



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA  
THURSDAY APRIL 28, 2022**

**9:00 AM**

**900 Marine Dr. Astoria, OR**

**SEE PAGE 2 FOR ZOOM MEETING ACCESS INFORMATION**

**AGENDA:**

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. EXECUTIVE SESSION
  - a. Pursuant to ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations
  - b. Pursuant to ORS 192.660(2)(i) To review and evaluate the job performance of the Executive Director
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. FINANCIAL REPORTS
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. CONTINUED BUSINESS
  - a. Appointment of Tracy MacDonald to City of Seaside's Transportation Advisory Committee
10. NEW BUSINESS
  - a. Approval of Collective Bargaining Agreement with the Amalgamated Transit Union Local 757
  - b. Approval of Executive Director Employment Agreement
  - c. Executive Director Compensation
  - d. National Rural Technical Assistance Program Review Board
  - e. Board Practices Assessment
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

## \*Connection options and instructions to participate in the public meeting remotely\*

### ONLINE MEETING ZOOM

At start of our Public Meetings, you will be able to join our online ZOOM meeting using your mobile or desktop device and watch the live video presentation and provide public testimony.

Step #1: Use this link: <https://us02web.zoom.us/j/84203959772>

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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
ARP	AMERICAN RESCUE PLAN
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
CBA	COLLECTIVE BARGAINING AGREEMENT
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
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
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
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  
March 24, 2022  
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 Rebecca Read and Commissioner Guillermo Romero  
Commissioner Charles Withers 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

3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3-minute limit)- None
5. APPROVAL OF THE FEBRUARY 24, 2022 BOARD MEETING MINUTES-  
Commissioner MacDonald moved to adopt the February 24, 2022, Board Minutes  
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.

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS FEBRUARY 2022- Financial Officer Kelly Smith reported that a grant payment of \$300,000 that we were waiting for was received this week, but it does not show on the financials in the March Board Packet.  
Commissioner MacDonald moved to approve the February 2022 Financial Reports as presented  
Commissioner Romero seconded the motion  
Discussion- Commissioners asked questions that staff answered and clarified.

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 appointed to the City of Seaside Transportation Committee.

- b. Commissioner Alegria- Nothing to report
- c. Commissioner Romero- Nothing to report but glad to be back after surgery.
- d. Commissioner Nino- Reported that she had recently rode the bus and saw that the drivers were using the new tablets and saw the use one of the new push button lifts which looks much easier to use.
- e. Commissioner Read- Requested folding her report into the training program presentation to provide feedback on it.
- f. Commissioner Boothe-Schmidt- Reported that she had completed the 4 sessions of the Oregon Department of Revenue Budget Training and looks forward to the upcoming SETD Budget process. Commissioner Boothe-Schmidt also attended the Employee Appreciation pizza lunch. Commissioner Boothe-Schmidt also said that she really liked one of the comments on a comment card turned in during the Employee Appreciation week that said, “No matter how many things he runs into he always gets us there safely.”

8. CONTINUED BUSINESS

- a. Budget Committee Appointment- Executive Director Hazen reported that a letter of interest to serve on the Budget Committee was received from Paul Putkey and included in the March Board Pack. Hazen said he had verified that Mr. Putkey is an elector in Clatsop County, and he is attending the meeting today. Mr. Putkey commented that he had included his activities in his letter. He said he has some spare time to be on the Budget committee and is good with spreadsheets and Excel and is available and happy to help out. Chair Boothe-Schmidt commented that she has know Paul for several years and he is a hard worker, very articulate and would be a good addition to our Budget Committee.

Commissioner Nino moved to appoint Paul Putkey to seat #7 for the remaining 2 years of the term of that seat on the SETD Budget Committee

Commissioner MacDonald seconded the motion

Discussion- None

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

- b. Training Program Presentation- Human Resources Manager Sue Farmer presented comprehensive information about SETD’s Employee Education and Training programs from several providers. Sue explained how each of the providers or programs are utilized for employee training and educational purposes at SETD. Commissioners commented how they appreciated this information.

Discussion was held to look into something like a retreat so we can do a deeper dive at what is going on in the organization. Commissioner Nino asked if Sue would send an email to the board for easy access to the trainings available to them.

9. NEW BUSINESS-

- a. ODOT Agreement 34220 Amendment #2- Executive Director Hazen reported that this is an amendment to one of the ODOT agreements that we have for six buses. Hazen said this agreement was executed back in 2020 and as everybody is aware, the supply chain issues that are going on in the country have heavily affected bus production, along with other things. Hazen said this amendment is to extend the agreement expiration date, which was originally on June 30, 2022, out to December 31, 2023. We hope this extension will be enough time so that we can get these buses.

Commissioner Alegria moved to approve Amendment Number 2 to Grant 34220 extending the expiration and authorize the Board Chair to sign it.

Commissioner Romero 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

- b. Bus Disposal- Executive Director Hazen reported that in your Board Pack you will see the letter requesting the Board to declare bus # 75 as surplus and donate it to the Baker Technical Institute for the Returning Citizen Program. Discussion was held on the positive impact that this will have.

Commissioner MacDonald moved to declare SETD bus # 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

Commissioner Alegria 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 pass

10. CORRESPONDENCE- None

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

12. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports included in the March Board Pack. Commissioner Read commented that we are in contract with Oregon Corrections Enterprise and whether they do great work is one thing, but she stated that she is not a fan of this group because it feels like indentured servitude of the adults in custody and who do not get a fair shake when it comes to being employees through that group. Commissioner Read said it is like a privatization of something she thinks should be public. Commissioner Read asked if someone could just note that and said it would be interesting to see if bids come up and there are maybe other contractors that we could consider.

OTHER ITEMS- There was further discussion concerning Commissioner MacDonald representing the district on the Seaside Transportation Committee. This will be put on the April agenda for further discussion.

Meeting was adjourned 11:03 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_

Date \_\_\_\_\_

Diana Nino



**Sunset Empire Transportation District**  
**MAR FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the April 2022 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: Month 9 = 75% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$3,882,178 (\$829,154 less than budget), YTD Total Materials & Services was \$772,758 (\$232,672 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$10,122; \$322 more than monthly budget and \$1,754 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$5,081; \$1840 more than monthly budget and \$15,443 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0 (not yet billed); \$1,329 under monthly budget and \$34,226 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,110; \$60 less than monthly budget and \$174 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$33,338 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$1,472.
- 4205 Property Taxes: \$16,567 collected in Mar. Over budget YTD \$32,544.
- 4250 Timber Sales: \$53,438 collected in Mar. Over budget YTD \$32,415
- 4420 Parking: All Spaces Rented.
- 5000 Grants: \$330,603 collected in Mar

**Expense**

- 7010 VET Provider Payments: Rides for the month of Mar totaled \$563.
  - 8002 Legal Counsel: Over Monthly Budget \$3,333 – Union Negotiations.
  - 8015 Comp/Furniture/Durable Goods: Over Monthly Budget \$3,326 – Wire Rack for Tires.
  - 8170 Fuel: Under monthly budget \$3,181, over YTD budget \$8,463.
  - END
- \*\* Fuel over budget YTD \$8,462. Materials & Services (without capital expense) is under budget for MTD by \$28,305 and under budget YTD \$232,672.

\*\*Notes on AR Aging\*\*

I have been working with Amtrak on a new portal which is now up and running.

PAYMENT OF \$10,192.55 received 04/20/22.

