



## Sunset Empire Transportation District

### BOARD OF COMMISSIONERS

#### BOARD MEETING AGENDA

THURSDAY JANUARY 23, 2020

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. November
  - b. December
8. OLD BUSINESS
9. NEW BUSINESS
  - a. ODOT Agreement 33597 Amendment Approval
  - b. AMTRAK Ticketing Agreement Approval
  - c. SDAO Conference Voting Delegate
  - d. New Routes and existing Route changes
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

January  
2020

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

January  
2020

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

January  
2020

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 Minutes for the November and December Combined Meeting  
December 5, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Debbie Booth-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:  
Present: Chair Debbie Booth Schmidt, Vice Chair Tamra Taylor, Secretary-Treasurer Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Tracy MacDonald, Commissioner Charles Withers. Diana Nino attended meeting via phone.  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones, Mechanic Supervisor Scott Smith, Paratransit Supervisor Jennifer Geisler and Transportation Options Specialist Kathy Kleczek
3. OATH OF OFFICE FOR NEW BOARD MEMBER- Chair Booth-Schmidt swore in Diana Nino via phone, as Sunset Empire Transportation District Commissioner Position #7.
4. CHANGES TO AGENDA- Commissioner MacDonald asked to be put on the Agenda for officer reconsideration. and Executive Director Hazen requested to add an Intergovernmental Agreement to the agenda. These additions were placed under New Business g. and h.
5. PUBLIC COMMENT (3 minutes)-None
6. APPROVAL OF THE OCTOBER 2019 BOARD MEETING MINUTES:  
Commissioner Alegria moved to approve the October 2019 Board Meeting Minutes.  
Commissioner Taylor seconded the motion  
Discussion- Commissioner Widener thought he had nominated Diana Nino. Mary will check the recording and make correction if needed.  
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- Reported that she visited Vancouver B.C. and used their public transportation.
  - b. Commissioner Widener- No Report
  - c. Commissioner MacDonald- No Report
  - d. Commissioner Taylor- Reported the OTA Conference was a great event and looks forward to going again.
  - e. Commissioner Withers- Reported he has ridden about 1/3 of the routes and is very impressed so far.
  - f. Chair Boothe-Schmidt- Reported she enjoyed the OTA Conference very much, however some of the information was way over her head.
8. FINANCIAL REPORTS- Executive Director Hazen reviewed the October 2019 Financials. Board and staff were surprised with glasses of sparkling apple juice in celebration of the final debt payment being made from the District's downfall in 2011. Hazen said that this closes the door on the past and we are now focusing on the future.  
Commissioner Widener moved to accept the financials as presented  
Commissioner MacDonald seconded the motion  
Discussion- None  
Motion passed unanimously
9. OLD BUSINESS- None

## 10. NEW BUSINESS

- a. Board Committee Assignments- Executive Director Hazen explained that due to the change in Board membership, the current committee assignments need to be made again. Executive Director Booth Schmidt appointed the following:
  - i. Transportation Advisory Committee- Diana Nino with Commissioner MacDonald as alternate
  - ii. Northwest Area Commission on Transportation-Vice Chair Tamara Taylor
  - iii. Executive Director Evaluation and Compensation Committee- Chair Booth Schmitz said that the Board Chair, Vice Chair and the Secretary Treasurer will continue to be on this committee.
- b. Credit Card Limits- Executive Director Hazen explained that there have been staffing changes in the past year and that he would like to make changes in the credit card limits. The cards that are being increased have the most use and are the cards used for making travel arrangements.
  - i. Jeff Hazen from \$2000 to \$4000
  - ii. Paul Lewicki remains at \$4000
  - iii. Mary Parker from \$2000 to \$3000
  - iv. Jason Jones from \$1000 to \$2000
  - v. Kathy Kleczek remains at \$1500
  - vi. Sue Farmer remains at \$2000Commissioner Widener moved to approve the changes to the Employee Credit Card limits  
Commissioner Taylor seconded the motion  
Discussion- There was clarification that these are monthly card limits and that there is a policy in place that all receipts are accounted for and turned in monthly and any larger purchases require approval from management.  
Motion passed unanimously
- c. NW Navigator Agreement Approval- Executive Director Hazen reported that on January 1, 2020 the NW Navigator will be the new contractor for the Northwest Point service between Astoria and Portland. NW Navigator wants SETD to continue to sell the NW Point tickets and has sent an agreement which is modeled after the MTR/Western agreement. Hazen said the agreement had been reviewed by the District's legal counsel.  
Commissioner MacDonald moved to approve the NW Navigator agreement and have the Board Chair sign  
Commissioner Widener seconded the motion  
Discussion- Executive Director Hazen clarified that this agreement only covers SETD selling tickets. A correction on page 31 under #18 "firing" should be "filing". There was a question about what value the contract actually has? Hazen said he would have Tracy report that next month.  
Motion passed unanimously
- d. STIF Projects Update- Executive Director Hazen provided an update on the Statewide Transportation Improvement Program which he said was a little delayed due to a driver shortage, however on November 2<sup>nd</sup> SETD began weekend service with the new Route 13 which serves east Astoria. Hazen said ridership has been very good with an average of 126 riders per weekend and the additional Paratransit service has been very helpful. Hazen reported that progress is being made on the new Astoria to Portland Route which we hope to start on January 2<sup>nd</sup>.

Chair Booth Schmidt called for a 5-minute break at 9:43 am

The meeting was called back to order at 9:47 am

- e. NWOTA Project Presentation- Executive Director Hazen presented a review of the NWOTA Northwest Oregon Transit Access Project which was included in the Board Pack. This is an ODOT funded study that each NWOTA member participated in. Each submitted the transit stops in their service areas they wanted included in the project. SETD submitted stops in Knappa, Warrenton, Gearhart and Seaside. Hazen reviewed each location submitted by SETD and the design proposed for each. Hazen reported that this project does not include the cost of the construction of the sites.

- f. Oregon Public Transportation Conference Reports- Each of the Board and Staff gave a quick review of the sessions and experiences they had at the OPTC in Seaside.
- g. Officer Reconsideration-Commissioner MacDonald said this was not easy for him. MacDonald said he would like to propose that we vacate the Secretary Treasurer Position and re-address that and would like that in a motion form and if there is a second move forward and if not dispense with it.

Commissioner Taylor seconded the motion

Discussion: There was discussion and comments made by the Board.

Aye 4 Nay 3

Motion passed

Chair Boothe-Schmidt asked for nominations for the Secretary Treasurer and called on

Commissioner Taylor who had put up her name card to be called on.

Commissioner Widener nominated Commissioner Alegria

Commissioner Taylor nominated Commissioner MacDonald

Chair Booth-Schmidt asked for a second for Commissioner Alegria

Commissioner MacDonald seconded the nomination of Commissioner Alegria

Commissioner Taylor called a point of order saying that she was recognized by the Board Chair and she thought the vote for Commissioner MacDonald should be first since Commissioner Widener was not recognized by the Chair when he made his nomination.

Chair Boothe-Schmidt agreed that the motion on floor was the nomination of Commissioner MacDonald to be Secretary Treasurer

Commissioner Withers seconded the motion to nominate Commissioner MacDonald

Discussion- None

Aye 5 Nay 2

Motion passed

Commissioner Widener stated that now he would call a point of order and asked since Commissioner MacDonald started the motion to remove him, is it right that he is now being nominated. Executive Director Hazen said any Board member was eligible. Commissioner Widener said I am being removed for a physical disability. Chair Boothe Schmidt said his comment would be on the record.

- h. Intergovernmental Agreement- Executive Director Hazen said that Columbia County needs a bus to help cover their routes until March. Hazen said SETD has a bus that we can loan so this an Intergovernmental Agreement that will allow us to help them.

Commissioner Taylor moved to approve the IGA with Columbia County and authorize the Chair to sign it.

Commissioner Widener seconded the motion

Motion passed unanimously

- 11. CORRESPONDENCE- Executive Director Hazen said we are getting good reviews on Google! Comments included comments about how clean the buses are and how nice the drivers are.
- 12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that during the OTA conference he attended the session on Student Transportation presented by Cynda Bruce from Lincoln County and Angie Jones from Grant County who are providing fare free student transportation using their STIF funds. Hazen said STIF requires that up to 1% , if practicable, of STIF funds be used for student transportation and considers grades 9-12 to be the focus of this funding. Hazen explained that after listening to this presentation he wanted to do the same here in Clatsop County. Hazen explained that the 5311 funding is based partly on ridership and having more riders will gain us more funding

Hazen suggest that the SETD Board approve a change to our Fare Policy to allow students K – 12 to ride our transit system year-round fare free and make this effective January 2, 2020. This would not be adding any extra service outside of the Knappa and Jewell routes that run in the summer.

Commissioner Taylor moved to approve the fare free bus service for students K through 12 and start it January 2, 2019.

Commissioner MacDonald seconded the motion

Discussion: Commissioners agreed that this will be very good for students and their families.

Motion passed unanimously

13. LEADERSHIP TEAM REPORTS-

14. PUBLIC COMMENT (3 minutes)- None

15. OTHER ITEMS-

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_  
Tracy MacDonald

Date \_\_\_\_\_

An audio recording of this meeting is available by contacting Mary Parker at [mary@ridethebus.org](mailto:mary@ridethebus.org)

DRAFT



**Sunset Empire Transportation District**  
**NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the January 2020 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: Month 5 = 41% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$2,041,908 (\$346,242 more than budget), 64% of annual budget and 120.4% of monthly budget. YTD Total Materials & Services was \$352,234 (\$81,589 less than budget), 32% of annual budget and 81.2% of monthly budget.

**Revenue**

- 4000 Fares: Revenues for the month were \$13,420; \$2,580 less than monthly budget and \$3,840 less than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$6611; \$2,111 more than monthly budget and \$871 more YTD.
- 4090 Donations/Commissions: Over budget \$1,289 for the month and over budget YTD by \$3,669.
- 4100 Contract Service-IGA: Billing is caught up. Over budget for the month \$703 and over budget YTD \$8,570.
- 4200 Taxes: \$858,831-property taxes received in November. Over budget YTD \$35,851.
- 4250 Timber Sales: No timber sales revenue was received. Under budget YTD \$179,006.
- 4272 Parking: New agreements were sent out. Rented out two of the three (H&R Block spaces) as of 12/13/19.
- 4300 Interest: November interest for General Fund was \$1234. Over budget YTD \$395.
- 4310 Misc. Income: Laminating and misc. and cash drawer activity.
- 5000 Grants: \$7,475 was received from TO Grant. All grants were billed for Q1 FY20 this month. \$125,304 for the 5311 grant, \$3,000 for the 5310 PM grant. \$33,398 billed for the MM/PM grant and received 12/2/19.
- 5091 Oregon STIF -Discretionary: \$18,018 was received for bus purchase.

**Expense**

- 6005 Salaries & Wages: Under budget for the month \$31,559. Under budget YTD by \$162,805.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for November was \$446.
- 8005 Audit: \$5000 billed for progressive payment.
- 8024 Building Lease: The storage units are being billed to this account as well as the Seaside Transit Office.
- 8030 Comp-Info-Tech Services: \$13,384 was payment for 5 years of back billing for our cell tower in Washington State to DNR. A new agreement has been written and signed. \$4,845 was paid for Q1 to AccuFund.
- 8055 Durable Equip/Small Tools: Over monthly budget by \$992 and YTD \$1,173. \$5,552 is reimbursable directly from the TO and MM programs.
- 8080 Insurance: Liability insurance for new bus, prorated.

**\*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**

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**NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**

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**For the January 2020 Board of Commissioner's Meeting**

*SETD Expense con't*

- 8100 Meeting Expense: \$350.59 for driver's meeting.
- 8120 Office Expenses: Over budget due to new employees. \$310.43 is reimbursable directly from TO and MM program.
- 8130 Payroll Processing Fees: Over budget by \$2,466 YTD. This will be over budget as we were expecting to be using a different SW program which would have eliminated PR processing fees.
- 8160 Uniforms: 1,033 expended in November. Over budget \$367 for the month and over budget \$1,144 YTD.
- 9625-9626: SDAO FlexLease: Last payment was made in November. Over budget due to timing. You can see in the Annual Budget column both were slightly over budget; \$118 principal and \$21 interest.
- 9700 Capital Expense: \$131,500 was spent on a new (new to us) bus for Route 13. This is part of STIF funds.
- END

\*\* Materials & Services are under budget for the month by \$4,896 and under budget \$81,589 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 November 2019

Ordinary Income/Expense	Nov 19	Budget	Jul - Nov 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Income					Better		
					Worse		
4000 FARES	13,420.39	16,000.00	100,160.15	104,000.00	(\$3,839.85)	239,200.00	42%
4015 PARATRANSIT FARES	6,611.00	4,500.00	20,171.00	19,300.00	871.00	50,800.00	40%
4090 DONATIONS/COMMISSIONS	2,449.06	1,160.00	8,569.04	4,900.00	3,669.04	11,500.00	75%
4100 CONTRACTED SERVICES-IGA	3,203.00	2,500.00	35,439.80	26,870.00	8,569.80	52,000.00	68%
4200 TAXES							
4205 PROPERTY TAXES	853,369.42	753,200.00	927,725.29	899,600.00	28,125.29	970,000.00	96%
4207 PRIOR YR PROPERTY TAX	5,435.50	1,500.00	15,520.54	8,000.00	7,520.54	24,000.00	65%
4209 INTEREST/PENALTIES	26.39	0.00	205.25	0.00	205.25	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	
<b>Total 4200 TAXES</b>	<b>858,831.31</b>	<b>754,700.00</b>	<b>943,451.08</b>	<b>907,600.00</b>	<b>35,851.08</b>	<b>994,000.00</b>	<b>95%</b>
4250 TIMBER SALES	0.00	125,000.00	55,994.25	235,000.00	(\$179,005.75)	379,144.00	15%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	37,556.24	35,500.00	2,056.24	70,000.00	54%
4270 RENTAL INCOME	760.00	760.00	3,800.00	3,800.00	0.00	10,500.00	36%
4300 INTEREST	1,233.93	575.00	3,137.61	2,743.00	394.61	10,000.00	31%
4310 MISC INCOME	31.70	12.00	2,162.56	60.00	2,102.56	144.00	1502%
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	0.00	0.00	
5000 GRANTS							
5001 ODOT GRANTS							
5002 5311 GRANT OPERATIONS	0.00	102,000.00	142,988.00	244,000.00	(\$101,012.00)	501,722.00	28%
5003 5310 MOBILITY MGT GRANT/PM	0.00	38,231.00	26,231.00	64,462.00	(\$38,231.00)	138,975.00	19%
5004 5310 PREV MAINT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
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	7,475.00	22,574.00	26,332.00	41,431.00	(\$15,099.00)	86,577.00	30%
5007 5310 PM DISC	0.00	3,000.00	3,000.00	6,000.00	(\$3,000.00)	12,000.00	25%
5007 5305 PLANNING/FEASIBILITY	0.00	0.00	0.00	0.00	0.00	0.00	
5015 INTERCITY GRANT (Hwy 30)	0.00	0.00	0.00	0.00	0.00	0.00	
5050 STP-CAPITAL	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	

