



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY DECEMBER 9, 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. OCTOBER FINANCIAL REPORT
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. CONTINUED BUSINESS
9. NEW BUSINESS
 - a. SDAO CONFERENCE
 - b. RETURNING CITIZEN PROGRAM UPDATE
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

DECEMBER

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
ATU	AMALGAMATED TRANSIT UNION
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
DECEMBER
2021

IS	INCOME STATEMENT
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
MASA	MEDICAL AIR SERVICES ASSOCIATION
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
DECEMBER
2021

QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
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



**Sunset Empire Transportation District
Board of Commissioners
October 28, 2021
Draft Zoom Board Meeting Minutes**

1. CALL TO ORDER - Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL: Present: Chair Debbie Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Guillermo Romero and Commissioner Rebecca Read.

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

3. CHANGES TO AGENDA- No changes
4. SETD 2020 AUDIT-Paul Nielson CPA from Isler CPA of Eugene, reviewed the 2019-2020 SETD Audit Report which was included in the Board Pack. Paul explained that the auditors responsibilities are to find and report any significant findings to the governing Board. Auditors are required to report any errors in the financial statements that would change a financial decision that has been based on the financial statements. Paul said there were findings this year that will be gone next year and that Quick Books was one of the main causes of these findings. He said there were no difficulties encountered during the audit process. Paul explained that Oregon Minimum Standards requires that SETD use a Licensed Municipal Auditor.
Commissioner Nino asked if the Board Members listed on the first page should be corrected to those that were on the Board on June 30, 2020. Paul said he would correct the list. Commissioner Nino also asked if bus shelters should be placed under something other than buildings, since they would probably not last for 50 years. Executive Director Hazen said shelters are considered amenities. Paul said that he would make the corrections and send the corrected report. No other changes or corrections were made.
Commissioner MacDonald moved to accept the 2019-2020 Audit
Commissioner Alegria seconded the motion

Roll Call Vote:

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

7-Aye
0-Nay
Motion passed.

5. PUBLIC COMMENT (3 minutes)- None
6. APPROVAL OF THE SEPTEMBER 23, 2021, BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the September 2021 Meeting Minutes
Commissioner Romero seconded the motion
Discussion-Commissioner Nino said effected should be changed to affected at the top of page 50.
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 EXCEPTIONS AND INFORMATION REPORTS- SEPTEMBER 2021

Financial Officer Kelly Smith asked if there were any questions. Commissioner Reed asked for clarification on the Veterans Enhancement Program and if they were doing Portland trips. Mobility Manager Jason Jones said that the Veterans Clinics in Portland were closed but have recently started opening but most appointments are being done locally or virtually. Most of the Veterans currently in the program except for a couple just need local rides. Commissioner Read asked if there were any Veterans on our advisory boards. Jason said he has tried and most of them do not have interest in coming to a meeting however Jason said he talks to them one on one and gets feedback. There were no corrections or changes made to the Financial Report.

Commissioner Read moved to accept the September 2021 Financial Reports as presented.

Commissioner Romero 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 she had watched the Yes You Can video, and it was great. The actors were top, and you all did a good job. Debbie said she did sign up for the Get There Challenge and was doing great prior to it starting and then things changed, and she was not able to participate as much. Debbie told the Board to let her know if they had anything they would like to have put on the Board Agenda. Debbie reminded the Board that there will not be a meeting in November. The next Board meeting will be on December 9th.
- b. Commissioner MacDonald- Reported that he has become the Lieutenant Governor of the Kiwanis and is trying to use the Northwest Connector for his visitations which will make his availability for other things a little less.
- c. Commissioner Alegria- Reported she had participated in the Get There Challenge.
- d. Commissioner Withers- Nothing to report
- e. Commissioner Nino- Reported that Mobility Manager Jason Jones reached out to her to participate on the Yes You Can video. We did it in one day. Diana said she was very excited to see us use our own versions of training videos to educate others. Kudos to Jason for his work.
- f. Commissioner Read- Reported that she has been working with Public Defender Kirk Wintermute and the pretrial probation clients that have issues with getting to appointments. Covid has made those appointments remote, so we are really on hold with that need right now. Rebecca said Kirk is working with and a board member of another population that is underserved which is the Lifeboat Services. The Lifeboat offers several programs including a homeless drop-in center providing meals, warming and outreach for folks on the street. The Lifeboat is also the umbrella organization behind the Beacon Clubhouse which is a membership organization providing job training, support, and socialization for people with mental illness. They have recently moved to a location downtown and there are some participants that struggle with getting there from outside of the Astoria city limits. People used to be able to use RideCare but they have changed their rules and no longer allow participants to use their services since Beacon is a non-clinical program. Sometimes the people at Lifeboat will buy tickets to help people

out which are provided at a discounted senior and disability rate but is there any programs offering passes at a cheaper or discounted rate. Commissioner Read said that she had talked with Executive Director Hazen and there is a program for free bus passes. Executive Director Hazen explained that whenever a nonprofit seeks bus passes, we ask that they write a letter to SETD explaining the program and the need for passes. Executive Assistant Mary Parker then sends the information out to the leadership team for review and approval. Mary then arranges for the vouchers to be prepared and notifies the organization when they are ready for pick up. Most organizations ask for 25 or 50 vouchers, but some larger ones ask for 100 vouchers. Please contact Mary for making a request and for more information.

g.

Commissioner Romero- Reported that he introduced himself as a Board Commissioner to a couple of drivers and had a very positive response. They appreciated that I had talked to them, and he thanked them for their employment and service.

9. CONTINUED BUSINESS

- a. **MANDATORY VACCINATIONS** – Chair Boothe-Schmidt said she wanted a little more information on what will happen if the Department of Transportation makes us do mandatory immunizations and the costs associated with implementing testing and what we would have to do concerning the union. Executive Director Hazen said Biden’s plan for mandatory immunization for employers that have 100 or more employees is working its way through the system, but once it is approved Oregon OSHA will make a plan that is at least or more inclusive than the federal requirements, so he is hesitant to start anything until we receive final requirements. There was Board discussion about the risks of losing drivers and the strain on the drivers that would be left. The drivers seem very protected on the buses with Plexiglas barriers and masks. Covid numbers have gone down, and booster shots are available. We should continue to require that masks are worn by employees to protect themselves and protect others.

10. NEW BUSINESS

- a. **BEST PRACTICES**- Executive Director Hazen explained that SETD’s insurance provider SDIS has an annual opportunity for members to reduce their annual premium by participating in a Best Practices program which at the same time mitigates risk in areas of high exposure and reduces liability. The program has a new area of focus each year and offers a list of requirements that participants review and comply with to earn discounts. Requirements review procedures for safe practices, training, and policies. This year’s survey is about Cyber Security. IFocus provides most of our tech support, SDIS provides training and assistance with policies, training and requirements. Executive Director Hazen said the District will be receiving a 10% discount for this year which is broken down as follows:
 - 2% discount for belonging to the Oregon Transit Association
 - 2% discount for having a cyber security policy
 - 2% discount for filling out the cyber security checklist
 - 2% discount for attending cyber security risk management training
 - 2% discount for attending a SDAO-SDIS training
- b. **TITLE VI UPDATE**- Mobility Manager Jason Jones explained that the District’s Title VI plan is a guiding principle that assures that we are preventing discrimination of any kind. Jason said SETD is committed to providing transportation services to the public and ensures that no person shall, on the ground of race, color, national origin, religion, age, marital status, sexual orientation, gender identification, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by SETD. Jason explained that our Title VI plan contains specific instructions on how to file a discrimination complaint. The plan is required to be updated every three years. Commissioner Alegria requested on page 69 changing the word monitor to review. Also on the same page under Objectives on the first line remove the comma between barriers and exist. Also, on page 71 under Section III add the word OTHER to the list of types of discrimination.