**Follow up Items:**

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**  
**March 31, 2022**

<u>Revenues</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
4010 FIXED ROUTE FARES	10,122.49	9,800.00	322.49	85,990.03	84,236.00	1,754.03
4015 LOWER COLUMBIA CONNECTOR	5,081.16	3,241.00	1,840.16	52,490.33	37,047.00	15,443.33
4021 MEDICAID FARES - IGA	0.00	1,329.00	(1,329.00)	47,829.00	13,603.00	34,226.00
4022 PARATRANSIT FARES	1,110.00	1,170.00	(60.00)	9,856.90	10,031.00	(174.10)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	17,573.50	50,912.00	(33,338.50)
4110 NW NAVIGATOR	183.55	302.00	(118.45)	1,764.92	3,237.00	(1,472.08)
4120 GREYHOUND	0.00	41.00	(41.00)	7.80	396.00	(388.20)
4130 OTHER-VENDING	0.00	25.00	(25.00)	285.62	275.00	10.62
4205 PROPERTY TAXES	15,581.74	12,725.00	2,856.74	1,081,814.55	1,048,125.00	33,689.55
4206 PRIOR YEAR TAXES	981.61	1,950.00	(968.39)	18,224.47	19,200.00	(975.53)
4207 PROPERTY TAX INTEREST	3.16	25.00	(21.84)	104.61	275.00	(170.39)
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	1,774.61	0.00	1,774.61
4310 TIMBER SALES	53,437.87	0.00	53,437.87	192,415.22	160,000.00	32,415.22
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	665.00	765.00	(100.00)	6,745.00	7,005.00	(260.00)
4505 INTEREST EARNED ON BANK ACCT	152.04	125.00	27.04	1,374.32	1,625.00	(250.68)
4605 OTHER INCOME	7,393.00	12.00	7,381.00	41,226.41	111.00	41,115.41
5201 OREGON STF FUNDS	0.00	0.00	0.00	69,699.00	78,290.00	(8,591.00)
5202 OREGON STF FUNDS-DISCRETIONARY	0.00	0.00	0.00	140,181.00	368,000.00	(227,819.00)
5203 OREGON STF FUNDS-FORMULA	0.00	0.00	0.00	597,648.00	571,800.00	25,848.00
5301 5311 ADMIN/OPERATIONS	310,236.00	0.00	310,236.00	562,825.00	402,444.00	160,381.00
5302 5310 MOBILITY MGT/PM	20,367.00	0.00	20,367.00	50,676.00	113,072.00	(62,396.00)
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	56,952.29	71,772.00	(14,819.71)
5306 CARES ACT	0.00	0.00	0.00	133,946.00	690,496.00	(556,550.00)
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	620,835.00	909,680.00	(288,845.00)
Total Revenues	425,314.62	37,010.00	388,304.62	3,882,177.66	4,711,332.00	(829,154.34)

Expenses

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
6010 WAGES	161,738.43	168,000.00	6,261.57	1,583,217.21	1,544,659.00	(38,558.21)
6110 TAXES	28,398.14	27,504.00	(894.14)	224,182.45	247,536.00	23,353.55
6210 BENEFITS	45,347.78	62,750.00	17,402.22	391,213.13	564,750.00	173,536.87
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>235,484.35</b>	<b>258,254.00</b>	<b>22,769.65</b>	<b>2,198,612.79</b>	<b>2,356,945.00</b>	<b>158,332.21</b>
7010 VET PROVIDER RIDES	563.25	2,500.00	1,936.75	3,220.91	22,500.00	19,279.09
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	64,503.00	63,482.00
8002 LEGAL COUNSEL	8,333.00	5,000.00	(3,333.00)	10,938.00	45,000.00	34,062.00
8003 BANK/MERCHANT FEES	185.89	167.00	(18.89)	1,381.90	1,503.00	121.10
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,718.49	2,025.00	306.51
8015 COMP/FURNITURE/DURABLE GOODS	7,368.36	4,042.00	(3,326.36)	29,743.87	40,920.00	11,176.13
8020 B&M	1,914.12	3,575.00	1,660.88	32,148.24	33,306.00	1,157.76
8023 BUILDING LEASE	1,166.00	1,250.00	84.00	10,270.00	11,250.00	980.00
8024 SANITATION	0.00	500.00	500.00	4,450.42	4,650.00	199.58
8031 ONLINE SUB/IT SERVICES	5,296.95	8,100.00	2,803.05	84,114.69	112,000.00	27,885.31
8040 TELEPHONE/INTERNET	3,050.77	5,000.00	1,949.23	28,319.97	45,000.00	16,680.03
8041 UTILITIES	2,894.39	2,917.00	22.61	23,027.94	26,253.00	3,225.06
8050 HR/EMPLOYEE RECOGNITION	1,948.29	2,266.00	317.71	22,778.53	24,793.00	2,014.47
8060 TRAVEL/TRAINING	2,963.31	2,904.00	(59.31)	21,881.16	26,310.00	4,428.84
8080 OUTREACH/PRINTING	0.00	3,333.00	3,333.00	9,855.98	29,997.00	20,141.02
8090 DUES, SUBSCRIPTIONS	209.00	2,083.00	1,874.00	14,081.36	18,747.00	4,665.64
8091 IGA-DUES	0.00	0.00	0.00	9,000.00	9,000.00	0.00
8092 FEES/TAXES/LICENSES	100.00	433.00	333.00	1,659.12	3,897.00	2,237.88
8100 INSURANCE	0.00	0.00	0.00	65,837.62	60,500.00	(5,337.62)
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	11,330.36	11,250.00	(80.36)
8110 LEGAL ADS	0.00	87.00	87.00	0.00	751.00	751.00
8112 MEETING EXPENSE	121.00	125.00	4.00	787.89	1,125.00	337.11
8116 OFFICE SUPPLIES	730.34	1,400.00	669.66	10,172.51	12,400.00	2,227.49
8170 FUEL	31,818.84	35,000.00	3,181.16	219,462.60	211,000.00	(8,462.60)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	24,236.98	31,500.00	7,263.02	124,792.19	158,000.00	33,207.81
8180 SHOP SUPPLIES	180.10	750.00	569.90	4,763.49	6,750.00	1,986.51
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>93,268.59</b>	<b>121,574.00</b>	<b>28,305.41</b>	<b>772,758.24</b>	<b>1,005,430.00</b>	<b>232,671.76</b>
<b>9200 CAPITAL EXPENSE</b>	<b>0.00</b>	<b>383,000.00</b>	<b>383,000.00</b>	<b>738,451.74</b>	<b>1,087,350.00</b>	<b>348,898.26</b>
Total Expenses	328,752.94	762,828.00	434,075.06	3,709,822.77	4,449,725.00	739,902.23
Excess Revenue Over (Under) Expenditures	96,561.68	(725,818.00)	(45,770.44)	172,354.89	261,607.00	(1,569,056.57)

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 3/31/2022**

	This Year	Last Year	Change
<b>Assets</b>			
1010 OVER/UNDER	(22.00)	0.00	(22.00)
1020 GENERAL CHECKING LC BANK	199,658.06	(43,629.35)	243,287.41
1030 LGIP - GENERAL FUND	352,815.67	785,806.70	(432,991.03)
1040 PAYROLL ACCOUNT LC BANK	72,906.02	74,450.16	(1,544.14)
1050 MONEY MARKET LC BANK	5,671.56	5,667.40	4.16
1095 CASH RECEIPTS CLEARING SYSTEM	623.44	761.23	(137.79)
1210 ACCOUNTS RECEIVABLE SYSTEM	14,613.63	60,679.84	(46,066.21)
1251 PASS TRANSIT RECEIVABLES	300.00	(60.00)	360.00
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	(40,638.12)	(37,305.91)	(3,332.21)
<b>Total Assets</b>	<b>605,928.26</b>	<b>834,970.76</b>	<b>(229,042.50)</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	36,602.56	29,175.43	7,427.13
2050 CREDIT CARD PAYABLE	117,039.96	52,403.51	64,636.45
2059 CREDIT CARD PAYMENT CLEARING	(110,246.93)	(40,095.85)	(70,151.08)
2060 PAYABLE TO NWN	(1,053.24)	20.19	(1,073.43)
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	(12,534.81)	(623.87)	(11,910.94)
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	(15,845.99)	(10,908.99)	(4,937.00)
2130 AFLAC-AT	(1,275.39)	(1,275.39)	0.00
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	175.00	0.00
2133 GARNISHMENTS	452.80	(57.94)	510.74
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
<b>Total Liabilities</b>	<b>(11,967.29)</b>	<b>4,769.57</b>	<b>(16,736.86)</b>
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	169,895.50	(16,076.63)	185,972.13
<b>Total Net Assets</b>	<b>617,895.55</b>	<b>830,201.19</b>	<b>(212,305.64)</b>
<b>Total Liabilities and Net Assets</b>	<b>605,928.26</b>	<b>834,970.76</b>	<b>(229,042.50)</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 03/31/2022**

