



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY FEBRUARY 24, 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
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. CONTINUED BUSINESS
9. NEW BUSINESS
 - a. Budget Officer Appointment
 - b. Budget Committee Appointments
 - c. FY 2022-2023 Budget Meeting dates
 - d. Supplemental Budget
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
FEBRUARY
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
FEBRUARY
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
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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
January 27, 2022
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 Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Rebecca Read, Commissioner Guillermo Romero was excused.

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

3. CHANGES TO AGENDA- Chair Boothe-Schmidt requested moving the Financial Reports to be next on the agenda to allow Financial Officer Kelly Smith to attend a class.
 Commissioner Read moved to approve the agenda as changed
 Commissioner MacDonald seconded the motion
 No objections
 Motion passed

4. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS NOVEMBER AND DECEMBER 2021- Executive Director Hazen said that the December 2021 Financial report had been corrected and he had emailed the corrected report to the Board members.

NOVEMBER 2021- Commissioners asked questions about a few items and staff clarified it for them

DECEMBER 2021- No changes

Commissioner MacDonald moved to approve the November 2021 and December 2021 Financial Reports as presented

Commissioner Nino seconded the motion

Discussion- No further

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

6-Aye

0-Nay

1-Excused

Motion passed.

5. PUBLIC COMMENT (3 minutes)-None
6. APPROVAL OF THE DECEMBER 2021, BOARD MEETING MINUTES- Spelling errors were mentioned and corrections made.
 Commissioner Alegria moved to approve the December 2021 Minutes
 Commissioner MacDonald seconded the motion
 Discussion- None
 Roll Call Vote:

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

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

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that the Holiday Party was great. He added that during the snowy weather he remembered having to take chain classes every 30 days whether it was icy or not. He said he respects the effort that goes in from the drivers and staff. Commissioner MacDonald attended the NWACTION meeting. He reported that there were some interesting items from transit that he will forward on to Executive Director Hazen. Commissioner MacDonald also added that there were future projects that they prioritized that he would like the Board to be aware of and he received word that new safety signage is going up in Tillamook County and he is hoping Clatsop County is next.
- b. Commissioner Alegria- Reported she wanted to commend driver on the Lower Columbia Connector on how he handled a sensitive issue with a passenger in a very accommodating way so it did not erupt to an unpleasant situation.
- c. Commissioner Withers- Commissioner Withers thanked Executive Director Hazen and Chief Operating Officer Lewicki for handling things so well during the many icy and snowy days we had. Commissioner Withers said he had also ridden the bus to Portland. It was quite a feat to maintain service during those conditions.
- d. Commissioner Nino- Reported that she had attended the staff Holiday Lunch and it was lovely and Paul’s steaks were very good. Commissioner Nino also said she brought her partner to the lunch, and it was nice to show him around our facilities and how it gave her a sense of pride. Commissioner Nino thanked everyone for inviting them. Commissioner Nino reported that it was amazing how usually we do not get snow here, so we are kind of paralyzed when we do. She said people would ask her about getting over the pass into Portland and it was great to say you can take the bus. Commissioner Nino added that she had to take the bus to Portland during that time and it was comfortable, warm, and easy to figure out and everyone felt safe. She said she was glad to have tested that.
- e. Commissioner Reed- Reported that she is not using a lot of fossil fuel and could maybe get an atty-girl for that. Commissioner Reed also reported that she is keen on the Returning Citizens Program and would want to make sure that we emphasize equity considerations which needs to be a part of the plan. Commissioner Read also said she would like to be on the committee that helps work on this plan.
- f. Commissioner Boothe-Schmidt- Reported that she had also attended the Holiday Lunch but because of another engagement did not eat, but it looked very good. She also reported that she recently had a flat tire and her husband brought her to town and she said it was nice because she knew if he couldn’t take her home, she could always ride the bus and that is a nice option to have.

9. CONTINUED BUSINESS-

- a. DISTRICT LEGAL COUNSEL UPDATE- Executive Director Hazen explained that he had shared a letter from SETD’s legal counsel, Heather Reynolds where she discussed that she had joined the law firm of Haglund Kelley, LLP. The firm is in Portland and has an office in Astoria. Heather requested to transfer the primary responsibility of our work to Josh Stellmon, the Astoria resident partner for Haglund Kelley as she begins to lessen her workload. Commissioner Alegria moved to approve the professional services of Josh Stellmon, and the agreement Commissioner Withers seconded the motion
Discussion-
Commissioner Read said she is impressed with Mr. Stellmon’s background and appreciate that he is engaged in our community. That speaks well of him.

Commissioner Nino said she admired Josh’s background and professional experience. She also said she likes his experience in Washington because we have agreements with them, and we have people who live there and work here, and that she appreciates his perspective with that. Commissioner Nino also asked about the payment section on the agreement where it says counsel will be reimbursed for copying and mailing charges because the previous agreement for the firm said they would not charge for copying or mailing charges. Executive Director Hazen said he was ok with that because it would have to be approved by him prior to payment and would be very minimal. Josh also added that he has never charged for copying or mailing.

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

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

- 10. NEW BUSINESS- None
- 11. CORRESPONDENCE- None
- 12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report explaining that in his excitement to go on vacation his report had not been included in the Board Pack, so he had emailed it to the Board when he returned.
- 13. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board. There was discussion about current and anticipated supply problems and the problems that could occur with the 10 buses that are on back order that may not be available for a year to a year and a half. ODOT Regional Transportation Coordinator Arla Miller said that ODOT was having a meeting tomorrow about extending the grant agreements out for another year to make sure the grants do not expire for the buses that are on order. Arla also said that she has heard that tires are going to be the next shortage so if you have room in your preventative maintenance budget it would be a good idea to start bulking up on tires, wiper blades, oil filters and other maintenance supplies.
- 14. OTHER ITEMS- Commissioner Alegria asked about reviewing Board Policies and if we should set a fixed date to have it reviewed. Chair Boothe-Schmidt said she encouraged the Board to go over the policies, so we are doing what we are supposed to be doing and if you have any questions or suggestions to give her a call. Commissioner Read asked what kind of training employees receive if she could get an overview of what is included in employee training and how often it is held. Executive Director Hazen asked if the Board would like him to do a presentation about the employee and supervisor trainings. The Board agreed that they would.

