



**Sunset Empire Transportation District**

**BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA**

**THURSDAY SEPTEMBER 23, 2021**

**9:00 AM**

**Astoria Transit Center, 900 Marine Drive Astoria, OR**

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

**1-877-853-5247**

**AGENDA:**

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3-minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. FINANCIAL REPORTS
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. CONTINUED BUSINESS
  - a. IN-PERSON BOARD MEETINGS RESUMPTION
  - b. MANDATORY VACCINATIONS
  - c. DRIVER SHORTAGE UPDATE
9. NEW BUSINESS
  - a. OREGON GET THERE CHALLENGE PRESENTATION
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT



**Sunset Empire Transportation District  
Board of Commissioners  
August 26, 2021  
Zoom Board Meeting Minutes**

1. CALL TO ORDER - Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. OATH OF OFFICE- Guillermo Romero took the Oath of Office for Board Commissioner Position #6 which he was appointed to at the July Board Meeting.
3. ROLL CALL:  
Present: Chair Debbie Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Rebecca Read and Commissioner Guillermo Romero.  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Deputy Operations Officer Jennifer Geisler, Financial Officer Kelly Smith, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones  
  
Executive Director Hazen informed the Board that driver Jeff Curry had passed away unexpectedly and asked for a moment of silence in his honor.
4. CHANGES TO AGENDA- Executive Director Hazen requested the addition of a discussion on mandatory Covid vaccinations be added under New Business 10.b.  
Commissioner MacDonald moved to approve the agenda as amended  
Commissioner Reed seconded the motion
5. PUBLIC COMMENT (3 minutes)- Aaron Puchalski commented that he knows quite a few people that ride the Route #15 bus. In the proposed schedule that he had looked at on the website when the route won't be running, the missing times, are when his friends go to work. He also knows people who use the bus for shopping and going to doctor appointments and said his concern is that it would make it more difficult for them. Aaron said he recognizes SETD is down several drivers which makes it difficult on your side but said his concern is how could we work around this and make it a little easier on those riders.
6. APPROVAL OF THE JUNE AND JULY 2021 BOARD MEETING MINUTES-  
June 2021 Meeting Minutes  
Commissioner Withers moved to approve the June 2021 Minutes  
Commissioner MacDonald seconded the motion  
Discussion- None  
Roll Call Vote:

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x	x	abstained	6
Nay								0

6-Aye  
0-Nay  
1-Abstained  
Motion passed.

July 2021 Meeting Minutes-

Executive Director Hazen reported a correction on the votes taken on 10. a. It should say 6 Ayes and 1 Abstention.

Commissioner Withers moved to approve the July 2021 Minutes as corrected

Commissioner Alegria seconded the motion

Discussion- None

Roll Call Vote:

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

7-Aye

0-Nay

Motion passed.

7. FINANCIAL REPORTS- July 2021 Financial Report- Financial Officer Kelly Smith asked if there were any questions. Commissioner Alegria asked why there were two separate line items, 420 and 422, for Paratransit fares on page 18. Financial Officer Smith said these should be one entry and would combine them. No other changes were made to the Financial Report.

Commissioner MacDonald moved to accept the July 2021 financial reports.

Commissioner Nino seconded the motion.

Discussion- None

Roll Call Vote:

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

7-Aye

0-Nay

Motion passed.

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Boothe-Schmidt- Reported that she did 3 shifts at Sunset Lake to train riders on Token Transit. There were not many riders from 1 to 3 pm so she tried 9 am and most of those riders were using a pass or knew about Token Transit. She also reported that she is still doing volunteer work at the Covid call center where they are receiving more calls for testing than for vaccinations.
- b. Commissioner MacDonald- Reported that his training sessions were cut short because of a problem with his foot but had an opportunity to speak with a rider near the doctor's office about Token Transit. The rider was very appreciative of the route schedules. He also rode the Columbia Connector last week and said that all except one of the riders that got on in Portland were coming to Astoria. He encouraged all the board members to take a ride on the Connector.
- c. Commissioner Alegria-Reported that she had worked with Stephanie at the front desk and learned about what she does, and she does a fantastic job. She signed up one person with Token Transit, but most knew about it before they came to the Transit Center. Commissioner Alegria also took the Columbia Connector to Astoria and said the bus driver was polite and offered water to the riders. She agreed with Commissioner MacDonald about encouraging the board to ride the Connector.
- d. Commissioner Read- Reported that she is continuing to work with the Clatsop County Court pre-trial program with defendants having issues with getting to their appearances, although at this time the appearances are remote, so it is not as critical, but it is an issue for those that do not have their own transportation and do not live on the bus route and are obligated to appear in Clatsop County. She has been working with public defender Kurt Wintermute and Melissa Davis from the court program. She also said she had talked with Kathy Kleczek with Transportation Options, about people coming together and sharing rides. Commissioner Read also reported that she had spent some time at the McDonalds stop in

Seaside and it was interesting to see the rider usage in that area, but not many riders were interested in Token Transit.

- e. Commissioner Withers- Reported that he had worked 2 days in Cannon Beach at the Tolovana and Midtown stops for a couple of hours. Like all new things people are leery. He said people will be more interested in time. Commissioner Withers said he wanted to compliment Eric in Seaside for doing a great job and expressed condolences to Mary Parker for her loss.
- f. Commissioner Nino- Welcomed Commissioner Romero to the board. Expressed her condolences to Mary Parker and her family and Jeff Curry and his family. She also asked the process for becoming a signer on the bank accounts as soon as possible. Commissioner Nino reported that she had been out discussing Token Transit and was talking with a family with children about the Transit App (Where's My Bus) that gives real time bus locations and had a hard time finding it on our web or any place else and asked if finding it could be made easier.
- g. Commissioner Romero- Thanked the board for his being appointed and said he is looking forward to working on the board and thanked everyone for their kindness.

## 9. CONTINUED BUSINESS

- a. IN-PERSON BOARD MEETINGS RESUMPTION- Executive Director Hazen explained that this is a continuation of the discussion that was held at the July Board meeting however since then the situation with the variant has increased and the TSA announced that the mask requirement has been extended to January 18<sup>th</sup>. Hazen said he recommends that we continue with the Zoom meetings. Chair Boothe-Schmidt said she agreed, and we could look at the situation and discuss next month and there does not need to be a motion made for this.

## 10. NEW BUSINESS

- a. DRIVER SHORTAGE-SERVICE ADJUSTMENTS- Executive Director Hazen said that he never thought he would be having to deal with this and have to recommend that we would have to cut service. It has gone beyond critical with the number of drivers we have employed and the lack of applicants. This situation is not unique to us. This is happening to other businesses in the county and other transit services throughout the country. It has gotten to the point where our drivers are working 6-7 days and they are burning out, it is affecting their health and so we are having a lot of sick calls which makes matters worse. What we are doing now is not sustainable. Hazen said we have cut back already by cancelling Route 17 and the Cannon Beach Shuttle. Route 101 has also been cut back drastically with only one bus running. Hazen said that were concerns about the Route 16 being cut which he had mistakenly stated in the Press Release that went out. Hazen said the Route 16 is not going to be cut but it will be a split shift running in the morning going back to the yard and then going out again in the evening. The correct Route 16 schedule is in your Board Pack. Hazen said if we continue to have driver's call in sick, we will still be challenged to provide the service. Commissioner Withers asked if Cannon Beach was paying extra for the shuttle. Hazen said they were, but we cannot make that a consideration. Everything we do has to be done with an equity lens in place. Since we already have service in Cannon Beach it would not be fair to other areas to run two simultaneous routes in Cannon Beach at time when other low-income areas need service. Commissioner Withers said he understood but wondered if we owed Cannon Beach anything. Hazen said no, we have informed them of the lack of drivers, and they understand. Commissioner Read said we have talked about this before, about the salary rate for bus drivers. Do we need to provide more incentive for people to consider being a bus driver by way of increasing the beginning salary and pay? Executive Director Hazen said we have a very competitive wage, but the pool of people out there is very small. There are agencies who are offering sign on bonuses, but still, no one is applying. Hazen said we will be going through negotiations on wages with the driver's union this year and I have thoughts on that. Commissioner Romero said the question he had was about incentives and work scale and if the union is considering hazard pay. Hazen said because of funding we received; we were paying a \$3 hourly hazard pay to the hourly employees last year. Hazen said what is being proposed is suspending Astoria Route 13, Cannon Beach Route 17, Cannon Beach Route 21, Astoria-Seaside Route 101 runs C and D and the Seaside Streetcar.