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6251] AMTRAK	12/01/2021	1357	11/01/2021	Oct 2021 Settlement	0.00	0.00	0.00	2,458.22	2,458.22
[6251] AMTRAK	12/31/2021	1381	12/01/2021	Nov 2021 Settlement	0.00	0.00	0.00	2,019.76	2,019.76
[6251] AMTRAK	1/31/2022	1408	1/01/2022	Dec 2021 Settlement	0.00	0.00	2,172.00	0.00	2,172.00
[6251] AMTRAK	3/03/2022	1440	2/01/2022	Jan 2022 Settlement	0.00	1,893.60	0.00	0.00	1,893.60
[6251] AMTRAK	3/31/2022	1444	3/01/2022	Feb 2022 Settlement	1,648.05	0.00	0.00	0.00	1,648.05
[6291] CURRY & COCO THAI EATERY	3/31/2022	1424	3/01/2022	Mar 2022 Paking Space #1	15.00	0.00	0.00	0.00	15.00
[6113] HOXIE, RONALD	3/03/2022	1418	2/01/2022	Feb 2022 Parking Space #7	0.00	47.50	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	0.00	20.00	20.00
[6162] OREGON EMPLOYMENT DEPT	1/31/2022	1422	1/01/2022	Dec Bus Passes-Astoria STEP	0.00	0.00	60.00	0.00	60.00
[6162] OREGON EMPLOYMENT DEPT	3/03/2022	1423	2/01/2022	Jan Bus Passes-Astoria STEP	0.00	100.00	0.00	0.00	100.00
[6162] OREGON EMPLOYMENT DEPT	3/31/2022	1439	3/01/2022	Feb Bus Passes-Astoria STEP	120.00	0.00	0.00	0.00	120.00
[6246] RUSTY DAHLIA	3/11/2022	1430	3/01/2022	Mar 2022 Parking-Spaces #10-11	0.00	95.00	0.00	0.00	95.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	2/08/2022	1425	1/09/2022	Med Rides 01/01-01/08/22	0.00	0.00	1,138.00	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	0.00	2,594.00	0.00	2,594.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/31/2022	1436	3/01/2022	Feb 2022 Bus Passes	580.00	0.00	0.00	0.00	580.00

<b>Total</b>					<b>2,363.05</b>	<b>2,136.10</b>	<b>5,964.00</b>	<b>4,497.98</b>	<b>14,961.13</b>
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**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 Arr Amount Ow</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6154] OFFICE DEPOT</b>								
3/21/2022	2.34269E+11	4/21/2022	Rtn - Printer Cartridge/Finance	(91.79)	(91.79)	0.00	0.00	0.00
<b>[6260] TEC EQUIPMENT INC</b>								
3/16/2022	CM1078938W	4/15/2022	Rtn - Kit-Brk/Core Return	(213.87)	0.00	(213.87)	0.00	0.00
3/31/2022	CM5025119PS	4/30/2022	Gear Repair - Bus 1902/ Original Invoice was Preliminary - Sent to Warrenty	(1,564.24)	(1,564.24)	0.00	0.00	0.00
<b>Report Total</b>					<b>(1,869.90)</b>	<b>(1,869.90)</b>	<b>(213.87)</b>	<b>0.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 03/31/2022**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
21530	3/02/2022	[6001] ACCUFUND INC - HOSTED SERVICES: 4/01 - 6/30/2021	IT SERVICES/CONTRACTS	5313	5,313.00
21552	3/02/2022	[6193] SDIS - 02.28.2022, 2022-03, 2022-04	BENEFITS MEDICAL SDIS	43664.45	43,664.45
EFT	3/11/2022	[6225] VALIC-JPM CHASE - Payroll Dated 03.11.22	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2690.83 2345.69 484.71	5,521.23
21564	3/14/2022	[6033] CARD SERVICE CENTER - STMT - 02/05 - 03/08/2022	CREDIT CARD PAYMENT CLEARING	6005.22	6,005.22
21571	3/14/2022	[6084] DEL'S OK POINT-S TIRE - Invoices 1066276, 1066571	TIRE PURCHASES	16354.87	16,354.87
21573	3/14/2022	[6098] FISHER & PHILLIPS LLP - 02/2022 LEGAL SERVICES	LEGAL COUNSEL	8333	8,333.00
21575	3/14/2022	[6116] FOCUS CONSULTING - Invoices 14636, 14674, 14685, 14690	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS COMPUTER HARDWARE/SOFTWARE	500.00 4510.00 2545.00	7,555.00
21591	3/14/2022	[6237] WILCOX & FLEGEL - Invoices 0685772- IN, CL22774	FUEL SHOP SUPPLIES FUEL FUEL	6046.57 468.61 2802.75 10831.26	20,149.19
21615	3/29/2022	[6193] SDIS - Invoices 03.28.2022, 2022-05, 2022-06, WCQ12022	BENEFITS MEDICAL SDIS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS	42521.12 95.36 185.47 8549.78	51,351.73

**Total Checks** **164,247.69**

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

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Closing Balance from Previous Statement.....	3/08/2022	-6,005.22
0 Deposits and Other Additions Totaling.....		0.00
57 Checks and Other Withdrawals Totaling.....		5,012.21
1 Adjustments Totaling.....		6,005.22
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	4/07/2022	-5,012.21
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	4/07/2022	-115,089.16
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-115,089.16

Date	Check	To	Check Description	Amount
✓ 3/07/2022	0001209	FULLIDENTITY.COM	Farmer - Employee ID Badge/Ops	18.50
✓ 3/07/2022	0001209	GOVPERMIT	Farmer - Fingerprints/Ops	25.00
✓ 3/08/2022	0000251	SCHETKY NW SALES	Lewicki - Driver's Seat - Bus 21	200.00
✓ 3/08/2022	0000251	BAXTER AUTO PARTS	Lewicki - V-Ribbed Belt - Bus 1902	136.71
✓ 3/09/2022	0000251	TRINA & RON'S PLACE	Lewicki - Succession Planning Lunch Meeting	34.00
✓ 3/10/2022	0000284	MOTIONVFX	Jones - Training Video Software	92.65
✓ 3/11/2022	0000284	ADOBE ACROBAT	Jones - Graphics Editing Software	9.99
✓ 3/11/2022	0000284	AMAZON	Jones - Camera Mounts	89.00
✓ 3/11/2022	0001365	SMART FOOD SERVICE	Geisler - Food/Employee Appreciation	42.97
✓ 3/13/2022	0000251	ETRAILER.COM	Lewicki - Parts - Bus 1802	56.75
✓ 3/14/2022	0000284	EPIDEMICSOUND.COM	Jones - Sound/Audio License	49.00
✓ 3/15/2022	0000251	REARVIEW SAFETY	Lewicki - Backup Camera - Bus 1802	135.02
✓ 3/15/2022	0000284	ENVATO	Jones - Video Elements Mobility Minutes	33.00
✓ 3/15/2022	0000285	COSTCO WHOLESALE	Hazen - Chair Mat	58.79
✓ 3/15/2022	0001209	FULTANO'S PIZZA	Farmer - Transit Employee Day - Lunch	292.00
✓ 3/16/2022	0000251	FRED MEYER	Lewicki - Employee Appreciation Lunch	36.72
✓ 3/16/2022	0000251	AMAZON	Lewicki - Office Supplies - Shop	4.67
✓ 3/16/2022	0000251	AMAZON	Lewicki - Parts - Bus 1902	13.06
✓ 3/16/2022	0001209	FRED MEYER	Farmer - Transit Employee Day/Donuts SS	11.73
✓ 3/16/2022	0001209	GOOD TO GO	Farmer - Transit Employee Day - Cookies	93.60
✓ 3/16/2022	0001209	FULTANO'S PIZZA	Farmer - Transit Employee Day - Lunch	13.75
✓ 3/17/2022	0000251	SMART FOOD SERVICE	Lewicki - Employee Appreciation Lunch	77.81
✓ 3/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Chrg	12.99
✓ 3/17/2022	0000284	FRED MEYER	Jones - Employee Appreciation - Food	33.80
✓ 3/17/2022	0000284	MOTIONVFX	Jones - Training Video Software	91.15



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

Run: 4/19/2022 @ 11:46 AM

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✓ 3/17/2022	0001209	FRED MEYER	Farmer - Card/Gift - Maintenance	12.97
✓ 3/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Chrg/Paul	14.99
✓ 3/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Chrg/Jennifer	14.99
✓ 3/18/2022	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 3/19/2022	0000284	AMAZON	Jones - Computer Storage	26.80
✓ 3/19/2022	0000284	STORYBOARD THAT	Jones - Script Editor Software	14.99
✓ 3/21/2022	0000251	M & N WORKWEAR	Lewicki - Boots - Lot Attendant	89.95

