



**Sunset Empire Transportation District  
BUDGET COMMITTEE**

**MEETING AGENDA  
WEDNESDAY, MAY 18, 2022**

**9:00 AM**

**900 Marine Dr. Astoria, OR**

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

**1-877-853-5247**

**SEE BELOW FOR ZOOM MEETING ACCESS INFORMATION**

**AGENDA:**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. SELECTION OF BUDGET COMMITTEE CHAIR
5. SELECTION OF BUDGET COMMITTEE SECRETARY
6. APPROVAL OF MAY 15, 2021 BUDGET COMMITTEE MEETING
7. BUDGET OFFICER PRESENTATION OF BUDGET MESSAGE
8. DISCUSSION OF FUND BUDGETS
  - a. General Fund
  - b. Special Transportation Fund (STF)
  - c. Statewide Transportation Improvement Fund (STIF) Formula
  - d. Statewide Transportation Improvement Fund Discretionary
  - e. Capital Reserve Fund
9. PUBLIC COMMENT
10. APPROVAL OF BUDGET
11. 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.

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*Note: Your device will automatically be muted when you enter the online meeting. At the time of public testimony, when prompted you may choose to select the option within the ZOOM software to "raise your hand" and notify staff of your desire to testify. Your device will then be un-muted by the Host, and you will be called upon, based on the name you entered within the screen when you logged in.*

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*Note: Your phone will automatically be muted when you enter the conference call. At the time of public testimony, when prompted, you may dial \*9 to "raise your hand" and notify staff of your desire to testify. Your phone will then be un-muted by the Host and you will be called upon based on your phone number used to dial-in.*

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

MAY

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
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

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

MAY

2022

IGA	INTERGOVERNMENTAL AGREEMENT
IIJA	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