Meeting was adjourned 10:30 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
 Diana Nino

Date _____

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

NOTE on Reviewing Financials: Month 8 = 66.66% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$3,370,181 (\$121,478 more than budget), YTD Total Materials & Services was \$590,438 (\$173,797 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$7,354; \$2,646 less than monthly budget and \$3,973 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$4,899; \$1,337 more than monthly budget and \$13,132 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$5,660; \$4,331 over monthly budget and \$28,458 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,159; \$359 more than monthly budget and \$184 more than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$22,339 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$1,217.
- 4205 Property Taxes: \$14,005 collected in Jan. Over budget YTD \$36,652.
- 4250 Timber Sales: No Timber Sales collected in Jan. Over budget YTD \$18,977.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Jan interest received was \$251.47. Under budget YTD \$325.
- 5000 Grants: \$233,382.51 received in Jan.

Expense

- 7010 VET Provider Payments: Rides for the month of Nov totaled \$419.
 - 8015 Comp/Furniture/Durable Goods: Over Budget \$4,419 – PT Supervisor Computer and Swiftly Software.
 - 8031 Online Sub/IT Services: Overcharge of Verizon Data Plan in Dec.
 - 8060 Travel/Training: CTAA in person canceled.
 - 8100 Insurance: Cyber Insurance (budgeted for in Dec).
 - 8170 Fuel: Over monthly budget \$4,308, over YTD budget \$13,414
 - 8171 Vehicle Repair/Outside Services: Tires & Towing
 - 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:

Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.

Consolidated Statement of Activity - MTD and YTD
January 31, 2022

<u>Revenues</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
4010 FIXED ROUTE FARES	7,354.39	10,000.00	(2,645.61)	68,409.13	64,436.00	3,973.13
4015 LOWER COLUMBIA CONNECTOR	4,897.69	3,561.00	1,336.69	43,376.75	30,245.00	13,131.75
4021 MEDICAID FARES - IGA	5,660.00	1,329.00	4,331.00	39,403.00	10,945.00	28,458.00
4022 PARATRANSIT FARES	1,159.00	800.00	359.00	8,085.90	7,902.00	183.90
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	17,573.50	39,912.00	(22,338.50)
4110 NW NAVIGATOR	110.89	302.00	(191.11)	1,415.89	2,633.00	(1,217.11)
4120 GREYHOUND	0.00	41.00	(41.00)	7.80	314.00	(306.20)
4130 OTHER-VENDING	0.00	25.00	(25.00)	238.11	225.00	13.11
4205 PROPERTY TAXES	12,787.48	13,450.00	(662.52)	1,059,561.73	1,022,925.00	36,636.73
4206 PRIOR YEAR TAXES	1,210.59	1,975.00	(764.41)	15,466.74	15,325.00	141.74
4207 PROPERTY TAX INTEREST	7.15	50.00	(42.85)	98.73	225.00	(126.27)
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	138,977.35	120,000.00	18,977.35
4315 MASS TRANSIT ASSESSMENT	0.00	23,650.00	(23,650.00)	88,738.08	68,500.00	20,238.08
4410 BILLBOARD LEASE	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	760.00	765.00	(5.00)	5,320.00	5,475.00	(155.00)
4505 INTEREST EARNED ON BANK ACCT	251.47	125.00	126.47	1,049.80	1,375.00	(325.20)
4605 OTHER INCOME	1,555.45	12.00	1,543.45	29,427.52	87.00	29,340.52
5201 OREGON STF FUNDS	23,233.00	0.00	23,233.00	69,699.00	53,645.00	16,054.00
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	88,599.00	184,000.00	(95,401.00)
5203 OREGON STIF FUNDS-FORMULA	179,727.00	0.00	179,727.00	597,648.00	401,000.00	196,648.00
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	252,589.00	252,944.00	(355.00)
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	30,309.00	63,561.00	(33,252.00)
5304 TRANSPORTATION OPTIONS	20,422.51	0.00	20,422.51	56,952.29	43,460.00	13,492.29
5306 CARES ACT	0.00	0.00	0.00	133,425.00	348,529.00	(215,104.00)
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	620,835.00	509,840.00	110,995.00
Total Revenues	260,336.62	62,785.00	197,551.62	3,370,180.93	3,248,703.00	121,477.93