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

Run: 4/19/2022 @ 11:46 AM

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Date	Check	To	Check Description	Amount	
✓ 3/22/2022	0000284	APPLE	Jones - Computer Storage	9.99	
✓ 3/22/2022	0001209	DOLLAR TREE	Farmer - Employee Recognition/Cards	12.50	
✓ 3/22/2022	0001217	COSTCO WHOLESALE	Kleczek - External Storage	89.99	
✓ 3/22/2022	0001217	ASSOCIATION FOR COMMUTER TRANSPORTATION	Kleczek - Conference - ImpACT Presentation	525.00	
✓ 3/22/2022	0001365	EASTERSEALS PROJECT ACTION	Geisler - PT Training/L. Worthy	150.00	
✓ 3/22/2022	0001365	EASTERSEALS PROJECT ACTION	Geisler - PT Training/L. Worthy	150.00	
✓ 3/23/2022	0000251	AMAZON	Lewicki - Mototrax SD Cards	156.52	
✓ 3/25/2022	0000284	AMAZON	Jones - Computer Mouse	79.00	
✓ 3/25/2022	0000284	AMAZON	Jones - Camera Mounting	99.90	
✓ 3/25/2022	0000284	OMNI HOTEL	Jones - Lodging/CTAA Conference	249.56	
✓ 3/25/2022	0001365	OMNI HOTEL	Geisler - Lodging/CTAA Conference	249.56	
✓ 3/26/2022	0000251	PARTSGEEK.COM	Lewicki - HVAC Control Panel	114.41	
✓ 3/27/2022	0001217	ONESTREAM	Kleczek - Monthly Chrg	39.00	
✓ 3/28/2022	0000284	AMAZON	Jones - Camera Mounting Addition	79.90	
✓ 3/28/2022	0000285	WALLIT	Hazen - Portland Tribune Subscription	49.00	
✓ 3/28/2022	0001209	USPS	Farmer - Postage/HR & PT	116.00	
✓ 3/28/2022	0001209	GOOD TO GO	Farmer - Board Meeting Refreshments	87.00	
✓ 4/01/2022	0000284	MOTIONVFX	Jones - Tutorial Software	39.00	
✓ 4/03/2022	0000285	ZOOM	Hazen - Monthly Chrg	140.00	
✓ 4/03/2022	0001209	CTAA	Farmer - BD Training/L. McDonald	25.00	
✓ 4/05/2022	0000284	CTAA	Jones - CTAA Conference Registration	485.00	
✓ 4/05/2022	0001217	FACEBOOK	Kleczek - Boost Outreach Advertising	35.00	
✓ 4/06/2022	0000251	AMAZON	Lewicki - EcoLane WebCams	167.55	
✓ 4/06/2022	0001209	INDEED	Farmer - Ad/FR Driver	10.00	
✓ 4/06/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Chrg	14.99	
<b>Total Unmarked Checks:</b>			<b>0.00</b>	<b>Total Checks:</b>	<b>5,012.21</b>
Date	Reference	Adjustment Description		Amount	
11/10/2021	0021281			0.00	
✓ 3/14/2022	GC 21564	Payment made from Gen. Ck. for Statement ending 03/08/2022		6,005.22	
	4/12/2022	GC 21625	Payment made from Gen. Ck. for Statement ending 04/07/2022	5,012.21	
<b>Total Unmarked Adjustments:</b>			<b>5,012.21</b>	<b>Total Adjustments:</b>	<b>11,017.43</b>

Date: April 20, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Appointment to City of Seaside's Transportation Advisory Committee

This is a follow-up from last month's conversation on Commissioner MacDonald's appointment to Seaside's Transportation Advisory Committee.

The purpose of the Transportation Advisory Commission is an advisory body to make recommendations to the City Council on matters concerning transportation and proposed transportation projects. The Transportation Advisory Commission shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance, resolution or order of this city and in addition it will:

- Assist the City Council in recognizing community priorities by advising on transportation policies and goals;
- Increasing communications between the City, the public, the Oregon Department of Transportation (ODOT), the County, and all interested parties;
- Reduce misunderstandings concerning transportation planning, design, and construction;
- Review current transportation related ordinances and recommend amendments;
- Review proposed transportation projects planned for the City of Seaside and make recommendations;
- Review the City of Seaside Transportation Systems Plan every five years and report to the City Council;
- Complete other projects, as they relate to transportation, as directed by the City Council.

Commissioner MacDonald indicated that he has been attending these meetings for a long time as a resident of the City, but he also sees the benefit of having someone from our District be on it. If the Board is ok with his appointment as a liaison from SETD, I would recommend the following motion:

I'll make a motion that we support the appointment of Tracy MacDonald to the Seaside Transportation Advisory Committee with the understanding that any decisions on recommendations to the City Council on matters involving SETD must come before the SETD Board of Commissioners for approval.

Date: April 20, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Approval of Collective Bargaining Agreement (CBA) with ATU 757

Subsequent to the executive session discussion on labor negotiation strategies, we are seeking the Board's approval on the new five-year CBA with ATU 757.

Staff is recommending that a motion be made to approve the five-year collective bargaining agreement with the Amalgamated Transit Union Division 757 effective May 1, 2022.

Date: April 21, 2022

To: Board of Commissioners

From: Sue Farmer, Human Resources Manager

Re: Agenda Item 10.b Executive Director Agreement for 2022-2027

The Board Executive Director Evaluation Committee met to conduct Executive Director Jeff Hazen's annual review. As part of the review changes were made to the Executive Director's Agreement which are highlighted in the Agreement attached. The Agreement will be in effect from May 1, 2022 through June 30, 2027. Legal counsel has reviewed the Agreement and offered no changes at this time.

Staff is recommending that a motion be made to approve the attached Executive Director's Agreement from May 1, 2022 to June 30, 2027 and authorize the Board Chairperson to sign it.

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made and entered into this 28th day of April, 2022 by and between Sunset Empire Transportation District, Clatsop County, Oregon as a duly formed Transportation District under ORS Chapter 267, hereinafter referred to as ("District"), and **Jeff Hazen**, Executive Director/Executive Officer, hereinafter referred to as ("Executive Director"). Hazen has been employed by the District for seven (7) years. The parties desire to enter into a new contract setting out the terms of Hazen's continued employment with the District.

It is hereby agreed as follows:

**SECTION I            EMPLOYMENT**

The District hereby employs the Executive Director, and the Executive Director accepts employment pursuant to the terms and conditions of this Agreement.

**SECTION II            TERM/NON-RENEWAL**

The initial term of this Agreement shall begin on **May 1, 2022 and shall expire on June 30, 2027.** Unless the District or the Executive Director issues notice of non-renewal at least ninety (90) days prior to the expiration date, this Agreement will automatically renew for an additional term of one year, subject to any salary, goals, or other adjustments, as the parties may agree in writing.

In the event of a non-renewal, the Executive Director shall continue performing their duties at regular pay and benefits until the expiration date, at which time the Executive Director shall be entitled to earned but unused vacation and accrued holiday pay and personal time, subject to the general guidelines of the District.

**SECTION III DUTIES**

Employee's title is Executive Director and in consideration of the compensation and benefits to be paid by the District, Executive Director hereby agrees:

- A. To initiate, administer and supervise all services of the District.
- B. To initiate, administer and supervise all functions and programs of the District.
- C. To supervise the maintenance and upkeep of any facilities and equipment owned or maintained by the District, and to recommend to the District the acquisition of new or sale of used equipment and facilities.
- D. To administer the District's finances within the Governmental Accounting

Standards Board (GASB) generally accepted practices and prepare an annual budget in a timely manner.

- E. To hire, and/or end the employment of all personnel necessary to carry out the business of the District.
- F. To perform all other functions necessary to completely and fully administer the District in accordance with the directives and policies of the District.
- G. To participate in on-going training and attend conferences and seminars that benefit the District. The District will provide paid attendance to the seminars and conferences sponsored by the Community Transportation Association, Oregon Transit Association and Special Districts Association of Oregon as budgeted funds allow. The Executive Director may attend other conferences and seminars as approved in advance by the District Board of Commissioners or its designee.

