



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
THURSDAY MARCH 28, 2019
5:30 PM
Seaside City Hall, 989 Broadway Seaside, OR**

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. EXECUTIVE SESSION ORS 192.660 (2)(d) “to conduct deliberations with persons designated by the governing body to carry on labor negotiations”
5. PUBLIC COMMENT (3 minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. OLD BUSINESS
10. NEW BUSINESS
 - a. Appointment of Budget Officer FY 2020
 - b. Approval of Budget Meeting Dates
 - c. Financial Software Purchase
 - d. Statewide Transportation Improvement Fund Project Recommendations
 - e. Executive Director Travel FY 2020
 - f. Commissioner Job Description
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. PUBLIC COMMENT (3 minute limit)
15. OTHER ITEMS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
MARCH
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

MARCH

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
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
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
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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
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 Meeting Minutes
February 28, 2019
Draft**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald and Commissioner Pamela Alegria
Commissioner Carol Gearin was excused.
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Mobility Manager Jason Jones, Paratransit Supervisor Jennifer Geisler, Driver Supervisor Steve Weinert, Executive Assistant Mary Parker
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- No comments
5. APPROVAL OF THE JANUARY 24th and January 30th BOARD MINUTES-
Gaebel moved to approve the January 24th Board Minutes
Kidder seconded the motion
Discussion- Kleczek noted under Employee Recognition that the Board also thanked Jennifer for her services to the District and under 6c. “ha” should be “he”.
Motion passed unanimously

Gaebel moved to approve the January 30th Board Minutes
Alegria seconded
Discussion-None
Kidder abstained due to his not being present at the January 30th meeting.
Motion passed.
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Nothing to report.
 - b. Commissioner Widener- Nothing to report
 - c. Commissioner MacDonald- Nothing to report
 - d. Secretary/Treasurer Gaebel- Nothing to report
 - e. Vice Chair Kidder- Reported he has been on the Board for a year and appreciates everyone’s patience and is looking forward to the upcoming Board Retreat as an opportunity to look at becoming a leader in transportation thought and discussion not just in services.
 - f. Chair Kleczek- Reported that her report is included in the SDAO report she will be giving later.
7. FINANCIAL REPORTS FOR JANUARY 2019
Executive Director Hazen reviewed the Financial and Exceptions Report as presented in the Board Pack. Hazen reported that YTD salaries and wages are over budget, but he had talked with Tracy and she has found that salaries for Route 101B and Route 15 should have been moved by a journal entry to the STF Fund which is budgeted for \$93,000. Once this is completed it will take care of the personnel costs being over budget. Commissioner Kidder asked if we had just heard about this. Hazen said yes and it will now be done quarterly. Commissioner Kidder commented it would have been nice to have known about this a quarter ago because we paid a lot of attention to this and made adjustments based on that and now, we have discovered it is an accounting mechanism that we just weren’t using. Commissioner Alegria asked what the brake campaign was under 8170. Paul Lewicki said that this was an overall brake inspection, replacement or repair on entire fleet. Chair Kleczek asked why we are over on utilities because we had budgeted to cover any increases.
Commissioner Gaebel moved to accept the January Financials as presented

Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously

8. OLD BUSINESS-

- a. Line of Credit Update- Executive Director Hazen contacted David Ulbricht at SDAO and will be working with him to set up a line of credit with an interest rate of 3.28% instead of 5.5% at Clatsop Bank
- b. Budget Committee Update- Executive Director Hazen reported that the Budget Committee had 4 members whose terms have expired: Melinda Ward, Tita Montero, John Lansing and Jeff Frane. They have all indicated they would like to serve on the Budget committee for a second term. Hazen also said that we did not fill position #7 last year so we sent out public notification of the vacancy and Larry Taylor was the only applicant. Staff is recommending that the Board appoint Melissa, Tita, John and Jeff for another 3-year term for fiscal year 2020 thru 2022 budgets and appoint Larry Taylor to fill position #7 and complete the unexpired term of fiscal 2020 and 2021.
Commissioner Kidder moved to reappoint Melissa Ward, Tita Montero, John Lansing and Jeff Frane to the Budget Committee for 3 year terms and appointing Larry Taylor to position #7 for the unexpired term.
Commissioner MacDonald seconded the motion
Discussion- Commissioner Gaebel commented that John Lansing had problems attending the meetings last year and she had concerns with that.
Motion passed unanimously
- c. Mozy Update- Executive Director Hazen said we had previously reported that we had paid Mozy for backup service all along, but they had stopped doing them. In the investigation by our attorneys for legal remedies, it was discovered that we had actually received numerous communications and warnings from Mozy which we did not respond to. Hazen said he disengaged the attorneys and disciplinary action was taken. Hazen said under the new Ifocus contract, he and Tracy will receive notifications if there are problems with back up.

9. NEW BUSINESS

- a. Presentation on Special Transportation Improvement Fund (STIF)- Executive Director Hazen gave a power point presentation on the process, qualifications and distribution details of the new STIF funding.
- b. 5310 Recommendation from Transportation Advisory Committee- Mobility Manager Jason Jones reviewed the projects that SETD is submitting for the 5310 funds which has been recommended for approval the Transportation Advisory Committee.
Commissioner Kidder moved to approve the 5310 recommendation by the TAC
Commissioner Widener seconded the motion
Discussion- Commissioner Alegria asked about the Flag Stop locations. Steve Weinert said a we do have designated flag stops on Marine Drive however if a rider flagged us down at a different location, we would pick them up if it was safe and let the rider know where the actual flag stops are. Executive Director Hazen said we are currently working on adding signage to our stops. Paul Lewicki also said riders can find out where our flag stops are from the schedules, web or from staff.
Motion passed unanimously
- c. Special Transportation Fund recommendation from Transportation Advisory Committee- Mobility manager Jason Jones reviewed the projects that SETD is submitting for the STF funding from the list included in the Board Pack and recommended by the Transportation Advisory Committee. There was discussion about the STF process of approval and not having time to review or being able to read what

has been presented and that commissioners need to let staff know if they need to have Board Pack documents enlarged or changed so that they can read them.

Commissioner Kidder moved to approve the STF recommendation by the Transportation Advisory Committee

Commissioner Gaebel seconded the motion

Discussion- Commissioner Kidder commented that as a Board representative on the TAC we did go into a lot of detail talking about each one of these projects and a lot of good hard questions were asked and I do not think the expectation from the TAC was that it be rubber stamped by any means. Chair Kleczek asked how he came up with the timeline for project. Jason said one he gets the training equipment here the training will be training drivers that have already been trained.

Motion passed unanimously

- d. Statewide Transportation Improvement Fund (STIF) Discretionary Grant- Executive Director Hazen reviewed the 4 applications that were submitted for the STIF Grant and included in the Board pack. Hazen prepared a summary of the applications for the Board as listed below. TAC reviewed and discussed each of the applications at their February meeting.

Columbia County Rider

-Longview/Kelso Intercity Service: Project continues the route from Rainier to Kelso five days a week and expands it to four trips per day.

-GPS/Online Tracker System: Project will implement the bus tracking system Swiftly that TCTD, SETD, and Lincoln County Transit utilize to track bus location and allow for riders to use the Transit App to see when the bus will arrive at the bus stop that they are at.