Commissioner MacDonald moved to accept the updated SETD Title VI Plan

Commissioner Reed seconded the motion

Discussion-Commissioner Romero said he recommends not using the word “minority” as is done on page 70 and would like it replaced with “BIPOC” (black, indigenous and people of color)” instead. Commissioner Reed said that “Lower Columbia Hispanic Counsel” should be updated to “Consejo Hispano”. Commissioner Reed also recommended having staff and leadership work closely with community partners for input and to keep the door open and make sure we are getting honest feedback of how we are doing. Commissioner Nino said she can see the effort that has been put into this document, but we can do better. Commissioner Nino said on page 70 under BIPOC this plan includes Consejo Hispano as a partner in the plan and the plan is good for three years. Was being a partner for 3 years discussed with Consejo Hispano, because that is a huge commitment, and it is the only organization listed on the plan. Executive Director Hazen said that this is a carryover from the last Title VI update which was prior to the formation of the Transportation Advisory Committee. Commissioner Nino said 3 years is a huge commitment for a non-profit. Instead Commissioner Nino recommended saying culturally appropriate local organizations and listing examples of these organizations like Community Action, Consejo Hispano and others so there is more than one listed. Executive Director Hazen said he really liked that and will make those changes. Commissioner Nino said on page 71 on the complaint form TDD is listed without explanation. She suggests either listing what the acronym is or have a list of the acronyms at the bottom of the form. Commissioner Nino agreed with the addition of “Other” in section 3 and asked that in section 4 concerning the question: Have you filed a complaint with this agency? There should be a list of agencies so there is no confusion and if answer is yes, there should also be a space for recording “When?” Executive Director Hazen said we would have that record. Commissioner Nino asked if the information in section VI of form will be completed by the person filing the complaint. Executive Director Hazen said yes. Commissioner Nino asked to make it more clear by adding Name of contact person and Title of contact person and Telephone number or email of contact person and make the signature specific to the person who is filling complaint and or person who is assisting with filling out the form. Commissioner Nino said we have complaint forms at our Transit Offices however it is very difficult to access the complaint form on our web site and it is only in English, and it is for people who do not speak English. Commissioner Nino requested that American Sign Language and closed caption be included on page 78 under Targeted Public Outreach. Also Commissioner Nino requested that if we schedule a meeting for public input, we have interpreters present, or we schedule a separate meeting that would be in Spanish or other language. Commissioner Nino requested: On page 80 minority needs to be changed. There should be an option available if someone is of 2 different races. On page 83 please include year of census used. On page 84 include the Title VI Spanish Complaint Form on list of communications available in Spanish. On page 85 add that the Language Flash Cards are available at both Transit offices. Commissioner Nino asked if the translating service that we budgeted for will be able to translate documents, translate at our Board meetings and for the videos Jason is producing and will the do closed captioning. Executive Director Hazen said they will not do the ASL closed captioning. He is looking for another service for that. Commissioner Nino said on the top of page 86 under Outreach Techniques it lists the documents that should be translated for meetings and was wondering what staff will be using to translate these documents. Executive Director Hazen said Word. There was discussion about the turnaround time specifically for job postings. Executive Director Hazen job postings and other time sensitive documents will be translated with Word and then exchange the Word version out when we receive document that has been translated by the translation service. Commissioner Read recommended making sure we identify all acronyms at the beginning of every document.

Commissioner MacDonald requested to amend his original motion and moved to accept the updated SETD Title VI Plan with corrections

Commissioner Reed seconded the second motion

Amended Motion Vote

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

Nay								0
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7-Aye
0-Nay
Motion passed.

Original Motion 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.

- 11. CORRESPONDENCE- Executive Director Hazen said that Paratransit had received a Thank You from the Clatsop Health District thanking staff for the professional service provided to them.

EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report. Hazen discussed the CTAA webinar on hiring that he and Chief Operating Officer Paul Lewicki, Deputy Operations Officer Jennifer Geisler and Human Resources Manager Sue Farmer attended. Hazen said this was one of the best webinars he had ever attended. The focus was on streamlining your recruitment process so that you present pertinent information to possible candidates within 3 minutes. Executive Director Hazen also showed the new shortened online job application that has been placed on the SETD website. The shortened application goes directly to Executive Director Hazen. The goal is to bring the applicant in and meet with them, so they don't feel like they are not qualified when filling out a lengthy job application.

Executive Director Hazen reviewed the status of the Returning Citizens Program. Hazen reported that he and HR Director Sue Farmer met with the Clatsop County Sheriff, the head of Parole and Probation and Jerry from Northwest Works. The meeting went very well. Sue created recruitment packets for them to distribute and we received 3 applications so far. Northwest Works has contacted us and said they will be giving us \$3000 per person that we hire through the local program to help support the training which costs us about \$5000! Hazen said the amount of support for this program is overwhelming. Our next nationwide call to talk will be held on November 17th to update progress so far. Commissioner Read commented that said she would be happy to assist Executive Hazen in any way explaining she has a significant background in criminal justice reform. Commissioner Read said she has a cluster of comments about but hopes that she will be contacted at an appropriate time because she already has a lot of contacts and has advocacy experience with the Department of Corrections for the State of Oregon. Hazen said there is so much interest in the development of this program because the lack of drivers is the most important issue in public transit right now.

Executive Director Hazen also reported that Paul has been working on a bus procurement grant (5399) request that will be used to purchase 4 smaller buses that will be used in the implementation of micro transit program. Micro transit would be a curb-to-curb requested service that would utilize a dispatching program for coordinating ride requests.

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

- 13. OTHER ITEMS- None

Meeting was adjourned 11:55 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Diana Nino

Date _____

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

NOTE on Reviewing Financials: Month 4 = 25% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,808,515 (\$1,032,226 more than budget), YTD Total Materials & Services was \$1,406,822 (\$84,018 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$9,583; \$531 over monthly budget and \$8,440 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$6,143; \$2,193 more than monthly budget and \$9,215 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$7,938; \$6,609 over monthly budget and \$16,809 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,283; \$283 more than monthly budget and \$304 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$5,838 less than YTD budget. This route isn't currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$930.
- 4205 Property Taxes: \$82,788 collected in Oct. Over budget YTD \$72,903.
- 4250 Timber Sales: No timber sales collected in Oct.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Oct interest received was \$24. Under budget YTD \$713.
- 5000 Grants: \$853,811 in reimbursements Received (including capital reimbursements)

Expense

- 6010 Wages: Over monthly budget-the pay periods fell with 3 in the month of Oct.
 - 7000 VET Provider Payments: Rides for the month of Oct totaled \$494.
 - 8090 Dues/Subscriptions: Over Monthly Budget \$1,787 – Rarestep (Fleetio) Annual Subscription.
 - 8170 Fuel: Under monthly budget \$2,327, over YTD budget \$3,554
 - END
- ** Fuel over budget YTD \$3,554. Materials & Services (without capital expense) is under budget for MTD by \$254,737 and under budget YTD \$84,018.

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
October 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	9,583.29	9,052.00	531.29	44,425.73	35,986.00	8,439.73
4015 LOWER COLUMBIA CONNECTOR	6,142.66	3,950.00	2,192.66	27,948.57	18,734.00	9,214.57
4021 MEDICAID FARES - IGA	7,938.00	1,329.00	6,609.00	23,767.00	6,958.00	16,809.00
4022 PARATRANSIT FARES	1,283.00	1,000.00	283.00	4,646.00	4,950.00	(304.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	17,573.50	23,412.00	(5,838.50)
4110 NW NAVIGATOR	149.96	302.00	(152.04)	797.25	1,727.00	(929.75)
4120 GREYHOUND	0.65	41.00	(40.35)	7.80	191.00	(183.20)
4130 OTHER-VENDING	0.00	25.00	(25.00)	105.88	150.00	(44.12)
4205 PROPERTY TAXES	80,247.93	13,475.00	66,772.93	112,509.01	40,050.00	72,459.01
4206 PRIOR YEAR TAXES	2,539.45	2,375.00	164.45	9,956.97	9,450.00	506.97
4207 PROPERTY TAX INTEREST	0.89	25.00	(24.11)	37.16	100.00	(62.84)
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	1,774.61	0.00	1,774.61
4310 TIMBER SALES	0.00	0.00	0.00	85,028.21	80,000.00	5,028.21
4315 MASS TRANSIT ASSESSMENT	30,644.13	25,550.00	5,094.13	57,843.82	44,850.00	12,993.82
4420 PARKING SPACE LEASE	760.00	765.00	(5.00)	3,040.00	3,180.00	(140.00)
4505 INTEREST EARNED ON BANK ACCT	24.01	125.00	(100.99)	287.07	1,000.00	(712.93)
4605 OTHER INCOME	7,648.55	12.00	7,636.55	18,334.00	51.00	18,283.00
5201 OREGON STF FUNDS	23,233.00	0.00	23,233.00	46,466.00	29,000.00	17,466.00
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	39,998.00	0.00	39,998.00
5203 OREGON STIF FUNDS-FORMULA	188,489.00	0.00	188,489.00	417,921.00	230,000.00	187,921.00
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	105,464.00	103,000.00	2,464.00
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	15,523.00	15,000.00	523.00
5304 TRANSPORTATION OPTIONS	19,753.85	0.00	19,753.85	38,779.78	18,500.00	20,279.78
5306 CARES ACT	0.00	0.00	0.00	113,946.00	0.00	113,946.00
5401 5339 CAPITAL PURCHASE	622,335.00	0.00	622,335.00	622,335.00	110,000.00	512,335.00
Total Revenues	1,000,773.37	63,526.00	937,247.37	1,808,515.36	776,289.00	1,032,226.36

