



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM MEETING AGENDA
THURSDAY FEBRUARY 25, 2021
9:00 AM**

<https://us02web.zoom.us/j/84203959772>

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. December 2020
 - b. January 2021
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. OLD BUSINESS
 - a. ODOT Agreement 34220 Updated Amendment
 - b. Budget Committee Appointments
9. NEW BUSINESS
 - a. Budget Committee Meeting Date
 - b. 2021-2023 Strategic Priorities
 - c. 2021-2023 Special Transportation Fund (STF) Projects Approval
 - d. 2021-2023 §5310 Projects Approval
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT



**Sunset Empire Transportation District
Board of Commissioners
January 28, 2021
Draft Board Zoom 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. Commissioner Rebecca Read- Excused.

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

3. CHANGES TO AGENDA- Chair Taylor added two items: A check-in on the SDAO Conference next month and the upcoming Executive Director Evaluation. These were placed under 9. New Business item C. and D.
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE DECEMBER 17, 2020 BOARD MEETING MINUTES-
Commissioner Alegria moved to approve the December 17, 2020 Board Minutes
Commissioner Boothe-Schmidt seconded the motion.
Discussion-None
Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	Excused	x	x	5
Nay								0

Motion passed 5 Aye 0 Nay 2 Excused

APPROVAL OF THE JANUARY 12, 2021 SPECIAL BOARD MEETING MINUTES
Commissioner MacDonald moved to approve the January 12, 2021 Special Board Meeting Minutes.
Mary explained that the January 12th minutes state the Board had met to and approve the minutes of the January 11th Special Meeting.
Commissioner Nino seconded the motion.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	Abstain	Abstain	x	4
Nay								0

Commissioners Boothe-Schmidt abstained due to not attending the January 12th meeting.
Motion passed- 4-Aye 0-Nay 2-Abstained

6. FINANCIAL REPORTS-
November 2020 Financial Report- Executive Director Hazen introduced Kelly Smith, SETD’s new Financial Officer. Hazen said that Kelly has been learning a lot and is very competent and has been getting training from Tracy, the AccuFund folks and other sources. Hazen said and Kelly will meet this afternoon to discuss meet reimbursements. Kelly reviewed the November Exceptions Report. Commissioner Nino asked what B and M stood for on page 13 under 8020. Executive Director Hazen it stood for Buildings and Maintenance.
Commissioner Nino also commented that the Board had received the November 2020 Financial Report, but the check distribution included is for January. Kelly said she had mistakenly put the wrong date in when printing the

check register and would send out the November check register to the Board. Kelly said that she would have the December and January financials ready for the February Board meeting. Kelly also reported that she has been working with AccuFund because the balance sheet is off and will continue to work on that. Executive Director Hazen reported that Mary Parker’s credit card had been compromised and fraudulently used for many purchases. Hazen said the credit card has been cancelled and the bank has reimbursed SETD for the charges, but there will be more included on next month’s invoice too. Chair Taylor welcomed Kelly to the first Board Meeting. Commissioner Withers recommended that during this time of so much fraud that staff who have credit cards should check their account status during the month. Executive Director Hazen said that could be done.

Commissioner Boothe-Schmidt moved to accept the November financial reports with the stated correction to be made to the balance sheet.

Commissioner Alegria seconded the motion.

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	x	x	x	6
Nay								0

6-Aye- 0-Nay-
Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Nothing to report
- b. Commissioner MacDonald- Reported he had attended the NWACT Zoom Meeting held in Columbia County on January 14 and there are a lot of people doing a lot of good things there.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Nothing to report
- e. Commissioner Boothe-Schmidt-Nothing to report
- f. Commissioner Nino-Reported that she had signed up for the SDAO conference and reported that she had attended the Transportation Advisory Committee meeting which will be discussed later in the meeting. Commissioner Nino also reported that she had taken the Truckers Against Human Trafficking training and was very happy to hear that the SETD staff and drivers are also taking the training.

8. OLD BUSINESS-

- a. ODOT Agreement 34220 Amendment- Paul Lewicki reported that in June the Board had approved the grant agreement to purchase 7 buses and since the last purchase we have been working to purchase low floor buses which are much more accessible and more expensive. Paul said the most recent purchase was 3 low floor buses with one high floor bus and that the buses that are on order will all be low floor buses. Paul said today we are presenting an amendment generated by ODOT in response to our request to move some of the excess money around in the grant to purchase a second large low floor bus which ODOT worked out and so we can do that. The first low floor is coming through the Cares Act and both buses are remanufactured Gillig buses. Paul said since the Board Pack went out, we have discovered the availability of driver barricades that can be installed on the Gillig buses we are purchasing. The barricades will protect drivers from COVID-19 and other safety challenges that they face and are the same type barriers that are on Tri-Met buses. We will be asking for ODOT to amend the 34220 agreement to purchase both driver barriers. Executive Director Hazen said that Paul did a great job of working with ODOT in reallocating funds to be able to purchase the second Gillig bus. Staff is recommending that the Board approve the amendment to Grant Agreement 34220.

Commissioner Withers moved to approve the ODOT amendment to Grant 34220 amending the agreement and reallocating these dollars to be used for the purchase of a remanufactured Gillig bus.

Commissioner MacDonald seconded the motion.

Roll Call Vote

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	x	x	x	6
Nay								0

6-Aye 0-Nay
Motion passed.

9. NEW BUSINESS

- a. Statewide Transportation Improvement Fund (STIF) FY 2021-23 Project Prioritization- Executive Director Hazen reported that the Transportation Advisory Committee had met on January 13th to review and prioritize the list of projects for the STIF. Hazen reviewed the items on the prioritization list. Hazen said TAC had great discussions and spent a great deal of time deciding on how to place the projects. Hazen explained that the \$800,000 that is for new projects under Future Use is an estimate of the carryover of STIF money from projects starting late, driver shortage and COVID-19. Hazen said he had applied for a Need Based Cares Grant to fund the for relocation of operations, but we did not get it. Hazen said there is another 5339 Grant that is for buses and bus facilities that will be coming available that he plans to apply for. The \$800,000 may be used for part of our local match for that grant. Hazen said the STIF funding cannot be taken away. Commissioner Alegria asked about FEMA assisting with the relocation. Hazen said that he and Paul are working on a FEMA Natural Hazards Mitigation Plan update with the County that will be brought before the Board next month. Hazen said staff is recommending the approval of the TAC project prioritization list for FY 2021-23 STIF program.

Commissioner Nino moved to approve the STIF Project Prioritization list for FY 2021-23 program as recommended by the TAC.

Commissioner Boothe-Schmidt seconded the motion.

Roll Call Vote

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	x	x	x	6
Nay								0

6-Aye 0-Nay
Motion passed.

- b. Letter of Support City of Warrenton Community Paths Grant Application- Kathy Kleczek, Transportation Options specialist explained that that she had received a letter from the City of Warrenton Public Works Department requesting a letter of support for a project they were applying for that would expand their pathways (multiuse) throughout Warrenton and beyond.

Commissioner MacDonald moved to approve the letter of support for the City of Warrenton and have the Board Chair sign

Discussion- Commissioner Withers asked if we could have some advertising placed on the paths. Kathy said that it is a great idea and will be working on ideas like that and more.

Commissioner Nino seconded the motion.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	x	x	x	6
Nay								0

6-Aye 0-Nay
Motion passed.

- b. SDAO Conference- Chair Taylor said that she had received notification from SDAO that you should be receiving your conference log-in within the next couple of days. Commissioner Alegria said that Mary sent us a list that shows all who are registered but no personal log in information is listed. Kathy Kleczek reported that SDAO would be sending individual log in information within a few days. Commissioner Nino commented that as a new Board member the Board training, she received at the SDAO Conference last year was invaluable. Commissioner Nino asked that Kathy as a SDAO Board member let SDAO know that it would be nice to have this training available again. Kathy said she will pass that information along. Mary reported that SDAO records all the Conference presentations and makes them available to SDAO members following the Conference. These sessions can be accessed on the SDAO website. Commissioner Withers asked about networking with others that are attending the Conference. Kathy said that there will be virtual hallways and roundtables and other opportunities to network with others. Kathy also reminded everyone to attend the meetings including the Caucus meeting as she is up for reelection and could use the support.
- c. Executive Director Evaluation- Chair Taylor said that it is time to begin the Executive Director evaluation process. We will need to meet with Sue Farmer to go over the evaluation prior to meeting with Executive Director Hazen. Chair Taylor appointed Commissioner MacDonald and Commissioner Withers to be on the evaluation committee. Due to other meetings, Charles requested notifying him a couple of weeks prior to the meeting. Chair Taylor said the first meeting will be on February 15, 2021.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that the drivers will be receiving their Covid-19 vaccines this week per the Oregon vaccine tier schedule since driver's provide NEMT services on our routes. Hazen reported he will be meeting with Michael McNickle, Public Health Director and Chris Laman from Columbia Memorial Hospital tomorrow to discuss setting up a transportation plan for those who do not have transportation to the COVID-19 Vaccine clinics. He has talked with Senior Services who have said there is a definite need. Hazen said we need to make sure that people do not have a barrier to receiving this vaccine. Hazen asked the Board for consensus to offer the vaccine transportation at no cost. Chair Taylor asked the Board members to speak up if they did not agree to the free service and there were no objections. Executive Director Hazen also said that there will need to be a Board Strategic Priority work session held within the next few weeks. He will let the Board know what day it will be. Hazen reported that he has not received any applications for the Budget Committee vacancy and asked the Board to talk to friends or other possible applicants and email him their contact information to him or Mary. Commissioner Withers asked how much time is involved. Hazen said there will be a training and a meeting which last about 1 to 2 hours. Hazen also let the Board know that there will be a TAC meeting on February 17th to review the section 5310 and STF project applications.

12. LEADERSHIP TEAM REPORTS- Commissioner Nino asked how people can access receiving Food Bank deliveries at home through the delivery service at SETD and wondered if there could be outreach for the program. Paul said he will have Jennifer get back to Commissioner Nino. Kathy said there is a previous North West Transportations session that Jennifer attended where she explains the program that she will bump up for Commissioner Nino.

13. OTHER ITEMS- None

Meeting was adjourned 11:10 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Date _____

Pamela Alegria



**Sunset Empire Transportation District
Board of Commissioners
January 17, 2021
Zoom Board Work Session 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 Rebecca Read, 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 and Paratransit Supervisor Jennifer Geisler

3. NEW BUSINESS-
 - a. Strategic Priorities 2019-2021 Review- Executive Director Hazen reviewed the SETD Priorities document from 2019-2021 which was included in the Board Pack and which he had updated with current statics and current work in progress.

 - b. Strategic Priorities 2021-2023- Executive Director Hazen explained that to develop the new strategic priorities the Board and Staff would be doing a SWOT (Strengths, Weakness, Opportunities and Threats) exercise. Hazen explained he would call on the Board members first for their input to add to each category followed by the Staff's input. After the SWOT list was completed Hazen displayed the SWOT list from 2019 for comparison to the current list just completed. Hazen then asked the group to prioritize the Weakness, Threats and Opportunities categories to distinguish what should be focused on. Hazen then displayed the 2019-2021 Strategic Priorities list and asked that the group indicate if the listed priorities should remain, be changed, or removed and highlighting the categories that will remain on list. Hazen will combine and summarize the categorized SWOT list and transfer the results over to the Strategic Priorities list. The updated Strategic Priorities will be included in the January 25th Board Meeting pack for approval.

