



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY OCTOBER 24, 2019

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
 - a. July
 - b. August
 - c. September
8. OLD BUSINESS
 - a. Appointment of Commissioner for Position # 3
 - b. Appointment of Commissioner for Position # 7
 - c. Swearing in of new Commissioners
 - d. Election of Officers
 - e. November/December Board Meeting
9. NEW BUSINESS
 - a. Best Practices 2019/2020 Report (Mary)
 - b. SDAO Conference
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

October
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

October
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

October
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	STATEWIDE 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
September 26, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Kathy Kleczek called the meeting to order at 9:06 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Tamra Taylor, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Debbie Boothe-Schmidt. Commissioner Kevin Widener was excused

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones, Financial Officer, Dave Peterson and Mechanic Supervisor Scott Smith
3. CHANGES TO AGENDA- Executive Director Hazen requested that the Executive Session be cancelled and removed from Agenda
4. PUBLIC COMMENT (3 minutes)- Stanford Overbay shared his concern about being able to board the bus with his service dog on the lift. Chair Kleczek told Mr. Overbay that the Board appreciated him coming in and asked for a copy of his letters so the Board could address his concerns and that the Board and staff will do their part to address his concerns. Chair Kleczek said accessibility to the bus is a concern to the Board and we very much appreciate your coming in and sharing these things.
5. APPROVAL OF THE AUGUST 26, 2019 BOARD MEETING MINUTES:
Commissioner McDonald moved to approve the August 26, 2019 Board Meeting Minutes.
Commissioner Taylor seconded the motion
Discussion- None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner MacDonald- No Report
 - c. Commissioner Taylor- No report
 - d. Commissioner Boothe-Schmidt- Reported that she had enjoyed taking a ride on one of the buses.
 - e. Vice Chair Kidder- Reported that his house had sold quickly so this would be his final Board meeting and asked if anyone knew how Commissioner Widener was doing. Executive Director Hazen said he had come into the Transit Center last Friday and he looked good.
 - f. Chair Kleczek- Reported that she has been sworn in on the SDAO Board and there will be 2 more vacancies coming up on the SDAO Board.
7. FINANCIAL REPORTS- Executive Director Hazen reported that the financial reports were not ready this month due to the time it was taking to sort things so that QuickBooks will be set up, so we are tracking our expenses against our grants. Hazen said there were also delays in the financial reports when the previous Finance Officer started. Hazen also said SETD will not be transferring to the new software program until January. Chair Kidder said he had concerns about this being the second month that the Board had not received financial reports and in an organization that has a history of having bad numbers. Commissioner MacDonald asked if there should be a special Board Meeting set for when the financials were completed. Executive Director Hazen said he does not want to schedule a meeting until he knows the numbers are good. Secretary Treasurer Boothe-Schmidt said this is a big concern for her because she works at the D.A.'s office and sees things come through when reporting is not done in a timely manner. Boothe-Schmidt also said that she was not accusing anybody of anything, but when you don't keep your eyes on the books where you can see them, things can happen. Commissioner Alegria said she agreed with everything that had been said and asked since this has happened previously, and it is because of

Quick Books why don't we just cut this off and start the new software system. Hazen said there is a lot to set up in the new system. Commissioner Alegria asked if there will be another delay when we go into the new system? Hazen said he did not know. Commissioner Taylor asked if there is anything that can be done to offer assistance. Hazen said that at this point Dave does not feel he needs assistance. Vice Chair Kidder asked what is the estimate of when the Board will see the financials? Hazen said he was hopeful that it would be next month. Kidder also asked if there was assistance or forced assistance that could make sure that happens? Hazen said that could happen. Chair Kleczek asked which financials the Board will actually receive at the next Board meeting since July and August are behind and September's financials will be due. Kleczek said receiving 3 months of financials is a bit overwhelming but she would like to see us caught up at the next Board Meeting and asked if this was possible? Chair Kleczek added that she did not think it unreasonable for the Board to be caught up on the financials going into the winter since they have not seen any financials presented for the new fiscal year. Executive Director Hazen asked Financial Officer Dave Peterson if he had a best estimate for next month. Peterson said he had no comment but would speak in executive session. Executive Director Hazen said that this is not an allowable reason for executive session. Chair Kleczek said we do have a reasonable expectation to hear when we might see the financials presented. Peterson said he had communicated everything to Executive Director Hazen and had nothing further to add. Executive Director Hazen said he would deal with this internally. Chair Kleczek asked that the Board's concerns be noted in the minutes.

8. OLD BUSINESS-

- a. August Board Meeting Public Comment Follow Up- Executive Director Hazen reported that he is responding to a letter that was read at the September Board Meeting by Shawn Lines during public comment and the article in the Daily Astorian newspaper. Hazen passed out examples of a completed SETD Annual Vehicle Inspection Report. Hazen explained these inspections are completed by Precision Alignment every year and comply with all federal and state bus safety requirements. Any problems found during these inspections are recorded on the inspection form and turned into SETD Operations. Any needed repairs are completed and documented on an SETD post inspection repair form which provides documentation that repairs were completed. Executive Director Hazen also read a letter sent by Precision Alignment about the professional history and confidence that they have with SETD for following up on their findings. Executive Director Hazen also handed out a copy of the SETD Pre/Post Bus Inspection form which drivers complete before putting a bus in service, utilize while bus is in service and for the final inspection when the bus is brought back to the yard. If the drivers find problems the bus is not put in service. Hazen said he is confident SETD's maintenance program has a much higher standard than it did 3-4 years ago because we have invested in our maintenance department by hiring Scott Smith as the Maintenance Supervisor. Scott used to be the Operations Manager at SETD several years ago. Scott knows our fleet, knows what the requirements are and is doing a phenomenal job of getting our fleet more reliable that it has been since I have been here. Hazen said there was a comment made in the letter about a bolt that had been put in the steering column for a turn signal arm. Hazen said this was true, however the bolt was put there for the convenience of the driver until a replacement arm could be installed because on that particular bus the turn signal switch is actually on the floor. Commissioner Kidder asked if annual inspections were done on all buses. Hazen said yes, all buses were inspected, and none were taken out of service. Scott Smith explained that if during any inspection there is a safety issue the bus is not sent out if a driver takes out an unsafe vehicle it is their responsibility. Scott also added that 3-hour internal maintenance inspections are performed on the entire vehicle when the oil is being changed. Commissioner MacDonald said he knows what good work is being done by Scott. Hazen said he had talked with multiple drivers and one of the longest serving drivers and he did not think the allegations presented carried any weight. Commissioner Taylor asked if drivers do the inspection before taking any bus out and do drivers have the right to refuse to take the vehicle? Hazen said yes. Commissioner Taylor asked if problems occur during a route will the driver get immediate assistance? Hazen said if a driver calls in, then maintenance immediately responds. Commissioner Taylor asked if the drivers inspect the bus at the end of their shift. Hazen said yes there is pre and post trip inspections. Taylor asked about the use of sticky notes on the bus. Scott Smith said he thinks the sticky note issue was a

misunderstanding and are not used to communicate problems. Commissioner Boothe-Schmidt asked if all of the buses are inspected at the same time once a year. Hazen said yes all at once. Commissioner Alegria asked if Jeff would be responding directly to the article in the newspaper. Hazen said he would not. Chair Kleczek said the Board has gone through great lengths to encourage improvements and raise the bar in our District and I believe that the Executive Director does all that he can do to carry it through the District. Our Operations Manager is someone with the highest ethics and my interaction with Scott Smith has always been on par. Scott has done an amazing job of carrying things forward and the shop is light years ahead of where it has been. Chair Kleczek said she has every confidence that we are not sending any unsafe busses out on the road.

- b. Commissioner Resignation Update: Commissioner Kidder announced that his house sold sooner than expected so he and his wife will be moving very soon, and this is his final meeting. Commissioner Kidder thanked the Board for all the cooperation he was given by the Board as a new member. Executive Director Hazen thanked Bryan for stepping up to volunteer on the Board and for then running for the position in the election last spring. Chair Kleczek thanked Commissioner Kidder for his input and contributions to the Board and gave Bryan a thank you card from the Board. Chair Kleczek announced that unfortunately and fortunately she was also going to tender her resignation and said this will be her last meeting. Kleczek said it is with much turmoil that she has made a decision to step down from the Board. Kleczek said and there are a lot of things going on in her life right now and with the closing of her business she has decided to explore other opportunities. Kleczek announced that she has accepted a position with SETD as the Transportation Options Specialist and will begin her new position on October 7th. Kathy thanked the Board for all they have done for the District and for their support of her as Chair. Executive Director Hazen said that Kathy will remain on the SDAO Board and said staff will send out a press release today for the 2 open positions on the Board and requested that applications be accepted until October 14th so they will be in the Board pack for the October 24th meeting.

Commissioner MacDonald moved that the Board applications be due on October 14, 2019 at 5 PM.
Commissioner Boothe-Schmidt seconded the motion
Discussion- None
Motions passed unanimously

Commissioner Kidder asked who would be named the new Chair. Executive Director Hazen said the last officer in place would be named Chair. Commissioner Taylor said she was concerned about Commissioner Boothe-Schmidt having all 3 positions on her shoulders and we are kind of at a crossroads without our financial information so there are concerns. Taylor said we can provide more support but there has to be something that can be done to help spread the responsibility. Executive Director Hazen said the biggest responsibility is signing checks. Secretary/Treasurer Boothe-Schmidt suggested appointing a co-chair person. Commissioner Taylor said she liked that idea in case something happened here.

Commissioner Taylor moved to vote in a temporary Co-Chair to assist the Secretary/Treasurer/Chair Boothe-Schmitz
Commissioner MacDonald seconded the motion
Discussion- None
Motion passed unanimously

Commissioner Kidder moved to have Commissioner Taylor as the temporary Co-Chair
Commissioner Boothe-Schmidt seconded the motion
Discussion- Chair Kleczek said the Co-Chair will be able to sign and can communicate with the Board and Staff for the Board.

Motion passed unanimously

Commissioner Alegria said that Chair Kleczek has contributed very much and I am sorry to see you go. You're a model and you have brought the Transportation District to great heights and the next Chair has big shoes to fill. We will miss you.

Commissioner Taylor said in the short time I have watched you, you have put the Board and the District in a good place to go and to be willing to step into a position on staff is also a contribution. Thank you!

Commissioner Kidder said that we are not really losing you. You are moving from that chair to a chair out here and your skills will still be of value to the District and so this is a plus in some ways and negative in others but all in all will work out.

Commissioner MacDonald said we have had previous persons jump ship, but it has been positive, and he agreed with Pamela that we are going to miss you and your wisdom.

Chair Kleczek said that this has not been an easy decision. I feel greatly about the responsibility of being on the Board and what it means to the county and the people in the community. It has taken me a long time to decide that this is the right thing to do. I appreciate your words and I am certain you will be in good hands. The examples and guidelines we have set up are there to follow and lead us into the future. Thank you for being on the Board.

9. NEW BUSINESS

- a. SETD Records Retention Policy Approval- Mary Parker gave an overview of the changes that had taken place in the past 2 years concerning the processing of the release of public records. Mary said that we had adopted the changes but had not updated our policy clearly. Mary said that she had taken an online course on the changes which was very useful in making the necessary updates to the Records Retention Policy. Mary reported that she also used an example policy addressing the necessary updates from SDAO which had condensed the changes nicely.

Commissioner Kidder moved to accept the Records Retention Policy as presented

Commissioner MacDonald seconded the motion

Discussion- Commissioner Boothe-Schmitz said that the policy was put together really well but recommended changing he or she to they on the bottom of page 2. Commissioner Kidder asked what the main change is. Mary said it is that there is a required response time. Commissioner Alegria said there was a correction on page 14 last line of #5 records from of. Commissioner Kidder asked where the definition of public records. Mary said it is on the first page. Commissioner Alegria asked what if someone asks for all records? Are we protected? Mary said when you start explaining the time and the cost that all records would cost the requester will become more specific. These costs are included on our request form. Mary said we are working on a provider for storing and retrieving social media and will bring that back to the Board. Commissioner Taylor asked how long records had to be kept. Mary explained that the state has a very specific list of the length of time Special Districts stores records. Commissioner Kidder asked if we can store records electronically. Mary said yes we are moving that direction and the state will be helping with that, but we have not started yet.

Commissioner Booth-Schmidt moved to amend the motion to approve the Retention Policy with corrections

Commissioner Kidder seconded the motion

Motion passed unanimously

- b. ODOT Grant Agreement # 33787 STIF Discretionary Funds- Executive Director Hazen explained that ODOT awarded SETD this Statewide Transportation Improvement Fund Grant which will fund 3 round trips each day from Astoria to Portland on Hwy 30. The grant will also fund the purchase of two used buses and the purchase of an Electronic Fare system. Staff is recommending the Board approve Agreement #33787 and authorize the Board Chair to sign the agreement. Commissioner Kidder asked that

step height be taken into consideration for ease in boarding. Commissioner Alegria said that #3 and #4 are duplicates.

Commissioner MacDonald moved to approve ODOT Agreement #33787 and authorize the Executive Director to purchase 2 new buses not to exceed \$170,000 and authorize the Board Chair to sign.

Commissioner Taylor seconded the motion

Discussion- Commissioner Kidder said we are doing this because of the handoff difficulties we have in Columbia County, so are they pursuing a different option? Executive Director Hazen said they are not.

