



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM MEETING AGENDA
THURSDAY OCTOBER 22, 2020
10:00 AM**

<https://us02web.zoom.us/j/83544514840>

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3-minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. FINANCIAL REPORTS
 - a. September 2020
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. OLD BUSINESS
 - a. SDIS Best Practices Survey
9. NEW BUSINESS
 - a. Coordinated Human Services Transportation Plan
 - b. Intergovernmental License Agreement
 - c. November/December Board Meeting Dates
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
OCTOBER
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
OCTOBER
2020

KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
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
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
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SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
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
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
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
September 24, 2020
Draft Board Meeting Minutes**

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

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones

Attending- Paul Nielson Isler CPA and Edward Stratton, Daily Astorian
3. BOARD APPOINTMENT FOR POSITION #2. Executive Director Hazen reported that there was one application received for the Board Commissioner vacancy position #2 from Rebecca Read and her application is included in the September Board Pack. Hazen said Rebecca was invited and is attending today's meeting and the Board is free to ask Rebecca questions. Hazen said staff is recommending that the Board appoint Rebecca Read to position # 2 to finish out the term that will expire on June 30, 2021.
Commissioner Withers moved to accept the recommendation from staff to appoint Rebecca Read as Board Commissioner and finish out the term that expires on June 30, 2021
Commissioner MacDonald seconded the motion
Discussion: Rebecca thanked staff and Board and said she appreciates the vote in favor, and she is ready to serve the best she can to fill this vacant term and looks forward to working with all.
Voting Aye: Commissioners Withers, Alegria, MacDonald, Taylor, Nino, and Boothe-Schmidt
Voting Nay: None
Motion passed unanimously
Chair Taylor swore Rebecca Read in as Board Commissioner position #2 and she joined the meeting.
4. CHANGES TO AGENDA- Executive Director Hazen requested to add the draft agreement for the Cares Act Grant to the agenda. Chair Taylor said this will be placed under b. in New Business.
5. PUBLIC COMMENT (3 minutes)- None
6. APPROVAL OF THE AUGUST 23, 2020 BOARD MEETING MINUTES- Commissioner Nino made 2 corrections. One on page 8 item # 4 should say July not June financial reports were not given and under Public Comment add the name of Stanford Lynx. Commissioner Alegria Page 9 asked if receiving \$20,000 was correct. Executive Director Hazen said it was.
Commissioner Withers moved to approve the August 2020 Board minutes with changes made
Commissioner Nino seconded the motion
Voting Aye: Commissioners Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt
Voting Nay: None
Motion passed unanimously
7. FINANCIAL REPORTS-
July 2020 Financial Report-Tracy Lofstrom reviewed the July 2020 Financial and Exceptions Report. Commissioner Alegria asked what the \$1299 on page 5 under AR conversion means? Tracy explained that this is part of the conversion from Quick Books to the new system. Executive Director Hazen commented that the

additional column in the report will not be used until next year, but it will compare the balance sheet from this year to the balance sheet next year and will be very beneficial.

Commissioner Boothe-Schmidt moved to approve the July 2020 Financial Report as presented

Commissioner MacDonald seconded the motion

Discussion- None

Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt

Voting Nay- None

Motion passed unanimously

August 2020- Tracy reviewed the August 2020 Financial and Exceptions reports. Commissioner Nino asked about items 5203, 5204, 5302 and 5304 on page 12. She said the budget was high for these and the STIF funds, but the actual says \$0, so what does that mean. Tracy said the budget is a guesstimate of when money will come in and when we will expense it. Executive Director Hazen said some items are reimbursements which we have not received but we have received some of the grants but because of the conversion Tracy has not had time to put them in yet. No changes were made.

Commissioner Withers thanked Tracy for her work and the seamless transition to the new system.

Commissioner Alegria moved to accept the August 2020 Financial Report as presented.

Commissioner Boothe-Schmidt seconded the motion

Discussion- None

Voting Aye: Commissioners Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt

Voting Nay- None

Motion passed unanimously

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Nothing to report
- b. Commissioner Alegria-Nothing to report.
- c. Commissioner Withers- Reported that he has gone to the Seaside Transit Office several times and wanted to give kudos to Eric who works there and is a great guy! Charles also reminded everyone to complete their census because it brings funds to us.
- d. Commissioner MacDonald-Reported that he wanted to give kudos to Mr. Stratton for the wonderful article that he published in the Daily Astorian about Commissioner Widener.
- e. Commissioner Boothe-Schmidt-Nothing to report but she has been looking at the online webinars and plans to register.
- f. Commissioner Nino-Reported that she had attended the TAC meeting on September 9th. Jeff gave a report on funding and there were some new faces. We talked about filling the committee vacancy, but we will be doing that today. It was a good meeting. It was the first one this year and I was happy to join.
- g. Commissioner Rebecca Read-Reported that she has read through materials and past Board minutes and commended everybody for staying afloat and being on the road and doing everything that has been done. She accepted the request to be on the Board because she was impressed with the work of the Transportation District and the Board. She said she is on a learning curve here but is sure with orientation and a little time she will get up to speed and looks forward to furthering the mission of the District.

9. OLD BUSINESS-

- a. SETD 2019 Audit Report- Paul Nielson from Isler CPA presented an overview of the 2019 Audit Report that was included in the Board packets. The overview included the Required Communications and the Oregon Minimum Standards
Required Communications
 - Auditors responsibilities- Express their opinion on the financial statement
 - Significant findings- Yes there were several audit findings
 - Significant estimates- SETD does not really have one due to lack of previous information

- Difficulties encountered during audit- Lack of communication from previous auditors
- Corrected and uncorrected misstatements- None
- Disagreements with management- None
- Management representation-Draft Audit report presented to Board. Final report delayed due to reviewer being evacuated for fire.

Oregon Minimum Standards

- Deposits of public funds- met requirements
- Debt limitans-met requirements
- Budget Testing-met requirements
- Insurance-met requirements
- Programs funded from outside sources-met requirements
- Investments of public funds-met requirements
- Public contracting-met requirements

Paul explained that this had been a difficult audit mainly because the previous auditor would not communicate at all with needed reports. Paul said there were findings, but they are mostly the same findings from last year and with the new software in place most of these findings will go away. Paul asked the Board to contact him with any questions they have. He enjoyed working with Tracy and Jeff and will be back soon to start the Audit for FY 2020.

Commissioner Nino moved to accept the Audit Report for 2019

Tracy seconded the motion

Voting Aye: Commissioners Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Nay- None

Motion passed unanimously

- b. Transportation Advisory Committee Appointment Position #9- Executive Director Hazen reported that applications were received from Lylla Gaebel and Nicole Williams. Both were invited to the meeting and the Board has the option of asking further questions of both applicants.

Commissioner Boothe-Schmidt nominated Lylla Gaebel

Commissioner Withers seconded the motion

Commissioner Nino nominated Nicole Williams

Commissioner Withers seconded the motion

After discussion, Chair Taylor asked Mary Parker to take a call vote for each of the nominations.

Lyla Gaebel			Nicole Williams	
Withers	Nay		Withers	Aye
Alegria	Nay		Alegria	Aye
Nino	Nay		Nino	Aye
MacDonald	Aye		MacDonald	Aye
Taylor	Nay		Taylor	Aye
Boothe-Schmidt	Aye		Boothe-Schmidt	Nay
Read	Aye		Read	Nay
Total- Aye 3 Nay 4			Total- Aye 5 Nay 2	

Chair Taylor reported that Nicole Williams had received the most votes.

Executive Director Hazen reported that there are also four Transportation Advisory Committee members whose terms are expiring this year. Each of them has expressed their desire to continue serving the District on the TAC and staff is recommending the reappointment of all for a two-year term.

Commissioner Nino moved to reappoint Larry Miller to Position # 1, Patrick Preston to Position # 2, Mel Jasmin to Position # 3 and Chris Breitmeyer to Position # 4 for a new 2-year term expiring June 30, 2022.

Commissioner Alegria seconded the motion

Discussion- None

Voting Aye- Commissioners Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Nay- None

Motion passed unanimously

10. NEW BUSINESS

- a. Drug and Alcohol Policy Update- Executive Director Hazen explained that due to COVID conditions ODOT decided to do a Drug & Alcohol Policy review of subrecipients so we provided a copy of our D&A policy to RLS and Associates for review. Attached is a copy of the updated policy that includes an edit on attachment A on page 83. The edit adds the SETD Lot Attendant to the testing pool and will bring our policy into FTA compliance. Hazen said staff is asking that the Board approve the Drug and Alcohol policy and authorize the Executive Director to sign.

Commissioner MacDonald moved to approve the updated Drug and Alcohol policy and have the Executive Director sign.

Commissioner Alegria seconded the motion

Discussion- Commissioner Nino asked if these are Federal Guidelines and since cannabis is legal in our state when we do our testing is there a small amount of cannabis allowed as there is with alcohol, or do we follow federal guidelines. Sue Farmer said that when we interview someone for a safety sensitive position I make sure and give them information that informs them that marijuana may be legal but SETD follows Federal testing guidelines and the test has to be negative on their report.

Aye-Commissioners Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Nay- None

Motion passed unanimously

- b. Cares Act Grant 34115 Draft- Executive Director Hazen presented a draft of the Cares Act Grant that SETD received. Hazen said the original Grant request was for two buses however only one bus was approved along with maintenance for two buses and upgrading district bathrooms to touchless hand controls. The bus cost is \$330,000, operating maintenance \$520,000 and for touchless bathroom updates \$11,108. Hazen said all routes have reduced rider capacity due to the required 3-foot distancing between riders for COVID. Route 101 buses can reach capacity and riders must wait for 49 minutes until the next bus arrives. Hazen said that we more than likely will add the new bus to the Route 101 schedule and have it arriving at stops 20 minutes after the regular Route 101 bus. Hazen said Route 101 has our highest volume of riders and we do not want to lose their confidence. Hazen said there will be 2 more opportunities for applying for Cares Act grant funds by December 31st.

Commissioner Nino moved to approve the Draft Agreement for Grant 34115 and authorize the Board Chair to sign the final copy

Commissioner Withers seconded the motion

Discussion- Executive Director Hazen asked Paul if the bus will have a fat-tire bike rack? Paul said yes.

Commissioner Withers asked if the price is for delivery to our location? Hazen said yes. Chair Taylor asked if that is for delivery in 6-8 months? Hazen said 6-7 months.

Voting Aye- Commissioners Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Voting Nay- None

Motion passed unanimously

- c. CORRESPONDENCE- Mary read a message from Facebook- Stanford Lynx- Following up the August SETD Board meeting mention of implementing Fat Tire Bike Racks on SETD buses. Can someone give an estimated time these Sportworks Fat Tire Bike Bus Racks will be placed into use? ► Note: I have damaged hearing, a text reply/answer would be appreciated. I cannot hear the audio. Executive Director Hazen said that Paul has been talking to Stanford about the racks.
- d. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen said he wanted to publicly thank the Board because 6 years ago this week he was hired by the District as Executive Director although none of the current Board were on the Board at that time. Executive Director Hazen said he wanted to individually thank Paul and Kathy who were on the Board when he was hired for this opportunity and said he continues to love his job and the business that we are in of helping people and thanked the Board for their support. Hazen sent out an email and is again reminding everyone to register for Transportation Tuesdays through Oregon Transit Association. Hazen said ODOT had completed a transit access study which identified bus stops that needed to be improved in each county and we had 4 in Clatsop County. NWOTA is going to submit a grant through STF Discretionary program to begin construction of one stop for each of the NWOTA partners. Hazen said he chose the lonely white bench stop on Hwy 101 and Ensign to be our first new shelter. There will be a pull out, a large covered shelter, bike racks, lighting and possibly a bike repair station. The average cost for these new stops is \$250,000 each. There is a 20% match but there will possibly be a reduced match because of low income population. Hazen reviewed his monthly report.