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Expenses</u>						
6010 WAGES	156,386.47	168,500.00	12,113.53	1,262,548.16	1,208,400.00	(54,148.16)
6110 TAXES	27,721.41	27,504.00	(217.41)	176,641.26	192,528.00	15,886.74
6210 BENEFITS	43,025.04	62,750.00	19,724.96	300,839.48	439,250.00	138,410.52
SUB TOTAL WAGES/TAXES/BENEFITS	227,132.92	258,754.00	31,621.08	1,740,028.90	1,840,178.00	100,149.10
7010 VET PROVIDER RIDES	418.60	2,500.00	2,081.40	2,493.21	17,500.00	15,006.79
8000 AUDIT	0.00	15,000.00	15,000.00	26,000.00	22,000.00	(4,000.00)
8001 PROFESSIONAL SERVICES	0.00	7,167.00	7,167.00	1,021.00	50,169.00	49,148.00
8002 LEGAL COUNSEL	0.00	5,000.00	5,000.00	177.50	35,000.00	34,822.50
8003 BANK/MERCHANT FEES	119.48	167.00	47.52	1,085.74	1,169.00	83.26
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,342.49	1,575.00	232.51
8015 COMP/FURNITURE/DURABLE GOODS	8,806.09	4,392.00	(4,414.09)	21,733.87	32,886.00	11,152.13
8020 B&M	2,708.16	3,535.00	826.84	25,692.70	26,277.00	584.30
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	7,966.00	8,750.00	784.00
8024 SANITATION	64.97	500.00	435.03	4,450.42	3,650.00	(800.42)
8031 ONLINE SUB/IT SERVICES	(3,918.35)	13,100.00	17,018.35	67,502.12	90,900.00	23,397.88
8040 TELEPHONE/INTERNET	3,047.95	5,000.00	1,952.05	22,218.75	35,000.00	12,781.25
8041 UTILITIES	2,839.44	2,917.00	77.56	17,071.87	20,419.00	3,347.13
8050 HR/EMP RECOGNITION	918.57	2,283.00	1,364.43	19,060.14	20,256.00	1,195.86
8060 TRAVEL/TRAINING	(489.97)	2,900.00	3,389.97	17,031.43	20,485.00	3,453.57
8080 OUTREACH/PRINTING	0.00	3,333.00	3,333.00	8,884.59	23,331.00	14,446.41
8090 DUES, SUBSCRIPTIONS	304.70	2,083.00	1,778.30	13,297.36	14,581.00	1,283.64
8091 IGA-DUES	3,000.00	3,000.00	0.00	9,000.00	9,000.00	0.00
8092 FEES/TAXES/LICENSES	115.00	433.00	318.00	1,134.00	3,031.00	1,897.00
8100 INSURANCE	5,165.12	0.00	(5,165.12)	44,103.62	39,700.00	(4,403.62)
8105 UNINSURED LOSS	1,500.00	1,250.00	(250.00)	11,330.36	8,750.00	(2,580.36)
8110 LEGAL ADS	0.00	83.00	83.00	0.00	581.00	581.00
8112 MEETING EXPENSE	0.00	125.00	125.00	186.35	875.00	688.65
8116 OFFICE SUPPLIES	1,034.91	1,500.00	465.09	8,230.17	9,600.00	1,369.83
8170 FUEL	24,307.75	20,000.00	(4,307.75)	164,413.53	151,000.00	(13,413.53)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	17,278.34	13,000.00	(4,278.34)	91,150.20	112,500.00	21,349.80
8180 SHOP SUPPLIES/RENTAL	154.03	750.00	595.97	3,861.05	5,250.00	1,388.95
SUB TOTAL MATERIALS/SERVICES	68,700.79	111,493.00	42,792.21	590,438.47	764,235.00	173,796.53
9200 CAPITAL EXPENSE	0.00	0.00	0.00	732,056.74	704,350.00	(27,706.74)
Total Expenses	295,833.71	370,247.00	74,413.29	3,062,524.11	3,308,763.00	246,238.89
Excess Revenue Over (Under) Expenditures	(35,497.09)	(307,462.00)	123,138.33	307,656.82	(60,060.00)	(124,760.96)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 1/31/2022

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(22.00)	0.00	(22.00)
1020 GENERAL CHECKING LC BANK	204,989.07	(3,734.10)	208,723.17
1030 LGIP - GENERAL FUND	534,037.56	1,018,376.63	(484,339.07)
1040 PAYROLL ACCOUNT LC BANK	100,764.70	75,391.48	25,373.22
1050 MONEY MARKET LC BANK	5,671.10	5,666.46	4.64
1095 CASH RECEIPTS CLEARING SYSTEM	228.45	790.51	(562.06)
1210 ACCOUNTS RECEIVABLE SYSTEM	34,531.81	48,914.32	(14,382.51)
1251 PASS TRANSIT RECEIVABLES	438.00	0.00	438.00
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	(33,326.24)	(29,446.98)	(3,879.26)
Total Assets	847,312.45	1,104,559.01	(257,246.56)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	137,788.41	127,677.31	10,111.10
2050 CREDIT CARD PAYABLE	107,223.39	37,009.85	70,213.54
2059 CREDIT CARD PAYMENT CLEARING	(99,283.81)	(37,279.82)	(62,003.99)
2060 PAYABLE TO NWN	(945.88)	2,966.38	(3,912.26)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	47.50	207.50
2099 A/P CONVERSION	(20,436.27)	(19,986.27)	(450.00)
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	(1,130.76)	0.00
2112 PR SUTA	(996.21)	0.02	(996.23)
2114 FED W/H TAX PAYABLE	(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	(15,845.81)	(9,891.10)	(5,954.71)
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	166.15	0.00	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	90,710.21	95,870.74	(5,160.53)
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	308,602.19	162,410.45	146,191.74
Total Net Assets	756,602.24	1,008,688.27	(252,086.03)
Total Liabilities and Net Assets	847,312.45	1,104,559.01	(257,246.56)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 1/31/2022

