



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JANUARY 24, 2019

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. NEW FARE POLICY SIX MONTH REVIEW
 - b. iFOCUS AGREEMENT
 - c. BOARD RETREAT
9. NEW BUSINESS
 - a. NORTHWEST OREGON TRANSIT ALLIANCE INTERGOVERNMENTAL AGREEMENT
 - b. TAC VACANCY
 - c. MARCH MEETING LOCATION
 - d. RIDER APPRECIATION DAY
 - e. FEDERAL GOVERNMENT PARTIAL SHUTDOWN - SERVICE CUTS
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**Sunset Empire Transportation District
Board of Commissioners Meeting Minutes
December 18, 2018
Draft**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald. Commissioner's Pamela Alegria and Carol Gearin were excused.

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki Executive Assistant Mary Parker
3. CHANGES TO AGENDA-Vice Chair Kidder requested Commissioner report be added following approval of the minutes. Executive Director Hazen requested adding a notice received by the Seaside Planning Commission.
4. PUBLIC COMMENT- No comments
5. APPROVAL OF THE NOVEMBER 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the November 2018 Board Minutes
Vice Chair Kidder seconded the motion
Discussion- None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Widener- No Report
 - b. Commissioner MacDonald- Reported that he had appreciated and enjoyed the Holiday Party.
 - c. Secretary/Treasurer Gaebel- Presented Mary with a box of candy in appreciation of her doing a fantastic job of organizing the Holiday Party. Mary thanked Donna, Tracy and others for also helping.
 - d. Vice Chair Kidder- Reported that he was sorry he missed the party but glad everyone had a good time.
 - e. Chair Kleczek- Reported that it was wonderful to share the season with everyone at the Holiday Party.
7. OLD BUSINESS-
 - a. Personnel Costs- Executive Director Hazen reported that he, Tracy and Paul had done a deep dive into comparing last year and this year's personnel costs and included this information on the two reports included on page 6 and 7 of the Board Pack and that the budget that he wrote was not enough to match the impacts that were made on the general fund.
Chair Kleczek commented that the Executive Director's raise was included in the budget, the budget committee increased the budget for staff wage increases, so not budgeting enough is only partially the problem because the Board was told that additional staff's wages were in the budget, so she has concerns with just getting numbers that compare this year to last year with no further plan on how to not have this happen again as I still see us in trouble with payroll. Executive Director Hazen said he took full responsibility. Chair Kleczek said this is not just on the Executive Director, it is also the Board's responsibility to make sure that when numbers are proposed that they are realistic. Secretary/Treasurer Gaebel requested discussing how the Board can have more knowledge and training so we are better informed to make financial decisions during the Budget process. Vice Chair Kidder said the Budget Committee should have the same training.
 - b. Lower Columbia Connector- Executive Director Hazen reported that the problems of overpayment with Columbia County were his fault due to overbilling that was done in the first 2 quarters in the first year of the biennium. However, Executive Director Hazen said that SETD will be made whole with the money that the State passed through to Columbia County that will come to us. Vice Chair Kidder asked if there

are services that we are providing that when we bill will not be covered. Executive Director Hazen said yes. Commissioner Gaebel said she would like to hear Paul's report before any further discussion. Paul reported that CC Rider will be eliminating the weekend Connector service from Rainier to Portland. SETD will still meet CC Rider in Rainier on weekdays with only minor adjustments having to be made to our schedule. Paul discussed the route options that were included in the Board Pack and said staff was recommending Option 4 with SETD meeting CC Rider twice a day in Rainier on the weekdays and on weekends extending service from Rainier to Longview/Kelso to the Amtrak station. There will be a minor impact to the Route 15 route and will increase current costs by about \$15,000.

Public comment- Tita Montero asked that the calculations of the route costs be checked as she was getting different totals. Vice Chair Bryan Kidder requested that any agreement with CC Rider is in writing and it is signed.

Commissioner Gaebel moved to table deciding until after the Supplemental Budget Hearing.

Commissioner Widener seconded the motion

Motion passed unanimously

Following the supplemental Budget Hearing:

Commissioner Gaebel moved to approve Option #1

Commissioner Widener seconded the motion

Discussion None

Motion passed unanimously

- c. Seaside Kiosk Update: Discussion was held about relocating the Seaside Kiosk operation. Vice Chair Kidder moved to hold off on deciding on the lease until after we complete the Supplemental Budget and see how it will fit in.

Commissioner Widener seconded the motion

Discussion- None

Aye- Vice Chair Kidder, Commissioner Widener, Chair Kleczek, Commissioner MacDonald

No- Secretary/Treasurer Gaebel

Motion passed

Following the Supplemental Budget Hearing:

Vice Chair Kidder moved that SETD lease a portion of the office at 39 and N. Holladay and have legal counsel review lease agreement and authorize Chair Kleczek and Executive Director Hazen to sign the lease.

Commissioner Widener seconded the motion

Motion passed unanimously

- d. IT Services-John Layton reported that SETD's computer services are going in the right direction and that he has been looking at IT services to provide service for us. John chose Ifocus because we used them in the past and their IT services were always good and only had problems with their website services. John said our server is now backed up 3 ways and is stored off sight. The proposed cost for Ifocus is \$2,150 per month however the contract has not been sent back from our attorney. Executive Director Hazen said he would bring the Ifocus contract to the January 2019 Board meeting for approval.

- e. SDAO- Discussion was held on who would be going to the SDAO Conference in February.

Vice Chair Kidder moved that only the Board Chair and the Executive Director attend the SDAO Conference.

Commissioner MacDonald seconded the motion

Discussion- None

Aye- 3 Chair Kleczek, Vice Chair Kidder, Commissioner MacDonald

Nay- 2 Commissioner Widener, Secretary/Treasurer Gaebel

There was a question about the number of votes needed to approve the motion. Executive Director Hazen called SETD's Legal Counsel, Heather Reynolds who said that it takes a majority of the membership.

Commissioner Widener moved that only the Board Chair and the Executive Director attend the SDAO Conference

Vice Chair Kidder seconded the motion

Motion passed unanimously

Addendum- Chair Kleczek asked the Board how they felt about a Board member attending the conference that paid their own way. Board consensus was that it would be acceptable.

Vice Chair Kidder moved that Chair Kleczek be the SETD voting delegate at the 2019 SDAO Conference

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- f. BOARD RETREAT- Executive Director Hazen reported that he had contacted George Dunkel about using SDAO Consulting services for the Board Retreat that will also include a Team Building session. On December 5th George Dunkel said he was waiting to hear back from Bill.
- g. SEASIDE PLANNING COMMISSION- Response from Seaside Planning Commission has approved the plan with a right hand in and right hand out access. A study for the left-hand turn lane will be done by ODOT. Following Board discussion, the Board agree not to appeal.

At 11:45 AM Chair Kleczek called for a recess until 11:55 AM to update Supplemental Budget forms

8. NEW BUSINESS

- a. SUPPLEMENTAL BUDGET HEARING- RIDE CARE- Executive Director Hazen presented the RideCare Supplemental Budget which is necessary due to receiving higher than budgeted amount of interest and provider services reimbursements. The changes are highlighted in yellow. Staff recommends adopting the RideCare Supplemental budget by approving Resolution 2018-05.

RESOLUTION 2018-05 RIDE CARE FUND			
Name	Aye	Nay	Absent
Chair Kleczek	x		
Commissioner Alegria			x
Commissioner MacDonald	x		
Commissioner Widener	x		
Commissioner Kidder	x		
Commissioner Gaebel	x		
Commissioner Gearin			x

Chair Kleczek read Resolution 2018-05 which was approved by roll call vote.

GENERAL FUND-Executive Director Hazen presented the General Fund and Capital Reserve Fund Supplemental Budget which are necessary due to increased personnel costs and increased material and service costs. The Board made several changes to the proposed budget by not using the built in Connector Route Option #4 and instead using the current Connector Route which is option # 1. This resulted in a savings of

\$30,000. \$15,000 can then go into covering rent for the Seaside Transit Office and to pay for Ifocus for the next 6 months. The remaining \$15,000 will be put into contingency.
 Chair Kleczek called for a recess until 1:30 PM So changes could be made to the Supplemental Budget and Resolution 2018-04 updated. Executive Director Hazen made the following changes: \$10,000 was taken out of wages, \$2,325 out of fuel and \$2,325 out of preventative maintenance. These are the components used to calculate the hourly service rate.

Commissioner MacDonald moved that the Board adopt the updated Resolution 2018-04

Commissioner Widener seconded the motion

Discussion- Commission Gaebel said she will vote for this but is very concerned about this 3-year lease and I hope going forward that we do not skimp on contingency.

RESOLUTION 2018-04 GENERAL FUND			
Name	Aye	Nay	Absent
Chair Kleczek	x		
Commissioner Alegria			x
Commissioner MacDonald	x		
Commissioner Widener	x		
Commissioner Kidder	x		
Commissioner Gaebel	x		
Commissioner Gearin			x

Chair Kleczek read Resolution 2018-04 which was approved by roll call vote.

9. 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.
10. PUBLIC COMMENT- Tita Montero recommended that when working on the budget or presenting worksheets at Board meetings, they be displayed on an overhead so everyone can see what is being discussed. She also suggested not to jump all over the budget or from one sheet to another and always include a year to date column. Chair Kleczek thanked Tita for attending the meeting and for her input.
11. OTHER ITEMS- SDAO Legislative Day is January 18th. Let Executive Director Hazen know if you want to go.

Meeting was adjourned at 1:40 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- December 2018.

Sunset Empire Transportation District
November FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2019 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 5 = 41.7 % of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,692,662 (\$337,460 more than budget), 73% of annual budget and 124.9% of monthly budget. YTD Total Materials & Services was \$427,622 (\$11,726 less than budget), 45% of annual budget and 97.3% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$39,101- \$22,655 more than the monthly budget, \$1,539 more than annual budget. Clatsop Cruise payment of \$25,977 for busing from July through October was received on Nov 20th. It was the highest billing for a cruise ship season. This brought us to a positive YTD balance.
- 4015 Paratransit Fares: Revenues for the month were \$5,638 - \$1355 more than the monthly budget and \$5,533 more than annual budget. There is \$6,286 in billing from NW Rides for September/October.
- 4090 Donations/Commissions: Under budget YTD by \$2,326.
- 4100 Contract Service-IGA: Billed Cannon Beach for \$6,013 for November and December.
- 4205 Property Taxes: \$748,065 was received during November. \$93,476 under budget for the month. \$25,468 over budget YTD.
- 4250 Timber Sales: \$44,915 was received in November. Over budget YTD by \$79,667.
- 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: November interest for General Fund was \$1,068.
- 4310 Misc. Income: \$19 for laminating.
- 5000 Grants: Grant reimbursements were submitted November 14th for 1st quarter in the amount of \$187,524.

Expense

- 6005 Salaries & Wages: Over budget for the month \$28,601. Of that \$23,360 was October's health insurance. YTD over by \$6,579.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for November was \$485.
- 8020 Bldg & Grounds Maint: Over budget for the month by \$1149 and YTD \$4,478. New locks \$690 and new janitorial rates realized for November.
- 8031 Website/On-line SW Sub: \$460 for email accounts, \$4,560 engineer billable hours.

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

Sunset Empire Transportation District

November FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the January 2019 Board of Commissioner's Meeting

SETD Expense con't

- 8160 Uniforms: Over for monthly budget due to an order of items for drivers. Over budget YTD \$2,402.
- 8170 Vehicle Maint & Repairs: Month within budget. YTD within budget.
- END

Ride Care Fund Profit and Loss

Revenue

- 4300 Interest: Interest earned was \$578.
- 4500 RC Provider Service Reim: \$39

Follow up items:

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

**Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
November 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	39,101.39	16,446.00	106,723.69	105,185.00	\$ 1,538.69	228,600.00	47%
4015 PARATRANSIT FARES	5,638.00	4,283.00	26,952.00	21,419.00	\$ 5,533.00	51,400.00	52%
4090 DONATIONS/COMMISSIONS	1,089.82	1,474.00	5,294.93	7,621.00	\$ (2,326.07)	16,100.00	33%
4100 CONTRACTED SERVICES-IGA	0.00	0.00	48,231.00	29,484.00	\$ 18,747.00	34,000.00	142%
4200 TAXES							
4205 PROPERTY TAXES	744,106.38	835,354.00	895,495.10	874,354.00	\$ 21,141.10	940,000.00	95%
4207 PRIOR YR PROPERTY TAX	3,958.28	6,187.00	15,798.07	11,641.00	\$ 4,157.07	22,000.00	72%
4210 LAND SALES	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	748,064.66	841,541.00	911,463.21	885,995.00	\$ 25,468.21	962,000.00	95%
4250 TIMBER SALES	44,915.21	0.00	156,849.14	77,182.00	\$ 79,667.14	220,000.00	71%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	31,263.00	31,263.00	\$ -	65,000.00	48%
4270 RENTAL INCOME					\$ -		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	\$ -	1,200.00	0%
4272 PARKING SPACES	760.00	760.00	3,800.00	3,700.00	\$ 100.00	9,020.00	42%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	\$ -	280.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	3,800.00	3,700.00	\$ 100.00	10,500.00	36%
4300 INTEREST	1,068.03	675.00	3,324.01	3,345.00	\$ (20.99)	8,000.00	42%
4310 MISC INCOME	19.00	0.00	2,903.80	0.00	\$ 2,903.80	0.00	
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	\$ -	0.00	
5000 GRANTS					\$ -		
5001 ODOT GRANTS					\$ -		
5002 5311 GRANT OPERATIONS	141,575.00	0.00	233,103.00	102,000.00	\$ 131,103.00	455,657.00	51%
5003 5310 MOBILITY MGT GRANT	7,591.00	0.00	15,150.00	18,591.00	\$ (3,441.00)	44,630.00	34%
5004 5310 PREV MAINT GRANT	18,484.00	0.00	33,885.00	32,000.00	\$ 1,885.00	115,976.00	29%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	1,397.00	0.00	\$ 1,397.00	0.00	
5006 TRANS OPTIONS DR LESS CON	16,874.00	0.00	35,753.00	25,417.00	\$ 10,336.00	86,577.00	41%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00		0.00	

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
5001 ODOT GRANTS - Other	3,000.00	6,000.00	20,949.00	12,000.00	\$ 8,949.00	24,000.00	87%
Total 5001 ODOT GRANTS	187,524.00	6,000.00	340,237.00	190,008.00	\$ 150,229.00	726,840.00	47%
Total 5000 GRANTS	187,524.00	6,000.00	340,237.00	190,008.00	\$ 150,229.00	726,840.00	47%
5080 OREGON STF FUNDS	0.00	0.00	55,620.00	0.00	\$ 55,620.00	0.00	
Other Types of Income	0.00	0.00	0.00	0.00	\$ -	0.00	
Total Income	1,028,180.11	871,179.00	1,692,661.78	1,355,202.00	\$ 337,459.78	2,322,440.00	73%
Gross Profit	1,028,180.11	871,179.00	1,692,661.78	1,355,202.00	\$ 337,459.78	2,322,440.00	73%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	116,626.93	118,599.84	626,368.80	652,299.12	\$ 25,930.32	1,541,798.00	41%
6200 PAYROLL EXPENSES	9,625.08	10,884.62	68,692.41	59,865.41	\$ (8,827.00)	141,500.00	49%
6300 EMPLOYEE BENEFITS	56,925.31	25,091.67	149,140.77	125,458.31	\$ (23,682.46)	301,100.00	50%
Total 1. PERSONNEL SERVICES	183,177.32	154,576.13	844,201.98	837,622.84	\$ (6,579.14)	1,984,398.00	43%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	484.92	0.00	2,991.60	0.00	\$ (2,991.60)	0.00	
7030 BUS PASSES	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	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	\$ -	0.00	
8005 AUDIT	0.00	0.00	0.00	0.00	\$ -	16,750.00	0%
8006 ADS (HR JOB POSTING)	0.00	0.00	757.42	800.00	\$ 42.58	1,000.00	76%
8010 BANK FEES	127.19	140.25	672.25	821.25	\$ 149.00	2,000.00	34%
8020 BLDING & GROUNDS MAINT	4,357.03	3,208.00	20,183.53	15,705.00	\$ (4,478.53)	45,200.00	45%
8030 COMP-INFO-TECH SERVICES					\$ -		
8031 WEBSITE/ON-LINE SW SUB	517.96	811.00	7,619.48	8,078.00	\$ 458.52	14,290.00	53%
8032 SUPPORT SERVICES/CONTRACTS	8,124.00	8,124.00	90,959.66	90,960.00	\$ 0.34	135,060.00	67%
8030 COMP-INFO-TECH SERVICES - Other	0.00	0.00	0.00	0.00	\$ -	0.00	
Total 8030 COMP-INFO-TECH SERVICES	8,641.96	8,935.00	98,579.14	99,038.00	\$ 458.86	149,350.00	66%
8035 CONF TRAINING & TRAVEL	1,711.88	2,031.00	14,973.41	15,355.00	\$ 381.59	19,000.00	79%
8040 DONATIONS/CONTRIBUTIONS	53.73	0.00	53.73	0.00	\$ (53.73)	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	0.00	293.00	1,039.00	1,215.00	\$ 176.00	2,500.00	42%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8050 DUES SUBSCRIPTIONS & FEES	207.55	188.00	10,266.89	10,116.00	\$ (150.89)	13,500.00	76%
8053 IGA - DUES AND FEES	0.00	0.00	6,000.00	6,000.00	\$ -	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	165.65	4,279.00	7,642.69	10,640.00	\$ 2,997.31	15,000.00	51%
8061 EQUIPMENT LEASE/RENT	188.00	208.00	940.00	960.00	\$ 20.00	2,300.00	41%
8065 EDUCATION/OUTREACH	54.97	85.00	1,237.47	1,485.00	\$ 247.53	12,500.00	10%
8070 EMPLOYEE RECOGNITION	321.00	321.00	607.10	608.00	\$ 0.90	5,000.00	12%
8072 ELECTION FEES	0.00	0.00	0.00	5,500.00	\$ 5,500.00	5,500.00	0%
8075 FUEL	13,661.41	13,662.00	84,335.73	84,548.00	\$ 212.27	212,675.00	40%
8080 INSURANCE	0.00	2,134.00	15,790.50	26,426.00	\$ 10,635.50	85,000.00	19%
8090 LEGAL ADS	117.60	38.00	117.60	204.00	\$ 86.40	800.00	15%
8095 LEGAL COUNSEL	12,370.09	12,372.00	22,017.59	22,020.00	\$ 2.41	73,000.00	30%
8100 MEETING EXPENSE	37.96	38.00	707.69	709.00	\$ 1.31	1,000.00	71%
8120 OFFICE SUPPLIES	1,003.75	1,175.00	5,075.96	6,582.00	\$ 1,506.04	15,000.00	34%
8130 PAYROLL PROCESSING FEES	543.82	544.00	3,287.36	3,289.00	\$ 1.64	7,000.00	47%
8135 PRINTING	800.02	800.00	5,587.99	5,588.00	\$ 0.01	10,000.00	56%
8139 PROFESSIONAL SERVICES	1,920.00	1,920.00	9,632.40	9,633.00	\$ 0.60	19,000.00	51%
8150 TAXES/LICENSES/BUS REG FEE	0.00	42.00	244.00	206.00	\$ (38.00)	500.00	49%
8155 TELEPHONE/INTERNET SERVICE	3,714.35	4,500.00	23,084.51	22,500.00	\$ (584.51)	54,000.00	43%
8160 UNIFORMS	1,499.58	172.00	3,476.07	1,074.00	\$ (2,402.07)	5,000.00	70%
8165 UTILITIES	1,725.69	1,726.00	8,515.49	8,517.00	\$ 1.51	20,000.00	43%
8170 VEHICLE MAINT & REPAIRS	6,347.85	6,349.00	79,805.01	79,809.00	\$ 3.99	137,675.00	58%
Total 2. MATERIALS & SERVICES	60,056.00	65,160.25	427,622.13	439,348.25	\$ 11,726.12	942,250.00	45%
Total Expense	243,233.32	219,736.38	1,271,824.11	1,276,971.09	\$ 5,146.98	2,926,648.00	43%
Net Ordinary Income	784,946.79	651,442.62	420,837.67	78,230.91	\$ (342,606.76)	-604,208.00	-70%
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	0.00	\$ -	122,455.00	0%
Total Other Income	0.00	0.00	0.00	0.00	\$ -	122,455.00	0%
Other Expense					\$ -		
3. OTHER EXPENSES					\$ -		

