



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JUNE 23, 2022

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

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

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. FINANCIAL REPORTS
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. PUBLIC HEARING
 - a. BUDGET ADOPTION
10. EXECUTIVE DIRECTOR REPORT
11. LEADERSHIP TEAM REPORTS
12. 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>

Step #2: Install the Zoom software on your mobile device, or join in a web browser

Step #3: If prompted, enter the Meeting ID number: 84203959772

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.

TELECONFERENCE ZOOM

At start of our Public Meetings, you will be able to **dial-in using your telephone** to listen and provide public testimony.

Step #1: Call this number: 253-215-8782 or 877-853-5247

Step #2: When prompted, enter the Meeting ID number: 84203959772

*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

JUNE

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

JUNE

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

JUNE

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



**Sunset Empire Transportation District
Board of Commissioners
May 26, 2022
Draft Zoom Board Meeting Minutes**

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

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

3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3-minute limit)- None
5. APPROVAL OF THE APRIL 28, 2022, BOARD MEETING MINUTES-
Commissioner Alegria moved to approve the April 28, 2022, Board Minutes
Commissioner Nino seconded the motion
Discussion- Executive Assistant Mary Parker reported a duplication error on line d of page 4.

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

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

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS APRIL 2022- There was discussion and clarification of questions on the report. Commissioner Alegria asked if there could be financial acronyms added to the acronym list included in the monthly Board Pack. Financial Officer Kelly Smith said she would do that before the next meeting.

Commissioner Withers moved to approve the April 2022 Financial Reports as presented
Commissioner MacDonald seconded the motion
Discussion- None

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

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

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that he also noticed the NOW HIRING signs on the buses and they look great. He also said he will really miss Paul Lewicki very much. Commissioner MacDonald also suggested that we have an entry in the lighted Christmas Parade in Seaside this year.
- b. Commissioner Alegria- Thanked Paul Lewicki for his wonderful service to SETD and said we would not be in the great shape we are today if you had not been here. Commissioner Alegria also said Paul’s focus on the buses being on time made a huge difference as did his professionalism and his wonderful monthly reports which are so well written.
- c. Commissioner Withers- Congratulated Paul Lewicki on his retirement. Commissioner Withers also said there will be a Pride event in Seaside in June and perhaps SETD could have a presence there to show our awareness.
- d. Commissioner Nino- Reported that she had noticed that one of our SETD buses had added NOW HIRING to the reader board on the front of the bus.
- e. Commissioner Read- Reported that we had agreed that it would be a good idea for Jeff to give a presentation on the Returning Citizen program to the Seaside Public Safety Coordinating Council. Commissioner Read said she had met with the Council Chair Kelly Braaten, and he should be contacting her or Executive Director Hazen directly to schedule the presentation. Read said she really enjoyed working with Paul and thanked him for the hard work he has done to make this a strong organization.
- f. Commissioner Boothe-Schmidt- Reported that she had made a trip to California and back without using a car and the trip turned out great. Commissioner Boothe-Schmidt thanked Paul for all he has done for SETD and is said she is thankful that Jennifer has been working with him and is sure she will carry on his good work.

8. NEW BUSINESS-

- a. ODOT TRANSPORTATION OPTIONS #73000-00006083 APPROVAL-
Executive Director Hazen explained that this is the funding for the Transportation Options (TO) program that we operate between Columbia, Clatsop and Tillamook Counties. Hazen said this grant will cover the next two fiscal years. There was discussion of the use of funds for safety items related to multimodal transportation. Kathy also added that she is actively pushing a Vanpool Program.

Commissioner Nino moved to approve ODOT Agreement # 73000-000060803 and authorize the Board Chair to sign.

Commissioner Read seconded the motion

Discussion- None

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

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

9. ODOT RURAL VETERANS HEALTHCARE TRANSPORTATION GRANT #35349 APPROVAL

Executive Director Hazen explained that this Agreement is for funding the Enhanced Veterans Healthcare Transportation Program which assists Clatsop County veterans with transportation for accessing healthcare in Clatsop County and at the VA in Portland. The program utilizes volunteer drivers and SETD Ride Assist vehicles when necessary. Hazen explained that he currently found out that the funding for this grant must be spent within the next fiscal year which he will be discussing at the Budget Hearing next month. Mobility Manager Jason Jones commented that this grant will allow us to provide wheelchair transportation for veterans which was not available before this. Commissioner Nino asked when this Grant would be available for use. Executive Director Hazen said on July 1, 2022.

Commissioner Nino moved to approve ODOT Rural Veterans Healthcare Transportation Grant # 35349 and approve the Board Chair to sign.

Commissioner MacDonald seconded the motion

Discussion- None

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

6-Aye

0-Nay

1-Excused

Motion passed.

10. CHIEF OPERATING OFFICER JENNIFER GEISLER’S EMERGING LEADER ACADEMY PROJECT PRESENTATION-

Executive Director Hazen explained that Jennifer has been a part of the Emerging Leader Academy through Community Transportation Association of America (CTAA) and because of COVID has completed the required course in 7 months instead of the usual 9 months. One of the course requirements was to develop a project and present it at the CTAA Expo in May this year. She is making the presentation today that she made at the CTAA conference. Jennifer received her certificate for completing the course while at the CTAA Expo. Jennifer project is the development of a Microtransit system in several areas within our service area. Microtransit is an on-demand service offering quicker more flexible response to riders in high use and other specific areas. Jennifer said that there will be a survey of the services being provided to identify where and how the Microtransit would be sent up. Adjustments to the Microtransit program would be ongoing and updated depending on results of program monitoring. The Board thanked Jennifer for her work and presentation and asked for a printed copy of the presentation.

