 N. Holladay for a relocation of your Seaside Transit Office. Wexler Holladay LLC would like to work with you and your boards budget. We believe our offices would make an excellent location for your Seaside Transit office. I am including two proposals for your consideration. One with you renting the entire space with you having the opportunity to sublease the extra space, and the other proposal of you renting approximately one half the space and for Wexler Holladay LLC taking the responsibility of renting the remaining space.

As you are aware, we were initially asking \$1,000 per month NNN with common area expenses of \$300 per month. Also we reviewed with Pacific Power and Northwest Natural Gas previous average monthly charges for this space. The average monthly electrical bill was approximately \$70 per month and the gas bill was approximately \$60 per month over 12 months. With our original asking price, this would be a total \$1,430 per month, well above your stated budget of \$1,000 per month.

In our proposal for you to rent the entire space, we are proposing to reducing our initial base rent asking price to \$800 for the first 18 months and \$900 for the remaining 18 months, with you having the ability to sublease the remaining space to help offset the costs of your base rent, common area expenses and utilities.

Our other proposal that would immediately fit into your budget, would be for us to rent approximately one half of the space (two fully enclosed lockable offices, shared common reception and waiting areas, shared backroom storage and restroom. This would be \$650 for base rent, \$200 for common area expense, plus Electric and Gas Usage until such time the space is actually rented which then would reduce future Electric and Gas invoices to 50%. This would calculate to approximately to \$930.00 per month prior to an additional tenant, and approximately \$865.00 per month after an additional tenant moves in.

We would also be willing to offer one month of free rent which could be considered approximately an 8% reduction in the above quoted rents for the first year or approximately a 2.8% reduction over the 3 year period.

Wexler Holladay LLC.

1101 Ave. D., Suite D-201
Snohomish, WA 98290
(360) 862-9500 Phone
(360) 862-8384 Fax

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Also as previously discussed, we will install a new grab bar in the rest room, a new single style faucet on the sink, and make sure all light fixtures are working with new tubes, and the heating and air conditioning are in good working order.

We also discussed a possession date of December 22nd, 2018.

If you or your board have any additional questions, please feel free to call either myself or my son Koby Wexler.

Sincerely,



Eldon H. Wexler
Managing Member
Wexler Holladay LLC.

Date: December 11, 2018

To: Board of Commissioners

From: John Layton

Re: Agenda Item 6.d IT Services

Our contract with mindShift will be ending on February 5th, 2019. We will need an IT Vendor to help me with monitoring our computer network.

Since my job duties include more than just IT, I need to be able to work and trust someone else to watch over our system. I did some research for a new vendor and the vendor I will be suggesting is iFocus Consulting out of Astoria. We have worked with them before and I had a good working relationship with them when I previously oversaw our IT. Plus, they are a local company that can quickly dispatch help to our site.

The agreement with iFocus, that you are to consider, will cover the following services:

- Windows Server Support – they will provide support for our servers. Basically, if we need to do something with the server, such as adding a new user, they will help. If something breaks in our servers, they will help us to fix it or help us get support from the server vendor.
- Network Infrastructure Support – In short, they will make sure that our servers and computers will talk to each other.
- Backup Services / Disaster Recovery / DNS Filtering / Antivirus – iFocus will make sure our backups are working and if our system goes down again, they will help us get back up. They will also provide antivirus software for all our computers and make sure it is up to date.
- Computer Auditing Services – Will take inventory of our computer system and provide suggestions for our network.

We will be billed \$2,150.00 a month for their help. We also will get their discounted billing rate, \$110.00 an hour, if we needed help outside of the contract – such as providing support for our desktop computers. If an event happens outside iFocus's normal business hours – Monday through Friday 8:00 am to 5:00 pm, we would be billed \$187.50 an hour.

In order to continue network support of our system, staff is recommending that the Board authorize the Board Chair to sign the iFocus Contract.

