



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JANUARY 27, 2022

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
 - a. NOVEMBER 2021
 - b. DECEMBER 2021
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. CONTINUED BUSINESS
 - a. DISTRICT LEGAL COUNSEL UPDATE
9. NEW BUSINESS
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

JANUARY

2022

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

JANUARY

2022

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
JANUARY
2022

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
December 9, 2021
Draft Zoom Board Meeting Minutes**

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

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- Executive Director Hazen requested adding legal counsel change under New Business.
4. PUBLIC COMMENT (3 minutes)- Arla Miller made comment that on behalf of herself and the ODOT Public Transportation Division to wish the Board, staff, drivers, and any riders listening, safe and Happy Holidays and a Happy New Year.
5. APPROVAL OF THE OCTOBER 2021, BOARD MEETING MINUTES-
Commissioner Alegria moved to approve the October 2021 Meeting Minutes
Commissioner Reed seconded the motion
Discussion- Commissioner Read asked if Northwest Works was a part of Work Source Oregon. Executive Director Hazen said they are part of the Work Force Investment Board, and he would be explaining that in his presentation later in the meeting.

Roll Call Vote:

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

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

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS OCTOBER 2021- Financial Officer Kelly Smith asked if there were any questions. There were several questions that were due to the accounts conversion, the auditor recommendations and general account clarification. There were no corrections or changes made to the Financial Report.

Commissioner Read moved to accept the October 2021 financial reports as presented

Commissioner Boothe-Schmidt seconded the motion.

Discussion- None

Roll Call Vote:

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

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

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- No Report
- b. Commissioner Alegria- Wished everyone a Happy Holiday.
- c. Commissioner Withers- Reported that he wanted to thank our district for participating in the Rosa Parks commemoration day. Commissioner Withers said he grew up in the rural south with the Jim Crow laws and the procedure was to go to the front of the bus pay your fare, get off and then enter through the back doors. He said it's not as if this is hypothetical or this sort of thing did not exist. I lived that until 1963 or 1964. Commissioner Withers said Rosa Parks was a brave woman, but she was one of many Rosa Parks who did that brave move to get that done. Commissioner Withers said he wanted to thank Jeff and staff for participating in what is a nationwide event and thank you from someone who lived the experience.
- d. Commissioner Nino- Reported that she had been recommended to participate in the ODOT video by the outreach manager of the North Coast Land Conservancy. The video interview was done at the Astoria Transit Center conference room, and she said it was nice to be there again. Commissioner Nino also said there was a lot of material filmed that will be used to help get the public engaged and it was a pleasure and honor to speak on behalf of our and other rural communities considering that she has not been a commissioner for that long. Commissioner Nino said they really liked the perspective that she was a writer when she first came to Oregon. Commissioner Nino thanked everyone for their congratulations. She also thanked everyone including staff for what they do and wished everyone Happy Holidays.
- e. Commissioner Reed-Reported that she is excited at all the things we are working on right now with the Transportation Plan and the anticipated Federal Funding which will boost the efforts of what we are already doing here. Commissioner Reed gave a big thank you to all that make the wheels turn and she is very proud to be part of this organization and looking forward to a new year of working together. Commissioner Read wished everyone Happy Holidays!
- f. Commissioner Boothe-Schmidt- Reported that she had watched the video from ODOT that Commissioner Nino was in, and it was great and wished everyone Happy Holidays.

9. CONTINUED BUSINESS- None

10. NEW BUSINESS

- a. SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) CONFERENCE- Executive Director Hazen reported that the SDAO Conference is being held live in Eugene February 10th thru the 13th. Hazen said this is a great opportunity and I am thrilled that the entire Board is going to attend. Hazen explained that we need to individually sign up for the workshops or trainings we plan on attending. Hazen asked that each Board member tell Executive Assistant Mary Parker their choices. Mary will register the Board and other staff attending will register themselves. Commissioner Read suggested that we try to make sure that we have at least one person covering each of the topics. Commissioner Read said she has her schedule picked out but would be willing to jump onto another workshop if needed. Executive Director Hazen reminded everyone that just because you are signed up for a workshop, it does not mean you are locked in except for the trainings on the first day which we individually pay for. If you are attending a workshop and it is not what you expected you can move to a different one.
SDAO DELEGATE- Executive Director Hazen explained that the Board needs to elect someone who will represent SETD as a voting delegate at both the At Large Caucus meeting and the SDAO Annual Business Meeting. Hazen said that Board members can attend the Caucus and he encouraged them to do so. Commissioner Withers nominated Commissioner Diana Nino to be SETD's voting delegate. Commissioner Nino accepted the nomination.
Executive Director Hazen said that we will be taking a bus down to Eugene and back for the conference. He asked if anyone is planning to take their own transportation to let him know.

Executive Director Hazen encouraged everyone to attend the banquet the final night because he has seen the entertainment before and they are good.

- b. RETURNING CITIZEN PROGRAM-Executive Director Hazen presented a power point on the Returning Citizen Program. Hazen explained that the catalyst for this program started back in early August when Julia Castillo the Executive Director of Heart of Iowa Regional Transit Agency (HIRTA) wrote a blog post that the Community Transit Association of America (CTAA) sent out on August 10th. Hazen said he would have never thought of the idea she had in that blog. He emailed Julia that evening and started developing a relationship with her and let her know how excited he was and how much she had inspired him to set something up in Oregon. Hazen said his vision is a statewide program to get returning citizens that have been incarcerated and are coming up on their release date to be trained and obtain their CDL to be a transit operator prior to their release. The goal being for them to have a potential future in front of them when they step out of prison and return to the communities that they were from. Hazen said in the beginning the first thing he did was reach out to the Division Administrator for Public Transportation at ODOT and asked if she had any contacts with the Department of Corrections. She asked one of the Assistant Directors at ODOT, and that person did have a contact. Hazen said he reached out to that person and asked who the right person would be for him to talk to. They put him in contact with an Assistant Director at the Department of Corrections, who was very interested in the program and when DMV heard about the program they were also interested. Hazen said this program will be a partnership between the Oregon Department of Transportation and the Department of Corrections. Hazen explained the benefits of the program and how public transportation will be part of the solution in reducing recidivism and at the same time benefit from tapping into potential employees to fill positions on the ever-declining driver workforce. Hazen discussed how doing background checks can eliminate an applicant before they are interviewed and how he wants to change that approach and spend time meeting and interviewing applicants. Hazen said that we will be working with community leaders and other programs that will partner with us in developing this program locally. Hazen also said that hiring anyone is a risk but there will be a process in place that will screen those going into the program and employers will have their own screening process as well. Executive Director Hazen and Human Resource Manager, Sue Farmer have already met with Clatsop Community Corrections who are on board with the program. They will refer clients that they think would succeed in the program. Hazen said 3 teams were assembled that had 2 meetings and a pilot program using transit funds is being set up with Baker Technical Institute (BTI) in Baker Oregon. BTI is set up with simulators and have experience in doing heavy equipment operation trainings with the Oregon Youth Authority. Also, the Department of Correction is going to allow people in this program to be outside the prison for behind the wheel training and possibly to take their written test at the DMV. They may also be able to take their driving test with a third-party certifier which could allow someone to leave prison with their CDL in hand and take it back to the community they were adjudicated from. Because of the agencies working together and the progress that has been made, Hazen said that training should begin by the end of January. The first program will probably start at the Powder River facility near Baker and then Coffee Creek which is a women's prison. Commissioner Read thanked Executive Director Hazen for his work with this program. Commissioner Read said she has a background in advocacy for criminal justice and a place at the table for criminal justice reform and it will be very interesting to see how the players plow through the red tape and get going on this. Corrections has the best of intentions, but it is a very slow-moving organization. This program could be a way for us to be a united voice for legislative issues that will contribute to the benefit of this. Commissioner Reed also said recidivism is not about recurring criminal violations, it is on the technical things with lack of opportunity to get jobs which includes parole and probation fees, logistics and childcare. Commissioner Read added that this is a big story with a lot of moving parts, but I would be so excited to see the success of this because it would move us all forward nationwide and maybe it's the transportation industry that is going to crack the code and she would love to see it. Commissioner Nino asked who requires blanket bands when doing background checks. Hazen said that they are used for safety sensitive positions which include drivers, and the DMV has control of what offenses eliminate someone from having or their losing their CDL. Commissioner Nino said it is good that it goes through the DMV because it makes it easier. Commissioner Nino also asked if there was consideration of having public relations and a strategy to communicate the program to the public so that there is not any bad

publicity. Hazen said we do want to be ahead of that which is why I started with Ethan from the Daily Astorian today. Both ODOT and the Department of Corrections have public relations departments, and we will soon be pulling them in to help us get the message out on a very positive note. Commissioner Withers commented that the public relations will help the formerly incarcerated who may have been out 5 years or so know that this is an option, that wasn't an option before now. Commissioner Withers also said you cannot blame someone all their life for doing something dumb, but it is easy to do something when your young and dumb and have it held against you forever. We are a nation of second chances, what happened to that? Commissioner Withers added that sometimes formally incarcerated get stereotyped, so I am glad we are trying to get around that. Commissioner Withers said he likes the element of having a Clatsop County group filter people to us because they know better who might be qualified. Commissioner Withers said that we should impress upon the drivers that we are giving them a second chance and we won't disclose their background to anyone, but we are not going to forget as a manager that they had a robbery 10 years ago and that we expect them to respect the fact that we gave them this opportunity. Lastly Commissioner Withers said he admires the district's moving ahead on this and he hopes we can get this into place and moving quicker. Commissioner MacDonald said that having 2 adopted sons that have done what Commissioner Withers just talked about going joy riding in cars. It does add to the recidivism, and it is really hard when they come out and they don't have any place to go, and it just makes the rest of their life that much more uninteresting. Hazen said he is excited and thankful that the Board is supportive of this and Oregon's going to be the pioneer of this. Hazen said he does not take credit for this but gives all the credit to Julia back in Iowa. She wrote that blog, but I am running with it.