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
9610 CLATSOP BANK-PRINCIPAL	6,181.90	6,184.28	30,615.20	30,639.21	\$ 24.01	74,866.85	41%
9611 CLATSOP BANK-LOAN INT	399.76	389.22	2,260.46	2,228.29	\$ (32.17)	4,015.15	56%
Total 3. OTHER EXPENSES	6,581.66	6,573.50	32,875.66	32,867.50	\$ (8.16)	78,882.00	42%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	\$ -	175.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	\$ -	45,291.15	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	\$ -	3,490.85	0%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	\$ -	122,455.00	0
9800 CONTINGENCY	0.00	0.00	0.00	0.00	\$ -	0.00	
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	\$ -	40,455.00	0
Total Other Expense	6,581.66	6,573.50	32,875.66	32,867.50	\$ (8.16)	290,749.00	11%
Net Other Income	-6,581.66	-6,573.50	-32,875.66	-32,867.50	\$ (8.16)	-168,294.00	20%
	<u>778,365.13</u>	<u>644,869.12</u>	<u>387,962.01</u>	<u>45,363.41</u>	<u>74,850.53</u>	<u>-772,502.00</u>	<u>-50%</u>

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

	<u>Nov 30, 18</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,416,864.36	Current Liabilities	
Accounts Receivable	97,910.73	Accounts Payable	66,354.81
Other Current Assets		Other Current Liabilities	<u>57,176.69</u>
1400 PREPAID EXPENSES		Total Current Liabilities	123,531.50
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>1,380.10</u>	2815 DUE TO/(FROM) SETD G F	<u>37,934.82</u>
Total Other Current Assets	<u>1,864.91</u>	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Total Current Assets	<u>1,516,640.00</u>	Total Long Term Liabilities	0.00
TOTAL ASSETS	<u><u>1,516,640.00</u></u>	Total Liabilities	<u>123,531.50</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	(1,140,686.51)
		Net Income	<u>441,827.03</u>
		Total Equity	<u>1,393,108.50</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,516,640.00</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
DHS - CHILD WELFARE-CLATSOP	710.00	0.00	0.00	0.00	0.00	710.00
NW RIDES	0.00	1,200.00	1,080.00	30.00	0.00	2,310.00
P-H&R Block	0.00	142.50	0.00	0.00	0.00	142.50
PROVIDENCE ELDERPLACE	0.00	20.00	120.00	0.00	0.00	140.00
Providence Seaside Hospital	0.00	204.00	0.00	0.00	0.00	204.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00	7.00	7.00
TOTAL	<u><u>710.00</u></u>	<u><u>1,566.50</u></u>	<u><u>1,200.00</u></u>	<u><u>30.00</u></u>	<u><u>7.00</u></u>	<u><u>3,513.50</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
ALSCO	33.56	0.00	0.00	0.00	33.56
ASTORIA FORD	557.53	0.00	0.00	0.00	557.53
CB LAWN CARE	406.00	0.00	0.00	0.00	406.00
CLASSIC TOWING	0.00	332.75	0.00	0.00	332.75
CORNERSTONE FENCING	235.00	0.00	0.00	0.00	235.00
DAILY ASTORIAN	135.05	0.00	0.00	0.00	135.05
DEL'S OK POINT-S TIRE	240.00	0.00	0.00	0.00	240.00
E-MOORE, TERRENCE	25.00	0.00	0.00	0.00	25.00
E-WEINERT, STEVE - A/P	1,049.02	0.00	0.00	0.00	1,049.02
EO MEDIA GROUP	117.60	0.00	0.00	0.00	117.60
HOME DEPOT CREDIT SERVICES	81.61	0.00	0.00	0.00	81.61
INDUSTRIAL DIESEL POWER, INC	0.00	678.46	0.00	0.00	678.46
JACKSON & SON OIL, INC.	3,879.17	0.00	0.00	0.00	3,879.17
MCCALL TIRE CENTER - Warrenton	395.34	0.00	0.00	0.00	395.34
NORTHWEST COMMUNITY ALLIANCE	1,762.00	40.00	0.00	0.00	1,802.00
O'REILLY AUTO PARTS	1,226.55	0.00	0.00	0.00	1,226.55
OFFICE DEPOT	897.42	0.00	0.00	0.00	897.42
OREGON DEPT OF C&B SVCS	197.12	0.00	0.00	0.00	197.12
RECOLOGY WESTERN OREGON	94.64	0.00	0.00	0.00	94.64
SHRM	209.00	0.00	0.00	0.00	209.00
TIAA	208.00	0.00	0.00	0.00	208.00
VERIZON WIRELESS	639.43	0.00	0.00	0.00	639.43
WARRENTON, CITY OF	324.65	0.00	0.00	0.00	324.65
WESTERN BUS SALES, INC.	1,056.48	0.00	0.00	0.00	1,056.48
WILCOX & FLEGEL	9,782.24	0.00	0.00	0.00	9,782.24
TOTAL	<u>23,552.41</u>	<u>1,051.21</u>	<u>0.00</u>	<u>0.00</u>	<u>24,603.62</u>

Sunset Empire Transportation District
Check Detail
November 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
18474	11/01/2018	SDIS	29,283.95
18485	11/13/2018	FISHER & PHILLIPS, LLP	12,370.09
18506	11/13/2018	WILCOX & FLEGEL	13,427.88
18511	11/20/2018	SDIS	35,799.54
		Total	90,881.46

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
12/07/2018	0342 10/09 - 12/07

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

PAID

Bill Due	01/02/2019
Terms	NET 20
Memo	11/08 - 12/07/18

Expenses

Account	Memo	Amount	Customer:Job	Class
	0284 - JONES			
8100 MEETING EXPENSE	STAPLES - MM MEETING	68.42		MOBILITY MANAGEMENT ADMINISTRATION
8038 TRAVEL	MATERIALS AMTRAK	58.00		MOBILITY MANAGEMENT
8120 OFFICE SUPPLIES	FRED MEYER - OFFICE SUPPLIES	40.95		MOBILITY MANAGEMENT
8038 TRAVEL	0326 - HAZEN MCGRATH'S FISH HOUSE - FTAC MEAL	15.58		ADMINISTRATION
8038 TRAVEL	SUNSHINE PIZZA - CCR MEAL	14.15		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	APPLE ITUNES	0.99		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - OFFICE SUPPLIES	4.99		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	94.90		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	22.49		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING - MEETING	21.90		ADMINISTRATION
8100 MEETING EXPENSE	WET DOG - CHAMBER MEAL	12.50		ADMINISTRATION
8038 TRAVEL	ROADHOUSE GRILL - FTAC MEAL	22.98		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	0961 - WEINTRAUB SURVEYMONKEY - SUBSCRIPTION RENEWAL	105.00		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE ID - YEARLY FEE	20.99		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROPRO - MONTHLY FEE	14.99		TRANS OPTIONS
8160 UNIFORMS	1092 - LEWICKI M&N STORES - RAINGEAR/BUS WASHER	127.85		OPER 5311

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
12/07/2018	0342 10/09 - 12/07

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

PAID

Bill Due	01/02/2019
Terms	NET 20
Memo	11/08 - 12/07/18

Expenses

Account	Memo	Amount	Customer:Job	Class
8173 STOCK PARTS	AMAZON - INTERIOR BUS LIGHTS	90.93		OPER 5311
8058 SMALL TOOLS	GRAINGER - TOOL	46.44		OPER 5311
8173 STOCK PARTS	HOME DEPOT - TOILET REPAIR	5.48		OPER 5311
8120 OFFICE SUPPLIES	SMART FOOD SERVICE - PLASTIC FORKS	5.59		OPER 5311
8023 B&M SHELTER CLEAN & REPAI	COAST HARDWARE - AVE A SHELTER REPAIR	10.44		OPER 5311
8120 OFFICE SUPPLIES	HOME DEPOT - KEY CABINET	24.99		OPER 5311
8173 STOCK PARTS	HOME DEPOT - BUS REPAIR/ELECTRIC BOX COVER	4.56		OPER 5311
8021 B&M GENERAL	LIGHTBULBS.COM - BUILDING LIGHTING	126.07		OPER 5311
8173 STOCK PARTS	VISTA PRINT.COM - FARE PROCESSING	159.98		OPER 5311
8120 OFFICE SUPPLIES	STAPLES - PRINTER CARTRIDGES/PAUL	56.99		OPER 5311
8120 OFFICE SUPPLIES	VISTAPRINT.COM - STAMP PAD	38.98		OPER 5311
8120 OFFICE SUPPLIES	SMART FOOD SERVICE - COFFEE	33.24		OPER 5311
8121 POSTAGE-SHIPPING	1100 - PARKER STAMPS.COM - POSTAGE	15.99		ADMINISTRATION
8038 TRAVEL	RIVERHOUSE ON THE DESCHUTES - COVER CREDIT FROM LAST MONTH	327.52		ADMINISTRATION
8065 EDUCATION/OUTREACH	JOANN'S - ROSA PARKS DAY	25.45		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING - TRANSP COMM MEETING FOOD	11.10		ADMINISTRATION
8100 MEETING EXPENSE	FRED MEETING - BOARD MEETING FOOD	28.34		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
12/07/2018	0342 10/09 - 12/07

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

PAID

Bill Due	01/02/2019
Terms	NET 20
Memo	11/08 - 12/07/18

Expenses

Account	Memo	Amount	Customer:Job	Class
8100 MEETING EXPENSE	SAFEWAY - TRANP COMM MEETING FOOD	25.74		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING BOARD MEETING FOOD	9.10		ADMINISTRATION
8065 EDUCATION/OUTREACH	FACEBOOK - POSTINGS	29.52		ADMINISTRATION
8135 PRINTING	LASER PRINT - ROSA PARKS DAY	10.40		ADMINISTRATION
8065 EDUCATION/OUTREACH	STAPLES - HOLIDAY SHELTER STICKERS	26.94		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	0103 - LAYTON ADOBE ID CREATIVE	20.99		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	GODADDY - DOMAIN REGISTRATION	60.32		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROBAT	14.99		ADMINISTRATION
8120 OFFICE SUPPLIES	BUSINESS CHECKS - COMPUTER CHECKS	93.28		ADMINISTRATION
8120 OFFICE SUPPLIES	COUNTRYCLUB - SAMSUNG NOTE 4 BATTERY	11.99		ADMINISTRATION
8120 OFFICE SUPPLIES	MGM QUALITY - SAMSUNG NOTE CHARGER	7.70		ADMINISTRATION
8120 OFFICE SUPPLIES	FASTLIFE CABLES - IPAD CHARGER	12.99		ADMINISTRATION
8120 OFFICE SUPPLIES	PIXELPRO - MICROPHONE CORD	29.99		ADMINISTRATION

Expense Total : 2,012.72

Bill Total : \$2,012.72

Sunset Empire Transportation District
DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2019 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 6 = 50% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,723,070 (\$106,697 more than budget), 74% of annual budget and 106.6% of monthly budget. YTD Total Materials & Services was \$477,788 (\$45,445 less than budget), 61% of annual budget and 91.3% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$13,380- \$4,191 less than the monthly budget, \$2,652 less than annual budget.
- 4015 Paratransit Fares: Revenues for the month were \$3,647 - \$636 less than the monthly budget, but \$4,897 more than annual budget. There is \$6,669 in billing from NW Rides for September-December.
- 4090 Donations/Commissions: Under budget YTD by \$2,592.
- 4100 Contract Service-IGA: Billed Cannon Beach for \$6,013 for November and December.
- 4205 Property Taxes: \$7,334 was received during December. \$3,825 over budget for the month. \$29,293 over budget YTD.
- 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: November interest for General Fund was \$2,053.
- 4310 Misc. Income: \$20 for laminating and \$67 for scrap metal recycling.
- 5000 Grants-Other: \$2750 was received for a safety grant.

Expense

- 6005 Salaries & Wages: Over budget for the month \$10,778. Of that \$7,658 was quarterly Worker's Comp Ins. YTD over by \$17,356.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for December was \$569.
- 8020 Bldg & Grounds Maint: Under budget for the month by \$313 and over budget YTD \$4,165.
- 8031 Website/On-line SW Sub: \$460 for email accounts. \$3,302 under budget YTD.
- 8080 Insurance: Refund of Auto Liability of \$1,038.
- 8090 Legal Ads: Over budget for December \$313. Supplemental budget meeting ad. Over budget YTD \$227.