<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	0.00	2,458.22	0.00	2,458.22
[6251] AMTRAK	12/31/2021	1381	12/01/2021	Nov 2021 Settlement	0.00	2,019.76	0.00	0.00	2,019.76
[6251] AMTRAK	1/31/2022	1408	1/01/2022	Dec 2021 Settlement	2,172.00	0.00	0.00	0.00	2,172.00
[6291] CURRY & COCO THAI EATERY	1/31/2022	1393	1/01/2022	Jan 2022 Paking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	1/31/2022	1396	1/01/2022	Jan 2022 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[6153] ODOT	1/31/2022	1409	1/01/2022	Q2 FY22 TO Reimbursement	20,598.83	0.00	0.00	0.00	20,598.83
[6162] OREGON EMPLOYMENT DEPT	10/01/2021	1306	9/01/2021	Aug Bus Passes-Astoria STEP	0.00	0.00	0.00	118.00	118.00
[6162] OREGON EMPLOYMENT DEPT	10/31/2021	1349	10/01/2021	Sep Bus Passes-Astoria STEP	0.00	0.00	0.00	100.00	100.00
[6162] OREGON EMPLOYMENT DEPT	12/01/2021	1359	11/01/2021	Oct Bus Passes-Astoria STEP	0.00	0.00	140.00	0.00	140.00
[6162] OREGON EMPLOYMENT DEPT	12/31/2021	1421	12/01/2021	Nov Bus Passes-Astoria STEP	0.00	20.00	0.00	0.00	20.00
[6162] OREGON EMPLOYMENT DEPT	1/31/2022	1422	1/01/2022	Dec Bus Passes-Astoria STEP	60.00	0.00	0.00	0.00	60.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/31/2022	1401	1/01/2022	Dec 2021 Bus Passes	540.00	0.00	0.00	0.00	540.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/31/2022	1411	1/01/2022	COVID MEALS- NOV 2021	650.00	0.00	0.00	0.00	650.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/31/2022	1412	1/01/2022	Med Rides 12/26-12/31/2021	1,278.00	0.00	0.00	0.00	1,278.00

[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	2/08/2022	1425	1/09/2022	Med Rides 01/01-01/08/22	1,138.00	0.00	0.00	0.00	1,138.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	2/22/2022	1426	1/23/2022	Med Rides 01/09-01/22/22	2,594.00	0.00	0.00	0.00	2,594.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/24/2022	1427	12/25/2021	Med Rides 12/18-12/24/2021	0.00	1,083.00	0.00	0.00	1,083.00
Total					29,173.33	3,122.76	2,598.22	218.00	35,112.31

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>
[6080] CTAA									
12/22/2021	R12222021	1/21/2022	2022 CTAA Expo Registration Fee	485.00	485.00	0.00	485.00	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)
11/02/2021	CRPQ201022721 - 1	12/02/2021	DbI. Pmt - Cr.	(347.95)	(347.95)	0.00	0.00	0.00	(347.95)
11/02/2021	CRPQ201022721 - 2	12/02/2021	DbI Pmt - CR	(694.89)	(694.89)	0.00	0.00	0.00	(694.89)
11/02/2021	SR201047993:01	11/12/2021	Gauge Repair - Bus 1801	1,130.61	1,130.61	0.00	0.00	0.00	1,130.61
[6417] ASSOCIATION FOR COMMUTER TRANSPORTATION									
12/20/2021	201-122010-21	1/19/2022	ImpACT Leadership Program/Klezcek	2,250.00	2,250.00	0.00	2,250.00	0.00	0.00
Report Total				2,040.11	2,040.11	0.00	2,735.00	0.00	(694.89)

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 1/31/2022

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
21420	1/06/2022	[6193] SDIS - Invoices 2021-24, 2021-25, December 2021	BENEFITS MEDICAL SDIS	44,815.00	44,815.00
21428	1/06/2022	[6237] WILCOX & FLEGEL - 12/2021 FUEL	FUEL	3,450.98	17,821.56
			FUEL	93.68	
			FUEL	3,143.01	
			FUEL	11,133.89	
21433	1/17/2022	[6012] ANGELTRAX - Invoices 648530, 649015, 649016	IT SERVICES/CONTRACTS	12,340.00	12,340.00
21434	1/17/2022	[6031] BROWN & BROWN - 2022 Annual Cyber Policy Renewal W17849200801	CYBER	5,165.12	5,165.12
21435	1/17/2022	[6033] CARD SERVICE CENTER - STMT - 12/09 - CREDIT CARD PAYMENT 01/07/2022	CLEARING	5,218.55	5,218.55
21442	1/17/2022	[6259] ISLER CPA - AUDIT FYO 06/2021	AUDIT	6,000.00	6,000.00
EFT	1/17/2022	[6225] VALIC-JPM CHASE - Payroll Dated 01.14.2022	RETIREMENT - 457(b)	2,932.73	5,690.68
			RETIREMENT-ER 457	2,302.21	
			RETIREMENT-ROTH 457 (B)	455.74	

Total Checks **97,050.91**

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

Run: 2/15/2022 @ 12:07 PM

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Closing Balance from Previous Statement.....	1/07/2022	-5,218.55
0 Deposits and Other Additions Totaling.....		0.00
47 Checks and Other Withdrawals Totaling.....		4,957.90
1 Adjustments Totaling.....		5,218.55
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	2/04/2022	-4,957.90
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	2/04/2022	-104,071.73
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-104,071.73

Date	Check	To	Check Description	Amount
✓ 1/06/2022	0000251	GRAINGER	Lewicki - Dispute Resolved	-91.90
✓ 1/07/2022	0000285	AIRBNB	Hazen - Refund	-638.10
✓ 1/08/2022	0000251	AMAZON	Lewicki - Label Maker Tape	15.99
✓ 1/09/2022	0000251	AMAZON	Lewicki - Door Sweep - Ops	11.52
✓ 1/10/2022	0000251	EVENT BOARD OF DIRECT	Lewicki - Credit	-25.00
✓ 1/10/2022	0000251	NFI.PARTS	Lewicki - Brake Parts	793.45
✓ 1/10/2022	0001209	SDAO	Farmer - Refund/Training Event	-75.00
✓ 1/10/2022	0001209	CCSO	Farmer - Background Check/PT	25.00
✓ 1/10/2022	0001209	INDEED	Farmer - PT Super Recruitment	473.30
✓ 1/10/2022	0001271	SDAO	Kleczek - Refund/Education	-25.00
✓ 1/11/2022	0000284	ADOBE ACROBAT	Jones - Software	9.99
✓ 1/11/2022	0001209	NATURAL NOOK	Farmer - Flowers/PT Employee/Sympathy	57.95
✓ 1/12/2022	0000251	AMAZON	Lewicki - Threshold - Ops	54.99
✓ 1/13/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Fee/Paul	14.99
✓ 1/13/2022	0000284	FRED MEYER	Jones - PC Hardware	39.99
✓ 1/14/2022	0000284	MOTIONVFX	Jones - Video Software	89.00
✓ 1/14/2022	0000284	AMAZON	Jones - Computer Hardware/Mic	99.99
✓ 1/14/2022	0001209	FRED MEYER	Farmer - Office Supplies	5.08
✓ 1/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Chrg	12.99
✓ 1/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Fee/Jennifer	14.99
✓ 1/18/2022	0000251	SCHETKY NW SALES	Lewicki - OnSpot Parts	150.00
✓ 1/18/2022	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 1/18/2022	0001217	MEARS TRANSPORTATION GROUP	Kleczek - Alrport Trnfr	32.00
✓ 1/19/2022	0000251	SCHETKY NW SALES	Lewicki - OnSpot Parts	990.68
✓ 1/19/2022	0000284	STORYBOARD THAT	Jones - Video Software	14.99