- c. DISTRICT LEGAL COUNSEL CHANGE- Executive Director Hazen presented a letter received by Heather Reynolds who has been the district's legal counsel for several years. Heather will be joining the law firm of Haglund Kelley, LLP on January 1st and is wanting to work less so she is requesting we transfer primary responsibility of the district's work to Joshua Stellman who is the Astoria resident partner at Haglund Kelley LLP. Heather said she will be available for ongoing issues and advice on historical background on any future matter that arises. Executive Director Hazen reviewed Josh's resume that was included with the letter. Chair Boothe-Schmidt said she would like to meet with Josh and get to know him a little bit before approving. Commissioner Read said she would also like to meet with Josh. Executive Director Hazen said he will contact Josh and ask if he can attend the January Board Meeting.

11. CORRESPONDENCE- Executive Director Hazen said we have received a letter from NW Community Alliance saying due to staffing issues as of January 1st they will no longer be providing our cleaning services. Staff is currently looking for another janitorial firm.

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

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

14. OTHER ITEMS- None

Meeting was adjourned 11:11 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Diana Nino

Date _____

DRAFT

Sunset Empire Transportation District
NOV FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2022 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 5 = 41% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$3,050,153 (\$393,586 more than budget), YTD Total Materials & Services was \$426,649 (\$96,906 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$8,803; \$394 less than monthly budget and \$8,043 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$5,760; \$1,810 more than monthly budget and \$11,025 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$3,833; \$2,501 over monthly budget and \$19,438 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$828; \$272 less than monthly budget and \$576 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$11,339 less than YTD budget. This route isn't currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$1,017.
- 4205 Property Taxes: \$927,948 collected in Nov. Over budget YTD \$494,401.
- 4250 Timber Sales: \$53,949 collected in Nov. Over budget YTD \$58,977.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Oct interest received was \$196.05. Under budget YTD \$642.
- 5000 Grants: \$229,988 in Reimbursements Received.

Expense

- 7010 VET Provider Payments: Rides for the month of Nov totaled \$461.
 - 8000 Audit: Over budget MTD \$14,500 – Budgeted for bill to come in Jan.
 - 8015 Comp/Furniture/Durable Goods: Over budget MTD \$393 – Purchased laptop for HR.
 - 8020 B & M: Over budget MTD \$432 – Purchased Stop Signs.
 - 8060 Travel/Training: Over budget MTD \$2,920 – CTAA Conference.
 - 8100 Insurance: Over budget MTD \$18,040 – Budgeted for that to post in Dec.
 - 8105 Uninsured Loss: Over budget MTD \$1,174 – Damage to Parked Car (Deductable).
 - 8170 Fuel: Over monthly budget \$3,262, over YTD budget \$6,816
 - END
- ** Fuel over budget YTD \$6,816. Materials & Services (without capital expense) is over budget for MTD by \$12,718 and under budget YTD \$97,022.

Follow up items: 2100 ACCRUED LABOR SYSTEM is our accrued payroll.

***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
November 30, 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>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	8,803.18	9,200.00	(396.82)	53,228.91	45,186.00	8,042.91
4015 LOWER COLUMBIA CONNECTOR	5,760.09	3,950.00	1,810.09	33,708.66	22,684.00	11,024.66
4021 MEDICAID FARES - IGA	3,833.00	1,329.00	2,504.00	27,725.00	8,287.00	19,438.00
4022 PARATRANSIT FARES	828.00	1,100.00	(272.00)	5,474.00	6,050.00	(576.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	17,573.50	28,912.00	(11,338.50)
4110 NW NAVIGATOR	214.64	302.00	(87.36)	1,011.89	2,029.00	(1,017.11)
4120 GREYHOUND	0.00	41.00	(41.00)	7.80	232.00	(224.20)
4130 OTHER-VENDING	104.33	25.00	79.33	210.21	175.00	35.21
4205 PROPERTY TAXES	924,102.06	504,475.00	419,627.06	1,036,611.07	544,525.00	492,086.07
4206 PRIOR YEAR TAXES	3,837.02	1,950.00	1,887.02	13,793.99	11,400.00	2,393.99
4207 PROPERTY TAX INTEREST	8.93	25.00	(16.07)	46.09	125.00	(78.91)
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	1,774.61	0.00	1,774.61
4310 TIMBER SALES	53,949.14	0.00	53,949.14	138,977.35	80,000.00	58,977.35
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	57,843.82	44,850.00	12,993.82
4420 PARKING SPACE LEASE	760.00	765.00	(5.00)	3,800.00	3,945.00	(145.00)
4505 INTEREST EARNED ON BANK ACCT	196.05	125.00	71.05	483.12	1,125.00	(641.88)
4605 OTHER INCOME	9,125.43	12.00	9,113.43	27,459.43	63.00	27,396.43
5201 OREGON STF FUNDS	0.00	24,645.00	(24,645.00)	46,466.00	53,645.00	(7,179.00)
5202 OREGON STIF FUNDS-DISCRETIONARY	48,601.00	0.00	48,601.00	88,599.00	0.00	88,599.00
5203 OREGON STIF FUNDS-FORMULA	0.00	171,000.00	(171,000.00)	417,921.00	401,000.00	16,921.00
5204 OREGON STIF FUNDS-STN	0.00	184,000.00	(184,000.00)	0.00	184,000.00	(184,000.00)
5301 5311 ADMIN/OPERATIONS	147,125.00	149,944.00	(2,819.00)	252,589.00	252,944.00	(355.00)
5302 5310 MOBILITY MGT/PM	14,786.00	48,561.00	(33,775.00)	30,309.00	63,561.00	(33,252.00)
5303 PM	0.00	355,020.00	(355,020.00)	0.00	355,020.00	(355,020.00)
5304 TRANSPORTATION OPTIONS	0.00	24,960.00	(24,960.00)	38,779.78	43,460.00	(4,680.22)
5306 CARES ACT	19,479.00	348,529.00	(329,050.00)	133,425.00	348,529.00	(215,104.00)
5401 5339 CAPITAL PURCHASE	0.00	44,820.00	(44,820.00)	622,335.00	154,820.00	467,515.00
Total Revenues	1,241,512.87	1,880,278.00	(638,765.13)	3,050,153.23	2,656,567.00	393,586.23