Service Reductions will be made to the Warrenton Route 15, Warrenton Route 16, and Astoria/Seaside Route 101. In addition, each remaining route will be shut down for one hour during each shift for the driver's lunch break. There will still be overtime and we are hopeful supervisors will not have to drive. The total service hours are being reduced from 622 to 454 which is a 27% cut in service. Hazen said this has been very difficult.

Chief Operations Officer Paul Lewicki reviewed the changes that were made to Route 15, Route 16, and Route 101. Commissioner Nino said since there were many comments on Facebook from those who were relying on our services to get to work, could we make an easily understandable message to let employers and others know that if they need help, they can contact Kathy Kleczek with Transportation Options for help. Commissioner Nino also said maybe post this on Facebook a couple times a week. Executive Director Hazen said that the press release that went out prior to the schedule changes encouraged employers to contact Kathy Kleczek. Kathy said she has not been just waiting for employers but has already been attending community meetings and informing them about the route changes. Chair Boothe-Schmidt said she read all the Facebook comments and feels bad for those having a rough time, but we are still making most of the routes and maybe employees can talk with their employers or maybe leave a little earlier for work or adjust their schedules. We sure hope this is temporary and not long term. Executive Director Hazen said that we will not turn our routes back on until we are confident that the drivers we have hired are going to stick with us. Commissioner Alegria asked how people working at Fred Meyer or Walmart on the weekend that get off after 5:35 pm will return home? Executive Director Hazen said they will have to make other arrangements because we will not be able to operate Route 16 any later.

Commissioner Read said she was sure this is being done, but she thinks it is critical that we find out what the issues are that the bus drivers are having when they come online as employees and then drop off again. What are the issues and challenges that people are having and what can we do about that? Hazen said we do exit interviews with all employees. As an example, we had a person come on board that left 3 days later who had applied only to fulfill a requirement to maintain unemployment. Commissioner Read said she appreciated the anecdotal story but would imagine there are more issues involved with employee satisfaction. Executive Director Hazen said he would be addressing that a little later and reading a resignation letter from an employee along these lines however, Sue Farmer, Human Resources Manager does an exit interview with all employees. Commissioner Read said it would be a good idea to know about that as a continual effort to find out about employee satisfaction and what the issues are that arise during a person's tenure. Hazen said staff is recommending that the Board make a motion to approve this recommendation of the reduction in route service as presented.

Commissioner MacDonald moved to accept the new Bus Routes as presented today

Commissioner Romero seconded the motion

Discussion- Commissioner Withers asked at what point or level will routes be started again. Executive Director Hazen said it will be done piece by piece as we can when we have the drivers to cover the routes.

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

7-Aye

0-Nay

Motion passed

- b. MANDATORY COVID VACCINATION-Executive Director Hazen said there has been a lot of discussion about this throughout the country, state, and local area about mandatory vaccinations by employers. Locally, the City of Astoria is requiring their employees to be vaccinated, except for the police department. Sunset Empire Parks and Recreation is also requiring all employees to be vaccinated. Hazen said he has checked with other transit agencies across the state and there is only one so far in Harney County which are mandatory. Hazen said he would like the Board to discuss this today but there does not need to be a decision made at this time. Commissioner Read said she knows it is a challenging decision for organizations to make but appreciates it when organizations step up and require it. What is



the blowback from proposing to do that? Hazen said we have a pretty good vaccination rate which is at about 80%. The problem is the other 20% possibly leaving if required to be vaccinated. Hazen said before the Delta Variant was being talked about, he was not going to force mandatory vaccinations unless required by the FTA and follow their requirements. Now that we have cut service and lost drivers, we would have to revisit our service again if we went to mandatory vaccinations. Commissioner Read asked if he has talked with those employees that have not been vaccinated and asked them what their concerns are. Hazen said he has sends out information to employees about the vaccine but has not met with them one on one because of concerns that they would leave. I do not want them to feel like we are forcing them to do that. Chair Boothe-Schmidt said she agreed with Hazen because if we lose more drivers, we will lose more service. Hazen said some employers are requiring unvaccinated employees to pay a higher medical premium. Hazen said he would be in support of that. Commissioner Alegria said that as a public entity part of our mission should be public safety and we should be 100% vaccinated. It is possible we could lose drivers but on the other hand we have the possibility of people contracting the virus because people are not vaccinated. We owe the public bus routes and to keep them healthy. Commissioner Withers said he agreed we cannot lose more drivers but need some sort of protocol for testing because the last thing we want is an outbreak that is traced back to our bus or to one of our employees. We need a procedure in place for stepped up testing for those who are dealing with the public and do not want to be vaccinated. Executive Hazen said that there is a large shortage of testing kits as this time. Hazen said we do have a plan in place if there is an outbreak or pandemic and we use some of it now. Hazen said we are notified if we have an exposure. Commissioner Nino asked if we have anything in place like taking temperatures before they start their shift and providing PPE's like N95 masks to make it a little safer. Hazen said we do use the CDC approved masks but do not do temperature checks. COO Paul Lewicki said that we purchased thermometers however it was at a time when it was uncertain employers could require that, so we were equipped but it was never settled if we had that latitude. Commissioner Nino asked if we are still at 3 feet between passengers. Hazen said no we are at 100% capacity on buses. Commissioner Nino said even though we have reduced our routes our drivers are protected with 6 feet distance from the riders, but then not the riders? Hazen said we have been following the Governor's and the Oregon Health Authority's rules. The problem is if we go to 3 feet and another system does not require it, it becomes a patchwork which is not appreciated by our riders. Commissioner Nino said it would be best if spacing is a state mandate, so it is the same. Hazen said yes or federal mandate. Commissioner Read said that in listening to our discussion the reason we have the problem that we have is because of unvaccinated people. We would be in better shape in our community if more people were vaccinated and this variant was not sweeping through our country. So, I am the person that is going to say that we need to do a better job of it. There are things we can do. We are in a tough situation, but I think we need to let employees know they have a responsibility too. She said that is where she is headed and asking that this organization does everything it can to get people vaccinated who are employees. Chair Boothe-Schmidt we could put out more literature, but it is tough, because if we lose any more drivers, we lose more routes. We should probably stay where we are for now and look at this next month. Executive Director Hazen said he will discuss this and the importance of getting the vaccine with employees at the Driver's meeting tomorrow. Arla Miller, Regional Transit Coordinator Region 2 reported that we have had at least one transit agency with a couple of outbreaks, and they had to drop their service by 50%. In southern Oregon there was a driver that had died but she did not know if he was vaccinated or not, however vaccinated people are also dying. Hazen said that vaccinated people are not getting as sick but the unvaccinated are dying.

