



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JUNE 27, 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. SUPPLEMENTAL BUDGET
9. NEW BUSINESS
 - a. FY 2019-2020 BUDGET HEARING
 - b. CANNON BEACH INTERGOVERNMENTAL AGREEMENT
 - c. ODOT AGREEMENT FOR §5310 PROGRAM
 - d. REQUEST FOR BUS SHELTER AT SUNSET BEACH (ROBERT MACAMEY)
 - e. COMMISSIONER RECOGNITION
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

JUNE

2019

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
ISN	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

JUNE

2019

LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RAC	RIDECARE ADVISORY COMMITTEE
RC	RIDECARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
RPTD	RAIL AND PUBLIC TRANSIT DIVISION
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

JUNE

2019

SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	SPECIAL TRANSPORTATION IMPROVEMENT FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TECH	TECHNOLOGY
TGM	TRANSPORTATION GRANTS MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPAC	TRANSPORTATION PLAN ADVISORY COMMITTEE
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



**Sunset Empire Transportation District
Board of Commissioners
Draft Meeting Minutes
May 23, 2019**

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 Carol Gearin and Commissioner Pamela Alegria

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Tracy Lofstrom, Human Resources Tami Carlson, Executive Assistant Mary Parker
3. CHANGES TO AGENDA- Jeff added a grant agreement and an IGA under New Business e. and f.
4. PUBLIC COMMENT- No comments
5. APPROVAL OF THE APRIL 25, 2019 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the April Board Meeting Minutes.
Commissioner Gaebel seconded the motion
Discussion- word “of” added to 4th sentence page 7
Motion passed unanimously
Commissioner Gearin abstained due to her being unable to attend the February 2019 meeting.
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Requested a copy of the Audit Corrective Action plan and receive monthly updates. Jeff said they will include in the monthly reports
 - b. Commissioner Widener- No Report
 - c. Commissioner MacDonald- No Report
 - d. Secretary/Treasurer Gaebel- No Report
 - e. Commissioner Gearin- No Report
 - f. Vice Chair Kidder- Thanked all those that ran for office and those that have been participating on this Board and stated that he thinks it is healthy for us to have elections to have views aired and congratulated all that participated.
 - g. Chair Kleczek- Reported that we had a very successful Budget Meeting which was completed in one day and a very active Budget Committee which was good to see and hear. Kathy attended an NWACT meeting and reminded everyone that there will be a lot of road construction in our area this summer. Kathy said the NWACT committee was required to take an ODOT Sexual Harassment training which was a video training and she would like our Board to also take the training.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the April Financial Exceptions Report. Clarification on a \$288 credit card charge for a meal which was entered incorrectly and was lodging for a conference
Commissioner Gaebel moved to accept the financials as presented
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
8. OLD BUSINESS- None
9. NEW BUSINESS
 - a. Audit Firm Selection- Executive Director Hazen reported that he had sent out Requests for Proposals (RFP) to 5 auditing firms that were recommended by local municipalities. Isler CPA Services from Eugene was the only one that responded and was recommended by Sunset Parks and Rec, City of Cannon

Beach, the City of Warrenton and Hazen found out after the fact that Youngs River Water District has been using them for 10 years. Hazen said their proposal and fees are very similar to what we have been paying. Hazen said staff is recommending that the Board select Isler CPA Services as SETD's audit firm. Commissioner Gearin asked what a single audit was. Tracy explained that anytime we receive \$750,000 in Federal Funds we have a single audit. Commissioner Gaebel said she noticed that the proposal does not specify that the Board will receive an explanation letter before the audit is sent out. Hazen said he will make sure that sending a letter to the Board is added to their audit process.

Commissioner MacDonald moved to select Isler CPA as the District Auditor for 2019-2021 and authorize the Chair to sign agreement.

Commissioner Gearin seconded the motion

Discussion- Chair Kleczek asked if there is an extra fee for using Right Cloud Networks. On page 8 the 3rd sentence in the Cash and equivalents box is unclear and needs to be corrected. On page 8 Certified to Perform paragraph sentence begins with- Both audit "parents", what does parents mean? Executive director Hazen said he would find out the answers to each question.

Motion passed unanimously

- b. ODOT Agreement 33433 Operating Grant 5311 Operating Grant- Executive Director Hazen said that this is the Operating Grant from ODOT for the next 2 years and we will receive a little over one million dollars. Staff is recommending that the Board approve and authorize the Chair to sign the agreement.

Commissioner Kidder moved to authorize the Chair to sign Operating Grant Agreement

Commissioner Widener seconded

Discussion- Commissioner Gearin asked if this is the grant that we will have a single audit done. Hazen said yes it will be done next year. Tracy clarified that this is a Federal grant that goes through the State. Commissioner Kidder asked is there anything in this grant language that is different than you anticipated? Hazen said no. Commissioner Alegria asked if we see the audit. Tracy said yes.

Chair Kleczek asked that all those in favor of approving Grant Agreement 33433 and giving the Board Chair and Executive Director permission to sign say aye.

Motion passed unanimously

- c. Closure of the LGIP RideCare and Clatsop Community Bank Account- Tracy reported that we closed RideCare earlier this year and no longer need these accounts. The funds will be transferred to the General Fund and was listed in the audit. Chair Kleczek said because we are not closing all of our Clatsop Community Bank accounts the motion needs to be specific. Commissioner Kidder asked what amount is being transferred? Tracy said a little under \$400,000 will be transferred this fiscal year.

Commissioner Gaebel moved to close the RideCare LGIP account and the RideCare account at Clatsop Community Bank

Commissioner MacDonald seconded the motion

Motion passed unanimously

- d. Supplemental Budget Resolution-Executive Director Hazen said this Supplemental Budget is to transfer \$93,205 from STF Personnel Services to General Fund Personnel Services and \$45,000 from STF Materials to General Fund Materials. Tracy handed out the STF requirement summary showing the transfer however Hazen said he needed to make a correction.

9:45 AM Recess was called by Chair Kleczek to allow Hazen to make corrections

10:00 AM Chair Kleczek called the meeting back to order

Executive Director Hazen said he could not get the spread sheet to balance.

Commissioner Gaebel moved to postpone the Supplemental Budget

Commissioner Gearin seconded the motion

Discussion- None

Motion passed unanimously

- e. IGA Clatsop County Mitigation Plan- Executive Director Hazen said that this is an agreement between State of Oregon through the DLCDC, Clatsop County and the cities, service districts, special districts to formalize a working relationship that will result in an updated Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan.
 Commissioner Gaebel moved to approve IGA #17058
 Commissioner Widener seconded the motion
 Discussion- There was discussion about several sections. Hazen said that our attorney has signed off on this IGA and this is to prepare for mitigation for projects we can do before something happens and we are working on that.
 Motion passed unanimously

- f. State of Oregon DOT33500 STF- Executive Director Hazen said he had received this agreement from the state this morning. This is the STF Grant that Jason will use for his Mobility projects.
 Commissioner Gaebel moved to approve agreement 33500 and authorize the Board to sign subject to legal sufficiency by our legal counsel. Hazen said we do not have to do that anymore because these contracts from the state are boiler plates and our legal counsel said there are no changes that can be made to them.
 Commissioner Gaebel withdrew her original motion and moved to approve agreement # 33500 and authorize the Board Chair to sign.
 Commissioner MacDonald seconded the motion
 Discussion- Commissioner Alegria asked why we are signing if it can't be changed. Hazen said We do not set the conditions we comply.
 Commissioner Gaebel amended her motion to include that the Executive Director also signs
 Commissioner MacDonald concurred to the amended motion
 Chair Kleczek stated that all those who approve agreement #33500 and authorize the Board Chair and Executive Director to sign say aye.
 Motion passed unanimously

10. CORRESPONDENCE-

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report.

12. LEADERSHIP TEAM REPORTS- Reports submitted: Operations- Paul Lewicki, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, Mobility Management- Jason Jones, Human Resources-Tami Carlson and Transportation Options- Matthew Weintraub.

13. PUBLIC COMMENT- None

14. OTHER ITEMS- Commissioner Gaebel encouraged staff to get out to Fort Stevens and KOA and let them know about our services. Mary said she does continual outreach to both parks. Commissioner MacDonald asked Matt if he is aware of the North Coast Safe Routes to School program and Would you allow us to put a recommendation letter in? Matt said the grant is to hire a coordinator for Warrenton and Tillamook to build a robust program. Further discussion about Safe Routes to School took place.

Meeting was adjourned 11:20 AM

Mary Parker, Recording Secretary

 Secretary Treasurer Lylla Gaebel

Date_____

An audio recording of this Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Minutes- March 28, 2019



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
DRAFT MEETING MINUTES
June 6, 2019**

1. CALL TO ORDER- Vice Chair Bryan Kidder called the meeting to order at 9:30 AM
2. PLEDGE OF ALLEGIANCE
3. PRESENT:
 - a. Chair Kathy Kleczek attended by phone, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald, Commissioner Pamela Alegria Commissioner Carol Gearin excused
 - b. Staff: Executive Director Jeff Hazen, Executive Assistant Mary Parker
4. CHANGES TO THE AGENDA- None
5. PUBLIC COMMENT- None
6. OLD BUSINESS- STATEWIDE TRANSPORTATION IMPROVEMENT FUND PLAN AMMENDMENT

Executive Director Hazen reported that this year's internship program only ended up with one student from Jewell and two students from Knappa and none of the three needed transportation services to their internship locations. These routes were to begin on June 17, 2019. Hazen proposed the elimination of the \$5,800 budgeted for Fiscal Year 2019 that ends on June 30th for the internship transportation project and replacing the \$26,220 that is budgeted for Fiscal Year 2020 that begins on July 1, 2019 and ends on June 30, 2020 with \$5,800. Hazen said that then the internship transportation project would then begin on June 15, 2020. Hazen also proposed that we add a student transportation project that would provide monthly bus passes to students wanting to participate in after school activities that may have barriers to transportation to students at Astoria High School, Seaside High School and Warrenton High School. He is recommending \$5,000 for this program beginning in September of 2020 and ending in May of 2021. Hazen reported that the Transportation Advisory Committee agreed with the recommendations with an addition that student bus passes also be made available for Inter School Transfer students who are attending school in another district as well as students participating in afterschool activities at Knappa, Astoria, Warrenton and Seaside High Schools.

Hazen also proposed that we add 1 additional shelter purchase in Project 3 at a cost of \$15,000 and add a task to Project 3 to add trash receptacles at bus shelters and allocate the remaining \$6,220 to this task. Staff is recommending that the Board approve the amendment to the STIF Plan.

Commissioner Kidder moved to amend the STIF Plan to shift the Student Internship Funding from the current year to year 2020, creating a Pass Program at Astoria, Seaside, Warrenton and Knappa schools and add bus shelter and trash receptacle additions to Project 3.

Tracy MacDonald seconded the motion

Motion passed unanimously.

7. PUBLIC Comment (3-minute limit)- None

8. OTHER ITEMS- None

Meeting was adjourned at 9:40 AM

Mary Parker, Recording Secretary

An audio recording of the Sunset Empire Transportation District's Transportation Advisory Committee Meeting is available at: www.ridethebus.org- SETD Committee Meeting Recordings

Mission Statement

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

DRAFT

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

NOTE on Reviewing Financials: Month 11 = 91.7% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,483,188 (\$385,023 more than budget), 107% of annual budget and 1.183% of monthly budget. YTD Total Materials & Services was \$864,402 (\$6,584 less than budget), 92% of annual budget and 99% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$14,798; \$4,749 less than monthly budget and \$20,333 less than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$5,018; \$735 more than monthly budget and \$4,426 more YTD.
- 4090 Donations/Commissions: Over budget \$831 for the month and under budget YTD by \$2,600.
- 4100 Contract Service-IGA: Cannon Beach billing for May in the amount of \$2,908. \$36,715 better than YTD.
- 4200 Taxes: \$6,096 was received during May. \$13,590 over budget YTD.
- 4271 Billboard Lease: Payment of \$1200 was received in January 2019.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: Payment of \$408.39 was received on June 4, 2019.
- 4300 Interest: March interest for General Fund was \$428. RC interest was \$732.
- 4310 Misc. Income: \$27 for laminating.
- 5000 Grants: Reimbursements for 3rd Q grants of \$215,155 was received on May 20th.

Expense

- 6005 Salaries & Wages: Over budget for the month \$39,296. Over budget YTD by \$22,714.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for May was \$353.
- 8020 Bldg & Grounds Maint: Over budget for the month by \$2,330 and over budget YTD \$6,924. The TC lobby door was repaired, \$2800.
- 8031 Website/On-line SW Sub: \$466 for email accounts. \$1950 to Computer Works for new software work and \$12,554 for new equipment for recommended server and network upgrades. \$15,883 was for the EcoLane software we are sharing with Tillamook. Over budget for the month \$11,996 and YTD by \$38,319.

***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
May FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the JUNE 2019 Board of Commissioner's Meeting

- *SETD Expense con't*
- 8035 Conf Training & Travel: \$277 for NTI class and \$258 for ASRTS and \$364 for TO mileage reimbursement.
- 8075 Fuel: Under budget \$1,854 for the month and under budget YTD \$31,991.
- 8080 Insurance:
- 8095 Legal Council: Over budget for the month, \$1,900 and over YTD, \$6,784.
- 8096 Uninsured Loss: Settlement on claim.
- 8100 Meeting Expense: Over budget for the month by \$88. Various meetings. Over budget YTD \$1,609.
- 8139 Professional Services: Over budget for month \$580. Over budget YTD \$4,627.
- 8160 Uniforms: Over budget for the month \$90 and over budget YTD \$2,694.
- 8165 Utilities: Over budget for May \$456. Over budget YTD \$4,898.
- 8170 Vehicle Maint & Repairs: Month over budget by \$274 and under budget YTD by \$4,281.
- END

** Materials & Services are over budget for the month by \$12,934 and under budget \$6,584 for the year.

Follow up items: Corrective Action Plan is included in Board Financials. Currently working on new financial software which will be implemented July 1, 2019.