Sunset Empire Transportation District

-Astoria/Portland Intercity Service: Project continues the route from Astoria to Portland seven days a week and expands it to three trips per day. SETD will operate the entire route utilizing two used motor coaches that are proposed in the application. SETD will continue to connect with CC Rider at Rainier for riders going to Longview/Kelso.

Tillamook County Transportation District on behalf of NWOTA

-NWOTA Website Trip Planner Enhancement Project: Project will provide an enhanced trip planner that will replace the current version that is driven by Google and has limitations. It will not restrict a rider's ability to plan a trip to 60 days out. It will also prioritize the NW Connector Routes and incorporate services available for Dial-a-ride to close the first/last mile options.

The Transportation Advisory Committee recommended "fund" on all four applications to ODOT.

- e. Report from Special Districts Association of Oregon 2019 Conference- Chair Kleczek prepared a report of the most important or inciteful information from the sessions she attended and also said she thought the SDAO Conference site was still up which has complete information if anyone wants a copy. Kleczek said it was a great conference she had a great time and is looking forward to using some of the information in our upcoming retreat and some of the insights she got especially in Board Training and Goal Setting.
- f. Executive Director Evaluation Process- Human Resources
Tami Carlson reported that per SETD Policy, the Board conducts an annual performance evaluation of the Executive Director, determining goals and objectives to reaffirm the SETD mission, strategic direction and future of the District. A subcommittee which includes the Board Chair, Vice Chair and Secretary/Treasurer oversee the evaluation process. The Board will be determining the appropriate compensation package based on the Executive Director's evaluation. Chair Kleczek reported that the Evaluation Committee has met and updated the Executive Director Evaluation forms which will go out to all employees on March 4th and are due back on March 12th and are kept confidential.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen reviewed his report. Hazen added that the Cannery Pier Hotel wanted to give us a double decker bus, but it needed a lot of work which we do not have the capacity to take on. Paul has been working with Parole and Probation to create a bus turnout for riders in that area. Hazen said he will be going to a ZEBRA meeting in California next week and Senator Merkley or his staff will be attending. Chair Kleczek asked if there is going to be a Rae Goforth bus stop in Union Town? Executive Hazen said he would let the Board know when he has more information.

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

13. PUBLIC COMMENT- None

14. OTHER ITEMS-

Meeting was adjourned at 11:00 AM

Mary Parker, Recording Secretary

Date _____

Secretary Treasurer Lylla Gaebel

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at:
www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- February 2019

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

NOTE on Reviewing Financials: Month 8 = 66.6% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,069,936 (\$190,248 more than budget), 89% of annual budget and 101.1% of monthly budget. YTD Total Materials & Services was \$637,481 (\$20,961 less than budget), 79% of annual budget and 96.8% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$10,511, \$6,514 less than monthly budget and \$8,996 less YTD.
- 4015 Paratransit Fares: Revenues for the month were \$3,888, \$395 less than monthly budget and \$2,206 more YTD.
- 4090 Donations/Commissions: Under budget YTD by \$3,202.
- 4100 Contract Service-IGA: Cannon Beach billing for December-February was billed in the amount of \$9,832. \$20,244 better than YTD.
- 4205 Property Taxes: \$6,414 in was received during February. \$27,932 over budget YTD.
- 4250 Timber Sales: Payment of \$48,142 was received. \$80,794 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 \$343.75 was received on June 5, 2018
- 4300 Interest: November interest for General Fund was \$1,279. RC interest was \$657.
- 4310 Misc. Income: \$21 for laminating.
- 5000 Grants-Quarter 2 Reimbursements were received in the amount of \$202,320. \$25,969 more than budgeted. YTD \$7,757 less than budgeted.

Expense

- 6005 Salaries & Wages: Over budget for the month \$15,354. \$5,164 was an employee final check and vacation payout. Compare to 2018: Wages \$84,752 for 2018 and \$101,495 for 2019; OT \$1,540 for 2018 and \$5,496 for 2019; Sick \$2,569 for 2018 and \$4,434 for 2019; Vacation \$1,192 for 2018 and \$10,384 for 2019; Holiday \$4,384 for 2018 and \$5,569 for 2019 for a total of \$32,941 more than same period last year. YTD over by \$39,314.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for February was \$351.
- 8020 Bldg & Grounds Maint: Under budget for the month by \$1,770 and over budget YTD \$5,293.
- 8031 Website/On-line SW Sub: \$466 for email accounts. \$199 under budget for the month and over budget YTD \$14,850. \$15,883 is for the EcoLane software we are sharing with Tillamook.
- 8045 Drug/Alcohol/BG Checks: \$37 over budget YTD. Steady flow of new or potential new employees.

***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

FEBRUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the March 2019 Board of Commissioner's Meeting

- *SETD Expense con't*
- 8050 Dues Subscriptions & Fees: \$100 for Transportation Options membership. Over budget YTD \$498.
- 8055 Durable Equip/Small Tools: Computer hardware and iPad for Seaside office \$981. Under budget YTD \$1,798.
- 8070 Employee Recognition: Driver appreciation, retirement and employee of the year. Over budget YTD \$494.
- 8075 Fuel: Under budget \$5,229 for the month and under budget YTD \$24,019.
- 8096 Uninsured Loss: Settlement on auto claim.
- 8120 Office Supplies: Over budget for February \$169. Under budget YTD \$1,612.
- 8139 Professional Services: Over budget for month \$798. Over budget YTD \$2,407.
- 8165 Utilities: Over budget for February \$926. Over budget YTD \$2,140.
- 8170 Vehicle Maint & Repairs: Month under budget by 6,129 and over budget YTD by \$6,786.
- END

- ** Materials & Services are under budget for the month by \$6,556, M & S are still \$20,961 under budget for the year.

Follow up items:

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					(Worse)		
4000 FARES	10,511.32	17,025.00	146,077.28	155,073.00	\$ (8,995.72)	228,600.00	64%
4015 PARATRANSIT FARES	3,888.00	4,283.00	36,474.00	34,268.00	\$ 2,206.00	51,400.00	71%
4090 DONATIONS/COMMISSIONS	787.50	1,201.00	7,474.29	10,676.00	\$ (3,201.71)	16,100.00	46%
4100 CONTRACTED SERVICES-IGA	0.00	0.00	54,244.00	34,000.00	\$ 20,244.00	34,000.00	160%
4200 TAXES							
4205 PROPERTY TAXES	4,719.25	6,830.00	918,354.87	894,694.00	\$ 23,660.87	940,000.00	98%
4207 PRIOR YR PROPERTY TAX	1,695.04	1,795.00	19,735.23	15,634.00	\$ 4,101.23	22,000.00	90%
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	6,414.29	8,625.00	938,260.14	910,328.00	\$ 27,932.14	962,000.00	98%
4250 TIMBER SALES	48,141.97	0.00	204,991.11	124,197.00	\$ 80,794.11	220,000.00	93%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	48,630.81	45,562.00	\$ 3,068.81	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	6,080.00	5,980.00	\$ 100.00	9,020.00	67%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	\$ -	280.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	7,280.00	7,180.00	\$ 100.00	10,500.00	69%
4300 INTEREST	1,278.78	665.00	8,238.13	5,340.00	\$ 2,898.13	8,000.00	103%
4310 MISC INCOME	21.00	0.00	3,029.15	0.00	\$ 3,029.15	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	135,000.00	142,995.00	358,000.00	\$ (215,005.00)	455,657.00	31%
5003 5310 MOBILITY MGT GRANT	20,236.00	7,001.00	20,236.00	39,637.00	\$ (19,401.00)	44,630.00	45%
5004 5310 PREV MAINT GRANT	19,298.00	9,500.00	19,298.00	76,500.00	\$ (57,202.00)	115,976.00	17%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	\$ -	0.00	
5006 TRANS OPTIONS DR LESS CON	16,791.00	18,850.00	16,791.00	60,927.00	\$ (44,136.00)	86,577.00	19%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	\$ -	0.00	
5001 ODOT GRANTS - Other	3,000.00	6,000.00	343,237.00	18,000.00	\$ 325,237.00	24,000.00	1430%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 5001 ODOT GRANTS	202,320.00	176,351.00	542,557.00	553,064.00	\$ (10,507.00)	726,840.00	75%
5000 GRANTS - Other	0.00		2,750.00		\$ 2,750.00		
Total 5000 GRANTS	202,320.00	176,351.00	545,307.00	553,064.00	\$ (7,757.00)	726,840.00	75%
5080 OREGON STF FUNDS	0.00	0.00	69,930.00	0.00	\$ 69,930.00	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	274,122.86	208,910.00	2,069,935.91	1,879,688.00	\$ 190,247.91	2,322,440.00	89%
Gross Profit	274,122.86	208,910.00	2,069,935.91	1,879,688.00	\$ (190,247.91)	2,322,440.00	89%
Expense					\$ -		
1. PERSONNEL SERVICES					\$ -		
6005 SALARIES & WAGES	127,378.09	118,599.84	990,249.61	1,008,098.72	\$ 17,849.11	1,541,798.00	64%
6200 PAYROLL EXPENSES	12,102.89	10,884.62	108,158.93	92,519.21	\$ (15,639.72)	141,500.00	76%
6300 EMPLOYEE BENEFITS	30,448.77	25,091.67	242,256.58	200,733.32	\$ (41,523.26)	301,100.00	80%
Total 1. PERSONNEL SERVICES	169,929.75	154,576.13	1,340,665.12	1,301,351.25	\$ (39,313.87)	1,984,398.00	68%
2. MATERIALS & SERVICES					\$ -		
7000 VET PROVIDER PAYMENTS	351.48	0.00	4,424.16	0.00	\$ (4,424.16)	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	1,015.00	2,942.15	10,500.00	\$ 7,557.85	16,750.00	18%
8006 ADS (HR JOB POSTING)	3.00	0.00	760.42	800.00	\$ 39.58	1,000.00	76%
8010 BANK FEES	122.96	174.25	1,072.49	1,296.00	\$ 223.51	2,000.00	
8020 BLDING & GROUNDS MAINT	3,318.73	5,089.00	33,539.46	28,246.00	\$ (5,293.46)	45,200.00	74%
8030 COMP-INFO-TECH SERVICES					\$ -		
8031 WEBSITE/ON-LINE SW SUB	612.29	811.00	25,360.52	10,511.00	\$ (14,849.52)	14,290.00	177%
8032 SUPPORT SERVICES/CONTRACTS	6,139.30	6,300.00	109,310.48	109,860.00	\$ 549.52	135,060.00	81%
8030 COMP-INFO-TECH SERVICES - Other	0.00	0.00	0.00	0.00	\$ -	0.00	
Total 8030 COMP-INFO-TECH SERVICES	6,751.59	7,111.00	134,671.00	120,371.00	\$ (14,300.00)	149,350.00	90%
8035 CONF TRAINING & TRAVEL	602.15	600.00	15,974.83	17,811.00	\$ 1,836.17	19,000.00	84%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	\$ -	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	255.50	156.00	1,711.00	1,674.00	\$ (37.00)	2,500.00	68%
8050 DUES SUBSCRIPTIONS & FEES	152.50	100.00	10,914.39	10,416.00	\$ (498.39)	13,500.00	
8053 IGA - DUES AND FEES	3,000.00	0.00	9,000.00	9,000.00	\$ -	12,000.00	75%
8055 DURABLE EQUIP/SMALL TOOLS	1,656.45	295.00	10,280.53	12,079.00	\$ 1,798.47	15,000.00	69%
8061 EQUIPMENT LEASE/RENT	188.00	208.00	1,821.00	1,544.00	\$ (277.00)	2,300.00	79%
8065 EDUCATION/OUTREACH	734.91	1,530.00	2,071.89	4,186.00	\$ 2,114.11	12,500.00	17%
8070 EMPLOYEE RECOGNITION	307.76	266.00	3,790.10	3,296.00	\$ (494.10)	5,000.00	76%
8072 ELECTION FEES	0.00	0.00	0.00	5,500.00	\$ 5,500.00	5,500.00	0%
8075 FUEL	11,240.76	16,500.00	118,528.80	142,548.00	\$ 24,019.20	212,675.00	56%
8080 INSURANCE	0.00	2,100.00	31,472.71	48,684.00	\$ 17,211.29	85,000.00	37%
8090 LEGAL ADS	0.00	38.00	659.40	370.00	\$ (289.40)	800.00	82%
8095 LEGAL COUNSEL	6,157.50	6,000.00	45,697.46	49,000.00	\$ 3,302.54	73,000.00	63%
8096 UNINSURED LOSS	4,732.09		4,732.09		\$ (4,732.09)		
8100 MEETING EXPENSE	76.34	19.00	1,052.91	925.00	\$ (127.91)	1,000.00	105%
8120 OFFICE SUPPLIES	1,049.77	881.00	8,302.29	9,915.00	\$ 1,612.71	15,000.00	55%
8130 PAYROLL PROCESSING FEES	554.95	510.00	5,389.58	4,923.00	\$ (466.58)	7,000.00	77%
8135 PRINTING	763.80	750.00	6,722.92	7,222.00	\$ 499.08	10,000.00	67%
8139 PROFESSIONAL SERVICES	2,125.00	1,327.00	16,047.40	13,640.00	\$ (2,407.40)	19,000.00	84%
8150 TAXES/LICENSES/BUS REG FEE	0.00	42.00	1,977.27	332.00	\$ (1,645.27)	500.00	395%
8155 TELEPHONE/INTERNET SERVICE	3,863.50	4,500.00	34,598.64	36,000.00	\$ 1,401.36	54,000.00	395%
8160 UNIFORMS	134.56	285.00	4,072.86	1,837.00	\$ (2,235.86)	5,000.00	64%
8165 UTILITIES	2,925.54	2,000.00	16,383.28	14,243.00	\$ (2,140.28)	20,000.00	81%
8170 VEHICLE MAINT & REPAIRS	4,271.30	10,400.00	108,870.29	102,084.00	\$ (6,786.29)	137,675.00	82%
Total 2. MATERIALS & SERVICES	55,340.14	61,896.25	637,481.32	658,442.00	\$ 20,960.68	942,250.00	79%
Total Expense	225,269.89	216,472.38	1,978,146.44	1,959,793.25	\$ (18,353.19)	2,926,648.00	68%
Net Ordinary Income	-225,269.89	-7,562.38	91,789.47	-80,105.25	\$ (171,894.72)	-604,208.00	
Other Income/Expense							
Other Income					\$ -		0%
9150 TRANSFER IN	0.00	0.00	0.00	122,455.00	\$ 122,455.00	122,455.00	0%