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

Sunset Empire Transportation District
DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2019 Board of Commissioner's Meeting

SETD Expense con't

- 8120 Office Supplies: Over budget for December \$207. Under budget YTD \$1,299.
- 8139 Professional Services: Over budget for December \$580. Over budget YTD \$580.
- 8150 Taxes/Licenses/Bus Reg Fees: Over budget for December \$1691. This was tax on the new buses from last year. Over budget YTD \$1,730.
- 8160 Uniforms: Over budget YTD \$2,411.
- 8165 Utilities: Over budget for December \$1,184. Over budget YTD \$1,183.
- 8170 Vehicle Maint & Repairs: Month within budget. Under budget YTD by \$502.
- END

Ride Care Fund Profit and Loss

Revenue

- 4300 Interest: Interest earned was \$695

Expense

- 8005 Audit: \$929.10
- 9600 Debt Service & Interes-Fee: \$81.60
- 9625 SDAO FlexLease-Principal: \$13,200
- 9626 SDAO FlexLease-Interest: \$724.50

Follow up items:

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

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
December 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	13,380.10	17,571.00	120,103.79	122,756.00	\$ (2,652.21)	228,600.00	53%
4015 PARATRANSIT FARES	3,647.00	4,283.00	30,599.00	25,702.00	\$ 4,897.00	51,400.00	60%
4090 DONATIONS/COMMISSIONS	396.63	663.00	5,691.56	8,284.00	\$ (2,592.44)	16,100.00	35%
4100 CONTRACTED SERVICES-IGA	0.00	0.00	48,231.00	29,484.00	\$ 18,747.00	34,000.00	142%
4200 TAXES							
4205 PROPERTY TAXES	6,961.97	3,250.00	902,457.07	877,604.00	\$ 24,853.07	940,000.00	96%
4207 PRIOR YR PROPERTY TAX	371.83	259.00	16,169.90	11,900.00	\$ 4,269.90	22,000.00	73%
4210 LAND SALES	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	7,333.80	3,509.00	918,797.01	889,504.00	\$ 29,293.01	962,000.00	96%
4250 TIMBER SALES	0.00	47,015.00	156,849.14	124,197.00	\$ 32,652.14	220,000.00	71%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	31,263.00	31,263.00		65,000.00	48%
4270 RENTAL INCOME							
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	\$ -	1,200.00	0%
4272 PARKING SPACES	760.00	760.00	4,560.00	4,460.00	\$ 100.00	9,020.00	51%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	\$ -	280.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	4,560.00	4,460.00	\$ 100.00	10,500.00	43%
4300 INTEREST	2,053.33	665.00	5,377.34	4,010.00	\$ 1,367.34	8,000.00	67%
4310 MISC INCOME	87.35	0.00	2,991.15	0.00	\$ 2,991.15	0.00	
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	\$ -	0.00	
5000 GRANTS					\$ -		
5001 ODOT GRANTS					\$ -		
5002 5311 GRANT OPERATIONS	0.00	121,000.00	0.00	223,000.00	\$ (223,000.00)	455,657.00	0%
5003 5310 MOBILITY MGT GRANT	0.00	14,045.00	0.00	32,636.00	\$ (32,636.00)	44,630.00	0%
5004 5310 PREV MAINT GRANT	0.00	35,000.00	0.00	67,000.00	\$ (67,000.00)	115,976.00	0%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	\$ -	0.00	
5006 TRANS OPTIONS DR LESS CON	0.00	16,660.00	0.00	42,077.00	\$ (42,077.00)	86,577.00	0%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	\$ -	0.00	
5001 ODOT GRANTS - Other	0.00	0.00	340,237.00	12,000.00	\$ 328,237.00	24,000.00	1418%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 5001 ODOT GRANTS	0.00	186,705.00	340,237.00	376,713.00	\$ (36,476.00)	726,840.00	47%
5000 GRANTS - Other	2,750.00		2,750.00		\$ 2,750.00		
Total 5000 GRANTS	2,750.00	186,705.00	342,987.00	376,713.00	\$ (33,726.00)	726,840.00	47%
5080 OREGON STF FUNDS	0.00	0.00	55,620.00	0.00	\$ 55,620.00	0.00	
Other Types of Income	0.00	0.00	0.00	0.00	0	0.00	
Total Income	30,408.21	261,171.00	1,723,069.99	1,616,373.00	\$ 106,696.99	2,322,440.00	74%
Gross Profit	30,408.21	261,171.00	1,723,069.99	1,616,373.00	\$ 106,696.99	2,322,440.00	
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	116,798.76	118,599.84	743,167.56	770,898.96	\$ 27,731.40	1,541,798.00	48%
6200 PAYROLL EXPENSES	16,751.69	10,884.62	85,444.10	70,750.03	\$ (14,694.07)	141,500.00	60%
6300 EMPLOYEE BENEFITS	31,803.32	25,091.67	180,944.09	150,549.98	\$ (30,394.11)	301,100.00	60%
Total 1. PERSONNEL SERVICES	165,353.77	154,576.13	1,009,555.75	992,198.97	\$ (17,356.78)	1,984,398.00	51%
2. MATERIALS & SERVICES					\$ -		
7000 RC PROVIDER PAYMENTS	568.62	0.00	3,560.22	0.00	\$ (3,560.22)	0.00	
7030 BUS PASSES	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	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	\$ -	0.00	
8005 AUDIT	2,942.15	3,235.00	2,942.15	3,235.00	\$ 292.85	16,750.00	18%
8006 ADS (HR JOB POSTING)	0.00	0.00	757.42	800.00	\$ 42.58	1,000.00	76%
8010 BANK FEES	151.40	145.25	823.65	966.50	\$ 142.85	2,000.00	41%
8020 BLDING & GROUNDS MAINT	3,700.51	4,014.00	23,884.04	19,719.00	\$ (4,165.04)	45,200.00	53%
8030 COMP-INFO-TECH SERVICES					\$ -		
8031 WEBSITE/ON-LINE SW SUB	643.95	811.00	8,263.43	8,889.00	\$ 625.57	14,290.00	58%
8032 SUPPORT SERVICES/CONTRACTS	3,624.32	6,300.00	94,583.98	97,260.00	\$ 2,676.02	135,060.00	70%
8030 COMP-INFO-TECH SERVICES - Other	0.00	0.00	0.00	0.00	\$ -	0.00	
Total 8030 COMP-INFO-TECH SERVICES	4,268.27	7,111.00	102,847.41	106,149.00	\$ 3,301.59	149,350.00	69%
8035 CONF TRAINING & TRAVEL	819.47	1,295.00	15,792.88	16,650.00	\$ 857.12	19,000.00	83%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	53.73	0.00	\$ (53.73)	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	118.00	213.00	1,157.00	1,428.00	\$ 271.00	2,500.00	46%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8050 DUES SUBSCRIPTIONS & FEES	165.50	100.00	10,432.39	10,216.00	\$ (216.39)	13,500.00	77%
8053 IGA - DUES AND FEES	0.00	0.00	6,000.00	6,000.00	\$ -	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	46.44	826.00	7,689.13	11,466.00	\$ 3,776.87	15,000.00	51%
8061 EQUIPMENT LEASE/RENT	188.00	188.00	1,128.00	1,148.00	\$ 20.00	2,300.00	49%
8065 EDUCATION/OUTREACH	81.91	130.00	1,319.38	1,615.00	\$ 295.62	12,500.00	11%
8070 EMPLOYEE RECOGNITION	1,552.50	2,159.00	2,159.60	2,767.00	\$ 607.40	5,000.00	43%
8072 ELECTION FEES	0.00	0.00	0.00	5,500.00	\$ 5,500.00	5,500.00	0%
8075 FUEL	11,204.84	17,000.00	95,540.57	101,548.00	\$ 6,007.43	212,675.00	45%
8080 INSURANCE	-1,038.00	18,158.00	14,752.50	44,584.00	\$ 29,831.50	85,000.00	17%
8090 LEGAL ADS	403.20	90.00	520.80	294.00	\$ (226.80)	800.00	65%
8095 LEGAL COUNSEL	8,304.87	14,980.00	30,322.46	37,000.00	\$ 6,677.54	73,000.00	42%
8100 MEETING EXPENSE	177.10	178.00	884.79	887.00	\$ 2.21	1,000.00	88%
8120 OFFICE SUPPLIES	1,152.69	946.00	6,228.65	7,528.00	\$ 1,299.35	15,000.00	42%
8130 PAYROLL PROCESSING FEES	613.45	614.00	3,900.81	3,903.00	\$ 2.19	7,000.00	56%
8135 PRINTING	133.40	134.00	5,721.39	5,722.00	\$ 0.61	10,000.00	57%
8139 PROFESSIONAL SERVICES	1,920.00	1,340.00	11,552.40	10,973.00	\$ (579.40)	19,000.00	61%
8150 TAXES/LICENSES/BUS REG FEE	1,733.27	42.00	1,977.27	248.00	\$ (1,729.27)	500.00	395%
8155 TELEPHONE/INTERNET SERVICE	3,777.41	4,500.00	26,861.92	27,000.00	\$ 138.08	54,000.00	50%
8160 UNIFORMS	294.03	285.00	3,770.10	1,359.00	\$ (2,411.10)	5,000.00	75%
8165 UTILITIES	2,910.15	1,726.00	11,425.64	10,243.00	\$ (1,182.64)	20,000.00	57%
8170 VEHICLE MAINT & REPAIRS	3,976.66	4,475.00	83,781.67	84,284.00	\$ 502.33	137,675.00	57%
Total 2. MATERIALS & SERVICES	50,165.84	83,884.25	477,787.97	523,232.50	\$ 45,444.53	942,250.00	61%
Total Expense	215,519.61	238,460.38	1,487,343.72	1,515,431.47	\$ 28,087.75	2,926,648.00	51%
Net Ordinary Income	-185,111.40	22,710.62	235,726.27	100,941.53	\$ (134,784.74)	-604,208.00	51%
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	0.00	\$ -	122,455.00	
Total Other Income	0.00	0.00	0.00	0.00	\$ -	122,455.00	0%
Other Expense					\$ -		
3. OTHER EXPENSES					\$ -		

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9610 CLATSOP BANK-PRINCIPAL	6,223.12	6,227.33	36,838.32	36,866.54	\$ 28.22	74,866.85	49%
9611 CLATSOP BANK-LOAN INT	358.54	346.17	2,619.00	2,574.46	\$ (44.54)	4,015.15	49%
Total 3. OTHER EXPENSES	6,581.66	6,573.50	39,457.32	39,441.00	\$ (16.32)	78,882.00	65%
9600 DEBT SERVICE & INTERES-FEE	258.40	0.00	258.40	0.00	\$ (258.40)	175.00	50%
9625 SDAO FLEXLEASE-PRINCIPAL	41,800.00	0.00	41,800.00	0.00	\$ (41,800.00)	45,291.15	148%
9626 SDAO FLEXLEASE-INTEREST	2,294.25	0.00	2,294.25	0.00	\$ (2,294.25)	3,490.85	92%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	\$ -	122,455.00	66%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	\$ -	0.00	
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	\$ -	40,455.00	
Total Other Expense	50,934.31	6,573.50	83,809.97	39,441.00	\$ (44,368.97)	290,749.00	0%
Net Other Income	-50,934.31	-6,573.50	-83,809.97	-39,441.00	\$ 44,368.97	-168,294.00	29%
	-236,045.71	16,137.12	151,916.30	61,500.53	-90,415.77	-772,502.00	50%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RC November 2018
 November through December 2018

	Nov - Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4300 INTEREST	1,273.57	180.00	2,416.80	553.00	1,093.00
4500 RC PROVIDER SERVICE REIM	39.00	0.00	492,536.81	446,500.00	446,500.00
Total Income	1,312.57	180.00	494,953.61	447,053.00	447,593.00
Gross Profit	1,312.57	180.00	494,953.61	447,053.00	447,593.00
Expense					
1. PERSONNEL SERVICES	0.00	0.00	71,852.47	73,380.00	73,380.00
2. MATERIALS & SERVICES					
7000 RC PROVIDER PAYMENTS	0.00	0.00	346,609.76	448,500.00	448,500.00
7030 BUS PASSES	0.00	0.00	5,950.00	3,500.00	3,500.00
7050 DMAP/CCO Annual Adjustment	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
8005 AUDIT	929.10	0.00	929.10	1,295.00	1,295.00
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	0.00	0.00
8010 BANK FEES	0.05	0.00	0.35	0.00	0.00
8020 BLDING & GROUNDS MAINT	0.00	0.00	2,631.73	350.00	350.00
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00
8030 COMP-INFO-TECH SERVICES	0.00	0.00	3,019.68	100.00	100.00
8035 CONF TRAINING & TRAVEL	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
8050 DUES SUBSCRIPTIONS & FEES	0.00	0.00	20.16	0.00	0.00
8055 DURABLE EQUIP/SMALL TOOLS	0.00	0.00	468.15	0.00	0.00
8065 EDUCATION/OUTREACH	0.00	0.00	0.00	0.00	0.00
8070 EMPLOYEE RECOGNITION	0.00	0.00	193.66	100.00	100.00
8080 INSURANCE	0.00	0.00	0.00	1,200.00	1,200.00
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00
8100 MEETING EXPENSE	0.00	0.00	0.00	100.00	100.00
8120 OFFICE SUPPLIES	0.00	0.00	447.98	200.00	200.00

Sunset Empire Transportation District
Profit & Loss Budget Performance-RC November 2018
 November through December 2018

	Nov - Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Bud...
8130 PAYROLL PROCESSING FEES	0.00	0.00	0.00	56.00	56.00
8135 PRINTING	0.00	0.00	0.00	0.00	0.00
8139 PROFESSIONAL SERVICES	0.00	0.00	279.00	375.00	375.00
8155 TELEPHONE/INTERNET SERVICE	0.00	0.00	2,304.84	850.00	850.00
8160 UNIFORMS	0.00	0.00	0.00	0.00	0.00
8165 UTILITIES	0.00	0.00	1,195.16	873.00	873.00
Total 2. MATERIALS & SERVICES	929.15	0.00	364,049.57	457,559.00	457,559.00
Total Expense	929.15	0.00	435,902.04	530,939.00	530,939.00
Net Ordinary Income	383.42	180.00	59,051.57	-83,886.00	-83,346.00
Other Income/Expense					
Other Expense					
9600 DEBT SERVICE & INTERES-FEE	81.60		81.60		
9625 SDAO FLEXLEASE-PRINCIPAL	13,200.00	0.00	13,200.00	0.00	0.00
9626 SDAO FLEXLEASE-INTEREST	724.50	0.00	724.50	0.00	0.00
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Other Expense	14,006.10	0.00	14,006.10	0.00	0.00
Net Other Income	-14,006.10	0.00	-14,006.10	0.00	0.00
Net Income	-13,622.68	180.00	45,045.47	-83,886.00	-83,346.00

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

	<u>Dec 31, 18</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,199,317.95	Current Liabilities	
Accounts Receivable		Accounts Payable	61,665.28
1200 ACCOUNTS RECEIVABLES	16,547.00	Other Current Liabilities	<u>56,576.67</u>
1250 PROPERTY TAX RECEIVABLES	44,218.23	Total Current Liabilities	118,241.95
1251 PASS TRANSIT RECEIVABLES	<u>7.00</u>	Long Term Liabilities	
Total Accounts Receivable	60,772.23	2800 INTERCOMPANY DUE TO/FROM	
Other Current Assets		2810 DUE TO RIDE CARE	(37,934.82)
1400 PREPAID EXPENSES		2815 DUE TO/(FROM) SETD G F	<u>37,934.82</u>
1401 PREPAID INS/BENEFITS	9,103.37	Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
1400 PREPAID EXPENSES - Other	<u>(8,618.56)</u>	Total Long Term Liabilities	<u>0.00</u>
Total 1400 PREPAID EXPENSES	484.81	Total Liabilities	118,241.95
1500 UNDEPOSITED FUNDS	<u>490.20</u>	Equity	
Total Other Current Assets	975.01	3100 NWRC PRIOR PERIOD ADJUST	8,891.00
Total Current Assets	<u>1,261,065.19</u>	3200 GF PRIOR PERIOD ADJUST	(8,891.00)
TOTAL ASSETS	<u><u>1,261,065.19</u></u>	3700 FUND BALANCE NWRC-RESTRICT	1,311,117.11
		3800 FUND BALANCE GENERAL FUND	780,850.87
		3900 RETAINED EARNINGS	(1,140,686.51)
		Net Income	<u>191,541.77</u>
		Total Equity	<u>1,142,823.24</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,261,065.19</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	143.00	0.00	0.00	0.00	0.00	143.00
DHS - CHILD WELFARE-CLATSOP	1,080.00	0.00	0.00	0.00	0.00	1,080.00
NW RIDES	1,120.00	1,180.00	1,200.00	0.00	1,110.00	4,610.00
P-H&R Block	0.00	142.50	142.50	0.00	0.00	285.00
PROVIDENCE ELDERPLACE	0.00	60.00	20.00	60.00	0.00	140.00
Providence Seaside Hospital	0.00	232.00	0.00	0.00	0.00	232.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00	7.00	7.00
TOTAL	<u>2,343.00</u>	<u>1,614.50</u>	<u>1,362.50</u>	<u>60.00</u>	<u>1,117.00</u>	<u>6,497.00</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
ALSCO	33.64	0.00	0.00	0.00	33.64
ASTORIA, CITY OF	632.80	0.00	0.00	0.00	632.80
COLUMBIA FIRE & SAFETY CO.	447.75	0.00	0.00	0.00	447.75
DAILY ASTORIAN	135.05	0.00	0.00	0.00	135.05
E-LOFSTROM, TRACY	0.00	60.76	0.00	0.00	60.76
E-WEINTRAUB, MATTHEW	0.00	97.01	0.00	0.00	97.01
HOME DEPOT CREDIT SERVICES	539.84	-104.62	0.00	0.00	435.22
IRON MOUNTAIN	102.36	0.00	0.00	0.00	102.36
JACKSON & SON OIL, INC.	2,680.57	0.00	0.00	0.00	2,680.57
MCCALL TIRE CENTER - Warrenton	1,223.60	0.00	0.00	0.00	1,223.60
MTR WESTERN BUS	0.00	1,544.92	0.00	0.00	1,544.92
NORTHWEST COMMUNITY ALLIANCE	0.00	40.00	0.00	0.00	40.00
NW NATURAL	181.22	0.00	0.00	0.00	181.22
O'REILLY AUTO PARTS	223.62	0.00	0.00	0.00	223.62
OFFICE DEPOT	238.74	0.00	0.00	0.00	238.74
OREGON DEPT OF C&B SVCS	197.12	0.00	0.00	0.00	197.12
RECOLOGY WESTERN OREGON	94.64	0.00	0.00	0.00	94.64
REYNOLDS, HEATHER	640.00	0.00	0.00	0.00	640.00
TIAA	312.59	0.00	0.00	0.00	312.59
VERIZON WIRELESS	643.37	0.00	0.00	0.00	643.37
WARRENTON, CITY OF	336.89	0.00	0.00	0.00	336.89
WILCOX & FLEGEL	8,650.22	0.00	0.00	0.00	8,650.22
TOTAL	<u>17,314.02</u>	<u>1,638.07</u>	<u>0.00</u>	<u>0.00</u>	<u>18,952.09</u>

Sunset Empire Transportation District
Check Detail
December 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
18569	12/10/2018	WILCOX & FLEGEL	9,782.24
18573	12/24/2018	SDIS	7,591.67
18575	12/24/2018	SDIS	34,141.08
18596	12/24/2018	FISHER & PHILLIPS, LLP	7,524.87
		Total	59,039.86

