



**Sunset Empire Transportation District**  
**BOARD OF COMMISSIONERS**  
**BOARD ZOOM MEETING AGENDA**  
**THURSDAY APRIL 22, 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
  - a. March 28, 2021
6. FINANCIAL REPORTS
  - a. March 2021
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. CONTINUED BUSINESS
  - a. Request for Use of Transit Center Parking Lot
  - b. Board Meeting Times Discussion
  - c. Board Retreat
9. NEW BUSINESS
  - a. Amendment to ODOT Agreement 32499 Transportation Options
  - b. Employee of the Quarter
  - c. COVID-19 Vaccination Transportation Update
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. EXECUTIVE SESSION – Pursuant to ORS 192.660(2)(i) To review and evaluate the job performance of the Executive Director
14. OTHER ACTION
15. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

APRIL

2021

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

APRIL

2021

INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OrCPP	OREGON COOPERATIVE PROCUREMENT PROGRAM
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDECARE

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

APRIL

2021

REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE

**Sunset Empire Transportation District**  
**MARCH FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the April 2021 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: Month 9 = 75% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$3,051,940 (\$705,269 less than budget), YTD Total Materials & Services was \$263,275 (\$59,232 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$11,050; \$1,509 over monthly budget and \$115 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$4,247; \$2,003 less than monthly budget and \$19,642 less than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$6,519; \$3,144 more than monthly budget and \$22,054 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$940; \$726 less than monthly budget and \$6,853 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$3,555; \$1,445 under monthly budget and \$13,797 less than YTD budget.
- 4110 NW Navigator: Under budget YTD by \$4,708.
- 4205 Property Taxes: \$18099 received. Over budget YTD \$50,336.
- 4250 Timber Sales: No Revenues received. Over budget YTD \$92,062.
- 4420 Parking: 1 open space-rented starting April.
- 4505 Interest: Mar interest received was \$416. Under budget YTD \$277.
- 4605 Other Income: Received \$4,694 SDIS Longevity Credit; over YTD budget \$15,450.
- 5000 Grants: Received \$56,513 for reimbursement for 3<sup>rd</sup> Q FY21.

**Expense**

- 7000 VET Provider Payments: No Rides for month of March.
- 8024 Sanitation: Over monthly budget \$230, over YTD budget \$20,420-COVID Related.
- 8060 Travel & Training: Over monthly budget \$173 – Additional Supervisor Training.
- 8112 Meeting Expense: Over monthly budget \$252 – Driver's Meeting Expenses.
- 8170 Fuel: Over monthly budget \$928, under YTD budget \$43,253.
- 8171 Vehicle Repair/Outside Service: Over monthly budget \$5,531 – Front end alignment on 3 busses.
- END

\*\* Fuel under budget YTD \$43,253. Materials & Services (without capital expense) is over budget for MTD by \$5,146 and under budget YTD \$15,978.

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

Sunset Empire Transportation District

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**MARCH FINANCIAL EXCEPTIONS & INFORMATION REPORT**

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For the April 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**  
**March 31, 2021**

	<u>M-T-D</u>	<u>M-T-D</u>	<u>Variance</u>	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>Budget</u>	
<u>Revenues</u>						
4010 FIXED ROUTE FARES	11,050.39	9,541.00	1,509.39	85,991.52	85,877.00	114.52
4015 LOWER COLUMBIA CONNECTOR	4,247.08	6,250.00	(2,002.92)	36,608.10	56,250.00	(19,641.90)
4020 PARATRANSIT FARES	0.00	0.00	0.00	480.05	0.00	480.05
4021 MEDICAID FARES - IGA	6,519.00	3,375.00	3,144.00	52,428.64	30,375.00	22,053.64
4022 PARATRANSIT FARES	940.00	1,666.00	(726.00)	8,149.00	15,002.00	(6,853.00)
4030 CONTRACTED SERVICES-IGA	3,555.00	5,000.00	(1,445.00)	31,203.00	45,000.00	(13,797.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	102.48	766.00	(663.52)	2,193.80	6,902.00	(4,708.20)
4120 GREYHOUND	2.60	66.00	(63.40)	13.45	602.00	(588.55)
4130 OTHER-VENDING	0.00	166.00	(166.00)	0.00	1,502.00	(1,502.00)
4205 PROPERTY TAXES	16,846.85	21,000.00	(4,153.15)	1,025,163.24	974,300.00	50,863.24
4206 PRIOR YEAR TAXES	1,246.48	1,700.00	(453.52)	22,119.53	23,000.00	(880.47)
4207 PROPERTY TAX INTEREST	5.63	0.00	5.63	352.73	0.00	352.73
4310 TIMBER SALES	0.00	0.00	0.00	207,061.69	115,000.00	92,061.69
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	74,350.32	55,000.00	19,350.32
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	712.50	746.00	(33.50)	6,665.80	6,714.00	(48.20)
4505 INTEREST EARNED ON BANK ACCT	415.95	582.00	(166.05)	4,143.29	4,420.00	(276.71)
4605 OTHER INCOME	4,784.30	12.50	4,771.80	15,562.30	112.50	15,449.80
5201 OREGON STF FUNDS	0.00	0.00	0.00	70,398.00	70,397.25	0.75
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	168,359.00	0.00	168,359.00
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	512,255.00	473,250.00	39,005.00
5204 OREGON STIF FUNDS-STN	0.00	0.00	0.00	0.00	327,573.00	(327,573.00)
5301 5311 ADMIN/OPERATIONS	0.00	125,305.25	(125,305.25)	381,713.00	375,915.75	5,797.25
5302 5310 MOBILITY MGT/PM	54,025.00	0.00	54,025.00	105,464.00	104,232.00	1,232.00
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	64,932.75	(13,016.84)
5306 CARES ACT	2,488.00	100,000.00	(97,512.00)	13,312.00	300,000.00	(286,688.00)
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	171,813.00	619,650.00	(447,837.00)
Total Revenues	106,941.26	276,175.75	(169,234.49)	3,051,940.37	3,757,207.25	(705,266.88)

