



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM MEETING AGENDA
THURSDAY MAY 27, 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
 - b. April
6. FINANCIAL REPORTS
 - a. April 2021
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. OLD BUSINESS
 - a. Board Meeting Times
9. NEW BUSINESS
 - a. Intergovernmental Agreement with the City of Cannon Beach
 - b. Translation Services
 - c. Route Schedule Changes
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

MAY

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

MAY

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

MAY
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
SWIP	SIDEWALK IMPROVEMENT PROGRAM
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



**Sunset Empire Transportation District
Board of Commissioners
March 25, 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, Commissioner Debbie Boothe-Schmidt and Commissioner Rebecca Read

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

3. CHANGES TO AGENDA- None

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE FEBRUARY 25, 2021 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the February 2021 Board Minutes
Commissioner Read seconded the motion.

Discussion-None

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7-Aye 0-Nay

Motion passed.

6. FINANCIAL REPORTS-

February 2021 Financial Report- Executive Director Hazen explained that the Credit Card statements arrived much later than usual so he had emailed the Board copies of the Credit Card Statement with the updated Exception Report and Statement of Activity yesterday. Hazen replaced the original Exceptions Report with the updated Exceptions Report to view and Kelly asked if there were any questions. No further changes or corrections were made.

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

Commissioner MacDonald seconded the motion.

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7-Aye- 0-Nay-

Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Nothing to report
- b. Commissioner MacDonald- Reported that he had sent his Executive Director Evaluation. The City of Seaside is going to be installing another electric charging station at the Convention Center.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Reported that he had sent in his elections paperwork and he was proud to say he had received his first Covid vaccine. Withers also reported that while he was riding the 101 towards Seaside last Thursday it was raining very hard and there was a lady standing alongside the road and the bus driver pulled over to pick her up even though she had not flagged down the bus. Commissioner Withers said he did not know the driver's name, but it was really a nice gesture.
- e. Commissioner Boothe-Schmidt- Reported that she has been volunteering at the Covid Vaccine call center and have been encouraging people to use the bus to the clinics.
- f. Commissioner Nino- Reported that she had completed her Executive Director Evaluation and submitted her SETD Commissioner Re-Election application to Clatsop County Elections and attended the Transportation Advisory Committee Meeting which had to do with adjustments to the 5310-project list.
- g. Commissioner Read- Reported that she has submitted her Executive Director Review and her candidate information for the May elections.

8. OLD BUSINESS- None

9. NEW BUSINESS

- a. Fare Collection as a Service Agreement-
Executive Director Hazen reported that he has been working an E-fare system for several years. Hazen said an E-fare system will allow SETD to track important statistical information about our riders and will also make riding the bus easier for our riders. SETD put out an RFP, reached out to four companies and received two proposals. One from Cubic and the other from Token Transit. Hazen said Cubic had bought Delerok who is the provider for Rogue Valley Transportation District, Lane Transit District and Cascades East Transit. Token Transit is the provider for Columbia Area Transit and seven transit agencies that are part of the Cascades West Council of Governments. Hazen said he, Paul, and Jason evaluated the proposals and then met with each of them. The evaluation criteria consisted of
 - Adequacy, completeness, thoroughness, and effectiveness in addressing all the required functions, capabilities, and services
 - Demonstrated operation of the service in at least one other agency
 - Operational references
 - Price, payment, and terms

Executive Director Hazen explained that after evaluating both systems, the committee selected Token Transit. The decision was made for several reasons: Token Transit does not charge a startup fee, it is being used by 2 NWOTA partners, it can be used with the Transit App. that we have available for our riders, they support the NW Connector Pass.

Executive Director Hazen said the Terms of Service have been reviewed and approved by legal counsel and staff is recommending that a motion be made to approve the terms of service and authorize the Board Chair to sign.

There was discussion about the plans for the Token Transit system roll out, outreach, marketing and education. Hazen said he plans to have staff available at bus stops to explain the program to riders.

Commissioner Withers volunteered to assist with the outreach and thanked Jeff and staff for always moving forward on technology and keeping our transit agency in the forefront of technology.

Commissioner MacDonald moved to approve the terms of service and authorize the Board Chair to sign

Commissioner Nino seconded the motion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7 Aye 0 Nay
Motion passed

b. ODOT Agreement 34737-

Executive Director Hazen explained that this Agreement is for a Needs Based CARES Act grant that we have been awarded. This grant application was for the purchase of two Driver Supervisor vehicles to be utilized while supervising drivers on routes or for response to issues. Included in the grant application was additional funding for the continued purchasing of disinfecting supplies. We were awarded funding for one Driver Supervisor vehicle in the amount of \$25,000 and \$20,000 for the purchase of disinfecting supplies. We are members of the Oregon Cooperative Procurement Program (OrCPP) where we have access to purchase from existing State price agreements. We will be utilizing this program for the purchase of the vehicle.

Commissioner Nino moved to approve the ODOT Agreement #34737 in the amount of \$45,000 and authorize the Board Chair to sign it.

Commissioner Booth-. Schmidt seconded

Discussion-None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7 Aye 0 Nay
Motion passed

c. Request for Use of Transit Center Parking Lot-

Sondra Carr reviewed the request that she has submitted for the use of a portion of the Astoria Transit Center parking lot for an Astoria Night Market. Sondra explained that Night Markets are a cross between a general market like the Astoria Sunday Market and art fairs. They are more artistic and creative but also have vendor and local business booths. Sondra said that the section of town that the Transit Center is in is becoming a more quirky and creative part of town. She said she has talked with several business owners in the area about how to pull more people who are interested in this sort of thing down to our part of town. Sondra said there is a list of the businesses she has talked to included in the proposal and they were unanimously in support of the Night Market. Sondra said she will continue to talk with people, but this is a slow process, and she does not want the Board to think that we are just jumping into this. The earliest date they could see doing this is October 9th and this may not be possible with Covid. Sondra contacted the Portland Night Market (PNM) management team and spoke with Emma Meeker. They discussed working collaboratively, but Sondra said that the PNM has committed to mentoring us regardless of their desired involvement and have advised us to start small and limit this to twice a year during good-weather months. Emma Meeker is talking with the city and county to see what their liability would be and collect this information for us. Sondra said they are asking for information on the potential use of the space located on the east side of the Transit Center parking lot which would not include the bus drive-through area or the area next to the building. Barriers would be set up to lessen impact on riders.

Sondra added that this is still in the information-gathering and initial planning phases so what we are offering here is the preliminary idea and will be open for discussion with everyone as we move forward. There were Board comments, suggestions, and discussion on the details of the plan. Executive Director Hazen suggested that based on the discussion he suggested that the Board make a motion to give a preliminary ok and give him permission to negotiate a contract with the organization and bring this back to the Board at the May 27th meeting.

Commissioner Boothe-Schmidt moved to give Executive Director Hazen the opportunity for more conversation with Sondra and bring it back at the April Board meeting.

Commissioner MacDonald seconded the motion

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

7 Aye 0 Nay

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed several items and reported that the Transportation Advisory Committee met yesterday March 24th to approve a correction to the 5310 Grant due to the match money not being added in. The total was \$278,000 should have been \$307,000.

12. LEADERSHIP TEAM REPORTS- Open discussion with Board.

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
April 22, 2021
Draft Board Zoom Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:07 AM.

2. ROLL CALL:

Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer, Pamela Alegria, Commissioner Charles Withers, Commissioner Diana Nino, Commissioner Debbie Boothe-Schmidt and Commissioner Rebecca Read

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-Executive Director Hazen requested that item 9b be removed from agenda.

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE March 2020 BOARD MEETING MINUTES-

Commissioner MacDonald moved to approve the March 25, 2021 Board Minutes

Commissioner Charles Withers seconded the motion

Discussion-None

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7 Aye 0 Nay

Motion passed

6. FINANCIAL REPORTS-

March 2021 Financial Report-

Kelly Smith asked if there were any questions concerning the March Financial Report. Commissioner Alegria asked what longevity credit is. Executive Director Hazen explained that since we have been with SDIS insurance for a long time we receive a credit when we renew our premiums. Commissioner Boothe-Schmidt asked if we are still underbudget in the general fund and do we have any idea when those funds will be in. Hazen said these funds are for buses and the dates for receiving them keeps getting pushed back. We probably will not see them until after the beginning of the fiscal year. Commissioner Booth-Schmidt also asked about the Amtrak account. Kelly said the current amount is the January payment they still owe for February and March. Commissioner Nino asked about the status of payments from Cannon Beach. Kelley said Cannon Beach did not get invoiced from July through September. Hazen said we received a large payment from them, but the check was returned because we had invoiced them wrong. Hazen said we submitted a corrected invoice and are in the process of being paid but will check on the current balance and let the Board know.

Commissioner Withers moved to approve the March 2021 Financial Reports

Commissioner Alegria seconded the motion.

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7-Aye- 0-Nay-
Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Reported that she had attended the Safe Routes to School meeting with Kathy Kleczek. There is no way to make an accurate determination of how many cars there will be going up to the Seaside school during the current Hybrid schedules. The school has determined that parents will drop off students in the morning and buses will take students home after school and the backup sometimes goes up to the hospital.
- b. Commissioner MacDonald-Reported that he had a personal occurrence on Wahanna road this morning.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers-Reminded everyone to vote and to remind their families to vote for the SETD Commissioners on the ballot. Commissioner Withers also commented that it has been very busy in Seaside and Cannon Beach with heavy traffic and people walking in the streets, but our bus drivers do a wonderful job and are so patient and kind to everyone.
- e. Commissioner Boothe-Schmidt-Reported that she is still volunteering at the Covid Vaccine call center and let’s people know about our vaccine shuttle services.
- f. Commissioner Nino-Reported that she has been an interpreter at the Fair Grounds last week during a Covid Vaccine clinic and was so proud to see our buses delivering people. I also tossed around some ideas with Kathy Kleczek and Jason Jones about making some educational videos.
- g. Commissioner Read-Reported that she had attended the Sunset Parks and Recreation meeting to gather citizen input about childcare and youth programs. They are gathering information in anticipation of hiring a consultant. Commissioner Read said that she is trying to get the minutes from the meeting because one of the things she understands is that parents have barriers in getting their kids to the programs offered by the Parks District, so she will bring that to the commission meeting. Commissioner Read said she knows Jeff and folks are already in collaboration with Skyler Archibald, but she really thinks this needs some attention. Commissioner Read said she would like to have that same person describe the barriers discussed. Chair Taylor said she understood that Rebecca wanted this to be an SETD Board agenda item and recommended that this be put on the agenda after the upcoming elections because that whole board could change.

8. CONTINUED BUSINESS-

- a. Request for use of the Transit Center Parking Lot- Executive Director Hazen said that there was great discussion from the Board during the presentation about the Night Market proposal at the March Board meeting. One of the issues brought up was the Electric Charging Station not being accessible for use during the Market. Executive Director Hazen contacted the owner of the charging station who said they would not mind suspending service at the charging station for one day for the Market. Once they are notified of the Night Market date the owners will send out an electronic message to let users know of the closure. We will also post signs.
Hazen said he had not heard back from Sondra about the start time for set up, but he moved the time up to 8:00 AM so it falls within daylight hours. We plan to block off the parking lot the night before so there are no vehicles left parked in the lot the day of the market. Hazen said the fee is nominal since the District doesn’t have any expense attributed to the market.

Commissioner MacDonald moved to approve the parking lot use permit as amended and to allow Executive Director Hazen to continue discussion.

Commissioner Boothe-Schmidt seconded the motion

Discussion: None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7-Aye 0-Nay
Motion passed.

- b. Board Meeting Times Discussion- Executive Director Hazen explained that Commissioner Read requested that the Board discuss when the monthly Board meetings are held. Hazen said he looked back at the District Records and found the meeting has been set for the fourth Thursday at 9 am since 2010. Commissioner Read said the reason why she had brought this up is that she had heard from people that daytime meetings are hard for people to attend that work daytime jobs and it kind of cancels out some folks from being involved or who desire to be a commissioner. Read said she was not necessarily promoting that we have to change the date but was wondering if we could have a little brainstorm as to how we can improve on this and younger people fall into this category more often than older people and retired people. Commission Alegria said she agrees with Rebecca that the meeting should be held at night for more participation. Chair Taylor asked Commissioner Alegria what time she was comfortable with. Commissioner Alegria said after dinner. Commissioner Withers said he agreed with getting input from a younger demographic in a Board meeting however a 3-hour meeting starting at 7 pm for those of us that have to drive the farthest is a disadvantage so if we do this it would have to be at 5:30 or over at 8:00 pm at the latest. Commissioner MacDonald said he is kind of retired but still working and has to adjust time off 3 weeks in advance. Commissioner MacDonald added in the he past we have tried having an evening meeting in Seaside but those that come from the North are on the road until 10:30 pm. Commissioner Nino said she really like the motivation behind Rebecca’s proposal, and I do think that we should have more younger people in leadership which is a positive thing. Commissioner Nino said she agreed that we should not be making it too late but for the commissioner’s however this is a monthly meeting and I think we can set the time aside and plan it ahead and 5:30 is not super late. Commissioner Nino also said one of the good things that has come up in Covid times is our video system has been refined and if we do it at 5:30 we might be getting participation from the public even if you work full time. Commissioner Boothe-Schmidt said she agreed whole heartedly. When we only have daytime meetings it doesn’t give everybody that could run for these positions a chance to run, and we miss out on a lot of talent. Commissioner Boothe-Schmidt also said that after Covid we should have meetings in South County because she has heard they feel left out and added that nighttime meetings are tuff but there is a lot of talent out there that we are leaving behind. Chair Taylor said having later meetings would work better for her. Chair Taylor asked Executive Director Hazen how to get public input. Executive Director Hazen said we can do an outreach campaign to acquire public input. Director Hazen said he has been an elected official before and there is not perfect time for a Board meeting. We are also not a 9 to 5 economy in Clatsop County as the economy has shifted quite a bit to the service industry, but it would be nice to get more younger people involved. Hazen said as far as staff goes, we will do whatever the Board wants. Commissioner Read said she would like to be involved with that message because this is a marketing opportunity, and we can talk about all of the things we are working on. I think it would really fall flat if it was not a dynamic message. Executive Director Hazen said that Mary has been doing this job for many years and can write a good message for this.
- c. Board Retreat-Executive Director Hazen said in the past we have had a Board Retreat when we have set Strategic Priorities but have not done anything outside of that. Commissioner Nino said we were going to go to Portland on the Columbia Connector before Covid, but maybe we could do an activity where we could socialize a little bit. Executive Director Hazen said staff would be keyed up to make sure conversations did not violate Public Meeting Laws, so socializing brings up red flags for me. Commissioner Withers said we need to figure out how we are going to move forward and will we be having meetings that are part in person and part zoom. Executive Director Hazen said that sounds more like a work session and that sounds like a good idea. Executive Director Hazen asked to have this discussion after the Budget meetings. Chair Taylor asked to have this put on the June Board meeting agenda.

