



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY FEBRUARY 27, 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
8. OLD BUSINESS
 - a. Report from Special Districts Association of Oregon Conference
9. NEW BUSINESS
 - a. Memorandum of Understanding with Columbia Memorial Hospital
 - b. Budget Officer Appointment
 - c. Budget Calendar Approval
 - d. Ordinance 2020-01 First Reading
 - e. Report from Special Districts Association of Oregon Conference
 - f. Presentation on District Funding
 - g. Presentation on SETD Organization
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. OTHER ITEMS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

February

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

February
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

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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 January Meeting
January 23, 2020**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Debbie Boothe-Schmidt, Vice Chair Tamra Taylor, Secretary Treasurer Tracy MacDonald, Commissioner Kevin Widener, Commissioner Pamela Alegria and Commissioner Charles Withers.

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. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3 minutes)-None
5. APPROVAL OF THE DECEMBER 5, 2019 BOARD MEETING MINUTES:
Several typos were pointed out. Chair Boothe-Schmidt's name was misspelled several times, 2019 needs to be changed to 2020 on page 8. Commissioner Widener requested that more of the content of the conversation that took place when the change was made to the Secretary/ Treasurer position be added to the minutes. Board Chair Boothe-Schmidt reported that she had listened to the recording of the minutes and that she had called on Commissioner Taylor prior to Commissioner Widener nominating Commissioner Alegria. Commissioner Widener said that was not what he was talking about. He said he is talking about the content of the comments and the specific reasons why the change was made. Commissioner Widener said the comment was made that it was done for health reasons and it is in the audio. Commissioner Widener said as far as what Chair Boothe-Schmidt was discussing it has never been necessary for the Board Chair to recognize someone for a motion and it is not an Oregon state law. Commissioner Widener said in 8 years he has never know the Board Chair to call or recognize someone for a motion. Commissioner Withers asked a motion in regard to what? Commissioner Widener said a motion regarding a nomination. Commissioner Withers asked if a nomination requires a vote? Commissioner Widener said it requires a vote, but it does not require a Board chair to recognize a motion. Commissioner Withers said any vote requires a motion. Executive Director Hazen said the Board Chair has the prerogative of how to run the meeting. Commissioner Widener said the Board Chair needs to do that before the meeting not during the meeting. Commissioner Widener said if he chooses to make an issue out of it, he will. Commissioner Withers asked what Commissioner Widener wanted Mary to do. Commissioner Widener said he wanted the narrative to include that he was replaced because Commissioner MacDonald said it was my health and he wants his response to that included. Commissioner Withers asked Commissioner Widener if he wanted to add narrative to the existing minutes and then make adjustments? Executive Director Hazen stated that the Board will have to give staff direction on that and decide if they want to go back to having transcription type minutes or following requirements and just put the required things in the minutes because of the time it takes Mary to do the minutes. Commissioner Widener said there is a subjective (inaudible) that Tracy made and if we are going to say that mine doesn't come in then that doesn't come in there either. Chair Boothe-Schmidt asked if Executive Assistant Mary Parker would like her help in adding the narrative. Mary said yes that would be great. Chair Boothe-Schmidt said she would get together with Mary and add to the minutes. Commissioner Widener said he (Commissioner MacDonald?) made the comment and it is was on public record but obviously it isn't if my response is. I have already (inaudible) started (inaudible) and charges can start. Chair Boothe-Schmidt said she would get together with Mary. Commissioner Widener said it doesn't matter because he has a copy of the audio. Mary said that this was a summary of what was said there and I may have not have done this to the best of my ability but there was a lot of information that you disclosed about your health and I wanted to summarize that so it was not in the minutes and did not go out to the public. Commissioner Widener said he was forced to bring that out and that also may be an issue. Commissioner Taylor said you bring up a good point. I think he does. Commissioner Taylor said

she was trained with Roberts Rules and thought they qualify for all public meetings, follow the Robert's Rules, and maybe that is something we should look further into. Commissioner Taylor added that most people, well maybe not most, but several people run a standard process of training out there. Commissioner Taylor also added that minutes can be changed at any time even after they have been approved. That may not be an issue but wanted to add that. I think I would feel more comfortable (inaudible).

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Alegria-Commended everyone for the wonderful Christmas Party and she was happy to see that so many people attended. It felt like there was a unification of the District, besides just the people in this room. It looked like everyone enjoyed their time and socialized.
- b. Commissioner Widener- Stated that he recently noticed the ADA in the lobby that says we are compliant and clearly, we are not. Commissioner Widener stated his illnesses are disabilities, and do not prevent him from doing my job and that is the legal definition. Widener said he was not given advanced notice or otherwise he would have brought legal proof that you do not have a case. Widener said a good share of our ridership is disabled and a volunteer position is still under the ADA and Title VI. Widener stated he was dismissed from my position because of a disability and nothing changed from the 23rdth of October to the 5th of December. I have been in contact with the ADA and the 4 members that voted for it will be cited and I am sorry. Commissioner Withers thanked Commissioner Widener for doing all the work he did.
- c. Commissioner MacDonald- Commented that the Christmas Party was excellent, and staff should be commended for that. Commissioner MacDonald reported he was asked to serve on the Seaside Street Department Committee. Executive Director Hazen said if a Commissioner is representing the District it needs to be approved by the Board. Commissioner MacDonald said he will have more information for the Board in April.
- d. Commissioner Taylor- Thanked everyone for the Christmas Party and said staff did a great job and it was a lot of fun. Commissioner Taylor said she had attended 3 School Board meetings this month and watched Executive Director Hazen shine and doing a great job presenting information about the District. Taylor said everyone was very complimentary. Executive Director Hazen said it is all our work. Commissioner Taylor agreed and thanked everyone for working so hard this last year.
- e. Commissioner Withers- Thanked staff for the Christmas Party and for the hard work they do and reported that he is halfway through riding the entire SETD bus system.
- f. Chair Boothe-Schmidt-Reported that the Christmas party was great. Chair Boothe-Schmidt also said she had attended the School Board meeting with Jeff and Tamara where Jeff was presented a plaque and certificate of appreciation and that the School Board was very happy with students K thru 12 riding the buses for free.

7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom presented the Financial Reports for November 2019 and December 2019 and reviewed the Exception Reports for each.

Commissioner MacDonald moved to accept the Financials for November and December 2019 as presented

Commissioner Widener seconded the motion

Discussion- Tracy clarified and answered several questions from the Board. No changes were made to the reports.

Motion passed unanimously

Commissioner Taylor had asked at the November/December Board meeting what the value of the contract was with MTR. Tracy said it is about \$9600.

8. OLD BUSINESS- None

9. NEW BUSINESS

- a. ODOT Agreement 33597 Amendment Approval-Executive Director Hazen explained that this is an amendment to the 5310 ODOT Agreement 33597 which updates the electronic equipment funded through Mobility Management. The amendment is needed because the monitors purchased were different from the original grant application.

Commissioner Taylor moved to approve the amended Agreement 3557 and allow the Board Chair to sign

Commissioner Widener seconded the motion

Discussion- Commissioner Alegria asked for more details. Executive Director reviewed the details about the purchase changes on page 41.

Motion passed unanimously

- b. AMTRAK Ticketing Agreement Approval-Executive Director Hazen explained that he had given the Board an updated version of the AMTRAK agreement which has one change which is the confidentiality statement on page 10 in blue and was added because we are a public entity. Executive Director Hazen explained this agreement will allow AMTRAK to sell tickets for the Lower Columbia Connector and gives us access to Union Station in Portland. Passengers will be able to plan their trip to the coast and make one purchase. Executive Director Hazen said that staff is recommending that the Board approve this AMTRAK Agreement and that the Board Chair sign.

Commissioner MacDonald moved to approve the AMTRAK Ticketing Agreement and that the Board Chair sign.

Commissioner Withers seconded the motion

Discussion- None

Motion passed unanimously

- c. SDAO Conference Voting Delegate- Executive Director Hazen discussed how the SDAO Conference will be in Seaside in February. Each District must identify a Voting Delegate that will attend and vote in the Caucus meeting and on several other matters at the annual business meeting. SETD is a member of the At Large Caucus to the SDAO Board.

Commissioner Taylor moved that Board Chair Boothe-Schmidt be the SDAO Voting Delegate

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- d. New Routes and existing Route changes- Operations manager Paul Lewicki passed out the draft of the new and changed Route schedules that will begin February 3rd. Paul reviewed each route. Route changes are part of the STIF grant that the Board previously approved.

Weekend Route 13- in Astoria has been operational since October and is doing well.

Weekday Route 10- will now be split going east and going to the MERTS campus 3 times a day and then returning to the Transit Center. Then Route 10 will go to Clatsop College, past the High School turning up at Dairy Queen and going to Alameda and then returning to the Transit Center.

Weekday Route 15-will be serving Warrenton, Hammond, Fort Stevens and the large store areas in Warrenton

Weekend Route 16-will do the same route as Route 15 on the weekends.

Weekday Route 101-will add more trips to Seaside and will extend to Avenue U then back to the Cinema. Pickups at Camp Rilea will now be by request only and require 2 hours advance notification.

Columbia Connector will make 3 trips a day up Hwy 30 to Union Station and back.

Paul said that the copies of the changed routes will be available in the shelters, at our transit offices, on the buses and on our website.

Commissioner Withers asked if we are running late to Union Station how we will notify people. Paul said that many people use transit apps and we have ways to place alerts on our website and on google maps to get the word out there. Paul said we have tried to make these route times realistic enough that we will be

on time most of the time and have identified 3 different routes our buses can utilize to go in and out of that area. Drivers will have cell phones and radios for communicating any difficulties.