Motion passed unanimously

10. CORRESPONDENCE- Mary read an email from Community Action thanking the District for providing free bus services on the day of the Homeless Connect Event. Chair Kleczek reminded the Board about an email invitation they should have received about the Forestry Leadership tour next week.
11. EXECUTIVE DIRECTOR REPORT- Executive Director announced the hiring of Sue Farmer as the new Human Resources Officer. Hazen said Sue has a good background in HR and has worked for the County and the Warrenton School District. Sue will start on October 18th. Executive Director Hazen said he wanted to highlight the tour that he gave to transit professionals that went from the RTAP Conference to the coast and back. Hazen said that the Section 5310 Program manager from FTA out of Washington DC gave quite a complement to our driver that day saying he was not just a bus driver; he drove to make people feel comfortable. The driver was our newest driver and he was quite happy to receive the compliment. The tour went very well.
12. LEADERSHIP TEAM REPORTS- Commissioner Kidder asked Paul if he felt we were ready for next year with the vast number of passengers coming in on the cruise ships. Paul said we are fine for this cruise ship season but need to add more drivers to span all the programs that we are going to have. Executive Director Hazen said with the STIF we will need 8 more new drivers. Chair Kleczek asked about contacting the union for potential new drivers. Paul said he had sent a personal letter to the union president which was passed to a liaison who responded saying that she had asked around but did not have any leads. Commissioner MacDonald asked Paul if the data and software continues to improve on our buses being on time? Paul said our ability to track continues to improve but how until we align our routes and get more drivers I doubt if our times will improve much but we will enjoy some relief now that summer is gone. Chair Kleczek asked Jason about his mentioning that him spending so much time at the transit center has taken away his ability to give presentations. Jason said that it is getting a little more manageable. Kleczek asked if this is a hiring thing? Jeff said that it is an operational thing. Chair Kleczek asked Mary how the student training is going at Job Corp. Mary said she it is going great. She is meeting with about 15 students each week that come from all over the United States and are just finishing their 3 week orientation and have just received their bus passes.
13. PUBLIC COMMENT (3 minutes)- None
14. OTHER ITEMS- Commissioner Alegria said she will not be able to make the December 16th meeting but is available all of November and the first week and part of the second week of December. Alegria thought that the combined December meeting may need to be discussed with the new Board members to make sure there is quorum. Chair Kleczek said that the combined November/December meeting will be an agenda item at the October meeting.

Meeting was adjourned 10:35 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Debbie Boothe-Schmidt

Date _____

An audio recording of this meeting is available by contacting Mary Parker at mary@ridethebus.org

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

NOTE on Reviewing Financials: Month 1 = 8.33% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$53,775 (\$3,140 less than budget), 2% of annual budget and 106% of monthly budget. YTD Total Materials & Services was \$62,244 (\$13,755 less than budget), 6% of annual budget and 81.9% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$20,609; \$609 more than monthly budget and \$609 more than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$3,702; \$202 more than monthly budget and \$202 more YTD.
- 4090 Donations/Commissions: Over budget \$663 for the month and over budget YTD by \$663.
- 4100 Contract Service-IGA: Cannon Beach billing for June in the amount of \$7,170 was received.
- 4200 Taxes: No taxes were received in July.
- 4272 Parking: All parking spaces are leased out.
- 4300 Interest: July interest for General Fund was \$833.
- 4310 Misc. Income: \$1433 was received for a Warranty Reimbursement for FY19, \$181 was received from USFWS for revenue sharing, laminating and misc. cash drawer activity.
- 5000 Grants: No grant revenue to report.

Expense

- 6005 Salaries & Wages: Over budget for the month \$2,488. Over budget YTD by \$2,488.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for July was \$293.
- 8024 Building Lease: Over budget for the month by \$510 and over budget YTD \$510. The storage units are being billed to this account as well as the Seaside Transit Office.
- 8120 Office Expenses: Over budget for the month by \$373.
- 8130 Payroll Processing Fees: Over budget by \$490. This will be over budget as we were expecting to be using a different SW program which would have eliminated PR processing fees.
- 8135 Printing: Bus schedules were printed, cost \$3090.
- 8155 Telephone/Internet Service: July and August phone was paid in July.

***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

JULY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the October 2019 Board of Commissioner's Meeting

- *SETD Expense con't*
 - 8170 Vehicle Maint & Repairs: Month over budget by \$9,205. Various major repairs including damage to bus – incident at Les Schwab for which we were reimbursed for in June in the amount of \$6339.50. Also, Module/Hub repair on Bus 92 in the amount of \$6,173.
 - Other Expenses: 9610 Clatsop Bank Principal, 9611 Clatsop Bank Interest; June's payment posted to our checking account on July 1st and the July payment posted on July 31st.
 - END
- ** Materials & Services are under budget for the month by \$13,755 and under budget \$13,755 for the year.

Follow up items:

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

Sunset Empire Transportation District
Profit & Loss Budget Performance
July 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	20,608.82	20,000.00	20,608.82	20,000.00	608.82	239,200.00	9%
4015 PARATRANSIT FARES	3,702.00	3,500.00	3,702.00	3,500.00	202.00	50,800.00	7%
4090 DONATIONS/COMMISSIONS	1,523.31	860.00	1,523.31	860.00	663.31	11,500.00	13%
4100 CONTRACTED SERVICES-IGA	7,170.00	7,170.00	7,170.00	7,170.00	0.00	52,000.00	14%
4200 TAXES							
4205 PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	970,000.00	0%
4207 PRIOR YR PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	24,000.00	0%
4209 INTEREST/PENALTIES	0.00	0.00	0.00	0.00	0.00	0.00	
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4200 TAXES	0.00	0.00	0.00	0.00	0.00	994,000.00	0%
4250 TIMBER SALES	0.00	0.00	0.00	0.00	0.00	379,144.00	0%
4260 MASS TRANSIT ASSESSMENT	17,518.14	17,500.00	17,518.14	17,500.00	18.14	70,000.00	25%
4270 RENTAL INCOME	760.00	760.00	760.00	760.00	0.00	10,500.00	7%
4300 INTEREST	833.12	833.00	833.12	833.00	0.12	10,000.00	8%
4310 MISC INCOME	1,659.64	12.00	1,659.64	12.00	1,647.64	144.00	1153%
5000 GRANTS							
5001 ODOT GRANTS							
5002 5311 GRANT OPERATIONS	0.00	0.00	0.00	0.00	0.00	501,722.00	0%
5003 5310 MOBILITY MGT GRANT/PM	0.00	0.00	0.00	0.00	0.00	138,975.00	0%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	0.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS CON	0.00	0.00	0.00	0.00	0.00	86,577.00	0%
5007 5310 PM DISC	0.00	0.00	0.00	0.00	0.00	12,000.00	0%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	0.00	457,623.00	0%
5001 ODOT GRANTS - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total 5001 ODOT GRANTS	0.00	0.00	0.00	0.00	0.00	1,371,147.00	0%
Total 5000 GRANTS	0.00	0.00	0.00	0.00	0.00	1,371,147.00	0%
5080 OREGON STF FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
Other Types of Income							
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	53,775.03	50,635.00	53,775.03	50,635.00	3,140.03	3,188,435.00	2%
Gross Profit	53,775.03	50,635.00	53,775.03	50,635.00	3,140.03	3,188,435.00	2%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	138,960.45	136,970.00	138,960.45	136,970.00	-1,990.45	1,780,614.00	8%
6200 PAYROLL EXPENSES	23,135.90	16,172.00	23,135.90	16,172.00	-6,963.90	210,243.00	11%

Sunset Empire Transportation District
Profit & Loss Budget Performance
July 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
6300 EMPLOYEE BENEFITS	35,006.08	41,472.00	35,006.08	41,472.00	6,465.92	539,143.00	6%
Total 1. PERSONNEL SERVICES	197,102.43	194,614.00	197,102.43	194,614.00	-2,488.43	2,530,000.00	8%
2. MATERIALS & SERVICES							
7000 VET PROVIDER SERVICE	292.90	833.00	292.90	833.00	540.10	10,000.00	3%
8005 AUDIT	0.00	0.00	0.00	0.00	0.00	17,000.00	0%
8010 BANK/MERCHANT FEES	174.05	175.00	174.05	175.00	0.95	2,000.00	9%
8020 BLDING & GROUNDS MAINT	2,847.84	3,550.00	2,847.84	3,550.00	702.16	40,000.00	7%
8024 BUILDING LEASE	1,426.00	916.00	1,426.00	916.00	-510.00	11,000.00	13%
8030 COMP-INFO-TECH SERVICES	4,593.50	6,165.00	4,593.50	6,165.00	1,571.50	109,000.00	4%
8035 CONF TRAINING & TRAVEL	680.00	2,500.00	680.00	2,500.00	1,820.00	30,000.00	2%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
8045 HR EXPENSES	0.00	375.00	0.00	375.00	375.00	5,000.00	0%
8049 ADS (HR JOB POSTING)	0.00	50.00	0.00	50.00	50.00	2,000.00	0%
8050 DUES SUBSCRIPTIONS & FEES	284.78	1,250.00	284.78	1,250.00	965.22	15,000.00	2%
8053 IGA - DUES AND FEES	0.00	0.00	0.00	0.00	0.00	12,000.00	0%
8055 DURABLE EQUIP/SMALL TOOLS	282.61	835.00	282.61	835.00	552.39	44,000.00	1%
8061 EQUIPMENT LEASE/RENT	188.00	225.00	188.00	225.00	37.00	2,700.00	7%
8065 EDUCATION/OUTREACH	499.75	1,250.00	499.75	1,250.00	750.25	15,000.00	3%
8070 EMPLOYEE RECOGNITION	0.00	380.00	0.00	380.00	380.00	10,000.00	0%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	15,322.08	27,666.00	15,322.08	27,666.00	12,343.92	332,000.00	5%
8080 INSURANCE	0.00	0.00	0.00	0.00	0.00	65,000.00	0%
8090 LEGAL ADS	0.00	66.00	0.00	66.00	66.00	800.00	0%
8095 LEGAL COUNSEL	0.00	1,230.00	0.00	1,230.00	1,230.00	14,800.00	0%
8096 UNINSURED LOSS	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
8100 MEETING EXPENSE	0.00	125.00	0.00	125.00	125.00	1,500.00	0%
8120 OFFICE EXPENSES	1,622.84	1,250.00	1,622.84	1,250.00	-372.84	15,000.00	11%
8130 PAYROLL PROCESSING FEES	531.28	41.00	531.28	41.00	-490.28	500.00	106%
8135 PRINTING	4,115.45	1,250.00	4,115.45	1,250.00	-2,865.45	15,000.00	27%
8139 PROFESSIONAL SERVICES	0.00	4,500.00	0.00	4,500.00	4,500.00	54,000.00	0%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	
8150 TAXES/LICENSES/BUS REG FEE	0.00	208.00	0.00	208.00	208.00	2,500.00	0%
8155 TELEPHONE/INTERNET SERVICE	6,504.11	4,333.00	6,504.11	4,333.00	-2,171.11	52,000.00	13%
8160 UNIFORMS	119.67	666.00	119.67	666.00	546.33	8,000.00	1%
8165 UTILITIES	439.97	2,500.00	439.97	2,500.00	2,060.03	30,000.00	1%
8170 VEHICLE MAINT & REPAIRS	22,114.72	12,910.00	22,114.72	12,910.00	-9,204.72	154,960.00	14%
8180 SHOP SUPPLIES	204.61	750.00	204.61	750.00	545.39	9,000.00	2%
Total 2. MATERIALS & SERVICES	62,244.16	75,999.00	62,244.16	75,999.00	13,754.84	1,094,760.00	6%
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	

Sunset Empire Transportation District
Profit & Loss Budget Performance
July 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total Expense	259,346.59	270,613.00	259,346.59	270,613.00	11,266.41	3,624,760.00	7%
Net Ordinary Income	-205,571.56	-219,978.00	-205,571.56	-219,978.00	-14,406.44	-436,325.00	47%
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	12,869.03	6,447.67	12,869.03	6,447.67	-6,421.36	26,086.00	49%
9611 CLATSOP BANK-LOAN INT	294.29	133.99	294.29	133.99	-160.30	347.13	85%
Total 3. OTHER EXPENSES	13,163.32	6,581.66	13,163.32	6,581.66	-6,581.66	26,433.13	50%
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	120.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	59,882.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	1,553.87	0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	1,115,017.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	190,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
Total Other Expense	13,163.32	6,581.66	13,163.32	6,581.66	-6,581.66	1,443,006.00	1%
Net Other Income	-13,163.32	-6,581.66	-13,163.32	-6,581.66	6,581.66	-359,640.00	4%
	<u>-218,734.88</u>	<u>-226,559.66</u>	<u>-218,734.88</u>	<u>-226,559.66</u>	<u>-7,824.78</u>	<u>-795,965.00</u>	<u>27%</u>

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

	<u>Jul 31, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	99,282.91
1000 SETD GEN FUND BANK ACCTS	304,468.35	Long Term Liabilities	0.00
Total Checking/Savings	<u>304,468.35</u>	Total Liabilities	<u>99,282.91</u>
Accounts Receivable		Equity	
1200 ACCOUNTS RECEIVABLES	123,248.50	3100 NWRC PRIOR PERIOD ADJUST	(1,033.66)
1250 PROPERTY TAX RECEIVABLES	130.00	3200 GF PRIOR PERIOD ADJUST	86,547.76
1251 PASS TRANSIT RECEIVABLES	7.00	3700 FUND BALANCE NWRC-RESTRICT	875,659.11
Total Accounts Receivable	<u>123,385.50</u>	3800 FUND BALANCE GENERAL FUND	1,492,163.06
Other Current Assets		3900 RETAINED EARNINGS	(1,855,209.03)
1400 PREPAID EXPENSES	49,779.87	Net Income	<u>(218,734.88)</u>
1500 UNDEPOSITED FUNDS	1,041.55	Total Equity	<u>379,392.36</u>
Total Other Current Assets	<u>50,821.42</u>	TOTAL LIABILITIES & EQUITY	<u><u>478,675.27</u></u>
Total Current Assets	<u>478,675.27</u>		
TOTAL ASSETS	<u><u>478,675.27</u></u>		

