



**Sunset Empire Transportation District**  
**BOARD OF COMMISSIONERS**  
**BOARD ZOOM MEETING AGENDA**  
**THURSDAY AUGUST 26, 2020**  
**9:00 AM**

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

1-877-853-5247

**AGENDA:**

1. CALL TO ORDER
2. OATH OF OFFICE GUILLERMO ROMERO
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
  - a. JUNE
  - b. JULY
7. FINANCIAL REPORTS
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. CONTINUED BUSINESS
  - a. IN-PERSON BOARD MEETINGS RESUMPTION
10. NEW BUSINESS
  - a. DRIVER SHORTAGE – SERVICE ADJUSTMENTS
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST  
AUGUST  
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  
AUGUST  
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
OTP	OREGON TRANSPORTATION PLAN
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

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST  
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2021

RC	RIDECARE
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

Date: August 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 2 Oath of Office Guillermo Romero

Guillermo Romero was appoint by the Board to Position # 6 at the July 22<sup>nd</sup> Board meeting. Chair Boothe-Schmidt shall administer the oath of office at this time.



**Sunset Empire Transportation District  
Board of Commissioners  
June 24, 2021  
Board Meeting and 2021-2022 Budget Hearing  
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 Debbie Boothe-Schmidt and Commissioner Rebecca Read. Commissioner Diana Nino excused

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

3. CHANGES TO AGENDA- None

4. PUBLIC COMMENT (3 minutes)- Executive Director Hazen reported that the only public comment was a letter written by Thomas Peterson which was included in the Board Pack and of record.

5. APPROVAL OF THE MAY 27, 2021, BOARD MEETING MINUTES-

Commissioner Booth-Schmidt moved to approve the May 2021 Board Minutes  
Commissioner Read seconded the motion.

Discussion-Commissioner Alegria asked why Cannon Beach is not charged for Route 21 service in the summer. Executive Director Hazen explained that historically during the time that the Seaside Streetcar runs in the summer, Cannon Beach is not billed for Route 21 services because Seaside is not charged for the Streetcar services. Two misspellings were noted. Commissioner Rebecca Read reported that she had asked at the last meeting that the staff's first and last name and position be included in minutes out of respect for them, however Discussion on how Commissioners and Staff was clarified. Chair Taylor suggested going forward just using the title and last name is appropriate.

Roll Call Vote:

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

6-Aye

0-Nay

Motion passed.

6. FINANCIAL REPORTS-

May 2021 Financial Report- Financial Officer Smith asked if there were any questions. Commissioner Boothe-Schmidt asked why there was payroll 3 times in May. Financial Officer Smith explained that in the Month of May there were actually three cut offs for payroll, so it put payroll over budget for the month but within realm for the year. Financial Officer Smith reported that the Balance Sheet is off about \$40 and is working on that. She also has been continuing to work with the auditor on the AR conversion on the balance sheet. Commissioner Alegria asked what item #2100, Approved Labor System for \$112,000 on page 12 is. Financial Officer Smith said she was not sure and would investigate what goes into this. Commissioner Alegria also asked why there are balances in

brackets and liabilities showing as negatives on page 12. Financial Officer Smith said that these are not showing correctly which could be a timing issue and may be what is causing the Balance Sheet to be off. Financial Officer Smith will correct the Balance Sheet and send it to the Board.

Commissioner MacDonald moved to accept the May 2021 financial reports with the pending changes to be made to the Balance Sheet.

Commissioner Boothe-Schmidt seconded the motion.

Discussion- None

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

Aye-6

Nay-0

Absent-1

## 7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Reported that she wanted to alert everyone that at the end of July she will be moving out of Clatsop County and will need to resign her position with Sunset Empire Transportation District. She has received a promotion and an opportunity and will be moving to Klamath Falls. Chair Taylor asked that the Board help get the word out there and pick someone to help the Board grow and continue the great ways it has gone so far.
- b. Commissioner MacDonald- Apologized for the technical difficulties he is having as he is attending today's meeting from Lewiston, Idaho.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Reported he would like to extend his condolences to Jeff on his loss.
- e. Commissioner Boothe-Schmidt- Reported she is looking forward to people coming here this weekend from Portland to get out of the heat. Traffic will be terrible so she may ride the bus.
- f. Commissioner Read- Reported that she is still working with the pre-trial court staff to come up with creative ways to help the pre-trial and paroled folks access their appointments.

## 8. FISCAL YEAR 2021-2022 BUDGET HEARING-

Chair Taylor opened the Budget Hearing for the 2021-2022 fiscal year Budget as approved by the Budget Committee for Sunset Empire Transportation District. Chair Taylor asked if there was anyone from the public that would like to comment on the approved 2021-2022 budget? There were no public comments made or submitted. Chair Taylor asked if the Budget Officer had any changes or adjustments to make to the approved Budget. Budget Officer Hazen said yes, based on discussions at the last Board Meeting concerning translation services and other items that have come up in the last couple of weeks. Hazen explained that the adjustments do not require republishing the Budget. Budget Officer Hazen recommended the following adjustments:

General Fund Resources:

Add \$20,000 for the amendment to Agreement 34377 for RVHT

General Fund Requirements:

Add \$20,000 to Provider Services for the RVHT program

Add \$12,000 to Computer Information Technology for addition of service to tablets on fixed routes buses and warranty extension on one server

Add \$2,300 in Small Equipment/Tools for tablets for fixed route buses

Add \$11,000 to Professional Services for translation services as directed by the Board

Add \$12,000 in Capital Outlay for replacement of two servers

Reduce Operating Contingency to \$127,700 to fund these additions except for the RVHT program.

Hazen said that he took funds to cover the purchase of the tablets and servers from Contingency which reduced it to \$127,700. Commissioner Alegria asked why he was comfortable spending contingency? Hazen explained Contingency is money set aside that you think you will spend but you do not know what you are going to spend it on ahead of time and can be used just in case. Commissioner Withers asked if this is a Rainy-Day Fund and asked if we used Contingency funds for Covid? Hazen said Contingency is not considered a Rainy-Day Fund and we did not use Contingency funds for Covid. Hazen said staff is recommending that the Board approve Resolution 2021-01, adopting the 2021-2022 Budget and making the appropriations imposed on the tax levy for local government. Hazen made corrections to Resolution 2021-01 and placed the corrected Resolution on the screen with a Budget total of \$10,371,329.

Commissioner Boothe-Schmidt moved to approve Resolution 2021-01 adopting the 2021-2022 Budget and making the appropriations and impose the tax levy for local government.

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

Aye-6  
 Nay-0  
 Absent-1

9. CONTINUED BUSINESS

- a. Route Changes- Chief Operating Officer Lewicki reported that that there has been a continued effort in the past few weeks to make final adjustments to the updated schedules, so there may be a slight difference to the schedules that were included with the Board pack. Lewicki explained that SETD had used “Clock-face” scheduling in the past, instead of having a realistic schedule that allows for the conditions and actual time needed for each route. Lewicki said there is still a lot of work to be done once these routes are approved, from posting new schedules in shelters, services, businesses, on Facebook and the web to making individual paddles (booklets) for each driver to use. Commissioner Withers commented on how Route 101 can be. You can ride from Seaside to Cannon Beach, and it takes 20 minutes and then ride it again a little later and it will take an hour. Riders usually find out from the driver if there is a backup and asked if that is typically how everyone finds out. Lewicki said yes specifically for the unexpected delays, however going forward we will be reviewing time schedules 3 times a year to make a greater effort to tweak schedules to be more accurate whether in summer or winter and so schedules are more relevant in our area. Lewicki also said the drivers and supervisors are in constant contact with each other and will do everything they can in support of our riders, from adding a shuttle for extra riders, to adjusting a schedule to accommodate current delays they will find a way.

Commissioner MacDonald moved to approve the proposed changes to Routes 10,13,15,16,20 and 101 and make them effective on July 1, 2021.

Commissioner Alegria seconded the motion

Discussion- No further discussion

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

Aye-6  
 Nay-0  
 Absent-1

- b. Token Transit- Executive Director Hazen presented the new Token Transit training video that Mobility Manager Jason Jones and Chief Operating Officer Lewicki produced. The video will be available on

Facebook, web and available for training riders. The plans are to do an outreach blitz during the last week of July with staff and Board going out in the community to explain how to access and use Token Transit to riders. Lewicki reminded everyone that for now, we only will be selling day and monthly passes, not single tickets on Token Transit. Hazen said he and Lewicki will be meeting with each of the Board members to share the marketing materials and go over how to demonstrate and use the Token Transit prior to doing outreach.

10:08- Chair Taylor called for a 5-minute break

10:15- Chair Taylor called the meeting back to order.

10. NEW BUSINESS

- a. Transportation Advisory Committee (TAC) Appointments- Executive Director Hazen said that there are currently 4 positions expiring on the Transportation Advisory Committee. The public was notified of the open positions. Tita Montero, Doug Pilant and Nicole Williams all said they would like to remain on the committee. Executive Assistance Parker said she had received a phone call after the Board Pack had gone out from Lin Anderson who had been having technical problems and had not been receiving emails. Lin said she would also like to remain on the TAC. Executive Director Hazen said if re-appointed we have a plan for helping Lin with her technical issues. Executive Director Hazen reviewed the 4 expired TAC member positions: #5 Lin Anderson, Rider and Low Income, #7 Tita Montero, Local Government, #8 Doug Pilant, Neighboring Transit, #9 Nicole Williams, Seniors/Disabled. There were two applications submitted from the public. Tom Peterson and Victor Kees’ applications were included in the Board Packs. Commissioner MacDonald said he has experience with all members involved and would support the existing TAC committee being re-appointed but also has much experience working with Vic Kee and would recommend him as well. Commissioner Read recommended that we let Mr. Kee know we will keep him in mind if someone steps down and acknowledge his offering to serve and let the committee know if re-appointed that there are new people in the community that will step in. Commissioner Alegria suggested that SETD have a backup person for contacting Board or Committee members that have been out of touch. Executive Director Hazen said that by-laws do not allow that but would look at staying in closer contact with committee members. Commissioner MacDonald asked if applicants for the TAC committee had to be residents of the Clatsop County. Executive Director Hazen said that the TAC bylaws do not require that applicants be Clatsop County residents or registered voters.