Commissioner Withers asked if SETD could put together a way to donate to the fire victims especially with winter coming on maybe we could collect coats and items like that and use an email chain to let everyone know where they can bring donations. Mary will investigate doing this.

Commissioner Read said she had seen comments about recruiting a more diverse workforce and was wondering if the college does anything with SETD with workforce training. Commissioner Read said she had worked in workforce training at the college and was just making a comment but if there was any chance, we could talk about this comprehensively at another time I would be glad to participate in that conversation. Executive Director Hazen said we have a good relationship with the college, and carry a lot of people up there, the president of the college is on our Transportation Advisory Committee. We have not set up training with them but Tillamook Bay Community College has a CDL program but there is a lot of cost with that. Hazen said we do CDL training in house while the driver is being paid. Hazen said the college is a resource and Sue pulls all the strings out when recruiting. Hazen said as far as diversity and equity the Board passed a resolution about that and Sue includes SETD's current statistics on that in her report every month. Hazen added that he will be attending a series of 6 courses on diversity beginning in November. Commissioner Read said she hopes that is reflected in the employees that are recruited in the future. Hazen said it is a key focus for the District this year.
- e. LEADERSHIP TEAM REPORTS- Open discussion between Board and Team members.
- f. OTHER ITEMS- None

Meeting was adjourned 11:15 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
 Pamela Alegria

Date _____

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

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

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

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$430,573 (\$298,326 less than budget), YTD Total Materials & Services was \$1,212,786 (\$215,333 more than budget).

Revenue

- 4010 Fares: Revenues for the month were \$9,151; \$391 less than monthly budget and \$1,207 more than budget YTD.
- 4015 Lower Columbia Connector: Revenues for the month were \$5,366. Less than monthly budget by \$884 and \$5,412 less than yearly budget.
- 4015 Paratransit Fares: Revenues for the month were \$810; \$857 less than monthly budget and \$926 less YTD.
- 4110 NW Navigator: Under budget YTD by \$3,162.
- 4200 Taxes: \$4,376 property taxes received in September. Over budget YTD \$8,157.
- 4250 Timber Sales: No Timber Revenues were received in September.
- 4272 Parking: All spaces are rented.
- 4300 Interest: September interest received was \$317. Over budget YTD \$580.
- 5000 Grants: Received \$3,000 for Preventative Maintenance. 4th Q FY20 reimbursement were issued, payments have not been received.

Expense

- 6010 Salaries & Wages: Under budget for the month \$12,514. Over budget YTD by \$46,796.
- 7000 VET Provider Payments: Rides for the month of September totaled \$470.
- 8002 Legal Council: Over budget for the month \$513. Over budget YTD \$432.
- 8015 Computer/Durable Goods: Over budget for month \$2,770. Items purchased are grant reimbursable for a Mobility Management project.
- 8020 Bldg & Grounds Maint: \$2,171 over budget for month. YTD over budget \$3,976. Some of the costs were associated with a leak.
- 8024 Sanitation: \$9,562 over budget for month. All toilets were retrofitted with touchless flushing. There should be grant reimbursements for these items.
- 8092 Fees/Licenses: Over budget for month \$788. This was a cost associated with taxes on a new bus. This is not a reimbursable cost.

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

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

- 8171 Vehicle Repair: Over budget for month \$3,317. Wheelchair lift repair, \$4,559 and ECM repair on bus #96 for \$5,181 were the largest expenses for September.
- 8180 Shop Supplies/rentals: Safety parking blocks for \$762 were purchased. Over budget for the month \$524.
- 9200 Capital Expense: New bus, this is a reimbursable cost, which has been submitted.
- END

** Fuel under budget YTD \$17,393. Materials & Services (without capital expense) are under budget for the month by \$23,749 and over budget \$14,206 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.

**Consolidated Statement of Activity - MTD and YTD
September 30, 2020**

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	9,151.01	9,542.00	(390.99)	29,832.93	28,626.00	1,206.93
4015 LOWER COLUMBIA CONNECTOR	5,366.29	6,250.00	(883.71)	13,338.18	18,750.00	(5,411.82)
4020 PARATRANSIT FARES	810.00	1,667.00	(857.00)	4,075.00	5,001.00	(926.00)
4021 MEDICAID FARES - IGA	0.00	3,375.00	(3,375.00)	6,201.00	10,125.00	(3,924.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,000.00	(5,000.00)	858.00	15,000.00	(14,142.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	(174.33)	767.00	(941.33)	(860.98)	2,301.00	(3,161.98)
4120 GREYHOUND	0.00	67.00	(67.00)	8.90	201.00	(192.10)
4130 OTHER-VENDING	0.00	167.00	(167.00)	0.00	501.00	(501.00)
4205 PROPERTY TAXES	3,203.41	4,200.00	(996.59)	22,126.90	12,600.00	9,526.90
4206 PRIOR YEAR TAXES	1,158.47	3,000.00	(1,841.53)	6,509.03	8,000.00	(1,490.97)
4207 PROPERTY TAX INTEREST	14.19	0.00	14.19	120.85	0.00	120.85
4310 TIMBER SALES	0.00	0.00	0.00	77,653.09	35,000.00	42,653.09
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	20,660.39	17,500.00	3,160.39
4420 PARKING SPACE LEASE	712.50	746.00	(33.50)	2,058.30	2,238.00	(179.70)
4505 INTEREST EARNED ON BANK ACCT	316.46	584.00	(267.54)	1,498.39	918.00	580.39
4605 OTHER INCOME	47.50	12.50	35.00	153.25	37.50	115.75
5201 OREGON STF FUNDS	0.00	0.00	0.00	23,466.00	23,465.75	0.25
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	184,068.00	157,750.00	26,318.00
5204 OREGON STIF FUNDS-STN	0.00	0.00	0.00	0.00	109,191.00	(109,191.00)
5301 5311 ADMIN/OPERATIONS	0.00	125,305.25	(125,305.25)	0.00	125,305.25	(125,305.25)
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	35,782.00	34,744.00	1,038.00
5303 PM	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	0.00	21,644.25	(21,644.25)
5306 CARES ACT	0.00	100,000.00	(100,000.00)	0.00	100,000.00	(100,000.00)
Total Revenues	23,605.50	260,682.75	(237,077.25)	430,573.23	728,898.75	(298,325.52)

<u>Expenses</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>-</u> <u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>-</u> <u>Variance</u>
6010 WAGES	160,863.08	162,424.00	1,560.92	479,138.42	482,273.00	8,134.58
6110 TAXES	18,418.39	17,142.00	(1,276.39)	63,381.74	64,002.00	620.26
6210 BENEFITS	45,176.61	57,405.75	12,229.14	227,771.45	172,220.25	(55,551.20)
7010 VET PROVIDER RIDES	469.78	834.00	364.22	1,496.76	2,502.00	1,005.24
8000 AUDIT	0.00	1,417.00	1,417.00	0.00	4,251.00	4,251.00
8001 PROFESSIONAL SERVICES	1,800.00	4,500.00	2,700.00	11,113.83	13,500.00	2,386.17
8002 LEGAL COUNSEL	1,180.00	667.00	(513.00)	2,433.00	2,001.00	(432.00)
8003 BANK & MERCHANT FEES	81.10	167.00	85.90	252.64	499.00	246.36
8005 PAYROLL PROCESSING FEES	0.00	0.00	0.00	975.44	500.00	(475.44)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	564.00	675.00	111.00
8015 COMPUTER/FURNITURE/DURABLE GOODS	5,268.77	2,499.00	(2,769.77)	10,552.93	7,497.00	(3,055.93)
8020 B&M	5,338.22	3,167.00	(2,171.22)	13,479.07	9,503.00	(3,976.07)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	3,702.00	3,750.00	48.00
8024 SANITATION	9,728.53	167.00	(9,561.53)	15,204.92	501.00	(14,703.92)
8031 ONLINE SUB/IT SERVICES	5,002.40	11,250.00	6,247.00	44,725.37	33,750.00	(10,975.37)
8040 TELEPHONE/INTERNET	5,001.04	5,000.00	(1.04)	13,233.29	15,000.00	1,766.71
8041 UTILITIES	2,004.87	2,917.00	912.13	6,344.50	8,751.00	2,406.50
8050 HR EXPENSES	705.42	2,376.00	1,670.58	2,783.85	7,126.00	4,342.15
8060 TRAVEL/TRAINING	161.69	2,586.00	2,424.31	2,659.02	7,758.00	5,098.98
8076 ELECTION FEES	0.00	667.00	667.00	0.00	2,001.00	2,001.00
8080 OUTREACH/PRINTING	0.00	3,333.00	3,333.00	774.19	9,999.00	9,224.81
8090 DUES, SUBSCRIPTIONS	0.00	1,242.00	1,242.00	5,272.78	3,726.00	(1,546.78)
8091 IGA-DUES	0.00	1,000.00	1,000.00	0.00	3,000.00	3,000.00
8092 FEES/TAXES/LICENSES	1,005.64	218.00	(787.64)	1,089.64	654.00	(435.64)
8100 INSURANCE	0.00	0.00	0.00	15,502.00	20,500.00	4,998.00
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	1,900.00	3,750.00	1,850.00
8110 LEGAL ADS	0.00	84.00	84.00	0.00	252.00	252.00
8112 MEETING EXPENSE	0.00	167.00	167.00	0.00	501.00	501.00
8116 OFFICE SUPPLIES/POSTAGE	1,119.92	1,501.00	381.08	3,041.24	4,503.00	1,461.76
8170 FUEL	14,047.46	20,834.00	6,786.54	45,109.13	62,502.00	17,392.87
8171 VEHICLE REPAIR/OUTSIDE SERVICES	17,944.47	14,627.00	(3,317.47)	37,985.20	43,881.00	5,895.80
8180 SHOP SUPPLIES/RENTALS	899.47	375.00	(524.47)	1,172.65	1,125.00	(47.65)
9200 CAPITAL EXPENSE	201,127.00	0.00	(201,127.00)	201,127.00	0.00	(201,127.00)
Total Expenses	<u>498,669.86</u>	<u>321,291.75</u>	<u>(177,378.11)</u>	<u>1,212,786.06</u>	<u>997,453.25</u>	<u>(215,332.81)</u>
Excess Revenue Over (Under) Expenditures	<u>(475,064.36)</u>	<u>(60,609.00)</u>	<u>(59,699.14)</u>	<u>(782,212.83)</u>	<u>(268,554.50)</u>	<u>(82,992.71)</u>