## Sunset Empire Transportation District Profit & Loss Budget Performance November 2019

	Nov 19	Budget	Jul - Nov 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total 5001 ODOT GRANTS	7,475.00	165,805.00	198,551.00	355,893.00	0.00	1,371,147.00	14%
Total 5000 GRANTS	7,475.00	165,805.00	198,551.00	355,893.00	(\$157,342.00)	1,371,147.00	14%
5080 OREGON STF FUNDS	0.00	0.00	46,932.00	0.00	(\$157,342.00)	0.00	
5090 OREGON STIF							
5091 STIF - DISCRETIONARY	18,018.00		18,018.00		18,018.00		
5092 STIF - FORMULA	0.00		567,965.00		567,965.00		
Total 5090 OREGON STIF	18,018.00		585,983.00		585,983.00		
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	912,033.39	1,071,012.00	2,041,907.73	1,695,666.00	0.00	3,188,435.00	64%
Gross Profit	912,033.39	1,071,012.00	2,041,907.73	1,695,666.00	346,241.73	3,188,435.00	64%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	123,246.47	136,970.00	676,612.99	753,337.00	76,724.01	1,780,614.00	38%
6200 PAYROLL EXPENSES	10,448.74	16,177.00	81,476.04	88,951.00	7,474.96	210,243.00	39%
6300 EMPLOYEE BENEFITS	29,365.08	41,472.00	149,492.80	228,099.00	78,606.20	539,143.00	28%
Total 1. PERSONNEL SERVICES	163,060.29	194,619.00	907,581.83	1,070,387.00	162,805.17	2,530,000.00	36%
2. MATERIALS & SERVICES					0		
7000 VET PROVIDER SERVICE	446.02	834.00	1,820.62	4,168.00	2,347.38	10,000.00	18%
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	5,000.00	0.00	5,000.00	0.00	(\$5,000.00)	17,000.00	29%
8010 BANK/MERCHANT FEES	200.23	180.00	890.46	833.00	(\$57.46)	2,000.00	45%
8020 BLDING & GROUNDS MAINT	2,818.82	3,370.00	15,281.11	16,450.00	1,168.89	40,000.00	38%
8024 BUILDING LEASE	1,138.00	916.00	5,978.00	4,584.00	(\$1,394.00)	11,000.00	54%
8030 COMP-INFO-TECH SERVICES	23,407.39	8,475.00	64,931.12	49,675.00	(\$15,256.12)	109,000.00	60%
8035 CONF TRAINING & TRAVEL	1,651.93	2,500.00	6,427.06	12,500.00	6,072.94	30,000.00	21%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	

## Sunset Empire Transportation District Profit & Loss Budget Performance November 2019

	Nov 19	Budget	Jul - Nov 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8045 HR EXPENSES	242.50	425.00	1,027.62	2,025.00	997.38	5,000.00	21%
8049 ADS (HR JOB POSTING)	0.00	203.00	230.71	651.00	420.29	2,000.00	12%
8050 DUES SUBSCRIPTIONS & FEES	1,049.00	1,250.00	8,132.32	6,250.00	(\$1,882.32)	15,000.00	54%
8053 IGA - DUES AND FEES	0.00	0.00	6,000.00	3,000.00	(\$3,000.00)	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	5,827.39	4,835.00	13,348.51	12,175.00	(\$1,173.51)	44,000.00	30%
8061 EQUIPMENT LEASE/RENT	188.00	225.00	940.00	1,125.00	185.00	2,700.00	35%
8065 EDUCATION/OUTREACH	518.69	1,250.00	1,327.77	6,250.00	4,922.23	15,000.00	9%
8070 EMPLOYEE RECOGNITION	264.46	380.00	454.43	6,520.00	6,065.57	10,000.00	5%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	14,176.21	27,666.00	74,110.84	138,334.00	64,223.16	332,000.00	22%
8080 INSURANCE	178.50	0.00	13,781.75	16,371.00	2,589.25	65,000.00	21%
8090 LEGAL ADS	0.00	66.00	0.00	334.00	334.00	800.00	0%
8095 LEGAL COUNSEL	687.00	1,230.00	888.00	6,150.00	5,262.00	14,800.00	6%
8096 UNINSURED LOSS	0.00	0.00	0.00	3,750.00	3,750.00	15,000.00	0%
8100 MEETING EXPENSE	470.76	125.00	982.39	625.00	(\$357.39)	1,500.00	65%
8120 OFFICE EXPENSES	1,657.53	1,250.00	6,623.40	6,250.00	(\$373.40)	15,000.00	44%
8130 PAYROLL PROCESSING FEES	512.39	41.00	2,674.11	208.00	(\$2,466.11)	500.00	535%
8135 PRINTING	868.84	1,250.00	6,673.17	6,250.00	(\$423.17)	15,000.00	44%
8139 PROFESSIONAL SERVICES	1,920.00	4,500.00	19,200.65	22,500.00	3,299.35	54,000.00	36%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	
8150 TAXES/LICENSES/BUS REG FEE	169.50	208.00	352.50	1,044.00	691.50	2,500.00	14%
8155 TELEPHONE/INTERNET SERVICE	4,512.30	4,333.00	24,039.67	21,667.00	(\$2,372.67)	52,000.00	46%
8160 UNIFORMS	1,033.20	666.00	4,478.41	3,334.00	(\$1,144.41)	8,000.00	56%
8165 UTILITIES	2,038.70	2,500.00	8,973.44	12,500.00	3,526.56	30,000.00	30%
8170 VEHICLE MAINT & REPAIRS	6,286.18	12,910.00	56,846.07	64,550.00	7,703.93	154,960.00	37%
8180 SHOP SUPPLIES	178.03	750.00	819.96	3,750.00	2,930.04	9,000.00	9%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>77,441.57</b>	<b>82,338.00</b>	<b>352,234.09</b>	<b>433,823.00</b>	<b>81,588.91</b>	<b>1,094,760.00</b>	<b>32%</b>
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expense</b>	<b>240,501.86</b>	<b>276,957.00</b>	<b>1,259,815.92</b>	<b>1,504,210.00</b>	<b>244,394.08</b>	<b>3,624,760.00</b>	<b>35%</b>
<b>Net Ordinary Income</b>	<b>671,531.53</b>	<b>794,055.00</b>	<b>782,091.81</b>	<b>191,456.00</b>	<b>(\$590,635.81)</b>	<b>-436,325.00</b>	<b>-179%</b>

## Sunset Empire Transportation District Profit & Loss Budget Performance November 2019

	Nov 19	Budget	Jul - Nov 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
<b>Other Income/Expense</b>							
<b>Other Income</b>							
9150 TRANSFER IN	0.00	170,000.00	0.00	170,000.00	170,000.00	1,083,366.00	0%
<b>Total Other Income</b>	0.00	170,000.00	0.00	170,000.00	170,000.00	1,083,366.00	0%
<b>Other Expense</b>							
<b>3. OTHER EXPENSES</b>							
9610 CLATSOP BANK-PRINCIPAL	0.00	0.00	32,507.30	26,086.00	(\$6,421.30)	26,086.00	125%
9611 CLATSOP BANK-LOAN INT	0.00	0.00	495.19	347.13	(\$148.06)	347.13	143%
<b>Total 3. OTHER EXPENSES</b>	0.00	0.00	33,002.49	26,433.13	(\$6,569.36)	26,433.13	125%
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	120.00	0.00	120.00	0.00	(\$120.00)	120.00	100%
9625 SDAO FLEXLEASE-PRINCIPAL	60,000.00	0.00	60,000.00	0.00	(\$60,000.00)	59,882.00	100%
9626 SDAO FLEXLEASE-INTEREST	1,575.00	0.00	1,575.00	0.00	(\$1,575.00)	1,553.87	101%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9700 CAPITAL EXPENSE	131,500.00	170,000.00	151,495.00	170,000.00	18,505.00	1,115,017.00	14%
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	100%
<b>Total Other Expense</b>	193,195.00	170,000.00	246,192.49	196,433.13	(\$49,759.36)	1,443,006.00	101%
<b>Net Other Income</b>	-193,195.00	0.00	-246,192.49	-26,433.13	219,759.36	-359,640.00	
<b>Net Income</b>	478,336.53	794,055.00	535,899.32	165,022.87	(\$370,876.45)	-795,965.00	14%

**Sunset Empire Transportation District**  
**Balance Sheet**  
 As of November 30, 2019

	<u>Nov 30, 19</u>		
<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
<b>Current Assets</b>		<b>Liabilities</b>	
Checking/Savings	1,057,856.53	Current Liabilities	95,494.26
Accounts Receivable	124,303.50	Long Term Liabilities	
Other Current Assets		2800 INTERCOMPANY DUE TO/FROM	0.00
1400 PREPAID EXPENSES	46,624.70	Total Long Term Liabilities	<u>0.00</u>
1500 UNDEPOSITED FUNDS	2,102.05	<b>Total Liabilities</b>	95,494.26
Total Other Current Assets	<u>48,726.75</u>	<b>Equity</b>	
Total Current Assets	<u>1,230,886.78</u>	3100 NWRC PRIOR PERIOD ADJUST	(1,033.66)
<b>TOTAL ASSETS</b>	<u><u>1,230,886.78</u></u>	3200 GF PRIOR PERIOD ADJUST	87,287.68
		3700 FUND BALANCE NWRC-RESTRICT	875,659.11
		3800 FUND BALANCE GENERAL FUND	1,492,163.06
		3900 RETAINED EARNINGS	(1,854,582.99)
		Net Income	<u>535,899.32</u>
		<b>Total Equity</b>	<u>1,135,392.52</u>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,230,886.78</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CLATSOP CRUISE HOSTS	0.00	1,465.00	0.00	0.00	1,380.00	2,845.00
H&R BLOCK	0.00	142.50	142.50	142.50	0.00	427.50
OREGON, STATE OF	0.00	0.00	0.00	20.00	0.00	20.00
SETD	0.00	0.00	0.00	0.00	7.00	7.00
TILLAMOOK CO. TRANS. DIST.	0.00	5,754.00	0.00	0.00	647.00	6,401.00
<b>TOTAL</b>	<u><u>0.00</u></u>	<u><u>7,361.50</u></u>	<u><u>142.50</u></u>	<u><u>162.50</u></u>	<u><u>2,034.00</u></u>	<u><u>9,700.50</u></u>



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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>TOTAL</u>
ACCUFUND INC.	4,845.00	0.00	0.00	4,845.00
ALSCO INC	67.28	0.00	0.00	67.28
ASTORIA FORD	1,964.28	0.00	0.00	1,964.28
CARTER, JOHN M.	258.68	0.00	0.00	258.68
CB LAWN CARE LLC	406.00	0.00	0.00	406.00
CTAA	825.00	0.00	0.00	825.00
ERS EQUIPMENT RENTAL SRV	0.00	0.00	674.08	674.08
HEATHER REYNOLDS ATTORNEY	0.00	620.00	0.00	620.00
HOME DEPOT CREDIT SERVICES	49.35	0.00	0.00	49.35
IRON MOUNTAIN INC	81.18	0.00	0.00	81.18
ISLER CPA, LLC	5,000.00	0.00	0.00	5,000.00
JACKSON & SON DISTRIBUTORS INC	1,021.77	0.00	0.00	1,021.77
JENSEN, MATTHEW E.	178.00	0.00	0.00	178.00
MTR WESTERN LLC	0.00	1,150.56	0.00	1,150.56
NORTH COAST TRUCK PARTS	370.00	0.00	0.00	370.00
NW COMMUNITY ALLIANCE INC	0.00	962.00	0.00	962.00
NW NATURAL	49.44	0.00	0.00	49.44
O'REILLY AUTO PARTS LLC	973.63	0.00	0.00	973.63
PACIFIC POWER	619.51	0.00	0.00	619.51
RECOLOGY WESTERN OREGON	156.90	0.00	0.00	156.90
SDAO	3,607.45	0.00	0.00	3,607.45
SIGN ONE SIGNCRAFTERS	1,033.20	0.00	0.00	1,033.20
STEVISON, WILLIAM	63.00	0.00	0.00	63.00
SUNSET AUTO PARTS INC	8.99	0.00	0.00	8.99
TIAA COMMERCIAL FINANCE INC	188.00	0.00	0.00	188.00
VERIZON	1,166.30	0.00	0.00	1,166.30
WARRENTON AUTO & MARINE REPAIR, LLC	172.08	0.00	0.00	172.08
WARRENTON, CITY OF	347.49	0.00	0.00	347.49
WESTERN BUS SALES INC	471.45	0.00	0.00	471.45
WILCOX & FLEGEL OIL	13,154.44	0.00	0.00	13,154.44
<b>TOTAL</b>	<b><u>37,078.42</u></b>	<b><u>2,732.56</u></b>	<b><u>674.08</u></b>	<b><u>40,485.06</u></b>

**Sunset Empire Transportation District**  
**Check Detail**  
November 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19578	11/26/2019	CARD SERVICE CENTER	5,803.52
19606	11/26/2019	SDIS	30,766.51
19609	11/26/2019	US BANK TRUST N.A.	61,695.00
19610	11/26/2019	WA DEPT OF NATURAL RESOURCES	13,384.24
19570	11/13/2019	WILCOX & FLEGEL OIL	13,718.34
		<b>Total</b>	<b>125,367.61</b>

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
11/07/2019	55906140217003421019

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

Bill Due	12/02/2019
Terms	Due 2nd of Month
Memo	10/08 - 11/07/19

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
	0284 - Jones			
8066 EVENT SUPPLIES	Amazon.com - Travel Bags	15.69		11-MM
8060 OTHER DURABLE GOODS	Amazon.com - Mobility Scooter	579.99		11-MM
8038 TRAVEL-STAFF	Bridgewater Bristo - Outreach Rider Meal	27.35		11-MM
8066 EVENT SUPPLIES	Amazon.com - Safety Stickers	97.75		11-MM
8066 EVENT SUPPLIES	Smart Foods - Veterans Standown Supplies	96.08		STF State
8066 EVENT SUPPLIES	Amazon.com - Transit "Go Bags"	80.97		11-MM
8066 EVENT SUPPLIES	Fred Meyer - Veterns Outreach Supplies	72.93		STF State
8068	Costco.com - Candy/Snacks	38.28		11-MM
MARKETING/OUTREACH				
8121 OFFICE SUPPLIES	Home Depot - Storage Supplies	37.53		11-MM
8121 OFFICE SUPPLIES	Staples - Srv Animal Policy Holders	4.29		11-MM
	0326 - Hazen			
8048 HR EXPENSES	Full Identiy - ID Badge	18.50		02-EXEC
8038 TRAVEL-STAFF	Buffalo Wild Wings - Meal Bus Preview	37.73		05-FR-OPS
8177 PM OUTSIDE SERVICES	Ultimate Car Wash - Company Car	13.00		02-EXEC
8121 OFFICE SUPPLIES	Holmes Custom Product - Embossed Logo Seal	44.90		02-EXEC
8038 TRAVEL-STAFF	Arby's - Meal FTAC	6.89		02-EXEC
8150	ODOT - Trip Permit New Bus	43.00		STIF DISC
TAXES/LICENSES/BUS REG FE				
8121 OFFICE SUPPLIES	Staples - HR Printer	54.68		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Apple ITune - Cloud Storage	0.99		02-EXEC
8100 MEETING EXPENSE	Buoy Beer - Meal	77.00		02-EXEC
8100 MEETING EXPENSE	Finns Fishhouse - Meal	21.00		02-EXEC

