



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM MEETING AGENDA
THURSDAY MARCH 24, 2022
9:00 AM**

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

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3-minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. FINANCIAL REPORTS
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. CONTINUED BUSINESS
 - a. BUDGET COMMITTEE APPOINTMENT
 - b. TRAINING PROGRAM PRESENTATION
9. NEW BUSINESS
 - a. ODOT AGREEMENT 34220 AMENDMENT #2
 - b. BUS DISPOSAL
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

MARCH

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
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

MARCH

2022

INT	INTEREST
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
MARCH
2022

QE	QUALIFIED ENTITY
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
February 24, 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 and Commissioner Rebecca Read. Commissioner Guillermo Romero 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- None
4. PUBLIC COMMENT (3-minute limit)- None
5. APPROVAL OF THE JANUARY 2022 BOARD MEETING MINUTES-
 Commissioner MacDonald moved to approve the January 2022 Board Minutes
 Commissioner Nino seconded the motion
 Discussion- Commissioner Read asked about the overview of Employee and Supervisor training discussed under #14 of the minutes. Executive Director Hazen said that this will be on the March agenda.

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.

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS JANUARY 2022- Commissioners asked questions that staff answered and clarified. Staff also discussed the status of several grants.
 Commissioner Reed moved to approve January Financial Reports as presented
 Commissioner MacDonald seconded the motion
 Discussion- No further discussion

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.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that he was impressed with the SDAO Budget Training Session and encouraged those that missed it to go into SDAO and review it specifically as we go into this year's Budget. Commissioner MacDonald reported that he was going to ride the Columbia Connector but found it very difficult to access the bus at the train station because of the homeless situation. He got off the max into another world just littered with garbage and he and the 5 people with him were unable to use the sidewalk to wheel their luggage or walk on the sidewalk to get to the train station. Commissioner MacDonald said the homeless situation is very bad there and very scary for anyone that might want to take the bus. He also said that the area around the train station is very good but getting there is the problem.
- b. Commissioner Alegria-Reported that she agrees to what other Board members have been saying about the SDAO Conference. She also said she would like to tag on to what Commissioner MacDonald said about the conditions at the transit center area in Portland and this being a detriment that could affect the success of the Connector. Commissioner Alegria said she does not know where the Greyhound station has gone, but added that she travels back and forth on the bus a lot and the deterioration in that area is awful and she was wondering if there has been discussion between transit services that are using the Amtrak station and what they could do about that. From what she understands the Union Station is public property, but the Greyhound station is private property, but no matter which direction you go you encounter the same situation. Executive Director Hazen said that there have not been discussions because we have no authority in that area, but the city of Portland struggles with that and they are working on some things however cities are struggling including here because there are court rulings that have come down that you cannot move people off of a public space unless you have a shelter for them to stay at so they can camp out wherever they want.
- c. Commissioner Withers- Reported that he thought the SDAO Conference went very well and that just trying to get 200 to 300 people organized on Zoom is difficult and they did that very well. Commissioner Withers said he enjoyed the sessions and really enjoyed the Executive Director Evaluation session. He added he was surprised to see that there were several Executive Directors that attended the session. Commissioner Withers also said at the end he did not think that all the smaller districts should have been grouped together. Although he said he understood why they had done this, but he added with all the special circumstances transit has like changing over to electric vehicles and all the other things we need to do, transit needs to be separate.
- d. Commissioner Nino- Reported that the SDAO Conference was very good, and they had fantastic materials and presenters. She was very inspired by the "Dancing in the Rain" presentation which she said could apply to anything including this organization, but it also could be applied to the district, our personal lives, and relationships. Commissioner Nino said the Budget session was fascinating and wonderful and like Tracy and Rebecca she wants to go back to this and understand it more for the future because Jeff and staff do a great job but if we didn't have you guys, we would need to know a lot more.
- e. Commissioner Read- Reported that the SDAO Conference was well crafted and enjoyed it and she agreed that the Budget segment was very helpful but posed more questions than answers because she really doesn't know what she needs to know about the Budget. Commissioner Read asked if the Board used to do retreats. Executive Director Hazen explained that the Board does a planning retreat about every 2 years. Commissioner Read said the FTA segment brought up a lot of issues about development and where we can go from here and enhancing what we do here which was the most important message she came back with. She did appreciate all the others like the Fake News, Legislative Relationships, At large Caucus, Recruiting Board Members, Board Chair Basics, and Emotional Intelligence. Commissioner Read said she is looking forward to revisiting these and

suggested that maybe when we go to things like this, we should organize our own roundtable soon after so we can debrief considering the time and effort we put into attending.

- f. Commissioner Boothe-Schmidt- Reported that she really thought that the SDAO Conference was done very well. She said that the “The Dancing in the Rain” keynote speaker was great and that she has attended 3 SDAO conferences and all their keynote speakers have been fantastic. Commissioner Boothe-Schmidt said she had attended the State Budget Training yesterday and has the next 2 sessions set up on her calendar. Commissioner Boothe-Schmidt said it is still confusing and wants to watch the video when it comes out to get her questions answered. She encouraged the other Board members to also watch the State Budget Training video’s.

8. NEW BUSINESS-

- a. Budget Officer Appointment- Executive Director Hazen explained that the Board needed to designate a Budget Officer prior to the budget cycle. The Board has appointed the Executive Director for many years, but another staff person like the Finance Officer can also be appointed.

Commissioner MacDonald moved to appoint Executive Director Hazen as the Budget Officer and encourage training of Finance Officer Kelly Smith in the process
 Commissioner Alegria seconded the motion

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.

- b. Budget Committee Appointments- Executive Director Hazen explained that there was a vacancy on the Budget Committee last year and that vacancy has not been filled. There are also four other seats up for appointment on the Budget Committee. Three of the current members have stated that they are willing to be reappointed and we have received an application for the seat 3 vacancy. Hazen said staff is recommending 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 each for three-year terms on the Budget Committee. Hazen encouraged the Board to see if they could find someone to fill the remaining vacancy within the next 2 months. Commissioner Nino asked if it would be a conflict of interest if a Budget committee member was related to staff or one of the Board members. Executive Director Hazen said yes if they were related to staff, and you would have to consider the optics and what it looked like if they were a relative of a Board member. Commissioner Nino asked what if the Budget committee member was a friend or close acquaintances of staff or a Board member. Executive Director Hazen said that would not be a problem. Commissioner Nino asked what the process is for someone to apply to be on the Budget Committee. Hazen said applicants must be registered to vote in Clatsop County and a letter explaining the applicants interest and background be emailed directly to him. Commissioner Read said she was not familiar with Melinda Ward and asked what her qualifications are. Executive Director Hazen said Melinda has been on the Budget Committee since before he started and asked Kathy Kleczek to share information about Melinda with the Board. Kathy said Melinda is a long-time resident of Seaside and has been the Chief Financial Officer for Pizza Feta, Bella Espresso, and El Mundo’s for men for 20 plus years. She is now doing accounting for Seaside Hotels. Commissioner Read said it looks like Melinda checks all the boxes for qualifications and added that she was happy she still wants to extend her service. Commissioner Read also said that Clark Towers looks like he is a good fit. Commissioner Read added that she plans to

talk to Kevin Leahy about another matter and will ask him if he knows anyone that might want to be on the Budget Committee.

Commissioner Nino moved to 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 3-year terms on the Budget committee.

Commissioner Read seconded the motion

Discussion-Commissioner Withers asked if we would be voting separately for reappointment or all together. Chair Boothe-Schmidt said the motion was made to vote for appointment together.

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.

- c. FY 2022-2023 Budget Meeting dates- Executive Director Hazen explained that the Board needs to determine what dates will work for the Budget Committee training and for the actual Budget Committee meetings. There was discussion about what times and days would work best. Commissioner Read moved to approve the 2022-2023 Budget training be held on May 6th from 9 am to 11 am and that the Budget Meeting be held on May 18th from 9 am to 3 pm and if needed a second Budget Meeting be held on May 25th from 9 am to 11 am. Commissioner Nino seconded the motion
Discussion- None

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.

- d. Supplemental Budget- Executive Director Hazen explained that the Supplemental Budget being proposes is to move funds budgeted in Contingency to Materials and Services. Hazen said if you look at our current budget we are under budget for Material and Services by \$174,000 so in reality we do not need to do a Supplemental Budget at this time but Hazen said he wants to do this now because of the rapid rise in fuel prices and the potential for additional supply chain issues concerning oil, tires, oil filters and wiper blades which was discussed in our last meeting with Arla Miller our Regional Transit Coordinator. Resolution 2022-01 proposes 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. The Materials & Services budget of \$1,261,000 will increase by \$110,000 to \$1,371,000. The Operating Contingency budget of \$127,700 is being reduced by \$110,000 to \$17,700.

Executive Director Hazen said staff is recommending that the Board approve Resolution 2022-01.

Chair Boothe-Schmidt read Resolution 2022-01 followed by a 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.

9. CORRESPONDENCE- None

10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his monthly report.

11. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports.