	<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	156,349.73	162,420.00	6,070.27	1,494,838.11	1,461,806.00	(33,032.11)
6110 TAXES	29,118.24	17,140.00	(11,978.24)	211,460.55	192,003.00	(19,457.55)
6210 BENEFITS	45,663.25	57,405.75	11,742.50	459,666.51	516,654.75	56,988.24
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>231,131.22</b>	<b>236,965.75</b>	<b>5,834.53</b>	<b>2,165,965.17</b>	<b>2,170,463.75</b>	<b>4,498.58</b>
7010 VET PROVIDER RIDES	0.00	833.00	833.00	3,494.91	7,501.00	4,006.09
8000 AUDIT	0.00	1,416.00	1,416.00	7,570.00	12,752.00	5,182.00
8001 PROFESSIONAL SERVICES	0.00	4,500.00	4,500.00	18,361.84	40,500.00	22,138.16
8002 LEGAL COUNSEL	200.00	666.00	466.00	3,813.98	6,002.00	2,188.02
8003 BANK & MERCHANT FEES	102.12	167.00	64.88	759.29	1,499.00	739.71
8005 PAYROLL PROCESSING FEES	0.00	0.00	0.00	1,228.38	500.00	(728.38)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,758.40	2,025.00	266.60
8015 COMP/FURNITURE/DURABLE GOODS	898.00	2,500.00	1,602.00	19,128.69	22,500.00	3,371.31
8020 B&M	2,386.60	3,166.00	779.40	34,995.44	28,502.00	(6,493.44)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	10,530.00	11,250.00	720.00
8024 SANITATION	396.18	166.00	(230.18)	21,921.53	1,502.00	(20,419.53)
8031 ONLINE SUB & IT SERVICES	9,911.74	11,250.00	1,338.26	143,057.29	101,250.00	(41,807.29)
8040 TELEPHONE/INTERNET	2,901.11	5,000.00	2,098.89	34,581.51	45,000.00	10,418.49
8041 UTILITIES	1,985.59	2,916.00	930.41	20,811.52	26,252.00	5,440.48
8050 HR & EMPLOYEE RECOGNITION	1,991.96	2,373.00	381.04	16,191.24	21,381.00	5,189.76
8060 TRAVEL & TRAINING	2,753.19	2,580.00	(173.19)	8,323.13	23,262.00	14,938.87
8080 OUTREACH/PRINTING	0.00	3,333.00	3,333.00	5,793.08	30,001.00	24,207.92
8090 DUES, SUBSCRIPTIONS	777.29	1,241.00	463.71	24,120.61	11,177.00	(12,943.61)
8091 IGA-DUES	0.00	1,000.00	1,000.00	0.00	9,000.00	9,000.00
8092 FEES/TAXES/LICENSES	0.00	216.00	216.00	3,284.14	1,952.00	(1,332.14)
8100 INSURANCE	0.00	0.00	0.00	52,913.71	53,500.00	586.29
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	4,146.17	11,250.00	7,103.83
8110 LEGAL ADS	0.00	83.00	83.00	121.80	751.00	629.20
8112 MEETING EXPENSE	418.14	166.00	(252.14)	974.38	1,502.00	527.62
8116 OFFICE SUPPLIES	702.16	1,499.00	796.84	9,904.63	13,503.00	3,598.37
8170 FUEL	21,760.92	20,833.00	(927.92)	144,247.91	187,501.00	43,253.09
8171 VEHICLE REPAIR/OUTSIDE SERVICES	19,973.85	14,623.00	(5,350.85)	116,844.00	131,631.00	14,787.00
8180 SHOP SUPPLIES/RENTALS	170.61	375.00	204.39	2,183.53	3,375.00	1,191.47
<b>SUB TOTAL MAINT/SERVICES</b>	<b>41,905.38</b>	<b>35,831.00</b>	<b>(6,074.38)</b>	<b>263,275.44</b>	<b>322,507.00</b>	<b>59,231.56</b>
<b>9200 CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>201,127.00</b>	<b>841,500.00</b>	<b>640,373.00</b>
Total Expenses	299,786.68	320,592.75	20,806.07	3,078,153.28	3,818,784.75	740,631.47
Excess Revenue Over (Under) Expenditures	(192,845.42)	(44,417.00)	(190,040.56)	(26,212.91)	(61,577.50)	(1,445,898.35)

**Balance Sheet by Fund**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 3/31/2021**

	This Year	Last Year	Change
<b>Assets</b>			
1020 GENERAL CHECKING LC BANK	(36,488.34)	0.00	(36,488.34)
1030 LGIP - GENERAL FUND	785,806.70	0.00	785,806.70
1040 PAYROLL ACCOUNT LC BANK	74,450.16	0.00	74,450.16
1050 MONEY MARKET LC BANK	5,667.40	0.00	5,667.40
1095 CASH RECEIPTS CLEARING SYSTEM	761.23	0.00	761.23
1210 ACCOUNTS RECEIVABLE SYSTEM	44,759.70	0.00	44,759.70
1251 PASS TRANSIT RECEIVABLES	(40.00)	0.00	(40.00)
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	(37,305.91)	0.00	(37,305.91)
<b>Total Assets</b>	<b>826,211.63</b>	<b>0.00</b>	<b>826,211.63</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	23,540.91	0.00	23,540.91
2050 CREDIT CARD PAYABLE	59,415.18	0.00	59,415.18
2059 CREDIT CARD PAYMENT CLEARING	(40,095.85)	0.00	(40,095.85)
2060 PAYABLE TO NWN	20.19	0.00	20.19
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	(623.87)	0.00	(623.87)
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	(813.55)	0.00	(813.55)
2124 BENEFITS MEDICAL SDIS	(10,908.99)	0.00	(10,908.99)
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	(57.94)	0.00	(57.94)
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)
<b>Total Liabilities</b>	<b>6,146.72</b>	<b>0.00</b>	<b>6,146.72</b>
3000 FUND BALANCE	846,277.82	0.00	846,277.82
3900 RETAINED EARNINGS	0.00	0.00	0.00
Change in Net Assets	(26,212.91)	0.00	(26,212.91)
<b>Total Net Assets</b>	<b>820,064.91</b>	<b>0.00</b>	<b>820,064.91</b>
<b>Total Liabilities and Net Assets</b>	<b>826,211.63</b>	<b>0.00</b>	<b>826,211.63</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 3/31/2021**

<u>Customer</u>	<u>Due Date</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6251] AMTRAK	3/03/2021	1157	2/01/2021	Jan 2021 Settlement	0.00	1,068.00	0.00	0.00	1,068.00
[6251] AMTRAK	3/31/2021	1181	3/01/2021	Feb 2021 Settlement	779.20	0.00	0.00	0.00	779.20
[6047] CITY OF CANNON BEACH	8/31/2020	1182	8/01/2020	July 2020 Invoice	0.00	0.00	0.00	3,513.00	3,513.00
[6047] CITY OF CANNON BEACH	10/01/2020	1183	9/01/2020	Aug 2020 Invoice	0.00	0.00	0.00	4,353.00	4,353.00
[6047] CITY OF CANNON BEACH	10/31/2020	1184	10/01/2020	Sep 2020 Invoice	0.00	0.00	0.00	3,528.00	3,528.00
[6047] CITY OF CANNON BEACH	12/01/2020	1185	11/01/2020	Oct 2020 Invoice	0.00	0.00	0.00	3,490.00	3,490.00
[6047] CITY OF CANNON BEACH	12/31/2020	1186	12/01/2020	Nov 2020 Invoice	0.00	0.00	0.00	3,960.00	3,960.00
[6047] CITY OF CANNON BEACH	1/31/2021	1187	1/01/2021	Dec 2020 Invoice	0.00	0.00	3,561.00	0.00	3,561.00
[6047] CITY OF CANNON BEACH	3/03/2021	1188	2/01/2021	Jan 2021 Invoice	0.00	4,385.00	0.00	0.00	4,385.00
[6047] CITY OF CANNON BEACH	3/31/2021	1189	3/01/2021	Feb 2021 Invoice	3,555.00	0.00	0.00	0.00	3,555.00
[6246] RUSTY DAHLIA	12/11/2020	1103	12/01/2020	Dec Parking-Spaces #10-11	0.00	0.00	0.00	95.00	95.00
[6247] SALON BOHEME	3/11/2021	1173	3/01/2021	Mar 2021 Parking-Space #2	0.00	47.50	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/03/2021	1164	2/01/2021	Jan 2021 Bus Passes	0.00	740.00	0.00	0.00	740.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/31/2021	1165	3/01/2021	Feb 2021 Bus Passes	700.00	0.00	0.00	0.00	700.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/16/2021	1204	2/14/2021	Med Rides 02/07-02/13/2021	0.00	1,843.00	0.00	0.00	1,843.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/23/2021	1205	2/21/2021	Med Rides 02/14-02/20/2021	0.00	1,132.00	0.00	0.00	1,132.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/30/2021	1206	2/28/2021	Med Rides 02/21-02/27/2021	0.00	1,586.00	0.00	0.00	1,586.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	4/06/2021	1207	3/07/2021	Med Rides 03/01-03/06/2021	1,466.00	0.00	0.00	0.00	1,466.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	4/13/2021	1208	3/14/2021	Med Rides 03/07-03/13/2021	1,401.00	0.00	0.00	0.00	1,401.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	4/20/2021	1209	3/21/2021	Med Rides 03/14-03/20/2021	1,127.00	0.00	0.00	0.00	1,127.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	4/30/2021	1210	3/31/2021	Med Rides 03/21-03/31/2021	2,525.00	0.00	0.00	0.00	2,525.00
<b>Total</b>					<b>11,553.20</b>	<b>10,801.50</b>	<b>3,561.00</b>	<b>18,959.00</b>	<b>44,874.70</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Accounts Payable Aging by Vendor as of 3/31/2021**