11. CORRESPONDENCE- Executive Director Hazen read a driver resignation letter to the Board.

- a. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his reports included in the Board Pack asking for any questions. He reported that the Lower Columbia Connector had record ridership of 788 riders in July. Hazen said he wanted to talk with the Board about an idea. He reported that early last week he read a paper from a colleague in Iowa about developing bus driver training as a prison re-entry program. The nation has a driver shortage and needs a pool of people to pull from or train. Hazen said this got him thinking about doing something like that in the prisons in the state of Oregon. He reached out to the head of Public Transportation to see if she had contacts at the Department of

Corrections. She did not but found that the Assistant Director did have contacts and thought it was a good idea. So, we got in touch with the right people, and I have put a team together and we will be meeting in early October. DMV has also asked to be a part of this. Hazen said he is hoping to get funding to set aside to stand up this program We want to train within the prison so that when they get out, they will have a job and a place to live. I will be looking at driving simulators to place in the prisons for training. We will also be meeting with local partners. This will be a great opportunity to people who are getting out of prison. Hazen said he will have an update at the next Board Meeting.

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

13. OTHER ITEMS- None

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

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

DRAFT

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

NOTE on Reviewing Financials: Month 2 = 16.67% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$724,521 (\$55,237 more than budget), YTD Total Materials & Services was \$178,709 (\$27,385 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$11,430; \$3,945 over monthly budget and \$16,527 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$8,341; \$3,341 more than monthly budget and \$4,312 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0 (these hadn't been billed due to reduction in staff); \$1,500 under monthly budget and \$1,877 under YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,408; \$308 more than monthly budget and \$538 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$8,407; \$3,079 over monthly budget and \$3,591 over than YTD budget.
- 4110 NW Navigator: Under budget YTD by \$702.
- 4205 Property Taxes: \$17,002 collected in Aug. Over budget YTD \$10,237.
- 4250 Timber Sales: \$85,028 collected in Aug. Over budget YTD \$5,028.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Jul interest received was \$33. Under budget YTD \$552.
- 4605 Other Income: Reimbursement from SDAO for Cancelled Training.
- 5000 Grants: \$460,365 in reimbursements Received.

**Expense**

- 7000 VET Provider Payments: Rides for the month of July totaled \$200.
  - 8031 Online Subscriptions/IT Fees: Over Monthly Budget \$3,536 - QuickBooks Annual Subscription (Wasn't Canceled).
  - 8050 HR/Employee Recognition: Over Monthly Budget \$2,766 – Purchased New driver Jackets.
  - 8170 Fuel: Under monthly budget \$\$686, over YTD budget \$2,127.
  - END
- \*\* Fuel over budget YTD \$2,127. Materials & Services (without capital expense) is under budget for MTD by \$5,774 and under budget YTD \$27,385.

**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  
August 31, 2021**

<u>Revenues</u>	<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>
4010 FIXED ROUTE FARES	11429.98	7484.00	3945.98	25036.22	8509.00	16527.22
4015 LOWER COLUMBIA CONNECTOR	8340.60	5000.00	3340.60	15561.66	11250.00	4311.66
4021 MEDICAID FARES - IGA	0.00	1500.00	(1500.00)	2423.00	4300.00	(1877.00)
4022 PARATRANSIT FARES	1408.00	1100.00	308.00	2412.00	2950.00	(538.00)
4030 CONTRACTED SERVICES-IGA	8407.40	5329.00	3078.40	16002.70	12412.00	3590.70
4110 NW NAVIGATOR	183.19	300.00	(116.81)	421.42	1123.00	(701.58)
4120 GREYHOUND	0.00	41.00	(41.00)	3.25	109.00	(105.75)
4130 OTHER-VENDING	80.88	25.00	55.88	105.88	100.00	5.88
4205 PROPERTY TAXES	17001.75	11300.00	5701.75	26337.16	16100.00	10237.16
4206 PRIOR YEAR TAXES	2156.30	2150.00	6.30	5085.92	5150.00	(64.08)
4207 PROPERTY TAX INTEREST	25.28	50.00	(24.72)	29.94	50.00	(20.06)
4310 TIMBER SALES	85028.21	80000.00	5028.21	85028.21	80000.00	5028.21
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	27199.69	19300.00	7899.69
4420 PARKING SPACE LEASE	712.50	895.00	(182.50)	1425.00	1655.00	(230.00)
4505 INTEREST EARNED ON BANK ACCT	33.24	148.00	(114.76)	198.14	750.00	(551.86)
4605 OTHER INCOME	256.00	13.00	243.00	10626.45	26.00	10600.45
5201 OREGON STF FUNDS	0.00	0.00	0.00	23233.00	29000.00	(5767.00)
5203 OREGON STIF FUNDS-FORMULA	229432.00	230000.00	(568.00)	229432.00	230000.00	(568.00)
5301 5311 ADMIN/OPERATIONS	105464.00	103000.00	2464.00	105464.00	103000.00	2464.00
5302 5310 MOBILITY MGT/PM	15523.00	15000.00	523.00	15523.00	15000.00	523.00
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	19025.93	18500.00	525.93
5306 CARES ACT	113946.00	110000.00	3946.00	113946.00	110000.00	3946.00
Total Revenues	599,428.33	573,335.00	26,093.33	724,520.57	669,284.00	55,236.57

	<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	183,090.97	183,500.00	409.03	369,935.94	370,300.00	364.06
6110 TAXES	44,147.86	55,008.00	10,860.14	90,480.82	110,016.00	19,535.18
6210 BENEFITS	49,118.09	62,750.00	13,631.91	75,243.43	125,100.00	49,856.57
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>276,356.92</b>	<b>301,258.00</b>	<b>24,901.08</b>	<b>535,660.19</b>	<b>605,416.00</b>	<b>69,755.81</b>
7010 VET PROVIDER RIDES	200.10	2,500.00	2,299.90	752.10	5,000.00	4,247.90
8000 AUDIT	5,500.00	7,000.00	1,500.00	5,500.00	7,000.00	1,500.00
8001 PROFESSIONAL SERVICES	0.00	7,167.00	7,167.00	1,000.00	14,334.00	13,334.00
8003 BANK/MERCHANT FEES	159.87	167.00	7.13	354.69	334.00	(20.69)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	376.00	450.00	74.00
8015 COMP/FURNITURE/DURABLE GOODS	2,243.95	4,392.00	2,148.05	3,559.06	11,776.00	8,216.94
8020 B&M	3,804.20	4,017.00	212.80	8,109.67	8,184.00	74.33
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	2,276.00	2,500.00	224.00
8024 SANITATION	73.16	150.00	76.84	1,094.56	650.00	(444.56)
8031 ONLINE SUB/IT FEES	15,335.96	11,800.00	(3,535.96)	20,072.93	19,200.00	(872.93)
8040 TELEPHONE/INTERNET	4,257.12	5,000.00	742.88	7,142.30	10,000.00	2,857.70
8041 UTILITIES	2,546.18	2,917.00	370.82	4,369.61	5,834.00	1,464.39
8050 HR/EMP RECOGNITION	5,389.77	2,624.00	(2,765.77)	6,939.28	5,758.00	(1,181.28)
8060 TRAVEL/TRAINING	2,360.45	2,917.00	556.55	8,025.58	5,517.00	(2,508.58)
8080 OUTREACH/PRINTING	2,270.08	2,333.00	62.92	2,359.08	3,000.00	640.92
8090 DUES, SUBSCRIPTIONS	471.00	2,083.00	1,612.00	2,762.48	4,166.00	1,403.52
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	3,000.00	0.00
8092 FEES/TAXES/LICENSES	369.00	433.00	64.00	469.00	866.00	397.00
8100 INSURANCE	3,689.07	0.00	(3,689.07)	3,689.07	0.00	(3,689.07)
8116 OFFICE SUPPLIES	722.39	1,350.00	627.61	2,508.38	2,425.00	(83.38)
8118 POSTAGE	55.00	50.00	(5.00)	82.24	100.00	17.76
8170 FUEL	24,313.92	25,000.00	686.08	52,126.85	50,000.00	(2,126.85)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	17,784.28	15,000.00	(2,784.28)	40,481.72	44,500.00	4,018.28
8180 SHOP SUPPLIES	479.92	750.00	270.08	1,658.15	1,500.00	(158.15)
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>93,351.42</b>	<b>99,125.00</b>	<b>5,773.58</b>	<b>178,708.75</b>	<b>206,094.00</b>	<b>27,385.25</b>
<b>9200 CAPITAL EXPENSE</b>	<b>58,555.00</b>	<b>12,000.00</b>	<b>(46,555.00)</b>	<b>58,555.00</b>	<b>12,000.00</b>	<b>(46,555.00)</b>
Total Expenses	428,263.34	412,383.00	(15,880.34)	772,923.94	823,510.00	50,586.06
Excess Revenue Over (Under) Expenditures	171,164.99	160,952.00	10,212.99	(48,403.37)	(154,226.00)	4,650.51