12. OTHER ITEMS-

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____
Diana Nino

Sunset Empire Transportation District
FEB FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the March 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 \$3,448,694 (\$1,225,638 less than budget), YTD Total Materials & Services was \$678,608 (\$200,248 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$7,857; \$2,243 less than monthly budget and \$1,622 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$4,089; \$528 more than monthly budget and \$13,662 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0 (not yet billed); \$1,329 under monthly budget and \$27,129 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$661; \$298 less than monthly budget and \$114 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$27,838 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$1,354.
- 4205 Property Taxes: \$8,450 collected in Feb. Over budget YTD \$30,677
- 4250 Timber Sales: No Timber Sales collected in Feb. Under budget YTD \$21,023 (rec'd in Mar)
- 4420 Parking: All Spaces Rented.
- 5000 Grants: \$52,103 received in Feb (\$330,603 outstanding to be paid-ODOT backlogged due to staff shortage).

Expense

- 7010 VET Provider Payments: Rides for the month of Feb totaled \$164
 - 8100: Over Monthly Budget \$934 – Increase in Rates.
 - 8170 Fuel: Under monthly budget \$1,770, over YTD budget \$11,644.
 - END
- ** Fuel over budget YTD \$11,643. Materials & Services (without capital expense) is under budget for MTD by \$27,776 and under budget YTD \$200,248.

Notes on AR Aging

I am working with Amtrak on a new portal, payments will be caught up soon and more streamlined going forward.

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
February 28, 2022

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues						
4010 FIXED ROUTE FARES	7,857.45	10,000.00	(2,142.55)	76,057.58	74,436.00	1,621.58
4015 LOWER COLUMBIA CONNECTOR	4,089.47	3,561.00	528.47	47,466.22	33,806.00	13,660.22
4021 MEDICAID FARES - IGA	0.00	1,329.00	(1,329.00)	39,403.00	12,274.00	27,129.00
4022 PARATRANSIT FARES	661.00	959.00	(298.00)	8,746.90	8,861.00	(114.10)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	17,573.50	45,412.00	(27,838.50)
4110 NW NAVIGATOR	165.48	302.00	(136.52)	1,581.37	2,935.00	(1,353.63)
4120 GREYHOUND	0.00	41.00	(41.00)	7.80	355.00	(347.20)
4130 OTHER-VENDING	47.51	25.00	22.51	285.62	250.00	35.62
4205 PROPERTY TAXES	6,671.08	12,475.00	(5,803.92)	1,066,232.81	1,035,400.00	30,832.81
4206 PRIOR YEAR TAXES	1,776.12	1,925.00	(148.88)	17,242.86	17,250.00	(7.14)
4207 PROPERTY TAX INTEREST	2.72	25.00	(22.28)	101.45	250.00	(148.55)
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	40,000.00	(40,000.00)	138,977.35	160,000.00	(21,022.65)
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	88,738.08	68,500.00	20,238.08
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	760.00	765.00	(5.00)	6,080.00	6,240.00	(160.00)
4505 INTEREST EARNED ON BANK ACCT	172.26	125.00	47.26	1,222.06	1,500.00	(277.94)
4605 OTHER INCOME	4,405.89	12.00	4,393.89	33,833.41	99.00	33,734.41
5201 OREGON STF FUNDS	0.00	24,645.00	(24,645.00)	69,699.00	78,290.00	(8,591.00)
5202 OREGON STIF FUNDS-DISCRETIONARY	51,582.00	184,000.00	(132,418.00)	140,181.00	368,000.00	(227,819.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	170,800.00	(170,800.00)	597,648.00	571,800.00	25,848.00
5301 5311 ADMIN/OPERATIONS	0.00	149,500.00	(149,500.00)	252,589.00	402,444.00	(149,855.00)
5302 5310 MOBILITY MGT/PM	0.00	49,511.00	(49,511.00)	30,309.00	113,072.00	(82,763.00)
5304 TRANSPORTATION OPTIONS	0.00	28,312.00	(28,312.00)	56,952.29	71,772.00	(14,819.71)
5306 CARES ACT	521.00	341,967.00	(341,446.00)	133,946.00	690,496.00	(556,550.00)
5401 5339 CAPITAL PURCHASE	0.00	399,840.00	(399,840.00)	620,835.00	909,680.00	(288,845.00)
Total Revenues	78,711.98	1,425,619.00	(1,346,907.02)	3,448,683.91	4,674,322.00	(1,225,638.09)

	<u>M-T-D</u>		<u>M-T-D</u>		<u>Y-T-D</u>		<u>Y-T-D</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>
<u>Expenses</u>								
6010 WAGES	158,930.62	168,259.00	9,328.38	1,421,478.78	1,376,659.00	(44,819.78)		
6110 TAXES	19,143.05	27,504.00	8,360.95	195,784.31	220,032.00	24,247.69		
6210 BENEFITS	45,025.87	62,750.00	17,724.13	345,865.35	502,000.00	156,134.65		
SUB TOTAL WAGES/TAXES/BENEFITS	223,099.54	258,513.00	35,413.46	1,963,128.44	2,098,691.00	135,562.56		
7010 VET PROVIDER RIDES	164.45	2,500.00	2,335.55	2,657.66	20,000.00	17,342.34		
8000 AUDIT	0.00	0.00	0.00	26,000.00	22,000.00	(4,000.00)		
8001 PROFESSIONAL SERVICES	0.00	7,167.00	7,167.00	1,021.00	57,336.00	56,315.00		
8002 LEGAL COUNSEL	2,427.50	5,000.00	2,572.50	2,605.00	40,000.00	37,395.00		
8003 BANK/MERCHANT FEES	103.55	167.00	63.45	1,194.09	1,336.00	141.91		
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,530.49	1,800.00	269.51		
8015 COMP/FURNITURE/DURABLE GOODS	641.64	3,992.00	3,350.36	22,375.51	36,878.00	14,502.49		
8020 B&M	3,661.42	3,454.00	(207.42)	29,354.12	29,731.00	376.88		
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	9,104.00	10,000.00	896.00		
8024 SANITATION	0.00	500.00	500.00	4,450.42	4,150.00	(300.42)		
8031 ONLINE SUB/IT SERVICES	11,315.62	13,000.00	1,684.38	78,817.74	103,900.00	25,082.26		
8040 TELEPHONE/INTERNET	3,050.45	5,000.00	1,949.55	25,269.20	40,000.00	14,730.80		
8041 UTILITIES	3,061.68	2,917.00	(144.68)	20,133.55	23,336.00	3,202.45		
8050 HR/EMP RECOGNITION	1,030.60	2,271.00	1,240.40	20,830.24	22,527.00	1,696.76		
8060 TRAVEL/TRAINING	1,886.42	2,921.00	1,034.58	18,917.85	23,406.00	4,488.15		
8080 OUTREACH/PRINTING	971.39	3,333.00	2,361.61	9,855.98	26,664.00	16,808.02		
8090 DUES, SUBSCRIPTIONS	575.00	2,083.00	1,508.00	13,872.36	16,664.00	2,791.64		
8091 IGA-DUES	0.00	0.00	0.00	9,000.00	9,000.00	0.00		
8092 FEES/TAXES/LICENSES	425.12	433.00	7.88	1,559.12	3,464.00	1,904.88		
8100 INSURANCE	21,734.00	20,800.00	(934.00)	65,837.62	60,500.00	(5,337.62)		
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	11,330.36	10,000.00	(1,330.36)		
8110 LEGAL ADS	0.00	83.00	83.00	0.00	664.00	664.00		
8112 MEETING EXPENSE	480.54	125.00	(355.54)	666.89	1,000.00	333.11		
8116 OFFICE SUPPLIES	1,212.00	1,400.00	188.00	9,442.17	11,000.00	1,557.83		
8170 FUEL	23,230.23	25,000.00	1,769.77	187,643.76	176,000.00	(11,643.76)		
8171 VEHICLE REPAIR/OUTSIDE SERVICES	8,824.94	14,000.00	5,175.06	100,555.21	126,500.00	25,944.79		
8180 SHOP SUPPLIES/RENTALS	722.34	750.00	27.66	4,583.39	6,000.00	1,416.61		
SUB TOTAL MATERIALS/SERVICES	86,844.89	119,621.00	32,776.11	678,607.73	883,856.00	205,248.27		
9200 CAPITAL EXPENSE	6,395.00	0.00	(6,395.00)	738,451.74	704,350.00	(34,101.74)		
Total Expenses	316,339.43	378,134.00	61,794.57	3,380,187.91	3,686,897.00	306,709.09		
Excess Revenue Over (Under) Expenditures	(237,627.45)	1,047,485.00	(1,408,701.59)	68,496.00	987,425.00	(1,532,347.18)		

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 2/28/2022

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(22.00)	0.00	(22.00)
1020 GENERAL CHECKING LC BANK	61,189.37	234,212.22	(173,022.85)
1030 LGIP - GENERAL FUND	442,659.54	802,292.45	(359,632.91)
1040 PAYROLL ACCOUNT LC BANK	100,393.83	97,841.33	2,552.50
1050 MONEY MARKET LC BANK	5,671.10	5,666.89	4.21
1095 CASH RECEIPTS CLEARING SYSTEM	309.10	1,426.89	(1,117.79)
1210 ACCOUNTS RECEIVABLE SYSTEM	13,427.08	37,392.92	(23,965.84)
1251 PASS TRANSIT RECEIVABLES	180.00	0.00	180.00
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	(36,911.21)	(33,412.46)	(3,498.75)
Total Assets	586,896.81	1,134,020.93	(547,124.12)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	114,333.53	152,461.30	(38,127.77)
2050 CREDIT CARD PAYABLE	114,515.93	45,514.55	69,001.38
2059 CREDIT CARD PAYMENT CLEARING	(104,241.71)	(37,555.54)	(66,686.17)
2060 PAYABLE TO NWN	(1,011.97)	54.78	(1,066.75)
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)	(623.87)	(11,386.73)
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)	(813.55)	0.00
2124 BENEFITS MEDICAL SDIS	(15,845.85)	(10,906.62)	(4,939.23)
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	315.00	(140.00)
2133 GARNISHMENTS	1,043.07	286.65	756.42
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	70,400.76	124,228.34	(53,827.58)
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	68,496.00	163,514.77	(95,018.77)
Total Net Assets	516,496.05	1,009,792.59	(493,296.54)
Total Liabilities and Net Assets	586,896.81	1,134,020.93	(547,124.12)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 02/28/2022