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
11/07/2019	55906140217003421019

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

Bill Due	12/02/2019
Terms	Due 2nd of Month
Memo	10/08 - 11/07/19

**PAID**

## Expenses

Account	Memo	Amount	Customer Job	Class
8038 TRAVEL-STAFF	Rivertide Hotel - Lodging	110.66		02-EXEC
	Oregon Transit Conf.			
8177 PM OUTSIDE SERVICES	Astoria Eco Wash - Company Car	12.00		02-EXEC
8038 TRAVEL-STAFF	Fred Meyer - Meal	5.69		02-EXEC
8038 TRAVEL-STAFF	Roadhouse Grill - Meal	17.48		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	MSFT	94.61		02-EXEC
	1092 - Lewicki			
8021 B&M GENERAL	Platt Electric - Light Bulbs	-57.60		13-MAINT-OPS
8038 TRAVEL-STAFF	Cannery Casino - Lodging Refund	-433.92		04-TRAN
8038 TRAVEL-STAFF	Spirit Airline - Dbl. Chrg	-41.00		04-TRAN
8038 TRAVEL-STAFF	Arnie's Cafe - Lunch - EcoLane	38.17		08-PT-OPS
8060 OTHER DURABLE GOODS	Q Straint - Training Platform W/C	1,975.00		11-MM
8021 B&M GENERAL	Platt Electric - Light Bulbs	57.60		13-MAINT-OPS
8021 B&M GENERAL	Platt Electric - Light Bulbs	154.88		13-MAINT-OPS
8100 MEETING EXPENSE	Fred Meeting - Meal Driver Meeting	150.18		05-FR-OPS
8100 MEETING EXPENSE	Smart Foods - Meal Driver Meeting	138.84		05-FR-OPS
8100 MEETING EXPENSE	Main St Market - Meal Driver Meeting	15.32		05-FR-OPS
8100 MEETING EXPENSE	Main St Market - Meal Driver Meeting	7.99		05-FR-OPS
8100 MEETING EXPENSE	Fred Meyer - Meal Driver Meeting	38.26		05-FR-OPS
8177 PM OUTSIDE SERVICES	Ram Mounts	54.33		14-MAINT-PM14
8038 TRAVEL-STAFF	Black Bear Diner - Meal Bus Delivery	36.96		05-FR-OPS
8150 TAXES/LICENSES/BUS REG FE	ODOT - Trip Permit New Bus	126.50		STIF DISC

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
11/07/2019	55906140217003421019

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

Bill Due	12/02/2019
Terms	Due 2nd of Month
Memo	10/08 - 11/07/19

**PAID**

**Expenses**

Account	Memo	Amount	Customer:Job	Class
8176 PM PARTS	Freightliner - Master Cylinder - P.O. 4097	428.76		14-MAINT-PM14
8038 TRAVEL-STAFF	Travelocity -	38.00		04-TRAN
8038 TRAVEL-STAFF	Spirit Airline - Air Fare CCC	252.58		04-TRAN
8038 TRAVEL-STAFF	Cannery Casino - Lodging	433.92		04-TRAN
8038 TRAVEL-STAFF	Travelocity - Lodging CCC	238.16		04-TRAN
8038 TRAVEL-STAFF	Spirit Air - Air Surcharge CCC	41.00		04-TRAN
8038 TRAVEL-STAFF	Spirit Air - Air Surcharge CCC	41.00		04-TRAN
8121 OFFICE SUPPLIES	Walmart - Office Supplies	15.46		04-TRAN
	1100 - Parker			
8031 WEBSITE/ON-LINE SW SUB	Adobe ID Creative	20.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Adobe Acrobat Pro	14.99		02-EXEC
8100 MEETING EXPENSE	Safeway - Food Board Meeting	22.17		01-NODEP
8066 EVENT SUPPLIES	Walmart - Halloween Candy	49.02		01-NODEP
	1209 - Farmer			
8051 DUES, SUBSCRIPTIONS & FEE	SHRM - Membership Dues	199.00		Administration
8048 HR EXPENSES	HR Answers -	49.00		Administration
	1217 - Kleczek			
8066 EVENT SUPPLIES	Home Depot - Outreach Supplies	67.97		12-TO
8135 PRINTING	Lazer Print	21.00		12-TO

Expense Total : 5,803.52

**Bill Total : \$5,803.52**

**Sunset Empire Transportation District**  
**DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the January 2020 Board of Commissioner's Meeting**

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

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$2,277,616 (\$547,173 more than budget), 71% of annual budget and 131.62% of monthly budget. YTD Total Materials & Services was \$403,269 (\$136,984 less than budget), 37% of annual budget and 74.6% of monthly budget.

**Revenue**

- 4000 Fares: Revenues for the month were \$15,424; \$576 less than monthly budget and \$4,416 less than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$5695; \$1,195 more than monthly budget and \$2,066 more YTD.
- 4090 Donations/Commissions: Under budget \$569 for the month (timing issue) and over budget YTD by \$2,240.
- 4100 Contract Service-IGA: Billing is caught up. Over budget for the month \$1,155 and over budget YTD \$9,725.
- 4200 Taxes: \$4,208-property taxes received in December. Over budget YTD \$30,859.
- 4250 Timber Sales: \$42,842-timber sales revenue was received. Under budget YTD \$136,163.
- 4272 Parking: New agreements were sent out. All spaces are rented.
- 4300 Interest: December interest received was \$1,893. Over budget YTD \$1,343.
- 4310 Misc. Income: Laminating and misc. and cash drawer activity.
- 5000 Grants: \$125,304 for the 5311 grant, \$3,000 for the 5310 PM grant and \$33,398 billed for the MM/PM grant was received in December.

**Expense**

- 6005 Salaries & Wages: Under budget for the month \$19,275. Under budget YTD by \$181,989.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for December was \$934.
- 8024 Building Lease: The storage units are being billed to this account as well as the Seaside Transit Office.
- 8045 HR Expenses: Over budget for month by \$583 (new hires). Under budget YTD \$711.
- 8070 Employee Recognition: Over monthly budget by \$1,378, but under budget YTD \$4,688.
- 8100 Meeting Expense: \$350.59 for driver's meeting.
- 8130 Payroll Processing Fees: Over budget by \$3,019 YTD. This will be over budget as we were expecting to be using a different SW program which would have eliminated PR processing fees.

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

Sunset Empire Transportation District

**DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT**

For the January 2020 Board of Commissioner's Meeting

*SETD Expense con't*

- Utilities: Over budget \$627 for the month. Under budget YTD \$2,899.
- Other Expenses: Safety Grant in the amount of \$2,750 received last year. Since the funds were not used, we had to return the grant funds.
- END

\*\* Materials & Services are under budget for the month by \$55,449 and under budget \$136,984 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 December 2019

	Dec 19	Budget	Jul - Dec 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					Worse		
4000 FARES	15,423.64	16,000.00	115,583.79	120,000.00	(\$4,416.21)	239,200.00	48%
4015 PARATRANSIT FARES	5,695.00	4,500.00	25,866.00	23,800.00	2,066.00	50,800.00	51%
4090 DONATIONS/COMMISSIONS	-569.22	860.00	7,999.82	5,760.00	2,239.82	11,500.00	70%
4100 CONTRACTED SERVICES-IGA	3,655.00	2,500.00	39,094.80	29,370.00	9,724.80	52,000.00	75%
4200 TAXES							
4205 PROPERTY TAXES	3,868.91	6,000.00	931,594.20	905,600.00	25,994.20	970,000.00	96%
4207 PRIOR YR PROPERTY TAX	114.29	3,200.00	15,634.83	11,200.00	4,434.83	24,000.00	65%
4209 INTEREST/PENALTIES	225.13	0.00	430.38	0.00	430.38	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	4,208.33	9,200.00	947,659.41	916,800.00	30,859.41	994,000.00	95%
4250 TIMBER SALES	42,842.48	0.00	98,836.73	235,000.00	(\$136,163.27)	379,144.00	26%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	37,556.24	35,500.00	2,056.24	70,000.00	54%
4270 RENTAL INCOME	821.62	760.00	4,621.62	4,560.00	61.62	10,500.00	44%
4300 INTEREST	1,893.28	945.00	5,030.89	3,688.00	1,342.89	10,000.00	50%
4310 MISC INCOME	36.05	12.00	2,198.61	72.00	2,126.61	144.00	1527%
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	0.00	0.00	
5000 GRANTS							
5001 ODOT GRANTS							
5002 5311 GRANT OPERATIONS	125,304.00	0.00	268,292.00	244,000.00	\$24,292.00	501,722.00	53%
5003 5310 MOBILITY MGT GRANT/PM	33,398.00	0.00	59,629.00	64,462.00	(\$4,833.00)	138,975.00	43%
5004 5310 PREV MAINT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
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	26,332.00	41,431.00	(\$15,099.00)	86,577.00	30%
5007 5310 PM DISC	3,000.00	0.00	6,000.00	6,000.00	0.00	12,000.00	50%
5007 5305 PLANNING/FEASIBILITY	0.00	0.00	0.00	0.00	0.00	0.00	



## Sunset Empire Transportation District Profit & Loss Budget Performance

December 2019

	Dec 19	Budget	Jul - Dec 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
5015 INTERCITY GRANT (Hwy 30)	0.00	0.00	0.00	0.00	0.00	0.00	
5050 STP-CAPITAL	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	
<b>Total 5001 ODOT GRANTS</b>	<b>161,702.00</b>	<b>0.00</b>	<b>360,253.00</b>	<b>355,893.00</b>	<b>0.00</b>	<b>1,371,147.00</b>	<b>26%</b>
<b>Total 5000 GRANTS</b>	<b>161,702.00</b>	<b>0.00</b>	<b>360,253.00</b>	<b>355,893.00</b>	<b>\$4,360.00</b>	<b>1,371,147.00</b>	<b>26%</b>
5080 OREGON STF FUNDS	0.00	0.00	46,932.00	0.00	\$4,360.00	0.00	
5090 OREGON STIF							
5091 STIF - DISCRETIONARY	0.00	0.00	18,018.00	0.00	18,018.00	0.00	0.00
5092 STIF - FORMULA	0.00	0.00	567,965.00	0.00	567,965.00	0.00	0.00
<b>Total 5090 OREGON STIF</b>	<b>0.00</b>	<b>0.00</b>	<b>585,983.00</b>	<b>0.00</b>	<b>585,983.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Types of Income</b>							
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Other Types of Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Income</b>	<b>235,708.18</b>	<b>34,777.00</b>	<b>2,277,615.91</b>	<b>1,730,443.00</b>	<b>547,172.91</b>	<b>3,188,435.00</b>	<b>71%</b>
<b>Gross Profit</b>	<b>235,708.18</b>	<b>34,777.00</b>	<b>2,277,615.91</b>	<b>1,730,443.00</b>	<b>547,172.91</b>	<b>3,188,435.00</b>	<b>71%</b>
<b>Expense</b>							
<b>1. PERSONNEL SERVICES</b>							
6005 SALARIES & WAGES	130,017.88	136,970.00	806,630.87	890,307.00	83,676.13	1,780,614.00	45%
6200 PAYROLL EXPENSES	11,067.26	16,172.00	92,543.30	105,123.00	12,579.70	210,243.00	44%
6300 EMPLOYEE BENEFITS	34,348.98	41,476.00	183,841.78	269,575.00	85,733.22	539,143.00	34%
<b>Total 1. PERSONNEL SERVICES</b>	<b>175,434.12</b>	<b>194,618.00</b>	<b>1,083,015.95</b>	<b>1,265,005.00</b>	<b>181,989.05</b>	<b>2,530,000.00</b>	<b>43%</b>
<b>2. MATERIALS &amp; SERVICES</b>					<b>0</b>		
7000 VET PROVIDER SERVICE	934.38	833.00	2,755.00	5,001.00	2,246.00	10,000.00	28%
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	3,900.00	5,000.00	3,900.00	<b>(\$1,100.00)</b>	17,000.00	29%
8010 BANK/MERCHANT FEES	147.31	160.00	1,037.77	993.00	<b>(\$44.77)</b>	2,000.00	52%
8020 BLDING & GROUNDS MAINT	2,184.25	3,330.00	17,676.72	19,780.00	2,103.28	40,000.00	44%
8024 BUILDING LEASE	1,138.00	918.00	7,116.00	5,502.00	<b>(\$1,614.00)</b>	11,000.00	65%

## Sunset Empire Transportation District Profit & Loss Budget Performance

December 2019

	Dec 19	Budget	Jul - Dec 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8030 COMP-INFO-TECH SERVICES	5,667.40	8,475.00	70,598.52	58,150.00	(\$12,448.52)	109,000.00	65%
8035 CONF TRAINING & TRAVEL	1,782.26	2,500.00	8,304.32	15,000.00	6,695.68	30,000.00	28%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
8045 HR EXPENSES	1,008.32	425.00	1,738.89	2,450.00	711.11	5,000.00	35%
8049 ADS (HR JOB POSTING)	220.27	203.00	230.71	854.00	623.29	2,000.00	12%
8050 DUES SUBSCRIPTIONS & FEES	200.88	1,250.00	8,333.20	7,500.00	(\$833.20)	15,000.00	56%
8053 IGA - DUES AND FEES	0.00	3,000.00	6,000.00	6,000.00	0.00	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	1,333.22	4,835.00	14,681.73	17,010.00	2,328.27	44,000.00	33%
8061 EQUIPMENT LEASE/RENT	188.00	225.00	1,128.00	1,350.00	222.00	2,700.00	42%
8065 EDUCATION/OUTREACH	67.89	1,250.00	1,395.66	7,500.00	6,104.34	15,000.00	9%
8070 EMPLOYEE RECOGNITION	2,577.99	1,200.00	3,032.42	7,720.00	4,687.58	10,000.00	30%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	12,915.93	27,668.00	87,026.77	166,002.00	78,975.23	332,000.00	26%
8080 INSURANCE	180.00	16,371.00	13,961.75	32,742.00	18,780.25	65,000.00	21%
8090 LEGAL ADS	0.00	68.00	0.00	402.00	402.00	800.00	0%
8095 LEGAL COUNSEL	880.50	1,270.00	1,768.50	7,420.00	5,651.50	14,800.00	12%
8096 UNINSURED LOSS	0.00	0.00	0.00	3,750.00	3,750.00	15,000.00	0%
8100 MEETING EXPENSE	68.69	125.00	1,051.08	750.00	(\$301.08)	1,500.00	70%
8120 OFFICE EXPENSES	1,418.60	1,250.00	8,426.74	7,500.00	(\$926.74)	15,000.00	56%
8130 PAYROLL PROCESSING FEES	595.06	42.00	3,269.17	250.00	(\$3,019.17)	500.00	654%
8135 PRINTING	84.00	1,250.00	6,757.17	7,500.00	742.83	15,000.00	45%
8139 PROFESSIONAL SERVICES	2,160.00	4,500.00	21,360.65	27,000.00	5,639.35	54,000.00	40%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	
8150 TAXES/LICENSES/BUS REG FEE	52.85	208.00	405.35	1,252.00	846.65	2,500.00	16%
8155 TELEPHONE/INTERNET SERVICE	4,844.36	4,333.00	28,764.03	26,000.00	(\$2,764.03)	52,000.00	55%
8160 UNIFORMS	251.30	666.00	4,729.71	4,000.00	(\$729.71)	8,000.00	59%
8165 UTILITIES	3,127.46	2,500.00	12,100.90	15,000.00	2,899.10	30,000.00	40%
8170 VEHICLE MAINT & REPAIRS	6,712.63	12,925.00	63,558.70	77,475.00	13,916.30	154,960.00	41%
8180 SHOP SUPPLIES	239.31	750.00	1,059.27	4,500.00	3,440.73	9,000.00	12%
<b>Total 2. MATERIALS &amp; SERVICES</b>	<b>50,980.86</b>	<b>106,430.00</b>	<b>403,268.73</b>	<b>540,253.00</b>	<b>136,984.27</b>	<b>1,094,760.00</b>	<b>37%</b>