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

MAY

2022

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

## **BUDGET COMMITTEE FISCAL YEAR 2023**

### *Citizen Members*

Tita Montero

Clarke Powers

John Lansing

Christine Lolich

Mary Ann Brandon

Melinda Ward

Paul Putkey

### *SETD Board Members*

Guillermo Romero

Rebecca Reed

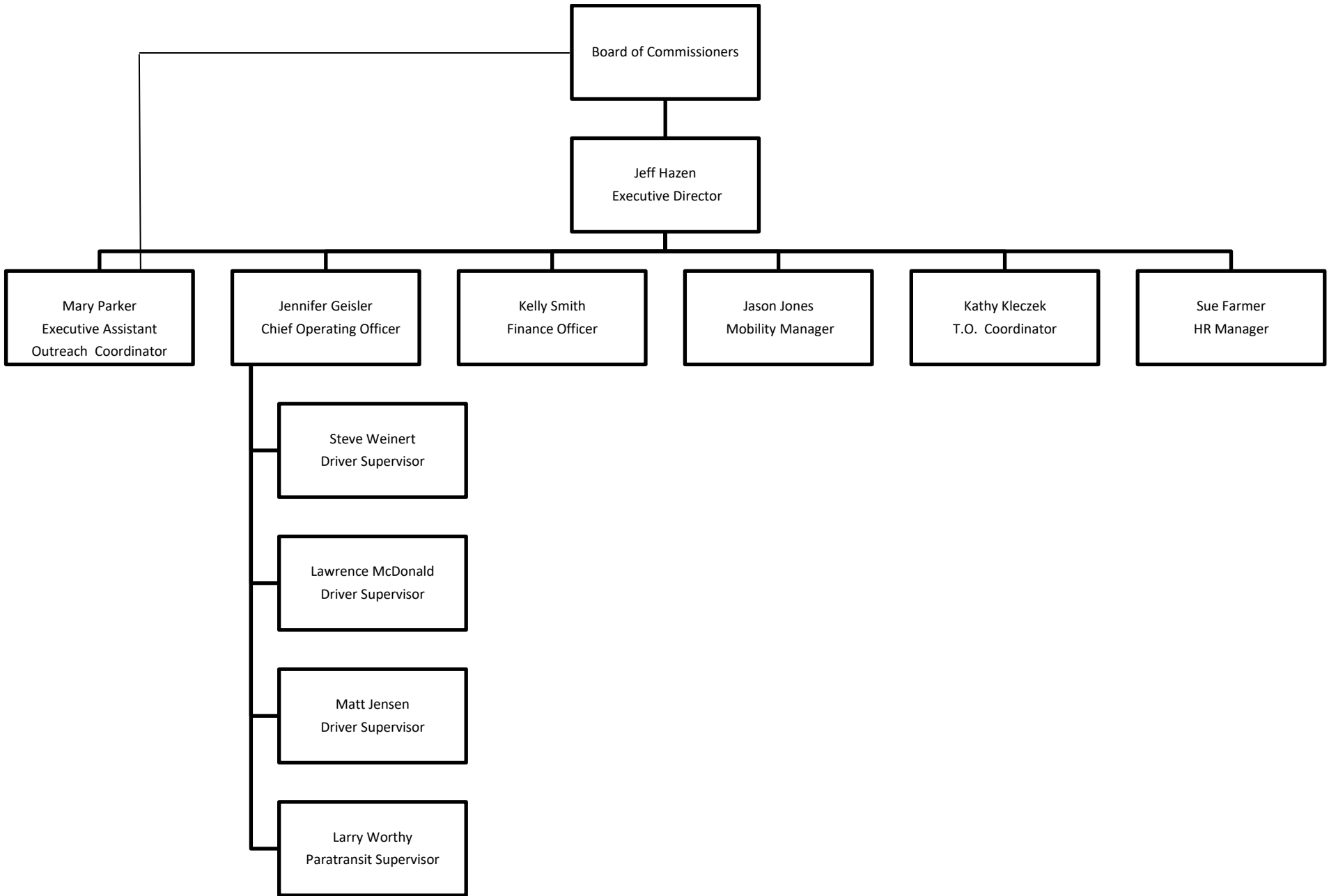
Debbie Boothe-Schmidt

Diana Nino

Pamela Alegria

Tracy MacDonald

Charles Withers



## Sunset Empire Transportation District Mission Statement

*“Sunset Empire Transportation District is dedicated to providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy”*

### 2021-2023 SETD Priorities

#### Priority One

- Benchmark and track services
  - Ridership Increases & Decreases from previous year
    - Services to underserved areas of Clatsop County
    - Expansion of routes/frequency planned prior to pandemic
  - On-time performance/service reliability
    - Schedule adjustments
      - Congestion
      - Construction
    - Summer schedules
    - Reliability for workforce transportation
    - Use of technology to improve service
  - 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
  - Diversity of staff
  - Robust recruitment platform
  - Increase applicant pool
  - Track turnover rate
  - Training for advancement
  
- 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



### **Priority One (Continued)**

- Locations to advance multimodal integration
- Flag-stop evaluation/signage
- Cleanliness of buses, shelters and facilities

### **Priority Two**

- Outreach/Marketing
  - Marketing plan
  - Refresh branding/signage
  - Outreach and Materials available in Spanish
  - Lower Columbia Connector marketing plan
  - Information availability in appropriate locations
  - Website enhancements
  - Story telling with outreach and website
  - Reduce miles traveled by cars

### **Priority Three**

- Travel Training Center
  - Plan for integrating with relocated operations facility

Date: May 6, 2022

To: SETD Budget Committee

From: Jeff Hazen

Re: Agenda Item 4. Selection of Budget Committee Chairperson

The first action that needs to be taken is the selection of Budget Committee Chairperson. The Board Chairperson will call for nominations for a Chairperson. Anyone on the Budget Committee is eligible to be the Chairperson. The roll of the Chairperson is to run the meeting.

Date: May 6, 2022

To: SETD Budget Committee

From: Jeff Hazen

Re: Agenda Item 5. Selection of Budget Committee Secretary

The next action that needs to be taken is the selection of Budget Committee Secretary. The Budget Committee Chairperson will call for nominations for a Secretary. Anyone on the Budget Committee is eligible to be the Secretary. The roll of the Secretary is to sign the documents related to the Budget.

Date: May 6, 2022

To: SETD Budget Committee

From: Jeff Hazen

Re: Agenda Item 6. Approval of May 15, 2021 Budget Committee Meeting Minutes

The Committee needs to review, correct and approve the Budget Committee minutes from last year's meeting.

Staff recommends that a motion be made to approve the May 15, 2021 Budget Committee minutes.



**SUNSET EMPIRE TRANSPORTATIO DISTRICT  
DRAFT ZOOM BUDGET COMMITTEE MEETING MINUTES  
MAY 15, 2021  
9:00 AM**

1. CALL TO ORDER- Chair Tamara Taylor called the Zoom virtual meeting to order at 9:04 AM.
2. BUDGET COMMITTEE ROLL CALL:  
SETD Board- Chair Tamara Taylor, Vice Chair Tracy MacDonald, Secretary-Treasurer Pamela Alegria, Debbie Boothe-Schmidt, Charles Withers, Diana Nino and Rebecca Reed. Budget Committee Volunteers- Christine Lolich, Jeff Frane, MaryAnn Brandon, and John Lansing. Melinda Ward and Tita Montero excused.