14

<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>
[6009] ALLSTATE INSURANCE AGENCY	3/03/2022	1414	2/01/2022	Feb 2022 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6251] AMTRAK	12/01/2021	1357	11/01/2021	Oct 2021 Settlement	0.00	0.00	0.00	2,458.22	2,458.22
[6251] AMTRAK	12/31/2021	1381	12/01/2021	Nov 2021 Settlement	0.00	0.00	2,019.76	0.00	2,019.76
[6251] AMTRAK	1/31/2022	1408	1/01/2022	Dec 2021 Settlement	0.00	2,172.00	0.00	0.00	2,172.00
[6251] AMTRAK	3/03/2022	1440	2/01/2022	Jan 2022 Settlement	1,893.60	0.00	0.00	0.00	1,893.60
[6011] ANDI WARREN INSURANCE AGENCY	3/03/2022	1415	2/01/2022	Feb 2022 Parking Space #14	47.50	0.00	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	1/31/2022	1441	1/01/2022	Dec 2021 Poker Chips	0.00	89.00	0.00	0.00	89.00
[6060] CLATSOP COUNTY SHERIFF	3/03/2022	1442	2/01/2022	Jan 2022 Poker Chips	80.00	0.00	0.00	0.00	80.00
[6112] HOMESPUN QUILTS	3/03/2022	1417	2/01/2022	Feb 2022 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[6113] HOXIE, RONALD	3/03/2022	1418	2/01/2022	Feb 2022 Parking Space #7	47.50	0.00	0.00	0.00	47.50
[6162] OREGON EMPLOYMENT DEPT	12/31/2021	1421	12/01/2021	Nov Bus Passes-Astoria STEP	0.00	0.00	20.00	0.00	20.00
[6162] OREGON EMPLOYMENT DEPT	1/31/2022	1422	1/01/2022	Dec Bus Passes-Astoria STEP	0.00	60.00	0.00	0.00	60.00
[6162] OREGON EMPLOYMENT DEPT	3/03/2022	1423	2/01/2022	Jan Bus Passes-Astoria STEP	100.00	0.00	0.00	0.00	100.00
[6246] RUSTY DAHLIA	2/11/2022	1419	2/01/2022	Feb 2022 Parking-Spaces #10-11	0.00	95.00	0.00	0.00	95.00

<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>
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/03/2022	1413	2/01/2022	Jan 2022 Bus Passes	540.00	0.00	0.00	0.00	540.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	2/08/2022	1425	1/09/2022	Med Rides 01/01-01/08/22	0.00	1,138.00	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	0.00	2,594.00	0.00	0.00	2,594.00
Total					2,946.10	6,148.00	2,039.76	2,458.22	13,592.08

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</u>		<u>Less Than</u>		<u>More Than</u>	
						<u>Due</u>	<u>30 Days</u>	<u>60 Days</u>	<u>60 Days</u>		
[6257] 8/19/2021	WESTERN STAR NW INC CR PC201063144	9/18/2021	DBL. PMT - CALIPERS/BRAKE ROTOR/SHOES	(609.14)	(609.14)	0.00	0.00	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	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	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	0.00	0.00	(694.89)
10/21/2021	SR201047993:01	11/20/2021	Travel/Bus Repair Ops	580.07	580.07	0.00	0.00	0.00	0.00	0.00	580.07
11/02/2021	SR201048325:01	11/12/2021	Gauge Repair - Bus 1801	1,130.61	1,130.61	0.00	0.00	0.00	0.00	0.00	1,130.61
Report Total				(114.82)	(114.82)	0.00	0.00	0.00	0.00	0.00	(114.82)

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 02/28/2022

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
21482	2/02/2022	[6193] SDIS - Invoices 2022-01, 2022-02, Jan 2022, WCQ42021	BENEFITS MEDICAL SDIS	43670.43	52,501.04
			WORKER'S COMP SDIS INS	95.36	
			WORKER'S COMP SDIS INS	185.47	
			WORKER'S COMP SDIS INS	8549.78	
EFT	2/11/2022	[6225] VALIC-JPM CHASE - Payroll Dated 02.11.22	RETIREMENT- 457(b)	2812.77	5,614.33
			RETIREMENT-ER 457	2308.02	
			RETIREMENT-ROTH 457 (B)	493.54	
21509	2/16/2022	[6116] IFOCUS CONSULTING - Invoices 14592, 14613, 14624	WEB/ONLINE SW SUB	1670.25	5,760.25
			IT SERVICES/CONTRACTS	4090.00	
21521	2/16/2022	[6193] SDIS - Quarterly Insurance - Liability, Auto, General	GENERAL LIABILITY	4781.48	21,734.00
			PROPERTY	3586.11	
			AUTO	13366.41	
21528	2/16/2022	[6237] WILCOX & FLEGEL - Invoices 0683661-IN, CL18906	FUEL	5631.04	21,567.93
			FUEL	146.16	
			FUEL	2316.86	
			FUEL	782.50	
			FUEL	12691.37	
21529	2/23/2022	[6116] IFOCUS CONSULTING - Replace SonicWall NSA 2600	CAPITAL EXPENSE	6395.00	6,395.00
Total Checks					113,572.55

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	2/04/2022	-4,957.90
0 Deposits and Other Additions Totaling.....		0.00
61 Checks and Other Withdrawals Totaling.....		6,005.22
1 Adjustments Totaling.....		4,957.90
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	3/08/2022	-6,005.22
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	3/08/2022	-110,076.95
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-110,076.95

Date	Check	To	Check Description	Amount
✓ 2/03/2022	0001217	AMERICAN AIRLINES	Kleczek - Airfare	53.88
✓ 2/03/2022	0001217	AMERICAN AIRLINES	Kleczek - Airfare/Training	283.10
✓ 2/06/2022	0001217	AMERICAN AIRLINES	Kleczek - Airfare O.C.	-53.88
✓ 2/06/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Chrg	14.99
✓ 2/07/2022	0001209	DOLLAR TREE	Farmer - Office Supplies	6.75
✓ 2/07/2022	0001209	SMART FOOD SERVICE	Farmer - Candy/Employee Apprec.	15.78
✓ 2/08/2022	0000284	STORYBLOCKS	Jones - Rtn - Software	-360.00
✓ 2/08/2022	0000284	AMAZON	Jones - Video Hardware Mounting	85.98
✓ 2/08/2022	0001209	USPS	Farmer - Postage	6.96
✓ 2/08/2022	0001217	AMTRAK	Kleczek - Bus Fare	17.00
✓ 2/09/2022	0000251	AMAZON	Lewicki - Tablet Cables	94.60
✓ 2/09/2022	0001209	NICEBADGE.COM	Farmer - Badges - FR/Ops	37.72
✓ 2/09/2022	0001217	EMBASSY SUITES	Kleczek - Lodging/Training	176.32
✓ 2/11/2022	0000284	ADOBE ACROBAT	Jones - Editing Software	9.99
✓ 2/14/2022	0000284	ENVATO	Jones - Training Video	33.00
✓ 2/15/2022	0000251	AMAZON	Lewicki - Rtn - Tablet Cables	-118.19
✓ 2/15/2022	0000251	AMAZON	Lewicki - CC Dispute Resolution	-80.91
✓ 2/15/2022	0000284	AMAZON	Jones - Camera Mount	99.00
✓ 2/16/2022	0000251	AMAZON	Lewicki - Tablet Cables	208.09
✓ 2/16/2022	0000251	TRACTOR SUPPLY	Lewicki - Air Hose	22.99
✓ 2/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Chrg	12.99
✓ 2/17/2022	0000284	AMAZON	Jones - Tripod	79.99
✓ 2/17/2022	0000284	MOTIONVFX	Jones - Software Plugin	84.15
✓ 2/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Chrg/Paul	14.99
✓ 2/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Chrg/Jennifer	14.99

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 2/18/2022	0000284	PIXEL FILM STUDIOS	Jones - Software Plugin	29.95
✓ 2/18/2022	0000285	APPLE	Hazen - iCloud Storage/Monthly Fee	0.99
✓ 2/18/2022	0000285	ALASKA AIRLINES	Hazen - Flight/Kelly GFOA Conference	415.20
✓ 2/18/2022	0000285	ALLIANZ TRAVEL INS	Hazen - Travel Ins/Kelly	25.95
✓ 2/18/2022	0001209	FRED MEYER	Farmer - Cards - Employee Apprec.	9.28
✓ 2/19/2022	0000284	STORYBOARD THAT	Jones - Script Editor Software	14.99
✓ 2/20/2022	0000284	COSTCO WHOLESALE	Jones - Computer Storage	99.99