## Sunset Empire Transportation District Profit & Loss Budget Performance

December 2019

	Dec 19	Budget	Jul - Dec 19	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expense</b>	<b>226,414.98</b>	<b>301,048.00</b>	<b>1,486,284.68</b>	<b>1,805,258.00</b>	<b>318,973.32</b>	<b>3,624,760.00</b>	<b>41%</b>
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	170,000.00	170,000.00	1,083,366.00	0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>170,000.00</b>	<b>170,000.00</b>	<b>1,083,366.00</b>	<b>0%</b>
Other Expense							
<b>3. OTHER EXPENSES</b>							
9610 CLATSOP BANK-PRINCIPAL	0.00	0.00	32,507.30	26,086.00	(\$6,421.30)	26,086.00	
9611 CLATSOP BANK-LOAN INT	0.00	0.00	495.19	347.13	(\$148.06)	347.13	125%
<b>3. OTHER EXPENSES - Other</b>	<b>2,750.00</b>		<b>2,750.00</b>		<b>(\$2,750.00)</b>		<b>143%</b>
<b>Total 3. OTHER EXPENSES</b>	<b>2,750.00</b>	<b>0.00</b>	<b>35,752.49</b>	<b>26,433.13</b>	<b>(\$9,319.36)</b>	<b>26,433.13</b>	
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00	120.00	120.00	120.00	0.00	120.00	
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	59,882.00	60,000.00	59,882.00	(\$118.00)	59,882.00	100%
9626 SDAO FLEXLEASE-INTEREST	0.00	1,553.87	1,575.00	1,553.87	(\$21.13)	1,553.87	100%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9700 CAPITAL EXPENSE	0.00	0.00	151,495.00	170,000.00	18,505.00	1,115,017.00	
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	190,000.00	14%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	50,000.00	100%
<b>Total Other Expense</b>	<b>2,750.00</b>	<b>61,555.87</b>	<b>248,942.49</b>	<b>257,989.00</b>	<b>9,046.51</b>	<b>1,443,006.00</b>	<b>100%</b>
<b>Net Other Income</b>	<b>-2,750.00</b>	<b>-61,555.87</b>	<b>-248,942.49</b>	<b>-87,989.00</b>	<b>160,953.49</b>	<b>-359,640.00</b>	

**Sunset Empire Transportation District**  
**Balance Sheet**  
 As of December 31, 2019

	<u>Dec 31, 19</u>	
<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>
<b>Current Assets</b>		<b>Liabilities</b>
Checking/Savings	1,038,683.02	<b>Current Liabilities</b>
Accounts Receivable	132,444.08	
<b>Other Current Assets</b>		
1400 PREPAID EXPENSES	46,624.70	<b>Total Current Liabilities</b>
1500 UNDEPOSITED FUNDS	1,354.80	<b>Long Term Liabilities</b>
<b>Total Other Current Assets</b>	<u>47,979.50</u>	
<b>Total Current Assets</b>	<u>1,219,106.60</u>	<b>Total Long Term Liabilities</b>
<b>TOTAL ASSETS</b>	<u><u>1,219,106.60</u></u>	<b>Total Liabilities</b>
		<b>Equity</b>
		3100 NWRC PRIOR PERIOD ADJUST
		3200 GF PRIOR PERIOD ADJUST
		3700 FUND BALANCE NWRC-RESTRICT
		3800 FUND BALANCE GENERAL FUND
		3900 RETAINED EARNINGS
		Net Income
		<b>Total Equity</b>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>

Sunset Empire Transportation District  
**Balance Sheet**  
As of December 31, 2019

ASSETS	
Current Assets	
Checking/Savings	
Accounts Receivable	Accounts Payable 23,102.55
Other Current Assets	Other Current Liabilities 54,122.11
1400 PREPAID EXPENSES	<u>77,224.66</u>
1500 UNDEPOSITED FUNDS	
Total Other Current Assets	2800 INTERCOMPANY DUE TO/FROM 0.00
Total Current Assets	<u>0.00</u>
TOTAL ASSETS	<u>77,224.66</u>
	(1,033.66)
	87,287.68
	875,659.11
	1,492,163.06
	(1,854,582.99)
	542,388.74
	<u>1,141,881.94</u>
	<u><u>1,219,106.60</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CLATSOP CRUISE HOSTS	0.00	0.00	1,465.00	0.00	1,380.00	2,845.00
H&R BLOCK	0.00	142.50	142.50	0.00	285.00	570.00
HOXIE, RONALD	0.00	-285.00	0.00	0.00	0.00	-285.00
NAKED LEMON	0.00	20.54	0.00	0.00	0.00	20.54
OREGON, STATE OF	20.00	0.00	0.00	0.00	0.00	20.00
TILLAMOOK CO. TRANS. DIST.	0.00	5,877.00	5,754.00	0.00	647.00	12,278.00
TONGUE POINT JOB CORPS	2,365.00	0.00	0.00	0.00	0.00	2,365.00
ZSCHOCHÉ, LENA	0.00	20.54	0.00	0.00	0.00	20.54
<b>TOTAL</b>	<u><u>2,385.00</u></u>	<u><u>5,775.58</u></u>	<u><u>7,361.50</u></u>	<u><u>0.00</u></u>	<u><u>2,312.00</u></u>	<u><u>17,834.08</u></u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>TOTAL</u>
A COASTAL LOCK-N-KEY LLC	150.00	0.00	0.00	150.00
ALSCO INC	101.08	0.00	0.00	101.08
ASTORIA, CITY OF	584.43	0.00	0.00	584.43
ATLANTIS AUTO GLASS, INC	150.00	0.00	0.00	150.00
CARTER, JOHN M.	339.30	0.00	0.00	339.30
DAILY ASTORIAN	135.00	0.00	0.00	135.00
ENGLUND MARINE & INDUSTRIAL SUPPLY CO	134.06	0.00	0.00	134.06
HAUER'S SECURITY	0.00	45.00	0.00	45.00
HEATHER REYNOLDS ATTORNEY	0.00	780.00	0.00	780.00
HOME DEPOT CREDIT SERVICES	13.32	0.00	0.00	13.32
IRON MOUNTAIN INC	81.18	0.00	0.00	81.18
JACKSON & SON DISTRIBUTORS INC	1,373.35	0.00	0.00	1,373.35
MCCALL TIRE CENTER INC	613.76	0.00	0.00	613.76
MTR WESTERN LLC	307.53	1,508.50	0.00	1,816.03
NW COMMUNITY ALLIANCE INC	962.00	0.00	0.00	962.00
NW NATURAL	270.71	0.00	0.00	270.71
O'REILLY AUTO PARTS LLC	485.30	0.00	0.00	485.30
OFFICE DEPOT INC	1,290.38	0.00	0.00	1,290.38
PACIFIC POWER	730.76	0.00	0.00	730.76
RC-K & M MEDIVAN	0.00	0.00	0.00	0.00
RECOLOGY WESTERN OREGON	171.08	0.00	0.00	171.08
TIAA COMMERCIAL FINANCE INC	275.85	0.00	0.00	275.85
VERIZON	667.66	0.00	0.00	667.66
WARRENTON, CITY OF	389.72	0.00	0.00	389.72
WILCOX & FLEGEL OIL	11,542.58	0.00	0.00	11,542.58
<b>TOTAL</b>	<b><u>20,769.05</u></b>	<b><u>2,333.50</u></b>	<b><u>0.00</u></b>	<b><u>23,102.55</u></b>

**Sunset Empire Transportation District**  
**Check Detail**  
December 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19660	12/23/2019	CARD SERVICE CENTER	5,575.38
19631	12/10/2019	ISLER CPA, LLC	5,000.00
19683	12/23/2019	SDIS	37,998.05
19655	12/10/2019	WILCOX & FLEGEL OIL	13,154.44
		Total	61,727.87



# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
12/08/2019	55906140217003421119

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

**PAID**

Bill Due	01/02/2020
Terms	Due 2nd of Month
Memo	11/08 - 12/08/19

## Expenses

Account	Memo	Amount	Customer:Job	Class
8121 OFFICE SUPPLIES	0284 - Jones Amazon - Cell Phone	49.99		11-MM
8051 DUES, SUBSCRIPTIONS & FEE	Accessories Walmart - Warranty	10.88		11-MM
8056 COMPUTER HARDWARE	Amazon - TV Proj	59.98		STF State
8056 COMPUTER HARDWARE	Amazon - TV Proj	209.13		STF State
8121 OFFICE SUPPLIES	Amazon - Office Supplies	34.82		11-MM
8056 COMPUTER HARDWARE	Costco - Apple iPad	319.99		11-MM
8056 COMPUTER HARDWARE	Costco - Apple iPad Pencil	94.99		11-MM
8049 ADS (HR JOB POSTING)	0326 - Hazen Indeed - Job Posting	154.13		05-FR-OPS
8038 TRAVEL-STAFF	Los Potrillos - Meal NYI Training	26.36		02-EXEC
8038 TRAVEL-STAFF	Outback - Meal NYI Training	25.95		02-EXEC
8038 TRAVEL-STAFF	Arby's - Meal NYI Training	7.57		02-EXEC
8038 TRAVEL-STAFF	Anchor Pub - Meal NYI Training	25.51		02-EXEC
8038 TRAVEL-STAFF	County Cousin - Meal NYI Training	23.91		02-EXEC
8038 TRAVEL-STAFF	Navigator Inn - Lodging NYI Training	381.99		02-EXEC
8038 TRAVEL-STAFF	Glacier Lanes - Meal NYI Training	21.07		02-EXEC
8038 TRAVEL-STAFF	Blazing Onion - Meal NYI Training	21.00		02-EXEC
8051 DUES, SUBSCRIPTIONS & FEE	Clumbia Co Spotlight - Subscription	20.00		02-EXEC
8121 OFFICE SUPPLIES	Amazon - Office Supply	13.85		02-EXEC

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
12/08/2019	55906140217003421119

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356



Bill Due	01/02/2020
Terms	Due 2nd of Month
Memo	11/08 - 12/08/19

## Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	Apple	0.99		02-EXEC
8022 B&M JANITORIAL	Safeway - Janitorial	13.49		02-EXEC
8100 MEETING EXPENSE	Wet Dog Cafe - Meal Chamber Meeting	11.50		02-EXEC
8049 ADS (HR JOB POSTING)	Indeed - Job Posting	66.14		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	MSFT	95.93		02-EXEC
8050 DUES SUBSCRIPTIONS & FEES	Fred Meyer - Picture Frame	9.74		02-EXEC
8048 HR EXPENSES	1092 - Lewicki NiceBadge - Employee Badges	47.32		02-EXEC
8038 TRAVEL-STAFF	Indy Diner - Meal Bus Delivery	29.68		05-FR-OPS
8122 POSTAGE-SHIPPING	USPS - Postage	7.35		05-FR-OPS
8121 OFFICE SUPPLIES	Staples - Office Supplies	85.98		04-TRAN
8060 OTHER DURABLE GOODS	Fred Meyer - Document Frame	26.03		Administration
8060 OTHER DURABLE GOODS	Amazon - Accident Cameras	73.99		05-FR-OPS
8038 TRAVEL-STAFF	Cornerstone Cafe - Meal New Bus Route	48.22		05-FR-OPS
8176 PM PARTS	WW Williams - Mirror Switch/Kit	324.62		14-MAINT-PM14
8121 OFFICE SUPPLIES	Taillight Bus 1901 - P.O. 4103			
8100 MEETING EXPENSE	Fred Meyer - Street Car Decorations	27.95		Administration
8056 COMPUTER HARDWARE	Smart Foodservice - Food Drivers Meeting	19.24		05-FR-OPS
8176 PM PARTS	Ben's Computer Store - Ethernet Cables - HR	19.50		02-EXEC
8060 OTHER DURABLE GOODS	Allied Electronics - Solenoid Valve Bus 1901 - P.O. 4099	132.88		14-MAINT-PM14
8060 OTHER DURABLE GOODS	Costco - Metal Prints/Photograph	69.98		Administration

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
12/08/2019	55906140217003421119

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

Bill Due	01/02/2020
Terms	Due 2nd of Month
Memo	11/08 - 12/08/19

**PAID**

## Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	1100 - Parker Adobe ID Creative	20.99		02-EXEC
8122 POSTAGE-SHIPPING 8031 WEBSITE/ON-LINE SW SUB	USPS - Postage Adobe Acrobat	110.00 14.99		01-NODEP 02-EXEC
8070 EMPLOYEE RECOGNITION	Walmart - SETD Holiday Party	139.55		01-NODEP
8070 EMPLOYEE RECOGNITION	Fred Meyer - Employee Gift Cards P.O. 6662	1,025.00		01-NODEP
8070 EMPLOYEE RECOGNITION	Fred Meyer - SETD Holiday Party	51.03		01-NODEP
8070 EMPLOYEE RECOGNITION	Dollar Tree - SETD Holiday Party	13.00		01-NODEP
8100 MEETING EXPENSE	Smart Foodservice - Supplies Board Meeting	10.95		01-NODEP
8070 EMPLOYEE RECOGNITION	Rite Aid - SETD Holiday Party	35.70		01-NODEP
8100 MEETING EXPENSE 8070 EMPLOYEE RECOGNITION	Safeway - Food Board Meeting Fred Meyer - SETD Holiday Party	27.00 57.21		01-NODEP 01-NODEP
8160 UNIFORMS	1209 - Farmer Englund Marine - Weatherproof Clothing Lot Attendant	203.98		13-MAINT-OPS
8036 CONFERENCE/TRAINING FEES	SDAO Conference	330.00		02-EXEC
8038 TRAVEL-STAFF	Conference Meal/Spouse	40.00		02-EXEC
8048 HR EXPENSES	Full Identity ID Badge - HR	17.50		02-EXEC
8048 HR EXPENSES	Full Identity ID Badge - Fixed Rt	26.75		02-EXEC
8048 HR EXPENSES	Full Identity ID Badge - Maintanence	26.75		02-EXEC
8048 HR EXPENSES	Full Identity ID Cards - Blank	375.00		02-EXEC

# Bill

Sunset Empire Transportation District  
 900 Marine Drive  
 Astoria, OR 97103

Date	Ref. No.
12/08/2019	55906140217003421119

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

**PAID**

Bill Due	01/02/2020
Terms	Due 2nd of Month
Memo	11/08 - 12/08/19

## Expenses

Account	Memo	Amount	Customer:Job	Class
8068 MARKETING/OUTREACH	1217 - Kleczak Dsignevo - Logo Rights	49.99		12-TO
8021 B&M GENERAL	Staples - Shredder/Trash Can - P.O. 6669	111.27		12-TO
8057 OFFICE FURNITURE & EQUIP	Staples - Office Chair - P.O. 6669	277.07		12-TO

Expense Total : 5,575.38

**Bill Total : \$5,575.38**

Date: January 15, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a ODOT Agreement 33597 Amendment Approval

This amendment to our §5310 ODOT Agreement 33597 updates the electronic equipment that is being funded through this grant for Mobility Management. The size of the monitors that were purchased were different from our original grant application.