Staff Present- Executive Director Jeff Hazen, Finance Officer Kelli Smith, Operations Paul Lewicki, Executive Assistant Mary Parker

3. ELECTION OF 2021-2022 BUDGET COMMITTEE OFFICERS-  
**BUDGET COMMITTEE CHAIR**  
 Commissioner Booth-Schmidt nominated Jeff Frane for Budget Committee Chair  
 Jeff Frane resigned from the nomination  
 John Lansing nominated Jeff Hazen for Budget Committee Chair  
 Jeff Hazen resigned from the nomination stating he was the Budget Officer  
 Commissioner Taylor nominated Commissioner Booth-Schmidt for Budget Committee Chair  
 Commissioner Withers seconded the nomination  
 Commissioner Booth-Schmidt accepted the nomination  
 Budget Committee Chair Debbie Booth-Schmidt

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x		x
Nay							
Abstain						abstained	

Lolich	Frane	Brandon	Lansing	
x	x	x	x	10
				0
				1

Budget Committee Chair Debbie Booth-Schmidt asked for nominations for

4. BUDGET COMMITTEE SECRETARY  
 Commissioner MacDonald nominated Commissioner Withers as Budget Committee Secretary  
 Commissioner Nino seconded the motion  
 Commissioner Withers had concerns about taking notes. Chair Booth-Schmidt informed him that he did not have to take notes but would be signing the approved minutes.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x		x	x
Nay							
Abstain					x		

Lolich	Frane	Brandon	Lansing	
x	x	x	x	10
				0
				1

5. APPROVAL OF MAY 16, 2020, BUDGET MEETING MINUTES

Jeff Frane moved to approve the May 16, 2020, Budget Meeting Minutes

Commissioner Taylor seconded the motion

Discussion- Commissioner Taylor asked that her name be corrected with only 2 a's. Commissioner Read asked that her last name be corrected from Reed to Read.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x	x	x
Nay							
Abstain							
Lolich	Frane	Brandon	Lansing				
x	x	x	x	10			
				0			
				1			

6. BUDGET OFFICER PRESENTATION- Budget Officer Jeff Hazen reviewed the Budget Message for fiscal year 2021-2022. Hazen discussed what SETD had put in place to protect riders and staff during the Covid 19 pandemic. This included hiring 14 Sani-techs which had been riding on each bus route all day long routinely disinfecting touch points and assisting with rider distancing. Hazen said he knew of no other transit service in the nation that has gone to this extent. Hazen reported Ridership decreased by 35% to 45% per month after having a great increase in ridership following the roll out of the Statewide Improvement fund prior to the pandemic. After cycling through this whole year April's ridership was up by 20%. Hazen said last years budget was a challenge with the pandemic and due to the ongoing Covid requirements that this budget is conservative. Hazen said we are proposing to hire 5 new driver's next year. All employees will be receiving a 2% cost of living increase in July and they also will receive their step increase on their anniversary. Represented employees receive longevity pay and we will be adding that to non represented employees as well. We also will be offering a \$20,000 life insurance policy for all employees as well as a choice to purchase more insurance for themselves or spouses without any medical exam. There will be carryover from last years budget to this year because of the delays in receiving buses that are on order. Hazen said we will be taking advantage of the State wide purchasing program to purchase two electric vehicles for the Driver Supervisors. Hazen said that SETD will be doing a complete upgrade on our radio communication system and installing a tower in South county so that our drivers no longer have dead zones. Hazen said we will be purchasing 3 new bus lifts to assist with maintenance on the larger buses we now have. The NWConnector will be installing 3 new shelters at locations previously determined from a study and one of the locations is in Warrenton on Ensign and Hwy 101 where currently there is only a bench. There will also be a bus turnout constructed at this location. Hazen said we will be using some of our Capital outlay as match for this project. STF funds will be used for operating fixed route and Paratransit service and the free Vaccination Transportation services that we provide to the Covid clinics. Hazen said the STIF will continue to fund routes that were added last year but will also be funding a new weekend bus route in Seaside.

7. DISCUSSION OF FUND BUDGETS- Budget Officer Hazen reviewed funding budgets

n

- i. General Fund- Total Resources \$7,171,759 Total Requirements \$7,171,759
- ii. STF Fund- Total Resources \$132,935 Total Requirements \$132,935
- iii. STIF Formula Fund- Total Resources \$1,532,421 Total Requirements \$1,532,421
- iv. STIF Discretionary Fund- Total Resources \$552,000 Total Requirements \$552,000

- v. Capital Reserve Fund Total Resources \$974,214 Total Requirements \$974,214

Materials and Services- Commissioner Nino requested that professional translation services be included in the budget. Hazen suggested that this not be added to the budget at this time since he has no idea of what the cost will be. He said if the Board directs him he will go out for an RFQ for translation services and use contingency funds for the cost. Chair Taylor requested that the discussion about translation services be moved to the June Board Meeting. Jeff Frane said that Trimet would be a good resource for translation services as he used them when he worked there.

8. PUBLIC COMMENT- From Facebook:

From Stanford Lynx: Several SETD Board Meetings ago I was told that SETD will be getting some replacement buses; AND they will be getting new bus racks that include the Apex Fat Tire Option Racks for fat tire bikes. More and more people are getting these bicycles, me included. It is too dangerous to ride bicycles over the New Youngs Bay and the Astoria Megler Bridges.

If SETD incorporates the 'Fat Tire Option Bike Racks, people can take their fat tire bikes with them and travel much safer with the buses transporting the bike and rider over the bridges. I would again be able to buy the monthly bus passes.

When are the fat tire Bike Racks going to be in service?

Thank you,

Stanford

From Shelia Rickers: Has Sunset thought about doing Token Transit like Pacific County Washington State is about to start June 1.