***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
May 2019

Ordinary Income/Expense	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Income					Better		
					(Worse)		
4000 FARES	14,797.71	19,547.00	192,914.98	213,248.00	\$ (20,333.02)	228,600.00	84%
4015 PARATRANSIT FARES	5,018.00	4,283.00	51,543.00	47,117.00	\$ 4,426.00	51,400.00	100%
4090 DONATIONS/COMMISSIONS	2,030.45	1,199.00	11,099.88	13,700.00	\$ (2,600.12)	16,100.00	69%
4100 CONTRACTED SERVICES-IGA	0.00	0.00	70,715.00	34,000.00	\$ 36,715.00	34,000.00	208%
4200 TAXES					\$ -		
4205 PROPERTY TAXES	4,561.56	4,130.00	931,228.91	921,000.00	\$ 10,228.91	940,000.00	99%
4207 PRIOR YR PROPERTY TAX	1,534.24	2,239.00	23,431.90	20,241.00	\$ 3,190.90	22,000.00	107%
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	6,095.80	6,369.00	954,830.85	941,241.00	\$ 13,589.85	962,000.00	99%
4250 TIMBER SALES	71,190.23	52,753.00	276,181.34	220,000.00	\$ 56,181.34	220,000.00	126%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	48,973.17	65,000.00	\$ (16,026.83)	65,000.00	75%
4270 RENTAL INCOME					\$ -		
4271 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	\$ -	1,200.00	100%
4272 PARKING SPACES	760.00	760.00	8,360.00	8,260.00	\$ 100.00	9,020.00	93%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	\$ -	280.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	9,560.00	9,460.00	\$ 100.00	10,500.00	91%
4300 INTEREST	428.12	665.00	10,563.82	7,335.00	\$ 3,228.82	8,000.00	132%
4310 MISC INCOME	27.00	0.00	3,102.15	0.00	\$ 3,102.15	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	142,995.00	0.00	519,093.00	358,000.00	\$ 161,093.00	455,657.00	114%
5003 5310 MOBILITY MGT GRANT	22,464.00	0.00	66,468.00	39,637.00	\$ 26,831.00	44,630.00	149%
5004 5310 PREV MAINT GRANT	28,261.00	0.00	72,826.00	76,500.00	\$ (3,674.00)	115,976.00	63%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	19,346.00	0.00	\$ 19,346.00	0.00	
5006 TRANS OPTIONS DR LESS CON	18,435.00	0.00	70,979.00	60,927.00	\$ 10,052.00	86,577.00	82%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	\$ -	0.00	

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
May 2019

	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	3,000.00	9,000.00	12,000.00	\$ (3,000.00)	12,000.00	75%
Total 5001 ODOT GRANTS	215,155.00	3,000.00	757,712.00	547,064.00	\$ 210,648.00	714,840.00	106%
5000 GRANTS - Other	0.00		2,750.00		\$ 2,750.00		
Total 5000 GRANTS	215,155.00	3,000.00	760,462.00	547,064.00	\$ 213,398.00	714,840.00	106%
5080 OREGON STF FUNDS	0.00	0.00	93,242.00	0.00	\$ 93,242.00	0.00	
Other Types of Income					\$ -		
Miscellaneous Revenue	0.00	0.00	0.00	0.00	\$ -	0.00	
Total Other Types of Income	0.00	0.00	0.00	0.00	\$ -	0.00	
Total Income	315,502.31	88,576.00	2,483,188.19	2,098,165.00	\$ 385,023.19	2,310,440.00	107%
Gross Profit	315,502.31	88,576.00	2,483,188.19	2,098,165.00	\$ 385,023.19	2,310,440.00	
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	122,613.19	118,599.84	1,359,943.89	1,423,198.16	\$ 63,254.27	1,541,798.00	88%
6200 PAYROLL EXPENSES	11,238.93	10,884.62	150,640.92	130,615.38	\$ (20,025.54)	141,500.00	106%
6300 EMPLOYEE BENEFITS	60,020.36	25,091.67	341,951.18	276,008.33	\$ (65,942.85)	301,100.00	114%
Total 1. PERSONNEL SERVICES	193,872.48	154,576.13	1,852,535.99	1,829,821.87	\$ (22,714.12)	1,984,398.00	93%
2. MATERIALS & SERVICES					\$ -		
7000 VET PROVIDER PAYMENTS	353.22	0.00	5,990.52	0.00	\$ (5,990.52)	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	7,863.40	16,750.00	\$ 8,886.60	16,750.00	47%
8006 ADS (HR JOB POSTING)	377.98	0.00	1,135.40	1,000.00	\$ (135.40)	1,000.00	114%
8010 BANK FEES	147.08	154.25	1,516.02	1,797.75	\$ 281.73	2,000.00	76%
8020 BLDING & GROUNDS MAINT	7,422.92	5,093.00	49,773.18	42,849.00	\$ (6,924.18)	45,200.00	110%
8030 COMP-INFO-TECH SERVICES					\$ -		
8031 WEBSITE/ON-LINE SW SUB	538.95	991.00	27,164.23	13,479.00	\$ (13,685.23)	14,290.00	190%
8032 SUPPORT SERVICES/CONTRACTS	18,748.11	6,300.00	153,393.42	128,760.00	\$ (24,633.42)	135,060.00	114%
8030 COMP-INFO-TECH SERVICES - Other	0.00	0.00	0.00	0.00	\$ -	0.00	
Total 8030 COMP-INFO-TECH SERVICES	19,287.06	7,291.00	180,557.65	142,239.00	\$ (38,318.65)	149,350.00	121%

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
May 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8035 CONF TRAINING & TRAVEL	1,303.37	295.00	19,481.12	18,805.00	\$ (676.12)	19,000.00	103%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	\$ -	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	224.00	232.00	2,223.53	2,292.00	\$ 68.47	2,500.00	89%
8050 DUES SUBSCRIPTIONS & FEES	253.00	2,831.00	11,782.39	13,447.00	\$ 1,664.61	13,500.00	87%
8053 IGA - DUES AND FEES	0.00	0.00	12,000.00	12,000.00	\$ -	12,000.00	100%
8055 DURABLE EQUIP/SMALL TOOLS	657.92	1,594.00	13,857.41	14,881.00	\$ 1,023.59	15,000.00	92%
8061 EQUIPMENT LEASE/RENT	188.00	188.00	2,385.00	2,112.00	\$ (273.00)	2,300.00	104%
8065 EDUCATION/OUTREACH	532.68	1,882.00	4,169.00	11,365.00	\$ 7,196.00	12,500.00	33%
8070 EMPLOYEE RECOGNITION	35.00	287.00	4,259.74	4,750.00	\$ 490.26	5,000.00	85%
8072 ELECTION FEES	0.00	0.00	0.00	5,500.00	\$ 5,500.00	5,500.00	0%
8075 FUEL	17,145.83	19,000.00	164,245.79	196,237.00	\$ 31,991.21	212,675.00	77%
8080 INSURANCE	0.00	0.00	40,219.46	66,842.00	\$ 26,622.54	85,000.00	47%
8090 LEGAL ADS	308.00	108.00	1,064.00	763.00	\$ (301.00)	800.00	133%
8095 LEGAL COUNSEL	7,899.96	6,000.00	73,784.46	67,000.00	\$ (6,784.46)	73,000.00	101%
8096 UNINSURED LOSS	959.00		17,922.61		\$ (17,922.61)		
8100 MEETING EXPENSE	107.06	19.00	2,591.33	982.00	\$ (1,609.33)	1,000.00	259%
8120 OFFICE SUPPLIES	1,121.67	1,559.00	11,354.58	14,657.00	\$ 3,302.42	15,000.00	76%
8130 PAYROLL PROCESSING FEES	562.96	510.00	7,332.44	6,490.00	\$ (842.44)	7,000.00	105%
8135 PRINTING	793.44	750.00	7,516.36	9,472.00	\$ 1,955.64	10,000.00	75%
8139 PROFESSIONAL SERVICES	1,920.00	1,340.00	22,287.40	17,660.00	\$ (4,627.40)	19,000.00	117%
8150 TAXES/LICENSES/BUS REG FEE	234.03	42.00	2,211.30	458.00	\$ (1,753.30)	500.00	442%
8155 TELEPHONE/INTERNET SERVICE	3,855.01	4,500.00	42,430.15	49,500.00	\$ 7,069.85	54,000.00	79%
8160 UNIFORMS	136.20	46.00	4,887.00	2,193.00	\$ (2,694.00)	5,000.00	98%
8165 UTILITIES	1,905.64	1,350.00	23,566.76	18,669.00	\$ (4,897.76)	20,000.00	118%
8170 VEHICLE MAINT & REPAIRS	9,665.06	9,391.00	125,994.09	130,275.00	\$ 4,280.91	137,675.00	92%
Total 2. MATERIALS & SERVICES	77,396.09	64,462.25	864,402.09	870,985.75	\$ 6,583.66	942,250.00	92%
Total Expense	271,268.57	219,038.38	2,716,938.08	2,700,807.62	\$ (16,130.46)	2,926,648.00	93%
Net Ordinary Income	44,233.74	-130,462.38	-233,749.89	-602,642.62	\$ (368,892.73)	-616,208.00	38%
Other Income/Expense							
Other Income							

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
May 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9150 TRANSFER IN	0.00	0.00	0.00	122,455.00	\$ 122,455.00	122,455.00	0%
Total Other Income	0.00	0.00	0.00	122,455.00	\$ 122,455.00	122,455.00	0%
Other Expense					\$ -		
3. OTHER EXPENSES	6,581.66	6,573.50	72,365.62	72,308.50	\$ (57.12)	78,882.00	92%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	258.40	175.00	\$ (83.40)	175.00	148%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	41,800.00	45,291.15	\$ 3,491.15	45,291.15	92%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	2,294.25	2,294.25	\$ -	3,490.85	66%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	122,455.00	\$ 122,455.00	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	40,455.00	\$ 40,455.00	40,455.00	0%
Total Other Expense	6,581.66	6,573.50	116,718.27	282,978.90	166,260.63	290,749.00	40%
Net Other Income	-6,581.66	-6,573.50	-116,718.27	-160,523.90	-43,805.63	-168,294.00	69%
	37,652.08	-137,035.88	-350,468.16	-763,166.52	-412,698.36	-784,502.00	45%

Sunset Empire Transportation District
Balance Sheet
 As of May 31, 2019

	<u>May 31, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	737,128.41	Current Liabilities	95,709.22
Accounts Receivable	169,440.23	Long Term Liabilities	
Other Current Assets		2800 INTERCOMPANY DUE TO/FROM	0.00
1400 PREPAID EXPENSES	25,404.81	Total Long Term Liabilities	<u>0.00</u>
1500 UNDEPOSITED FUNDS	1,777.60	Total Liabilities	<u>95,709.22</u>
Total Other Current Assets	<u>27,182.41</u>	Equity	
Total Current Assets	<u>933,751.05</u>	3200 GF PRIOR PERIOD ADJUST	114,665.00
TOTAL ASSETS	<u><u>933,751.05</u></u>	3700 FUND BALANCE NWRC-RESTRICT	875,659.11
		3800 FUND BALANCE GENERAL FUND	1,492,163.06
		3900 RETAINED EARNINGS	(1,401,613.51)
		Net Income	<u>(242,831.83)</u>
		Total Equity	<u>838,041.83</u>
		TOTAL LIABILITIES & EQUITY	<u><u>933,751.05</u></u>

Sunset Empire Transportation District A/R Aging Summary As of June 19, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>TOTAL</u>
CC PAROL-PROBATION	239.00	0.00	0.00	239.00
CITY OF CANNON BEACH - A/R	2,908.00	0.00	0.00	2,908.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00
CLATSOP CRUISE HOSTS	5,372.00	0.00	0.00	5,372.00
DHS - CHILD WELFARE-CLATSOP	460.00	0.00	0.00	460.00
DHS DMAP	0.00	0.00	0.00	0.00
NW COMMUNITY ALLIANCE-A/R	0.00	30.00	0.00	30.00
NW RIDES	1,220.00	5,079.00	853.00	7,152.00
ODOT	0.00	0.00	0.00	0.00
OR TREASURY	0.00	0.00	0.00	0.00
P-H&R Block	0.00	142.50	0.00	142.50
P-HOLLAND, CAMILLE	0.00	47.50	0.00	47.50
P-HOMESPUN QUILTS	0.00	95.00	0.00	95.00
Providence Seaside Hospital	184.00	0.00	0.00	184.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00
RC-SETD PARA	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00
	<u>10,383.00</u>	<u>5,394.00</u>	<u>853.00</u>	<u>16,630.00</u>

Sunset Empire Transportation District A/P Aging Summary As of May 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>TOTAL</u>
ALSCO	102.15	0.00	0.00	102.15
ASSOC OF IDAHO CITIES	0.00	35.00	0.00	35.00
ASTORIA FORD	1,175.32	0.00	0.00	1,175.32
AUTO ZONE	3.99	0.00	0.00	3.99
CB LAWN CARE	406.00	0.00	0.00	406.00
CLASSIC TOWING	0.00	525.00	0.00	525.00
COASTCOM, INC	2,775.03	0.00	0.00	2,775.03
COMPUTER WORKS NFP SOLUTIONS	1,950.00	0.00	0.00	1,950.00
E-LINES, SHAWN	20.00	0.00	0.00	20.00
EARTH2O	0.00	31.69	0.00	31.69
EMERALD RECYCLING	188.86	0.00	0.00	188.86
ENGLUND MARINE SUPPLY CO, INC	21.82	0.00	0.00	21.82
EO MEDIA GROUP	915.78	0.00	0.00	915.78
HOME DEPOT CREDIT SERVICES	155.28	0.00	0.00	155.28
INDUSTRIAL DIESEL POWER, INC	0.00	624.85	0.00	624.85
IRON MOUNTAIN	74.21	0.00	0.00	74.21
JACKSON & SON OIL, INC.	3,010.09	0.00	0.00	3,010.09
LOOP JACOBSEN JEWELERS ASTORIA	0.00	230.00	0.00	230.00
MTR WESTERN BUS	0.00	1,102.54	0.00	1,102.54
NORTHWEST COMMUNITY ALLIANCE	1,682.00	0.00	0.00	1,682.00
NW NATURAL	55.98	0.00	0.00	55.98
O'REILLY AUTO PARTS	1,668.17	0.00	0.00	1,668.17
OFFICE DEPOT	1,311.74	-23.00	0.00	1,288.74
PACIFIC POWER	463.59	0.00	0.00	463.59
PRECISION ALIGNMENT	1,362.63	0.00	0.00	1,362.63
RC-K & M MEDIVAN	0.00	0.00	0.00	0.00
RECOLOGY WESTERN OREGON	100.18	0.00	0.00	100.18
REYNOLDS, HEATHER	80.00	0.00	0.00	80.00
SPORTSWORKS NORTHWEST, INC.	157.32	0.00	0.00	157.32
SUNSET AUTO PARTS, INC.	0.00	0.00	-314.82	-314.82
UNITED STATE TREASURY	84.03	0.00	0.00	84.03
VERIZON WIRELESS	645.00	0.00	0.00	645.00
WADSWORTH ELECTRIC	109.00	0.00	0.00	109.00
WARRENTON, CITY OF	344.99	0.00	0.00	344.99
WILCOX & FLEGEL	14,135.74	0.00	0.00	14,135.74
	<u><u>32,998.90</u></u>	<u><u>2,526.08</u></u>	<u><u>-314.82</u></u>	<u><u>35,210.16</u></u>

Sunset Empire Transportation District
Check Detail
May 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19019	05/03/2019	SDIS	30,796.12
19020	05/15/2019	ACCUFUND	7,864.40
19047	05/15/2019	WILCOX & FLEGEL	13,068.43
19056	05/28/2019	COMPUTER WORKS NFP SOLUTIONS	8,840.43
19071	05/28/2019	FISHER & PHILLIPS, LLP	7,659.96
19074	05/28/2019	iFOCUS CONSULTING	12,553.89
19094	05/28/2019	SDIS	33,283.81
		Total	<u>114,067.04</u>

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
05/08/2019	0342 4/8 - 5/8/19

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

PAID

Bill Due	06/02/2019
Terms	NET 20
Memo	4/08 - 5/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8057 OFFICE FURNITURE & EQUIP	0284 - JONES AMAZON - PRINTER/SCANNER	399.99		MOBILITY MANAGEMENT
8038 TRAVEL	DOUBLE TREE - LODGING	201.07		MOBILITY MANAGEMENT
8038 TRAVEL	NTI CLASS STAPLES - TRAVEL TRAINING SUPPLIES	21.98		MOBILITY MANAGEMENT
8038 TRAVEL	PARKING - NTI CLASS	10.00		MOBILITY MANAGEMENT
8038 TRAVEL	TABLE 6 CAFE - MEAL NTI CLASS	13.75		MOBILITY MANAGEMENT
8038 TRAVEL	DICKEY'S BARBECUE - MEAL NTI CLASS	20.04		MOBILITY MANAGEMENT
8038 TRAVEL	PARKING - NTI CLASS	10.00		MOBILITY MANAGEMENT
8032 SUPPORT SERVICES/CONTRACT	HAZEN MSFT - MONTHLY	72.08		ADMINISTRATION
8120 OFFICE SUPPLIES	COSTCO - 5 D-RING VIEW BINDER	74.95		ADMINISTRATION
8120 OFFICE SUPPLIES	COSTCO - X-9 PAPER	56.99		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	COSTCO - KEYBOARD	49.98		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	APPLE - STORAGE PLAN	0.99		ADMINISTRATION
8066 EVENT SUPPLIES	SAFEWAY - ADMIN DAY	32.68		ADMINISTRATION
8060 OTHER DURABLE GOODS	FRED MEYER - TC AREA RUG	20.98		ADMINISTRATION
8120 OFFICE SUPPLIES	COSTCO - 4 READY INDEX-TABLE OF CONTENTS	66.76		ADMINISTRATION
8057 OFFICE FURNITURE & EQUIP	STAPLES - CALCULATOR	89.99		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	MSFT - MONTHLY	82.14		ADMINISTRATION