Staff is recommending that the Board approve the updated ODOT Agreement #33597.

AMENDMENT NUMBER 1  
ODOT GRANT AGREEMENT NO. 33597  
Sunset Empire Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Sunset Empire Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 1st, 2019**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise the statement of work, changing the sizes of the monitor screens, as well as changing from LCD to LED screens.

**Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."**

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**SIGNATURE PAGE TO FOLLOW**

**Sunset Empire Transportation District**, by and through its

\_\_\_\_\_  
By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

(If required in local process)

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**

Jeff Hazen  
900 Marine Drive  
Astoria, OR 97103  
1 (503) 861-5399  
jeff@ridethebus.org

**State Contact:**

Arla Miller  
555 13th Street NE  
Salem, OR 97301-4179  
1 (503) 986-2836  
Arla.MILLER@odot.state.or.us

**State of Oregon**, by and through its Department of Transportation

By \_\_\_\_\_  
H. A. (Hal) Gard  
Rail and Public Transit Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_ Arla Miller

Date \_\_\_\_\_ 01/06/2020

**APPROVED AS TO LEGAL SUFFICIENCY**

(For funding over \$150,000)

Amendment changes to this Agreement are within the scope of the original or previously amended version; therefore, legal sufficiency review is exempt under OAR 137-045-0050(2).



**Revised Exhibit A  
 Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: 5310 Sunset Empire Transportation District 33597</b>				
<i>Mobility Management, Equipment, Signs and Shelters, Preventive Maintenance</i>				
<b>Item #1: Mobility Management - 5302(a)(1)(L)</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$150,933.00	\$135,432.00	\$15,501.00	Local
<b>Item #1: Route Signing</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$6,000.00	\$5,384.00	\$616.00	Local
<b>Item #2: Route Signing</b>				
	\$1,400.00	\$1,256.00	\$144.00	Local
<b>Item #3: Route Signing</b>				
	\$3,000.00	\$2,692.00	\$308.00	Local
<b>Item #4: Route Signing</b>				
	\$500.00	\$449.00	\$51.00	Local
<b>Item #5: Route Signing</b>				
	\$1,100.00	\$987.00	\$113.00	Local
<b>Item #1: Preventative Maintenance</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$146,830.00	\$131,751.00	\$15,079.00	Local
<b>Sub Total</b>	\$309,763.00	\$277,951.00	\$31,812.00	
<b>Grand Total</b>	<b>\$309,763.00</b>	<b>\$277,951.00</b>	<b>\$31,812.00</b>	

**1. PROJECT DESCRIPTION**

**I. Mobility Management**

*Mobility management projects are planning, training, and management activities for improving coordination among public transportation and other transportation service providers, including human service agencies and private providers. These projects build coordination among existing public transportation providers and other transportation service providers, and increase service options that would not otherwise be available for seniors and individuals with disabilities.*

*Recipient will oversee and monitor the services and performance of any consultants or contractors used in the project.*

**II. Equipment Purchase**

*Purchase 1 (one) 82 inch flat LED screen, 2 (two) Micro PCs, 2 (two) 43 inch flat LED screens, including extended warranties purchased as part of the initial procurement (not to exceed useful life of equipment), installation costs, hardware, software, and supplies required to put the equipment into service.*

**III. Signs and Amenities**

*Provide funding to design, purchase, and install, approximately 10 (ten) bus stop directional signs, 5 (five) Transit Center signs including sign posts, to support the transportation needs of the general public and seniors and individuals with disabilities. The purpose of the project is to provide signage for way finding of transit stops and Transit Center.*

*Eligible expenses are: associated services, permits, permissions, and equipment needed to put the signs into service; costs incurred from the procurement process; delivery charges; and post-delivery inspections. Architecture, Design, Engineering, Planning, and Preparation services and permits, clearly needed to proceed with the project, are eligible reimbursable expenses.*

*A National Environmental Policy Act environmental assessment may or may not be required for this project, depending on its complexity. A Documented Categorical Exclusion or Categorical Exclusion worksheet must be submitted to State, and approved by the Federal Transit Administration, prior to any ground disturbance. This award is contingent on approval of the worksheet. Any project expenses incurred will not be reimbursed if the project's required worksheet is not approved.*

#### *IV. Preventive Maintenance*

*Preventive maintenance provides services for vehicles and non-vehicle assets providing public transportation. Proper maintenance ensures assets are kept in good condition per manufacturer's recommendations and that safety standards are met.*

*Maintenance reimbursed in this Agreement is for assets used in the provision of public transportation services for the general public, seniors, or individuals with disabilities. This Agreement does not provide for maintenance on staff vehicles, vehicles used for business of Recipient, or maintenance vehicles. Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts.*

## *2. PROJECT DELIVERABLES, TASKS and SCHEDULE*

### *I. Mobility Management*

*Recipient will prepare a work plan in the first quarter specifying work tasks and deliverables, estimated activity periods, and estimated costs. The work plan may include but is not limited to trip planning, travel training, the "travel buddy" program, and supplementary coordination with the call center to ensure access to Recipient and other transportation services. Activities must correspond with mobility management activities as described in Federal Transit Administration Section 5310 Circular 9070.1G or subsequent revisions.*

*The Recipient will maintain the work plan throughout the agreement period. Recipient shall provide the plan to the State upon request, and notify State when the work plan is substantially changed. The Recipient quarterly reports shall detail progress relating to tasks described in the work plan. Recipient shall monitor the services and performance of any consultants or contractors used in the project.*

### *II. Equipment Purchase*

*All purchases and installations must be completed prior to the expiration date of this Agreement.*

*Expected order date: October 31, 2019.  
Expected delivery date: November 30, 2019.*

### *III. Signs and Amenities*

*Recipient will submit a site plan and associated maps showing sign locations. Recipient will submit certification attesting to any applicable permits, inspections, or other requirements prior to final payment. State may perform an on-site inspection or request photos of installations prior to final payment.*

*By accepting federal funds, Recipient certifies that the project will meet all Americans with Disabilities Act requirements as set forth in 49 CFR parts 27, 37, and 38. By accepting the terms and conditions of this Agreement, Recipient agrees to file with their local jurisdiction, a restrictive covenant on the property deed and submit a copy to State. Proof of the restrictive covenant filing must be received by State in order for final payment to be released.*

*Recipient agrees to complete and submit to State a facilities maintenance plan compliant with FTA Transit Asset Management rules 49 CFR part 625 prior to requesting reimbursement for project activities under this Agreement.*

*All purchases, installations, and construction must be completed prior to the expiration date of this Agreement. If an extension for time is required, a request must be received by State at least 45 days prior to the expiration date.*

*Expected project start date: October 31, 2019.  
Expected project completion date: November 30, 2019.*

#### *IV. Preventive Maintenance*

*All preventive maintenance tasks must be completed prior to the expiration date of this Agreement.*

*Preventive maintenance expenses include activities, supplies, materials, labor, services and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner. Preventive maintenance includes, but is not limited to the following: oil changes; engine tune-ups; tire purchases; tire maintenance; annual vehicle inspections; scheduled or routine maintenance; and associated parts, supplies and labor.*

*Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts. Recipient must provide to State a plan for proposed preventive maintenance, unless a plan is already on file with State. Reimbursement requests must match the activities or purchases described in Recipient's plan.*

*A major component replacement (such as an engine or transmission), or a major rebuild or overhaul that keeps the asset within useful life or extends the useful life may be eligible for reimbursement under this Agreement, pending verification of conformance to Recipient's adopted maintenance plan and requirements detailed in Federal Transit Administration Circular 5010.1D (Grant Management) Chapter IV.*

*A vehicle must meet at least 40 percent of its useful life to be considered for an overhaul. Recipient must obtain pre-approval from State prior to any vehicle overhaul. Vehicle rebuilds must extend the useful life of the vehicle by at least four years.*

*If local circumstances change, for example, vehicle type or asset disposition, Recipient's maintenance plan must be updated to reflect that change and submitted to State within 90 days of the change.*

### *3. PROJECT ACCOUNTING and MATCHING FUNDING*

*Sources of funding that may be used as Recipient's matching funds for this Agreement include local funds; Special Transportation Formula Funds; service contract revenue, advertisement and other earned income; cash donations; and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funding must be reported to State. Recipient may not use passenger fares as matching funding.*

#### *I. Mobility Management*

*Eligible mobility management expenses are administrative costs to develop new projects and do not include capital costs other than durable equipment, supplies or the cost of operating public transportation services. Incidental durable equipment is an eligible expense up to \$5,000 of the total project cost. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.*

#### *II. Equipment Purchase*

*Associated costs incurred from the procurement process, delivery charges, and post-delivery*

*inspections are included in the reimbursable expenses associated with this Agreement.*

*Purchases or charges that are otherwise paid for in other agreements or contracts are excluded. Annual renewals of extended warranties are not eligible as a capital expense after equipment is delivered and accepted by the Recipient.*

### *III. Signs and Amenities*

*Administration and facility contributions are documented by percentage of contribution directly attributed to the project. Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. The required local match share will be subtracted from the project expenses to determine the Agreement share of the project expense.*

*Receipt of federal funds for construction projects requires that labor must be paid at the prevailing wage as prescribed by the Davis-Bacon Act.*

*Purchases or charges that are otherwise paid for in other agreements or contracts are excluded.*

### *IV. Preventive Maintenance*

*Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses.*

## *4. REPORTING and INVOICING REQUIREMENTS*

### *I. Mobility Management*

*Recipient will submit a quarterly narrative project progress report and a fiscal report in addition to the regular quarterly report required by State. For each task, Recipient will report:*

- a. The task status, including any issues encountered and the planned resolution.*
- b. Hours expended on the tasks to date.*
- c. The cost for each task and the percentage of completion.*

*Task costs will specify labor, non-labor expenses including staff travel and professional consultant expenses, as applicable. Labor expenses shall be reported as an hourly labor rate multiplied by the number of hours expended to date on the task.*

### *II. Equipment Purchase*

*If equipment purchased under this Agreement is valued at \$5,000 or more (a "capital asset"), Recipient will provide reporting information as prescribed by State on the equipment as long as it remains in use for public transportation service. As a capital expense, all equipment must be in an inventory and reported to State as a capital asset using a unique Recipient identification number.*

*Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of vendor invoices must be provided for all purchases. With the final payment request, Recipient is required to submit a complete inventory of items purchased under this Agreement.*

### *III. Signs and Amenities*

*Recipient agrees to assess and report the condition of all capital assets. Recipient will report as prescribed by State on signs purchased or constructed under this Agreement as long as they remain in use for public transportation service.*

*Copies of invoices for vendor charges must be submitted with reimbursement requests. In-house charges may be documented in a spreadsheet or with copies of timesheets showing time specifically associated with the project. In addition, Recipient must submit a cover letter or summary of the total expenses for work performed.*

*Expenses incurred will not be reimbursed if the project's scope is changed or altered without the*

*necessary approval and amendment by State.*

*IV. Preventive Maintenance*

*Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State and described in Recipient's submitted preventive maintenance plan for this Agreement. Recipient shall maintain and provide supporting documents detailing the total expenses for allowable maintenance activities incurred during the period. Recipient may list costs on a form provided by State, or provide vendor invoices.*

Date: January 15, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b AMTRAK Ticketing Agreement Approval

This Agreement will allow AMTRAK to sell tickets for our service on the Lower Columbia Connector. It also gives us access to Union Station in Portland for our buses. This will assist passengers from across the globe to plan their trip to the coast and make one purchase. Much like us selling the NW Point tickets, AMTRAK will be paid a commission fee for the selling of tickets on our behalf.

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

**NATIONAL RAILROAD PASSENGER CORPORATION  
AND  
SUNSET EMPIRE  
TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**THIS AGREEMENT**, made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the NATIONAL RAILROAD PASSENGER CORPORATION (hereinafter referred to as “AMTRAK”), a corporation organized under the Rail Passenger Service Act and the laws of the District of Columbia and having its principal office and place of business in Washington, DC, and SUNSET EMPIRE TRANSPORTATION DISTRICT (doing business as "NW Connector," hereinafter referred to as “CARRIER”), a public transportation district organized under the laws of the State of Oregon and having a principal office in Astoria, Oregon.

**WHEREAS**, the parties hereto are engaged in the provision of passenger transportation services and wish to enter into agreements whereby AMTRAK may offer and sell Tickets for certain passenger transportation services of CARRIER;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

## **SECTION 1 – DEFINITIONS**

As used herein:

- A. **“CARRIER”** means, SUNSET EMPIRE TRANSPORTATION DISTRICT, also doing business as "NW Connector," the party hereto over whose route (s) or line (s), listed in Appendix A, a passenger and / or baggage thereof is transported or is to be transported pursuant to this Agreement.
- B. **“Ticket”** means the form issued to a passenger (s) by AMTRAK or its designated agent for transportation for hire of the passenger (s) and baggage thereof over the route (s) or line (s) of CARRIER, listed in Appendix A.
- C. **“Baggage”** means the property of a passenger carried in connection with the transportation for which the passenger has purchased a Ticket and which is carried or checked in accordance with the applicable Tariffs as set forth in Appendix C.

## **SECTION 2 – PURPOSE OF AGREEMENT**

The purpose of this Agreement is for CARRIER to provide connecting transportation service to, or between, points on the AMTRAK system, listed in Appendix A. In order to effect such a service, this Agreement provides for the sale and issuance of Tickets by AMTRAK for the transportation of passengers over certain routes or lines, listed in Appendix A, of CARRIER in accordance with the terms and conditions hereinafter set forth. The said routes and lines, listed in Appendix A, and the services and other special conditions applicable thereto shall be those specified in Appendix A, attached hereto and made a part hereof.