	M-T-D		M-T-D		Y-T-D		Y-T-D	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
Expenses								
6010 WAGES	246,458.13	175,000.00	(71,458.13)	788,261.83	702,200.00	(86,061.83)		
6111 TAXES	28,542.31	27,504.00	(1,038.31)	111,781.19	110,016.00	(1,765.19)		
6210 BENEFITS	66,854.97	62,750.00	(4,104.97)	188,497.65	251,000.00	62,502.35		
SUB TOTAL WAGES/TAXES/BENEFITS	341,855.41	265,254.00	(76,601.41)	1,088,540.67	1,063,216.00	(25,324.67)		
7010 VET PROVIDER RIDES	494.50	2,500.00	2,005.50	1,476.61	10,000.00	8,523.39		
8000 AUDIT	0.00	0.00	0.00	5,500.00	7,000.00	1,500.00		
8001 PROFESSIONAL SERVICES	0.00	7,167.00	7,167.00	1,000.00	28,668.00	27,668.00		
8002 LEGAL COUNSEL	0.00	5,000.00	5,000.00	0.00	20,000.00	20,000.00		
8003 BANK & MERCHANT FEES	162.55	167.00	4.45	663.55	668.00	4.45		
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	752.00	900.00	148.00		
8015 COMP/FURNITURE/DURABLE GOODS	325.66	3,992.00	3,666.34	4,302.72	20,060.00	15,757.28		
8020 B&M	2,984.44	2,943.00	(41.44)	13,365.31	12,910.00	(455.31)		
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	4,552.00	5,000.00	448.00		
8024 SANITATION	0.00	400.00	400.00	3,701.07	2,250.00	(1,451.07)		
8031 ONLINE SUB/IT SERVICES	4,805.95	12,600.00	7,794.05	30,578.55	44,300.00	13,721.45		
8040 TELEPHONE/INTERNET	2,850.23	5,000.00	2,149.77	12,869.29	20,000.00	7,130.71		
8041 UTILITIES	2,649.13	2,917.00	267.87	8,935.60	11,668.00	2,732.40		
8050 HR/EMP RECOGNITION	1,906.33	2,311.00	404.67	10,927.53	10,696.00	(231.53)		
8060 TRAVEL & TRAINING	841.05	2,917.00	2,075.95	9,332.83	11,351.00	2,018.17		
8080 OUTREACH/PRINTING	522.75	3,333.00	2,810.25	7,407.61	13,332.00	5,924.39		
8090 DUES, SUBSCRIPTIONS	3,869.72	2,083.00	(1,786.72)	11,311.19	8,332.00	(2,979.19)		
8091 IGA-DUES	3,000.00	3,000.00	0.00	6,000.00	6,000.00	0.00		
8092 FEES/TAXES/LICENSES	225.00	433.00	208.00	819.00	1,732.00	913.00		
8100 INSURANCE	0.00	0.00	0.00	20,898.25	18,100.00	(2,798.25)		
8105 UNINSURED LOSS	420.74	1,250.00	829.26	3,425.77	5,000.00	1,574.23		
8110 LEGAL ADS	0.00	83.00	83.00	0.00	332.00	332.00		
8112 MEETING EXPENSE	0.00	125.00	125.00	0.00	500.00	500.00		
8116 OFFICE SUPPLIES	1,371.94	1,400.00	28.06	5,165.06	5,325.00	159.94		
8170 FUEL	22,326.63	20,000.00	(2,326.63)	95,554.35	92,000.00	(3,554.35)		
8171 VEHICLE REPAIR/OUTSIDE SERVICES	11,432.55	12,500.00	1,067.45	56,911.62	68,500.00	11,588.38		
8180 SHOP SUPPLIES/RENTALS	809.92	750.00	(59.92)	2,831.03	3,000.00	168.97		
SUB TOTAL MATERIALS/SERVICES	404,180.50	359,600.00	(44,580.50)	1,406,821.61	1,490,840.00	84,018.39		
9200 CAPITAL EXPENSE	0.00	76,350.00	76,350.00	732,056.74	704,350.00	(27,706.74)		
Total Expenses	746,035.91	436,920.00	705,381.24	2,141,068.35	2,198,026.00	56,957.65		
Excess Revenue Over (Under) Expenditures	254,737.46	(373,394.00)	231,866.13	(332,552.99)	(1,421,737.00)	975,268.71		

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 10/31/2021

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(1.00)	0.00	(1.00)
1020 GENERAL CHECKING LC BANK	82,152.32	160,742.90	(78,590.58)
1030 LGIP - GENERAL FUND	82,208.45	307,877.71	(225,669.26)
1040 PAYROLL ACCOUNT LC BANK	72,261.40	74,665.31	(2,403.91)
1050 MONEY MARKET LC BANK	5,670.37	5,664.04	6.33
1095 CASH RECEIPTS CLEARING SYSTEM	755.53	450,300.51	(449,544.98)
1210 ACCOUNTS RECEIVABLE SYSTEM	16,797.47	17,560.64	(763.17)
1251 PASS TRANSIT RECEIVABLES	218.00	0.00	218.00
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	(20,127.98)	(15,758.98)	(4,369.00)
Total Assets	239,934.56	989,652.82	(749,718.26)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	56,039.37	312,957.13	(256,917.76)
2050 CREDIT CARD PAYABLE	89,251.58	23,414.25	65,837.33
2059 CREDIT CARD PAYMENT CLEARING	(80,082.00)	(18,649.40)	(61,432.60)
2060 PAYABLE TO NWN	(636.55)	1,417.88	(2,054.43)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	95.00	160.00
2099 A/P CONVERSION	(20,436.27)	(19,986.27)	(450.00)
2100 ACCRUED LABOR SYSTEM	111,709.37	108,237.70	3,471.67
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	(1,130.76)	0.00
2112 PR SUTA	(996.21)	5,594.39	(6,590.60)
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)	297.55	(1,111.10)
2123 OR-WBF ASSESSMENT	0.00	276.68	(276.68)
2124 BENEFITS MEDICAL SDIS	(14,692.39)	(9,891.10)	(4,801.29)
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	1,254.34	852.16	402.18
2134 ATU	(805.14)	(805.14)	0.00
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
Total Liabilities	124,451.48	400,225.36	(275,773.88)
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	(332,516.97)	(256,850.36)	(75,666.61)
Total Net Assets	115,483.08	589,427.46	(473,944.38)
Total Liabilities and Net Assets	239,934.56	989,652.82	(749,718.26)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 10/31/2021