Route Change Comments:

Cody Lachica from Clatsop Community College- Cody said she represents the students at Clatsop Community College and will read a letter from them. Cody said this is her first year at Clatsop and she walks or bikes to school, but she knows a lot of students that do take the buses and it is a huge concern finding out this week that the routes will be changing within the next 2 weeks and was quite alarming.

Letter:

It has been brought to our attention that a new schedule of transportation will be established on the tentative date of Monday February 3rd. These routes serve the general population of Clatsop County along with many students attending Clatsop Community College traveling from Seaside, Warrenton and Astoria. The timing of the change will give the population effected limited time to adapt to the schedule. Our current winter term runs through March 20th. Implementing an abrupt schedule change will have a negative impact on current students who currently utilize public transportation to and from the CCC Lexington campus. Students are currently unable to receive funds by dropping current courses and who also receive permanent marks on their transcripts if the changes inhibit their ability to complete current courses. We would also like to recognize some positive effects of the new route changes, specifically access to MERTS which is currently inaccessible via public transit. The MERTS campus courses have not been available to students who depended upon public transportation and the new schedule will be a great benefit to those students, however the timing of the implementation will undoubtedly put a strain on students attending classes at the Lexington campus. We strongly encourage and support a decision to delay the date of change to the current transportation schedule. This will allow time for a fully finalized schedule to be published in advance and allow for adequate time to alert enrolled students about route changes so they can make accommodations without interrupting their ability to fulfill their course requirements.

Cody said that many students do not have a car so those that are very dependent especially those in South County are trying to work on maneuvering their own schedules and with classes just beginning this term we are unable to change our schedules anymore or get a refund for those courses and this will really stress out the students. Cody said she is just hoping that there is support and understanding when you put this into place.

Paul stated that Mary Parker and I have been working on these schedules and we do realize that especially in morning when the Route 10 leaves the transit center just before the Route 101 arrives at the Transit Center. Paul said so we are pushing back the Route 101 departure from South County and pushing up the Route 10 so the Route 101 will get here before the Route 10 leaves. Paul said hopefully this will mitigate the problems that most riders have from South County.

Cody asked how SETD planned to get the schedules to the students. Mary said that she will bring schedules to the college for handing out, they will be posted in the bus shelter at the college, bus drivers will have them on the buses, and they will be available on our website. Jeff said we will have staff with an information table at the college that students can talk to. Cody asked if that person could help students with transfers. Mary said yes.

Cody asked what motivated the decision to do time changes right now. Executive Director Hazen said this was planned and we are about 3 months behind because of the lack of drivers.

10. CORROSPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen did a presentation showing ridership or each route which had a total increase of 9% for the last quarter. Executive Director Hazen said that we are going into budgeting season and one of the things we are looking at is an update to the conference room and furniture. Executive Director Hazen said that Chair Boothe-Schmidt suggested that the Board take a trip on the Lower Columbia Connector together so he will send out a doodle poll to see what the best date for everyone would be.

Hazen said he and Paul are working on a project to move the Warrenton yard out of the Hazard Zone. Hazen also went over the new NWConnector marketing plan included in his report.

12. LEADERSHIP TEAM REPORTS-

13. PUBLIC COMMENT (3 minutes)- None

14. OTHER ITEMS-

Meeting was adjourned 11:51 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

DRAFT



**Sunset Empire Transportation District
Board of Commissioners
November and December 2019 Draft Meeting Minutes
December 5, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Debbie Boothe-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 Boothe-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 Boothe-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 Boothe-Schmidt 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 2nd 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, 2020.

Chair Boothe-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- Not summarized
 Commissioner MacDonald stated that he would like to propose, and said this is not something easy for me, but said he would like to propose that we vacate the Secretary/Treasurer position and that we re-address that. Commissioner MacDonald said he would like this in a motion and if there is a second then we consider it and if there is not, we dispense with it.
 Commissioner Taylor seconded the motion
 Chair Boothe-Schmidt stated to Commissioner MacDonald- you are the maker of the motion would you like to discuss that.
 Commissioner MacDonald said in consideration of Kevin's health, and stated be assured this has nothing to do with your position on the Board just the position of Secretary/Treasurer, I feel that adding those duties to you at this time is taxing and I feel that for the good of everybody and we are a team and this is a team effort, that we re-address that situation.
 Commissioner Taylor stated that was one of the reasons why she abstained from voting for Kevin, because she knew of the health issues he has had and she was also aware of meetings that she had attended before she took this position, he was not able to attend. Commissioner Taylor said she knows that the Secretary/Treasurer position is more involved than just the monthly meeting and there are also times that are needed for that and those are the concerns that I have.
 Commissioner Widener stated that prior to July of this year he had attended over 100 consecutive meetings, he had not been late, had not left early and said this includes 2 years before he ever got on the Board. Commissioner Widener stated he was not on vacation and that he was very seriously ill.
 Chair Boothe-Schmidt stated that we understand that.
 Commissioner Widener- There has been no evidence presented that this has affected my ability to do my job.
 Chair Boothe-Schmidt- Asked if there was any other discussion.
 Commissioner Widener- stated that it is not affecting his health. I have associate degrees in both finance and accounting. In the last eight and a half years I have read every financial report. Commissioner Widener said he had worked as an auditor and as a night manager and has done finance and the only basic deal he has to do is sign checks and sign paperwork. Commissioner Widener stated that if that is the wish of the Board that is fine, but this is not affecting my ability to be on the Board.
 Commissioner Alegria stated that she thought the decision should be made by Kevin of whether he can handle the job.
 Commissioner Widener stated that he was beginning cardiac rehab in the morning and that he has problems that cannot be addressed for 6 months, because they will not operate on him until then. But it does not affect my ability in the least, but a paralyzed vocal cord is the problem and as far as signing checks he said he could do that.
 Commissioner Withers asked if the position that Commissioner Widener has would be replaced by someone else?
 Chair Boothe-Schmidt said yes.
 Chair Boothe-Schmidt said if there was on other discussion, we will take a vote to reconsider Commissioner Widener's position as Secretary/Treasurer. Chair Boothe-Schmidt explained that a yes vote will take him out of the position and a no vote will leave him in the position.
 All in favor of taking Commissioner Widener out of the position say aye and raise your hands.
 Aye- Commissioner Withers, Commissioner MacDonald, Commissioner Taylor and Chair Boothe-Schmidt
 All not wanting to remove Commissioner Widener from the position-
 Nay Commissioner Nino, Commissioner Alegria and Commissioner Widener
 Yes- 4 No- 3
 Chair Boothe-Schmidt confirmed that the motion passed for taking Commissioner Widener out of the position.

Chair Boothe-Schmidt stated that we now have an empty position and recognized Commissioner Taylor. Commissioner Widener nominated Commissioner Alegria for Secretary/ Treasurer. Commissioner Taylor nominated Commissioner MacDonald for Secretary/Treasurer. Chair Boothe-Schmidt asked each of the nominees if they were willing to take the position and both said yes.

Executive Director Hazen stated that there should be a second for the first nomination which was for Commissioner Alegria. If there is a second than it goes to a vote.

Commissioner MacDonald seconded the motion.

Commissioner Taylor called for a point of order stating that she was recognized first by the Chair before Commissioner Widener nominated Commissioner Alegria and that the nomination for Commissioner MacDonald should come before Commissioner Alegria.

Executive Director Hazen stated that procedurally this sounds correct.

Chair Boothe-Schmidt stated we have a motion on the floor for Commissioner MacDonald to be Secretary/Treasurer. Do I have a second?

Commissioner Withers seconded the motion.

Chair Boothe-Schmidt called for everyone in favor of Commissioner MacDonald being Secretary Treasurer to say Aye

Aye- Commissioner Withers, Commissioner Taylor, Commissioner MacDonald, Commissioner Nino and Chair Boothe-Schmidt.

Chair Boothe-Schmidt called for those opposed

Nay- Commissioner Alegria, Commissioner Widener

Aye 5 Nay 2

Commissioner Widener called for a point of order stating that Commissioner MacDonald was the one that had made the motion to remove him. Is it right that he now gets the Secretary/Treasurer position?

Executive Director Hazen stated that any Board member can be elected an officer.

Commissioner Withers stated that he did not believe that there was anything wrong with electing any Board member once another was removed from the position.

Commissioner Widener stated that he was being removed for a disability. Not because I do not do my job.

Commissioner Taylor asked if Chair Boothe-Schmidt would come in and sign checks if the Secretary/Treasurer is not available.

Chair Boothe-Schmidt said yes.

- h. Officer Reconsideration. Original Summary: 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 motion

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.

- i. 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

Sunset Empire Transportation District
JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the February 2020 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 7 = 58.3% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,630,929 (\$844,154 more than budget), 83% of annual budget and 147.24% of monthly budget. YTD Total Materials & Services was \$510,854 (\$122,300 less than budget), 47% of annual budget and 80.7% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$12,547; \$3,453 less than monthly budget and \$7,869 less than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$6,210; \$1,710 more than monthly budget and \$3,776 more YTD.
- 4090 Donations/Commissions: Under budget \$129 for the month and over budget YTD by \$2,111.
- 4100 Contract Service-IGA: Billing is caught up. Over budget for the month \$1,1210 and over budget YTD \$10,935.
- 4200 Taxes: \$2,563-property taxes received in December. Over budget YTD \$20,622.
- 4250 Timber Sales: Under budget YTD \$136,163.
- 4272 Parking: All spaces are rented.
- 4300 Interest: December interest received was \$1,770. Over budget YTD \$2,213.
- 4310 Misc. Income: Laminating, misc. and cash drawer activity.
- 5000 Grants: \$158,760 was billed for reimbursement for Q2 FY20.
- 5090 Oregon STIF: Reimbursement for second coach was received in the amount of \$118,372 and \$159,707 was received for STIF Q2 FY20.