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
<b>[6004] AFLAC</b>									
4/09/2021	4/09/2021	2021-07	4/10/2021	PAYROLL DATED 04/09/2021 - AFLACAT, AFLACPT	593.94	593.94	0.00	0.00	0.00
<b>Total for[6004] AFLAC</b>					<b>593.94</b>	<b>593.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6010] ALSCO</b>									
3/30/2021	3/30/2021	LPOR2641142	4/10/2021	UNIFORMS/TOWELS SHOP	34.02	34.02	0.00	0.00	0.00
4/06/2021	4/06/2021	LPOR2644179	5/10/2021	UNIFORMS/TOWELS SHOP	34.53	34.53	0.00	0.00	0.00
<b>Total for[6010] ALSCO</b>					<b>68.55</b>	<b>68.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6015] ASTORIA FORD</b>									
3/22/2021	3/22/2021	5060399	4/21/2021	WHEEL NUT	1.35	1.35	0.00	0.00	0.00
<b>Total for[6015] ASTORIA FORD</b>					<b>1.35</b>	<b>1.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6065] COASTCOM BY WAVE</b>									
4/01/2021	4/01/2021	106825201-0008745	4/02/2021	BALANCE TRNF FROM OLD ACCT	(8.19)	(8.19)	(8.19)	0.00	0.00
4/01/2021	4/01/2021	106889801-0008745	4/02/2021	BALANCE TRNF FROM OLD ACCT	(1.37)	(1.37)	(1.37)	0.00	0.00
<b>Total for[6065] COASTCOM BY WAVE</b>					<b>(9.56)</b>	<b>(9.56)</b>	<b>(9.56)</b>	<b>0.00</b>	<b>0.00</b>
<b>[6097] FASTENAL</b>									
3/25/2021	3/25/2021	ORAST55842	4/24/2021	TOOLS	8.20	8.20	0.00	0.00	0.00
<b>Total for[6097] FASTENAL</b>					<b>8.20</b>	<b>8.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Invoice Date	Activity	Invoice	Due Date	Description	Original Amount Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
<b>[6119] IRON MOUNTAIN</b>									
3/31/2021	3/31/2021	DMDZ023	4/30/2021	03/2021 SHREDDING SRV	96.71	96.71	0.00	0.00	0.00
<b>Total for [6119] IRON MOUNTAIN</b>					<b>96.71</b>	<b>96.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6121] JACKSON &amp; SON OIL INC</b>									
3/31/2021	3/31/2021	89413	4/30/2021	03/2021 FUEL	7,457.78	7,457.78	0.00	0.00	0.00
<b>Total for [6121] JACKSON &amp; SON OIL INC</b>					<b>7,457.78</b>	<b>7,457.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6123] JP PLUMBING INC</b>									
3/29/2021	3/29/2021	60914	4/28/2021	SNAKE DRAIN EMPLOYEE RESTROOM - TC	222.00	222.00	0.00	0.00	0.00
<b>Total for [6123] JP PLUMBING INC</b>					<b>222.00</b>	<b>222.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6136] MCCALL TIRE CENTER - Warrenton</b>									
3/30/2021	3/30/2021	721005922/8	4/15/2021	TIRES FROM STOCK/WHEEL SWITCH/BALANCE - BUS 1801	66.00	66.00	0.00	0.00	0.00
<b>Total for [6136] MCCALL TIRE CENTER - Warrenton</b>					<b>66.00</b>	<b>66.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6141] NW NAVIGATOR LUXURY COACHES</b>									
4/03/2021	4/03/2021	R04032021	4/13/2021	SALES WEEK ENDING 4/03/2021	28.31	28.31	0.00	0.00	0.00
<b>Total for [6141] NW NAVIGATOR LUXURY COACHES</b>					<b>28.31</b>	<b>28.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6147] NW COMMUNITY ALLIANCE</b>									
3/02/2021	3/02/2021	7914	4/10/2021	02/2021 TC WINDOWS	40.00	40.00	0.00	0.00	0.00
3/31/2021	3/31/2021	7928	4/01/2021	03/2021 JANITORIAL SERVICES	962.00	962.00	-962.00	0.00	0.00
<b>Total for [6147] NW COMMUNITY ALLIANCE</b>					<b>1,002.00</b>	<b>1,002.00</b>	<b>962.00</b>	<b>0.00</b>	<b>0.00</b>