STRENGTHS

People

Constantly trying to improve

Operations & technology

Not afraid to try new things

Listen to our constituents and respond to concerns

Strong leadership

Collaboration with other transportation districts

Ongoing training offered

Integrity

Professionalism

Customer Service
Commitment to Community
Communication
Constantly looking forward and innovation
Hardworking and enthusiastic staff also loyal
Created solutions in response to Pandemic

WEAKNESSES

On time performance 1
Turnover rate/retention of employees 1
More marketing 2
Creativity for new usages 3
Information availability on passes and routes 2
South county service 1
Rural location challenges
Lack of signage at stops 1
Pedestrian infrastructure 1
Small applicant pool 2
Low ridership 1
Reliability 1
Summer route schedules 1
Access to whole county 2
Reliability for workforce transportation 1
Communication 1
Website 2
Make routes mor understandable-stop locations 1
Lack of diversity of staff 1

OPPORTUNITIES

Retain employees (training supervision)
Increase rider interest with innovative uses
Make us the option for people to use when other modes are down
Latino community outreach and integration into our workforce
Unleash the programs that were out there before the pandemic 1
Travel training center planning 3
Improve on time technology/marketing 1
Integrating with different modes of travel
A robust recruitment platform
Expiration of routes
East County services 2 rural
Unleash the outreach
Refresh branding
Leverage technology and policies 1
Using technology to create excitement about riding the bus (bilingual)
LCC focus
Tell stories with outreach and website

THREATS

- Climate change/disaster resiliency 1
- Protecting our investments in facilities/fleet 1
- Financial instability of revenue sources
- Weather/Construction impacts on routes 1
- Limited training opportunities
- Turnover of qualified staff
- Aging population that is affecting the workforce availability
- Amount of people available
- Low income and seniors and disabled focus
- Losing our innovative mindset
- Long range planning that does not involve other entities
- Planning/land use 1
- Failure to attract new riders
- Loss of funding
- Access to fuel 1
- Limited workforce and housing
- Reduce miles traveled by cars and impacts on environments
- Weather impact on people moving here
- Employee Retention/funding
- Communication during disasters 1 Emergency plan

Meeting was adjourned at 12:00 Noon

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
DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the February 2021 Board of Commissioner's Meeting

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

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,373,428 (\$615,968 less than budget), YTD Total Materials & Services was \$169,838 (\$45,172 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$8,551; \$991 less than monthly budget and \$466 more than YTD budget.
- 4015 Lower Columbia Connector: Revenues for the month were \$4,147; \$2,103 less than monthly budget and \$11,731 less than YTD budget.
- 4021 Medicaid Fares: Payments received for Oct/Nov. \$13,724 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$700; \$967 less than monthly budget and \$3,909 less YTD budget.
- 4110 NW Navigator: Under budget YTD by \$5,545.
- 4205 Property Taxes: \$421,278 received in Dec. Over budget YTD \$46,086.
- 4250 Timber Sales: \$77,235 received in Dec. Over budget YTD \$94,888.
- 4272 Parking: All spaces are rented.
- 4605 Other Income: Phone reimbursement posted as other income in Oct-fixed in Dec.
- 5000 Grants: Received \$19,508 for reimbursement for 2nd Q FY21.

Expense

- 7000 VET Provider Payments: Rides for the month of November totaled \$604.
- 8015 Computer/Furniture/Durable Goods: Over budget \$4,275 – purchased 6 air purifiers.
- 8020 BM: Over budget \$1,723 – lighting for parking lot at TC, fix gate at Ops.
- 8024 Sanitation: Over budget MTD \$1,146. Extra sanitizing & precautions for COVID. Over budget YTD \$19,095. No current grant reimbursement available.
- 8050 HR/Employee Recognition: Over budget by \$1,632. Christmas fun and duplicate reimbursement given in Dec – caught & repaid in Feb. Under budget YTD \$853.
- 8100 Cyber Insurance: Budgeted in July, not due until Dec
- END

** Fuel under budget YTD \$35,113. Materials & Services (without capital expense) is under budget for MTD by \$200 and under budget YTD \$10,059.

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

Sunset Empire Transportation District

DECEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the February 2021 Board of Commissioner's Meeting

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
December 31, 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	8,550.65	9,542.00	(991.35)	57,717.67	57,252.00	465.67
4015 LOWER COLUMBIA CONNECTOR	4,147.14	6,250.00	(2,102.86)	25,768.70	37,500.00	(11,731.30)
4020 PARATRANSIT FARES	0.00	0.00	0.00	480.05	0.00	480.05
4021 MEDICAID FARES - IGA	13,865.64	3,375.00	10,490.64	33,973.64	20,250.00	13,723.64
4022 PARATRANSIT FARES	700.00	1,667.00	(967.00)	6,093.00	10,002.00	(3,909.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,000.00	(5,000.00)	858.00	30,000.00	(29,142.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	176.10	767.00	(590.90)	(943.34)	4,602.00	(5,545.34)
4120 GREYHOUND	0.65	67.00	(66.35)	10.20	402.00	(391.80)
4130 OTHER-VENDING	0.00	167.00	(167.00)	0.00	1,002.00	(1,002.00)
4205 PROPERTY TAXES	421,277.74	3,500.00	417,777.74	991,286.04	945,200.00	46,086.04
4206 PRIOR YEAR TAXES	2,091.66	1,115.00	976.66	18,359.82	15,115.00	3,244.82
4207 PROPERTY TAX INTEREST	190.27	0.00	190.27	334.98	0.00	334.98
4310 TIMBER SALES	77,235.12	25,000.00	52,235.12	154,888.21	60,000.00	94,888.21
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	45,921.73	37,000.00	8,921.73
4420 PARKING SPACE LEASE	760.00	746.00	14.00	4,480.80	4,476.00	4.80
4505 INTEREST EARNED ON BANK ACCT	662.32	584.00	78.32	2,590.52	2,670.00	(79.48)
4605 OTHER INCOME	(8,916.67)	12.50	(8,929.17)	1,828.33	75.00	1,753.33
5201 OREGON STF FUNDS	0.00	0.00	0.00	46,932.00	46,931.50	0.50
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	114,443.00	0.00	114,443.00
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	350,533.00	315,500.00	35,033.00
5204 OREGON STIF FUNDS-STN	0.00	0.00	0.00	0.00	218,382.00	(218,382.00)
5301 5311 ADMIN/OPERATIONS	0.00	125,305.25	(125,305.25)	239,680.00	250,610.50	(10,930.50)
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	51,439.00	69,488.00	(18,049.00)
5303 PM	0.00	0.00	0.00	3,000.00	0.00	3,000.00
5304 TRANSPORTATION OPTIONS	19,508.40	0.00	19,508.40	51,915.91	43,288.50	8,627.41
5306 CARES ACT	0.00	100,000.00	(100,000.00)	0.00	200,000.00	(200,000.00)
5401 5339 CAPITAL PURCHASE	0.00	619,650.00	(619,650.00)	171,813.00	619,650.00	(447,837.00)
Total Revenues	540,249.02	902,747.75	(362,498.73)	2,373,428.26	2,989,396.50	(615,968.24)

	<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>Expenses</u>						
6010 WAGES	152,169.31	162,422.00	10,252.69	1,020,329.28	974,543.00	(45,786.28)
6110 TAXES	26,746.78	17,141.00	(9,605.78)	143,363.01	128,003.00	(15,360.01)
6210 BENEFITS	44,005.62	57,405.75	13,400.13	340,761.46	344,437.50	3,676.04
SUB TOTAL WAGES/TAXES/BENEFITS	222,921.71	236,968.75	14,047.04	1,504,453.75	1,446,983.50	(57,470.25)
7010 VET PROVIDER RIDES	604.33	833.00	228.67	3,328.15	5,002.00	1,673.85
8000 AUDIT	0.00	1,417.00	1,417.00	7,570.00	8,502.00	932.00
8001 PROFESSIONAL SERVICES	0.00	4,500.00	4,500.00	22,882.50	27,000.00	4,117.50
8002 LEGAL COUNSEL	0.00	667.00	667.00	2,563.98	4,002.00	1,438.02
8003 BANK & MERCHANT FEES	78.79	167.00	88.21	520.80	1,000.00	479.20
8005 PAYROLL PROCESSING FEES	0.00	0.00	0.00	975.44	500.00	(475.44)
8010 EQUIP LEASE/RENT	208.00	225.00	17.00	1,194.40	1,350.00	155.60
8015 COMPUTER/FURNITURE/DURABLE GOODS	6,775.98	2,501.00	(4,274.98)	19,244.13	14,999.00	(4,245.13)
8020 B&M	4,889.35	3,166.00	(1,723.35)	25,145.58	19,004.00	(6,141.58)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	7,116.00	7,500.00	384.00
8024 SANITATION	1,312.60	167.00	(1,145.60)	20,097.06	1,002.00	(19,095.06)
8031 ONLINE SUBSCRIPTIONS/IT SERVICES	9,835.10	11,250.00	1,414.90	89,709.04	67,500.00	(22,209.04)
8040 TELEPHONE/INTERNET	(3,160.30)	5,000.00	8,160.30	20,531.27	30,000.00	9,468.73
8041 UTILITIES	2,838.41	2,917.00	78.59	13,590.79	17,503.00	3,912.21
8050 HR/EMPLOYEE RECOGNITION	4,008.49	2,376.00	(1,632.49)	13,403.29	14,256.00	852.71
8060 TRAVEL & TRAINING	1,821.44	2,584.00	762.56	5,467.40	15,512.00	10,044.60
8080 OUTREACH/PRINTING	290.00	3,334.00	3,044.00	3,851.50	20,001.00	16,149.50
8090 DUES, SUBSCRIPTIONS	1,230.17	1,242.00	11.83	20,144.35	7,452.00	(12,692.35)
8091 IGA-DUES	0.00	1,000.00	1,000.00	0.00	6,000.00	6,000.00
8092 FEES/TAXES/LICENSES	687.50	216.00	(471.50)	1,977.14	1,304.00	(673.14)
8100 INSURANCE	3,266.46	0.00	(3,266.46)	34,873.46	37,000.00	2,126.54
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	4,146.17	7,500.00	3,353.83
8110 LEGAL ADS	0.00	83.00	83.00	0.00	502.00	502.00
8112 MEETING EXPENSE	0.00	167.00	167.00	556.24	1,002.00	445.76
8116 OFFICE SUPPLIES	1,234.67	1,500.00	265.33	8,090.96	9,004.00	913.04
8170 FUEL	15,588.42	20,833.00	5,244.58	89,888.54	125,002.00	35,113.46
8171 VEHICLE REPAIR/OUTSIDE SERVICES	14,577.11	14,625.00	47.89	78,164.70	87,758.00	9,593.30
8180 SHOP SUPPLIES/RENTALS	222.65	375.00	152.35	1,784.72	2,250.00	465.28
TOTAL MAINTENANCE/SERVICES	30,388.18	35,833.00	5,444.82	169,837.96	215,010.00	45,172.04
9200 CAPITAL EXPENSE	0.00	420,750.00	420,750.00	201,127.00	420,750.00	219,623.00
Total Expenses	290,368.88	741,363.75	450,994.87	2,202,398.36	2,407,140.50	204,742.14
Excess Revenue Over (Under) Expenditures	249,880.14	161,384.00	88,496.14	171,029.90	582,256.00	(411,226.10)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 12/31/2020