The Executive Director shall be bound by all rules, regulations, and policies now in existence or hereinafter adopted by the Board of Commissioners and shall administer the affairs of the District in accordance therewith and pursuant to the laws of the State of Oregon.

#### SECTION IV EVALUATION

The Executive Director, in carrying out their responsibilities, shall demonstrate the following:

- A. Ability to cooperate with the District Board of Commissioners, community citizens and leaders, peer organizations and neighboring cities, districts and Clatsop County;
- B. Ability to effectively communicate;
- C. Ability to effectively lead district employees and volunteers;
- D. Good work habits as an example to members/employees;
- E. Full and efficient utilization of all facilities and services; and,
- F. Management skills necessary to maximize the services made available to the patrons and minimize the cost to the taxpayers; and
- G. Development of Goals and a Strategic Plan for the District.

The Board of Commissioners ("Board") shall complete an annual review of Executive Director based upon the above criteria and overall performance of job duties, on or before April 30<sup>th</sup> of each year that this agreement is in effect. Upon such annual

performance review, the parties will agree to any compensation adjustments, and any other adjustments that will go into effect for the next year of this Agreement, unless either party notifies the other of its intention not to renew this Agreement, as outlined in Section II.

Additionally, Executive Director shall complete a written report on the performance of the organization as of June 30<sup>th</sup> of each fiscal year and make a presentation to the Board at the September Board Meeting of each year.

It is the duty of the Executive Director to coordinate with the Board Chair to ensure that timely performance reviews and self-evaluations are completed. The procedures for evaluation will be adopted by the District in accordance with the open meeting laws of the State of Oregon, District policies, or combination thereof, as applicable.

*This provision does not limit the Board of Commissioners to additional evaluations, either formal or informal, as the Board determines are in the best interest of the District.*

## SECTION V            COMPENSATION

The District shall compensate the Executive Director as set forth below:

- A.     Salary: Executive Director's base annual salary shall be adjusted on **May 1, 2022 through June 30, 2023** to \$XXX,XXX. Hereafter, the salary will be evaluated each year and be effective from July 1 to June 30 of each fiscal year for the duration of the contract. The Executive Director shall be issued paychecks bi-weekly, in accordance with the schedule maintained by the District Finance Department.
  
- B.     The Executive Director shall be reimbursed for all reasonable and necessary business expenses incurred during his scope of employment providing the expenses are within budget and upon presentation of detailed statements and paid receipts for such expenses as per District policy. Expenditures for conferences or seminars other than those sponsored by the Community Transportation Association, Oregon Transit Association or Special Districts Association of Oregon will be approved in advance by the District Board of Commissioners or its designee.

## SECTION VI           BENEFITS

The following items A through K are hereby identified as benefits for the purposes of this Agreement. Each benefit is further defined in Addendum A.

- A.     Holidays
  
- B.     Vacation
  
- C.     Sick Leave



- D. Bereavement Leave
- E. Insurances - personal liability, medical, dental, vision
- F. Retirement Plan, IRS 457 Plans
- G. Long Term and Short Term Disability Insurance Programs
- H. Use of District Property as per District Policy
- I. Any other benefits offered by the District to employees, including but not limited to Flexible Spending Account and Health Reimbursement Account.
- J. Annual dues for membership to Rotary.
- K. Life Insurance

## SECTION VII AT WILL EMPLOYMENT

The Executive Director serves at the pleasure of the Board.

- A. At Will Status: The Executive Director is, at all times, an “at will” employee who can be terminated at any time, with or without cause. Nothing in this Agreement is to be interpreted as changing the Executive Director’s status as an “at will” employee. The Executive Director is in the highest operational and administrative position in the organization and is, therefore, held to a higher standard of performance, attitude, and personal conduct than other employees. The District has the authority to discipline the Executive Director or terminate this Agreement. In most cases of misconduct committed by an employee at this level either counseling or discharge would be warranted; intermediate levels of disciplinary action would be rare.
- B. Discipline: The District’s general disciplinary policies do not apply to the Executive Director. In the event the District deems it necessary to issue discipline to the Executive Director, the discipline may include performance improvement and/or corrective action plans, reprimands, suspensions (only in conformance with the Fair Labor Standards Act relating to the exempt position), or prospective reduction in pay. The Executive Director shall have the choice of public or confidential disciplinary proceedings. All discipline processes will be conducted in accordance with the Oregon Open Meetings Law, as applicable.
- C. Termination: This agreement may be terminated by the District as follow:
  - 1. By the Executive Director’s death or incapacity preventing him from continuing his employment. If termination occurs in this manner,

the Executive Director or his estate shall be entitled to (90) days additional salary.

2. If the Executive Director should be charged with a felony or charged with a misdemeanor involving fraud or dishonesty, or material breach of any obligation under this agreement, the District may terminate him immediately and no severance will be paid.
3. At any time, upon fifteen (15) days written notice to the Executive Director, at the discretion of the Board. In such event, the Executive Director, if requested by the District, shall continue to render their services up to the date specified in the termination.

The Executive Director shall be paid their regular salary up to the date of termination.

In addition, the Executive Director shall be entitled to compensation for all earned but unused vacation, accrued holiday and personal time, subject to the general guidelines of the District.

The Executive Director acknowledges that this contract provision cannot be changed or modified by any statement of policy of the District which would tend to indicate that they may not at anytime be dismissed without cause, or that the Executive Director is other than an "at will" employee.

Unless termination occurs as a result of items 1 or 2 above, the Executive Director shall be entitled to severance pay in an amount equal to six (6) months of compensation under the Director's then current rate of pay. Compensation included continued enrollment under the benefit program given management employees for up to six (6) months from the date when written notice of termination was given.

Acceptance of severance pay by the Executive Director shall constitute a waiver and release of all claims of the Executive Director against the District, its Commissioners, employees, volunteers, agents or representatives, whether known or unknown to the Executive Director at the time such severance pay is accepted.

Nothing in this Agreement shall be construed to include any special rights of the Executive Director, nor obligations on the part of the District, if the Agreement is not renewed pursuant to the terms set forth in Section II.

- D. Termination By Executive Director: The Executive Director shall have the right to terminate this Agreement at any time by giving thirty (30) days written notice thereof to the District. The Executive Director should give as much advance notice as possible. The District would prefer ninety (90) days' notice in order to

be able to begin the hiring process. In such event, the Executive Director shall continue to render services and be paid regular compensation and benefits up to the date of termination. The Executive Director shall receive compensation for any accrued but unused vacation time, no compensation is received for unused sick leave.

#### SECTION VIII WAIVER OF BREACH

Waiver by the District of any breach of any provision of this Agreement shall not operate or be construed as either a waiver of any subsequent breach or a waiver of this provision.

#### SECTION IX AMENDMENTS

Neither amendment nor variation of the terms and conditions of this Employment are valid unless the same is in writing, references this Agreement, and is signed by both parties.

#### SECTION X CONTRACT FOR PARTIES ONLY - NON ASSIGNMENT

The provisions of this Agreement are for the benefit of the parties solely, and not for the benefit of third person(s) or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.

#### SECTION XI SEVERABILITY/SCOPE

If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, all other provisions shall remain in full force and effect. If any provision is found to be over broad in scope or duration, the breadth of the provision shall be reduced to the maximum allowable by law.

#### SECTION XII REPRESENTATION

At all times, the District has been represented by its attorney. The Executive Director acknowledges that the Executive Director, at all times, had the right to an independent counsel of the Executive Director's choosing in regard to this Agreement, whether or not Executive Director chose to exercise that right.

#### SECTION XIII PARAGRAPH HEADINGS

Headings are used solely for convenience and are not to be used in construing or interpreting the Agreement.

SECTION XIV GOVERNING LAWS

The laws of the State of Oregon shall be used at all times to interpret and govern the interpretation in enforcement of this Agreement.

SECTION XV ENTIRE AGREEMENT

The parties agree that this instrument represents the entire Agreement between the parties, and that all prior representations, promises or statements merge with the written Agreement and, unless specifically set out herein are not enforceable.

IN WITNESS WHEREOF, the District, acting through its Board of Commissioners has authorized this Agreement to be signed and executed on this 28th day of April, 2022. The Executive Director has executed this Agreement on the date entered below. Each party acknowledges receipt by their signature of a signed copy of the Agreement.

DISTRICT:

EXECUTIVE DIRECTOR:

\_\_\_\_\_  
Debbie Boothe-Schmidt  
Title: Chairperson Board of Commissioners

\_\_\_\_\_  
Jeff Hazen  
Title: Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Addendum A.