Shelia Rickers

Response to Comments: Executive Director Hazen responded that all the new buses will have fat tire racks. Executive Director Hazen said he did not know that Pacific County Transportation was implementing Token Transit which will work well since SETD will also be implementing Token Transit soon.

9. APPROVE BUDGET- Budget Committee Chair asked for a motion

Commissioner MacDonald moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners approve the budget of 2021-2022 fiscal year in the amount of \$7,171,759

Commissioner Read seconded the motion

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x	x	x
Nay							
Abstain							

Lolich	Frane	Brandon	Lansing	
x	x	x	x	11
				0

Motion passed unanimously

Jeff Frane moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt property taxes for the 2021-2022 fiscal year at the rate of 16.2 cents per \$1000 of assessed value for the permanent tax levy.

Commissioner Nino seconded the motion

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x	x	x
Nay							
Abstain							

Lolich	Frane	Brandon	Lansing	
x	x	x	x	11
				0

Motion passed unanimously

Executive Director Hazen thanked everyone for taking the time to serve on the Budget Committee. Jeff Frane thanked Jeff for wrapping things up so quickly. Budget Committee Chair Debbie Boothe-Schmidt thanked everyone for serving on the Budget Committee.

Meeting was adjourned at 11:16 AM

Mary Parker, Recording Secretary

\_\_\_\_\_ Date \_\_\_\_\_  
 Budget Secretary





**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
900 Marine Drive Astoria, Oregon 97103

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# **Budget Message**

## **Fiscal Year 2022-2023**

Dear Budget Committee Members:

Once again, I'm pleased to report that our entire team of employees rose to the occasion dealing with the challenges we faced to keep our system going in a safe manner. Many drivers were working six to seven days a week due to the driver shortages we experienced and continue to experience. The District cut back our service by 30% in September to provide relief for our drivers. The driver shortage has not improved, but we have taken steps to attempt to remedy the situation. Last month, we negotiated a new Collective Bargaining Agreement (CBA) with the Amalgamated Transit Union (ATU) that substantially increased the wages we pay our drivers. The increases for the entry wage and the top wage were increased by 15%, the second step was increased by 12% and the other three steps were increased by 10%. We also added two additional longevity pay thresholds, one at seven years and the other at twenty-five years. These are in addition to the existing ten-, fifteen-, and twenty-year thresholds. Our goal with these increases we introduced to the union is to attract more applicants and to retain our drivers long-term.

The service cuts that we implemented have affected our ridership, we are currently down 8% year to date and expect that the decrease will rise to 10% by the end of this fiscal year.

The first fund that will be discussed is the General Fund. In anticipation of returning service with the recruitment efforts we are embarking on; we are projecting an increase in fare revenue that will move us closer to pre-pandemic levels. Timber revenue is being conservatively budgeted to show a decrease.

The 2022-2023 fiscal year is the second year of the biennium, so the grants listed represent what we expect to have available and spend down to zero. We do anticipate applying for additional recovery funds that are available on a needs-based basis, but these are not shown in this budget. If we are successful in obtaining additional grants, we will utilize the supplemental

budget process to account for them. We are currently researching air purification systems for our fleet and also looking at additional funding for wages. Both of these are allowable expenditures under recovery grants that are available.

This budget reflects supporting 50 full-time equivalent employees. The wages in the budget support the increase in wages in the CBA and also the 4% increase for non-represented staff. These increases were put into effect on May 1<sup>st</sup> of this fiscal year. Our COO is retiring at the end of this month, so the wages take that into account.

The increase in fuel prices has been accounted for in this budget, the largest line-item increase in Materials and Services. You will notice that legal counsel fees are significantly less than budget in the current year. This is due to strategy that we employed for the CBA. We only had two short negotiating sessions and came to an agreement in less than a total of three hours thereby reducing legal expenses of our labor attorney. Total Materials and Services reflect a 5% decrease from the current year's budget.

We are still grappling with the supply chain issues and the effect and the receipt of buses that we have on order. The Capital Outlay budget reflects what we are confident in receiving. We are also budgeting \$50,000 to move our repeater location in order to eliminate the radio dead spots that drivers experience. We have increased the match amount for the bus stop construction at Hwy 101 and Ensign Lane in Warrenton. This is in anticipation of possible increased costs of the construction.

Our Special Transportation Fund (STF) will be used as operating assistance for our fixed route and paratransit service. It will also be used to continue our vaccination transportation program and support social services transportation. This will be the last year of the STF Fund due to the legislature eliminating the program and rolling it into the Statewide Transportation Improvement Fund.

Our formula Statewide Transportation Improvement Fund (STIF) will fund the services that were cut in September and also continue services funded by STIF.

The STIF Discretionary Fund will provide funding to continuing the Lower Columbia Connector Route on Highway 30 from Astoria to Portland. We anticipate receiving the two buses that are being funded with this grant.

The Capital Reserve fund will provide some of the money needed for some of the equipment we intend to purchase.