<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	0.00	1,841.60	1,841.60
[6251] AMTRAK	8/31/2021	1337	8/01/2021	Jul 2021 Settlement	0.00	0.00	3,456.00	0.00	3,456.00
[6251] AMTRAK	10/31/2021	1338	10/01/2021	Sep 2021 Settlement	2,042.40	0.00	0.00	0.00	2,042.40
[6251] AMTRAK	10/01/2021	1339	9/01/2021	Aug 2021 Settlement	0.00	2,788.35	0.00	0.00	2,788.35
[6060] CLATSOP COUNTY SHERIFF	10/31/2021	1336	10/01/2021	Sep 2021 Poker Chips	96.00	0.00	0.00	0.00	96.00
[6162] OREGON EMPLOYMENT DEPT	10/01/2021	1306	9/01/2021	Aug Bus Passes-Astoria STEP	0.00	118.00	0.00	0.00	118.00
[6162] OREGON EMPLOYMENT DEPT	10/31/2021	1349	10/01/2021	Sep Bus Passes-Astoria STEP	100.00	0.00	0.00	0.00	100.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/26/2021	1328	10/11/2021	4x55 Gallons Distilled Water 55 Gallon Drum Simple Green	0.00	2,038.12	0.00	0.00	2,038.12
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/09/2021	1360	10/10/2021	Med Rides 10/01-10/09/2021	1,213.00	0.00	0.00	0.00	1,213.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/16/2021	1361	10/17/2021	Med Rides 10/10-10/16/2021	973.00	0.00	0.00	0.00	973.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/22/2021	1362	10/23/2021	Med Rides 10/18-10/22/2021	1,670.00	0.00	0.00	0.00	1,670.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/30/2021	1363	10/31/2021	Med Rides 10/25-10/30/2021	774.00	0.00	0.00	0.00	774.00
Total					6,868.40	4,944.47	3,456.00	1,841.60	17,110.47

SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Payable Aging by Vendor as of 10/31/2021

<u>Invoice Date</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>
8/19/2021	CR PC201063144	9/18/2021	DBL. PMT - CALIPERS/BRAKE ROTOR/SHOES	(609.14)	(609.14)	0.00	0.00	(609.14)	0.00
8/19/2021	CR PC201063175	9/18/2021	DBL PMT - DISC PAD REPAIR KIT	(173.52)	(173.52)	0.00	0.00	(173.52)	0.00
9/03/2021	CR PQ201022721	10/03/2021	CREDIT - BRAKE PARTS - BUS 73 PAID IN ERROR/ESTIMATE ONLY	(1,042.84)	(1,042.84)	0.00	0.00	(1,042.84)	0.00
Report Total				(1,825.50)	(1,825.50)	0.00	0.00	(1,825.50)	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing with Accounting Distribution

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	10/08/2021	[6225] VALIC-JPM CHASE - Payroll Dated 10.08.21	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2722.54 2285.82 473.47	5,481.83
21221	10/12/2021	[6033] CARD SERVICE CENTER - STMT - 9/08 - 10/08/2021	CREDIT CARD PAYMENT CLEARING	8644.28	8,644.28
21248	10/12/2021	[6237] WILCOX & FLEGEL - 09/2021 FUEL	FUEL FUEL FUEL	4809.15 2558.32 9516.29	16,883.76
21257	10/26/2021	[6276] COMPLETE COACH WORKS - Invoices 80389, 80390	CAPITAL EXPENSE	673501.74	673,501.74
21267	10/26/2021	[6193] SDIS - Invoices 10.25.2021, 2021-10-29, 2021-20, 2021-23, 2021-24	BENEFITS MEDICAL SDIS	43727.22	43,727.22
Total Checks					748,238.83

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	10/08/2021	-8,644.28
0 Deposits and Other Additions Totaling.....		0.00
34 Checks and Other Withdrawals Totaling.....		3,033.95
1 Adjustments Totaling.....		8,644.28
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	11/07/2021	-3,033.95
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	11/07/2021	-82,935.88
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-82,935.88

Date	Check	To	Check Description	Amount
✓ 10/03/2021	0000285	ZOOM	Hazen - Monthly Audio Conferencing/Cloud Recording	140.00
✓ 10/08/2021	0000251	INDY WAY DINER	Lewicki - Meals - Bus Delivery/Bus 1902/2101	56.66
✓ 10/11/2021	0001209	CCSO	Farmer - Fingerprinting - Ops	25.00
✓ 10/13/2021	0000251	eBAY	Lewicki - Window Latch - Bus 2004	27.95
✓ 10/13/2021	0000285	STAPLES	Hazen - Office Supplies	41.97
✓ 10/14/2021	0001209	USPS	Farmer - Postage	7.38
✓ 10/15/2021	0000251	LONGVIEW AUTO AND TIRE	Lewicki - Tire Alignment - Bus 2002	231.05
✓ 10/15/2021	0000251	LONGVIEW AUTO AND TIRE	Lewicki - Tire Alignment - Bus 2001	231.05
✓ 10/15/2021	0000251	INDY WAY DINER	Lewicki - Meals - Bus Delivery	62.61
✓ 10/15/2021	0001209	NICEBADGE.COM	Farmer - Empoloyee Badges - FR/OPS	48.19
✓ 10/15/2021	0001209	SEASIDE POLICE DEPT	Farmer - Incident Report	10.00
✓ 10/15/2021	0001209	FULLIDENTITY.COM	Farmer - Employee ID Badge - FR/Ops	49.10
✓ 10/17/2021	0000269	ADOBE ACROBAT	Parker - Monthly Fee	10.99
✓ 10/18/2021	0000251	ADOBE ACROBAT	Lewicki - Monthly Fee/Ops	14.99
✓ 10/18/2021	0000251	LONGVIEW AUTO AND TIRE	Lewicki - Tire Alignment - Bus 1902	231.05
✓ 10/18/2021	0000251	ADOBE ACROBAT	Lewicki - Monthly Fee - Ops	14.99
✓ 10/18/2021	0000285	APPLE	Hazen - Monthly iCloud Storage	0.99
✓ 10/19/2021	0000251	AMAZON	Leiwcki - Key Cabinet	83.87
✓ 10/19/2021	0000251	PLATT ELECTRIC	Lewicki - Flood Lights - Ops Parking	852.08
✓ 10/21/2021	0001217	FACEBOOK	Kleczek - Live Streaming Srv	1.72
✓ 10/22/2021	0000284	GRAMMARLY, INC	Jones - Computer Software	59.95
✓ 10/27/2021	0001217	ONESTREAM	Kleczek - Monthly Fee	39.00
✓ 10/28/2021	0000251	PLATT ELECTRIC	Lewicki - Freight - Ops Parking Lights	61.47
✓ 10/28/2021	0000284	STAPLES	Jones - Office Supplies	85.06
✓ 11/02/2021	0000251	GILLIG LCC	Lewicki - Parts - Bus 2102	256.33
✓ 11/02/2021	0001209	FRED MEYER	Farmer - Driver Meeting	39.97

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 11/02/2021 0001209	SMART FOOD SERVICE	Farmer - Driver's Meeting	42.47
✓ 11/02/2021 0001209	SMART FOOD SERVICE	Farmer - Driver's Meeting	2.99
✓ 11/03/2021 0000284	FRED MEYER	Jones - Monitoring Audio	49.99
✓ 11/03/2021 0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 11/03/2021 0001209	INDEED	Farmer - Job Ad - FR	20.00
✓ 11/05/2021 0000285	DELTA AIRLINES	Hazen - Baggage Check	70.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 11/22/2021 @ 9:07 AM

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Date	Check	To	Check Description	Amount
✓ 11/06/2021	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	14.99
✓ 11/12/2021	0001209	COLUMBIA STEEL & WELDING SUPPLY	Farmer - Steel Round Bar - Maintenance	10.09
Total Unmarked Checks:			0.00	
			Total Checks:	3,033.95

Date	Reference	Adjustment Description	Amount	
✓ 10/19/2021	Gen Ck 21221	Payment made from Gen. Ck. for Statement Ending 10/08/2021	8,644.28	
11/10/2021	0021281		0.00	
Total Unmarked Adjustments:			0.00	
			Total Adjustments:	8,644.28

Date: December 2, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.a SDAO Conference

The Special Districts Association of Oregon's annual conference is being held on February 10th through February 13th in Eugene. This conference provides excellent training opportunities for both Board members and staff from Districts from all over Oregon.