### **SECTION 3 – SERVICE TO BE PERFORMED**

A. AMTRAK is hereby authorized to sell and issue Tickets for the transportation of passengers by CARRIER in the form approved by and in accordance with the reimbursement rates outlined in this Agreement, listed in Appendix C. The CARRIER shall not, directly (or indirectly or through any agent or broker or otherwise) rebate or remit any portion of the charges specified in the said reimbursement rates as set forth in Appendix C. Any and all requests for refunds of any unused portion of Tickets sold and issued hereunder shall be made by the passenger to an AMTRAK station or by mail to AMTRAK Customer Refunds.

B. CARRIER hereby agrees to accept and to honor each Ticket sold and issued hereunder and to transport the passenger (s), as specified therein, subject to the terms of this Agreement.

C. It is understood and agreed that no Ticket shall be issued hereunder unless an advance reservation (where required by this Agreement) shall have been made for the required transportation and unless AMTRAK shall have received payment of the total charges payable therefor at the point of issuance in accordance with the applicable rates as set forth in Appendix C.

D. AMTRAK agrees that it will not make any representations with regard to the Tickets or of the transportation for which the same shall be sold or issued, except those representations expressly authorized in writing by CARRIER. Service provided by CARRIER will be represented as a connecting service to AMTRAK.

E. No advertising or news releases with respect to this Agreement or with respect to the services offered to the public pursuant hereto shall be produced or issued except by prior mutual agreement in writing between the parties hereto; provided, however, that neither party shall withhold such agreement unreasonably. Trademarks and service marks shall be used only with the written permission and approval, and in accordance with the established corporate procedures, of each party.

F. All expenses for telegrams, telephone calls, radiograms, or other communications sent in connection with or pursuant to this Agreement shall be borne by the originator.

G. Baggage of passengers is to be checked to the point of interchange between AMTRAK and CARRIER, and baggage of passengers accepted by CARRIER shall be accepted subject to the applicable rates or other regulations of CARRIER and AMTRAK with respect to limitations of size, weight, and liability. Passengers originating on CARRIER are responsible for the retrieval of checked baggage from CARRIER at the point of interchange and transfer to AMTRAK. Passengers originating on AMTRAK are responsible for the retrieval of checked baggage from AMTRAK and for the transfer and checking of baggage on the CARRIER at the point of interchange. Appendix A contains additional agreements regulating the acceptance and handling of checked and/or carry-on baggage.

H. Passengers requiring special assistance will be accommodated by the CARRIER under the Americans with Disabilities Act and applicable rules regulating the intercity bus industry. The CARRIER will provide wheelchair accessible transportation to AMTRAK's reserved ADA passengers upon 48 hours advance notice from AMTRAK to the CARRIER, but will, when possible, provide the service with lesser notice.

I. Nothing herein shall be deemed to require the parties hereto to initiate or maintain service between locations other than those specified in Appendix A of this Agreement, or to provide passenger or baggage transportation between local stations or terminals of the respective parties.

#### **SECTION 4 - REIMBURSEMENT**

AMTRAK hereby agrees to pay to CARRIER all charges applicable to the Tickets sold or issued hereunder and to do so in accordance with the settlement procedures prescribed in Appendix B and C, attached hereto and made a part hereof.

#### **SECTION 5 – INDEMNIFICATION AND INSURANCE**

A. In issuing Tickets and in offering transportation between points listed in Appendix A, AMTRAK, its operating carriers, officers employees, agents and servants, shall not be liable for, and CARRIER agrees to defend, indemnify and hold harmless, AMTRAK, its operating carriers, its officers, employees, agents and servants, from and against any and all claims, demands, actions, proceedings, suits, costs, expenses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) of whatsoever nature and by whomsoever made, brought or recovered as a result of loss or damage to property or injury or death to persons, directly related to transportation services of CARRIER.

B. In providing transportation between points listed in Appendix A, CARRIER, its operating carriers, officers, employees, agents and servants, shall not be liable for, and AMTRAK agrees to defend, indemnify and hold harmless, CARRIER, its operating carriers, officers, employees, agents and servants, from and against any and all claims, demands, actions, proceedings, suits, costs, expenses, judgments, damages and liabilities (including attorneys' fees and expenses) of whatsoever nature and by whomsoever

made, brought or recovered as a result of loss or damage to property or injury or death to persons, directly related to transportation services of AMTRAK.

C. In the event that any claim is made or suit is commenced against either party hereto asserting a liability, as defined herein, of the other party, such party shall give prompt written notice to the other party hereto, and shall furnish all available communications, legal processes, data, papers, records, and other information material to such claim or suit as such other party may from time to time request.

D. CARRIER shall procure and maintain, at its own cost and expense during the entire period of performance under this Agreement, the types of insurance specified below. The CARRIER shall submit a certificate of insurance giving evidence of the required coverage, prior to the commencement of transportation services and on an annual basis thereafter. All insurance shall be procured from insurers authorized to do business in the jurisdiction (s) where transportation services are to be performed. The insurance shall provide for thirty (30) day written notice to be given to AMTRAK in the event coverage is substantially changed, canceled, or not renewed.

1. Worker' Compensation Insurance, complying with the requirements of the statutes of the jurisdiction (s) in which the transportation services will be performed, covering all employees of the CARRIER. Employer's Liability coverage with limits of liability of not less than \$1,000,000 each accident or illness shall be included.

2. Comprehensive General Liability Insurance, covering liability imposed upon the CARRIER with respect to all services to be provided and all obligations assumed by the CARRIER under the terms of this Agreement, including contractual liability coverage. AMTRAK shall be named as an additional insured with respect to services to be provided under this Agreement. Coverage under this policy, or policies, shall have limits of liability of not less than \$ 2,000,000 Dollars per occurrence, combined single limit for bodily injury and property damage (including loss of use) liability.

3. Automobile Liability Insurance, covering the liability of the CARRIER arising out of the use of all owned, non-owned, hired, rented or leased vehicles which bear, or are required to bear, license plates according to the laws of the jurisdiction in which they are to be operated. AMTRAK shall be named as an additional insured with respect to services to be provided in connection with this Agreement. Coverage under this policy shall have limits of liability of not less than \$ 5,000,000 per occurrence, combined single limit, for bodily injury, and property damage liability.

## **SECTION 6 – PRIOR AGREEMENTS**

This Agreement supersedes, replaces, and terminates as of the effective date hereof any and all preexisting agreements between the parties hereto relating to the sale and issuance by AMTRAK of Tickets for transportation services of CARRIER as provided between the locations serviced as specified in Appendix A.

## **SECTION 7 – RENEWAL AND TERMINATION**

A. This Agreement shall remain in force until terminated. This Agreement may be terminated by either party by giving thirty (30) days of notice in writing to the other.

- B. AMTRAK reserves the right to discontinue ticket sales at any time, and without advance notice to CARRIER, should CARRIER fail in any way to provide the proper level and quality of services to AMTRAK's customers or fail to comply with all applicable laws, regulations, insurance requirements, or the provisions of this Agreement. AMTRAK shall notify CARRIER in writing of the effective date of termination of ticket sales. For up to 60 days after the effective termination date, AMTRAK shall accept and settle, in accordance with the provisions of Appendices A, B, and C hereto, AMTRAK ticket coupons issued prior to the effective termination date.
- C. Termination pursuant to the provisions of this Section 7 shall not relieve either party hereto of any obligation arising or incurred hereunder prior to the effective date of such termination. Upon such termination, each party hereto shall complete a full and final settlement of accounts in accordance with the settlement procedures prescribed in Appendix B.

## **SECTION 8 – ASSIGNMENT**

CARRIER shall neither assign nor delegate its responsibilities under this Agreement without the prior written consent of AMTRAK. CARRIER shall not assign its right to be paid amounts due as a result of performance of this Agreement without the prior written consent of AMTRAK. AMTRAK shall have the right to assign all or part of this Agreement without obtaining consent from CARRIER or its surety(ies), if any.

## **SECTION 9 - NOTICES**

Any notices permitted or required to be given hereunder shall be in writing and shall be either delivered by hand, sent by certified mail, return receipt requested, or sent by telegram with confirmed delivery:

If to AMTRAK, addressed to:

Thruway Services – Dir. Connectivity  
Amtrak  
Thirtieth Street Station  
2955 Market Street – Box 14  
Philadelphia, PA 19104

If to CARRIER, addressed to:

U.S. Mail:

FedEx or other express delivery:

Attn: Amtrak Contract  
Sunset Empire Transportation District  
Astoria Transit Center  
900 Marine Drive  
Astoria, OR 97103

Each party hereto may change the address at which it shall receive notification hereunder by notice in writing to the other party hereto.

## **SECTION 10 – CONFIDENTIALITY**

A. *Confidential Information.* Confidential Information means any and all information provided by or on behalf of AMTRAK to CARRIER that is marked “Confidential” or with another similar legend or is reasonable understood to be confidential given the circumstances. Confidential Information includes all passenger information, whether labeled "Confidential" or not. Confidential Information shall expressly include any and all information derived from the foregoing Confidential Information.

B. *Obligations.* Unless otherwise agreed to in writing by AMTRAK, CARRIER agrees: (a) to keep all Confidential Information in strict confidence; (b) to use Confidential Information only for

purpose it was provided under this Agreement (the “Business Purpose”); (c) unless ordered by a court to do so, not to disclose or reveal any Confidential Information to any person, other than CARRIER’s employees, contractors and agents who are actively and directly involved in the Business Purpose and who have a need to know the Confidential Information and who have agreed to keep the Confidential Information confidential in accordance with the terms and conditions of this Agreement. CARRIER shall treat all Confidential Information of AMTRAK by using at least the same degree of care, but no less than a reasonable degree of care, as it accords its own Confidential Information. Any copies made of the Confidential Information, or any part thereof, must be labeled or affixed with an appropriate confidentiality, proprietary and/or trade secret notice.

C. *Return or Destruction of Confidential Information.* Except as otherwise required by Oregon Public Record law, CARRIER agrees to return to AMTRAK all written materials embodying Confidential Information or to destroy such materials promptly, including all copies made by CARRIER, at the request of AMTRAK or upon termination of this Agreement. CARRIER agrees to provide AMTRAK a destruction certificate if so requested. Notwithstanding the return or destruction of Confidential Information, CARRIER will continue to be bound by the terms of this Agreement.

E. *Equitable Relief.* CARRIER acknowledges that any use or disclosure of the Confidential Information that is inconsistent with the restrictions set forth in this Agreement will cause immediate irreparable harm to AMTRAK for which there is no adequate remedy at law. Accordingly, CARRIER agrees that AMTRAK shall be entitled to immediate and permanent injunctive relief from a court of competent jurisdiction in the event of any such breach or threatened breach. CARRIER agrees and stipulates that AMTRAK shall be entitled to such injunctive relief without posting a bond or other security.



F. *Duty to Notify.* CARRIER agrees that it shall immediately notify AMTRAK in writing of any known or suspected disclosure, access or use of the Confidential Information that is not authorized under this Agreement.

G. *Third-Party Beneficiaries.* To the extent AMTRAK discloses, or provides for the disclosure of, Confidential Information of a third party, that third party shall be a third-party beneficiary to this Agreement and shall be entitled to enforce this Agreement directly against CARRIER as the third party's interests may warrant.

H. *Audit.* AMTRAK reserves the right to audit CARRIER's security practices and procedures (and those of its contractors and agents, as applicable) to ensure that it is in compliance with the terms of this Section.

#### **SECTION 11 – EXCHANGE OF ELETRONIC PASSENGER TICKET INFORMATION DATA**

A. CARRIER authorizes AMTRAK to share passenger ticket data electronically with entities that provide reservation and ticketing services to CARRIER in order to coordinate the reservations of AMTRAK with the reservation and ticketing systems used by CARRIER. CARRIER will require its contractors and vendors receiving such data from AMTRAK to keep Confidential the data and the proprietary information provided by AMTRAK.

#### **SECTION 12 – ENTIRE AGREEMENT**

A. This instrument and Appendices A, B, C and D identified herein and attached hereto, constitute the sole and entire agreement between the parties hereto for services to be rendered

hereunder. No change or modification in this Agreement shall be of any force or in effect unless reduced to writing, dated, and executed by both parties hereto.

B. The captions used herein are for convenience only and shall not affect the construction of any of the terms and conditions hereof.

C. This Agreement and the rights and obligations of the parties hereto shall be governed by and construed in accordance with the laws of the District of Columbia.

**IN WITNESS WHEREOF** the parties hereto have caused this Ticketing Agreement to be executed by their duly authorized officers in multiple original counterparts on the day and year first above written.

**NATIONAL RAILROAD  
PASSENGER CORPORATION**

**SUNSET EMPIRE  
TRANSPORTATION DISTRICT**

BY: \_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX A**

**NATIONAL RAILROAD PASSENGER CORPORATION  
AND  
SUNSET EMPIRE TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED: \_\_\_\_\_**

**AUTHORIZED CITIES AND OPERATIONS AGREEMENT**

PURSUANT to the above referenced Agreement, CARRIER has authorized AMTRAK to sell and issue Tickets in connection with passenger transportation over the routes and lines of CARRIER, specified herein below:

- Astoria to Portland, Oregon
- Astoria to Cannon Beach, Oregon

AMTRAK will permit CARRIER access to AMTRAK stations (or the AMTRAK station if there is only one named) to the extent that AMTRAK may do so, at no extra cost to CARRIER for the purpose of serving passengers ticketed pursuant to this Agreement. All other service at other named cities will operate to / from CARRIER designated stations or bus stops.

- A. Nothing in this Agreement shall be construed as limiting CARRIER's right to issue on-board tickets for its own services for the convenience of AMTRAK passengers and the general public.
- B. CARRIER shall allow passengers presenting AMTRAK tickets to bring baggage under AMTRAK's carry-on baggage policy, which is incorporated here by reference. AMTRAK currently permits each passenger to bring two (2) personal items, each weighing twenty-five (25) lbs. or less no measuring no more than 14 x 11 x 7 inches each, and two (2) carry-on items, each weighing fifty (50) lbs. or less and measuring no more than 28 x 22 x 14 inches each. Excess baggage beyond AMTRAK carry-on limits shall be governed by policies of CARRIER.
- C. CARRIER will provide AMTRAK with thirty (30) days notice of rate or route or schedule changes.

**APPENDIX B**

**NATIONAL RAILROAD PASSENGER CORPORATION**

**AND**

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**SETTLEMENT PROCEDURES**

1. SETTLEMENT

A. Passengers shall have either an AMTRAK eTicket, or an AMTRAK paper value ticket.

CARRIER does not collect eTickets. Carrier shall collect paper value tickets for reclaim of revenue and settlement.

B. Within ten (10) days after the conclusion of a calendar month, AMTRAK shall provide to CARRIER a statement of the count of eTickets lifted in the AMTRAK reservation system for the service of CARRIER. The statement shall include the passenger type for each eTicket lifted.