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

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total Other Income	0.00	0.00	0.00	122,455.00	\$ 122,455.00	122,455.00	
Other Expense					\$ -		
3. OTHER EXPENSES					\$ -		
9610 CLATSOP BANK-PRINCIPAL	6,315.25	6,298.34	49,408.40	49,412.41	\$ 4.01	74,866.85	80%
9611 CLATSOP BANK-LOAN INT	266.41	275.16	3,212.24	3,175.59	\$ (36.65)	4,015.15	80%
Total 3. OTHER EXPENSES	6,581.66	6,573.50	52,620.64	52,588.00	\$ (32.64)	78,882.00	67%
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	96,973.29	263,258.40	\$ 166,285.11	290,749.00	33%
Net Other Income	-6,581.66	-6,573.50	-96,973.29	-140,803.40	\$ (43,830.11)	-168,294.00	58%
	-231,851.55	-14,135.88	-5,183.82	-220,908.65	\$ (215,724.83)	-772,502.00	

Sunset Empire Transportation District
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,075,819.21	Current Liabilities	204,054.70
Accounts Receivable		Long Term Liabilities	
1200 ACCOUNTS RECEIVABLES	12,446.00	2800 INTERCOMPANY DUE TO/FROM	
1250 PROPERTY TAX RECEIVABLES	44,218.23	2810 DUE TO	(37,934.82)
1251 PASS TRANSIT RECEIVABLES	7.00	2815 DUE TO	37,934.82
Total Accounts Receivable	<u>56,671.23</u>	Total 2800 INTERCOMPAN	<u>0.00</u>
Other Current Assets		Total Long Term Liabilities	<u>0.00</u>
1400 PREPAID EXPENSES	484.81	Total Liabilities	204,054.70
1500 UNDEPOSITED FUNDS	1,615.20	Equity	
Total Other Current Assets	<u>2,100.01</u>	3100 NWRC PRIOR PERIOD ADJUST	8,891.00
Total Current Assets	<u>1,134,590.45</u>	3200 GF PRIOR PERIOD ADJUST	(8,891.00)
TOTAL ASSETS	<u><u>1,134,590.45</u></u>	3700 FUND BALANCE NWRC-RESTRICT	1,311,117.11
		3800 FUND BALANCE GENERAL FUND	780,850.87
		3900 RETAINED EARNINGS	(1,195,848.51)
		Net Income	<u>34,416.28</u>
		Total Equity	<u>930,535.75</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,134,590.45</u></u>

Sunset Empire Transportation District
A/R Aging Summary
As of February 28, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
DHS - CHILD WELFARE-CLATSOP	1,260.00	0.00	0.00	0.00	0.00	1,260.00
NW RIDES	2,807.00	1,091.00	0.00	0.00	-1.00	3,897.00
P-CELLAR ON 10TH, THE	0.00	5.00	0.00	0.00	0.00	5.00
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	0.00	95.00
PROVIDENCE ELDERPLACE	0.00	60.00	240.00	60.00	80.00	440.00
Providence Seaside Hospital	20.00	60.00	20.00	0.00	0.00	100.00
TOTAL	<u>4,087.00</u>	<u>1,311.00</u>	<u>260.00</u>	<u>60.00</u>	<u>79.00</u>	<u>5,797.00</u>

Sunset Empire Transportation District
Check Detail
February 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
18685	02/04/2019	ASTORIA FORD	8,420.30
18736	02/18/2019	FISHER & PHILLIPS, LLP	6,157.50
18758	02/18/2019	WILCOX & FLEGEL	9,551.72
18761	02/28/2019	SDIS	<u>30,015.94</u>
		Total	54,145.46

Date: March 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Appointment of Budget Officer FY 20

Each year, the Board needs to designate a Budget Officer prior to the budget cycle. The past few years, the Board has designated the Executive Director as the Budget Officer, but you can also consider appointing another staff person such as the Finance Officer.

Staff is recommending that you appoint a Budget Officer for the FY 20 budget cycle.

Date: March 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b Approval of the FY 20 Budget Dates

The Board needs to designate dates that budget meetings will be held. Here is a list of possible dates for the FY 20 budget meetings:

Wednesday, May 8 th	Budget Training
Wednesday, May 15 th	First Budget Meeting
Wednesday, May 22 nd	Second Budget Meeting (if necessary)
Thursday, June 27 th	Budget Hearing

The Budget Training session will be covering the budget process and Oregon Budget Law. This will be good for new budget committee members and as a refresher for other committee members.

Staff is recommending that you set the dates for the upcoming FY 20 budget cycle.

Date: March 28, 2019

To: Board of Commissioners

From: Tracy Lofstrom

Re: Financial Software Purchase

Per our budget and recommendations of auditors we are pursuing the purchase of new financial software. It has been determined that the current software is not meeting the requirements for grant reporting and keeping track of separate funds. We originally budgeted \$122,000 for new financial software.

I have reviewed 3 financial software proposals; Avail, Abila and AccuFund. Avail was previously known as Fleet-Net and Abila is known as MIP Fund Accounting.

The first software package is from Avail (Fleet-Net). Avail is an on-site software package and is not cloud-based. They are planning on bringing a cloud-based product to their users at a future date. This is a product designed specifically for transportation. It has modules geared towards the operations side of our business that can be added in the future, they include; vehicle maintenance, work orders, purchase orders and operator timekeeping. The downside of Avail is the pricing. The upfront software cost is \$161,340, implementation is \$42,500 and the annual maintenance is \$6,700. This does not include the modules mentioned as operations add-ons nor the annual maintenance fee. Avail does have an HR and an Employee Web Portal like the other two products. I am waiting for pricing for the HR module.

The second product is Abila. This is the least cost product and is cloud-based. Like AccuFund, it is cloud-based and reasonably priced. It is designed for fund accounting, however geared more towards non-profits organizations. Like AccuFund the software cost are built into the monthly fees since it is cloud-based. The implementation cost is \$31,795 and monthly fees of \$1,285 which includes maintenance, updates and backups. Abila's monthly fees includes normal software updates and upgrades. Abila offers access to community and support forums, access to online knowledge and unlimited phone, chat and web support.

The third product is AccuFund. This product is designed for non-profit/government entities and is cloud-based. It has very similar modules to Abila and is similar in price. The software product is only sold through a reseller/consultant ComputerWorks NFP Solutions. It is ComputerWorks who provides all services related to sale, implementation and training. Their quote includes purchase of software, go-live training and go-live processes. The price for implementation is \$46,550 and monthly fees of \$1,375. AccuFund offers normal support for software issues, however future training requires AccuFund consulting or a reseller such as ComputerWorks. The implementation costs include onsite training with staff. I believe the training is more extensive with more help up front.