9. NEW BUSINESS

- a. Amendment Statewide ODOT Agreement 32499 Transportation Options -Executive Director Hazen that 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.

Commissioner MacDonald moved that the Board approves the amendment to ODOT Agreement 32499 and authorize the Board Chair to sign it.

Commissioner Nino seconded the motion

Discussion-Commissioner Alegria asked why the agreement does not specify Driver awareness to pedestrians and bicyclists. Executive Director Hazen said both are incorporated in the program.

Kathy Kleczek also explained both are incorporated in her notes and scope of work.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7-Aye 0-Nay
Motion passed.

- b. Covid-19 Vaccination Transportation Update- Jennifer Geisler reported that there has been a nation-wide effort to assist those without transportation to get their Covid vaccine. SETD opened free transportation for elderly and disabled to be brought to and from their scheduled vaccine appointments. This service is by appointment, so riders have to call in and schedule their ride. About 70% of those using the service have not used this type of service before. Jennifer said in April SETD started the Covid Vaccine clinic shuttle service that provides bus service during the Covid Clinics. The routes run between the Astoria Transit Center to the Clatsop County Fairgrounds and from the bus stop at the Seaside Cinema to the old Seaside High School.

- c. Approval of letter of support for Warrenton Arbor Corridor Pedestrian Walkway signed by Chair Taylor.

Commissioner MacDonald moved to approve the letter of support

Commissioner Alegria seconded the motion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

7-Aye 0-Nay
Motion passed

10. CORRESPONDENCE- Letter from Jason Jones: Executive Director Hazen read a letter Jason Jones had wrote describing a special Travel Training he had done.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report.

12. LEADERSHIP TEAM REPORTS-Open Board discussion with Team.

13. EXECUTIVE SESSION-Chair Taylor closed the Board Meeting and opened Executive Session- for ORS192.660(2)(i) 11:00 AM

14. Chair Taylor re opened regular Board Meeting at 11:15 AM-

Commissioner MacDonald moved to approve Executive Director's 2021 Evaluation
Commissioner Booth-Schmidt seconded the motion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

Aye-7 Nay-0
Motion passed

Commissioner Withers moved to increase Executive Director Jeff Hazen salary by 4% starting July 1, 2021
Commissioner MacDonald seconded the motion
Discussion- Commissioner Boothe asked how the 4% raise was determined. Chair Taylor said the committee looked at other Transit Executive Directors in the region and determined that Jeff should be brought up to the same level.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x	x	7
Nay								0

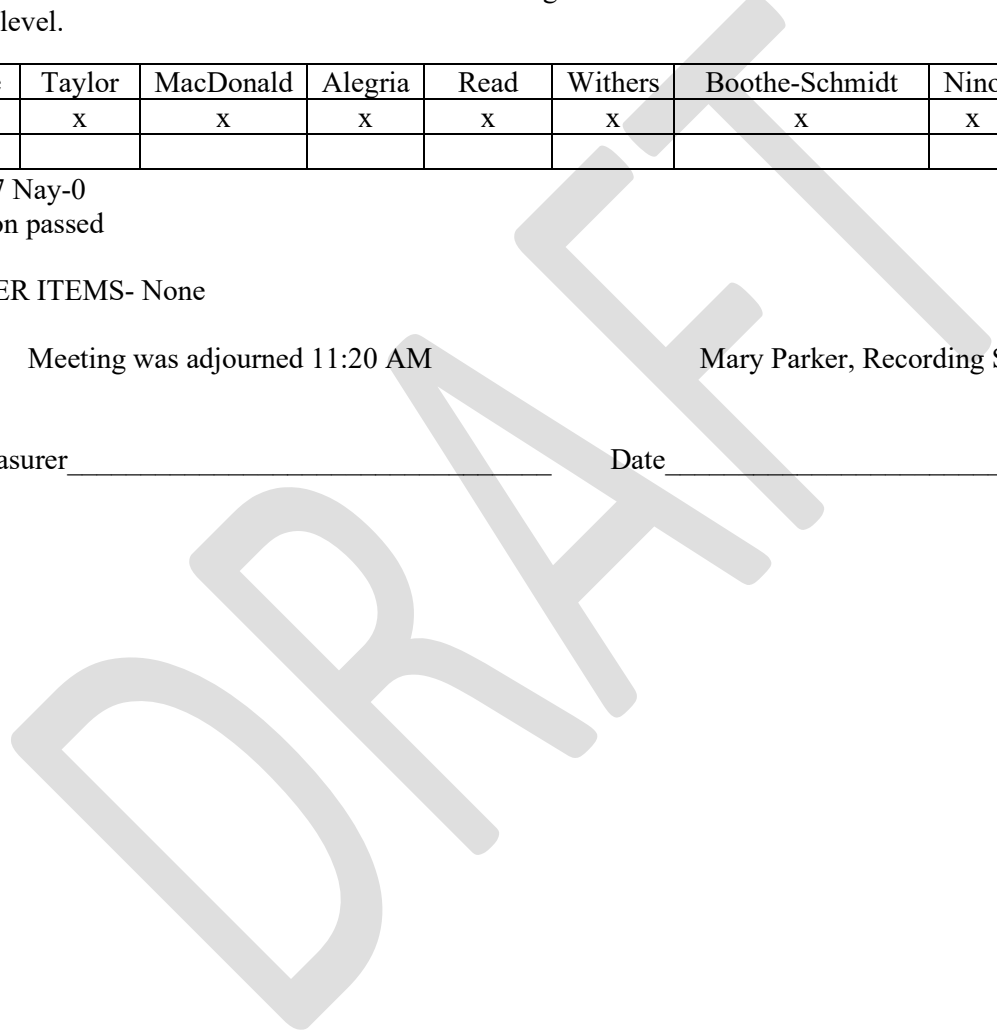
Aye-7 Nay-0
Motion passed

15. OTHER ITEMS- None

Meeting was adjourned 11:20 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____



Sunset Empire Transportation District
APRIL FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the May 2021 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 10 = 83.33% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$3,350,109 (\$483,434 less than budget), YTD Total Materials & Services was \$427,675 (\$76,917 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$10,848; \$1,307 over monthly budget and \$1,401 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$5,127; \$1,123 less than monthly budget and \$20,765 less than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$5,655; \$2,280 more than monthly budget and \$25,009 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,000; \$666 less than monthly budget and \$7,519 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$3,482; \$1,518 under monthly budget and \$15,315 less than YTD budget.
- 4110 NW Navigator: Under budget YTD by \$5,399.
- 4205 Property Taxes: \$10,726 received. Over budget YTD \$56,362.
- 4250 Timber Sales: No Revenues received. Over budget YTD \$92,062.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Apr interest received was \$382. Under budget YTD \$478.
- 4605 Other Income: Received \$1,752 WC Adjustment; over YTD budget \$19,587.
- 5000 Grants: Received \$213,127 for reimbursement for 3rd Q FY21.

Expense

- 7000 VET Provider Payments: Rides for the month of April totaled \$200.
- 8000 Audit: Over monthly budget \$8,584-finished FYE 2020 audit.
- 8020 B&M: Over monthly budget \$776-Restiped & New Bulbs for Ops Parking Lot.
- 8024 Sanitation: Over monthly budget \$192, over YTD budget \$20,611-COVID Related.
- 8040 Telephone/Internet: Over monthly budget \$847-Repair to Repeater.
- 8090 Dues/Subscriptions: IGA Dues posted in error, moved to 8091, thus making it over budget for the month, but under for the year.
- 8170 Fuel: Under monthly budget \$373, under YTD budget \$43,636.
- END

** Fuel under budget YTD \$43,636. Materials & Services (without capital expense) is under budget for MTD by \$1,728 and under budget YTD \$17,049.

***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

APRIL FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the May 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
April 30, 2021**

	<u>M-T-D Actual</u>	<u>M-T-D Budget</u>	<u>Variance</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	10,848.45	9,541.00	1,307.45	96,819.47	95,418.00	1,401.47
4015 LOWER COLUMBIA CONNECTOR	5,127.39	6,250.00	(1,122.61)	41,735.49	62,500.00	(20,764.51)
4020 PARATRANSIT FARES	0.00	0.00	0.00	480.05	0.00	480.05
4021 MEDICAID FARES - IGA	5,655.00	3,375.00	2,280.00	58,758.64	33,750.00	25,008.64
4022 PARATRANSIT FARES	1,000.00	1,666.00	(666.00)	9,149.00	16,668.00	(7,519.00)
4030 CONTRACTED SERVICES-IGA	3,482.00	5,000.00	(1,518.00)	34,685.00	50,000.00	(15,315.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	74.79	766.00	(691.21)	2,268.59	7,668.00	(5,399.41)
4120 GREYHOUND	0.00	66.00	(66.00)	13.45	668.00	(654.55)
4130 OTHER-VENDING	27.38	166.00	(138.62)	27.38	1,668.00	(1,640.62)
4205 PROPERTY TAXES	7,919.82	3,500.00	4,419.82	1,033,083.06	977,800.00	55,283.06
4206 PRIOR YEAR TAXES	2,803.31	1,200.00	1,603.31	24,922.84	24,200.00	722.84
4207 PROPERTY TAX INTEREST	3.23	0.00	3.23	355.96	0.00	355.96
4210 LAND SALES/US FISH & WILDLIFE	150.84	0.00	150.84	150.84	0.00	150.84
4310 TIMBER SALES	0.00	0.00	0.00	207,061.69	115,000.00	92,061.69
4315 MASS TRANSIT ASSESSMENT	26,759.99	20,000.00	6,759.99	101,110.31	75,000.00	26,110.31
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	760.00	746.00	14.00	7,425.80	7,460.00	(34.20)
4505 INTEREST EARNED ON BANK ACCT	380.71	582.00	(201.29)	4,524.00	5,002.00	(478.00)
4605 OTHER INCOME	1,752.41	12.50	1,739.91	19,711.71	125.00	19,586.71
5201 OREGON STF FUNDS	23,465.00	23,465.75	(0.75)	93,863.00	93,863.00	0.00
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	168,359.00	0.00	168,359.00
5203 OREGON STIF FUNDS-FORMULA	189,662.00	0.00	189,662.00	701,917.00	473,250.00	228,667.00
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	0.00	0.00	381,713.00	375,915.75	5,797.25
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	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	67,161.05	64,932.75	2,228.30
5306 CARES ACT	0.00	0.00	0.00	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	279,872.32	76,336.25	203,536.07	3,350,109.33	3,833,543.50	(483,434.17)