<u>Expenses</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>
6010 WAGES	160,143.11	169,200.00	9,056.89	948,404.94	871,400.00	(77,004.94)
6110 TAXES	18,723.30	27,504.00	8,780.70	130,504.49	137,520.00	7,015.51
6210 BENEFITES	44,365.83	62,750.00	18,384.17	232,863.48	313,750.00	80,886.52
SUB TOTAL WAGES/TAXES/BENEFITS	223,232.24	259,454.00	36,221.76	1,311,772.91	1,322,670.00	10,897.09
7010 VET PROVIDER RIDES	461.15	2,500.00	2,038.85	1,937.76	12,500.00	10,562.24
8000 AUDIT	14,500.00	0.00	(14,500.00)	20,000.00	7,000.00	(13,000.00)
8001 PROFESSIONAL SERVICES	21.00	7,167.00	7,146.00	1,021.00	35,835.00	34,814.00
8002 LEGAL COUNSEL	0.00	5,000.00	5,000.00	0.00	25,000.00	25,000.00
8003 BANK/MERCHANT FEES	161.20	167.00	5.80	824.75	835.00	10.25
8010 EQUIP LEASE/RENT	214.49	225.00	10.51	966.49	1,125.00	158.51
8015 COMP/FURNITURE/DURABLE GOODS	4,834.75	4,442.00	(392.75)	9,137.47	24,502.00	15,364.53
8020 B & M	3,971.72	3,540.00	(431.72)	19,527.03	19,286.00	(241.03)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	5,690.00	6,250.00	560.00
8024 SANITATION	479.94	500.00	20.06	4,181.01	2,750.00	(1,431.01)
8031 ONLINE SUB/IT SERVICES	10,079.95	12,900.00	2,820.05	40,658.50	57,200.00	16,541.50
8040 TELEPHONE/INTERNET	4,508.68	5,000.00	491.32	17,377.97	25,000.00	7,622.03
8041 UTILITIES	2,130.91	2,917.00	786.09	11,066.51	14,585.00	3,518.49
8050 HR/EMP RECOGNITION	1,337.65	2,213.00	875.35	12,433.18	12,909.00	475.82
8060 TRAVEL/TRAINING	6,237.37	3,317.00	(2,920.37)	15,570.20	14,668.00	(902.20)
8080 OUTREACH/PRINTING	1,435.08	3,333.00	1,897.92	8,842.69	16,665.00	7,822.31
8090 DUES, SUBSCRIPTIONS	653.99	2,083.00	1,429.01	11,965.18	10,415.00	(1,550.18)
8091 IGA-DUES	0.00	0.00	0.00	6,000.00	6,000.00	0.00
8092 FEES/TAXES/LICENSES	100.00	433.00	333.00	919.00	2,165.00	1,246.00
8100 INSURANCE	18,040.25	0.00	(18,040.25)	38,938.50	18,100.00	(20,838.50)
8105 UNINSURED LOSS	2,423.86	1,250.00	(1,173.86)	5,849.63	6,250.00	400.37
8110 LEGAL ADS	0.00	83.00	83.00	0.00	415.00	415.00
8112 MEETING EXPENSE	186.35	125.00	(61.35)	186.35	625.00	438.65
8116 OFFICE SUPPLIES	1,111.62	1,400.00	288.38	6,357.68	6,725.00	367.32
8170 FUEL	22,261.92	19,000.00	(3,261.92)	117,816.27	111,000.00	(6,816.27)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	9,125.49	13,500.00	4,374.51	66,037.11	82,000.00	15,962.89
8180 SHOP SUPPLIES	397.76	750.00	352.24	3,228.79	3,750.00	521.21
SUB TOTAL MATERIALS/SERVICES	105,813.13	93,095.00	(12,718.13)	426,533.07	523,555.00	97,021.93
9200 CAPITAL EXPENSE	0.00	0.00	0.00	732,056.74	704,350.00	(27,706.74)
Total Expenses	329,045.37	352,549.00	23,503.63	2,470,362.72	2,550,575.00	80,212.28
Excess Revenue Over (Under) Expenditures	912,467.50	1,527,729.00	(662,268.76)	579,790.51	105,992.00	313,373.95

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 11/30/2021

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(22.00)	0.00	(22.00)
1020 GENERAL CHECKING LC BANK	182,005.71	126,930.96	55,074.75
1030 LGIP - GENERAL FUND	900,301.25	474,542.74	425,758.51
1040 PAYROLL ACCOUNT LC BANK	73,296.96	73,340.15	(43.19)
1050 MONEY MARKET LC BANK	5,670.62	5,665.00	5.62
1095 CASH RECEIPTS CLEARING SYSTEM	766.73	256,184.87	(255,418.14)
1210 ACCOUNTS RECEIVABLE SYSTEM	13,349.59	18,528.52	(5,178.93)
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	(23,964.70)	(19,532.88)	(4,431.82)
Total Assets	1,151,404.16	924,260.05	227,144.11
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	50,970.60	51,942.33	(971.73)
2050 CREDIT CARD PAYABLE	99,637.08	28,802.51	70,834.57
2059 CREDIT CARD PAYMENT CLEARING	(83,115.95)	(25,309.97)	(57,805.98)
2060 PAYABLE TO NWN	(629.08)	1,633.78	(2,262.86)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	47.50	207.50
2099 A/P CONVERSION	(20,436.27)	(19,986.27)	(450.00)
2100 ACCRUED LABOR SYSTEM	109,387.75	111,204.10	(1,816.35)
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)	30.25	(12,040.85)
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)	(312.77)	(500.78)
2124 BENEFITS MEDICAL SDIS	(14,697.36)	(9,891.10)	(4,806.26)
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)	(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	123,613.60	133,769.77	(10,156.17)
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	579,790.51	(55,787.54)	635,578.05
Total Net Assets	1,027,790.56	790,490.28	237,300.28
Total Liabilities and Net Assets	1,151,404.16	924,260.05	227,144.11

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 11/30/2021

<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>
[6009] ALLSTATE INSURANCE AGENCY	11/11/2021	1352	11/01/2021	Nov 2021 Parking Spaces #3-5	0.00	142.50	0.00	0.00	142.50
[6251] AMTRAK	10/31/2021	1338	10/01/2021	Sep 2021 Settlement	0.00	2,042.40	0.00	0.00	2,042.40
[6251] AMTRAK	10/01/2021	1339	9/01/2021	Aug 2021 Settlement	0.00	0.00	2,788.35	0.00	2,788.35
[6251] AMTRAK	12/01/2021	1357	11/01/2021	Oct 2021 Settlement	2,458.22	0.00	0.00	0.00	2,458.22
[6060] CLATSOP COUNTY SHERIFF	12/01/2021	1358	11/01/2021	Oct 2021 Poker Chips	132.00	0.00	0.00	0.00	132.00
[6113] HOXIE, RONALD	11/11/2021	1355	11/01/2021	Nov 2021 Parking Space #7	0.00	47.50	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/26/2021	1328	10/11/2021	4x55 Gallons Distilled Water 55 Gallon Drum Simple Green	0.00	0.00	2,038.12	0.00	2,038.12
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/01/2021	1351	11/01/2021	Oct 2021 Bus Passes	150.00	0.00	0.00	0.00	150.00
Total					2,740.22	2,232.40	4,826.47	0.00	9,799.09

SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Payable Aging by Vendor

<u>Invoice Date</u>	<u>Invoice Number</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>
[6010] ALSCO									
9/14/2021	LPOR2715100	11/27/2021	UNIFORMS/TOWELS SHOP	36.02	36.02	0.00	36.02	0.00	0.00
11/17/2021	LPOR2715100-crd	11/27/2021	UNIFORMS/TOWELS SHOP	(36.02)	(36.02)	0.00	(36.02)	0.00	0.00
[6257] WESTERN STAR NW INC									
8/19/2021	CR PC201063144	9/18/2021	DBL. PMT - CALIPERS/BRAKE ROTOR/SHOES	(609.14)	(609.14)	0.00	0.00	0.00	(609.14)
8/19/2021	CR PC201063175	9/18/2021	DBL PMT - DISC PAD REPAIR KIT	(173.52)	(173.52)	0.00	0.00	0.00	(173.52)
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	0.00	(1,042.84)
11/02/2021	SR201047993:01	11/12/2021	Gauge Repair - Bus 1801	1,130.61	1,130.61	0.00	1,130.61	0.00	0.00

Report Total				(694.89)	(694.89)	0.00	1,130.61	0.00	(1,825.50)
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SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 11/30/2021

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	11/09/2021	[6225] VALIC-JPM CHASE - Payroll Dated 11.05.21	RETIREMENT - 457 (b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2738.39 2237.65 490.02	5,466.06
21308	11/10/2021	[6193] SDIS - Quarterly Ins-General, Property & Liability	GENERAL LIABILITY PROPERTY AUTO	4115.75 2878.75 11045.75	18,040.25
21314	11/10/2021	[6237] WILCOX & FLEGEL - Invoices 0655940, CL07274	FUEL FUEL SHOP SUPPLIES FUEL FUEL	5106.15 108.01 535.86 2440.50 10217.00	18,407.52
21315	11/23/2021	[6001] ACCUFUND INC - PRIMARY- HOSTED SERVICES: 1/01 - 3/31/2021	IT SERVICES/CONTRACTS	5313	5,313.00
21336	11/23/2021	[6193] SDIS - Invoices 11.17.2021, 2021-22, 2021-23, WCQ22021, WCQ32021	BENEFITS MEDICAL SDIS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS	42527.10 190.72 370.94 17099.56	60,188.32

Total Checks **107,415.15**

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	11/07/2021	-3,033.95
0 Deposits and Other Additions Totaling.....		0.00
82 Checks and Other Withdrawals Totaling.....		10,949.31
1 Adjustments Totaling.....		3,033.95
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	12/08/2021	-10,949.31
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	12/08/2021	-93,895.28
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-93,895.28