Sunset Empire Transportation District
A/R Aging Summary
As of July 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CLAT003	153.00	0.00	181.00	0.00	0.00	334.00
CLATSOP CRUISE HOSTS	1,380.00	0.00	0.00	0.00	0.00	1,380.00
COLV001	0.00	2.50	0.00	0.00	0.00	2.50
DHS - CHILD WELFARE-CLATSOP	420.00	590.00	460.00	0.00	0.00	1,470.00
DHS DMAP	0.00	0.00	0.00	0.00	0.00	0.00
HAND001	0.00	-142.50	0.00	0.00	0.00	-142.50
HOLL001	0.00	0.00	47.50	0.00	0.00	47.50
ODOT	0.00	3,342.00	0.00	0.00	0.00	3,342.00
OR TREASURY	0.00	0.00	0.00	0.00	0.00	0.00
OREG003	0.00	40.00	0.00	0.00	0.00	40.00
Providence Seaside Hospital	160.00	0.00	0.00	0.00	0.00	160.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
TILL001	2,010.00	114.00	2,786.00	0.00	574.00	5,484.00
TOTAL	<u>4,123.00</u>	<u>3,946.00</u>	<u>3,474.50</u>	<u>0.00</u>	<u>574.00</u>	<u>12,117.50</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSC001	100.92	0.00	0.00	0.00	0.00	100.92
ASTO003	38.70	0.00	0.00	-100.00	0.00	-61.30
BIOM001	0.00	0.00	310.00	0.00	0.00	310.00
CART001	0.00	138.04	0.00	0.00	0.00	138.04
CBLA001	406.00	0.00	0.00	0.00	0.00	406.00
CLAS001	6,629.14	69.95	0.00	0.00	0.00	6,699.09
ENGL001	0.00	-19.45	0.00	0.00	0.00	-19.45
HOME001	370.04	0.00	0.00	0.00	0.00	370.04
INDU001	6,173.08	0.00	0.00	0.00	0.00	6,173.08
IRON001	73.93	0.00	0.00	0.00	0.00	73.93
JACK001	1,618.31	0.00	0.00	0.00	0.00	1,618.31
MCCA001	727.48	0.00	0.00	0.00	0.00	727.48
MTRW001	0.00	2,604.07	0.00	0.00	0.00	2,604.07
NEPO001	420.00	0.00	0.00	0.00	0.00	420.00
NORT001	1,752.00	0.00	0.00	0.00	0.00	1,752.00
NWNA001	16.89	0.00	0.00	0.00	0.00	16.89
OFFI001	369.45	0.00	0.00	0.00	0.00	369.45
OREI001	1,813.17	0.00	0.00	0.00	0.00	1,813.17
PACI001	249.43	0.00	0.00	0.00	0.00	249.43
POLK001	142.75	355.00	0.00	0.00	0.00	497.75
PREC001	0.00	1,524.66	0.00	0.00	0.00	1,524.66
RECO001	100.18	0.00	0.00	0.00	0.00	100.18
SUNS001	0.00	0.00	0.00	0.00	-321.12	-321.12
TDAN001	0.00	119.67	0.00	0.00	0.00	119.67
WARR001	350.49	0.00	0.00	0.00	0.00	350.49
WILC001	13,795.37	0.00	0.00	0.00	0.00	13,795.37
TOTAL	<u>35,147.33</u>	<u>4,791.94</u>	<u>310.00</u>	<u>-100.00</u>	<u>-321.12</u>	<u>39,828.15</u>

Sunset Empire Transportation District
Check Detail
July 2019

Num	Date	Name	Paid Amount
19167	07/12/2019	CLATSOP COUNTY CLERK	9,622.78
19173	07/12/2019	INDUSTRIAL DIESEL	12,594.90
19191	07/12/2019	WILCOX & FLEGEL	11,602.28
19264	07/31/2019	SPECIAL DISTRICTS INSURANCE SERVICES	<u>47,669.76</u>
		Total	81,489.72

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
08/08/2019	I03420719

Vendor
Card Service Center P.O. Box 569100 Dallas, TX 75356

PAID

Bill Due	09/02/2019
Terms	NET 20
Memo	7/09 - 8/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8021 B&M GENERAL	0284 - JONES Safekeeping Storage - Lock for RideCare Storage Unit	27.00		02-EXEC
8056 COMPUTER HARDWARE	Amazon - Computer Cables	19.23		11-MM
8021 B&M GENERAL	Fred Meyer - Seaside Office Key	2.19		05-FR-OPS
8021 B&M GENERAL	USA Minute Key - Seaside Office Key	4.00		05-FR-OPS
8021 B&M GENERAL	A Coastal Lock n Key - Seaside Office Keys	9.00		05-FR-OPS
8121 OFFICE SUPPLIES	Staples - Office Supplies	91.21		Administration
8121 OFFICE SUPPLIES	Staples - Office Supplies	17.98		Administration
8121 OFFICE SUPPLIES	Staples - Office Supplies	34.34		Administration
8038 TRAVEL-STAFF	0326 - HAZEN Best Western - Billing Error	-30.00		02-EXEC
8049 ADS (HR JOB POSTING)	Craigslist - Job Posting	15.00		02-EXEC
8038 TRAVEL-STAFF	Village Inn Restaurant - Meals STIF	16.18		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Apple iTunes	0.99		02-EXEC
8121 OFFICE SUPPLIES	Safeway - TC Office Supplies	2.68		Administration
8100 MEETING EXPENSE	Safeway - Food Board Meeting	3.49		01-NODEP
8051 DUES, SUBSCRIPTIONS & FEE	Amazon Prime	119.00		Administration
8177 PM OUTSIDE SERVICES	Astoria Eco Wash	14.00		02-EXEC
8032 SUPPORT SERVICES/CONTRACT	MSFT - Monthly	86.65		02-EXEC
8049 ADS (HR JOB POSTING)	Indeed - Job Posting	2.83		02-EXEC
	0861 - WEINTRAUB			

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
08/08/2019	103420719

Vendor
Card Service Center P.O. Box 569100 Dallas, TX 75356

Bill Due	09/02/2019
Terms	NET 20
Memo	7/09 - 8/08/19

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8065 EDUCATION/OUTREACH	Facebook - Advertising	25.00		12-TO
8065 EDUCATION/OUTREACH	Facebook - Advertising	35.00		12-TO
8065 EDUCATION/OUTREACH	Facebook - Advertising	50.00		12-TO
8065 EDUCATION/OUTREACH	Facebook - Advertising	75.00		12-TO
8031 WEBSITE/ON-LINE SW SUB	Adobe Creative	20.99		12-TO
8065 EDUCATION/OUTREACH	Facebook - Advertising	75.00		12-TO
8065 EDUCATION/OUTREACH	Facebook - Advertising	49.33		12-TO
8031 WEBSITE/ON-LINE SW SUB	Adobe Acropro	14.99		12-TO
8122 POSTAGE-SHIPPING	1050 - CARLSON USPS - Postage/Oper	55.00		05-FR-OPS
8122 POSTAGE-SHIPPING	Certified Letter	6.85		02-EXEC
8100 MEETING EXPENSE	Main Street Market - Lunch Driver's Meeting	29.03		04-TRAN
8100 MEETING EXPENSE	Fred Meyer - Lunch Driver's Meeting	52.64		04-TRAN
8100 MEETING EXPENSE	Fred Meyer - Lunch Driver's Meeting	16.57		04-TRAN
8021 B&M GENERAL	Full Identity - Employee ID Card	18.50		02-EXEC
1400 PREPAID EXPENSES	1092 - LEWICKI Hi-Way House - Personal/Reimbursed	44.90		01-NODEP
8038 TRAVEL-STAFF	Shilo Inn - Lodging Transit Training	371.12		04-TRAN
8038 TRAVEL-STAFF	Columbia Portage Grill - Meals Transit Training	28.99		04-TRAN

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
08/08/2019	I03420719

Vendor
Card Service Center P.O. Box 569100 Dallas, TX 75356

Bill Due	09/02/2019
Terms	NET 20
Memo	7/09 - 8/08/19

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8100 MEETING EXPENSE	Smart Food Service - Driver's Meeting	34.71		04-TRAN
8100 MEETING EXPENSE	Buoy Beer Co - Meeting: Paul, Tami, Dave	50.00		04-TRAN
8100 MEETING EXPENSE	Smart Food Service - Driver's Meeting	128.15		04-TRAN
8100 MEETING EXPENSE	Fred Meyer - Driver's Meeting	115.71		04-TRAN
8070 EMPLOYEE RECOGNITION	Buoy Beer Co - Lunch T. Carlson	133.00		04-TRAN
8176 PM PARTS	Western Star/P.O. 4026 - Multi-Function Switch Bus 73	288.47		14-MAINT-PM14
8100 MEETING EXPENSE	Fred Meyer - Driver's Meeting	5.99		04-TRAN
8176 PM PARTS	Gamut Supply - Rocker Switch	43.31		14-MAINT-PM14
8122 POSTAGE-SHIPPING	1100 - PARKER Stamps.com - Postage FO	17.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Adobe ID Creative	20.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Adobe Acrobat	14.99		02-EXEC
8070 EMPLOYEE RECOGNITION	Safeway - Cards T. Carlson	7.98		02-EXEC
8100 MEETING EXPENSE	Safeway - Board Meeting Food	24.36		01-NODEP

Expense Total : 2,290.33

Bill Total : \$2,290.33

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

NOTE on Reviewing Financials: Month 2 = 16.67% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$356,027 (\$25,458 less than budget), 11% of annual budget and 93% of monthly budget. YTD Total Materials & Services was \$128,431 (\$37,812 less than budget), 12% of annual budget and 77% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$15,882; \$882 more than monthly budget and \$1491 more than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$1,249; \$1951 less than monthly budget and \$1749 less YTD. There is some outstanding billing to Tillamook.
- 4090 Donations/Commissions: Over budget \$1418 for the month and over budget YTD by \$2,082.
- 4100 Contract Service-IGA: Cannon Beach was billed for July/August in the amount of \$16,889. It has not been received.
- 4200 Taxes: \$10,515-property taxes received.
- 4250 Timber Sales: \$55,994-timber sales was received. Under budget YTD \$54,006.
- 4272 Parking: All parking spaces are leased out.
- 4300 Interest: August interest for General Fund was \$331.
- 4310 Misc. Income: \$362.20 was received from Tillamook Farmers Co-op for patronage dividends for FY19, the rest was laminating and misc. cash drawer activity.
- 5000 Grants: Grant monies were received for Q4 FY19 in the amount of \$191,076. As well as STF in the amount of \$23,466.

Expense

- 6005 Salaries & Wages: Under budget for the month \$74,126. Over budget YTD by \$71,638.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for July was \$412.
- 8024 Building Lease: Over budget for the month by \$1070 and over budget YTD \$1580. The storage units are being billed to this account as well as the Seaside Transit Office.
- 8030 Comp-Info-Tech Services: Over budget for the month \$1,681 and over budget YTD \$110.
- 8100 Meeting Expense: Over budget for month by \$336 and YTD \$211.
- 8120 Office Expenses: Under budget for the month by \$155 and over budget YTD \$218.
- 8130 Payroll Processing Fees: Over budget YTD by \$1,146. This will be over budget as we were expecting to be using a different SW program which would have eliminated PR processing fees.
- 8135 Printing: Misc printing and Mobility Rack Cards. Over budget \$361 and YTD \$3,226.
- 8155 Telephone/Internet Service: September phone was paid in August. Over budget YTD \$2,475.

***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

AUGUST FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the October 2019 Board of Commissioner's Meeting

- *SETD Expense con't*

- 8170 Vehicle Maint & Repairs: Month under budget by \$4,853. Mostly routine service and repair. New tires for bus #95 - \$1,482. Over budget YTD \$4351.
- END

** Materials & Services are under budget for the month by \$24,057 and under budget \$37,812 for the year.

Follow up items:

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

**Sunset Empire Transportation District
Profit & Loss Budget Performance
August 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	15,881.85	15,000.00	36,490.67	35,000.00	1,490.67	239,200.00	15%
4015 PARATRANSIT FARES	1,249.00	3,200.00	4,951.00	6,700.00	-1,749.00	50,800.00	10%
4090 DONATIONS/COMMISSIONS	2,578.37	1,160.00	4,101.68	2,020.00	2,081.68	11,500.00	36%
4100 CONTRACTED SERVICES-IGA	0.00	0.00	7,170.00	7,170.00	0.00	52,000.00	14%
4200 TAXES							
4205 PROPERTY TAXES	7,854.84	7,800.00	7,854.84	7,800.00	54.84	970,000.00	1%
4207 PRIOR YR PROPERTY TAX	2,515.99	2,500.00	2,515.99	2,500.00	15.99	24,000.00	10%
4209 INTEREST/PENALTIES	144.54	0.00	144.54	0.00	144.54	0.00	
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4200 TAXES	10,515.37	10,300.00	10,515.37	10,300.00	215.37	994,000.00	1%
4250 TIMBER SALES	55,994.25	110,000.00	55,994.25	110,000.00	-54,005.75	379,144.00	15%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	17,518.14	17,500.00	18.14	70,000.00	25%
4270 RENTAL INCOME	760.00	760.00	1,520.00	1,520.00	0.00	10,500.00	14%
4300 INTEREST	330.80	330.00	1,163.92	1,163.00	0.92	10,000.00	12%
4310 MISC INCOME	400.00	12.00	2,059.64	24.00	2,035.64	144.00	1430%
5000 GRANTS							
5001 ODOT GRANTS							
5002 5311 GRANT OPERATIONS	142,988.00	142,000.00	142,988.00	142,000.00	988.00	501,722.00	28%
5003 5310 MOBILITY MGT GRANT/PM	26,231.00	26,231.00	26,231.00	26,231.00	0.00	138,975.00	19%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	0.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS CON	18,857.00	18,857.00	18,857.00	18,857.00	0.00	86,577.00	22%
5007 5310 PM DISC	3,000.00	3,000.00	3,000.00	3,000.00	0.00	12,000.00	25%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00		457,623.00	0
Total 5001 ODOT GRANTS	191,076.00	190,088.00	191,076.00	190,088.00	988.00	1,371,147.00	14%
Total 5000 GRANTS	191,076.00	190,088.00	191,076.00	190,088.00	988.00	1,371,147.00	14%
5080 OREGON STF FUNDS	23,466.00	0.00	23,466.00	0.00	988.00	0.00	
Other Types of Income							
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	302,251.64	330,850.00	356,026.67	381,485.00	0.00	3,188,435.00	11%
Gross Profit	302,251.64	330,850.00	356,026.67	381,485.00	-25,458.33	3,188,435.00	11%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	179,288.56	205,455.00	318,249.01	342,425.00	24,175.99	1,780,614.00	18%
6200 PAYROLL EXPENSES	16,621.61	24,258.00	39,757.51	40,430.00	672.49	210,243.00	19%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
August 2019**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
6300 EMPLOYEE BENEFITS	21,884.89	62,208.00	56,890.97	103,680.00	46,789.03	539,143.00	11%
Total 1. PERSONNEL SERVICES	217,795.06	291,921.00	414,897.49	486,535.00	71,637.51	2,530,000.00	16%
2. MATERIALS & SERVICES					0.00		
7000 VET PROVIDER SERVICE	411.80	834.00	704.70	1,667.00	962.30	10,000.00	7%
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	0.00	0.00	0.00	0.00	17,000.00	0%
8010 BANK/MERCHANT FEES	157.97	158.00	332.02	333.00	0.98	2,000.00	17%
8020 BLDING & GROUNDS MAINT	2,247.05	2,890.00	5,094.89	6,440.00	1,345.11	40,000.00	13%
8024 BUILDING LEASE	1,988.00	918.00	3,414.00	1,834.00	-1,580.00	11,000.00	31%
8030 COMP-INFO-TECH SERVICES	19,756.18	18,075.00	24,349.68	24,240.00	-109.68	109,000.00	22%
8035 CONF TRAINING & TRAVEL	574.24	2,500.00	1,254.24	5,000.00	3,745.76	30,000.00	4%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
8045 HR EXPENSES	0.00	375.00	0.00	750.00	750.00	5,000.00	0%
8049 ADS (HR JOB POSTING)	17.83	50.00	17.83	100.00	82.17	2,000.00	1%
8050 DUES SUBSCRIPTIONS & FEES	924.00	1,250.00	1,208.78	2,500.00	1,291.22	15,000.00	8%
8053 IGA - DUES AND FEES	3,000.00	3,000.00	3,000.00	3,000.00	0.00	12,000.00	25%
8055 DURABLE EQUIP/SMALL TOOLS	178.85	835.00	461.46	1,670.00	1,208.54	44,000.00	1%
8061 EQUIPMENT LEASE/RENT	188.00	225.00	376.00	450.00	74.00	2,700.00	14%
8065 EDUCATION/OUTREACH	309.33	1,250.00	809.08	2,500.00	1,690.92	15,000.00	5%
8070 EMPLOYEE RECOGNITION	140.98	380.00	140.98	760.00	619.02	10,000.00	1%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	14,377.89	27,668.00	29,699.97	55,334.00	25,634.03	332,000.00	9%
8080 INSURANCE	0.00	0.00	0.00	0.00	0.00	65,000.00	0%
8090 LEGAL ADS	0.00	68.00	0.00	134.00	134.00	800.00	0%
8095 LEGAL COUNSEL	0.00	1,230.00	0.00	2,460.00	2,460.00	14,800.00	0%
8096 UNINSURED LOSS	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
8100 MEETING EXPENSE	460.65	125.00	460.65	250.00	-210.65	1,500.00	31%
8120 OFFICE EXPENSES	1,095.09	1,250.00	2,717.93	2,500.00	-217.93	15,000.00	18%
8130 PAYROLL PROCESSING FEES	697.78	42.00	1,229.06	83.00	-1,146.06	500.00	246%
8135 PRINTING	1,610.88	1,250.00	5,726.33	2,500.00	-3,226.33	15,000.00	38%
8139 PROFESSIONAL SERVICES	2,830.00	4,500.00	2,830.00	9,000.00	6,170.00	54,000.00	5%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	
8150 TAXES/LICENSES/BUS REG FEE	0.00	210.00	0.00	418.00	418.00	2,500.00	0%
8155 TELEPHONE/INTERNET SERVICE	4,637.00	4,333.00	11,141.11	8,666.00	-2,475.11	52,000.00	21%
8160 UNIFORMS	0.00	668.00	119.67	1,334.00	1,214.33	8,000.00	1%
8165 UTILITIES	2,392.15	2,500.00	2,832.12	5,000.00	2,167.88	30,000.00	9%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
August 2019**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8170 VEHICLE MAINT & REPAIRS	8,056.71	12,910.00	30,171.43	25,820.00	-4,351.43	154,960.00	19%
8180 SHOP SUPPLIES	134.56	750.00	339.17	1,500.00	1,160.83	9,000.00	4%
Total 2. MATERIALS & SERVICES	66,186.94	90,244.00	128,431.10	166,243.00	37,811.90	1,094,760.00	12%
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expense	283,982.00	382,165.00	543,328.59	652,778.00	109,449.41	3,624,760.00	15%
Net Ordinary Income	18,269.64	-51,315.00	-187,301.92	-271,293.00	-83,991.08	-436,325.00	43%
Other Income/Expense					0.00		
Other Income					0.00		
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Other Expense					0.00		
3. OTHER EXPENSES					0.00		
9610 CLATSOP BANK-PRINCIPAL	0.00	6,481.59	12,869.03	12,929.26	60.23	26,086.00	49%
9611 CLATSOP BANK-LOAN INT	0.00	100.07	294.29	234.06	-60.23	347.13	85%
Total 3. OTHER EXPENSES	0.00	6,581.66	13,163.32	13,163.32	0.00	26,433.13	50%
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	120.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	59,882.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	1,553.87	0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	1,115,017.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	190,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
Total Other Expense	0.00	6,581.66	13,163.32	13,163.32	0.00	1,443,006.00	1%
Net Other Income	0.00	-6,581.66	-13,163.32	-13,163.32	0.00	-359,640.00	4%
	18,269.64	-57,896.66	-200,465.24	-284,456.32	-83,991.08	-795,965.00	25%

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

	<u>Aug 31, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	325,235.42	Current Liabilities	97,144.70
Accounts Receivable		Long Term Liabilities	0.00
1200 ACCOUNTS RECEIVABLES	118,630.50	Total Liabilities	<u>97,144.70</u>
1250 PROPERTY TAX RECEIVABLES	130.00	Equity	
1251 PASS TRANSIT RECEIVABLES	<u>7.00</u>	3100 NWRC PRIOR PERIOD ADJUST	(1,033.66)
Total Accounts Receivable	118,767.50	3200 GF PRIOR PERIOD ADJUST	86,547.76
Other Current Assets		3700 FUND BALANCE NWRC-RESTRICT	875,659.11
1400 PREPAID EXPENSES		3800 FUND BALANCE GENERAL FUND	1,492,163.06
1401 PREPAID INS/BENEFITS	30,278.36	3900 RETAINED EARNINGS	(1,855,209.03)
1400 PREPAID EXPENSES - Other	<u>16,346.34</u>	Net Income	<u>(203,053.47)</u>
Total 1400 PREPAID EXPENSES	46,624.70	Total Equity	<u>395,073.77</u>
1500 UNDEPOSITED FUNDS	<u>1,590.85</u>	TOTAL LIABILITIES & EQUITY	<u><u>492,218.47</u></u>
Total Other Current Assets	<u>48,215.55</u>		
Total Current Assets	<u>492,218.47</u>		
TOTAL ASSETS	<u><u>492,218.47</u></u>		

Sunset Empire Transportation District
A/R Aging Summary
As of August 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALLS001	0.00	142.50	0.00	0.00	0.00	142.50
CLAT003	178.00	0.00	153.00	181.00	0.00	512.00
CLATSOP CRUISE HOSTS	0.00	1,380.00	0.00	0.00	0.00	1,380.00
COLV001	0.00	47.50	0.00	2.50	0.00	50.00
DHS - CHILD WELFARE-CLATSOP	0.00	420.00	0.00	460.00	0.00	880.00
HOLL001	0.00	47.50	0.00	47.50	0.00	95.00
HOME002	0.00	95.00	0.00	0.00	0.00	95.00
HOXI001	0.00	47.50	0.00	0.00	0.00	47.50
ODOT	0.00	0.00	0.00	3,342.00	0.00	3,342.00
OREG003	0.00	20.00	40.00	0.00	0.00	60.00
Providence Seaside Hospital	0.00	160.00	0.00	0.00	0.00	160.00
TILL001	0.00	0.00	114.00	0.00	574.00	688.00
WARR003	0.00	47.50	0.00	0.00	0.00	47.50
TOTAL	<u><u>178.00</u></u>	<u><u>2,407.50</u></u>	<u><u>307.00</u></u>	<u><u>4,033.00</u></u>	<u><u>574.00</u></u>	<u><u>7,499.50</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSC001	67.28	0.00	0.00	0.00	0.00	67.28
ASTO001	578.84	0.00	0.00	0.00	0.00	578.84
ASTO003	0.00	38.70	0.00	0.00	-100.00	-61.30
BENN001	204.89	0.00	0.00	0.00	0.00	204.89
CART001	0.00	111.36	0.00	0.00	0.00	111.36
CBLA001	406.00	0.00	0.00	0.00	0.00	406.00
CLAT002	400.57	0.00	0.00	0.00	0.00	400.57
DAYW001	0.00	461.66	0.00	0.00	0.00	461.66
DELS001	586.60	0.00	0.00	0.00	0.00	586.60
ENGL001	4.28	0.00	0.00	0.00	0.00	4.28
HOME001	0.00	20.00	0.00	0.00	0.00	20.00
IFOC001	1,524.58	0.00	0.00	0.00	0.00	1,524.58
INDU001	0.00	769.16	0.00	0.00	0.00	769.16
IRON001	147.86	0.00	0.00	0.00	0.00	147.86
JACK001	1,257.38	0.00	0.00	0.00	0.00	1,257.38
MTRW001	0.00	2,549.16	0.00	0.00	0.00	2,549.16
NORT001	0.00	962.00	0.00	0.00	0.00	962.00
NWNA001	88.55	0.00	0.00	0.00	0.00	88.55
OFFI001	571.75	-25.24	0.00	0.00	0.00	546.51
OREI001	858.04	0.00	0.00	0.00	0.00	858.04
PACI002	638.17	0.00	0.00	0.00	0.00	638.17
POLK001	0.00	139.75	0.00	0.00	0.00	139.75
RECO001	100.18	0.00	0.00	0.00	0.00	100.18
SUNS001	36.08	0.00	0.00	0.00	-321.12	-285.04
SWEE001	0.00	44.49	0.00	0.00	0.00	44.49
TERR001	356.00	0.00	0.00	0.00	0.00	356.00
TIAA001	188.00	0.00	0.00	0.00	0.00	188.00
TRIL001	9,975.00	0.00	0.00	0.00	0.00	9,975.00
VERI001	646.21	0.00	0.00	0.00	0.00	646.21
WARR001	333.97	0.00	0.00	0.00	0.00	333.97
WILC001	13,120.51	0.00	0.00	0.00	0.00	13,120.51
TOTAL	<u>32,090.74</u>	<u>5,071.04</u>	<u>0.00</u>	<u>0.00</u>	<u>-421.12</u>	<u>36,740.66</u>

Sunset Empire Transportation District
Check Detail
August 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19272	08/10/2019	CLASSIC BODYWERKS	6,629.14
19275	08/10/2019	INDUSTRIAL DIESEL	6,173.08
19369	08/23/2019	SPECIAL DISTRICTS INSURANCE SERVICES	30,612.01
19290	08/10/2019	WILCOX & FLEGEL	13,795.37
		Total	<u>57,209.60</u>

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
09/08/2019	55906140217003420819

Vendor
Card Service Center P.O. Box 569100 Dallas, TX 75356

PAID

Bill Due	10/02/2019
Terms	Due 2nd of Month
Memo	08/09 - 09/06/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8036 CONFERENCE/TRAINING FEES	0284 - Jones Neponset Valley TMA - RTAP Conference	420.00		11-MM
8121 OFFICE SUPPLIES	Amazon - PC Power Cord	22.99		Administration
8057 OFFICE FURNITURE & EQUIP	Costco - Printer OPS	99.98		13-MAINT-OPS
8036 CONFERENCE/TRAINING FEES	EB Executive Director Boot Camp	45.00		02-EXEC
8023 B&M SHELTER CLEAN & REPAI	SmartSign - Bus Stop Signs	31.26		13-MAINT-OPS
8122 POSTAGE-SHIPPING	USPS - Postage	54.20		02-EXEC
8049 ADS (HR JOB POSTING)	Facebook - Job Posting	25.00		02-EXEC
8049 ADS (HR JOB POSTING)	Facebook - Job Posting	25.00		02-EXEC
8070 EMPLOYEE RECOGNITION	Costco - Condolence Flowers	48.99		02-EXEC
8049 ADS (HR JOB POSTING)	Facebook - Job Posting	25.00		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Apple iTunes	0.99		02-EXEC
8122 POSTAGE-SHIPPING	USPS - Postage	1.70		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	DNS Made Easy	59.95		02-EXEC
8048 HR EXPENSES	Full Identity - ID Badge	18.50		02-EXEC
8049 ADS (HR JOB POSTING)	Craig's List - Job Posting	45.00		02-EXEC
8038 TRAVEL-STAFF	Wet Dog Cafe - Chamber Meeting	11.50		02-EXEC
8038 TRAVEL-STAFF	Best Western - Lodging RTAP	145.41		02-EXEC

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
09/08/2019	55906140217003420819

Vendor
Card Service Center P.O. Box 569100 Dallas, TX 75356

Bill Due	10/02/2019
Terms	Due 2nd of Month
Memo	08/09 - 09/06/19



Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	MSFT Azure	90.96		02-EXEC
8049 ADS (HR JOB POSTING)	Indeed - Job Posting	92.88		02-EXEC
8048 HR EXPENSES	Boli - Postings	90.00		02-EXEC
8048 HR EXPENSES	Full Identity - ID Badge	18.50		02-EXEC
8048 HR EXPENSES	PayPal - HR Answers	49.00		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	0961 - Weintraub Survey Monkey -	105.00		12-TO
8031 WEBSITE/ON-LINE SW SUB	Facebook - Advertising	125.00		12-TO
8031 WEBSITE/ON-LINE SW SUB	Adobe Creative	20.99		12-TO
8057 OFFICE FURNITURE & EQUIP	1092 - Lewicki Home Depot - OPS Cabinets	16.34		13-MAINT-OPS
8022 B&M JANITORIAL	Home Depot - Broom	12.40		13-MAINT-OPS
8176 PM PARTS	McCoy Freightliner - Belts	68.86		14-MAINT-PM14
8176 PM PARTS	Grainger Industrial - W/C Lift Switches	55.46		14-MAINT-PM14
8057 OFFICE FURNITURE & EQUIP	Home Depot - OPS Cabinets	21.19		13-MAINT-OPS
8176 PM PARTS	Western Star -Disc Calipers P.O. 4073	216.80		14-MAINT-PM14
8038 TRAVEL-STAFF	Indy Diner - Meals Bus Delivery	13.17		04-TRAN
8023 B&M SHELTER CLEAN & REPAI	Safeway - Shelter Garbage Bags	8.99		13-MAINT-OPS
8038 TRAVEL-STAFF	Indy Diner - Meals Bus Delivery	13.16		13-MAINT-OPS
8021 B&M GENERAL	A Coastal Lock - Keys OPS	28.00		05-FR-OPS
8038 TRAVEL-STAFF	Indy Diner - Meals Bus Delivery	15.27		04-TRAN
8038 TRAVEL-STAFF	Indy Diner - Meals Bus Delivery	15.27		13-MAINT-OPS

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
09/08/2019	55906140217003420819

Vendor
Card Service Center P.O. Box 569100 Dallas, TX 75356

Bill Due	10/02/2019
Terms	Due 2nd of Month
Memo	08/09 - 09/06/19

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8122 POSTAGE-SHIPPING	1100 - Parker Stamps.com	17.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Adobe ID Creative	20.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Adobe Acrobat	14.99		02-EXEC
8100 MEETING EXPENSE	Safeway - Board Meeting Food	24.94		02-EXEC

Expense Total : 2,236.62

Bill Total : \$2,236.62

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

NOTE on Reviewing Financials: Month 3 = 25% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$381,174 (\$26,598 less than budget), 14% of annual budget and 93% of monthly budget. YTD Total Materials & Services was \$182,197 (\$78,580 less than budget), 17% of annual budget and 69.8% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$15,930; \$930 more than monthly budget and \$2421 more than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$1,999; \$1601 less than monthly budget and \$3350 less YTD. There is some outstanding billing to Tillamook.
- 4090 Donations/Commissions: Under budget \$569 for the month and over budget YTD by \$1,512.
- 4100 Contract Service-IGA: No revenue received.
- 4200 Taxes: \$5,781-property taxes received. Timber revenues are below estimated budget by \$54,006.
- 4272 Parking: All parking spaces are leased out.
- 4300 Interest: September interest for General Fund was \$356.
- 4310 Misc. Income: Laminating and misc. cash drawer activity.
- 5000 Grants: No grant monies received.