Expense

- 6005 Salaries & Wages: Under budget for the month \$15,844. Under budget YTD by \$197,833.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for January was \$866.
- 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 \$343 (new hires). Under budget YTD \$487.
- 8055 Durable Equip/Small Tools: Over budget, \$12,040; 11 new computers purchased to rotate old equipment. Over budget YTD \$9,823.
- 8070 Employee Recognition: Over monthly budget by \$494; \$250 for new hire incentive, under budget YTD \$4,193.
- 8096 Uninsured Loss: Over budget, \$5000 deductible for accident. Under budget YTD \$2,500.
- 8120 Office Expenses: Over budget \$678 for month; Over budget YTD \$1,220.

***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

JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the February 2020 Board of Commissioner's Meeting

SETD Expense con't

- 8130 Payroll Processing Fees: Over budget by \$4,200 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: Over budget \$1,019 for month due to new hires and over budget YTD \$1,835.
- 8170 Vehicle Maint & Repairs: Over budget \$2,371 for month. Under budget YTD \$11,546.
- END

** Fuel under budget YTD \$92,795. Materials & Services are over budget for the month by \$11,495 and under budget \$122,300 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
January 2020**

	<u>Jan 20</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
Ordinary Income/Expense					Better		
Income					Worse		
4000 FARES	12,546.89	16,000.00	128,130.68	136,000.00	(7,869.32)	239,200.00	54%
4015 PARATRANSIT FARES	6,210.00	4,500.00	32,076.00	28,300.00	3,776.00	50,800.00	63%
4090 DONATIONS/COMMISSIONS	731.25	860.00	8,731.07	6,620.00	2,111.07	11,500.00	76%
4100 CONTRACTED SERVICES-IGA	3,710.00	2,500.00	42,804.80	31,870.00	10,934.80	52,000.00	82%
4200 TAXES					0.00		
4205 PROPERTY TAXES	1,156.76	11,000.00	932,750.96	916,600.00	16,150.96	970,000.00	96%
4207 PRIOR YR PROPERTY TAX	1,380.02	1,800.00	17,014.85	13,000.00	4,014.85	24,000.00	71%
4209 INTEREST/PENALTIES	26.27	0.00	456.65	0.00	456.65	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	2,563.05	12,800.00	950,222.46	929,600.00	20,622.46	994,000.00	96%
4250 TIMBER SALES	0.00	0.00	98,836.73	235,000.00	(136,163.27)	379,144.00	26%
4260 MASS TRANSIT ASSESSMENT	22,240.95	17,000.00	59,797.19	52,500.00	7,297.19	70,000.00	85%
4270 RENTAL INCOME	1,960.00	1,760.00	6,581.62	6,320.00	261.62	10,500.00	63%
4300 INTEREST	1,770.01	900.00	6,800.90	4,588.00	2,212.90	10,000.00	68%
4310 MISC INCOME	36.00	12.00	2,234.61	84.00	2,150.61	144.00	1552%
4500 RC PROVIDER SERVICE REIM	0.00		0.00	0.00	0.00	0.00	
5000 GRANTS					0.00		
5001 ODOT GRANTS					0.00		
5002 5311 GRANT OPERATIONS	0.00	0.00	268,292.00	244,000.00	24,292.00	501,722.00	53%
5003 5310 MOBILITY MGT GRANT	0.00	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	
5005 5339 CAPITAL PURCH GRAN	0.00	0.00	0.00	0.00	0.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS C	0.00	0.00	26,332.00	41,431.00	(15,099.00)	86,577.00	30%
5007 5310 PM DISC	0.00	0.00	6,000.00	6,000.00	0.00	12,000.00	50%
5007 5305 PLANNING/FEASIBIL\	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	
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	0	457,623.00	0
5001 ODOT GRANTS - Other	0.00		0.00	0.00	0.00	0.00	
Total 5001 ODOT GRANTS	0.00	0.00	360,253.00	355,893.00	4,360.00	1,371,147.00	26%
Total 5000 GRANTS	0.00	0.00	360,253.00	355,893.00	4,360.00	1,371,147.00	26%
5080 OREGON STF FUNDS	23,466.00	0.00	70,398.00	0.00	70,398.00	0.00	
5090 OREGON STIF							
5091 STIF - DISCRETIONARY	118,372.00		136,390.00		136,390.00		
5092 STIF - FORMULA	159,707.00		727,672.00		727,672.00		
Total 5090 OREGON STIF	278,079.00		864,062.00		864,062.00		
Other Types of Income							
Miscellaneous Revenue	0.00		0.00	0.00	0.00	0.00	
Total Other Types of Income	0.00		0.00	0.00	0.00	0.00	

**Sunset Empire Transportation District
Profit & Loss Budget Performance
January 2020**

	Jan 20	Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Total Income	353,313.15	56,332.00	2,630,929.06	1,786,775.00	844,154.06	3,188,435.00	83%
Gross Profit	353,313.15	56,332.00	2,630,929.06	1,786,775.00	844,154.06	3,188,435.00	83%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	213,272.40	205,455.00	1,019,903.27	1,095,762.00	75,858.73	1,780,614.00	57%
6200 PAYROLL EXPENSES	30,640.83	24,258.00	123,184.13	129,381.00	6,196.87	210,243.00	59%
6300 EMPLOYEE BENEFITS	32,163.66	62,208.00	216,005.44	331,783.00	115,777.56	539,143.00	40%
Total 1. PERSONNEL SERVICES	276,076.89	291,921.00	1,359,092.84	1,556,926.00	197,833.16	2,530,000.00	54%
2. MATERIALS & SERVICES					0		
7000 VET PROVIDER SERVICE	865.94	833.00	3,620.94	5,834.00	2,213.06	10,000.00	36%
8005 AUDIT	0.00	4,900.00	5,000.00	8,800.00	3,800.00	17,000.00	29%
8010 BANK/MERCHANT FEES	149.14	160.00	1,186.91	1,153.00	(\$33.91)	2,000.00	59%
8020 BLDING & GROUNDS MAINT	3,692.49	3,370.00	24,446.50	23,150.00	(\$1,296.50)	40,000.00	61%
8024 BUILDING LEASE	850.00	916.00	7,966.00	6,418.00	(\$1,548.00)	11,000.00	72%
8030 COMP-INFO-TECH SERVICES	6,858.44	8,475.00	77,456.96	66,625.00	(\$10,831.96)	109,000.00	71%
8035 CONF TRAINING & TRAVEL	1,165.77	2,500.00	9,470.09	17,500.00	8,029.91	30,000.00	32%
8045 HR EXPENSES	767.50	425.00	2,387.57	2,875.00	487.43	5,000.00	48%
8049 ADS (HR JOB POSTING)	61.57	153.00	833.42	1,007.00	173.58	2,000.00	42%
8050 DUES SUBSCRIPTIONS & FEES	1,367.50	1,250.00	9,710.44	8,750.00	(\$960.44)	15,000.00	65%
8053 IGA - DUES AND FEES	0.00	0.00	6,000.00	6,000.00	0.00	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	18,854.57	6,815.00	33,647.57	23,825.00	(\$9,822.57)	44,000.00	76%
8061 EQUIPMENT LEASE/RENT	188.00	225.00	1,316.00	1,575.00	259.00	2,700.00	49%
8065 EDUCATION/OUTREACH	513.90	1,250.00	1,909.56	8,750.00	6,840.44	15,000.00	13%
8070 EMPLOYEE RECOGNITION	874.12	380.00	3,906.54	8,100.00	4,193.46	10,000.00	39%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	13,846.24	27,666.00	100,873.01	193,668.00	92,794.99	332,000.00	30%
8080 INSURANCE	18,690.46	0.00	32,652.21	32,742.00	89.79	65,000.00	50%
8090 LEGAL ADS	0.00	66.00	0.00	468.00	468.00	800.00	0%
8095 LEGAL COUNSEL	661.00	1,230.00	2,429.50	8,650.00	6,220.50	14,800.00	16%
8096 UNINSURED LOSS	5,000.00	3,750.00	5,000.00	7,500.00	2,500.00	15,000.00	33%
8100 MEETING EXPENSE	9.19	125.00	1,060.27	875.00	(\$185.27)	1,500.00	71%
8120 OFFICE EXPENSES	1,928.25	1,250.00	9,970.25	8,750.00	(\$1,220.25)	15,000.00	66%
8130 PAYROLL PROCESSING FEES	1,221.66	41.00	4,490.83	291.00	(\$4,199.83)	500.00	898%
8135 PRINTING	77.75	1,250.00	6,834.92	8,750.00	1,915.08	15,000.00	46%
8139 PROFESSIONAL SERVICES	2,160.00	4,500.00	23,520.65	31,500.00	7,979.35	54,000.00	44%
8150 TAXES/LICENSES/BUS REG FEE	0.00	208.00	405.35	1,460.00	1,054.65	2,500.00	16%
8155 TELEPHONE/INTERNET SERVIC	4,732.66	4,335.00	33,362.63	30,335.00	(\$3,027.63)	52,000.00	64%
8160 UNIFORMS	1,686.94	668.00	6,503.39	4,668.00	(\$1,835.39)	8,000.00	81%
8165 UTILITIES	2,745.00	2,500.00	14,845.90	17,500.00	2,654.10	30,000.00	49%
8170 VEHICLE MAINT & REPAIRS	15,280.54	12,910.00	78,839.24	90,385.00	11,545.76	154,960.00	51%
8180 SHOP SUPPLIES	147.70	750.00	1,206.97	5,250.00	4,043.03	9,000.00	13%
Total 2. MATERIALS & SERVICES	104,396.33	92,901.00	510,853.62	633,154.00	122,300.38	1,094,760.00	47%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
January 2020**