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2019	0342 12/08 - 1/07

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

Bill Due	01/28/2019
Terms	NET 20
Memo	12/08/18 - 1/07/19

Expenses

Account	Memo	Amount	Customer:Job	Class
	0284 - JONES			MOBILITY
8038 TRAVEL	AMTRAK-CASCADES	4.50		MANAGEMENT
8038 TRAVEL	KING CO METRO	22.00		MOBILITY
8038 TRAVEL	DOMINO'S - MEAL	31.55		MANAGEMENT
8038 TRAVEL	DAN'S BELLTOWN GROCER - MEALS	6.80		MOBILITY
8038 TRAVEL	DOMINO'S - MEALS	23.41		MANAGEMENT
8038 TRAVEL	MEG'S - MEALS	15.61		MOBILITY
8038 TRAVEL	MEG'S - MEALS	14.31		MANAGEMENT
8038 TRAVEL	BARTELL'S - MEALS	6.73		MOBILITY
8038 TRAVEL	STARBUCK'S - MEALS	10.79		MANAGEMENT
8038 TRAVEL	BELLTOWN INN - LODGING	339.92		MOBILITY
8120 OFFICE SUPPLIES	FRED MEYER	11.48		MANAGEMENT
8120 OFFICE SUPPLIES	HOME DEPOT	11.88		MOBILITY
8120 OFFICE SUPPLIES	STAPLES	39.47		MANAGEMENT
8120 OFFICE SUPPLIES	HOME DEPOT	9.84		MOBILITY
8031 WEBSITE/ON-LINE SW SUB	HAZEN APPLE ITUNES	0.99		MANAGEMENT ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2019	0342 12/08 - 1/07

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

Bill Due	01/28/2019
Terms	NET 20
Memo	12/08/18 - 1/07/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	HOME BAKING CO.	26.70		ADMINISTRATION
8038 TRAVEL	ARRIVED BEND - LODGING	228.12		ADMINISTRATION
8038 TRAVEL	ARRIVED BEND - LODGING	248.48		ADMINISTRATION
8038 TRAVEL	HOMEAWAY FEE	52.00		ADMINISTRATION
8038 TRAVEL	HOMEAWAY FEE	57.00		ADMINISTRATION
8038 TRAVEL	THE CRABBY OYSTER - MEALS	68.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	USPS - POSTAGE	24.70		ADMINISTRATION
8120 OFFICE SUPPLIES	STAPLES	17.24		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	FRED MEYER	233.97		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	ACE HARDWARE	80.50		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	AMAZON MARKET PLACE	51.79		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	HOME DEPOT	1.98		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	HOME BAKING CO.	20.95		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	0961 - WEINTRAUB ADOBE ID CREATIVE	20.99		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROPRO	14.99		TRANS OPTIONS
8120 OFFICE SUPPLIES	CARLSON STAPLES	4.99		ADMINISTRATION
8045 DRUG/ALCOHOL/BG CHECKS	BACKGROUND CK - LYONS/RODRIGUEZ	31.50		ADMINISTRATION
8021 B&M GENERAL	1092 - LEWICKI BULBS.COM - LIGHTS/BULBS	103.28		OPER 5311
8172 OUTSIDE SERVICES	BRUCE CHEVROLET	360.00		OPER 5311

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2019	0342 12/08 - 1/07

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

Bill Due	01/28/2019
Terms	NET 20
Memo	12/08/18 - 1/07/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8173 STOCK PARTS	NW PUMP & EQUIPMENT	116.05		OPER 5311
8021 B&M GENERAL	AMAZON.COM - LED LIGHTS	19.99		OPER 5311
8172 OUTSIDE SERVICES	CARLS TOWING	410.78		OPER 5311
8172 OUTSIDE SERVICES	COLUMBIA FORD	1,158.83		OPER 5311
8055 DURABLE	AMAZON.COM	88.20		OPER 5311
EQUIP/SMALL TOOLS				
8121 POSTAGE-SHIPPIING	USPS - POSTAGE	7.12		OPER 5311
8055 DURABLE	AMAZON.COM	9.94		OPER 5311
EQUIP/SMALL TOOLS				
8055 DURABLE	AMAZON.COM	94.32		OPER 5311
EQUIP/SMALL TOOLS				
8173 STOCK PARTS	SEARS.COM - SYNTHETIC OIL	125.15		OPER 5311
8021 B&M GENERAL	LIGHTBULBS.COM	14.64		OPER 5311
	1100 - PARKER			
8121 POSTAGE-SHIPPIING	STAMPS.COM - POSTAGE	15.99		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER	24.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - EMPLOYEE GIFT CARDS	950.00		ADMINISTRATION
8173 STOCK PARTS	STAPLES - TICKET ROLL	20.98		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SMART FOOD SERVICE - HOLIDAY PARTY FOOD	63.99		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - HOLIDAY PARTY	52.54		ADMINISTRATION
8060 OTHER DURABLE GOODS	OVERSTOCK.COM - AED DEFIBRILLATOR	325.08		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING CO - BOARD MEETING	12.30		ADMINISTRATION
8121 POSTAGE-SHIPPIING	USPS - POSTAGE	100.00		ADMINISTRATION
8038 TRAVEL	OLNEY SALOON & GRANGE	56.65		ADMINISTRATION
8121 POSTAGE-SHIPPIING	USPS - POSTAGE	1.63		ADMINISTRATION
	0103 - LAYTON			

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2019	0342 12/08 - 1/07

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

Bill Due	01/28/2019
Terms	NET 20
Memo	12/08/18 - 1/07/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8120 OFFICE SUPPLIES	AMAZON.COM	31.99		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ADOBE ID CREATIVE	20.99		ADMINISTRATION
8120 OFFICE SUPPLIES	AMAZON.COM	39.99		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROBAT	14.99		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	MICROSOFT	63.10		ADMINISTRATION

Expense Total : 6,035.70

Bill Total : \$6,035.70

Date: January 17, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a New Fare Policy Review

At last year's June Board meeting, the Board approved the new fare policy and structure. As part of the approval the Board wanted a six-month review of the impact of the change.

So far, year to date, our actual fares are \$120,104 on a budget of \$122,756. We are under budget by \$2,652 or 2%. Year to date ridership is at 130,931 compared to last year's ridership of 119,200. This is an increase of 11,731 rides or 10%.

Having double digit growth with ridership is excellent. Many rural agencies across the nation are struggling with decreases in ridership so showing a double-digit increase is very positive for us.

One of the intentions of changing the fare and pass structure was to make it simpler and more affordable for people to ride our routes. We have heard a lot of positive comments about the change since it was implemented. I believe it had started out well and look forward to seeing how the second half of the year plays out.

Date: January 17, 2019

To: Board of Commissioners

From: John Layton

Re: Agenda Item 8.b iFocus Agreement

Our agreement with mindSHIFT ends on February 5th. The Board approved entering into an agreement with iFocus to assist us with monitoring our system. We have worked with them previously so we are confident that they will do a good job for us. Included in the packet is the agreement with iFocus that has been reviewed and approved by Jeff and our attorney.

I can answer any questions about the service that they will be providing and Jeff can answer questions about the details of the agreement.

SUNSET EMPIRE TRANSPORTATION DISTRICT

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is by and between Sunset Empire Transportation District (“District”) and iFocus Consulting, Inc. (“Contractor”). Whereas District has need of the services which Contractor has agreed to provide; NOW THEREFORE, in consideration of the sum not to exceed \$30,000 to be paid to Contractor by District, Contractor agrees to perform between date of execution and January 31, 2020 inclusive, the following specific professional services:

Maintenance of corporation information technology local area network and wide area networking environment as described in the Scope of Work attached as Schedule A.

Payment Terms are as set forth in Schedule A, the Scope of Work.

1. **COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
2. **WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
3. **GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of District shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of District according to law.
4. **COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:
 - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, District may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;
 - b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;
 - c. Not permit any lien or claim to be filed or prosecuted against District, on account of any labor or material furnished by Contractor;
 - d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167;.
 - e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
 - f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
 - g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.

5. JUDICIAL RULINGS. If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

6. INDEPENDENT CONTRACTOR. Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of District, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to District employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

7. INDEMNIFICATION.

a. Contractor shall save harmless, indemnify, and defend District for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

b. Subject to the Oregon Tort Claim Act, District shall save harmless, indemnify, and defend Contractor for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from District's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of District or its employees or agents, or Contractor's compliance with or actions based on any directions, information or other materials provided by or on behalf of District.

8. INSURANCE. Contractor shall purchase and maintain a Commercial General policy of general liability insurance at Contractor's expense, with combined single limit policy limit of \$1,400,000. Such insurance shall name District, its Directors, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to District shall be submitted to District.

9. WORKER'S COMPENSATION. Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon.

10. NONDISCRIMINATION. No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by District.

11. TERMINATION OF AGREEMENT. This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Immediately, on breach of the contract, if not cured within 30 days of the notice of breach.
- c. On 60 days advance written notice as provided in Section 4 of Schedule A.

12. SUBCONTRACTING/NONASSIGNMENT. No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of District.

13. SURVIVAL. The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

14. FUNDING. In the event the Board of Commissioners of District reduces, changes, eliminates, or otherwise modifies the funding for any of the services identified, Contractor agrees to abide by any such decision including termination of service.

15. STANDARD OF SERVICES AND WARRANTY; DISCLAIMER. Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional

individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by District and that Contractor shall be entitled to rely on such information. EXCEPT AS STATED IN THIS AGREEMENT, CONTRACTOR AND ITS SUPPLIERS AND LICENSORS EXPRESSLY DISCLAIM ALL OTHER REPRESENTATIONS, WARRANTIES OR CONDITIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NONINFRINGEMENT, SATISFACTORY QUALITY, OR ANY OTHER REPRESENTATIONS OR WARRANTIES ARISING FROM USAGE OF TRADE, COURSE OF DEALING, OR COURSE OF PERFORMANCE.

16. DISTRICT PRIORITIES. Contractor shall comply promptly with any requests by District relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

17. OWNERSHIP AND USE OF DOCUMENTS. All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, derivative works and all other rights (collectively, "**Intellectual Property Rights**") in and to all Deliverables will be owned by Contractor. Contractor hereby grants District a license to use all Intellectual Property Rights in the Deliverables free of additional charge and on a non-exclusive, worldwide, non-transferable, non-sublicensable, fully paid-up, royalty-free and perpetual basis to the extent necessary to enable District to make reasonable use of the Services. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

18. TAX COMPLIANCE CERTIFICATION. Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. Contractor represents that Contractor will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If Contractor's fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the Contractor shall be in default and District may terminate this agreement and pursue its remedies under the agreement and under applicable law.

19. LIMITATION OF LIABILITY. To the maximum extent allowed by applicable law, the following limitations shall apply: A, EXCLUSION OF DAMAGES. IN NO EVENT WILL CONTRACTOR BE LIABLE FOR ANY: (a) LOSS OF PRODUCTION, USE, BUSINESS, REVENUE OR PROFIT; (b) IMPAIRMENT, DELAY OR INABILITY TO USE THE SERVICES, (c) LOSS, DAMAGE, CORRUPTION OR RECOVERY OF DATA, OR BREACH OF DATA OR SYSTEM SECURITY UNLESS CAUSED BY CONTRACTOR'S GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT, OR (d) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER SUCH PERSONS WERE ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. THESE LIMITATIONS APPLY TO ALL CAUSES OF ACTION RELATED TO THIS AGREEMENT, UNDER ANY LEGAL

SCHEDULE A

1. **Services.** District shall engage Contractor for the maintenance of its corporate information technology local area network and wide area networking environment as described herein:
 - a. **Windows Server Support.** Contractor will provide support which includes, but not limited to, system troubleshooting, software support, operating system installation, software fault resolution, virus remediation, malware remediation, network connectivity, internet connectivity, and local resource configuration. Appendix A further details information on Server systems covered under this Schedule. Appendix B further details information for managed care services. Appendix A and Appendix B are hereby incorporated into this Schedule and the Agreement by this reference. *Any work done on any hardware not listed in Appendix A is considered a billable event.*
 - b. **Network Infrastructure Support.** Contractor will provide support for core networking technology systems including switches, firewalls, routers, and modems. Service includes configuration, reinstallation, troubleshooting, firmware upgrades, VPN user management, and user support. *See Appendix B for managed care services.*
 - c. **Backup Services / Disaster Recovery/ DNS Filtering/ Antivirus.** Contractor will provide support for computer environment backup procedures. A disaster recovery plan will be implemented to allow for file restoration and support. Cisco Umbrella (Intelligent Webfilter) will be setup for additional internet security. Trend Micro Antivirus software will be installed on every office PC.
 - d. **Computer Auditing Services.** Contractor will maintain a master outline of all technology assets in the Network environment. Quarterly audits will be performed to ensure the integrity of the system, with analysis and recommendations being brought to the District for review and possible implementation.
 - e. **Infrastructure Management Services.** Contractor will maintain a helpdesk software application to review and respond to requested work items. Remote Help software will be utilized to provide expedited service to desktop computers. Contractor will manage and maintain infrastructure to provide essential updates to servers. Windows security policies will be enforced to restrict administrator access to systems by end-users and mitigate unauthorized software installations that lead to corruption, malware and viruses.
2. **Response and Remediation.** For the Services contemplated in this Agreement, Contractor will provide remediation to requested services as outlined:
 - a. **Communication.** Upon encountering a computer-related problem, District may contact Contractor through established support channels, including submitting a support ticket via email or by calling the support desk through any of the following means:
 - i. **Trouble Ticket Email.** At any time, District may submit a trouble ticket to Contractor for computer support by sending details on the incident to helpdesk@ifocus.us.

- ii. Business Hours Phone Support. Contractor will provide support to District over the phone Monday through Friday, 8:00 am to 5:00 pm, pacific standard time (“Business Hours”); District may contact Contractor at (503) 338-7443. Contractor will provide Business Hours support to District at no additional charge.
 - iii. Emergency After-Hours Phone Support. Contractor will provide emergency support (“Emergency Support”) to District over the phone after Business Hours; District may contact Contractor at (888) 262-4911. Emergency support will be charged at the rate of \$187.50 per hour, billed in one-hour increments.
- b. Response Time. Contractor will make best commercial efforts to provide proactive and planned services based on issue severity and the following response timeline:
- i. Severity 1. Unplanned PC or critical application in an error state severely impacting customer production and/or profitability will be targeted for a same day response time.
 - ii. Severity 2. Unplanned high-impact problem in which production is proceeding, but in a significantly impaired fashion will be targeted for a next business day response time.
 - iii. Severity 3. Unplanned important issue, which does not have significant current productivity impact for the customer will be targeted for a two-business response time.
- c. Service Method. Contractor will provide support services via one or more of the below methods as appropriate to address the specific service request:
- i. Phone / Email Support. Contractor network specialists will respond to inquiry or support needs via phone and email.
 - ii. Remote Desktop Support. Contractor network specialists will provide remote desktop support to resolve issues related to application faults, and software configuration via the Contractor Remote Tool.
 - iii. On Site Service. Contractor network specialists will provide service calls to resolve urgent or planned network performance issues related to hardware, connectivity, and operating system functionality.
3. **Exclusions**. For the Services contemplated in this Agreement, the following are excluded and will require a separate work order: in-depth software or systems training, software programming, installation of new workstations, servers, network devices, and installation and configuration of any new enterprise application.
4. **Services Term**. The Term for the Services detailed in this Schedule shall begin on the February 1, 2019 and terminate on January 31, 2021 unless earlier terminated by mutual agreement or default. Provided at any time after February 1, 2020, this Agreement may be terminated by either party on 60 days advanced written notice to the other. Upon expiration of the 12- month period, the Service will automatically renew for additional 12-month periods. Either Party may elect to not renew by providing notification of its intent to terminate the Agreement; notification of termination

must be received by the non-terminating party no less than 60 days before the end of the existing term for termination to be effective.

5. **Fees and Expenses.** For the Services contemplated in this Schedule, District will pay Contractor the following fees (“Fees”):
- a. **Monthly Fees.** Contractor will invoice District on a monthly basis for the amount of \$2150 per month.
 - b. **Billable Event.** Any work done outside the scope of this contract will be billed as followed:
 - i. Onsite/Remote Support Services will be charged at the rate of \$110/ hour billed in 15-minute increments for all remote support services performed during business hours.
 - ii. After hours Support will be charged at the rate of \$187.50/hour billed in one-hour increments for afterhours support services.
 - c. **Expenses.** District agrees to reimburse Contractor for all reasonable expenses authorized in advance by District and incurred in connection with this Agreement including, but not limited to, server systems, desktop systems, laptops, pocket PCs, uninterruptible power supplies, switches, routers, firewalls, modems, miscellaneous hardware and software.
 - d. **Fee Changes.** After the initial 12-month period, Fees are subject to increase at any point in the renewal term at a rate not to exceed 3% annually or the CPI index (annually adjusted) rate, whichever is lower (the “Increase Cap”) by providing written notice to District at least 90 days before becoming effective. Contractor may increase the fees up to the Increase Cap no more than once annually.
 - e. **Scope Changes.** Material increases to scope of the Services beyond that enumerated in Appendix A may result in increased fees, not subject to the Increase Cap. Any changes in scope will be agreed upon by the parties in writing.