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

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PAID

Bill Due	06/02/2019
Terms	NET 20
Memo	4/08 - 5/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	0961 - WEINTRAUB SADA SHUSHI - MEAL ASRTS MEETING	34.47		TRANS OPTIONS
8038 TRAVEL	TRIED & TRU - MEAL ASRTS MEETING	3.00		TRANS OPTIONS
8038 TRAVEL	PARKING - ASRTS MEETING	10.00		TRANS OPTIONS
8038 TRAVEL	WHITE EAGLE - LODGING ASRTS MEETING	164.29		TRANS OPTIONS
8038 TRAVEL	STARBUCKS - MEAL ASRTS MEETING	7.90		TRANS OPTIONS
8038 TRAVEL	OLD GOLD - MEAL ASRTS MEETING	38.00		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE ID	20.99		TRANS OPTIONS
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROPRO	14.99		TRANS OPTIONS
8038 TRAVEL	SEA LEVEL BAKERY - MEAL	6.25		TRANS OPTIONS
8100 MEETING EXPENSE	1050 - CARLSON FRED MEYER - ED REVIEW MEETING	8.97		ADMINISTRATION
8120 OFFICE SUPPLIES	FRED MEYER - BATTERY FOR OPS	4.99		OPER 5311
8022 B&M JANITORIAL	WALGREENS - JANITORIAL SUPPLIES FOR OPS	24.78		OPER 5311
8036 CONFERENCE/TRAINING FEES	LCHRMA - CLASS REGISTRATION S. WEINTERT	25.00		OPER 5311
8036 CONFERENCE/TRAINING FEES	LCHRMA - CLASS REGISTRATION T. CARLSON	20.00		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	LCHRMA - CLASS REGISTRATION L MCDONALD	25.00		OPER 5311

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
05/08/2019	0342 4/8 - 5/8/19

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 PO BOX 569100
 DALLAS TX 75356-9100

PAID

Bill Due 06/02/2019
 Terms NET 20
 Memo 4/08 - 5/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	DENNY'S - MEAL SDIS MEETING	13.18		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	CLATSOP COMM COLL - CLASS S. WEINERT	55.00		OPER 5311
8036 CONFERENCE/TRAINING FEES	CLATSOP COMM COLL - CLASS L. MCDONALD	55.00		OPER 5311
8176 PM PARTS	1092 - LEWICKI			
8176 PM PARTS	PAYPAL - CREDIT MCMILLAN	-93.25		OPER 5311
8021 B&M GENERAL	PAYPAL - CREDIT MCMILLAN	-46.75		OPER 5311
	TUNDRA RESTAURANT	87.45		OPER 5311
	SUPPLY - FAUCET REPAIR TC			
8056 COMPUTER HARDWARE	BEN'S COMPUTER STORE TC	47.00		OPER 5311
8176 PM PARTS	VIDEO CABLE			
	WESTERN STAR - PEDAL ACCELERATOR BUS 92/PO 3953	150.29		OPER 5311
8173 STOCK PARTS	RANEY'S INC - POWER STEERING FLUID	17.45		OPER 5311
8100 MEETING EXPENSE	PETER PAN MARKET - MEAL BUDGET MEETING	23.85		ADMINISTRATION
	1100 - PARKER			
8100 MEETING EXPENSE	SAFEWAY - CHRGE ERROR	-5.99		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - MEAL BOARD MEETING	4.99		ADMINISTRATION
8022 B&M JANITORIAL	SAFEWAY - CLEANING KITS	11.97		OPER 5311
8150 TAXES/LICENSES/BUS REG FE	OR SEC OF STATE CORP DIV	50.00		ADMINISTRATION

Bill

Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103

Date	Ref. No.
05/08/2019	0342 4/8 - 5/8/19

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

PAID

Bill Due	06/02/2019
Terms	NET 20
Memo	4/08 - 5/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8150 TAXES/LICENSES/BUS REG FE	OR SEC OF STATE CORP DIV	50.00		ADMINISTRATION
8150 TAXES/LICENSES/BUS REG FE	OR SEC OF STATE CORP DIV	50.00		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - TC STAFF MEETING	31.95		ADMINISTRATION
8121 POSTAGE-SHIPPING	STAMPS.COM	15.99		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ADOBE ID CREATIVE	20.99		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	ERICKSON FLORAL - FLOWERS D. LANG MEMORIAL	35.00		ADMINISTRATION
8121 POSTAGE-SHIPPING	STAMPS.COM	100.00		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	ADOBE ACROBAT PRO	14.99		ADMINISTRATION
8120 OFFICE SUPPLIES	WALMART - BLOOD BOURNE PATH SUPPLIES	20.48		OPER 5311
8100 MEETING EXPENSE	SAFEWAY - FOOD BOARD MEETING	43.29		ADMINISTRATION

Expense Total : 2,385.88

Bill Total : \$2,385.88



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

March 28, 2019

Oregon Secretary of State

Re: Plan of Action

To whom it may concern,

Deficiencies noted in the June 30, 2018 audit report:

- Adequate segregation of duties should exist related to the financial reporting of the District. This should include both supervisory review and approval of financial reporting. Currently, a single person at the District has the ability to perform most of the accounting functions. Adequate internal control does not exist over the financial reporting process. Due to lack of segregation of duties, material misstatements could occur and not be detected.

Corrective action plan: The finance officer currently has the Executive Director approve the JE's. The FO will add one step to include the ED approval before the JE is made. The FO will make sure the documentation is attached when the JE is presented to the ED. There is separation of duties as far as payroll, AP and depositing is concerned. The district is purchasing new financial software, which should help mitigate some risk and allow for better separation of duties. The district will be implementing the new software by July 1, 2019.

- Internal controls over financial reporting should include a process for ensuring that funds are in balance at any given point during the year. Each transaction that crosses funds should include a due to or due from in order to ensure that each fund is always in balance. The process of balancing individual funds has not been performed on a transactional basis. Lack of balancing funds on a transactional basis could result in a material misstatement that is not detected and corrected in a timely manner.

Corrective action plan: QB's is not fund driven and my research in trying to figure out how to comply with this issue has proven unfruitful. I have found through my research within QB forums that it is almost impossible to balance funds within QB's. The District is in the process of purchasing a new financial software package that is fund driven, thus reducing this problem altogether. Targeted rollout will be July 1, 2019.

- Uniform Guidance Section 200.302 requires non-Federal entity's to maintain records that identify adequately the source and application of funds for federally-funded activities. These records must

contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. Each submitted reimbursements should be supported by detailed records supporting the reimbursed costs claimed. Records do not contain authorization or source documentation to support the amounts claimed on reimbursements. Expenditures charged to the grant could be unallowable or could be claimed under other grants available to the District.

Corrective action plan: The District will purchase new financial software for the 2019-20 FY. The chart of accounts will be set up specifically with grant reporting in mind, which will enable us to report more accurately. This will help tie out individual expenditures from the initial expense to specific grants, creating clearer more accurate documentation, which will enable improved control and reporting for our grants.

Sincerely,

Jeff Hazen, Executive Director

Kathy Kleczek, Board Chair

Date: June 20, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 8.a Supplemental Budget

This supplemental budget moves funds budgeted for the operation of Route 15 and Route 101B from the appropriated lines under Personnel Services and Materials and Services to the Interfund Transfer section in the Special Transportation Fund budget.

The funds will be transferred to the General Fund budget and the amounts will be added to Personnel Services and Materials and Services appropriations categories. Personnel Services are in the amount of \$93,205 and Materials and Services are in the amount of \$45,000 for a total of \$138,205.

The changes made are highlighted in yellow.

Staff is recommending that the Board adopt Resolution 2019-01.

RESOURCES
General Fund

Sunset Empire Transportation District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-2019			Proposed Supplemental	
	Actual		Adopted Budget This Year Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016__	First Preceding Year 2016-2017							
1	\$739,742	\$1,138,432	\$1,290,131	1 Available cash on hand* (cash basis) or	\$1,129,179	\$1,129,179	\$1,129,179	\$1,296,502	1
2	\$37,346	\$3,743	\$22,000	2 Previously levied taxes estimated to be received	\$22,000	\$22,000	\$22,000	\$22,000	2
3	\$4,581	\$5,869	\$4,800	3 Interest	\$8,000	\$8,000	\$8,000	\$8,000	3
4	\$0	\$0	\$58,753	4 Transferred IN, from other funds	\$205,582	\$205,582	\$205,582	\$260,660	4
5				5 OTHER RESOURCES					5
6	\$93,170	\$73,909	\$67,000	6 State Mass Transit Payroll Distribution	\$70,000	\$70,000	\$70,000	\$65,000	6
7	\$251,603	\$168,596	\$160,000	7 State Timber Revenue	\$220,000	\$220,000	\$220,000	\$220,000	7
8	\$9,940	\$10,109	\$10,520	8 Rentals	\$10,500	\$10,500	\$10,500	\$10,500	8
9	\$257,327	\$319,280	\$273,000	9 Fares	\$280,000	\$280,000	\$280,000	\$280,000	9
10	\$148,145	\$89,637	\$123,900	10 IGA Contracted Service	\$130,000	\$130,000	\$130,000	\$34,000	10
11	\$113,744	\$113,740	\$0	11 ODOT (STF) State Funds	\$0	\$0	\$0	\$0	11
12	\$105,515	\$110,928	\$61,473	12 ODOT - \$5310 Preventative Maintenance/MM	\$88,750	\$160,606	\$160,606	\$160,606	12
13	\$469,009	\$451,303	\$455,656	13 ODOT - \$5311 Operations	\$455,657	\$455,657	\$455,657	\$455,657	13
14	\$0	\$0	\$0	14 ODOT - \$5339 Bus & Bus Facilities	\$174,250	\$174,250	\$174,250	\$0	14
15	\$68,618	\$274,819	\$75,133	15 Mobility Management	\$0	\$0	\$0	\$0	15
16	\$80,165	\$63,224	\$58,985	16 ODOT - Transportation Options	\$86,577	\$86,577	\$86,577	\$86,577	16
17	\$0	\$3,000	\$24,000	17 ODOT - \$5305 Feasibility Study	\$0	\$0	\$0	\$0	17
18	\$0	\$0	\$0	18 ODOT - Special Transportation Program (STP)	\$457,623	\$457,623	\$457,623	\$0	18
19	\$1,570	\$3,891	\$12,900	19 Commissions/Proceeds	\$16,100	\$16,100	\$16,100	\$16,100	19
20				20 5310 PM				\$24,000	20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	\$2,380,475	\$2,830,480	\$2,698,251	29 Total resources, except taxes to be levied	\$3,354,218	\$3,426,074	\$3,426,074	\$2,939,602	29
30			\$870,000	30 Taxes estimated to be received	\$940,000	\$940,000	\$940,000	\$940,000	30
31	\$925,600	\$932,677		31 Taxes collected in year levied					31
32	\$3,306,075	\$3,763,157	\$3,568,251	32 TOTAL RESOURCES	\$4,294,218	\$4,366,074	\$4,366,074	\$3,879,602	32

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

REQUIREMENTS SUMMARY

**FORM
LB-30**

General Fund

1	Historical Data			REQUIREMENTS FOR: Public Transportation Services	Budget For Next Year 2018-2019			Proposed Supplemental	
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
1				1	PERSONNEL SERVICES				
2	\$1,156,517	\$1,120,746	\$1,221,315	2	Wages	\$1,236,000	\$1,239,798	\$1,239,798	\$1,538,229
3	\$134,582	\$146,057	\$145,195	3	Payroll Taxes/Worker's Comp	\$123,500	\$123,500	\$123,500	\$181,372
4	\$267,927	\$259,858	\$358,025	4	Benefits	\$321,100	\$321,100	\$321,100	\$358,002
5				5					
6				6					
7				7					
8	\$1,559,026	\$1,526,661	\$1,724,535	8	TOTAL PERSONNEL SERVICES	\$1,680,600	\$1,684,398	\$1,684,398	\$2,077,603
9	31.5	37.3	35.0	9	Total Full-Time Equivalent (FTE)	34.2	34.2	34.2	36.4
10				10	MATERIALS AND SERVICES				
11	\$723	\$5,747	\$2,200	11	Provider Services	\$0	\$0	\$0	\$0
12	\$22,922	\$17,776	\$28,652	12	Audit	\$30,000	\$30,000	\$30,000	\$16,750
13	\$0	\$3,787	\$4,200	13	Advertising	\$3,500	\$3,500	\$3,500	\$1,000
14	\$3,027	\$3,221	\$3,341	14	Bank Fees	\$2,000	\$2,000	\$2,000	\$2,000
15	\$31,264	\$33,304	\$31,878	15	Building Grounds and Maintenance	\$39,500	\$39,500	\$39,500	\$39,500
16	\$0	\$0	\$0	16	Building Lease	\$36,000	\$36,000	\$36,000	\$5,700
17	\$12,053	\$39,586	\$78,172	17	Computer Information Technology Services	\$79,000	\$79,000	\$79,000	\$149,350
18	\$24,619	\$14,523	\$24,084	18	Conferences, Training, and Travel	\$24,000	\$27,000	\$27,000	\$19,000
19	\$1,428	\$1,652	\$5,000	19	Drug and Alcohol Testing/Background Checks	\$2,500	\$2,500	\$2,500	\$2,500
20	\$18,584	\$27,268	\$19,143	20	Dues/Subscriptions/Fees	\$23,500	\$23,500	\$23,500	\$25,500
21	\$17,953	\$11,589	\$64,400	24	Small Equipment/Tools	\$15,000	\$15,000	\$15,000	\$15,000
22	\$5,451	\$5,652	\$5,500	21	Equipment Lease	\$3,000	\$3,000	\$3,000	\$2,300
23	\$11,204	\$8,499	\$40,000	22	Education/Outreach	\$10,000	\$30,000	\$30,000	\$12,500
24	\$6,002	\$6,964	\$9,880	23	Employee Recognition	\$10,000	\$10,000	\$10,000	\$5,000
25	\$0	\$6,908	\$0	25	Election Fees	\$4,500	\$5,500	\$5,500	\$5,500
26	\$97,112	\$120,594	\$252,472	26	Fuel	\$212,442	\$230,000	\$230,000	\$212,675
27	\$30,265	\$70,851	\$61,479	27	Insurance (Property/Vehicle/Liability/Cyber)	\$85,000	\$85,000	\$85,000	\$85,000
28	\$804	\$791	\$800	28	Legal Ads	\$800	\$800	\$800	\$800
29	\$861	\$2,216	\$6,400	29	Legal Counsel	\$2,000	\$3,000	\$3,000	\$73,000
30	-\$108	\$2,063	\$1,760	30	Meeting Expense	\$2,000	\$2,000	\$2,000	\$1,000
31	\$948	\$0	\$0	31	Advertising	\$0	\$0	\$0	\$0
32	\$15,168	\$12,296	\$17,352	32	Office Supplies	\$15,000	\$15,000	\$15,000	\$15,000
33	\$1,855	\$1,719	\$2,128	33	Payroll Processing Fee	\$2,000	\$2,000	\$2,000	\$7,000
34	\$12,132		\$0	34	Pass Through STF	\$0	\$0	\$0	\$0
35	\$15,765	\$10,345	\$33,800	35	Printing	\$15,000	\$20,000	\$20,000	\$10,000
36	\$7,577	\$28,049	\$42,240	36	Professional Services	\$10,000	\$15,000	\$15,000	\$19,000
37	\$230	\$283	\$330	37	Taxes/Licenses	\$4,000	\$500	\$500	\$500

150-504-030 (Rev 10-16)