Date	Check	To	Check Description	Amount
✓ 11/05/2021	0000284	TRACTOR SUPPLY	Jones - Shirt/Hat - Travel Training	29.98
✓ 11/07/2021	0000284	DOMINO'S	Jones - Dinner/CTAA Conference	31.25
✓ 11/07/2021	0000284	FRESH TO ORDER	Jones - Lunch/CTAA Conference	14.13
✓ 11/07/2021	0000284	MARRIOTT	Jones - Lodging/CTAA Conference	674.38
✓ 11/07/2021	0001365	DELTA AIRLINES	Geisler - CTAA Conference/Baggage	30.00
✓ 11/07/2021	0001365	FRESH TO ORDER	Geisler - CTAA Conference/Meals	15.70
✓ 11/08/2021	0000284	MARRIOTT	Jones - Breakfast/CTAA Conference	11.53
✓ 11/08/2021	0000285	WONG GONZALEZ	Hazen - Meal/CTAA	64.26
✓ 11/08/2021	0000285	TARRANT'S CAFE	Hazen - Dinner - CTAA Conference	134.54
✓ 11/08/2021	0001209	GOVPERMIT	Farmer - Fingerprinting/Ops	25.00
✓ 11/08/2021	0001365	MARRIOTT	Geisler - CTAA Conference/Meals	3.92
✓ 11/09/2021	0000251	AMAZON	Lewicki - Gloves	162.00
✓ 11/09/2021	0000284	SALT & FORGE	Jones - Breakfast/CTAA Conference	13.73
✓ 11/09/2021	0000284	MARRIOTT	Jones - Dinner/CTAA Conference	39.64
✓ 11/09/2021	0000285	TARRANT'S CAFE	Hazen - Meal/CTAA	14.76
✓ 11/09/2021	0001365	MARRIOTT	Geisler - CTAA Conference/Meals	76.29
✓ 11/10/2021	0000251	COSTCO WHOLESALE	Lewicki - Metal Photo	69.98
✓ 11/10/2021	0000251	AMAZON	Lewicki - Tablet Mount	104.85
✓ 11/10/2021	0000281	DELTA AIRLINES	Jones - Airfare/CTAA Conference	110.99
✓ 11/10/2021	0000284	MARRIOTT	Jones - Breakfas/Lunch/CTAA Conference	43.75
✓ 11/10/2021	0001365	MARRIOTT	Geisler - CTAA Conference/Meals	66.18
✓ 11/10/2021	0001365	MARRIOTT	Geisler - CTAA Conference/Meals	7.16
✓ 11/11/2021	0000251	MARRIOTT	Hazen - Lodging - CTAA Conference	1,008.62
✓ 11/11/2021	0000251	MARRIOTT	Lewicki - CTAA Conference Lodging/J. Geisler	646.38
✓ 11/11/2021	0000284	SALT & FORGE	Jones - Breakfast/CTAA Conference	17.02

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

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✓ 11/11/2021 0000285	HILLBILLY REDS BARBECUE	Hazen - Meal/CTAA	51.58
✓ 11/11/2021 0000285	DELTA AIRLINES	Hazen - Baggage	70.00
✓ 11/11/2021 0000285	ENTERPRISE	Hazen - Rental Car - CTAA Conference	394.20
✓ 11/11/2021 0001365	SALT & FORGE	Geisler - CTAA Conference/Meals	14.69
✓ 11/11/2021 0001365	DELTA AIRLINES	Geisler - CTAA Conference/Baggage	30.00
✓ 11/11/2021 0001365	DELTA AIRLINES	Geisler - CTAA Conference/Airfare	87.00
✓ 11/12/2021 0000284	PDX AIRPORT PARKING	Jones - Parking/CTAA Conference	60.00

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

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Date	Check	To	Check Description	Amount
✓ 11/12/2021	0000285	PDX AIRPORT PARKING	Hazen - Parking/CTAA	72.00
✓ 11/15/2021	0000251	SCALEFUSION	Lewicki - Mobile Device Software License/Support	432.00
✓ 11/15/2021	0000285	GODADDY	Hazen - Domain Renewal	31.16
✓ 11/15/2021	0001209	FISHER & PHILLIPS LLP	Farmer - Vaccine Mandate Training	119.00
✓ 11/15/2021	0001217	ALLIANZ TRAVEL INS	Kleczek - Travel Insurance	40.41
✓ 11/15/2021	0001217	ALASKA AIRLINES	Kleczek - Airfare/Impact Leadership Program	646.60
✓ 11/16/2021	0000251	ZORO.COM	Lewicki - Clevis Pins/Shop	16.60
✓ 11/16/2021	0000251	SCHETKY NW SALES	Lewicki - Driver Seat	200.00
✓ 11/17/2021	0000269	ADOBE ACROBAT	Parker - Monthly Subscription	10.99
✓ 11/17/2021	0001209	BEST WESTERN	Farmer - Lodging/SDAO Training	152.09
✓ 11/18/2021	0000251	ADOBE ACROBAT	Lewicki - Monthly Fee - Ops	14.99
✓ 11/18/2021	0000251	ADOBE ACROBAT	Lewicki - Monthly Fee - Ops	14.99
✓ 11/18/2021	0000251	APPLE	Hazen - Monthly Cloud Fee	0.99
✓ 11/18/2021	0000285	WALLIT	Hazen - Columbia County Spotlight	35.00
✓ 11/19/2021	0000284	STORYBLOCKS	Jones - Video Software	14.99
✓ 11/21/2021	0000251	AMAZON	Lewicki - Tablet Cases	27.88
✓ 11/21/2021	0001217	FACEBOOK	Kleczek - Ad/Yes You Can	33.24
✓ 11/22/2021	0000251	BONA FIDE MASKS	Lewicki - KN95 Masks	640.00
✓ 11/22/2021	0000284	AMAZON	Jones - Video/Travel Training	69.99
✓ 11/22/2021	0001209	GOVPERMIT	Farmer - Fingerprinting/FR	25.00
✓ 11/23/2021	0000251	SMARTSIGN.COM	Lewicki - Flag Mount Brackets	181.35
✓ 11/23/2021	0000251	TRAFFIC SAFETY STORE	Lewicki - Posts/Mounting Hardware/Break-away Bus Stop Signs	1,093.99
✓ 11/24/2021	0000251	AMAZON	Lewicki - Tablet Cases	30.98
✓ 11/25/2021	0000284	CLKBANK	Jones - Translation Software	47.00
✓ 11/25/2021	0001217	AMAZON	Kleczek - Stabilizer/Recorder	328.00
✓ 11/25/2021	0001217	B & H PHOTO	Kleczek - Microphone	69.00
✓ 11/26/2021	0001209	ENVIROKLENZ	Farmer - Air Purifier Filters	479.94
✓ 11/27/2021	0001217	ONESTREAM	Kleczek - Live Stream	39.00
✓ 11/29/2021	0000251	AMAZON	Lewicki - Heat Shrink/Shop	8.98
✓ 11/29/2021	0000251	AMAZON	Lewicki - Connector/Shop	8.50
✓ 11/29/2021	0000251	AMAZON	Lewicki - Connector Kit/Shop	25.98
✓ 11/29/2021	0000251	AMAZON	Lewicki - USB Cables/Tablets	51.98
✓ 11/29/2021	0000285	AIRBNB	Hazen - Lodging - SDAD Conference	638.10
✓ 11/30/2021	0000251	AMAZON	Lewicki - Connector/Shop	14.44
✓ 12/01/2021	0001209	INDEED	Farmer - PT Supervisor Training	222.33
✓ 12/01/2021	0001217	AMAZON	Kleczek - Microphone/Adapter	99.48

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 12/02/2021 0000251	GILLIG LCC	Lewicki - Bus Parts	52.13
✓ 12/03/2021 0000251	AMAZON	Lewicki - Tablet Cases	22.98
✓ 12/03/2021 0000251	AMAZON	Lewicki - Chair Weels/Ops Mgr	41.14
✓ 12/03/2021 0000251	AMAZON	Lewicki - Driver Flashlights	26.40
✓ 12/03/2021 0000251	AMAZON	Lewicki - Gloves	204.44
✓ 12/03/2021 0000284	AMAZON	Jones - Video Projects	77.51
✓ 12/03/2021 0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 12/03/2021 0001209	USPS	Farmer - Final Check/Notice	7.38
✓ 12/04/2021 0000251	AMAZON	Lewicki - Batteries/Shop	37.98

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

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Date	Check	To	Check Description	Amount
✓ 12/04/2021	0000285	AMAZON	Hazen - Tablet	27.36
✓ 12/06/2021	0000251	AMAZON	Lewicki - Driver Flashlights	132.81
✓ 12/06/2021	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	14.99
✓ 12/07/2021	0000284	AMAZON	Jones - Video Projects	83.71
✓ 12/08/2021	0001209	IPMA HR OREGON	Farmer - Register Effective Interview Training	20.00
Total Unmarked Checks:			0.00	
			Total Checks:	10,949.31

Date	Reference	Adjustment Description	Amount	
✓ 11/07/2021	0021282	Payment made from Gen. Ck. for Statement Ending 11/07/2021	3,033.95	
	11/10/2021	0021281	0.00	
	12/20/2021	GC	Payment made from GEn. Ck. for Statement Ending 12/08/2021	10,494.31
Total Unmarked Adjustments:			10,494.31	
			Total Adjustments:	13,528.26

Sunset Empire Transportation District
NOV FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2022 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 6 = 50% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$3,050,153 (\$393,586 more than budget), YTD Total Materials & Services was \$426,649 (\$96,906 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$7,806; \$1,444 less than monthly budget and \$6,599 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$4,770; \$770 more than monthly budget and \$11,795 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$4,935; \$3,606 over monthly budget and \$23,044 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,453; \$401 more than monthly budget and \$175 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$16,839 less than YTD budget. This route isn't currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$1,026.
- 4205 Property Taxes: \$10,671 collected in Dec. Over budget YTD \$38,122.
- 4250 Timber Sales: No Timber Sales collected in Dec. Over budget YTD \$18,977.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Dec interest received was \$315.21. Under budget YTD \$452.
- 5000 Grants: No Grant Reimbursements Received in Dec.