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 9/30/2020

	This Year	Last Year	Change
Assets			
1020 GENERAL CHECKING LC BANK	18,370.94	0.00	18,370.94
1030 LGIP - GENERAL FUND	315,848.85	0.00	315,848.85
1040 PAYROLL ACCOUNT LC BANK	98,747.30	0.00	98,747.30
1050 MONEY MARKET LC BANK	5,663.11	0.00	5,663.11
1095 CASH RECEIPTS CLEARING SYSTEM	501.48	0.00	501.48
1210 ACCOUNTS RECEIVABLE SYSTEM	3,868.40	0.00	3,868.40
1299 A/R CONVERSION	(10,165.48)	0.00	(10,165.48)
1410 PREPAID EXP	(1,233.83)	0.00	(1,233.83)
1425 PREPAID WORK COMP	(11,870.05)	0.00	(11,870.05)
Total Assets	419,730.72	0.00	419,730.72
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	347,683.72	0.00	347,683.72
2050 CREDIT CARD PAYABLE	15,848.50	0.00	15,848.50
2059 CREDIT CARD PAYMENT CLEARING	(15,106.44)	0.00	(15,106.44)
2060 PAYABLE TO NWN	1,078.39	0.00	1,078.39
2080 OVER PAYMENTS/UNAPPLIED CREDITS	142.50	0.00	142.50
2099 A/P CONVERSION	(19,986.27)	0.00	(19,986.27)
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	0.00	(1,130.76)
2112 PR SUTA	0.02	0.00	0.02
2115 MEDICARE TAX-EMPLOYEE	1,130.77	0.00	1,130.77
2116 MEDICARE TAX-EMPLOYER	0.01	0.00	0.01
2121 FSA-PT	28.88	0.00	28.88
2124 BENEFITS MEDICAL SDIS	30,089.97	0.00	30,089.97
2130 AFLAC-AT	(1,275.39)	0.00	(1,275.39)
2131 AFLAC-PT	(311.34)	0.00	(311.34)
2132 UNITED WAY	175.00	0.00	175.00
2134 ATU	(805.14)	0.00	(805.14)
2135 MASA	(94.33)	0.00	(94.33)
2140 RETIREMENT- 457(b)	(1,780.00)	0.00	(1,780.00)
2141 RETIREMENT-ER 457	14.99	0.00	14.99
2142 RETIREMENT-ROTH 457 (B)	(343.30)	0.00	(343.30)
Total Liabilities	355,359.78	0.00	355,359.78
3000 FUND BALANCE	846,277.82	0.00	846,277.82
Change in Net Assets	(782,212.83)	0.00	(782,212.83)
Total Net Assets	64,064.99	0.00	64,064.99
Total Liabilities and Net Assets	419,424.77	0.00	419,424.77

SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Receivable Aging-September

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6251] AMTRAK								
1023	8/05/2020	9/04/2020	July Settlement	0.00	1,646.00	0.00	0.00	1,646.00
1049	9/08/2020	10/08/2020	August Settlement	1,562.40	0.00	0.00	0.00	1,562.40
[6251] AMTRAK Total				1,562.40	1,646.00	0.00	0.00	3,208.40
[6247] SALON BOHEME ATTN SALLY FOX								
1010	7/10/2020	7/10/2020	PRE-PAYMENT FOR AUG-DEC 2020	0.00	0.00	0.00	(142.50)	(142.50)
[6247] SALON BOHEME ATTN SALLY FOX Total				0.00	0.00	0.00	(142.50)	(142.50)
[6214] TILLAMOOK COUNTY DISTRICT								
1034	7/31/2020	8/30/2020	July Bus Passes	0.00	0.00	240.00	0.00	240.00
1035	8/31/2020	9/30/2020	August Bus Passes	420.00	0.00	0.00	0.00	420.00
[6214] TILLAMOOK COUNTY DISTRICT Total				420.00	0.00	240.00	0.00	660.00
Total				1,982.40	1,646.00	240.00	(142.50)	3,725.90

SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Payable Aging by Vendor-September

				<u>Original Amount</u>	<u>Owed</u>	<u>Not Yet Due</u>	<u>30 Days</u>	<u>60 Days</u>	<u>More than 60 Days</u>
[6078] CREATIVE BUS SALES									
9/16/2020	9/16/2020	1537834	9/17/2020 GLAVAL LEGACY BUS PURCHASE PROJECT 2	202,132.64	202,132.64	0.00	202,132.64	0.00	0.00
Total for[6078] CREATIVE BUS SALES				202,132.64	202,132.64	0.00	202,132.64	0.00	0.00
[6225] VALIC-JPM CHASE									
9/25/2020	9/25/2020	2020-20	10/25/2020 PAYROLL DATED 9/25/2020 - 401ABen, 457Ded, 457Roth, 457MedBen	4,510.06	800.00	800.00	0.00	0.00	0.00
Total for[6225] VALIC-JPM CHASE				4,510.06	800.00	800.00	0.00	0.00	0.00
[6237] WILCOX & FLEGEL									
9/28/2020	9/28/2020	537744	10/31/2020 DEF	712.19	712.19	712.19	0.00	0.00	0.00
Total for[6237] WILCOX & FLEGEL				712.19	712.19	712.19	0.00	0.00	0.00
Report Total				207,354.89	203,644.83	1,512.19	202,132.64	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing Over \$5,000

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT Valic	9/02/2020	[6225] VALIC-JPM CHASE - PRIMARY:Unknown dbName - 457MEDBEN, 457R for 8/28 and ER457 for August	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	1859.55 3153.16 252.21	5,264.92
20276	9/03/2020	[6193] SDIS - PRIMARY:Unknown dbName - Invoices 09-2020, 2020-18	BENEFITS MEDICAL SDIS HEALTH INSURANCE	22266.26 25766.91	48,033.17
20281	9/03/2020	[6237] WILCOX & FLEGEL - PRIMARY:Unknown dbName - 08/2020 FUEL	FUEL FUEL FUEL FUEL	2199.14 85.85 1497.34 10377.25	14,159.58
20300	9/16/2020	[6116] IFOCUS CONSULTING - PRIMARY:Unknown dbName - Invoices 13477, 13617	IT SERVICES/CONTRACTS	8180	8,180.00
20313	9/21/2020	[6257] WESTERN STAR NW INC - PRIMARY:Unknown dbName - PARTS/LABOR REPLACE ECM BUS 96	VEHICLE REPAIR/OUTSIDE SERVICES	5181.21	5,181.21
Total Checks					80,818.88

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 10/13/2020 @ 1:34 PM

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Closing Balance from Previous Statement.....	8/06/2020	-8,903.63
0 Deposits and Other Additions Totaling.....		0.00
43 Checks and Other Withdrawals Totaling.....		3,194.58
1 Adjustments Totaling.....		8,903.63
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	9/07/2020	-3,194.58
Difference.....		0.00
Cash Balance from General Ledger.....	9/07/2020	-15,656.19
Open Activity from Bank Register.....		(719.73)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-14,936.46

Date	Check	To	Check Description	Amount
✓ 8/08/2020	0001092	AMAZON	LEWICKI - NITRIL GLOVES	94.90
✓ 8/11/2020	0001092	FRED MEYER	COVID LEWICKI - WIPES	7.98
✓ 8/11/2020	0001092	FRED MEYER	COVID LEWICKI - SANITIZER/WIPES	10.47
✓ 8/11/2020	0001092	CLATSOP POWER EQUIPMENT INC	COVID LEWICKI - FUEL	11.00
✓ 8/12/2020	0001092	FRED MEYER	LEWICKI - WIPES	15.96
✓ 8/12/2020	0001092	FRED MEYER	COVID LEWICKI - WIPES	13.16
✓ 8/12/2020	0001092	FRED MEYER	COVID LEWICKI - WIPES	13.16
✓ 8/12/2020	0001100	CC CHARGES	PARKER - ADOBE ID	20.99
✓ 8/12/2020	0001209	FRED MEYER	FARMER - WIPES	16.47
✓ 8/12/2020	0001209	UNITED STATES POSTAL SERVICE	COVID FARMER - POSTAGE HR/OPS	110.00
✓ 8/13/2020	0001092	AMAZON	LEWICKI - NITRILE GLOVES	149.99
✓ 8/14/2020	0001209	FRED MEYER	COVID FARMER - WIPES - COVID	14.98
✓ 8/17/2020	0001092	CC CHARGES	LEWICKI - WALMART	119.94
✓ 8/17/2020	0001092	AMAZON	FANS - OPS LEWICKI - FACE SHIELDS/MASKS	224.98
✓ 8/17/2020	0001092	WESTERN STAR NW INC	COVID LEWICKI - TURN SIGNAL KIT	163.25
✓ 8/17/2020	0001209	FULLIDENTITY.COM	BUS 73 FARMER - ID CARD HOLDERS	60.10
✓ 8/17/2020	0001209	FRED MEYER	FARMER - WIPES - COVID	19.98
✓ 8/19/2020	0001209	FRED MEYER	FARMER - WIPES - COVID	16.47
✓ 8/20/2020	0000326	CC CHARGES	HAZEN - APPLE iCloud	0.99

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SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 8/20/2020	0001092	AMAZON	LEWICKI - NITRILE GLOVES	346.90
✓ 8/20/2020	0001092	CC CHARGES	LEWICKI - CORSSOVER CAR STEREO	40.00
✓ 8/20/2020	0001100	CC CHARGES	BUS REPAIR PART PARKER -	14.99
✓ 8/21/2020	0001092	CC CHARGES	ADOBE ACROBAT LEWICKI -	28.17
✓ 8/22/2020	0000326	CC CHARGES	INDY DINER BUS DELIVERY	169.98
✓ 8/24/2020	0000326	CC CHARGES	HAZEN - ZOOM	17.56
✓ 8/24/2020	0000326	CC CHARGES	8/22 - 9/21/2020 MONTHLY CHR HAZEN -	11.98
✓ 8/24/2020	0000326	CC CHARGES	WALMART WIPES - COVID	11.98
✓ 8/25/2020	0001092	FRED MEYER	HAZEN - SAFEWAY	29.97
✓ 8/25/2020	0001209	FRED MEYER	WIPES - COVID LEWICKI -	29.97
✓ 8/26/2020	0001209	AMAZON	WIPES COVID	129.71
✓ 8/26/2020	0001217	AMAZON	FARMER - WIPES - COVID	482.99
✓ 8/26/2020	0001274	AMAZON	FARMER - OPS LIPPERT COMPONENTS CONTROL -	92.41
✓ 8/26/2020	0001274	STAPLES	BUS 22 KLECZEK -	129.99
			CASE, PENCIL, KEYBOARD, SCREEN PROTECTOR	
			LEWICKI - GEAR BOX LINKAGE	
			BUS 22 LEWICKI - PRINTER	
			ACCUFUND - OPS	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD**

Run: 10/13/2020 @ 1:34 PM

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Date	Check	To	Check Description	Amount
✓ 8/27/2020	0001274	CC CHARGES	LEWICKI - CELLULAR SALES	34.99
✓ 8/28/2020	0001092	AMAZON	CELL CABLE LEWICKI - NITRILE GLOVES	-94.90
✓ 8/31/2020	0000326	CC CHARGES	COVID HAZEN - SHUTTERSTOCK	29.00
✓ 8/31/2020	0001217	AMAZON	9/2020 SUBSCRIPTION KLECZEK -	-124.98
✓ 9/01/2020	0000326	CC CHARGES	CREDIT - APPLE PENCIL HAZEN -	88.65
✓ 9/01/2020	0001274	CC CHARGES	MSFT AZURE LEWICKI - GRAINGER	31.93
✓ 9/01/2020	0001274	AMAZON	AIR REGULATOR BUS 98 LEWICKI - FACE MASKS	127.30
✓ 9/03/2020	0000326	CC CHARGES	COVID HAZEN - ZOOM	471.26
✓ 9/06/2020	0001274	FRED MEYER	PRORATED ANNUAL FEE LEWICKI - WIPES	7.98
✓ 9/06/2020	0001274	FRED MEYER	COVID LEWICKI - WIPES	7.98
✓ 9/06/2020	0001274	FRED MEYER	COVID LEWICKI - WIPES COVID	5.98
Total Checks:				3,194.58
Date	Reference	Adjustment Description	Amount	
✓ 8/21/2020	GC 0020248	Payment out of Gen Checking for CC Statement 08/07/20	8,903.63	
Total Adjustments:			8,903.63	

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Date: October 14, 2020

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 8.a SDIS Best Practices Survey

SETD has insurance coverage through Special District's Insurance Service (SDIS). SDIS has developed an annual Best Practices Program designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. Each year SDIS offers their members an opportunity to receive a discount on their insurance premiums by participating in a Best Practices Survey. The incentive of this program is to reduce liability. The subject of these survey's changes every year and requires participants to have polices in place as well as employee training completed.