Commissioner Boothe-Schmidt moved to re-appoint Lin Anderson, Tita Montero, Doug Pilant and Nicole Williams to the Transportation Advisory Committee.

Commissioner MacDonald seconded the motion

Discussion- No further discussion

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

Aye-6

Nay-0

Absent-1

- b. ODOT Agreements Approval- Executive Director Hazen presented 4 ODOT Grant Agreements. Agreement 35316 for the Marketing Plan, Agreement 34997 for Operations, Agreement 35192 for Mobility Management and Agreement 34962 for the Special Transportation Fund to be used for Operations. ODOT Regional Coordinator, Arla Miller also commented that ODOT still owes SETD another Grant for the Astoria to Portland Lower Columbia Connector. Regional Coordinator Miller explained that since ODOT is so far behind they are going to do pre-award authority with no repercussions to SETD and she thanked the Board for doing the job you do. Chair Taylor asked Executive Director Hazen to give an overview of what the grant application process is like. He explained the details of finding out what grants are available, qualifying and the application

writing process, the submission of the grant and then management of the grant. Executive Director Hazen also clarified that the Operations Grant is larger than it would have been because ODOT has included the remainder of the Cares Act funding in the Operations Grant. Executive Director Hazen asked that the motion include all 4 grants.

Commissioner Boothe-Schmitz moved to approve Grant Agreements 35316, 34997, 35192, 34962 and authorize the Board Chair to sign them.

Commissioner MacDonald seconded the motion

Discussion- No further discussion

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

Aye-6

Nay-0

Absent-1

c. ODOT AGREEMENT 34377 RURAL VETERANS HEALTHCARE TRANSPORTATION

AMENDMENT- Executive Director Hazen explained that because of Covid we were unable to complete this grant by the end of the fiscal year. We have written an amendment to extend this grant expiration date from June 31, 2021, to December 31, 2021.

Commissioner MacDonald moved to approve Amendment #1 to ODOT Agreement #34377 and authorize the Board Chair to sign.

Commissioner Boothe-Schmidt seconded the motion

Discussion-No further discussion

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

Aye-6

Nay-0

Absent-1

d. CLATSOP COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN -

Executive Director Hazen explained that this is an exciting time. This is an update to the Clatsop County's Hazards Mitigation plan between the County, cities, special districts, citizens, public agencies, non-profit organizations, the private sector and regional organizations. Executive Director Hazen said he gave the Board a link to the entire plan, which is 582 pages, but he also included an overview of what is important to SETD. At this time, FEMA has provided pre-approval of the updated plan. The next step is for all the participants to adopt by Resolution the plan as written. Executive Director Hazen said that once adopted, the plan will be submitted to FEMA for final approval, and once approved we will be able to mitigate what can be done ahead of time to relocate operations and reduce our risk.

Commissioner Read moved to approve Resolution 2021-02 adopting the Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan

Commissioner Withers seconded the motion

Discussion- Commissioner Alegria said on Page 161 under Electricity and Gas the last part of the sentence is incomplete. Executive Director Hazen said he would make sure that they are aware of that. Commissioner Alegria also said that on page 165 under tsunami the second

sentence does not make sense it should say following. Commissioner Alegria also said that on page 167 last paragraph first sentence amenities is not defined. Hazen said that this is referring to our Title 6 program.

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

Aye-6  
 Nay-0  
 Absent-1

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen thanked the Board for the plant he received from them in memory of his father. His father’s grave site services will be in the Dalles this weekend. Executive Director Hazen reported that he could not meet with the County Manager on the 21<sup>st</sup> so will be meeting with them later today to see what their plan is for the ARA funds they will be receiving. We have announced that Jennifer Geisler has been named Deputy Operating Officer. We will get the public announcements out for a new Board Member.

13. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board.

14. OTHER ITEMS- None

Meeting was adjourned 11:30 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_  
 Pamela Alegria

Date \_\_\_\_\_



**Sunset Empire Transportation District  
Board of Commissioners  
July 22, 2021  
Board Meeting  
Zoom Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:05 AM.
2. ROLL CALL:  
Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer Pamela Alegria, Commissioner Charles Withers, Commissioner Debbie Boothe-Schmidt, Commissioner Diana Nino and Commissioner Rebecca Read.  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Kelly Smith, Deputy Operations Officer Jennifer Geisler, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones
3. ELECTION OF OFFICERS:
  - a. Chairperson – Commissioner MacDonald made a motion to nominate Commissioner Debbie Boothe-Schmidt. Commissioner Charles Withers seconded the motion. Commissioner Debbie Boothe-Schmidt accepted the nomination. The Board agreed with unanimous consent in favor of the nomination of Commissioner Boothe-Schmidt to serve as Board Chair.
  - b. Vice-Chairperson – Commissioner Alegria made a motion to nominate Commissioner MacDonald. Commissioner MacDonald accepted the nomination. Commissioner Nino seconded the motion.
  - c. Secretary/Treasurer – Commissioner Withers nominated Commissioner Nino. Commissioner Nino accepted the nomination. Commissioner Read seconded the motion.
4. CHANGES TO AGENDA- Commissioner Nino said the item numbers in packet are incorrect. The Board reviewed and corrected the incorrect item numbers in the packet.
5. PUBLIC COMMENT (3 minutes)- Executive Director Hazen reported that no one was online or Facebook at this time. Board Chair Boothe-Schmidt received consensus from the Board to check back on this item later in the meeting. No Public Comment was heard at this meeting.
6. APPROVAL OF THE JUNE 17, 2021, BOARD MEETING MINUTES-  
Approval of the June 17, 2021 Board Meeting minutes will be postponed to the August Board Meeting.
7. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Chair Boothe-Schmidt – Thanked Commissioner Taylor for her 2 years of service on the Board. Commissioner Boothe-Schmidt said Commissioner Taylor has been an asset to the Board, done a great job and will be missed.  
  
The Board presented Tamra with a crystal paperweight gift of appreciation for her service on the Board.
  - b. Commissioner MacDonald – Asked for an address from Commissioner Taylor so he can gift her the snow shovel that he has needed only once since he moved here. It will probably come in handy in Klamath Falls.

Reported that he has been trained in Token Transit training and is anticipating participating in the roll-out.

- c. Commissioner Nino – Reported that though she couldn't attend the June Board Meeting, she watched the ZOOM meeting on Facebook and is grateful that there is that option. She expressed her congratulation to Jennifer Geisler on her new position as Deputy Operations Officer and other staff that are continuing their training.
- d. Commissioner Read – Reported that she received Token Transit training and will be stationed at the McDonalds shelter in Seaside Monday, Tuesday, and Wednesday.

Reported her participation with Clatsop County Public Safety Coordinating Council and conversation that continues on how transportation remains a barrier especially for those living in rural areas with no bus service. Commissioner Read appreciates SETD Transportation Options Specialist Kathy Kleczek's input on "Get There" citing alternative transportation for people off route. Collaboration between SETD and the judicial system may be able to provide the resources needed to aid in the success of parolees.

- e. Commissioner Withers – Reported that he met Commissioner Taylor literally two weeks after moving to the area and said that she may be the first Oregonian he met. He commended Commissioner Taylor on doing a great job juggling the last 18 months and said that Tamra is the real deal, and he will miss her a lot and look forward to her coming back.
- f. Commissioner Alegria – Nothing to report.
- g. Commissioner Taylor – Reported that the worse thing about leaving the area is leaving this Board. It has been an extremely positive experience. The make-up of the Board is perfect, we did a lot of great things despite COVID, the District has a great leader in Jeff, and I am checking out Basin Transit for possible opportunities. She thanked the Board for the gift and said that it will be very comforting.

## 8. FINANCIAL REPORTS-

### June 2021 Financial Report-

Financial Officer Smith asked if there were any questions. Commissioner Nino questioned the expense on page 9 under expenses, Item 8076 Election Fees \$7,842.46. She asked why it is such a high expense when only 4 board members were on the ballot. Director Hazen explained that besides the election's fees the District has to pay for their portion of the voters pamphlet. It was budgeted for \$8,000 and came in a little under that.

Commissioner Nino asked about Page 11 of the A/R Aging Item 6214 Tillamook County June 1<sup>st</sup> COVID meals. Financial Officer Smith explained that SETD delivers food bank meals, and the expense is billed through Tillamook. They pay us to deliver these meals.

Commissioner Alegria asked about page 8 Item 4021 under revenue Medicaid Fares the actual \$70,702.64 received seems rather large compared to the budget amount of \$40,500. Financial Officer Smith explained that the reimbursement is for rides that Tillamook dispatches to SETD which were in excess of the budgeted amount.

Commissioner Alegria asked about Page 9 Items 6010, 6110, 6210 Wages, Taxes and Benefits that are in the hole. She asked if grant money will remedy this negative balance. Director Hazen explained that there will be distributions from several COVID grants that will be applied going back to last fiscal year and those accounts will get caught up.

Commissioner Alegria asked about Page 9 Item 8031 IT Services and how that deficit will be filled. Executive Director Hazen said that that line item would remain in the negative. It is important to note in the budget that some accounts under Materials and Services may go over, but the most important number to look at is the total for this Materials and Services which came in under budget.

Commissioner Read asked if the budget reports could be in landscape with a bigger font, and if the dark green headers could be changed to a lighter color to help make the budget documents easier to read. Finance Officer Smith will make those changes.

Commissioner Alegria asked about the \$20,000 A/P Conversion on the Balance Sheet. Finance Officer Smith is working on reconciling that with the auditors.

Commissioner Read moved to accept the June 2021 financial reports.

Commissioner MacDonald seconded the motion.