	<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>
Expenses						
6010 WAGES	163,266.36	162,419.00	(847.36)	1,658,104.47	1,624,225.00	(33,879.47)
6110 TAXES	19,880.64	17,140.00	(2,740.64)	231,341.19	209,143.00	(22,198.19)
6210 BENEFITS	46,737.94	57,405.75	10,667.81	506,404.45	574,060.50	67,656.05
TOTAL WAGES/TAXES/BENEFITS	229,884.94	236,964.75	7,079.81	2,395,850.11	2,407,428.50	11,578.39
7010 VET PROVIDER RIDES	200.10	833.00	632.90	3,695.01	8,334.00	4,638.99
8000 AUDIT	10,000.00	1,416.00	(8,584.00)	17,570.00	14,168.00	(3,402.00)
8001 PROFESSIONAL SERVICES	0.00	4,500.00	4,500.00	18,361.84	45,000.00	26,638.16
8002 LEGAL COUNSEL	0.00	666.00	666.00	3,813.98	6,668.00	2,854.02
8003 BANK & MERCHANT FEES	85.70	167.00	81.30	844.99	1,666.00	821.01
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	1,946.40	2,250.00	303.60
8015 COMP/FURNITURE/DURABLE GOODS	803.80	2,500.00	1,696.20	22,329.49	25,000.00	2,670.51
8020 B&M	3,942.29	3,166.00	(776.29)	43,553.81	31,668.00	(11,885.81)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	11,668.00	12,500.00	832.00
8024 SANITATION	357.90	166.00	(191.90)	22,279.43	1,668.00	(20,611.43)
8031 ONLINE SUB & IT SERVICES	5,006.65	11,250.00	6,243.35	148,059.94	112,500.00	(35,559.94)
8040 TELEPHONE/INTERNET	5,847.10	5,000.00	(847.10)	40,428.61	50,000.00	9,571.39
8041 UTILITIES	2,669.56	2,083.00	374.30	16,580.55	20,834.00	4,253.45
8050 HR & EMPLOYEE RECOGNITION	402.99	2,373.00	1,970.01	16,593.23	23,754.00	7,160.77
8060 TRAVEL & TRAINING	960.27	2,580.00	1,619.73	9,283.40	25,842.00	16,558.60
8080 OUTREACH/PRINTING	0.00	3,333.00	3,333.00	5,793.08	33,334.00	27,540.92
8090 DUES/SUBSCRIPTIONS	(5,923.70)	1,241.00	7,164.70	18,196.91	12,418.00	(5,778.91)
8091 IGA-DUES	9,000.00	1,000.00	(8,000.00)	9,000.00	10,000.00	1,000.00
8092 FEES/TAXES/LICENSES	100.00	216.00	116.00	3,484.14	2,168.00	(1,316.14)
8100 INSURANCE	0.00	16,500.00	16,500.00	49,725.25	66,000.00	16,274.75
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	4,146.17	12,500.00	8,353.83
8110 LEGAL ADS	0.00	83.00	83.00	121.80	834.00	712.20
8112 MEETING EXPENSE	0.00	166.00	166.00	974.38	1,668.00	693.62
8116 OFFICE SUPPLIES	1,330.45	1,499.00	168.55	11,268.92	15,002.00	3,733.08
8170 FUEL	20,449.86	20,833.00	383.14	164,697.77	208,334.00	43,636.23
8171 VEHICLE REPAIR/OUTSIDE SERVICES	12,486.62	14,623.00	2,136.38	130,022.08	146,254.00	16,231.92
8180 SHOP SUPPLIES/RENTALS	783.32	375.00	(408.32)	2,932.83	3,750.00	817.17
TOTAL MAINT/SERVICES	46,206.42	50,454.00	4,247.58	427,674.76	504,592.00	76,917.24
9200 CAPITAL EXPENSE	0.00	0.00	0.00	201,127.00	841,500.00	640,373.00
Total Expenses	299,713.85	336,258.75	37,505.76	3,174,450.50	3,302,042.50	127,592.00
Excess Revenue Over (Under) Expenditures	(19,841.53)	(259,922.50)	166,030.31	175,658.83	531,501.00	(355,842.17)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 4/30/2021

	This Year	Last Year	Change
Assets			
1020 GENERAL CHECKING LC BANK	46,295.38	0.00	46,295.38
1030 LGIP - GENERAL FUND	723,824.08	0.00	723,824.08
1040 PAYROLL ACCOUNT LC BANK	71,386.03	0.00	71,386.03
1050 MONEY MARKET LC BANK	5,667.87	0.00	5,667.87
1095 CASH RECEIPTS CLEARING SYSTEM	742.77	0.00	742.77
1210 ACCOUNTS RECEIVABLE SYSTEM	23,473.46	0.00	23,473.46
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	(41,414.43)	0.00	(41,414.43)
Total Assets	818,575.85	0.00	818,575.85
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	44,822.21	0.00	44,822.21
2050 CREDIT CARD PAYABLE	56,028.43	0.00	56,028.43
2059 CREDIT CARD PAYMENT CLEARING	(46,424.97)	0.00	(46,424.97)
2060 PAYABLE TO NWN	16.09	0.00	16.09
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	(996.21)	0.00	(996.21)
2114 FED W/H TAX PAYABLE	(9,177.44)	0.00	(9,177.44)
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
2134 ATU	(805.14)	0.00	(805.14)
2135 MASA	(94.33)	0.00	(94.33)
2140 RETIREMENT- 457(b)	(1,780.00)	0.00	(1,780.00)
2141 RETIREMENT-ER 457	14.99	0.00	14.99
2142 RETIREMENT-ROTH 457 (B)	(343.30)	0.00	(343.30)
Total Liabilities	8,216.19	0.00	8,216.19
3000 FUND BALANCE	846,277.82	0.00	846,277.82
Change in Net Assets	(35,918.16)	0.00	(35,918.16)
Total Net Assets	810,359.66	0.00	810,359.66
Total Liabilities and Net Assets	818,575.85	0.00	818,575.85

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 4/30/2021

<u>Customer</u>	<u>Due Date</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6009] ALLSTATE INSURANCE AGENCY	4/11/2021	1190		4/01/2021	Apr 2021 Parking Spaces #3-5	0.00	142.50	0.00	0.00	142.50
[6251] AMTRAK	3/31/2021	1181		3/01/2021	Feb 2021 Settlement	0.00	779.20	0.00	0.00	779.20
[6251] AMTRAK	5/01/2021	1214		4/01/2021	Mar 2021 Settlement	1,522.62	0.00	0.00	0.00	1,522.62
[6060] CLATSOP COUNTY SHERIFF	5/01/2021	1211		4/01/2021	Mar 2021 Poker Chips	114.00	0.00	0.00	0.00	114.00
[6153] ODOT	3/31/2021	1218		3/01/2021	Q3 FY21 TO Reimbursement	0.00	15,245.14	0.00	0.00	15,245.14
[6247] SALON BOHEME	3/11/2021	1173		3/01/2021	Mar 2021 Parking-Space #2	0.00	0.00	47.50	0.00	47.50
[6247] SALON BOHEME	4/11/2021	1195		4/01/2021	Apr 2021 Parking-Space #2	0.00	47.50	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/01/2021	1213		4/01/2021	Mar 2021 Bus Passes	840.00	0.00	0.00	0.00	840.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/11/2021	1232		4/11/2021	Med Rides 04/01-04/10/2021	2,235.00	0.00	0.00	0.00	2,235.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/18/2021	1233		4/18/2021	Med Rides 04/11-04/17/2021	1,270.00	0.00	0.00	0.00	1,270.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/25/2021	1234		4/25/2021	Med Rides 04/11-04/17/2021	1,270.00	0.00	0.00	0.00	1,270.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/25/2021	1235		4/25/2021	Med Rides 04/18-04/24/2021	1,341.00	0.00	0.00	0.00	1,341.00

Total						8,592.62	16,214.34	47.50	0.00	24,854.46
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SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Payable Aging by Vendor as of 4/30/2021

<u>Invoice Date</u>	<u>Activity</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6214] 4/30/2021	TILLAMOOK COUNTY TRANSPORTATION DISTRICT	Q4 NWOTA.4	5/30/2021	QRT 4 PARTNERSHIP DUES	3,000.00	3,000.00	0.00	0.00	0.00
Total for [6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT					3,000.00	3,000.00	0.00	0.00	0.00
[6225] 4/30/2021	VALIC-JPM CHASE	4/30/2021 2021-09	5/30/2021	FINAL PAYCHECK - ALEXANDER FRANKLIN - 401ABen, 457Ded	77.73	77.73	0.00	0.00	0.00
Total for [6225] VALIC-JPM CHASE					77.73	77.73	0.00	0.00	0.00
Report Total					3,077.73	3,077.73	0.00	0.00	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>
EFT	4/09/2021	[6225] VALIC-JPM CHASE - Payroll Dated 04.09.21	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3730.97 2386.07 525.22	6,642.26
20817	4/14/2021	[6033] CARD SERVICE CENTER - STMT - 3/09 - 4/07/2021	CREDIT CARD PAYMENT CLEARING	6329.12	6,329.12
20829	4/14/2021	[6121] JACKSON & SON OIL INC - 03/2021 FUEL	FUEL FUEL FUEL	4766.51 508.72 2182.55	7,457.78
20843	4/14/2021	[6237] WILCOX & FLEGEL - 03/2021 FUEL	FUEL FUEL FUEL FUEL	633.27 71.26 2488.58 11110.03	14,303.14
EFT	4/23/2021	[6225] VALIC-JPM CHASE - Payroll Dated 04.23.2021	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	5406.28 1630.96 549.21	7,586.45
20861	4/27/2021	[6193] SDIS - Invoices 2021-07, 2021-08	BENEFITS MEDICAL SDIS	45689.72	45,689.72
Total Checks				88,008.47	

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	4/07/2021	-6,329.12
0 Deposits and Other Additions Totaling.....		0.00
40 Checks and Other Withdrawls Totaling.....		3,405.75
1 Adjustments Totaling.....		6,329.12
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	5/07/2021	-3,405.75
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	5/07/2021	-49,660.74
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-49,660.74

Date	Check	To	Check Description	Amount
✓ 4/03/2021	0000326	CC CHARGES	HAZEN - ZOOM - ONLINE SRV	140.00
✓ 4/09/2021	0000251	CC CHARGES	LEWICKI - CITY LUMBER -	3.49
✓ 4/09/2021	0001209	CC CHARGES	HANDLE - OPS FARMER -	190.00
✓ 4/10/2021	0000251	STAPLES	BRIMS - PLANTS - OPS	245.99
✓ 4/12/2021	0000326	CC CHARGES	LEWICKI - SCANNER - OPS OFFICE	3.18
✓ 4/13/2021	0000251	CC CHARGES	HAZEN - FACEBOOK - MONTHLY FEE	14.98
✓ 4/13/2021	0001209	CC CHARGES	LEWICKI - CITY LUMBER - FASTERNERS - OPS	15.00
✓ 4/14/2021	0001209	CC CHARGES	FARMER - IPMA/HR - WEBINAR TRAINING	50.00
✓ 4/15/2021	0000251	CC CHARGES	FARMER - BARRAN LIEBMAN LLP - WEBINAR TRAINING	767.40
✓ 4/15/2021	0000284	CC CHARGES	LEWICKI - DELTA AIRLINES - FLIGHT/CTA CONF./J. GEISLER	74.10
✓ 4/16/2021	0000251	AMAZON	JONES - PIXEL FILMS - TRAVEL TRAINING VIDEOS	31.42
✓ 4/16/2021	0000251	AMAZON	LEWICKI - SQUEEGY BUCKET	18.59
✓ 4/16/2021	0000284	CC CHARGES	LEWICKI - SQUEEGY	84.27
✓ 4/20/2021	0000251	AMAZON	JONES - PIXEL FILMS - TRAVEL TRAINING VIDEOS	12.99
✓ 4/20/2021	0000284	CC CHARGES	LEWICKI - BUS PARTS/GPS ANGELTRAX	49.95
✓ 4/20/2021	0000326	STAPLES	JONES - PIXEL FILMS - TRAVEL TRAINING VIDEOS	15.99
✓ 4/20/2021	0000326	CC CHARGES	HAZEN - OFFICE SUPPLIES	0.99
✓ 4/20/2021	0001209	FRED MEYER	HAZEN - APPLE ID - MONTHLY SUBSCRIPTION	25.00
✓ 4/20/2021	0001209	CC CHARGES	FARMER - GIFT CARD - EMPLOYEE APPRECIATION	6.00
✓ 4/20/2021	0001209	CC CHARGES	FARMER - DOLLAR TREE - EMPLOYEE APPRECIATION	12.00
			FARMER - BRIM'S - EMPLOYEE APPRECIATION	

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

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✓ 4/20/2021	0001209	CC CHARGES	FARMER -	90.00
			STARBUCKS -	
✓ 4/20/2021	0001276	AMAZON	EMPLOYEE APPRECIATION	357.90
			LEWICKI -	
✓ 4/21/2021	0000251	CC CHARGES	NITRILE GLOVES - COVID	214.06
			LEWICKI -	
✓ 4/22/2021	0000284	CC CHARGES	NP/RAM MOUNT -	59.95
			TABLET SKINS/PARATRANSIT	
			JONES -	
			GRAMMERLY -	
✓ 4/23/2021	0001209	ZOLL MEDICAL CORP	WRITING TOOLS/MM	95.51
			FARMER -	
✓ 4/25/2021	0001209	CC CHARGES	DEFIB PADS	8.94
			FARMER -	
			WALMART -	
✓ 4/26/2021	0000251	AMAZON	WALL CLOCK/HR	57.00
			LEWICKI -	
✓ 4/27/2021	0001209	CC CHARGES	BUS PARTS	79.00
			FARMER -	
			WRIPMA -	
			WEBINAR TRAINING	
✓ 4/28/2021	0001217	CC CHARGES	KLECZEK -	27.30
			ONE STREAM	
✓ 4/30/2021	0001209	CC CHARGES	FARMER -	70.00
			INDEED -	
			JOB POSTINGS	
✓ 5/03/2021	0000326	CC CHARGES	HAZEN -	140.00
			ZOOM - MONTHLY SUBSCRIPTION	
✓ 5/04/2021	0000251	CC CHARGES	LEWICKI -	113.38
			PARTS GEEK -	
			BLOWER MOTOR/BUS 92	

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

Run: 5/20/2021 @ 9:49 AM

Page: 3

Date	Check	To	Check Description	Amount
✓ 5/04/2021	0001209	CC CHARGES	FARMER - EB PD FAMILY LEAVE - WEBINAR	-12.50
✓ 5/04/2021	0001209	BOLI	FARMER - POSTERS	68.00
✓ 5/04/2021	0001209	STAPLES	FARMER - FOLDERS	33.99
✓ 5/05/2021	0000269	CC CHARGES	PARKER - ADOBE ACROBAT MONTHLY FEE	10.99
✓ 5/05/2021	0001209	FRED MEYER	FARMER - COVID WIPES	48.90
✓ 5/05/2021	0001209	BOLI	FARMER - POSTERS	68.00
✓ 5/06/2021	0001217	CC CHARGES	KLECZEK - ADOBE - MONTHLY SUBSCRIPTION	14.99
✓ 5/07/2021	0000284	AMAZON	JONES - VIDEO PROCESSING/SOUND DESIGN	99.00
Total Checks:				3,405.75
Date	Reference	Adjustment Description	Amount	
✓ 4/14/2021	GC Ck 20817	Payment made from GTen. Ck. for Statement Ending 04/07/2021	6,329.12	
Total Adjustments:			6,329.12	

Date: May 20, 2021

To: Board of Commissioners


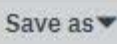
From: Jeff Hazen

Re: Agenda item 8.a Board Meeting Times Discussion (continued)

At the April 22 Board meeting, discussion was held in regard to the day and time that the Board holds its monthly meeting. Commissioner Read spoke about it being a challenge for people who work a standard job to participate in the meetings or consider running for a position on the Board. It is difficult for younger people to be able to be involved in morning meetings. She felt that evenings after 5:00 would be better. Commissioner Alegria agreed that meetings should be at night for better participation. She recommended a time after dinner. Commissioner Withers agreed that encouraging younger people involvement was desirable. He mentioned that early evening, no later than 6:00 would be best because of the concern of driving late at night when we get back to in person meetings. Commissioner MacDonald spoke about the Board having met in Seaside once a year in the Evening in the two years prior to the pandemic. Commissioner Nino likes the motivation of getting younger people involved and felt 5:30 is a reasonable time. She also mentioned the fact that we are broadcasting live on Facebook. Commissioner Boothe-Schmidt agrees that having it in the morning doesn't give everyone the ability to run for office. Chair Taylor echoed what has been said and began further discussions on next steps. It was the consensus of the Board to solicit public input and continue the discussion at this meeting.