	Jan 20	Budget	YTD Actual	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	
Total Expense	380,473.22	384,822.00	1,869,946.46	2,190,080.00	320,133.54	3,624,760.00	52%
Net Ordinary Income	-27,160.07	-328,490.00	760,982.60	-403,305.00	-1,164,287.60	-436,325.00	-174%
Other Income/Expense					0.00		
Other Income					0		
9150 TRANSFER IN	0.00	0.00	0.00	170,000.00	170,000.00	1,083,366.00	0%
Total Other Income	0.00	0.00	0.00	170,000.00	170,000.00	1,083,366.00	0%
Other Expense							
3. OTHER EXPENSES							
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%
3. OTHER EXPENSES - Other	0.00		2,750.00		(\$2,750.00)		143%
Total 3. OTHER EXPENSES	0.00	0.00	35,752.49	26,433.13	(\$9,319.36)	26,433.13	
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	135%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	120.00	120.00	0.00	120.00	
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	60,000.00	59,882.00	(\$118.00)	59,882.00	100%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	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	101%
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	50,000.00	0.00	50,000.00	50,000.00	50,000.00	0%
Total Other Expense	0.00	50,000.00	248,942.49	307,989.00	59,046.51	1,443,006.00	0%
Net Other Income	0.00	-50,000.00	-248,942.49	-137,989.00	110,953.49	-359,640.00	17%
	<u>-27,160.07</u>	<u>-378,490.00</u>	<u>512,040.11</u>	<u>-541,294.00</u>	<u>-1,053,334.11</u>	<u>-795,965.00</u>	<u>69%</u>

Sunset Empire Transportation District
Balance Sheet
 As of January 31, 2020

	<u>Jan 31, 20</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,057,372.67	Current Liabilities	112,922.53
Accounts Receivable	118,660.50	Long Term Liabilities	<u>0.00</u>
Other Current Assets		Total Liabilities	<u>112,922.53</u>
1400 PREPAID EXPENSES	46,624.70	Equity	
1500 UNDEPOSITED FUNDS	<u>1,841.20</u>	3100 NWRC PRIOR PERIOD ADJUST	(1,033.66)
Total Other Current Assets	<u>48,465.90</u>	3200 GF PRIOR PERIOD ADJUST	87,287.68
Total Current Assets	<u>1,224,499.07</u>	3700 FUND BALANCE NWRC-RESTRICT	875,659.11
TOTAL ASSETS	<u><u>1,224,499.07</u></u>	3800 FUND BALANCE GENERAL FUND	1,492,163.06
		3900 RETAINED EARNINGS	(1,854,539.76)
		Net Income	<u>512,040.11</u>
		Total Equity	<u>1,111,576.54</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,224,499.07</u></u>

Sunset Empire Transportation District
A/R Aging Summary
As of January 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CLATSOP CRUISE HOSTS	0.00	0.00	0.00	1,465.00	1,380.00	2,845.00
H&R BLOCK	0.00	0.00	142.50	0.00	427.50	570.00
HOMESPUN QUILTS & YARN	0.00	95.00	0.00	0.00	0.00	95.00
HOXIE, RONALD	0.00	0.00	-237.50	0.00	0.00	-237.50
NAKED LEMON	0.00	-30.00	0.00	0.00	0.00	-30.00
TILLAMOOK CO. TRANS. DIST.	0.00	0.00	808.00	0.00	0.00	808.00
TOTAL	<u><u>0.00</u></u>	<u><u>65.00</u></u>	<u><u>713.00</u></u>	<u><u>1,465.00</u></u>	<u><u>1,807.50</u></u>	<u><u>4,050.50</u></u>

Sunset Empire Transportation District A/P Aging Summary As of January 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>TOTAL</u>
ALSCO INC	67.36	0.00	0.00	67.36
ASTORIA FORD	126.00	0.00	0.00	126.00
ATU	787.92	0.00	0.00	787.92
BIO-MED TESTING SERVICE INC	0.00	377.00	0.00	377.00
CARTER, JOHN M.	475.70	93.96	0.00	569.66
CB LAWN CARE LLC	406.00	0.00	0.00	406.00
DAILY ASTORIAN	135.00	0.00	0.00	135.00
DAY WIRELESS SYSTEMS	98.05	62.84	0.00	160.89
EARTH2O	8.74	0.00	0.00	8.74
GILLESPIE GRAPHICS	4,050.54	0.00	0.00	4,050.54
HEATHER REYNOLDS ATTORNEY	460.00	0.00	0.00	460.00
HOME DEPOT CREDIT SERVICES	93.12	0.00	0.00	93.12
iFOCUS CONSULTING inc	20,677.60	0.00	0.00	20,677.60
IRON MOUNTAIN INC	81.18	0.00	0.00	81.18
JACKSON & SON DISTRIBUTORS INC	2,138.86	0.00	0.00	2,138.86
KSWB PRODUCTIONS	500.00	0.00	0.00	500.00
MCCALL TIRE CENTER INC	1,611.20	0.00	0.00	1,611.20
NORTH COAST TRUCK PARTS	292.50	0.00	0.00	292.50
NW COMMUNITY ALLIANCE INC	1,772.00	2,520.00	0.00	4,292.00
NW NATURAL	292.43	0.00	0.00	292.43
NW NAVIGATOR LUXURY COACHES, LLC	1,568.59	0.00	0.00	1,568.59
O'REILLY AUTO PARTS LLC	302.41	0.00	0.00	302.41
OFFICE DEPOT INC	1,400.29	0.00	0.00	1,400.29
OREGON STATE POLICE	0.00	193.00	0.00	193.00
PACIFIC POWER	1,608.07	0.00	0.00	1,608.07
POLK RILEY'S PRINTING INC	0.00	77.75	0.00	77.75
RC-K & M MEDIVAN	0.00	0.00	0.00	0.00
RECOLOGY WESTERN OREGON	171.08	0.00	0.00	171.08
ROD'S AUTO & MARINE ELECTRIC LLC	0.00	27.50	0.00	27.50
SIGN ONE SIGNCRAFTERS	923.02	0.00	0.00	923.02
SUNSET AUTO PARTS INC	1.99	0.00	0.00	1.99
TIAA COMMERCIAL FINANCE INC	208.00	0.00	0.00	208.00
VERIZON	916.64	0.00	0.00	916.64
WARRENTON, CITY OF	433.64	0.00	0.00	433.64
WESTERN BUS SALES INC	195.55	0.00	0.00	195.55
WILCOX & FLEGEL OIL	11,707.38	0.00	0.00	11,707.38
TOTAL	<u>53,510.86</u>	<u>3,352.05</u>	<u>0.00</u>	<u>56,862.91</u>

Sunset Empire Transportation District
Check Detail
January 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19744	01/20/2020	SDAO	5,000.00
19710	01/07/2020	SDIS	10,478.57
19745	01/20/2020	SDIS	15,502.00
19751	01/20/2020	SDIS	37,192.76
19714	01/07/2020	WILCOX & FLEGEL OIL	11,542.58
		Total	79,715.91

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2020	55906140217003421219

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

PAID

Bill Due	02/02/2020
Terms	Due 2nd of Month
Memo	12/09 - 1/08/20

Expenses

Account	Memo	Amount	Customer:Job	Class
8056 COMPUTER HARDWARE	0284 - Jones Staples - USB's	25.84		11-MM
8121 OFFICE SUPPLIES	Urban Armor - iPad Case	59.95		11-MM
8056 COMPUTER HARDWARE	Photodex - Software TC TV's	69.95		01-NODEP
8070 EMPLOYEE RECOGNITION	Christmas Wrap - Adopted Family	5.00		01-NODEP
8060 OTHER DURABLE GOODS	Amazon - Flash Drive TC TV's	38.98		01-NODEP
8121 OFFICE SUPPLIES	Home Depot - Office Supplies	20.99		11-MM
8058 SMALL TOOLS	Home Depot - Tool Kit	15.98		11-MM
8122 POSTAGE-SHIPPING	UPS Store - Shipping	14.98		11-MM
8060 OTHER DURABLE GOODS	0326 - Hazen Trackside Cafe - Union Station Poster	8.99		01-NODEP
8070 EMPLOYEE RECOGNITION	Fred Meyer - Christmas Gifts; Adopted Family	316.61		01-NODEP
8038 TRAVEL-STAFF	Boulder Falls In - Meal OTC	40.00		02-EXEC
8038 TRAVEL-STAFF	Original Roadhouse Grill - Meal OTC	17.00		02-EXEC
8038 TRAVEL-STAFF	Boulder Falls In - Lodging OTC	109.25		02-EXEC
8070 EMPLOYEE RECOGNITION	Fred meyer - Christmas Gifts; Adopted Family	189.12		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Apple - Monthly Subscription	11.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Apple.com	0.99		02-EXEC
8038 TRAVEL-STAFF	Carl's Jr - Meal FTAC	8.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	MSFT	86.48		02-EXEC
8049 ADS (HR JOB POSTING)	Indeed - Job Posting	61.57		05-FR-OPS
8038 TRAVEL-STAFF	Pietros Pizza - Meal FTAC	10.95		02-EXEC