Expense

- 6005 Salaries & Wages: Under budget for the month \$54,931. Under budget YTD by \$126,569.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for July was \$276.
- 8024 Building Lease: Over budget for the month by \$222 and over budget YTD \$1802. The storage units are being billed to this account as well as the Seaside Transit Office.
- 8050 Dues Subscriptions & Fees: \$3620 for SDAO dues for FY20. Over budget YTD \$1,566.
- 8053 IGA -Dues and Fees: 2nd Q paid in September. YTD over budget \$3000.
- 8100 Meeting Expense: Under budget for month by \$100 and YTD \$111.
- 8130 Payroll Processing Fees: Over budget by \$1,569. This will be over budget as we were expecting to be using a different SW program which would have eliminated PR processing fees.
- 8135 Printing: \$0 was expended for September. YTD is over budget \$1,976.
- 8155 Telephone/Internet Service: Within reasonable range for September. Over budget YTD \$2,631.

***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

SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the October 2019 Board of Commissioner's Meeting

- *SETD Expense con't*
- 8170 Vehicle Maint & Repairs: Month under budget by \$3,457. Over budget YTD \$895.
- END

** Materials & Services are under budget for the month by \$40,768 and under budget \$78,580 for the year.

Follow up items:

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

**Sunset Empire Transportation District
Profit & Loss Budget Performance
September 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	15,929.95	15,000.00	52,420.62	50,000.00	2,420.62	239,200.00	22%
4015 PARATRANSIT FARES	1,999.00	3,600.00	6,950.00	10,300.00	-3,350.00	50,800.00	14%
4090 DONATIONS/COMMISSIONS	290.79	860.00	4,392.47	2,880.00	1,512.47	11,500.00	38%
4100 CONTRACTED SERVICES-IGA	0.00	0.00	7,170.00	7,170.00	0.00	52,000.00	14%
4200 TAXES							
4205 PROPERTY TAXES	3,643.61	3,600.00	11,498.45	11,400.00	98.45	970,000.00	1%
4207 PRIOR YR PROPERTY TAX	2,128.83	2,100.00	4,644.82	4,600.00	44.82	24,000.00	19%
4209 INTEREST/PENALTIES	9.05	0.00	153.59	0.00	153.59	0.00	
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4200 TAXES	5,781.49	5,700.00	16,296.86	16,000.00	296.86	994,000.00	2%
4250 TIMBER SALES	0.00	0.00	55,994.25	110,000.00	-54,005.75	379,144.00	15%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	17,518.14	17,500.00	18.14	70,000.00	25%
4270 RENTAL INCOME	760.00	760.00	2,280.00	2,280.00	0.00	10,500.00	22%
4300 INTEREST	355.53	355.00	1,519.45	1,518.00	1.45	10,000.00	15%
4310 MISC INCOME	30.86	12.00	2,090.50	36.00	2,054.50	144.00	1452%
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	0.00	0.00	
5000 GRANTS					0.00		
5001 ODOT GRANTS					0.00		
5002 5311 GRANT OPERATIONS	0.00	0.00	142,988.00	142,000.00	988.00	501,722.00	28%
5003 5310 MOBILITY MGT GRANT/PM	0.00	0.00	26,231.00	26,231.00	0.00	138,975.00	19%
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	0.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS CON	0.00	0.00	18,857.00	18,857.00	0.00	86,577.00	22%
5007 5310 PM DISC	0.00	0.00	3,000.00	3,000.00	0.00	12,000.00	25%
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	0.00	457,623.00	0
5001 ODOT GRANTS - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total 5001 ODOT GRANTS	0.00	0.00	191,076.00	190,088.00	988.00	1,371,147.00	14%
Total 5000 GRANTS	0.00	0.00	191,076.00	190,088.00	988.00	1,371,147.00	14%
5080 OREGON STF FUNDS	0.00	0.00	23,466.00	0.00	23,466.00	0.00	
Other Types of Income					0		
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0	0.00	
Total Other Types of Income	0.00	0.00	0.00	0.00	0	0.00	
Total Income	25,147.62	26,287.00	381,174.29	407,772.00	-26,597.71	3,188,435.00	14%
Gross Profit	25,147.62	26,287.00	381,174.29	407,772.00	-26,597.71	3,188,435.00	
Expense							
1. PERSONNEL SERVICES							

**Sunset Empire Transportation District
Profit & Loss Budget Performance
September 2019**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
6005 SALARIES & WAGES	121,180.47	136,972.00	439,429.48	479,397.00	39,967.52	1,780,614.00	25%
6200 PAYROLL EXPENSES	10,839.64	16,172.00	50,597.15	56,602.00	6,004.85	210,243.00	24%
6300 EMPLOYEE BENEFITS	7,664.79	41,472.00	64,555.76	145,152.00	80,596.24	539,143.00	12%
Total 1. PERSONNEL SERVICES	139,684.90	194,616.00	554,582.39	681,151.00	126,568.61	2,530,000.00	22%
2. MATERIALS & SERVICES					0.00		
7000 VET PROVIDER SERVICE	275.50	834.00	980.20	2,501.00	1,520.80	10,000.00	10%
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	0.00	0.00	0.00	0.00	17,000.00	0%
8010 BANK/MERCHANT FEES	160.01	160.00	492.03	493.00	0.97	2,000.00	25%
8020 BLDING & GROUNDS MAINT	2,030.15	3,270.00	7,125.04	9,710.00	2,584.96	40,000.00	18%
8024 BUILDING LEASE	1,138.00	916.00	4,552.00	2,750.00	-1,802.00	11,000.00	41%
8030 COMP-INFO-TECH SERVICES	7,284.87	8,475.00	31,634.55	32,715.00	1,080.45	109,000.00	29%
8035 CONF TRAINING & TRAVEL	1,096.12	2,500.00	2,350.36	7,500.00	5,149.64	30,000.00	8%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
8045 HR EXPENSES	196.00	425.00	196.00	1,175.00	979.00	5,000.00	4%
8049 ADS (HR JOB POSTING)	212.88	145.00	230.71	245.00	14.29	2,000.00	12%
8050 DUES SUBSCRIPTIONS & FEES	4,107.45	1,250.00	5,316.23	3,750.00	-1,566.23	15,000.00	35%
8053 IGA - DUES AND FEES	3,000.00	0.00	6,000.00	3,000.00	-3,000.00	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	388.09	835.00	849.55	2,505.00	1,655.45	44,000.00	2%
8061 EQUIPMENT LEASE/RENT	0.00	225.00	376.00	675.00	299.00	2,700.00	14%
8065 EDUCATION/OUTREACH	0.00	1,250.00	809.08	3,750.00	2,940.92	15,000.00	5%
8070 EMPLOYEE RECOGNITION	48.99	380.00	189.97	1,140.00	950.03	10,000.00	2%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	14,388.85	27,666.00	44,088.82	83,000.00	38,911.18	332,000.00	13%
8080 INSURANCE	0.00	16,371.00	0.00	16,371.00	16,371.00	65,000.00	0%
8090 LEGAL ADS	0.00	66.00	0.00	200.00	200.00	800.00	0%
8095 LEGAL COUNSEL	0.00	1,230.00	0.00	3,690.00	3,690.00	14,800.00	0%
8096 UNINSURED LOSS	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
8100 MEETING EXPENSE	24.94	125.00	485.59	375.00	-110.59	1,500.00	32%
8120 OFFICE EXPENSES	572.09	1,250.00	3,290.02	3,750.00	459.98	15,000.00	22%
8130 PAYROLL PROCESSING FEES	465.08	42.00	1,694.14	125.00	-1,569.14	500.00	339%
8135 PRINTING	0.00	1,250.00	5,726.33	3,750.00	-1,976.33	15,000.00	38%
8139 PROFESSIONAL SERVICES	2,130.00	4,500.00	4,960.00	13,500.00	8,540.00	54,000.00	9%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	
8150 TAXES/LICENSES/BUS REG FEE	0.00	208.00	0.00	626.00	626.00	2,500.00	0%
8155 TELEPHONE/INTERNET SERVICE	4,490.61	4,335.00	15,631.72	13,001.00	-2,630.72	52,000.00	30%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
September 2019**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8160 UNIFORMS	457.78	666.00	577.45	2,000.00	1,422.55	8,000.00	7%
8165 UTILITIES	1,845.51	2,500.00	4,677.63	7,500.00	2,822.37	30,000.00	16%
8170 VEHICLE MAINT & REPAIRS	9,453.44	12,910.00	39,624.87	38,730.00	-894.87	154,960.00	26%
8180 SHOP SUPPLIES	0.00	750.00	339.17	2,250.00	1,910.83	9,000.00	4%
Total 2. MATERIALS & SERVICES	53,766.36	94,534.00	182,197.46	260,777.00	78,579.54	1,094,760.00	17%
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expense	193,451.26	289,150.00	736,779.85	941,928.00	205,148.15	3,624,760.00	20%
Net Ordinary Income	-168,303.64	-262,863.00	-355,605.56	-534,156.00	-178,550.44	-436,325.00	82%
Other Income/Expense					0.00		
Other Income					0.00		
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Other Expense					0.00		
3. OTHER EXPENSES					0.00		
9610 CLATSOP BANK-PRINCIPAL	12,995.18	6,513.59	25,864.21	19,442.85	-6,421.36	26,086.00	99%
9611 CLATSOP BANK-LOAN INT	168.14	68.07	462.43	302.13	-160.30	347.13	133%
Total 3. OTHER EXPENSES	13,163.32	6,581.66	26,326.64	19,744.98	-6,581.66	26,433.13	100%
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	120.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	59,882.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	1,553.87	0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	1,115,017.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	190,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
Total Other Expense	13,163.32	6,581.66	26,326.64	19,744.98	-6,581.66	1,443,006.00	2%
Net Other Income	-13,163.32	-6,581.66	-26,326.64	-19,744.98	6,581.66	-359,640.00	7%
	-181,466.96	-269,444.66	-381,932.20	-553,900.98	-171,968.78	-795,965.00	48%

Sunset Empire Transportation District
Balance Sheet
 As of September 30, 2019

	<u>Sep 30, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings		Current Liabilities	101,156.14
1000 SETD GEN FUND BANK ACCTS	144,460.44	Long Term Liabilities	0.00
Total Checking/Savings	<u>144,460.44</u>	Total Liabilities	<u>101,156.14</u>
Accounts Receivable		Equity	
1200 ACCOUNTS RECEIVABLES	119,220.50	3100 NWRC PRIOR PERIOD ADJUST	(1,033.66)
1250 PROPERTY TAX RECEIVABLES	130.00	3200 GF PRIOR PERIOD ADJUST	86,547.76
1251 PASS TRANSIT RECEIVABLES	<u>7.00</u>	3700 FUND BALANCE NWRC-RESTRICT	875,659.11
Total Accounts Receivable	<u>119,357.50</u>	3800 FUND BALANCE GENERAL FUND	1,492,163.06
Other Current Assets		3900 RETAINED EARNINGS	(1,855,209.03)
1400 PREPAID EXPENSES	46,624.70	Net Income	<u>(386,364.29)</u>
1500 UNDEPOSITED FUNDS	<u>2,476.45</u>	Total Equity	<u>211,762.95</u>
Total Other Current Assets	<u>49,101.15</u>	TOTAL LIABILITIES & EQUITY	<u><u>312,919.09</u></u>
Total Current Assets	<u>312,919.09</u>		
TOTAL ASSETS	<u><u>312,919.09</u></u>		

Sunset Empire Transportation District
A/R Aging Summary
As of September 30, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALLS001	0.00	142.50	142.50	0.00	0.00	285.00
CLAT003	0.00	178.00	0.00	153.00	181.00	512.00
CLATSOP CRUISE HOSTS	0.00	0.00	1,380.00	0.00	0.00	1,380.00
COLV001	0.00	47.50	47.50	0.00	2.50	97.50
DHS - CHILD WELFARE-CLATSOP	0.00	0.00	420.00	0.00	460.00	880.00
HAND001	0.00	142.50	0.00	0.00	0.00	142.50
HOLL001	0.00	47.50	47.50	0.00	47.50	142.50
HOME002	0.00	95.00	95.00	0.00	0.00	190.00
HOXI001	0.00	47.50	47.50	0.00	0.00	95.00
OREG003	0.00	20.00	20.00	40.00	0.00	80.00
Providence Seaside Hospital	0.00	0.00	160.00	0.00	0.00	160.00
TILL001	0.00	0.00	0.00	114.00	574.00	688.00
WARR003	0.00	47.50	47.50	0.00	0.00	95.00
TOTAL	<u>0.00</u>	<u>768.00</u>	<u>2,407.50</u>	<u>307.00</u>	<u>1,265.00</u>	<u>4,747.50</u>