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 2/15/2022 @ 12:07 PM

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✓	1/20/2022	0001217	AMTRAK	Kleczek - Bus Ticket	17.00
✓	1/21/2022	0001217	BABA'S MEDITERRANEAN GRILL	Kleczek - Meal/Impact Training	15.99
✓	1/22/2022	0000251	AMAZON	Lewicki - Tablet Cables	12.98
✓	1/22/2022	0000284	GRAMMARLY, INC	Jones - Scripting Software	59.95
✓	1/22/2022	0001217	STUMPTOWN	Kleczek - Meal/Impact Training	8.25
✓	1/22/2022	0001217	BAMBUZA	Kleczek - Meal/Impact Training	24.05
✓	1/22/2022	0001217	HILTON HOTELS	Kleczek - Lodging/Impact Training	176.32

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

Run: 2/15/2022 @ 12:07 PM

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Date	Check	To	Check Description	Amount
✓ 1/24/2022	0000251	AMAZON	Lewicki - Chair Mat -Finance	187.65
✓ 1/24/2022	0001217	PADDLEFISH	Kleczek - Meal/Impact Training	60.95
✓ 1/25/2022	0001217	MARTAVIA	Kleczek - Meal/Impact Training	9.89
✓ 1/26/2022	0000251	AMAZON	Lewicki - Office Chairs/Ops	383.97
✓ 1/26/2022	0000251	COSTCO WHOLESALE	Lewicki - Metal Photo	69.98
✓ 1/26/2022	0000251	FRED MEYER	Lewicki - Office Supplies/Ops	4.19
✓ 1/26/2022	0000284	AMAZON	Jones - Rtn/Teleprompter Kit	-79.00
✓ 1/27/2022	0000251	AMAZON	Lewicki - Tablet Mounts	259.60
✓ 1/27/2022	0001217	ONESTREAM	Kleczek - Monthly Subscription	39.00
✓ 1/28/2022	0000251	CITY CENTER PARKING	Lewicki - Parking/Labor Meeting	10.00
✓ 1/31/2022	0001209	CCSO	Farmer - Background Check - Maintenance	25.00
✓ 2/02/2022	0000251	NFI.PARTS	Lewicki - Brake Parts - Bus 1901	1,415.40
✓ 2/03/2022	0000285	ZOOM	Hazen - Monthly Chrg	140.00
✓ 2/04/2022	0001209	BRIDGEWATER BISTRO	Farmer - Meal/Board Chair Evaluation	44.00
✓ 2/04/2022	0001217	ALLIANZ TRAVEL INS	Kleczek - Travel Ins/Impact Training	19.85
Total Unmarked Checks:			0.00	Total Checks: 4,957.90

Date	Reference	Adjustment Description	Amount
11/10/2021	0021281		0.00
✓ 1/17/2022	GC21435	Payment made from Gen. Ck. for Statement ending 01/07/2022	5,218.55
Total Unmarked Adjustments:		0.00	Total Adjustments: 5,218.55

February 15, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Budget Officer Appointment

Each year, the Board needs to designate a Budget Officer prior to the budget cycle. The past several years, the Board has designated the Executive Director as the Budget Officer, but you can also consider appointing another staff person such as the Finance Officer.

Staff is recommending that a motion be made to appoint a Budget Officer for the FY 2022-2023 budget cycle.

February 15, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Budget Committee Appointments

As of the writing of this memo, we have received one application for the Budget Committee. There are four seats up for appointment this year plus the one seat that is still vacant from last year. Three of the current members have stated that they would be willing to be reappointed to their seats. They are Melinda Ward, Tita Montero and John Lansing.

Staff is recommending that the following motion be made:

“I move that the Board reappoint Melinda Ward to seat number 1, Tita Montero to seat number 2, Clark Powers to seat number 3, and John Lansing to seat number 4 for three-year terms on the Budget Committee.”

If we get an application before the Board meeting, we will recommend the following motion be made:

“I move that the Board appoint INSERT NAME to seat number 7 for the remaining two years of the term for that seat”

Dear Executive Director Jeff Hazen,

I am responding to your notice in the Colombia Press newspaper of January 7, 2022 concerning volunteering for the Sunset Empire Transportation District Budget Committee.

I have 35 plus years in government and commercial budgeting.

- In the military, I was involved with strategic corporate level and field level budget planning and execution.
- I was the chairman of the city finance committee in Colorado Springs CO.
- I was a budget manager in MCI telecommunications
- Locally. I have sat on the Port of Astoria Budget committee.
- I was Finance Chair of the Seaside United Methodist Church.
- I was appointed by the US Treasury Secretary to serve a 3 year term on the Taxpayer Advocate Panel.

I believe I could contribute to your committee in understanding budget formulation priorities and, if necessary, budget execution.

Thank you for your consideration.