I believe Avail is too expensive for our size of district and it is too hard to justify the expense when there are other products available for a fraction of the price. We can either add modules or design an Access database to provide an interface with our operations department for modules they need. It would take 18.5 years of the monthly payments to Abila and 16 years of monthly payment to AccuFund to cover Avail's initial cost of software, not including their

annual fees of \$6,700. I would recommend purchasing the AccuFund product because I feel that having them onsite to do the training will provide a much more successful transition.

Date: March 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.d Statewide Transportation Improvement Fund (STIF) Formula Fund Project Recommendations

The STIF rules call for each Qualified Entity (QE) to have an advisory committee to prioritize projects for the current STIF cycle that began on July 1, 2018 and ends on June 30, 2021. All projects included in a STIF plan must be projects identified in a locally adopted plan. The source for our projects is the Long-Range Comprehensive Transportation Plan that was Adopted in 2016. STIF plans need to include projects that are 30% above the estimated STIF funds. This is needed in case our STIF funds are higher than the most recent estimate. We are unable to spend STIF funds if projects are not included in the plan.

The Transportation Advisory Committee (TAC) met on March 20th to prioritize the projects that were identified in our Long-Range Comprehensive Transportation Plan. They were tasked to determine projects that would total no more than \$820,300 in a one year period. This is the number that is the funding estimate for FY 2021. It was done this way to ensure that the service that we added would be sustainable in future STIF cycles. The list before the Board was unanimously recommended by the TAC and staff will explain each project at the Board meeting. We will begin receiving the STIF funds in October and we will discuss the dates that we will implement the projects. If the Board makes any changes to the recommendations by the TAC, the Board must submit a written explanation to the Oregon Transportation Commission why the advisory committee priorities were changed.

Staff is recommending that the Board approve the TAC prioritized list of projects.

SETD Routes

Route 10	Astoria	M-F
Route 11	Seasonal Astoria	Varies
Route 12	Seasonal Ast – Warr	Varies
Route 15	Warrenton	7 Days
Route 17	Seas. Cannon Beach	M-F
Route 20	Cannon Beach	M-F
Route 21	Cannon Beach	Weekends
Route 101	Astoria – Seaside	M-F
Lower Columbia Connector	Astoria – Rainier	7 Days
Pacific Connector	Ast – Cannon Beach	Weekends
Seaside Streetcar	Seasonal Seaside	Weekends

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Day of Week	Route	Description	Daily Hours	Days/Year	Annual Hours	Annual Cost	Carried across	TAC Rank	Increased frequency of bus service to areas with a high % of low-income households	Expansion of bus routes and bus services to areas with a high % of low-income households	Fund the implementation of programs to reduce fares for public transportation in communities with a high % of Low-Income households	Procurement of low or no emission buses for use in areas with 200,000 or more	The improvement in the frequency and reliability of service between communities inside and outside of the QE's service area.	Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services	Implementation of programs to provide student transit service for students in grades 9-12	
2	100%			New Buses				\$373,127	\$373,127	1	X	X			X	X	X	
3	100%			Coordinated Plan Update				\$25,000	\$25,000	2						X		
4	100%			New Shelters/signage				\$65,000	\$65,000	3	X	X			X	X	X	
5	100%	Weekend	10E	Astoria Weekend Service	5.00	182	910	\$86,450	\$86,450	4	X	X			X			
6	100%	Weekday	15	Separate bus to operate Route 15 service when Route 30 goes to Rainier (9:40 am-2:45pm).	7.00	450	3150	\$299,250	\$299,250	5					X			
7	100%	Weekend	15	Operate Warrenton weekend service, separate Route 15 from Route 30.	5.00	182	910	\$86,450	\$86,450	6	X	X			X			
8	100%	Student		Knappa to Astoria	2.00	110	220	\$20,900	\$20,900	7	X	X			X		X	
9	100%	Student		Jewell to Seaside	4.00	110	440	\$41,800	\$41,800	8	X	X			X		X	
10	100%	Weekday	30	Shopper Shuttle Svenson/Knappa - 1 round trip per week.	1.00	52	52	\$4,940	\$4,940	9								
11	100%	Weekday	LCC	2 daily short round trips to MERTS/Svensen/Knappa.	1.00	450	450	\$42,750	\$42,750	10		X						
12	100%	Weekday	101	Additional Route 101 midday trips; 2 round trips.	4.25	450	1913	\$181,688	\$181,688	11	X	X			X	X	X	
13	100%	Weekday	Seaside Circulator	Implement Seaside Circulator.	8.00	255	2040	\$193,800	\$193,800	12	X	X			X	X	X	
14				100% List Total			10085	\$1,421,155	\$1,421,155									
15	130%	Weekday	101	Additional Route 101 early evening service.	2.00	450	900	\$85,500	\$85,500	13	X	X			X	X	X	
16	130%	Weekend	10 / 15	Operate Warrenton Saturday service, separate Route 15 from Route 30. Assume 1 bus , 10 hours. (E.g., 7-6 every other hour).	5.50	65	358	\$33,963	\$33,963	14	X	X			X			
17	130%	Weekend	10 / 15	Operate Astoria Saturday service, separate Route 15 from the Route 30, Assume 1 Bus, 10 hours. (E.g., 8-7 every other hour).	5.50	65	358	\$33,963	\$33,963	15	X	X			X			
18	130%	Weekend	Seaside Circulator	Implement Seaside Circulator, assume 1 bus, 10 hours, 60 minutes (8am-6pm).	8.00	104	832	\$79,040	\$79,040	16	X	X			X	X		
19				130% List Total				\$146,965	\$146,965									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
20				Service Total	58.25	2925	22616	\$1,568,120	\$1,568,120									
21																		
22								100%	130%									
23					STIF		FY 19	\$238,000	\$309,400									
24					FUNDING		FY 20	\$551,000	\$716,300									
25					ESTIMATE		FY 21	\$631,000	\$820,300									
26							Total	\$1,420,000	\$1,846,000									
27																		

Date: March 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.e Executive Director Travel FY 2020

In preparation for the upcoming budget cycle, I have prepared my travel plan for FY 20.

Staff is recommending that the Board review the travel plan and provide comments and or approve it.

FY 2020 Executive Director Travel

July	Location	Overnight	August	Location	Overnight
NWOTA	Tillamook	Yes	NWOTA	Tillamook	No
NWACT	Tillamook	No	PTAC	Salem	No
PTAC	Salem	No	PTAC EXEC	Salem	No
STIF COM.	Salem	No			
OTC	Salem	Yes			
October			November		
NWOTA	Tillamook	No	NWOTA	Tillamook	No
PTAC EXEC	Salem	No	PTAC	Salem	No
NRTAP	Portland	Yes			
January			February		
NWOTA	Tillamook	No	NWOTA	Tillamook	No
PTAC	Salem	No	PTAC	Salem	No
NWACT	Scappoose?	No	PTAC EXEC	Salem	No
			Legislature	Salem	Yes
April			May		
NWOTA	Tillamook	No	NWOTA	Tillamook	No
PTAC	Salem	No	PTAC	Salem	No
PTAC EXEC	Salem	No			
Other					
NTI Training X2	Seattle	Yes			
ZEBRA	TBD	Yes			

September	Location	Overnight
NWOTA	Tillamook	No
NWACT	Washington County	No
PTAC	Salem	No
OTC	Salem	Yes
December		
NWOTA	Tillamook	No
PTAC EXEC	Salem	No
March		
NWOTA	Tillamook	Yes
NWACT	Tillamook	No
PTAC	Salem	No
OTC	Salem	Yes
June		
NWOTA	Tillamook	No
PTAC EXEC	Salem	No
PTAC	TBD	Yes
CTAA	TBD	Yes
PreAudit	Salem	No

Date: March 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.f Commissioner Role Description

At the March 13th Board work session, all input from the Board was included in a draft role description of a Commissioner.