Sunset Empire Transportation District A/P Aging Summary As of September 30, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ASTO003	0.00	0.00	38.70	0.00	-100.00	-61.30
CART001	62.64	20.88	0.00	0.00	0.00	83.52
CBLA001	406.00	0.00	0.00	0.00	0.00	406.00
CLAT002	1,431.29	0.00	0.00	0.00	0.00	1,431.29
EIDE001	0.00	20.00	0.00	0.00	0.00	20.00
HOME001	9.65	0.00	0.00	0.00	0.00	9.65
IFOC001	15.00	0.00	0.00	0.00	0.00	15.00
INDU001	2,091.10	0.00	0.00	0.00	0.00	2,091.10
IRON001	73.93	0.00	0.00	0.00	0.00	73.93
JACK001	2,033.55	0.00	0.00	0.00	0.00	2,033.55
MTRW001	0.00	3,073.65	0.00	0.00	0.00	3,073.65
NEIK001	1,744.25	0.00	0.00	0.00	0.00	1,744.25
NORT001	962.00	0.00	0.00	0.00	0.00	962.00
NWNA001	89.48	0.00	0.00	0.00	0.00	89.48
OFFI001	328.62	-18.46	0.00	0.00	0.00	310.16
OREGON - DAS CASHIER	500.00	0.00	0.00	0.00	0.00	500.00
OREI001	206.70	0.00	0.00	0.00	0.00	206.70
PACI002	707.79	0.00	0.00	0.00	0.00	707.79
RECO001	100.18	0.00	0.00	0.00	0.00	100.18
SPEC001	3,607.45	0.00	0.00	0.00	0.00	3,607.45
SUNS001	8.16	0.00	0.00	0.00	-321.12	-312.96
SWEE001	0.00	65.88	0.00	0.00	0.00	65.88
TILL002	3,000.00	0.00	0.00	0.00	0.00	3,000.00
VERI001	879.81	0.00	0.00	0.00	0.00	879.81
VYAN001	0.00	140.91	0.00	0.00	0.00	140.91
WARR001	362.32	0.00	0.00	0.00	0.00	362.32
WILC001	12,469.80	0.00	0.00	0.00	0.00	12,469.80
TOTAL	<u>31,089.72</u>	<u>3,302.86</u>	<u>38.70</u>	<u>0.00</u>	<u>-421.12</u>	<u>34,010.16</u>

Sunset Empire Transportation District
Check Detail
September 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19418	09/20/2019	IFOCUS	6,340.00
19401	09/06/2019	TRILLIUM SOLUTIONS	9,975.00
19403	09/06/2019	WILCOX & FLEGEL	13,120.51
		Total	29,435.51

Date: October 18, 2019


To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Appointment for Position # 3

Due to the Position # 3 vacancy on the Board, it is Board policy that the Board of Commissioners shall appoint a qualified applicant by a majority of the remaining members of the Board. There are five applicants who have submitted applications, they are: Lawrence Taylor, Charles Withers, Diana Nino, Zoe Higginbottom, and Lylla Gaebel. The appointed Commissioner shall serve until the Special District's 2021 election. The 2021 election will be for a new 4-year term.

Staff is recommending that a motion be made to appoint one of the applicants to Position # 3 on the Board of Commissioners.

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS MID-TERM BOARD VACANCY	Policy # B-308	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

POLICY:

The Board shall fill a vacancy on the Board by appointment by a majority of the remaining members of the governing body. (ORS 198.320-Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member's resignation.
2. The appointee will serve until a successor can be elected at the next regular special district election.



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

Phone: 503-861-5370 Fax: 503-325-1606

www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to jeff@ridethebus.org. or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Office located at 39 N. Holladay in Seaside. For further assistance please contact Mary Parker 503-861-5370.

Applications will be accepted until Monday, October 14, 2019 at 5:00 pm.

Name: Lawrence Taylor		
Home Address: 1684 Irving Avenue, Astoria, OR 97103		
Phone: 971 – 235 - 7164	Email: Lawrence.d.taylor@gmail.com	fax
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		

1. What is your interest in serving on the SETD Board of Commissioners?

I would like to apply the skills and knowledge acquired during my professional career to making the SETD the best functioning transit district possible.

2. Please list your community service experience.

I have devoted hundreds of hours of volunteer time since moving to Astoria in 2000. I was on the Board of Directors of the River Theater, where I helped them stabilize their finances and production processes. I helped revive Astoria Visual Arts in 2000, where I worked on the restoration of the Ft. George Mural. I helped revive the AVA again in 2009 with Margaret Thierry, with the founding of the Astoria Fiber Arts Studio. In 2003 I co-founded the Astoria Music Festival which broke even in its initial year was the festival producer in 2004 and 2005.

3. What experience do you have working with processes, policies, budgets and or the State of Oregon? .

I am experienced in process analysis and process optimization. For 7 years at Mentor Graphics and 19 years at Intel Corporation, I worked as an analyst, a people manager and as a project manager. My last team budget was approximately \$10 million. The last division budget I created was for an international team spread over four countries, totaling \$16 million

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?

I have a B.S. in Computer Science from the University of California Irvine. I have decades of experience in software implementations, software development, and system backups. At Mentor Graphics, I was on the team that converted the financial systems of a \$23 million company to SAP – the highly integrated software system used in major corporations. The first phase was a simultaneous implementation in 13 countries in Europe. At Intel, I also worked on

a multi-year financial system conversion to SAP. At the time of the conversion, Intel was a \$40 billion company. Currently Intel's income is in the \$50 billion range.

I have served on numerous non-profit boards. I am a registered Parliamentarian with the National Association of Parliamentarians. I currently serve as the parliamentarian for the Clatsop County Board of Commissioners. I also teach parliamentary procedure at Clatsop Community College in their community education program.

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

Yes. I especially love the bus service to and from Portland.



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103
Phone: 503-861-5370 Fax: 503-325-1606
www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to jeff@ridethebus.org. or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Office located at 39 N. Holladay in Seaside. For further assistance please contact Mary Parker 503-861-5370.

Applications will be accepted until Monday, October 14, 2019 at 5:00 pm.

Form with fields for Name (Charles Withers), Home Address (194 E. Van Buren P.O. Box 147), Phone (540-304-2646), email (CALBER7CEVA@comcast.net), fax, and a voter registration question (Are you a registered voter in Clatsop County yes no).

- 1. What is your interest in serving on the SETD Board of Commissioners?
2. Please list your community service experience.
3. What experience do you have working with processes, policies, budgets and or the State of Oregon?
4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?
5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?

(SEE ACCOMPANYING DOCUMENT)


Sunset Empire Transportation District

(Attachment to Board Application)

1. I believe in public transportation as a means of lessening the impact of automobiles on the road and as a valuable need for individuals who don't own cars or choose to not use cars.
2. My Public Service Experience includes:
 - A. Member of the Virginia MLK Jr. Commission (15 years)
 - B. Board Chair for YMCA Gainsboro Roanoke Virginia (8 years)
 - C. Board Member Corporate Board of YMCA of Virginia's Blue Ridge (8 years)
 - D. Chairman of Roanoke City Democratic Committee (4 years)
 - E. Virginia 6th Congressional District Committee Member (10 years)
 - F. Commonwealth of Virginia Central Committee Member (10 years)
 - G. Board Member of Juneteenth Freedom Day Foundation (9 years)
3. All the above positions had process, policies and budgets requirements
Move to Cannon Beach in 2018 and have no experience with State of Oregon.
4. I've lived in larger metropolitan cities and have an intimate knowledge of what works and does not work in regards to public transportation. I also have and sales engineering background with very good knowledge of systems, equipment and processes.
5. I use Sunset Empire Transportation regularly to get a better feel of the operation and what work and importantly doesn't work on the bus system.

Note: Being a person of color, I can bring a diversity perspective to your District

Sincerely,



Charles Withers

Box 147

Cannon Beach, OR 97110

540-309-2676

Calber_7@yahoo.com

Respected members of the SETD Board of Commissioners,

I would like to express my interest in becoming a Board member, as I would love to join the efforts in providing our County with quality and reliable transportation services.

I love public transportation. I believe in its power to hold communities together, contribute to the sustainability of our ecosystems, and allowing people to stay active and happier longer. I've been a user of public transportation for most of my life as I lived in metropolitan cities from birth until I was 36 years old. When I moved to Clatsop County in 2016, I had never had a driver's license. I knew how to drive but I had never needed to drive as public transportation was convenient, and readily available. I thoroughly understand the joy and relief of knowing you can get to a destination on time without depending on a friend or a family member to drive you. To be independent and self-reliant because there's a system in place to support you on this is priceless, and a solid public transportation system is pivotal to a strong and healthy community.

I have the privilege to be part of the STIF Transportation Advisory Committee. In trying to understand how to best invest the funds in question I got to have a better understanding of the system as a whole. It excites me to see how much potential there is! One of my biggest contributions to the Advisory Committee was to represent the point of view of the local Hispanic community as I have closely worked with the Hispanic community in the Counties of Clatsop, Tillamook and Columbia. This has given me a very clear idea of the needs and challenges experienced by these hard working families who aren't fluent in the English language, and often rely on public transportation for their daily tasks.

I also think the tourism industry in our County is supported and enriched by a strong transportation system. I know much has already been done in this effort, and there's lots more we could do. Whenever I travel I prefer to use public transportation because I believe it's an effective way to experience the culture and everyday life of its inhabitants. It's also economic and convenient. I think is important to continue shaping our Transportation District to better serve our local residents as well as facilitating tourism.

It would be an honor to be considered to join as a Board Commissioner, and I would be delighted to learn and grow in knowledge and solutions.

Thank you for your time, and please do not hesitate to contact me if you have any questions.

Sincerely,

DIANA M. NINO
(347) 653 - 0087 / dianigato@gmail.com



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103
Phone: 503-861-5370 Fax: 503-325-1606
www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to jeff@ridethebus.org or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Office located at 39 N. Holladay in Seaside. For further assistance please contact Mary Parker 503-861-5370.

Applications will be accepted until Monday, October 14, 2019 at 5:00 pm.

Name			DIANA M. NINO		
Home Address			115 10 th Ave #1. Seaside, OR 97138		
Phone	email	fax			
347-653-0087	dianigato@gmail.com	—			
Are you a registered voter in Clatsop County <input checked="" type="checkbox"/> yes <input type="checkbox"/> no					

1. What is your interest in serving on the SETD Board of Commissioners?
2. Please list your community service experience.
3. What experience do you have working with processes, policies, budgets and or the State of Oregon?
4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?
5. Although not a requirement, do you have any experience using Sunset Empire Transportation services?

Name: DIANA M. NINO
Home address: 115 10th Ave #1. Seaside, OR 97138
Phone: (347) 653 - 0087
Email: dianigato@gmail.com
Are you a registered voter in Clatsop County? YES

1. **What is your interest in serving on the SETD Board of Commissioners?**

I believe that reliable public transportation can make a community thrive and prosper. Communities stay strong and active when people are able to move around, access resources, services, and socially interact with each other regardless of their income or ability to drive. I would like to be a part of the Board to continue this work in our County.

2. **Please list your community service experience.**

Translation and interpreting English-Spanish free of charge. Volunteer at local cultural events. Cooking to collect money for the needy.

3. **What experience do you have working with processes, policies, budgets, and or the State of Oregon?**

As Program Manager for the "OHP Now Covers Me!" campaign for 3 counties in 2018-2019 I had to closely work with the Oregon Health Authority, thoroughly understand their policies, attend regular meetings, observe a budget, and file monthly reports.

4. **Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?**

I depended on public transportation for most of my life, so I have thorough understanding of the experience from the user's point of view.

I have closely worked with the Hispanic community in the Counties of Clatsop, Tillamook and Columbia. This has given me a very clear idea of the needs and challenges experienced by these hard working families who often rely on public transportation for their daily tasks, and aren't fluent in the English language.

I also have deaf and hard of hearing family members, which helps me understand how someone who can't hear relies strongly on effective visual communication.

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

Yes. When I first moved to Oregon from New York City in 2016 I depended on SETD services for 7 months before I got my driver's license and had access to a car.

Diana M. Nino
dianigato@gmail.com
(347) 653 0087

SKILLS

- Cultural mediator. Public speaker and moderator.
- Ability to conceptualize an idea, design a plan to execute it, and expand on it.
- Great listening, concentration, and capability to effectively communicate under pressure.
- Excellent organizational skills.
- Excellent interpersonal relations and training abilities.
- Languages: Fluent writing and speaking English and Spanish. Conversant in American Sign Language.

NON-PROFIT / OUTREACH EXPERIENCE

Program Manager at a Senate Bill 558 grantee organization

LOWER COLUMBIA HISPANIC COUNCIL Non-profit organization, Astoria, OR. 2017 - 2019

Head of team in charge of implementing, developing and executing outreach strategies to promote the "OHP Now Covers Me" campaign and encourage Oregon Health Plan enrollment in the counties of Columbia, Clatsop and Tillamook.

Research, networking, community event planning, graphic design, internal performance tracking, and monthly reporting.

One-on-one meetings with local Directors and leaders to promote knowledge of the program, and encourage inter-organization collaboration. School outreach at all three counties doing presentations on "OHP basics" to Superintendents, Principals, Nurses and Counselors.

Other duties with the organization include assisting with resources and programs in education, leadership, health, literacy, cultural integration, and advocacy for the local Hispanic/Latino community.

HOSPITALITY EXPERIENCE

Server

STEPHANIE INN DINING ROOM Pacific North West Cuisine, Cannon Beach, OR. 2016 - 2017

Award-winning fine dining inspired by regional ingredients, and a passion for sustainable and locally sourced ingredients. Great attention to detail and thorough knowledge of food, cooking techniques, wine, spirits and beer.

Server

COMMERCE RESTAURANT New American Cuisine, New York City. 2014 - 2016

Renowned West Village restaurant by Chef Harold Moore. Seasonal ingredients and a rigorous beverage program. Consistent excellent service in a high volume, fast paced environment.

Wine and Beverage Manager

CASELLULA Cheese and Wine Caf , New York City. 2009 - 2013

Varied and rare cheese menu from around the world, and an original, innovative wine program. Duties as manager of the wine program included seasonal updating of the wine list, ordering, tracking inventory, maximizing profit while maintaining high quality, training of staff and event planning.