We need to get everyone registered for the conference and need to know what sessions each of you are planning on attending. In your Board pack you will see the sessions listed and I emailed you the link to the conference where you can see the descriptions of each of the sessions.

Please be prepared to share your choices so we can have Mary get you registered.

FEBRUARY 10-13 | THE GRADUATE HOTEL | EUGENE, OR



A hybrid event experience

We Hope You Join us!

Register now for the 2022 SDAO Annual Conference! This year's hybrid event will offer the opportunity to attend either in person or virtually, with all sessions recorded and made available to all attendees after the event. If you miss a session or want to rewatch a session, we've got you covered! All recordings will be available on the virtual platform and conference app.

We invite you to join us in beautiful Eugene, Oregon at the Graduate Hotel for the can't-miss event of the year for special district representatives. Whether you are a board member, manager, staff person, volunteer – or someone who works with special districts, we have something for you. From 20 educational sessions and multiple opportunities for interacting with colleagues through business meetings, caucus meetings, networking receptions and more, you will want to be sure to join us from February 10th to the 13th in Eugene.

Due to state mandated COVID-19 restrictions, masks, face coverings, or face shields will be required at the conference. If you are unwilling or unable to wear a mask, face covering, or face shield, we encourage you to participate as a virtual attendee.

How to Register

Registration is now open and available online through our conference registration website. Please visit <https://cvent.me/M7d58o> to register and for more information including session descriptions, speaker information, and more. **Limited onsite spots are available so we encourage you to register soon.** Please contact SDAO Member Services at 800-285-5461 or memberservices@sdao.com with any questions or concerns.

<https://cvent.me/M7d58o>

Registration Rates for SDAO Members & SDIS Agents

Onsite <i>(at the Graduate Eugene)</i>	Virtual <i>(on the CVENT AttendeeHub platform and app)*</i>
Pre-Conference Session (Full Day): \$85	Pre-Conference Session (Full Day): \$35
Pre-Conference Session (Half Day): \$50	Pre-Conference Session (Half Day): \$20
One Day Only Experience (Friday OR Saturday): \$140	Full Virtual Experience (Friday and Saturday): \$75
Full Onsite Experience (Includes Thursday evening to Sunday morning): \$230	

Registration costs will be an additional \$100 for non-member districts or non-SDIS agents.

**Disclaimer: Not all sessions may be available live. However, all sessions will be recorded and posted to the virtual platform and app at the conclusion of the conference.*

Conference Platform & App

We will be using CVENT AttendeeHub to host our virtual conference option and onsite conference app, which will be available to both onsite and virtual attendees. On the platform and app, you will find session materials and handouts. Paper handouts will not be distributed during the conference.

You can also access sessions, speaker information, sponsors and exhibitors, attendee networking, and more. Please keep an eye on your email inbox leading up to the conference for more information including how to register your account for the platform and app. Visit our conference website at www.sdao.com/annual-conference for the most up-to-date information.

(The information in this packet is subject to change.)





Friday



KEYNOTE ADDRESS: BY LOU RADJA - Dancing in the Rain: Thriving in Challenging Times



There is no doubt about it, we are living in unprecedented and challenging times. We are currently experiencing a relentless and unforgiving global health pandemic that has claimed countless lives and completely turned the world upside down. The great steps we are all taking in response to the pandemic are not without side effects; isolation, stress, health challenges, mental health issues. Dancing in the Rain is a great opportunity for us to come together as SDAO family, hold space and unpack proven strategies to help us turn adversity into advantage, fill our own cup through self-care, be there for our communities who need us even more, and thrive!

CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. Due to technical constraints, the caucus meetings will **not** have a virtual option and will only be available in person. To make a nomination or vote on an open board seat, you must attend the meeting in person.



IN-PERSON & VIRTUAL TRADE SHOW

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services both at the Graduate Eugene and on our conference platform in the virtual showroom.

EXHIBITOR RECEPTION

Later in the day, exhibitors will be honored at a special exhibitor reception at the Graduate Eugene, complete with hors d'oeuvres and refreshments. In-person attendees will have an opportunity to win raffle prizes at the reception.

Saturday



ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

Note: Virtual attendees will be able view the live-stream of the meeting, however only in-person attendees will be allowed to nominate individuals or vote on association business.

AWARDS BANQUET & ENTERTAINMENT

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. Award videos will be available to watch on the platform. Join us after the banquet for the Jeff & Rhiannon Dueling Piano Show!

Sunday

BREAKFAST & RAFFLE DRAWING

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

SDAO EDUCATION PROGRAMS



SDAO Academy

The SDAO Academy is a professional development program designed specifically for special district employees looking to advance their careers in local government management. The SDAO Academy offers current, in-depth training and education opportunities in three specialty areas including district management, human resources and personnel management, and risk management and operations. Knowledge and skills in these subjects are critical elements required for success as a leader at a special district.

Board Leadership Programs

Our two board education programs are designed to ensure that Oregon's special district board members and fire district directors have all the tools necessary to provide superior leadership and governance to their communities.



SDAO/OFDDA Fire District Directors Academy

This education program is for fire district directors.



SDAO Board Leadership Academy

This education program is for board members of all other types of special districts.









Learn more about our professional and board member development programs on our website at www.sdao.com/sdao-programs-services.

CONFERENCE SCHEDULE

Pre-Conference - Thursday, February 10th, 2022

Credits


TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7am - 5pm		Registration Desk Open						
7:30am		Breakfast						
8am - noon		Budget and Finance 101: An Overview for District Officials	Rob Moody, Merina+Co.	5	Module 2	Module 2		
8:30am - 4pm		Board Duties and Responsibilities	George Dunkel, SDAO & Eileen Eakins, Northwest Local Government Legal Advisors, LLC	15	Module 1 & 2	Module 1 & 2		
9am - noon		Hot Topics in Risk Management	Troy DeYoung, SDAO and Dave Mims, VC3	10			3	3
noon - 1pm		Lunch						
1 - 4:30pm		Emotional Intelligence for Leaders	Deborah Jeffries, HR Answers	10				3.5
5 - 6:30pm		Welcoming Reception						

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*Note: Insurance CE credits have been applied for and are pending approval.



Conference - Friday, February 11th, 2022

Credits

TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7:30am - 5pm		Registration Desk Open						
7:30am - 6pm		Exhibitor Trade Show						
7:30 - 8:30am		Breakfast						
7:30 - 8:30am 10 - 10:30am 12 - 1:30pm 3 - 3:30pm		Virtual Exhibitor Trade Show						
8:30 - 10am		Welcome and Keynote Address	Lou Radja					
10 - 10:30am		Morning Break						
10:30am - noon		Concurrent Sessions						
		Public Meetings & Executive Sessions	Eileen Eakins, Northwest Local Government Legal Advisors, LLC	2.5			1	
		Cybersecurity Trends and Best Practices	Michael Nougouier, Eide Bailly	5			1	1.5
		Employee Privacy/Confidentiality & Use of Social Media	Liani Reeves & John Stellwagen, Bullard Law	5			1	1.5
		Fake News: How to Plan for It, How to Combat It	Mac Clemmens, Streamline & Sloane Dell'Orto, Districts Forward	5				
noon - 1:30pm		Lunch Break						
1:30 - 3pm		Concurrent Sessions						
		Public Records Overview & Update	Todd Albert, State of Oregon	2.5	Module 2	Module 2	1	
		OR-OSHA Update	Renee Stapleton, OR-OSHA				1	1.5
		Employment Law Updates	Monica Harrison, SDAO & Laurie Grenya, HR Answers				1	1.5
		Relationship Building with Your Legislators	Frank Stratton & Mark Landauer, SDAO & Cole Karr, CSDA					
3 - 3:15pm		Afternoon Break						
3:15 - 5pm		District Caucus Meetings	Caucus Chair					
		Fire Caucus	Ben Stange					
		Irrigation Caucus	Brent Stevenson					
		Park and Recreation Caucus	Jennifer Holland					
		Ports Caucus	Michele Bradley					
		Sanitary Caucus	Nick Bakke					
		Water Caucus	Todd Heidgerken					
		At-Large Caucus	Kathy Kleczek					
5 - 6pm		Exhibitor Reception						