Discussion- None

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

Aye-7

Nay-0

## 9. CONTINUED BUSINESS

### a. Token Transit Outreach –

Director Hazen is conducting training with Board members in preparation for roll-out next week but is still working on schedules with Commissioners and their availability. A staff member will join the Board member during the roll-out until they are comfortable with the process. Call Director Hazen with any questions that may arise during the roll-out. Commissioner Nino asked about training videos and if videos are in other languages. Director Hazen will check. A video was done by Mobility Manager Jones and presented at the drivers meeting.

Commissioner Nino mentioned that if there are known bus stops with higher Hispanic concentration to let her know and she will train in those areas.

Board members were asked to wear their badges as a means of identification. Wearing masks will be by individual preference.

### b. Other –

Commissioner Nino commented on the multi-lingual gap that hinders outreach to the Hispanic community. She is glad to see that translation services were approved in the budget.

## 10. NEW BUSINESS

### a. Selection of New Commissioner for Position #6 -

Due to the vacancy created by the resignation of Commissioner Taylor a news release was published for applications to this position. The District received two applications. The applicants were Paul Davis and Guillermo Romero. Mr. Davis joined the Board meeting via ZOOM. Mr. Romero was not able to attend due to an employment conflict. Mr. Davis responded to several questions posed by the Board.

Discussion - The Board discussed the qualifications of both applicants.

Chair Boothe-Schmidt opened for nominations.

Commissioner Read nominated Guillermo Romero.

Commissioner Alegria seconded the motion.

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

Aye-6

Nay-0

Abstain -1

- b. Committee Assignments (Transportation Advisory Committee, Executive Director Evaluation & Compensation Committee, Northwest Oregon Area Commission on Transportation) – Board Chair determines Board assignments for the new year. Three committees:
1. Transportation Advisory Committee currently held by Diana Nino. Commissioner Nino was reappointed to the TAC.
  2. Evaluation & Compensation Committee currently held by Commissioners Taylor, MacDonald, and Withers. Board Chair Boothe-Schmidt will replace Commissioner Taylor on the committee. Commissioner Alegria will replace Commissioner MacDonald and Commissioner Withers will remain on the committee.
  3. Northwest Oregon Area Commission on Transportation  
Commissioner MacDonald was reappointed to the Northwest Oregon Area Commission on Transportation.
- c. ODOT AGREEMENT 35108 STIF Discretionary Grant –  
This agreement is for the biennium that began on July 1, 2021. This agreement funds the Lower Columbia Connector Route serving Astoria to Portland. This grant was delayed in delivery, but ODOT gave us pre-award authority and we will be able to seek reimbursements for costs incurred beginning July 1, 2021. Exhibit A Project Description and Budget was reviewed by the Board.

Commissioner MacDonald moved to approve ODOT Agreement 35108 and authorize the board Chair to sign it.

Commissioner Nino seconded the motion.

Discussion – No further discussion.

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

Aye-7

Nay-0

- d. District Credit Card Addition -  
As of July 1, 2021 Jennifer Geisler took on the role of Deputy Operations Officer. A request is being made by Executive Director Hazen to issue a credit card to Jennifer with a limit of \$2,000. The addition of this credit card would also increase the District total credit card limit to \$18,500.

Commissioner Nino moved to approve a credit card for Jennifer Geisler in the amount of \$2,000 and to increase the District credit card limit to \$18,500.

Commissioner Withers seconded the motion.

Discussion – No further discussion.

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

Aye-7

Nay-0

- e. In-Person Board Meetings Resumption -  
Board meetings have been held virtually on the ZOOM platform since April 2020 due to COVID-19 restrictions. Considering the changes in restrictions on wearing masks in Oregon effective June 28, 2021, and restrictions imposed by the CDC, TSA, USDOT and FTA on transportation set to expire September 13, 2021 the Board should determine if they would like to return to in-person meeting. Wearing masks will still be in effect for the August 26<sup>th</sup> meeting, and the meetings will continue to be available via

ZOOM.

Chair Boothe-Schmidt says that she is concerned about the uptick of the Delta variant cases, and that masks muffle voices making communication difficult. It was suggested to put discussion of in-person Board Meetings off for another month and see what the status of COVID rates look like in August. All agreed.

f. November/December Board Meeting Dates -

It has been a typical practice for the Board to combine the November and December Board Meetings. After a brief discussion the Board chose December 9, 2021 to hold the combined November/December Board Meeting. The financials for November and December will be reviewed at the January 27, 2022 Board Meeting.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT-

Continuing to work on the RFP for the Ridership Marketing Study. There have been positive comments on the Token Transit roll-out. Recently learned of some issues that are popping up for transit agencies using electric buses that are currently on the market. Glad the District hasn't invested in electric buses. This will give us time to see what emerges and how they take care of the problems arising currently. The District will still be looking at alternative fuel and electric buses. In the past the District owned a hybrid bus that had great difficulty on the hills. Reported that the shelter project is moving forward and NWOTA has engaged Jacobs Consulting to do some extra work needed. We likely won't see construction begin until next year.

13. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board.

14. OTHER ITEMS- None

Meeting was adjourned 10:54 AM

Sue Farmer, Recording Secretary

Secretary/Treasurer \_\_\_\_\_ Date \_\_\_\_\_  
Diana Nino

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

NOTE on Reviewing Financials: Month 1 = 8.33% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$126,867 (\$21,693 more than budget), YTD Total Materials & Services was \$82,409 (\$21,490 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$13,606; \$3,356 over monthly budget and \$3,356 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$7,221; \$971 more than monthly budget and \$971 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$2,423; \$377 under monthly budget and \$377 under YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$956; \$894 less than monthly budget and \$894 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$7,595; \$512 over monthly budget and \$512 over than YTD budget.
- 4110 NW Navigator: Under budget YTD by \$585.
- 4205 Property Taxes: \$12,270 collected in July. Over budget YTD \$4,470.
- 4250 Timber Sales: No timber sales received.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Jul interest received was \$165. Under budget YTD \$437.
- 4605 Other Income: Reimbursement from SDIS for Bus Repair.
- 5000 Grants: \$42,259 in reimbursements Received.

**Expense**

- 7000 VET Provider Payments: Rides for the month of July totaled \$552.
  - 8116 Office Supplies: Over monthly budget \$413-Checks, Dep Slips, Pallet of Water for Busses.
  - 8170 Fuel: Over monthly budget \$2,812, over YTD budget \$2,812-new routes in place.
  - END
- \*\* Fuel over budget YTD \$2,812. Materials & Services (without capital expense) is under budget for MTD by \$21,491 and under budget YTD \$21,491.

**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**  
**July 31, 2021**

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues						
4010 FIXED ROUTE FARES	13,606.24	10,250.00	3,356.24	13,606.24	10,250.00	3,356.24
4015 LOWER COLUMBIA CONNECTOR	7,221.06	6,250.00	971.06	7,221.06	6,250.00	971.06
4020 PARATRANSIT FARES	48.00	0.00	48.00	48.00	0.00	48.00
4021 MEDICAID FARES - IGA	2,423.00	2,800.00	(377.00)	2,423.00	2,800.00	(377.00)
4022 PARATRANSIT FARES	956.00	1,850.00	(894.00)	956.00	1,850.00	(894.00)
4030 CONTRACTED SERVICES-IGA	7,595.30	7,083.00	512.30	7,595.30	7,083.00	512.30
4110 NW NAVIGATOR	238.23	823.00	(584.77)	238.23	823.00	(584.77)
4120 GREYHOUND	3.25	68.00	(64.75)	3.25	68.00	(64.75)
4130 OTHER-VENDING	25.00	75.00	(50.00)	25.00	75.00	(50.00)
4205 PROPERTY TAXES	9,335.41	4,800.00	4,535.41	9,335.41	4,800.00	4,535.41
4206 PRIOR YEAR TAXES	2,929.62	3,000.00	(70.38)	2,929.62	3,000.00	(70.38)
4207 PROPERTY TAX INTEREST	4.66	0.00	4.66	4.66	0.00	4.66
4210 LAND SALES/US FISH & WILDLIFE	1,774.61	0.00	1,774.61	1,774.61	0.00	1,774.61
4315 MASS TRANSIT ASSESSMENT	27,199.69	19,300.00	7,899.69	27,199.69	19,300.00	7,899.69
4420 PARKING SPACE LEASE	712.50	760.00	(47.50)	712.50	760.00	(47.50)
4505 INTEREST EARNED ON BANK ACCT	164.90	602.00	(437.10)	164.90	602.00	(437.10)
4605 OTHER INCOME	10,370.45	12.50	10,357.95	10,370.45	12.50	10,357.95
5201 OREGON STF FUNDS	23,233.00	29,000.00	(5,767.00)	23,233.00	29,000.00	(5,767.00)
5304 TRANSPORTATION OPTIONS	19,025.93	18,500.00	525.93	19,025.93	18,500.00	525.93
Total Revenues	126,866.85	105,173.50	21,693.35	126,866.85	105,173.50	21,693.35