Expense

- 7010 VET Provider Payments: Rides for the month of Nov totaled \$137.
 - 8000 Audit: Over budget MTD \$19,000.
 - 8031 Online Sub/IT Services: Over Budget \$10,162 – 2022 Verizon Tablet Plan
 - 8105 Uninsured Loss: Over budget MTD \$2,731 – Bus Struck Parked Vehicle.
 - 8170 Fuel: Over monthly budget \$2,290, over YTD budget \$9,106
 - END
- ** Fuel over budget YTD \$9,106. Materials & Services (without capital expense) is under budget for MTD by \$36,267 and under budget YTD \$133,039.

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
December 31, 2021**

	<u>M-T-D</u>		<u>M-T-D</u>		<u>Variance</u>	<u>Y-T-D</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>Budget</u>	
Revenues								
4010 FIXED ROUTE FARES	7,805.83	9,250.00	(1,444.17)	54,436.00	61,034.74	54,436.00	6,598.74	
4015 LOWER COLUMBIA CONNECTOR	4,770.40	4,000.00	770.40	26,684.00	38,479.06	26,684.00	11,795.06	
4021 MEDICAID FARES - IGA	4,935.00	1,329.00	3,606.00	9,616.00	32,660.00	9,616.00	23,044.00	
4022 PARATRANSIT FARES	1,452.90	1,052.00	400.90	7,102.00	6,926.90	7,102.00	(175.10)	
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	34,412.00	17,573.50	34,412.00	(16,838.50)	
4110 NW NAVIGATOR	293.11	302.00	(8.89)	2,331.00	1,305.00	2,331.00	(1,026.00)	
4120 GREYHOUND	0.00	41.00	(41.00)	273.00	7.80	273.00	(265.20)	
4130 OTHER-VENDING	27.90	25.00	2.90	200.00	238.11	200.00	38.11	
4205 PROPERTY TAXES	10,163.18	464,950.00	(454,786.82)	1,009,475.00	1,046,774.25	1,009,475.00	37,299.25	
4206 PRIOR YEAR TAXES	462.16	1,950.00	(1,487.84)	13,350.00	14,256.15	13,350.00	906.15	
4207 PROPERTY TAX INTEREST	45.49	50.00	(4.51)	175.00	91.58	175.00	(83.42)	
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	0.00	1,774.61	0.00	1,774.61	
4310 TIMBER SALES	0.00	40,000.00	(40,000.00)	120,000.00	138,977.35	120,000.00	18,977.35	
4315 MASS TRANSIT ASSESSMENT	30,894.26	0.00	30,894.26	44,850.00	88,738.08	44,850.00	43,888.08	
4420 PARKING SPACE LEASE	760.00	765.00	(5.00)	4,710.00	4,560.00	4,710.00	(150.00)	
4505 INTEREST EARNED ON BANK ACCT	315.21	125.00	190.21	1,250.00	798.33	1,250.00	(451.67)	
4605 OTHER INCOME	2,450.76	12.00	2,438.76	75.00	27,872.07	75.00	27,797.07	
5201 OREGON STF FUNDS	0.00	0.00	0.00	53,645.00	46,466.00	53,645.00	(7,179.00)	
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	0.00	88,599.00	0.00	88,599.00	
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	401,000.00	417,921.00	401,000.00	16,921.00	
5204 OREGON STIF FUNDS-STN	0.00	0.00	0.00	184,000.00	0.00	184,000.00	(184,000.00)	
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	252,944.00	252,589.00	252,944.00	(355.00)	
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	63,561.00	30,309.00	63,561.00	(33,252.00)	
5303 PM	0.00	0.00	0.00	355,020.00	0.00	355,020.00	(355,020.00)	
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	43,460.00	38,779.78	43,460.00	(4,680.22)	
5306 CARES ACT	0.00	0.00	0.00	348,529.00	133,425.00	348,529.00	(215,104.00)	
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	154,820.00	620,835.00	154,820.00	466,015.00	
Total Revenues	64,376.20	529,351.00	(464,974.80)	3,110,991.31	3,110,991.31	3,185,918.00	(74,926.69)	

<u>Expenses</u>	<u>M-T-D</u>	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
6010 WAGES	157,756.75	168,500.00	1,106,161.69	1,039,900.00	(66,261.69)
6010 TAXES	18,415.36	27,504.00	148,919.85	165,024.00	16,104.15
6210 BENEFITS	24,950.96	62,750.00	257,814.44	376,500.00	118,685.56
SUB TOTAL WAGES/TAXES/BENEFITS	201,123.07	258,754.00	1,512,895.98	1,581,424.00	68,528.02
7010 VET PROVIDER RIDES	136.85	2,500.00	2,074.61	15,000.00	12,925.39
8000 AUDIT	6,000.00	0.00	26,000.00	7,000.00	(19,000.00)
8001 PROFESSIONAL SERVICES	0.00	7,167.00	1,021.00	43,002.00	41,981.00
8002 LEGAL COUNSEL	0.00	5,000.00	0.00	30,000.00	30,000.00
8003 BANK/MERCHANT FEES	141.51	167.00	966.26	1,002.00	35.74
8010 EQUIP LEASE/RENT	188.00	225.00	1,154.49	1,350.00	195.51
8015 COMP/FURNITURE/DURABLE GOODS	3,790.31	3,992.00	12,927.78	28,494.00	15,566.22
8020 B&M	2,977.51	3,456.00	478.49	22,742.00	237.46
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	6,828.00	672.00
8024 SANITATION	204.44	400.00	195.56	3,150.00	(1,235.45)
8031 ONLINE SUB/IT SERVICES	30,761.97	20,600.00	71,420.47	77,800.00	6,379.53
8040 TELEPHONE/INTERNET	1,792.83	5,000.00	19,170.80	30,000.00	10,829.20
8041 UTILITIES	3,165.92	2,917.00	14,232.43	17,502.00	3,269.57
8050 HR/EMP RECOGNITION	5,235.09	5,064.00	17,668.27	17,973.00	304.73
8060 TRAVEL/TRAINING	1,951.20	2,917.00	17,521.40	17,585.00	63.60
8080 OUTREACH/PRINTING	41.90	3,333.00	8,884.59	19,998.00	11,113.41
8090 DUES, SUBSCRIPTIONS	777.48	2,083.00	12,992.66	12,498.00	(494.66)
8091 IGA-DUES	0.00	0.00	6,000.00	6,000.00	0.00
8092 FEES/TAXES/LICENSES	100.00	433.00	1,019.00	2,598.00	1,579.00
8100 INSURANCE	0.00	21,600.00	38,938.50	39,700.00	761.50
8105 UNINSURED LOSS	3,980.73	1,250.00	9,830.36	7,500.00	(2,330.36)
8110 LEGAL ADS	0.00	83.00	83.00	498.00	498.00
8112 MEETING EXPENSE	0.00	125.00	186.35	750.00	563.65
8116 OFFICE SUPPLIES	837.58	1,375.00	537.42	7,195.26	904.74
8170 FUEL	22,289.51	20,000.00	140,105.78	131,000.00	(9,105.78)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	6,931.25	17,500.00	10,568.75	99,500.00	26,531.64
8180 SHOP SUPPLIES/RENTALS	478.23	750.00	271.77	4,500.00	792.98
SUB TOTAL MATERIALS/SERVICES	92,920.31	129,187.00	519,703.38	652,742.00	133,038.62
9200 CAPITAL EXPENSE	0.00	0.00	732,056.74	704,350.00	(27,706.74)
Total Expenses	294,043.38	387,941.00	2,764,656.10	2,938,516.00	173,859.90
Excess Revenue Over (Under) Expenditures	(229,667.18)	141,410.00	(558,872.42)	247,402.00	(248,786.59)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 12/31/2021

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(22.00)	0.00	(22.00)
1020 GENERAL CHECKING LC BANK	33,076.30	21,106.18	11,970.12
1030 LGIP - GENERAL FUND	775,181.21	975,998.79	(200,817.58)
1040 PAYROLL ACCOUNT LC BANK	100,843.26	122,059.45	(21,216.19)
1050 MONEY MARKET LC BANK	5,670.86	5,665.96	4.90
1095 CASH RECEIPTS CLEARING SYSTEM	198.76	691.74	(492.98)
1210 ACCOUNTS RECEIVABLE SYSTEM	10,070.10	48,045.92	(37,975.82)
1251 PASS TRANSIT RECEIVABLES	358.00	0.00	358.00
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	(29,669.73)	(25,416.07)	(4,253.66)
Total Assets	895,706.76	1,136,752.66	(241,045.90)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	140,379.95	140,040.21	339.74
2050 CREDIT CARD PAYABLE	103,962.77	32,282.25	71,680.52
2059 CREDIT CARD PAYMENT CLEARING	(94,065.26)	(32,283.40)	(61,781.86)
2060 PAYABLE TO NWN	(890.43)	2,335.68	(3,226.11)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	47.50	207.50
2099 A/P CONVERSION	(20,436.27)	(19,986.27)	(450.00)
2100 ACCRUED LABOR SYSTEM	217.38	0.00	217.38
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)	30.25	(12,040.85)
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)	(312.77)	(500.78)
2124 BENEFITS MEDICAL SDIS	(14,763.57)	(9,891.10)	(4,872.47)
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	739.45	573.30	166.15
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	97,188.05	108,445.06	(11,257.01)
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	350,518.66	182,029.78	168,488.88
Total Net Assets	798,518.71	1,028,307.60	(229,788.89)
Total Liabilities and Net Assets	895,706.76	1,136,752.66	(241,045.90)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 12/31/2021