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
For 8/31/2021

	This Year	Last Year	Change
<b>Assets</b>			
1020 GENERAL CHECKING LC BANK	213,081.92	9,967.98	203,113.94
1030 LGIP - GENERAL FUND	140,525.96	596,157.30	(455,631.34)
1040 PAYROLL ACCOUNT LC BANK	72,996.42	96,847.73	(23,851.31)
1050 MONEY MARKET LC BANK	5,669.78	5,662.18	7.60
1095 CASH RECEIPTS CLEARING SYSTEM	247.67	62,605.38	(62,357.71)
1210 ACCOUNTS RECEIVABLE SYSTEM	8,631.34	20,056.50	(11,425.16)
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	(11,776.96)	(7,773.29)	(4,003.67)
<b>Total Assets</b>	<b>429,376.13</b>	<b>772,124.47</b>	<b>(342,748.34)</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	26,751.69	166,964.89	(140,213.20)
2050 CREDIT CARD PAYABLE	77,895.81	14,454.37	63,441.44
2059 CREDIT CARD PAYMENT CLEARING	(67,891.42)	(11,911.86)	(55,979.56)
2060 PAYABLE TO NWN	(398.40)	796.11	(1,194.51)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	190.00	65.00
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	(12,010.60)	0.00	(12,010.60)
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	28.88	0.00
2122 OREGON TRANSIT ASSESSMENT	(813.55)	0.00	(813.55)
2124 BENEFITS MEDICAL SDIS	(15,653.81)	0.00	(15,653.81)
2130 AFLAC-AT	(1,275.39)	(1,275.39)	0.00
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	175.00	0.00
2133 GARNISHMENTS	452.80	0.00	452.80
2134 ATU	(805.14)	(58.74)	(746.40)
2135 MASA	(94.33)	(94.33)	0.00
2140 RETIREMENT- 457(b)	(1,780.00)	(1,780.00)	0.00
2141 RETIREMENT-ER 457	14.99	14.99	0.00
2142 RETIREMENT-ROTH 457 (B)	(343.30)	(343.30)	0.00
<b>Total Liabilities</b>	<b>(17,235.57)</b>	<b>146,863.05</b>	<b>(164,098.62)</b>
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	(1,388.35)	(221,016.40)	219,628.05
<b>Total Net Assets</b>	<b>446,611.70</b>	<b>625,261.42</b>	<b>(178,649.72)</b>
<b>Total Liabilities and Net Assets</b>	<b>429,376.13</b>	<b>772,124.47</b>	<b>(342,748.34)</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 8/31/2021**

<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	7/01/2021	1260	6/01/2021	May 2021 Settlement	0.00	0.00	1,841.60	0.00	1,841.60
[6251] AMTRAK	7/31/2021	1281	7/01/2021	Jun 2021 Settlement	0.00	2,646.24	0.00	0.00	2,646.24
[6251] AMTRAK	8/31/2021	1297	8/01/2021	Jul 2021 Settlement	3,456.00	0.00	0.00	0.00	3,456.00
[6113] HOXIE, RONALD	8/11/2021	1291	8/01/2021	Aug 2021 Parking Space #7	0.00	47.50	0.00	0.00	47.50
[6246] RUSTY DAHLIA	8/11/2021	1289	8/01/2021	Aug 2021 Parking-Spaces #10-11	0.00	95.00	0.00	0.00	95.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	7/26/2021	1285	7/26/2021	Invoices 1278, 1279, 1280, 1283, 1284	0.00	0.00	(395.00)	0.00	(395.00)
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	8/31/2021	1296	8/01/2021	Jul 2021 Bus Passes	640.00	0.00	0.00	0.00	640.00
<b>Total</b>					<b>4,096.00</b>	<b>2,836.24</b>	<b>1,494.10</b>	<b>(255.00)</b>	<b>8,171.34</b>



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Accounts Payable Aging by Vendor as pf 08/31/2021**

<u>Invoice Date</u>	<u>Activity</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>More Than 30 Days</u>	<u>More Than 60 Days</u>
[6095] 6/30/2021	ENGLUND MARINE SUPPLY CO INC	499710/1 Cr	7/30/2021	SHOP SUPPLIES/DBL PMT	(25.47)	0.00	0.00	(25.47)	0.00
<b>Total for[6095] ENGLUND MARINE SUPPLY CO INC</b>					<b>(25.47)</b>	<b>0.00</b>	<b>0.00</b>	<b>(25.47)</b>	<b>0.00</b>
<b>[6154] OFFICE DEPOT</b>									
8/17/2021		1.79906E+11	9/19/2021	SOAP - TC	1.23	1.23	0.00	0.00	0.00
8/31/2021		1.90082E+11	10/03/2021	Laminator - TC	242.30	242.30	0.00	0.00	0.00
<b>Total for[6154] OFFICE DEPOT</b>					<b>243.53</b>	<b>243.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6225] VALIC-JPM CHASE</b>									
8/26/2021		2021-20	9/25/2021	FINAL PAYCHECK - JEFF CURRY - 401ABen, 457Ded	115.17	115.17	0.00	0.00	0.00
<b>Total for[6225] VALIC-JPM CHASE</b>					<b>115.17</b>	<b>115.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>[6257] WESTERN STAR NW INC</b>									
8/19/2021		CR PC201063144	9/18/2021	DBL. PMT - CALIPERS/BRAKE ROTOR/SHOES	(609.14)	(609.14)	0.00	0.00	0.00
8/19/2021		CR PC201063175	9/18/2021	DBL PMT - DISC PAD REPAIR KIT	(173.52)	(173.52)	0.00	0.00	0.00
<b>Total for[6257] WESTERN STAR NW INC</b>					<b>(782.66)</b>	<b>(782.66)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Total</b>					<b>(449.43)</b>	<b>(423.96)</b>	<b>0.00</b>	<b>(25.47)</b>	<b>0.00</b>