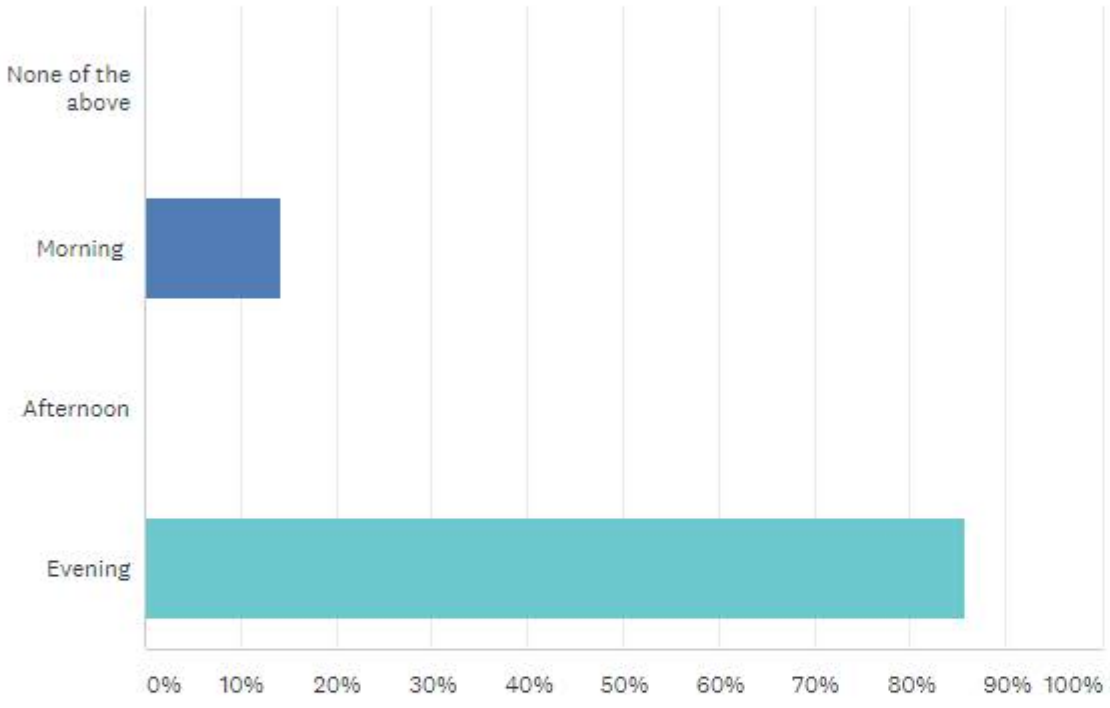
Staff put out notifications of a brief 2 question survey to solicit input on what days and times would be most beneficial to them. The survey was published on April 27th and closed on May 19th. We received 7 responses and the results of the survey questions are attached for your consideration as you continue the discussion.

Q1

 Customize  Save as

What time of day would work best for you to attend Board meetings of SETD?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES
None of the above	0.00% 0
Morning	14.29% 1
Afternoon	0.00% 0
Evening	85.71% 6
Total Respondents: 7	

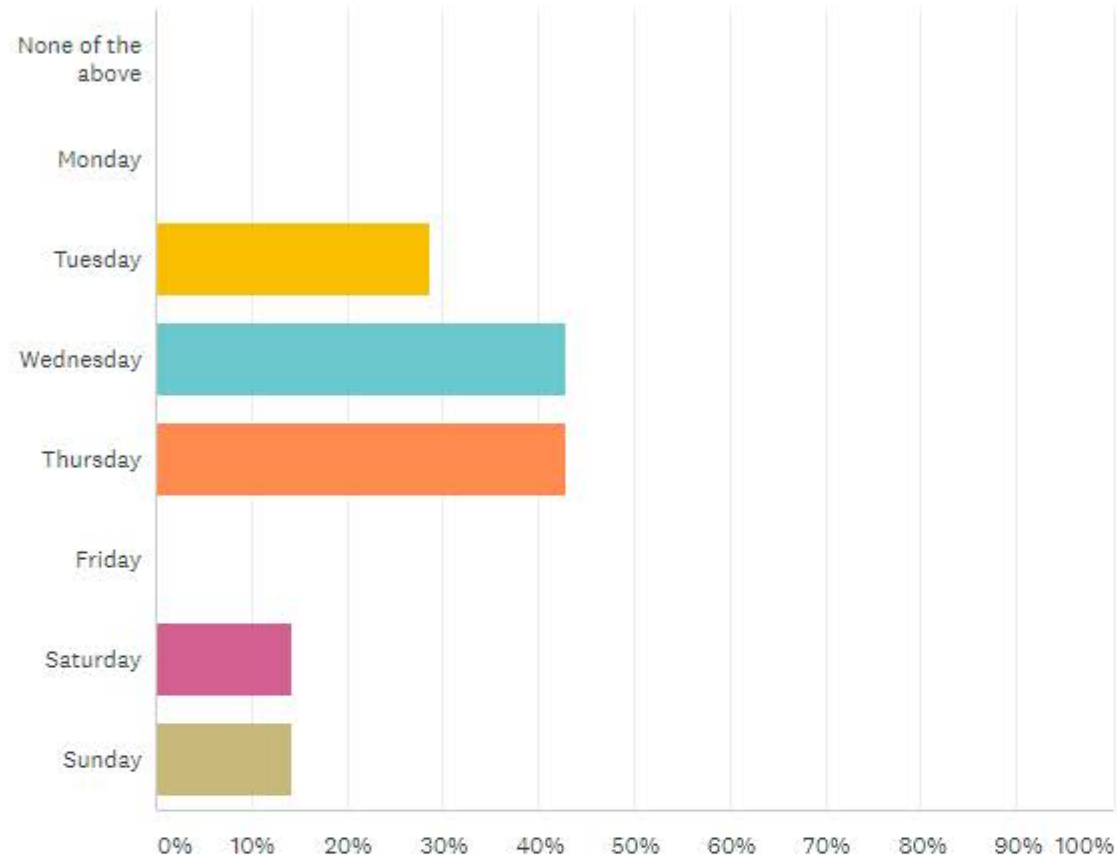
 Help!
 Feedback





What day of the week would work best for you to attend Board meetings?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ None of the above	0.00% 0
▼ Monday	0.00% 0
▼ Tuesday	28.57% 2
▼ Wednesday	42.86% 3
▼ Thursday	42.86% 3
▼ Friday	0.00% 0
▼ Saturday	14.29% 1
▼ Sunday	14.29% 1

Total Respondents: 7

Date: May 20, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.a Intergovernmental Agreement with the City of Cannon Beach

This IGA with Cannon Beach is for the continued operation of the Cannon Beach Shuttle. We have been operating the shuttle under an IGA with the City for several years. The change in the IGA is the amount we charge to operate the routes. We currently charge \$66.00 per hour and we will continue with that rate and then increase it in year two of the agreement to \$68.00 per hour (+3%). Under this Agreement, we operate Route 17 in Cannon Beach Monday through Friday during the summer months and Route 21 in Cannon Beach on the weekends year round, however they are not charged for the service of Route 21 while we operate the Seaside Streetcar during the Summer.

Staff is recommending that the Board approve the IGA with Cannon Beach to operate the Cannon Beach Shuttle and authorize the Executive Director and Board Chair to sign the Agreement.

**INTERGOVERNMENTAL AGREEMENT
FOR THE CANNON BEACH SHUTTLE**

This agreement, when signed by all parties, is made and entered into between Sunset Empire Transportation District, 900 Marine Dr. Astoria, OR 97103, an ORS Chapter 267 entity, hereinafter referred to as “SETD” and the City of Cannon Beach, a political subdivision of the State of Oregon, P.O. Box 368, Cannon Beach, OR 97110, hereinafter referred to as “City”. This Agreement is entered pursuant to ORS Chapter 190 for the provision of augmented transportation services.

1. **Effective Date.** This agreement shall be effective as of July 1, 2021 through June 30, 2023. This agreement supersedes any and all prior agreements between the parties.
2. **General Description of Work.** This Agreement is for services generally described as the Cannon Beach Shuttle, and more particularly described in Exhibit A, Scope of Work.
3. **Reimbursement.** City agrees to provide funding to SETD for costs of performing the Scope of Work as specified in Exhibit A. Specific funding amounts and payment schedule are specified in Exhibit B, Payment for Work.

In the event services are required beyond those specified in the Scope of Work, SETD shall submit a revised fee estimate for such services, and an Agreement modification shall be negotiated and approved by all parties in writing prior to any effort being expended on such services.

4. **Exhibits.** The following exhibits are made part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – Payment for Work

Exhibit C – Insurance

5. **Execution of Work.** SETD shall always carry on the work diligently, without undue delay and fulfill all requirements herein. SETD reserves the right to temporarily suspend operations of the service due to driver shortages. SETD will endeavor to avoid suspension whenever possible and shall notify the City as early as possible before the anticipated temporary suspension. The City shall not be responsible for the payment of any compensation to SETD during a temporary suspension. The passage of the Agreement expiration date shall not extinguish, prejudice, or limit either party’s right to enforce this Agreement with respect to any default or defect in performance that has not been cured.

The Agreement outlines the entire relationship between SETD and the City for purposes stated in Exhibit A, Scope of Work.

6. **Financials and Records.** SETD shall keep proper and complete financial records and account and maintain all fiscal records related to this Agreement and the project with generally accepted accounting principles, generally accepted governmental accounting standards and State minimum standards for audits of municipal corporations. SETD acknowledges and agrees that the City and their duly authorized representatives shall have access to the financial records, documents, papers, and records of SETD which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after the Agreement expiration date. Copies of applicable records shall be made available upon written request. Payment for reasonable costs of copies is reimbursable by the City. If for any reason any part of this Agreement is involved in litigation, SETD shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Full access will be provided to SETD and its duly authorized representatives in preparation for and during litigation.

7. **Termination, Administrative, Contractual or Legal Remedies.** This Agreement may be terminated by written mutual consent of both parties. If this Agreement is terminated prior to the end of the Agreement period, SETD shall be reimbursed for the project tasks completed through termination date as outlined in the Payment for Work, Exhibit B. If one party is suspected to be in violation of this Agreement, the non-violating party shall notify the other party in writing of the circumstances leading to this allegation. The agreement may be terminated if the violation has not been remedied with 10 days of the written notice of violation.

This Agreement may be terminated by SETD or the City for any reason with 30 days written notice to the other party.

All claims, counter claims, disputes and other matters in question between the City and SETD arising out of or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by arbitration, mediation, or other alternative dispute resolution mechanism. In the event of any dispute arising from this Agreement, each party shall pay its own separately incurred attorney's fees, expenses, and court costs, including mediatory arbitration, trial and appeal.

Notice. Notices shall be given by first class mail, postage prepaid to the following addresses:

Sunset Empire Transportation District
Office of Executive Director
900 Marine Dr.

City of Cannon Beach
Office of City Manager
P.O. Box 368

8. Indemnity and Insurance.

- a. SETD agrees to indemnify, defend and hold harmless the City from all claims, lawsuits and actions of whatever nature brought against those parties which arise from SETD's performance or omissions under this Agreement. SETD shall not be required to indemnify the City for any such liability arising out of negligent acts or omissions of the City, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260-30.300.
- b. SETD shall provide insurance as required in Exhibit C, Insurance, naming the City as an additional insured and furnishing the City with written proof of insurance on or before commencement of this agreement.
- c. The City agrees to indemnify, defend, and hold harmless SETD from all claims, lawsuits and actions of whatever nature brought against those parties which arise from the City's performance or omissions under this Agreement. The City shall not be required to indemnify SETD for any such liability arising out of negligent acts or omissions of SETD, their employees or representatives. This provision is subject to the limitations in the Oregon Tort Claims Act, ORS 30.260-30.300.
- d. The City shall provide insurance as required in Exhibit C.