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

Run: 3/15/2022 @ 11:41 AM

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Date	Check	To	Check Description	Amount
✓ 2/21/2022	0000284	HOME DEPOT CREDIT SERVICES	Jones - Mounting Hardware	5.12
✓ 2/21/2022	0001209	SUBWAY	Farmer - Food/Driver's Meeting	402.07
✓ 2/21/2022	0001217	ASSOCIATION FOR COMMUTER TRANSPORTATION	Kleczek - Membership Dues	575.00
✓ 2/22/2022	0000251	AMAZON	Lewicki - Keys/Buses 2101, 2102	20.72
✓ 2/22/2022	0001209	DOLLAR TREE	Farmer - Employee Award	6.25
✓ 2/23/2022	0000251	AMAZON	Lewicki - Paper Towel Rolls/Ops	175.16
✓ 2/23/2022	0000284	COSTCO WHOLESALE	Jones - PC Storage	99.99
✓ 2/23/2022	0000284	AMAZON	Jones - Camera Battery	28.99
✓ 2/23/2022	0000285	GOVERNMENT FINANCE OFFICERS ASSOC	Hazen - Scholarship Application/Kelly	30.00
✓ 2/23/2022	0001209	CTAA	Farmer - FR Driver Training	350.00
✓ 2/23/2022	0001209	CTAA	Farmer - PT Driver Training	75.00
✓ 2/24/2022	0001209	FULLIDENTITY.COM	Farmer - ID Card - PT/Ops	31.50
✓ 2/25/2022	0000251	DON BROWN BUS SALES INC	Lewicki - Switch/Bus 1702	59.44
✓ 2/25/2022	0000284	CLICKBANK	Jones - Digital Voiceover	47.00
✓ 2/25/2022	0001209	FRED MEYER	Farmer - Supplies -ATU Negotiations	28.47
✓ 2/26/2022	0001209	THE HUMAN BEAN	Farmer - Supplies - ATU Negotiations	50.00
✓ 2/27/2022	0001217	ONESTREAM	Kleczek - Monthly Chrg	39.00
✓ 2/28/2022	0000251	A COASTAL LOCK-N-KEY	Lewicki - Keys/SS Office	8.00
✓ 2/28/2022	0000269	FACEBOOK	Parker - Monthly Chrg	4.42
✓ 2/28/2022	0000284	MOTIONVFX	Jones - Tutorial Software	99.00
✓ 3/01/2022	0000165	ALLIANZ TRAVEL INS	Geisler - Travel Ins	32.00
✓ 3/01/2022	0000284	DELTA AIRLINES	Jones - Airfare/CTAA Conference	888.20
✓ 3/01/2022	0000284	ALLIANZ TRAVEL INS	Jones - Travel Ins./CTAA	70.35
✓ 3/01/2022	0001365	DELTA AIRLINES	Geisler - Airfare	798.20
✓ 3/03/2022	0000285	ZOOM	Hazen - Monthly Chrg	140.00
✓ 3/05/2022	0000284	AMAZON	Jones - Wireless Microphones	495.74
✓ 3/06/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Chrg	14.99
✓ 3/07/2022	0000284	AMAZON	Jones - Camera Battery	43.98
✓ 3/08/2022	0001209	INDEED	Farmer - Ad - Bus Driver	30.00

Total Unmarked Checks: 0.00 Total Checks: 6,005.22

Date	Reference	Adjustment Description	Amount	
11/10/2021	0021281		0.00	
✓ 2/16/2022	GC 21497	Payment made from Gen. Ck. for Statement ending 02/04/2022	4,957.90	
	3/14/2022	GC 21564	Payment made from Gen. Ck. for Statement ending 03/08/2022	6,005.22
Total Unmarked Adjustments:			6,005.22	
Total Adjustments:			10,963.12	

Date: March 16, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8. a Budget Committee Appointment

We have received the attached letter of interest from Paul Putkey who is willing to serve on the Budget Committee. I have verified that he is an elector in Clatsop County, so he is eligible to be appointed. I have invited him to the Board Zoom meeting and hope that he can attend so you can ask him questions if you'd like.

If we don't receive additional interest for the appointment, staff recommends that the following motion be made, "I move that the Board appoint Paul Putkey to seat number 7 for the remaining two years of the term for that seat".

Paul Putkey
91684 Smith Lake Drive
Warrenton, OR 97146
Cell (360) 749-3104
(503) 861-4398
e-mail
paul.putkey@gmail.com

March 06, 2022

Jeff Hazen,
Director, Sunset Empire Transportation District

Dear Mr. Hazen:

Please accept this letter of interest for a position on the Sunset Empire Transportation District (SETD) Budget Committee. As I near retirement I begin to look for new priorities, one of those priorities is to give back to the community I call home. A friend of mine suggested that with my skill sets one way to give back was to volunteer to sit on SETD Budget Committee, so let me introduce myself.

I first became a resident of Clatsop County in 1984 when I served as Coast Guard Group Astoria, now Sector Columbia River, Operations Center Supervisor until 1988. I again was fortunate to return for a second tour in Clatsop County from 1991-1994 as First Lieutenant aboard the Cutter IRIS based at Tongue Point. When I completed my Coast Guard career in 2005, I returned to my home in Warrenton and begun my undergraduate studies.

My undergraduate studies consisted of:

- Computer Aided Drafting and Design Technician certificate program at Clatsop Community College (CCC).
- Bachelor of Science degree in Geomatics, Surveying Option, from Oregon Institute of Technology in 2010.

After completion of my undergraduate degree, I began to work towards my professional land surveyor license (PLS).

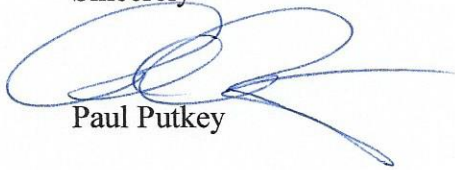
I earned my Washington State PLS in June of 2018 and my Oregon PLS in January 2019. I am currently employed by Clatsop County as a Survey Technician II in the Clatsop County Surveyor Office. My main duties for the County Surveyor are to track, review, and file survey maps to ensure compliance the Oregon Revised Statues. While working for Clatsop County I served as American Federation of State, County, and Municipal Employees (AFSCME) Local 2746 President from January 2020 to January 2022.

I believe two of my skill sets can be of use to SETD:

- My math background. As a Survey Technician I work with numbers most days of the week employing basic trigonometry to evaluate surveys and employ Microsoft Excel to track surveys and run equations for quality verification.
- My ability to work as part of a team. Throughout my 30-year Coast Guard career I was always part of a successful crew whether it be ashore or onboard a Cutter.

If you believe I can contribute to SETD mission to provide reliable public transportation throughout Clatsop County, it would be my pleasure to serve on the Budget Committee.

Sincerely

A handwritten signature in blue ink, appearing to be 'Paul Putkey', with a large, stylized initial 'P' and 'U'.

Paul Putkey



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive – Astoria, OR 97103
Phone (503) 861-7433 -- Fax (503) 861-5375
www.ridethebus.org

March 16, 2022

TO: Board of Commissioners
FROM: Sue Farmer, Human Resources Manager
RE: Education and Training for SETD Employees

Sunset Empire Transportation District (SETD) is dedicated to the education and training of their employees. Training begins on the employees first day of work as part of their New Employee Orientation and continues throughout their career at the District.

Employee training and development opportunities for all employees are provided through SafePersonnel which is a software package offered through SDAO to members free of charge. The District must be enrolled in the SDIS Property/Casualty program to participate in SafePersonnel. Through their partnership with SafePersonnel SDIS provides an ongoing commitment to the Districts they serve by offering a series of free online risk management trainings for safety, compliance with regulatory requirements, and containing healthcare costs. Online trainings are set-up for employees monthly. Depending on length of the training 2 or 3 topics will be presented each month with a timeline for completion. The length of the trainings ranges from 5 minutes to 130 minutes.

Throughout the Coronavirus Pandemic SafePersonnel added several online training courses to their library entitled Coronavirus Awareness. As these trainings were made available online SETD employees were set-up to take these mandatory trainings.

As a member of SDAO the Human Resources Manager is a member of the HR Answers Advantage Plus Program. This service provides a multitude of services, such as unlimited email and phone consultation about any HR subject or question, access and download capability for various HR guides covering topics such as performance management, ADA, FMLA/OFLA, sample employee handbooks and much more. HR is currently accessing the HR Answers Government Employee Handbook to complete the revised personnel policies.

HR Answers offers an online Success for Beginning Supervisors series. This six-week series is offered to employees who express an interest in moving into a supervisory role. The course is an interactive series covering all the topics, issues and situation new supervisor or existing supervisors with no formal training need to know. This past year six SETD employees completed the course. The course is a \$600 investment and covers many areas of supervisory responsibilities.

All our employees complete an employer paid 1st Aid/CRP/AED course through Medix every 2 years to maintain a current CPR card. All new hires without a CPR card are sent to training which is held every second Wednesday of the month.

The Board of Commissioners are set-up with their own log-in for SafePersonnel. SDIS created custom courses for Board members to gather information regarding their role as commissioners. These courses include Government Ethics, Public Meeting Laws, SDAO Board Training and Successful Governance for Local Officials. SDAO also offers trainings at the SDAO Conference and throughout the year.