We work closely with SDAO with the writing of or the updating of our policies and utilize them as a resource for employee training. This year the SDIS survey was focused on Harassment and required us to have a policy and procedure in place and employee training completed as well. If the survey submitted is approved by SDIS, SETD will receive a 10 % discount on this year's insurance premium costs.

No Board action is necessary.

Best Practices ^

Category	Satisfied	Discount
Affiliate Membership (2.0%)	<input checked="" type="checkbox"/>	2.0%
Harassment Checklist (2.0%)	<input checked="" type="checkbox"/>	2.0%
Harassment Policy (2.0%)	<input checked="" type="checkbox"/>	2.0%
Online Training (2.0%)	<input checked="" type="checkbox"/>	2.0%
SDAO-SDIS Training (2.0%)	<input checked="" type="checkbox"/>	2.0%
Total Discount		10.0%

Take the Best Practices Survey (</BestPracticesSurvey/Index/30282?pgm=SDIS>)

Member Services Log ^

Activity Summary

Services	Current Year		Lifetime	
	#	\$	#	\$
Included	8	\$327	165	\$50,152
Billable	0	\$0	0	\$0
Total	8	\$327	165	\$50,152

Employee Benefits ^

Benefit	Covered
Health	<input checked="" type="checkbox"/>
Dental	<input checked="" type="checkbox"/>
Life	<input checked="" type="checkbox"/>
Short Term	<input type="checkbox"/>
Long Term	<input type="checkbox"/>

Date: October 16, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Coordinated Human Services Transportation Plan

Based on the presentation and discussion at the 9:00am work session, we are recommending that the Board adopt the updated Coordinated Human Services Transportation Plan with any changes that may come out of the work session. This will allow us to use this plan in our funding plan for the next biennium.

Date: October 16, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Intergovernmental License Agreement

In 2017, the Board of Commissioners passed a Police Ordinance. This ordinance was to address problems that the District was experiencing with behaviors of some individuals using our service and facilities. You'll recall we did update one section of it and the Board adopted it in April.

We recently experienced a situation where a person not using our bus service was taking up residence in our shelters at the transit center over multiple days. She was excluded and on one day, she was taken into custody for trespass. She then moved into other shelters in Astoria, Warrenton and Seaside. Astoria Police would not engage with her at the other shelters in Astoria because we do not own the property that the shelters are on.

We had a meeting with our attorney, the city's attorney, the City Manager, the Public Works Director and the Assistant Police Chief. It was determined that in order for the police to enforce our ordinance, we would need to have an Intergovernmental License Agreement with the City covering all of our shelters located in the City of Astoria. This Agreement was written by both Attorneys to satisfy all of the legal verbiage.

Staff is recommending that the Board approve the Intergovernmental License Agreement with the City of Astoria and authorize the Board Chair and the Executive Director to sign it.

After recording, return to:
Public Works Administration
City of Astoria
1095 Duane Street
Astoria, OR 97103

INTERGOVERNMENTAL LICENSE AGREEMENT

AN AGREEMENT, made and entered into this ____ day of _____, 20__ between the CITY OF ASTORIA, a municipal corporation of the State of Oregon, hereinafter referred to as "City", and SUNSET EMPIRE TRANSPORTATION DISTRICT, a special district of the State of Oregon, hereinafter referred to as "District".

WITNESSETH:

WHEREAS, District provides a public bus service to City residents, and has placed its shelters on City rights-of-way where residents may wait for the bus in inclement weather; and

WHEREAS, District must have control of its shelters in order to enforce its rules and regulations and enhance the safety of bus passengers, and City desires that the District be responsible for the shelters, their maintenance, and the safety of bus passengers; and

WHEREAS, pursuant to ORS 190.010, the City and District, as units of local government, may by written agreement assign the governmental functions of one party to the other; and

WHEREAS, the parties enter into this license agreement to grant control and management of the shelters, for the benefit of bus passengers.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

- 1) City grants a license for exclusive possession, control of, and responsibility for, all shelters located in City rights of way, which shelters are described and shown on Exhibit A.
- 2) District will maintain the shelters in good condition at District expense.
- 3) The District is granted the right to control and regulate the use of its shelters.
- 3) District will not acquire any prescriptive rights in the shelters.
- 4) Either City or District may terminate this license agreement on 30 days written notice to the other party. District will remove its shelters from City rights of way within 90 days after termination. On termination of this license, District ordinances will no longer be applicable.
- 5) If City requires a particular shelter to be moved or removed, it will give District written notice of the need to move or remove it and District will move or remove the shelter within 90 days after receipt of the notice.
- 6) District will provide City with a Certificate of Insurance wherein City has been added as a named insured on District's policy, insuring City to the limits of the Oregon Tort Claim Act. District will indemnify and hold city harmless from any and all claim, loss or liability arising out of or in any way connected with the shelters, or any condition thereof. In the event of any litigation or proceeding brought against City arising out of or in any way connected with any of the foregoing events or claims, District will defend City.

7) This agreement is personal to the City and District and may not be transferred or assigned without the advance written consent of the other party.

CITY OF ASTORIA, a
municipal corporation of
the State of Oregon,

CITY:

By: _____
Mayor

Attest: _____
City Manager

SUNSET EMPIRE TRANSPORTATION
DISTRICT, a special district of
the State of Oregon,

DISTRICT:

By: _____
Board Chair

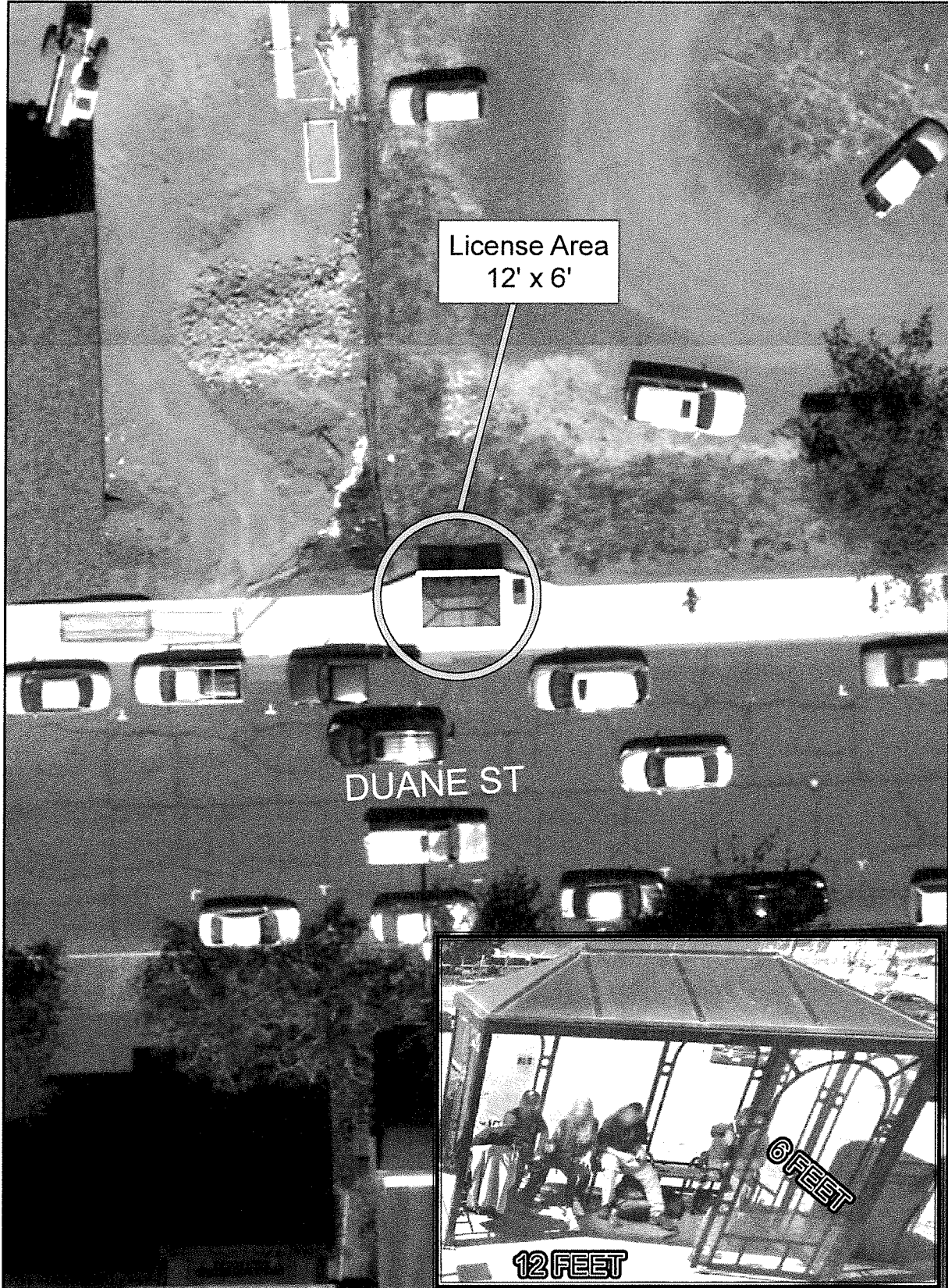
Attest: _____
Executive Director

CITY OF ASTORIA
License to Occupy
a 12' x 6' area for
SETD Bus Shelter in
Duane St R.O.W.
Between 16th & 17th St



Scale: 1"=20'