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Expenses</u>						
6010 WAGES	186,844.97	186,800.00	(44.97)	186,844.97	186,800.00	(44.97)
6110 TAXES	23,166.48	23,780.00	613.52	23,166.48	23,780.00	613.52
6210 BENEFITS	26,125.34	28,750.00	2,624.66	26,125.34	28,750.00	2,624.66
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>236,136.79</b>	<b>239,330.00</b>	<b>3,193.21</b>	<b>236,136.79</b>	<b>239,330.00</b>	<b>3,193.21</b>
7010 VET PROVIDER RIDES	552.00	850.00	298.00	552.00	850.00	298.00
8001 PROFESSIONAL SERVICES	1,000.00	7,167.00	6,167.00	1,000.00	7,167.00	6,167.00
8003 BANK & MERCHANT FEES	194.82	167.00	(27.82)	194.82	167.00	(27.82)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	188.00	225.00	37.00
8015 COMP/FURNITURE/DURABLE GOODS	1,315.11	6,192.00	4,876.89	1,315.11	6,192.00	4,876.89
8020 B&M	4,319.71	4,167.00	(152.71)	4,319.71	4,167.00	(152.71)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	1,138.00	1,250.00	112.00
8024 SANITATION	1,033.43	1,200.00	166.57	1,033.43	1,200.00	166.57
8031 ONLINE SUB/IT SERVICES	4,736.97	5,100.00	363.03	4,736.97	5,100.00	363.03
8040 TELEPHONE/INTERNET	2,885.18	5,000.00	2,114.82	2,885.18	5,000.00	2,114.82
8041 UTILITIES	1,823.43	2,917.00	1,093.57	1,823.43	2,917.00	1,093.57
8050 HR/EMP RECOGNITION	1,549.51	2,499.00	949.49	1,549.51	2,499.00	949.49
8060 TRAINING/TRAVEL	2,665.13	2,600.00	(65.13)	2,665.13	2,600.00	(65.13)
8080 OUTREACH/PRINTING	89.00	2,500.00	2,411.00	89.00	2,500.00	2,411.00
8090 DUES, SUBSCRIPTIONS	2,291.48	2,083.00	(208.48)	2,291.48	2,083.00	(208.48)
8091 IGA-DUES	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
8092 FEES/TAXES/LICENSES	100.00	333.00	233.00	100.00	333.00	233.00
8116 OFFICE SUPPLIES	1,813.23	1,400.00	(413.23)	1,813.23	1,400.00	(413.23)
8170 FUEL	27,812.93	25,000.00	(2,812.93)	27,812.93	25,000.00	(2,812.93)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	22,723.18	29,500.00	6,776.82	22,723.18	29,500.00	6,776.82
8180 SHOP SUPPLIES/RENTALS	1,178.23	750.00	(428.23)	1,178.23	750.00	(428.23)
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>82,409.34</b>	<b>103,900.00</b>	<b>21,490.66</b>	<b>82,409.34</b>	<b>103,900.00</b>	<b>21,490.66</b>
Total Expenses	318,546.13	343,230.00	24,683.87	318,546.13	343,230.00	24,683.87
Excess Revenue Over (Under) Expenditures	(191,679.28)	(238,056.50)	(2,990.52)	(191,679.28)	(238,056.50)	(2,990.52)

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 7/31/2021**

	This Year	Last Year	Change
<b>Assets</b>			
1020 GENERAL CHECKING LC BANK	41,245.10	117,799.81	(76,554.71)
1030 LGIP - GENERAL FUND	186,281.83	597,783.86	(411,502.03)
1040 PAYROLL ACCOUNT LC BANK	104,685.77	73,491.56	31,194.21
1050 MONEY MARKET LC BANK	5,669.28	5,661.22	8.06
1095 CASH RECEIPTS CLEARING SYSTEM	1,192.38	63,095.11	(61,902.73)
1210 ACCOUNTS RECEIVABLE SYSTEM	25,044.33	11,690.50	13,353.83
1299 A/R CONVERSION	0.00	(10,165.48)	10,165.48
1410 PREPAID EXP	0.00	(1,233.83)	1,233.83
1425 PREPAID WORK COMP	(7,083.93)	(3,985.32)	(3,098.61)
<b>Total Assets</b>	<b>357,034.76</b>	<b>854,137.43</b>	<b>(497,102.67)</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	138,534.86	46,067.54	92,467.32
2050 CREDIT CARD PAYABLE	73,806.79	7,226.98	66,579.81
2059 CREDIT CARD PAYMENT CLEARING	(60,550.64)	(3,008.23)	(57,542.41)
2060 PAYABLE TO NWN	(356.74)	394.91	(751.65)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	237.50	17.50
2099 A/P CONVERSION	(20,436.27)	(19,986.27)	(450.00)
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	(1,130.76)	0.00
2112 PR SUTA	(996.21)	0.02	(996.23)
2114 FED W/H TAX PAYABLE	(9,177.44)	0.00	(9,177.44)
2115 MEDICARE TAX-EMPLOYEE	1,130.77	1,130.77	0.00
2116 MEDICARE TAX-EMPLOYER	0.01	0.01	0.00
2121 FSA-PT	28.88	(378.20)	407.08
2122 OREGON TRANSIT ASSESSMENT	(813.55)	0.00	(813.55)
2124 BENEFITS MEDICAL SDIS	(15,666.01)	0.00	(15,666.01)
2130 AFLAC-AT	(1,275.39)	(228.73)	(1,046.66)
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	87.50	87.50
2133 GARNISHMENTS	452.80	0.00	452.80
2134 ATU	(805.14)	(805.14)	0.00
2135 MASA	(94.33)	(189.33)	95.00
2140 RETIREMENT- 457(b)	(1,780.00)	0.00	(1,780.00)
2141 RETIREMENT-ER 457	14.99	1,577.99	(1,563.00)
2142 RETIREMENT-ROTH 457 (B)	(343.30)	1.71	(345.01)
<b>Total Liabilities</b>	<b>100,661.98</b>	<b>30,686.93</b>	<b>69,975.05</b>
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	(191,679.28)	(22,827.32)	(168,851.96)
<b>Total Net Assets</b>	<b>256,320.77</b>	<b>823,450.50</b>	<b>(567,129.73)</b>
<b>Total Liabilities and Net Assets</b>	<b>356,982.75</b>	<b>854,137.43</b>	<b>(497,154.68)</b>

SUNSET EMPIRE TRANSPORTATION DISTRICT  
A/R Aging as of 07/31/2021

<u>Customer</u>	<u>Due Date</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6251] AMTRAK	5/31/2021	1236	5/01/2021	Apr 2021 Settlement	0.00	0.00	1,578.06	0.00	1,578.06
[6251] AMTRAK	7/01/2021	1260	6/01/2021	May 2021 Settlement	0.00	1,841.60	0.00	0.00	1,841.60
[6251] AMTRAK	7/31/2021	1281	7/01/2021	Jun 2021 Settlement	2,646.24	0.00	0.00	0.00	2,646.24
[6153] ODOT	7/31/2021	1282	7/01/2021	Q4 FY21 TO Reimbursement	19,025.93	0.00	0.00	0.00	19,025.93
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	7/26/2021	1285	7/26/2021	Invoices 1278, 1279, 1280, 1283, 1284	0.00	(395.00)	0.00	0.00	(395.00)
<b>Total</b>					<b>21,672.17</b>	<b>1,494.10</b>	<b>1,323.06</b>	<b>0.00</b>	<b>24,489.33</b>

SUNSET EMPIRE TRANSPORTATION DISTRICT  
Accounts Payable Aging by Vendor as of 07/31/2021

<u>Invoice Date</u>	<u>Activity</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
6/30/2021	[6095] ENGLUND MARINE SUPPLY CO INC	499710/1 Cr	7/30/2021	SHOP SUPPLIES/DBL PMT	(25.47)	(25.47)	0.00	(25.47)	0.00	0.00
Total for [6095] ENGLUND MARINE SUPPLY CO INC					(25.47)	(25.47)	0.00	(25.47)	0.00	0.00
Report Total					(25.47)	(25.47)	0.00	(25.47)	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT  
Check Listing with Accounting Distribution

	<u>repTranDescription</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>repCheckA</u> <u>mount</u>
EFT	7/02/2021 [6225] VALIC-JPM CHASE - Payroll Dated 07.02.21	100 00 2140 0 000 0000 0	RETIREMENT- 457(b)	2673.87	5,691.72
		100 00 2141 0 000 0000 0	RETIREMENT-ER 457	2409.42	
		100 00 2142 0 000 0000 0	RETIREMENT-ROTH 457 (B)	608.43	
21014	7/06/2021 [6121] JACKSON & SON OIL INC - 06/2021 FUEL	202 50 8170 2 000 0000 0	FUEL	3062.39	6,957.80
		301 20 8170 2 000 0000 0	FUEL	121.50	
		301 21 8170 2 000 0000 0	FUEL	215.23	
		301 50 8170 2 000 0000 0	FUEL	3558.68	
21031	7/20/2021 [6033] CARD SERVICE CENTER - STMT - 6/08 - 7/07/2021	100 00 2059 0 000 0000 0	CREDIT CARD PAYMENT CLEARING	5041.92	5,041.92
21037	7/20/2021 [6054] CLATSOP COUNTY CLERK - ELECTION/VOTER PAMPHLET FEES	100 10 8076 0 000 0000 0	ELECTION FEES	7842.46	7,842.46
21052	7/20/2021 [6260] TEC EQUIPMENT INC - PARTS/LABOR - ACCIDENT REPAIR BUS 2001	301 23 8171 1 000 0000 0	VEHICLE REPAIR/OUTSIDE SERVICES	11265.85	11,265.85
21054	7/20/2021 [6237] WILCOX & FLEGEL - 06/2021 FUEL	202 50 8170 2 000 0000 0	FUEL	995.92	18,544.87
		301 20 8170 2 000 0000 0	FUEL	234.53	
		301 21 8170 2 000 0000 0	FUEL	3697.07	
		301 50 8170 2 000 0000 0	FUEL	13617.35	
<b>Total Checks</b>				<b>55,344.62</b>	

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

Run: 8/18/2021 @ 9:18 AM

Page: 1

Closing Balance from Previous Statement.....	7/08/2021	-5,041.92
0 Deposits and Other Additions Totaling.....		0.00
67 Checks and Other Withdrawals Totaling.....		7,340.78
1 Adjustments Totaling.....		5,041.92
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	8/09/2021	-7,340.78
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	8/09/2021	-67,721.44
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-67,721.44