Our personnel policy encourages employees to continue their job-related education and training. The policy is as follows:

“SETD encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the District. The District shall provide such work-related training as deemed necessary and beneficial to the delivery of services and performance of duties.

Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Such requests must be made in writing to the Manager or Human Resources Officer (and forwarded with a recommendation to the Executive Director for approval prior to the employee's enrollment or participation). All training activities involving a cost to the District must be approved in advance, in writing.”

SETD provides employees with robust education and training opportunities during their employment career. Below are examples of employee continuous development opportunities and trainings.

Drivers/Supervisors Trainings

RTAP-Rural Transit Assistance Program
Emergency Procedures for Rural Transit Drivers
B.O.T.L.- Transit and Human Trafficking
ADA Sensitivity
Bloodborne Pathogens
Customer Service
Defensive Driving
Distracted Driving
Drugs and Alcohol
Passenger Safety
Q -Straint Mobility Securement 101
Covid 19 Guidance
PASS- Passenger Assistance Safety and Sensitivity

Supervisor Only Training

Reasonable Suspicion Training for Supervisors-RTAP
Title VI Program Requirement Introduction to Title VI
HR- answers Inc.- Supervisory Success

Bus Driver Trainer Training in addition to the above

Frontline Employee to Frontline Supervisor NTI or Rutgers
Train the Trainer for Assault Awareness and Prevention for Transit Operators-NTI
Business Writing- NTI
SDAO Training -various webinars from the resource library
OSHA Whistle Blowing Class
Train the Trainer for PASS Class- CTAA

Risk Management Training:

SDAO Risk Management
SDAO Safe Personnel
SDAO Academy 2020-2022

ParaTransit/ RideAssist Training:

Easter Seals
National Aging and Disability Transportation Center (NADTC)
The Center for Medicare and Medicaid Services (CMS)
Ecolane
Qstraint
National Rural Transit Assistance Program (National RTAP)

Jennifer Geisler - Deputy Operations Officer Training:

Federal Transit Administration (FTA)
Community Transportation Association of America (CTAA)
Rutgers
Public Transportation Agency Safety Plan (PTASP)
National Transit Database (NTD)
HR Answers Success for Beginning Supervisors 2021

Kathy Kleczek Marketing & Outreach Training:

- Center for Urban Transportation- University of Southern Florida
- Shared-Use Mobility Center
- Shared Mobility Rocks-SHARE-North
- Association for Commuter Transportation
- Women's Transportation Seminar
- SDAO
- Safe Routes to School
- Transportation Options Group of Oregon
- ODOT
- RTAP
- Zoomtopia

Risk Management & Safety Committee Training

- SDAO Risk Management Training
- Safe Personnel

Project Development Training

- CEDR
- Safe Routes to School
- ODOT
- RTAP
- Association for Commuter Transportation
- Commute by Enterprise
- Shared Mobility Rocks- SHARE-North
- ENO Center for Transportation

Leadership Training

- SDAO Leadership Academy
- Association for Commuter Transportation ImpACT! Leadership Program
- Shared-Use Mobility Center
- RTAP
- Oregon Public Transportation Conference
- Women's Transportation Seminar

Legislative Training/Education

- SDAO Legislative Committee
- Association for Commuter Transportation
- Oregon Bicycle and Pedestrian Action Committee
- RTAP
- Transportation Options Group of Oregon
- Safe Routes to School

Jason Jones – Mobility Manager Trainings:

1. National Center for Mobility Management. (NCMM)
2. Community Transportation Association of America (CTAA)
3. HR Answers
4. Ride Connection for Mobility best practices, PASS and Defensive driver training general accessibility and ADA policy.
5. Easter seals training for Mobility Management and training in assisting people with disabilities.
6. The National Transit Institute (NTI) through Rutgers where I studied Environmental Justice.

Kelly Smith – Finance Officer Trainings:

GFOA – Financial Training

Oregon Dept of Revenue – Budget Training

SDAO Risk Management – Risk Management Training

Sue Farmer - HR Manager Training:

SDAO HR Alliance

SDAO SafePersonnel

LCHRMA

HR Answers

IPMA-HR

CTAA

Fisher Phillips

Brown & Brown

Risk Management & Safety Committee Training:

SDAO Risk Management

SDAO Safe Personnel

Brown & Brown

Drug & Alcohol Compliance:

RLS & Associates

FTA/Volpe D&A Program

OTA



SUNSET EMPIRE TRANSPORTATION DISTRICT



EDUCATION & TRAINING FOR EMPLOYEES



As part of SDIS's ongoing commitment to safety, compliance with regulatory requirements, and containing healthcare costs, SDIS has partnered with SafePersonnel to provide a series of free online risk management trainings. SDAO members enrolled in the SDIS Property/Casualty program can complete safety and liability trainings through the SafePersonnel online training system at no charge. This extensive [library of trainings](#) is accessible to each district through a personalized website set up by SafePersonnel.

COURSE LIBRARY

PUBLIC SAFETY

Active Shooter (Staff)
Active Shooter (Supervisors)
Emergency & Disaster
Preparedness

HEALTH

Automated External Defibrillators (AEDs)
Bloodborne Pathogens Exposure Prevention
(Complete)
Bloodborne Pathogens Exposure Prevention
(Refresher)
Cardiopulmonary Resuscitation (CPR)
Concussion Awareness: Athletics
First Aid/MRSA Awareness
Stress Management

EMPLOYMENT PRACTICES/SUPERVISORY

Conducting Job Interviews
Discrimination: *Avoiding Discriminatory Practices*
Managing Difficult Behaviors
Performance Evaluations
Reasonable Suspicion for Drug & Alcohol Use in the
Workplace
Retaliation Liability
Sensitivity Awareness
Sexual Harassment: Policy & Prevention
Termination: Practice & Procedure
Working Alone: Policy & Practices

SECURITY

Arson Awareness & Prevention
Copper Theft Awareness
Visual Weapons Screening

ENVIRONMENTAL

Accident Investigation Training
Aerial Lift Safety
Asbestos Awareness
Back Injury & Lifting
Back Injury & Lifting (*Maintenance Staff*)
Chemical Spills Overview
Compressed Gas Safety
Eyes & Face Protection
Facility Emergencies
Fall Protection
Fire & Explosion Hazards
Fire Extinguisher Safety
Flammable & Combustible Liquids
Forklift Safety
General Ergonomics
General Safety Orientation
Hand & Power Tool Safety
Hazard Communications: *Right to Understand*

Hearing Loss Prevention
Heat Illness Prevention
Indoor Air Quality Awareness
Ladder Safety
Lockout/Tagout: Energy Release
Mercury Spills
Office Ergonomics
Personal Protective Equipment (PPE)
Respiratory Protection
Safety Committee Operations
Safety Data Sheets (SDS)
Scaffolding Safety
Scissor Lift Safety
Slips, Trips & Falls
Stormwater Management
Temporary Traffic Control Safety
Utility Cart Safety
Water Damage Prevention
Welding, Cutting & Brazing Awareness

TRANSPORTATION

City Driving
Defensive Driving
Distracted Driving
Road Rage
Winter Driving

INFORMATION TECHNOLOGY

Browser Security Basics
Cybersecurity
Email and Messaging Safety
Password Security Basics
Protection Against Malware

HUMAN RESOURCES

Customer Service Overview
Discrimination Awareness in the Workplace
Diversity Awareness: *Staff-to-Staff*
Drug Free Workplace
FACTA: Identity Theft & Consumer Protection
Family Medical Leave Act
General Ethics in the Workplace
HIPAA Overview
Workplace Bullying: *Awareness & Prevention*
Workplace Violence Awareness & Prevention (*Employee*)
Workplace Violence Awareness & Prevention (*Supervisor*)

SDIS CUSTOM COURSES

Government Ethics
Public Meeting law
Public Records & Retention
SDAO Board Training
SDAO Child Abuse: Mandatory Reporting
SDAO Workplace Harassment
Successful Governance for Local Officials



Regional Trainings

Each year, we host three in-person regional series across the state on topics including board training, human resources, and risk management. Due to the ongoing COVID-19 pandemic, our 2022 schedule will most likely continue to be modified. Please see below for an update on our trainings.

[2022 Training Schedule.pdf](#)

Risk Management

Please visit <https://www.sdao.com/risk-management-regional-training-series> for more information about the 2022 series.

Human Resources

Please visit www.sdao.com/sdao-human-resources-training-series for more information about the 2022 series.

Board of Directors and Management Staff

Please visit www.sdao.com/board-and-management-staff-trainings for more information about the 2022 series.

Trainings

SDAO offers a variety of ways to complete training. You can join us in person, watch a webinar, complete an online training, or request a training DVD. Each year, we host three in-person regional series across the state on topics including board training, human resources, and risk management.

[Trainings Guide for SDAO Members](#)

Best Practices Credit Eligible Trainings

For the 2022 SDIS Best Practices Program, there is one category that requires training completion for credit. Below are the training options to fulfill this credit opportunity:

[Regional Trainings](#)

Each year, we host three in-person regional series across the state on topics including board training, human resources, and risk management. Due to the ongoing COVID-19 pandemic, our 2022 schedule will most likely continue to be modified. Please see below for an update on our trainings.