	This Year	Last Year	Change
Assets			
1020 GENERAL CHECKING LC BANK	28,079.61	0.00	28,079.61
1030 LGIP - GENERAL FUND	975,998.79	0.00	975,998.79
1040 PAYROLL ACCOUNT LC BANK	122,059.45	0.00	122,059.45
1050 MONEY MARKET LC BANK	5,665.96	0.00	5,665.96
1095 CASH RECEIPTS CLEARING SYSTEM	691.74	0.00	691.74
1210 ACCOUNTS RECEIVABLE SYSTEM	29,201.92	0.00	29,201.92
1251 PASS TRANSIT RECEIVABLES	20.00	0.00	20.00
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	(25,416.07)	0.00	(25,416.07)
	<u>1,124,902.09</u>	<u>0.00</u>	<u>1,124,902.09</u>
Total Assets			
	<u>1,124,902.09</u>	<u>0.00</u>	<u>1,124,902.09</u>
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	118,200.41	0.00	118,200.41
2050 CREDIT CARD PAYABLE	39,288.92	0.00	39,288.92
2059 CREDIT CARD PAYMENT CLEARING	(32,283.40)	0.00	(32,283.40)
2060 PAYABLE TO NWN	2,335.68	0.00	2,335.68
2080 OVER PAYMENTS/UNAPPLIED CREDITS	47.50	0.00	47.50
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
2114 FED W/H TAX PAYABLE	30.25	0.00	30.25
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
2122 OREGON TRANSIT ASSESSMENT	(312.77)	0.00	(312.77)
2124 BENEFITS MEDICAL SDIS	(9,891.10)	0.00	(9,891.10)
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
2133 GARNISHMENTS	573.30	0.00	573.30
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)
	<u>93,611.93</u>	<u>0.00</u>	<u>93,611.93</u>
Total Liabilities			
	<u>93,611.93</u>	<u>0.00</u>	<u>93,611.93</u>
3000 FUND BALANCE	846,277.82	0.00	846,277.82
Change in Net Assets	171,946.49	0.00	171,946.49
	<u>1,018,224.31</u>	<u>0.00</u>	<u>1,018,224.31</u>
Total Net Assets			
	<u>1,018,224.31</u>	<u>0.00</u>	<u>1,018,224.31</u>
Total Liabilities and Net Assets			
	<u>1,111,836.24</u>	<u>0.00</u>	<u>1,111,836.24</u>

**SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 12/31/2020**

Customer	Due Date	Invoice	Invoice Date	Description	Current	30 Days	60 Days	90 Days	Total
[6247] SALON BOHEME ATTN	7/10/2020	1010	7/10/2020	PRE-PAYMENT FOR AUG- DEC 2020				-47.50	-47.50
[6214] TILLAMOOK COUNTY	1/02/2021	1096	12/03/2020	November Bus Passes	780.00	95.00			780.00
[6112] HOMESPUN QUILTS	12/11/2020	1101	12/01/2020	December Parking-Spaces #8 & 9					95.00
[6113] HOXIE, RONALD	12/11/2020	1102	12/01/2020	December Parking Space #7		47.50			47.50
[6214] TILLAMOOK COUNTY	12/31/2020	1126	12/01/2020	COVID MEAL DELEIVER - NOVEMBER 2020	425.00				425.00
[6214] TILLAMOOK COUNTY	12/31/2020	1128	12/01/2020	MED RIDES 11/22 - 11/30/2021	868.00				868.00
[6214] TILLAMOOK COUNTY	1/05/2021	1129	12/06/2020	MED RIDES 12/01-12/05/2020	1,217.00				1,217.00
[6214] TILLAMOOK COUNTY	1/12/2021	1130	12/13/2020	MED RIDES 12/06-12/12/2020	987.00				987.00
[6214] TILLAMOOK COUNTY	1/19/2021	1131	12/20/2020	MED RIDES 12/13-12/19/2020	1,415.00				1,415.00
[6214] TILLAMOOK COUNTY	1/26/2021	1132	12/27/2020	MED RIDES 12/20-12/26/2020	873.00				873.00
[6085] DHS CHILD WELFARE-	1/20/2021	1123	12/21/2020	January 2021 Bus Pass	20.00				20.00
[6247] SALON BOHEME ATTN	12/11/2020	1104	12/01/2020	Jennifer Stockwell December Parking-Space #2		47.50			47.50
[6246] RUSTY DAHLIA	12/11/2020	1103	12/01/2020	December Parking-Spaces #10-11		95.00			95.00
[6251] AMTRAK	12/02/2020	1108	11/02/2020	October Settlement		1,309.28			1,309.28
[6251] AMTRAK	12/31/2020	1109	12/01/2020	November Settlement	1,534.24				1,534.24
[6153] ODOT	12/31/2020	1155	12/01/2020	Q2 FY21 TO Reimbursement	19,508.40				19,508.40
					27,627.64	1,594.28	0.00	-47.50	29,174.42

SUNSET EMPIRE TRANSPORTATION DISTRICT

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Accounts Payable Aging by Vendor

Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
15	[6065]	COASTCOM BY WAVE	12/31/2020	12/31/2020	106889801-0008579	-120.00	-120.00		-120.00	0.00
		Total for [6065] COASTCOM BY WAVE				-120.00	0.00	0.00	-120.00	0.00
	[6193]	SDIS	12/30/2020	12/30/2020	WCO42020	10,160.49	10,160.49		10,160.49	0.00
		Total for [6193] SDIS				10,160.49	0.00	0.00	10,160.49	0.00
	[6225]	VALIC-JPM CHASE	12/31/2020	12/31/2020	2020-01	5,918.16	5,918.16	5,918.16		
		Total for [6225] VALIC-JPM CHASE				5,918.16	0.00	5,918.16	0.00	0.00
	[6241]	MASA	12/31/2020	12/31/2020	2020-01	95.00	95.00	95.00		
		Total for [6241] MASA				95.00	0.00	95.00	0.00	0.00
	[6262]	AMALGAMATED TRANSIT UNION, LOCAL 757	12/31/2020	12/31/2020	2020-01	691.98	691.98	691.98		
		Total for [6262] AMALGAMATED TRANSIT UNION,				691.98	0.00	691.98	0.00	0.00
		Report Total				16,745.63	0.00	6,705.14	10,040.49	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing with Accounting Distribution

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
20522	12/09/2020	[6237] WILCOX & FLEGEL - Invoices 0556359- IN, CL63654-IN	FUEL	3099.64	12,398.30
			PARTS	588.53	
			FUEL	1268.52	
			FUEL	7441.61	
EFT	12/18/2020	[6225] VALIC-JPM CHASE	RETIREMENT- 457(b)	6223.44	7,006.68
			RETIREMENT-ER 457	3763.09	
			RETIREMENT-ROTH 457 (B)	676.33	
			RETIREMENT	20.61	
20523	12/22/2020	[6001] ACCUFUND INC - HOSTED SERVICES: 01/01 - 03/31/2021	IT SERVICES/CONTRACTS	5313	5,313.00
20528	12/22/2020	[6033] CARD SERVICE CENTER - 11/2020 CREDIT CARD	CREDIT CARD PAYMENT CLEARING	6973.43	6,973.43
20573	12/22/2020	[6193] SDIS - PRIMARY: Invoices 2020-25, 2020-26	BENEFITS MEDICAL SDIS	44304.32	44,304.32
Total Checks					75,995.73

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	12/07/2020	-6,973.43
0 Deposits and Other Additions Totaling.....		0.00
45 Checks and Other Withdrawals Totaling.....		4,996.42
1 Adjustments Totaling.....		6,973.43
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	1/08/2021	-4,996.42
Difference.....		0.00

Cash Balance from General Ledger.....	1/08/2021	-37,112.55
Open Activity from Bank Register.....		(2.71)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-37,109.84

Date	Check	To	Check Description	Amount
✓ 11/27/2020	0001217	CC CHARGES	KLECZEK - ONE STREAM - REAL TIME SUBSCRIPTION	27.30
✓ 12/03/2020	0000326	CC CHARGES	HAZEN - ZOOM - 11/2020 AUDIO CONFERENCING	140.00
✓ 12/07/2020	0001274	HOME DEPOT CREDIT SERVICES	LEWICKI - ELEC PARTS/BUS YARD	66.35
✓ 12/09/2020	0000326	CC CHARGES	HAZEN - SAFEWAY - SPOONS, BREAKROOM	3.98
✓ 12/09/2020	0001209	STAPLES	FARMER - OFFICE SUPPLIES	51.90
✓ 12/09/2020	0001209	BOLI	FARMER - 2021 POSTERS	68.00
✓ 12/09/2020	0001274	AMAZON	LEWICKI - MASKS/COVID	89.99
✓ 12/09/2020	0001274	CC CHARGES	LEWICKI - TRACKSIDE CAFE - MEAL FOR BUS DELIVERY	6.50
✓ 12/10/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	7.98
✓ 12/11/2020	0001209	UNITED STATES POSTAL SERVICE	FARMER - EMPLOYEE NOTICES	7.95
✓ 12/14/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	7.98
✓ 12/14/2020	0001217	CC CHARGES	KLECZEK - OREGON TO GO - 2021 MEMBERSHIP	250.00
✓ 12/14/2020	0001274	AMAZON	LEWICKI - REFUND/FAULTY SOAP DISPENSERS/COVID	-84.95
✓ 12/15/2020	0000326	CC CHARGES	HAZEN - SAFEWAY - COVID WIPES	7.48
✓ 12/16/2020	0001274	AMAZON	LEWICKI - CALENDAR/SHOP	19.98
✓ 12/16/2020	0001274	AMAZON	LEWICKI - WEB CAM/ZOOM MEETINGS	53.56
✓ 12/17/2020	0001274	FRED MEYER	LEWICKI - WIPES/COVID	29.29
✓ 12/18/2020	0000326	FRED MEYER	HAZEN - COMPUTER MONITOR/CABLE	196.98
✓ 12/18/2020	0001209	STAPLES	FARMER - OFFICE SUPPLIES	29.99
✓ 12/19/2020	0001274	AMAZON	LEWICKI - TONER/SHOP	79.96
✓ 12/20/2020	0000326	CC CHARGES	HAZEN - APPLE ID	0.99
✓ 12/20/2020	0001274	CC CHARGES	LEWICKI - MONTHLY iCloud STORAGE	202.28
			LEWICKI - WORXGLOVES.COM GLOVES/COVID	