Date: December 11, 2018

To: Board of Commissioners

From: Jeff

Re: Agenda Item 6.e SDAO Conference

At the Board's October meeting, Commissioners' Widener and Alegria, Vice Chair Kidder, and Chair Kleczek indicated that they would like to attend the SDAO Conference at Sunriver in February. As part of the supplemental budget, we have reduced the Conference, Training, and Travel line. Staff will not be going to the SDAO conference or other conferences for the rest of FY 2019. Registration fee for the conference is \$330 assuming going to one of the pre-sessions. The hotel at Sunriver appears to be full but there are other accommodations located about a mile away. Four nights lodging would be approximately \$650.00 per person bringing the total to \$980 per person to attend. This does not include transportation costs.

Staff is recommending that if the Board still wants to attend the conference that it be limited to two members of the Board. If the Board decides to have all four go, the Board will need to make adjustments to the supplemental budget during the public hearing.

Date: December 11, 2018

To: Board of Commissioners

From: Jeff

Re: Agenda Item 6.f Board Retreat Update

On November 30th, I sent this email to George Dunkel with SDAO:

Hello George, hope all is well!

The Board would like to get a Strategic Planning session set up for after the first of the year. They were very pleased with the session that was led by John and Bill two years ago and they would like to use SDAO Consulting Services again. The other thing that they would like is a team building session for the Board. Is this something that SDAO offers?

He replied on December 5th with this:

*Jeff,
Expect a call from Bill.*

George

I haven't heard from Bill yet but if I do before the meeting, I will update the Board.

Date: December 11, 2018

To: Board of Commissioners

From: Jeff

Re: Agenda Item 7.a Supplemental Budget – RideCare

It is necessary to have a supplemental budget for the RideCare fund because we received higher than budgeted amount of interest and provider services reimbursements. We also had higher than anticipated personnel costs largely due to paying out of sick leave to those employees who stayed with us until the last day of operation. Material & Services as a total are under budget but we adjusted some of the line items to reflect actual costs incurred. We ended up with a net gain in that fund, so it was applied to the ending fund balance. All changes are highlighted in yellow*.

Staff is recommending that the Board approve Resolution #2015-05, adopting the supplemental budget.

*On the last page, there is not an extra column due to the spreadsheet from the State being corrupt. It would not allow me to add an extra column. The column that is titled Approved By Budget Committee on that page is also what was adopted by the Board.

RESOURCES
RideCare Fund

Sunset Empire Transportation

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-2019			Proposed Supplemental	
	Actual		Adopted Budget This Year Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
1	\$1,311,965	\$940,156	\$552,464	1 Available cash on hand* (cash basis)	\$73,109	\$73,109	\$73,109	\$73,109	1
4	\$6,247	\$12,242	\$5,400	4 Interest	\$50	\$50	\$50	\$1,093	4
6				6 OTHER RESOURCES					6
7	\$3,066,338	\$3,062,493	\$3,230,727	7 Provider Services Reimbursements	\$446,500	\$446,500	\$446,500	\$493,641	7
8		\$28	\$0	8 Other					8
9				9					9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	\$4,384,550	\$4,014,919	\$3,788,591	29 Total resources, except taxes to be levied	\$519,659	\$519,659	\$519,659	\$567,843	29
32	\$4,384,550	\$4,014,919	\$3,788,591	32 TOTAL RESOURCES	\$519,659	\$519,659	\$519,659	\$567,843	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
 RideCare