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing with Accounting Distribution**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
21067	8/03/2021	[6121] JACKSON & SON OIL INC - 07/2021 FUEL	FUEL	3894.30	8,834.37
			FUEL	107.64	
			FUEL	348.50	
			FUEL	4483.93	
21085	8/03/2021	[6193] SDIS - Invoices 2021-13, 2021-13, 2021-14, 2021-14, Adj07.31.21	BENEFITS MEDICAL SDIS	49427.79	49,427.79
21090	8/03/2021	[6257] WESTERN STAR NW INC - R&R Def Header/Radiator Core - Bus 1802	PARTS	5800.14	5,800.14
EFT	8/13/2021	[6225] VALIC-JPM CHASE - Payroll Dated 08.13.2021	RETIREMENT- 457(b)	2576.64	5,879.75
			RETIREMENT-ER 457	2554.74	
			RETIREMENT-ROTH 457 (B)	748.37	
EFT	8/17/2021	[6033] CARD SERVICE CENTER - STMT - 7/09 - 8/08/2021	CREDIT CARD PAYMENT CLEARING	7340.78	7,340.78
21120	8/17/2021	[6193] SDIS -Quarterly Ins-General, Property & Liability	GENERAL LIABILITY	4115.75	18,040.25
			PROPERTY	2878.75	
			AUTO	11045.75	
21127	8/17/2021	[6237] WILCOX & FLEGEL - 07/2021 FUEL	FUEL	1604.56	18,928.24
			FUEL	2628.17	
			FUEL	14695.51	
21140	8/31/2021	[6116] IFOCUS CONSULTING - SERVER	CAPITAL EXPENSE	14113.00	14,113.00
21148	8/31/2021	[6351] OREGON CORRECTIONS - FIVE BUS SHELTERS	CAPITAL EXPENSE	44442.00	44,442.00
21152	8/31/2021	[6193] SDIS - Invoices 08.31.21, 2021-16, 2021-17, 2021-20	BENEFITS MEDICAL SDIS	49487.09	49,487.09
<b>Total Checks</b>					<b>222,293.41</b>

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

Run: 9/16/2021 @ 10:34 AM

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Closing Balance from Previous Statement.....	8/09/2021	-7,340.78
0 Deposits and Other Additions Totaling.....		0.00
48 Checks and Other Withdrawals Totaling.....		3,546.30
1 Adjustments Totaling.....		7,340.78
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	9/07/2021	-3,546.30
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	9/07/2021	-71,267.74
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-71,267.74

Date	Check	To	Check Description	Amount
✓ 8/05/2021	0000342	NEXGRILL	Lewicki - BBQ Parts - Staff BBQ	44.99
✓ 8/09/2021	0000326	CITY LUMBER	Hazen - TC Light Bulbs	112.00
✓ 8/09/2021	0001209	HR ANSWERS INC	Farmer - 2021 Oregon Legislature Webinar	119.00
✓ 8/09/2021	0001209	IPMA HR OREGON	Farmer - Registration - Legislative Update	20.00
✓ 8/10/2021	0000342	ODOT	Lewicki - Vehicle Registration - Bus 2101	134.50
✓ 8/11/2021	0000284	FRED MEYER	Jones - Office Fan	34.99
✓ 8/11/2021	0000342	ODOT	Lewicki - Vehicle Registration - Bus 2102	134.50
✓ 8/11/2021	0001217	CENTER FOR URBAN TRANSPORTATION RESEARCH	Kleczek - Training Event	250.00
✓ 8/12/2021	0000326	FACEBOOK	Hazen - Employment Ad	27.94
✓ 8/13/2021	0000251	NFI.PARTS	Lewicki - Expansion Valve/Filter Drier AC System - Bus 1902	174.42
✓ 8/13/2021	0000342	STAPLES	Lewicki - Bulletin Board/Driver's Info	44.42
✓ 8/13/2021	0000342	FRED MEYER	Lewicki - Mirror - Driver's Info	59.99
✓ 8/13/2021	0000342	AMAZON	Lewicki - Bags/Covid	73.16
✓ 8/13/2021	0000342	OCEAN CREST	Lewicki - Diagnosis Bus 2002	141.75
✓ 8/14/2021	0000342	AUTO AIR ONLINE	Lewicki - 12 Volt Clutch Coil - Bus 92	59.00
✓ 8/16/2021	0000284	AMAZON	Jones - Travel Training Video	79.00
✓ 8/17/2021	0000269	ADOBE INC	Parker - Monthly Subscription	10.99
✓ 8/18/2021	0000342	ADOBE INC	Lewicki - Montly Subscription	14.99
✓ 8/18/2021	0000342	ADOBE INC	Lewicki - Monthly Subscription/Jennifer	14.99
✓ 8/18/2021	0000342	UPTOWN CAFE	Lewicki - Lunch/Ops	59.00
✓ 8/19/2021	0001209	NICEBADGE.COM	Farmer - Badges - FR/Ops	63.42
✓ 8/20/2021	0000326	APPLE	Hazen - Monthly Cloud Storage	0.99
✓ 8/20/2021	0000342	BEN'S COMPUTER STORE	Lewicki - Cable/TO	16.50
✓ 8/23/2021	0001209	SUBWAY	Farmer - Driver's Meeting Lunch	475.25

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

Run: 9/16/2021 @ 10:34 AM

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✓	8/24/2021	0000284	AMAZON	Jones -	8.99
				Travel Training Video	
✓	8/24/2021	0000326	WASHINGTON POST	Hazen -	40.00
				Subscription	
✓	8/24/2021	0001217	SDAO	Kleczek -	-75.00
				Refund/Training Event	
✓	8/25/2021	0000284	CLICKBANK	Jones -	47.00
				Travel Training Video	
✓	8/25/2021	0000284	INSTAMIC	Jones -	60.00
				Travel Training Video	
✓	8/26/2021	0001209	GAETANO'S MARKET & DELI	Farmer -	52.00
				Meal - J. Curry Family	
✓	8/27/2021	0000284	AMAZON	Jones -	87.99
				Digital Storage	
✓	8/27/2021	0001209	FRED MEYER	Farmer -	10.98
				Baked Goods - J. Curry Family	

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

Run: 9/16/2021 @ 10:34 AM

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Date	Check	To	Check Description	Amount
✓ 8/27/2021	0001209	FULLIDENTITY.COM	Farmer -	57.50
✓ 8/29/2021	0000284	COSTCO WHOLESALE	Badges - Admin/FR/Ops Jones -	99.99
✓ 8/30/2021	0000251	CARPARTS.COM	Video Storage HDD Lewicki -	207.70
✓ 8/30/2021	0000326	SURVEYMONKEY	Headlight Assembly - Buses 2001/2002/2003 Hazen -	384.00
✓ 8/30/2021	0000326	FRED MEYER	Annual Subscription Hazen - Batteries - TC	18.49
✓ 8/30/2021	0001209	DOLLAR TREE	Farmer -	16.50
✓ 8/31/2021	0001209	EVENTBRITE	Cards Farmer -	15.00
✓ 8/31/2021	0001217	SDAO	Training Kleczek -	25.00
✓ 9/01/2021	0001209	INDEED	Training Event Farmer -	37.50
✓ 9/03/2021	0000284	AVG TECHNOLOGIES	Job Posting Jones -	39.99
✓ 9/03/2021	0000284	AVG TECHNOLOGIES	Antivirus Jones -	47.99
✓ 9/03/2021	0000324	AMAZON	Antivirus Lewicki -	169.90
✓ 9/04/2021	0000284	AVG TECHNOLOGIES	USB Cable - Bus Tablets Jones -	-39.99
✓ 9/06/2021	0000284	AMAZON	Rtn/Antivirus Jones -	14.99
✓ 9/06/2021	0001217	ONESTREAM	Travel Training Video Kleczek -	39.00
✓ 9/07/2021	0001217	ADOBE INC	Subscription Kleczek -	14.99
			Subscription	
<b>Total Checks:</b>				<b>3,546.30</b>