REQUIREMENTS SUMMARY

**FORM
LB-30**

General Fund

	Historical Data			REQUIREMENTS FOR: Public Transportation Services	Budget For Next Year 2018-2019			Proposed Supplemental		
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
	MATERIALS AND SERVICES									
38	\$27,669	\$23,111	\$30,702	38	Telecommunications/Internet	\$54,000	\$54,000	\$54,000	\$54,000	38
39	\$2,776	\$3,306	\$10,924	39	Uniforms	\$5,000	\$5,000	\$5,000	\$5,000	39
40	\$18,377	\$19,518	\$20,796	40	Utilities	\$20,000	\$30,000	\$30,000	\$20,000	40
41	\$128,986	\$103,225	\$120,000	41	Vehicle Maintenance and Repair	\$140,000	\$140,000	\$140,000	\$182,675	41
42	\$515,647	\$584,843	\$917,633	42	Total Materials and Services	\$849,742	\$908,800	\$908,800	\$987,250	42

150-504-030 (Rev 10-16)

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

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-2019			Proposed Supplemental
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11	\$0	\$346,650	\$28,000	11 CAPITAL OUTLAY	\$837,455	\$837,455	\$837,455	\$122,455
12				12				
13	\$0	\$346,650	\$28,000	13 TOTAL CAPITAL OUTLAY	\$837,455	\$837,455	\$837,455	\$122,455
14				14 DEBT SERVICE				
15	\$95,853	\$104,421	\$112,317	15 Debt Service Principal	\$120,158	\$120,158	\$120,158	\$120,158
16	\$26,451	\$20,574	\$15,406	16 Debt Service Interest	\$7,506	\$7,506	\$7,506	\$7,506
17				17 Debt Service Fee	\$175	\$175	\$175	\$175
18	\$122,304	\$124,995	\$127,723	18 TOTAL DEBT SERVICE	\$127,839	\$127,839	\$127,839	\$127,839
19				19 Prior Period Adjustment				
20	\$8,891	\$0	\$0	20 Prior Period Adjustment				
21				21				
22	\$8,891	\$0	\$0	22 TOTAL PRIOR PERIOD ADJUSTMENTS	\$0	\$0	\$0	\$0
23				23 INTERFUND TRANSFERS				
24	\$50,000	\$0	\$88,500	24 To Capital Reserve Fund	\$73,582	\$123,582	\$123,582	\$40,455
25			\$15,708	25 To Special Transportation Fund (STF)	\$0	\$0	\$0	\$0
26				26				
27				27				
28				28				
29	\$50,000	\$0	\$104,208	29 TOTAL INTERFUND TRANSFERS	\$73,582	\$123,582	\$123,582	\$40,455
30			\$200,000	30 OPERATING CONTINGENCY	\$175,000	\$160,000	\$160,000	\$0
31	\$181,195	\$471,645	\$459,931	31 Total Requirements NOT ALLOCATED	\$1,213,876	\$1,248,876	\$1,248,876	\$290,749
32	\$2,074,673	\$2,111,504	\$2,642,168	32 Total Requirements for ALL Org.Units/Programs within fund	\$2,530,342	\$2,593,198	\$2,593,198	\$3,064,853
33			\$0	33 Reserved for future expenditure	\$0	\$0	\$0	
34	\$1,050,208			34 Ending balance (prior years)				
35			\$466,152	35 UNAPPROPRIATED ENDING FUND BALANCE	\$550,000	\$524,000	\$524,000	\$524,000
36	\$3,306,076	\$2,583,149	\$3,568,251	36 TOTAL REQUIREMENTS	\$4,294,218	\$4,366,074	\$4,366,074	\$3,879,602

RESOURCES
Special Transportation Fund (STF)

Sunset Empire Transportation District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-2019			Proposed Supplemental	
	Actual		Adopted Budget This Year Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
			\$0	1 Available cash on hand* (cash basis) or	\$66,664	\$66,664	\$66,664	\$66,664	1
2				2 Net working capital (accrual basis)					2
3				3 Previously levied taxes estimated to be received					3
4				4 Interest					4
5			\$15,708	5 Transferred IN, from other funds					5
6				OTHER RESOURCES					6
7			\$93,241	7 ODOT-STF Formula Grant	\$93,241	\$93,241	\$93,241	\$93,241	7
8			\$77,788	8 ODOT-STF Discretionary Grant	\$0	\$0	\$0	\$0	8
9				9					9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	\$0	\$0	\$186,737	29 Total resources, except taxes to be levied	\$159,905	\$159,905	\$159,905	\$159,905	29
30			\$0	30 Taxes estimated to be received	\$0	\$0	\$0	\$0	30
31				31 Taxes collected in year levied					31
32	\$0	\$0	\$186,737	32 TOTAL RESOURCES	\$159,905	\$159,905	\$159,905	\$159,905	32

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

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Special Transportation Fund (STF)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-2019			Proposed Supplemental
Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1			1 PERSONNEL SERVICES NOT ALLOCATED				1
2		\$68,421	2 Wages	\$69,205	\$69,205	\$69,205	\$0
3		\$26,605	3 Taxes and Benefits	\$24,000	\$24,000	\$24,000	\$0
4	\$0	\$0	4 TOTAL PERSONNEL SERVICES	\$93,205	\$93,205	\$93,205	\$0
5		2.0	5 Total Full-Time Equivalent (FTE)	2.2	2.2	2.2	
6			6 MATERIALS AND SERVICES NOT ALLOCATED				
7		\$28,708	7 Provider Payments/Bus Fares/Outreach	\$14,500	\$14,500	\$14,500	\$14,500
			Routes 15 & 101B Fuel/Maintenance	\$45,000	\$45,000	\$45,000	\$0
8		\$4,250	8 Astoria Senior Center	\$0	\$0	\$0	\$0
9	\$0	\$0	9 TOTAL MATERIALS AND SERVICES	\$59,500	\$59,500	\$59,500	\$14,500
10			10 CAPITAL OUTLAY NOT ALLOCATED				
11		\$0	11				
12			12				
13	\$0	\$0	13 TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
14			14 DEBT SERVICE				
15		\$0	15				
16			16				
17	\$0	\$0	17 TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0
18			18 SPECIAL PAYMENTS				
19		\$0	19				
20			20				
21	\$0	\$0	21 TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0	\$0
22			22 INTERFUND TRANSFERS				
23		\$58,753	23 Contribution for 101B/15 Operational Cost	\$0	\$0	\$0	\$138,205
24			24				
25			25				
26			26				
27			27				
28	\$0	\$0	28 TOTAL INTERFUND TRANSFERS	\$0	\$0	\$0	\$138,205
29			29 OPERATING CONTINGENCY	\$0	\$0	\$0	\$0
30	\$0	\$0	30 Total Requirements NOT ALLOCATED	\$152,705	\$152,705	\$152,705	\$152,705
31			31 Total Requirements for ALL Org.Units/Programs within fund				
32			32 Reserved for future expenditure				
33			33 Ending balance (prior years)				
34		\$0	34 UNAPPROPRIATED ENDING FUND BALANCE	\$7,200	\$7,200	\$7,200	\$7,200
35	\$0	\$0	35 TOTAL REQUIREMENTS	\$159,905	\$159,905	\$159,905	\$159,905

Date: June 20, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 9.a FY 2019-2020 Budget Hearing

This is the time and place set for the public hearing on the fiscal year 2019-2020 budget for SETD. Before you are the budgets that were approved by the Budget Committee on May 15, 2019. After holding the public hearing, the Board may make changes to the budgets however, if the Board wants to increase expenditures in any fund by 10% or more (or \$5,000 – whichever is greater), they must republish the amended budget summary and hold another budget hearing. This would not be possible since the budget must be adopted prior to July 1.

Staff is not recommending any changes to the budget and we recommend that the Board approves Resolution 2019-02 adopting the 2019-2020 budget as approved by the Budget Committee with no changes and making the appropriations and impose the tax levy for local government.

**RESOURCES
GENERAL FUND**

SUNSET EMPIRE TRANSPORTATION DISTRICT

(Fund)

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2019-2020		
	Actual		Adopted Budget This Year Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
1	\$1,138,432	\$1,180,008	\$1,296,502	1 Available cash on hand* (cash basis) or	\$1,200,000	\$1,200,000	1
2				2 Net working capital (accrual basis)			2
3	\$3,743	\$24,949	\$22,000	3 Previously levied taxes estimated to be received	\$24,000	\$24,000	3
4	\$5,869	\$12,448	\$8,000	4 Interest	\$10,000	\$10,000	4
5	\$0	\$58,500	\$122,455	5 Transferred IN, from other funds	\$1,177,430	\$1,083,366	5
6				6 OTHER RESOURCES			6
7	\$73,909	\$69,468	\$65,000	7 State Mass Transit Payroll Distribution	\$70,000	\$70,000	7
8	\$168,596	\$389,104	\$220,000	8 State Timber Revenue	\$346,600	\$379,144	8
9	\$10,109	\$9,856	\$10,500	9 Rentals	\$10,500	\$10,500	10
10	\$319,280	\$348,688	\$280,000	10 Fares	\$290,000	\$290,000	11
11	\$89,637	\$144,637	\$34,000	11 IGA Contracted Service	\$52,000	\$52,000	12
12	\$113,740	\$93,240	\$0	12 ODOT (STF) State Funds	\$0	\$0	13
13	\$110,928	\$48,600	\$160,606	13 ODOT - §5310 Preventative Maintenance/MM	\$138,975	\$138,975	14
14	\$451,303	\$340,760	\$455,657	14 ODOT - §5311 Operations	\$501,722	\$501,722	15
15	\$0	\$56,391	\$0	15 ODOT - §5339 Bus & Bus Facilities	\$174,250	\$174,250	16
16	\$274,819	\$53,866	\$0	16 Mobility Management	\$0	\$0	17
17	\$63,224	\$65,776	\$86,577	17 ODOT - Transportation Options	\$86,577	\$86,577	18
18	\$3,000	\$21,000	\$0	18 ODOT - §5305 Feasibility Study	\$0	\$0	19
19	\$0	\$0	\$0	19 ODOT - §5311 Special Transportation Program	\$457,623	\$457,623	20
20	\$3,891	\$2,072	\$16,100	20 Commissions/Proceeds	\$11,500	\$11,500	21
21	\$0	\$0	\$24,000	21 ODOT - §5310 Preventative Maintenance Disc.	\$12,000	\$12,000	22
22	\$0	\$0	\$0	22 GRANTS-SDAO SAFETY			23
23		\$13,568		23 Other (Laminating)	\$144	\$144	24
24				24			25
25		\$107,183		25 Prior Period Adjustment			26
26				26			27
27				27			28
28				28			29
29				29			30
30	\$2,830,480	\$3,040,114	\$2,801,397	30 Total resources, except taxes to be levied	\$4,563,321	\$4,501,801	\$0 31
31			\$940,000	31 Taxes estimated to be received	\$970,000	\$970,000	32
32	\$932,677	\$937,161		32 Taxes collected in year levied			33
33	\$3,763,157	\$3,977,275	\$3,741,397	33 TOTAL RESOURCES	\$5,533,321	\$5,471,801	\$0 34

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

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

GENERAL FUND

SUNSET EMPIRE TRANSPORTATION DISTRICT

(name of fund)

(name of Municipal Corporation)

1	Historical Data			Year to Date Current year 2018-2019	REQUIREMENTS FOR: <u>(Name of Org. Unit or Program & Activity)</u>	Budget For Next Year 2019 -2020			1
	Actual		Adopted Budget This Year 2018 - 2019			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016 -2017	First Preceding Year 2017 - 2018							
1					PERSONNEL SERVICES				1
2	\$1,120,746	\$1,237,574	\$1,541,798	\$1,288,238	2 Wages	\$1,753,503	\$1,780,614		2
3	\$146,057	\$124,403	\$141,500	\$143,657	3 Payroll Taxes/Worker's Comp	\$207,086	\$210,243		3
4	\$259,858	\$316,687	\$301,100	\$281,131	4 Benefits	\$530,867	\$539,143		4
5	\$1,526,661	\$1,678,664	\$1,984,398	\$1,713,026	5 TOTAL PERSONNEL SERVICES	\$2,491,456	\$2,530,000	\$0	5
6	37.3	35.0	34.2		6 Total Full-Time Equivalent (FTE)	43.5			6
7					MATERIALS AND SERVICES				7
8	\$5,747	\$9,404	\$0	\$5,637	8 Provider Services	\$10,000	\$10,000		8
9	\$17,776	\$33,841	\$16,750	\$3,530	9 Audit	\$17,000	\$17,000		9
10	\$3,787	\$3,025	\$1,000	\$757	10 Advertising	\$2,000	\$2,000		10
11	\$3,221	\$1,711	\$2,000	\$1,369	11 Bank Fees	\$2,000	\$2,000		11
12	\$33,304	\$52,876	\$39,500	\$34,902	12 Building Grounds and Maintenance	\$40,000	\$40,000		12
13	\$0	\$0	\$5,700	\$4,700	13 Building Lease	\$11,000	\$11,000		13
14	\$39,586	\$75,856	\$149,350	\$144,566	14 Computer Information Technology Services	\$109,000	\$109,000		14
15	\$14,523	\$24,488	\$19,000	\$17,890	15 Conferences, Training, and Travel	\$25,000	\$30,000		15
16	\$0	-\$225	\$0	\$0	16 DONATIONS/GIFTS/CONTRIB	\$0	\$0		16
17	\$1,652	\$2,765	\$2,500	\$2,000	17 Drug and Alcohol Testing/Background Checks	\$5,000	\$5,000		17
18	\$17,268	\$16,276	\$13,500	\$11,530	18 Dues/Subscriptions/Fees	\$15,000	\$15,000		18
19	\$10,000	\$10,000	\$12,000	\$12,000	19 IGA Dues and Fees	\$12,000	\$12,000		19
20	\$11,589	\$14,751	\$15,000	\$13,199	20 Small Equipment/Tools	\$60,000	\$44,000		20
21	\$5,652	\$3,020	\$2,300	\$2,197	21 Equipment Lease	\$2,700	\$2,700		21
22	\$8,499	\$18,741	\$12,500	\$3,636	22 Outreach	\$15,000	\$15,000		22
23	\$6,964	\$7,792	\$5,000	\$3,995	23 Employee Recognition	\$15,000	\$10,000		23
24	\$6,908	\$0	\$5,500	\$0	24 Election Fees	\$0	\$0		24
25	\$120,594	\$175,616	\$212,675	\$147,100	25 Fuel	\$332,000	\$332,000		25
26	\$70,851	\$79,169	\$85,000	\$45,219	26 Insurance (Property/Vehicle/Liability/Cyber)	\$65,000	\$65,000		26
27	\$791	\$883	\$800	\$756	27 Legal Ads	\$800	\$800		27
28	\$2,216	\$2,258	\$73,000	\$65,885	28 Legal Counsel	\$14,800	\$14,800		28
29	\$0	\$0	\$0	\$11,964	29 Uninsured Loss	\$15,000	\$15,000		29
30	\$2,063	\$1,120	\$1,000	\$2,484	30 Meeting Expense	\$1,500	\$1,500		30
31	\$12,296	\$15,599	\$15,000	\$10,159	31 Office Supplies	\$15,000	\$15,000		31
32	\$1,719	\$1,442	\$7,000	\$6,769	32 Payroll Processing Fee	\$500	\$500		32
33	\$0	\$4,250	\$0	\$0	33 Pass Through STF	\$0	\$0		33
34	\$10,345	\$10,589	\$10,000	\$6,723	34 Printing	\$15,000	\$15,000		34
35	\$28,049	\$43,282	\$19,000	\$20,367	35 Professional Services	\$44,000	\$54,000		35
36	\$283	\$123	\$500	\$1,977	36 Taxes/Licenses	\$2,500	\$2,500		36
37	\$23,111	\$54,419	\$54,000	\$42,241	37 Telecommunications/Internet	\$52,000	\$52,000		37
38	\$3,306	\$5,058	\$5,000	\$4,683	38 Uniforms	\$8,000	\$8,000		38
39	\$19,518	\$19,196	\$20,000	\$21,237	39 Utilities	\$30,000	\$30,000		39
40	\$103,225	\$128,046	\$137,675	\$120,813	40 Vehicle Maintenance and Repair	\$163,960	\$163,960		40
41	\$584,843	\$815,371	\$942,250	\$770,285	41 Total Material and Services	\$1,100,760	\$1,094,760	\$0	41