Date	Check	To	Check Description	Amount
✓ 7/07/2021	0000269	ORDERBUSINESSCHECKS.COM	Parker - Business Checks/Deposit Slips	144.07
✓ 7/08/2021	0000284	NEW VENDOR	Jones - Day Pass/Training	3.00
✓ 7/08/2021	0000295	TROPHY DEPOT	Parker - Gift - T. Taylor Board Chair	60.37
✓ 7/08/2021	0000326	DELTA AIRLINES	Hazen - Flight Change Fee - CTAA	105.00
✓ 7/10/2021	0000284	AMAZON	Jones - Computer Storage	76.28
✓ 7/11/2021	0000284	NEW VENDOR	Jones - Day Pass/Training	3.00
✓ 7/12/2021	0000326	FACEBOOK	Hazen - Ad	22.06
✓ 7/12/2021	0001209	CTAA	Farmer - Training - L. McDonald	600.00
✓ 7/13/2021	0000251	INDY WAY DINER	Lewicki - Bus Delivery Meal	35.77
✓ 7/14/2021	0000284	PIXEL FILM STUDIOS	Jones - Travel Training Video	29.95
✓ 7/14/2021	0000284	AMAZON	Jones - Video/Audio Interface	69.00
✓ 7/15/2021	0000251	INDY WAY DINER	Lewicki - Bus Delivery Meal	37.39
✓ 7/16/2021	0000251	JUBITZ GAS STATION	Lewicki - Gas - Bus 2001	30.01
✓ 7/16/2021	0000251	NFI.PARTS	Lewicki - Valve Assembly - Bus 1901	271.00
✓ 7/16/2021	0000284	AMAZON	Jones - Cambera Monitor Mount	45.98
✓ 7/16/2021	0001209	STAPLES	Farmer - Office Supplies - Ops	37.96
✓ 7/16/2021	0001209	NATIONAL ONLINE TRAINING	Farmer - D&A Training - S. Thomas	59.96
✓ 7/17/2021	0000269	ADOBE INC	Parker - Monthly Subscription	10.99
✓ 7/18/2021	0000251	ADOBE INC	Lewicki - Monthly Subscription Schedules	14.99
✓ 7/18/2021	0000251	ADOBE INC	Lewicki - Monthly Subscription Schedules	14.99
✓ 7/18/2021	0000284	AMAZON	Jones - Camera Monitor Mount Rail	9.99
✓ 7/18/2021	0000326	FACEBOOK	Hazen - Ad	50.00
✓ 7/19/2021	0001209	FRED MEYER	Farmer - Office Supplies/Cards	37.97
✓ 7/19/2021	0001209	ERICKSON FLORAL CO	Farmer - Flowers - M. Parker	68.00
✓ 7/20/2021	0000251	eBAY	Lewicki - Brush Kit - Bus 1901	35.60

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

Run: 8/18/2021 @ 9:18 AM

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✓ 7/20/2021	0000284	INSTAMIC	Jones - Instamic Pro	416.66
✓ 7/20/2021	0000326	APPLE	Hazen - Montly ICloud Fee	0.99
✓ 7/20/2021	0001209	STAPLES	Farmer - Office Supplies	17.50
✓ 7/21/2021	0000251	BONA FIDE MASKS	Lewicki - Covid Masks	706.80
✓ 7/21/2021	0000251	NATIONAL ACADEMY SCIENCES BS	Lewicki - Registration Fee - P. Lewicki	200.00
✓ 7/21/2021	0000284	AMAZON	Jones - Camera Mount Hardware	71.93
✓ 7/21/2021	0000284	NATIONAL ACADEMY SCIENCES BS	Jones - Training/Registration Fee	200.00

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

Run: 8/18/2021 @ 9:18 AM

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Date	Check	To	Check Description	Amount
✓ 7/21/2021	0000326	NATIONAL ACADEMY SCIENCES BS	Hazen - Registration Fee - TRB Meeting	200.00
✓ 7/21/2021	0000326	SDAO	Hazen - Golf Tournament	35.00
✓ 7/21/2021	0001209	FRED MEYER	Farmer - Folder Labels	7.99
✓ 7/21/2021	0001209	NATIONAL ACADEMY SCIENCES BS	Farmer -	200.00
✓ 7/22/2021	0000251	SCHETKY NW SALES	Conference Registration - J. Geisler Lewicki -	1,344.30
✓ 7/22/2021	0000284	GRAMMARLY, INC	AC Repair - Bus 2004 Jones -	59.95
✓ 7/22/2021	0000284	MAGBAK	Training Jones -	48.00
✓ 7/22/2021	0000326	DEALS ONLY	iPhone Case Hazen -	5.94
✓ 7/22/2021	0000326	USPS	Tape Hazen -	8.85
✓ 7/26/2021	0000326	FACEBOOK	Postage Hazen -	50.00
✓ 7/27/2021	0000251	NFI.PARTS	Ad Lewicki - Mirror/RH Assembly	557.24
✓ 7/27/2021	0000251	AMAZON	Lewicki - Paper Towels - Covid	114.60
✓ 7/27/2021	0000326	ASTORIA BREWING CO	Hazen - Chamber Meeting Meal	15.00
✓ 7/27/2021	0001217	ONESTREAM	Kleczek - Subscription	39.00
✓ 7/28/2021	0000251	eBAY	Lewicki - Pop Rivets - Bus Shelters	84.95
✓ 7/28/2021	0000326	FRED MEYER	Hazen - Charging Equipment - iPhone	63.97
✓ 7/29/2021	0000284	PIXEL FILM STUDIOS	Jones - Video Production Editing	27.97
✓ 7/29/2021	0000284	WALMART	Jones - iPhone Screen Protector	19.88
✓ 7/30/2021	0000251	SMART FOOD SERVICE	Lewicki - Coffee Filters - Ops	6.85
✓ 7/31/2021	0000326	KOHL'S	Hazen - Books	55.00
✓ 7/31/2021	0000326	AMAZON	Hazen - iPhone Cover	41.99
✓ 8/01/2021	0001209	INDEED	Farmer - Ad - Lot Attendant	22.00
✓ 8/03/2021	0000251	FRED MEYER	Lewicki - Food - Staff BBQ	64.22
✓ 8/03/2021	0000251	SMART FOOD SERVICE	Lewicki - Food - Staff BBQ	78.83
✓ 8/03/2021	0000251	AMAZON	Lewicki - Office Supplies - Ops	24.95
✓ 8/03/2021	0000284	FRED MEYER	Jones - iPhone Charger	47.98
✓ 8/03/2021	0000326	ZOOM	Hazen - Monthly Chrg	140.00
✓ 8/04/2021	0000251	FRED MEYER	Lewicki - Drinks/Ice - Staff BBQ	48.77
✓ 8/04/2021	0000251	FRED MEYER	Lewicki - Food - Staff BBQ	60.40
✓ 8/04/2021	0000251	SMART FOOD SERVICE	Lewicki - Food - Staff BBQ	8.55
✓ 8/05/2021	0000251	NEW VENDOR	Lewicki - Shop Tools - OPS	27.06
✓ 8/05/2021	0000251	BUYAUTOPARTS.COM	Lewicki - Air Compressor - Maint. Ops	168.41
✓ 8/05/2021	0000326	BAUDVILLE	Hazen - Executive Director Award	110.94
✓ 8/06/2021	0001217	ADOBE INC	Kleczek - Subscription	14.99
✓ 8/08/2021	0000284	AMAZON	Jones - iPhone External Battery Charger	49.99
<b>Total Checks:</b>				<b>7,340.78</b>

Date	Reference	Adjustment Description	Amount
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**SUNSET EMPIRE TRANSPORTATION DISTRICT  
Reconciliation - CREDIT CARD**

Run: 8/18/2021 @ 9:18 AM

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✔ 7/20/2021 GC

Payment Made From Gen. Ck. For Stmt. Ending 07/08/2021

5,041.92

**Total Adjustments:** 5,041.92

Date: August 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a In-Person Board Meetings Resumption

Discussion was held by the Board at the July 22<sup>nd</sup> Board meeting about returning to in-person meetings. There was some concern about the COVID-19 variant and how that would affect meeting in-person again. It was the consensus of the Board to hold off on making a decision in order to see how things progressed over the next few weeks.

On Tuesday, the TSA announced that the mask requirement that was set to expire on September 13<sup>th</sup> would be extended until January 18<sup>th</sup>.

In light of this extension and the rapid surge in COVID-19 positive cases, staff is recommending that a motion be made to keep the meetings virtual to protect themselves, staff and the public.

Date: August 19, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Driver Shortage – Service Adjustments

Our driver numbers are down to a critical level. This is due to employees relocating out of the area, taking leaves for medical circumstances, and other reasons. Since April 1<sup>st</sup>, we have hired 8 drivers but during the same period, we have lost 8 drivers. That coupled with the lack of employment applications from potential bus drivers, we are experiencing a difficult staffing challenge. We are faced with having to schedule drivers to work overtime shifts, sometimes working six or seven consecutive days and more without a break. As these conditions continue to worsen, and we are concerned that the drivers' wellbeing may be compromised by their working too many hours in a week, week after week.

To respond to the impact these conditions can have on our level of service, and on the welfare of our employees, we are proposing a strategy to deal with difficult work schedules by reducing service hours to a level which is sustainable using existing drivers.

The proposed reductions are given below. They provide greater relief for existing staff while preserving the most essential services (routes) for our riders based on available drivers. These scenarios were developed with the following tenets: Preserve Lower Columbia Connector schedule, preserve the Pacific Connector schedule, preserve the Route 101 Astoria/Seaside, runs A & B, and ensure equity across our service area.

Suspend service on:

- Route 13, Astoria East weekends
- Route 17, Cannon Beach weekdays (Route 20 will continue to operate)
- Route 21, Cannon Beach-Seaside weekends (Pacific Connector will continue to operate)
- Route 101, Astoria-Seaside weekdays, runs C & D (runs A & B will continue to operate)
- Seaside Streetcar, weekends

Service reductions:

- Route 15, Warrenton weekdays will be reduced by 1 shift and the remaining shift will operate a split shift
- Route 16, Warrenton weekends will be reduced by 1 shift and the remaining shift will operate a split shift
- In addition, each remaining route will be shut down for one hour during each shift for the driver's lunch break

Some overtime may continue to be required. No supervisor is expected to be required to drive. These cuts will reduce fixed route service by 35 shifts from 107 shifts per week to 72 shifts per week. This will reduce service hours per week from 622.05 to 453.97; -168.08 hours. (-27.0%)

In order to provide the immediate relief needed, this preserves the most essential services for our riders, and permits the development of driver schedules that are sustainable. Staff recommends that the Board make a motion to approve this recommendation in the reduction of service.