Line Item	Historical Data			REQUIREMENTS FOR: <u>Non Emergent Medical Transportation</u>	Budget For Next Year 2018-2019			Proposed Supplemental
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				PERSONNEL SERVICES				
2	\$282,529	\$332,112	\$346,677	2 Wages	\$53,600	\$53,600	\$53,600	\$59,350
3	\$32,174	\$32,022	\$43,758	3 Payroll Taxes/Worker's Comp	\$5,000	\$5,000	\$5,000	\$5,480
4	\$61,031	\$62,683	\$115,021	4 Employee Benefits	\$3,500	\$3,500	\$3,500	\$8,550
8	\$375,734	\$426,817	\$505,456	8 TOTAL PERSONNEL SERVICES	\$62,100	\$62,100	\$62,100	\$73,380
9	7.0	9.0	8.0	9 Total Full-Time Equivalent (FTE)	7.0	7.0	7.0	7.0
10				MATERIALS AND SERVICES				
11	\$2,573,365	\$2,768,437	\$2,537,410	11 Provider Payments	\$448,500	\$448,500	\$448,500	\$346,610
12	\$6,753	\$4,444	\$9,048	12 Audit	\$1,295	\$1,295	\$1,295	\$1,295
13	\$690	\$468	\$200	13 Ads	\$0	\$0	\$0	\$0
14	\$120	\$196	\$171	14 Bank Fees	\$0	\$0	\$0	\$0
15	\$5,628	\$6,422	\$9,628	15 Building Grounds and Maintenance	\$350	\$350	\$350	\$2,632
16	\$18,393	\$20,880	\$18,000	16 Bus Passes	\$3,500	\$3,500	\$3,500	\$5,950
17	\$2,491	\$9,920	\$52,438	17 Computer Information Technology Services	\$100	\$100	\$100	\$3,020
18	\$2,133	\$942	\$8,046	18 Conferences, Training, and Travel	\$0	\$0	\$0	\$0
19	\$1,952	\$2,810	\$1,725	19 Drug and Alcohol Testing/Background Checks	\$60	\$60	\$60	\$60
20	\$117	\$163	\$3,698	20 Dues/Supscriptions	\$0	\$0	\$0	\$20
21	\$81,109	\$26,215	\$198,033	21 DMAP annual Adjustment/CCO Share Fund	\$0	\$0	\$0	\$0
22	\$7,946	\$7,504	\$12,200	22 Small Equipment/Tools	\$0	\$0	\$0	\$0
23	\$30	\$0	\$2,000	23 Education/Outreach	\$0	\$0	\$0	\$0
24	\$288	\$27	\$4,120	24 Employee Recognition	\$100	\$100	\$100	\$194
25	\$0	\$0	\$0	25 Election Fees	\$0	\$0	\$0	\$0
26	\$5,595	\$8,396	\$6,814	26 Insurance (Property/Vehicle/Liability/Cyber)	\$1,200	\$1,200	\$1,200	\$1,200
27	\$0	\$0	\$0	27 Legal Ads	\$0	\$0	\$0	\$0
28	\$1,197	\$0	\$500	28 Legal Counsel	\$0	\$0	\$0	\$0
29	\$263	\$171	\$640	29 Meeting Expense	\$100	\$100	\$100	\$0
30	\$3,762	\$4,793	\$5,298	30 Office Supplies	\$200	\$200	\$200	\$450
31	\$463	\$430	\$444	31 Payroll Processing Fee	\$56	\$56	\$56	\$56
32	\$407	\$589	\$1,600	32 Printing	\$0	\$0	\$0	\$0
33	\$5,074	\$12,144	\$3,000	33 Professional Services	\$375	\$375	\$375	\$279
34	\$35,234	\$34,509	\$38,618	34 Telecommunications	\$850	\$850	\$850	\$2,305
35	\$0	\$0	\$1,000	35 Uniforms	\$0	\$0	\$0	\$0
36	\$8,233	\$8,331	\$9,475	36 Utilities	\$873	\$873	\$873	\$1,195
37	\$2,761,243	\$2,917,791	\$2,924,106	36 Total Materials and Services	\$457,559	\$457,559	\$457,559	\$365,266

FORM
LB-30

REQUIREMENTS SUMMARY
 NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 RideCare Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-2019			
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Proposed Supplemental	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11	\$32,053	\$0	\$0	11 Capital Outlay	\$0	\$0	\$0	11
12				12				12
13	\$32,053	\$0	\$0	13 TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	13
14				14 DEBT SERVICE				14
15	\$198,366	\$157,373	\$158,573	15 Debt Service Principal	\$0	\$0	\$0	15
16	\$3,926	\$2,562	\$2,224	16 Debt Service Interest	\$0	\$0	\$0	16
17	\$202,292	\$159,935	\$160,797	17 TOTAL DEBT SERVICE	\$0	\$0	\$0	17
18				18 PRIOR PERIOD ADJUSTMENT				18
19	\$136,476	\$0	\$0	19 Prior Period Adjustment	\$0	\$0	\$0	19
20				20				20
21	\$136,476	\$0	\$0	21 TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0	21
29			\$125,546	29 OPERATING CONTINGENCY	\$0	\$0	\$0	29
30	\$370,821	\$159,935	\$286,343	30 Total Requirements NOT ALLOCATED	\$0	\$0	\$0	30
31	\$3,136,977	\$3,344,608	\$3,429,562	31 Total Requirements for ALL Org.Units/Programs within fund	\$519,659	\$519,659	\$438,646	31
32			\$0	32 Reserved for future expenditure				32
33	\$876,752	\$433,637		33 Ending balance (prior years)				33
34			\$72,686	34 UNAPPROPRIATED ENDING FUND BALANCE			\$129,197	34
35	\$4,384,550	\$3,938,180	\$3,788,591	35 TOTAL REQUIREMENTS	\$519,659	\$519,659	\$567,843	35