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 12/20/2020 0001274	CC CHARGES	LEWICKI - UNITED PACIFIC DOOR POCKET COVER - BUS 2004	36.53
✓ 12/22/2020 0000326	MICROSOFT	HAZEN - CREDIT/CONVERTED TO IFOCUS	-530.77
✓ 12/23/2020 0001209	STAPLES	FARMER - RTN/OFFICE SUPPLIES	-29.99
✓ 12/24/2020 0001209	CC CHARGES	FARMER - OSHA DISPUTED CHRG	132.95
✓ 12/28/2020 0000286	HOME DEPOT CREDIT SERVICES	HAZEN - RACK/TC	21.98
✓ 12/28/2020 0001274	NO DEPT	LEWICKI - WEBSTAUANTSTORE - HANDS-FREE TOWEL DISPENSER - OPS	85.37
✓ 12/29/2020 0000284	CC CHARGES	JONES - APPLE - MAC MINI COMPUTER	1,598.99
✓ 12/29/2020 0000284	CC CHARGES	JONES - APPLE PROTECTION PLAN	99.00
✓ 12/29/2020 0000284	AMAZON	JONES - HDMI CABLE	16.99
✓ 12/29/2020 0000284	AMAZON	JONES - KEYBOARD	139.00

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

Run: 2/18/2021 @ 7:07 AM

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Date	Check	To	Check Description	Amount
✓ 1/02/2021	0000326	CC CHARGES	HAZEN - SHUTTERSTOCK - MONTHLY SUBSCRIPTION FEE	29.00
✓ 1/03/2021	0000326	CC CHARGES	HAZEN - ZOOM - 12/2020 AUDIO CONFERENING	140.00
✓ 1/04/2021	0001274	CC CHARGES	LEWICKI - NFI.PARTS	35.51
✓ 1/04/2021	0001274	WESTERN STAR NW INC	RELAY TURN SIGNAL - BUS 1901 LEWICKI -	181.38
✓ 1/04/2021	0001275	COSTCO WHOLESALE	SEAT BELT - BUS 92 KLECZEK -	479.98
✓ 1/05/2021	0000284	STAPLES	PRINTER/TRIBAND 7 STREAM JONES -	53.98
✓ 1/05/2021	0001217	CC CHARGES	REPLACEMENT MOUSE KLECZEK -	14.99
✓ 1/06/2021	0001209	STAPLES	ADOBE - SUBSCRIPTION FARMER -	35.99
✓ 1/06/2021	0001209	CC CHARGES	PRINTER INK FARMER -	12.00
✓ 1/07/2021	0000284	CC CHARGES	DOLLAR TREE - OFFICE SUPPLIES JONES -	26.99
✓ 1/07/2021	0000284	CC CHARGES	APPLE - TRAINING JONES -	67.00
✓ 1/07/2021	0000286	STAPLES	TOONLY - SOFTWARE FOR VIDEO HAZEN -	22.99
✓ 1/08/2021	0000244	CC CHARGES	PAPER PARKER - COMPROMISED CHARGES	1,063.07
Total Checks:				4,996.42

Sunset Empire Transportation District
JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the February 2021 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 \$2,618,185 (\$446,455 less than budget), YTD Total Materials & Services was \$169,838 (\$45,172 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$8,047; \$1,495 less than monthly budget and \$1,029 less than YTD budget.
- 4015 Lower Columbia Connector: Revenues for the month were \$3,477; \$2,773 less than monthly budget and \$14,504 less than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$3,697; \$322 more than MTD budget and \$14,406 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$472; \$1,195 less than monthly budget and \$5,104 less than YTD budget.
- 4110 NW Navigator: Under budget YTD by \$6,232.
- 4205 Property Taxes: \$1,918 received in Jan. Over budget YTD \$55,904.
- 4250 Timber Sales: No dep in Jan. Over budget YTD \$94,888.
- 4272 Parking: All spaces are rented.
- 5000 Grants: Received \$185,188 for reimbursement for 3rd Q FY21.

Expense

- 8015 Computer/Furniture/Durable Goods: Over budget \$74 – Reimbursed for 6 air purifiers.
- 8024 Sanitation: Over budget MTD \$787. Extra sanitizing & precautions for COVID. New touchless toilets installed in Dec – billed in Jan. Over budget YTD \$19,883.
- END

** Fuel under budget YTD \$40,184. Materials & Services (without capital expense) is under budget for MTD by \$2,550 and under budget YTD \$12,609.

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
January 31, 2021**

	<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	8,047.26	9,542.00	(1,494.74)	65,764.93	66,794.00	(1,029.07)
4015 LOWER COLUMBIA CONNECTOR	3,477.38	6,250.00	(2,772.62)	29,246.08	43,750.00	(14,503.92)
4020 PARATRANSIT FARES	0.00	0.00	0.00	480.05	0.00	480.05
4021 MEDICAID FARES - IGA	3,697.00	3,375.00	322.00	37,670.64	23,625.00	14,045.64
4022 PARATRANSIT FARES	472.00	1,667.00	(1,195.00)	6,565.00	11,669.00	(5,104.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,000.00	(5,000.00)	858.00	35,000.00	(34,142.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	80.16	767.00	(686.84)	(863.18)	5,369.00	(6,232.18)
4120 GREYHOUND	0.00	67.00	(67.00)	10.20	469.00	(458.80)
4130 OTHER-VENDING	0.00	167.00	(167.00)	0.00	1,169.00	(1,169.00)
4205 PROPERTY TAXES	11,918.11	2,100.00	9,818.11	1,003,204.15	947,300.00	55,904.15
4206 PRIOR YEAR TAXES	1,378.33	2,300.00	(921.67)	19,738.15	17,415.00	2,323.15
4207 PROPERTY TAX INTEREST	8.23	0.00	8.23	343.21	0.00	343.21
4310 TIMBER SALES	0.00	0.00	0.00	154,888.21	60,000.00	94,888.21
4315 MASS TRANSIT ASSESSMENT	28,428.59	18,000.00	10,428.59	74,350.32	55,000.00	19,350.32
4410 BILLBOARD LEASE	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	855.00	746.00	109.00	5,335.80	5,222.00	113.80
4505 INTEREST EARNED ON BANK ACCT	0.50	584.00	(583.50)	2,591.02	3,254.00	(662.98)
4605 OTHER INCOME	6.00	12.50	(6.50)	1,834.33	87.50	1,746.83
5201 OREGON STF FUNDS	23,466.00	23,465.75	0.25	70,398.00	70,397.25	0.75
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	114,443.00	0.00	114,443.00
5203 OREGON STIF FUNDS-FORMULA	161,722.00	0.00	161,722.00	512,255.00	315,500.00	196,755.00
5204 OREGON STIF FUNDS-STN	0.00	0.00	0.00	0.00	218,382.00	(218,382.00)
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	239,680.00	250,610.50	(10,930.50)
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	51,439.00	69,488.00	(18,049.00)
5303 PM	0.00	0.00	0.00	3,000.00	0.00	3,000.00
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	51,915.91	43,288.50	8,627.41
5306 CARES ACT	0.00	0.00	0.00	0.00	200,000.00	(200,000.00)
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	171,813.00	619,650.00	(447,837.00)
Total Revenues	244,756.56	75,243.25	169,513.31	2,618,184.82	3,064,639.75	(446,454.93)

	<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>Expenses</u>						
6010 WAGES	159,097.43	162,422.00	3,324.57	1,179,921.83	1,136,965.00	(42,956.83)
6110 TAXES	19,726.48	29,718.00	9,991.52	163,089.49	157,721.00	(5,368.49)
6210 BENEFITS	23,343.26	57,405.75	34,062.49	362,693.01	401,843.25	39,150.24
SUB TOTAL WAGES/TAXES/BENEFITS	404,334.34	499,091.50	94,757.16	3,411,408.66	3,393,058.50	(18,350.16)
7010 VET PROVIDER RIDES	113.28	833.00	719.72	3,441.43	5,835.00	2,393.57
8000 AUDIT	0.00	1,417.00	1,417.00	7,570.00	9,919.00	2,349.00
8001 PROFESSIONAL SERVICES	0.00	4,500.00	4,500.00	22,882.50	31,500.00	8,617.50
8002 LEGAL COUNSEL	1,050.00	667.00	(383.00)	3,613.98	4,669.00	1,055.02
8003 BANK/MERCHANT FEES	71.55	166.00	94.45	592.35	1,166.00	573.65
8005 PAYROLL PROCESSING FEES	252.94	0.00	(252.94)	1,228.38	500.00	(728.38)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,382.40	1,575.00	192.60
8015 COMPUTER/FURNITURE/DURABLE GOODS	(1,670.35)	2,501.00	4,171.35	17,573.78	17,500.00	(73.78)
8020 B&M	3,808.19	3,166.00	(642.19)	28,953.77	22,170.00	(6,783.77)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	8,254.00	8,750.00	496.00
8024 SANITATION	954.46	167.00	(787.46)	21,051.52	1,169.00	(19,882.52)
8031 ONLINE SUBSCRIPTIONS/IT SERVICES	4,305.22	11,250.00	6,944.78	94,014.26	87,750.00	(15,264.26)
8040 TELEPHONE/INTERNET	781.69	5,000.00	4,218.31	21,312.96	35,000.00	13,687.04
8041 UTILITIES	2,418.46	2,917.00	498.54	16,009.25	20,420.00	4,410.75
8050 hr/ EMPLOYEE RECOGNITION	664.73	2,377.00	1,712.27	14,068.02	16,633.00	2,564.98
8060 TRAINING & TRAVEL	218.43	2,585.00	2,366.57	5,685.83	18,097.00	12,411.17
8080 OUTREACH/PRINTING	245.93	3,334.00	3,088.07	4,097.43	23,335.00	19,237.57
8090 DUES, SUBSCRIPTIONS	348.69	1,242.00	893.31	20,493.04	8,694.00	(11,799.04)
8091 IGA-DUES	0.00	1,000.00	1,000.00	0.00	7,000.00	7,000.00
8092 FEES/TAXES/LICENSES	680.00	216.00	(464.00)	2,657.14	1,520.00	(1,137.14)
8100 INSURANCE	18,040.25	16,500.00	(1,540.25)	52,913.71	53,500.00	586.29
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	4,146.17	8,750.00	4,603.83
8110 LEGAL ADS	121.80	83.00	(38.80)	121.80	585.00	463.20
8112 MEETING EXPENSE	0.00	167.00	167.00	556.24	1,169.00	612.76
8116 OFFICE SUPPLIES	1,069.00	1,500.00	431.00	9,159.96	10,504.00	1,344.04
8170 FUEL	15,762.30	20,833.00	5,070.70	105,650.84	145,835.00	40,184.16
8171 VEHICLE REPAIR/OUTSIDE SERVICES	12,313.99	14,625.00	2,311.01	90,478.69	102,383.00	11,904.31
8180 SHOP SUPPLIES/RENTALS	136.08	375.00	238.92	1,920.80	2,625.00	704.20
TOTAL MAINTENANCE/SERVICES	28,212.37	35,833.00	7,620.63	198,050.33	250,843.00	52,792.67
9200 CAPITAL EXPENSE	0.00	0.00	0.00	201,127.00	420,750.00	219,623.00
Total Expenses	265,179.81	349,691.75	84,511.94	2,466,661.58	2,765,832.25	290,170.67
Excess Revenue Over (Under) Expenditures	(20,423.25)	(274,448.50)	85,001.37	151,523.24	298,807.50	(156,284.26)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 1/31/2021