As additional resources become available, suspended routes will be reactivated in a manner and order that will restore normal levels of service in a meaningful way.

8/18 4:27 pm

Received via email

I saw the post up on Facebook about stopping weekend public transportation. There are many people who need this transportation to get to and from work. This will cause a lot of stress and worry to those who depend on the public transportation that is provided. My son who lives in Hammond, works at Walmart during weekdays and weekends. He is dependent on the bus to get to work.

I understand about shortage of staff. We our experience the same where I work. Though it's happening all over the area. I just hope at the meeting you will listen to the people who depend on this transportation and find a solution that will keep the busses running.

Thank you for your time and attention in this matter.

Sincerely, Rebecca Bennett

---

Comments from post on Facebook

Travis Diebolt

Stress people who rely on the public transportation to get to work to feed their families!

---

David Schroer

Unfortunately, due to severe shortages of drivers, this is the result. The current drivers are working 6-7 days a week and some days, double shifts. How can they be expected to run at full capacity when there's no one applying and drivers are leaving? Trust me, the district does NOT want to do this but what other choice are they left with? Drivers are ready to leave due to getting exhausted and some are retiring. The buses don't drive themselves so if there's no drivers to drive those buses, how will they go anywhere? Now, if anyone wants to help resolve the problem, message me and I can give you the info for you to apply and then maybe this can be resolved. Otherwise, you can talk about how shitty it is all day long but it won't change anything if there's no one HELPING to facilitate the lack of drivers. it's only going to get worse if no one wants to make it better.

Kristi Carrier

David Schroer YES! More solutions, less complaints.... We all are in this together so we all need to work together.

Bethany Altig

David Schroer will theses drivers have to continue to work 6-7 day weeks until the meeting?

---

Melissa Reeves

More money out of the pockets of working families. People can barely afford to live as it is.

David Posalski

How many of y'all want to go drive a bus? Save the routes, drive the bus.

David Schroer

David Posalski darn right! People should apply! Seriously!

PM ME IF YOU WANT A JOB!

I can send you to the person who does the hiring!

---

Becca Bennett

Seriously? I know someone who works at Walmart who depends on the weekends and weekdays to get to work and back to and from Hammond. Please do not stop the weekends, that will cause a lot of stress.

---

Gerri Brown

I so agree a lot of working people rely on that for a pay check this is very sad and heartbreaking for our community when we don't have Uber and have to rely on cabs which is ok but who can afford 50 bucks for a ride if u out of town seaside Knappa please reconsider this matter.

---

Cisco Karpé

I hope you guys find drivers! I am quite reliant on your route 13 to get to work!!

---

Dianna Hocken-Heacock

College students rely on service to the college from Seaside, Cannon Beach and Warrenton. I don't know if the college stops will be reduced or not but I think cuts of service to the college should be decided after the college re-opens, if it re-opens to in class learning.

---

Linda Kakuk

These changes will severely affect those who rely on the buses (especially the 15 and 101) to get them from Warrenton to Seaside or Astoria for dental, vision and medical appointments.

---

Chelle Mallory

Wow, the checker at Walmart was already stressed out about making the bus stop. I can't imagine what additional stress this will put on families & Individuals who rely on PUBLIC TRANSPORTATION.

---

John Wright

This is not a good thing. People depend on these buses pay your drivers more money then you will get more drivers even if you have to raise the fee to two dollars a trip.

---

Robert Smith

To all of the folks who are pissed and complaining about these changes SETD are having to make due to NO ONE TO DRIVE THE BUSES, instead of bitching & complaining about the situation and not being a part of the solution, how about go down and apply to drive the bus?! Otherwise, shut it. It's a pretty simple concept, if there's no one to drive the buses, the buses can't make the routes. And this employee shortage isn't just at SETD, it's everywhere. We are almost 40 employees short where I work. Until people stop making more money on unemployment than at an actual job, this isn't going to change. But

again, unless you're willing to go and be a part of the solution, keep your complaints and whiny comments to yourself.

---

Donna Reed

So how is this affecting you?

---

Kent Lee Hansen

You should already know your community government is against you because you don't have Uber and lyft they are afraid to give the cab companies competition that's like not allowing y'all red box because in other communities it has ended blockbuster but it's not it's worse because I bet lyft pays drivers better than the cab company.....

## TEMPORARY SCHEDULE CHANGE NOTICE

### ROUTE 15 Weekday Fare \$1 - Effective 9/1/21

#### Warrenton/Hammond

Fred Meyer	6:40 AM	7:30 AM	8:20 AM	9:10 AM	10:00 AM	3:50 PM	4:40 PM	5:30 PM	6:20 PM
Mini Mart	6:43 AM	7:33 AM	8:23 AM	9:13 AM	10:03 AM	3:53 PM	4:43 PM	5:33 PM	6:23 PM
Hammond 4-way	6:49 AM	7:39 AM	8:29 AM	9:19 AM	10:09 AM	3:59 PM	4:49 PM	5:39 PM	6:29 PM
KOA/Ft Stevens	6:51 AM	7:41 AM	8:31 AM	9:21 AM	10:11 AM	4:01 PM	4:51 PM	5:41 PM	6:31 PM
2nd & Alder	6:58 AM	7:48 AM	8:38 AM	9:28 AM	10:18 AM	4:08 PM	4:58 PM	5:48 PM	6:38 PM
Mini Mart	6:59 AM	7:49 AM	8:39 AM	9:29 AM	10:19 AM	4:09 PM	4:59 PM	5:49 PM	6:39 PM
Fred Meyer	7:02 AM	7:52 AM	8:42 AM	9:32 AM	10:22 AM	4:12 PM	5:02 PM	5:52 PM	6:42 PM
Walmart	7:06 AM	7:56 AM	8:46 AM	9:36 AM	10:26 AM	4:16 PM	5:06 PM	5:56 PM	6:46 PM
Huckleberry	7:08 AM	7:58 AM	8:48 AM	9:38 AM	10:28 AM	4:18 PM	5:08 PM	5:58 PM	6:48 PM
19th Avenue	7:09 AM	7:59 AM	8:49 AM	9:39 AM	10:29 AM	4:19 PM	5:09 PM	5:59 PM	6:49 PM
Main St & Ft Stevens Spur	7:12 AM	8:02 AM	8:52 AM	9:42 AM	10:32 AM	4:22 PM	5:12 PM	6:02 PM	6:52 PM
Mini Mart	7:17 AM	8:07 AM	8:57 AM	9:47 AM	10:37 AM	4:27 PM	5:17 PM	6:07 PM	6:57 PM
Fred Meyer	7:20 AM	8:10 AM	9:00 AM	9:50 AM	10:40 AM	4:30 PM	5:20 PM	6:10 PM	7:00 PM
Minimart	-	-	-	-	10:43 AM	-	-	-	7:03 PM

9/1/21

# TEMPORARY SCHEDULE CHANGE NOTICE

## ROUTE 16 Weekend Fare \$1 - Effective 9/1/21

### Warrenton/Hammond

Fred Meyer	7:42 AM	8:32 AM	9:22 AM	10:12 AM	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	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	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	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	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	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	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	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	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	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	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	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	3:02 PM	3:52 PM	4:42 PM	5:32 PM
Mini Mart	-	-	-	-	-	-	-	5:35 PM