The information contained in the proposed budget represents the District's best estimates of resources and expenditures. These were obtained through the use of professional judgement, budget history, Oregon Local Budget law and generally accepted accounting practices.

We look forward to answering questions from the committee on the proposed budget for FY 2022-2023.

Sincerely,

*Jeff Hazen*

Jeff Hazen  
Budget Officer

**RESOURCES**  
**General Fund**

Sunset Empire Transportation District

	Historical Data			Year To Date	RESOURCE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual		Adopted Budget This Year Year 2021-2022			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021							
1	\$458,634	\$873,013	\$900,000	\$900,000	1 Available cash on hand* (cash basis) or	\$900,000			1
2					2 Net working capital (accrual basis)				2
3	\$24,245	\$28,617	\$25,000	\$18,224	3 Previously levied taxes estimated to be received	\$25,000			3
4	\$12,389	\$5,102	\$2,000	\$1,374	4 Interest	\$2,000			4
5					5 <b>OTHER RESOURCES</b>				5
6	\$222,342	\$187,003	\$175,000	\$148,337	7 Fares	\$250,000			6
7	\$61,065	\$118,185	\$85,000	\$65,403	8 IGA Contracted Services	\$105,000			7
8	\$8,450	\$10,146	\$10,500	\$7,945	9 Rentals	\$10,500			8
9	\$9,196	\$2,836	\$5,000	\$2,058	10 Commissions/Proceeds	\$5,000			9
10	\$240,052	\$249,058	\$200,000	\$192,415	11 State Timber Revenue	\$210,000			10
11	\$89,560	\$101,110	\$90,000	\$88,738	12 State Mass Transit Payroll Distribution	\$90,000			11
12	\$0	\$0	\$11,000	\$0	13 Training Scholarships (Jennifer 5k Jeff 3k Jason 3k)	\$11,000			12
13	\$6,703	\$22,138	\$150	\$41,226	13 Other	\$25,000			13
15	\$0	\$0	\$60,000	\$0	15 ODOT - \$5304 Marketing Plan	\$60,000			15
16	\$92,406	\$121,442	\$139,443	\$50,676	16 ODOT - \$5310 Mobility Mgmt/Preventative Maint.	\$139,443			16
17	\$12,000	\$3,000	\$0	\$0	17 ODOT - \$5310 Preventative Maint. Discretionary	\$0			17
18	\$523,359	\$516,608	\$551,344	\$320,049	18 ODOT - \$5311 Operations	\$551,344			18
19	\$0	\$13,312	\$635,000	\$133,946	19 ODOT - \$5311 CARES Act Needs Based 34415/34737	\$501,054			19
20	\$498,734	\$0	\$507,445	\$242,776	20 ODOT - \$5311 CARES Act Formula	\$0			20
21	\$430,147	\$0	\$0	\$0	21 ODOT - \$5311 Special Transportation Program	\$0			21
22	\$174,250	\$171,813	\$1,065,050	\$620,835	22 ODOT - \$5339 Bus & Bus Facilities 34220	\$1,056,215			22
23	\$57,783	\$67,161	\$97,775	\$56,952	23 ODOT - Transportation Options	\$97,775			23
24			\$20,000		24 ODOT - RVHT Rural Veterans	\$20,000			24
25	\$1	\$0	\$0		25 SDAO Safety Grant	\$5,000			25
26	\$93,864	\$140,725	\$102,935	\$69,699	26 Transferred IN from STF Fund	\$92,932			26
27	\$886,701	\$701,917	\$742,662	\$597,648	27 Transferred IN from STIF Formula Fund	\$724,824			27
28	\$183,344	\$217,766	\$552,000	\$140,181	28 Transferred IN from STIF Discretionary/STN Fund	\$520,000			28
29	\$17,000	\$30,320	\$134,455	\$51,589	29 Transferred IN from Capital Reserve Fund	\$106,650			29
30	\$4,102,225	\$3,581,272	\$6,111,759	\$3,750,071	30 Total resources, except taxes to be levied	\$5,508,737	\$0	\$0	30
31		\$1,056,857	\$1,080,000	\$1,081,815	31 Taxes estimated to be received	\$1,133,000			31
32					32 Taxes collected in year levied				32
<b>33</b>	<b>\$4,102,225</b>	<b>\$4,638,129</b>	<b>\$7,191,759</b>	<b>33</b>	<b>TOTAL RESOURCES</b>	<b>\$6,641,737</b>	<b>\$0</b>	<b>\$0</b>	<b>33</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
**GENERAL FUND**