The following items are hereby identified as benefits for the purposes of this Agreement. Each benefit is further defined below.

A. Holidays:

The holidays recognized and observed as paid holidays will be the same as all other District employees.

B. Vacation:

The Executive Director shall accrue twenty (20) vacation days per year. The Board authorizes the Executive Director to carry over not more than eighty (80) hours into the next fiscal year.

C. Sick leave:

The Executive Director shall accrue sick leave at the rate of 8 hours a month, in accordance with the accrual policies set by the Human Resources department for the entire organization.

D. Bereavement Leave:

The Board grants the Executive Director a leave of absence with pay up to four (4) days when a death in the Executive Director's immediate family (as defined in ORS659A.150(3)) requires his absence. Additional days, if needed beyond the four (4) days will be permitted with approval however, vacation or sick leave will be used.

E. Insurance:

Personal liability on Executive Director and 100% of premium cost for family medical, dental, vision as identified in District's plan within Special Districts Association of Oregon, (SDIS).

F. Retirement:

The District shall contribute \$1,000.00 per month into District's qualified retirement plan. At his election, Executive Director may contribute individually to such retirement plan as allowed by law.

G. Long-Term Disability and Short-Term Disability benefits.

H. Use of District property as per District policy.

- I. Any other benefit offered by the District, including but not limited to Flexible Spending Account and Health Reimbursement Account.
- J. The District, recognizing the importance of community interaction and involvement will pay the annual dues for Rotary.
- K. Life Insurance at \$100,000/10 year term.

Date: April 21, 2022

To: Board of Commissioners

From: Sue Farmer, Human Resources Manager

Re: Agenda Item 10.c Executive Director Compensation

The Board Executive Director Evaluation Committee met to conduct Executive Director Jeff Hazen's annual review. As part of the review the committee made recommendations for an increase in the Executive Director's compensation from May 1, 2022 through June 30, 2023. Discussions on compensation are not allowed in executive session, they must be done in regular session. The committee will share the recommendation at this time on the agenda.

Staff is recommending that a motion be made to approve the change to the Executive Director's compensation from May 1, 2022 to June 30, 2023 and authorize the Board Chairperson to sign the Payroll Change Notice to approve the change.

Date: April 20, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.d National Rural Technical Assistance Program (NRTAP) Review Board

Julia Castillo and I will be presenting the Returning Citizen Program to NRTAP Review Board during the first week in May. We will be presenting virtually so no travel is needed. In my discussion with Liz Taylor, the Assistant Director of NRTAP, she expressed their hope that I would also nominate myself to serve on the Review Board for an open position that is coming up in 2023. Attached is information about the NRTAP Review Board.

I am asking for the Board's permission to nominate myself for the Review Board and approve the Board Chair to sign a letter of support from the Board.





## National RTAP 2022 Review Board Nomination Form

The National Rural Transit Assistance Program is soliciting nominations for new Review Board members to join the Board in 2022 and 2023. There will be vacancies to fill for two state transit officials in fall 2022 and two in spring 2023. For rural or tribal transit providers there will be three vacancies to fill in 2023. The term is three years beginning at the member's first meeting.

Any group or individual involved in rural or tribal transit is able to nominate someone to the board. An individual may nominate themselves for consideration.

Please fill out this form to submit a nomination. If you have any questions, contact us at [info@nationalrtap.org](mailto:info@nationalrtap.org) or 888-589-6821. The deadline for nominations is June 30, 2022.

### Review Board Overview

National RTAP is funded by the Federal Transit Administration (FTA) to provide training and technical assistance resources to rural and tribal transit operators and to support the state RTAP programs. The Neponset Valley Transportation Management Association administers the National RTAP program on behalf of FTA. For more information visit [nationalrtap.org](http://nationalrtap.org).

National RTAP staff depends on the Review Board for guidance and assistance with the development of training materials and other resources. Among other duties, Review Board members represent National RTAP's primary customer groups and help us determine what products and services would be of the most value to them.

The Review Board usually consists of 14 members: seven state transit officials and seven rural or tribal transit providers. Unless there is an unexpected vacancy, the first Review Board meeting with new members from this solicitation will be in fall 2022.

### Review Board Responsibilities

Review Board responsibilities and opportunities include:

- Attend the spring and fall Review Board meetings in-person or remotely. (Travel expenses are covered by National RTAP.)
- Provide guidance on priority needs in the areas of training development, information dissemination, and technical assistance.
- Provide feedback on products and participate in workgroups to develop or review products.
- Promote National RTAP as an Ambassador by setting up a booth at state or regional transit conferences.
- Participate in National RTAP events, such as Roundtables, Twitter Chats, Webinars, and Conferences.

Note that participation in events, on workgroups, or as an Ambassador is all on a volunteer basis and as your schedule allows.

### Review Board Eligibility

Review Board members must either be from a state transit agency that administers Section 5311 funds and be involved with the State 5311 and/or RTAP Program OR be employed by a rural public transportation agency that receives Section 5311 or Tribal Transit Program funds.

Former Review Board members who have been off the Board for at least three years are eligible to apply.

## Solicitation Process

National RTAP solicits nominations every few years. A nominating committee primarily composed of National RTAP staff will review submissions and make recommendations. Candidates may be interviewed by a current or past Review Board member.

Specific criteria for selection include:

- Eligibility in one of the two categories of Review Board membership (see above)
- Number of years of experience in the rural or tribal transit industry (there is no minimum; all levels of experience can provide valuable perspectives and feedback)
- Specialized expertise in rural or tribal transit issue areas
- Specialized expertise in training and/or technical assistance
- Demographic diversity of membership
- Geographic representation on the National RTAP Review Board

To submit a nomination, please click next to continue filling out this form. You will need to upload the following in order to complete the nomination:

- A letter/email from the nominee's supervisor authorizing the nominee to serve on the Review Board and attend Board meetings
- A letter/email from the nominee (if being nominated by someone else) confirming the nominee's willingness and ability to serve on the Review Board and attend Board meetings
- Letters of support (optional)

Nominations are due June 30, 2022.

Completed:

April 28, 2022

Robin Phillips, Executive Director  
National Rural Transit Assistance Program  
718 7<sup>th</sup> Street NW  
Washington, DC 20001

Dear Robin:

The Sunset Empire Transportation District (SETD) Board of Commissioners supports the nomination of Jeff Hazen to the National Rural Transit Assistance Program Review Board. As Executive Director of SETD for the past 8 years, Jeff has been an integral part of the success of our District.

Jeff's leadership is not confined to just our transit agency, he is also on the coordinating committee for the Northwest Oregon Transit Alliance, a five-county alliance that works together to make transit a viable option for visitors traveling from the Portland metro area and down the Willamette Valley. He also currently serves as the Chair of the Public Transportation Advisory Committee. This 21-person committee advises the Oregon Department of Transportation and the Oregon Transportation Commission on all things transit, including funding recommendations. He will soon be transitioning off of this committee due to term limits.

He is currently working on the statewide Returning Citizen Program that will be rolling out very shortly, offering training within the correctional institutions for eligible individuals to obtain their Class B CDL with passenger endorsement.

Jeff will be a great addition to the Review Board due to his visionary leadership in transit.

Sincerely,

Debbie Booth-Schmidt, Board Chair



Date: April 21, 2022

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 10e Board Best Practices Assessment

The Special District Insurance Service (SDIS) offers districts a way to reduce their general liability insurance by 10% with their annual Best Practices Program. The program focuses on mitigating risk in areas of high exposure. Each year the focus is on different subjects and there are usually 5 categories of optional requirements. Category #4 on this year's Best Practices is SDAO or SDIS Board Training. There are several options of allowable Board Training for this category. One of them is participating in a Board Best Practices Assessment. This is an on-site in person assessment conducted by SDIS consultants with all Board members present. The Board Assessment takes 90 minutes. I have included a copy of the last Best Practices Board Assessment completed in 2015.

We have scheduled a Board Best Practices Assessment on July 28, 2022, from 11:30 am to 1:00 pm following our Board Meeting at the Astoria Transit Center. Lunch will be provided.