	This Year	Last Year	Change
Assets			
1020 GENERAL CHECKING LC BANK	3,239.33	0.00	3,239.33
1030 LGIP - GENERAL FUND	1,018,376.63	0.00	1,018,376.63
1040 PAYROLL ACCOUNT LC BANK	75,391.48	0.00	75,391.48
1050 MONEY MARKET LC BANK	5,666.46	0.00	5,666.46
1095 CASH RECEIPTS CLEARING SYSTEM	790.51	0.00	790.51
1210 ACCOUNTS RECEIVABLE SYSTEM	26,604.32	0.00	26,604.32
1251 PASS TRANSIT RECEIVABLES	20.00	0.00	20.00
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	(29,446.98)	0.00	(29,446.98)
	<u>1,089,242.44</u>	<u>0.00</u>	<u>1,089,242.44</u>
Total Assets			
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	104,870.79	0.00	104,870.79
2050 CREDIT CARD PAYABLE	44,016.52	0.00	44,016.52
2059 CREDIT CARD PAYMENT CLEARING	(37,279.82)	0.00	(37,279.82)
2060 PAYABLE TO NWN	2,966.38	0.00	2,966.38
2080 OVER PAYMENTS/UNAPPLIED CREDITS	47.50	0.00	47.50
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
2114 FED W/H TAX PAYABLE	30.25	0.00	30.25
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
2122 OREGON TRANSIT ASSESSMENT	(312.77)	0.00	(312.77)
2124 BENEFITS MEDICAL SDIS	(9,891.10)	0.00	(9,891.10)
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)
	<u>80,070.89</u>	<u>0.00</u>	<u>80,070.89</u>
Total Liabilities			
3000 FUND BALANCE	846,277.82	0.00	846,277.82
Change in Net Assets	<u>149,827.88</u>	<u>0.00</u>	<u>149,827.88</u>
Total Net Assets			
	<u>996,105.70</u>	<u>0.00</u>	<u>996,105.70</u>
Total Liabilities and Net Assets			
	<u>1,076,176.59</u>	<u>0.00</u>	<u>1,076,176.59</u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 1/31/2021

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Customer	Due Date	Invoice	Invoice Date	Description	Current	30 Days	60 Days	90 Days	Total
[6247] SALON BOHEME ATTN	7/10/2020	1010	7/10/2020	PRE-PAYMENT FOR AUG-DEC 2020				-47.50	-47.50
[6112] HOMESPUN QUILTS	12/11/2020	1101	12/01/2020	December Parking-Spaces #8 & 9			95.00		95.00
[6246] RUSTY DAHLIA	1/11/2021	1118	1/01/2021	January Parking-Spaces #10-11		95.00			95.00
[6214] TILLAMOOK COUNTY	2/09/2021	1141	1/10/2021	Med Rides 01/01-01/09/2021	952.00				952.00
[6214] TILLAMOOK COUNTY	2/16/2021	1142	1/17/2021	Med Rides 01/10-01/16/2021	981.00				981.00
[6214] TILLAMOOK COUNTY	2/23/2021	1158	1/24/2021	Med Rides 01/18-01/23/2021	728.00				728.00
[6085] DHS CHILD WELFARE-	1/20/2021	1123	12/21/2020	January 2021 Bus Pass Jennifer Stockwell		20.00			20.00
[6247] SALON BOHEME ATTN	12/11/2020	1104	12/01/2020	December Parking-Space #2			47.50		47.50
[6247] SALON BOHEME ATTN	1/11/2021	1119	1/01/2021	January Parking-Space #2		47.50			47.50
[6246] RUSTY DAHLIA	12/11/2020	1103	12/01/2020	December Parking-Spaces #10-11			95.00		95.00
[6112] HOMESPUN QUILTS	1/31/2021	1136	1/01/2021	July Parking Spaces 8 & 9	95.00				95.00
[6251] AMTRAK	1/31/2021	1138	1/01/2021	December Settlement	1,116.40				1,116.40
[6251] AMTRAK	12/02/2020	1108	11/02/2020	October Settlement			1,309.28		1,309.28
[6251] AMTRAK	12/31/2020	1109	12/01/2020	November Settlement		1,534.24			1,534.24
[6153] ODOT	12/31/2020	1155	12/01/2020	Q2 FY21 TO Reimbursement		19,508.40			19,508.40
					3,872.40	21,205.14	1,546.78	-47.50	26,576.82

SUNSET EMPIRE TRANSPORTATION DISTRICT

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Accounts Payable Aging by Vendor

25

<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6065] 12/31/2020	12/31/2020	106889801-0008579	1/01/2021	12/2020 TELEPHONE/INTERNET	-120.00	-120.00			-120.00	
Total for[6065] COASTCOM BY WAVE					-120.00	-120.00	0.00	0.00	-120.00	0.00
[6241] 12/31/2020	12/31/2020	2020-01	1/30/2021	PAYROLL DATED 12/31/2020 - MASADed	95.00	95.00		95.00		
Total for[6241] MASA					95.00	95.00	0.00	95.00	0.00	0.00
Report Total					-25.00	-25.00	0.00	95.00	-120.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing with Accounting Distribution

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
20610	1/05/2021	[6237] WILCOX & FLEGEL - Invoices 0562386, CL67398	FUEL	1031.47	11,857.24
			FUEL	54.53	
			PARTS	347.84	
			PARTS	588.53	
			FUEL	1318.30	
			FUEL	9105.10	
EFT	1/29/2021	[6225] VALIC-JPM CHASE - PR Date 01/29/21	RETIREMENT- 457(b)	5985.53	7,134.17
			RETIREMENT-ER 457	4001.16	
			RETIREMENT-ROTH 457 (B)	665.97	
			RETIREMENT	-257.75	
Total Checks					18,991.41

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

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Closing Balance from Previous Statement.....	1/08/2021	-4,996.42
0 Deposits and Other Additions Totaling.....		0.00
26 Checks and Other Withdrawals Totaling.....		275.72
1 Adjustments Totaling.....		4,996.42
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	2/05/2021	-275.72
Difference.....		0.00

Cash Balance from General Ledger.....	2/05/2021	-44,358.99
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-44,358.99

Date	Check	To	Check Description	Amount
✓ 1/08/2021	0001274	WESTERN STAR NW INC	LEWICKI - BUS REPAIRS (SHUT DOWN) - BUS 1801	2,565.73
✓ 1/08/2021	0001274	CC CHARGES	LEWICKI - ARBY'S/MEAL FOR BUS DELIVERY	19.44
✓ 1/09/2021	0000284	AMAZON	JONES - KEYBOARD SKIN/VIDEO PRODUCTION	39.95
✓ 1/12/2021	0000284	AMAZON	JONES - HDMI SPLITER/OUTREACH PRESENTATION	14.99
✓ 1/13/2021	0000244	CC CHARGES	PARKER - FRAUD BALANCE TRNFR	-3,673.55
✓ 1/14/2021	0000284	AMAZON	JONES - TV STAND/OUTREACH PRESENTATION	86.39
✓ 1/14/2021	0000284	AMAZON	JONES - CAMERA VEHICLE MOUNT/VIDEO PRODUCTION	77.30
✓ 1/14/2021	0001274	AMAZON	LEWICKI - FURNITURE COASTERS/OPS	40.11
✓ 1/15/2021	0001274	AMAZON	LEWICKI - TV STAND/DRIVER'S MEETINGS	112.46
✓ 1/16/2021	0001274	AMAZON	LEWICKI - RTN - TV STAND	-19.87
✓ 1/17/2021	0000244	CC CHARGES	PARKER - ADOBE ACROBAT	10.99
✓ 1/20/2021	0000326	CC CHARGES	HAZEN - APPLE - CLOUD STORAGE	0.99
✓ 1/22/2021	0001209	CC CHARGES	FARMER - NICEBADGE - EMPLOYEE BADGES	35.38
✓ 1/23/2021	0001274	AMAZON	LEWICKI - FACE MASKS/COVID	139.99
✓ 1/24/2021	0001274	AMAZON	LEWICKI - BATTERIES/OPS	29.88
✓ 1/25/2021	0000244	CC CHARGES	PARKER - BUSINESS CHECKS PRINT - DEPOSIT RECEIPT BOOKS	95.58
✓ 1/26/2021	0000326	CC CHARGES	HAZEN - ZOOM - 02/2021 PLAN	63.24
✓ 1/26/2021	0000326	CC CHARGES	HAZEN - PAYPAL - CHAMBER BANQUET	35.00
✓ 1/27/2021	0001217	CC CHARGES	KLEZCEK - ONESTREAM - TO VIDEO OUTREACH	27.30
✓ 1/28/2021	0000326	CC CHARGES	HAZEN - W2 EFILING - 2020	206.19
✓ 1/28/2021	0000326	CC CHARGES	HAZEN - 1099'S EFILING - 2020	46.75
✓ 2/01/2021	0001209	FULLIDENTITY.COM	FARMER - ID BADGES/VET DRIVER/MM	18.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 2/18/2021 @ 7:07 AM

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✓ 2/02/2021	0000326	STAPLES	HAZEN - SPEAKERS	29.99
✓ 2/02/2021	0001217	CC CHARGES	KLECZEK - FACEBOOK - BOOST ENGAGEMENT ADVERTISING	25.00
✓ 2/03/2021	0000326	CC CHARGES	HAZEN - ZOOM - AUDIO/CLOUD 02/2021	140.00
✓ 2/04/2021	0000326	CC CHARGES	HAZEN - FLOWERS/SALEM TRANSIT	107.99
			Total Checks:	<hr/> 275.72

Date: February 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a ODOT Agreement 34220 Updated Amendment

At the January Board meeting, the Board approved the amendment to Agreement 34220. After the meeting, I discovered an error with one of the vehicles that was going to be replaced. We had already replaced that vehicle and somehow it was missed by us and by ODOT staff.

The previous amendment listed the following vehicle to be replaced:

OPTIS No. V000522; 2009/Ford/Starcraft; 1FDWE35F62HA04693.

The correct vehicle is:

OPTIS No. V001480; 2014 Ford/Defender; 1FDGF5GT9EEB70471

We are awaiting the amendment to be returned to us so I have included the one from the January meeting and highlighted the incorrect bus and but the correct one directly above it.

We have corrected the amendment and are recommending the following motion:

“I move that the Board approve the amendment to Agreement # 34220 and authorize the Board Chair to sign it when the District receives the corrected amendment from ODOT.”

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 34220
Sunset Empire Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Sunset Empire Transportation Division**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 2, 2020**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to reallocate funding among projects.