Sunset Empire Transportation District

iFocus Consulting, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Appendix B

Inclusive Managed Care Services

Server

- Support Services
- Software installation/ configuration
- Hardware installation/ configuration
- Peripheral installation/ configuration
- Windows networking troubleshooting
- Resource management
- Application maintenance/ upgrades
- System unresponsiveness
- Loss of network connectivity
- Hardware failure
- Operating system reconfiguration
- Service pack installation
- Disaster recovery

Network Devices:

- Network connectivity continuity support
- Management of switches/firewall
- VPN / Remote Access Solution Management

Comprehensive support for the District's network environment includes support for:

- Network Administration Services:
 - Managed Server/Network Assets
 - Network Infrastructure Support
 - Backup Services/ Disaster Recovery
 - Remote Support Management Tool
 - Helpdesk Application

Date: January 17, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Board Retreat

We have sent out a Doodle Poll for the Board Retreat to do strategic planning. We will discuss the results of the poll and select a date. SDAO is making consultants available to us to facilitate the session.

We are also still looking into another retreat to do team building with the commission. Bill Anderson from SDAO is assisting us in this effort.

Date: January 19, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Northwest Oregon Transit Alliance Intergovernmental Agreement

This IGA had been updated to show that Tillamook County Transportation District is the fiscal agent for NWOTA. We also included ownership of the website in the IGA showing that if a partner is no longer a part of NWOTA, they retain ownership and access to their agency's website.

This IGA has been approved by our legal counsel so staff is recommending that the Board approve the IGA and authorize the Board Chair to sign it.

**AMENDED AND RESTATED
INTERGOVERNMENTAL AGREEMENT
NORTHWEST OREGON TRANSIT ALLIANCE**

This Amended and Restated Intergovernmental Agreement, Northwest Oregon Transit Alliance is between Columbia County (“Agreement”), a political subdivision of the State of Oregon by and through Columbia County Rider Transportation, Benton County, Lincoln County Transportation Service District, Sunset Empire Transportation District, and Tillamook County Transportation District, all public entities organized and operating under Oregon law (collectively, “Parties”).

RECITALS

WHEREAS, under the authority of ORS 190.010, the Parties entered into an intergovernmental agreement in April, 2011 (“Original Agreement”), establishing a regional transit consortium known as the NW Oregon Transit Alliance (NWOTA) to increase coordination of services, create opportunities to collectively apply for grant funding, and operate public transit services within and connecting to each party's service areas; and

WHEREAS, working under the Original Agreement, the Parties obtained a grant from the US Department of Energy (DOE) for the purpose of establishing connections and transportation links to each other's transit service areas, and providing a more coordinated service; and

WHEREAS, the Original Agreement identified Columbia County as the recipient of the DOE grant on behalf of NWOTA, for purposes of administering the grant and serving as fiscal agent for NWOTA during the life of the grant; and

WHEREAS, in August 2013, the DOE grant concluded, and Columbia County fulfilled its obligations to NWOTA and to DOE for the grant; and

WHEREAS, as contemplated in Section 3 of the Original Agreement, the Parties desire to secure additional funding to continue to further develop the regional transit system and to amend the Original Agreement to redefine relationships; and

WHEREAS, other NWOTA members are willing to serve as the fiscal agent for NWOTA grants; and

WHEREAS, accordingly, the Parties intend to amend the Original Agreement to remove references to the concluded DOE grant, establish a procedure for designating fiscal agents for future funding, and redefine other roles and responsibilities to reflect changes in the Alliance.

AGREEMENT

NOW, THEREFORE, the Parties hereby agree, as follows:

1. NWOTA Established.

The Northwest Oregon Transit Alliance (NWOTA) is established as a regional committee, and each party is a member. NWOTA is not an entity and therefore has no authority to employ staff or enter into contracts.

2. Definitions.

For the purposes of this Agreement, the following definitions apply:

- A. “Coordinating Committee” means a subcommittee of the NWOTA that is composed of the transit director or other representative of each of the Parties.
- B. “Coordinating Fiscal Entity” means the Fiscal Entity for this Agreement whose duties and responsibilities are described in Section 4, below.
- C. “Fiscal Entity” means the party that is established through a Memorandum of Agreement between the Parties to receive funds for a specific grant or NWOTA Project. A Fiscal Entity is the party that is ultimately responsible for the procurement of goods and services for the NWOTA Project as well as meeting any grant required terms and conditions.
- D. “NWOTA Project” means a good, service, program or activity that is funded to carry out the purpose of this Agreement. Each NWOTA Project must have a Fiscal Entity.
- E. “Parties” means the parties to this Agreement, specifically: Columbia County, Benton County, Lincoln County Transportation Service District, Sunset Empire Transportation District, and Tillamook County Transportation District.

3. Purpose.

NWOTA is formed to foster collaboration between the Parties for the coordination of public transit services, connection of transit service areas and the provision of cost effective transit services within the territory served by the NWOTA Parties. These collaborative efforts include:

- A. Promoting public transportation and the Connector system throughout NWOTA service areas;
- B. Working cooperatively with the other NWOTA Parties to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts;
- C. Coordinating equipment and services associated with the interconnection of party service areas; and
- D. Developing internal expertise, including personnel, to share among the Parties.

4. Coordinating Fiscal Entity.

Through this Agreement, a Fiscal Entity shall be established to provide for the general coordination of NWOTA Parties and NWOTA Projects. This Fiscal Entity shall be called the Coordinating Fiscal Entity (CFE). Tillamook County Transportation District shall serve as the CFE for this Agreement.

- A. Authority of the CFE. The CFE shall have the authority to perform the following functions, provided such functions serve the Purpose of this Agreement and receive unanimous approval of the NWOTA Parties:
 - 1) Employ staff and enter into contracts;
 - 2) Apply for grant funding and enter into grant agreements;
 - 3) Manage the administrative budget and other fiscal matters relating to NWOTA Project administration and coordination;
 - 4) Rent office space; and
 - 5) Purchase office equipment and supplies.
- B. Funding the CFE. The CFE shall be funded, as follows:
 - 1) Each party shall contribute financially to support the general administrative needs of the CFE in carrying out its duties and responsibilities under this Agreement, as follows:
 - a. Each party shall pay a proportional share of the CFE’s adopted administrative budget for NWOTA coordination, as well as any special assessment, as approved by the Parties.

- b. A party may contribute less than a proportional share if approved by all Parties to this Agreement.
 - 2) This Agreement is subject to the appropriation of funds by each party, and/or the receipt of funds from state and federal sources. In the event sufficient funds shall not be appropriated, and/or received, by a party for payment required to be paid under this Agreement, then that party may withdraw from NWOTA in accordance with Section 11 of this Agreement.
 - 3) The CFE shall also be funded through grants received for NWOTA Projects. The Parties agree that all significant decisions regarding grants, funding, or administration for NWOTA Projects shall be discussed and decided upon unanimously by all affected Parties prior to any action by the CFE.
- C. Administrative Budget. Unless otherwise agreed to in writing by all Parties (such as through a Memorandum of Agreement, as described in Section 5, below), the CFE shall be the recipient for all funding for NWOTA Projects and shall be responsible for administering the funds. The CFE shall administer the funds for NWOTA Projects, as follows:
 - 1) The CFE shall propose an annual administrative budget, which shall be approved by unanimous vote of the NWOTA Parties. The administrative budget must be submitted to the Parties for approval no later than February for the following budget year.
 - 2) The CFE may make minor budget changes for administrative purposes to grants and other funds, as well as adjusting the NWOTA administrative budget to reflect those changes, up to an amount not to exceed ten percent (10%) of the total grant budget or ten percent (10%) of a service contract. The CFE shall communicate those changes to all other Parties at the next meeting of the Parties through a monthly budget report. Changes in excess of ten percent (10%) must be approved in advance by unanimous vote of all Parties.
 - 3) All requests for reimbursement from NWOTA grant awards or other funds shall be sent to the CFE. The CFE will respond to such requests by issuing reimbursements in accordance with approved budgets, schedules and other applicable requirements associated with NWOTA's receipt of the funds.
 - 4) If disbursed grant funds must be returned to a grantor, the Parties who received those funds must pay such funds to the CFE within 30 days of written notice for return to the grantor.
- D. Compliance with Agreements and Regulations. The CFE shall perform its duties and responsibilities in compliance with all applicable terms and conditions of NWOTA Project-related grant agreements and applicable state and local laws, including without limitation, public records law, local budget law, public contracting laws, Oregon government ethics law, and workers' compensation law.

5. Funding and Administration of NWOTA Projects.

The procedure for establishing the Parties' duties and obligations with respect to any funding received for NWOTA Projects shall be as follows:

- A. For a project to qualify as an NWOTA Project, it must have the unanimous support of the Parties;
- B. Prior to seeking grant funding for an NWOTA Project, the Parties shall, by unanimous vote of the full Coordinating Committee:
 - 1) Identify a Fiscal Entity for the project; and
 - 2) Develop a project budget.

- C. Once a grant is awarded for an NWOTA Project, the Parties shall use a Memorandum of Agreement to formally establish the Fiscal Entity for the particular NWOTA Project and set forth each party's duties and obligations; and
- D. The Fiscal Entity shall only change the budget for an NWOTA Project following a unanimous vote in support of such change from all Parties.

6. Coordinating Committee (CC)

A Coordinating Committee (CC) shall be established to oversee NWOTA Projects, as follows:

- A. The CC shall consist of the transit director or other representative of each of the Parties.
- B. The CC shall be responsible for:
 - 1) Determining the Parties' duties and obligations for each grant awarded, which shall be memorialized in a Memorandum of Agreement approved by the Parties.
 - 2) Reviewing and coordinating the tasks associated with grant agreements;
 - 3) Reviewing grant budgets and making recommendations to the CFE and Parties' governing bodies regarding an annual budget and other fiscal documents relating to NWOTA Projects;
 - 4) Overseeing operations relating to NWOTA Projects, including:
 - a. Overseeing the management of grant budgets and other fiscal matters relating to NWOTA Projects.
 - b. Reviewing updates regarding operations of NWOTA Project administration.
 - c. Advising the CFE on the hiring and management of administrative staff funded under a grant or annual administrative contribution.
 - d. Ensuring that all procurements and contracts comply with all applicable federal, state and local laws and regulations and with all terms and conditions associated with grant funding.
 - e. Ensuring that contracts and other documents creating liability for NWOTA Parties are reviewed by legal counsel, which shall be the legal counsel for the CFE, as described above, unless the Parties determine a wider review is necessary.
 - f. Ensuring that no actions take place within or affecting a party's jurisdiction without that party's consent.
- C. A majority of the CC members constitutes a quorum at any special or regular meeting.
- D. The CC may adopt rules governing its procedures, including the time and place of its regular meetings, and a procedure for calling special meetings.
- E. Any decisions of the CC that create legally binding duties or obligations for the NWOTA Parties must be approved by the Parties.
- F. The CC shall comply with the requirements of Oregon laws, including without limitation, the Public Meetings Law, Public Records Law, Local Budget Law, public contracting laws, the Oregon Government Ethics laws, and workers' compensation laws of the State of Oregon.

7. Administrative Reimbursement

In the event that grants received for NWOTA Projects include an allowable administrative expense component, the CFE or other Fiscal Entity as established by Memorandum of Agreement by the Parties shall be entitled to receive said administrative reimbursement to offset its cost of administering the grant(s). Any administrative reimbursement shall not exceed ten percent (10%) of the total grant amount.

8. Remedies

If there is a legal action to enforce this Agreement, every party is responsible for its own costs and fees, including attorney fees. No party is entitled to recover attorney fees from another party, including any fees and costs incurred in an appeal.

9. Liability and Indemnification

To the extent allowed by Oregon law, each party is responsible for the consequences of any wrongful acts of their employees or agents that affect any other party or a person not a party to this Agreement. Each party will release, defend, indemnify and hold harmless each other party, including its officers, employees and agents against all claims, demands, legal actions (including all attorney fees and costs) arising from this Agreement where the loss or claim is attributable to the acts or omissions of the indemnifying party.

10. Amendments

This Agreement may be amended at any time upon the written agreement of all Parties. New parties to NWOTA will join through an amendment to this Agreement.

11. Ownership, Duration, Withdrawal and Termination

- A. Ownership. Each item purchased with NWOTA grant funding becomes the property of the party who made the purchase. Each partner owns the NWOTA website code in its entirety jointly and severally.
- B. Duration. This Agreement will continue until June 30, 2019, and automatically renew annually thereafter, unless terminated as set forth below.
- C. Withdrawal.
 - 1) A party may withdraw from the NWOTA by giving at least 120 days written notice of its intent to withdraw to the CC Chair. The written notification (not email) must include a transition plan developed by the withdrawing party. The transition plan must include: 1) an inventory listing each NWOTA related interconnection to address prior to withdrawal, 2) a written summary of a meeting with the CFE to review withdrawal requirements including compliance with grant and financial requirements, and 3) a timeline for withdrawing based on that meeting.
 - 2) A party may withdraw while still a party to an NWOTA funding contract or grant; however, obligations incurred under this Agreement or any subsequent amendment or Memorandum of Agreement, shall survive termination. The withdrawing party will not be liable for any liabilities, including grant and other fiscal responsibilities, occurring after the withdrawal letter is accepted in writing by the Parties.
 - 3) Upon approval of a transition plan and a party's withdrawal, the former party has no financial obligations to NWOTA Parties, but must return any disbursed grant funds required to be returned by a grant agreement.
 - 4) A party may withdraw from the NWOTA without 120-day written notice as provided above only with the consent of all remaining Parties.
- D. Termination. The NWOTA and this Agreement may be terminated with the written consent of all Parties.

12. Severability

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter that results in the invalidity of any part does not affect the remainder of the Agreement.

13. Interpretation

The terms and conditions of this Agreement will be liberally construed under Oregon law in accordance with the general purposes of the Agreement.

14. No Third Party Beneficiaries

The Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, or indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

15. Effective Date

This Agreement takes effect upon its approval by the governing bodies of all Parties and the authorized signatures of party officials.

16. This Agreement may be executed in one or more counterparts, each is deemed an original, and they are all the same Agreement.

APPROVED AND SIGNED by the appropriate officers authorized to execute this Agreement on behalf of the governing body of each party:

COLUMBLA COUNTY:

Dated: _____

Commissioner

County Counsel
APPROVED AS TO FORM

Commissioner

Commissioner

BENTON COUNTY:

Dated: _____

Commissioner

County Counsel
APPROVED AS TO FORM

Commissioner

Commissioner

LINCOLN COUNTY:

Dated: _____

Commissioner

County Counsel
APPROVED AS TO FORM

Commissioner

Commissioner

SUNSET EMPIRE TRANSPORTATION DISTRICT:

Dated: _____

Board Chair

TILLAMOOK COUNTY TRANSPORTATION DISTRICT:

Dated: _____

Board Chair

County Counsel
APPROVED AS TO FORM

Date: January 19, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Transportation Advisory Committee Vacancy

Margie Chenowith has resigned from the TAC due to family obligations. She was a disabled user and represented that category. Her replacement must be a member of or represents disabled users.

There were three applicants who were not appointed during the formation of the committee. Two of the applicants listed disabled representation on their application. I have attached their applications and have sent them emails inviting them to the Board meeting. They are Richard McIntosh and Mel Jasmin.

Staff is recommending that the Board appoint one of these applicants or direct staff to solicit additional applicants.



RECEIVED
JUL 18 2018
/o

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

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

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

Name	Melvin (Mel) Jasmin		
Address	701 NW Warrenton DR #10 Warrenton, OR 97146 (P.O. Box 1029)		
Phone	503-861-2030 503-440-0086	mel@houseofjasmin.com email	August 10 2018 Date of Birth
Signature			

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

Senior & Disabled, Low Income, Land Use Planning

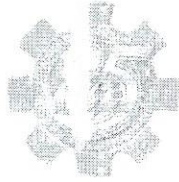
2. What category are you seeking to represent? (Senior and Disabled, resident/employee public transportation needs, local government, land use planning, neighboring transit provider, employers, public health, low income individuals, social equity advocate, environmental advocate, bicycle and pedestrian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

Same as above

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

No

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



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

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

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

Name		Richard McIntosh	
Address			
92068 Drucker Place Astoria 97103			
Phone	408 202-2595	email	patco13@mac.com
Signature		Richard McIntosh Patco13@mac.com	

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

Date: January 19, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c March Meeting Location

In March of 2018, the Board held its monthly meeting during the evening in Seaside to be more inclusive of the public in other areas. The Board can discuss if they would like to continue doing this in March and maybe doing it twice a year such as in March and then in September for example.

Staff is recommending that the Board determine if they would like to hold meetings in other areas of the County and what month's they would choose. Staff will make meeting place arrangements.

Date: January 19, 2019

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 9.d Rider Appreciation Day

It has been commonly designated that Rider Appreciation Day be held on the same day as the Project Homeless Connect that is held in Seaside. This year's event is on Tuesday, January 29th.

Staff is recommending that the Board designate January 29th, 2019 as Rider Appreciation Day and offer free rides with in the County on that day.

Date: January 19, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.e Federal Government Partial Shutdown – Service Cuts

SETD gets a large portion of its funding from FTA grants that are distributed to us by ODOT. Each quarter, we submit quarterly reports along with reimbursement requests. December 31st, 2018 was the end of the last quarter. Because of the partial shutdown, the FTA is no working so no draw downs on FTA funds can be made by States. This means that ODOT has halted processing all reimbursement requests. We can submit reimbursement requests, but they won't be processed until the Federal Government shutdown is over and the FTA is working again.

We no longer have contingency to use and we are unable to redirect funds from the ending fund balance. Oregon budget law only allows for ending fund balance to be used in natural disasters. We do not know when the shutdown will end so we can receive the income from reimbursements that was budgeted. There is approximately \$428,984 left in the §5311 grant that we use for operations. This works out to about \$143,000 per quarter left in the grant. The grant covers 56.08% of operations and our match is 43.92%. We would need to cut approximately \$11,000 each week in order to make up for the revenue in the grant that we don't know when we will get because of the shutdown. If the shutdown lasted beyond the end of the fiscal year, we would be in violation of Oregon budget law.