9. Successors and Assignments. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns. After the original Agreement is executed, SETD shall not enter into any new sub agreements for any work scheduled under this Agreement or assign or transfer any of its interest in this Agreement without prior written consent of the City.

10. Compliance with Applicable Laws.

- a. SETD agrees to comply with all federal, state, and local laws, ordinances, and regulations applicable to this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.
- b. SETD shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- c. This Agreement is based on and is subject to Oregon Revised Statutes, Oregon Administrative Rules, and Federal Transit Administration Regulations such as those contained in ORS 323.455, ORS 391.830 and FTA Circular 9040.1F including all associated references and citations.

11. Federal Transit Administration Annual Certifications and Assurances. SETD agrees to comply with all applicable Federal Transit Administration Certifications and Assurances. Furthermore, SETD will submit the Annual Certifications and Assurances to ODOT on an annual basis and include all certifications required by 49 U.S.C. 5310.

12. Audit Requirements.

- a. If applicable, SETD agrees to comply with an audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, Non-profit Institutions. SETD, if affected by this requirement, shall at its own expense, submit to State Rail and Public Transit Division, 555 13th Street NE, Suite 3 Salem, OR 97301-4179, a copy of its A-133 annual audit covering the funds under this agreement.
- b. If Applicable, SETD shall, at its own expense, submit to State Rail and Public Transit Division, 555 13th Street NE, Suite 3, Salem, OR 97301-4179, a copy of it's a-133 annual audit covering the funds expended under this Agreement and a copy of the management letter and any report that accompanies the annual audit covering the funds expended under this Agreement.

13. Severability. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

14. Force Majeure. Neither party shall be held responsible for the delay or default caused by fire, riots, acts of God, and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause or delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

15. Waiver. The failure of the City or SETD to enforce any provision of this Agreement shall not constitute a waiver by the City of that or any other provision.

16. Entire Agreement. This Agreement represents the entire understanding of the City and SETD as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein.

17. Contractor Personnel.

- a. SETD, in carrying out the services to be provided under this Agreement, is acting as an “independent contractor” and is not an employee of the City nor are any of the SETD employees employed by the City. SETD accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an “independent contractor”, SETD employees will not receive any benefits normally accruing to City employees unless required by applicable law. Furthermore, SETD is free to contract with other parties, on other matters, for the duration of this Agreement.
- b. SETD employees, volunteers or agents performing under this contract are not deemed to be employees of the City in any manner whatsoever. Employees of SETD shall not be entitled to any benefits except those provided by SETD. SETD is solely and entirely responsible for its acts and acts of its agents, employees or volunteers, and will be an Equal Opportunity Employer and follow regulations specified in the American’s with Disabilities Act.

18. Other Provisions. SETD shall protect and indemnify the City against payroll taxes or contributions imposed with respect to any employees of SETD by any applicable law dealing with pensions, unemployment compensation, accident compensation, health insurance, and related subjects. SETD shall at SETD’s own cost and expense insure each person employed by SETD the compensation provided for by law with respect to workers’ compensation and employer’s liability insurance.

19. Workers’ Compensation Coverage Requirements. SETD, its subcontractors, and all employees working under this Agreement are subject employers under the Oregon Workers’ Compensation Law and shall comply with ORS 656.017, which requires them to provide workers’ compensation coverage for all their subject workers.


THIS AGREEMENT, WHICH INCLUDES ALL ATTCHED EXHIBITS, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THE TERMS OF THIS AGREEMENT SHALL NOT BE WAIVED, ALTERED, MODIFIED, SUPPLEMENTED, OR AMENDED, IN ANY MANNER WHATSOEVER, EXCEPT BY WRITTEN INSTRUMENT. SUCH WAIVER, ALTERATION, MODIFICATION, SUPPLEMENTATION, OR AMENDMENT, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN, AND SHALL BE VALID AND BINDING ONLY IF IT IS SIGNED BY ALL PARTIES TO THIS AGREEMENT. THERE ARE NO UNDERSTANDINGS AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, REGARDING THIS AGREEMENT EXCEPT AS SPECIFIED OR REFERENCED HEREIN. THE PARTIES, BY THE SIGNATURES BELOW OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY ACKNOWLEDGE THAT THE PARTIES HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

SUNSET EMPIRE TRANSPORTATION DISTRICT

By: _____ Date: _____
Jeff Hazen, Executive Director

By: _____ Date: _____
Tamra Taylor, Board Chair

CITY OF CANNON BEACH

By:  _____ Date: 5/6/21
Bruce St. Denis, City Manger

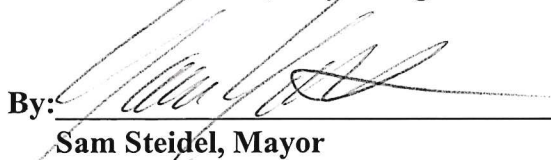
By:  _____ Date: 5/11/21
Sam Steidel, Mayor

EXHIBIT A

SCOPE OF WORK

Task 1: Operations of Cannon Beach Shuttle

SETD shall provide augmented bus shuttle services on behalf of the City of Cannon Beach. The service area is from the City of Cannon Beach to the City of Seaside. Service is available for any purpose; services will not be prioritized. The route will not run on Thanksgiving Day, Christmas Day or New Year's Day but will run on all other SETD holidays. The shuttle will run under two schedules, one for the summer months, and one schedule during the fall, winter and spring.

Weekday Summer Schedule

Beginning the Thursday prior to Sandcastle Weekend and ending the last day of September, the route, labeled Route 17, will run one schedule Monday through Friday. Route 17 route time per day is 6.12 hours (6 hours, 7 minutes) plus a .33 hour (20 minute) pre- and post-inspection driver routing for a total of 6.45 hours of billable service per day. Service will begin at 10:30 am and run through 6:26 pm with a one-hour break in the afternoon. Minor changes to the route design (including stops and times) may be adjusted during this Agreement on an as needed basis. Major changes need to be in writing and signed by both parties.

Non-Summer Weekend Schedule (October 1 through weekend before Memorial Day weekend)

On Saturdays and Sundays, Route 21 route time per day is 6.67 hours (6 hours, 40 minutes) plus a .33 hour (20 minute) pre- and post-inspection driver routing for a total of (7) seven hours of billable service per day. Service will begin at 9:00 am and end at 6:20 pm with a break from 12:20 pm to 3:00pm. Minor changes to the route design (including stops and times) may be adjusted during this Agreement on an as needed basis. Major changes need to be in writing and signed by both parties.

Task 2: Vehicle ownership, maintenance, and other Capital Costs.

SETD will be responsible for the provision of vehicles, fuel, insurance and maintenance costs, as well as providing complementary ADA Paratransit services along the route in accordance with state and federal requirements.

EXHIBIT B

SETD COMPENSATION

B.1 Basis of Compensation. The City shall compensate SETD for the services as described in the Scope of Services, as defined in Exhibit A. The compensations to be paid for these services to SETD shall be based on a reimbursement cost of \$66.00 per hour for year one of this agreement and \$68.00 per hour for year two of this agreement. SETD will provide all the information necessary for the required quarterly reports to be submitted to the State.

B.2 Payment for Services. SETD shall submit monthly billing invoices to the City. Invoices shall be submitted to the City on or before the fifteenth of the month for services incurred during the previous month. The City shall be allowed thirty (30) days from the date the invoice is received to reimburse SETD, provided that the work performed is acceptable to the City. Upon receipt of the invoice, the City shall review the documentation submitted and may request additional information. If the City does not request additional information within fifteen (15) days after receipt of the invoice, the invoice shall be deemed approved, and payment of moneys shall be made. In the event the City requests additional information from SETD, the City shall have fifteen (15) days from the date of receipt of the additional information to review the information. If SETD has provided the information requested, the invoice shall be deemed approved, and payment of moneys shall be made. In the event SETD does not provide the information requested within thirty (30) days, the City may deny the invoice or approve only the portion of the invoice which has been documented satisfactorily.

The parties acknowledge and understand that the following reductions from monthly cost shall apply to the term of the Agreement only and not on any renewals or extensions going forward, unless mutually agreed upon by the parties:

B.2.A Fare Box Revenues. Fare box revenues shall be deducted from the monthly invoice.

B.2.B Summer Weekend Service. On days when SETD is providing a seasonal route in Seaside with no cost to the City of Seaside, SETD shall not charge the City for the services provided under this Agreement.

B.3 Changes to the Scope of Project. The City and SETD agree with the terms and conditions of this Agreement that if the scope of the project is changed materially, SETD shall request in writing, before services are provided, an appropriate change in the amount of compensation.

B.4 Suspension or Abandonment of Project. If the Project is suspended or abandoned, SETD shall be compensated for all services performed prior to receipt of written notice from the City of such suspension or abandonment. If the Project is resumed after being suspended, SETD's compensation shall be reviewed with the City and an adjustment made for the cost of restarting the project before work continues.

EXHIBIT C

INSURANCE PROVISIONS

During the term of this Agreement, SETD shall maintain in force at its own expense, each form of insurance noted below:

C.1 Workers' Compensation. Required of contractors with one or more workers, as defined by ORS 656.027. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

C.2 Employer's Liability. Employer's liability insurance with a combined single limit or equivalent of not less than \$500,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services provided under this Agreement.

C.3 General Liability. Broad form comprehensive general liability insurance coverage of \$2,000,000 combined single limit bodily injury and property damage.

C.4 Automobile Liability. Automobile bodily injury (\$2,000,000 per person and occurrence) and property damage (\$2,000,000 per occurrence) liability insurance covering all vehicles that will be used to provide services through this agreement. There shall be no cancellation, material change, reduction of limits, or intent not to renew insurance coverage(s) without thirty (30) days written notice from SETD insurer(s) to the City

During the term of the Agreement, the City shall maintain in force at its own expense, broad form comprehensive general liability coverage of \$2,000,000 combined single limit bodily injury and damage.

Date: May 20, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.b Translation Services

At the budget meeting, Commissioner Nino inquired about translation services for outreach materials that we generate. We had been relying on staff that are bilingual for translating materials into Spanish versions. Unfortunately, due to the different dialects of Spanish there were conflicts in the translations. We were told that Microsoft Word had a good translation function that was fairly universal. Commissioner Nino disagreed with what we had been told.

After the budget meeting, I went into the State of Oregon's procurement program to see what professional services are under contract with the State to provide translation services. I also reached out to all of the transit agencies in Oregon to see who they use. I selected five companies that are under contract with the State to compare pricing. Some of them are used by other transit agencies in Oregon.

As an estimate, we generate approximately 120 documents a year that need to be translated. These include press releases, news and signs that average 250 on average. Using those numbers and comparing the five organizations, the annual cost to translate these materials would be \$2,190-\$11,400 per year.

I also reached out to a member of the Latinx community not affiliated with SETD to ask them about the use of Microsoft Word and its ability to provide a culturally sensitive translation. Her response was *"Hi Jeff, thank you for being aware of this sensitive issue. The materials could be translated from the Word program, but they need to be revised for accuracy. In general, it gives the sense of the information but the tense and the formal/informal wording like (tu and usted) needs to be fixed."*

Staff is seeking guidance from the Board on whether we should contract with a company that provides translation services. If the consensus of the Board is to do that, we can make suggested changes during the Budget Hearing on June 24th.

	Passport to Languages	LanguageLine Services	The Spanish Group	Oregon Translation dba Verbio	Oregon Certified Interpreter's Network
Rates for Translations					
Service	Rate	Rate	Rate	Rate	Rate
Minimum Fee	\$55.00	\$99.00	\$20.79	\$95.00	\$48.00
Per Word Cost	\$0.24	\$0.00	\$0.073	\$0.19	\$0.20
Per 1,000 word	\$0.23	\$0.00	\$73.00	\$190.00	\$0.19
Emergency Rates for Translations					
Service	Rate	Rate	Rate	Rate	Rate
Expedited (2 hour turnaround)	\$0.40	N/A	\$0.15	\$0.10	\$0.48
Rush (24 hour turnaround)	\$0.30	\$0.00	\$0.15	\$0.06	\$0.32
ASAP (48 hour turnaround)	\$0.24	\$0.00	\$0.073	\$0.03	\$0.28
	Yamhill County Transportation District	SMART (Wilsonville)		Confederated Tribes of the Umatilla	
		Woodburn Transit			

Date: May 20, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c Route Schedule Changes

In an effort to address bus on-time performance and to make our system more reliable, Paul has reviewed our schedules along with the data collected to make adjustments to our schedules for the summer months. He will be sharing these changes along with the additional frequency that we will be providing on Route 101 with funding awarded to us from the CARES Act.

We would like to implement these changes effective on July 1st to give us time to do public outreach on the changes and to solicit input on the changes. This will return to the Board at the June 24th meeting for final approval.

Staff is recommending that the Board provide any comments they may have on the changes.