**FORM
LB-30**

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

GENERAL FUND

SUNSET EMPIRE TRANSPORTATION DISTRICT

(name of fund)

(name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2019 -2020		
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
1				1 CAPITAL OUTLAY NOT ALLOCATED			1
2	\$346,650	\$0	\$122,455	2 Capital Outlay	\$1,115,017	\$1,115,017	2
3				3			3
4	\$346,650	\$0	\$122,455	4 TOTAL CAPITAL OUTLAY	\$1,115,017	\$1,115,017	\$0 4
5				5 DEBT SERVICE			5
6	\$104,421	\$112,317	\$120,158	6 Principal	\$85,968	\$85,968	6
7	\$20,574	\$14,051	\$7,506	7 Interest	\$1,901	\$1,901	7
8	\$0	\$441	\$175	8 Fees	\$120	\$120	8
9	\$124,995	\$126,809	\$127,839	9 TOTAL DEBT SERVICE	\$86,088	\$86,088	\$0 9
10				10 SPECIAL PAYMENTS			10
11		\$0	\$0	11			11
12				12			12
13	\$0	\$0	\$0	13 TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0 13
14				14 INTERFUND TRANSFERS			14
15		\$0	\$40,455	15 To Capital Reserve Fund	\$50,000	\$50,000	15
16				16			16
17		\$88,500		17 TRANSFER OUT			17
18				18			18
19				19			19
20	\$0	\$88,500	\$40,455	20 TOTAL INTERFUND TRANSFERS	\$50,000	\$50,000	\$0 20
21			\$0	21 OPERATING CONTINGENCY	\$190,000	\$190,000	21
22			\$0	22 RESERVED FOR FUTURE EXPENDITURE	\$0		22
23			\$524,000	23 UNAPPROPRIATED ENDING BALANCE	\$500,000	\$405,936	23
24	\$471,645	\$215,309	\$290,749	24 Total Requirements NOT ALLOCATED	\$1,251,105	\$1,251,105	\$0 24
25	\$2,583,149	\$2,709,344		25 Total Requirements for ALL Org.Units/Programs within fund			25
26	\$1,180,008	\$1,267,931		26 Ending balance (prior years)			26
27	\$3,763,157	\$3,977,275	\$3,741,397	27 TOTAL REQUIREMENTS	\$5,533,321	\$5,471,801	\$0 27

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SPECIAL TRANSPORTATION FUND
(Fund)

SUNSET EMPIRE TRANSPORTATION DISTRICT
(Name of Municipal Corporation)

Historical Data				Current Year to Date Year 2018-2019	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 - 2020					
Actual		Adopted Budget Year 2018 - 2019	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2016 -2017	First Preceding Year 2017 -2018										
1				1	RESOURCES				1		
2	\$0	\$0	\$66,664	2	Cash on hand * (cash basis), or	\$11,005	\$11,005		2		
3				3	Working Capital (accrual basis)	\$0	\$0		3		
4				4	Previously levied taxes estimated to be received	\$0	\$0		4		
6		\$15,708		6	Transferred IN, from other funds	\$0	\$0		6		
7		\$93,241	\$93,241	\$69,931	7	ODOT-STF Formula Grant	\$93,864	\$93,864	7		
8		\$77,788	\$0	8	ODOT-STF Discretionary Grant	\$0	\$0		8		
9				9					9		
10	\$0	\$186,737	\$159,905	10	Total Resources, except taxes to be levied	\$104,869	\$104,869	\$0	10		
11				11	Taxes estimated to be received	\$0	\$0		11		
12				12	Taxes collected in year levied				12		
13	\$0	\$186,737	\$159,905	13	TOTAL RESOURCES	\$104,869	\$104,869	\$0	13		
14				14	REQUIREMENTS **				14		
15				15	Org Unit or Prog & Activity	Object Classification	Detail				
16		\$68,421	\$69,205	\$0	16	STF	Transfer	Wages	\$27,921	\$27,921	
17		\$26,605	\$24,000	\$0	17	STF	Transfer	Benefits/Taxes	\$11,966	\$11,966	
18		\$28,708	\$14,500	\$0	18	STF	Transfer	Non Profit Assistance/Outreach	\$3,000	\$3,000	
19		\$58,753	\$45,000	\$0	19	STF	Transfer	Route 15 & 101B Fuel/Maint.	\$13,960	\$13,960	
20		\$4,250	\$0	\$0	20	STF	Transfer	Astoria Senior Center			
21					21	STF	Transfer	Qstraint Training Platform (CAP)	\$10,000	\$10,000	
22					22	STF	Transfer	Mobility Lab (CAP)	\$30,017	\$30,017	
23					23						
24					24						
25					25						
26					26						
27					27						
28					28						
29		\$11,225			29	Ending balance (prior years)					
30			\$7,200		30	UNAPPROPRIATED ENDING FUND BALANCE			\$8,005	\$8,005	
31	\$0	\$197,962	\$159,905		31	TOTAL REQUIREMENTS			\$104,869	\$104,869	\$0

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

STATEWIDE TRANSPORTATION IMPROVEMENT FUND FORMULA

SUNSET EMPIRE TRANSPORTATION DISTRICT

(Fund)

(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 - 2020			
Actual		Adopted Budget Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016 -2017	First Preceding Year 2017 -2018						
1			1	RESOURCES			1
2			2	Cash on hand * (cash basis), or	\$0	\$0	2
3			3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5			5	Interest			5
6			6	Transferred IN, from other funds			6
7			7	ODOT - STIF Formula Fund Distribution	\$789,000	\$789,000	7
8			8				8
9			9				9
10	\$0	\$0	10	Total Resources, except taxes to be levied	\$789,000	\$789,000	\$0 10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	\$0	\$0	13	TOTAL RESOURCES	\$789,000	\$789,000	\$0 13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16			16	STIF	Transfer	Match for 1 Class B Bus	\$30,750 \$30,750 16
17			17	STIF	Transfer	Match for 3 Class C Buses	\$52,377 \$52,377 17
18			18	STIF	Transfer	Funds for Coordinated Plan	\$25,000 \$25,000 18
19			19	STIF	Transfer	Funds for New Shelters	\$60,000 \$60,000 19
20			20	STIF	Transfer	Wages for Added Service	\$196,544 \$196,544 20
21			21	STIF	Transfer	Materials and Services	\$105,831 \$105,831 21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			\$318,498 \$318,498 30
31	\$0	\$0	31	TOTAL REQUIREMENTS			\$789,000 \$789,000 \$0 31

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

STIF STATEWIDE TRANSIT NETWORK PROGRAM

SUNSET EMPIRE TRANSPORTATION DISTRICT

(Fund)

(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 - 2020			
Actual		Adopted Budget Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016 -2017	First Preceding Year 2017 -2018						
1			1	RESOURCES			1
2			2	Cash on hand * (cash basis), or	\$0	\$0	2
3			3	Working Capital (accrual basis)	\$0	\$0	3
4			4	Previously levied taxes estimated to be received	\$0	\$0	4
5			5	Interest	\$0	\$0	5
6			6	Transferred IN, from other funds	\$0	\$0	6
7			7	ODOT - STIF Statewide Transit Network Program Grant	\$450,000	\$450,000	7
8			8				8
9			9				9
10	\$0	\$0	10	Total Resources, except taxes to be levied	\$450,000	\$450,000	\$0
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	\$0	\$0	13	TOTAL RESOURCES	\$450,000	\$450,000	\$0
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16			16	STIF	Transfer	Personnel Services	\$140,400
17			17	STIF	Transfer	Materials and Services	\$75,600
18			18				
19			19	STIF	Transfer	Capital 2 Motorcoaches	\$153,000
20			20	STIF	Transfer	Capital E-Fare System	\$81,000
21			21				
22			22				
23			23				
24			24				
25			25				
26			26				
27			27				
28			28				
29			29	Ending balance (prior years)			
30			30	UNAPPROPRIATED ENDING FUND BALANCE			\$0
31	\$0	\$0	31	TOTAL REQUIREMENTS	\$450,000	\$450,000	\$0

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-11**

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

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2021

**CAPITAL RESERVE FUND
(Fund)**

**SUNSET EMPIRE TRANSPORTATION DISTRICT
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 - 2020			
Actual		Adopted Budget Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016 - 2017	First Preceding Year 2017 - 2018						
1			1	RESOURCES			1
2	\$100,000	\$100,000	2	Cash on hand * (cash basis), or	\$100,455	\$100,455	2
3			3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5		\$0	5	Interest			5
6	\$0	\$88,500	6	Transferred IN, from other funds	\$50,000	\$50,000	6
7		\$286,348	7	Intergovernmental-Grant			7
8			8				8
9			9				9
10	\$100,000	\$474,848	10	Total Resources, except taxes to be levied	\$150,455	\$150,455	\$0 10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	\$100,000	\$474,848	\$172,455	TOTAL RESOURCES	\$150,455	\$150,455	\$0 13
14			14	REQUIREMENTS **			14
15			15	Org. Unit or Prog. & Activity	Object Classification	Detail	15
16			16		Transfer	Accounting Software	16
17		\$58,500	17		Transfer		17
18		\$328,734	18		Capital	Purchase-buses	18
19			19		Transfer	STIF STN Match Motorcoaches	\$17,000 \$17,000 19
20			20		Transfer	STIF STN Match E-Fare	\$9,000 \$9,000 20
21			21		Transfer	HVAC	\$40,000 \$40,000 21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30		\$87,614	\$50,000	UNAPPROPRIATED ENDING FUND BALANCE			\$84,455 \$84,455 30
31	\$0	\$387,234	\$172,455	TOTAL REQUIREMENTS			\$150,455 \$150,455 \$0 31

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

RESOURCES
RIDECARE FUND
(Fund)

SUNSET EMPIRE TRANSPORTATION DISTRICT
(Name of Municipal Corporation)

	Historical Data			Year to Date Current Year 2018-2019	RESOURCE DESCRIPTION	Budget for Next Year 2019-2020			
	Actual		Adopted Budget This Year Year 2018-2019			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1	\$940,156	\$433,637	\$73,109	-\$129,442	1 Available cash on hand* (cash basis) or				1
2					2 Net working capital (accrual basis)				2
3					3 Previously levied taxes estimated to be received				3
4	\$12,242	\$7,655	\$50	\$5,235	4 Interest				4
5					5 Transferred IN, from other funds				5
6					6 OTHER RESOURCES				6
7	\$3,062,493	\$3,692,869	\$446,500	\$533,547	7 Provider Services Reimbursements				7
8	\$28	\$25,078			8 Other				8
9					9				9
10					10				10
11					11				11
12					12				12
13					13				13
14					14				14
15					15				15
16					16				16
17					17				17
18					18				18
19					19				19
20					20				20
21					21				21
22					22				22
23					23				23
24					24				24
25					25				25
26					26				26
27					27				27
28					28				28
29	\$4,014,919	\$4,159,239	\$519,659	\$409,340	29 Total resources, except taxes to be levied	\$0	\$0	\$0	29
30					30 Taxes estimated to be received				30
31					31 Taxes collected in year levied				31
32	\$4,014,919	\$4,159,239	\$519,659	\$409,340	32 TOTAL RESOURCES	\$0	\$0	\$0	32

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

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

RIDE CARE FUND

SUNSET EMPIRE TRANSPORTATION DISTRICT

(name of fund)

(name of Municipal Corporation)

Historical Data					Year to Date Current year 2018-2019	REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Year 2019 - 2020			
Actual		Adopted Budget This Year 2018 - 2019	Proposed By Budget Officer	Approved By Budget Committee			Adopted By Governing Body			
Second Preceding Year 2016 - 2017	First Preceding Year 2017 - 2018									
1					1	PERSONNEL SERVICES				1
2	\$332,112	\$318,920	\$59,350	\$58,800	2	Wages				2
3	\$32,022	\$30,983	\$5,480	\$5,270	3	Payroll Taxes/Worker's Comp				3
4	\$62,683	\$89,320	\$8,550	\$7,783	4	Employee Benefits				4
5					5					5
6					6					6
7					7					7
8	\$426,817	\$439,223	\$73,380	\$71,853	8	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	8
9	9	8	7		9	Total Full-Time Equivalent (FTE)	0			9
10					10	MATERIALS AND SERVICES				10
11	\$2,768,437	\$3,382,568	\$448,500	\$346,610	11	Provider Payments				11
12	\$4,444	\$9,982	\$1,295	\$929	12	Audit				12
13	\$468	\$352	\$0		13	Ads				13
14	\$196	\$118	\$0	\$0	14	Bank Fees				14
15	\$6,422	\$5,725	\$350	\$3,784	15	Building Grounds and Maintenance				15
16	\$20,880	\$35,085	\$3,500	\$5,950	16	Bus Passes				16
17	\$9,920	\$9,336	\$100	\$3,020	17	Computer Information Technology Services				17
18	\$942	\$1,031	\$0		18	Conferences, Training and Travel				18
19	\$2,810	\$2,416	\$60		19	Drug and Alcohol Testing/Background Checks				19
20	\$163	\$239	\$0	\$20	20	Dues/Subscriptions				20
21	\$26,215	\$165,429	\$0		21	DMAP Annual Adj/CCO Share Fund				21
22	\$7,504	\$229	\$0	\$468	22	Small Equip/Tools				22
23	\$0	\$125	\$0		23	Education/Outreach				23
24	\$27	\$772	\$100	\$194	24	Employee Recognition				24
25	\$0	\$0	\$0		25	Election Fees				25
	\$8,396	\$10,022	\$1,200			Insurance				
	\$0	\$11	\$0			Legal Ads				
	\$0	\$0	\$0			Legal Council				
	\$171	\$83	\$100			Meeting Expense				
	\$4,793	\$3,109	\$200	\$448		Office Supplies				
	\$430	\$455	\$56			Payroll Processing Fee				
	\$589	\$43	\$0			Printing				
	\$12,144	\$3,782	\$375	\$279		Professional Services				
	\$34,509	\$13,633	\$850	\$2,315		Telecommunications				
	\$0	\$0				Uniforms				
	\$8,331	\$8,062	\$873	\$1,739		Utilities				
26					26					26
27	\$2,917,791	\$3,652,607	\$457,559	\$365,756	27	TOTAL MATERIALS AND SERVICES	\$0	\$0	\$0	27
28					28	CAPITAL OUTLAY				28
29					29					29
30					30					30
31					31					31
32					32					32
33					33					33
34					34					34
35	\$0	\$0	\$0	\$0	35	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	35
36	\$3,344,608	\$4,091,830	\$530,939	\$437,609	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$0	\$0	\$0	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

RIDE CARE FUND

SUNSET EMPIRE TRANSPORTATION DISTRICT

(name of fund)

(name of Municipal Corporation)

1	Historical Data			Year to Date Current year 2018-2019	REQUIREMENTS DESCRIPTION	Budget For Next Year 2019 - 2020		
	Actual		Adopted Budget This Year 2018-2019			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
1				1	PERSONNEL SERVICES NOT ALLOCATED			1
2				2				2
3				3				3
4	\$0	\$0	\$0	\$0	4 TOTAL PERSONNEL SERVICES	\$0	\$0	\$0
5					5 Total Full-Time Equivalent (FTE)			5
6				6	MATERIALS AND SERVICES NOT ALLOCATED			6
7				7				7
8				8				8
9	\$0	\$0	\$0	\$0	9 TOTAL MATERIALS AND SERVICES	\$0	\$0	\$0
10				10	CAPITAL OUTLAY NOT ALLOCATED			10
11				11				11
12				12				12
13	\$0	\$0	\$0	\$0	13 TOTAL CAPITAL OUTLAY	\$0	\$0	\$0
14				14	SPECIAL PAYMENTS			14
15	\$157,373	\$13,200	\$0	\$13,200	15 Debt Service Principal			15
16	\$2,562	\$1,796	\$0	\$725	16 Debt Service Interes			16
	\$0	\$139	\$0	\$82	Loan Fees			
17	\$159,935	\$14,996	\$0	\$14,007	17 TOTAL DEBT SERVICE	\$0	\$0	\$0
18				18	SPECIAL PAYMENTS			18
19		\$181,716			19 DMAP - Repayment Agreement			19
20				20				20
21	\$0	\$181,716	\$0	\$0	21 TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0
22				22	INTERFUND TRANSFERS			22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28	\$0	\$0	\$0	\$0	28 TOTAL INTERFUND TRANSFERS	\$0	\$0	\$0
29				29	OPERATING CONTINGENCY			29
30				30	RESERVED FOR FUTURE EXPENDITURE			30
31				31	UNAPPROPRIATED ENDING BALANCE			31
32	\$159,935	\$196,851	\$0	\$14,007	32 Total Requirements NOT ALLOCATED	\$0	\$0	\$0
33	\$3,344,608				33 Total Requirements for ALL Org.Units/Programs within fund	\$0		33
34	\$433,637				34 Ending balance (prior years)			34
35	\$3,938,180	\$196,851	\$0	\$14,007	35 TOTAL REQUIREMENTS	\$0	\$0	\$0