Invoice Date	Activity	Invoice	Due Date	Description	Original Amount Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
[6148] NW NATURAL									
3/30/2021	3/30/2021 3762086-1	03302021	4/15/2021	03/2021 GAS SRV - SS	53.95	53.95	0.00	0.00	0.00
	<b>Total for[6148] NW NATURAL</b>				<b>53.95</b>	<b>53.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
[6168] OREGON DEPT OF REVENUE									
4/09/2021	4/09/2021 2021-07		5/09/2021	PAYROLL DATED 04/09/2021 - EmpSuta, EmpWBF, OTT, SwTOR	7,157.91	7,157.91	0.00	0.00	0.00
	<b>Total for[6168] OREGON DEPT OF REVENUE</b>				<b>7,157.91</b>	<b>7,157.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
[6172] O'REILLY AUTO PARTS									
3/30/2021	3/30/2021 3920-171125		5/20/2021	MOTOR OIL	95.76	95.76	0.00	0.00	0.00
	<b>Total for[6172] O'REILLY AUTO PARTS</b>				<b>95.76</b>	<b>95.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
[6177] PACIFICSOURCE ADMINISTRATORS									
4/09/2021	4/09/2021 2021-07		5/09/2021	PAYROLL DATED 04/09/2021 - FSAHealth	474.58	474.58	0.00	0.00	0.00
	<b>Total for[6177] PACIFICSOURCE ADMINISTRATORS</b>				<b>474.58</b>	<b>474.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
[6187] REYNOLDS, HEATHER									
3/31/2021	3/31/2021 R03312021		4/30/2021	LEGAL SERVICES - 3/2021	200.00	200.00	0.00	0.00	0.00
	<b>Total for[6187] REYNOLDS, HEATHER</b>				<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
[6191] SAFEKEEPING STORAGE CENTERS									
4/15/2021	4/15/2021 R03152021 (1)		4/16/2021	04/2021 MONTHLY STORAGE - UNITS C26, C27	288.00	288.00	0.00	0.00	0.00
	<b>Total for[6191] SAFEKEEPING STORAGE CENTERS</b>				<b>288.00</b>	<b>288.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Invoice Date	Activity	Invoice	Due Date	Description	Original Amount Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
<b>[6193] SDIS</b>									
4/09/2021	4/09/2021	2021-07	5/09/2021	PAYROLL DATED 04/09/2021 - DentalBen, LifeBen, MedicalBen, DentalDed, MedicalDed	22,836.74	22,836.74	0.00	0.00	0.00
<b>Total for[6193] SDIS</b>					<b>22,836.74</b>	<b>22,836.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6201] SOLUTIONS YES LLC</b>									
4/05/2021	4/05/2021	INV270739	4/20/2021	PRINTER CARTRIDGES - OPS	55.00	55.00	0.00	0.00	0.00
<b>Total for[6201] SOLUTIONS YES LLC</b>					<b>55.00</b>	<b>55.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6222] UNITED STATES TREASURY</b>									
4/09/2021	4/09/2021	2021-07	5/09/2021	PAYROLL DATED 04/09/2021 - EmpFica, EmpFicaMed, FWT	18,857.59	18,857.59	0.00	0.00	0.00
<b>Total for[6222] UNITED STATES TREASURY</b>					<b>18,857.59</b>	<b>18,857.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6223] UNITED WAY</b>									
4/09/2021	4/09/2021	2021-07	5/09/2021	PAYROLL DATED 04/09/2021 - UnitedWayDed	62.50	62.50	0.00	0.00	0.00
<b>Total for[6223] UNITED WAY</b>					<b>62.50</b>	<b>62.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6225] VALIC-JPM CHASE</b>									
4/09/2021	4/09/2021	2021-07	5/09/2021	PAYROLL DATED 04/09/2021 - 401ABen, 457Ded, 457Roth, 457MedBen	6,642.26	6,642.26	0.00	0.00	0.00
<b>Total for[6225] VALIC-JPM CHASE</b>					<b>6,642.26</b>	<b>6,642.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6237] WILCOX &amp; FLEGEL</b>									
3/31/2021	3/31/2021	CL78792	4/30/2021	03/2021 FUEL	14,303.14	14,303.14	0.00	0.00	0.00
<b>Total for[6237] WILCOX &amp; FLEGEL</b>					<b>14,303.14</b>	<b>14,303.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
<b>[6241] MASA</b>									
4/09/2021	4/09/2021	2021-07	5/09/2021	PAYROLL DATED 04/09/2021 - MASADed	109.00	109.00	0.00	0.00	0.00
<b>Total for[6241] MASA</b>					<b>109.00</b>	<b>109.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6262] AMALGAMATED TRANSIT UNION, LOCAL 757</b>									
4/09/2021	4/09/2021	2021-07	5/09/2021	PAYROLL DATED 04/09/2021 - ATUDed	709.20	709.20	0.00	0.00	0.00
<b>Total for[6262] AMALGAMATED TRANSIT UNION, LOCAL 757</b>					<b>709.20</b>	<b>709.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Total</b>					<b>81,380.91</b>	<b>81,380.91</b>	<b>80,428.47</b>	<b>952.44</b>	<b>0.00</b>

**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>
EFT	3/02/2021	[6225] VALIC-JPM CHASE - Payroll Dated 02/26/21	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3272.67 1502.95 389.28	5,164.90
20709	3/03/2021	[6001] ACCUFUND INC - HOSTED SERVICES: 04/01 - 06/30/2021	IT SERVICES/CONTRACTS	5313	5,313.00
20735	3/03/2021	[6219] TRILLIUM SOLUTIONS INC - ANNUAL IT SERVICES - 03/2021 - 02/2022	IT SERVICES/CONTRACTS	9975	9,975.00
20738	3/03/2021	[6237] WILCOX & FLEGEL - 02/2021 FUEL	FUEL FUEL FUEL FUEL	2894.49 174.49 1693.36 7803.47	12,565.81
20743	3/16/2021	[6012] ANGELTRAX - 2021 VERIZON DATA PLAN - PRO 8 LICEDNSING FEE	IT SERVICES/CONTRACTS	17354.8	17,354.80
20765	3/16/2021	[6177] PACIFICSOURCE ADMINISTRATORS - Invoices 2021-03, 2021-04, FEB 2021	FSA-PT HRA CLAIMS FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP	949.16 5371.80 42.00 36.50 88.00 16.25 6.75 6.75	6,517.21
20770	3/16/2021	[6193] SDIS - Invoices 2021-03, 2021-04, WCQ12021	BENEFITS MEDICAL SDIS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS	45863.70 59.94 1065.85 9034.70	56,024.19
20775	3/17/2021	[6225] VALIC-JPM CHASE - Payroll Dated 3/12/21	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3797.02 2304.91 411.92	6,513.85

EFT	3/26/2021 [6225] VALIC-JPM CHASE - Payroll Dated 03/26/2021	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3088.58 1519.49 412.91	5,020.98
20798	3/30/2021 [6181] PRECISION ALIGNMENT - Invoices 6862, 6863, 6870	PM OUTSIDE SERVICES	5445.09	5,445.09
20800	3/30/2021 [6193] SDIS - Invoices 2021-05, 2021-06, LIFE031221	BENEFITS MEDICAL SDIS	45866.07	45,866.07
<b>Total Checks</b>				<b>175,760.90</b>

Date: April 8, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Request for Use of Transit Center Parking Lot

At the Board meeting on March 25<sup>th</sup>, the Board discussed the request to use the transit center parking lot for an event called the Astoria Night Market. The Board directed me to follow up on the request with some questions you had.

I have contacted the owner of the electric vehicle charging station to discuss the event and see if they would be willing to have access to their station suspended for a day. They are ok with it and once a date is determined for the market, they will push out an electronic message notifying the users of the closure. We will also post signs.

I haven't heard back from Sondra yet on the question about the start time for set up of the market. As you will see in the updated agreement, I have moved the time up to 8:00 am so it falls within daylight hours. Our plan is to block off the parking lot the night before so there will be no vehicles parked in the lot the day of the market.

I will be seeking your input on the fee that I included in the agreement. I kept it at a nominal fee since the District doesn't have any expense attributed to the market.