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2020	55906140217003421219

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

PAID

Bill Due	02/02/2020
Terms	Due 2nd of Month
Memo	12/09 - 1/08/20

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL-STAFF	1092 - Lewicki Cornerstone Cafe - Bus Delivery	26.48		05-FR-OPS
8066 EVENT SUPPLIES	Fred Meyer - Trolley Decorations	13.90		05-FR-OPS
8038 TRAVEL-STAFF	Warren Country Inn - Portland Test Run	64.75		05-FR-OPS
8100 MEETING EXPENSE	Fred Meyer - Driver's Meeting	9.19		05-FR-OPS
8176 PM PARTS	Raney's - Power Steering Dip Stick	28.40		14-MAINT-PM14
8176 PM PARTS	Amazon - Headlights Bus 95, 96	87.60		05-FR-OPS
8060 OTHER DURABLE GOODS	JP Plumbing - FDC Parts	22.70		05-FR-OPS
8060 OTHER DURABLE GOODS	JP Plumbing - FDC Parts	22.70		05-FR-OPS
8173 STOCK PARTS	Diesel Emmissions - Def Injector P.O. 4108	315.10		14-MAINT-PM14
8176 PM PARTS	Diesel Emmissions - Gaskets	18.18		14-MAINT-PM14
8176 PM PARTS	Freightliner - Def Line Fitting Elbow Bus 92	41.74		14-MAINT-PM14
8176 PM PARTS	Amazon - Bumper Led Lights	35.89		14-MAINT-PM14
8176 PM PARTS	Grainger - Rocker Switches Bus 1901	47.32		STIF DISC
8060 OTHER DURABLE GOODS	Action Sign - Bus Signs Coaches	70.00		STIF FORMULA
8070 EMPLOYEE RECOGNITION	1100 - Parker Christmas Party	42.46		01-NODEP
8031 WEBSITE/ON-LINE SW SUB	Adobe ID	20.99		02-EXEC
8031 WEBSITE/ON-LINE SW SUB	Adobe Acrobat	14.99		02-EXEC

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
01/08/2020	55906140217003421219

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

Bill Due	02/02/2020
Terms	Due 2nd of Month
Memo	12/09 - 1/08/20

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
8051 DUES, SUBSCRIPTIONS & FEE	Community Trabsnportation - Dues	300.00		02-EXEC
8060 OTHER DURABLE GOODS	Precision Roller - Printer Roller Replacement	19.85		02-EXEC
	1209 - Farmer			
8121 OFFICE SUPPLIES	Staples - Office Supplies	10.78		02-EXEC
8048 HR EXPENSES	Full Identity - ID Card	17.50		02-EXEC
8047 DRUG & ALCOHOL SCREEN	Bio-Med - Drug/Alcohol Screen	80.00		05-FR-OPS
8121 OFFICE SUPPLIES	Staples - Office Supplies	167.97		02-EXEC
8036 CONFERENCE/TRAINING FEES	LCHRNA - Conference Registration	20.00		02-EXEC
	1217 - Kleczek			
8038 TRAVEL-STAFF	Bai Bua - Meal	13.50		12-TO
8058 SMALL TOOLS	Ace Hardware - Rechargable Flashlight	25.98		12-TO

Expense Total : 2,651.58

Bill Total : \$2,651.58

Date: February 19, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Reports from Special Districts Association of Oregon Conference

Attached are the reports we received from Board members sharing their thoughts on the conference.

February 18, 2020

To: Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon 97103

Ref: Report from SDAO Conference 2020

SETD Board Members:

I attended the annual meeting of the Special Districts Association of Oregon in Seaside February 6 – 9.

The association put on an exceptional event with a treasure troves of information to help each member of their specific district perform the duties required of them.

The event kicked off on time and considering the large number of attendees, this was a feat in of itself.

Having attended many of these types of events throughout my professional career, I was very impressed with the seamless effort by which it progressed.

My first breakout session was the new member full day meeting. It allowed for background and discussion for those of us who have recently joined our various districts. I was amazed by the huge room full of members who had not had this training. This did however make it very difficult to get individual questions answered. A slight criticism to the two facilitators who seem to call on people they knew and sometimes ignored my side of the room. They should come up with a better way to take as many questions as possible.

My next session was Ethic which being very important, seemed to bog down with a bunch of “what ifs”. However the facilitator kept bringing the discussion back to the importance of ethical behavior and the need to be above reproach. The State of Oregon has a whole department to deal with this. Which I certainly will use should I have an ethics question or simply as a resource.

Interacting with the employees at our specific districts was my third breakout. This to me my favorite session. I gave us situational and actual ways to deal with chain of command and what we can or should not discuss with employees.

I made copious notes that I will be able to refer to in my capacity of board member.

I look forward to sharing more in our next board meeting.

Kindest regards,
Charles Withers
SETD Commissioner #3

“Tricky to Navigate-Board/Staff Interactions”: This session could be much longer with more examples and possible solutions.

“Understanding Urban Renewal and the Role Special Districts Play”: This was the best explanation of urban renewal that I have either read or heard.

“Navigating/the Oregon Government Ethics Law”: Violations, perhaps not obviously egregious, were missing. Understanding monetary and gifts are tangible violations, but influence takes many other forms.

“Financial awareness for Elected Official”: I don’t feel I gained a greater understanding of finances. I was going to attend “Legislative Summary”.

I appreciated attending the refresher session on Special Districts. George Dunkel will be a big loss.

The Keynote Speaker was a delight and a cheery beginning of the conference.

Thank you for providing the opportunity to learn more special districts,

Pamela Alegria

Date: February 19, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a MOU with Columbia Memorial Hospital

This MOU has been requested by CMH to allow us to provide evacuation services for patients in the event of an emergency at the hospital. They would likely evacuate to the Astoria Middle School or Clatsop Community College. CMH is required to have these MOU's in place as part of their accreditation. Our legal counsel has reviewed and approved of the language in the MOU.

Staff is recommending that the Board approve the MOU with CMH and authorize the Board Chair to sign it.

Memorandum of Understanding

Transportation services for evacuation of patients

Between: Columbia Memorial Hospital

And Sunset Empire Transportation District

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a mechanism for Sunset Empire Transportation District (the District) to support the Columbia Memorial Hospital (CMH) and work together as cooperating parties during emergency evacuations, including aiding in the safe transport of patients and people with access and functional needs.

2. Description

CMH and the District enter this MOU in good faith for the provision of transportation services to support evacuation orders issued as a result of natural, technological or human-caused disaster. The following is representative of, but not limited to, the principle tasks the District might be activated to accomplish:

- a. Transport evacuees from the hospital to reception centers, shelters or other safe havens.
- b. Modify existing transportation policies (e.g., securement of mobility devices) to better accommodate the needs of evacuees (including people with access and functional needs).
- c. Return evacuees from safe havens to the hospital (re-entry).

3. Deployment Activity

This agreement may be activated only by the CMH designated Incident Commander (IC) or his/her designee. Deployment activation, pursuant to this MOU, may occur at any time, day or night, including weekends and holidays; including 24/7 continuous service.

Upon acceptance of deployment, the District will have equipment enroute to the designated location within 120 minutes from the time it receives the official deployment notification from the IC or his/her designee. For reimbursement purposes, mission tasking will begin when the District's personnel checks in at the incident Staging Area and will conclude when the deployment authorization has been met or the IC and/or his designee issues demobilization orders for the resource(s).

4. Terms

- a. This agreement shall be in full force and effect beginning the date of execution and ending June 30, 2022.
- b. This agreement will be renewed automatically unless terminated pursuant to the terms hereof. Each renewal will be for a twenty-four-month period.
- c. District personnel who respond must be in good standing with the District, and up to date on all requisite licensing and permitting.
- d. Deployed District personnel must abide by all federal, state and local laws
- e. All deployed personnel from the District will be properly identified by uniform and employer identification card.
- f. The District will only deploy staff upon receipt and under the terms of the official deployment notification(s) as described in Section 3.
- g. The District must provide detailed records certifying miles and hours of service provided.

5. Cost Reimbursement

In the event that this Agreement is activated and District assets are deployed, the District may invoice CMH based on hours of evacuation operations. The cost per hour per vehicle is \$95.00 through June 30, 2022. The cost per hour shall increase by 5% for each renewal.

6. Method for reimbursement

- a. CMH will provide a method for submitting the required information for invoicing as part of the initial notification.
- b. The District must submit accurate paperwork, documentation, receipts and invoices to CMH within 30 days after demobilization.
- c. If CMH determines that the District has met all requirements for reimbursement, they will reimburse the District within 30 days of receiving a properly executed reimbursement request.

7. Resource estimates

In order for CMH to properly plan for transportation needs for disaster response, the District estimates the following resources could be made available by the District subject to availability of vehicles and personnel:

- Vehicles
 - 2009 Ford/Starcraft Cutaway
 - 2009 Ford/Eldorado Cutaway
 - 2010 Chevrolet/Glavel Cutaway
 - 2009 Ford Van
 - 2001 Freightliner Trolley
 - 2003 Bluebird Transit

- 2003 Blue Bird Transit
- 2003 Blue Bird Transit
- 2003 Blue Bird Transit
- 2010 Chevrolet 5500
- 2009 Ford Cutaway
- 2015 Freightliner
- 2014 Ford Bus
- 2016 Ford Cutaway
- 2016 Ford Cutaway
- 1998 Gillig Transit Bus
- 1998 Gillig Transit Bus
- 2017 Ford Transit Van
- 2017 Ford Transit Van
- 2018 Freightliner/Glavel
- 2018 Freightliner/Glavel
- 2002 MCI Motorcoach
- 2011 Volvo Motorcoach
- Staff
 - 23 Operators
 - 3 Supervisors
 - 3 Maintenance

8. Contract Claims

This Agreement shall be governed by and constructed in accordance with the laws of the state of Oregon as interpreted by Oregon courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution.