**BOARD OF COMMISSIONERS
BUDGET MEETING MINUTES
MAY 15, 2019**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL:
Present: Commissioner Kathy Kleczek, Commissioner Kevin Widener, Commissioner Tracy MacDonald, Commissioner Bryan Kidder, Commissioner Pamela Alegria and Commissioner Carol Gearin and Commissioner Lylla Gaebel was excused
Committee Present: Tita Montero, Melinda Ward, Larry Taylor, Christine Lolich, Jeff Frane, Mary Ann Brandon and John Lansing joined the meeting at 12:30 PM

Staff Present- Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Paul Lewicki, Executive Assistant Mary Parker
4. ELECTION OF 2019-2020 BUDGET COMMITTEE OFFICERS-
BUDGET COMMITTEE CHAIR
Commissioner Kevin Widener moved to nominate Tita Montero for Budget Committee Chair
Melinda Ward seconded the motion
Motion passed unanimously

BUDGET COMMITTEE SECRETARY
Board Chair Kleczek nominated Maryanne Brandon as Budget Committee Secretary
Commissioner Kevin Widener seconded the motion
Motion passed unanimously
5. APPROVAL OF MAY 18, 2018 BUDGET MEETING MINUTES
Board Chair Kleczek moved to approve the May 18, 2017 Budget Committee Meeting Minutes.
Commissioner MacDonald seconded the motion
Motion passed unanimously
Commissioner Gearin abstained because she had not attended the meeting
6. BUDGET OFFICER PRESENTATION- Budget Officer Jeff Hazen reviewed the Budget Message for fiscal year 2019-2020. Jeff explained that in 2017 for the first time in history, Oregon legislator's had passed a very robust transportation plan- HB2017 which will provide a stable source of funding for public transportation. This Statewide Transportation Improvement Fund (STIF) will receive revenue from a 1/10th of 1% Employee Payroll Tax. Jeff gave an overview of each of the SETD Funds included in the Budget.
General Fund- This fund shows the largest increase in resources which is from the STIF funds, increased Timber Revenue and an increase to the 5311 grant. Total resources are projected at \$5,533,321 which is a 48% increase over the current year's budget. Jeff added that Personnel Services increased by 26% due to expansion of services. SETD entered into a labor agreement for drivers and mechanics who will receive a step increase. Medical benefit costs are increasing by 10%, dental to 1% and out of pocket will go from \$3500 to \$5000. The District will save due to the increase that employees will now pay for adding a spouse or family on their insurance and represented employees will no longer have life insurance.
Materials and Services- Covers the costs of the IT monitoring contractor, new financial software, recently added dispatch software and other District software.
Small Equipment and Tools- Increased due to the need to replace computers and IT equipment.
Fuel will be increased to cover the cost of planned service expansion.
Professional Services includes \$25,000 for a consultant to update the SETD Coordinated human Services Transportation Plan.
The implementation of the employee incentive program.

Capital Outlay shows funding for six buses and new bus shelters. STP and 5339 grants cover most of the cost for four of the buses and the other two buses along with the E-Fare are funded by STIF Statewide Transportation Network funds. A new HVAC system is included in this budget.

STF Funds will be used to purchase additional training items, building a Mobility Lab and funding part of Route 15 and Route 101B.

STIF Formula Funds will also be funding the addition of weekend service in Astoria, additional services in Warrenton, adding a summer internship route for Knappa and Jewel, adding a once a week Knappa/Svenson shopper shuttle, increased service to Knappa/Svenson including a once a week shopper shuttle, increased service to the MERTS campus, additional service in Astoria, additional service in Warrenton, adding a year round route in Seaside and adding an additional loop to Route 101 in the evening.

STIF Statewide Transit Network Program Fund will be used for the Lower Columbia Connector from Astoria to Portland and the purchase of two used motor coaches that will be used for the route. This fund will also be used to purchase the E-Fare system.

Capital Reserve Fund will provide the match for purchasing the motor coaches, E-fare and HVAC system. \$50,000 will be transferred to this fund from the General Fund.

Jeff announced that the final payments to SETD's long-term debts will be paid off in 2019-2020.

7. DISCUSSION OF 2019-2020 FUND BUDGETS- Executive Director Hazen presented the budget documents which have an extra column for the year to date expenditures for use at today's meeting.

GENERAL FUND

- i. Resources- Jeff made a correction to the transferred in amount which should be \$1,083,366. This is a \$94,000 reduction which Jeff also deducted from the ending fund balance. Jeff reviewed line items and what is transferred into the General Fund. Fares were clarified as including Job Corp students fare, Cruise Ship passengers and Cannon Beach riders. There was discussion of tracking funds and what each is being spent on. Tracy clarified that line 24 was a combination of things including scraping a bus and laminating fees. The committee was given a corrected version of the General Fund budget document.

Requirements – Jeff reviewed Personnel Services- Wages \$1,753,503, Payroll Taxes /Workman's Comp \$207,086 Benefits \$53,0867 Total of \$2,491,456 FTE 43.5. There was discussion and concerns that the proposed increase might not be enough to cover the increase in FTE's and other costs. Jeff said that non-union employees will be receiving a 2.5 % raise. Those in the bargaining unit have already received their raise. Jeff said that the Employee Recognition is an incentive program for employees to recruit new drivers and be rewarded as they continue to work. Discussion continued with concerns that the upcoming requested wage study could result in more raises, employee incentives, pay equity and other costs and there should be more of a cushion. Jeff said an increase could be made but it would have to be removed from somewhere else. There was discussion and a recommendation by the committee that personnel services be increased to \$2,530,000 which is a \$38,544 increase and was rounded to \$40,000. The committee made several suggestions and each item in Material and Services was reviewed for possible reductions to offset the proposed increase.

11:50 AM-Tita Montero called for a recess for lunch

12:32 PM- Tita Montero called the budget meeting back to order

Executive Director Hazen reported that he, Tracy and Paul had met during the recess and came up with some suggested cuts for offsetting the increase to Personnel Services. Their suggestions were:

Under Resources

LB20

Line 8 Increase Timber Revenue to \$379,144

Changes Total Resources to \$5,471,801

LB30

Small Equipment and Tools

Line 20 change to \$44,000 decrease of \$16,000

Line 35 change to \$54,000 added \$10,000

Total this page now-\$1,940,760

New Total for Requirement-\$5,471,801

Changes to Small Equipment on this page \$1,740,760

Personnel services increased by:
Increase from Timber fund \$22,544
Increase from Professional services \$10,000
Increase from Small Equipment \$16,000

Board Chair Kleczek commented that she had looked at the original approved budget from last year and we are basing this Budget on the Supplemental Budget not the original budgeted amount approved by the committee last year. Funding to advertising, marketing and outreach and other programs were severely cut back due to the Supplemental Budget which reduced services that the Budget Committee had wanted and had approved. I want you to be aware that we are basing the 2019-2020 Budget on severely reduced amounts that resulted from the Supplemental Budget so we are cutting back services.

Commissioner Kidder said he hoped that the cutbacks being made on computers was not to those that would be receiving new software because you may not be able to run the new programs on old programming. Commissioner Kidder also asked if it is more important to purchase fewer new computers and hold money aside for the employee recognition program or if you find you do not use the employee recognition fund, can the unused funds be used to purchase new computers? Jeff said yes, we can purchase computers when we want but this will give us a good rotation.

Jeff said going back to employee recognition, a suggestion was made to set aside an employee education subsidy which would be used to develop an employee education program, so we have divided the employee referral funding in half putting \$5000 towards referral and \$5000 towards employee education.

The committee discussed the time and costs needed to develop an employee education program and if funds should be used in the development of an education program or should funds be used for other programs during the development of the education program. Chair Kleczek clarified to the committee that the Board had already given direction to the Executive Director to develop a Succession Plan that includes career paths and enhancements for staff that would increase retention and employee education could be part of it. Kathy also said that when the Board has given direction then the budget committee should come up with the funding but should not be involved with the details which is up to the Executive Director and the Board.

Tita said there has been a suggestion to move \$5000 from line 23 to line 15 Conferences Training and Travel.

Jeff said that changes Line 23 to \$10,000 and line 15 to \$30,000

There was discussion about reducing meeting expenses and reserving funds to cover the cost of renting space if needed when holding Board meetings throughout county.

Special Transportation Fund- Jeff reported that this grant will be used for Route 15 and added service on the Route 101B and for the Mobility programs.

Statewide Transportation Improvement Formula Fund - Jeff said this is a new fund and we are anticipating receiving \$789,000 which will be used for match money for the purchase of buses, purchase of new shelters and increased route services.

Statewide Transportation Improvement Fund Statewide Transit Network Fund- Jeff said this is the grant to be used for the Astoria to Portland route.

Capital Reserve Fund- This fund is set aside every year to be used for capital expenses including match money used for purchasing buses.

RideCare Fund- Jeff reported that since RideCare is closed this fund will go away in 3 years.

8. PUBLIC COMMENT- None

Board Chair Kleczek moved to have the Budget Committee not to have meetings transcribed
Commissioner Gearin seconded the motion

Discussion- There was clarification that there would still be a recording of the meeting and minutes.

Motion passed unanimously

Commissioner Alegria-Suggested that line items have explanations, Larry Taylor- Looking forward to the new software, Mary Brandon-There are many free options out there for job search including Gooneville, Commissioner Widener-Thanked the volunteers on the Budget Committee for their time, Commissioner MacDonald-Thanked the Budget Committee volunteers for their time, Commissioner Kidder-There is a lot of work that goes into this budget and the Board pays a lot of attention to it throughout the year and this is a great starting point and helps the board to understand what people feelings are and what they like and don't like. It is a great process so please continue to volunteer and be on this committee. Commissioner Gearin- This is my last Budget Meeting but want to thank everyone that I have seen before and to those I have not seen, welcome and come back again. Christine Lolich- A couple of recommendations; On the General Fund Budget there were changes at the beginning of the meeting, it would have nice to have received those pages at the beginning of meeting so it would not be so confusing, and on budget line 23 page 211 there was a huge difference in the amount and that is something staff should look at in advance and be prepared why that is. Tita Montero thanked everyone for participating. Last year I asked to have the year to date included in the budget and it was but it would be nice to have the date range at the top and it would be helpful to add another column with the percentage of what has been used year to date and add another column as to what the original budget was and any changes made during the year due to a supplemental budget. Tita requested budget note sheets that would explain what was included in every line item and also somehow split out what the Board expenses are. Tita suggested that the committee looks at the smaller funds before reviewing the general fund for better understanding. Staff thanked the committee and the committee thanked staff.

9. APPROVE BUDGET-

Chair Kathy Kleczek moved that the Budget Committee of Sunset Empire Transportation District approve the Budget for the 2019-2020 Fiscal Year in the amount of \$6, 966,125.

Commissioner Widener seconded the motion

Discussion- Commissioner Alegria asked when we receive the final budget what should we do if we find a mistake how is that handled. Executive Director said bring it to the Budget Hearing.

Motion passed unanimously

Commissioner Gearin moved that the Budget Committee from Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt the taxes for the 2019-22-2020 Fiscal Year at the rate of \$0.1620 per one thousand of assessed value for the permanent tax levy.

Christine Lolich seconded the motion

Motion passed unanimously

Meeting was adjourned at 2:30 PM

Mary Parker, Recording Secretary

Budget Secretary

Date

Mission Statement

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

Date: June 20, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 9.b Cannon Beach Intergovernmental Agreement

This IGA with Cannon Beach is for the operation of the Cannon Beach Shuttle. We have been operating the shuttle under an IGA with the City for several years. I've cleaned up some of the wording from the current IGA to make it easier to read. We currently charge \$60.00 per hour and I have increased that to \$64.00 (6.67%) per hour for the first year and then \$66.00 (3.1%) for the second year to account for wage increases. We have also made an adjustment to the schedule for Route 17. We are starting the route ½ hour earlier and running it ½ later to allow for a lunch break in the afternoon.

Staff is recommending that the Board approve the IGA with Cannon Beach to operate the Cannon Beach Shuttle and authorize the Executive Director to sign the Agreement.

**INTERGOVERNMENTAL AGREEMENT
FOR THE CANNON BEACH SHUTTLE**

This agreement, when signed by all parties, is made and entered into between Sunset Empire Transportation District, 900 Marine Dr. Astoria, OR 97103, an ORS Chapter 267 entity, hereinafter referred to as “SETD” and the City of Cannon Beach, a political subdivision of the State of Oregon, P.O. Box 368, Cannon Beach, OR 97110, hereinafter referred to as “City”. This Agreement is entered pursuant to ORS Chapter 190 for the provision of augmented transportation services.

1. **Effective Date.** This agreement shall be effective as of July 1, 2019 through June 30, 2021. This agreement supersedes any and all prior agreements between the parties.
2. **General Description of Work.** This Agreement is for services generally described as the Cannon Beach Shuttle, and more particularly described in Exhibit A, Scope of Work.
3. **Reimbursement.** City agrees to provide funding to SETD for costs of performing the Scope of Work as specified in Exhibit A. Specific funding amounts and payment schedule are specified in Exhibit B, Payment for Work.

In the event services are required beyond those specified in the Scope of Work, SETD shall submit a revised fee estimate for such services, and an Agreement modification shall be negotiated and approved by all parties in writing prior to any effort being expended on such services.

4. **Exhibits.** The following exhibits are made part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – Payment for Work

Exhibit C – Insurance

5. **Execution of Work.** SETD shall always carry on the work diligently, without undo delay and fulfill all requirements herein. SETD reserves the right to temporarily suspend operations of the service due to driver shortages. SETD will notify the City if service is temporarily suspended. The passage of the Agreement expiration date shall not extinguish, prejudice, or limit either party’s right to enforce this Agreement with respect to any default or defect in performance that has not been cured.

The Agreement outlines the entire relationship between SETD and the City for purposes stated in Exhibit A, Scope of Work.

- 6. Financials and Records.** SETD shall keep proper and complete financial records and account and maintain all fiscal records related to this Agreement and the project with generally accepted accounting principles, generally accepted governmental accounting standards and State minimum standards for audits of municipal corporations. SETD acknowledges and agrees that the City and their duly authorized representatives shall have access to the financial records, documents, papers, and records of SETD which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after the Agreement expiration date. Copies of applicable records shall be made available upon written request. Payment for reasonable costs of copies is reimbursable by the City. If for any reason any part of this Agreement is involved in litigation, SETD shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Full access will be provided to SETD and its duly authorized representatives in preparation for and during litigation.
- 7. Termination, Administrative, Contractual or Legal Remedies.** This Agreement may be terminated by written mutual consent of both parties. If this Agreement is terminated prior to the end of the Agreement period, SETD shall be reimbursed for the project tasks completed through termination date as outlined in the Payment for Work, Exhibit B. If one party is suspected to be in violation of this Agreement, the non-violating party shall notify the other party in writing of the circumstances leading to this allegation. The agreement may be terminated if the violation has not been remedied with 10 days of the written notice of violation.