If I hear back from Sondra before the meeting, I will share additional information at the meeting.

## Parking Lot Use Permit

This Agreement is made this 25th day of March, 2021 between **Sunset Empire Transportation District** an Oregon Special District ("SETD"), and **Retail Innovations, LCC** (Licensee)

WHEREAS, Licensee wants to set up a weekend night market for its nearby premises and SETD is willing to allow Licensee to use the Transit Center parking lot described below on the terms and conditions below.

NOW THEREFORE, the parties agree as follows:

1. Premises. The event may be set up in the parking lot of the Transit Center
2. Term. The term of this Agreement is from October 1, 2021 to December 31, 2021.
3. Fee. The fee paid for the right of use will be \$75 per day, payable in advance of use. In addition, if pressure washing is required because of grease or food residue resulting from the event, Licensee will be responsible for reimbursing SETD for the cost thereof, within 10 days of receipt of the service invoice.
4. Use.
  - a. Licensee may use the premise one weekend ~~per month~~, between the hours of ~~5:00~~8:00 a.m. and 12:00 a.m. Dates must be approved in writing by the Executive Director SETD or his designee.
  - b. Licensee will have staff on site at all times while the premises are being used, and will ensure the public and vendors is-are following CDC and FTA face mask requirements.
  - c. Licensee will leave the premises, clean, free of grease or food residue, and in the same condition as found.
5. Indemnity/Insurance. Licensee shall indemnify and hold SETD harmless for any injury or damage occurring as a result of its use of the premises. Licensee shall maintain liability insurance in the amount of not less than \$1,500,000 combined single limit, and shall provide SETD with a certificate of insurance naming SETD as an additional insured.

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Sunset Empire Transportation District  
By: Jeff Hazen, Executive Director

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By: Sondra Carr, Retail Innovations, LLC

Date: April 6, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Board Meeting Days/Times Discussion

At the March 25<sup>th</sup> Board meeting, Commissioner Read requested that the Board discuss when the monthly Board meetings are held. The Board is responsible for setting the day and time that Board meetings are held. I looked back as far as I could go and found that the fourth Thursday at 9:00am has been the time set since at least February of 2010. It appears that in 2009, the meetings may have been held on the fourth Wednesday at 9:00am.

Staff recommends that the Board hold this discussion and determine if it wants to change the days or times that the Board meets each month. We further recommend that if you would like to make a change, that you continue this until the May meeting so you can solicit public input on the change.

Date: April 6, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Board Retreat

At the Board's March 25<sup>th</sup> Board meeting, Commissioners Withers requested that a date be set for a Board retreat. In recent years, the Board has held a retreat every two years prior to the new biennium. The purpose of the retreats was to set priorities for the upcoming biennium in order for staff to have a guide for writing budgets that were aligned with the priorities.

This year, we did not have a retreat due to COVID-19 and the priorities were discussed at the workshop that was held on February 17<sup>th</sup>. The priorities developed during that workshop were adopted by the Board at the February 25<sup>th</sup> Board meeting.

If the Board would like to hold a retreat, staff would need direction on what the retreat would be focused on. COVID-19 risks will need to be considered as well.

Date: April 6, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Amendment to ODOT Agreement 32499 Transportation Options

This amendment is to extend the existing agreement by one year and adds \$97,775.21 to the grant to fund the Transportation Options program through Fiscal Year 2022 ending on June 30, 2022. The grant agreement also has an updated Scope of Work in the Revised EXHIBIT A.

Kathy will be available for questions that you may have on the amendment and the new Scope of Work.

Staff recommends that the following motion be made, *“I move that the Board approves the amendment to ODOT Agreement number 32499, and authorize the Board Chair to sign it.”*

**AMENDMENT NUMBER 01  
GRANT AGREEMENT  
OREGON DEPARTMENT OF TRANSPORTATION  
*Transportation Options 2018-2022*  
Sunset Empire Transportation District  
Delivering transportation options  
(Governmental Agency)**

This is Amendment No. 01 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as “ODOT or State,” and the **Sunset Empire Transportation District**, acting by and through its elected officials, hereinafter referred to as “Recipient,” entered into on July 1, 2018.

It has now been determined by State and Recipient that the Agreement referenced above shall be amended to extend the term of the Agreement, increase funding, revise Exhibit A for a modification in scope, and remove non-required exhibits that were originally attached in error.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

a) **Exhibit A is deleted in its entirety and replaced with the attached Revised Exhibit A. All reference to “Exhibit A” shall hereinafter be referred to as “Revised Exhibit A.”**

b) **Exhibit E and Exhibit F shall be deleted in their entirety and marked as “Reserved.” All references to “Exhibit E” and “Exhibit F” shall hereinafter be referred to “Exhibit E – Reserved” and “Exhibit F – Reserved.”**

c) **Section 1. Effective Date, page 1, which reads:**

1. **Effective Date.** This Agreement shall become effective on July 1, 2018, the date all required signatures are obtained and the Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before July 1, 2021 (the “Availability Termination Date”). No Grant Funds are available for any expenditure before the Effective Date or after the Availability Termination Date of this Agreement.

**Shall be deleted in its entirety and replaced with the following:**

1. **Effective Date.** This Agreement shall become effective on July 1, 2018, the date all required signatures are obtained and the Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before June 30, 2022 (the “Availability Termination Date”). No Grant Funds are

available for any expenditure before the Effective Date or after the Availability Termination Date of this Agreement.

**d) Section 3. Grant Award, page 1, which reads:**

- 3. Grant Award.** The total Grant Funds for this Project are estimated at \$268,202.93. In accordance with the terms and conditions of this Agreement, ODOT shall provide Recipient, and Recipient shall accept from ODOT, the award of a grant in the not to exceed amount of (the "Grant Amount") of the total eligible Project Costs to allow the Recipient to perform the Tasks set forth in the Scope of Work in the attached Exhibit A (the "Project"). Recipient shall provide matching funds for all Project Costs as described in Exhibit A.

**Shall be deleted in its entirety and replaced with the following:**

- 3. Grant Award.** The total Grant Funds for this Project are estimated at \$365,978.14. In accordance with the terms and conditions of this Agreement, ODOT shall provide Recipient, and Recipient shall accept from ODOT, the award of a grant in the not to exceed amount of (the "Grant Amount") of the total eligible Project Costs to allow the Recipient to perform the Tasks set forth in the Scope of Work in the attached Exhibit A (the "Project"). Recipient shall provide matching funds for all Project Costs as described in Exhibit A. As part of the information required by 2 CFR 200.332(a)(1), ODOT is providing its DUNS 809580681 for reference. Any additional information required by 2 CFR 200.332(a)(1) is either incorporated into this Agreement, or provided to Recipient separately.

**e) Section 5. Grant Funds, paragraph a., page 2, which reads:**

- a. Use of Grant Funds; Grant Award; No Exclusive Right.** The Grant Funds shall be used solely for the Tasks described in Exhibit A and shall not be used for any other purpose. Grant Funds may not be used for any changes to the Tasks set forth in Exhibit A unless ODOT approves such changes pursuant to the Project Change Procedures in Section 5.d. or pursuant to the Amendment provisions of Section 15.c. Recipient agrees to fully expend the Grant Funds by no later than July 1, 2021 after which time ODOT may withdraw the grant award at its sole discretion, and Recipient shall return to ODOT any unexpended Grant Funds.