9. Hold Harmless/Indemnification

CMH shall defend and indemnify District, its agents, officers, elected officials, employees, and volunteers from and against all claims, demands and judgments, including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury or death is caused or sustained in connection with the negligence or willful misconduct of CMH or its employees or its agents in the performance of this Agreement.

Subject to the conditions and limitations of the Oregon Tort Claims Act and the Oregon Constitution, District shall defend and indemnify and hold harmless CMH its agents, officers, and employees from and against all claims, demands, judgments, including, but not limited to, damages to real or tangible property or for injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury, or death is caused or sustained in connection with the negligence or willful misconduct of District or its employees or agents in the performance of this Agreement.

10. Acceptance Agreement

As noted, by the signature (below) of the District and its authorized agent, the District agrees to accept the terms and conditions as set forth in this Agreement, agrees to abide by the requirements for reimbursement and waives the right to file a claim to be reimbursed for any amount above the payment schedule amount, as outlined herein. All amendments of this MOU must be in writing and agreed to by the District and CMH.

Sunset Empire Transportation District

900 Marine Dr.
Astoria, OR 97103

Debbie Booth-Schmidt

Board Chair

Date

Columbia Memorial Hospital

2111 Exchange St.
Astoria, OR 97103

Erik Thorsen

CEO

Date

Date: February 19, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Budget Officer Appointment

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

Staff is recommending that you appoint a Budget Officer for the FY 2020-2021 budget cycle.

Date: February 19, 2020

To: Board of Commissioners

From: Jeff Hazen

Agenda Item 9.c Approval of the FY 2020-2021 Budget Dates

The Board needs to designate dates that budget meetings will be held. Here is a list of possible dates for the FY 2020-2021 budget meetings:

Thursday, May 7th Budget Training 9:00-11:00

Thursday, May 14th First Budget Meeting 9:00-3:00 (lunch provided)

Thursday, May 21st Second Budget Meeting (if necessary) 9:00-11:00

Thursday, June 25th Budget Hearing (at regular Board meeting)

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

Staff is recommending that you set the dates for the upcoming FY 2020-2021 budget cycle.

Date: February 19, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.d First Reading of Ordinance 2020-01

This ordinance is to Amend Police Ordinance 2017-01 concerning repulsive odors. When reviewing our ordinance adopted in 2017, ODOT staff had a concern with the verbiage on repulsive odors. They ran it by RLS and Associates, and they shared the same concern that it could potentially violate someone's civil rights. RLS is the firm that ODOT contracts with to do compliance reviews for all rural agencies in Oregon. They also said that the FTA had been looking at this as well. They recommended removing that section and I disagreed. We feel very strongly about having the ability to deal with someone that has a repulsive odor. There have been instances in the past where someone got on the bus and everyone else got off of the bus because of the odor. When we have a situation like this, we involve Jason who can work with the rider to see how we can accommodate them if it is a condition that they have no control over. When we wrote this ordinance, it was modeled after the ordinances of Salem/Kaiser Transit and Lane Transportation District. Their ordinances had the same language about repulsive odors. I did some further research and came up with the new language that is in this amendment and RLS added the last sentence.

Staff is asking that the first reading by title only, be held. The second reading and adoption will be held at the March meeting.

IN THE BOARD OF COMMISSIONERS OF
SUNSET EMPIRE TRANSPORTATION DISTRICT

ORDINANCE 2020-01)
)
)
) AMENDING POLICE
) ORDINANCE 2017-01
) CONCERNING
) REPULSIVE ODORS

The Board of Commissioners of Sunset Empire Transportation District does hereby Ordain and Decree the following Ordinance:

1. PURPOSE: To facilitate the purposes set forth in ORS Chapter 267, and for the safety, convenience, and comfort of District Passengers and for the protection, preservation, use and enjoyment of District property, it is necessary to amend Section 3.13 of the District Ordinance 2017-01 concerning repulsive odors.
2. CONFORMANCE OF STATE LAW: This ordinance shall not substitute for nor eliminate the necessity for conformity with any and all laws or rules of the State of Oregon, or its agencies, or any ordinance, rule, or regulation of the District.
3. INCONSISTENT PROVISIONS: This ordinance shall supersede, control and repeal any inconsistent provision of any District ordinance as amended or any other regulations made by the District.
4. SEPARABILITY: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.
5. CONSTRUCTION: Nothing herein is intended to compromise or waive the right to enforce concurrently, or in the alternative, other remedies available including without limitation any

remedies available pursuant to the Oregon Revised Statutes, city ordinances or any civil remedies. It is the intent of the District that this ordinance shall be liberally construed to effectuate its purpose and policies. Captions are for the convenience of the reader and shall not add to or limit any of the provisions of this ordinance.

6. ADOPTION CLAUSE: The Board of Commissioners hereby amends Section 3.13 of Ordinance 2017-01 to read as follows:

3.13 Repulsive Odors: A person may not be in a District facility or vehicle with an unavoidable grossly repulsive odor so extreme it causes a nuisance, unreasonably interferes with the use, operation, or enjoyment of the District facilities or vehicles for District representatives or patrons, or creates an unsafe condition. Notwithstanding the foregoing, this Subsection shall not apply to persons with odors directly related to a disability or medical condition unless the odor is so severely disruptive that it interferes with the use or operation of the District facility or vehicle by District representatives or patrons, or creates direct threat or an unsafe condition. The District shall not exclude or refuse to provide service to a disabled individual solely because of involuntary behavior that may offend, annoy, or inconvenience others.

7. EFFECTIVE DATE: This ordinance shall take effect 30 days after its adoption.

THE BOARD OF COMMISSIONERS FOR
SUNSET EMPIRE TRANSPORTATION DISTRICT

, Chairperson

Recording Secretary

First Reading: _____

Second Reading: _____

Effective Date: _____

more than three hours. No person shall park in a parking spot designated for electric charging of a vehicle that is not engaged in the charging process. No owner or operator of a vehicle shall permit or suffer the vehicle to be abandoned in the Astoria Transit Center parking lot.

3.12 Non-payment of Fare; Misuse of a District Pass; Theft of Services: Non-payment of fare or misuse of a pass is theft of services.

3.12.1 No person shall occupy, ride in or use any District Vehicle unless the person pays the applicable fare or tenders a valid and lawfully acquired District ticket, card or pass.

3.12.2 Passes are non-transferable. No person shall use or attempt to use a District pass or board or ride in a District Vehicle unless the pass was lawfully acquired at an authorized District outlet by or on behalf of that person.

3.12.3 No person shall tender one fare for a round-trip ride from the transit center back to the transit center. Such round-trip requires two fares. Passengers who have a pass may ride round- trip at any time.

3.12.4 : Any District employee or representative may confiscate a bus pass tendered for fare in violation of this section.

3.12.5 Regularly sworn Peace Officers of law enforcement agencies having jurisdiction within the District and the Oregon State Police are exempt from payment of fare when they are in uniform or display police identification or display their badge.

3.13 Repulsive Odors: No person shall enter or remain on or in District facilities or aboard a District Vehicle if the person, the person's clothing, or anything in the person's possession emits a grossly repulsive odor that is unavoidable by other District passengers or employees in the facilities or aboard the District Vehicles and which causes a nuisance or extreme discomfort to District passengers or employees.

3.14 Prohibited Alcohol, Cannabis Products and Controlled Substance: No person shall use or possess alcohol or a controlled substance (as defined in ORS 475.005) on or in a District Facility or aboard a District Vehicle, except legally possessed alcoholic beverages that have not been unsealed, legally possessed cannabis products in an amount permitted by ORS Chapter 475B, and legally possessed prescription medication.

3.15 Rules Specific to Astoria Transit Center:

3.15.1 Definitions:

3.15.1.1 "Astoria Transit Center" is the designated transit area and passenger waiting room located within the block bordered by Marine Drive, 9th Street, Astor Street, and 10th Street located in downtown Astoria.

3.15.1.2 "Astoria Transit Center Plaza" is that area outside of the Transit Center Building that consists of passenger waiting areas, shelters, sidewalks, bike lockers, bus lanes, and parking area.

3.15.2 The Astoria Transit Center Plaza will be closed to the public during non-operating hours, which are 10:PM – 5:45AM. The District Executive

RECEIVED

FEB 10 2020

A

To: Sunset Empire Transportation

From: The Courtrays & Ave T neighborhood

February 7, 2020

Re: using Ave T as turn around
from Ave U.

We have been impacted by the new route they have started on Ave T. They are coming off Ave U, north on Franklin, turning west on Ave T to Downing, south back to U. The problem: Ave T, between Franklin & Edgewood is in need of repair as is. It does not need a city bus traveling on it every 40 minutes. And, there are stop signs at both Edgewood & Downing, leaving the buses idling in the front yards of residences.

The better route is Franklin to stop sign at Ave S, turn west to Downing, then south to Ave U, one stop, not 3. And, not sitting idling in front yards. Ave S, Downing & Ave U are the thru streets of south Seaside, not Ave T. I've spoken to Paul. He was kind &

2

said he appreciated the feedback. I hope he will take it a step further & re-route the Ave U turn around.