C. No later than thirty (30) days after the end of the prior month, CARRIER shall invoice AMTRAK an itemized and total statement in US dollars of total charges for eTickets and paper value tickets issued and honored under the terms of the aforesaid Agreement and any other reimbursable costs for alternate transportation service provided as referenced in Appendix A. The charges shall be defined in Appendix C of the aforesaid Agreement.

- D. Any and all audit exceptions taken by AMTRAK shall be noted on the said statement and shall be deducted from the total amount due on the statement. AMTRAK shall return to CARRIER a copy of the said statement, as so adjusted, together with a separate explanation in writing of each such audit exception, and together with payment as hereinafter provided.
- E. Within thirty (30) days of receipt of the said statement, AMTRAK shall forward to CARRIER the full amount due in US dollars, as determined in accordance and accompanying documentation with this Appendix B, together with a copy of the said statement and a separate explanation in writing of any and all audit adjustments noted thereon.
- F. If any of the aforesaid exceptions are not acceptable to CARRIER, they shall be re-billed to AMTRAK by CARRIER in its next succeeding monthly statement. All charges so re-billed shall be supported by a written explanation of their asserted validity and shall be accompanied by applicable documentary evidence, including but not limited to, copies of Tickets, and applicable rates. Except as provided herein, no payment due hereunder shall be withheld, delayed, reduced or set off against any other payment due, owing or claimed between the parties hereto whether under the aforesaid Agreement or otherwise.

2. GENERAL

- A. Tickets issued under this Agreement will be in approved AMTRAK formats. Only Tickets in AMTRAK approved formats shall be accepted and honored by CARRIER under this Agreement.
- B. All statements, explanations, or other communications required or permitted pursuant to this Appendix B shall be in writing and shall be delivered by hand or by deposit in the mails of the United States, postage prepaid via first class mail:

If to AMTRAK, addressed to:

Amtrak Thruway Connecting Services  
30<sup>th</sup> Street Station, 4N, Box 71  
30th and Market Streets  
Philadelphia, PA 19104

If to CARRIER, addressed to:

U.S. Mail:

Attn: Amtrak Contract  
Sunset Empire Transportation District  
Astoria Transit Center  
900 Marine Drive  
Astoria, OR 97103

FedEx or other express delivery:

Each party hereto may change the address at which it shall receive notification hereunder by notice in writing to the other party hereto.



**APPENDIX C**  
**NATIONAL RAILROAD PASSENGER CORPORATION**  
**AND**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**REIMBURSEMENT POLICY**

AMTRAK agrees to reimburse CARRIER as indicated herein:

- A. All Tickets are sold in U.S. dollars, and reimbursed in U.S. dollars.
- B. AMTRAK will charge the following full adult fares for services of CARRIER:  
[Insert applicable fare tables here]
- C. CARRIER will accept discounts as set by AMTRAK. Current AMTRAK discounts are as follows:

<b>Passenger Type Code</b>	<b>Passenger Type Description</b>	<b>Percent Off Full Fare</b>
AR	Railroad Passenger Association	10
DC	Disabled Companion	10
E	Senior 65+	10
F	Full Adult	0
H	Child 2-12	50
HF	Child paying adult- over 1/1 ratio	0
M	Active Military	10
MC	Active Military Child 2-12	55
MV	Military Veteran	10
MX	Active Mil Child 2-12 paying Mil Adult, over 1/1 ratio	10
V	Disabled child 2-12	55
VM	Reduced Mobility child 2-12 yrs	55
VN	Disabled child 2-12 yrs	55
W	Disabled adult	10
WC	Disabled Adult Companion	10
WM	Reduced Mobility adult	10
WN	Disabled adult (no assistance needed)	10
WW	Reduced Mobility Adult when no discount applies	0

- D. CARRIER is not obligated to, but at its sole option, may accept AMTRAK employee pass tickets. AMTRAK employee pass tickets are considered free and have no settlement value under this Agreement.
- E. CARRIER is not obligated to honor any AMTRAK tickets not specified in this Agreement. Any other AMTRAK tickets that CARRIER does honor have no settlement value under this Agreement and AMTRAK shall not be obligated to pay any amounts for such tickets.
- F. Tickets sold with zero fare (such as tickets purchased using AMTRAK Guest Rewards points or USA Rail Pass tickets) may be considered by CARRIER to be sold at the normal applicable fare for the origin, destination, and passenger type. CARRIER must manually calculate the value of any such tickets and charge for them as a specific line item on CARRIER invoices.
- G. AMTRAK shall retain twenty percent (20%) of the actual fare value of all tickets sold by AMTRAK. CARRIER is entitled to invoice AMTRAK for eighty percent (80%) of the actual fare value of tickets sold by AMTRAK.
- H. CARRIER may request changes in the reimbursement rates shown above, but must make such request to AMTRAK at least thirty (30) days in advance of the proposed effective date of the change. The reimbursement rates shall not be changed except with AMTRAK's written consent, which shall not be unreasonably withheld.
- I. If AMTRAK supplies CARRIER with mobile devices to scan and lift AMTRAK tickets, AMTRAK shall replace any broken or defective device without charge. CARRIER shall be responsible for the replacement cost of any lost device. AMTRAK may deduct charges for replacement mobile devices from funds owed to CARRIER.

**APPENDIX D**  
**NATIONAL RAILROAD PASSENGER CORPORATION**  
**AND**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**MISCONNECTION POLICY**

**Late Train**

When trains are late, CARRIER will assist AMTRAK passengers with alternate transportation arrangements. CARRIER will honor tickets on the next available schedule. At connecting train stations, buses will wait for late trains or buses upon request of AMTRAK (not to exceed thirty minutes without special authorization from CARRIER).

**Late Bus**

In the event CARRIER does not make the train connection due to mechanical or other reason other than weather, CARRIER will reimburse AMTRAK for passenger overnight housing, meals, or alternative transportation service, not to exceed \$125 per person in the year of the agreement, increasing by 2.5 percent each year of the agreement. AMTRAK shall receive a credit for expenses for such charges for passenger inconvenience from subsequent invoices of CARRIER.

In the event weather makes the roads impassable as determined by local authorities, CARRIER will assist AMTRAK in providing passengers with a safe and comfortable location to wait for passable roads.

In the event of impassable roads, CARRIER will not be financially responsible for overnight housing of passengers.

Date: January 15, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c Special Districts Association of Oregon Voting Delegate

Each year at the SDAO conference, a delegate from each District must be identified as the Voting Delegate from their respective District. There will be votes taken in the caucus meetings and the annual business meeting. We are a member of the At-Large Caucus and our delegate will be voting on the recommended election of members from the At-Large Caucus to the SDAO Board. There will be a slate of candidates from all the Caucus meetings put forth in the annual business meeting and the delegate from each District will vote. There will also be other matters that will be put forth in the business meeting that the delegates will vote on.

Staff is recommending that you select an attendee from the District to serve as our delegate. It can be a Board member or staff member.

Date: January 16, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.d New Routes and existing Route changes

Paul will be presenting the service improvements that will be implemented on February 3<sup>rd</sup> as a result of the STIF program. We will be making changes to Route 10 in Astoria, Route 15 in Warrenton, Route 16 in Warrenton, and Route 101. He will also discuss the final Lower Columbia Connector Route between Astoria and Portland. As part of the STIF process, the Board previously approved the STIF projects. The projects were developed from the Long-Range Comprehensive Plan that the Board adopted in 2016.

Staff is recommending that the Board allow for public comment at the meeting for the changes that will be presented.

RECEIVED  
F. HANSEN

December 11, 2019

Sunset Empire Transportation  
900 Marine Drive  
Astoria, OR. 97103

Board of Directors:

I am writing on behalf of the Clatsop Cruise Host Organization to thank Jeff Hazen and his staff for their great service. They have all been very helpful during the Cruise Ship seasons. Jeff and his staff have been easy to work with in scheduling transportation routes to carry passengers and crew around the area. They have been quick to come up with solutions when problems have come up.

The professionalism and friendliness the drivers show the riders has become one of the things our visitors mention. The visitors' experience in Clatsop County continues to be a very positive one.

Sincerely,



Lenard Hansen, President  
Clatsop Cruise Host Board



## Sunset Empire Transportation District Employee of the Quarter



Donna was selected by the SETD Management Team to be the Employee of the Quarter. Donna who has many years of medical office management, was hired on January 14, 2016 to work at RideCare, SETD's non emergent medical transportation service. Donna enjoyed working in RideCare where she began as a call taker then became a dispatcher and then medical biller. Donna said her love of solving puzzles particularly helped her when she was a dispatcher. With the closure of RideCare Donna accepted a new position as the Accounts Payable/Payroll Clerk at the Transit Center in Astoria. Donna also is back up for the Customer Service Representatives and is greatly appreciated for her flexibility.

Donna grew up just south of Seattle in Tukwila. There were only 100 in her graduating class. She moved to Astoria in 1978 to be near her sister and then literally ended up marrying the "guy next door". Donna and husband Ed have been married for 40 years and have 4 children, but have raised 6 children and have 5 grandchildren, 2 dogs and 1 cat. Donna also confessed that at one time she had 9 Cockatiels, an adult pair and 7 babies. Donnas hobbies include her grandchildren, reading and hopping in her motor home and going camping. One of her favorite camping spots is the Potlatch campground on Hoods Canal where they often have their annual family reunions. Donna has been to Europe, lived in Scotland and traveled extensively in the United States.

Congratulations Donna and thank you, for your dedication to detail, your enthusiasm, your willingness to help and of course your great sense of humor.

Executive Director Report  
January 2020 Board Meeting  
Jeff Hazen

-STIF Discretionary Grant

As Paul has reported, we are training drivers for the Astoria to Portland route and will begin that service on February 3<sup>rd</sup> along with other fixed route changes developed from the STIF formula program.

-Student Transportation

We have heard nothing but positive comments about the new Student Transportation program. People are very excited about this opportunity! The Astoria School District recognized us at their January Board meeting and Debbie will be sharing the recognition certificate that they presented to us. I gave a presentation to the Warrenton-Hammond School District this week at their Board meeting and discussed the STIF program and the Student Transportation program. It was very well received by them and they would like to be heavily involved in training programs that we can set up for the students. I will be getting with Jason to share with him their comments. I will be presenting to the Seaside School District Board as well.

-NW Connector Marketing

We have a contract with Trillium out of Portland to develop and implement a marketing program for the NW Connector. They have engaged Selena Barlow, arguably the nation's premier expert in transit marketing to help on the project. Attached to my report are the draft ads that we will be using in Portland, Salem and Corvallis. I'll discuss them further at the Board meeting. We will also be doing targeted social media advertising to bring awareness to the system.

-Oregon Transportation Commission

Last month, I attended the OTC's workshop on the Statewide Transportation Improvement Program (STIP). The Chairs from all the Area Commissions on Transportation along with the Chairs from all of the modal advisory committees were there. The OTC wanted to hear from everyone about their observations of the STIP process. As they went around the room, the conversation was very light on the STIP process but very heavy on transit. Representatives from southern and eastern Oregon kicked off the discussion sharing how crucial transit is to the State. As they went around the room, everyone included transit in their remarks. I spoke to the need of making sure that while STIF is fantastic, we still need the support we have received in the past. 2024 will be a year that there will need to be some major investments in transit fleets across Oregon in order to keep them in a state of good repair. That discussion carried over to the NWACT meeting this month as well.

After the Board meeting, I will be driving to Lake Oswego to present the OTC with the PTAC work plan that we have developed for this biennium.

-CC Rider

As you may know, Columbia County was unsuccessful in the ballot measure to create a transit service district. CC Rider is now implementing another round of significant cuts in order to address their running in the red. They project that they will be out of the hole in two years.

-Census

I am a member of the Census Complete Count Committee for Clatsop County. Other committee members include the college president, the executive director of Clatsop Community Action, the assistant county manager, the Lower Columbia Hispanic Council and others. We will be focusing on getting awareness out on the importance of making sure everyone participates in the census this year. Federal funding that comes to Clatsop County is based on the census including some of the funding that we receive.

-Hey you guys!

This year marks the 30th anniversary of the Goonies movie. The chamber is anticipating 15,000 people from across the world to be coming to Astoria for the celebration. Kathy has been attending planning meetings and her and I met with Regina specifically to talk about transportation during the 4 days in June. We will do what we can to assist in the movement of people while they are here.

-Next month

At next month's Board meeting, I will be giving a couple of presentations on how we are funded and also how our District is organized showing what roles and responsibilities people have in the District. This will be very timely information because we are beginning preparation for the upcoming budget season. You'll be appointing a Budget Officer at that meeting along with determining the budget calendar.

## 2019-2021 SETD Priorities

### Priority One

- Benchmark Services
  - o Ridership Increases & Decreases
  - o On-time Performance December was 58.9% on time. TCTD was 55.2% and Lincoln County was 63.6%.
  - o Fleet reliability
  - o Employee Retention 16.7% 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 Astoria weekend service started in November. Additional service improvements begin on February 3<sup>rd</sup>.
- Improving System
  - o Improved lighting at bus shelters
  - o Route on-time performances Service improvements being rolled out on February 3<sup>rd</sup> address this.
  - o Amenities

### Priority One (continued)

- Technologies
  - o E-fare RFQ delayed until after the holidays
  - 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

**Salem**

11 x 28 inch overhead posters

Six versions

Salem 1



**A Car-free DAY  
AT THE BEACH**



**DIRECT BUS FROM SALEM**  
WITH SERVICE *up and down* THE COAST

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**

Salem 2



**A Car-free DAY  
AT THE BEACH**



**DIRECT BUS FROM SALEM**  
WITH SERVICE *up and down* THE COAST

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**

Salem 3



**A Romantic RIDE  
TO THE COAST**



**DIRECT BUS FROM SALEM**  
WITH SERVICE *up and down* THE COAST

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**

Salem 4



**A Romantic RIDE  
TO THE COAST**



**DIRECT BUS FROM SALEM**  
WITH SERVICE *up and down* THE COAST

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**



**Salem**

11 x 28 inch overhead posters

Six versions

Salem 5



Salem 6



*mock-up of overhead posters installed*



**Corvallis**

11 x 28 inch overhead posters

Three versions

Corvallis 1



**A Car-free**  
**COASTAL ADVENTURE**

 **DIRECT BUS FROM CORVALLIS**  
WITH SERVICE *up and down* THE COAST

Bring your bike!