**Shall be deleted in its entirety and replaced with the following:**

- a. Use of Grant Funds; Grant Award; No Exclusive Right.** The Grant Funds shall be used solely for the Tasks described in Exhibit A and shall not be used for any other purpose. Grant Funds may not be used for any changes to the Tasks set forth in Exhibit A unless ODOT approves such changes pursuant to the Project Change Procedures in Section 5.d. or pursuant to the Amendment provisions of Section 15.c. Recipient agrees to fully expend the Grant Funds by no later than June 30, 2022 after which time ODOT may withdraw the grant award at its sole discretion, and Recipient shall return to ODOT any unexpended Grant Funds.

**f) Section 8. Annual Report, page 3, which reads:**

**8. Annual Report.** No later than March 31, 2019 and on each subsequent March 31st through 2022 Recipient shall submit an annual written report to ODOT that identifies in detail how Recipient has met Scope of Work set forth in Exhibit A. Recipient's obligation to provide this report will survive expiration of this Agreement.

**Shall be deleted in its entirety and replaced with the following:**

**8. Annual Report.** Annually, no later than July 31, 2019 and on each subsequent July 31st through 2022 Recipient shall submit an annual written report to ODOT that identifies in detail how Recipient has met Scope of Work set forth in Exhibit A. Recipient's obligation to provide this report will survive expiration of this Agreement.

**3. Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

**4. Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Recipient certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**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.

This Project is in the 2018-2021 Statewide Transportation Improvement Program (STIP), (Key #21319) that was adopted by the Oregon Transportation Commission on July 20, 2017 (or subsequently by amendment to the STIP).

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

By \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (if required in Recipient's process)**

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

Date \_\_\_\_\_

**Recipient Contact:**

Kathy Kleczek  
Sunset Empire Transportation District  
900 Marine Drive  
Astoria, OR 97103  
(503) 861-5360  
kathy@ridethebus.org

**STATE OF OREGON**, by and through its Department of Transportation

By \_\_\_\_\_  
Rail & Public Transit Operations Manager,  
Jennifer Sellers

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

By Sam Ziegler, Assistant Attorney General, via blanket approval email dated 03/24/2021

**ODOT Contact:**

Stephanie Millar  
Senior Planner  
555 13th Street NE  
Salem, OR 97302  
(503) 986-4224  
[Stephanie.millar@odot.state.or.us](mailto:Stephanie.millar@odot.state.or.us)

**Revised EXHIBIT A**  
**Scope of Work**

**Scope of Work July 1, 2018 – April 1, 2021**

- Grantee shall participate in the annual Performance Measures process (survey, questionnaire, data management and reporting to ODOT)
- Grantee shall inventory the Park and Ride facilities in program area as requested by ODOT (not more than once a year)
- Grantee shall promote information about service changes that have resulted from State Transit Improvement Funds (STIF)
- Grantee shall serve as a local administrator for the Get There Tool
- Grantee shall develop and follow a negotiated Work Plan, developed in consultation with ODOT, to deliver Transportation Options services.
- Grantee shall conduct outreach and education to businesses, agencies, students and individuals in their service area related to transportation options
- Grantee shall submit quarterly invoices and progress reports to ODOT

**Scope of Work April 1, 2021 – June 30, 2022**

- Grantee shall serve as a local administrator for the Get There Tool
- Grantee shall promote bicycle and pedestrian safety
- Grantee shall promote driver awareness of bicyclists
- Grantee shall develop and promote outreach strategies to promote multi modal solutions to address congestion caused by tourism on the Oregon coast.
- Grantee shall promote the annual statewide Get There Challenge
- Grantee shall work with employers and business groups to promote bus pass sales, carpooling and vanpools as needed
- Grantee shall provide social media messaging about maintenance or construction projects on ODOT facilities in collaboration with the ODOT Area Manager or their designee.
- Grantee shall submit quarterly invoices and progress reports to ODOT

Total grant funds with this Revised Scope of Work are \$365,978.14. This includes \$268,202.93 from the original agreement and the addition of \$97,775.21.

The local match is now \$18,513.80 and the Federal total is \$347,464.34.

Date: April 6, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Employee of the Quarter

In an effort to better inform the Board on what great employees we have, we will be introducing our Employee of the Quarter to the Board. We want this to be an opportunity for the Board to publicly recognize the great service that these individuals provide to the District and the public.

Our recent awardee will be in the Zoom meeting to give you an opportunity to learn more about them and offer your thanks and congratulations to them.

Date: April 6, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c COVID-19 Vaccination Transportation Update

Paul and Jennifer will be providing the latest update on the transportation we are providing to the vaccination sites. They will be sharing results of the program and explaining the new shuttle services that we have started.

Executive Director Report  
 April 2021 Board Meeting  
 Jeff Hazen

-Ridership

We were down 16% in ridership for February. YTD, we are down 38% in ridership. We are now going against numbers that were after the shut down last year. As an example, the week of March 21-27 we were up 33% in ridership!

	March		
	TY	LY	
10	2,247	3,357	-33%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	163	362	-55%
15	1,306	1,366	-4%
16	184	295	-38%
17	0	0	#DIV/0!
20	1,641	1,657	-1%
21	213	227	-6%
101A	2,989	3,255	-8%
101B	2,916	3,236	-10%
101 Total	5,905	6,491	-9%
LCC	527	379	39%
PC	784	1,252	-37%
SC	0	0	#DIV/0!
Total	12,970	15,386	-16%
YTD	106,486	172,537	-38%

-Grants

The §5304 Marketing Plan, STIF Formula Plan and STIF Discretionary were all recommended for funding by PTAC. These recommendations will be presented to the OTC at their May 13<sup>th</sup> meeting for their final approval. I have to say, its very exciting to be writing the budget and seeing all of the grants we are getting in there!

-Electric Vehicle Charging

Vendors are competing for ODOT funds to operate and enhance the Oregon Electric Highway program. I've met with two vendors including the one that owns the chargers at the transit center. They both want to expand the number of chargers so we are evaluating what that would look like for both proposals.

### -Employee Benefits

Costs on health benefits continue to rise, but we will keep our same plan and account for it in the upcoming budget. We are also increasing our life insurance that we give employees. Currently, non-represented employees get \$10,000 in life insurance and represented employees don't get anything. We will be giving all employees \$20,000 in life insurance and they will also have the opportunity to pay for additional life insurance for themselves and their spouses. This will be a good feature to help with our recruitment of new employees.

### -Earmarks

You may have heard that Congressional earmarks are coming back. Representative Bonamici's office put out a call for projects but with the very short timeline to put in a request and the requirements outlined, it wasn't feasible for us to put in a request for funding for a transit project such as the relocation of the operations facility. Now that we know more about the process, we will be better suited to apply for funds in future opportunities.

### -Technology

I'm part of a transit technology workgroup sponsored by ODOT. I'll be giving a presentation to the group later this month on our E-Fare program.