The Ave S stop sign seems like a good bus stop, as it is at the Seaside School Admin. building & a community park (Cartwright Park).

Also, a number of children play in our block, riding their bikes & playing ball in the street. When weather changes & they are out, having a bus coming by regularly is a danger to those children.

Please see the reasoning in not using Ave T. As of this morning, (Feb. 7) the bus continues coming up Ave T. Please stop this route.

Thank you,

Debbie Carthy
& Ave T neighbors
503 440-8638

P.S. Ohmy, now the full size buses are coming thru, it had been only the smaller ones. Please stop this.

RECEIVED

FEB 14 2020

To: Sunset Empire Transportation

From: Ave T neighbors

February 10, 2020

Re: Bus reroute south Seaside

We are concerned about the rerouting off Ave U on Ave T. The block from Franklin to Edgewood is a narrow lane & in need of repairs as is, & is a play area for many children. The current route has buses stopping (on Franklin) going west on Ave T, stopping at stop signs at both Edgewood & Downing, then south to Ave U.

The direct arterial is Franklin to Ave S, one stop, west to Downing, onto Ave U. 1 stop, not 3. Ave S, Downing & Ave U are the arterials in south Seaside.

We hope you will agree to rerouting off Ave E. to Ave S. for the turn around.

Thank you,

Debra Courtney	400 Avenue T
Fin D. Courtney	"
Michael W. Stansick	340 Ave T.
Jessica Hacker	2125 So Edgewood St #3
Sarah Jancey	2000 Franklin St.
Lynn W. Free	420 AVE T. Seaside
Patty Free	" " " "

Feb 12, 2020

Paul,

Monday the 17th
will be 2 weeks
of your "30 day
trial run". Instead
of continuing the
wear & tear on the
buses & Avenue T,
can the final 2
weeks be using
Ave S in the
trial period?
Please.

Thank you,
Debra Courtney
SD3 440-8638

RECEIVED

FEB 14 2020

JAMES W FREE
420 AVE T.
Seaside OR

Feb. 11, 2020

IN REFERENCE TO THE NEW BUS ROUTE
TURNING WEST ON AVE T, FROM FRANKLIN.
AVE T. IS A NARROW 17 FEET WIDE WITH
NO SIDEWALKS OR CURBS.

AVE T. IS A MAIN FOOT TRAFFIC ARTERY FOR
THE RESIDENCES AND VACATION RENTALS IN THE AREA.
HEADING TO THE BEACH, GROCERY STORE, AND
RESTAURANTS. HAVING A LARGE BUS USING AVE T.
EVERY 40 MINUTES ON THIS SECTION COULD
CAUSE A POTENTIAL HAZARD FOR WALKERS
AND BICYCLISTS.

AVE S. 1 BLOCK NORTH WOULD BE A MORE
APPROPRIATE ROUTE. THE STREET IS WIDER
WITH SOME SIDEWALKS • CURBS. AS WELL AS
NO STOP SIGNS THAT THE BUS WOULD HAVE TO
STOP AT. THE CITY PARK JUST DOWN FROM AVE T.
ON THE RIGHT HAS A LARGE PARKING LOT THAT
WOULD MAKE A EASY TURNAROUND FOR THE
BUS.

PLEASE CONSIDER PEDESTRIAN SAFETY IN OUR
NEIGHBORHOOD.

James W Free

Executive Director Report
 February 2020 Board Meeting
 Jeff Hazen

-STIF Project Updates

We're pleased that due to the hiring of additional drivers, we started the rollout on February 3rd of our projects included in our STIF Formula Fund and our STIF Discretionary Grant. Anytime there is change in schedules, we know that the changes won't be perfect for everyone. I am pleased that the comments that we've heard are mostly positive. We do have some riders who have expressed concerns and we have been tracking those comments and we will be looking at the schedules after they have been in place for a period of time to see if we need to adjust some of the timepoints and connection times. Ridership increases have been strong early on. Here are the first two weeks of ridership numbers:

Route	Week 1			Week 2		
	TY	LY	Inc/Dec.	TY	LY	Inc/Dec.
10 Astoria Weekday	969	1078	-10%	1036	1023	1%
13 Astoria Weekend	127	0	#DIV/0!	134	0	#DIV/0!
15 Warrenton Weekday	297	129	130%	279	138	102%
16 Warrenton Weekend	10	0	#DIV/0!	62	0	#DIV/0!
20 Cannon Beach Weekday	418	540	-23%	521	466	12%
21 Cannon Beach Weekend	78	81	-4%	66	85	-22%
101 Astoria-Seaside	1578	1444	9%	1571	1222	29%
Lower Columbia Connector	69	32	116%	71	34	109%
Pacific Connector Weekend	210	190	11%	279	279	0%
Total	3756	3494	7%	4019	3247	24%

-We are doing something cool on the LCC. We are giving out a free bottle of water to each rider. We are ordering some bottled water that will have our own label on it as a part of marketing. We will only do this order once and then return to store bought water. Also, Amtrak will have us live on their system on February 24th. The ticket agents at Union Station will have the capability of selling seats on the LCC as well. Amtrak is very excited about this route since it gives 3 more trips to the coast each day.

-Student Transportation

In January, we had 101 rides for high school aged kids and 256 rides for K-8. In February, we had 160 rides for high school kids and 230 rides for K-8 through February 20th.

-NW Connector Marketing

Our consultants have set up a NW Connector Facebook page. They will be doing targeted ads that will go to specific demographics. For instance, if someone has shown interest on transit

pages and coast pages, they will have an ad on their page. They are also redesigning our 3-day and 7-day connector passes. We will be adding a family price component to them also.

-CC Rider

Todd Wood has submitted his resignation as administrator of CC Rider. He has been hired by the City of Canby to operate their transit department. Todd and his family live in Damascus and he has been commuting to St. Helens every day. Canby is 14 minutes from their house. His last day will be March 7th. CC Rider continues to struggle....

-ODOT Restructure

With the restructure of the leadership of ODOT, the Active Transportation Division will be absorbed into the Public Transportation Division. Active Transportation includes the Transportation Options program, Safe Routes to Schools, and Bike/Ped. Transit works closely with them, so this move makes sense to me. The Bike/Ped advisory committee met in Astoria last week and I attended part of it to learn what they are working on and to share transit's commitment to working with them.

-Compliance Review

Just a reminder that we will be having our compliance review March 5-6. We have been gathering documentation that they have requested and will be uploading it to them.

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases (6%)
 - o On-time Performance January was 57.4% on time. TCTD was 57.6% and Lincoln County was 66%.
 - 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 began on February 3rd.
- Improving System
 - o Improved lighting at bus shelters
 - o Route on-time performances .
 - 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 [We have a very engaged lot attendant doing a great job cleaning the fleet](#)
 - 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 [BUILD Grant solicitation just announced from the DOT in the amount of \\$1 Billion. Reviewing requirements to see we could use this to move the operations center.](#)
 - o Rebuild Ride Pal Program and Volunteer Program

Three more of our new drivers have obtained their CDL and are driving routes for SETD! Two more new drivers, Steve and Sean have obtained their permits and are currently participating in our training program to be able to pass the third party testing to receive their CDLs. One more applicant is in process and will be brought on board once she has obtained her CDL permit. Bruce, a long time driver for SETD has elected to reclassify from part time to full time. We have, however, lost two drivers during the period. We currently have nineteen fixed route drivers and five paratransit drivers. We continue to accept applications for new drivers, and plan to hire at least four additional drivers in order to cover all route assignments with minimum overtime.

We received our second motor coach and had graphics applied to both. Began our service to Portland on the Lower Columbia Connector route on February 7th, three times daily, seven days a week. Ridership feedback has been enthusiastic, and ridership is building.

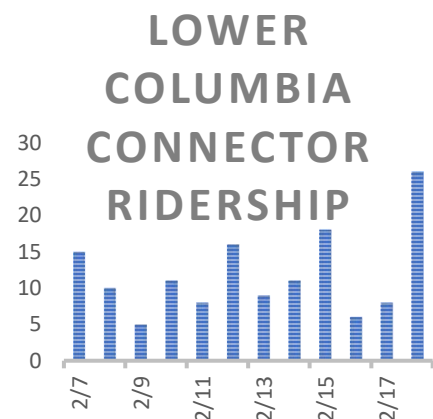
We also began running our newly realigned routes on the 10 (Astoria), the 15 (Warrenton) and the 101 (Astoria to Seaside), and our new weekend service on the 16 (Warrenton) on February 7th. Although a few riders felt the new schedules were a bit confusing, or didn't connect as well as they wished, the majority of the riders were please with the new schedules and had positive comments citing their appreciation for the improved frequency and consistent service throughout the day.

Our drivers are working hard to learn the new schedules, and to promote the new service with our riders.

We have submitted a grant application (5339) for two expansion buses to support our new STIF-funded service. These will be category C buses (~20 passengers) with low floor design. We are currently drafting yet another grant application (5339) for five replacement buses – two of which will replace aging paratransit vehicles.

The four new buses we ordered last year – one Category B bus (~30 passengers) and 3 Category C (~20 passengers) are on track to be delivered in March. Once accepted on Warrenton, radios and passenger counters will be installed and the buses will be put into service further improving our passenger experience.

We have also hired Lyden as our Lot attendant. Lyden is doing a great job keeping our buses looking very nice despite the rainy weather. He makes an effort to wash the motor coaches used on the Portland route every day as the trip on rain-soaked highways imparts a film of grime wioth each trip to the valley.