150-504-030 (Rev 10-16)



**Board of Commissioners
RESOLUTION 2018-05**

The Board of Commissioners of the Sunset Empire Transportation District, Astoria Oregon, resolves to authorize adjustments to the 2018-2019 RideCare annual budget. The required adjustments are due to higher than anticipated revenues and higher than expected personnel costs.

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

MOTION OF ADOPTION

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

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS 18th DAY OF DECEMBER, 2018.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Kathy Kleczek, Board Chair

ATTEST:

By: _____

Title: Lylla Gaebel, Secretary/Treasurer

Date: December 12, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8. Public Hearing Supplemental Budget

This is the time set for a public hearing on a supplemental budget for the General Fund and for the Capital Reserve Fund. Adjustments to the budget are necessary due to increased personnel costs and increased material and services costs. You can see each line that we adjusted on the attached spreadsheets, they are highlighted in yellow.

In resources, the available cash on hand line was increased by \$167,323 for cash that RideCare still owes the General Fund from the due to/due from financial category. The transferred in line was reduced by \$83,127 since we will not be receiving the 4 new buses this fiscal year. Based on YTD numbers, we have reduced the State Mass Transit Payroll Distribution by \$5,000. We have reduced the IGA Contracted Service by \$100,000 because of the Lower Columbia Connector. We have reduced the two grants for new buses by \$174,250 and \$457,623. Both those lines go to zero. We added in the \$24,000 competitive grant we received for preventative maintenance.

In personnel, we have increased wages by \$312,000 and Payroll taxes/Workers Comp by \$18,000. We have decreased the benefits line by \$20,000. This gives the Personnel Services category a \$310,000 increase.

In materials and services, we increased and decreased several lines due to known information and trends. Of note, Computer Information Technology Services includes increases for the data recovery we had and adjusted for the reduced monthly costs we will be having when mindSHIFT is no longer our vendor. We added \$70,000 to Legal Counsel because we have spent \$28,000 on our labor attorneys and felt that \$50,000 may not be enough. With other adjustments on other lines it gives Materials and Services an increase of \$23,450.

The Capital Outlay keeps the purchase of new accounting software in it. The transfer to Capital Reserve was reduced by \$83,127 since we aren't getting the new buses this year. The Operating Contingency was reduced by \$160,000 to make it zero.

These changes are also reflected in the Capital Reserve Fund.

Staff is recommending that you hold the public hearing as required and then approve Resolution #18-04.