Historical Data				Current Year to Date	REQUIREMENTS DESCRIPTION	Budget For Next Year 2022 - 2023		
Actual		Adopted Budget This Year 2021-2022	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-2020	First Preceding Year 2020-2021							
1				1	PERSONNEL SERVICES			
2	\$1,865,022	\$2,076,666	\$2,060,659	\$1,583,217	2 Salaries & Wages	\$2,125,871		
3	\$211,809	\$291,038	\$330,050	\$224,182	3 Payroll Expenses	\$333,600		
4	\$379,843	\$618,159	\$753,000	\$391,231	4 Employee Benefits	\$623,066		
5	\$2,456,674	\$2,985,863	\$3,143,709	\$2,198,630	5 TOTAL PERSONNEL SERVICES	\$3,082,537	\$0	\$0
6	44	45	50	41	6 Total Full-Time Equivalent (FTE)	50		
7				7	MATERIALS AND SERVICES			
8	\$6,048	\$4,200	\$30,000	\$3,221	8 Provider Services	\$10,000		
9	\$12,000	\$17,570	\$22,000	\$26,000	9 Audit	\$25,000		
10	\$1,115	\$1,682	\$1,500	\$426	10 Advertising	\$1,500		
11	\$1,490	\$1,043	\$2,000	\$1,382	11 Bank Fees	\$2,000		
12	\$60,577	\$74,462	\$50,000	\$36,598	12 Building Grounds and Maintenance	\$50,000		
13	\$13,656	\$13,944	\$15,000	\$10,270	13 Building Lease	\$15,000		
14	\$146,667	\$163,527	\$162,000	\$113,004	14 Computer Information Technology Services	\$135,000		
15	\$24,891	\$9,526	\$35,000	\$21,881	15 Conferences, Training, and Travel	\$30,000		
16	\$4,831	\$9,638	\$10,000	\$7,320	16 Drug and Alcohol Testing/Background Checks	\$10,000		
17	\$10,650	\$15,611	\$25,000	\$14,081	17 Dues, Subscriptions and Fees	\$15,000		
18	\$12,000	\$12,000	\$12,000	\$9,000	18 IGA Dues and Fees	\$15,500		
19	\$54,125	\$28,078	\$32,300	\$855	19 Small Equipment/Tools	\$20,000		
20	\$2,256	\$2,847	\$2,700	\$1,718	20 Equipment Lease	\$2,700		
21	\$6,863	\$2,463	\$30,000	\$5,464	21 Outreach	\$30,000		
22	\$5,021	\$4,915	\$10,000	\$10,003	22 Employee Recognition	\$10,000		
23	\$0	\$7,842	\$0	\$0	23 Election Fees	\$5,000		
24	\$169,914	\$213,278	\$325,000	\$219,463	24 Fuel	\$475,000		
25	\$43,460	\$70,954	\$82,000	\$65,838	25 Insurance (Property, Vehicle, Liability, Cyber)	\$87,000		
26	\$512	\$701	\$1,000	\$0	26 Legal Ads	\$1,000		
27	\$10,613	\$4,014	\$60,000	\$10,938	27 Legal Counsel	\$5,000		
28	\$5,000	\$4,146	\$15,000	\$11,330	28 Uninsured Loss	\$15,000		
29	\$1,363	\$1,098	\$1,500	\$788	29 Meeting Expense	\$1,500		
30	\$16,488	\$13,419	\$18,000	\$10,173	30 Office Supplies	\$15,000		
31	\$7,448	\$1,228	\$0	\$0	31 Payroll Processing Fee	\$0		
32	\$9,909	\$4,602	\$10,000	\$4,392	32 Printing	\$10,000		
33	\$30,281	\$18,362	\$86,000	\$1,021	33 Professional Services	\$77,000		
34	\$986	\$3,805	\$4,000	\$1,659	34 Taxes/Licenses	\$4,000		
35	\$52,742	\$46,182	\$60,000	\$28,320	35 Telecommunications/Internet	\$35,000		
36	\$8,266	\$5,105	\$10,000	\$5,030	36 Uniforms	\$12,000		
37	\$27,634	\$28,508	\$35,000	\$23,028	37 Utilities	\$35,000		
38	\$149,238	\$144,856	\$215,000	\$124,792	38 Vehicle Maintenance and Repair	\$150,000		
39	\$2,542	\$3,367	\$9,000	\$4,763	39 Shop Supplies	\$3,000		
40	\$898,586	\$932,973	\$1,371,000	\$772,758	40 TOTAL MATERIALS AND SERVICES	\$1,302,200	\$0	\$0

41				41	CAPITAL OUTLAY			41
42		\$201,127	\$616,000	42	2 X Class B Buses	\$400,000		42
43			\$293,000	43				43
44			\$674,000	44	2 x Class A Buses Remanufactured	\$720,000		44
45			\$58,000	45	Supervisor Vehicle	\$29,000		45
46			\$21,000	46	New Signage	\$21,000		46
47			\$50,000	47	New Repeater Equipment and Location	\$50,000		47
48			\$40,000	48	Post Lifts for Fleet Maintenance	\$0		48
49			\$55,350	49	Bus Stop Construction Hwy 101 & Ensign (match)	\$60,000		49
50			\$40,000	50	HVAC	\$40,000		50
51			\$12,000	51	Servers	\$12,000		51
52	\$630,874	\$201,127	\$1,859,350	\$0	52 TOTAL CAPITAL OUTLAY	\$1,332,000	\$0	\$0 52
53	\$3,986,134	\$4,119,963	\$6,374,059	\$2,971,388	53 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$5,716,737	\$0	\$0 53