**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

**September 24, 2015**

**Board: Kathy Kleczek, Paul Lewicki, Carol Gearin, Tracy MacDonald, Rae Goforth, Kevin Widener, Mitch Mitchum  
Executive Director: Jeff Hazen Executive Assistant: Mary Parker**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				The District “has been through a great deal of turmoil but this Board is doing much to recover” from the past – a period of dictatorial decision making and unsound financial practices. Current Board members are very vocal and don’t always agree but their decisions are arrived at through civil discussion leading to consensus; they are more disciplined in financial matters and seek legal advice on actions and decisions.

Demonstration of good governance practices					“There is no mystery about what this board is doing” because it is transparent in conducting District business. The Board enjoys “good relationships with employees” and appreciates getting first-hand reports from department heads at meetings. Board members report a “new feeling” in the organization but differ in their views on whether they or management “sets the tone” for the organization.
<b>Operational Compliance</b>					
Overall regulatory compliance					“This board does well in the area of compliance” and relies on a “good attorney” to keep them aware and safe on compliance issues. A particular strength is the practice of thorough contract review.
Timeliness of compliance reporting					There are some concerns about compliance reporting due to a lack of continuity in the process following staffing changes; new staff members are on steep learning curves.
Potential compliance challenges					
<b>Budget and Finance</b>					
Consistency in budgeting to meet needs					Board members feel they are doing “a pretty good job in this area” but have major concerns about the District’s “big debt” and that they are moving “more quickly than we should” in paying down debt, marketing, and hiring.
Soundness of financial practices					Although saddled with “more debt than desirable”, the Board feels they are keeping a close watch and “doing our best” with financial practices “that need to be constantly re-practiced to hold us to what’s expected”.

<b>Customer Relations</b>				
Management of service problems				The District experiences service problems typical of many public transportation operations – buses that need to be replaced, service territories that need to be expanded – and could be easily corrected “if the money were no object”.
Improvements to customer service				Board members feel “we have used our imaginations” in finding ways to provide service for customers with special needs. Management has been diligent in responding to complaints and has implemented customer surveys and training for employees. An improved phone system has also been installed to alleviate customer wait times.
<b>Personnel Administration</b>				
Staff morale and work climate				Some Board members see strong indicators of a positive work climate – “employees say ‘Hello’, they’re doing their job, they make their reports, you can feel it”. But there are also “a lot of resignations and employee turnover”, perhaps not surprising given the current context of change.
Management of employee performance				“We’re going to have to work on this area” to improve the quality and consistency of the reviews and to clarify how to manage the split reporting structure of the executive assistant position.
Alignment of positions with work assignments				Current position descriptions are considered well written and accurately describe work assignments.



<b>Policies and Procedures</b>				
Soundness of administrative policies				A Board committee reviews and revises District policies and procedures as needed and considers this to be always "a work in progress".
Consistency between work practices and policies				
Efficiency of staff and work systems				

April 2022, Operations

Paul Lewicki

We have two buses in the pipeline for the Lower Columbia Connector. The latest update that I have received indicates that we may receive these buses in November of this year.

We have six buses – 4 fixed route and 2 Paratransit – which were ordered in 2020 that still have no delivery date. The grant for these buses has been extended through calendar year 2023.

We submitted a grant application for two additional remanufactured 35' Gillig buses. No final decision yet, but our chances of receiving funding for these buses looks promising.

We submitted a Notice of Intent earlier this year to purchase one category A bus (35'), and four category D buses ( $\geq 22'$ ). We are currently drafting the grant application for this purchase as it is due to ODOT by April 30<sup>th</sup>.

Last month, I reported that we were increasing on-hand quantities of items needed for bus maintenance, as we were notified to expect shortages on certain items. I can now report that we have received one year's supply of these items, we have established reorder points and reorder quantities to maintain this inventory going forward. I feel we are well prepared for this potential material availability challenge, should it materialize.

The work to repair the sidewalks adjacent to the Transit Center continues to move forward. We still anticipate completion in May. We received the contractor's proposed contract for signature, recognized the lack of some important contractual language, so forwarded the document to our attorney for review. The contract language was strengthened and returned to the contractor for approval. I expect to get it back for signature soon.

We have received approval from the county, and our permit to proceed with our Sunset Beach bus shelter project was issued. Jennifer and I met with representatives of the county at the site of the project to discuss location, ADA requirements, grade, and other project matters. We also met with a contractor on site to go over the specifics of the project so that the contractor can develop a bid to perform the work. We will continue to move this project forward, but at this time it is too early to estimate a completion date.

Jennifer and I also met with staff from the Astoria City Engineering office and ODOT to discuss the impact to our Short Stop Convenience Store bus shelter (Route 10) on Olney Avenue (Hwy 202) during their project to add sidewalks from 4<sup>th</sup> Street to Astoria High School. It will require the temporary movement of the bus shelter from its current location in front of the market to a point between 4<sup>th</sup> and 5<sup>th</sup> Streets during construction. ODOT will pour a new concrete slab at the same location as our current bus shelter, and at the end of the project, we will install one of our recently purchased new bus shelters on that slab.

Ride Assist/Deputy Operations Officer  
April 2022 Report  
Jennifer Geisler

**Ride Assist Report**

- In March 2022 Ride Assist provided a total of 890 rides. ADA Paratransit had 567 riders, we provided 238 Medicaid rides for Northwest Rides, 36 escorts, and four Dial a Ride rides. There were zero ride denials. SETD drivers delivered 45 food bank boxes in March. This is an average of 1.4 riders per hour and 37 rides per day with four drivers.
- ADA Paratransit Report for February
  - Number of completed applications received: 2
  - Number of incomplete applications received: 0
  - Number of phone interview/assessments scheduled:
  - Number of phone interview/assessments completed:
  - Number of determinations made: Within 21 days: 2                      More than 21 days:
  - Determination by type:
    - Unconditional: 2      Conditional:                      Temporary:                      Not eligible:
  - Number of appeals requested: 0                      Number of appeals heard: 0

Ride Assist Fares Collected/Billed for March 2022

- |  |       |                      |        |
|--|-------|----------------------|--------|
| • Para-transit Fares:                        | \$370 | • Medicaid Billed:   | \$4917 |
| • Dial-A-Ride                                | \$40  | • Ticket books sold: | \$600  |
| • Tickets Collected:                         | \$642 | • VETP Billed:       | \$0    |
| • Billed Providence<br>Community Connections | \$52  |                      |        |

**Deputy Operations Officer Report**

On March 1<sup>st</sup> I was able to participate in the CTAA Capital Hill Day. This was originally scheduled to be an onsite experience at Capitol Hill in Washington DC. At the first of the year, it was changed into a virtual “Legislative Fly-In” with Community Transportation Association of America (CTAA) board members, CTAA staff and Emerging Leaders Academy (ELA) classmates. It was a wonderful experience being paired with those that took part in the “fly-in.” We were scheduled with four different legislative members. Over sixty meetings took place in one day. We spoke with Matt Leasure, Director of Pacific Northwest Policy from Rep. DeFazio’s office, Sean Garcia Senior Legislative Assistant from Rep Larsen’s office, Robert Dougherty Legislative Director from Rep. Delgado’s office and Reilly Lamp Legislative Assistant from Rep. Herrera Beutler’s office. The discussion for each meeting was on the Legislative and Federal Policy Priorities from CTAA. I was able to share things that SETD was doing for rural transit and services we provided through the pandemic, we also shared about the Returning Citizen program.

I attended the 2022 Oregon Public Transportation Conference. We had the privilege of hearing from Nuria Fernandez Administrator of FTA, Freddie Fuller Vice President at Jacobs, Scott Borgren Executive Director of CTAA, motivational speaker Mark Speckman and many more spoke on specific mini classes.