RESOURCES
General Fund

Sunset Empire Transportation District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-2019			Proposed Supplemental	
	Actual		Adopted Budget This Year Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
1	\$739,742	\$1,138,432	\$1,290,131	1 Available cash on hand* (cash basis) or	\$1,129,179	\$1,129,179	\$1,129,179	\$1,296,502	1
2	\$37,346	\$3,743	\$22,000	2 Previously levied taxes estimated to be received	\$22,000	\$22,000	\$22,000	\$22,000	2
3	\$4,581	\$5,869	\$4,800	3 Interest	\$8,000	\$8,000	\$8,000	\$8,000	3
4	\$0	\$0	\$58,753	4 Transferred IN, from other funds	\$205,582	\$205,582	\$205,582	\$122,455	4
5				5 OTHER RESOURCES					5
6	\$93,170	\$73,909	\$67,000	6 State Mass Transit Payroll Distribution	\$70,000	\$70,000	\$70,000	\$65,000	6
7	\$251,603	\$168,596	\$160,000	7 State Timber Revenue	\$220,000	\$220,000	\$220,000	\$220,000	7
8	\$9,940	\$10,109	\$10,520	8 Rentals	\$10,500	\$10,500	\$10,500	\$10,500	8
9	\$257,327	\$319,280	\$273,000	9 Fares	\$280,000	\$280,000	\$280,000	\$280,000	9
10	\$148,145	\$89,637	\$123,900	10 IGA Contracted Service	\$130,000	\$130,000	\$130,000	\$34,000	10
11	\$113,744	\$113,740	\$0	11 ODOT (STF) State Funds	\$0	\$0	\$0	\$0	11
12	\$105,515	\$110,928	\$61,473	12 ODOT - \$5310 Preventative Maintenance/MM	\$88,750	\$160,606	\$160,606	\$160,606	12
13	\$469,009	\$451,303	\$455,656	13 ODOT - \$5311 Operations	\$455,657	\$455,657	\$455,657	\$455,657	13
14	\$0	\$0	\$0	14 ODOT - \$5339 Bus & Bus Facilities	\$174,250	\$174,250	\$174,250	\$0	14
15	\$68,618	\$274,819	\$75,133	15 Mobility Management	\$0	\$0	\$0	\$0	15
16	\$80,165	\$63,224	\$58,985	16 ODOT - Transportation Options	\$86,577	\$86,577	\$86,577	\$86,577	16
17	\$0	\$3,000	\$24,000	17 ODOT - \$5305 Feasibility Study	\$0	\$0	\$0	\$0	17
18	\$0	\$0	\$0	18 ODOT - Special Transportation Program (STP)	\$457,623	\$457,623	\$457,623	\$0	18
19	\$1,570	\$3,891	\$12,900	19 Commissions/Proceeds	\$16,100	\$16,100	\$16,100	\$16,100	19
20				20 5310 PM				\$24,000	20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	\$2,380,475	\$2,830,480	\$2,698,251	29 Total resources, except taxes to be levied	\$3,354,218	\$3,426,074	\$3,426,074	\$2,801,397	29
30			\$870,000	30 Taxes estimated to be received	\$940,000	\$940,000	\$940,000	\$940,000	30
31	\$925,600	\$932,677		31 Taxes collected in year levied					31
32	\$3,306,075	\$3,763,157	\$3,568,251	32 TOTAL RESOURCES	\$4,294,218	\$4,366,074	\$4,366,074	\$3,741,397	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