This Agreement may be terminated by SETD or the City for any reason with 30 days written notice to the other party.

All claims, counter claims, disputes and other matters in question between the City and SETD arising out of or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by arbitration, mediation, or other alternative dispute resolution mechanism. In the event of any dispute arising from this Agreement, each party shall pay its own separately incurred attorney's fees, expenses, and court costs, including mediatory arbitration, trial and appeal.

Notice. Notices shall be given by first class mail, postage prepaid to the following addresses:

Sunset Empire Transportation District
Office of Executive Director
900 Marine Dr.
Astoria, OR 97103

City of Cannon Beach
Office of City Manager
P.O. Box 368
Cannon Beach, OR 97110

8. Indemnity and Insurance.

- a. SETD agrees to indemnify, defend and hold harmless the City from all claims, lawsuits and actions of whatever nature brought against those parties which arise from SETD's performance or omissions under this Agreement. SETD shall not be required to indemnify the City for any such liability arising out of negligent acts or omissions of the City, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260-30.300.
- b. SETD shall provide insurance as required in Exhibit C, Insurance, naming the City as an additional insured and furnishing the City with written proof of insurance on or before commencement of this agreement.
- c. The City agrees to indemnify, defend, and hold harmless SETD from all claims, lawsuits and actions of whatever nature brought against those parties which arise from the City's performance or omissions under this Agreement. The City shall not be required to indemnify SETD for any such liability arising out of negligent acts or omissions of SETD, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260-30.300.
- d. The City shall provide insurance as required in Exhibit C.

9. Successors and Assignments. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns. After the original Agreement is executed, SETD shall not enter into any new sub agreements for any work scheduled under this Agreement or assign or transfer any of its interest in this Agreement without prior written consent of the City.

10. Compliance with Applicable Laws.

- a. SETD agrees to comply with all federal, state, and local laws, ordinances, and regulations applicable to this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.
- b. SETD shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- c. This Agreement is based on and is subject to Oregon Revised Statutes, Oregon Administrative Rules, and Federal Transit Administration Regulations such as those contained in ORS 323.455, ORS 391.830 and FTA Circular 9040.1F including all associated references and citations.

11. Federal Transit Administration Annual Certifications and Assurances. SETD agrees to comply with all applicable Federal Transit Administration Certifications and Assurances. Furthermore, SETD will submit the Annual Certifications and Assurances to ODOT on an annual basis and include all certifications required by 49 U.S.C. 5310.

12. Audit Requirements.

- a. If applicable, SETD agrees to comply with an audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, Non-profit Institutions. SETD, if affected by this requirement, shall at its own expense, submit to State Rail and Public Transit Division, 555 13th Street NE, Suite 3 Salem, OR 97301-4179, a copy of it's A-133 annual audit covering the funds under this agreement.
- b. If Applicable, SETD shall, at its own expense, submit to State Rail and Public Transit Division, 555 13th Street NE, Suite 3, Salem, OR 97301-4179, a copy of it's a-133 annual audit covering the funds expended under this Agreement and a copy of the management letter and any report that accompanies the annual audit covering the funds expended under this Agreement.

13. Severability. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

14. Force Majeure. Neither party shall be held responsible for the delay or default caused by fire, riots, acts of God, and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause or delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

15. Waiver. The failure of the City or SETD to enforce any provision of this Agreement shall not constitute a waiver by the City of that or any other provision.

16. Entire Agreement. This Agreement represents the entire understanding of the City and SETD as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein.

17. Contractor Personnel.

- a. SETD, in carrying out the services to be provided under this Agreement, is acting as an “independent contractor” and is not an employee of the City nor are any of the SETD employees employed by the City. SETD accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an “independent contractor”, SETD employees will not receive any benefits normally accruing to City employees unless required by applicable law. Furthermore, SETD is free to contract with other parties, on other matters, for the duration of this Agreement.
- b. SETD employees, volunteers or agents performing under this contract are not deemed to be employees of the City in any manner whatsoever. Employees of SETD shall not be entitled to any benefits except those provided by SETD. SETD is solely and entirely responsible for its acts and acts of its agents, employees or volunteers, and will be an Equal Opportunity Employer and follow regulations specified in the American’s with Disabilities Act.

18. Other Provisions. SETD shall protect and indemnify the City against payroll taxes or contributions imposed with respect to any employees of SETD by any applicable law dealing with pensions, unemployment compensation, accident compensation, health insurance, and related subjects. SETD shall at SETD’s own cost and expense insure each person employed by SETD the compensation provided for by law with respect to workers’ compensation and employer’s liability insurance.

19. Workers’ Compensation Coverage Requirements. SETD, its subcontractors, and all employees working under this Agreement are subject employers under the Oregon Workers’ Compensation Law and shall comply with ORS 656.017, which requires them to provide workers’ compensation coverage for all their subject workers.

THIS AGREEMENT, WHICH INCLUDES ALL ATTCHED EXHIBITS, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THE TERMS OF THIS AGREEMENT SHALL NOT BE WAIVED, ALTERED, MODIFIED, SUPPLEMENTED, OR AMENDED, IN ANY MANNER WHATSOEVER, EXCEPT BY WRITTEN INSTRUMENT. SUCH WAIVER, ALTERATION, MODIFICATION, SUPPLEMENTATION, OR AMENDMENT, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN, AND SHALL BE VALID AND BINDING ONLY IF IT IS SIGNED BY ALL PARTIES TO THIS AGREEMENT. THERE ARE NO UNDERSTANDINGS AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, REGARDING THIS AGREEMENT EXCEPT AS SPECIFIED OR REFERENCED HEREIN. CITY, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

SUNSET EMPIRE TRANSPORTATION DISTRICT

By: _____ Date: _____
Jeff Hazen, Executive Director

CITY OF CANNON BEACH

By: _____ Date: _____
Bruce St. Denis, City Manger

EXHIBIT A

SCOPE OF WORK

Task 1: Operations of Cannon Beach Shuttle

SETD shall provide augmented bus shuttle services on behalf of the City of Cannon Beach. The service area is from the City of Cannon Beach to the City of Seaside. Service is available for any purpose; services will not be prioritized. The route will not run on Thanksgiving Day, Christmas Day or New Year's Day but will run on all other SETD holidays. The shuttle will run under two schedules for the summer months, and then one schedule during the fall, winter and spring.

Weekday Summer Schedule

Beginning the Thursday prior to Sandcastle Weekend and ending the last day of September, the route, labeled Route 17, will run one schedule Monday through Friday. Route 17 route time per day is 6.12 hours (6 hours, 7 minutes) plus a .33 hour (20 minute) pre- and post-inspection driver routing for a total of 6.45 hours of billable service per day. Service will begin at 10:30 am and run through 6:26 pm with a one-hour break in the afternoon. Minor changes to the route design (including stops and times) may be adjusted during this Agreement on an as needed basis. Major changes need to be in writing and signed by both parties.

Year-Round Weekend Schedule

On Saturdays and Sundays, Route 21 route time per day is 6.67 hours (6 hours, 40 minutes) plus a .33 hour (20 minute) pre- and post-inspection driver routing for a total of (7) seven hours of billable service per day. Service will begin at 9:00 am and end at 6:20 pm with a break from 12:20 pm to 3:00pm. Minor changes to the route design (including stops and times) may be adjusted during this Agreement on an as needed basis. Major changes need to be in writing and signed by both parties.

Task 2: Vehicle ownership, maintenance, and other Capital Costs.

SETD will be responsible for the provision of vehicles, fuel, insurance and maintenance costs, as well as providing complementary ADA Paratransit services along the route in accordance with state and federal requirements.

Route 17 - Cannon Beach Only Monday through Friday Fare \$1.00
 June 6, 2019 through September 3, 2019

Southbound														
Les Shirley Park	10:30 a	11:00 a	11:30 a	12:00 p	12:30 p	1:00 p	1:30 p	3:00 p	3:30 p	4:00 p	4:30 p	5:00 p	5:30 p	6:00 p
Candy Kitchen	10:32 a	11:02 a	11:32 a	12:02 p	12:32 p	1:02 p	1:32 p	3:02 p	3:32 p	4:02 p	4:32 p	5:02 p	5:32 p	6:02 p
Coaster Theater	10:33 a	11:03 a	11:33 a	12:03 p	12:33 p	1:03 p	1:33 p	3:03 p	3:33 p	4:03 p	4:33 p	5:03 p	5:33 p	6:03 p
Midtown	10:35 a	11:05 a	11:35 a	12:05 p	12:35 p	1:05 p	1:35 p	3:05 p	3:35 p	4:05 p	4:35 p	5:05 p	5:35 p	6:05 p
Surfcrest Market	10:38 a	11:08 a	11:38 a	12:08 p	12:38 p	1:08 p	1:38 p	3:08 p	3:38 p	4:08 p	4:38 p	5:08 p	5:38 p	6:08 p
Tolovana	10:39 a	11:09 a	11:39 a	12:09 p	12:39 p	1:09 p	1:39 p	3:09 p	3:39 p	4:09 p	4:39 p	5:09 p	5:39 p	6:09 p
Maier & Hemlock	10:41 a	11:11 a	11:41 a	12:11 p	12:41 p	1:11 p	1:41 p	3:11 p	3:41 p	4:11 p	4:41 p	5:11 p	5:41 p	6:11 p

Northbound														
Brailier	10:42 a	11:12 a	11:42 a	12:12 p	12:42 p	1:12 p	1:42 p	3:12 p	3:42 p	4:12 p	4:42 p	5:12 p	5:42 p	6:12 a
Wayside Inn	10:44 a	11:14 a	11:44 a	12:14 p	12:44 p	1:14 p	1:44 p	3:14 p	3:44 p	4:14 p	4:44 p	5:14 p	5:44 p	6:14 p
Yukon	10:46 a	11:16 a	11:46 a	12:16 p	12:46 p	1:16 p	1:46 p	3:16 p	3:46 p	4:16 p	4:46 p	5:16 p	5:46 p	6:16 p
RV Park	10:50 a	11:20 a	11:50 a	12:20 p	12:50 p	1:20 p	1:50p	3:20 p	3:50 p	4:20 p	4:50 p	5:20 p	5:50 p	6:20 a
Midtown	10:52 a	11:22 a	11:52 a	12:22 p	12:52 p	1:22 p	1:52 p	3:22 p	3:52 p	4:22 p	4:52 p	5:22 p	5:52 p	6:22 p
Visitor Center	10:54 a	11:24 a	11:54 a	12:24 p	12:54 p	1:24 p	1:54 p	3:24 p	3:54 p	4:24 p	4:54 p	5:24 p	5:54 p	6:24 p
Les Shirley Park	10:56 a	11:26 a	11:56 a	12:26 p	12:56 p	1:26 p	1:56 p	3:26 p	3:56 p	4:26 p	4:56 p	5:26 p	5:56 p	6:26 p

For more bus schedule information: Call 503-861-7433 press option 1 or go to www.ridethebus.org

ROUTE 21 Cannon Beach • Seaside

Fare \$1.00

Southbound Route 21

Runs Saturday and Sunday only.

Seaside Cinema	Seaside	9:00 am	9:55 am	-	11:25 am	3:00 pm	3:55 pm	-	5:25 pm
Avenue A	Seaside	9:02 am	10:00 am	-	11:30 am	3:02 pm	4:00 pm	-	5:30 pm
Candy Kitchen	Cannon Beach	9:15 am	10:15 am	10:45 am	11:45 am	3:15 pm	4:15 pm	4:45 pm	5:45 pm
Coaster Theatre	Cannon Beach	9:16 am	10:16 am	10:46 am	11:46 am	3:16 pm	4:16 pm	4:46 pm	5:46 pm
Family Market	Cannon Beach	9:18 am	10:18 am	10:48 am	11:48 am	3:18 pm	4:18 pm	4:48 pm	5:48 pm
Surfcrest Market	Cannon Beach	9:21 am	10:21 am	10:51 am	11:51 am	3:21 pm	4:21 pm	4:51 pm	5:51 pm
Tolovana	Cannon Beach	9:22 am	10:22 am	10:52 am	11:52 am	3:22 pm	4:22 pm	4:52 pm	5:52 pm
Maier & Hemlock	Cannon Beach	9:24 am	10:24 am	10:54 am	11:54 am	3:24 pm	4:24 pm	4:54 pm	5:54 pm

Northbound Route 21

Runs Saturday and Sunday only.

Brailier	Cannon Beach	9:25 am	10:25 am	10:55 am	11:55 am	3:25 pm	4:25 pm	4:55 pm	5:55 pm
Wayside Inn	Cannon Beach	9:27 am	10:27 am	10:57 am	11:57 am	3:27 pm	4:27 pm	4:57 pm	5:57 pm
Yukon	Cannon Beach	9:29 am	10:29 am	10:59 am	11:59 am	3:29 pm	4:29 pm	4:59 pm	5:59 pm
RV Park	Cannon Beach	9:33 am	10:33 am	11:03 am	12:03 pm	3:33 pm	4:33 pm	5:03 pm	6:03 pm
Midtown	Cannon Beach	9:35 am	10:35 am	11:05 am	12:05 pm	3:35 pm	4:35 pm	5:05 pm	6:05 pm
Visitor Center	Cannon Beach	9:37 am	10:37 am	11:07 am	12:07 pm	3:37 pm	4:37 pm	5:07 pm	6:07 pm
Seaside Hospital	Seaside	9:50 am	-	11:20 am	-	3:50 pm	-	5:20 pm	-
Seaside Cinema	Seaside	9:55 am	-	11:25 am	-	3:55 pm	-	5:25 pm	-
McDonald's	Seaside	-	-	-	12:20 pm	-	-	-	6:20 pm

EXHIBIT B

SETD COMPENSATION

B.1 Basis of Compensation. The City shall compensate SETD for the services as described in the Scope of Services, as defined in Exhibit A. The compensations to be paid for these services to SETD shall be based on a reimbursement cost of \$64.00 per hour for year one of this agreement and \$66.00 per hour for year two of this agreement. SETD will provide all the information necessary for the required quarterly reports to be submitted to the State.

B.2 Payment for Services. SETD shall submit monthly billing invoices to the City. Invoices shall be submitted to the City on or before the fifteenth of the month for services incurred during the previous month. The City shall be allowed thirty (30) days from the date the invoice is received to reimburse SETD, provided that the work performed is acceptable to the City. Upon receipt of the invoice, the City shall review the documentation submitted and may request additional information. If the City does not request additional information within fifteen (15) days after receipt of the invoice, the invoice shall be deemed approved and payment of moneys shall be made. In the event the City request additional information from SETD, the City shall have fifteen (15) days from the date of receipt of the additional information to review the information. If SETD has provided the information requested, the invoice shall be deemed approved and payment of moneys shall be made. In the event SETD does not provide the information requested within thirty (30) days, the City may deny the invoice or approve only the portion of the invoice which has been documented satisfactorily.

The parties acknowledge and understand that the following reductions from monthly cost shall apply to the term of the Agreement only and not on any renewals or extensions going forward, unless mutually agreed upon by the parties:

B.2.A Fare Box Revenues. Fare box revenues shall be deducted from the monthly invoice.

B.2.B Reduction in Invoice for Seaside Streetcar Days. Notwithstanding the terms of this Agreement, on days when SETD is providing service in Seaside with the Streetcar with no cost to the City of Seaside, SETD shall not charge the City for the services provided under this Agreement.

B.3 Changes to the Scope of Project. The City and SETD agree with the terms and conditions of this Agreement that if the scope of the project is changed materially, SETD shall request in writing, before services are provided, an appropriate change in the amount of compensation.

B.4 Suspension or Abandonment of Project. If the Project is suspended or abandoned, SETD shall be compensated for all services performed prior to receipt of written notice from the City of such suspension or abandonment. If the Project is resumed after being suspended, SETD's compensation shall be reviewed with the City and an adjustment made for the cost of restarting the project before work continues.