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Conference - Saturday, February 12th, 2022

Conference - Saturday, February 12th, 2022				Credits				
TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7am - 6pm		Registration Desk Open						
7:30 - 8:30am		Breakfast						
7:30 - 8:30am 10 - 10:30am 12 - 1:30pm 3 - 3:30pm		Virtual Exhibitor Trade Show						
8:30 - 10am		Concurrent Sessions						
		Recruiting Board Members for Special Districts	Dan Olsen, SDAO					
		Five Functions That Drive Team Success	David Aranda, BHI Management Consulting					1.5
		It All Started With a Wreck...	SDAO Speaker Panel				1	1.5
		Executive Director/ General Manager Performance Evaluation	Laurie Grenya, HR Answers		Module 4	Module 5		1.5
10 - 10:30am		Morning Break						
10:30am - noon		Concurrent Sessions						
		Refocusing Strategic Planning	Brian Stewart, Clackamas Fire District #1	5				1.5
		Disaster Preparedness and Building Resilient Systems	Stephen Richardson and Stan Thomas, Oregon Office of Emergency Management	5	Module 3	Module 4	1	1.5
		Evaluating ADA & Religious Accommodation in the Age of COVID	Dee Rubanoff & Chandra Hatfield, Peck Rubanoff and Hatfield PC	5	Module 3	Module 4	1	1.5
		Consulting Services Roundtable	SDAO Consulting Services Team					
noon - 1:30pm		Lunch Break						
1:30 - 3pm		Concurrent Sessions						
		Risk Management - Back to Basics	Greg Jackson, SDAO		Module 3	Module 4	1	1.5
		Good Termination Gone Bad	Teri Dragoo & Ron Downs, SDAO		Module 4	Module 5	1	1.5
		Board Chair Basics: How to Run an Effective Board	Carrie Connelly, Mark Wolf & Ross Williamson, Local Government Law Group		Module 1	Module 1		
		Legislative Summary	Hasina Wittenberg and Mark Landauer, SDAO					
3 - 3:15pm		Afternoon Break						
3:15 - 4:30pm		Annual Business Meeting & Board Elections						
6 - 8pm		Awards Banquet						
8 - 9:30pm		Entertainment: Dueling Pianos with Jeff & Rhiannon						

*Note: Insurance CE credits have been applied for and are pending approval.

Hotel Information

Graduate Eugene

66 E 6th Ave. | Eugene, Oregon

* Rates and availability subject to change. Room block may expire if sold out before reservation deadline. **Room block rate expires January 10th.**

Per Diem Rate (\$109+tax/night)

- Group Code: **SDAO0222**
- Group Booking Link: <https://bit.ly/3FNC09Z>

Regular Room Block Rate (\$149+tax/night)

- Group Code: **SDAOT0222**
- Group Booking Link: <https://bit.ly/3oW7ICc>



BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday, February 12th. Due to technical constraints, the caucus meetings will **not** have a virtual option and will only be available in person. To make a nomination or vote on an open board seat, you must attend the meeting in person.



Positions open for nomination and the current representatives include:

FIRE

- *Ben Stange; Polk County Fire District #1*

IRRIGATION

- *Brent Stevenson; Santiam Water Control District*

SANITARY

- *Nick Bakke; Rogue Valley Sewer Services*

AT-LARGE

- *Scott Stanton; Umatilla County Fire District #1*
- *Adam Denlinger; Seal Rock Water District*

TRUE AT-LARGE (Not from Big Six*)

- *MaryKay Dahlgreen; Lincoln County Library District*

Board members are elected for two-year terms extending from July 1, 2021 through June 30, 2023.

* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.



S | D | A | O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

Date: December 2, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.b Returning Citizen Program Update

I will be sharing a presentation on the status of the Returning Citizen Program. I have included the original blog post that my colleague in Iowa wrote that inspired me to see what we could do locally and statewide.

Job security is a necessity to re-entering the community after incarceration, however recently released individuals often return to underserved communities and face a wide range of barriers that make successful reintegration difficult. While incarcerated, there is little control over daily life, which means individuals could become overwhelmed or unprepared with the choices and decisions being made while returning back to the community. Therefore, re-entry programs are vital to the success of employment, housing, social interaction and decision-making.

Fortunately, progress is starting to be made in helping people make a successful transition into society. For example, in Iowa, they have placed Workforce Development and Iowa DOT staff within some correctional facilities to assist in preparing individuals before their release back into the community.

About one in three U.S. adults, some 70 million people, have a criminal record, including those who were arrested but not convicted. These records have long-lasting consequences that can hinder a person's access to employment, housing or a professional license. (from The Pew Charitable Trusts 5/25/21)

More than half of the formerly incarcerated are unable to find stable employment within their first year of return. According to the National Institute of Justice, "an estimated 68 percent of released inmates were arrested within 3 years, 79 percent within 6 years, and 83 percent within 9 years." These percentages showcase how most incarcerated individuals were unable to make a successful transition.

The Center for American Progress indicates that in every state, African Americans are incarcerated at more than double the rate of Caucasians; on average, African Americans are incarcerated at more than five times the rate of Caucasians, and, in several states, in excess of 10 times the rate. Putting stable, well-paying jobs out of reach of many people with records, further contributes to disproportionate rates of poverty among communities of color as well as racial inequality across the nation.

How can Public Transit be part of the solution, and at the same time look at tapping into this pool of potential employees to fill positions in the ever-declining driver workforce?

Eliminate blanket bans that automatically disqualify workers with criminal records: Nobody knows the situation, circumstances or what caused someone to make a decision. We should not pass judgment for what is written on a piece of paper, nor should we value someone by their record – start the conversation based on their character and what they can bring to the job.

Limit record information in background checks to recent, occupation-related information: Think about a questionable decision you made when you were 18 and then 10 years later that decision was still affecting your ability to secure a job? Would you want to be forever defined by that questionable decision? This isn't an issue with the person, It is an issue with employers who will not even consider hiring someone because of their past record.

Work with community leaders in rehabilitation programs: Partner with community organizations already working with incarcerated individuals. These agencies will be a great resource for any employer looking to fill-positions and assist with job placement. They can also explain the benefits, the risks, and how to mitigate them.

How can transit systems overcome the following concerns?

Lack of trust

Risk cost, including potential backlash from customers' perception

Negligent Hiring

Safety Factors

Perceptions/Acceptance by other employees

The truth is every hire is a risk. How many non-incarcerated employees have been untrustworthy while at work, had attendance issues or had to be disciplined?

Many individuals are accountable to their Probation Officer for gaining employment, holding onto their job and avoiding recidivism. The majority of incarcerated individuals are grateful to get back into the community and work hard not to violate their parole. For any due-diligence methods, as an employer you should work with your legal counsel and insurance carriers to put necessary policy in place, and the success or failure of hiring those reentering the workforce depends on how leadership promotes the program.

Removing barriers to employment for those with criminal records would not only help transit systems fill driver positions, but also create jobs for those who need to work and improve racial injustice, allowing everyone to become productive members of society. We can't continue to leave people behind in a world that wouldn't give them a chance to be successful.

As community and public transit professionals, we need to change the conversation, reframe our mindset, bring the right people to the table and create a successful solution!

Julia Castillo, Executive Director
Heart of Iowa Regional Transit Agency (HIRTA)

Executive Director Report
 December 2021 Board Meeting
 Jeff Hazen

-Ridership

We were down 15% in ridership for October and 13% in November. This was due to the cuts in service that occurred in September due to the driver shortage we are experiencing.