150-504-030 (Rev 11-18)

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund

Sunset Empire Transportation District

(name of fund)

(name of Municipal Corporation)

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2022 - 2023			Line Item
	Actual		Adopted Budget This Year 2021 - 2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2020 - 2021						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3								3
4	\$0	\$0	\$0	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	4
5				Total Full-Time Equivalent (FTE)				5
6				MATERIALS AND SERVICES NOT ALLOCATED				6
7								7
8								8
9	\$0	\$0	\$0	TOTAL MATERIALS AND SERVICES	\$0	\$0	\$0	9
10				CAPITAL OUTLAY NOT ALLOCATED				10
11								11
12								12
13	\$0	\$0	\$0	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	13
14				DEBT SERVICE				14
15	\$0							15
16								16
17	\$0	\$0	\$0	TOTAL DEBT SERVICE	\$0	\$0	\$0	17
18				SPECIAL PAYMENTS				18
19								19
20								20
21	\$0	\$0	\$0	TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0	21
22				INTERFUND TRANSFERS				22
23	\$50,000	\$50,000	\$50,000	To Capital Reserve Fund	\$50,000			23
24								24
25								25
26								26
27								27
28	\$50,000	\$50,000	\$50,000	TOTAL INTERFUND TRANSFERS	\$50,000	\$0	\$0	28
29			\$17,700	OPERATING CONTINGENCY	\$125,000			29
30				RESERVED FOR FUTURE EXPENDITURE	\$0			30
31			\$750,000	UNAPPROPRIATED ENDING BALANCE	\$750,000			31
32	\$50,000	\$50,000	\$817,700	Total Requirements NOT ALLOCATED	\$925,000	\$0	\$0	32
33			\$6,374,059	Total Requirements for ALL Org.Units/Programs within fu	\$5,716,737	\$0	\$0	33
34				Ending balance (prior years)				34
35	\$50,000	\$50,000	\$7,191,759	TOTAL REQUIREMENTS	\$6,641,737	\$0	\$0	35

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
Special Transportation Fund**

**Sunset Empire Transportation District**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022 - 2023			
Actual		Adopted Budget Year 2021-20222		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-2020	First Preceding Year 2020-2021						
1			1	RESOURCES			1
2	\$11,005	\$46,862	2	Cash on hand * (cash basis), or			2
3			3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5			5	Interest			5
6			6	Transferred IN, from other funds			6
7	\$93,864	\$93,863	7	ODOT-STF Formula Grant			7
8	\$104,869	\$140,725	8	Total Resources, except taxes to be levied			8
9			9	Taxes estimated to be received			9
10			10	Taxes collected in year levied			10
11	<b>\$104,869</b>	<b>\$140,725</b>	11	<b>TOTAL RESOURCES</b>			<b>\$0</b>
12			12	REQUIREMENTS **			
13			13	Org Unit or Prog & Activity	Object Classification	Detail	
14	\$27,921	\$51,725	14	STF	Transfer	Wages	\$0
15	\$11,966	\$26,000	15	STF	Transfer	Benefits/Taxes	\$0
16	\$3,000	\$13,000	16	STF	Transfer	Non Profit Assist/Outreach/Vet	\$5,000
17	\$13,960	\$20,000	17	STF	Transfer	Operations Assistance	\$87,932
18	\$10,000	\$30,000	18	STF	Transfer	Capital Expense	
		\$30,037		STF	Transfer	Operations Assistance	\$0
19	\$38,022	\$0	19	Ending balance (prior years)			
20		\$30,000	20	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			\$0
21	<b>\$104,869</b>	<b>\$140,725</b>	21	<b>TOTAL REQUIREMENTS</b>			<b>\$0</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