Here are some potential service cuts and the amount they would save each week. The figures for the route cuts are based on an hourly rate of \$80.00 that covers personnel and materials/services. The other cuts are strictly wage cuts.:

	Saves	Running total
-Eliminate the Lower Columbia Connector Route:	\$2,402	\$2,402
-Eliminate all weekend service:	\$2,812	\$5,214
-Eliminate the first and last run on routes 10, 20, and 101 on the weekdays:	\$3,256	\$8,470
-Reduction of Paratransit on weekends:	\$151	\$8,621
-Close the Astoria Transit Center on the Seaside Transit Office:	\$727	\$9,348
-Reduce Bus lot attendant to 15 hours:	\$113	\$9,461
-Reduce Mechanic Assistant to 25 hours:	\$200	\$9,661
-Reduce Leadership Team 1 day each:	\$1,094	\$10,755
-Reduce Executive Director Retirement (1 month):	\$800	\$11,555

With the above service cuts, we will not be reimbursed for service we did not provide. We have included the average ridership on each route in your packet.

We also must address the §5310 grant which is Mobility Management and Preventative Maintenance. On the §5310 grant, we can have the Mobility Manager work but not pay him until the Federal shutdown is over. This is his preference and we would be reimbursed for this.

If the Board approves the suggested cuts, we will avoid any layoffs and only have a reduction in hours for some people so everyone can maintain their medical benefits.

Staff is recommending that the Board make the temporary service cuts they feel necessary effective February 3, 2019.

Route 10	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18	4.6		14.6	14.9	12.5	12.9	11.1	23.6	10.4	19.6	19.6	31.6	29.1	12.6	12.5			16.4
Feb-18	4.7		16.7	15.3	13.5	13.2	13.0	23.0	9.7	20.5	23.4	32.9	28.3	16.6	12.4			17.3
Mar-18	5.9		18.5	15.2	15.2	13.7	14.3	22.3	12.0	18.5	21.4	33.6	33.5	15.0	17.4			18.3
Apr-18	6.6		16.1	14.4	10.7	12.9	12.6	24.4	8.7	17.3	19.4	24.6	30.4	17.5	17.5			16.6
May-18	7.0		19.1	12.1	11.5	11.6	12.9	21.3	8.0	19.5	20.2	25.3	31.1	19.4	19.6			17.0
Jun-18	8.0		19.5	13.1	11.6	11.0	10.9	22.2	9.3	21.6	23.6	29.0	31.2	16.3	21.4			17.8
Jul-18	6.2		15.4	15.0	10.5	11.1	10.9	20.4	9.3	19.0	24.2	25.6	25.4	17.7	27.5			17.0
Aug-18	6.2		14.1	11.4	11.8	11.7	11.0	20.5	9.6	19.1	21.4	27.2	32.3	19.1	16.7			16.6
Sep-18	7.8		14.7	12.8	11.6	12.9	14.7	19.1	15.3	16.8	24.0	31.1	30.5	14.5	19.4			17.5
Oct-18	6.5		18.3	14.0	10.3	10.5	14.2	19.5	10.3	18.5	22.0	32.8	34.9	18.7	18.0			17.8
Nov-18	5.8		13.0	11.5	12.2	13.7	12.6	23.2	12.0	16.5	17.1	26.0	26.0	11.3	10.2			15.1
Dec-18	5.2		13.7	11.4	12.7	13.6	12.6	14.9	10.5	15.5	15.1	16.5	17.2	10.1	8.6			12.7
Average	6.2		16.1	13.4	12.0	12.4	12.5	21.2	10.4	18.5	20.9	28.0	29.1	15.7	16.8	0.0	0.0	16.7

Route 15	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18		0.8			4.6	0.9			1.8	4.5			3.7					2.7
Feb-18		0.9			6.2	2.0			2.0	3.9			3.6					3.1
Mar-18		0.7			4.8	1.8			2.3	5.3			4.8					3.3
Apr-18		0.7			4.9	1.1			1.6	5.0			4.4					2.9
May-18		1.4			3.9	1.5			1.9	4.9			4.9					3.1
Jun-18		1.4			4.4	1.2			2.5	6.0			4.1					3.2
Jul-18		1.4			4.2	1.1			2.4	5.8			3.9					3.1
Aug-18		1.5			6.9	2.5			2.9	6.0			6.9					4.5
Sep-18		3.2			5.7	2.0			1.9	4.3			5.7					3.8
Oct-18		1.8			5.1	1.7			1.5	4.4			5.1					3.3
Nov-18		1.0			4.9	2.1			2.9	3.9			3.8					3.1
Dec-18		0.7			5.6	1.7			2.4	5.2			4.3					3.3
Average		1.3			5.1	1.6			2.2	4.9			4.6					3.3

Route 20	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18		1.5	6.0	8.7	12.0	6.5	5.1	6.2	6.0	7.4	10.1	9.5	6.5	4.8	4.2	3.1		6.5
Feb-18		1.9	6.1	9.1	14.2	5.8	5.4	6.8	5.5	7.6	11.0	11.2	8.7	6.1	5.3	3.3		7.2
Mar-18		2.0	7.5	9.8	14.7	7.7	6.8	8.0	6.7	8.2	13.3	15.3	11.2	8.9	8.0	4.9		8.8
Apr-18		0.7	8.0	8.1	15.8	9.5	6.4	7.9	6.8	8.9	9.9	15.5	9.9	9.9	8.9	5.3		8.8
May-18		1.5	8.2	8.8	15.3	6.7	7.5	6.9	7.0	8.4	10.6	15.1	12.7	8.0	7.8	5.1		8.6
Jun-18		8.8	10.8	20.3	9.5	9.1	7.1	9.4	11.7	13.5	13.8	12.8	10.0	8.1	7.5	5.6		10.5
Jul-18		8.4	10.3	19.4	9.1	8.7	6.8	9.0	11.2	12.9	13.2	12.2	9.5	7.7	7.1	5.3		10.1
Aug-18		0.6	8.5	13.3	19.2	12.3	7.2	8.8	7.3	11.9	15.0	15.8	11.4	10.3	8.7	7.7		10.5
Sep-18		2.4	8.8	11.5	14.4	7.6	7.6	5.5	6.8	7.8	14.8	14.0	10.9	7.6	8.8	3.5		8.8
Oct-18		0.7	8.3	9.1	14.3	6.4	6.4	7.2	6.3	9.8	11.3	13.6	10.6	10.6	7.9	6.0		8.6
Nov-18		1.0	7.5	9.7	14.0	4.9	10.3	8.1	9.8	10.1	13.0	13.5	11.7	9.1	10.4	7.6		9.4
Dec-18		0.8	6.7	8.4	11.8	4.7	5.7	6.3	4.9	7.1	12.4	14.5	12.6	10.4	10.2	8.4		8.3
Average		2.5	8.0	11.3	13.7	7.5	6.9	7.5	7.5	9.5	12.3	13.6	10.5	8.4	7.9	5.5	0.0	8.8

Route 21	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18					15.0	1.4	3.5				15.4	3.3	4.1					7.1
Feb-18					18.3	1.4	3.4				17.1	4.4	5.1					8.3
Mar-18					24.5	1.9	3.5				19.4	3.8	5.0					9.7
Apr-18					15.2	1.8	4.9				17.2	1.6	3.7					7.4
May-18					18.0	3.5	4.3				23.5	2.0	8.9					10.0
Jun-18					26.4	4.1	2.1				21.2	3.4	8.1					10.9
Jul-18					21.9	3.8	4.2				16.4	9.6	10.1					11.0
Aug-18					24.9	2.6	3.3				19.4	4.0	8.8					10.5
Sep-18					16.6	3.5	4.9				17.3	4.3	4.8					8.6
Oct-18					16.1	2.1	2.5				17.1	2.6	5.4					7.6
Nov-18					13.1	1.3	4.4				15.9	2.5	5.4					7.1
Dec-18					15.8	3.4	3.5				16.9	4.2	6.3					8.4
Average					18.8	2.6	3.7				18.1	3.8	6.3					8.9

Route 101A	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18		2.5	9.3	6.0	13.9	11.2	11.1	20.5	17.0	23.3	14.4	12.8	8.8	8.4	4.7	6.8	3.5	10.9
Feb-18		2.9	7.9	6.6	13.9	12.2	12.9	22.9	15.4	26.2	16.9	13.5	10.4	9.2	4.5	5.1	4.5	11.5
Mar-18		2.8	6.5	9.1	13.0	12.9	14.3	20.4	17.0	22.1	19.7	16.4	11.6	12.1	6.2	8.0	4.4	12.3
Apr-18		3.0	7.7	6.6	12.5	10.4	11.3	17.1	17.5	22.6	17.5	13.0	12.1	8.6	6.3	9.4	3.6	11.2
May-18		3.8	8.3	5.7	11.9	11.9	11.4	20.3	17.6	22.0	18.0	16.6	14.6	13.3	11.7	10.9	9.3	13.0
Jun-18		5.4	7.1	7.4	12.9	11.4	14.0	23.4	17.1	21.6	16.0	16.2	15.1	11.0	9.9	12.8	7.5	13.1
Jul-18		5.2	6.6	7.5	11.7	11.5	14.6	20.3	16.2	21.6	17.0	14.2	15.1	13.3	9.7	13.9	10.0	13.0
Aug-18		5.2	8.6	11.2	11.3	15.0	15.8	23.3	14.9	17.7	18.0	16.4	16.1	15.9	13.6	12.3	10.5	14.1
Sep-18		4.6	8.3	8.4	10.4	10.4	12.2	26.4	15.1	25.3	20.2	20.9	16.2	14.9	11.5	13.8	7.8	14.1
Oct-18		2.9	8.4	6.9	10.9	11.2	13.1	20.6	15.7	28.3	19.0	22.9	16.7	12.0	11.0	12.8	7.7	13.8
Nov-18		3.0	7.5	8.2	9.4	11.3	11.6	25.2	15.6	20.1	19.8	18.8	14.5	11.9	8.8	12.6	8.1	12.9
Dec-18		2.2	10.0	8.5	8.2	13.1	13.1	20.3	15.9	19.5	18.9	16.1	11.0	9.5	6.1	8.6	6.2	11.7
Average		3.6	8.0	7.7	11.7	11.9	13.0	21.7	16.2	22.5	18.0	16.5	13.5	11.7	8.7	10.6	6.9	12.6

Route 101B	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18			8.5	9.2	11.2	13.7					12.5	10.9	9.4	8.2				10.4
Feb-18			7.4	10.1	12.4	10.2					11.6	11.9	13.2	8.2				10.6
Mar-18			9.1	10.9	12.6	12.7					13.3	12.0	16.4	10.1				12.1
Apr-18			9.3	8.1	9.1	14.0					13.3	12.1	13.1	9.5				11.1
May-18			10.9	8.7	9.9	13.0					13.8	12.6	13.8	10.5				11.6
Jun-18			9.3	10.4	10.9	12.3					11.7	11.7	12.4	12.0				11.3
Jul-18			7.0	9.2	12.0	12.7					12.7	13.4	11.0	9.5				10.9
Aug-18			7.5	13.0	15.7	10.3					13.0	11.6	13.0	10.2				11.8
Sep-18			9.2	10.2	14.5	11.9					12.9	9.9	13.1	10.4				11.5
Oct-18			9.4	12.2	11.0	13.3					15.7	12.0	15.2	8.3				12.1
Nov-18			9.1	8.9	12.9	13.2					11.6	9.7	12.4	9.7				10.9
Dec-18			7.6	8.7	12.4	12.2					14.3	10.4	12.1	9.6				10.9
Average			8.7	9.9	12.0	12.4					13.0	11.5	12.9	9.7				11.3

Columbia	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18		0.5	1.6		1.0					2.1	3.6		2.5					1.9
Feb-18		0.5	2.3		1.9					3.4	2.9		2.3					2.2
Mar-18		0.7	2.4		1.7					3.9	4.3		3.3					2.7
Apr-18		0.8	1.9		0.8					1.9	4.5		1.5					1.9
May-18		0.5	1.7		0.7					2.5	4.6		0.9					1.8
Jun-18		1.0	2.3		1.1					3.2	5.1		1.8					2.4
Jul-18		1.0	2.2		1.0					3.1	4.9		1.7					2.3
Aug-18		0.6	2.7		1.3					3.6	4.0		2.4					2.4
Sep-18		0.5	1.8		1.5					3.0	4.3		2.0					2.2
Oct-18		1.1	1.4		1.6					2.8	3.4		1.9					2.0
Nov-18		0.7	1.7		1.5					2.3	2.4		2.0					1.8
Dec-18		0.8	1.1		1.5					2.3	3.1		1.6					1.7
Average		0.7	1.9		1.3					2.8	3.9		2.0					2.1

Pacific	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	Average
Jan-18				10.8	15.6	11.1	7.6		11.0	9.8	12.5	16.3		5.6	4.8			10.5
Feb-18				10.3	15.0	14.0	12.1		12.9	11.0	11.9	15.3		9.5	2.9			11.5
Mar-18				13.5	14.9	14.8	14.9		14.6	14.0	18.5	19.5		12.0	6.0			14.3
Apr-18				16.9	15.9	10.4	10.0		10.0	9.9	11.6	14.4		10.2	5.1			11.4
May-18				21.0	10.8	13.5	8.8		14.4	13.9	8.1	13.8		9.1	6.6			12.0
Jun-18				18.6	11.7	13.4	9.2		16.1	11.1	10.8	13.1		12.9	6.6			12.3
Jul-18				19.1	12.3	20.6	10.8		13.6	13.7	8.1	12.9		12.6	8.0			13.2
Aug-18				15.3	13.6	15.8	6.3		22.5	11.0	9.4	12.1		12.1	10.0			12.8
Sep-18				16.4	11.3	14.9	9.0		12.8	14.8	14.6	14.0		10.5	9.3			12.8
Oct-18				13.9	12.1	15.1	11.0		18.4	14.1	18.3	17.6		10.1	10.9			14.2
Nov-18				13.4	11.4	12.9	7.3		10.8	12.8	13.4	18.9		10.3	9.8			12.1
Dec-18				9.8	13.1	11.9	6		15.2	11.8	11.4	12.3		8.5	9			10.9
Average				14.9	13.1	14.0	9.4		14.3	12.3	12.4	15.0		10.3	7.4			12.3

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Average
Route 10	16.4	17.3	18.3	16.6	17.0	17.8	17.0	16.6	17.5	17.8	15.1	12.7	16.7
Route 15	2.7	3.1	3.3	2.9	3.1	3.2	3.1	4.5	3.8	3.3	3.1	3.3	3.3
Route 17						4.3	3.3	6.2	2.6				4.1
Route 20	6.5	7.2	8.8	8.8	8.6	10.5	10.1	10.5	8.8	8.6	9.4	8.3	8.8
Route 21	7.1	8.3	9.7	7.4	10.0	10.9	11.0	10.5	8.6	7.6	7.1	8.4	8.9
Route 101A	10.9	11.5	12.3	11.2	13.0	13.1	13.0	14.1	14.1	13.8	12.9	11.7	12.6
Route 101B	10.4	10.6	12.1	11.1	11.6	11.3	10.9	11.8	11.5	12.1	10.9	10.9	11.3
Columbia	1.9	2.2	2.7	1.9	1.8	2.4	2.3	2.4	2.2	2.0	1.8	1.7	2.1
Pacific	10.5	11.5	14.3	11.4	12.0	12.3	13.2	12.8	12.8	14.2	12.1	10.9	12.3
StreetCar					5.5	4.7	4.7	7.1	2.6				4.9
SETD	9.0	9.6	10.7	9.7	10.2	10.1	9.8	10.6	10.0	10.7	9.6	8.9	9.9
Baseline	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	

Executive Director Report
January 2019 Board Meeting
Jeff Hazen

- SDAO Legislative Update
- PTAC Update
- ODOT Leadership Update
- Route Schedule Update

Weekly Reports:

1/16/19

While in Salem last week at PTAC, we discussed the shutdown and the STF issue in the Governor's budget. ODOT has given us guidance on the STF to plan for the original estimated amounts that RPTD provided in the solicitation documents but make sure that projects are carefully prioritized. We have received updated information on the shutdown and reimbursements. Because ODOT can't draw down federal funds due to the shutdown, reimbursements by providers will not be processed until the FTA is back to work. We will discuss how this affects us next week at the Board meeting. I chair the PTAC subcommittee that reviews STIF plans and makes recommendations to PTAC on the plans and projects from the qualified entities. There are 42 QEs and 18 of them submitted their plans during round one. Two of the QEs each had a project rejected by our subcommittee. Most notably was a project that Trimet put into their plan to supplant STF dollars since the Governor's proposed budget didn't include any general fund dollars for STF. The intent of STIF is to increase service and not supplant other revenues. It will be interesting to see what the legislature will do with this. OTA is working with several other groups to address this issue along with other issues with senior and disabled funding in the Governor's proposed budget. This first round of STIF plans reflects an increase of 207,158,659 revenue miles, 851,509 revenue hours, and 32,841,613 ridership. And that's just with 18 out of 42 QEs!