*9/1/2021*

# TEMPORARY SCHEDULE CHANGE NOTICE

## ROUTE 101 Weekdays Fare \$1 - Effective 9/1/21

Astoria/Warrenton/Gearhart/Seaside

Fred Meyer	-	5:50 AM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transit Center		6:00 AM	6:56 AM	7:45 AM	8:41 AM	9:30 AM	10:26 AM	11:15 AM	12:11 PM	1:20 PM	2:16 PM	3:25 PM	4:21 PM	5:30 PM	6:26 PM	7:35 PM	8:11 PM
Fred Meyer		6:10 AM	7:06 AM	7:55 AM	8:51 AM	9:40 AM	10:36 AM	11:27 AM	12:23 PM	1:32 PM	2:28 PM	3:37 PM	4:33 PM	5:42 PM	6:36 PM	7:45 PM	8:21 PM
Ensign & 101		6:13 AM	7:09 AM	7:58 AM	8:54 AM	9:43 AM	10:39 AM	11:31 AM	12:27 PM	1:36 PM	2:32 PM	3:41 PM	4:37 PM	5:46 PM	6:39 PM	7:48 PM	8:24 PM
Camp Rilea		6:17 AM	7:13 AM	8:02 AM	8:58 AM	9:47 AM	10:43 AM	11:36 AM	12:32 PM	1:41 PM	2:37 PM	3:46 PM	4:42 PM	5:51 PM	6:43 PM	7:52 PM	8:28 PM
Sunset Beach		6:22 AM	7:18 AM	8:07 AM	9:03 AM	9:52 AM	10:48 AM	11:42 AM	12:38 PM	1:47 PM	2:43 PM	3:52 PM	4:48 PM	5:57 PM	6:48 PM	7:57 PM	8:33 PM
Bowling Alley		6:32 AM	7:28 AM	8:17 AM	9:13 AM	10:02 AM	10:58 AM	11:54 AM	12:50 PM	1:59 PM	2:55 PM	4:04 PM	5:00 PM	6:09 PM	6:58 PM	8:07 PM	8:43 PM
Seaside Cinema		6:37 AM	7:33 AM	8:22 AM	9:18 AM	10:07 AM	11:03 AM	12:00 PM	12:56 PM	2:05 PM	3:01 PM	4:10 PM	5:06 PM	6:15 PM	7:03 PM	8:12 PM	8:48 PM
Ave. A		6:41 AM	7:37 AM	8:26 AM	9:22 AM	10:11 AM	11:07 AM	12:05 PM	1:01 PM	2:10 PM	3:06 PM	4:15 PM	5:11 PM	6:20 PM	7:07 PM	8:16 PM	8:52 PM
Ave. U		6:45 AM	7:41 AM	8:30 AM	9:26 AM	10:15 AM	11:11 AM	12:10 PM	1:06 PM	2:15 PM	3:11 PM	4:20 PM	5:16 PM	6:25 PM	7:11 PM	8:20 PM	8:56 PM
McDonalds	6:00 AM	6:49 AM	7:45 AM	8:34 AM	9:30 AM	10:19 AM	11:15 AM	12:15 PM	1:11 PM	2:20 PM	3:16 PM	4:25 PM	5:21 PM	6:30 PM	7:15 PM	8:24 PM	9:00 PM
Seaside Cinema	6:02 AM	6:51 AM	7:47 AM	8:36 AM	9:32 AM	10:21 AM	11:17 AM	12:18 PM	1:14 PM	2:23 PM	3:19 PM	4:28 PM	5:24 PM	6:33 PM	7:17 PM	8:26 PM	9:02 PM
Dollar General	6:07 AM	6:56 AM	7:52 AM	8:41 AM	9:37 AM	10:26 AM	11:22 AM	12:24 PM	1:20 PM	2:29 PM	3:25 PM	4:34 PM	5:30 PM	6:39 PM	7:22 PM	8:31 PM	9:07 PM
Sunset Beach	6:16 AM	7:05 AM	8:01 AM	8:50 AM	9:46 AM	10:35 AM	11:31 AM	12:35 PM	1:31 PM	2:40 PM	3:36 PM	4:45 PM	5:41 PM	6:50 PM	7:31 PM	8:40 PM	9:16 PM
Camp Rilea	6:21 AM	7:10 AM	8:06 AM	8:55 AM	9:51 AM	10:40 AM	11:36 AM	12:41 PM	1:37 PM	2:46 PM	3:42 PM	4:51 PM	5:47 PM	6:56 PM	7:36 PM	8:45 PM	9:21 PM
Ensign & 101	6:24 AM	7:13 AM	8:09 AM	8:58 AM	9:54 AM	10:43 AM	11:39 AM	12:45 PM	1:41 PM	2:50 PM	3:46 PM	4:55 PM	5:51 PM	7:00 PM	7:39 PM	8:48 PM	9:24 PM
Fred Meyer	6:29 AM	7:18 AM	8:14 AM	9:03 AM	9:59 AM	10:48 AM	11:44 AM	12:51 PM	1:47 PM	2:56 PM	3:52 PM	5:01 PM	5:57 PM	7:06 PM	7:44 PM	8:53 PM	9:29 PM
Transit Center	6:40 AM	7:29 AM	8:25 AM	9:14 AM	10:10 AM	10:59 AM	11:55 AM	1:04 PM	2:00 PM	3:09 PM	4:05 PM	5:14 PM	6:10 PM	7:19 PM	7:55 PM	9:04 PM	9:40 PM
Fred Meyer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9:15 PM	9:51 PM

9/1/21

Executive Director Report  
 August 2021 Board Meeting  
 Jeff Hazen

-Ridership

We were up 20% in ridership for July. The Lower Columbia Connector had its highest month ever!

Route	July		
	TY	LY	
10	2,283	2,119	8%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	218	179	22%
15	1,221	1,304	-6%
16	308	238	29%
17	958	0	#DIV/0!
20	1,890	1,740	9%
21	353	183	93%
101A	2,374	2,880	-18%
101B	2,270	2,680	-15%
101C	793	0	#DIV/0!
101D	507	0	#DIV/0!
101 Total	5,944	5,560	7%
LCC	788	518	52%
PC	1,027	824	25%
SC	547	299	83%
Total	15,537	12,964	20%

-Trainings

I attended the Procurement training put on by RLS & Associates and sponsored by ODOT. Great information on properly adhering to FTA rules and regulations on procurement. I spent two days in training put on by the National Transit Institute our of Rutgers University on Crisis Communications for Transit Managers. It was a good training on how to communicate essential information to riders, stakeholders and employees during critical incidents. I'll be developing a communication plan that will be rolled into our emergency plan.

-Had a nice lunch with Paul and Nick who is one of our mechanics. Nick won the lunch through the compliment card program. Although he has only been with us for a few months, he has impressed us immensely with his knowledge and capabilities. We feel that he has the capabilities to take over the maintenance department when Scott retires. Nick will be going through the next supervisor training course put on by HR Answers to help give him some leadership skills.

## -Marketing Plan

I've started writing the RFP for the Marketing Plan that is being funded through the \$5304 program. Because of the rapid growth in COVID-19, I'm going to hold off on releasing the RFP for a few months so we can see if the vaccination numbers increase, and the positive results decrease.

## -Oregon Transportation Plan

I have been asked to serve on the Policy Coordinating Committee to help inform the update to the Oregon Transportation Plan (OTP). See the attached invitation letter for more information on the OTP update.

## 2021-2023 SETD Priorities

### **Priority One**

- Benchmark and track services
  - Ridership Increases & Decreases from previous year **Goal is double digit increases. July +20%**
    - Services to underserved areas of Clatsop County
    - Expansion of routes/frequency planned prior to pandemic
  - On-time performance/service reliability **New schedules were put into place based on actual time point data**
    - Schedule adjustments
      - Congestion
      - Construction
    - Summer schedules **Put into place on several routes**
    - Reliability for workforce transportation
    - Use of technology to improve service
  - Fleet reliability
- Update SETD Emergency Plan
  - SETD Emergency Operation Plan
    - Backup communications
    - Access to fuel
  - Strategic plan to integrate with Clatsop County Emergency Plan
    - Disaster planning
- Employee Recruitment/Retention **Working on a groundbreaking program**
  - Diversity of staff
  - Robust recruitment platform
  - Increase applicant pool
  - Track turnover rate

- Training for advancement **Non-supervisory personnel have begun taking supervisory trainings in preparation for future opportunities**
- Facility Investment
  - Protecting investment
    - Plan for moving Operations facility out of tsunami inundation zone
  - Added space for fleet expansion and conversion to alternative fuels
  - Bus shelter amenities/access
    - Lighting
    - Accessibility
    - Locations to advance multimodal integration
    - Flag-stop evaluation/signage
  - Cleanliness of buses, shelters and facilities

### **Priority Two**

- Outreach/Marketing
  - Marketing Plan **Received grant to develop plan**
  - Refresh branding/signage
  - Outreach and Materials available in Spanish **Continue to do**
  - Lower Columbia Connector marketing plan
  - Information availability in appropriate locations
  - Website Enhancements **New trip planner in place**
  - Story telling with outreach and website
  - Reduce miles traveled by cars

### **Priority Three**

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



# Oregon

Kate Brown, Governor

**Oregon Transportation Commission**

Office of the Director, MS 11

355 Capitol St NE

Salem, OR 97301-3871

August 17, 2021

**Subject: Oregon Transportation Plan Policy Coordinating Committee**

Dear Jeff Hazen,

I am writing to request your participation in the Policy Coordinating Committee (PCC) to help inform the update to the Oregon Transportation Plan.

The Oregon Transportation Plan (OTP) is the overarching policy element of the state transportation system plan. ODOT has recently kicked off the OTP update process. The update will replace a version adopted in 2006. Looking towards the future, ODOT is considering a range of trends, opportunities and uncertainties, as continual population growth, increasing freight volume, dramatic technological changes, and the threat of climate change impact Oregon's communities and the transportation system. The OTP update represents a critical opportunity to guide ODOT's strategic decision-making for a transportation system that is resilient and that recognizes multiple users with different needs.

The Oregon Transportation Commission is charged with developing and maintaining the Oregon Transportation Plan. To accomplish this work, the Commission is forming the PCC as a key group bringing diverse interests and insights from across the state to advise the project team and the Commission throughout the OTP update process.

The PCC will meet at key milestones throughout the next 18-24 months. The first meeting is planned for Wednesday, September 22, 2021 and will be held virtually. Information on accessing and utilizing the web-based meeting platform will be provided in advance of PCC meetings. We anticipate six (6) to eight (8) meetings total, to be held virtually, between the first meeting and late winter 2022. The meetings are estimated to be two (2) hours in length. The PCC members will review project information and inform how ODOT decisions in the plan can affect other efforts and identify potential policy inconsistencies.

Based on your experience, role and interest, you were identified as a potential PCC member and ODOT is requesting your participation. Please indicate your willingness to serve as a PCC member, and your availability to virtually attend the September 21<sup>st</sup> meeting scheduled for 1-3pm to Adam Argo on my staff at [Adam.ARGO@odot.state.or.us](mailto:Adam.ARGO@odot.state.or.us) or 503-986-3510 and feel free to contact him with any questions you might have.

If you would like more background on this effort, please see the OTP Update webpage here:

<https://www.oregon.gov/odot/Planning/Pages/Plan-Development.aspx>

We value your time and hope you will be able to serve in this capacity. Thank you and we look forward to hearing from you.

Oregon Transportation Commission

August 17, 2021

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Sincerely,



Kristopher Strickler

Director

Oregon Department of Transportation

August 2021 Operations  
Paul Lewicki

Our challenges this month have been high temperatures and available drivers.

With a few of days of high temperatures locally, and many days at or above 100 degrees in Portland, it is more important than ever to ensure effective air conditioning on every bus in service. As it's difficult to find local AC service, we have begun a relationship with a mobile AC repair business located in Washington that will travel to our site to work on our bus AC units, generally at a favorable price. I'm pleased to report that our AC uptime has never been better. Still, we are grateful for mild temperatures along the coast!

Our challenge to find and keep enough drivers to cover our routes continues. We have been able to hire one driver, but we have unfortunately lost one driver, and at times have had as many as six drivers out due to various medical situations. This month, we have had to temporarily suspend operation of some routes due to our available driver shortage. These have included the B, C, and D runs on the Route 101 Astoria-Seaside, and the Route 17 in Cannon Beach. Staff is working to redesign schedules to ensure a reduced level of consistent service throughout the county, while developing a strategy to attract new drivers and build back our service in a sustainable way.