General Manager

CENTRO ESPA OL LA NACIONAL Spanish Cuisine, New York City. 2008 - 2009

Part of the Spanish Benevolent Society, a social club and cultural embassy founded in 1868. Duties as manager included overseeing all day to day operations; purchasing of food, beverages, equipment and supplies; managing all accounts payable and receivable, handling payroll and issuing monthly reports on all accounting; planning and execution of private events for up to 70 people; working with the chef designing menu items and special menus for events; interview, hire and training of new staff.

ADMINISTRATIVE / FILM EXPERIENCE

Office Manager

DOORLINE GLASS & METAL New York City. 2013 - 2014

Created the Office Manager position in a young and quickly rising Architectural glass and metal company.

Responsibilities included Quickbooks set up for internal accounting and invoicing; designing spreadsheets for purchases, material cost and project progress; opening new accounts with vendors; material sourcing (nationally and internationally); sample inventory and prep; writing proposals and presentation letters.

Independent Documentarist / Post-production Consultant

New York City, Colombia, Uruguay and Spain. 2004 - 2012

EDUCATION

Bachelor's Degree in Visual Arts - Filmmaking Major

Pontificia Universidad Javeriana Bogot , Colombia. 2003

Film Direction Certificate Program

LAUDEM Education Institute - SUNY New York, NY. 2011

To whom it may concern,

I started riding the bus alone at age 12. Growing up in a small city with a large university, we had an extensive transit system and the freedom I found in riding was intoxicating. I hung the system map on my wall and convinced my friends to ride, too. Although I eventually got my driver's license, I have remained passionate about public transportation and fascinated by the ways people move around.

In addition to being really cool, I believe public transportation is an essential service like water, heat, or electricity. It is a lifeline for many people who would otherwise be limited or excluded entirely from the public sphere. We all benefit from their ability to independently access shops, friends, and centers of recreation by riding the bus there. We owe them reliable, useful service and I think the Sunset Empire Transit District does admirably providing it.

When my partner and I were looking to move to the coast, a significant consideration for us was the presence of public transportation, not just between cities, but within the city as well. SETD's local routes are solid. We use the bus for grocery shopping and other errands, as well as for recreational trips. Of course there is always room for improvement and I am excited at the opportunity to be a part of that process.

Cordially,
Zoe Higginbottom

SUNSET EMPIRE TRANSPORTATION DISTRICT
 900 Marine Drive Astoria, OR 97103
 Phone: 503-861-5370
 Fax: 503-325-1606
 www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to jeff@ridethebus.org. or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Office located at 39 N. Holladay in Seaside. For further assistance please contact Mary Parker 503-861-5370. Applications will be accepted until Monday, October 14, 2019 at 5:00 pm.

Name: Zoe Higginbottom		
Home Address: 675 15th St Astoria, OR 97103		
Phone: 765-714-0687	Email: zoe.caroline.higginbottom@gmail.com	Fax: n/a
Are you a registered voter in Clatsop County? Yes		

1. What is your interest in serving on the SETD Board of Commissioners?

How people get places is a passion of mine and I find the unique transportation challenges facing small towns and rural areas particularly compelling. The relatively robust public transit in this region was a significant point of consideration when my family moved to Astoria and when I learned there was an opportunity for me to be part of the decision-making board for this remarkable transit organization, I leapt at it. I believe that useful and comprehensive transit is an achievable goal for all areas and something that we owe our community.

2. Please list your community service experience.

I served for a year as a math and reading tutor with Americorps in my hometown and I was a leader in campus recreational sports during my time at Purdue University and at Portland State University. I also have experience with direct outreach to homeless populations.

3. What experience do you have working with processes, policies, budgets and or the State of Oregon?

In my current position as the scheduling coordinator for Portland's largest dog walking and pet sitting agency, I have been responsible for developing and implementing robust processes for managing both geographic and temporal schedules for nearly 100 pet sitters and over 5,000 clients. I have also trained my colleagues to use these processes and integrated feedback from all stakeholders as the processes have evolved. I was also instrumental in drafting our policies regarding standards of care for a variety of pets and remain responsible for reconciling our requirements with clients' needs.

4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners?

I have been a transit user for my entire life. From the small town of Lincoln in New Zealand (population 6100) to Brooklyn, New York City, wherever I've lived I have always relied on transit to get me where I need to be. Additionally I am active in a variety of transportation-centered communities where we share and discuss research and ideas about every imaginable transportation topic. I am excited to bring my experience with and understanding of diverse transit systems to the Sunset Empire Transportation District and to learn about the unique aspects of transit in this community.

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

I have used the Sunset Empire Transportation bus to get to Portland and for trips from my home in Astoria to Seaside and Warrenton for both shopping and recreation.

October 12, 2019

To: SETD Board of Commissioners

From: Lylla Gaebel

Thank you for the opportunity to apply for one of the openings on the SETD Board of Commissioners.

I believe my years of experience can be a valuable part of the Board.

I truly want to be part of the great future I see for transportation services in Clatsop County.

I see one of the most important duties of a commissioner is overseeing the financials of the district. I have a lot of experience looking at budgets and helping create them.

I am also very interested in making sure our senior citizens are served. At the same time, I hope we can improve the ridership of our younger generation.

I believe continuing to improve our technology is important in attracting more of the younger group.

I hope you select me to be part of your team.

Thank you again,

Lylla Gaebel



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103
Phone: 503-861-5370 Fax: 503-325-1606
www.ridethebus.org

BOARD OF COMMISSIONERS NEW MEMBER APPLICATION

Applicants are asked to submit a letter of interest and complete the following application. Any additional information you wish to have considered may also be attached. Please return your letter of interest and application by mail to SETD 900 Marine Drive Astoria OR. 97103, by email to jeff@ridethebus.org. or drop off at the Astoria Transit Center Ticket Office at 900 Marine Drive Astoria, or the Seaside Transit Office located at 39 N. Holladay in Seaside. For further assistance please contact Mary Parker 503-861-5370.

Applications will be accepted until Monday, October 14, 2019 at 5:00 pm.

Form with fields for Name (Lylla Gaebel), Home Address (5 N Hwy 101, #402), Phone (503-861-1673), email (Lgaebel@gmail.com), fax, and a voter registration question (Are you a registered voter in Clatsop County X yes ___ no).

- 1. What is your interest in serving on the SETD Board of Commissioners? I would like to continue to work with the Board to improve the services to citizens of Clatsop County.
2. Please list your community service experience. I volunteer at the Maritime Museum. I have, in the past, volunteered for many Chamber activities Goonies, Columbia Crossing, Crab Feast. Volunteered as a CASA and also Womens Resources.
3. What experience do you have working with processes, policies, budgets and or the State of Oregon? Prior to serving on the SETD board, I served as Warrenton City Commissioner and the Clatsop County Commissioner. I chaired NWACT & served on the committee that gave out matching dollars from ODOT.
4. Do you have any special knowledge or experience that qualifies you for a position on the SETD Board of Commissioners? I have many years of experience serving on the Board. During years I was not on the Board, I often served on the budget committee.
5. Although not a requirement, do you have any experience using Sunset Empire Transportation services? Limited. I normally drive.

Date: October 18, 2019


To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Appointment for Position # 7

Due to the Position # 7 vacancy on the Board, it is Board policy that the Board of Commissioners shall appoint a qualified applicant by a majority of the remaining members of the Board. There are five applicants who have submitted applications, they are: Lawrence Taylor, Charles Withers, Diana Nino, Zoe Higginbottom, and Lylla Gaebel. The appointed Commissioner shall serve until the Special District's 2021 election. The 2021 election for this position will be to fill the remaining two years of the term.

Staff is recommending that a motion be made to appoint one of the applicants to Position # 7 on the Board of Commissioners.

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS MID-TERM BOARD VACANCY	Policy # B-308	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

POLICY:

The Board shall fill a vacancy on the Board by appointment by a majority of the remaining members of the governing body. (ORS 198.320-Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member's resignation.
2. The appointee will serve until a successor can be elected at the next regular special district election.

Date: October 18, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Swearing in of New Commissioners

The Board Chair shall administer the Oath of Office to the two new Commissioners

Date: October 18, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.d Election of Board Officers

Because of the resignations of the Chair and Vice Chair in September, the Board needs to elect a new Chair and Vice Chair. In the event that Commissioner Boothe-Schmidt is elected as Chair or Vice Chair, a new Secretary/Treasurer will need to be elected.

Staff is recommending that the Board elect a new Chair. Staff is also recommending that the Board elect a new Vice Chair.

Date: October 18, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.e November/December Board Meeting

At the July Board meeting, the Board agreed that the November Board meeting would be cancelled since it would have fallen on Thanksgiving, and a combination November/December Board meeting would be held on December 16th at 9:00 AM.

At the September Board meeting, Commissioner Alegria said she would not be able to make the December 16th meeting but is available all of November and the first week and part of the second week of December. With two new members of the Board, discussion should be held to see if that date needs to change.

On Wednesday, I received a notification that the Oregon Transportation Commission wants the Chairs of the modal committees to attend their workshop on December 16th for their targeted discussion focused largely around transportation funding. The Commission will seek input to inform the Commission's upcoming decisions about the Statewide Transportation Improvement Program (STIP), ODOT's budget, and sustainable transportation revenue. As the Chair of the Public Transportation Advisory Committee, I will be providing input on public transportation. With that in mind, I would request that the meeting be changed to a different date. We have not made the public announcement about the December 16th date.

Staff is recommending that the Board discuss the November/December meeting date again.

Date: October 18, 2019

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 8.a - Best Practices

SETD has insurance coverage through Special District's Insurance Service (SDIS). SDIS has developed a Best Practices Program designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. Each year they offer members an opportunity to receive discounts to their insurance premiums by participating in the Best Practices Survey. The incentive is reducing liability and the survey's focus is different each year. This year the survey is focused on Public Records Management. Since we work closely with SDAO on our policies, we often have most of the requirements in place. I have included the survey credits that we will receive:

Is your organization a member of an affiliate membership? YES 2%

Has your organization completed the SafePersonal Public Records Training? YES 2%

Has your district adopted a public records policy? Is your district aware of the statutory provision exempting certain public records? Is your district aware that Public Records Law does not require public bodies to create public records? Does your district adopt fees for responding to public records requests? Has your district designated one person to coordinate response to public records requests? Does your district provide a Request for Disclosure of Public Records to individuals requesting records? Does your district cite the specific exemption when denying a public record? Are you in compliance with the records retention schedule for Oregon Special Districts? YES 2%

Has your district adopted a public records policy that includes the new changes in the law pertaining to the timeframe for responding to requests? YES 2%

Did a representative from your organization attended the 2019 SDAO Annual Conference? YES 2%

SETD Total 10 % Discount

No Board action is necessary.

Date: October 18, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b SDAO Conference

The annual SDAO Conference is being held in Seaside February 6th through 9th. The full conference registration cost is \$230 per person. One day registrations for Friday or Saturday are also available for \$140. Pre-conference sessions on Thursday cost an additional \$100.

Registration will be opening in early December so we would like to know how many Commissioners will be attending. Last year, only the Board Chair and I attended the conference that was held at Sunriver. Because this conference is in Seaside, there will not be travel, lodging or meal costs involved. There is room in the budget for all commissioners to attend.

Staff is recommending that all Commissioner plan on attending the conference in February and very highly recommends that new commissioners attend the pre-conference training they typically have on Special District Boards: Roles and Responsibilities.

Executive Director Report
October Board Meeting
Jeff Hazen

-STIF Rollout

We are going to begin weekend service in Astoria on October 26th. This will be the first fixed route service improvement from the STIF.

-STIF Discretionary Grant

We have purchased one of the motor coaches and will be evaluating another one within the next few weeks.

-Driver positions

We are still looking for additional drivers. We need to hire eight more.

-Human Resources Manager

Sue Farmer is starting on Monday, October 21st.

-LowNo Grant

Our application was solid. We were “highly recommended for funding” in all six categories. We even had a higher than minimum local match percentage, but we were competing against Trimet and they had a higher percentage than us.

-Finance Officer Update

I’m pleased to announce that Tracy Lofstrom will be returning to her role as Finance Officer/Grant Administrator effective November 6th.

-NWOTA Update

We have been going through a Transit Access Study with ODOT over the past couple of years. This study is looking at transit stop enhancements throughout the NW Connector system. We have 4 stops in our boundaries as part of the study. One of them is the southbound stop in Seaside at Avenue A. ODOT has a highway improvement project in Seaside but unfortunately it misses our stop by a very short distance. We were hoping it was within the boundaries of the project in order to be able to tap into some of the funding of that project. ODOT contacted me to see if we wanted to move forward with our enhancement of the bus stop, but we would have to fund it. Their estimate that included final design, engineering and construction was between \$150,000 and \$200,000. We will not move forward at this point.

Emailed Updates:

10/14/19

Things are going well having Tracy back to help us in finance. I’m pleased to report that she has the 3 months of financials completed and they will be presented at the Board meeting next week.

So far, we have received 4 applications for the Board. I anticipate at least one more person applying today. I attended an SDAO/SDIS Risk Management training in Tigard that was very helpful. We discussed Return to Work policies, setting up a light duty job bank, how the State supports us financially to get injured employees back to work, including wage subsidies, equipment purchases, and training. We went over the top OSHA violations both in all employers and public employers. They spent a lot of time on safety and security of our properties. I'll be interviewing for the Finance Officer job early this week. I narrowed the field of applicants down to 4, but only 2 have responded to my request for an interview.

I've been working on getting our NTD report in. NTD stands for National Transit Database. Each year, we must report to the FTA our performance for the previous fiscal year. I have never personally inputted the information, so I chose to take it on this year since Tracy and John are no longer with us. Tracy did get me the financial information which was a big help. I will be wrapping up the report hopefully today since it is due on Friday. Kathy started on Monday and jumped right into the TO position. We are excited to have her on board for this program that we have been struggling with for the past couple of years.