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

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

SIGNATURE PAGE TO FOLLOW

Sunset Empire Transportation District, by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

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

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.state.or.us

State of Oregon, by and through its Department of Transportation

By _____
Karyn Criswell
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 01/06/2021

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

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

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: 5339 Sunset Empire Transportation District 34220 <i>Vehicle Replacement and Expansion</i>				
Item #1: Bus < 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$293,000.00	\$249,050.00	\$43,950.00	Local
Item #1: Bus 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$308,000.00	\$261,800.00	\$46,200.00	Local
Item #1: Bus STD 35ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$344,000.00	\$292,400.00	\$51,600.00	Local
Item #1: Bus 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$308,000.00	\$261,800.00	\$46,200.00	Local
Sub Total	\$1,253,000.00	\$1,065,050.00	\$187,950.00	
Grand Total	\$1,253,000.00	\$1,065,050.00	\$187,950.00	

1. PROJECT DESCRIPTION

Purchase 2 transit vehicles as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 8; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase 2 transit vehicles as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 8; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase 1 refurbished transit vehicle as follows: useful life - 12 years or 500,000 miles; approximate length - 35 to 40 feet; estimated number of seats - 35 - 40; estimated number of ADA securement stations - 2; fuel type - diesel.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

The following vehicles have been approved for replacement in this Agreement:

- OPTIS No. V001480 2014/Ford/Defender 1FDGF5GT9EEB70471*
- 1. OPTIS No. V000522; 2009/Ford/Starcraft; 1FDWE35F62HA04693.*
- 2. OPTIS No. V000813; 2009/Ford/Eldorado; 1DFE45S89DA51003.*
- 3. OPTIS No. V002202; 2003/Blue Bird/Transit; 1BAGHBXA13F215934.*
- 4. OPTIS No. V002203; 2004/Blue Bird/Transit; 1BAGHBXA33F215935.*
- 5. OPTIS No. V002204; 2003/Blue Bird/Transit; 1BAGHBXA53F215936.*

Purchase 2 transit vehicles as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 8; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

2. PROJECT DELIVERABLES, SCHEDULE and USE

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

*Expected order date: July 1, 2020.
Expected delivery date: June 30, 2022.*

For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicles must be reviewed by State prior to solicitation for bids. All vehicle orders will be reviewed by State prior to submission to the selected vendor.

This Agreement provides funding to purchase passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

State will retain title to the vehicles as primary security interest holder as long as the vehicles remain in public transportation service. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) maintenance requirements for each vehicle and meets FTA transit asset management requirements in 49 CFR 625. Recipient will provide State a copy of the maintenance plan upon request.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include State grant funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

4. REPORTING and INVOICING REQUIREMENTS

Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remain in public transportation service. Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include the following: a cover letter, copies of all invoices associated with expenses identified for reimbursement, and pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

Date: February 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Budget Committee Appointments

As of the writing of this memo, we have not received any applications for the Budget Committee. There are three seats up for appointment this year. Two of the current members have stated that they would be willing to be reappointed to their seats.

Staff is recommending that the following motion be made:

“I move that the Board reappoint Christine Lolich to seat number 5, and Mary Ann Brandon to seat number 6 for three-year terms on the Budget Committee.”

If we get an application before the Board meeting, we will recommend the following motion be made:

“I move that the Board appoint (Insert name) to seat number 7 for a three-year term on the Budget Committee.”

Date: February 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Budget Committee Meeting Dates

The Board needs to determine dates for the Budget Committee to convene for a training and for the actual Budget Committee meeting. The training will last about one and a half to two hours and will cover the responsibility of the committee along with a District update about this past year. The budget will be slated to be adopted by the Board on June 24th. Last year's dates were May 7th for training and May 16th for the budget meeting. Staff recommends that the meetings be held in May or early in June.

Staff is recommending that the Board be prepared to discuss what days will and will not work for them for the meetings. Staff will adjust our schedules to whatever the Board decides.

Sunset Empire Transportation District Mission Statement

“Sunset Empire Transportation District is dedicated to providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy”

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year
 - Services to underserved areas of Clatsop County
 - Expansion of routes/frequency planned prior to pandemic
 - On-time performance/service reliability
 - Schedule adjustments
 - Congestion
 - Construction
 - Summer schedules
 - Reliability for workforce transportation
 - Use of technology to improve service
 - Fleet reliability

- Update SETD Emergency Plan
 - SETD Emergency Operation Plan
 - Backup communications
 - Access to fuel
 - Strategic plan to integrate with Clatsop County Emergency Plan
 - Disaster planning

- Employee Recruitment/Retention
 - Diversity of staff
 - Robust recruitment platform
 - Increase applicant pool
 - Track turnover rate
 - Training for advancement

- Facility Investment
 - Protecting investment
 - Plan for moving Operations facility out of tsunami inundation zone
 - Added space for fleet expansion and conversion to alternative fuels
 - Bus shelter amenities/access
 - Lighting
 - Accessibility

Priority One (Continued)

- Locations to advance multimodal integration
- Flag-stop evaluation/signage
- Cleanliness of buses, shelters and facilities

Priority Two

- Outreach/Marketing
 - Marketing plan
 - Refresh branding/signage
 - Outreach and Materials available in Spanish
 - Lower Columbia Connector marketing plan
 - Information availability in appropriate locations
 - Website enhancements
 - Story telling with outreach and website
 - Reduce miles traveled by cars

Priority Three

- Travel Training Center
 - Plan for integrating with relocated operations facility

Date: February 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c 2021-2023 Special Transportation Fund (STF) Projects Approval

The Transportation Advisory Committee (TAC) met on February 17th and reviewed the proposed projects to be funded by STF and have made a recommendation to the Board that both projects be approved for funding by STF.

The first project is to continue to support our fixed route service and paratransit service by providing \$125,795 in STF funds. This will benefit seniors and people with disabilities by continuing current services for their transportation needs to access healthcare, shopping and social activities.

The second project is in response to the rollout of COVID-19 vaccinations. We want to stand up a fare free transportation program that will provide access for people to get their COVID-19 vaccinations. This will be a program that utilizes both fixed route and paratransit services. Priority will be given to seniors and people with disabilities but will also be open to the general public. \$60,072 will be used for this project.

Staff is recommending that the following motion be made:

“I move that the Board approved the recommendation by the TAC to fund the two projects with STF funds.”

STF21-23		TOTAL FUNDS REQUESTED			\$185,867		
#	GOAL	OBJECTIVES	PHASE 1	PHASE 2	PHASE 3	DURATION	REQUEST
1	STF funds will be transferred to the SETD general fund to support the District's operational costs on Fixed Route and Paratransit service.	These services benefit Seniors and people with Disabilities.				The duration of this project is 2 years.	\$125,795
2	Stand up transportation services for COVID-19 vaccination related trips.	Develop a phased approach providing equitable transportation for vaccination appointments on demand to our community of older adults and persons with a disability.	Bring awareness to the community with a strong outreach and education program at least 1 month prior to program start up.	Create and implement guidelines critical to call center operations and how to provide guidance to the community on the process of scheduling a ride.	Begin providing service to the community via our ADA Paratransit vehicles and staff upon request up to 5 days per week depending on developing needs.	From approval to program implementation the process of standing up this program should be straight forward and take no longer than 90 days to fully implement. The duration of the program should be up to 2 years depending on success and viability of continued funding beyond the next bi-annium.	\$60,072



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE MEETING
DRAFT ZOOM MEETING MINUTES
February 17, 2021**

1. CALL TO ORDER; Diana Nino called the meeting to order at 2:07 PM. Vice Chair Tita Montero joined the meeting at 2:25 pm.

2. INTRODUCTIONS/ ROLL CALL:

Transportation Advisory Committee Present: Larry Miller, Diana Nino, Doug Pilant, Nicole Williams, Mel Jasmin, and Chris Breitmeyer. Vice Chair Tita Montero joined meeting at 2:25 pm Chair Patrick Preston and Lin Anderson were excused. Larry Miller was excused for an appointment at 2:30 pm.

Staff- Jeff Hazen Executive Director, Mary Parker Executive Assistant and Jason Jones Mobility Manager

3. CHANGES TO AGENDA- None

4. PUBLIC COMMENT- None

5. APPROVAL OF JANUARY 13 MEETING MINUTES: Diana noted 2 misspelled words on page 2 which will be corrected.

Doug Pilant moved to approve the January 13th Board minutes with the two amendments
Larry Miller seconded the motion.

Discussion- None

Roll Call Vote:

Motion passed unanimously.

Patrick Preston	Tita Montero	Larry Miller	Mel Jasmin	Chris Breitmeyer	Lin Anderson	Diana Nino	Doug Pilant	Nicole Williams
absent	absent	yes	yes	Yes	absent	yes	yes	yes

6. NEW BUSINESS-

a. Special Transportation Fund (STF)- Executive Director Hazen explained that this fund comes from several sources and that he is proposing two projects for the funding. The STF was also made available to the public but no applications were received.

Hazen explained that the first project will be to continue the funding for fixed route and Paratransit services for seniors and people with disabilities that rely on public transit for access to healthcare, shopping and social activities. Funds being requested are \$125,795.

Hazen explained that the second request has two parts and will provide a fare free transportation that will provide access for people to receive their COVID 19 vaccinations. Both fixed route and Paratransit will be utilized for this program which will only be available to those people with verified appointments. Hazen reported that another plan is being developed for when there are larger amounts of the vaccine available and the possibility of traffic problems for larger vaccination clinics. Hazen said we are making plans to provide pop-up Park and Rides that would provide shuttle bus services to the Clatsop County Fair Grounds. Hazen has met with Michael McNickle Director, Clatsop County Public Health Department and Chris Laman, Columbia Memorial Hospital COVID19 Task Force and outlined our plan. We will take the lead on this and if needed will coordinate the use of school buses as well.

Priority will be given to seniors and people with disabilities. Funds requested are \$60,072.

Hazen also added that the State received a large amount of money last year from the Cares Act and there is still about \$10,000,000 available and that he will be making a proposal at the March Public Transportation Advisory Committee that this money is distributed to all the rural transportation providers as soon as possible. This would allow other providers to have stand up COVID transportation programs that are relevant and necessary for their areas as well. Hazen said if we receive these funds, we will not need the STF funds and will bring the new proposal back to the Board. Doug Pilant commented that he still thinks that even though they are rolling out the vaccines, we will still be struggling next fiscal year like we are struggling this year and it makes sense to roll that remaining Cares Act balance into the 5311 Fund, like it was originally. Hazen said he is recommending that these funds be distributed using an allocation formula used previously because it will be a much faster process and these funds are needed now. Nicole Williams said they have just heard that the vaccine distribution will be ramping up next week including retail distribution and recommended that Jeff check in with McNickle and Laman on maybe a weekly basis because this could impact transportation.

Doug Pilant moved that TAC recommends the proposed STF projects be approved by the Board of Commissioners
 Diana Nino seconded the motion.
 Discussion- None
 Roll Call Vote:
 Motion passed unanimously.