Date	Reference	Adjustment Description	Amount
✓ 8/12/2021	GC	Payment made from Gen. Ck. for Statement ending 08/08/2021	7,340.78
<b>Total Adjustments:</b>			<b>7,340.78</b>

Date: September 16, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a In-person Board Meetings

Discussions were held by the Board at the July 22nd and August 26<sup>th</sup> Board meetings 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, September 16th, the TSA announced that the mask requirement was updated and will expire on January 18<sup>th</sup>, 2022. In the September 16<sup>th</sup> Daily Astorian, there is an article that reports that the local hospitals are seeing a decline in Covid-19 virus patients. I have attached the article for you.

At the August 26<sup>th</sup> Board meeting, it was the consensus of the Board to not make a decision and to continue the discussion at that September 23<sup>rd</sup> Board meeting.

Staff is recommending that the Board continue the discussion.



[https://www.dailyastorian.com/coronavirus/local-hospitals-see-decline-in-virus-patients/article\\_3b2fd580-165e-11ec-b2b7-334817a7d7fe.html](https://www.dailyastorian.com/coronavirus/local-hospitals-see-decline-in-virus-patients/article_3b2fd580-165e-11ec-b2b7-334817a7d7fe.html)

TOP STORY

## Local hospitals see decline in virus patients

Health care providers hopeful after summer peak

By Erick Bengel, The Astorian  
Sep 15, 2021

Hospitals in Clatsop County have experienced an ebb in the number of patients admitted for the coronavirus.

After about the first week of August, Columbia Memorial Hospital began to see a rise in COVID-related hospitalizations, reaching a peak of 11 virus patients, Judy Geiger, the hospital's vice president of patient care services, said at a news conference Wednesday.



Health care providers are hopeful as the number of coronavirus patients declines.

Hailey Hoffman/The Astorian

For a few weeks, the 25-bed Astoria hospital averaged between six and seven virus patients a day. Within the past few days, however, the number fell to three or four virus patients a day.

Providence Seaside Hospital saw a peak of about six virus patients, “which is a lot when you’ve got just 25 beds,” Jason Plamondon, the hospital’s chief nursing officer, said.

Providence Seaside has since been averaging three to four virus patients a day, he said, but over the past several days that number has dropped to between zero and two. “I don’t want to jinx anything. Right now things are looking good,” he said.

Geiger and Plamondon said the recent COVID patients are, on average, getting sicker than patients in the past and are requiring more specialized care.

“It takes a lot of scrambling to make sure that we’ve got a private room available for that patient, and that we’ve got the space for that patient,” Plamondon said. The hospital has to consider such factors when COVID patients arrive — “where are we going to set them up, how are we going to care for them ... It takes more resources from the hospital to care for these patients.”

Geiger explained that nurses caring for COVID patients “have to put on a lot of PPE (personal protective equipment) to go into the room, then they have to take it off very carefully to come out of the room so they don’t spread any COVID. And then they have to go on to the next patient and do the same thing as they’re taking care of several COVID patients.”

Columbia Memorial is considering taking down a special COVID unit, an area of the hospital converted from a same-day surgery where virus patients are held so that infectious air would not move into the rest of the hospital. Virus patients would be sent to the hospital’s other in-patient units, “as long as we don’t get another surge of them,” Geiger said.

The surge in local virus cases over the summer, which public health leaders have attributed to the delta variant, has caused more stress on hospitals than at any time during the pandemic. Personnel from the Oregon National Guard have been assigned to Columbia Memorial and Providence Seaside to help health care providers handle the demand.

The hospitalization data is “very compelling information,” Margo Lalach, the county’s interim public health director, said. “There are different things that motivate the public and pique their attention, and this has been something that has really piqued their attention, of who’s being hospitalized and whether or not they’re vaccinated.

“We know the majority of people who are contracting COVID are unvaccinated,” Lalach continued, “although we’re seeing more and more vaccinated cases getting COVID ‘cause it’s not 100% protective. But in hospitalizations and serious illness, it’s still the unvaccinated. It is motivating people to get a dose, or that second dose, of vaccine.”

The county Public Health Department, she said, relies on local hospitals “to release that data and share it with us and so we can share it with the public, and the plan is to continue to do so as long as it’s meaningful to the community.”

## Erick Bengel

Erick Bengel is a reporter at The Astorian. Contact him at 971-704-1724 or ebengel@dailyastorian.com.

Date: September 16, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Mandatory Vaccinations

At the August 26<sup>th</sup> Board meeting, a discussion was held regarding mandatory vaccinations. Since that meeting, I have some updates. As I'm sure you are aware, the President has issued an Executive Order requiring employers that have 100 employees mandate Covid-19 vaccines for their employees. This will affect government employers in Oregon as well due to the State having a State OSHA plan. The State's mandatory vaccine plan will have to be the same as the Federal one or more strict. We aren't affected by it because we have less than 100 employees. Also, on September 7<sup>th</sup>, the FTA sent out an email to urge transit agencies to ensure their transit workers and communities have every opportunity to get the vaccine. This isn't a mandate, just a request.

I had a conversation with Julie Brown, the General Manager of Rogue Valley Transportation District (RVTD) about what they are doing. At their Board meeting last month there was a lot of discussion about mandating vaccinations for all RVTD employees. A motion ended up being made to require vaccinations, but it failed. The Board wanted more information and a draft policy presented to them at their September meeting. I highly encourage you to watch the segment of their meeting where they discussed vaccinations at this link, [https://videoplayer.telvue.com/player/w9sPsSE7vna3XTN\\_39bs1rEXjVWF0kfP/media/663729?fullscreen=false&showtabssearch=true&autostart=true](https://videoplayer.telvue.com/player/w9sPsSE7vna3XTN_39bs1rEXjVWF0kfP/media/663729?fullscreen=false&showtabssearch=true&autostart=true). They will be meeting the day before our Board meeting, and I hope to have an update for you on what they decide.

I also surveyed our employees that have not been vaccination and received three responses out of nine non-vaccinated employees. I asked them the following questions:

Q1 Please tell us on a scale of 1 – 10, where 1 is Absolutely Not and 10 is Absolutely Yes, whether you are considering becoming vaccinated to help prevent COVID-19. All three respondents answered 1, Absolutely No.

Q2 Please check which incentives would be of interest for you to become inoculated to prevent COVID, check all that apply.

- \$250 incentive
- 3 days of paid time-off
- Avoid additional insurance premium costs
- None of the above



All three respondents answered, None of the above.

Q3 If SETD requires a COVID-19 vaccination as a condition of employment, would you receive the vaccine? All three respondents answered, No.

Q4 Please provide additional feedback here. Two respondents responded to this question, and I have edited their input as to not identify who they are.