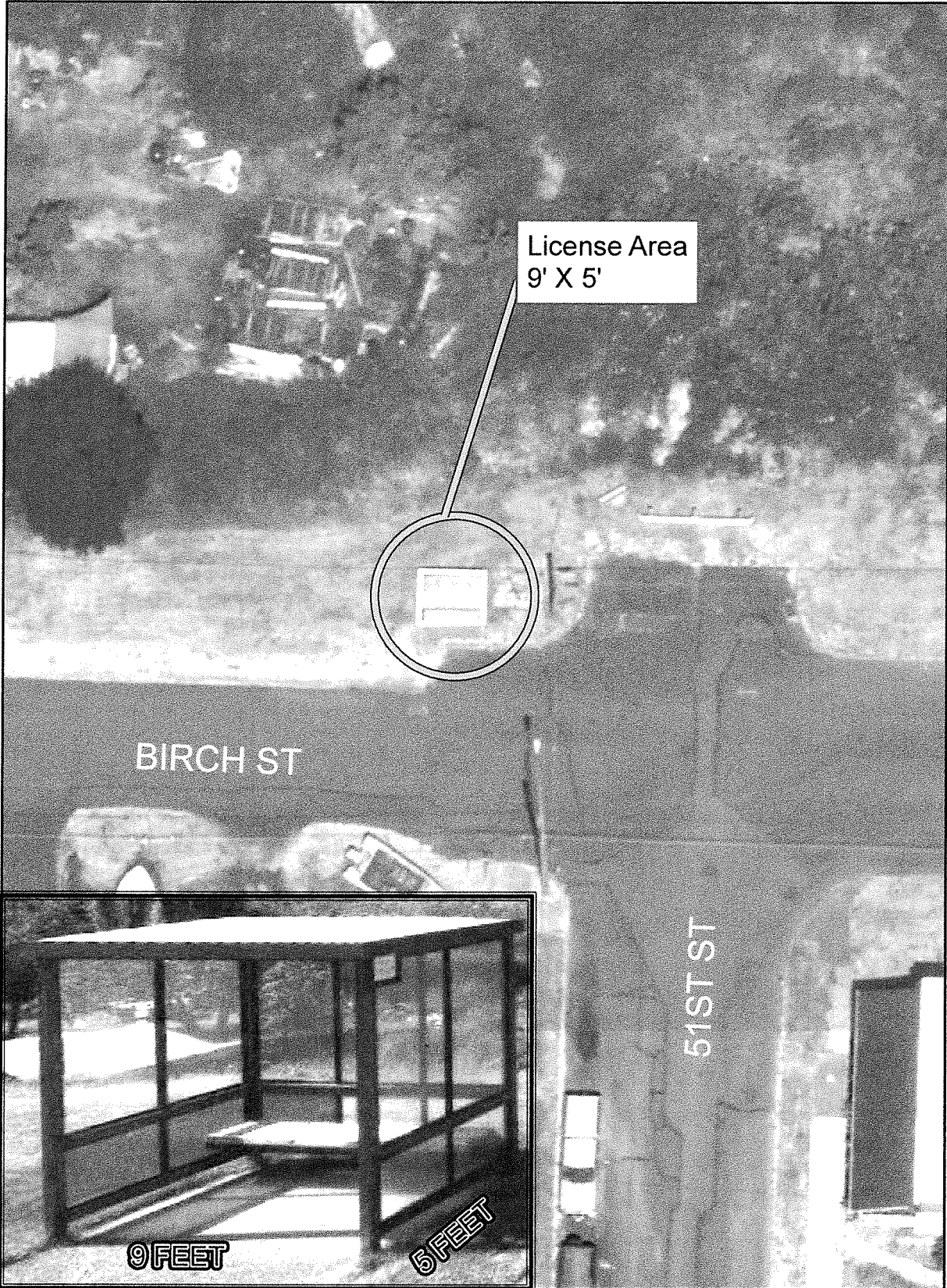
Date: 9/13/2020



CITY OF ASTORIA
License to Occupy
a 9' x 5' area for
SETD Bus Shelter in
Birch St R.O.W.
NW corner 51st & Birch St



Scale: 1"=20'
Date: 9/13/2020

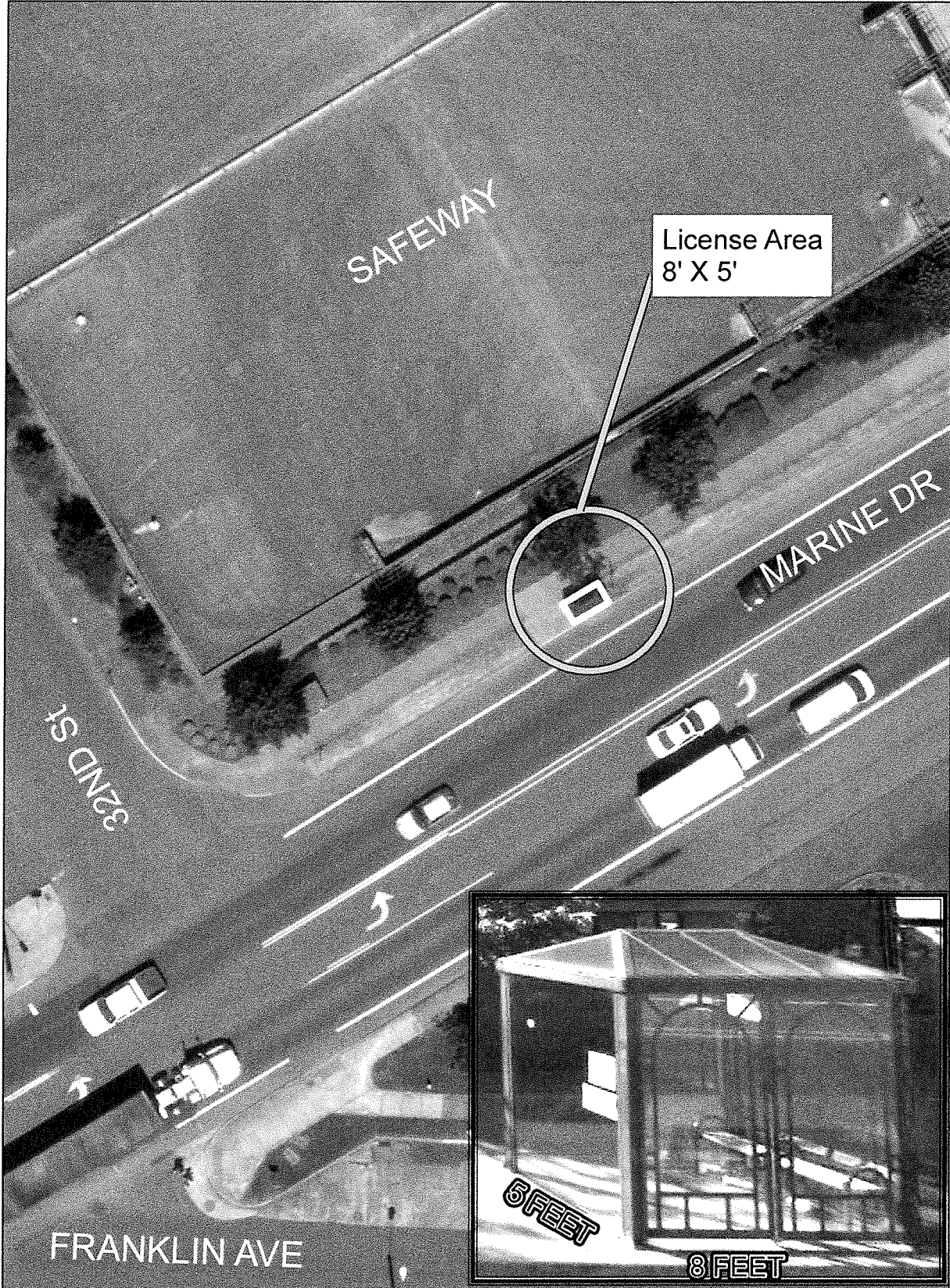


CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Marine Dr R.O.W.
North Side East of 32nd St.



Scale: 1"=30'

Date: 9/13/2020



CITY OF ASTORIA

License to Occupy a 9' x 5' area for SETD

Bus Shelter on City Owned Taxlot 80909BD01900

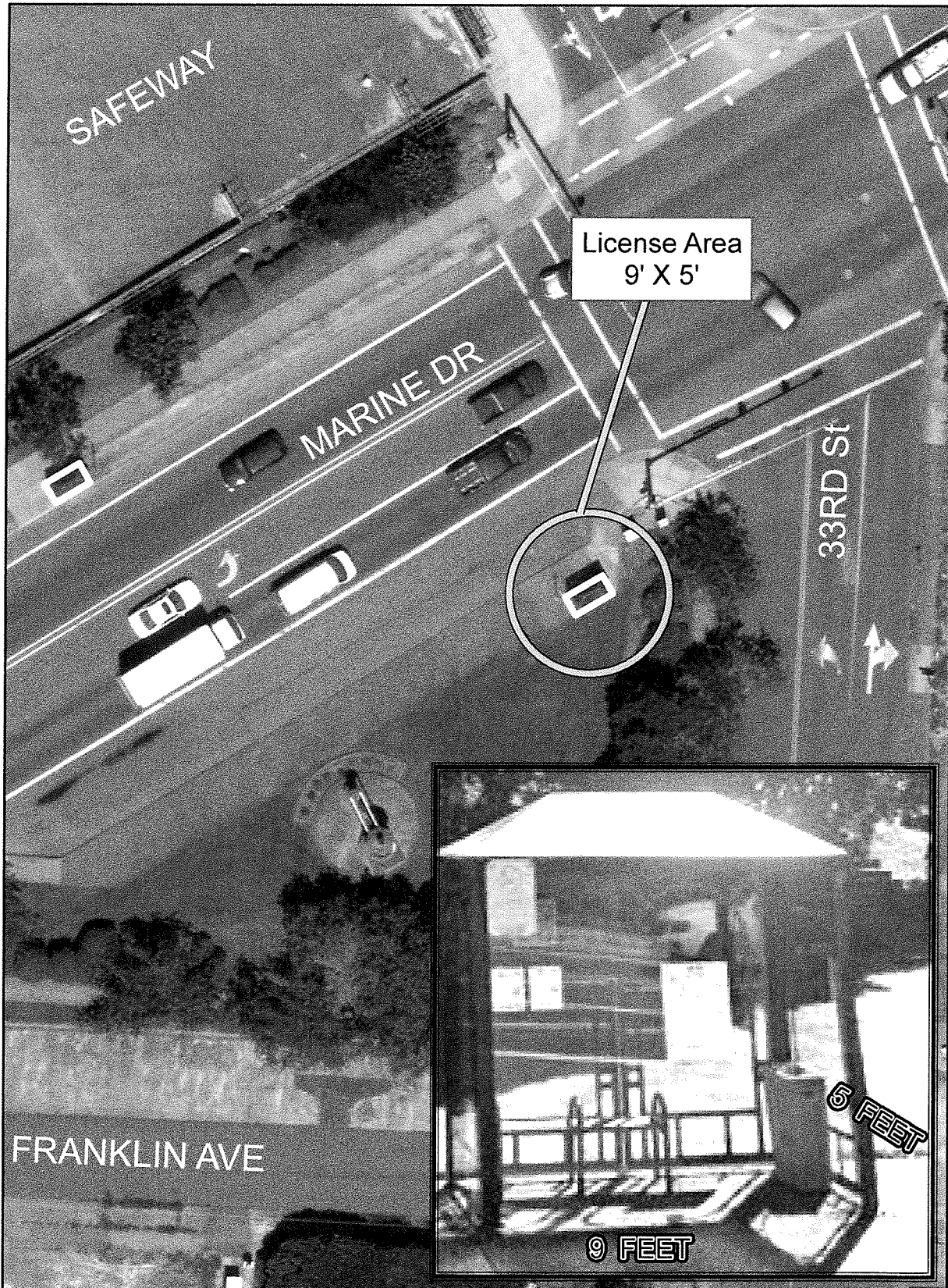
Adjacent to Marine Dr R.O.W.

South Side West of 33rd St.



Scale: 1"=30'

Date: 9/13/2020



CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Exchange St R.O.W.
North Side, West of 21st St.