Patrick Preston	Tita Montero	Larry Miller	Mel Jasmin	Chris Breitmeyer	Lin Anderson	Diana Nino	Doug Pilant	Nicole Williams
Absent	Yes	Absent	Yes	Yes	Absent	Yes	Yes	Yes

- b. 5310 Projects- Executive Director Hazen explained that the 5310 funding is allocated through ODOT and is targeted towards seniors and people with disabilities. Hazen reported that SETD did not receive any applications from other organizations. The 5310-funding available to SETD is \$287,887. Mobility Manager Jason Jones reviewed the SETD Goals of the 5310 funding proposed projects as presented in the 5310 spread sheets included in the Board Pack. There were questions about the planned video productions. Tita asked where the videos will be viewed. Jason said on YouTube. Diana asked if subtitles are allowed in the budget. Jason said that that any videos in English on YouTube can be subtitled into Spanish or other languages. Jason said that what he plans is to also have someone on a video speaking Spanish or to produce both an English and Spanish video. Diana said if you have budgeted for only one video and it is going to be used by all the agencies that we connect with, a lot of the people that do not speak English very well also do not read very well. Diana added that when YouTube subtitles they put every word that is spoken on the video which can be very confusing. Diana said to be professional she is recommending professional translation. Jason said that he will assure that this is considered. Tita said she would like to follow up with this from the aspect of equity and inclusion. If English is verbal and Spanish is in writing that to her is not equitable. Tita said she wondered if what we really need here is \$5000 for an English version and \$5000 for a Spanish version. Jason said that the \$5000 will cover both an English and Spanish video and maybe an onsite translator for trainings. Tita said she just wanted to make sure if something is verbally in English that it also be available verbally in Spanish.

Chris Breitmeyer moved to recommend that TAC approve the use of these funds for the projects indicated in the document submitted
 Motion seconded by Mel Jasmin
 Roll call vote taken
 Motion passed unanimously

Patrick Preston	Tita Montero	Larry Miller	Mel Jasmin	Chris Breitmeyer	Lin Anderson	Diana Nino	Doug Pilant	Nicole Williams
Absent	Yes	Absent	Yes	Yes	Absent	Yes	Yes	Yes

Other Issues and Comments- None

Meeting was adjourned at 3:00 PM

Mary Parker, Recording Secretary

Copies and meeting recordings available on request. Contact Mary Parker mary@ridethebus.org

Mission Statement

Provide safe, reliable, relevant, and sustainable transportation services to Clatsop County with professionalism, integrity, and courtesy.

Date: February 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.d 2021-2023 §5310 Projects Approval

The Transportation Advisory Committee (TAC) met on February 17th and reviewed the proposed projects to be funded by §5310 and have made a recommendation to the Board that all projects be approved for funding by §5310.

You will see several projects dealing with video production and how videos will be utilized. You'll see other projects that support outreach efforts that Jason will be making. We will continue to support our preventive maintenance program to ensure our fleet is in a state of good repair.

Jason will be at the meeting and happy to provide answers to any questions that you may have on the projects.

Staff is recommending that the following motion be made:

“I move that the Board approved the recommendation by the TAC to fund the twelve projects with §5310 funds.”

5310-21-23		TOTAL FUNDS REQUESTED				\$278,887.00	
#	GOAL	OBJECTIVES	PHASE 1	PHASE 2	PHASE 3	DURATION	REQUEST
1	Mobility Manager						\$85,000.00
2	Improve platform ridership information	Provide better rider information at the Transit Center's shelters thus decreasing the level of simple customer/CSR inneractions by 25% and improving rider efficiency.	Identify location of outdoor multi-faced enclosed display on or around the selected shelters at the Transit Center.	Purchase outdoor multi-faced enclosed displays that are designed for maximum clarity and prepare site for install.	Install appropriate media relating to routs and schedules into displays and create a procedure for cleaning and recycling of material.	Project will take approximately 60 days to properly install and dial in the messaging.	\$3,000.00
3	Produce a common customer service and travel training video across the Connector partnership.	Develop a common travel training video for all connector partners. Increase connected ridership by 15%, help bring a core of travel training principles to all of the districts creating positive outcomes of intra-county transit.	Put together a creative coalition to plan project script and shot list with multiple in-person trips to partnering agencies. Purchase needed equipment.	Principle videography and photography. Editing and production and interviews.	Video editing and design for draft and uploading to relevant social media platforms. Release of production through an in-person or virtual open house.	This project will run the course of 1 full quarter for total completion and be active indefinitely.	\$5,000.00
4	Sustain and improve upon video training video production and share with partnering agencies.	Maintain and improve on video production tools and explore how to make content more available. Share targeted content with connector agencies to potentially increase ridership by 5%.	continue in creating educational content for travel training and building up the library offered to the community while improving in areas such as technology and online distribution.	Utilize online software vendors to help make the content more visible to the online community not only in our local area but as far out as regional and even national.	Create and maintain sustainable advances in content creation that reaches our ridership in an equitable and easy to consume while sharing and editing content to suit others in our partnering agencies.	The creation, dissemination and sharing of our content to our partnering agencies will take time that should be registered throughout the year while continuing to build our training library.	\$5,000.00
5	Create and offer better Travel Training tools.	Enhance website page tools to increase transit education. Enhance the current RidePal page making it more travel training focused and taking advantage of the training videos produced, virtual classes can be held, create a Data platform that would allow for online forms and other travel training related requests to be used by the community.	Meet with web designer to plan the changes and additions to the webpage. Continued development through design and implementation potentials until a FINAL draft can be ready for Executive approval.	Web developer led training sessions will need to be completed before movement on final implementation.	After all final approvals and sufficient outreach to the community has been completed, allow the edited and new pages to go live.	The duration of the program will be 90-120 days for development and 30 days after 'go live' for fixes or adjustments.	\$15,000.00
6	Continued outreach and education to our seniors, persons with disabilities and persons dependent on public transportation services.	Purchase items that will help keep seniors, persons with disabilities and persons dependent on public transportation options safe while attempting to commute on our service while bringing the message and training to help them access public transit.	Research items that will help keep our riders seen well and up to date on trip planning scenarios.	Plan in-person or virtual events targeting this population and plan for non-contact drop off of approved individuals. (Individuals need to be signed up to travel training or Mobility Manager email alerts***)	Schedule drop offs with our Volunteer driver or our Paratransit department and execute the program.	This program will take up to 90 days to gather needed supplies, 30 days to organize and then be a program that takes quarterly rounds to re-supply and or pass out new kits to the people in this project.	\$4,830.00
7	Increase awareness and education via printed media.	In this digital age where most individuals get their information on nearly any topic through the web, it would be incorrect in assuming that there is no need for print media. This project will help an individual maintain awareness and increase transit related education by creating professional print media such as brochures, cards, flip cards, maps and other learning tools highlighting travel training, trip options and trip planning tips.	Engage with past trainees and current riders of our bus or Paratransit services before working with Polk Reily to design and populate a brochure highlighting the District as well as noting relevant programs such as travel training and the Veteran's Enhanced Transportation Program.	Plan for and design an implementation strategy that takes into account how many businesses and social services we can get our brochure into. Purchase display equipment and ensure that design is capable of being posted to our website and relevant social media as a PDF document.	After final approvals from the Executive Director authorize the printing process and then distribute media to listed entities willing to host the brochure. Ensure that local schools receive the brochure.	The duration of this project will span 120 days for development and 30 days for total implementation after final approvals. We will budget for a large total print run that should last beyond the biennium.	\$7,500.00

8	Increase Transit Engagement relevancy.	Create a virtual educational platform that encourages individuals to ride public transportation that can be easily transitioned into in-person engagement opportunities when it is safe to do so. Create a yearly Transit Engagement seminar for our local area including the NW Connector partners that includes guest speakers from around the area.	Borrow from the currently paused transit engagement structure and use that to build out the virtual engagements.	Develop a strategy that would lead to a Transit Engagement seminar in March, 2022.	Employ transit engagement virtual trainings and develop transit engagement seminar.	The virtual transit engagement classes can be stood up within 90 days and be maintained virutaly indefinitely. The transit engagement seminar will take months to plan to be released by mid 22' hopefully repeating annually in the future.	\$3,000.00
9	Maintain program growth, sustainability and relevance.	Attend virtual or in-person trainings, conferences and other trips relevant to program growth and sustainability. Keeping all travel training courses and other programs relevant and accurate to the transit rider requires up to date information and the ability to edit program details.	Continue to attend relevant trainings and search for new trainings through CTAA, NCMM among other agencies.	Schedule trainings and growth events.	attend trainings and leverage them to make the program better.	2 Years	\$6,000.00
10	Develop an exploratory plan for future Mobility Travel Training Center.	Create an exploratory plan on what future development of an SETD Travel Training Center would look like as part of a potential future relocation of operations. Findings would answer questions pertaining to exact uses, style of development, sq. footage needed, proper ADA and equitable access and potential cost of development.	Commission a study from a contracting firm for the plan development.	Staff and board input surrounding the first draft of the plan.	Complete the plan by accepting the approved plan and pairing it with future design goals for total new facility.	The duration of this plan development would be approximately 6-9 months.	\$5,000.00
11	Continue support for and continue the expansion of the Veteran's Enhanced Transportation Program.	Reach as many Veterans as possible with our transportation service through our Volunteer drivers, outreach and current partnerships with local VA services. Improve upon Veteran's not missing appointments due to lack of transportation.	Work to find additional volunteer driver that would help increase the amount of Veterans helped to at least 50% of what Veterans needing transportation help.	Bring call center services online through the Paratransit department to foster better contact between the service and Veterans.	Create and distribute GO BAGS for the Veterans we service while learning how to help the individual better by building trust in the program. Bring Veteran's together by bringing in Veteran Volunteer Drivers and sponsoring various Veteran activities locally.	Because the program is already operating and is sustainable this project should not take more than 90 days to plan and then 30 days to implement and sustain through biennium.	\$7,050.00
12	Ensure SETD's vehicle fleet is of good repair through Preventive Maintenance.	Using best practices in preventive maintenance to ensure that a sufficient number of agency vehicles are ready to meet daily service demands safely at a reasonable cost. Servicing vehicles regularly while keeping them clean and ready to meet daily service demands.	To meet daily service demands, SETD must use preventive maintenance measures to ensure the continuity of service.	Keeping vehicles serviced regularly and cleaned on a scheduled basis helps maintain the confidence of our current ridership while also increasing ridership numbers in the future.		This is an ongoing durationed project lasting through the total bieniumm	\$132,507.00

February 2021 Operations

Paul Lewicki

Aubry Adams, one of our favorite bus drivers who left us a few months ago, has returned. We are glad to have him on our team once again. Aubry fills the space recently vacated by another driver, so our numbers are stable.

Jennifer (Paratransit Supervisor), Mackenzie (Driver Supervisor) and Lawrence (Driver Supervisor) continue to attend supervisory training sessions presented by HR Answers each Tuesday morning for four hours. I am receiving favorable feedback from our supervisors as to the value of this content. The classes will wrap up in March.

Work on our migration to the new – cost saving – phone system continues. The new system requires additional network cables to be installed throughout our facilities, but this will be done at the vendor's expense. They have received bids for this work and have approved a contractor. I am expecting this installation to be completed before the end of February.

We continue replacing bus stop signs throughout the District's service area. We are on track to complete this effort by the end of February as planned.