- If you make it mandatory, I WILL NOT COMPLY no matter what you try to compensate me with or threaten me with.
- There is no test for any covid variant. Are any of those in the hospitals that are so overwhelmed, there for vaccine injuries? No! All is being covered up; Vaccine injury and death is rampant; For most with pre-existing conditions, death is sudden, within a month and they are calling it anything but vaccine injury; Others will be sick and die later, within a few years. Stop listening to the news, and start researching online, there's no excuse for ignorance. The news is propaganda and lies. I see a lot in real life and not on tel-a-vision and where my mind is watching something that is being manufactured to program my mind and condition me. For fifteen months between the virus and the vaccine, no one died that I knew, Now myself and everyone I know is surrounded by death, riders are dying, and family members, and it is my belief that it is from the vaccine. I know for a fact that riders, my co-worker, and family members took the vaccine and are now dead! And others that I know, are at deaths door.

If the Board desires to move forward with mandatory vaccinations, staff will need time to develop a policy and work with the union on it.

Date: September 16, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Driver Shortage Update

As Sue noted in her report, we have hired a new driver. We also had a driver quit with one day notice. We still have drivers working six days even after the cuts in order to operate the routes we are currently running. Sue and Jason attended the job fair that was held in Astoria on September 15<sup>th</sup>. It wasn't very well attended but Sue did speak to one individual who was just paroled, and she let them know about the program we are looking to set up.

Last week, the FTA released a discretionary grant funded by the American Rescue Plan (ARP). I'm looking at our ability to apply for it to see if we meet the requirement of having spent at least 90% of our CARES Act funds. Even if we don't qualify for this grant, there will be other ARP funds that ODOT will be putting out as a discretionary grant. Either way, I am looking at using those funds if we are successfully awarded funds to assist with recruitment and retention of employees. I'll be considering sign on bonuses, a higher employee referral bonus and a significant increase in wages for two years for all employees.

Date: September 16, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Oregon Get There Challenge Presentation

Kathy will be doing a presentation about the upcoming Get There Challenge. I highly recommend that prior to the meeting, you create an account with Get There Oregon and register for the challenge by going to: <https://getthereoregon.org/challenge/> and follow the steps in the orange section.

If you need help, please call me and I'll walk you through it.

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!

	August		
	TY	LY	
10	2,412	2,394	1%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	193	264	-27%
15	1,693	1,107	53%
16	325	297	9%
17	132	0	#DIV/0!
20	1,739	1,891	-8%
21	329	267	23%
101A	3,599	2,448	47%
101B	1,403	2,668	-47%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	5,002	5,116	-2%
LCC	748	545	37%
PC	903	929	-3%
SC	262	336	-22%
Total	13,738	13,146	5%
YTD	29,275	26,110	12%

-MicroTransit

Paul and I met with a company to see a presentation on micro transit to explore the possibilities of integrating it into SETD. We will be sharing the presentation to give you an idea what micro transit is.

-Trainings

ODOT had three days of training at the end of August and beginning of September packed with one-hour webinars on various operational topics. I also attended an National Transit Institute – National Transit Database training in preparation for our upcoming annual reporting. Along with many of you, I attended the SDAO Board and Staff training webinar held on September 7<sup>th</sup>. Always good information in this training!

#### -Seaside Office

I had a good conversation with the owner of the building we lease for the Seaside office. I shared my concern about the 5-year extension in our current agreement and he is very willing to make it a 3-year. He is drafting a new agreement that will allow us to stay in the same space and not have to move again.

#### -Offender Re-entry Program

I met with a group from Northwest Oregon Works, the group that is the workforce board for our area. They handle the Department of Labor money that is passed down through the State for workforce training projects. They are very interested in the program that I am working on and will likely be at the meeting we will be having with the Sheriff and the head of Parole and Probation.

### 2021-2023 SETD Priorities

#### Priority One

- Benchmark and track services
  - Ridership Increases & Decreases from previous year **Goal is double digit increases. August +5% YTD +12%**
    - 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. August performance: SETD 52.1%, TCTD 61.6%, LCT 61.1%**
    - 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 an offender re-entry 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

September 2021, Operations

Paul Lewicki

Although the recent high temperatures have abated, our shortage of drivers continues to be a challenge. Having adjusted the routes and schedules to accommodate for the shortage has helped. Often, however, our drivers are still asked to work six-day weeks. Since last month's report, one more driver has resigned. We have one driver in training, and one more driver to begin with the District mid-September. Each of these drivers must test and obtain their commercial drivers license (CDL) before being able to drive a bus. This will take some weeks to accomplish. We continue to advertise and accept applications for bus drivers.

Our reduced service schedules have been implemented successfully. Although I have received little feedback from our riders, there seems to be general acceptance of the reduced schedules considering that the problem of finding drivers, or any employees extends far beyond the borders of Clatsop County and Oregon. We continue to explore ways to retain our existing employees and to find new, qualified employees – especially drivers.

Our two new (remanned) Gillig buses have been put into service. Our riders are pleased and our drivers are very happy with these new coaches. As they grace Highway 101, they project a favorable image of the District, making a statement with their size, their newness, and their amazing graphics. I hope that these remanufactured coaches can be the beginning of a new approach to providing safe, reliable, friendly service on our busiest route – the 101.

We continue to work on the specifications and request for quote (RFQ) for the two new buses to replace the motor coaches on the Lower Columbia Connector. We are working with our contractor, Knowledge in Mobility, to get the procurement out on the street. I expect this to happen in September. It is difficult to predict the lead time for these vehicles, but I would guess it will be many months before we see our new buses. In the meantime, I commend our fleet maintenance crew for the outstanding job they do in sourcing needed parts and providing the TLC necessary to keep the current connector fleet operating safely and efficiently.

Working with the City of Astoria, we have reached agreement to move the bus stop in front of the entrance of The Armory (16<sup>th</sup> and Exchange) to the corner of 17<sup>th</sup> and Exchange. The current location of this stop has interfered with the loading and unloading of passengers visiting events at the facility. Moving the stop to the east end of the block will greatly improve the safety of folks using the building entrance.

Also, Astoria has agreed to place signs and paint the curb at the bus pullout just west of Columbia Avenue on Marine Drive. This pullout reverted to curb parking at some point and has created a safety hazard to those alighting from our buses. This recovered pullout is across Marine Drive from our stop in front of Holiday Inn Express where westbound passengers alight.

Kudos to Jennifer for the effort she is putting in to learning more about Operations, and my thanks for her tireless help.

Ride Assist/Deputy Operation Officer  
September 2021 Report  
Jennifer Geisler

- In August, Ride Assist provided a total of 965 rides. ADA Paratransit had 622 riders, we provided 213 Medicaid rides for Northwest Rides with 63 escorts. SETD provide 13 local rides for the VETP service. This is an average of 35 rides per day. There were zero ride denials for the month. Dial A Ride did not provide any service for the month of August.
- We delivered 48 produce boxes over the month. This has shown to be a consistent need in the community and requested every week.
- ADA Paratransit Report for August:4
  - Number of completed applications received: 4
  - Number of incomplete applications received:
  - Number of determinations made:
    - Within 21 days:
    - More than 21 days:4
  - Determination by type:
    - Unconditional:
    - Conditional: 0
    - Temporary:0
    - Not eligible:
  - Number of appeals requested: 0
  - Number of appeals heard: 0

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

• Para-transit Fares	\$660	• Ticket books sold	\$432
• Dial-A-Ride	\$0	• VETP Billed	\$259
• Tickets Collected	\$506		
• Invoiced ADA rides	\$54		

I'm continuing to learn the duties of the Deputy Operations Officer. After the board meeting last month, I helped facilitate the driver meeting the next day in Warrenton. The drivers were informed of the reductions in routes, given valuable employee information and watched the newest video SETD's Jason Jones developed with SETD staff and drivers. I helped with the updating of the driver paddles, zoom meetings with Swiftly, getting to know how the fixed route supervisors operate on a daily basis and I attended (online) a three-day ODOT Grant Management training.