EXHIBIT C

INSURANCE PROVISIONS

During the term of this Agreement, SETD shall maintain in force at its own expense, each form of insurance noted below:

C.1 Workers' Compensation. Required of contractors with one or more workers, as defined by ORS 656.027. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

C.2 Employer's Liability. Employer's liability insurance with a combined single limit or equivalent of not less than \$500,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services provided under this Agreement.

C.3 General Liability. Broad form comprehensive general liability insurance coverage of \$2,000,000 combined single limit bodily injury and property damage.

C.4 Automobile Liability. Automobile bodily injury (\$2,000,000 per person and occurrence) and property damage (\$2,000,000 per occurrence) liability insurance covering all vehicles that will be used to provide services through this agreement. There shall be no cancellation, material change, reduction of limits, or intent not to renew insurance coverage(s) without thirty (30) days written notice from SETD insurer(s) to the City

During the term of the Agreement, the City shall maintain in force at its own expense, broad form comprehensive general liability coverage of \$2,000,000 combined single limit bodily injury and damage.

Date: June 20, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 9.c ODOT Agreement for §5310 Program

This Agreement is for the upcoming biennium beginning on July 1st. We use this grant for mobility management and preventative maintenance on our fleet. The District utilizes local property taxes and timber sales revenue as match for this grant. We have not received the Agreement yet. The Department of Justice is doing its review and they are behind schedule on the grants. We anticipate having it in time for the Board meeting.

Staff is recommending that the Board approve the ODOT Agreement and authorize the Board Chair to sign it.

Date: June 27, 2019

To: Board

From: Mary Parker

Re: Request for Bus Shelter at Sunset Beach Stop

Robert MacAmey from Sunset Beach has called SETD twice and came to the Transit Center to request that he be able to speak at a Board Meeting about the need of a bus shelter at Sunset Beach. He and others are volunteering their time to clean up the small county park near where the bus stops and feel there is a need for a stop at that location.

Date June 27, 2019

To: Board

From: Mary Parker

Re: Agenda Item 9.e

Commissioner Carol Gearin and Commissioner Lylla Gaebel will be recognized for their service while serving on the Sunset Empire Board of Commissioners.

Executive Director Report
June Board Meeting
Jeff Hazen

-Electric Bus Demo

The demo went very well. We had about 6 different drivers drive it and they had positive comments about the bus. Riders liked that it was quieter and a smooth ride.

-Pacific Power

I met with Pacific Power while on vacation along with some other providers that are either going after electric buses or have deployed them already. We learned about the various programs that Pacific Power has that could potentially assist us in our deployment of electric buses. We also learned a little about the Clean Fuels Program from ODOT. This is something I need to dive deeper into to get a better idea how we can benefit from it.

-STIF

We did receive back a few issues on the STIF plan. They were minor issues that were easily correctable, but I did push back on most of them because I had used some of the round one applications from other agencies as reference and they were not flagged on most of the issues that we had. ODOT was satisfied with my comments so we should be good with the plan.

-STIF Discretionary Grant

ODOT's STIF Selection Committee has made their recommendations for the discretionary grants available through STIF and the §5311(f). I'm pleased to report that our project for the Astoria to Portland route has been recommended for the full amount requested! This will include three round trips to Portland along with the purchase of two used motor coaches and the implementation of an electronic fare system for the District. The application from Tillamook County Transportation District on behalf of NWOTA also received a recommendation for funding. This will create the new trip planner on the website that won't have restrictions on how far out a trip can be planned. It will also allow for dial-a-ride services to be included. The recommendations are now open for public comment and they will be presented to PTAC at its meeting on July 1. PTAC will make its recommendation on the projects to the OTC. Here is the link to the recommendations:

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Disc-and-Statewide-Transit-Network-Funding-Recommendation-Report-to-PTAC-WebVersion.pdf>

-Vacation

I will be taking a few days off the week of the 24th.

-NW Point Bus

The NW Point Bus is now using our bus stops in Gearhart.

-Staff changes

Dave Peterson has been hired as our new Finance Officer and began working with Tracy on the 17th. He has an extensive municipal accounting background and he is a CPA. We look forward to introducing him to the Board. Also, to allow Dave to get up to speed in his new position, I have assigned the transit center and office operations oversight to Jason temporarily.

-NW Connector

We have made new signs for the NW Connector system to replace the OXO signs. These signs were paid for out of the NW Connector budget and not our General Fund. The coordinating committee spent several months working on the design, and we are very pleased with how they turned out. I will have the sign at the meeting to show you since I couldn't find it last month! Also, since I was on vacation, Paul attended the NWOTA meeting last week. We have been discussing marketing a lot over the last several months to try and determine how we can be effective in our marketing efforts. I was thrilled when Paul shared with me that NWOTA is going to contract with Selena Barlow, arguably the nations premiere transit marketing expert! This will give us the tools to develop a marketing plan that is a 21st century plan that will incorporate electronic marketing strategies that have been proven very effective.

-Natural Hazards Mitigation Plan (NHMP)

Paul and I met with Pam Rebar from DLCD on our hazard assessment of the District. We looked at things that we could be threatened with from tsunamis and volcanic ash and everything in between.

-Special Transportation Fund

As you will recall, the Governor's budget did not include the \$10.1 million for STF. The Joint Ways & Means Committee has been working on including it into the budget. The latest news that I received while in Salem on Monday is that there is now a budget note directing the department to merge the STF and STIF programs into a single program. It is likely that the legislature wants to carve out the \$10.1 million from STIF. When the legislature gets to sine die (no later than June 30th) we should know the final outcome. Should is the key word here. Things are obviously rather fluid right now in the Senate due to the walkout. We will have to see what ends up happening.

-Routes 11 and 12

We have begun conversations about how we are going to manage the large increase in passengers next year. We will probably have enough buses, but the problem is having enough drivers. One of our potential solutions is to obtain much larger buses to increase the capacity that a single driver could operate. I recently learned that there are a few transit agencies in the northwest that operate articulated buses and that there isn't a secondary market for their used ones when they replace them. They end up paying people to take them off of their hands. I will be reaching out to them to see if we can get a couple of them donated to us. Between sitting and standing, they can accommodate about 100 riders. They are about 60' long and they handle very well, and it will not be an issue turning into downtown Astoria.

Here is a picture if you've never seen one before:



2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +10%**
 - On-time Performance **Goal = 95% April performance was 46.7%, Tillamook was 60.4%, and Lincoln County was 62.2%.**
 - 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 = 24%**

- 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
 - Route on-time performances **Now reporting.**
 - Amenities **Added trash cans at Safeway stops and at the stop in front of Taco Bell. 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. New dispatch software, Ecolane, has been implemented for Ride Assist.**
- Website **Completed but will continue to evolve. Received 1st place in NRTAP nationwide contest. Plans to upgrade trip planner are being designed.**
- Mobile apps **Transit App Completed**
- E-fare **Moved to next year's budget as part of the STIF Discretionary Grant.**
- Credit cards **Completed**
- Electronic charging stations
- On-board wi-fi
- Improve Appearance
 - Buses **Lot attendant hired, noticeable difference. Schedule being refined.**
 - 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. New monitoring system being installed at TC.**
 - 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 **Tami has completed, she will review with me in May.**
 - Develop employee incentive programs **Gift card program in place. Rolling out recruitment incentive July 1, 2019.**
 - 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 and 2019.**
 - 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. RFQ for 4 new buses out.**
 - 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 **Part of Jason's workplan for the next biennium.**
 - 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 and FY 2020.**

Operations
June 2019 Report
Paul Lewicki

We lost one full time fixed route driver during the period and hired one part time driver. We now have two new drivers completing their training and expected to be driving routes by month end. We are working closely with HR to identify methods for attracting new driver applicants. We still face the challenge of finding and hiring 10 more drivers by October of this year to be able to implement our planned route changes and enhancements. Unfortunately, with the commencement of summers routes and shortage of drivers, we have had to put our driver supervisors back on routes to maintain our service levels. The ATU is aware and understanding of the situation.

Our Mechanic Assistant has given his notice, so we are seeking applications to fill that position. Also, our Lot Attendant is on an approved leave through this month. The loss of these two positions leaves us without a consistent bus washing program. We are exploring alternative approaches to keeping our buses clean.

We provided transportation support for the recent beach landing exercise on Sunset Beach. We carried visitors, elected officials and others from Camp Rilea to the site of the exercise at the end of Sunset Beach Road. After the four-hour exercise was completed, we transported folks back to the camp. We carried about 80 people to and from the event.

We also provided two buses to Camp Rilea for use in their exercises demonstrating the use of specially trained canines to find drugs and explosives on the buses.

Lastly, we provided transportation for four of the Astoria City Council members to do a site visit to Astoria's water supply facility in the mountains east of Astoria. One of the members used a mobility device, so we were able to provide this service without which, the visit might not have taken place.

As we continue to gain proficiency using our new dispatch software, Ecolane, for our paratransit operations, we are realizing the benefits of the system that we can expect to leverage. The system helps us to schedule more shared rides which reduces costs. Also, the scheduling of rides is managed by the system relieving our staff to work on billing, planning and other administrative tasks. Currently, we are working closely with Tillamook to identify and remove duplicate records which occurred during data migration. We will be meeting with Tillamook in July to assess our progress and identify areas in which we might improve our operations.

We have reissued the two RFQs for four new buses. The specifications for these buses were rewritten with the intent of obtaining more affordable vehicle choices. We have also completed a grant application for five additional vehicles, including two paratransit vehicles, under the 5339 (b) funds.

RIDE ASSIST
June 2019 Report
Jennifer Geisler

- RideAssist staff are still adjusting to Ecolane and the tablets. We are just coming up to two months and already see the benefits of the new system. The last six months that we used OBSS we averaged 187 rides per month for NorthWest Rides. Just for May we provided 272 Medicaid rides. We do not spend four to six hours daily on the schedule anymore, the system configures it every 10 minutes. TCTD has been a great asset in helping with minor corrections or answer questions. After six to eight months we are hopeful to be skilled in the finer points of the system and be able to utilize it more.
- May 2019, RideAssist had a total of 1202 rides for an average of 39 rides per day. There were 773 ADA rides, 13 Dial-A-Ride, 144 personal care attendants and we provided 272 Medicaid rides for NorthWest Rides.
- There were zero ride denials for ADA Paratransit.
- ADA Paratransit Report

Number of completed applications received: 9
Number of incomplete applications received: 1
Number of interview/assessments scheduled: 0
Number of interview/assessments completed: 0
Number of determinations made:
 Within 21 days: 8
 More than 21 days: 0
Determination by type:
 Unconditional: 7
 Conditional: 1
 Temporary: 3
 Not eligible: 0
Number of appeals requested: 0
Number of appeals heard: 0

RideAssist Fares Collected/Billed for May 2019

- Para-transit Fares: \$791
- Tickets Collected: \$681
- Medicaid Billed: \$4351
- Ticket books sold: \$432
- Dial-A-Ride Fares: \$16
- Billed CMH DAR \$132



Outreach and Education
June 2019 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- On going weekly training is continuing. The class size has increased and is back to about 15 students. Since it is summer the students are more interested in making longer trips. I always mention that the Tillamook Cheese Factory is very easy to travel to and it is surprising how many students from all over, including the east coast know about it and ask how to get there.

Summer Action and Schedules- The updated schedule maps are being placed in the shelters and the updated printed schedules will be here on June 24th. The Seaside and Cannon Beach Streetcar (Route 17) are running. I had new large matching magnetic information signs made for each of the routes which are placed on the sides and back of the Streetcar, so they are visible coming or going. The Summer Fun Passes are being purchased and used.

Broad Reaching Travel Magazine Ads: Our ads continue to be viewed in the Coast Magazine, Mile by Mile and Oregon Coast magazine with ongoing distribution throughout Northern California, Washington, Oregon and Idaho.



Human Resource
June 2019 Report
Tami Carlson

May 1st attended the LCHRMA seminar in Astoria. Event topic Conflict Confidence: Leading to Resolution was presented by Chris Sheesley. In this session Chris, a conflict resolver brings 26 years of experience together to help find a path back to productivity and restore relationships once becoming entangled in workplace conflict. He explained how to recognize conflicts and effectively apply antidotes to help leaders confidently and constructively resolve workplace conflict. Driver Supervisor Steve Weinert and Lawrence McDonald also attended the seminar.

Enrolled Driver Supervisors Steve Weinert and Lawrence McDonald in a Leadership and Management class at Clatsop Community College. This was two evening sessions that was an introduction to the essentials of leadership and management. How to articulate a vision; align a team; team motivation; actualize a mission; organization and navigate obstacles. Feedback from the supervisors was that the sessions were very informational and helpful in understanding supervisory duties.

Continued recruitment and interviewing for drivers resulted in the hiring of a part-time driver for fixed route, Shawn Lines. Shawn relocated to Astoria from Ohio and has his CDL. He is currently in training. Welcome Shawn! Fixed route driver Susan Drew left the district this month.

May 21st attended a Regional HR training sponsored by SDAO held in Tigard. There were four sessions: Veterans Preference presented by Spencer Rockwell, SDAO; Wage and Hour - Payroll Deductions by Judy Clark, HR Answers; Social Media - Potential Exposures by Jens Jensen, SDAO; Workplace Harassment by Pam Bowles, City County Insurance Services. All sessions were very informational in human resource management. Monica Harrison, SDAO HR Manager hosted the event. Monica is the main contact for the SDAO HR Alliance, a group of professionals that provide HR services to districts through networking and collaboration. SETD is enrolled in this free service and I as HR have used the service. Great resource!

May 22nd at the monthly driver's meetings I gave a presentation regarding health benefits by Regence for new plan year 2019-20. This year SDIS is promoting the use of mail order for ongoing prescriptions, in-network providers and services and MDLive, an online telemedicine service with no co-pay. I presented two short videos about MDLive – How to sign up and how the service works.

May 24th attended the monthly Safety Committee meeting held at the Seaside Transit office. Dates for Emergency Plan Subcommittee meeting established, June (quarterly) facility safety inspections were assigned, updates on safety grant and first aid/CPR/AED training were discussed.

Tracy Lofstrom, F.O./Grant Admin. announced she will be leaving in July. Job listings have been posted this month for recruitment.

SETD is seeking a part-time CSR for the Astoria Transit Center and Seaside Transit Office. Interviews have begun with few applicants. Continued recruitment until position is filled.

Other projects – Continued updating of job descriptions and pay equity plan; continued set-up of HR module in the new Acufun program; online SafePersonnel trainings assigned.

Mobility Manager
June, 2019 Mobility report
Jason Jones

- In the month of May Mobility Management held a Transit Engagement with students from Astoria High School and helped Seaside High School plan and then take a field trip to Walmart. I also continue following up with past trainees hoping to find that they are using the bus on a regular basis. I plan to show the percentage of those trainees actually riding routes in a future update when my data matures more.
- I had 2 travel trainings in May and 5 instances where further training of a past trainee was necessary. The continuance of training is very important as I have found that some of the information from the first instance may not land well and follow up is helpful.
- I have reached out to 2 local agencies in hope that I could provide Travel Training or Transit Engagement for their members. I hope by July that I will have an opportunity to hold a class at either NWSDS in Warrenton or Community Action in Astoria.
- The Veterans Enhanced Transportation Program (VETP) provided 29 trips to our local Veterans. I went on another ride along this month to provide support to our driver and to help educate the Veteran on the bus. I was thankful that I had the time to hold this meeting in a vehicle as he was being transported by our volunteer because he noted that he would not have reached out otherwise. I have learned just how valuable it is to have our Veteran Volunteer driver as most of the Veterans we serve would rather be helped by another Veteran.
- I continue to work with our Transportation Options staff to help in any areas that can move the program further into progress. Working closely with Matthew has allowed me to have a better understanding of the areas that we need to work on to improve the communities' understanding of the program as well as understanding the things we are doing well so as to not lose focus on moving forward. Though at times it can be time consuming working with Matt is rewarding.
- I have been in contact with representatives from the Lower Hispanic Council in order to plan for my involvement with an outreach event happening in June. I'm excited to be a part of this event as I look forward to showing that SETD is accessible to those that do not speak English as their primary language.