**FORM
LB-30**

General Fund

Line	Historical Data			REQUIREMENTS FOR: Public Transportation Services	Budget For Next Year 2018-2019			Proposed Supplemental	Line	
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
1				PERSONNEL SERVICES					1	
2	\$1,156,517	\$1,120,746	\$1,221,315	2	Wages	\$1,236,000	\$1,239,798	\$1,239,798	\$1,551,798	2
3	\$134,582	\$146,057	\$145,195	3	Payroll Taxes/Worker's Comp	\$123,500	\$123,500	\$123,500	\$141,500	3
4	\$267,927	\$259,858	\$358,025	4	Benefits	\$321,100	\$321,100	\$321,100	\$301,100	4
5				5						5
6				6						6
7				7						7
8	\$1,559,026	\$1,526,661	\$1,724,535	8	TOTAL PERSONNEL SERVICES	\$1,680,600	\$1,684,398	\$1,684,398	\$1,994,398	8
9	31.5	37.3	35.0	9	Total Full-Time Equivalent (FTE)	34.2	34.2	34.2		9
10				MATERIALS AND SERVICES						10
11	\$723	\$5,747	\$2,200	11	Provider Services	\$0	\$0	\$0	\$0	11
12	\$22,922	\$17,776	\$28,652	12	Audit	\$30,000	\$30,000	\$30,000	\$16,750	12
13	\$0	\$3,787	\$4,200	13	Advertising	\$3,500	\$3,500	\$3,500	\$1,000	13
14	\$3,027	\$3,221	\$3,341	14	Bank Fees	\$2,000	\$2,000	\$2,000	\$2,000	14
15	\$31,264	\$33,304	\$31,878	15	Building Grounds and Maintenance	\$39,500	\$39,500	\$39,500	\$39,500	15
16	\$0	\$0	\$0	16	Building Lease	\$36,000	\$36,000	\$36,000	\$1,800	16
17	\$12,053	\$39,586	\$78,172	17	Computer Information Technology Services	\$79,000	\$79,000	\$79,000	\$138,600	17
18	\$24,619	\$14,523	\$24,084	18	Conferences, Training, and Travel	\$24,000	\$27,000	\$27,000	\$19,000	18
19	\$1,428	\$1,652	\$5,000	19	Drug and Alcohol Testing/Background Checks	\$2,500	\$2,500	\$2,500	\$2,500	19
20	\$18,584	\$27,268	\$19,143	20	Dues/Subscriptions/Fees	\$23,500	\$23,500	\$23,500	\$25,500	20
21	\$17,953	\$11,589	\$64,400	24	Small Equipment/Tools	\$15,000	\$15,000	\$15,000	\$15,000	24
22	\$5,451	\$5,652	\$5,500	21	Equipment Lease	\$3,000	\$3,000	\$3,000	\$2,300	21
23	\$11,204	\$8,499	\$40,000	22	Education/Outreach	\$10,000	\$30,000	\$30,000	\$12,500	22
24	\$6,002	\$6,964	\$9,880	23	Employee Recognition	\$10,000	\$10,000	\$10,000	\$5,000	23
25	\$0	\$6,908	\$0	25	Election Fees	\$4,500	\$5,500	\$5,500	\$5,500	25
26	\$97,112	\$120,594	\$252,472	26	Fuel	\$212,442	\$230,000	\$230,000	\$215,000	26
27	\$30,265	\$70,851	\$61,479	27	Insurance (Property/Vehicle/Liability/Cyber)	\$85,000	\$85,000	\$85,000	\$85,000	27
28	\$804	\$791	\$800	28	Legal Ads	\$800	\$800	\$800	\$800	28
29	\$861	\$2,216	\$6,400	29	Legal Counsel	\$2,000	\$3,000	\$3,000	\$73,000	29
30	-\$108	\$2,063	\$1,760	30	Meeting Expense	\$2,000	\$2,000	\$2,000	\$1,000	30
31	\$948	\$0	\$0	31	Advertising	\$0	\$0	\$0	\$0	31
32	\$15,168	\$12,296	\$17,352	32	Office Supplies	\$15,000	\$15,000	\$15,000	\$15,000	32
33	\$1,855	\$1,719	\$2,128	33	Payroll Processing Fee	\$2,000	\$2,000	\$2,000	\$7,000	33
34	\$12,132		\$0	34	Pass Through STF	\$0	\$0	\$0	\$0	34
35	\$15,765	\$10,345	\$33,800	35	Printing	\$15,000	\$20,000	\$20,000	\$10,000	35
36	\$7,577	\$28,049	\$42,240	36	Professional Services	\$10,000	\$15,000	\$15,000	\$19,000	36
37	\$230	\$283	\$330	37	Taxes/licenses	\$4,000	\$500	\$500	\$500	37

REQUIREMENTS SUMMARY

**FORM
LB-30**

General Fund

	Historical Data			REQUIREMENTS FOR: <u>Public Transportation Services</u>	Budget For Next Year 2018-2019			Proposed Supplemental		
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
	MATERIALS AND SERVICES									
38	\$27,669	\$23,111	\$30,702	38	Telecommunications/Internet	\$54,000	\$54,000	\$54,000	\$54,000	38
39	\$2,776	\$3,306	\$10,924	39	Uniforms	\$5,000	\$5,000	\$5,000	\$5,000	39
40	\$18,377	\$19,518	\$20,796	40	Utilities	\$20,000	\$30,000	\$30,000	\$20,000	40
41	\$128,986	\$103,225	\$120,000	41	Vehicle Maintenance and Repair	\$140,000	\$140,000	\$140,000	\$140,000	41
42	\$515,647	\$584,843	\$917,633	42	Total Materials and Services	\$849,742	\$908,800	\$908,800	\$932,250	42

150-504-030 (Rev 10-16)