RIDE ASSIST
January 2020 Report
Jennifer Geisler

- In January, RideAssist provided a total of 1,134 rides. ADA Paratransit had 614 rides, we provided 397 Medicaid rides for NorthWest Rides, 1 VETP and had 122 escorts. That is an average of 36 rides per day with an average of three drivers per day.
- Dial-A-Ride had zero rides for the month of January.
- There were zero ride denials.
- On Rider Appreciation day, Tuesday January 28, 2020, we provided 22 free ADA rides.
- ADA Paratransit Report

Number of completed applications received: 7
Number of incomplete applications received: 0
Number of interview/assessments scheduled: 8
Number of interview/assessments completed: 8
Number of determinations made:
 Within 21 days: 1
 More than 21 days: 6
Determination by type:
 Unconditional: 1
 Conditional: 0
 Temporary: 0
 Not eligible: 0
Number of appeals requested: 0
Number of appeals heard: 0

RideAssist Fares Collected for January 2020

- Para-transit Fares: \$736
- Dial-A-Ride \$0
- Tickets Collected: \$414
- Medicaid Billed: \$6166
- Ticket books sold: \$432
- VETP Billed: \$22

Mobility Management
February, 2020 Board Report
Jason Jones

- As the new decade started January was pretty slow in travel trainings up until the final 2 weeks of the month as the local schools got into the new year and the rest of the community needed some refreshers of how the new routes were going to change how they navigate our system. I did 5 travel trainings in the final 2 weeks of the month raising my monthly total to 7. People are mostly concerned about the impact of the new routes so I spend most of my time talking to them about how to navigate change in general.
- 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 in the near future I will be working with employees from those businesses. I provided some extra outreach to support Mary Parker at the college to help them with up and coming changes. Clatsop Community College was very thankful for our efforts.
- The Veterans Enhanced Transportation Program (VETP) dipped in trips for January but this decrease will not last for long as I have scheduled many future rides into February. The VA continues to authorize their Veterans to find local health services which has helped countless people stay closer for needed medical services.
- I was able to re-engage with Astoria Highschool and also met with the Middle school in hopes of bringing some Transit Engagement sessions to them in the new year. The Warrenton School district is also very excited and will be looking to have trainings as the Spring time gets closer.
- I'm teaming up with Transportation Options to prepare for the coming **Project Homeless Connect** at the beginning of February where we will have ample opportunity to show our riders that SETD is here to help them access their community. This is an excellent time for SETD to hopefully gain new ridership while assisting people with information on how to utilize our bus system. This event is held in conjunction with SETD's Rider Appreciation day.

February has been a great month for educating and getting projects rolling. I continue working to get Carpool/Vanpool started, with a focus on getting more people registered on GetThereOregon.org and creating smart commute incentives. When more people sign-up we will see matches for carpools start to happen, incentives will become available to help motivate smart commuting. I am working with Tillamook School District and the City of Tillamook to apply for a Safe Routes to School Rapid Response grant following a couple of serious accidents in front of the High School. They are on track to submit before the end of February and should receive a response mid-March. I am meeting with Warrenton-Hammond School District to determine what projects to plan for a SRTS application this June. Together with Safe Kids, Seaside Fire Department and Lower Columbia Hispanic Council we are planning a Safety Fair in Seaside for May 2, regardless of the awarding of the Safe Routes to Parks grant. This event will take place in Seaside but is for all of Clatsop County. SETD rolled out route changes at the start of the month, I was able to help with outreach to riders. It was a great opportunity to reach the ridership that is not proficient in English. A large number of our riders are Spanish speakers and were not aware of the route changes. It is good to know that by working together we can reach more of the community members in our region. SDAO conference in Seaside this year was a great learning opportunity. It was great to see so many of the Board members in attendance.

Social Media-Get There Oregon

- Outreach to grow NW TO users on GetThereOregon.org
- Tweet, re-Tweet and Instagram relevant materials for @nw_T_Options
- Post general smart commute information on Facebook (like us at @NWTransportationOptions and Share!)
- Grow Facebook following to be able to push out transportation options news to a wider audience

Collaborative Project Planning

- working with Safe Kids, Seaside Fire Department and LCHC planning May 2 Safety Fair
- Collaborate with CCC Student Government to inform Students of Route changes
- Coordinate with Jason-Mobility Management, Mary-Marketing/Outreach to get new route schedules to riders

Safe Routes To School-Rapid Response Grant Application Tillamook

- Connect with Tillamook School District #9 to discuss ways to help students/teachers/staff with commute
- Deliver bike and pedestrian safety outreach materials geared to children and parents
- Brought lights and posters to Tillamook School District to help them create greater awareness of pedestrians
- Researched and assisted application for SRTS Rapid Response grant to improve crosswalk safety by Tillamook HS

On Bus Outreach- Route change Schedule Distribution

- Distributed and discussed route changes on bus and at stops in Spanish and English
- Targeted sites in South County for schedule distribution
- Attended LCHC meeting to bring awareness of coming route changes and LEP help available
- Become a familiar friendly face for people in the community to trust with help on the transportation system in our region

Project Research and Outreach- Vanpools/Carpools

- Presented at Cannon Beach Lodging Group meeting on carpools/vanpools
- Send emails, make phone calls and present to introduce NW TO and the idea of smart commuting

Meetings/Trainings Attended:

January 17th LCHRMA BOLI Legislative Updates

Topics covered by a representative from the Bureau of Labor and Industries included:

- **SB 726 Workplace Fairness Act** which modernized the protections for sexual harassment victims in the workplace. SETD updated their policy effective 1/1/2020.
- **HR 2005 Paid Family Leave** which is a new family and medical leave insurance program that will take effect in January 2023. The law includes three main components of up to 12 weeks of paid family leave, employer contributions (a tax paid by employers and employees as a percentage of their income) for employers with 25 or more employees, and anti-discrimination, anti-retaliation protection.
- **HB 2341 Pregnancy Accommodations** Provides greater protection for pregnant employees.
- **HB 2593 Expression of Breast Milk** expands protections for employees looking to express breast milk at work.
- **Equal Pay Update** for best practices to include systemizing your pay structures and conducting an equal pay analysis at least every three years.
- **SB 370 Employee Notification of Federal Inspections** provides workers timely notice of upcoming federal audits of I-9 audits.
- **Wage and Hour Updates** included the minimum amount of an employee's disposable income is exempt from garnishment, and the new threshold for salary exempt employees from \$455 per week to \$ 684 per week.
- **ORS 653.295 Noncompetition Agreements** Additional provisions and new requirements for noncompete agreements.

February 5th BOLI Understanding and Avoiding Discrimination and Harassment Seminar

Attended a refresher on Discrimination and Harassment with BOLI at Clatsop Community College. Also attending the seminar were Bus Driver Supervisor Lawrence McDonald and Paratransit Supervisor Jennifer Geisler.

February 5th LCHRMA Presentation on Oregon Paid Family Medical Leave Act

In depth overview of what employers with 25 or more employees can expect with the upcoming Oregon Paid Family Medical Leave. The tax from employers and employees will begin in January 2022, and the paid benefit will take effect in January 2023. This leave will be administered through the Oregon Employment Department.

February 6th through 8th SDAO Annual Conference in Seaside

There were many learning opportunities at the conference. These venues are beneficial for networking with peers in the industry. I attended the following sessions:

- Pre-Conference Risk Management Session
- Pre-Conference HR Alliance Roundtable
- Top Ten Labor and Employment Issues
- Hot Topics in Liability
- Employee Misconduct Investigations
- The New Labor Laws Make it a Bumpy Ride
- Collective Bargaining 101

New Employees:

Provided New Employee Orientation for new Customer Service Representative Charlotte Rotella.

- Charlotte Rotella began work on January 14th. Charlotte grew up in Seaside and is very familiar with the County. She comes to us from the hospitality industry and possesses the customer service and computer skills needed for her position. Charlotte is a great addition to the SETD Team!



Outreach and Education

February 2020 Board Report

Mary Parker

JOB CORP TRAINING- I am continuing to do the weekly onsite training of new students here at the Transit Center. Average class size is now at about 10. Last quarter 50 students went through the training. It has been a little difficult during our schedule change process with route schedules having unmatching schedule designs and route changes being described to a new group that have never used our services before. Students are being taken on a tour of the area during their second week at the Job Corp. This has helped a great deal when training as they are a little more familiar with the area and some of the landmarks.

RIDER APPRECIATION DAY- January 28th was a fun filled day at SETD! It is the day that SETD reaches out to our riders and let's say pampers them a bit for the entire day. There is breakfast and lunch and snack buffet theme at the Transit Center along with plenty of smiles and thank you's and a chance to enter a drawing for prizes. Rider Appreciation Day is on the same day as the annual Homeless Connect Project in Seaside and is an annual ride the bus at no charge day at SETD. This effort to help those that in need of transportation to attend the Homeless Connect event was arranged with SETD from the first Homeless Connect event at least 15 years ago. So glad that we are involved in both of these events!

NEW AND CHANGED ROUTES- This process has been very stressful for our riders and staff, but we have made it through pretty well with a few adjustments. Announcements of the upcoming route change were posted in advance so riders knew it was coming but the final release of the actual approved routes was only a couple of days before the actual implementation on February 3rd. Staff was available at the Seaside Cinema, Fred Meyer and at the Astoria Transit Center starting at 6 AM to assist riders with the new schedules and answer questions. We are continuing to do outreach and get our new and changed route information out to the public.