## 2019-2021 SETD Priorities

### Priority One

- Benchmark Services
  - o Ridership Increases & Decreases YTD (38%)
  - o On-time Performance in February, we were 56.6% on time. TCTD was 66.2% and Lincoln County was 56.5%.
  - o Fleet reliability
  - o Employee Retention 24.1% turnover YTD.
  
- Develop a SETD specific emergency plan. Currently working on.
  - o SETD operational specific emergency operation plan
  - o Medical emergencies
  - o Accidents
  - o Behavioral emergencies at facilities and on buses
  - o Emergency contact and reporting requirements
  - o Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.

- Develop a Succession Plan for Key Management Positions Kelly will also be attending the HR Answers training in the Spring along with two non-supervisor employees. Jennifer will be attending the Emerging Leaders Academy put on by CTAA. This is a 9 month program that begins in September. She'll receive mentorship throughout the program, she'll design a Capstone Project to meet the needs of the District or community, she'll meet transit leaders from across the country, she'll learn best practices from different agencies, she'll learn what her personal strengths are and improve her weaknesses, and she'll be a part of a monthly leadership study group to further develop her leadership skills. One thing that they have added for this class is a field trip. Jennifer will travel to Washington, DC and walk the halls of Capitol Hill with CTAA Board members and staff as well as visit with the leadership at the FTA to discussing transit policy, funding, regulations and more. This is an exciting opportunity for Jennifer that will set her up for future rolls in the District!
- Develop Route Standards
  - o Summer Schedule We will discuss this at the April and May meeting with a plan to implement on May 31<sup>st</sup>.
  - o September Through May Schedule
- Develop Demand Management Standards
  - o Paratransit
  - o Dial a Ride
  - o First Mile Last Mile
- Increasing services
  - o Fixed routes Astoria weekend service started in October of 2019. Additional service improvements began on February 3<sup>rd</sup>. Further improvements on hold.
- Improving System
  - o Improved lighting at bus shelters New shelters with lighting have been ordered.
  - o Route on-time performances .
  - o Amenities

Priority One (continued)

- Technologies
  - o E-fare RFQ delayed until after the holidays In the process of on-boarding with Token Transit. We are looking at the potential rollout occurring in late May.
  - o Electronic charging stations on buses
  - o On-board wi-fi

- Improve Appearance
  - o Buses Buses are now wiped down every four hours.
  - o Shelters
  - o Facilities

#### Priority Two

- Develop feasibility of moving Warrenton Operations facility Submitted a Needs Based Cares Grant for this project but it wasn't funded. Will seek a \$5339 grant when it becomes available, and use carry over STIF funds for match.
  - o Out of the inundation zone
  - o Upgrade to include an automatic bus washing system
- Begin to convert the fleet to electric and away from fossil fuels Unsuccessful for the LowNo grant solicitation. Waiting for firm plans and funding of the operations facility before we go after the grant again.
- Strategically Locate Park and Rides Kathy has been doing some work on this in TO. Have started vaccinations shuttles from the transit center and the Seaside cinema.
- Improve District Signage

#### Priority Three

- Identify new funding opportunities
  - o Seek public/private partnerships
  - o Continue to explore new Federal/State/Local grant opportunities CARES Act has provided us \$500,000 in formula funds. The needs-based program has approved us for \$861,000. Veteran's grant has been approved at a higher amount than requested. As shown in this meeting, we received another needs-based grant for the purchase of a driver supervisor vehicle. We asked for two but were only funded for one. This grant also included funds for the continued purchase of COVID-19 disinfecting supplies. We will be receiving over \$500,000 in additional CARES act funding and there will be more relief funding provided through the American Rescue Plan. We will be receiving a \$5304 \$60,000 grant to develop a marketing plan. We will be receiving a STIF discretionary grant to fund the Lower Columbia Connector and purchase two new buses for it.
  - o Rebuild Ride Pal Program and Volunteer Program

April 2021 Operations  
Paul Lewicki

We have begun two new COVID related programs aimed at providing rides to vaccination clinics given by the county. The first is a curb-to-curb service for folks who have no transportation to the clinic sites. Our paratransit operation is handling calls from these folks and scheduling free rides so that these citizens can get their vaccinations. The second is a shuttle to the events – also free to the riders. During scheduled clinics at the county fairgrounds, we will operate a shuttle bus from the Astoria Transit Center to the fairground for those who have an appointment for the vaccine. These clinics are generally held on Wednesdays and Thursdays and are expected to continue at least through July. We will provide the same service between the Seaside Cinema and the Seaside High School for the clinics held at the high school on Mondays and Tuesdays. Riders are also provided free rides to the transit center and the cinema to catch the shuttles, as well as free rides to their home bus stop after the return trip on the shuttle.

We continue to work on updating our schedules to respond to COVID capacity issues and to accommodate the ridership patterns associated with the summertime in our service area.

Ridership capacity concerns are being addressed with the addition of two new buses (remanufactured Gillig 35' buses) which will be deployed on the Route 101. This will give us four buses on the route and reduce headway to 26 minutes. With the extra capacity afforded by the new buses and schedule, we should not find ourselves having to leave a passenger at a stop due to overcrowding.

Our approach to improving reliability during the summer months involves adjusting the runtime (time it takes to drive a loop) for the loops between 11:00 AM and 5: PM, when ridership is highest, to improve our on-time performance (reliability). We are also increasing the recovery time at the end of each loop, to give the drivers the best chance of beginning each loop on time, thus avoiding, or at least reducing the cascading lateness which has plagued us in past summer seasons. Finally, we are incorporating schedule patterns to account for area of special concern, such as the traffic that builds in the afternoon between Seaside and Cannon Beach, and the traffic backup that develops on Hwy 30 on Friday afternoons and Sunday afternoons. In some cases, extending the runtimes will result in few loops per day with improved reliability. At the end of the summer season, we will implement new off-season schedules which will incorporate some of the reliability improving techniques initiated in the summer routes, but without the midday extended runtimes. This will recapture additional loops which may have been sacrificed in the summer. We plan to present our proposed schedule changes to the Board in May.

We will be launching our summer routes in Seaside and Cannon Beach at the end of May. Our Seaside Streetcar which runs weekends in Seaside will begin service on May 29<sup>th</sup>. Our Cannon Beach weekday summer service will begin June 3<sup>rd</sup> and will run Monday through Fridays within Cannon Beach. We have historically provided this service every year, however, due to the pandemic, we did not run these routes in 2020. It is encouraging that we will again be providing this service in 2021.