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
General Fund

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-2019			Proposed Supplemental
Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
10			10	CAPITAL OUTLAY NOT ALLOCATED			10
11	\$0	\$346,650	11	\$837,455	\$837,455	\$837,455	\$122,455
12			12				
13	\$0	\$346,650	13	\$837,455	\$837,455	\$837,455	\$122,455
14			14	DEBT SERVICE			14
15	\$95,853	\$104,421	15	\$120,158	\$120,158	\$120,158	\$120,158
16	\$26,451	\$20,574	16	\$7,506	\$7,506	\$7,506	\$7,506
17			17	\$175	\$175	\$175	\$175
18	\$122,304	\$124,995	18	\$127,839	\$127,839	\$127,839	\$127,839
19			19	Prior Period Adjustment			19
20	\$8,891	\$0	20				
21			21				
22	\$8,891	\$0	22	\$0	\$0	\$0	\$0
23			23	INTERFUND TRANSFERS			23
24	\$50,000	\$0	24	\$73,582	\$123,582	\$123,582	\$40,455
25		\$15,708	25	\$0	\$0	\$0	\$0
26			26				
27			27				
28			28				
29	\$50,000	\$0	29	\$73,582	\$123,582	\$123,582	\$40,455
30		\$200,000	30	\$175,000	\$160,000	\$160,000	\$0
31	\$181,195	\$471,645	31	\$1,213,876	\$1,248,876	\$1,248,876	\$290,749
32	\$2,074,673	\$2,111,504	32	\$2,530,342	\$2,593,198	\$2,593,198	\$2,926,648
33		\$0	33	\$0	\$0	\$0	
34	\$1,050,208		34				
35		\$466,152	35	\$550,000	\$524,000	\$524,000	\$524,000
36	\$3,306,076	\$2,583,149	36	\$4,294,218	\$4,366,074	\$4,366,074	\$3,741,397

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2016-2 on June 30, 2016 for the following specified purpose: Bldg&Equip

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.

Review Year: 2021

27

Capital Reserve Fund

Sunset Empire Transportation District

Historical Data		DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018 - 2019		
Actual			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2015 - 2016	First Preceding Year 2016 - 2017				
1		RESOURCES			
2	\$50,000	1 Cash on hand * (cash basis), or	\$131,000	\$131,000	\$131,000
3		2 Working Capital (accrual basis)			
4		3 Previously levied taxes estimated to be received			
5	\$50,000	4 Interest	\$1,000	\$1,000	\$1,000
6	\$50,000	5 Transferred IN, from other funds	\$73,582	\$123,582	\$40,455
7		6 ODOT-Grant 5339 Bus			
8		7			
9		8			
10	\$100,000	9 Total Resources, except taxes to be levied	\$205,582	\$255,582	\$172,455
11		10 Taxes estimated to be received			
12		11 Taxes collected in year levied			
13	\$100,000	12 TOTAL RESOURCES	\$205,582	\$255,582	\$172,455
14		13 REQUIREMENTS **			
15		14			
16		15 Org. Unit or Prog. & Activity			
17		16 Object Classification			
18		17 Detail			
19		18 Capital	\$0	\$0	\$0
20		19 Transfer	\$30,750	\$30,750	\$0
21		20 Transfer	\$52,377	\$52,377	\$0
22		21 Transfer	\$122,455	\$122,455	\$122,455
23		22			
24		23			
25		24			
26		25			
27		26			
28		27			
29	\$100,000	28 Ending balance (prior years)			
30		29 UNAPPROPRIATED ENDING FUND BALANCE	\$0	\$50,000	\$50,000
31	\$100,000	30 TOTAL REQUIREMENTS	\$205,582	\$255,582	\$172,455

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year
**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



Board of Commissioners
RESOLUTION 2018-04

The Board of Commissioners of the Sunset Empire Transportation District, Astoria Oregon, resolves to authorize adjustments to the 2018-2019 SETD General Fund and Capital Reserve Fund annual budget. The required adjustments are due to higher than anticipated personnel costs, adjusted Material and Services for server failure and recovery and unanticipated attorney costs will decrease the General Fund Budget Revenues by \$624,677, increase Materials and Services by \$23,450, increase Personnel Services by \$310,000, decrease Capital Outlay by \$715,000 and decrease Contingency by \$160,000.

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

MOTION OF ADOPTION

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

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS 18th DAY OF DECEMBER 2018.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Kathy Kleczek, Board Chair

ATTEST:

By: _____

Title: Lylla Gaebel, Secretary/Treasurer