Scale: 1"=30'

Date: 9/13/2020

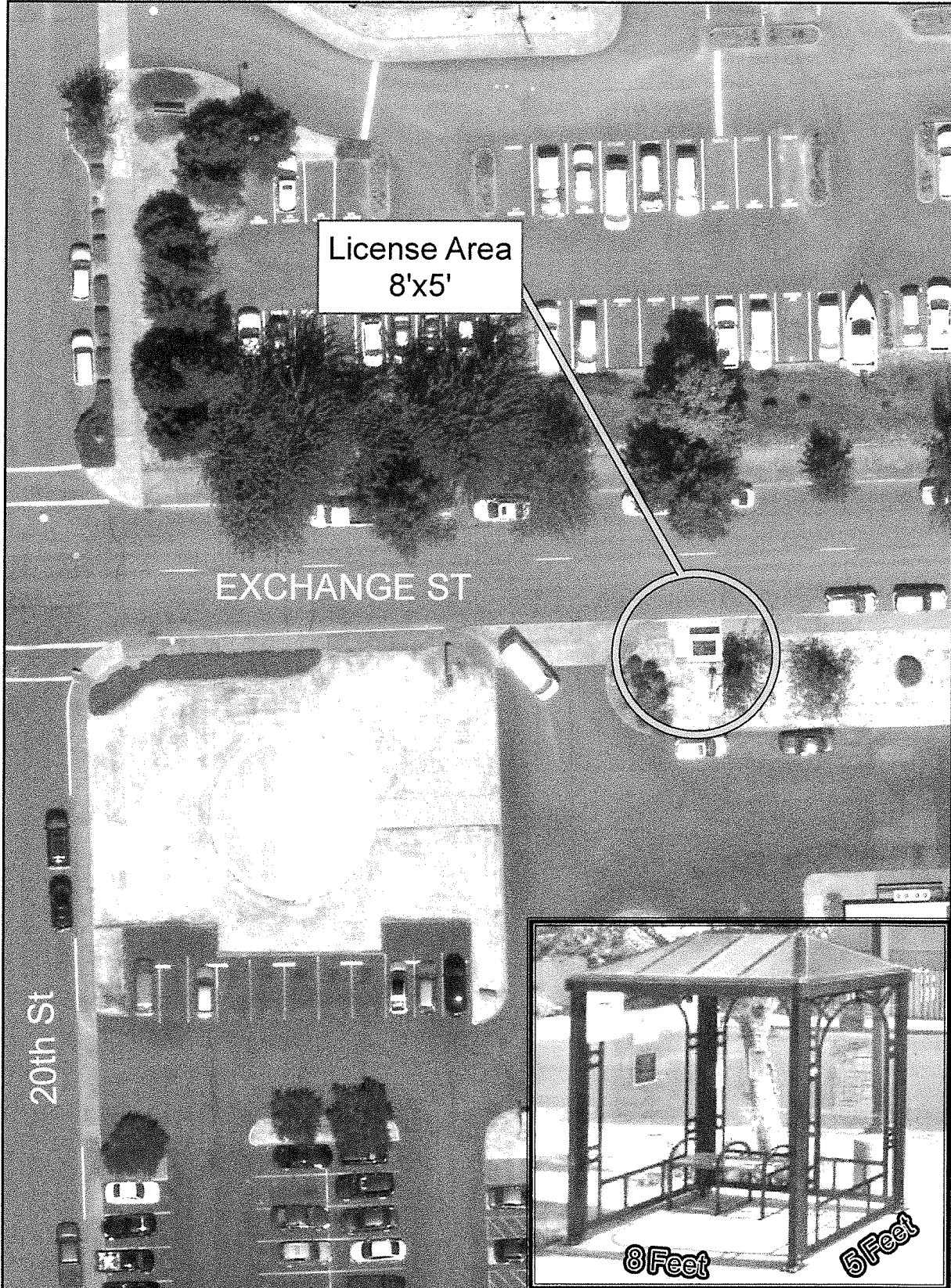


CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Exchange St R.O.W.
South Side East of 20th St.



Scale: 1"=40'

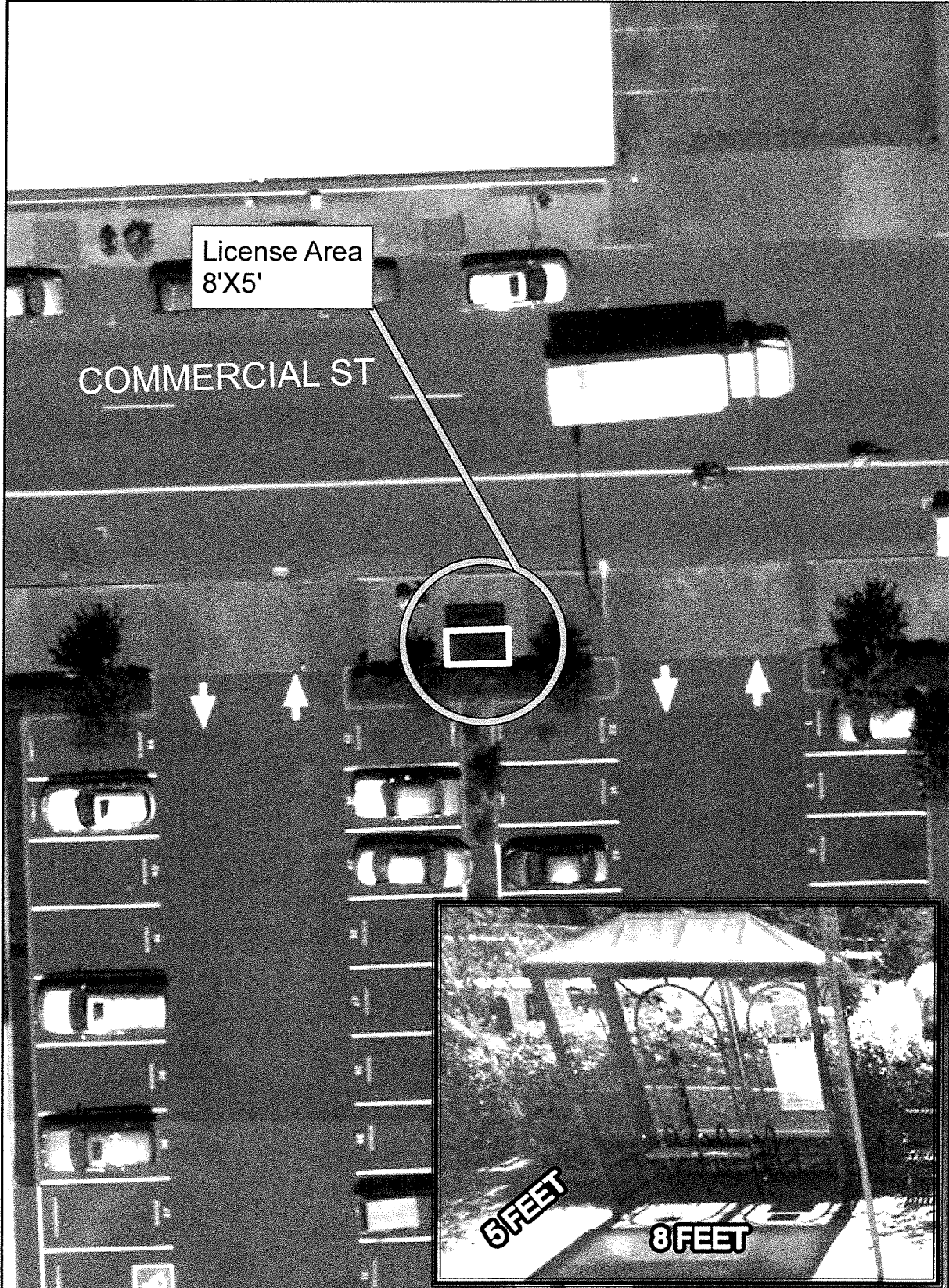
Date: 9/13/2020



CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Commercial St R.O.W.
South Side Between 14th & 15th St



Scale: 1"=20'
Date: 9/13/2020

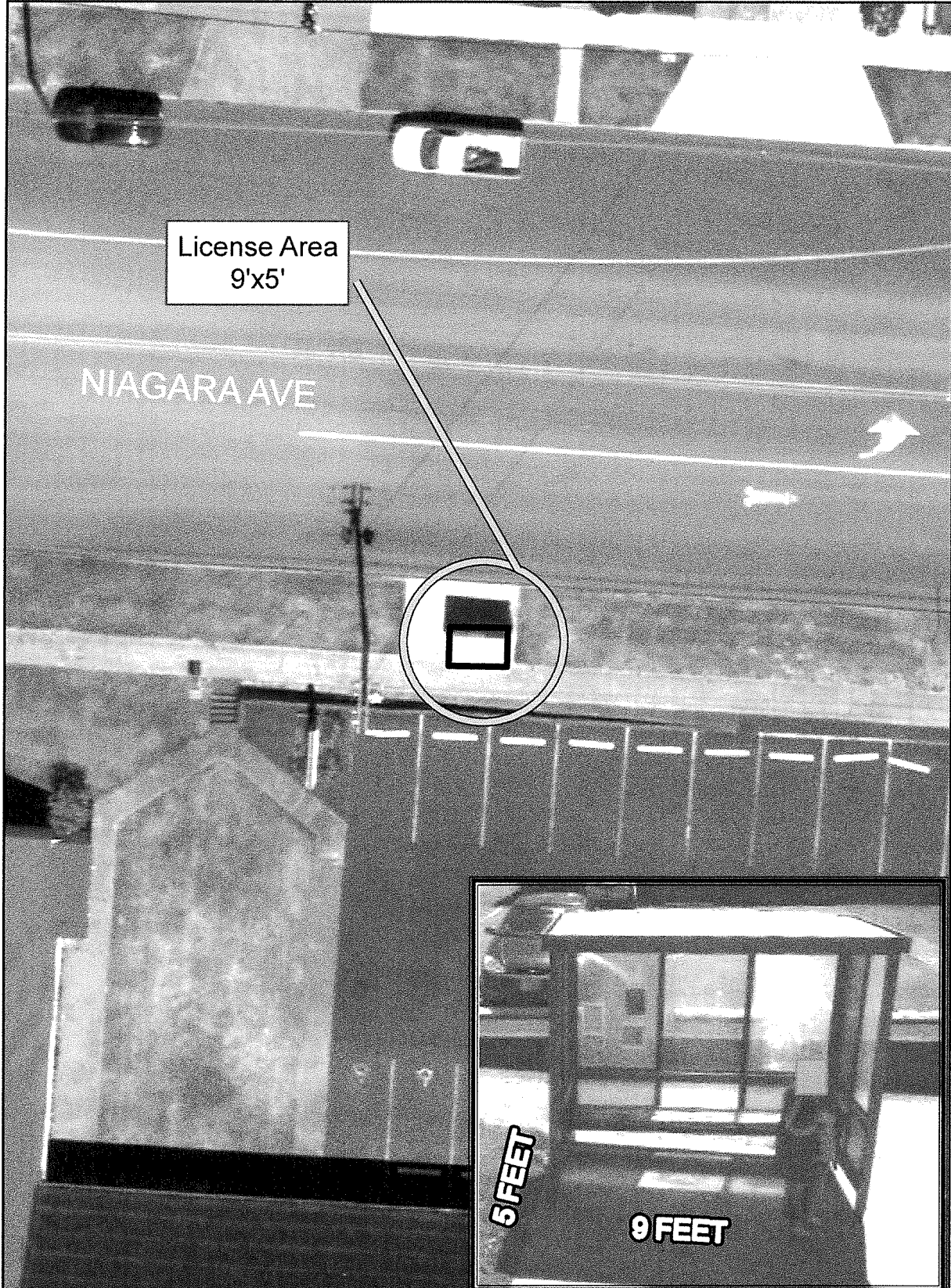


CITY OF ASTORIA
License to Occupy
a 9' x 5' area for
SETD Bus Shelter in
Niagara Ave R.O.W.
South Side Between 7th & 8th St



Scale: 1"=20'