Among the many unfortunate aspects of service interruptions is our ability to accurately gage the rider feedback and analytics resulting from our recent implementation of the summer schedules. Meant to improve reliability and relieve driver stress, the full impact of these measures was not able to be accurately measured as the occasional suspension of routes has disrupted the integrity of the data. We will continue to look closely at refining our scheduling with an eye on reliability and drivability as we move into the winter months.

Our two new (remanufactured) Gillig buses have been receiving final punch list completion prior to their being put into service. As we work with suppliers to finalize work on onboard radios and other electronics, we anticipate putting these buses into service on or before September 6<sup>th</sup>. It is our plan to deploy these buses on the Route 101.

Still no expected delivery date for our six new buses from Schetky Northwest Sales as supplier parts availability problems continue to plague the industry. Maybe October.

As funding has been approved for the project, we are looking at options to buy two new buses to deploy on the Lower Columbia Connector to Portland. The older motorcoaches that we have used to inaugurate the service have served us well, but they are becoming increasingly expensive to maintain and operate. With ridership on a steady increase, we are looking for cutaways (smaller buses) with a slightly reduced capacity and some upgrades fit for this type of service, to continue this program.

Other ongoing projects in Operations include: Shelter maintenance, upgrade and expansion program, Fleetio (fleet maintenance software) implementation, Transit Center sidewalk repair project, Germ-Fogger bus disinfectant equipment receipt and implementation, field supervisor battery electric vehicle (2) procurement.

Ride Assist/Deputy Operation Officer  
August 2021 Report  
Jennifer Geisler

- In July, Ride Assist provided a total of 877 rides. ADA Paratransit had 564 riders, we provided 263 Medicaid rides for Northwest Rides with 30 escorts. SETD provide two local rides for the VETP service. This is an average of 28 rides per day. There were zero ride denials for the month. Dial A Ride did not provide any service.
- We delivered 83 produce boxes over the month. This has shown to be a consistent need in the community and requested every week. Those that received boxes also saw watermelons and eggs as an addition to the normal weekly produce.
- ADA Paratransit Report for July:
  - Number of completed applications received: 8
  - Number of incomplete applications received:
  - Number of determinations made:
    - Within 21 days: 3
    - More than 21 days:5
  - Determination by type:
    - Unconditional: 3
    - Conditional: 0
    - Temporary:0
    - Not eligible:
  - Number of appeals requested: 0
  - Number of appeals heard: 0

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

• Para-transit Fares	\$640	• Medicaid Billed	\$6386
• Dial-A-Ride	\$0	• Ticket books sold	\$288
• Tickets Collected	\$416	• VETP Billed	\$38
• Invoiced ADA rides	\$56		

I have started the new position of Deputy Operation Officer on July 1<sup>st</sup>. I have been working with Paul in learning the tools it takes to make the different systems run efficiently and effectively. Every day is a new and challenging day with rewards. I am learning the process of things like building routes to getting a new bus into operational status. I am also working closely with the fixed route supervisors and drivers. I'm learning how things work and operate, while also still staying very connected to the Paratransit operations.

- In July, I worked with nine riders who needed general guidance with common transit issues such as route planning, location, and spatial awareness. All of the riders were using the bus to get to their jobs. Three of the nine customers were in-person training, while the other six were virtual. All riders were directed to the District's YouTube page for virtual travel training. All but one of the riders that needed assistance were from the Astoria/Warrenton area, and one was from Seaside who needed to get to Cannon Beach for work 2-4 days per week. 2 riders were using the Token Transit App later in the month.

We provided 15 trips in July to Veterans needing transportation assistance. 13 Veterans were transported to local medical appointments, while two Veterans were transported to the DAV van for appointments in Portland. The Veterans Enhanced Transportation Program (VETP) is designed mainly to help transport Veterans with no other transit options to the DAV Van in Astoria for trips to Portland or local appointments approved by the VA. We continue to work closely with the Veteran's Service Officer (VSO) through Clatsop Community Action. The VSO plays an integral role in helping us ensure that the Veterans we help are fully eligible for transportation benefits. Our communication with the VSO remains strong. We are still actively looking for an additional Veteran Volunteer driver to help us ramp our program up in the coming months. In Veteran medical transportation, we must try to recruit Veterans to be Volunteer drivers.

Veteran to Veteran communication helps make the situation better for the Veteran we are trying to help. When we transport a Veteran to a medical appointment, we also provide a brief time of potential mental health healing for the Veteran when paired with a Veteran driver. As the summer is coming to a close, we have limited time to achieve our goal of finding one additional driver. If you know a Veteran who would like to volunteer some of their time in their vehicle, please send them our way. (jason@ridethebus.org or 503-861-5361) The program will reimburse them for the miles they drive for the program.

- Getting medical care in a sustainable, timely manner is a significant issue for many veterans we serve here in Clatsop County. Over time, we were able to work with some of our Veterans, helping them take advantage of the Department of Veterans Affairs program known as the Veterans Choice Program (VCP). The VCP was created to help veterans in various situations or personal circumstances that make getting care more complicated. Most of our Veterans are between 90 and 100 miles from the central Veteran's hospital in Portland in our specific situation. The VCP specifically helped Veterans who must make long trips (40 miles driving distance or more from the closest VA medical facility with a full-time primary care physician) to get care by allowing and covering them to find local care in Clatsop County. This program has changed over the last year and is no longer known as the Veterans Choice Program (VCP). A new program is now being used called the VA MISSION Act, and it aims to care for our Veterans in a more comprehensive and sustainable manner. As of right now, the Veterans who are currently receiving local care instead of traveling to Portland will be allowed to continue said care. For more information on this program and others, please follow this link: <https://missionact.va.gov/>
- Travel Training content creation continues with a new video premiering early in August. I will soon have an opportunity to Travel Train several groups at Astoria Highschool in early August. There is a potential for over 60 people to be introduced to transit.
- Don't forget that you all are invited to watch our transit talk show Friday mornings from 11-11:30 on Facebook Live and don't forget to LIKE, SHARE and SUBSCRIBE to the show so we can share with as many people as possible. Please try alternate transit options and remember if you need help or training on how to do that, you can contact me.



August, oh, August has been filled with heat advisories and our streets full of people escaping heat and fires. Summer vacationers in our area for various reasons have been a great opportunity to promote transit travel, biking or walking. I have helped several people plan trips on the coast via bus either to or from Portland. Oregon Safe Routes to School programs have been re-organized into Regional Hubs, and I have ordered some great swag for events to promote walking and rolling to school. The annual GET THERE CHALLENGE is coming, get signed up and in the habit of logging your trips now! ASK ME HOW

Transportation in the Time of Corona live Facebook talks have become a fixture in my week. As we continue the show it is important that we get help from those who appreciate the show and what we are doing. Please [like](#) our page, [like the shows](#), and [share](#)! 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. Did you catch our [show with Commissioner Read](#)? Did you see the show about how to start a workplace carpool program? There is so much we can do together to reduce Single Occupancy Vehicle Trips. 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. Remember you can comment and or ask questions at any time, not just during the live show.

As a result of the Driver shortage, I put a hold on the employer bus pass program. I have pivoted to promoting that SETD is hiring. I also have been attending meetings to answer questions about route changes. I have offered at the same time to host meetings with employers and employees to get carpools started so that employees that have been relying on the bus can continue to get to work. Jason Jones invited me to participate in a student transit training clinic with Astoria High School students. It was a great success, so I look forward to offering similar events to other interested High Schools in the Region.

### **Social Media-Get There Oregon**

- Outreach to prepare NWTO Region for the next Get There Oregon challenge
- Promote Bicycle safety and awareness -Billboards are up in Newport and Tillamook
- 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
- Applied for ImpACT Leadership program sponsored by the Association for Commuter Transportation

### **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-Now HUBS
- Working with OPBAC to include Pedestrian and Biking safety in statewide planning- Safety promotion
- Working with SEPRD to improve crosswalk safety on Broadway-meetings with City and Library
- Collaborating with SEPRD to plan future projects/events

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

**MEETINGS/TRAININGS ATTENDED:**

- SDAO “Risk Management” Webinar Various Topics
- CTAA Webinar “Hiring Drivers.”
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

**ACTIONS:**

- Worked with Jason Jones on filming the new YouTube bus driver recruitment video. The video was released on August 11, 2021 <https://youtu.be/Ag3gsqncilM>
- Prepared the OSHA required Temporary High Heat Rules for Heat Illness & Prevention Program handbook. All employees received a handbook and watched the required training video.
- Prepared New Employee Insurance packets and met with employees to review benefits and process enrollment forms.
- Attended Team Meeting on Tuesday, August 13, 2021.
- Assisted with the All-Staff Bar BQ on Wednesday, August 4, 2021.
- Processed 6 Oregon Family Leave Act packets for employees.
- Worked with SDAO attorney and HR Answers on employee issues.
- Prepared minutes of the July 22, 2021 Board Meeting.
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, August 27, 2021.
- Prepared evaluation templates for Evaluations Due in September and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Sent notices to drivers regarding upcoming renewals of CDL’s and Medical Certifications for September.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

**NEW EMPLOYEE ORIENTATIONS:**

- Provided New Employee Orientation for Bus Driver rehire Lily Drew on August 13, 2021. Lily previously worked for SETD for 3 years. Lily recently worked for Safeway and provides home healthcare.
- Provided a New Employee Orientation on July 7, 2021, for our Assistant Mechanic Alejandro Palacios-Hernandez. Ajejandro worked at Western Star Fur Farms for 17 years.
- Interviewed and provided and processed 2 New Employee Orientations for bus drivers. These employees resigned their positions with the District within the week.

**WORKPLACE DEMOGRAPHICS:**

<b>Male</b>	<b>31</b>
<b>Female</b>	<b>16</b>
<b>Hispanic/Latino</b>	<b>2</b>
<b>White</b>	<b>43</b>
<b>Two or More Races</b>	<b>2</b>

Updated: 8-18-2021