--

Clarke W. Powers

89975 Surf Pines Landing Drive

Warrenton, OR 97146

505-738-9296

February 15, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Budget Committee Appointments

The Board needs to determine dates for the Budget Committee to convene for a training and for the actual Budget Committee meeting. The training will last about one and a half to two hours and will cover the responsibility of the committee along with a District update about this past year. The budget will be slated to be adopted by the Board on June 24th. Last year's dates were May 7th for training and May 17th and May 24 for the budget meetings. As you may recall, the Budget Committee did not need the second meeting. Based on last year's dates staff is suggesting that a training workshop be held on May 5 and that the budget meetings be scheduled on May 16th and May 23rd.

Staff is recommending that the Board be prepared to discuss what days will and will not work for them for the meetings. Staff will adjust our schedules to whatever the Board decides.

Date: February 17, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.d Supplemental Budget

This supplemental budget moves funds budgeted in Contingency to Materials and Services.

Due to the continued escalation of fuel prices and the potential for additional supply chain issues for some of our expenses such as oil, tires, wiper blades, etc we would like to move \$110,000 to Materials & Services in the General Fund. \$75,000 would be for fuel and \$35,000 would be for Vehicle Repair/Outside Services. We are proposing to purchase a year's supply of oil, tires, wiper blades, etc. This is from a recommendation made by our Regional Transit Coordinator who indicated that supply chain issues are likely to affect these items.

Materials & Services budget of \$1,261,000 will increase by \$110,000 to \$1,371,000. The Operating Contingency budget of \$127,700 will be reduced by \$110,000 to \$17,700.

Staff is recommending that the Board adopt Resolution 2022-01.



Sunset Empire Transportation District

Board of Commissioners

RESOLUTION 2022-01

The Board of Commissioners of the Sunset Empire Transportation District, Astoria Oregon, resolves to authorize adjustments to the 2021-2022 annual budget. The required adjustments are due to higher than anticipated costs for materials, services and supplies due to existing and anticipated national supply issues. Materials & Services budget of \$1,261,000 will increase by \$110,000 to \$1,371,000. The Operating Contingency budget of \$127,700 will be reduced by \$110,000 to \$17,700.

Be it resolved that pursuant to the desire of the Board of Commissioners of the Sunset Empire Transportation District the submitted Supplemental Budget has been adopted and all public notifications made.

MOTION OF ADOPTION

Name	Aye	No	Absent
Commissioner Boothe-Schmidt			
Commissioner Romero			
Commissioner MacDonald			
Commissioner Read			
Commissioner Withers			
Commissioner Nino			
Commissioner Alegria			

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS _____ DAY OF _____ 2022.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Debbie Boothe-Schmidt, Board Chair

ATTEST:

By: _____

Title: Diana Nino, Secretary/Treasurer

Executive Director Report
 February Board Meeting
 Jeff Hazen

-Ridership

We were down 16% in ridership for January and down 6% YTD. This was due to the cuts in service that occurred in September due to the driver shortage we are experiencing.

	January		
	TY	LY	
10	2,012	1,820	11%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	213	-100%
15	512	1,020	-50%
16	125	234	-47%
17	0	0	#DIV/0!
20	984	1,266	-22%
21	0	235	-100%
101A	2,128	2,335	-9%
101B	1,987	2,511	-21%
101 Total	4,115	4,846	-15%
LCC	531	394	35%
PC	875	929	-6%
SC	0	0	#DIV/0!
Total	9,154	10,957	-16%
YTD	78,338	83,360	-6%

-ATU 757

We have met with our labor attorney and will be having our first bargaining session with the union on February 25th.

-Returning Citizen Program

I'm still working on getting one or two buses donated to the program. We are going to set up another meeting with the teams to finalize some of the outstanding issues so the training can begin. We held our third nationwide roundtable with transit agencies to update what progress Iowa and Oregon have made.

-Cruise Ships

There are 42 cruise ships scheduled for this year. Unfortunately, due to the critical driver shortage, I have informed them that we would not be able to provide transportation services this year. They are working on other options to move people from the dock to downtown and also to Warrenton.

-Low/No Emission buses

The focus from the FTA going forward is to no longer fund pilot projects in the Low/No grants. They will be focusing on targeting the funds to the places that it will have the highest environmental impacts, urban and small urban area with a minimum of a six-bus purchase. This means that we will not be able to be funded through the program. There may be state funding available, but we don't know yet.

-Gearhart 101 Corridor

The final meeting of the Strategic Advisory Committee was held this week on the Gearhart 101 Corridor. We have selected a preferred alternative to the improvement of the corridor. The consultants will put our comments into the draft document and then it will be released to the public for their review.

-SDAO Conference

I hope you enjoyed this year's conference as much as I did. I'm looking forward to watching all of the sessions I wasn't able to attend. I'm always able to pick up some nuggets of information and ideas from each of the sessions that we can look at to improve our District.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. January (16%)**
 - Services to underserved areas of Clatsop County
 - Expansion of routes/frequency planned prior to pandemic **On hold until more drivers can be hired**
 - On-time performance/service reliability **December performance: SETD 65.3%, TCTD 58.8%, Lincoln County 63.3% We were #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 **Tablets have been installed, and we have received positive feedback from the drivers!**

- Fleet reliability
- Update SETD Emergency Plan
 - SETD Emergency Operation Plan
 - Backup communications
 - Access to fuel
 - Strategic plan to integrate with Clatsop County Emergency Plan
 - Disaster planning
- Employee Recruitment/Retention **Working on a returning citizen 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 **Added new stop on eastbound Marine Dr. in the Uniontown area of Astoria. New signs have been designed and are being installed, see the sign at the bottom of this report**
 - 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



February 2022, Operations

Paul Lewicki

Staffing continues to be a challenge. Several drivers and staff have been out of the office during the month completing a protocol-required isolation period. One driver applicant to whom an offer of employment was made found a job he preferred with another organization, so will not be joining us. It is still very difficult to attract applicants for our open positions.