Date: 9/13/2020

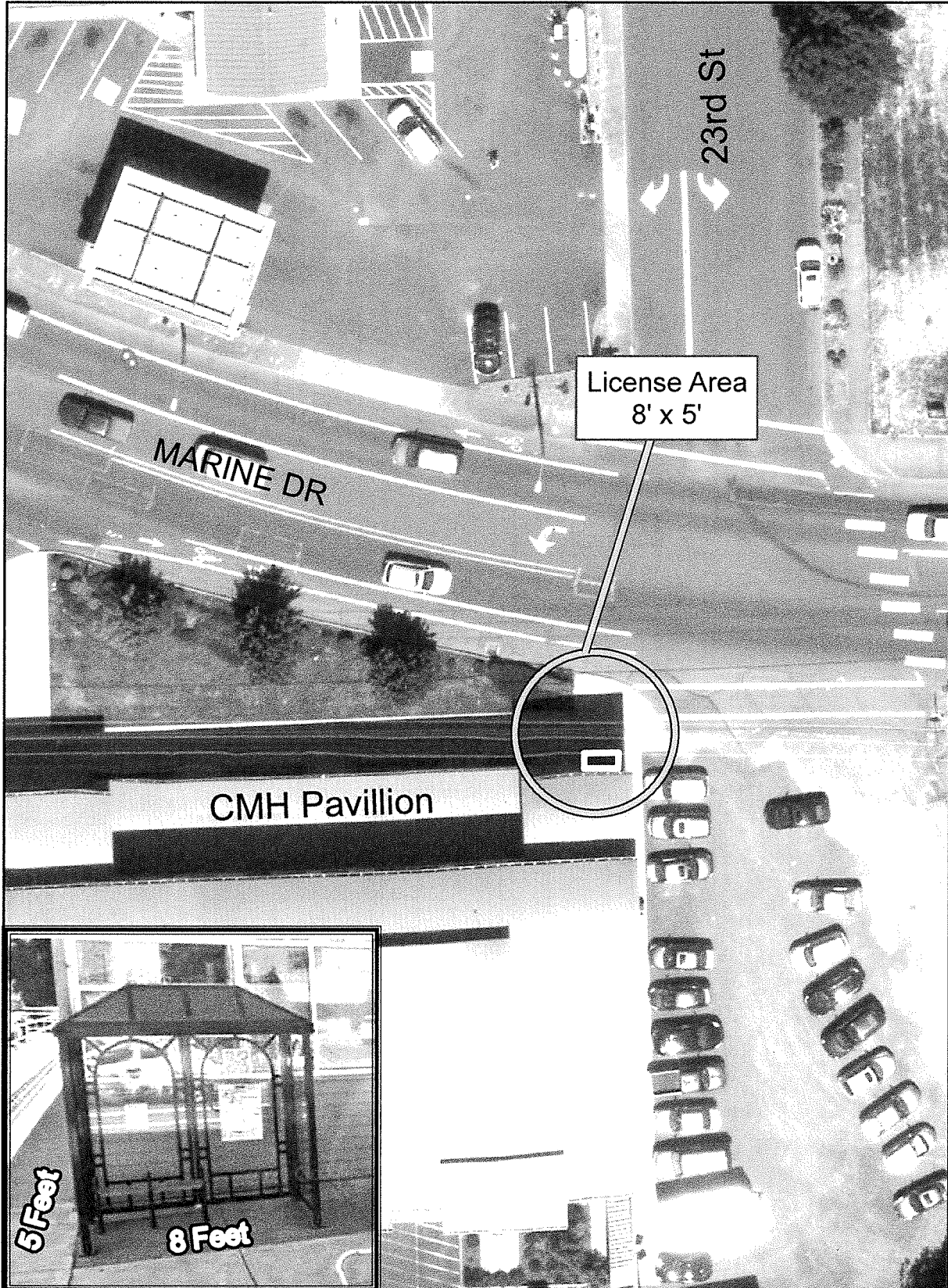


CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Marine Dr R.O.W.
South Side West of 23rd St.



Scale: 1"=20'

Date: 9/13/2020

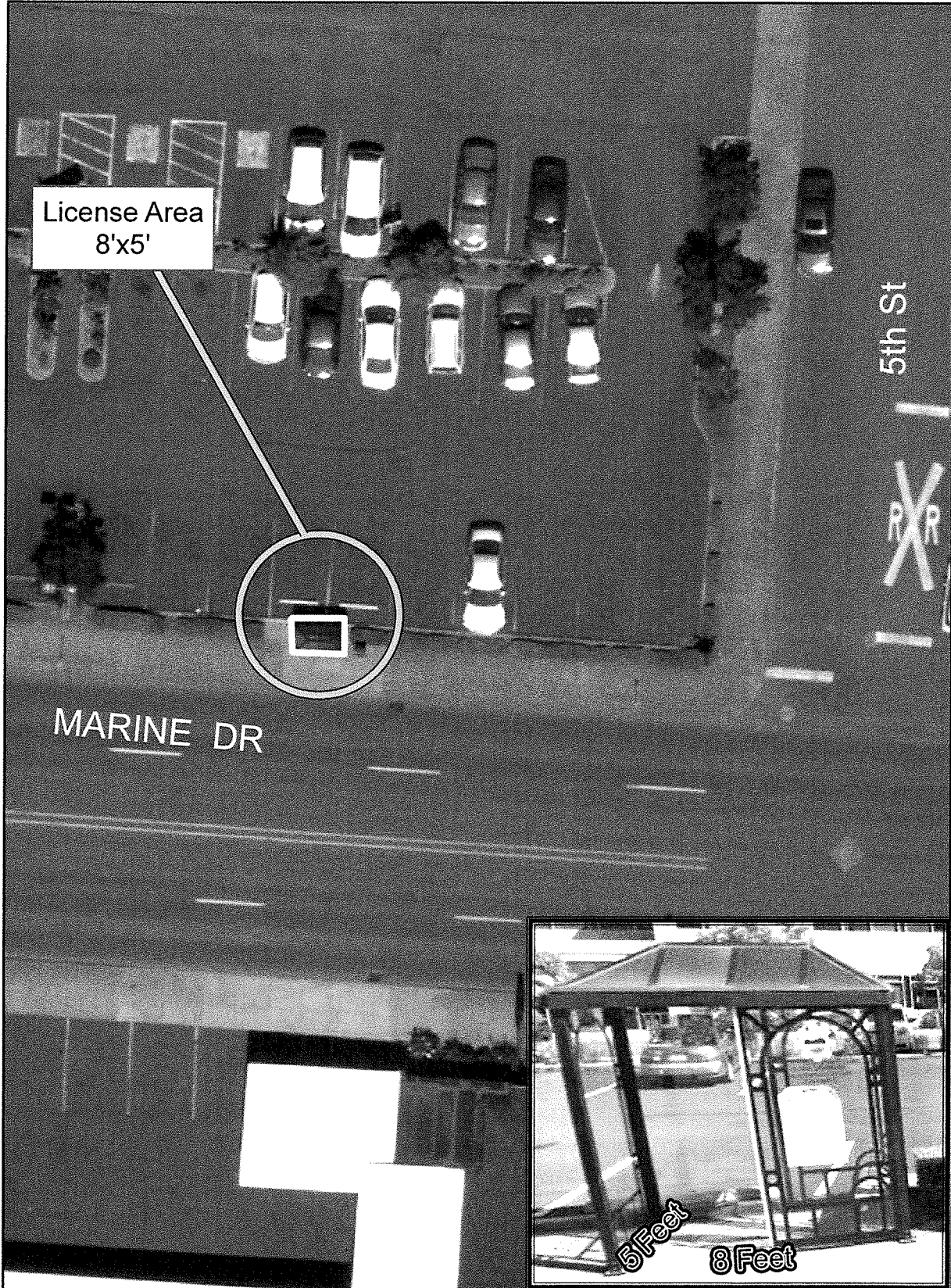


CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Marine Dr R.O.W.
North Side, West of 5th St.



Scale: 1"=40'

Date: 9/13/2020



CITY OF ASTORIA
License to Occupy
a 8' x 5' area for
SETD Bus Shelter in
Olney Ave R.O.W.
North Side West of 4th St.



Scale: 1"=40'
Date: 9/13/2020



Date: October 16, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c November/December Board Meeting Dates

Because Thanksgiving and Christmas Eve fall on the 4th Thursday of the months, it has been typical practice for the Board to combine the meetings into one meeting and hold it on another date.

In order for November financials to be reported along with the October financials, staff is suggesting that the Board hold the combined meeting on Thursday, December 17th.

Staff is recommending that the Board decide what date they would like to hold the combined meeting.

Executive Director Report
September 2020 Board Meeting
Jeff Hazen

-Ridership

We were down 26% in ridership for September. The Lower Columbia Connector was up 77% over last year and Route 15/16 was up 105%.

-Statewide fires and transit

During the October 13th Transportation Tuesday Roundtable discussion, there was a great discussion about how transit agencies across the state responded to the evacuation needs in their area. Four different agencies shared their experience and also what they learned from it. It was my goal for this discussion to get agency leaders to make sure that they have plans in place to deal with mass evacuations and protecting their fleet. This conversation will continue as we try to look at how either ODOT or OTA can assist in planning efforts and the potential for mutual aid agreements with agencies. I hope that you were able to attend this session, it was a great one!

-Board meeting streaming

Our September Board meeting Facebook stream had 175 views and had 112 engagements.

-Transportation Tuesdays

On September 29 almost the entire leadership team attended the Reasonable Suspicion Determination training put on by RLS in the morning. Everyone from SETD was very impressed and got a lot out of the training. The afternoon session covered the State of Microbility. There were presentations from urban areas that have both bike share and scooter share programs. It made me start thinking about the potential for a pilot program here to see if they could be replicated here.

On October 6th, the morning session was about new features in our REMIX route planning software. I believe I've mentioned it before, but we are very fortunate in Oregon because ODOT provides this software at no charge to all transit agencies in the state. The afternoon session was training on the Oregon Public Transit Information System (OPTIS). This is the software that we do all of our quarterly reporting and reimbursement requests on.

On October 13th, the morning roundtable session was kicked off by Julie Brown who is the General Manager of Rogue Valley Transportation District and is also on the Oregon Transportation Commission. She spoke about some of the things that the OTC is working on. Karyn Criswell, the Public Transportation Division Administrator discussed several things going on in ODOT. I reviewed the Public Transportation Advisory Committee's workplan that the committee is working on. This was followed by the wildfire discussion that I mentioned earlier. The afternoon session covered the various grants that are available to agencies from ODOT.

-STIF Webinar

We had a training webinar on the upcoming STIF solicitation for the discretionary grants available. I am working on the grant for the LCC to keep it funded and in operation. NWOTA is also submitting a joint application for three bus stops on the NW Connector system. You may have seen the recent article in the Daily Astorian about the bus stop in Warrenton on Highway 101 and Ensign that we are seeking to improve. These grant applications are due on November 2nd.

-CPR Training

We had a District wide training on CPR, AED use and First Aid.

We submitted our National Transit Database annual report. Paul and Tracy did the lion share of the submittal and I reviewed it and cleaned up some validation errors.

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases (26% for September)
 - o On-time Performance August was 49.2% on time. TCTD was 63.1% and Lincoln County was also 63.1%.
 - o Fleet reliability
 - o Employee Retention 24.1% turnover YTD.

- Develop a SETD specific emergency plan. Currently working on.
 - 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. Further improvements on hold.

- 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 Buses are now wiped down every four hours.
 - 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. Attended this year's ZEB Conference
- 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 CARES Act has provided us \$500,000 in formula funds. The needs-based program has approved us for \$861,000. Veteran's grant has been approved at a higher amount than requested.
- o Rebuild Ride Pal Program and Volunteer Program

October 2020 Operations

Paul Lewicki

The last of the on-order buses was received from Creative Bus Sales. Some work including installation of the video recording equipment and the destination signs remained to be completed, and the OEMs for those systems have been on site during the period performing those tasks. Some items remain to be completed, including adjustments to the data that triggers the on board enunciator which calls out stops, and some remedial work on the wiring that was installed with the video recording equipment. My well-intentioned agreement to complete some installation work at our site rather than at the vendor location prior to delivery has created some post-delivery challenges. Future bus procurements will ensure installation of all ancillary systems and items and testing at the vendor's site prior to delivery and acceptance. *Lessons learned.*

The Request for Quotes (RFQs) we published last month for seven new and remanufactured buses were all returned, and we have begun issuing purchase orders. We do not expect delivery of any of the buses until February, and some as late as June of 2021.

We continue to look at ways to adjust the routes and schedules, minimally, to improve our on-time performance. Making such changes requires a huge amount of work to update documents, websites, and other data in support of the new timetables. It is our intention to implement minor changes to the times of certain stops along the various routes to more accurately reflect the real travel time required, and to include adequate time between loops (recovery time) to ensure each loop begins on time. This is an ongoing process in our industry as factors such as population growth, tourism, land development and more continue to impact routes.