1/9/19

We successfully moved into our new location at 39 N. Holladay in Seaside. There are still details to be worked on, but we have heard nothing but positive responses to the move. We changed the Route 20 route slightly and it now passes by and turns next to the new office. I wrapped up the iFocus agreement and it has been sent to them. The one that they provided us was unacceptable to us and in violation of Oregon law. I spent considerable time working on our STIF/5311(f) intercity route and continue to work on it this week. I have attached the guidance from ODOT on the Governor's elimination of the general fund support of STF. OTA met this week and I have attached a flyer that has been generated by several groups concerned about this reduction. I will be bringing this up at next week's legislative day in Salem. It's crucial that everyone is informed that the new STIF cannot be used to supplant other funds. This is very concerning. In the current biennium, we are using STF to fund the 101 B and Route 15, both of which benefit seniors and disabled riders. I continue to follow the partial federal shutdown in

hopes that there can be some sort of resolution to the current stalemate. We discussed it briefly at the PTAC meeting this Monday and I am working one on one with ODOT RPTD leadership on it. I have added a placeholder for it on this month's Board meeting agenda.

1/2/19

Good morning and happy calendar new year! We've been working on preparing for the STF/5310 solicitation cycle. While this isn't widely known, Governor Brown's proposed budget DOES NOT include STF. I would venture to say that this is the first attempt to take away funds from transit since the STIF was enacted. Our lobbyists are on it and we will work with OTA on the efforts to work the legislature on this. We wrapped up the insurance review and renewal with our insurance agent. We would have seen an increase in costs had it not been for the Board fully completing the Best Practices Program and the closing of RideCare. We ended up with a 19% decrease in our premiums. On the 14th, we had our NWOTA meeting. It started off with somber news. Lee Lazarro, the Benton County Transportation Coordinator, called into the meeting to let us know that he wouldn't be joining us because he was just recently diagnosed with cancer. The type he has is treatable, but he and his family have decided that rather than retiring in February of 2020, he will retire in February of 2019. This month's meeting will be his last and we will miss him. At the meeting, we had a great discussion with the Chambers of Commerce from Astoria, Seaside, Cannon Beach, and Tillamook along with the Tillamook County Tourism. We discussed in depth what the NW Connector is and how we can work together to provide better information on transit to visitors to the coast. We discussed ways in which they can help us reach out to the lodging industry to help inform them about the Connector and getting their help promoting the system.

We held our second bargaining session with the ATU and it was a cordial session where we presented our proposal to them. Like their initial proposal, this did not include economic items. We are working on the non-economic topics to begin with and then move into economic items at later sessions. We will be having an executive session prior to discussions on the economic issues. Our next bargaining session will be on January 25th. I attended the CC Rider Rainier Transit Center open house. It was a very well attended affair that showcased the new facility. They worked with the local historical society and have a nice display of historical photos printed on aluminum. Each of the pictures has some form of historical reference to transportation. Henry recognized us for our long-standing partnership with them. The only awkward moment was the ribbon cutting part of the festivities. Henry invited me to join them but didn't invite his own transit administrator. Jason, Matt, and I attended an ODOT meeting with Ken Shonkwiler, a senior planner for our area, and Stephanie Millar, the Senior Transportation Planner out of Salem. We discussed ways in which Matt can be used in some ODOT outreach for some of their projects that will have impacts on the local area, such as the construction project on the New Youngs Bay bridge that will be happening within a year. We will be working closely with them on how we can assist in lane closures that will be happening on the bridge during construction. Paul and Matt will be having a follow up meeting with them to help begin planning.

Last week, I spent a lot of time on the lease for the new Seaside Transit Office. We got it finalized after review by our attorney, SDAO attorney, SDIS, our insurance provider, and me. We had 7 items that we needed to have them change and they were able to make the changes that we sought. The lease has been executed and we moved in on the 31st. We will be using one of the office spaces for Jason to use when he needs to assist people in south county. Matt will also be able to use it as well. We have set up the other office as a breakroom with a table and chairs along with a small refrigerator and microwave. Please note that we are calling it an office and not a kiosk. I've begun working on the STIF/§5311(f) discretionary grant application for an updated Lower Columbia Connector route. This will be consuming a great deal of my time this week and next.

12/10/18

Good morning. We have been spending a considerable amount of time working on the supplemental budget and will have it wrapped up today. Mary is contacting the paper to reserve the space for the hearing notice. I did go down to Seaside the day after the meeting and visited two locations. I met with Skylar Archibald from Sunset Empire Parks and Recreation to discuss the possibility of having them sell bus passes at their location. He is supportive of taking it on. He does have to get approval from his Board. They meet on the 18th in the evening and I will attend the meeting. I also visited the location that Mary mentioned in the meeting. It is the building located on Holladay and Oceanway. I will have more information from the owner on this at the meeting next week. Jason has done a great job putting together a work plan for Mobility Management and I'm having him convert it to a two-year plan to line up with the next biennium. Last week, I met with Marsha, the manager of Public Transportation for ODOT RPTD to discuss the Lower Columbia Connector issue to see if there was any assistance that ODOT could provide us to offset the added costs that we are incurring because of the Columbia County issue. She indicated that there was a good possibility that they could tap into some excess funds that they have. She met with our RTC the next day and Arla asked that we provide some detailed information and documents on the arrangement with Columbia County. We are working on that as we speak to get it all together and sent off to her. John and I had a phone call with our rep at mindSHIFT and we were brutally honest with him about our reason to not renew the agreement with them. He understood and apologized how things transpired. I will be getting ahold of the attorney that our rep for Brown & Brown recommended to assist in the Mozy issue. Our claim was denied by SDIS, equipment failure is not covered. We met with our labor attorney and went over the initial proposal that we will be delivering to the ATU on Monday at our next bargaining session.

12/4/18

I attended the Seaside Planning Commission tonight. I testified by reiterating the concerns that the Board shared in the letter sent to them. Bill Carpenter made a motion to approve the project with the conditions that planning staff recommended including that a left-hand turn lane be built at the time of construction of the store. He also added another condition as part of his motion to add a northbound right in/right out barrier on Avenue N. The motion was passed unanimously. There are now three parties that can appeal the decision, the applicant, ODOT, and SETD since

we were on the record. I'm guessing that the applicant will appeal the decision and ODOT may as well because they weren't a part of the discussion about a right in/right out barrier. We'll keep an eye on this.

In other news, I will be in Salem tomorrow to meet with ODOT to discuss the Lower Columbia Connector situation and see if they can provide any assistance to us.

11/26/18

Last week I finalized the bylaws for the TAC and got ODOT's blessing on them. The TAC will review the bylaws Wednesday and make a recommendation to the Board on them. I set up the packet for the TAC last week. It's actually a notebook since there are 332 pages in it.

Fortunately, only 34 pages are for their meeting this week. I also included our Long-Range Comprehensive Plan and the Oregon Public Transportation Plan in the notebook. We also put the Board pack together last week. Sign pollution is a sticking point for me. Signage becomes ineffective if there are too many signs posted. Our windows at the transit center on the plaza side have been long bothering me. There were way too many signs, some old, some tattered, some duplicates, so I took most of them to make the building look more presentable. I've also informed staff that if signs are approved to be posted, they must be laminated and not posted with tape. Adhesive squares must be used.

There will be a couple of additions to the agenda this week. Carol had requested a discussion about the Grocery Outlet proposal in Seaside and concerns about the effect on our bus routes if they don't put in a left-hand turn land before it is built. Here is a link to an article about it.

http://www.dailyastorian.com/Local_News/20181123/new-grocery-outlet-in-seaside-could-hinge-on-turning-lane. Also, we will have an IGA that needs to be signed so we can participate with the County and other Special Districts and Cities in the update to the Natural Hazards Mitigation Plan. I have attached it, but it is also being reviewed by legal.

Strategic Priorities Monthly Update:

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +10%**
 - On-time Performance **Goal = 95% September - December on-time performance was 49.1% Tillamook was 54.3%.**
 - 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. New shelter installed at NW Seniors and Disabilities Services by developer in Warrenton.**
 - Technologies
 - Real-time bus tracking **Completed**
 - Website **Completed. Received 1st place in NRTAP nationwide contest. Plans to upgrade trip planner are being designed.**
 - 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. All exterior lighting on the plaza and in the Warrenton yard updated.**
 - 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 We've instituted Popcorn Fridays. Very popular.

Priority Two (cont.)

- Increase District Relevancy **Several positive press articles during FY 2018.**
 - Greater awareness of the District Services
 - Who
 - What
 - When
 - Where
 - Accessibility **Moved Jason into Mobility Management. Significant increase in assisting riders and potential riders.**
 - 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
December Board Meeting Report
John Layton

November Data

Fixed Route Highlights:

- 15,712 people used fixed routes in November for an average of 541.8 riders per day.
- 8.1% increase in average passengers who rode fixed routes per day from last November (501 to 541.8)
- 9.6 people per hour, on average, got on any fixed route at any time that the bus runs in November. 3.2% increase (9.3 to 9.6) from last November.
- 8.4% increase in the ratio of elderly/disabled riders from last November (19 % to 20.5%)

RideAssist Highlights:

- 905 rides were provided by RideAssist in November for an average of 32.3 rides per day.
- 10.9% decrease in average RideAssist passengers per day from last November (36.3 to 32.3)
- 9 % increase in all ADA Paratransit rides from last November (591 to 644)
- 508 calls received by RideAssist in November for an average of 24.2 calls a day.

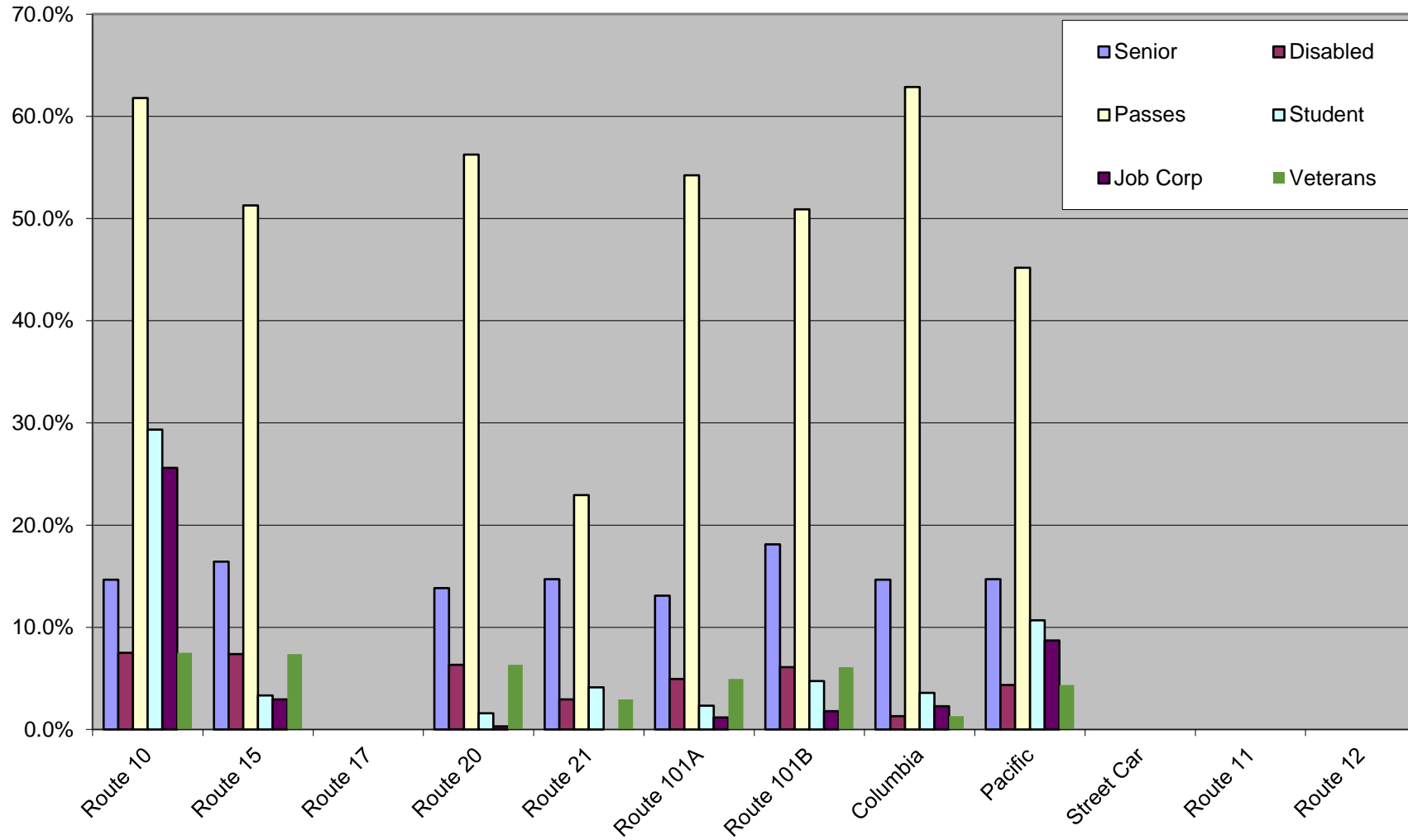
System Highlights:

- 16,617 people used Sunset Empire Transportation in November for an average of 573 riders per day.
- 7.9 % increase in all average passengers per day from last November (531.1 to 573)

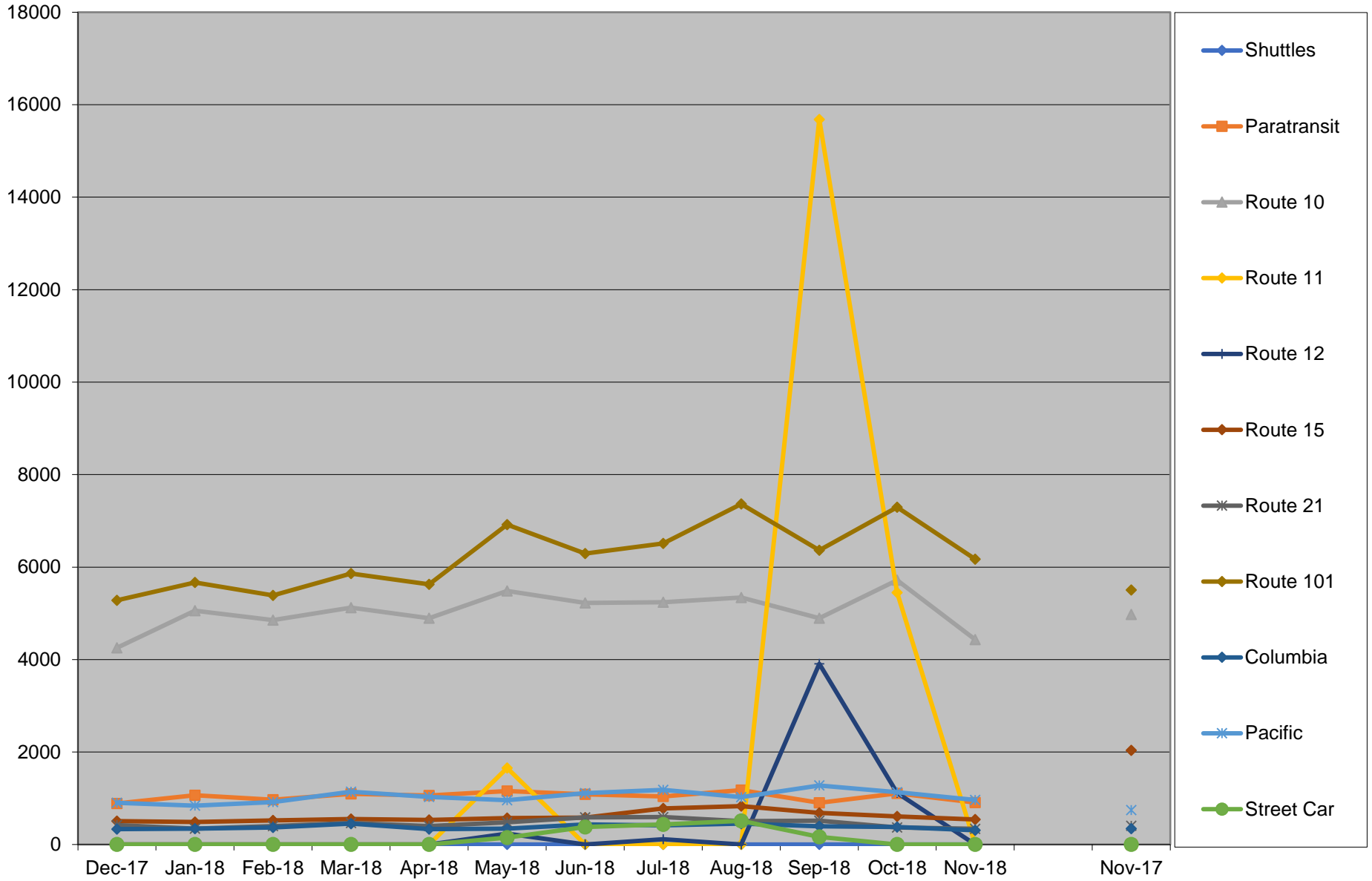
Transit Center Highlights:

- 708 calls received by the Astoria Transit Center in November for an average of 25.3 calls a day.

Rider Breakdown by Route



SETD Rides



Rider Report
January Board Meeting Report
John Layton

December Data

Fixed Route Highlights:

- 14,016 people used fixed routes in December for an average of 467.2 riders per day.
- 2.8% increase in average passengers who rode fixed routes per day from last December (454.4 to 467.2)
- 8.9 people per hour, on average, got on any fixed route at any time that the bus runs in December. 1.1% increase (8.8 to 8.9) from last December.
- 26.9% increase in the ratio of elderly/disabled riders from last December (18% to 22.8%)

RideAssist Highlights:

- 792 rides were provided by RideAssist in December for an average of 27.3 rides per day.
- 35.4% decrease in average RideAssist passengers per day from last December (42.3 to 27.3)
- 9.2 % increase in all ADA Paratransit rides from last December (544 to 594)
- 462 calls received by RideAssist in December for an average of 15.9 calls a day.