We are beginning to prepare the fixed route schedules for the summer season. Starting with the summer of 2021, we adjusted the run times for many of the schedules to accommodate for traffic patterns which tend to impact our reliability. Our intent is to mitigate the impact that traffic patterns during certain times of certain days during the summer season have on our reliability. By adding the appropriate number of minutes between certain timepoints on our schedules, we improve our ability to maintain our on-time performance. This comes at a cost, as extending our runtime usually means we must reduce the number of loops in a period. However, what's important here is that our performance reflects our published timetables to the best of our ability. More on this as the summer approaches.

We have received word from ODOT that shortages in some maintenance commodities are anticipated. It has been suggested that we increase our inventory on such items as tires, oil filters, wiper blades, and motor oil so as not to be caught short. To this end, we have created a cost forecast and are establishing a plan to prepare for any such shortages.

I am happy to report that our two mechanics successfully passed the third-party testing and have secured their commercial driver's licenses (CDLs). This is tremendously helpful as we often must change out buses mid route or deliver buses to Longview or Portland for maintenance or repair. Having mechanics qualified to do this task relieves staff and other drivers from having to do all the bus transporting. Congratulations to our two mechanics; Alex and Nick.

Our Volvo, which is half of our Portland fleet, is still in Portland, but expected back before the end of February. Having repaired or replaced most of the major components of this bus over the past few months (at no small expense) gives us hope that we will be able to enjoy some uninterrupted months of service from this motorcoach once it returns.

Our fixed route tablet program continues to be a success. An analysis provided by the Swiftly dashboard, our window into route performance data, reflects some encouraging improvements. In the month since we have implemented the tablet program, Swiftly reports an 11.5% increase in on time performance, a 19.7% reduction in late arrivals, and a 10.2% reduction in early arrivals. This analysis covers our seven routes and 21,278 stops for the 30-day period. These are exciting improvements. The data paves the way to further tune our runtimes for accuracy. Just this month, we adjusted a few of the timepoints for the Pacific Connector to help correct some chronic on-time problems.

We continue to work to understand and comply with the Entry Level Driver Training (EDLT) rule recently initiated by the federal government.

We submitted a grant request for this biennium's bus buy. We have requested funding to purchase two additional remanufactured Gillig 35' buses for deployment as runs C&D on the 101 – one driver staffing recovers.5339 Grant Request

Ride Assist/Deputy Operations Officer
February 2022 Report
Jennifer Geisler

Ride Assist Report

- In January 2022 Ride Assist provided a total of 861 rides. ADA Paratransit had 507 riders, we provided 314 Medicaid rides for Northwest Rides, zero VETP and had 60 escorts. This is an average of 44 rides per day. There were zero ride denials and zero Dial a Ride rides.
- SETD drivers delivered 40 food bank boxes in January. This continues to be a valued service to the community and the Regional Food Bank has been amazing to work with.
- ADA Paratransit Report for January
 - Number of completed applications received: 3
 - Number of incomplete applications received:
 - Number of phone interview/assessments scheduled:
 - Number of phone interview/assessments completed:
 - Number of determinations made: Within 21 days: More than 21 days: 3
 - Determination by type:
 - Unconditional: 2 Conditional: Temporary: 1 Not eligible:
 - Number of appeals requested: 0 Number of appeals heard: 0

Ride Assist Fares Collected/Billed for January 2022

- | | | | |
|--|-------|----------------------|--------|
| • Para-transit Fares: | \$469 | • Medicaid Billed: | \$5969 |
| • Dial-A-Ride | \$0 | • Ticket books sold: | \$336 |
| • Tickets Collected: | \$364 | • VETP Billed: | \$0 |
| • Billed Providence
Community Connections | \$52 | | |

Deputy Operations Officer Report

January continued to be days of training with Paul on operational tasks and required reports. I worked with the fixed route driver supervisors on the new driver tablets and Swiftly On-Board App, driver's work schedule and CDL trainer requirements. I continue to train the two new scheduler/dispatchers in the Ride Assist curb to curb service and the new Ride Assist (Paratransit) supervisor, Larry Worthy.

I continue to work on the project plan required for the Emerging Leader Academy (ELA) through the Community Transportation Association of America (CTAA) There are monthly check in meetings and mentor phone calls. Originally there was going to be a CTAA "Hill Day" in Washington DC in early 2022. The in-person tour has now been changed to a virtual event for March 3. I will showcase my project plan at the CTAA conference in May.

The last half of January and most of February I was out of state and "worked from home" while caring for my daughter and brand-new healthy granddaughter.

- In January, I worked with 3 riders who were in need of basic travel training. All trainees were above the age of 50. All 3 riders were from South County. All three needed assistance in how to board the bus with a mobility device as well as how to identify when to get off the bus. Most of the training was dedicated to teaching the riders how to develop backup plans in the event they miss the bus they were supposed to take. Landmark Observance Training was also taught in the last part of the short travel training sessions. Although continuing travel training makes up over 60% of my meetings with ridership, these 3 were using our services for the first time.
- We provided 6 trips in January to Veterans needing transportation assistance. All Veterans were transported to local medical appointments as there were no requests for DAV van trips going to 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. SETD has applied for the Rural Veterans Healthcare Transportation funding grant opportunity. We hope to hear back from them soon as to the status of this application. This grant will allow us to significantly help our Veterans who are very limited in their mobility. I was able to speak with 3 potential Veteran Volunteer drivers but all of them declined to participate at this time. We still need drivers. Please forward my contact information: jason@ridethebus.org or 503-861-5361. Thank you.
- For 1, it takes 1. There are roughly 17 Veterans and active personnel in America who commit suicide each day. Though our Veteran's Enhanced Transportation Program (VETP) helps Veterans get to medical services, we believe at least one individual is in crisis every day in Clatsop County and we have the opportunity to be there for them potentially. www.veteranscrisisline.net, **Call 1-800-273-8255 and Press 1, Text 838255**
- Kathy and I continue in our efforts to educate our District as well as surrounding Districts in public transportation. We continue in our weekly talk show called Transportation.
- The Travel Training videos located on our YouTube page (Sunset Empire Transportation District) have continued to be a source of help for people on a monthly basis. Viewership increased by 30 views in the month of January and 1 out of the 3 people I travel trained this month came to us via watching a video and needing some practical assistance. Though the travel training videos are robust by themselves, we still strongly encourage people to call or visit us for further more defined 1 on 1 travel training. Please go and watch our videos, like, share and subscribe if you have not already. Thank you.