Staff is recommending that the Board approve the Commissioner Role Description.

**Sunset Empire Transportation District
Role Description**

Commissioner

Role Summary

The Commissioner is an elected official that is a member of the Sunset Empire Transportation District Board of Commissioners.

Individual Responsibilities

1. Understand and support the mission of the District
2. Be familiar with the District's policies
3. Operate within the roles and responsibilities of the Board including confidentiality of executive sessions, Board Policies, and Oregon Public Meeting Laws
4. Regularly attends Board and committee meetings
5. Be prepared in advance for all meetings, reading Board packs
6. Provide input on items on the agenda
7. Vote on agenda items
8. Be willing to serve on subcommittees and other committees as a representative of the Board
9. Support the decisions of the Board
10. Build a collegial working relationship with other Commissioners that contributes to consensus
11. Be professional and willing to listen to other opinions

Board Responsibilities

1. Determine the District's Mission
2. Select the Executive Director
3. Support and review the Executive Director
4. Ensure effective organizational planning
5. Ensure adequate resources
6. Determine programs and services
7. Monitor use of resources and be fiscally responsible
8. Advocate for programs and services
9. Develop Strategic Plan
10. Develop Board Policies

By signing below, I acknowledge this role Summary document for a Commissioner and the functions and duties required.

Commissioner Signature _____ **Date** _____

Executive Director Report
March Board Meeting
Jeff Hazen

-Transit Driver Appreciation Day

Staff did a great job putting this on this year. It was unfortunate that I was unable to attend because I was in Salem.

-Legislative Update

On Monday I was in Salem for a hearing on HB2174, a bill about Urban Renewal. This bill requires that if an urban renewal plan includes a public building, the urban renewal agency must get the support of three out of four of the largest taxing districts within the urban renewal area. Mark, one of SDAO's lobbyists and the fire chief from Tualatin Valley Fire and Rescue District were there and testified in support of the bill along with a few other people including me. This is a step in the right direction, giving districts more of a voice in urban renewal.

-Low No

On Monday the FTA announced this year's Low and No Emission Bus Grant solicitation. The FAST act, a transportation bill from 2015, designated \$55 million dollars for this grant program through 2020. This year, \$30 million was added to it for a total of \$85 million dollars. We will be applying for it again this year. I've mentioned before that on average it takes about three times applying before an agency is successful in getting a grant. This is our third time go after it. I'm hopeful the "third time's a charm" works this year! The fact that they added another \$30 million helps our chances along with the FTA prioritizing rural funding. We will be working with the Center for Transportation and the Environment again on putting our grant together. I'm working with Proterra to get one of their duo-power buses here to test.

-STIF presentation to OTC

On Thursday, I presented the 18 STIF plans to the OTC for their approval. Even though we were not one of the 18, I took the opportunity to share stories from here. I told them that our advisory committee had met to prioritize the projects and that I woke up as normal at about 1:30am and rather than be worried about something, I felt like an excited little kid on the first day of school! I shared that when the TAC was done with their work prioritizing our plans and unanimously voted, that Diana from the Lower Columbia Hispanic Council cried because she recognized the difference that our service improvements are going to make not only for the sector she represents but for all people. I also shared that everyone else in the room applauded, it truly was one of the best days in my career as an adult! I also shared our idea for student transportation and using STIF to help students in remote areas get to their internships. Hal Gard, the administrator for Rail and Public Transportation Division at ODOT, shared that he has worked on 3 large projects at ODOT and this is the cherry on top. It was an honor to be able to appear again before the OTC and it is also a good time to be involved with public transit!

-Stephanie Rodriguez, one of our Customer Service Representatives, was selected this week as our Employee of the Quarter. Stephanie was originally a CSR at RideCare and then Tillamook hired her when they took on the NEMT brokerage. She was commuting everyday to Tillamook and was hoping that someday she could come back to work with us. When Marcela retired, we offered Stephanie the position and she accepted! She is bilingual and that was something we wanted to have in Marcela's replacement. She does a fantastic job and is excellent at serving our customers.

Weekly Reports:

3/20/19

Last week I met with Hal Gard via phone to go over our presentation to the Oregon Transportation Commission. I will be presenting the first round of STIF plans for the formula program at this week's OTC meeting. I worked on prep for the Board retreat on Tuesday and then spent most of the day working on the TAC STIF project list. Of course I got to spend the day with you as you worked on the new strategic plan. We haven't got the final product back from Bill yet, but if we do we will add it to the agenda for your meeting next week. Thursday was spent in Portland at a bargaining session with the ATU and we will be having an executive session at next week's meeting with our labor attorney. On Friday, I wrapped up the STF and 5310 grant applications and submitted them to ODOT. I also submitted the information that our insurance company needed for our workers comp policy renewal. Came in over the weekend and wrapped up the TAC meeting packet and got it out to the committee for this week's meeting. More on that to come at next week's Board meeting.

3/11/19

Last week, I was in Thousand Palms at the Zero Emission Technology Workshop. The main focus of the workshop was discussing the curriculum that will be offered at the West Coast Center of Excellence. When the Center is up and running, courses will be held covering the following topics related to zero emission bus deployment:

Acquisition Strategies and Regulations

Financial Management

Technology Maintenance

Service Planning

Leadership and Employee Engagement

There was also a lot of discussion on the hydrogen fuel cell electric buses and strategies in dealing with electrical power supply companies. Sen. Merkely wasn't able to be there, but I touched base with CTE staff who will be meeting with him in DC in a couple of weeks. I'm having them emphasize to the Senator that there are a few rural agencies in Oregon looking at this. He has introduced a bill regarding electric buses. We held the meeting at SunLine Transit and I was extremely impressed with their facilities, people and culture.

Tami and Jason attended the job fair that was held at the college. They had good conversations with people attending and had a couple of people express interest. Apparently, there were less adults than previous fairs, but over 700 high school kids.

On Sunday, Representative Mitchell held a town hall at the college. She talked about what was going on in the legislature and to listen to concerns. I introduced myself to her prior to the town hall and let her know that if she had questions on transit, I am available to help. She is going to set up a meeting with me at some point because she does want to learn more about transit and what we do.

2/26/19

I inadvertently didn't include my SDAO Conference recap in my Executive Director report so I will share it now.