[Online Training](#)

As part of SDIS's ongoing commitment to safety, compliance with regulatory requirements, and containing healthcare costs, SDIS has partnered with SafePersonnel to provide a series of free online risk management trainings.

Webinars

For upcoming webinars, please visit the trainings and events calendar.

Training Videos

•SafePersonnel Online Trainings

Risk Management Trainings for SDIS Members

Members insured with SDIS can access the below on-site risk management classes at no cost. If a topic you're interested in is not listed, SDAO will try to tailor a workshop to fit the specific need.

SDAO Human Resources Training Series

More information and registration details to come.

Trainings Guide for SDAO Members

<https://www.sdao.com/files/2de44b78b/18-trainings.pdf>



Creating rural and tribal transit solutions through technical assistance, collaboration and free training and transit industry materials.

What can National RTAP do for you?

Training

Utilize our free training materials, eLearning courses, webinars, and other technical assistance products.

Resource Center

Tap into our comprehensive collection of resources on rural and tribal transit and get answers to your questions.

Peer Networking

Connect with your peers through our online forums, roundtables and chats, and conferences.

DRIVER & SUPERVISOR TRAINING

Emergency procedures for rural transit drivers

ADA Sensitivity

Bloodborne Pathogens

Customer service

Defensive Driving

Distracted Driving

Drugs and Alcohol

Passenger Safety

Covid 19 guidance

SUPERVISOR ONLY TRAINING

Reasonable suspicion training for supervisors-RTAP

Title VI program requirement introduction to Title VI



ONLINE TRAINING CENTER

08:21:57



RECRUITING,
BUILDING
AND
RETAINING A
SUSTAINABLE
DRIVER
WORKFORCE



FRONT LINE
SUPERVISOR
TRAINING



EXCELLENCE
IN TRAINING:
TRAIN-THE-
TRAINER



UNDERSTANDING
PASSENGERS
WHO HAVE
EXPERIENCED
TRAUMA



PASSENGER
ASSISTANCE,
SAFETY AND
SENSITIVITY
(PASS)



VOLUNTEER
DRIVER
SAFETY



CONFLICT
MANAGEMENT
AND DE-
ESCALATION
FOR TRANSIT
DRIVERS AND
SUPERVISORS

PASS Online

THE INDUSTRY STANDARD

CTAA is excited to announce the latest update to our industry standard Passenger Assistance Safety and Sensitivity (PASS) Driver and Trainer Certification program. More than 100,000 transit and non-emergency medical drivers are PASS certified. This exciting upgrade enhances the user's learning experience by streamlining content with updated modules.

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□ Front Line Supervisor Training

- ❖ Recruiting, Building and Retaining a Sustainable Driver Workforce
- Understanding Passengers Who Have Experienced Trauma
 - ✓ Excellence in Training: Train-the-Trainer
 - Conflict Management and De-escalation for Transit Drivers and Supervisors

RUTGERS

Edward J. Bloustein School
of Planning and Public Policy



National Transit Institute

NTI Course Listing – Alphabetical

Assault Awareness and Prevention for Transit Operators (Train the Trainer)

Assault Awareness and Prevention for Transit Operators (Direct Delivery)

Business Writing: Write it Right

Crisis Communications for Transit Managers

Disadvantaged Business Enterprise

Enhancing Your Transit Asset Management Program with Lifecycle Management

Environmental and Sustainability Management Systems (ESMS) Introductory Online Course

Envision® Sustainability Transit Professional Scholarship Program

Introduction to Paratransit Management and Operations

Introduction to Transit Service Planning

National Environmental Policy Act (NEPA) 101 Online Course

National Transit Database

Project Management for Transit Professionals

Title VI and Public Transit

Transitioning from Frontline Employee to Frontline Supervisor

Transportation Planning Process

Understanding ADA

Violence in the Transit Workplace – Prevention, Response and Recovery (Direct Delivery)

Violence in the Transit Workplace – Prevention, Response and Recovery (Train the Trainer)



WATCH THE BOTL TRAINING VIDEO

The bus industry has a key role to play in combating human trafficking, particularly as frontline employees may be coming into contact with victims of human trafficking in the course of their everyday jobs. Click on each industry segment below to learn more about its possible intersections with human trafficking and how you can get involved in fighting this heinous crime.



Q'Straint

TRAINING

We have a long-standing commitment to product education and [training](#). We also offer Fleet Evaluations, and our renowned National Training Seminars in Ft. Lauderdale, FL.

WHEELCHAIR SECUREMENT & SAFETY SYSTEMS
MAKING SAFETY ACCESSIBLE®

ONE FOCUS:
WHEELCHAIR PASSENGER SAFETY SOLUTIONS.

Q -Straint Mobility Securement 101 Training

Additional training for drivers/supervisors

- ONSPOT tire chains “How They Work” training- sponsored by ONSPOT Company
- Fire Extinguisher Instruction-sponsored by Asheville Fire Department
- GOAL- Get Out And LOOK- Part of proper backing procedure

ADDITIONAL - Driver Trainer Training

- ❖ Frontline employee to frontline supervisor NTI or Rutgers
- ❖ Train the trainer for Assault Awareness and Prevention for Transit Operators-NTI
- ❖ Business writing- NTI
- ❖ SDAO training -various webinars from the resource library
- ❖ OSHA whistle blowing class
- ❖ Train the trainer for PASS Class- CTAA

HR Answers

Whatever the Question

With your general liability coverage, you also are a part of the **HR Answers Advantage Plus Program**. What that provides to you are a multitude of services, such as unlimited email and phone consultation about any HR subject or question, access and download capability for various HR guides covering topics such as performance management, ADA, FMLA/OFLA , sample employee handbooks and much more.

About HR Answers, Inc.

HR Answers, Inc. is a well-known provider of HR specialty services and products. Our vision is to approach human resources with originality.

The goal of HR Answers, Inc. is to promote greater understanding and knowledge about positive employment practice and compliance so that our clients have less risk of lawsuits and regulatory concerns.

The organization is staffed by consultants who have a wide range of practical HR experience because each has previously been employed in various levels of HR positions. This experience includes public and private environments, manufacturing, healthcare, financial, high-tech, entrepreneurial, and non-profit organizations.

HR Answers is a full-service provider of HR products and services. These services intend to supplement an organization's own resources. HR Answers can either provide services on a project basis or retain us for ongoing HR support. Services include:

- Compensation Program Design or Support
- Benefit Plan Assessment
- AAP and EEO/OFCCP Compliance
- Supervisory, Managerial & Employee Training
- Employment Law Compliance and Expert Witness Support
- Performance Management Design and Information
- Labor Relations and all types of Organizational Development and Transition
- * Recruitment and Staffing
- * Policy & Procedure Development
- * Human Resource Function Review
- * Employee Relations Issues Assistance

Recently, COVID protocols, vaccine labor laws, remote work, hybrid offices, and other changes in the workplace have created considerable uncertainty for organizations, and a lot of questions too. Our team strives to remain at the forefront of the rapidly evolving changes affecting HR practices and can help your organization successfully navigate these complex issues.

Whether in an ongoing human resource advice capacity or a specific project role, HR Answers, Inc. recognizes its responsibility to offer the most current information and to tailor all work specifically to the client's needs and decisions.



OREGON BUREAU OF
**LABOR &
INDUSTRIES**

We provide resources to help Oregon employers understand and follow employment and civil rights laws.

Access our [help center](#) and [fact sheets](#) for guidance on employment law topics.

Wages & Pay

- [Minimum Wage](#)
- [Overtime](#)
- [Final paychecks](#)
- [Travel time & mileage](#)
- [Salaried exempt employees](#)

Time Off

[Meals & breaks](#)

- [Sick time](#)
- [Oregon Family Leave \(OFLA\)](#)
- [Holiday & vacation time](#)
- [Leave for jury duty](#)

Discrimination

[Equal pay](#)

- [Sexual Harassment](#)
- [Gender and gender identity](#)
- ["Ban the box" & hiring](#)
- [Pregnancy & nursing accommodations](#)

Human Resources

- [Anti-discrimination & hiring](#)
- [Access to employee records](#)
- [Oregon Family Leave \(OFLA\)](#)
- [Final paychecks](#)
- [Predictive scheduling](#)

COVID-19 Resources

- [Coronavirus.oregon.gov](#)
- [Unemployment benefits](#)
- [Workshare Oregon](#)
- [CDC Guidance for Employers](#)
- [File a complaint about an unsafe workplace](#)

Training Resources

- [Public seminars](#)
- [Prevailing wage seminars](#)
- [Required posters](#)
- [Employment law handbooks](#)

Employment Law Handbooks

The Technical Assistance for Employers program offers a variety of publications for Oregon employers, supervisors, managers, and human resource professionals.

The Technical Assistance team works closely with the BOLI enforcement divisions to provide clear and comprehensive materials that cover the latest developments in employment law and best practices.

Leave Laws Civil Rights Laws Employee Handbooks Wage & Hours
Employee Classification & Wage and Hour Exemption Legal Hiring Practices
Documentation, Discipline and Discharge

Required Worksite Posters

Employers are required to display certain workplace notices and posters at all worksites in Oregon.

Posters and related information are updated each year on July 1st.

- You must post these notices in a clearly visible place where employees can regularly see them.
- Employers with more than one work location are generally required to display these posters at **each** worksite.