Happy February! Oregon celebrates its birthday in February, and I think that is a good reason to celebrate getting outside again. Winter is not over, and yet the days are getting longer and warmer. The warmer part is still to be seen but fingers crossed. When you are out and about remember you are choosing the transportation option you use every time you engage in an activity. Zoom meetings are telecommuting, getting a ride with a friend is carpooling. Change happens every time you choose something other than driving in a car by yourself. 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.

I was accepted into the Association for Commuter Transportation ImpACT Leadership Program. What a fantastic opportunity! The group gathered and took part in all day sessions on leadership and now are tasked with projects that will bring benefits to each of our areas and the Association for Commuter Transportation. Look for more on this as the project develops. I had been looking forward to the fringe benefit of some sunshine while in Florida, and lucky me Florida experience some of its coldest temps while I was there. And bonus I traveled all car free for this trip, it was easy!

After noticing comments on social media by people looking for rides that are associated with school districts. I have reached out to school officials about 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. As of yet I have not heard back from any schools. I will keep trying as I see this as a valuable resource for families and school employees. 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.

Many of you were able to attend the annual SDAO Conference. This year the virtual conference provided many educational seminars. If you missed anything they are available for view until May. Let me know if you need help accessing the sessions.

Social Media-Get There Oregon

- Posted ODOT road condition/construction updates
- Live Facebook talks with Jason to educate about the importance of Transportation Options
- Participating in Cannon Beach TSP and outreach

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
- Participating in OTP advisory group on Mobility and Accessibility
- Leading Transportation Options Group for NCTMN- encourage stewardship of the Region and its resources
- Attended National ImpACT Leadership program by the Association for Commuter Transportation

Safe Routes To School

- Starting School-pool conversations with regional schools



Marketing, Outreach and Education February 2022 Board Report Mary Parker, Executive Assistant

OUTREACH and ANNOUNCEMENTS-

- ❖ SETD Ridership Appreciation Day was held on January 25th. This is a day when SETD offers free rides on all regular bus routes throughout Clatsop County in appreciation of the on-going support from our riders and community. Ridership Appreciation Day coincides with Clatsop County Community Action's annual Project Homeless Connect that is held at the Seaside Conference Center. Prepared press release, public announcements and distributed information to media and posted flyers in shelters.
- ❖ Prepared the updated Pacific Connector route public announcements and distributed information to media and posted flyers in shelters.
- ❖ Prepared January Board Minutes
- ❖ Prepped and distributed Public Announcements for February Board Meeting
- ❖ Prepared job descriptions and announcements for Support Specialist and posted on website and Facebook
- ❖ Attended the virtual SDAO Conference



Summer is coming!

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

MEETINGS/TRAININGS ATTENDED:

- HR Answers Retaining Employees
- SDAO Conference:
 - HR Alliance Roundtable
 - Emotional Intelligence
 - Keynote Speake – Lou Radja “Dancing in the Rain”
 - Employee Privacy & Confidentiality – Social Media
 - Employment Legislative Updates
 - Executive Director Performance Evaluation
 - Threading the Needle – ADA Religions Accommodations in the Age of COVID
 - Good Termination Gone Bad
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Each year OSHA requires an OSHA 300 Summary of Work-Related Injuries and Illnesses report be completed and displayed in each building from February 1st to April 30th. This year there was one (1) case reported.
- Completed the Drug & Alcohol MIS (DAMIS) Report required by the Federal Transit Administration. Federal regulations state that recipients of federal transit funds shall file an annual DAMIS report each calendar year.
- Met with Board Chair Debbie Boothe-Schmidt to discuss the Executive Director Evaluation process. The Evaluation Sub-Committee will meet via ZOOM on Thursday, February 17, 2022 at 9 a.m.
- Attended a pre-bargaining meeting with Jeff, Paul and our labor attorney in Portland.
- Conducted 4 interviews for Transportation Support Specialist. Hired Janelle Smotherman.
- Conducted 3 interviews for Bus Driver. None hired due to decline of offer.
- Prepared the minutes for the Safety Committee and 1st Quarter 2022 inspection forms for the meeting on Tuesday, January 25, 2022.
- Provided Insurance Orientation for eligible employee.
- Completed the annual DMV records request for all employees with CDL B licenses for Oregon and Washington.
- Prepared the monthly ODOT Covid-19 report.
- Established an LEDS account with the Oregon State Police (OSP) to receive fingerprint verification through a portal. OSP will no longer be mailing the information. Participated in an hour long LEDS training and completed an hour class and took the test for the required Level 3 Security Awareness Certification.
- Prepared templates for evaluations due in February and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Prepared posting for the Transportation Support Specialist.
- 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 Lot Attendant James Dunlap. James has worked at McDonalds and Shilo Inns.

HIGHLIGHTS

- ❖ Nick Schaffer and Alex Palacios-Hernandez passed their CDL B training and test on Saturday, February 12, 2022!

WORKPLACE DEMOGRAPHICS:

Male	25
Female	15
Hispanic/Latino	2
White	36
Two or More Races	2

Updated: 2-17-2022