RIDE ASSIST  
 April 2021 Report  
 Jennifer Geisler

- In March, Ride Assist provided a total of 906 rides. ADA Paratransit had 444 riders, we provided 348 Medicaid rides for Northwest Rides, 13 VETP and had 52 escorts. This is an average of 32 rides per day. There were zero ride denials in March.
- Dial a Ride did not have any ride requests.
- We delivered 68 produce boxes in the month of March to very appreciative recipients.
- In March, SETD RideAssist provided 33 one-way rides servicing 17 different individuals to a COVID-19 vaccine clinic. Nine of these riders do not currently use RideAssist Paratransit service. They were impressed with the curb-to-curb service and very thankful for free transportation and the assistance that they received. Many of these same individuals will schedule a return trip for the second vaccine shot. We have also transported Medicaid members to a vaccine clinic and veterans to a clinic held at Camp Rilea.
- I completed the eight-week course through HR Answers on “Success for Beginning Supervisors.” The courses included Emotional Intelligence based off the Everything Disc for the Workplace, Supervisors Roles in Responsibilities, Competencies and Expectations, Emotional Intelligence and Effective Communication, Managing Conflict, Recruitment and Onboarding, Employee Recognition and Performance Management and Corrective Action and Termination. I highly recommend this training for any potential supervisors, leads or current leadership staff.
- March 22 through 25<sup>th</sup> I attended an online National Transit Institute course called Introduction to Paratransit Management and Operations. The Course covered history of ADA Paratransit, procedures, management roles, customer service, technology, and accountability.
- ADA Paratransit Report for March
  - Number of completed applications received: 12
  - Number of incomplete applications received: 1
  - Number of determinations made:
    - Within 21 days: 7      More than 21 days: 4
  - Determination by type:
    - Unconditional:      Conditional:      Temporary:      Not eligible:
  - Number of appeals requested: 0      Number of appeals heard: 0

**Ride Assist Fares Collected/Billed for March 2021**

• Para-transit Fares:	\$440	• Medicaid Billed:	\$6522
• Dial-A-Ride	\$0	• Ticket books sold:	\$216
• Tickets Collected:	\$340	• VETP Billed:	\$226
• Billed Providence Community Connections	\$54		

Mobility Management  
April, 2021 Board Report  
Jason Jones

- In the month of March I have worked with 7 customers who needed help with scheduling and trip planning. There are 2 students that I have worked with who are riding the bus to after school jobs and are doing so pretty regularly at this point. I had an opportunity to work with (remotely) a person who is getting over a series of medical procedures but still wanted to ride the bus. I was able to monitor them at one of our bus stops to help determine if they demonstrated a good understanding of riding the bus. In this case, there were no issues and was hardly evident that the individual had recently gone through a medical procedure. Have not had the opportunity to check in with this person as of the writing of this report.
- I recently released a new travel training video on our YouTube page titled: 5 Steps to Riding the Bus. This content has the express purpose of creating bite sized pieces of information that will help people understand how to ride the bus. In the video, I show 5 distinct steps to riding the bus such as: Learning your route, learning the schedule, knowing the fare structure, catching the bus and lastly riding the bus. By breaking down this subject matter into 5 easy to remember steps we will hopefully see more first time bus riders in the coming months as well as get some travel training inquiries. Even with the Pandemic slowing down and Vaccines helping more people there still are people that do not want to get out of their home and ride the bus. Almost all individuals I work with currently only want remote visits or use the training videos provided on YouTube. Onto the next project.
- 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.
- Don't forget that 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. As Spring starts to slowly come into the picture, Kathy and I have some great topics to cover to help our community remember that the bus is a viable and safe option for their transportation needs.
- The Veterans Enhanced Transportation Program (VETP) stayed exactly the same in March with only 7 trips but did constitute 4 individuals this time. There were 4 Veterans that have taken advantage of the free rides to get Vaccinated and were thankful that SETD provided this service. Our Veteran driver has been out on medical leave the last month and has just now started drive people again.



Transportation Options  
April 2021 Report to Board  
Kathy Kleczek

April has been a nice month of interspersed sunshine with some rain showers. We keep learning more and more about Transportation Options and Telecommuting. Working from home is a viable option for far more people than one year ago. Jason Jones, Mobility management and I are working on detailed plans, and scripts for Friday shows and outreach 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). This grant season has been an active season for me between supporting stakeholder grant applications and applying for grant funds. Crossing fingers for an application for facilitating Transportation Options education and active lifestyle promotion through AARP. I hope to work with Warrenton and Astoria to promote the use of the paths enhanced by the community paths grant funds they will receive.

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. Facebook has been a great venue to reach out and do education on things from Social Distancing, Working from Home to Bicycle commuting. We average over 100 views per show. We are working with a coalition of active transportation professionals to put together some regional shows. These shows will be travel and bus related as well as being educational and fun. 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. Make sure to check it out and share it on your own page.

During April I attended meetings with Community leaders, City or County officials, as well as the school districts and park district, to make sure our elected officials are aware of Transportation Options in our Region. I will be rolling out an employee bus pass program to encourage new employees to make a habit of riding the bus. I also have participated in virtual discussion groups to reach out directly to the communities in our region, with focused work in the LEP-(Spanish speaking) population. Often people do not realize what services are available in our rural areas. I started working with OBPAC to further statewide goals for bicycle and pedestrian safety. Please go in to [www.GetThereOregon.org](http://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 NWTO 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 highlighting how and why to get out and about @NW\_T\_Options
- Plan series of shows to improve outreach and successful motivation from SOV for car free travel for vacation

### **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
- Attended 24 hour around the world conference on Shared Mobility- “Shared Mobility Rocks”

### **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, planning outreach in Spanish about this
- Working with Warrenton Middle School on Building Individual Kids Encouraging Students-BIKE program
- Joined Oregon SRTS network and attending OR cohort meetings virtually
- Working with OPBAC to include Pedestrian and Biking safety in statewide planning

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

**MEETINGS/TRAININGS ATTENDED:**

- Attended CTAA Webinars.
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

**ACTIONS:**

- Met with the Board Executive Director Evaluation Committee on Friday, April 2, 2021 to review the Board and employee evaluation analysis, the Executive Director self-evaluation, and the Executive Director Salary Survey Analysis of other transit districts our size.  
I will meet with Board Chair Tamra Taylor to prepare the Executive Director Evaluation Summary and complete the necessary documents for the Board Meeting on April 22, 2021.
- Provided Clatsop County COVID-10 Taskforce with contact information for remaining employees needing vaccinations. Employees are currently being contacted to set-up appointment for vaccinations.
- Participated in the Transit Employee Week celebrations.
- Posted Fixed Route Bus Driver positions job posting. Mary Parker provided Spanish job posting, job description and application.
- Provided employer paid life insurance applications to ATU members which goes into effect on July 1, 2021.
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, March 17, 2021.
- Prepared evaluation templates for Managers and Supervisors for Evaluations Due in April.  
Processed pay increases as required.
- Sent notices to drivers regarding upcoming renewals of CDL's and Medical Certifications for April.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

**NEW EMPLOYEES:**

No new employees hired in March.

**HIGHLIGHTS:**

- The Transit Employee Week celebration was a huge success! We have Mary Champagne and Shannon Thomas to thank for their creativity and dedication to our employees to make the week very special. The drivers expressed their appreciations daily for the surprise they found on their locker each day!  
SETD provided a cake and a pizza lunch!

**WORKPLACE DEMOGRAPHICS:**

<b>Male</b>	<b>31</b>
<b>Female</b>	<b>15</b>
<b>Hispanic/Latino</b>	<b>1</b>
<b>White</b>	<b>43</b>
<b>Two or More Races</b>	<b>2</b>

Updated: 4-7-2021