Trainings for Employers

We provide trainings and seminars for Oregon employers, supervisors, managers, and human resource professionals.

Our trainers work closely with bureau enforcement divisions to provide you with educational seminars that cover the latest developments in employment law.

BOLI seminars are an effective and proactive way to help keep your organization in compliance with labor laws. Check out [detailed descriptions of our seminar offerings](#) (public seminars and [potential customized trainings](#)).

Wage & Hour Laws

Leave Laws Basics

Recordkeeping Requirements

Advanced Leave Laws

Workplace Harassment & Discrimination

Effective Supervisory Practices (two-day

Workplace Accommodations

QUESTIONS

THANK you!

Date: March 16, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a ODOT Agreement 34220 Amendment #2

This amendment is for the change of the expiration date of the grant from June 30, 2022 to December 31, 2023. This is being done due to the supply chain issue affecting timely delivery of the buses that we have on order.

Staff is recommending that a motion be made to approve amendment number two for ODOT agreement number 34220 and authorize the Board Chair to sign it.

AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 34220
Sunset Empire Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Sunset Empire Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 2, 2020** and Amendment 1 (one) on **March 4, 2021**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the Agreement period.

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2022** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **December 31, 2023** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Sunset Empire Transportation District, by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Jeff Hazen
900 Marine Drive
Astoria, OR 97103
1 (503) 861-5399
jeff@ridethebus.org

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.state.or.us

State of Oregon, by and through its Department of Transportation

By _____
Karyn Criswell
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 02/28/2022

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

Amendment changes to this Agreement are within the scope of the original or previously amended version; therefore, legal sufficiency review is exempt under OAR 137-045-0050(2).

Date: March 16, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9b Bus Disposal

My efforts to get a bus donated to the Baker Technical Institute for the Returning Citizen program by either TriMet or LTD have not been successful. This is one of the last few items needed to be completed before the training can begin.

We have four 2003 Blue Bird Class A buses in our reserve fleet and I am requesting that the Board declare bus number 75 as surplus and authorize the District to dispose of it by donating it to the Baker Technical Institute. Class A buses have a useful life of 12 years or 500,000 miles. Bus 75 has is 19 years old and has 410,408 miles on it. I researched the value of the bus and I found 2 comparable buses that are 2003 models. One was sold for \$1,000 and the other for \$1,900. I would estimate that bus number 75 has a value between \$2,000 and \$2,500. This bus was purchased with non PTD funds, so we hold the title to the bus.

Staff is recommending that a motion be made to declare bus number 75 as surplus and authorize the District to dispose of it by donating it to the Baker Technical Institute for training in the Returning Citizen program.



Executive Director Report
 March Board Meeting
 Jeff Hazen

-Ridership

We were down 8% in ridership for February and down 6% YTD. February's decrease was much improved from January where we were down 16%. This was due to the cuts in service that occurred in September due to the driver shortage we are experiencing.

	February		
	TY	LY	
10	2,144	1,769	21%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	164	-100%
15	468	938	-50%
16	142	200	-29%
17	0	0	#DIV/0!
20	1,042	1,272	-18%
21	0	141	-100%
101A	2,140	2,217	-3%
101B	2,082	2,352	-11%
101 Total	4,222	4,569	-8%
LCC	479	341	40%
PC	812	762	7%
SC	0	0	#DIV/0!
Total	9,309	10,156	-8%
YTD	87,647	93,516	-6%

-Trailhead access

Doug from TCTD and I had a call with a couple of individuals who organize hiking and biking trips and wanted to connect with us to learn more about our services. We shared the trip planner on the website and discussed the routes that we have that go by trailheads and other services that they can access. They were very impressed with the trip planner and how they could incorporate it in their planning. They are going to do some test runs over the next couple of months to see first hand how they can use transit on their trips from Portland to access the myriad of trails on the north coast.

-Bargaining with the ATU

We had a very good first session with the union and anticipate another good one when we meet with them in April.

-Coastal meeting

Doug from TCTD, Cynda from Lincoln County Transportation Service District and I met in person recently. It was the first time in a couple of years that we were able to meet outside of a Zoom call. Being in person was so refreshing and we were able to discuss things that have been going on in our respective agencies. We have so much in common providing transit on the coast!

-Conference Room

Kathy and I met in the conference room to refresh ourselves on how the video conferencing system works in preparation for the hopefully soon return to in person meetings. We did experience some issues so Kathy is working with iFocus to iron out the bugs so we can be successful in moving to hybrid meetings.

-Oregon Transportation Plan

The Policy Coordinating Committee that I am a member of, held another meeting on the 15th. We received the Policy Goal Areas and Key Policy questions that were developed after our December meeting. We broke out into discussion groups and I participated in the Safety group and the Social Equity group. We had very robust conversations in these groups in a short period of time. We were able to provide feedback that will be used to develop policies in the plan. I'm hopeful that the recording of the PCC meeting will be available so I can share a part of it that was very impactful.

-Risk Management Training

SDAO started this year's series of risk management training on March 15th. Paul, Jennifer, Sue and I attended the first session where a lot of time was spent on topics such as safety committees, building inspections, among other things. It was great reminder to get back to basics as we transition out of COVID.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. January (8%)**
 - 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 **February performance: SETD 70.6%, TCTD 57.0%, Lincoln County 63.9%. This is the highest in at least 8 years.**
 - 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



March 2022, Operations

Paul Lewicki

We learned this period that the funds we had requested last year for five new buses were awarded to other competing agencies, so we did not benefit from that exercise. A new Notice of Funding Opportunity (NOFO) has been published in early March. It also is for buses and bus facilities. We will be generating a grant request for the same five buses we had specified in our December submission in this new request. The deadline to apply for these funds is April 30, 2022. We do have a grant request pending for two 35' Gillig remanufactured buses which if awarded will be ordered in July, 2022. We still have the two Freightliners for our Lower Columbia Connector route being built and expected to be delivered before the end of the calendar year. And, we have six low floor buses that were ordered in 2020 which may be delivered this calendar year - or next.

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Ride Assist/Deputy Operations Officer
March 2022 Report
Jennifer Geisler

Ride Assist Report

- In February 2022 Ride Assist provided a total of 810 rides. ADA Paratransit had 423 riders, we provided 317 Medicaid rides for Northwest Rides, zero VETP and there were 32 escorts. This is an average of 37 rides per day with four drivers. There were zero ride denials and zero Dial a Ride rides.
- SETD drivers delivered 38 food bank boxes in February.
- ADA Paratransit Report for February
 - Number of completed applications received: 7
 - 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: 7
 - Determination by type:
 - Unconditional: 6 Conditional: Temporary: 1 Not eligible:
 - Number of appeals requested: 0 Number of appeals heard: 0

Ride Assist Fares Collected/Billed for February 2022

- | | | | |
|--|------------|----------------------|------------|
| • Para-transit Fares: | \$308 | • Medicaid Billed: | in process |
| • Dial-A-Ride | \$0 | • Ticket books sold: | \$408 |
| • Tickets Collected: | \$460 | • VETP Billed: | \$0 |
| • Billed Providence
Community Connections | in process | | |

Deputy Operations Officer Report

In February I had the privilege of being part of a quarterly phone meeting with ODOT, NW Navigator, Portland Point operations and Portland Union Station. The purpose of the call was to help improve service connections, contact information and daily operation questions for staff. It was a great first meeting.

I attended the 2022 SDAO annual conference. Although the conference was virtual, they offered great webinars. I attended the Budget and Finance 101, Emotional Intelligence for Leaders, Cybersecurity Trends and Best Practices and OR-OSHA Update. The classes also helped with credits toward my SDAO Academy.

I worked on my Emerging Leaders Academy and the project planning for the class. I watched webinars, made contacts, and gathered information that was associated with my project. I will display my project plan at the CTAA conference in May.

- In February, 5 individuals needed assistance in learning how to access our transit system. All trainees were above the age of 50. 3 riders were from South County 1 from Warrenton and 1 from Astoria. All 5 needed training on how to board the bus, plan trips, use the accessibility features, and understand landmarks. 4 of these learners were riders of other transit services in different parts of Oregon and 1 had never been a public transit user before. All learners intend to ride the bus 2-3 times per week.
- We provided 7 trips in February to Veterans needing transportation assistance. 5 Veterans were transported to local medical appointments with the last 2 were trips to Portland. The DAV van that assists in getting our Veterans to Portland is struggling to find drivers and thus their availability has been stunted. It is my understanding that there are 2 potential drivers that could be driving the van in the near future but no actual timetable has been established as of yet. 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 2 potential Veteran Volunteer drivers but both 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 Talk.
- 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 20views in the month of February 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.



Transportation Options
March 2022 Report to Board
Kathy Kleczek

Welcome March! Spring Forward-the Ides of March-St. Patrick's Day-Dr. Seuss's Birthday-National Red Cross Day-National Oreo Cookie Day-Pi Day-National Make Up Your Own Holiday Day-First Day of Spring and more. The month is so full of Holidays you may have missed Transit Employee Appreciation Day!

The first week of March I completed a 16-week Social Marketing Training by the Center for Urban Transportation via the University of Southern Florida. It was an all-virtual class with participants from all over the country. The culmination of the course was a presentation about using social marketing (not social media) to reach a specific target audience. It was a great learning experience.