- In March, 7 individuals needed assistance in learning how to access our transit system. All trainees were above the age of 55. 4 riders were from South County and 3 were from the Warrenton area. All 7 needed training on how to read our schedules, plan their trips to work and grocery shopping. I went on three trip assessments and provided technical training on-site at various bus stops for two others. I was able to provide support virtually by phone and suggested online videos from our YouTube page targeting their specific needs. All but 2 learners intend to ride the bus 3-5 times per week.
- We provided 9 trips in March to Veterans needing transportation assistance. 8 Veterans were transported to local medical and physical therapy appointments with only one Veteran needing transportation to the VA hospital in Portland. The DAV van that assists in getting our Veterans to Portland is struggling to find drivers and thus their availability has been stunted but they have managed to slightly increase their trips over the last several weeks. I have continued to reach out to our local Veteran's service officer, the local American Legion, and the local department of human services in an effort to engage with veterans needing transportation assistance or Veterans willing to volunteer their services in driving. I have been working closely with Mary Parker to forge a plan that will boost our outreach efforts in print media like newspapers and other publications as well as producing information cards as well as appointment cards that double as quick tip information cards as well. 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 and now can say have won a reward for the Rural Veterans Healthcare Transportation funding grant opportunity. This grant will allow us to significantly help our Veterans who are very limited in their mobility. We still need drivers. Please forward my contact information to any potential drivers: [jason@ridethebus.org](mailto: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](http://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 but have now started producing the shows which allow us more creative avenues in displaying information in a more concise and easy to understand way. This talk show continues to be a wonderful way to reach out to the community every week and I encourage each and every single one of you reading this to not only watch our show but to like, share and subscribe to our YouTube and Facebook page.
- 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 25 views in the month of March and four of the people I travel trained this month had either seen a video before calling me or watch a video as part of our one-on-one travel training experience. 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.

April showers bring May flowers...what does April snow bring?? April is Distracted Driver Awareness Month! Please don't be a distracted driver statistic. Did you know distracted driving is defined as any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment, or navigation system — anything that takes your attention away from the task of safe driving. Don't drive INTEXTICATED!

The month of April has been full of promoting the Seaside SRTS Draft Plan among other activities. Some of the highlights are gearing up the North Coast Tourism Management Transportation Options group for promoting car-free visitor travel, working with the Statewide Transportation Options Group of Oregon, outreach to employers, and preparation for the Oregon Active Transportation Summit.

At the beginning of April, I attended a SDAO Board meeting. As always, the meeting was informative, and it was nice to be able to connect with other Board members and staff of SDAO in person. During the meeting I did bring up Commissioner Withers inquiry regarding Transportation Districts being a stand-alone group. Unfortunately, Transportation Districts do not have the number of members that would be needed to constitute a separate grouping. For reference I am including the information that was provided to me on membership numbers and affiliation.

• Airport: 1 • Ambulance: 5 • Cemetery Maintenance: 38 • County Service: 19 • Domestic Water Supply: 97 • Drainage: 25 • Emergency Communication: 6 • Fire Protection: 252 • Health: 28 • Highway Lighting: 1 • Irrigation: 58 • Library: 24 • Mass Transit: 2 • Park and Recreation: 53 • People's Utility: 13 • Ports: 22 • Predator Control: 1 • Radio and Data: 2 • Road Assessment: 14 • Sanitary: 46 • Soil and Water Conservation: 45 • Special Road: 70 • Translator: 1 • Transportation: 9 • Vector Control: 16 • Water Control: 24 • Water Improvement: 45

**Transportation Talk** 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. 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-like slick roads from SNOWFALL!
- Live Facebook talks with Jason check out the [Distracted Driver Awareness show](#)
- Participating in Cannon Beach TSP and outreach

### **Conference/Education/Meetings**

- Presented at the OATS with a group on equity and LEP best practices
- 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, and DEQ Rulemaking
- Attended OPTC conference
- 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
- Outreach and aided public comment on SRTS Draft Plan Seaside School District
- Meetings on how to increase adoption of walking school busses



## **Marketing, Outreach and Education**

### **April 2022 Board Report**

#### **Mary Parker**

#### **OUTREACH and ANNOUNCEMENTS-**

- ❖ I have been working on the Special Districts Insurance Service Best Practices program. The SDIS Best Practices Program is an optional program that assists Special Districts with implementing best practices to mitigate risk in areas of high exposure. By participating SETD can receive up to 10% off general liability, auto liability, and property insurance contributions for the 2023 policy year. There are five credit opportunities for this year's program which focuses on Board training.
- ❖ Have been working with Jason on the Veterans Transportation Program. Have prepared an outreach plan focused on acquiring more volunteer drivers for transporting veterans to their medical appointments.
- ❖ Attended the Oregon Transit Association Conference on March 30<sup>th</sup> and 31<sup>st</sup>. I really enjoyed all the presentations and the current and valuable information shared.
- ❖ Prepared new posters for the updated TSA Mask Requirements and Oregon extended requirements for wearing masks on planes, trains and buses which was previously required until May 3<sup>rd</sup>. I posted laminated posters in 25 shelters, in the transit centers, on our web and on our Facebook page. Drivers posted laminated posters on the buses.
- ❖ Prepared new posters for the updated mask requirements that make wearing masks optional and not required on planes, trains, and buses. I posted laminated posters in 25 shelters, in the transit centers, on our web and Facebook page. Drivers posted laminated posters on the buses.
- ❖ Prepared outreach posters announcing the temporary closure of the Seaside Transit Office and Astoria Transit Center so staff can attend an all-Staff meeting on April 29<sup>th</sup>.
- ❖ Prepared March Draft Board Minutes
- ❖ Prepped and distributed Public Announcements for April Board Meeting

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

**MEETINGS/TRAININGS ATTENDED:**

- SDAO Risk Management - Back to Basics and Current Hot Topics Training Series
- CTA Webinar – Attracting and Retaining Women in the Workforce
- IPMA – Mental Health in the Workplace
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

**ACTIONS:**

- The Board Executive Director Evaluation Committee met on Monday, March 28, 2022 at 9 a.m. in the Astoria Transit Center Conference Room. Evaluation Committee members include Board Chair Debbie Boothe-Schmidt, Commissioner Pamela Alegria and Commissioner Charles Withers. Commissioner Withers attended the meeting by ZOOM. Evaluation meeting packets were sent to the committee on Friday, March 25, 2022. The Self-Evaluation of the Executive Director, compilation of the Board of Commissioner evaluations and a compilation of the employee evaluations were provided to the committee for their review. The committee discussed the evaluation summaries and the ED evaluation. The Board discussed the evaluation summary and what comments should be included as well as ED goals for 2022-2023. The Board met again on Monday, April 11, 2022 to complete the evaluation summary, goals and discussed the ED's agreement and compensation. The Board will meet again on Wednesday, April 20, 2022 to approve the changes to the agreement and the Evaluation Summary and set the 2022-2023 salary for the Executive Director.
- Updated Executive Director employment agreement. Sent to attorney for review
- Attended OTA Conference on March 29<sup>th</sup> and 30<sup>th</sup>.
- On April 6, 2022 attended a negotiation meeting with Jeff, Paul, and our labor attorney Alex Wheatley at ATU in Portland. ATU and SETD reached an agreement for the 2022-2027 ATU 757 Collective Bargaining Agreement. Composed written notes from the meeting.
- Met with Chet Weichman from WWED Insurance Group LLC and Jeff Hazen regarding changes to our current health insurance options. SETD will be adding Long-Term Disability and Short-Term Disability to SETD's employee health insurance package. This meeting begins the preparation for health insurance Open Enrollment to be held May 1<sup>st</sup> to 20<sup>th</sup>.
- Assisted with Transit Employee Appreciation celebration. SETD employees were provided donuts on Wednesday, pizza on Thursday and biscuits and gravy on Friday. There was much appreciation expressed and festivities enjoyed during this week of Transit Employee recognition!
- Met with Jason Jones and Mary Parker regarding the upcoming Job Fair at the Clatsop County Fairground to be held on Wednesday, May 11, 2022. They are expecting 700 students from high schools throughout Clatsop and Pacific counties.
- Completed forms for the annual worker's compensation renewal.
- Conducted 3 interviews for Bus Driver. Hired Kathryn Wing and Travis Benson.
- Continue to work on the update of personnel policies.
- Prepared the agenda and minutes for the Safety Committee meeting on Tuesday, March 22, 2022.
- Prepared the monthly ODOT Covid-19 report.
- Prepared templates for evaluations due in April 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 Fixed Route Bus Driver Kathryn Wing. Kathryn has 17 years' experience driving bus. Coming to SETD from the City of Coolidge in Arizona. Kathryn has family in the area and hopes to get used to the liquid sunshine!
- Provided New Employee Orientation for Fixed Route Bus Driver – Trainee Travis Benson. Travis comes to SETD with experience in heavy equipment. Travis is from Knappa and knows his way around the county.

## HIGHLIGHTS

- Working for SETD is a highlight 😊

## WORKPLACE DEMOGRAPHICS:

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

Updated: 4-20--2022