	October		
	TY	LY	
10	2,028	2,497	-19%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	235	-100%
15	789	1,094	-28%
16	315	246	28%
17	0	0	#DIV/0!
20	1,210	1,419	-15%
21	0	206	-100%
101A	2,344	2,522	-7%
101B	2,054	2,872	-28%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	4,398	5,394	-18%
LCC	685	524	31%
PC	1,146	820	40%
SC	0	0	#DIV/0!
Total	10,571	12,435	-15%
YTD	50,633	51,339	-1%

	November		
	TY	LY	
10	1,948	2,064	-6%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	231	-100%
15	627	962	-35%
16	159	272	-42%
17	0	0	#DIV/0!
20	965	1,141	-15%
21	0	198	-100%
101A	2,024	2,129	-5%
101B	2,067	2,280	-9%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	4,091	4,409	-7%
LCC	562	417	35%
PC	864	845	2%
SC		0	#DIV/0!
Total	9,216	10,539	-13%
YTD	59,849	61,878	-3%

-CTAA Expo

Jennifer, Jason and I attended the CTAA Expo held in Richmond, VA. It was wonderful being able to have it in person again. I reconnected with a lot of colleagues from across the country and made several new connections in the world of transit. On the first day of the conference, I attended the day long transit marketing session. There was a lot of discussion surrounding social media marketing, digital marketing, mobile apps and websites. Our website was used as an example several times throughout the session as an example of best practices. I was able to share with the class about the upgrade we did with the trip planner, moving it from a google trip planner to an open-source planner and the benefits to riders by do the upgrade. On Tuesday, I spent the day at the AASHTO conference to share the Returning Citizen program along with Julia Castillo. We received a lot of positive feedback about what we are doing, and we gained additional people on our nationwide call the next week. On Wednesday, I attended a workshop about strategies to win back ridership. There were three presenters talking about what there agencies have been doing during the pandemic to help with driver retention and how they share their story with the public. One of my “aha” moments was the description of a marketing campaign to encourage ridership by using the line, “Let the bus hit the deer!” This campaign was in a very rural area, and I thought it was very creative. Another thought-provoking recommendation was asking ourselves if the cost of collecting fares outweighs fare revenue.

After that session, we all joined to her remarks from the FTA Administrator, Nuria Fernandez. One of the things I liked about her remarks was using the phrase Community Transportation rather than Public Transportation. My batteries got recharged in the afternoon during a leadership workshop led by a transit manager in New Jersey. It was really geared to new managers but a great refresher for managers that have been in their roles for several years. The tradeshow gave us a good opportunity to see what's new in the transit world and we were excited to see the new wheelchair securement device by Q'Straint. It's called the Q'Straint One and is a great improvement over the current devices that we use. It is much much easier for the driver to use, and riders will appreciate it as well.



Of course, you can't have a conference with a Big Night Out. This year it was a Big Night In and set up like a speakeasy in the roaring '20s. We all dressed up in costumes and were a big hit with everyone!

Here's the Oregon group:



On the last day of the conference, I attended the workshop on driver retention. I got called on to present what we are doing in Oregon with the Returning Citizen program since we are leading the nation in implementing this program. Again, we received a lot of interest in it and I had several people come up and talk to me after the workshop to learn more about it.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. October (15%) November (13%) YTD (3%)**
 - 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. October performance: SETD 58.6%, TCTD 57.7%, LCT 57.6%. November performance SETD 60.9%. TCTD 55.9%, LCT 63.1%.**
 - Schedule adjustments **Updated to be more relevant**
 - Congestion
 - Construction
 - Summer schedules **Put into place on several routes**
 - Reliability for workforce transportation
 - Use of technology to improve service **In the process of rolling out tablets on buses for drivers to be able to easily see times at stops.**
 - 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 **New online application**
 - 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 **Adding new stop on eastbound Marine Dr. in the Uniontown area of Astoria.**

- Cleanliness of buses, shelters and facilities **Germ Fogger equipment now in use**

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

December 2021, Operations

Paul Lewicki

Staffing continues to be a challenge, although we are maintaining our reduced service schedule with minimal overtime. Two drivers passed their third-party testing and received their Commercial Drivers Licenses (CDL). These drivers entered our driver mentoring program and have each been paired with an experienced driver to learn the finer points of operating a bus and providing excellent customer service, from seasoned veterans. This program is aimed at developing a higher level of professionalism in the delivery of our services to the public. Drivers are expected to work with their mentors for a period of from four to eight weeks, depending on individual progress.

Also, we hired an additional driver candidate who is currently studying to obtain his CDL permit. Unexperienced drivers who come to us without their permit are given two weeks in which to study the material and pass the written knowledge test administered by the DMV. With this permit in hand, they may begin their behind the wheel training.

The new Gillig bus that was damaged in an accident in October has been repaired and is now back in service. It can be seen daily gracing the highways and byways of route 101!

Our Volvo motorcoach, which is used to provide service to Portland, has been down for repairs for several weeks. It is still being worked on at a shop in Portland. Parts to complete repairs were shipped from Tennessee last week and are due to be delivered in Portland this week. We will be happy to put this bus back into connector service which will free up one of our fixed route buses that has been filling in on the connector route during the repair.

After some back and forth over preferred options, we have awarded the procurement of the replacement Portland buses to Creative Bus Sales. The procurement includes two 40-foot diesel powered Freightliner cutaways with rear baggage compartments, room for 32 passengers, and driver barriers. It is difficult to predict the estimated arrival dates for these buses, but a minimum of one year seems likely. In the meantime, we will make every effort to maintain our current Portland fleet in a fiscally responsible and operationally effective way.

We have submitted the grant request for four category E vehicles (small), and one category A bus (large). It is intended that these vehicles will support our foray into delivery of microtransit service in some parts of Clatsop County. If approved, this grant would be for the 2022/23 biennium.

We continue to roll out the use of tablets on our fixed route buses to support the OnBoard app from Swiftly. This is the app that notifies the drivers, in real time, of their on-time status – while their driving. We plan to have this program fully implemented by the end of December.

We have begun updating our bus stop signs throughout our service area. Working with the cities, we are replacing the outdated bus stop signs with new signs bearing our current logo. We are replacing some 20 signs, including the two new signs for our new bus pullout across Marine Drive from the Holiday Inn Express.

Merry Christmas!

RIDE ASSIST
 December 2021 Report
 Jennifer Geisler

- In November, Ride Assist provided a total of 833 rides. ADA Paratransit had 521 riders, we provided 246 Medicaid rides for Northwest Rides, two VETP and had 42 escorts. This is an average of 38 rides per day. There were zero ride denials and two Dial a Ride rides in November.
- SETD drivers delivered 22 food bank boxes. With both Veterans Day and Thanksgiving landing on the regular delivery day, the Regional Food Bank packed the boxes with extra items the week before the holidays. Items delivered varied week to week, but the fresh produce remains to be the base of the box. They received apples, carrots, celery, red cabbage, onions, potatoes, and lots of squash. Extra items donated have been frozen chicken, eggs, dates, shelled walnuts, and raisins. Those receiving the boxes have been very appreciative that they can have the food delivered.
- ADA Paratransit Report for November
 - Number of completed applications received: 8
 - Number of incomplete applications received: 0
 - Number of phone interview/assessments scheduled:
 - Number of phone interview/assessments completed:
 - Number of determinations made: Within 21 days: More than 21 days: 8
 - Determination by type:
 - Unconditional: 8 Conditional: Temporary: Not eligible:
 - Number of appeals requested: 0 Number of appeals heard: 0

Ride Assist Fares Collected/Billed for November 2021

• Para-transit Fares:	\$492	• Medicaid Billed:	\$4695
• Dial-A-Ride	\$16	• Ticket books sold:	\$288
• Tickets Collected:	\$455	• VETP Billed:	\$44
• Billed Providence	\$52		
Community Connections			

I attended the 2021 Community Transportation Association of America, CTAA Expo in Richmond Virginia the week of November 8th with Jason Jones Mobility Manager and Jeff Hazen Executive Director. I was put into a leadership Academy, ELA and the CTAA conference was that initial face to face kick off. Monday and Tuesday were intense 8-hour days of classroom interaction with the instructors and classmates and other leaders involved in the ELA. We had journals to jot notes in, handouts to help with the visual aids. We were given time to role play the things we were learning. We shared struggles we all are facing and things that we have learned that work. We had the honor of hearing from great speakers including Scott Bogren CTAA Executive Director and Nuria Fernandez FTA acting Administrator. Part of the CTAA ELA is to complete a project and present at the next CTAA Expo scheduled for May of 2022 in Kentucky. This is when I will present my project and graduate from the Academy.