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</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	12/01/2021	1357	11/01/2021	Oct 2021 Settlement	0.00	2,458.22	0.00	0.00	2,458.22
[6251] AMTRAK	12/31/2021	1381	12/01/2021	Nov 2021 Settlement	2,019.76	0.00	0.00	0.00	2,019.76
[6011] ANDI WARREN INSURANCE AGENCY	12/31/2021	1366	12/01/2021	Dec 2021 Parking Space #14	47.50	0.00	0.00	0.00	47.50
[6113] HOXIE, RONALD	12/31/2021	1368	12/01/2021	Dec 2021 Parking Space #7	47.50	0.00	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/01/2021	1351	11/01/2021	Oct 2021 Bus Passes	0.00	150.00	0.00	0.00	150.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/10/2022	1402	12/11/2021	Med Rides 12/01- 12/10/2021	1,702.00	0.00	0.00	0.00	1,702.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/18/2022	1403	12/19/2021	Med Rides 12/13- 12/18/2021	1,607.00	0.00	0.00	0.00	1,607.00
Total					5,423.76	2,608.22	0.00	0.00	8,031.98

SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Payable Aging by Vendor

<u>Invoice Date</u>	<u>Invoice Number</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>
[6257]	WESTERN STAR NW INC								
8/19/2021	CR PC201063144	9/18/2021	DBL. PMT - CALIPERS/BRAKE ROTOR/SHOES	(609.14)	(609.14)	0.00	0.00	0.00	(609.14)
8/19/2021	CR PC201063175	9/18/2021	DBL PMT - DISC PAD REPAIR KIT	(173.52)	(173.52)	0.00	0.00	0.00	(173.52)
9/03/2021	CR PQ201022721	10/03/2021	CREDIT - BRAKE PARTS - BUS 73	(1,042.84)	(1,042.84)	0.00	0.00	0.00	(1,042.84)
11/02/2021	SR201047993:01	11/12/2021	PAID IN ERROR/ESTIMATE ONLY Gauge Repair - Bus 1801	1,130.61	1,130.61	0.00	0.00	0.00	1,130.61
Report Total				(694.89)	(694.89)	0.00	0.00	0.00	(694.89)

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 12/31/2021

Check Number	Date	Vendor	Description	Amount	Check Amount
EFT	12/08/2021	[6225] VALIC-JPM CHASE - Payroll Dated 12/03/2021	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B) RETIREMENT	2861.83 2252.66 479.47 34.03	5,627.99
21356	12/09/2021	[6259] ISLER CPA - Invoices 230551, 230648	AUDIT	14500	14,500.00
21357	12/09/2021	[6121] JACKSON & SON OIL INC - 11/2021 FUEL	FUEL FUEL FUEL	3542.19 275.34 1620.05	5,437.58
21376	12/09/2021	[6237] WILCOX & FLEGEL - 11/2021 FUEL	FUEL FUEL FUEL FUEL	3854.35 70.33 1638.75 11260.91	16,824.34
21380	12/21/2021	[6033] CARD SERVICE CENTER - STMT - 11/08 - 12/08/2021	CREDIT CARD PAYMENT	10949.31	10,949.31
Total Checks					53,339.22

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

Run: 1/20/2022 @ 3:08 PM

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Closing Balance from Previous Statement.....	12/08/2021	-10,949.31
0 Deposits and Other Additions Totaling.....		0.00
54 Checks and Other Withdrawals Totaling.....		5,218.55
2 Adjustments Totaling.....		10,949.31
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	1/07/2022	-5,218.55
Difference.....		0.00

Cash Balance from General Ledger.....	1/07/2022	-98,960.73
Open Activity from Bank Register.....		153.10
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-99,113.83

Date	Check	To	Check Description	Amount
✓ 12/10/2021	0001217	TOGO2013	Kleczek - Membership	250.00
✓ 12/10/2021	0001217	ASSOCIATION FOR COMMUTER TRANSPORTATION	Kleczek - TDM Forum	45.00
✓ 12/13/2021	0000215	GILLIG LCC	Lewicki - Bus Parts - Bus 2101	390.18
✓ 12/13/2021	0001209	FRED MEYER	Farmer - Christmas Party Supplies	74.96
✓ 12/14/2021	0000269	SMART FOOD SERVICE	Parker - Food/Employee Lunch	30.09
✓ 12/14/2021	0000284	AMAZON	Jones - Camera Gear/Training Video	45.99
✓ 12/14/2021	0000284	AMAZON	Jones - Camera Mount	22.00
✓ 12/15/2021	0000251	INDY WAY DINER	Lewicki - Meals/Bus Transport	40.09
✓ 12/15/2021	0000284	AMAZON	Jones - Refund - Filter	-77.51
✓ 12/15/2021	0000284	AMAZON	Jones - Tablecloth/Education/Outreach	41.90
✓ 12/15/2021	0000284	AMAZON	Jones - 360 Degree Cameras	816.98
✓ 12/15/2021	0001209	INDEED	Farmer - PT Supervisor Recruitment	502.35
✓ 12/16/2021	0000251	DOLLAR TREE	Lewicki - Christmas Lunch	20.00
✓ 12/16/2021	0000251	SMART FOOD SERVICE	Lewicki - Christmas Lunch	63.29
✓ 12/16/2021	0000251	FRED MEYER	Lewicki - Christmas Lunch	503.82
✓ 12/16/2021	0000269	SMART FOOD SERVICE	Parker - Christmas Lunch	91.69
✓ 12/16/2021	0000284	SMART FOOD SERVICE	Jones - Food/Employee Lunch	73.86
✓ 12/16/2021	0000284	HOME DEPOT CREDIT SERVICES	Jones - Food/Employee Christmas Party	49.95
✓ 12/16/2021	0000285	YELLOW CURRY COZY THAI	Jones - Computer Connections	59.95
✓ 12/16/2021	0001209	FRED MEYER	Hazen - Lunch/T.O. - M.M.	48.88
✓ 12/16/2021	0001209	SMART FOOD SERVICE	Farmer - Christmas Party Supplies	21.75
✓ 12/17/2021	0000251	AMAZON	Farmer - Christmas Party Supplies	46.19
✓ 12/17/2021	0000251	SMART FOOD SERVICE	Lewicki - Clocks/FR	32.23
✓ 12/17/2021	0000251	JOANN'S	Lewicki - Christmas Lunch	15.98
✓ 12/17/2021	0000269	ADOBE ACROBAT	Lewicki - Christmas Lunch	10.99
			Parker - Monthly Fee	

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 12/17/2021 0000284	SHELL OIL	Jones - Ice/Employee Christmas Party	8.36
✓ 12/17/2021 0001209	FRED MEYER	Farmer - Employee Recognition	17.96
✓ 12/17/2021 0001209	PIG N PANCAKE	Farmer - Christmas Party Supplies	23.00
✓ 12/18/2021 0000251	ADOBE ACROBAT	Lewicki - Monthly Fee/Paul	14.99
✓ 12/18/2021 0000251	ADOBE ACROBAT	Lewicki - Monthly Fee/Jennifer	14.99
✓ 12/18/2021 0000285	APPLE	Hazen - Monthly iCloud Fee	0.99
✓ 12/19/2021 0000284	GOPRO	Jones - Yearly Subscription	49.99