				<b>SPECIAL FUND</b>								
<b>FORM</b>				<b>RESOURCES AND REQUIREMENTS</b>								
<b>LB-10</b>				<b>Statewide Transportation Improvement Fund Formula</b>			<b>Sunset Empire Transportation District</b>					
		Historical Data		<b>DESCRIPTION RESOURCES AND REQUIREMENTS</b>			Budget for Next Year 2022 - 2023					
		Actual					Proposed By Budget Officer		Approved By Budget Committee		Adopted By Governing Body	
		Second Preceding Year 2019 - 2020	First Preceding Year 2020 - 2021									
1				1	<b>RESOURCES</b>					1		
2	\$0	\$746,701	\$873,134	2	Cash on hand * (cash basis)			\$50,372		2		
3	\$0	\$5,000	\$2,500	3	Interest					3		
4	\$886,701	\$631,000	\$656,787	4	ODOT - STIF Formula Fund Distribution			\$674,452		4		
5	\$886,701	\$1,382,701	\$1,532,421	5	Total Resources, except taxes to be levied			\$724,824	\$0	\$0		
6	<b>\$886,701</b>	<b>\$1,382,701</b>	<b>\$1,532,421</b>	6	<b>TOTAL RESOURCES</b>			<b>\$724,824</b>	<b>\$0</b>	<b>\$0</b>		
7				7	<b>REQUIREMENTS **</b>					7		
8				8	Org Unit or Prog & Activity	Object Classification	Detail			8		
9	\$49,233	\$278,700	\$264,300	9	STIF	Transfer	Capital Match	\$188,000		9		
10	\$3,142	\$25,000	\$0	10	STIF	Transfer	Coordinated Plan	\$0		10		
11	\$73,175	\$739,528	\$458,362	11	STIF	Transfer	Operations for Expanded Service	\$516,824		11		
12	\$675	\$0	\$5,000	12	STIF	Transfer	Student Transportation	\$5,000		12		
13			\$15,000	13	STIF	Transfer	Public Engage (MKT) Plan Match	\$15,000		13		
14			\$789,759	14	STIF	Transfer	Capital Reserve			14		
15				15						15		
16				16						16		
17				17						17		
18				18						18		
19				19						19		
20				20						20		
21				21						21		
22	\$760,476			22	Ending balance (prior years)					22		
23		\$339,473		23	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			\$0	\$0	\$0		
24	<b>\$886,701</b>	<b>\$1,382,701</b>	<b>\$1,532,421</b>	24	<b>TOTAL REQUIREMENTS</b>			<b>\$724,824</b>	<b>\$0</b>	<b>\$0</b>		
				*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year								
150-504-010 (Rev. 10-16)				**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.								

**SPECIAL FUND**

**FORM  
LB-10**

**RESOURCES AND REQUIREMENTS**

**Statewide Transportation Improvement Fund STN (Discretionary)**

**Sunset Empire Transportation District**

1	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022 - 2023			1			
	Actual		Adopted Budget Year 2021 - 2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		2		
	Second Preceding Year 2019 - 2020	First Preceding Year 2020 - 2021									
1				1	RESOURCES			1			
2				2	Cash on hand * (cash basis)	\$0	\$0	\$0	2		
3	\$450,000	\$436,764	\$552,000	3	ODOT - STIF Discretionary Program Grant				3		
4	\$450,000	\$436,764	\$552,000	4	Total Resources, except taxes to be levied	\$0	\$0	\$0	4		
5	<b>\$450,000</b>	<b>\$436,764</b>	<b>\$552,000</b>	5	<b>TOTAL RESOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	5		
6				6	REQUIREMENTS **				6		
7				7	Org Unit or Prog & Activity	Object Classification	Detail		7		
8	\$216,000	\$355,764	\$232,000	8	STIF	Transfer	Operations	\$200,000	8		
9	\$234,000	\$81,000	\$320,000	9	STIF	Transfer	Capital	\$320,000	9		
10				10	Ending balance (prior years)				10		
11			\$0	11	UNAPPROPRIATED ENDING FUND BALANCE			\$0	\$0	\$0	11
12	<b>\$450,000</b>	<b>\$436,764</b>	<b>\$552,000</b>	12	<b>TOTAL REQUIREMENTS</b>			<b>\$520,000</b>	<b>\$0</b>	<b>\$0</b>	12

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev. 10-16)

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM**

**LB-11**

This fund is authorized and established by resolution / ordinance number  
2016-2 on (date) June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2026

**Capital Reserve Fund**

**Sunset Empire Transportation District**

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2021 - 2022			
Actual		Adopted Budget Year 2021 - 2022	Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2019 - 2020	First Preceding Year 2020 - 2021									
1			1	RESOURCES						1
2	\$89,201	\$133,455	2	Cash on hand * (cash basis), or			\$839,759			2
3	\$0		3	Interest						3
4	\$50,000	\$50,000	4	Transferred IN, from other funds			\$50,000			4
5	\$139,201	\$183,455	5	Total Resources, except taxes to be levied			\$889,759	\$0	\$0	5
6			6	Taxes estimated to be received						6
7			7	Taxes collected in year levied						7
8	<b>\$139,201</b>	<b>\$183,455</b>	<b>8</b>	<b>TOTAL RESOURCES</b>			<b>\$889,759</b>	<b>\$0</b>	<b>\$0</b>	<b>8</b>
9			9	REQUIREMENTS **						9
10			10	Org. Unit or Prog. & Activity	Object Classification	Detail				10
11	\$26,000	\$9,000	11	General Fund	Transfer	E-Fare Match	\$0			11
12		\$40,000	12	General Fund	Transfer	Equipment	\$106,650			12
13	\$113,201	\$0	13	Ending balance (prior years)						13
14		\$134,455	14	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			\$783,109			14
15	<b>\$139,201</b>	<b>\$183,455</b>	<b>15</b>	<b>TOTAL REQUIREMENTS</b>			<b>\$889,759</b>	<b>\$0</b>	<b>\$0</b>	<b>15</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-011 (Rev 10-16)

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.