Upon arrival at the conference, we touched base with George Dunkel and talked a bit about the Line of Credit. He let us know that David Ulbricht was there and recommended that we talk with him about our needs. At Friday's opening session, the keynote speaker was John Engstrom who shared what was currently happening with online fraud, computer intrusion, and methods used to steal valuable data from companies. Following the keynote speech, I stayed in the room and sat in on his session on cyber security. The number one thing I took away from the session was to quit using passwords. Passwords can be easy to figure out. Passphrases are a much better to use. An example of a passphrase would be, I grew up on the coast #72. Rather than one word, you are using multiple words. The key is to make sure it is easy for you to remember. As with passwords, it is important to use different passphrases for different sign ons that you have. You also need to periodically change the passphrases. Using password managers is a good way to keep track of all of your passphrases that you use. You can also use old school technology, write them down in a notebook and store the notebook in a safe. This can help the executor of your will access important documents.

With the widespread use and abuse of social media, it is important to periodically review your security settings on your accounts. You can determine who sees your information. If you have old accounts that you don't use anymore (MySpace, Classmates), make sure you go in and edit the data and then close them. Another tip is to set up Google Alerts so you are notified of anything that pops up online with your name. When signing up for things, use a "fake" email address. Sites like MySudo, Protonmail, and Privacy.com can help you with this. This is great for contests you want to enter and for advantage cards such as the Fred Meyer or Safeway cards. I have attached a privacy checklist that you can use.

I attended the Internal Controls for Small Local Governments session. It was a good reminder of things that we should be doing in our daily routines. We have good internal controls, but we must remain vigilant and address any potential openings for fraud. We want to trust our employees, but we must also have processes in place to verify actions taken. This year we will update our financial management policy to make sure it captures our current processes and improves ones that need it.

I sat in on the At-Large Caucus meeting where Kathy was nominated for a SDAO Board position. A total of three names were put forth for the position, the library districts had a large showing at the caucus, and they put forth a candidate, the incumbent was nominated, and Kathy. Kathy won the vote and her name was put forth at the business meeting on Saturday.

I met with a few of the vendors to see their offerings. I put one company in touch with Tracy because of their accounting software package. Tracy has reached out to them for a quote so we can be ready to present a recommendation to the Board at the March meeting for new software.

The Pay Equity session was great to sit in on. Tami has been to trainings on it and I felt it was important that I have a basic understanding of how the mechanics of it work. Tami is currently updating all of the job descriptions in the District and then she and I will be meeting within the next couple of weeks to review each one and make sure that we see the pay structure be equitable for each position. If there are adjustments to be made, any retro pay will go back to January 1st which is the date the Pay Equity Act was made effective.

Cutting Edge Employee Gender Issues dealt with legal trends regarding gender-related employment issues. One of the presenters was the attorney that did the investigation into the complaints of sexual harassment made against Senator Kruse. It was interesting to hear her describe the process she went through and how she made the determination she did. They also discussed pregnancy related issues as well as transgender issues.

The last session I attended was the Lessons Your Civics Teacher Never Taught You: Stronger Governance through Collaboration, Compassion. I missed the first part of the session which was unfortunate because the speaker was probably one of the best presenters at the conference. Kathy also attended this session and was there for the whole presentation. She shared tips on a variety of board related processes during meetings.

During the business meeting on Saturday, Kathy was elected to the SDAO Board unanimously along with the other slate of candidates. One of my sayings is, "it's all about relationships". It bodes well for the District that we will have a representative on the SDAO Board!

Overall, the conference was very good and well attended despite the weather conditions. It will be great having the conference in Seaside next year so the whole Board and key staff members can attend.

2017-2019 SETD Strategic Plan

Priority One

Benchmark Services

- Ridership increases & Decreases **Goal = +15% YTD = +10%**
- On-time Performance **Goal = 95% February performance was 56.8%, Tillamook was 59.8%, and Lincoln County was 61.7%.**

- 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 = 22%**
- Develop a SETD specific emergency plan. **Safety committee tasked with updating current plans.**
- SETD operational specific emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies at facilities and on buses
 - Emergency contact and reporting requirements
 - Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan. **MOU in place with Clatsop County Emergency Management. Participating in the Natural Hazards Mitigation Plan update with the county.**
- Complete a feasibility study including associated cost to include
- Adding Columbia County services into SETD **Completed**
 - Increasing services **New transportation package will provide funding in 2019 to allow for additional services. Will be submitting our STIF plan by April 1, 2019. Will receive funding in October 2019.**
 - Fixed routes **Added 2 additional loops on each weekend day of the Pacific Connector and add another loop on Route 20 M-F.**
 - Para-transit
 - Dial-a-ride
 - RideCare **No longer Relevant**
 - Improving System
 - Improved lighting at bus shelters **Will look at budgeting next year.**
 - Route on-time performances **Now reporting.**
 - Amenities **Added 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**
 - Website **Completed. Received 1st place in NRTAP nationwide contest. Plans to upgrade trip planner are being designed.**
 - Mobile apps **Transit Completed**
 - E-fare **In budget for this fiscal year.**
 - Credit cards **Completed**
 - Electronic charging stations
 - On-board wi-fi
 - Improve Appearance
 - Buses **Lot attendant hired, noticeable difference.**

- Shelters **Weekly cleanings in place**
- Facilities **Major headway made at the Warrenton facility. Transit Center Parking lot restriped professionally. All exterior lighting on the plaza and in the Warrenton yard updated. 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
 - Develop employee incentive programs **Gift card program in place.**
 - Conduct market compensation reviews
 - Employee rewards
 - Hats
 - Pins
 - Shirts **We've instituted Popcorn Fridays. Very popular.**

Priority Two (cont.)

- Increase District Relevancy **Several positive press articles during FY 2018.**
 - Greater awareness of the District Services
 - Who
 - What
 - When
 - Where
 - Accessibility **Moved Jason into Mobility Management. Significant increase in assisting riders and potential riders.**
 - Information about all things SETD services
 - Create a positive culture **New leadership has made a positive difference.**
 - Define Sunset Empire Transportation District
 - Establish expectation
 - Raise the bar **Ongoing in all aspects of the business**

Priority Three

- Develop capital replacement Plan
 - Fleet **Replacement plan has been in place. 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, beginning process for FY 2020.**

Operations Report
February 2019 Board Meeting
Paul Lewicki

One of our most recent hires for the position of driver was unable to continue with us for personal reasons. The two new driver who remain are already making a positive difference with our riders, and our level of service. Judi-Kay who came to us with her CDL is driving routes. Thomas, who came to us with a CDL permit, is taking his CDL test in Tillamook next week. Both drivers are doing well and we're happy to welcome them to our team.

The Ecolane software project is progressing. We have purchased the tablet and mounts, and the tablets have been shipped to Ecolane offices to be programmed prior to installation. iFocus has captured our data from OBSS and is preparing it to populate the Ecolane database. Training should begin soon.

Installation of the new video surveillance system continues at the Transit Center. Other projects have slowed our progress on this one, and we did not reach completion by March 1st as planned. We will continue our efforts to complete this project as soon as possible.

Transit Drivers Appreciate Day at SETD was a big success. We enjoyed a time of recognition of drivers through kudos from our riders. There was a cake with our logo emblazoned in the icing. The drivers received special name tags as a token of appreciation. The Maintenance team made a great effort to ready the shop for the event, even painting the walls – which hadn't been done in many years. We had hoped that more board members would be able to join us, but we thank Kevin for his attendance at the meeting. A highlight of our event was a chili cookoff between our Executive Director and our Chief Finance Officer. After the votes were tallied, the winner was Jeff. Special thanks to all the staff who worked together to make this event a rousing success.