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

Run: 1/20/2022 @ 3:08 PM

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Date	Check	To	Check Description	Amount
✓	12/19/2021 0000284	STORYBOARD THAT	Jones - Software Video	14.99
✓	12/20/2021 0000251	GRAINGER	Lewicki - Dbl. Chrg/Capacitor for Shop Lift - Disputed	91.90
✓	12/20/2021 0000251	eBAY	Lewicki - Dashboard Cluster - Bus 1801	499.09
✓	12/20/2021 0001209	FRED MEYER	Farmer - Office Supplies	12.98
✓	12/20/2021 0001209	CCSO	Farmer - Fingerprints/FR	25.00
✓	12/21/2021 0000251	GRAINGER	Lewicki - Capitator Bearing/Shop Lift	23.54
✓	12/21/2021 0000251	GRAINGER	Lewicki - Capacitor/Shop Lift	91.90
	12/22/2021 0000285	CTAA	Hazen - CTAA Conference	485.00
✓	12/23/2021 0000251	GRAINGER	Lewicki - Rtn Bearing/Shop	-23.54
✓	12/23/2021 0000284	AMAZON	Jones - Teleprompter	79.00
✓	12/23/2021 0001209	CCSO	Farmer - Fingerprints/FR	25.00
✓	12/23/2021 0001209	NICEBADGE.COM	Farmer - Employee Badges/FR	53.83
✓	12/26/2021 0000251	CARL'S TOWING AND REPAIR	Lewicki - Tow LCC Bus	522.00
✓	12/27/2021 0001209	FULLIDENTITY.COM	Farmer - Employee Badges; FR/Ops	44.50
✓	12/27/2021 0001217	ONESTREAM	Kleczek - Monthly Subscription	39.00
✓	12/31/2021 0000269	FACEBOOK	Parker - PT Super Ad	76.99
✓	1/02/2022 0000251	AMAZON	Lewicki - Shop Bearing	9.95
✓	1/03/2022 0000285	ZOOM	Hazen - Monthly Fee	140.00
✓	1/03/2022 0001209	USPS	Farmer - Certified Letter	14.96
✓	1/03/2022 0001209	CCSO	Farmer - Fingerprints/FR	25.00
✓	1/05/2022 0001217	COSTCO WHOLESALE	Kleczek - Travel PPE/Covid	64.97
✓	1/06/2022 0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	14.99
	1/07/2022 0000285	AIRBNB	Hazen - Refund	-638.10
✓	1/07/2022 0001209	NICEBADGE.COM	Farmer - Employee Badges/FR	21.61
Total Unmarked Checks:			-153.10	Total Checks: 5,065.45

Date	Reference	Adjustment Description	Amount
11/10/2021	0021281		0.00
✓	12/08/2021 GC21380	Correction of Payment made from Gen. Ck. For Statement ending 12/08/2021	455.00
✓	12/20/2021 GC	Payment made from GEn. Ck. for Statement Ending 12/08/2021	10,494.31
	1/17/2022 GC21435	Payment made from Gen. Ck. for Statement ending 01/07/2022	5,218.55
Total Unmarked Adjustments:			5,218.55
Total Adjustments:			16,167.86

Date: January 4, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a District Legal Counsel Update

Last month I shared a letter from our legal counsel, Heather Reynolds. In this letter she discussed that she has joined the law firm of Haglund Kelley, LLP. This firm is located in Portland, and they have also had an office in Astoria for 15 years. She shared that she would like to transfer primary responsibility for our work to Josh Stellmon, the Astoria resident partner for Haglund Kelley.

I have attached her letter along with the firm overview of Haglund Kelley along with their pricing, and Josh Stellmon's resume. Josh plans on being at the meeting so you have the opportunity to ask questions and learn more about him.

Staff is recommending that a motion be made to approved the attached Agreement and authorize the Board Chairperson to sign it.

HEATHER REYNOLDS

ATTORNEY AT LAW
P.O. Box 145
Astoria, Oregon 97103
(503) 325-8449
heather@reynoldsattorney.com

RECEIVED

DEC 06 2021

A

December 1, 2021

Board of Commissioners
Jeff Hazen, Executive Director
Sunset Empire Transportation District
900 Marine Dr
Astoria, OR 97103

Dear Board of Commissioners and Jeff:

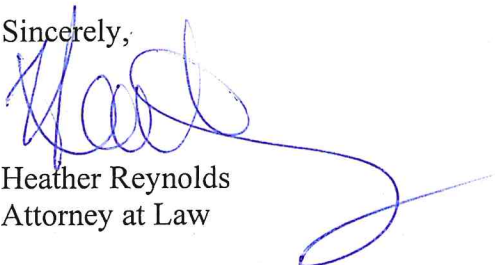
Following up with my prior conversation with Jeff, I am pleased to announce that I will be joining the law firm of Haglund Kelley, LLP on January 1, 2022. Haglund Kelley is a mid-sized Portland firm that has maintained an Astoria office for the last 15 years. The firm currently shares offices with me.

My intent, on becoming "of counsel" to Haglund Kelley, is to work less and travel more. Thus, I would like to transfer primary responsibility for your work to Josh Stellmon, the Astoria resident partner for Haglund Kelley. His resume is attached. As per the attached Firm Overview, Haglund Kelley can provide a broad range of services and has the depth to assure there is always an attorney available to assist you. I will be available for ongoing issues, and Josh can always ask me for advice or historical background on any future matter that arises.

I am confident that my affiliation with Haglund Kelly and bringing Josh in as primary contact will be a major benefit to you. However, if for any reason you do not wish to have the Haglund Kelly firm involved in representing you, or you wish to solicit new proposals for counsel, please let me know.

Thank you for entrusting me with your legal representation for the last five years. We look forward to continuing to work with Jeff and the Board.

Sincerely,



Heather Reynolds
Attorney at Law

cc. Josh Stellmon

Haglund Kelley, LLP

Firm Overview

Haglund Kelley, LLP was founded in 1987 by a small group of attorneys who wanted to provide “big firm” expertise and skills with the personal service of a smaller law firm, at fair and reasonable rates. The majority of the firm’s eight attorneys have been with the company for over twenty years, and contribute significant experience in a number of areas relevant to the needs of public sector clients, including real property and land use, employment law, environmental and natural resources law, government affairs, and contracts.

Haglund Kelley’s breadth of experience allows the firm to provide holistic representation to its clients (including litigation, if necessary), with outside “special” counsel necessary in only rare circumstances. Biographies for each of the firm’s individual attorneys can be found on our website: www.hk-law.com.

For public sector clients, attorney Josh Stellmon serves as the daily point of contact, drawing on the specific practice areas of his colleagues when necessary. Mr. Stellmon has been with the firm since graduating *magna cum laude* from Lewis & Clark Law School in 2007 and became partner in 2014. Mr. Stellmon resides in Hammond, Oregon and is the partner in charge of the firm’s Astoria office. In addition to his public sector work, Mr. Stellmon’s practice focuses on real property and land use, business transactions, and general litigation. Attorney Chris Griffith regularly assists Mr. Stellmon with public sector clients on general matters and serves as a secondary point of contact. Before joining Haglund Kelley in 2017, Mr. Griffith worked for a small firm in Roseburg, Oregon, where he represented public sector clients on such matters as land use, contract issues, and water rights, along with service on the City of Roseburg Planning Commission. For land use matters, Mr. Stellmon works closely with attorney Mike Neff. Mr. Neff joined Haglund Kelley in 1992 after law school, and regularly advises clients on land use and real property matters, appearing on their behalf before government entities when necessary. Finally, attorney Matt Malmshemer regularly assists the firm’s public sector clients on employment and Human Resources matters. Mr. Malmshemer joined Haglund Kelley in 2005 following a clerkship with the Oregon Court of Appeals, and focuses his practice on employment law.

Haglund Kelley’s hourly rate for government entities is \$250 for all attorneys, regardless of their usual rates (which range from \$275 per hour for new associates to \$425 per hour for senior partners). The hourly rate for any work performed by paralegals is \$125. Haglund Kelley does not charge for overhead costs such as copying and regular mail services. Any non-overhead costs such as messenger services, expedited delivery (if requested), or filing fees are billed separately.

Joshua J. Stellmon
Attorney at Law
jstellmon@hk-law.com
503-225-0777

CURRICULUM VITAE

Professional Experience

Haglund Kelley, LLP Portland, Oregon and Astoria, Oregon

Partner: January 2014-present

Associate Attorney: November 2007-December 2013

Law Clerk: May 2006-October 2007

Judge Michael W. Mosman, United States District Court of Oregon, Portland, Oregon

Summer Extern: June 2005-August 2005

Education

Lewis & Clark Law School, Portland, Oregon

J.D., *magna cum laude*, May 2007

Seattle University, Seattle, Washington

Bachelor of Social Work, *cum laude*, minor in English, 2003

Published Work

Under the Guise of Treaty Rights: The Nez Perce Tribe of Idaho, Steelhead, and Gillnetting, 29 Pub. Land & Resources L. Rev. 63 (2008)

Community Involvement

Liberty Theatre Board of Directors, Astoria, Oregon

Director: 2019-present

President: December 2020-present

Clatsop County CASA Board of Directors, Astoria, Oregon

Director: September 2019-present

Astoria Downtown Historical District Association, Organization Committee, Astoria Oregon

February 2020-present

Astoria Rotary, Astoria, Oregon

2018-present

Ambassador Board, De La Salle North Catholic High School, Portland, Oregon

2015-August 2021

Representative Clients (General Counsel)

City of Ilwaco

Port of Ilwaco

Port of Newport

Port of Astoria

Miles Crossing Sewer District

Metlakatla Indian Community

Confederated Tribes of Siletz Indians

Representative Clients (Litigation)

City of Portland

Litigation involving the payment of transient lodging taxes by online travel companies.

Neskowin Regional Sanitary Authority

Representing the Authority in litigation, including appeals, related to inverse condemnation and prescriptive rights.

Skamania County

Representing the County in land-use litigation.

State of Washington

As Special Attorneys General, the firm brought litigation against negligent parties involved in an oil spill off the Washington coast, resulting in the largest oil spill settlement on record in the State of Washington.

Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon

PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT, dated January 27, 2022, is by and between **Sunset Empire Transportation District** (“District”) and **Joshua Stellmon of Haglund Kelley, LLP**, (“Counsel”). Whereas District has need of the services which Counsel has agreed to provide;

NOW THEREFORE, in consideration of this Agreement, Counsel agrees to perform between January 27, 2022 and January 1, 2023 the following specific personal and/or professional services:

Serve as the attorney for Sunset Empire Transportation District, including but not limited to handling all legal work assigned to counsel by the Board of Directors of the District or designated District staff.

Payment Terms:

Invoice monthly, in a format acceptable to District, for work based on counsel’s hourly rate of \$250. Also, counsel will be reimbursed for fees, copying charges, and mailing charges; and reasonable travel expenses incurred with District’s prior written consent.

- 1. COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
- 2. WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
- 3. GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of District shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of District according to law.
- 4. COMPLIANCE.** Counsel shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Counsel shall:
 - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Counsel fails to pay any such claim, District may pay the claim and charge the payment against the funds due Counsel, pursuant to ORS 279B.220;

- b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;
- c. Not permit any lien or claim to be filed or prosecuted against District, on account of any labor or material furnished by Counsel;
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167;
- e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
- f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Counsel, pursuant to ORS 279B.230.
- g. If Counsel is a subject employer, Counsel will comply with ORS 656.017.

5. JUDICIAL RULINGS. If a court to be void or unenforceable, as applied to either party or to any circumstances shall adjudge any provision of this Agreement, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

6. INDEPENDENT COUNSEL. Counsel, in carrying out the services to be provided under this Agreement, is acting as an "independent counsel" and is not an employee of District, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent counsel", Counsel will not receive any benefits normally accruing to District employees unless required by applicable law. Furthermore, Counsel is free to contract with other parties, on other matters, for the duration of this Agreement.

7. INDEMNIFICATION. Counsel shall save harmless, indemnify, and defend District for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Counsel's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Counsel or its employees or agents.

8. INSURANCE. Counsel shall purchase and maintain at Counsel's expense, Professional Liability insurance, in the amount required by the Oregon State Bar Association.

9. WORKER'S COMPENSATION. Counsel shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Counsel hires employees, he or she shall provide District with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

10. NONDISCRIMINATION. No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by District.

11. TERMINATION OF AGREEMENT. This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon thirty (30) calendar days written notice by either Party to the other of intent to

January 2022, Operations

Paul Lewicki

Staffing continues to be a challenge. We have recently lost a driver trainee, a newer driver, and our lot attendant. Each loss makes it a little more difficult to continue to deliver excellent service to our riders.

Mackenzie Lindquist, one of our Driver Supervisors, separated from the District for other opportunities. Matt Jensen, a fixed route driver, applied for and successfully competed for the vacated position. Matt is now our third Driver Supervisor, and works day shift, Monday, Tuesday, and Wednesday, and works evening shift on Thursday and Friday. Matt is enthusiastic about his new responsibilities, and I feel that he has the attitude and positive nature to become an effective supervisor. Congratulations Matt!

We also welcome Larry Worthy as the successful candidate to fill the vacancy left by Jennifer. Larry is now our new Paratransit Supervisor. Welcome Larry!

Our Volvo motor coach used for trips to Portland continues to undergo repairs and remains out of service. Our second Gillig 35-footer, new to us last year, was in an accident and is now in Portland being repaired. Body work is complete, and we are waiting for Gillespie Graphics to replace the damage pieces of the wrap. The bus is expected to be back in service in about three weeks.

Still no estimated delivery date on the six new buses we ordered over one year ago. Two more buses ordered at the end of last year to support our Lower Columbia Connector route have been ordered from the manufacturer. We have no idea of the expected delivery date, and don't expect to have that information anytime soon. Widespread disruptions in the supply chain, distribution, and manufacturing, due to the negative impact of COVID-19, is to blame.

We implemented our fixed route tablet project this month, and our drivers are enjoying working with the new program. The tablets, using an app from Swiftly, display the on-time status of the bus to the driver in real time, showing whether they are ahead of schedule, on time or running late. This has made it easier for the drivers in that they do not have to look at their paper schedules to determine their status. A simple glance at the tablet and they are good to go. The positive impact on the District's reliability remains to be seen, but after a month or so of data is collected, I expect to see significant improvements in on time performance, and significant reduction in running ahead of schedule.

The City of Astoria has completed painting the curb and installing our new bus stop signs in the pull out in front of El Tapia Restaurant at Marine Drive and Columbia Avenue. They will be replacing the bus stop sign in front of the armory on Exchange and 16th, while we develop a schedule to replace some 20 signs throughout the county over the next 45 days.

Precision Alignment was on site for two days in January performing the required annual safety inspections on our fleet. All inspections were completed satisfactorily, and we are set to go for another year. Kudos to our shop for staying on top of issues and performing regular maintenance in a timely and professional manner.



It is so important to dress appropriately and wear light colors or reflective gear so you can be Safe and be Seen! If you know somebody that cannot afford to get proper lights for their bicycle please contact me so we can get them a light. One fatality on our roads where lack of lights was a factor is one too many.

During our weather events I focused my efforts on getting the word out about road conditions and travel alerts. If you have subscribed to the NW Transportation Options Facebook page, make sure to follow and allow alerts so you don't miss important Region-wide information. Alerts include road conditions, construction, and transit alerts.

I was accepted into the Association for Commuter Transportation ImpACT Leadership Program. It is taking place this week in Orlando, Florida. Now while you feel bad for me having to be in Florida during the winter months, you should be aware temperatures are predicted to only have highs in the 60's this week. I look forward to bringing back ideas and make connections for future projects to benefit our Region.

Recently I have noted comments on social media by people looking for rides that are associated with school districts. I am looking into establishing school specific carpool groups. This is referred to as "school-pools". A school-pool is exclusively available for those associated with the particular school group. Due to safety concerns, there are a few safety elements included that are not present in a general carpool. If you know of someone at a school that would be interested or may be a good champion for this project, send them my way!

Transportation Talk is a great time and place to have your questions about transportation answered. If you caught our show lately, please [like](#) our page, [like the shows](#), and [share](#)! If you don't click LIKE we do not know you were there. 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. 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. Help us grow our audience and reach, join us LIVE on Facebook and YouTube on Fridays at 11AM, and share to your friends.

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

- Posted ODOT road condition/construction updates
- 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

- Starting School-pool conversations with regional schools



Marketing, Outreach and Education
January 2022 Board Report
Mary Parker

OUTREACH and ANNOUNCEMENTS-

- ❖ Prepared Rosa Parks Day press release, posters, and informational handouts for display on busses, in shelters, media and other public display.
- ❖ Prepared Christmas and New Year's route closure public announcements and distributed them to media and posted flyers on busses and shelters.
- ❖ Prepared December Board Minutes
- ❖ Prepped and distributed Public Announcements for January Board Meeting
- ❖ Prepared and distributed job descriptions and job announcements for Lot Attendant
- ❖ Attended wonderful and delicious SETD holiday lunch and awards presentation. So fun!
- ❖ Prepared and distributed request for volunteers for SETD Budget Committee



**Human Resources
January 2022 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- SDAO Effective Safety Committees Series
- SDAO Winter Weather Preparedness
- Lower Columbia Human Resources BOLI Update Webinar
- Diversity, Equity, Inclusion – Barron Liebman LLC
- Effective Interview Process – IPMA
- LEDS 2020 Fingerprint Collection Training - OSP
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Participated in the Wishing Tree program. SETD supplied gifts and food for 2 families which included 3 adults and 3 children. Transportation Support Specialists Danielle McGregor-Clark and Cheryl Stoffelsen were a huge help making ornaments, collecting gifts, and wrapping presents. Deputy Operations Officer Jennifer Geisler and Para-Transit Driver Bronn Lichnovsky delivered the Christmas presents and food to the families on December 21, 2021.
- Prepared 2 OFLA packets for employees.
- Conducted 3 interviews for Para-Transit Supervisor. Hired Larry Worthy.
- Prepared the minutes for the Safety Committee and 4th Quarter inspections for the meeting on Tuesday, January 25, 2022.
- Prepared the monthly ODOT Covid-19 report.
- Prepared templates for evaluations due in January and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Prepared job posting for the Lot Attendant position.
- Conducted interview for Lot Attendant.
- 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 Para-Transit Supervisor Larry Worthy. As fleet manager at Spokane Produce Larry scheduled 64 drivers and 51 routes covering 5 states. Larry worked with the sales department and warehouse to ensure all routes left on time with the correct products on board. He also worked for V.L Transportation as a fuel truck driver which included the fueling of buses for school districts in Stevens County, Washington, and owned and operated his own security company S.P.D. Security Corporation which provided an onsite guard or personal body guard protection service.
- Provided New Employee Orientation for Fixed Route Bus Driver Trainee Tyler Long. Tyler worked as a server at The Roadhouse in Chinook, WA.

HIGHLIGHTS

- ❖ Matt Jensen promoted to Fixed Route Supervisor effective December 21, 2021.

• **WORKPLACE DEMOGRAPHICS:**

Male	26
Female	15
Hispanic/Latino	2
White	37
Two or More Races	2

Updated: 1-19-2022