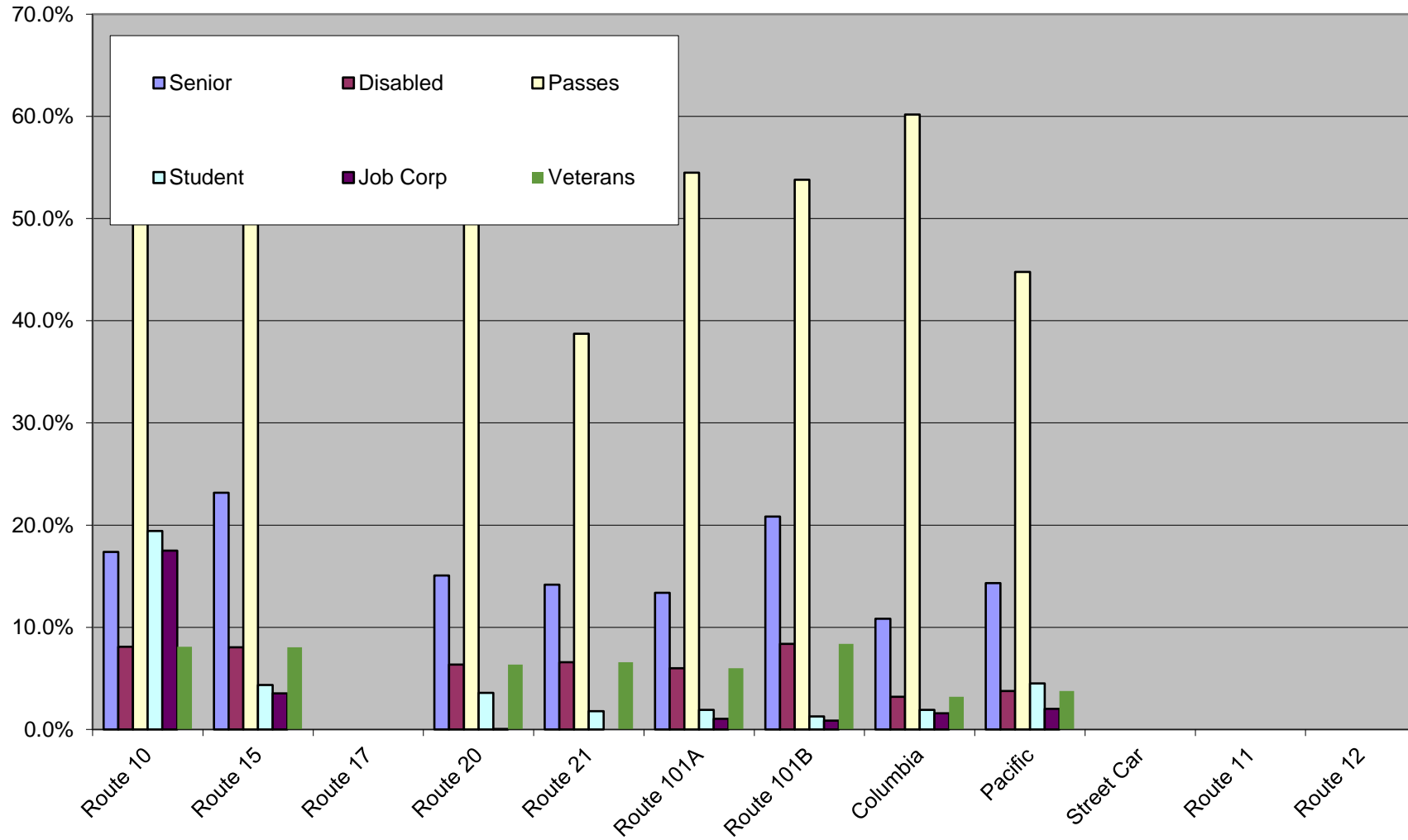
System Highlights:

- 14,808 people used Sunset Empire Transportation in December for an average of 493.6 riders per day.
- 2 % increase in all average passengers per day from last December (484 to 493.6)

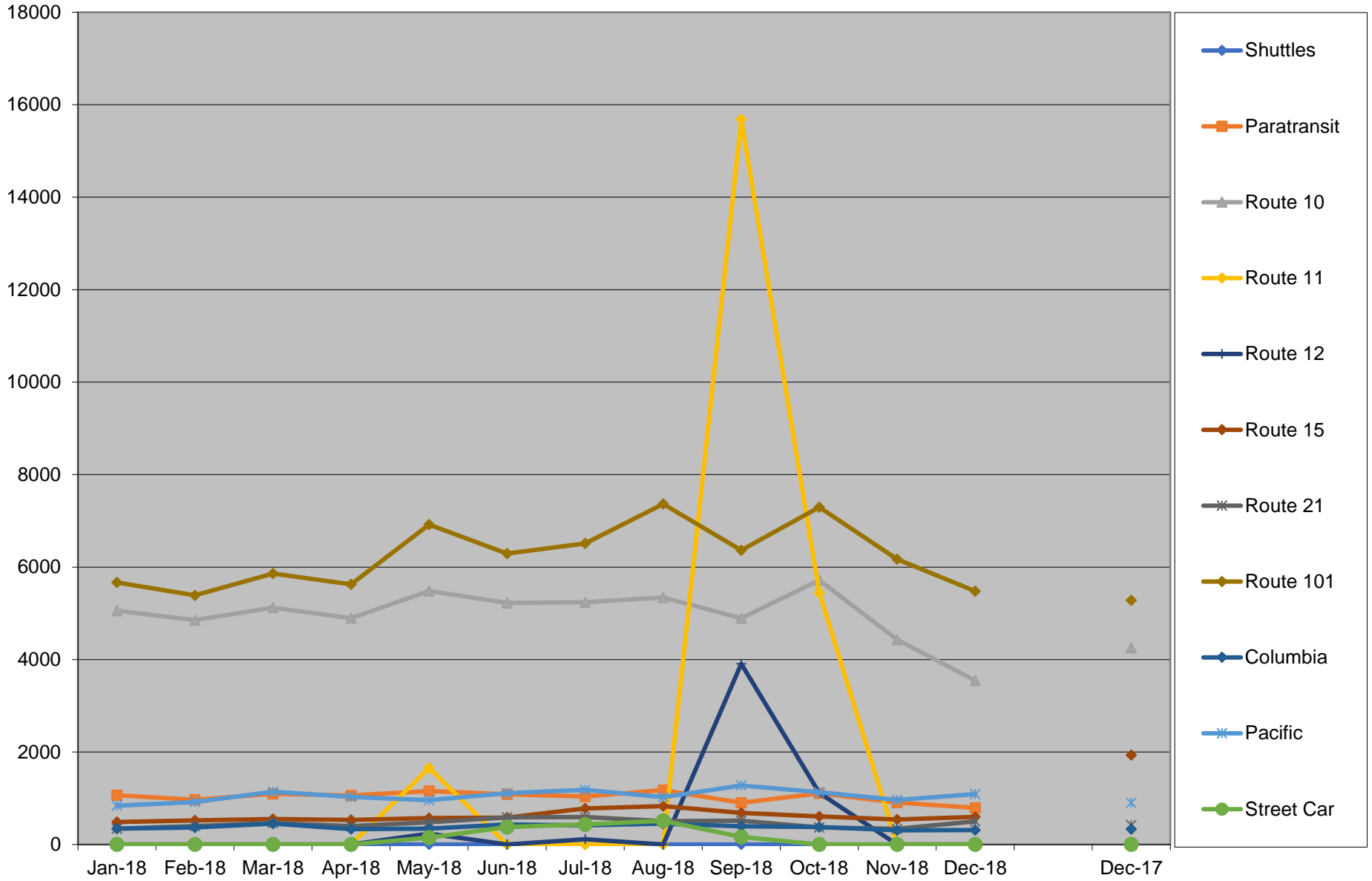
Transit Center Highlights:

- 723 calls received by the Astoria Transit Center in December for an average of 23.1 calls a day.

Rider Breakdown by Route



SETD Rides



Operations Report
January Board Meeting
Paul Lewicki

Due to a variety of causes, we have been down three drivers during the period which has returned the driver supervisors to seat time and resulted in slightly elevated overtime expense. However, our most recently hired bus driver is scheduled to take her CDL exam later this month, and two other drivers may to return from leaves of absence. This will rebuild our driving team. We also have several applications for drivers, many of whom already have their CDLs. Also, we have an application from a qualified driver who spends his summers in Clatsop County and would like to work for SETD during that time. All in all, we are positioned to start the summer season, and the cruise ship season with satisfactory staffing levels in Operations. This will relieve the supervisors from driving duties so that they can perform the tasks of supervisors ensuring safe and efficient driver performance and route analysis.

This is the first year we have launched a wiper blade campaign. In past years, we have replaced blades as they failed. This year, we replaced all wiper blades on the fleet twice during the rainy season – once in October, and once in January. Doing so has avoided having any drivers service routes with impaired visibility.

All annual Federal Motor Carrier Safety Administration (FMCSA) annual vehicle inspections have been completed in compliance with 49 CFR 396.17 through 396.23. This includes all revenue and non-revenue vehicles. Precision Alignment has performed these inspections for the District for several years, and the technician doing the work stated that this is the best the SETD fleet has looked since he began doing our inspections. I greatly appreciated the efforts of our fleet maintenance personnel in achieving this level of excellence.

Our kick off meeting with Ecolane Paratransit Software trainers is scheduled for January 24th. This will mark the beginning of the implementation of this software to replace OBBS at SETD and provide our paratransit operation with new automated dispatch software as well as better integration with NW Rides. It will provide more efficiently handling of Medicaid rides. This implementation eliminates our reliance on an aging and unsupported system (OBBS), provides a technology boost to our driver/dispatch communications via on board terminals (tablets) while drastically reducing the amount of radio traffic and improving response time and information accuracy, as well as enhancing HIPPA privacy compliance. Training and implementation should take less than 60 days.

We have completed our yearly lighting campaign having replaced any burned-out bulbs and or ballasts in the parking lot lights at the Transit Center and at Warrenton Yard. We replaced many of the light fixtures in the Building 2 (formerly RideCare), and batteries in the smoke detectors so we are good for another year.

We installed a new timer on the gate at Warrenton. This timer will allow us to program the gate for a year in advance, ensuring that the gate does not open on weekends or observed holidays. Also performed a regular update to the security codes on the gates and the inner office door.

RIDE ASSIST
January 2019 Report
Jennifer Geisler

- November 2018, RideAssist had a total of 907 rides for an average of 32 rides per day. There were 644 ADA rides, 10 Dial-A-Ride, 94 personal care attendants and we provided 157 Medicaid rides for NW Rides.
- There was 1 ride denial due to no capacity.
- Mobility Manager, Jason, the fixed route driver supervisors, Steve and Lawrence and I have started a monthly training on wheelchair securements through Qstraint. It's a great webinar for new drivers and refresher course for the current ones. Soon we would like to add to the monthly webinar a hands-on course using different stations that involve various wheelchairs and securements.
- The Mobility Manager and I have been having weekly meetings. We are creating a Transit Engagement for educating our community on what SETD has to offer for transportation. We met with Andrea the tenant manager of Astor Building and Larry the Executive Director of the Astoria Senior Center on two separate occasions.
- ADA Paratransit Report
 - Number of completed applications received: 6
 - 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: 6
 - More than 21 days: 0
 - Determination by type:
 - Unconditional: 4
 - Conditional: 2
 - Temporary: 1
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

RideAssist Fares Collected/Billed for November 2018

- Para-transit Fares: \$ 779
- Tickets Collected: \$ 601
- Medicaid Billed: \$ 2503
- Ticket books sold: \$ 408
- Dial-A-Ride Fares: \$ 88

RIDE ASSIST
January 2019 Report
Jennifer Geisler

- December 2018, RideAssist had a total of 798 rides for an average of 28 rides per day. There were 594 ADA rides, 2 Dial-A-Ride, 73 personal care attendants and we provided 123 Medicaid rides for NorthWest Rides.
- There were 0 ride denials for ADA Paratransit.
- ADA Paratransit Report
 - Number of completed applications received: 7
 - Number of incomplete applications received: 0
 - Number of interview/assessments scheduled: 0
 - Number of interview/assessments completed: 0
 - Number of determinations made:
 - Within 21 days: 3
 - More than 21 days: 4
 - Determination by type:
 - Unconditional: 3
 - Conditional: 0
 - Temporary: 0
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

RideAssist Fares Collected/Billed for December 2018

- Para-transit Fares: \$ 688
- Tickets Collected: \$ 496
- Medicaid Billed: \$ 2302
- Ticket books sold: \$ 384
- Dial-A-Ride Fares: \$ 4



Outreach and Education
January 2019 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- There were no classes for 2 weeks over the Holidays, but I did a training last week with a class of 10 new students. The average size of the classes is about 15, so I usually train about 60 students a month.

Seaside Transit Center- As you know when we first looked for a Transit Office in Seaside, we were not sure if it would be utilized enough to make it worth having. The Kiosk office was not our first choice for a location at the mall but the rent was affordable and it was visible from Hwy 101 and accessible from the sidewalk. Having an office in South County proved to be important in many ways as an outreach and information center and for the purchase of tickets and passes. As several problems developed with the Kiosk building, staff and Board members began searching the Seaside area for a new location. Not an easy task. After looking at and almost renting several locations we have signed the contract and rented a space right in the hub of Seaside. It is accessible by sidewalk, has private off-street parking, handicap parking right in front of the entrance, an onsite bathroom (not public), break room, waiting area, an extra office space for Mobility and is within 3 blocks of the Seaside Library, Sunset Parks and Recreation, the Seaside Chamber, Visitors Center and City Hall. We are very excited to develop closer relationships in the downtown area and have direct access to tourists that will now have easy access to information about our local services. The move in seemed to go really well and staff is getting settled and feeling proud to have this nice facility. We did a lot of local outreach about the new location and Signs1 is currently working on outdoor signage. Be sure to stop by as soon as you can. SETD is in the hub.

The Veterans Outreach Program- We continue to disperse rack cards and posters throughout the county.

Holiday Party 2018- We held our SETD Holiday Celebration at the American Legion in Seaside this year. Our goal was to bring the cost down a little but still have a nice dinner and some fun. There was a total of 53 that were signed up for dinner. A big thank you to Bill Ray who did a wonderful job as our master of ceremonies for the evening. We all wore bells and jingle jangled our way through a prime rib dinner. We learned the history of Jingle Bells and all had a great time singing it together. There were prizes, candy and plenty of cake for desert. The total cost including employee gift cards was \$3095.79. Thanks to all that helped make our Holiday party a success!

Paper Schedules- Our requests for paper schedules has greatly decreased since we began offering our new Transit App. We will however be printing new schedules very soon. There will be many updates and changes that will need to be made. Please let me know if you have any input or suggestions for changes. Thanks!



Phone and Computer Report
January Board Meeting Report
John Layton

- We will be under contract with mindShift through February 5th.
- Keeping with the something old is something new theme . . . I'm suggesting that we go back to iFocus to monitor our network. We have a good history with them on their server service and they are local. We have received a contract from iFocus and it is waiting from approval from us.
- Backups are running at full speed. The new vendor will be responsible for verifying the backups are being done.
- iFocus will be providing the AntiVirus software.
- We have a few computers that are getting old but with our limited funds, we will have to wait to replace them. We have some older computers that could be used as backups if necessary, but they would be a hindrance to the user.
- We setup a Square till in the Seaside Office. An office phone will be connected soon.

- In the months of November and December I held 3 meetings with agencies in Clatsop County to discuss which of our services could help them and their membership have better access through transportation to all that our community has to offer. The employment office at DHS was very excited to know that I could provide individual travel training to people in need of transit for work. In speaking to the local food bank in Warrenton it was clear that better access through our fixed route and Paratransit services would help them in their mission to feed the community. I was able to get some short yet valuable time with Northwest Senior and Disability services to talk about our services in general.
- I had 3 travel trainings in November and 6 in December for a total of 9 events
- I'm also really excited to say that I have had 7 opportunities to have specialized customer service moments with our community as well as a rough average of about 5 individual contacts per day from the community with general questions regarding our services.
- I have been engaged in several conversation with local taxi companies, various volunteer drivers as well as finding avenues to get in front of people to perform a Transit Engagement as a way to improve our local coordination between various modes of transportation other than fixed route. I have been in discussion with local schools as well to help educate students and staff on how to safely ride our service.
- I continue to work with ADA Paratransit in an effort to create a solid application/re-assessment process. There have been many hours put into maintaining the data base of applications and creating best practices that are conducive to helping us become more streamlined in the past.
- I attended the Comprehensive ADA Paratransit assessment training in Seattle on December 12th-13th and came away with a renewed respect of how important it is to have an accurate and streamlined process when it comes to determining eligibility for our Paratransit potential ridership
- I continue to manage the Veterans Enhanced Transportation Program (VETP) for SETD and in the last 2 months we have provided 95 trips for 10 unique users of the service.
- I continue to ride the routes when I have some open time to be as versed as I can in all the little details.
- Matthew (Transportation Options) and I continue to work together to further develop our two programs. I appreciate the opportunity to be here in support of Matthew with whatever I can assist in.