With the process of mask mandates being lifted beginning, I am looking forward to being able to attend more in-person events. I have already signed up for a table to distribute transportation options materials at a Clatsop County job and career fair. I hope to add similar events to my agenda in Columbia and Tillamook Counties. I will be looking to do employer outreach to explore how transportation options can help with the current staffing needs in our Region.

Transportation Talk is going to be different in the near future. We are changing things up a bit and will do one live show a month and produce the show for the other weeks. This will allow us to create material that can be used by employers, educators, or the public to learn or train others. It is still a great time and place to have your questions about transportation answered. 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 on Facebook and YouTube on Fridays at 11AM, and share to your friends.

Social Media-Get There Oregon

- Post 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/Meetings

- 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
- Participating in DEQ Rulemaking Advisory Committee
- Leading Transportation Options Group for NCTMN- encourage stewardship of the Region and its resources
- Participating in National ImpACT Leadership program by the Association for Commuter Transportation

Safe Routes To School

- Starting School-pool conversations with regional schools
- Participating with consultants on a Planning Grant for Seaside School District
- Working with the City of Seaside to apply for Construction Grants



Marketing, Outreach and Education

March 2022 Board Report

Mary Parker

OUTREACH and ANNOUNCEMENTS-

- ❖ Prepared posters, ads, and outreach for Transit Employees Appreciation Day in English and Spanish. We combined Driver Appreciation and Transit Employee Appreciation this year for a week of celebrating employees and asking our riders and the public to join in. I made a Compliment Card that was available for riders and public to fill out on the buses, on our web and at the transit centers. These were gathered and shared with the employees.
- ❖ Prepared and distributed a release for our Employee of the Year- Stephanie Rodriguez. Posted it on our web and Facebook and distributed information to media.
- ❖ Prepared posters for the recent TSA Mask Requirements and Oregon extended mask requirements for wearing masks on planes, trains and buses which is required until April 18th in English and Spanish. This information was posted in the shelters on the buses, in the transit centers, on our web and on our Facebook page.
- ❖ Prepared February Draft Board Minutes
- ❖ Prepped and distributed Public Announcements for March Board Meeting.
- ❖ Prepared job descriptions and job announcements in English and Spanish for the Mechanic-Maintenance Tech and posted on website and Facebook. Printed packets of information for transit offices.
- ❖ Prepared 3 ticket voucher requests from local services: Astoria Warming Center in Astoria, Hope Warming Center in Seaside and Clatsop Behavioral Health.

SUNSET EMPIRE TRANSPORTATION DISTRICT

2021 EMPLOYEE OF THE YEAR

Stephanie Rodriguez



Sunset Empire Transportation District staff has selected Stephanie Rodriguez as the 2021 Employee of the Year. Stephanie has been an employee at the district since 2010 when she began working in Ride Care, the district's non-emergent medical transportation brokerage service. When Ride Care was discontinued Tillamook County Transportation took over the brokerage service and hired Stephanie. Stephanie worked in Tillamook for several months, but in 2018 she returned to Sunset Empire Transportation as a Transportation Support Specialist. Stephanie has learned many jobs and her knowledge is very valuable. She provides customer service for riders at the Astoria Transit Center, provides Paratransit scheduling and dispatch at Operations and assists drivers and staff however she can. Stephanie keeps the Astoria Transit Center grounds and building clean and sanitized on an ongoing basis. She also orders and stocks supplies. Stephanie is an important asset to the district. Her enthusiastic work ethic along with her great humor is very appreciated and enjoyed by staff and riders. Stephanie grew up in the Seaside area and is the proud and very active mother of 5 children.

Congratulations Stephanie and thank you for all you do!

SUNSET EMPIRE TRANSPORTATION DISTRICT
MARCH 11, 2022 to APRIL 18, 2022
MASKS REQUIRED
ON ALL SETD BUSES



The Transportation Safety Administration (TSA) has extended the requirement that all passengers must wear a mask when using BUSES, TRAINS and PLANES and when in terminals and hubs until April 18, 2022. The TSA requirements coincide with Oregon's March 11, 2022 lifting of indoor mask requirements exception which requires that masks are to be worn on public transportation in the state of Oregon.

More information available at Oregon.gov, tsa.gov, nvoregontransit.org or call 503-861-7433 #1.

SUNSET EMPIRE TRANSPORTATION DISTRICT

TRANSIT EMPLOYEE APPRECIATION DAY

MARCH 18, 2022

Please join us on March 18th as we celebrate our hard-working SETD transit employees.

Did you know that there are over 40 employees keeping the wheels going at SETD?

We have amazing bus operators who not only maneuver cars-large heavy vehicles through every type of traffic condition, across narrow streets, sharp corners and during all kinds of adverse weather, but they also are responsible for pre-trip safety checks, cleaning, sanitizing, handling fares, trip planning, maintaining tight schedules and more.

SETD also has an amazing crew of employees behind the scenes who are supervisors, mechanics, accountants, schedule designers, dispatchers, trainers, customer service representatives, marketing representatives, mobility specialists, transportation options specialists and more.

You can join us in letting our drivers and employees know they are appreciated by:

❖ Say "Thank you" or "Have a good day" to your driver when you board or exit the bus.

❖ Writing a note or filling out a SETD Compliment form on our web site at <http://www.sunsettransit.org> or using a Compliment Form that will be available on the buses at the Astoria Transit Center and Seaside Transit Office from March 14th through March 18th. Compliment forms can be given to driver's or dropped off at the Astoria Transit Center or Seaside Transit Office.

All compliments submitted will be shared and displayed for SETD employees to read.

We have a fun filled week planned for all these great employees!

- | | | |
|--------------------|-------------------|---------------------|
| Aljmirin Hernandez | Jane Jima | Dan Lovick |
| Bill Ivy | Jill Raza | Susan Reddick |
| Ernie Johnson | Jennifer Galar | Bob |
| Grace Kuchel | Kathy Klock | Scott Smith |
| Cheryl Walker | Ruby Wiggall | Stephanie Rodriguez |
| Cheryl Wolfen | Kelly Smith | Steve Olson |
| Chad Walker | Kristin Jones | Steve Smith |
| Cynthia Wallace | Lacey Miles | Steve Westar |
| Dani Gibson | Larry Worley | Tim Jensen |
| Doreen Kueh | Lorraine McDonald | Tracy Brown |
| Doreen Dumas | Mary Macaronick | Terry Moore |
| Eric Hansen | Mike O'Neil | Thomas Louder |
| Jana Dooly | Neil Jansen | Tina Bell |
| | Nick Schiffer | Victoria Davis |

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

MEETINGS/TRAININGS ATTENDED:

- FTA MIS Training – Drug & Alcohol Reporting
- SDAO Risk Management Hot Topics Seminar
- HR Answers Lunch Bunch – Managing Change
- SDAO – OR OSHA Heat & Smoke Rules
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Met with Board Executive Director Evaluation Committee via ZOOM on Thursday, February 17, 2022 at 9 a.m. Evaluation Committee members include Board Chair Debbie Boothe-Schmidt, Commissioner Pamela Alegria and Commissioner Charles Withers. Evaluation packets will be sent to the Board of Commissioners, Executive Director, Team Members, and selected ATU and unrepresented employees. The evaluations are due on Tuesday, March 15 2022. Sue will conduct a salary survey for executive directors from other transit districts our size. Evaluations will be compiled and summarized per group. These summaries will be distributed to the evaluation committee for review at the next ZOOM meeting to be held on Monday, March 28, 202 at 9 a.m.
- Attended a negotiation meeting with Jeff, Paul, and our labor attorney Alex Wheatley at Clatsop Community College in Astoria. The negotiation team will meet again in Portland on Tuesday, April 6 in Portland. Composed written notes from the meeting.
- Prepared a report on SETD employee education and training and PowerPoint for Board Meeting presentation on March 24, 2022.
- Attended an SDIS Benefit Coverage Virtual Regional Meeting. This meeting introduced the changes to employee health insurance policies and health insurance rates for fiscal year 2022-2023. This meeting begins the preparation for health insurance Open Enrollment held in May 2022.
- Conducted 2 interviews for Transportation Support Specialist. Hired Cynthia Wallace.
- Conducted 2 interviews for Bus Driver. Hired Mike Martin who will begin work for SETD on April 4, 2022. Hired Kathryn Walker who will be moving to Warrenton from Arizona in late April 2022. Both drivers have the necessary credentials and are currently driving for other agencies.
- Prepared job posting for a Mechanic/Maintenance Technician.
- Prepared the agenda and minutes for the Safety Committee meeting on Tuesday, February 22, 2022.
- Prepared the monthly ODOT Covid-19 report.
- Prepared templates for evaluations due in March and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Sent monthly notices to drivers regarding upcoming renewals of CDL’s and Medical Certifications.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

NEW EMPLOYEE ORIENTATIONS:

- Provided New Employee Orientation for Transportation Support Specialist Cynthia Wallace. Cynthia is new to Clatsop County moving here in September 2021 from Hawaii. Cynthia brings 5-years experience in dispatch working for Allen’s Plumbing in Kahului, Hawaii. She brings a wealth of customer service experience to her position. We are delighted to have her at SETD

HIGHLIGHTS

- Working for SETD is a highlight 😊

WORKPLACE DEMOGRAPHICS:

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

Updated: 3-14--2022

March 2022, Operations

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