As recommended in our recent compliance review, we have executed a subscription to a web-based Fleet Maintenance software package. We had demoed a package called FleetIO and determined that it meets our needs in a fiscally responsible way. We are currently creating records and developing our data structure and look forward moving away from paper records and onto this new platform by year's end. Also, we are anxious to explore the ways we can leverage this technology, including the use of tablets, to improve the accuracy and timeliness of our data collection and shop scheduling.

We have added a position in Operations to help with some of the work that needs to be done to collect, input and maintain accurate and timely data in support of management decisions and state and federal reporting requirements. This position also remedies a situation which occurs when unplanned absences result in a shortage of people to cover key duties and responsibilities, including coverage of the customer service window at the Transit Center, as well as coverage of the critical support positions which are necessary to continue our paratransit operations, and ensure timely processing of vaults.

Unfortunately, we have had to say good-bye to two of our drivers. We have a new driver who has been with us for a couple of months and has passed his CDL examination. As the result of COVID-19, and its impact on everything, the DMV has been unable to provide our driver with this license until his DMV appointment scheduled toward the end of October. Tom cannot driver until then.

RIDE ASSIST
October 2020 Report
Jennifer Geisler

- In September, Ride Assist provided a total of 824 rides. ADA Paratransit had 449 rides, we provided 257 Medicaid rides for NorthWest Rides, 2 VETP and had 63 escorts. That is an average of 28 rides per day. There were zero ride denials in September.
- There were 10 Dial a Rides provided. All ten rides serviced Miles Crossing.
- We delivered 43 food bank boxes. We have a steady 12 people who desire the produce boxes weekly. The deliveries have bridged the gap for these elderly and disabled participants. This program has helped them financially and emotionally. It has also helped them feel secure in that their community is here to help them in a great time of need.
- September was a busy month with increased rides, various webinars and online trainings, Safe Personnel trainings, a driver meeting, a great CPR-First Aid Class, and the start of the Oregon Public Transit Conference.
- ADA Paratransit Report for August
 - Number of completed applications received: 3
 - Number of incomplete applications received: 0
 - Number of interview/assessments scheduled: 1
 - Number of interview/assessments completed: 2
 - Number of determinations made: 2
 - Within 21 days: 2
 - More than 21 days: 1
 - Determination by type:
 - Unconditional: 2
 - Conditional:
 - Temporary: 1
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

Ride Assist Fares Collected/Billed for September 2020

- | | | | |
|--|-------|----------------------|--------|
| • Para-transit Fares: | \$444 | • Medicaid Billed: | \$5316 |
| • Dial-A-Ride | \$80 | • Ticket books sold: | \$336 |
| • Tickets Collected: | \$379 | • VETP Billed: | \$56 |
| • Billed Providence
Community Connections | \$54 | | |

Mobility Management
September, 2020 Board Report
Jason Jones

- In the month of September I have spoken to 15 customers helping them in several areas such as reading maps and understanding how to get their monthly passes. I did get an opportunity to speak with someone who used a mobility device at Fred Meyer as we waited for the 101. They had mentioned that it was going to be the 2nd time they had used local transit and wanted to know if they were doing things correctly. In this case, I simply observed from an appropriate distance the rider's understanding of the timing, location and logistics of boarding the bus. I spoke with this person a few days after our meeting so we could discuss the outcome of their trip. The trip was a success and to my understanding they continue to ride.
- The Veterans Enhanced Transportation Program (VETP) stayed on pace this month with 13 trips which constituted 5 unique users of the service. I had a meeting with our New Veteran's Service Officer Stephen Bobian who is now a part of Clatsop Community Action and we discussed the history, current status and future of the transportation program for our Veterans. This has the makings of a fruitful relationship that I hope excels in the near future.
- In the month of September I started accumulating all of the audio and visual equipment necessary to begin production of Travel Training videos and other projects. I spend most of the month familiarizing myself with the equipment and making sure I had all requisite material understanding of how to utilize everything. I look forward to starting my first project in the beginning of October which will focus on welcoming people to the idea of Public Transit with SETD and how Travel Training (Virtual TT) can enhance and better their experience on our system. This introductory project will be the beginning of a series of Travel Training videos catalogued on our servers ready for release to people seeking specific training. Imagine if an individual needs specific help on how to read maps which is one of the more common requests for my assistance. Now lets imagine that after a good phone session I then put together a customized video for them to learn with instead of having to go through the whole training series. Though I cant say at this point exactly how I will distribute these videos I have received some very good feedback from past trainees where they indicate that they would love to have this library accessible to them through popular online medium such as Facebook and YouTube.
- I continue working with Jeff and RLS to see the completion of the Coordinated Human Service plan. Our meetings with RLS are productive and I continue to see good results from our outreach efforts and stakeholder's input. We hope to have final draft completed in the middle of October and presentation to the board during this month. I hope that this strong plan will be considered for adoption during the October board meeting.
- You all are invited to watch our weekly talk show called "Transportation in the Time of Corona". Friday mornings from 11-11:30 on Facebook Live.



Outreach and Education
October 2020 Board Report
Mary Parker

OUTREACH- Made “Get There Challenge” posters and posted them in our shelters and other locations for this year’s “Challenge” from October 5th through 18th. I continue to post information and remove outdated postings from all shelters and refresh our Route schedules as needed.

BOARD ORIENTATION- Assisted with new commissioner notifications, setting up orientation and compiled the Board Orientation Book for Commissioner Read.

BOARD BEST PRACTICES- Completed the application requirements for the Special Districts Insurance 2020 Best Practices premium reduction benefit. .

TRAINING AND WEBINARS-

- Attended the Red Cross FIRST AID CPR training given by Medix Ambulance.
- I have attended 4 of 6 sessions of Guerilla Marketing for Special Districts that is focused on approaching outreach from a story aspect. Very inspiring and useful.
- I attended the Emotional Intelligence webinar presented by Deborah Jeffries from HR Answers. This information was very helpful and well presented. I have taken many classes from Deborah and really enjoy her presentations.

BOARD MEETING- Completed the September 2020 Board Meeting Minutes and assisted with Board Pack, public notification, and distribution.

TRANSPORTATION ADVISORY COMMITTEE- Completed the September 2020 meeting minutes.





Transportation Options
October 2020 Report to Board
Kathy Kleczek

October is Emergency Preparedness month and Pedestrian Safety month. October is also the time of the Get There Challenge. With the events all happening in October I have been busy promoting all three, sometimes at the same time. In person events are still limited but I have been doing my best to “appear” and speak in front of as many groups as possible. I even had the opportunity to work with Jason and Mobility Management to produce a segment about what Transportation Options is and can do for people. I look forward to further filming to create video outreach shorts. I have been working hard at finding and implementing programs and technologies that lead to greater success for our region in moving more people out of Single Occupancy Vehicles (SOVs), a lofty goal. But lofty goals do not deter me, there is so much great innovation out there. Unfortunately, NW Transportation Options was not awarded any grant money from Walmart. This was a big disappointment as I had hoped to use funds to target student walking/rolling safety in our region. On a positive note membership in our regional NW Transportation Options Network, on Get There is up by 15 people in the last month. I hope that some of the new members are winners in the weekly prized drawings during the Challenge.

The Friday Live Facebook chats with Jason Jones of the Mobility Dept are continuing. The forum allows us to discuss a variety of subjects that are relevant and important to our communities. This month we had subjects ranging from Emergency Preparedness with Guest Rick Hudson, E-Prep Manager in Cannon Beach, to walking safely with video appearances by Oregon Sasquatch, and more details about what we do and why we do it. Did you watch any of the shows live? Do you have a favorite out of the ones we have done already? Join us LIVE on Facebook on Fridays at 11AM Be ready we may ask you to be our guest on an upcoming show! Worried about being on Facebook Live? Review some of the old shows for great information and to see how easy it is.

www.GETTHEREOregon.org The GET THERE CHALLENGE is On! OCTOBER 5-18, This year the challenge was all new and included achievements that could be done from home. Achievements that included watching safety videos or participating in live Zoom casts for tips on improving your home WiFi. Did you sign up? Did you claim any of the achievements? Did you know you can win any of the excellent prizes- WiFi extenders, Ruffwear gear, Thermo Flask, Gift Cards? Congratulations Tamra, for being a week 1 winner!

Social Media-Get There Oregon

- Outreach to grow NW TO users on GetThereOregon.org-LOG YOUR TELECOMMUTE!! Up 15ppl!
- Post Safe commute information on Facebook (like us at @NWTransportationOptions and Share!
- Live Facebook talks with Jason to highlight safe transportation means @NW_T_Options
- Research relevant new technology that can improve outreach and successful motivation from SOV

Conference/Education

- Attended trainings by ODOT, SRTS Tourism groups network, learn and encourage implementation of TO
- Attended City and County meetings to stay informed and involved in planning to keeping TO at the table
- Webinars on how to help with long term positive travel behavior changes-transit-carpool-biking
- Great new emerging technology to help incentivize smart commuting and engage employers- Let's Hytch
- Prepared presentations to groups to expand involvement in TO and how it can help individuals or business

Safe Routes To School

- Get the word out about how SRTS can be part of distance learning
- Bus rides for student field trips- Students ride free
- SRTS Advisory Board accepted grant applications from 3 organizations in NWTO Region
- Joined Oregon SRTS network and mailing list for more information
- TRAFFIC PLAYGROUNDS! – still hoping for these in our area

**Human Resources
October 2020 Board Report
Sue Farmer, HR Manager**

MEETINGS/TRAININGS ATTENDED:

- Attended SDAO Risk Management webinars on Workplace Violence in America, Vacant and Idle Buildings and Return to Work Policy.
- Attended Brown & Brown COVID-19 Update Series.
- Attended RLS 3-hour webinar on Reasonable Suspicion. Sean Oswald from RLS is an excellent trainer. The information provided was thorough and his delivery exceptional.
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Successful coordination with Duane Mullins from Medix to provide CPR/1st Aid/AED training and certification for all employees. Classes were held for employees on September 29th and October 6th. All employees will receive certificates that will be good for 2 years.
- Prepared a reclassification for CSR's trained in Ecolane Transit Scheduling System. The creation of the Transportation Support Specialist position will allow for two full-time employees (one CSR currently proficient and one CSR currently being trained) to be skilled in both the Ecolane Transit Scheduling System and the duties of the Transit Centers and Operations. Having two trained personnel will allow flexibility between the Transit Center and Operations as needed to fill-in for employees on vacation or sick leave.
- Currently scheduling 7 employees for random drug tests for the 4th quarter 2020. Per compliance requirements one random employee will be scheduled for testing during an evening and one will be tested on a weekend.
- Prepared the agenda and minutes for the next Safety Committee meeting on Wednesday, October 21st at 2 p.m. with the assistance of the Safety Chair
- Prepared evaluation templates for Managers and Supervisors for Evaluations Due in October.
- Posted job opening for Bus Drivers.
- Worked with Rite-Aid to organize for a Flu Shot Clinic.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

NEW EMPLOYEES:

Provided New Employee Orientation for the following new employees:

- ✓ Mary Marincovich returns to SETD! Mary worked for Knappa School District as a bus driver for 9 years, and then came to work for SETD. After layoffs in 2011 Mary trained to be a CNA and has worked in this profession for the last 6 years. She maintained her CDL B licensure over these years and was ready to go. We are excited to have Mary back with us!

HIGHLIGHTS:

Bus Driver Trainee Tom Bird passed his CDL B test! Lawrence and Mackenzie are awesome trainers!

WORKPLACE DEMOGRAPHICS:

Male	29
Female	16
Hispanic/Latino	1
White	42
Two or More Races	2