WEEKDAY ROUTE 10 - Draft 5/7/21

Transit Center	5:55 AM	7:00 AM	8:14 AM	9:26 AM	10:38 AM	11:50 AM	1:07 PM	2:19 PM	3:31 PM	4:43 PM	6:00 PM	7:12 PM	8:24 PM
Liberty Theater	5:57 AM	7:02 AM	8:16 AM	9:28 AM	10:40 AM	11:52 AM	1:09 PM	2:21 PM	3:33 PM	4:45 PM	6:02 PM	7:14 PM	8:26 PM
Columbia Memorial Hospital	5:59 AM	7:04 AM	8:18 AM	9:30 AM	10:42 AM	11:54 AM	1:11 PM	2:23 PM	3:35 PM	4:47 PM	6:04 PM	7:16 PM	8:28 PM
Astoria Safeway	6:02 AM	7:07 AM	8:21 AM	9:33 AM	10:45 AM	11:57 AM	1:14 PM	2:26 PM	3:38 PM	4:50 PM	6:07 PM	7:19 PM	8:31 PM
45th St & Leif Erickson	6:04 AM	7:09 AM	8:23 AM	9:35 AM	10:47 AM	11:59 AM	1:16 PM	2:28 PM	3:40 PM	4:52 PM	6:09 PM	7:21 PM	8:33 PM
Mitscher Shelter Bus Stop	6:14 AM	7:19 AM	8:33 AM	9:45 AM	10:57 AM	12:09 PM	1:26 PM	2:38 PM	3:50 PM	5:02 PM	6:19 PM	7:31 PM	8:43 PM
MERTS Campus	-	7:24 AM	-	-	-	12:14 PM	-	-	-	5:07 PM	-	-	-
Job Corp Center	6:18 AM	7:28 AM	8:37 AM	9:49 AM	11:01 AM	12:18 PM	1:30 PM	2:42 PM	3:54 PM	5:11 PM	6:23 PM	7:35 PM	8:47 PM
45th & Cedar	6:24 AM	7:34 AM	8:43 AM	9:55 AM	11:07 AM	12:24 PM	1:36 PM	2:48 PM	4:00 PM	5:17 PM	6:29 PM	7:41 PM	8:53 PM
Astoria Safeway	6:26 AM	7:36 AM	8:45 AM	9:57 AM	11:09 AM	12:26 PM	1:38 PM	2:50 PM	4:02 PM	5:19 PM	6:31 PM	7:43 PM	8:55 PM
Gateway Apartments	6:28 AM	7:38 AM	8:47 AM	9:59 AM	11:11 AM	12:28 PM	1:40 PM	2:52 PM	4:04 PM	5:21 PM	6:33 PM	7:45 PM	8:57 PM
Columbia Memorial Hospital	6:30 AM	7:40 AM	8:49 AM	10:01 AM	11:13 AM	12:30 PM	1:42 PM	2:54 PM	4:06 PM	5:23 PM	6:35 PM	7:47 PM	8:59 PM
Duane St & 9th St.	6:33 AM	7:43 AM	8:52 AM	10:04 AM	11:16 AM	12:33 PM	1:45 PM	2:57 PM	4:09 PM	5:26 PM	6:38 PM	7:50 PM	9:02 PM
Transit Center	6:34 AM	7:44 AM	8:53 AM	10:05 AM	11:17 AM	12:34 PM	1:46 PM	2:58 PM	4:10 PM	5:27 PM	6:39 PM	7:51 PM	9:03 PM
Liberty Theater	6:36 AM	7:46 AM	8:55 AM	10:07 AM	11:19 AM	12:36 PM	1:48 PM	3:00 PM	4:12 PM	5:29 PM	6:41 PM	7:53 PM	9:05 PM
Clatsop Community College	6:39 AM	7:49 AM	8:58 AM	10:10 AM	11:22 AM	12:39 PM	1:51 PM	3:03 PM	4:15 PM	5:32 PM	6:44 PM	7:56 PM	9:08 PM
Peter Pan Market	6:43 AM	7:53 AM	9:02 AM	10:14 AM	11:26 AM	12:43 PM	1:55 PM	3:07 PM	4:19 PM	5:36 PM	6:48 PM	8:00 PM	9:12 PM
Short Stop	6:45 AM	7:55 AM	9:04 AM	10:16 AM	11:28 AM	12:45 PM	1:57 PM	3:09 PM	4:21 PM	5:38 PM	6:50 PM	8:02 PM	9:14 PM
Astoria High School	6:47 AM	7:57 AM	9:06 AM	10:18 AM	11:30 AM	12:47 PM	1:59 PM	3:11 PM	4:23 PM	5:40 PM	6:52 PM	8:04 PM	9:16 PM
Alameda & Glasco	6:49 AM	7:59 AM	9:08 AM	10:20 AM	11:32 AM	12:49 PM	2:01 PM	3:13 PM	4:25 PM	5:42 PM	6:54 PM	8:06 PM	9:18 PM
Alameda & Florence	6:50 AM	8:00 AM	9:09 AM	10:21 AM	11:33 AM	12:50 PM	2:02 PM	3:14 PM	4:26 PM	5:43 PM	6:55 PM	8:07 PM	9:19 PM
Transit Center	6:57 AM	8:07 AM	9:16 AM	10:28 AM	11:40 AM	12:57 PM	2:09 PM	3:21 PM	4:33 PM	5:50 PM	7:02 PM	8:14 PM	9:26 PM

Route 13 Weekend - Draft 5/18/20

Astoria Transit Center	9:55 AM	10:35 AM	11:15 AM	11:55 AM	12:35 PM	1:15 PM	1:55 PM	2:35 PM	3:15 PM
Liberty Theater	9:57 AM	10:37 AM	11:17 AM	11:57 AM	12:37 PM	1:17 PM	1:57 PM	2:37 PM	3:17 PM
Columbia Memorial Hospital Eastbound	9:59 AM	10:39 AM	11:19 AM	11:59 AM	12:39 PM	1:19 PM	1:59 PM	2:39 PM	3:19 PM
Safeway Eastbound	10:02 AM	10:42 AM	11:22 AM	12:02 PM	12:42 PM	1:22 PM	2:02 PM	2:42 PM	3:22 PM
Mitscher Shelter Bus Stop	10:09 AM	10:49 AM	11:29 AM	12:09 PM	12:49 PM	1:29 PM	2:09 PM	2:49 PM	3:29 PM
Tongue Point	10:14 AM	10:54 AM	11:34 AM	12:14 PM	12:54 PM	1:34 PM	2:14 PM	2:54 PM	3:34 PM
45th & Cedar	10:18 AM	10:58 AM	11:38 AM	12:18 PM	12:58 PM	1:38 PM	2:18 PM	2:58 PM	3:38 PM
Safeway Westbound	10:20 AM	11:00 AM	11:40 AM	12:20 PM	1:00 PM	1:40 PM	2:20 PM	3:00 PM	3:40 PM
Columbia Memorial Hospital Westbound	10:22 AM	11:02 AM	11:42 AM	12:22 PM	1:02 PM	1:42 PM	2:22 PM	3:02 PM	3:42 PM
Astoria Transit Center	10:25 AM	11:05 AM	11:45 AM	12:25 PM	1:05 PM	1:45 PM	2:25 PM	3:05 PM	3:45 PM

WEEKDAY ROUTE 15 - Draft 5/7/21

Fred Meyer	5:50 AM	6:40 AM	7:30 AM	8:20 AM	9:10 AM	10:00 AM	10:50 AM	11:40 AM	12:30 PM
Mini Mart	5:53 AM	6:43 AM	7:33 AM	8:23 AM	9:13 AM	10:03 AM	10:53 AM	11:43 AM	12:33 PM
Hammond 4-way	5:59 AM	6:49 AM	7:39 AM	8:29 AM	9:19 AM	10:09 AM	10:59 AM	11:49 AM	12:39 PM
KOA/Ft Stevens	6:01 AM	6:51 AM	7:41 AM	8:31 AM	9:21 AM	10:11 AM	11:01 AM	11:51 AM	12:41 PM
2nd & Alder	6:08 AM	6:58 AM	7:48 AM	8:38 AM	9:28 AM	10:18 AM	11:08 AM	11:58 AM	12:48 PM
Mini Mart	6:09 AM	6:59 AM	7:49 AM	8:39 AM	9:29 AM	10:19 AM	11:09 AM	11:59 AM	12:49 PM
Fred Meyer	6:12 AM	7:02 AM	7:52 AM	8:42 AM	9:32 AM	10:22 AM	11:12 AM	12:02 PM	12:52 PM
Walmart	6:16 AM	7:06 AM	7:56 AM	8:46 AM	9:36 AM	10:26 AM	11:16 AM	12:06 PM	12:56 PM
Huckleberry	6:18 AM	7:08 AM	7:58 AM	8:48 AM	9:38 AM	10:28 AM	11:18 AM	12:08 PM	12:58 PM
19th Avenue	6:19 AM	7:09 AM	7:59 AM	8:49 AM	9:39 AM	10:29 AM	11:19 AM	12:09 PM	12:59 PM
Main St & Ft Stevens Spur	6:22 AM	7:12 AM	8:02 AM	8:52 AM	9:42 AM	10:32 AM	11:22 AM	12:12 PM	1:02 PM
Mini Mart	6:27 AM	7:17 AM	8:07 AM	8:57 AM	9:47 AM	10:37 AM	11:27 AM	12:17 PM	1:07 PM
Fred Meyer	6:30 AM	7:20 AM	8:10 AM	9:00 AM	9:50 AM	10:40 AM	11:30 AM	12:20 PM	1:10 PM
Mini Mart	-	-	-	-	-	-	-	-	-

Fred Meyer	1:20 PM	2:10 PM	3:00 PM	3:50 PM	4:40 PM	5:30 PM	6:20 PM	7:10 PM	8:00 PM
Mini Mart	1:23 PM	2:13 PM	3:03 PM	3:53 PM	4:43 PM	5:33 PM	6:23 PM	7:13 PM	8:03 PM
Hammond 4-way	1:29 PM	2:19 PM	3:09 PM	3:59 PM	4:49 PM	5:39 PM	6:29 PM	7:19 PM	8:09 PM
KOA/Ft Stevens	1:31 PM	2:21 PM	3:11 PM	4:01 PM	4:51 PM	5:41 PM	6:31 PM	7:21 PM	8:11 PM
2nd & Alder	1:38 PM	2:28 PM	3:18 PM	4:08 PM	4:58 PM	5:48 PM	6:38 PM	7:28 PM	8:18 PM
Mini Mart	1:39 PM	2:29 PM	3:19 PM	4:09 PM	4:59 PM	5:49 PM	6:39 PM	7:29 PM	8:19 PM
Fred Meyer	1:42 PM	2:32 PM	3:22 PM	4:12 PM	5:02 PM	5:52 PM	6:42 PM	7:32 PM	8:22 PM
Walmart	1:46 PM	2:36 PM	3:26 PM	4:16 PM	5:06 PM	5:56 PM	6:46 PM	7:36 PM	8:26 PM
Huckleberry	1:48 PM	2:38 PM	3:28 PM	4:18 PM	5:08 PM	5:58 PM	6:48 PM	7:38 PM	8:28 PM
19th Avenue	1:49 PM	2:39 PM	3:29 PM	4:19 PM	5:09 PM	5:59 PM	6:49 PM	7:39 PM	8:29 PM
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Mini Mart	1:57 PM	2:47 PM	3:37 PM	4:27 PM	5:17 PM	6:07 PM	6:57 PM	7:47 PM	8:37 PM
Fred Meyer	2:00 PM	2:50 PM	3:40 PM	4:30 PM	5:20 PM	6:10 PM	7:00 PM	7:50 PM	8:40 PM
Mini Mart	-	-	-	-	-	-	-	-	8:43 PM

WEEKDAY ROUTE 16 - Draft 4/5/21

Fred Meyer	7:42 AM	8:32 AM	9:22 AM	10:12 AM	11:02 AM	11:52 AM	12:42 PM	1:32 PM	2:22 PM	3:12 PM	4:02 PM	4:52 PM
Mini Mart	7:45 AM	8:35 AM	9:25 AM	10:15 AM	11:05 AM	11:55 AM	12:45 PM	1:35 PM	2:25 PM	3:15 PM	4:05 PM	4:55 PM
Hammond 4-way	7:51 AM	8:41 AM	9:31 AM	10:21 AM	11:11 AM	12:01 PM	12:51 PM	1:41 PM	2:31 PM	3:21 PM	4:11 PM	5:01 PM
KOA/Ft Stevens	7:53 AM	8:43 AM	9:33 AM	10:23 AM	11:13 AM	12:03 PM	12:53 PM	1:43 PM	2:33 PM	3:23 PM	4:13 PM	5:03 PM
2nd & Alder	8:00 AM	8:50 AM	9:40 AM	10:30 AM	11:20 AM	12:10 PM	1:00 PM	1:50 PM	2:40 PM	3:30 PM	4:20 PM	5:10 PM
Mini Mart	8:01 AM	8:51 AM	9:41 AM	10:31 AM	11:21 AM	12:11 PM	1:01 PM	1:51 PM	2:41 PM	3:31 PM	4:21 PM	5:11 PM
Fred Meyer	8:04 AM	8:54 AM	9:44 AM	10:34 AM	11:24 AM	12:14 PM	1:04 PM	1:54 PM	2:44 PM	3:34 PM	4:24 PM	5:14 PM
Walmart	8:08 AM	8:58 AM	9:48 AM	10:38 AM	11:28 AM	12:18 PM	1:08 PM	1:58 PM	2:48 PM	3:38 PM	4:28 PM	5:18 PM
Huckleberry	8:10 AM	9:00 AM	9:50 AM	10:40 AM	11:30 AM	12:20 PM	1:10 PM	2:00 PM	2:50 PM	3:40 PM	4:30 PM	5:20 PM
19th Avenue	8:11 AM	9:01 AM	9:51 AM	10:41 AM	11:31 AM	12:21 PM	1:11 PM	2:01 PM	2:51 PM	3:41 PM	4:31 PM	5:21 PM
Main St & Ft Stevens Spur	8:14 AM	9:04 AM	9:54 AM	10:44 AM	11:34 AM	12:24 PM	1:14 PM	2:04 PM	2:54 PM	3:44 PM	4:34 PM	5:24 PM
Mini Mart	8:19 AM	9:09 AM	9:59 AM	10:49 AM	11:39 AM	12:29 PM	1:19 PM	2:09 PM	2:59 PM	3:49 PM	4:39 PM	5:29 PM
Fred Meyer	8:22 AM	9:12 AM	10:02 AM	10:52 AM	11:42 AM	12:32 PM	1:22 PM	2:12 PM	3:02 PM	3:52 PM	4:42 PM	5:32 PM