As work on the New Youngs Bay Bridge is about to begin, we are in contact with ODOT and with the construction team to stay aware of dates and times of closure and restricted travel in order to minimize the impact on our bus route timeliness. At this time, there is no certain date as to when the construction will begin, and work is planned for between 9:00 PM and 6:00 AM. Only our earliest loops and our latest loops should be affected.

We worked with ODOT staff to complete the update of our assets in the Oregon Public Transit Information System (OPTIS). This will ensure that all our assets, especially vehicles, will report correctly on the quarterly report.

Cruise ship season begins next month! We expect another successful season and are confident that our equipment and drivers are ready!

RIDE ASSIST
March 2019 Report
Jennifer Geisler

- Five Tab A 8” tablets were ordered and activated through Verizon and then shipped to Ecolane for program configuration and system download for the driver dispatches.
- Mobility Manager, Jason and I have weekly Wednesday meetings. We are fine tuning the Paratransit Application process to be approved when completed. We presented “The Transit Engagement,” and shared about other projects we have been working on together at the February TAC meeting.
- February 2019, RideAssist had a total of 877 rides for an average of 31 rides per day. There were 619 ADA rides, zero Dial-A-Ride, 74 personal care attendants and we provided 184 Medicaid rides for NorthWest Rides.
- There were three ride denials for ADA Paratransit due to no capacity.
- ADA Paratransit Report

Number of completed applications received: 6
Number of incomplete applications received: 0
Number of interview/assessments scheduled: 0
Number of interview/assessments completed: 6
Number of determinations made:
 Within 21 days: 6
 More than 21 days:0
Determination by type:
 Unconditional:5
 Conditional: 1
 Temporary: 1
 Not eligible: 0
Number of appeals requested: 0
Number of appeals heard: 0

RideAssist Fares Collected/Billed for February 2019

- Para-transit Fares: \$ 697
- Tickets Collected: \$ 480
- Medicaid Billed: \$ 3374
- Ticket books sold: \$ 384
- Dial-A-Ride Fares: \$ 0

Mobility Manager
March, 2019 Mobility report
Jason Jones

- In the month of February, the Mobility Management department continues to access routes, develop training materials, conduct outreach to schools and create contacts that can help me determine what businesses could benefit from Mobility services.
- I had 3 travel trainings in February and no travel engagement settings. With the weather turning colder it became less desirable for some to make it out. I was able to have 11 phone style trainings that usually last around 15 minutes but usually finds isolated issues that can be remedied in this short amount of time.
- I spent much of the month working through the 5310 and STF grant application and work plan.
- ADA Paratransit application review and processing is on-going.
- The Veterans Enhanced Transportation Program (VETP) provided 29 trips to our local Veterans.
- I have made contact with the Seaside School district and have scheduled a Transit Engagement for the early part of March. This will be a great opportunity to speak with roughly 30 kids and 3 teachers.
- I have started working some days at the Seaside transit office and look forward to my time there becoming more regular. I also look forward to the increase in foot traffic that we will see once spring time comes around and then of course the Summer months.



Outreach and Education
March 2019 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- On going weekly training is continuing. The class size is back up to 13 to 15. My next goal is to design trip plans that include the Tongue Point Bus schedule with our schedule and see what that combination can offer to the students on weekends.

Seaside Transit Center- Just love this place. It has been great to utilize the Seaside Transit Center for outreach assistance. Cheery and welcoming!



Transit Driver Appreciation Day- March 18th was a great day! It was wonderful to bring attention to and show appreciation to our great Drivers. We made Thank You cards that were offered to riders so they could let Drivers know they were appreciated. The cards were available on the buses, at the Seaside Transit Office and Astoria Transit Center. The Drivers received many cards and Paul read them at the special Driver lunch held at OPS. Chili dogs, salad, cake was the menu and it was delicious. Thanks to Jeff and Tracy for making the delicious homemade chili. We placed a thank you ad for the Drivers in the paper and posted flyers in all the shelters and sent out press releases to the paper and radio stations. The Drivers posted flyers in the buses as well.

We have been quite busy with meetings the last month or so. Lots to let the public know about...

TAC Meeting- February 20th

Board Meeting- February 28th

Special Board Meeting- March 13th

Board Work Session- March 13th

TAC Meeting- March 20th

Board Meeting Seaside- March 28th

Human Resource Report
March Board Meeting Report
Tami Carlson

- In February, recruitment for drivers resulted in the hiring of Judi-Kay Barrett and Thomas Loudon. Judi-Kay comes from Nevada with a driver/dispatcher background. She has all her required CDL credentials and is already driving routes for the district. Thomas was very eager to work for the district and obtained his CDL learners permit before he was hired. He will be testing soon and on his own once that task is achieved.
- February 1st received information from the US DOT FTA on the new Random Drug Testing Increase Regulation that was effective January 1, 2019. As a mandate by its drug and alcohol regulation, the Federal Transit Administration (FTA) will increase the minimum rate of random drug testing from 25% to 50% of covered employees (safety-sensitive) for employers subject to FTA D&A regulations. The minimum rate for random alcohol testing is unaffected and will remain at 10% for calendar year 2019. The district will see an increase in random employee testing this year which will increase costs to be considered in the 2019-20 budget.
- February 20th attended the Board Subcommittee meeting to start the process for the Executive Director's annual evaluation. Timeline for completion was established and compensation decisions will be in line with the 2019-20 budget process.
- February 28th participated in the monthly Safety Committee meeting. As of meeting date the district is 120 days safe.
- Other projects – Submitted D&A Testing MIS Collection Report; Completed Online OSHA Work-Related Injury & Illnesses Reports and posted Form 300A in all district facilities.

Transportation Options

March 2019 Board Report

Prepared by Matthew Weintraub

This month has been filled with planning and analysis for two projects that will be activated in spring and summer of this year. The first is an inventory of all transit stops in Columbia, Clatsop, Tillamook and Lincoln counties. This included creating a matrix of 18 different attributes to be inventoried at each transit stop. I have been able to collect most of this data via digital sources, but some of it will need to be ground-truthed. This will come in the form of a drive survey, that will be undertaken in early April. Hopefully this data will allow SETD and other local transit districts to engage in more effective route cutting, long range planning and submit grants and funding proposals with more robust datasets.

The other project I have worked on has been the Astoria Pedestrian Crossing Safety Campaign. This will be executed June through August of this year in the .5 section of Hwy 30 that features directional streets. The campaign will consist of consistent and targeted outreach and awareness targeted at both drivers and pedestrians with a goal to reduce car-pedestrian collisions along that stretch of roadway. ODOT, ADHDA and the City of Astoria are all critical partners in this project and this past month has been spent refining the plan and onboarding. This project includes an analysis of pedestrian-car crashes over the past decade and will feature an analysis of post-campaign data to measure efficacy and impact of the work.

Meetings Held

Astoria Downtown Historic District Association

Oregon State Parks

Oregon Department of Transportation

Cherriots

Metro

City of Astoria

Clatsop County

Oregon Coast Visitors Association

Cannon Beach Chamber of Commerce

City of Cannon Beach