I'm pleased to report that we have purchased our first used motor coach for the Lower Columbia Connector. Scott and I traveled to Federal Way on Thursday to check out one that they had. It is a 2002 model and is in good shape. They must make sure that the lift works properly since we discovered a little glitch with it while we were checking it out. They also must make sure that the seats in the securement area move properly. The bus handled very well and includes 4 new tires on it. Scott drove it and was pleased with it. Once the corrections are taken care of, we will get it down here. We paid \$20,000 for it. Scott and I will be traveling to their other bus sales lot in Las Vegas to look at a few motor coaches they have. They have more buses that have wheelchair lifts to choose from. The one I'm most interested in is a 2014 model listed for \$135,000. This will leave us \$15,000 from the grant to do the graphics and to install the radios and CAD/AVL system on them. I foresee us purchasing another newer model one in another year or so and then using the one we bought last week as a backup coach.

Paul and I attended Congresswoman Bonamici's town hall in Gearhart last week. She didn't speak about transportation in this town hall since the main discussion was about impeachment. She has been and I'm confident that she will remain very supportive of us.

9/30/19

Our former Finance Officer, Tracy Loftstrom, is onsite and will be here through October 30th to assist us in getting squared away while we recruit for a new Finance Officer. The position has been posted in several venues in order to reach a broad audience. I'm hopeful that we can get somebody started while Tracy is with us this month. I met with our new external audit firm on Friday and they are aware of what is going on. I also met with our partners at DHS and the Employment department on Friday to repair that relationship that we've had with them for many years. Our previous Finance Officer had changed the process of getting bus passes without getting my ok (which I would not have given) and without communicating the change to them,

leaving that to the CSR's at the transit center. They were delighted that we have gone back to the old way that has served all of us very well. I felt the article in the Daily Astorian was adequate and hopefully this issue will be put to rest.

9/24/19

Good afternoon, I'm writing this from home since I managed to contract Strep and don't want to share the "fun" experience I'm having with it with the rest of the crew. As I mentioned in my report for the meeting, I was at the NRTAP conference in Portland last week. Jason also attended. Our Monday morning keynote speaker talked about making connections. This is about de-escalation techniques. Making a 5 second connection with someone can often make the difference with somebody who may be planning something bad. He gave a few instances where it saved lives. I make it a habit to enter the front door of the transit center when it's open and get eye contact and greet people as they are waiting for the bus. I was a panel member for a session dealing with working with consultants and was able to share my experiences working with consultants on our Long-Range Comprehensive Transportation Plan and the Feasibility Study we did on expanding our District to include Columbia County. I attended a session on successful training programs to see what other states are doing. The highlight of the session was Nebraska and the facility that they built for training. It is a 55-acre site that has both indoor and outdoor space for training, including impaired driving. I also attended a session on empowering your board to lead. This had a strong emphasis on non-profit boards, but I felt very good where our Board is on leadership. I was able to give examples of our Board's leadership of the District. Tuesday's keynote addresses at lunch dealt with both the Opioid Crisis and Human Trafficking, both huge issues. I also attended a session on recruiting and retention of employees. I got some great notes and will be sharing the presentation at a team meeting when they get the slides posted. In the afternoon, I was privileged to moderate the transit marketing session where we heard from two agencies and a consultant. Kansas University produced a great video and it was very timely to learn about their process because I recently learned that ODOT's Active Transportation Division has small grants available for projects like these. I learned some other things I wasn't aware of in relation to social media that we will look at incorporating. A conference isn't a conference unless you have a big night out and this year's event had an all-important doughnut contest! It was VooDoo vs. Blue Star. My favorite was from the back to school category, a peanut butter and jelly filled doughnut that also had spice to it made by Blue Star. It was spicier than their Mexican hot chocolate doughnut. On Friday, I was in Tillamook for the North Coast Tourism Studio Leadership meeting and sat on a panel that shared what the transportation committee has been working on and what the committee's future plans are.

I'm pleased to report that the HR Manager position has been filled and local resident, Sue Farmer will start on October 18th. We had a great pool of candidates from as far away as Billings, Montana.

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases
 - o On-time Performance [September was 43.4% on time. TCTD was 55% and Lincoln County was 62.5%.](#)
 - o Fleet reliability
 - o Employee Retention [12.5% turnover YTD.](#)

- Develop a SETD specific emergency plan.
 - o SETD operational specific emergency operation plan
 - o Medical emergencies
 - o Accidents
 - o Behavioral emergencies at facilities and on buses
 - o Emergency contact and reporting requirements
 - o Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.

- Develop a Succession Plan for Key Management Positions

- Develop Route Standards
 - o Summer Schedule
 - o September Through May Schedule

- Develop Demand Management Standards
 - o Paratransit
 - o Dial a Ride
 - o First Mile Last Mile

- Increasing services
 - o Fixed routes [Operations staff is currently working on the schedules for the STIF funded route expansion.](#)

Priority One (Continued)

- Improving System
 - o Improved lighting at bus shelters
 - o Route on-time performances

- o Amenities
- Technologies
 - o E-fare RFQ will go out in October
 - o Electronic charging stations on buses
 - o On-board wi-fi
- Improve Appearance
 - o Buses
 - o Shelters
 - o Facilities

Priority Two

- Develop feasibility of moving Warrenton Operations facility
 - o Out of the inundation zone
 - o Upgrade to include an automatic bus washing system
- Begin to convert the fleet to electric and away from fossil fuels [Unsuccessful for the 2019 LowNo grant solicitation.](#)
- Strategically Locate Park and Rides
- Improve District Signage

Priority Three

- Identify new funding opportunities
 - o Seek public/private partnerships
 - o Continue to explore new Federal/State/Local grant opportunities
 - o Rebuild Ride Pal Program and Volunteer Program

Operations
October 2019 Report
Paul Lewicki

We continue to work on recruitment and retention for our drivers. We are anxious for the arrival of our new Human Resources Manager to improve our efforts in this area as well as the recruitment for staff for our Maintenance Group. We did not gain or lose any drivers during the period and were able to operate all regular fixed routes and seasonal routes (including Routes 11 & 12) with less than anticipated overtime expense.

We plan to begin the first of our new service schedules with the Route 13 Weekend Service on October 26. We have adequate driver resources to roll out this expansion and look forward to providing weekend service to the Emerald Heights area. We'll be monitoring ridership closely on this route and are anxious to continue implementing service improvements afforded by STIF funding as driver resources permit.

We are also working hard to implement our new intercity route to Portland. This service will require the acquisition of two motor coaches. Staff traveled to Federal Way in Washington to inspect a used bus available there and we are proceeding with that procurement. A second large bus has been located for sale in Las Vegas. Plans are underway to travel to inspect that vehicle and hopefully make the purchase. This will give us the equipment we require to start up the Portland run – three times a day, seven days per week. Schedule times for the run are still under development.

Ecolane, our paratransit dispatching software is receiving some updates, and Northwest Rides is redefining its operational protocol by handing off call center responsibilities to the CCO. Going forward, NWR will be scheduling and dispatching, but will not be taking rider calls. Cathy Bond, Manager for NWR, visited us earlier this month. She met with Jennifer and I to explain Ecolane updates. We also received administrative permissions to the system, giving us access to all screens and functionality within the Ecolane system. We can now perform all tasks within the system autonomously and do our own analysis and reporting. This further streamlines our Paratransit operations.

We performed some much-needed facility maintenance at Warrenton. We rented a manlift and repaired or replaced all the parking lot light fixtures in the bus yard. With the end of daylight savings time approaching and winter weather upon us, effective lighting for our drivers and other employees is imperative for safety. While we had the lift, we also cleaned out all rain gutters and down spouts, repaired the roll up door in building 2, and replaced the batteries in the smoke detectors in our shops.

On a more concerning note, our primary outside shop for bus repair has lost one of its two mechanics. This shop has performed about 70% of our outside bus repair and maintenance. We are developing a relationship with another local shop, but it lacks the capacity that was available through Industrial Diesel. Outside repair is required for large bus systems that exceed our internal capabilities. Without a capable local shop for these repairs, we would have to ferry buses to Longview or farther for repair.

RIDE ASSIST
October 2019 Report
Jennifer Geisler

- In September, RideAssist provided 916 rides. ADA Paratransit had 595 rides, provided 199 Medicaid rides for NorthWest Rides, one VETP and had 121 escorts. That is an average of 33 rides per day and an average of 3 drivers per day.
- Dial-A-Ride had zero rides for the month of September.
- There was one ride denial for ADA Paratransit due to lack of capacity.
- ADA Paratransit Report

Number of completed applications received: 10
Number of incomplete applications received: 0
Number of interview/assessments scheduled: 5
Number of interview/assessments completed: 5
Number of determinations made:
 Within 21 days: 11
 More than 21 days: 1
Determination by type:
 Unconditional: 11
 Conditional: 0
 Temporary: 0
 Not eligible: 0
Number of appeals requested: 0
Number of appeals heard: 0

Paratransit Fares Collected for September

- Para-transit Fares: \$822
- Dial-A-Ride \$0
- Tickets Collected: \$512
- Medicaid Billed: \$2914
- Ticket books sold: \$552
- VETP Billed: \$12

Mobility Manager
October, 2019 Mobility report

Jason Jones

- Transit center responsibilities continue to take more time to manage than what I would like as maintaining the schedule of 4 individuals can be challenging to keep up on. We are at a point that if someone is off unexpectedly that it causes a cascading effect that stresses the continuity of the Transit Center team. Continuing to balance Mobility Management, the Veterans transportation, Transit Center and beginning to execute of STF grant projects is becoming more challenging every week.
- I was able to bump up my travel training in the month of September to 4 individuals due in part to Transit Engagement connections and the school year starting. I was able to help train a 'Life in Transitions' class student on getting to a work study job on our system. Astoria High School and I have been in discussions to start this travel training earlier this year to take advantage of work site opportunities for these students. There is great support within the school district specifically AHS and I look forward to more trainings happening in October. Stay Safe by being Seen!
- I have been in communication and relationship building with a local retirement home and feel that we will be able to visit with multiple individuals who would like to begin using our system to get around. They are looking forward to the future expansion of services.
- The Veterans Enhanced Transportation Program (VETP) provided 9 trips to our local Veterans this month which is a decrease mainly due to our volunteer driver being out of commission for 2 weeks. I will be attempting to streamline the way the Veterans connect with us in the future and attempt to increase the frequency of our services to those that need our transportation options.
- The Lower Hispanic Council continues to be a great partner in getting the word out about Transportation. It is a major goal of Mobility Management to make our Transit Center more Spanish speaking friendly and I look forward to execution of another grant goal in the month of October and November. There will be a unique outreach opportunity in October called Lacima Goes to College at Clatsop Community College. This event will provide SETD with a great opportunity to network with this community and show that we; as a district, are listening and doing everything that we can to help them with their transit needs.



Outreach and Education
October 2019 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- We have made a major change in the Tuesday morning training routine for the Job Corp students. Instead of me going to Tongue Point every Tuesday morning the students are now boarding the Tongue Point bus at base and then coming to the Transit Center for training. Students arrive about 9:00 AM for training which will take about 30 minutes and then will board the bus for their return at 9:30 AM. Having the students come to the Transit Center is so exciting. We are adding a major component for utilizing our services by familiarizing students to our location and the services offered and helpful customer service staff at the Transit Center. These students come from all over the United States so it is important for them to become acclimated to the important locations that they will be utilizing.

Clatsop Community College Outreach- I attended the annual Clatsop Community College Student Services Barbecue. This is a very fun annual event that provides an opportunity for new and returning students to easily access services available to them at one location. It was a great opportunity to discuss bus routes and our transportation options and the 2019 “Get There Challenge” as so many students carpool, ride bikes and ride a bus to the college. The photo below was taken of me at the by Shana Verley who used to be our Mobility Coordinator and is now attending classes at CCC.

Schedules and outreach- I have met with Polk Riley who does our graphic work. He will be designing a new single schedule design and creating a new smaller multiple schedule design. We will continue to have the large colorful maps made for the shelters and outreach. The new single design will be able to be printed in house.

Astoria Senior Center Training- I was invited to make a presentation at the October member meeting of the Astoria Senior Center. The presentation went really well and with 35 members attended. I covered our current routes and discussed what I could about the upcoming changes. Once we have our new schedules figured out, I will return and go over them again. After discussing the Connector routes, there were several people that asked about riding the bus to Lincoln City to go to the casino. I also explained how to access Paratransit and Dial A Ride and several took the applications. There were a lot of questions and there was a lot of excitement about both the upcoming weekend route and our new Portland route. There was also a presentation made by a lady from Easter Seals about a local program that is being offered at the Astoria employment office to help those 55 and over who are wanting to stay in or get back in the work force. The program assists participants in updating their resumes and their skills and provides on the job training. The training period is usually a 12 to 18 months before they are job matched and placed.

Get There Challenge: The “Get There Challenge” is taking place from October 7th through 21st. We have continued to distribute information regionally with press releases, posters and social media to reach out and encourage participants to register to join the Challenge and log their trips when choosing to use carpools, vanpools, transit, biking, walking or teleworking instead of single car occupancy. Prizes will be given out weekly with a grand prize at the end of the challenge in November.



Transportation Options
October 2019 Board Report
Kathy Kleczek

Orientation

- Computer set up and access to historical files
- Cleared out desk and saved materials to build on
- Introduce myself to staff in new capacity
- Set up office time in both Warrenton and Seaside

Get There Challenge

- Get set-up to administer Facebook page
- Update NW Transportation Options Facebook and connect to Twitter account
- Push out Get There information on Facebook (like us at @NWTransportationOptions and Share! -THANK YOU)
- Get program admin access to see who is using and how to increase usage of application tools Collaborative Project Planning
- Meet with other SETD Staff to find out what is underway
- Find out how to support each other to achieve greatest success
- Choose target projects and target dates

La Cima goes to College Event

- Collaborative event table with Mobility at Clatsop Community College
- Outreach to students and community through event sponsored by Lower Columbia Hispanic Council
- Opportunity to become a familiar face and source for English and Spanish speaking Students and family members
- Educate community on services available
- Learn about what the community thinks and would like to see

On Bus Route Outreach

- Rode the Route 10 loop with Jason from Mobility Management
- Outreach to potential users of Get There
- Continued understanding and knowledge of the routes and system
- Become a familiar friendly face for people in the community to rely on when it comes to how to use the Transportation system in our region

Research

- Investigate what has been done here for TO projects prior to me
- Learn what will be expected out of NW TO and within what time-frame
- Gather input from ODOT and other partners to determine priorities

Weekly report

- Report first two weeks activities with enthusiasm and positivity