ROUTE 20 WEEKDAYS - Draft 5/7/21

Seaside Cinema	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:28 PM	1:56 PM	3:24 PM	4:52 PM	6:20 PM	7:43 PM	8:43 PM
Ave A across from MacDonald's	6:04 AM	7:04 AM	8:04 AM	9:04 AM	10:04 AM	11:05 AM	12:33 PM	2:01 PM	3:29 PM	4:57 PM	6:25 PM	7:47 PM	8:47 PM
Candy Kitchen	6:17 AM	7:17 AM	8:17 AM	9:17 AM	10:17 AM	11:22 AM	12:50 PM	2:18 PM	3:46 PM	5:14 PM	6:42 PM	8:00 PM	9:00 PM
Coaster Theatre	6:18 AM	7:18 AM	8:18 AM	9:18 AM	10:18 AM	11:24 AM	12:52 PM	2:20 PM	3:48 PM	5:16 PM	6:44 PM	8:01 PM	9:01 PM
Family Market	6:20 AM	7:20 AM	8:20 AM	9:20 AM	10:20 AM	11:27 AM	12:55 PM	2:23 PM	3:51 PM	5:19 PM	6:47 PM	8:03 PM	9:03 PM
RV Park	6:22 AM	7:22 AM	8:22 AM	9:22 AM	10:22 AM	11:30 AM	12:58 PM	2:26 PM	3:54 PM	5:22 PM	6:50 PM	8:05 PM	9:05 PM
Surcrest Market	6:26 AM	7:26 AM	8:26 AM	9:26 AM	10:26 AM	11:36 AM	1:04 PM	2:32 PM	4:00 PM	5:28 PM	6:56 PM	8:09 PM	9:09 PM
Tolovana	6:27 AM	7:27 AM	8:27 AM	9:27 AM	10:27 AM	11:37 AM	1:05 PM	2:33 PM	4:01 PM	5:29 PM	6:57 PM	8:10 PM	9:10 PM
Brailier & Hemlock	6:29 AM	7:29 AM	8:29 AM	9:29 AM	10:29 AM	11:39 AM	1:07 PM	2:35 PM	4:03 PM	5:31 PM	6:59 PM	8:12 PM	9:12 PM
Wayside Inn	6:31 AM	7:31 AM	8:31 AM	9:31 AM	10:31 AM	11:42 AM	1:10 PM	2:38 PM	4:06 PM	5:34 PM	7:02 PM	8:14 PM	9:14 PM
Yukon & Hemlock	6:32 AM	7:32 AM	8:32 AM	9:32 AM	10:32 AM	11:44 AM	1:12 PM	2:40 PM	4:08 PM	5:36 PM	7:04 PM	8:15 PM	9:15 PM
Midtown	6:34 AM	7:34 AM	8:34 AM	9:34 AM	10:34 AM	11:56 AM	1:24 PM	2:52 PM	4:20 PM	5:48 PM	7:16 PM	8:17 PM	9:17 PM
Cannon Beach Visitor Center	6:37 AM	7:37 AM	8:37 AM	9:37 AM	10:37 AM	12:00 PM	1:28 PM	2:56 PM	4:24 PM	5:52 PM	7:20 PM	8:20 PM	9:20 PM
Seaside Hospital	6:50 AM	7:50 AM	8:50 AM	9:50 AM	10:50 AM	12:13 PM	1:41 PM	3:09 PM	4:37 PM	6:05 PM	7:33 PM	8:33 PM	9:33 PM
Seaside Cinema	6:55 AM	7:55 AM	8:55 AM	9:55 AM	10:55 AM	12:18 PM	1:46 PM	3:14 PM	4:42 PM	6:10 PM	7:38 PM	8:38 PM	9:38 PM

ROUTE 101 WEEKDAY Draft 5/18/21

Transit Center		6:00 AM	6:52 AM	7:44 AM	8:36 AM	9:28 AM	10:20 AM	11:12 AM	12:04 PM	12:30 PM	12:56 PM	1:22 PM	1:48 PM	2:14 PM
Fred Meyer		6:10 AM	7:02 AM	7:54 AM	8:46 AM	9:38 AM	10:30 AM	11:22 AM	12:14 PM	12:42 PM	1:08 PM	1:34 PM	2:00 PM	2:26 PM
Camp Rilea		6:13 AM	7:05 AM	7:57 AM	8:49 AM	9:41 AM	10:33 AM	11:25 AM	12:17 PM	12:46 PM	1:12 PM	1:38 PM	2:04 PM	2:30 PM
Sunset Beach		6:17 AM	7:09 AM	8:01 AM	8:53 AM	9:45 AM	10:37 AM	11:29 AM	12:21 PM	12:51 PM	1:17 PM	1:43 PM	2:09 PM	2:35 PM
Highlands		6:22 AM	7:14 AM	8:06 AM	8:58 AM	9:50 AM	10:42 AM	11:34 AM	12:26 PM	12:57 PM	1:23 PM	1:49 PM	2:15 PM	2:41 PM
Bowling Alley		6:32 AM	7:24 AM	8:16 AM	9:08 AM	10:00 AM	10:52 AM	11:44 AM	12:36 PM	1:09 PM	1:35 PM	2:01 PM	2:27 PM	2:53 PM
Seaside Cinema		6:37 AM	7:29 AM	8:21 AM	9:13 AM	10:05 AM	10:57 AM	11:49 AM	12:41 PM	1:15 PM	1:41 PM	2:07 PM	2:33 PM	2:59 PM
Ave. A		6:41 AM	7:33 AM	8:25 AM	9:17 AM	10:09 AM	11:01 AM	11:53 AM	12:45 PM	1:20 PM	1:46 PM	2:12 PM	2:38 PM	3:04 PM
Ave. U		6:45 AM	7:37 AM	8:29 AM	9:21 AM	10:13 AM	11:05 AM	11:57 AM	12:49 PM	1:25 PM	1:51 PM	2:17 PM	2:43 PM	3:09 PM
McDonalds	6:00 AM	6:49 AM	7:41 AM	8:33 AM	9:25 AM	10:17 AM	11:09 AM	12:01 PM	12:53 PM	1:30 PM	1:56 PM	2:22 PM	2:48 PM	3:14 PM
Seaside Cinema	6:02 AM	6:51 AM	7:43 AM	8:35 AM	9:27 AM	10:19 AM	11:11 AM	12:03 PM	12:55 PM	1:33 PM	1:59 PM	2:25 PM	2:51 PM	3:17 PM
Dollar General	6:07 AM	6:56 AM	7:48 AM	8:40 AM	9:32 AM	10:24 AM	11:16 AM	12:08 PM	1:00 PM	1:39 PM	2:05 PM	2:31 PM	2:57 PM	3:23 PM
Sunset Beach	6:16 AM	7:05 AM	7:57 AM	8:49 AM	9:41 AM	10:33 AM	11:25 AM	12:17 PM	1:09 PM	1:50 PM	2:16 PM	2:42 PM	3:08 PM	3:34 PM
Camp Rilea	6:21 AM	7:10 AM	8:02 AM	8:54 AM	9:46 AM	10:38 AM	11:30 AM	12:22 PM	1:14 PM	1:56 PM	2:22 PM	2:48 PM	3:14 PM	3:40 PM
Ensign & 101	6:24 AM	7:13 AM	8:05 AM	8:57 AM	9:49 AM	10:41 AM	11:33 AM	12:25 PM	1:17 PM	2:00 PM	2:26 PM	2:52 PM	3:18 PM	3:44 PM
Fred Meyer	6:29 AM	7:18 AM	8:10 AM	9:02 AM	9:54 AM	10:46 AM	11:38 AM	12:30 PM	1:22 PM	2:06 PM	2:32 PM	2:58 PM	3:24 PM	3:50 PM
Transit Center	6:40 AM	7:29 AM	8:21 AM	9:13 AM	10:05 AM	10:57 AM	11:49 AM	12:41 PM	1:33 PM	2:19 PM	2:45 PM	3:11 PM	3:37 PM	4:03 PM

Transit Center	2:40 PM	3:06 PM	3:32 PM	3:58 PM	4:24 PM	4:50 PM	5:16 PM	5:42 PM	6:08 PM	6:54 PM	7:31 PM	8:23 PM		
Fred Meyer	2:52 PM	3:18 PM	3:44 PM	4:10 PM	4:36 PM	5:02 PM	5:28 PM	5:54 PM	6:20 PM	7:04 PM	7:41 PM	8:33 PM		
Camp Rilea	2:56 PM	3:22 PM	3:48 PM	4:14 PM	4:40 PM	5:06 PM	5:32 PM	5:58 PM	6:24 PM	7:07 PM	7:44 PM	8:36 PM		
Sunset Beach	3:01 PM	3:27 PM	3:53 PM	4:19 PM	4:45 PM	5:11 PM	5:37 PM	6:03 PM	6:29 PM	7:11 PM	7:48 PM	8:40 PM		
Highlands	3:07 PM	3:33 PM	3:59 PM	4:25 PM	4:51 PM	5:17 PM	5:43 PM	6:09 PM	6:35 PM	7:16 PM	7:53 PM	8:45 PM		
Bowling Alley	3:19 PM	3:45 PM	4:11 PM	4:37 PM	5:03 PM	5:29 PM	5:55 PM	6:21 PM	6:47 PM	7:26 PM	8:03 PM	8:55 PM		
Seaside Cinema	3:25 PM	3:51 PM	4:17 PM	4:43 PM	5:09 PM	5:35 PM	6:01 PM	6:27 PM	6:53 PM	7:31 PM	8:08 PM	9:00 PM		
Ave. A	3:30 PM	3:56 PM	4:22 PM	4:48 PM	5:14 PM	5:40 PM	6:06 PM	6:32 PM	6:58 PM	7:35 PM	8:12 PM	9:04 PM		
Ave. U	3:35 PM	4:01 PM	4:27 PM	4:53 PM	5:19 PM	5:45 PM	6:11 PM	6:37 PM	7:03 PM	7:39 PM	8:16 PM	9:08 PM		
McDonalds	3:40 PM	4:06 PM	4:32 PM	4:58 PM	5:24 PM	5:50 PM	6:16 PM	6:42 PM	7:08 PM	7:43 PM	8:20 PM	9:12 PM		
Seaside Cinema	3:43 PM	4:09 PM	4:35 PM	5:01 PM	5:27 PM	5:53 PM	6:19 PM	6:45 PM	7:11 PM	7:45 PM	8:22 PM	9:14 PM		
Dollar General	3:49 PM	4:15 PM	4:41 PM	5:07 PM	5:33 PM	5:59 PM	6:25 PM	6:51 PM	7:17 PM	7:50 PM	8:27 PM	9:19 PM		
Sunset Beach	4:00 PM	4:26 PM	4:52 PM	5:18 PM	5:44 PM	6:10 PM	6:36 PM	7:02 PM	7:28 PM	7:59 PM	8:36 PM	9:28 PM		
Camp Rilea	4:06 PM	4:32 PM	4:58 PM	5:24 PM	5:50 PM	6:16 PM	6:42 PM	7:08 PM	7:34 PM	8:04 PM	8:41 PM	9:33 PM		
Ensign & 101	4:10 PM	4:36 PM	5:02 PM	5:28 PM	5:54 PM	6:20 PM	6:46 PM	7:12 PM	7:38 PM	8:07 PM	8:44 PM	9:36 PM		
Fred Meyer	4:16 PM	4:42 PM	5:08 PM	5:34 PM	6:00 PM	6:26 PM	6:52 PM	7:18 PM	7:44 PM	8:12 PM	8:49 PM	9:41 PM		
Transit Center	4:29 PM	4:55 PM	5:21 PM	5:47 PM	6:13 PM	6:39 PM	7:05 PM	7:31 PM	7:57 PM	8:23 PM	9:00 PM	9:52 PM		

Executive Director Report
 May 2021 Board Meeting
 Jeff Hazen

-Ridership

We were up 20% in ridership for April. YTD, we are down 35% in ridership. This is the first full month of results compared to last year's numbers after the pandemic shut down.