- In November, I assisted 5 riders who needed continuing travel training (travel trained once but in need of a refresher). All but 2 of the travel trainees were in person at a specific stop so I could assess the situation. 2 were over the phone as I helped them navigate our website and the trip planner. All trainees were above the age of 55. All of the trainees were from the South of the County while one was a Veteran. Continuing travel training makes up roughly 60% of all requests for this service for a variety of reasons. I may have trained the trainee in the basics on a specific route or need but the trainee may be attempting to navigate to a different location and they are a little unsure of themselves at this point. It is important that we encourage new riders to request assistance if they are unsure of how to navigate a new route. Potential riders who are unsuccessful at figuring out a new route or system will typically choose another transportation option.
- We provided 10 trips in November to Veterans needing transportation assistance. 7 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.
- **For 1, it takes 1.** For Veterans at risk of being homeless or are attempting to exit homelessness, there are resources such as the National Call Center for Homeless Veterans. The National Call Center for Homeless Veterans provides a hotline and online chat for free and confidential assistance. Trained VA staff are on call and available 24 hours a day, seven days a week, to assist homeless Veterans and their families at **1-877-4AID VET (877-424-3838)** or online at www.va.gov/homeless/nationalcallcenter.asp
- Kathy and I continued to produce the weekly Transportation Talk show with many amazing topics and guests in November. Shows are now being streamed on YouTube as well. You can watch the show on YouTube by simply going to YouTube and searching for the Sunset Empire Transportation District page where you will find the live show as well as recorded episodes. Please subscribe to our YouTube page.
- I was blessed to be able to attend the CTAA (Community Transportation Association of America) conference during the first part of November with Jennifer and Jeff. Lots of preparation was needed to ensure a successful conference was possible. When attending a signature conference such as CTAA, it is so important to take all preparative measures before the conference so that when we are there we can focus on learning and networking.
- Please remember to 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. These videos are produced so that whenever a potential rider needs more information about how to ride the bus, how to prepare to commute in bad weather, or how to ride the bus with a disability, they can access that information anytime that is best for them. Simply liking the videos helps tell YouTube that people want to watch these videos and usually causes them to put the video in more common feeds.



Transportation Options
November 2021 Report to Board
Kathy Kleczek

November is the start of the darker (less hours of light) season in our area! It really seems like all of a sudden we go from “Tons of daylight” to “GEE it is so dark so early” overnight. It doesn’t really happen that way but it seems like it. On that note it is so important to dress appropriately and wear light colors or reflective gear so you can be Safe and be Seen!

Transportation Talk continues to be a fixture in my weekly activities. Have you caught our show lately? Please [like](#) our page, [like the shows](#), and [share](#)! Jason and I work hard to come up with show ideas that are relevant to a wide spectrum of people. We make shows that are for people who live here or visit here. Students, employers, employees....all kinds of folks. Have a great show Idea? Let us know! WE are now streaming Live on YouTube as well as Facebook. We have a great [library of videos](#) on Facebook. Sharing and talking about the show and videos helps us get the word out about all the great things happening here at SETD and the other transportation districts in the region. 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. Did you share the latest video yet? Make sure to give it a thumbs up and subscribe to the YouTube page.

I have been working with ODOT regionally on several different projects. The City of Seaside and the Seaside School District were awarded a Safe Routes to School (SRTS) planning grant. The planning is underway and we recently completed a walk audit. A group of about 14 stakeholders met at the Seaside School Campus on a COLD November morning at 7AM to observe morning drop-off, bussing, pedestrian and walking traffic. I was extremely pleased to see there are some walkers and bikers to the campus. Keep your eyes open for reports and other materials from this important process. Following the walk audit I was able to join Seaside Public Works Director Dale McDowell in presenting to the Seaside Kiwanis Club about the SRTS project and Drive Like it Campaign.

Speaking of keeping your eyes open, did I mention already? Make sure to stay extra alert out there, it is dark for more hours of the day. Make sure you are watching for children; School Routes are Everywhere-Drive Like it! And if you are walking or rolling, stay safe by being seen! I have some yard signs for you to put in your front yard that say “school routes are everywhere- DRIVE LIKE IT” Let me know if I can bring one to you.

Social Media-Get There Oregon

- Outreach to engage NWTO Region in the Get There Oregon challenge
- Posted ODOT Drive Like it Campaign materials
- 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
- Accepted to National ImpACT Leadership program by the Association for Commuter Transportation
- Started Social Marketing classes runs from Sept-March

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
- Distributing “Drive Like it” materials to schools in Clatsop-Tillamook counties



**Marketing, Outreach and Education
November-December 2021 Board Report
Mary Parker**

OUTREACH and ANNOUNCEMENTS-

Prepared October 2021 Board Minutes

Prepped and distributed Press Release for the cancellation of the November Board Meeting and date change of December Board Meeting

Prepared Thanksgiving closure public announcements and distributed them to media and posted flyers in all of shelters.

Prepared schedule announcements for the SETD shuttle Buses going to the Covid vaccine sights at the Fairgrounds and Maritime Park from the Transit Center and distributed through media and posted flyers in all shelters.

Prepared announcement about ongoing shuttle transportation available to anyone who do not have transportation to Covid vaccine sights and distributed through media and posted in all shelters

Prepared Spanish job descriptions and job announcements and posted on web and Facebook

Received 3 Ticket Bank Requests and arranged for approval and distribution.

Prepared Press Release for SETD's recognition of Rosa Parks Day.

Prepared seat reservation posters with information flyers and gave to OPS for placement in buses.

Posted Rosa Parks seat reservation picture and flyers on media



**Human Resources
November/December 2021 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- LCHRMA Workplace Investigations Webinar
- Brown & Brown Risk Management Webinar Series
- Attended Team Meeting. Voting for Employee of the Quarter was conducted at the meeting. I updated the plaque, purchased gift card and processed certificate for Employee of the 3rd Quarter Steve Olson.
- SDAO “Impact of HB 3115 and the Regulation of Public Property During a Rise of Homelessness” webinar.
- HR Answers “Year in Review/Planning Ahead” training.
- SDAO Risk Management Training in Newport on October 17th.
- Brown & Brown “Establishing a COVID-19 Testing Program for your Workplace” webinar.
- Viewed the HR Answers training for the 2022 Oregon Government Handbook update.
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Conducted a benefits orientation for 2 employees with eligibility effective 12/1/2021.
- Updated the HRA and FSA census for PacificSource renewal.
- Prepared a Cybersecurity Policy and distributed policy to employees.
- Reviewed AIG policy per as mandated. AIG/VALIC oversee our retirement accounts.
- Prepared distribution of flyers for the United Way Campaign.
- Attended Driver Meetings at 11am and 2:30pm. Purchased refreshments for meetings.
- Coordinated AFLAC Open Enrollment with representative Shelley Behrmann. Shelley made a presentation regarding AFALAC policies at both driver meetings and met with employees interested in signing up for coverages during the day.
- Prepared the agenda and minutes for the Safety Committee meeting on Tuesday, November 21, 2021.
- Conducted Exit Interview with Transportation Support Specialist Marcy Wood.
- Prepared evaluation templates for Evaluations Due in October and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Prepared job posting for the Para-Transit Supervisor position.
- Interviewed 5 applicants for bus driver positions and 2 applicants for the Transportation Support Specialist position.
- Sent monthly notices to drivers regarding upcoming renewals of CDL’s and Medical Certifications.
- 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 Cheryl Stoffelsen. Cheryl comes to SETD from LEKTRO.
- Provided New Employee Orientation for Bus Driver trainee Scott Pachal. Scott worked for Cannon Beach Hotel and Café.

HIGHLIGHTS

- ❖ Bus Driver Trainees Cathy Walker and Sam Wilson passed their tests for their CDL B licenses. Congratulations Cathy & Sam!!!

• **WORKPLACE DEMOGRAPHICS:**

Male	27
Female	16
Hispanic/Latino	2
White	39
Two or More Races	2