- In August, I worked with 62 riders who needed general guidance, in-person travel training, trip planning, location theory, and awareness of landmarks. 51 of the 62 trainees were students of Astoria Highschool, seven riders were from North County, and four were from South County. The students were from various summer classes that came together in 3 different sessions with me over two days. The classes are life skills-oriented as they enjoyed several special guests throughout the Summer that bring awareness to crucial issues a student may face in the coming year and beyond. The staff at AHS views transportation as an essential part of their curriculum, and I look forward to many more opportunities to return and provide travel training to the students. Kathy partnered with me on 1 of the outings to share transportation options in person, and the Operations team was able to provide a bus and a driver for the practical part of the student travel training. Trainees were directed to the District's YouTube page for further details of travel training.
- We provided 13 trips in August to Veterans needing transportation assistance. 9 Veterans were transported to local medical appointments, while four 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. I was thankful to hold a meeting with Criselda Wilcox from Worksource Oregon. Criselda is the disabled Veterans outreach program specialist, and we are looking forward to helping our local community of Veterans through various avenues soon. Though we are still actively looking for additional Veteran Volunteer drivers to help us ramp our program up in the coming months, I met with two potential drivers this month. I'm awaiting further engagement with them shortly in hopes of bringing them onboard.
- For 1, it takes 1. There are roughly 19 Veterans and active personnel in America who commit suicide each day. Though our Veteran's Enhanced Transportation Program (VETP) helps Veterans get to medical services, we believe at least one individual is in crisis every day in Clatsop County and we have the opportunity to be there for them potentially. Our average trip takes 15 minutes, so I like to say sometimes that it takes 15 minutes to make a difference. Are you a Veteran in crisis or concerned about one? Connect with the Veterans Crisis Line to reach caring, qualified responders with the Department of Veterans Affairs. Many of them are Veterans themselves.  
**[www.veteranscrisisline.net](http://www.veteranscrisisline.net)**  
**Call 1-800-273-8255 and Press 1**  
**Text 838255**
- I released a new video in cooperation with Sue Farmer in August with a focus on the hiring of drivers titled: Come Drive with Us. Mobility Management and the training of riders depend on talented and dedicated drivers transporting our community. This video will hopefully encourage those looking for a career in transit to apply and join our team so that we can keep our service strong for our ridership learning the ropes.
- Help get our travel training videos in front of more people by visiting our YouTube page: <https://www.youtube.com/channel/UCi2G1x1YYTZIRJfRpvRGRhg>. Simply like, share, and subscribe to the page. Set your clocks and remember to drop in and watch Transportation Talk on Fridays at 11 am on Facebook Live.



September is back to school month and National Preparedness Month. And Hispanic Heritage month. It is also the month before the annual GET THERE CHALLENGE, get signed up and in the habit of logging your trips now! ASK ME HOW [www.GetThereOregon.org](http://www.GetThereOregon.org)

Transportation in the Time of Corona has now transitioned to Transportation Talk. We are still doing the same quality content, now with less focus on the Covid-19 pandemic. This month we have featured guests from Commute Options to talk about the Get There tools and how they can benefit employers and employees, as well as the Cannon Beach Emergency Manager, to talk about what responsibilities we each have to prepare for any type of emergency. 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](#)! The videos exist in a [library of videos](#) on Facebook. 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. I am in the middle of getting out materials for the Get There Challenge, Safe Routes to School “Drive Like it” Campaign, and other Walk and Roll to School type information.

### **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 its resources
- Applied for ImpACT Leadership program sponsored by the Association for Commuter Transportation
- Started Social Marketing classes (1<sup>st</sup> one is right before this meeting)

### **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
- Distributing “Drive Like it” materials



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

**OUTREACH and ANNOUNCEMENTS-**

Prepped and distributed Public Announcements for the September Board Meeting

Prepared August 2021 Board Minutes

Prepared ½ page Ad for Daily Astorian Fixed Route Driver

Prepped Job posting flyers Eng/Span for Fixed Route Driver posted on Web and Facebook

Prepared Job posting flyers Eng/Span for Transportation Support Specialist Posted on Web and Facebook

Prepared Public Announcements Eng/Span Route Reductions posted on web and Facebook

Posted Route Reduction Announcements and proposed routes schedules in all bus shelters and public agencies

Posted all approved route schedules

Prepared Labor Day Bus Service Announcement Eng/Span

Posted Labor Day Announcement on web and Facebook and in all bus shelters

Following Board Approval posted all approved route schedules in bus shelters.

Posted Transit App flyers in shelters

September 5 evening removed all outdated schedules and announcements from all bus shelters.

September 7<sup>th</sup> and 9<sup>th</sup> SDAO Training for Board and Staff





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

**MEETINGS/TRAININGS ATTENDED:**

- HR Answers OR 2021 Legislative Updates
- SDAO “How to Prepare for an OR OSHA Review” Risk Management” Webinar Various Topics
- Brown & Brown “Risk Management Webinar”
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

**ACTIONS:**

- Contacted Clatsop County Sheriff Matt Phillips and Parole & Probation Director Kristin Hanthorn to set-up a meeting for Tuesday, September 28, 2021 with SETD to discuss the driver shortage and incarcerated reentry bus driver program
- Prepared and posted the job opening for the Transportation Support Specialist. Conducted 5 interviews for the position with Deputy Operations Officer Jennifer Geisler.
- Conducted 1 interview for a potential bus driver. This driver will return to SETD on September 20<sup>th</sup>. She has her permit and will be training to obtain her CDL B.
- Met with and assisted the widow of one of our Fixed Route Drivers with paperwork for benefits of a surviving spouse.  
On behalf of SETD took a meal and flowers to the spouse. ParaTransit delivered a food box for the family.
- Prepared for Driver’s Meeting on Friday, August 27<sup>th</sup>. Helped with preparation of the luncheon and presented on benefits of the Employee Assistance Program for preparing a will and obtaining an advance directive and power-of-attorney.
- Assisted with the Good-Bye Party for longtime employee Operations Assistant Maryann Champagne and ParaTransit Driver Penny Miller on Monday, September 13, 2021.
- Conducted 3 Exit Interviews.
- Processed 3 Oregon Family Leave Act packets for employees.
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, September 23, 2021. Completed 3<sup>rd</sup> Quarter inspections.
- Prepared evaluation templates for Evaluations Due in October 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 Transportation Support Specialist Danielle McGregor-Clark on Tuesday, September 7, 2021. Danielle was an employee for SETD Ride Care in 2018 before the program moved to Tillamook. Danielle has experience with Ecolane billing, office, and accounting procedures. It is with great enthusiasm that we welcome Danielle back to SETD!

**WORKPLACE DEMOGRAPHICS:**

<b>Male</b>	<b>28</b>
<b>Female</b>	<b>17</b>
<b>Hispanic/Latino</b>	<b>2</b>
<b>White</b>	<b>41</b>
<b>Two or More Races</b>	<b>2</b>

Updated: 9-14-2021