	April		
	TY	LY	
10	2,041	2,297	-11%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	154	202	-24%
15	1,206	1,101	10%
16	225	229	-2%
17	0	0	#DIV/0!
20	1,749	932	88%
21	230	85	171%
101A	2,949	2,425	22%
101B	2,827	2,359	20%
101 Total	5,776	4,784	21%
LCC	599	254	136%
PC	873	820	6%
SC	0	0	#DIV/0!
Total	12,853	10,704	20%
YTD	119,339	183,241	-35%

-Grants

All of the recommendations for transit funding were approved by the Oregon Transportation Commission at their May 13th meeting. ODOT staff is now working on over 350 grant agreements to get out to the agencies.

-Vaccination Transportation

RideAssist has provided 126 rides so far for vaccinations. The shuttle buses have provided 185 rides. During the monthly area manager meeting, I learned that some people were walking to the fairgrounds to get vaccinated, so Mary put out another press release about our transportation program.

-E-Fare

We anticipate the roll out of Token Transit to occur on June 28th. This gives us time to train everyone, including Board members on how it works so they can help riders. It was great to hear that Token Transit in Pacific County, WA is using it!

-Insurance

I'll be meeting with our insurance representative on Monday, May 24th to go over our insurance renewals. I'm concerned with information that he sent out on the 19th about Cyber insurance and what is going on in the marketplace. I'll get more information and share it at the Board meeting.

-National Bus Rodeo

I'm on the planning committee for the National Bus Rodeo that will be held in conjunction with the CTAA Expo in Richmond, VA in November. This is a great opportunity for drivers to show off their skill! There's an obstacle course, a pre-trip check competition, a wheelchair securement competition and a written test. There are two divisions, vans and cutaway buses.

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases YTD (35%)
 - o On-time Performance in April, we were 56.% on time. TCTD was 66.1% and Lincoln County was 52.1%.
 - o Fleet reliability
 - o Employee Retention 24.1% turnover YTD.
- Develop a SETD specific emergency plan. Currently working on.
 - o SETD operational specific emergency operation plan
 - o Medical emergencies
 - o Accidents
 - o Behavioral emergencies at facilities and on buses
 - o Emergency contact and reporting requirements
 - o Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.
- Develop a Succession Plan for Key Management Positions 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 [Implementation July 1st](#)
 - 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 3rd. Seaside Weekend Route to start in February, 2022](#)
- Improving System
 - o Improved lighting at bus shelters [New Shelters have arrived.](#)
 - 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. Updated rollout date of June 28th](#)
 - 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 and is being extended. 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 one new bus for it.
 - o Rebuild Ride Pal Program and Volunteer Program

May 2021 Operations
Paul Lewicki

We continue to support the county vaccination clinics as well as riders needing transportation to other vaccination sites by providing free rides for this purpose. Although our numbers to the clinics have not been high, we are doing our part to ensure everyone who needs a ride to get to a vaccination site can get one.

We have taken delivery of the five bus shelters that were ordered from and manufactured by inmates at the Oregon Department of Corrections. These shelters are currently being stored in the bus barn at Warrenton while we plan their installation projects. Currently, we have begun planning for the shelter installation at the Sunset Beach stop. This is a very busy stop and our riders will benefit from this new shelter especially during our stormy weather. The shelters also include a solar powered lighting system for our riders' safety and convenience.

One of our new Arboc buses has been in Portland for two months following an accident at the Seaside hospital. Procurement of necessary parts has held up the repairs, but the bus is expected to be returned to Warrenton this month. Also, one of our Portland motorcoaches had been in the shop in Portland receiving repairs to the engine cooling system and a regular service. This bus will be returned to Warrenton on May 19. A third bus has been at Astoria Ford for three weeks for electrical repairs. These buses being unavailable for service have caused us to have to run one of the older Bluebird buses on Route 15.

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. Although we expected these buses to be delivered in May, they are now scheduled for a July delivery. As with many processes, it appears that COVID related conditions have impacted the timely delivery of parts necessary to complete the assembly of these buses.

We have completed our annual maintenance on our bus yard lighting. Lighting is of course very important to the safety of our employees who roll out in darkness most of the year and return from their routes in darkness as well. This year, in addition to refreshing the lighting, we restriped the parking lot. This not only improves the appearance of the facility but improves the safety by making it easier for the drivers to park their buses accurately and safely at end of shift. Parking blocks will be installed as soon as we receive our new buses. This will further improve safety.

Reminder: 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 29th. Our Cannon Beach weekday summer service will begin June 3rd and will run Monday through Fridays within Cannon Beach. We have historically provided this service annually, 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
 May 2021 Report
 Jennifer Geisler

- In April, Ride Assist provided a total of 986 rides. ADA Paratransit had 471 riders, we provided 349 Medicaid rides for Northwest Rides, 4 VETP and had 54 escorts. This is an average of 32 rides per day. There were zero ride denials for April.
- Dial a Ride did provide service for two ride requests.
- We delivered 82 produce boxes over the month. This is an average of 16 boxes per Thursday delivery to homes between Seaside, Warrenton, and Astoria.
- In March SETD RideAssist provided 33 one-way rides for a COVID-19 vaccine clinic. In April we provided **75** curb to curb rides!
- I attended the SDAO Risk Management webinar on Workplace Violence and De-Escalation Techniques. This webinar counts toward the SDAO Academy that I have been involved with since spring of 2020. This is a three-year program that develops leadership, management skills and an awareness of regulations and risks associated with operations of a special district.
- ADA Paratransit Report for April:
 - Number of completed applications received: 8
 - Number of incomplete applications received: 1
 - Number of determinations made:
 - Within 21 days:4
 - More than 21 days:4
 - Determination by type:
 - Unconditional:4
 - 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	\$424	• Medicaid Billed	\$6236
• Dial-A-Ride	\$24	• Ticket books sold	\$505
• Tickets Collected	\$408	• VETP Billed	\$122
• Invoiced ADA rides	\$86		

Mobility Management
May 2021 Board Report
Jason Jones

- In April, I have worked with nine customers who needed help with scheduling and trip planning. As with last month, three students needed minimal assistance on using the bus to get to after-school functions. I worked with five people who needed more extensive in-person assessment and training opportunities and two others that needed schedule and route assistance. I enjoyed helping a person with a sight impairment learn how to use transit over several weeks. I made it a point to check up on several of these individuals to track their progress, and in most cases, all of them made multiple rides on our buses.
- I am currently working on two new videos that will highlight one of our travel trainees learning how to ride our bus and imparting some words of wisdom for others contemplating using our services. These two videos will help cover some of the challenges and successes of a person with a sight impairment learning to ride. The rider has lived in other areas of the country and used public transportation in those spots. He will have some tips that have worked for him in the past and mentioned how one-on-one travel training helped him become more confident at riding our system. There continue to be people who do not want to ride the bus or be involved in in-person travel training due to COVID-19. The Vaccines are helping to give people more confidence, but there are still some who are nervous about attending one-on-one training. Thankfully, these videos are providing some transit education for them regularly.
- The weekly Friday show is continuing strong with valuable topics and engaging interviews with members of our community. With better weather on the way, more people will need some encouragement to ride Public Transportation, and this show helps people do that. 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. Remember that May is Bicycle Safety Month, and I would like to encourage you all to go out and ride a bike. We have a small challenge that we put out to our viewers to send us a picture or story about their biking adventures. We want them also to send us photos of local landmarks they have encountered while riding their bikes.
- The Veterans Enhanced Transportation Program (VETP) spiked up a little in April, with 18 trips being conducted, constituting six individuals. There were 5 Veterans that used this program to get their COVID-19 Vaccination shot. The VETP program is actively looking for an additional Veteran Volunteer driver that can help us ramp our program up in the coming months. The Summer is an excellent time to bring a new person on board as it is a little slower and the weather plays into our favor for training. If you know a Veteran who would like to volunteer some of their time in their vehicle, please send them my way. (jason@ridethebus.org or 503-861-5361) The program will reimburse them for the miles they drive for the program. We continue to serve a local Veteran with food box delivery every other week. We are thankful for Jennifer and her team at Paratransit still helping our Veterans by preparing food boxes for us to deliver.



As May has flown by, I reflect on the year that has gone by and all the change it brought with it. We no longer consider it odd to meet virtually. And yet it is still a challenge to consider Virtual Meetings or Working from home as a positive change for many. As a Transportation Options proponent I like to present the perspective of how much benefit and saving can be derived from the new ability to “commute via virtual tools” or telecommuting. By using the internet to travel to meetings or work we are saving those miles of travel along with all that is involved with it. For those that are less mobile virtual meeting availability makes more connection and engagement possible. Now in my enthusiasm I have not forgotten that virtual connection is also a challenge for many, especially in our rural area with less broadband speed and assistance resources. The importance of broadband infrastructure has become a priority, locally and nationally. Having broadband available more broadly has become a goal to further equity in outreach and opportunity. I do look forward to being able to meet in person again, connecting face to face. At the same time it is important to take the lessons of the last year and apply them to how we move forward. The green house gas emissions and money saved are no small factor in why we should continue to make all the options available for folks to participate and work.

Transportation in the Time of Corona live Facebook talks have become a fixture in my week. It is a fantastic opportunity to explore local topics and how they or the people involved relate to transportation. Jason and I work to explore connections and topics that are of a benefit to our Region. We have hosted transportation board members, City or County Officials and also local experts on topics that are educational and fun to share. The videos exist in a library of videos on Facebook, and I hope to expand that to YouTube to create more accessibility. Zoom and Facebook were not cooperating for most of the month of May, so we had to resort to live pre-recording the video. 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, like it and share it on your own page.

May has been a month full of meetings with Community leaders, City or County officials, as well as Statewide groups, to make sure our elected officials are aware of Transportation Options in our Region. The North Coast Tourism Management Network-Transportation Options group recently chose me to lead us for this year. We are working on messaging to folks that are already at the coast, to help get people out of their cars when they travel in the area. We are also looking at developing the connection between parking lots and ODOT’s TripCheck program via cameras. This would give people a real-time view of parking availability before they head to particular lots. I continue to participate with Statewide TO representatives to develop best practices when reaching out to the LEP communities in our region. Currently we are developing a standard translation guide for TO Groups. I started working with OBPAC to further statewide goals for bicycle and pedestrian safety. ODOT priorities and goals have recently changed, and more emphasis is being put on Transportation Options including rolling out Bicycle Pedestrian projects across the State.

Social Media-Get There Oregon

- Outreach to grow NWTO users on GetThereOregon.org-LOG YOUR TELECOMMUTE!!!
- Promote Bicycle safety and awareness
- Live Facebook talks with Jason to educate about the importance of Transportation 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
- Leading Transportation Options Group for NCTMN- encourage stewardship of the Region and it’s resources

Safe Routes To School

- Bus rides for student field trips- Students ride free, outreach in Spanish about this
- Joined Oregon SRTS network and attending OR cohort meetings virtually
- Working with OPBAC to include Pedestrian and Biking safety in statewide planning



**Outreach and Education
May 2021 Board Report
Mary Parker**

OUTREACH and ANNOUNCEMENTS-

Prepped and distributed announcements for the April Board Meeting

Prepped Legal Ad Budget Meeting for Daily Astorian

Prepared and distributed required public announcements for Budget Meeting

Prepped and distributed Public Announcements for Budget Training

Prepped March Board Minutes

Prepped April Board Minutes

Prepped Press Release for Covid Clinic Shuttle distributed and posted in shelters

Posted Mechanic Job web and Facebook placed posting in shelters

Updated Paratransit Brochure

Helped design lay out bus wrap for new busses.

Prepared and distributed Press Release for input for changing Board Meeting time and date also posted in shelters



Human Resources
May 2021 Board Report
Sue Farmer, Human Resources Manager

MEETINGS/TRAININGS ATTENDED:

- FTA Drug & Alcohol National Conference May 11 – 14th.
- FTA – Increasing Vaccine Confidence Among Transit Workers Webinar.
- LCHRMA Webinar on “What to Expect from the Biden Administration and NLRB.”
- Barron COVID
- SDAO Benefits
- SDAO Workplace Violence and De-escalation Techniques
- SDAO/HR Answers Adapting to Change and Overcoming Adversity
- LCHRMA Paid Family Leave
- SDAO Claims 101
- SDAO Diversity
- IPMA-HR 2021 Virtual Conference: HR Trailblazers: Honor the Past, Forge the Future
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Open Enrollment Packets to employees. Due June 1, 2021 with any additions or changes to benefits.
- Prepared OFLA packets and tracked leave for 3 employees.
- Posted Mechanic/Maintenance Tech position job posting. Mary Parker and Stephanie Rodriguez provided Spanish job posting, job description and application.
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, April 21, 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 EMPLOYEE ORIENTATIONS:

- Provided a New Employee Orientation on 4/19/2021 for Jamey Branum. Jamey comes to SETD with 4-years experience driving bus for TriMet. Jamey is a great addition to the SETD Team!
- Provided a new Employee Orientation on 4/23/2021 for Tyler Johnson. During COVID Tyler attended Tillamook Community College and earned his CDL A. Currently, he is in training and will be taking his CDL B test soon. With his friendly personality we look forward to having Tyler on the road!
- Provided a New Employee Orientation on 5/10/2021 for Victoria Davis. Victoria comes to SETD from Astoria and Beaverton School Districts with 5 years bus driving and dispatch experience. We are delighted to have Victoria on the SETD Team!

HIGHLIGHTS:

- ❖ *Every day is a highlight when you work with the amazing staff at SETD! The dedication and resilience of our employees throughout this challenging pandemic year deserves to be applauded!!!*

WORKPLACE DEMOGRAPHICS:

Male	30
Female	16
Hispanic/Latino	1
White	43
Two or More Races	2

Updated: 5-20-2021