Both of our motor coaches which are used to service the Lower Columbia Route to Portland are back in service after having some unplanned maintenance work completed on them. Our riders and our drivers prefer these more comfortable buses for the two-hour ride to Portland – and return. However, with the recent challenging weather, we opted to substitute smaller buses on this route, as needed, as they offer the benefit of automated tire chains or studded tires with which to navigate the snow and ice. This avoids the need for our drivers to perform the difficult task of putting chains on the large motor coaches under adverse weather conditions. Indeed, the weather was intense enough on February 13th and 14th that we canceled the Portland runs altogether for that period. Snow and ice on the roads presented dangerous conditions forcing our decision to suspend service. Other transportation agencies in the area including Trimet also reduced or suspended service during this period.

As of February 1st, new federal guidelines for wearing face masks on public conveyances were published. Since that time, we have been requiring appropriate masks to be worn by all bus riders and, of course, all drivers. The criteria and protocol for exceptions has been narrowed greatly. Generally, our riders have been cooperative, with very few offering resistance. Mask specifications have also tightened requiring a more expensive KN95 mask. This has resulted in our planning to charge \$1 to provide a mask for a rider who does not have one.

As the result of our good working relationships with organizations within our county, all of our drivers who wanted to receive COVID-19 vaccination have received it. This was possible due to a realization and concurrence that our drivers do perform an essential service within our county and therefore warrant this action.

Significant service delays occurred on Route 101 between February 9th and 19th due to ODOT work near Glenwood Village. Crews repairing the guard rails along this stretch of highway used flaggers and reduced traffic to one lane. This resulted in delays of up to an hour on this route for most of each day.

RIDE ASSIST
February 2021 Report
Jennifer Geisler

- In January Ride Assist provided a total of 625 rides. ADA Paratransit had 336 riders, we provided 206 Medicaid rides for Northwest Rides, zero VETP and had 39 escorts. This is an average of 23 rides per day. There were zero ride denials in January.
- Dial a Ride did not have any ride requests.
- We delivered 61 produce boxes in the month of January. We have a list that has grown to 34 different people who have taken advantage of the weekly delivery. With the amount of produce, these 34 people request either weekly, bi-weekly, or once a month.
- At the end of January, I began an eight-week course on “Success for Beginning Supervisors.” The course is through HR Answers, Inc. The weekly topics so far have been The Supervisors Roles, Responsibilities, Competencies and Expectations, Emotional Intelligence and Communications, Managing Conflict, and this week was Recruitment, Orientation and Onboarding. I am looking forward to the next four courses.
- ADA Paratransit Report for December
 - Number of completed applications received: 4
 - Number of incomplete applications received: 1
 - Number of phone interview/assessments scheduled: 4
 - Number of phone interview/assessments completed: 4
 - Number of determinations made:
 - Within 21 days: 4
 - More than 21 days:
 - Determination by type:
 - Unconditional: 3
 - Conditional: 1
 - Temporary:
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

Ride Assist Fares Collected/Billed for January 2021

- | | | | |
|--|-------|----------------------|--------|
| • Para-transit Fares: | \$408 | • Medicaid Billed: | \$3323 |
| • Dial-A-Ride | \$0 | • Ticket books sold: | \$72 |
| • Tickets Collected: | \$164 | • VETP Billed: | \$0 |
| • Billed Providence
Community Connections | \$54 | | |

Mobility Management
February 2021 Board Report
Jason Jones

- In the month of January, I have spoken to 12 customers helping them in several areas such as reading maps, understanding how to get their monthly passes as well as helping them navigate our website. People are still commuting by bus to work, riding the bus for shopping and other reasons. Other than some having no other option to get around, most of the people I spoke to feel that SETD is doing all that they can to keep the buses sanitary and safe which helps put them at ease when riding. 1 individual had mentioned that it was going to be their first time using our system and wanted to know if they were on the right path. I had another 2 instances where people watched the training videos online in order to help them understand the system. Both of them indicated that the videos; in conjunction with the website, helped them in their trip planning.
- The Veterans Enhanced Transportation Program (VETP) dipped this month with 8 trips which constituted only 3 unique users of the service. This month has seen a lot of elective medical services canceled and due to Clatsop County residing in the extreme risk category for quite some time, there simply were not any appointments to take our Veterans to. I continue to stay in contact with our local Veteran's Service Officer to ensure that we are meeting the specific medical transportation needs of our Veterans.
- I continue in my video content creation efforts and look to have a new video released late in February or early March titled: Learn how to ride the bus in 5 steps. I have been spending most of my time working on the program grant funding for the next biennium.
- We continue to serve a local Veteran with food box delivery every other week. We are thankful for the work that Jennifer and her team in Paratransit do to make these deliveries possible.
- 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.



2021 is underway and we are now comparing things to when we first started Covid-19 measures. We have gone from a 60-member network to an 83-member network, please go in, sign up, log your trips and get your family and friends to sign up too. Jason Jones, Mobility management and I are working on long term plans for shows and videos we can do collaboratively to get our respective messages to the community. I look forward to further collaboration to create video outreach shorts that help people learn about the different options available to them. 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). I am working with Warrenton leaders and stakeholders in the area to start a pilot bike repair/match program with the Middle School. I hope to pair this with Safe Routes to School programming and make it so it can easily be replicated in other areas of the Region. Happy that there is interest in this program.

The Friday Live Facebook chats with Jason Jones of the Mobility Dept are continuing and our audience is growing. As we continue to do outreach using this method, we are getting more interest from people to appear with us on the show. We are glad to be able to provide information and show how transportation is connected and important to all aspects of a full life in our Region. The forum allows us to discuss a variety of subjects that are relevant and important to our communities, we average over 100 views per show. For the new year look for some tweaks, changes, and updates to how the show is promoted and what programming looks like. Have you shared a Transportation Talk show with your network of friends? Help us grow our audience and reach, join us LIVE on Facebook on Fridays at 11AM, and share to your friends on Facebook We had a great show on February 19th with Board members from the three County Region. Make sure to check it out and share it on your own page. Worried about being on Facebook Live? Talk to Tracy, Diana, or Debbie they will share how easy and fun we make it. Review some of the old shows for great information and to see how easy it is.

During February I have been continuing to attend meetings with City or County officials to make sure our elected officials are aware of Transportation Options in our Region. I also have participated in virtual discussion groups to reach out directly to the communities in our region. Often people do not realize what services are available in our rural areas. If you know of a virtual meeting I can participate in to help get the word out let me know so I can put it on my calendar. Please go in to www.GETTHEREOregon.org create an account and let me know how I can help you develop some new habits for this year going forward.

Social Media-Get There Oregon

- Outreach to grow NW TO users on GetThereOregon.org-LOG YOUR TELECOMMUTE!!!
- 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
- Plan series of shows to improve outreach and successful motivation from SOV for car free travel

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
- Prepared presentations to groups to expand involvement in TO and how it can help individuals or businesses

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
- Working with Warrenton Middle School on Building Individual Kids Encouraging Students-BIKE program
- Joined Oregon SRTS network and attending OR cohort meetings virtually
- TRAFFIC PLAYGROUNDS! – still hoping for these in our area
- Started meeting with stakeholders in Seaside SRTS Project Identification Planning process



Outreach and Education
February 2021 Board Report
Mary Parker

TRAINING- I attended and greatly enjoyed the zoom SDAO Conference on February 3rd and 4th. I attended the sessions on Public Contracting, Strategic Planning, Intergovernmental Agreements, Advanced Board Skills, and How to Tell Your Story. All of them were very interesting and helpful. Intergovernmental Agreements surprised me with the great amount of history and detail about how these agreements have been utilized. The How to Tell Your Story session was fun, inspiring and educational. I had taken the same subject in a series of short sessions from Sloane about 6 months ago which was also fun and inspiring. I was impressed at how the conference worked out and thought that this was a very successful. I think I may have heard and understood the speakers a little more during this conference as the background was quiet and speakers were uninterrupted. However, I certainly missed visiting with some of the transit friends we only see at conferences.

OUTREACH and ANNOUNCEMENTS-

Prepped for the February 17th TAC meeting. Prepared and distributed required public announcements and the Meeting Packs.

Prepped for the February Board Strategic Planning Work Session. Prepared and distributed required public announcements and Board Packs.

Prepared for the February Board Meeting. Prepped and distributed public announcements for the February Board Meeting Packs.

Prepared a Press Release explaining the new CDC facial mask requirements for travelers using public and private transportation and distributed to community and placed on our website and Facebook.

Prepared English and Spanish posters with the new CDC facial mask requirements and posted them in all of our shelters with in Clatsop County and a poster from the CDC was placed on the buses.

Assisted with preparing large posters to put into our double-sided reader boards with the new CDC facial mask requirements to display on both sides of the plaza area at the Astoria Transit Center.



**Human Resources
February 2021 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- Attended the SDAO 2021 Annual Conference on February 3rd and 4th. Sessions attended included Effective Performance Management and Discipline, A Return to Abnormal, The Changing Workplace, Trends in Sexual Harassment, A View from the Top: Harassment Claims Against Elected Officials Under SB 479.
- HR Alliance hosted a roundtable for District HR professionals on Tuesday, February 2nd prior to the conference. The topic was the “Surviving the Emotional Roller Coaster of Change” and was presented by Jennifer Bouman-Steagall from RedKite Rising. The presentation and discussion with other HR professionals were quite valuable.
- Attended a Communication Skills for All Occasions and Diversity, Equity & Inclusion 2021 webinars.
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Organized a meeting with the Board’s Executive Director Evaluation Committee to begin the process for the Executive Director’s annual evaluation. Administered evaluation forms to the Executive Director, Board of Commissioners, Administrative Team and selected Union and Non-Union employees. Evaluations are due by March 15th. The committee will review the results and provide the Executive Director his annual evaluation at the April 22, 2021 Board Meeting.
- Performed a poll of all employees regarding a voluntary life benefit that will be offered to districts through our benefits provider SDIS. With enough interest from the districts SDIS is rolling out the opportunity for employees to purchase voluntary life insurance up to \$300,000 without providing a health questionnaire. Employee spouses are eligible for up to \$50,000 without a health questionnaire. SETD employees showed a high interest in this benefit option. This benefit will go into effective July 1, 2021.
- Conducted the annual United Way Campaign for SETD. In 2020 SETD employees contributed \$2,100. Contribution pledges for 2021 are \$1,660.
- Prepared and posted the required OSHA 300 summary form of work-related injuries and illnesses. The form is required to be posted from February 1 to April 30 each year.
- Completed and submitted the required 2020 Department of Transportation Drug and Alcohol Testing MIS Data Collection form.
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, January 27, 2021.
- Prepared evaluation templates for Managers and Supervisors for Evaluations Due in February. Processed pay increases as required.
- 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 employee:

Aubrey Adams, Fixed Route Bus Driver 2-26-2021

Aubrey returns to SETD after a brief departure. Aubrey comes fully credentialed to drive the bus and knows all the routes. He has previous experience in driving and dispatching for Homage Senior Services in Lynwood, Washington. We are glad to have Aubrey back!

HIGHLIGHTS:

- ❖ Drivers are being scheduled for COVID vaccines. Many thanks to Executive Director Jeff Hazen for his dedication in making sure the drivers are protected.

WORKPLACE DEMOGRAPHICS:

Male	31
Female	15
Hispanic/Latino	1
White 52	43
Two or More Races	2