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**

Corvallis 2



**A Car-free DAY**  
**AT THE BEACH**

 **DIRECT BUS FROM CORVALLIS**  
WITH SERVICE *up and down* THE COAST

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**

Corvallis 3



**A Romantic RIDE**  
**TO THE COAST**

 **DIRECT BUS FROM CORVALLIS**  
WITH SERVICE *up and down* THE COAST

VISIT OUR WEBSITE FOR TRIP IDEAS AND INFO

**nwCONNECTOR.ORG**



**Portland**

24 x 48 inch ceiling posters

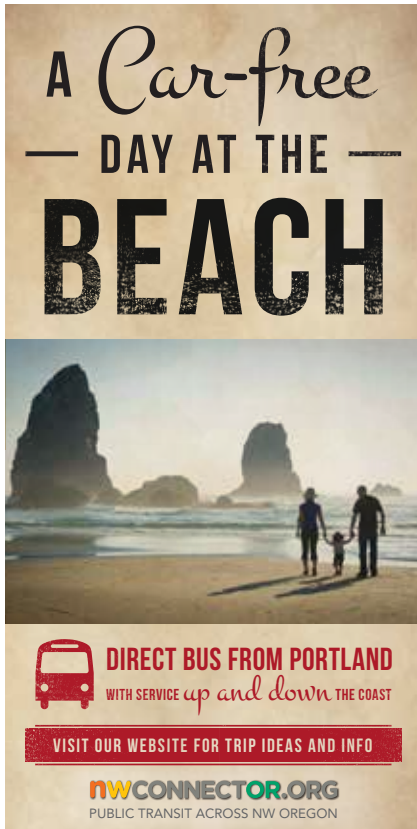
Twelve versions



Portland 1



Portland 2



Portland 3

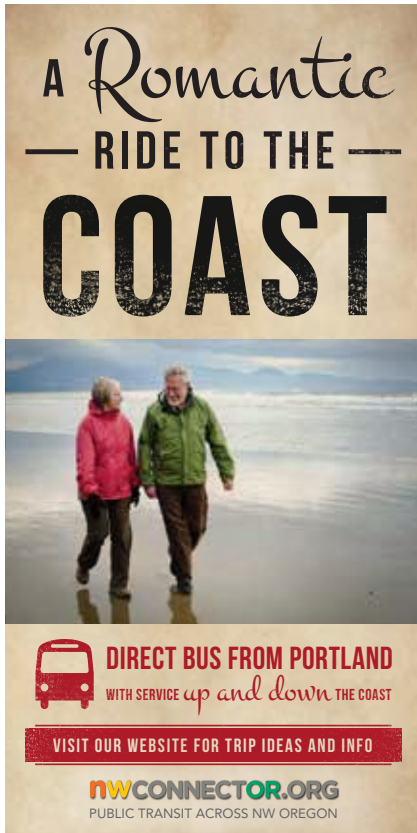


Portland 4

**Portland**

24 x 48 inch ceiling posters

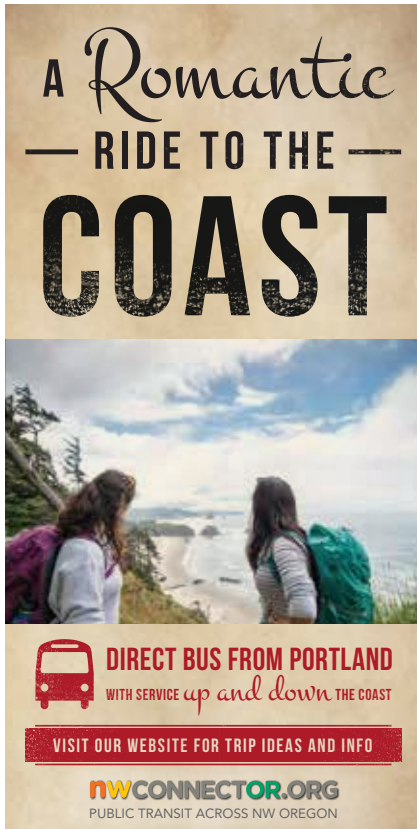
Twelve versions



Portland 5



Portland 6



Portland 7



Portland 8

**Portland**

24 x 48 inch ceiling posters

Twelve versions



Portland 9



Portland 10



Portland 11



Portland 12



**Portland**

24 x 48 inch ceiling posters

Twelve versions

*mock-up of ceiling posters installed*



Operations  
January 2020 Board Report  
Paul Lewicki

Our four new drivers are progressing in their new positions. Two have passed their third-party testing and are now fully licensed with their CDLs. They have been placed on the drivers' schedule to begin in revenue service. A third driver is scheduled to take his third-party test on January 25<sup>th</sup>. The fourth driver will be testing in Washington, but that process is more involved and may not be complete until February. These new drivers are essential to our moving forward on our route expansions and realignments. We did lose one driver during the period. In the meantime, we have hired two additional drivers. One has his DL permit and is in training, while the other is working as a lot attendant (temporary) while he studies to obtain his CDL permit. We have also hired a full-time lot attendant to ensure our buses and shelters are kept clean.

We have been working hard preparing for our new schedules which are set to begin on February 3. We will be making our inaugural run to Portland beginning our 3 times daily, seven-days-a-week service, starting our new Route 10 alignment with headway of one hour and nine minutes all day, our new Route 15 – the Warrenton Weekday Circulator – with forty-five minute headway all day, and our realigned Route 101 which will offer 49 minute headway all day – including the missing loops in the 101 B component of this route. Weekend service on the Route 16 (Warrenton) will provide 45-minute headway from 7:45 a.m. to 5:25 p.m. on Saturday and Sunday. Public feedback in anticipation of these changes has been positive.

We have received the second motor coach from Las Vegas Bus Sales after a delay of several weeks due to the performance of a few required repairs – at their expense - before delivery to Warrenton.

We are installing radios in the motor coaches. Also, we have obtained dedicated mobile phones for each coach to ensure reliable communications during the entire distance of the Portland run. We are ordering video recorders and equipment to keep track of activities onboard these buses and provide AVL (Automatic Vehicle Location), as well as to prepare for provision of Wi-Fi service to Portland. We are making training trips to Portland on the motor coaches on each of the remaining Saturdays before service start up. All drivers assigned to this route, as well as the supervisors will make the trips in order to prepare for revenue service.

Creative Bus Sales (Canby) has completed repairs on one of the two buses requiring repair to their suspension and fuel filling systems. The second bus is being delivered to Creative for repair on Friday, 1/17, and will be completed and picked up by staff on Friday, 1/24. We will deliver another coach to Cummins Northwest for warranty repairs. Lastly, we will deliver each of our new motor coaches (Portland run) to the graphics provider in Wilsonville to have graphics installed on the coaches hopefully prior to the start of service.

We continue to work with the city of Astoria to address two stops: 16<sup>th</sup> and Exchange and 229 Marine Drive. This project is nearing completion.

RIDE ASSIST  
January 2020 Board Report  
Jennifer Geisler

- In December, RideAssist provided 999 rides. ADA Paratransit had 563 rides, provided 318 Medicaid rides for NorthWest Rides, 11 VETP and had 107 escorts. That is an average of 37 rides per day and an average of three drivers per day.
- Dial-A-Ride had zero rides for the month of December.
- There were zero ride denials.
- ADA Paratransit Report

Number of completed applications received: 8  
Number of incomplete applications received: 0  
Number of interview/assessments scheduled: 7  
Number of interview/assessments completed: 7  
Number of determinations made: 8  
    Within 21 days: 5  
    More than 21 days: 3  
Determination by type:  
    Unconditional: 8  
    Conditional: 0  
    Temporary: 0  
    Not eligible: 0  
Number of appeals requested: 0  
Number of appeals heard: 0

**Paratransit Fares Collected for December 2019**

- Para-transit Fares: \$708
- Dial-A-Ride \$0
- Tickets Collected: \$328
- Medicaid Billed: \$4803
- Ticket books sold: \$144
- VETP Billed: \$256

Mobility Management  
January 2020 Board Report  
Jason Jones

- I have continued with my outreach opportunities in order to bring Transit Engagement and 1 on 1 travel training opportunities to a range of potential riders of SETD's services. I continue to have a strong connection to area businesses and hope that in the near future I will be working with employees from those businesses. I continue with my outreach to our local high schools and look forward to speaking with Clatsop Community College in the near future. I'm also excited that the K-12 Student free-fare program has been live for a couple weeks now and look forward to the benefits that this program will bring to our local area students not only now but in the future.
- The Veterans Enhanced Transportation Program (VETP) was busier in the month of December providing 22 trips to our local Veterans. These 22 constituted 9 unique users of the service and I'm happy to say that there were more local services trips provided this month any other month in 2019. This means that the VA has been ramping up their "Choice" program which allows Veterans to be approved for local services rather than needing to be transported out of area.
- I'm pleased to report that SETD now has customer service information screens in the lobby. These screens are helping bring our customer facing real-time outreach up in technology by allowing us to present clear rotating bits of information to the public. These screens allow us to post information in a timely manner and utilize visual graphics to help increase while yet streamlining the information to our riders. We have just started this project and look to improve it over the next quarter.
- I was able to re-engage with Seaside High School and also met with the middle school in hopes of bringing some Transit Engagement sessions to them in the new year.
- There was a decrease in 1 on 1 travel trainings in the month of December due to the holiday season. I was able to work with 3 people mainly in the Astoria area and can report that 2 of them are now riding fixed route more than 2 times per week.



**Outreach and Education**  
**January 2020 Board Report**  
**Mary Parker**

**Tongue Point Job Corp Student Transit Training-** It was nice to see the students from Tongue Point here again at the Transit Center after their holiday break. Classes are getting larger again with usually about 15 to 17 students. This group was positive and excited and really interested in learning about what their transportation options are. The Tongue Point Job Corp is currently rated as the #1 Job Corp facility in the United States.

**Astoria Senior Center Training-** I made another presentation to the Astoria Senior Center at their December meeting. The presentation I had made in October got cut a little short, so I did the second presentation to make sure all of our services were explained, and members had time to ask questions. I passed out the new weekend Route 13 schedule and discussed the upcoming route changes that would be taking place after the first of the year. I will be going back in January to share the Route changes that will be starting on February 3<sup>rd</sup>.

**Holiday Party-** The Holiday Party was held at the Seaside American Legion again this year. They prepared a wonderful prime rib and salmon dinner for us and could not be nicer hosts. There were games with prizes...Eric supervised the "What's in your wallet?" game which was a lot of fun. Donna made sure that everyone filled out their tickets for the drawings for gifts and centerpieces and put their estimates down for the jars of candy. Stephanie made sure that the gift exchange was extra fun and was the highlight of the evening. Looking forward to next year!

Happy New Year Everyone! Do something new...Ride the Bus!



Transportation Options  
January 2020 Report to Board  
Kathy Kleczek

December flew by and January is off to a roaring start. During December I was able to help the Lower Columbia Hispanic Council garner support from the City of Seaside, Sunset Empire Parks and Recreation District, Safe Kids and SETD for a grant application to Safe Routes to Parks. This was a great opportunity to connect some groups across the county towards a goal that will benefit many in the Seaside area. Hopefully this can work as a model for expanded projects in other communities in the Region. I also made several trips to Columbia County to support CC Rider while they underwent the required process of outreach as part of their upcoming service changes. Three outreach sessions in different parts of the county were held followed by a public hearing before the County Board of Commissioners voted to adopt the recommended changes. During the outreach the public was able to comment and ask questions which helped refine route change plans and alleviate stress and concern from riders that would be affected by the changes. January is also the month for the ToGo meeting in Portland. I look forward to meeting others doing the same work across the state. It is a great opportunity compare notes and learn about what programs have succeeded and how. This month I also am starting to work with entities in Tillamook County. I look forward to finding some projects to work on with the southern part of my Region. Still working to get Vanpool started, no takers yet.

#### **Social Media-Get There Oregon**

- Create Facebook post for the NW TO page
- Tweet and re-Tweet relevant materials for @nw\_T\_Options
- Push out Get There information on Facebook (like us at @NWTransportationOptions and Share!)
- Grow Facebook following to be able to push out transportation options news to a wide audience

#### **Collaborative Project Planning**

- Continued collaboration with Jason-Mobility Management, and Mary-Marketing and Outreach
- How to maximize effectiveness between our individual areas
- Discuss how our areas overlap and how small things can affect perceptions and success or challenges

#### **Project Homeless Connect and Be Seen campaign**

- Collaborative event table with Mobility Management
- Prize wheel to engage houseless about what services are available for them
- Brought lights and posters to Tillamook to help them create greater awareness of pedestrians
- Chance to be actively involved source for English and Spanish speaking Tillamook community
- Educate Tillamook community on services available

#### **On Bus Outreach- Be Seen flashing lights**

- Distributed Flashing lights to Tillamook Drivers to engage riders with Flashing lights
- Outreach to riders with lights to help them Be Safe. Be Seen.
- Engage with the Tillamook region to find ways to help increase safety
- 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

#### **Project Research and Outreach- Vanpools**

- Continue to Investigate who in Clatsop county would be most likely users of Vanpool
- Send emails make phone call and meet to introduce NW TO and the idea of Vanpools

Human Resources  
January 2020 Board Report  
Sue Farmer

December 9<sup>th</sup> Scheduled AFLAC Representative Shelley Behrman to meet with employees during the Open Enrollment period.

December 18<sup>th</sup> Scheduled VALIC/AIG Representative Terry Helland to attend the Driver's Meeting to present an overview of retirement investment options available to employees. Terry then met with employees interested in retirement investing.

December 18<sup>th</sup> As the Drug and Alcohol Designated Employee Representative (DER) for SETD I attended trainings for DER Responsibilities, Reasonable Suspicion and Record Retention. The training was held at the Bio-Med training center in Salem, Oregon.

December

Provided New Employee Orientations for four new Bus Drivers Bill Stevison, James Tamcke, Martin Meeker and Sean Goodearl.

- Bill Stevison began work on December 12<sup>th</sup>. Bill has two years of long-haul trucking experience and served in the U.S. Air Force. Bill completed his CDL B training and passed the CDL B test for his license on January 11<sup>th</sup>.
- James Tamcke began work on December 9<sup>th</sup>. James recently moved to the area from Idaho. He was a commodities driver and worked for One Stop Auto Parts. James completed his CDL B training and passed the CDL B test for his license on January 11<sup>th</sup>.
- Martin Meeker began work on December 31<sup>st</sup>. Marty has five years of long-haul trucking experience and owned a restaurant in Long Beach. Marty has a Washington CDL A, and is currently training to obtain his CDL B license.
- Sean Goodearl began work on January 7<sup>th</sup>. Sean most recently worked in the hospitality industry, driven the van for Coast Rehabilitation and worked as a deck-hand for Brusco. Sean obtained his CDL B permit and is currently training for his CDL B license.

With the resignation of Lot Attendant Naomi Cain on December 16<sup>th</sup> recruitment and interviews were held for a Lot Attendant replacement.

- Steve Simmons began work on December 30<sup>th</sup> as a temporary Lot Attendant and Bus Driver. Steve is in the process of obtaining his CDL B permit with training to begin in February. Steve has worked driving the van for Coast Rehabilitation and as an Aide in the Special Needs classroom at Warrenton-Hammond School District.
- Lyden Eugenio began work on January 7<sup>th</sup> as the permanent Lot Attendant. Lyden comes to us from Hawaii. Lyden worked for Esaki's Produce for 8 years driving truck to make deliveries.

With the addition of the Lot Attendants the buses haven't looked better! Currently, the Lot Attendants have fully cleaned all the SETD buses, and ongoing will keep them in tip-top shape!