11. CORRESPONDENCE- None

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

13. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports included in the May Board Pack.

14. OTHER ITEMS- Paul Lewicki said that it has been a great opportunity to work with the staff and Board and said he has gone through a few Boards and added he is able to say at this point we have a great Board that is effective and clearly supports the mission of the district. Paul said he has enjoyed his time at SETD and started his 6th year this week. He said he has been able to give Jennifer what he has learned over the years and is confident she will take things to the next level. Paul said he is excited to see where Microtransit goes and is excited to see us post winning numbers in reliability and anxious to see if we get the new busses, we ordered 2 years ago. He has enjoyed working at SETD and will keep will be keeping an eye on everyone.

Meeting was adjourned 10:48 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Diana Nino

Date _____

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

NOTE on Reviewing Financials: Month 11 = 92% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$4,304,381 (\$1,951,385 less than budget), YTD Total Materials & Services was \$961,779 (\$297,153 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$10,128; \$172 less than monthly budget and \$365 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$6986; \$3,860 more than monthly budget and \$21,496 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$4872; \$3,543 over monthly budget and \$41,732 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,126; \$32 less than monthly budget and \$272 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 under monthly budget and \$44,338 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$1,600.
- 4205 Property Taxes: \$5,425 collected in May. Over budget YTD \$18,901.
- 4250 Timber Sales: \$36,720 collected in May. Over budget YTD \$29,136.
- 4420 Parking: All Spaces Rented.
- 5000 Grants: \$93,102 collected in May. Waiting on \$279,147 from ODOT.

Expense

- 7010 VET Provider Payments: Rides for the month of Mar totaled \$635.
 - 8031 Online Sub/IT Services: Over Monthly Budget \$2,041 - AccuFund Quarterly Payment.
 - 8060 Travel/Training: Over Monthly Budget \$5,497 – CTAA (Jeff, Jennifer & Jason), GFOA (Kelly).
 - 8091 IGA Dues: Over Monthly Budget \$3,000 – Posted Late, should have Posted in April.
 - 8170 Fuel: Under Monthly Budget \$2,005; over YTD budget \$2,422.
 - END
- ** Fuel over budget YTD \$2,422. Materials & Services (without capital expense) is under budget for MTD by \$26,768 and under budget YTD \$297,153.

Follow up items: I am working on definitions for the Balance Sheet to help make it easier to understand.

***Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage. Page 1 of 1

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

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	10,127.97	10,300.00	(172.03)	104,471.00	104,836.00	(365.00)
4015 LOWER COLUMBIA CONNECTOR	6,986.11	3,126.00	3,860.11	64,795.33	43,299.00	21,496.33
4021 MEDICAID FARES - IGA	4,872.00	1,329.00	3,543.00	57,993.00	16,261.00	41,732.00
4022 PARATRANSIT FARES	1,126.00	1,158.00	(32.00)	12,016.90	12,289.00	(272.10)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	17,573.50	61,912.00	(44,338.50)
4110 NW NAVIGATOR	274.50	302.00	(27.50)	2,241.26	3,841.00	(1,599.74)
4120 GREYHOUND	0.00	41.00	(41.00)	7.80	478.00	(470.20)
4130 OTHER-VENDING	72.32	19.00	53.32	357.94	319.00	38.94
4205 PROPERTY TAXES	4,421.51	10,875.00	(6,453.49)	1,090,293.72	1,068,325.00	21,968.72
4206 PRIOR YEAR TAXES	1,001.85	1,975.00	(973.15)	20,174.24	23,025.00	(2,850.76)
4207 PROPERTY TAX INTEREST	1.75	25.00	(23.25)	107.61	325.00	(217.39)
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	1,774.61	0.00	1,774.61
4310 TIMBER SALES	36,720.43	40,000.00	(3,279.57)	229,135.65	200,000.00	29,135.65
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	116,398.77	90,000.00	26,398.77
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)	8,265.00	8,535.00	(270.00)
4425 CHARGING STATION	48.64	0.00	48.64	48.64	0.00	48.64
4505 INTEREST EARNED ON BANK ACCT	183.59	125.00	58.59	1,757.44	1,875.00	(117.56)
4605 OTHER INCOME	17.00	13.00	4.00	45,584.64	137.00	45,447.64
5201 OREGON STF FUNDS	23,233.00	24,645.00	(1,412.00)	92,932.00	102,935.00	(10,003.00)
5202 OREGON STIF FUNDS-DISCRETIONARY	51,322.00	184,000.00	(132,678.00)	191,503.00	552,000.00	(360,497.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	170,862.00	(170,862.00)	784,288.00	742,662.00	41,626.00
5301 5311 ADMIN/OPERATIONS	0.00	159,900.00	(159,900.00)	562,825.00	562,344.00	481.00
5302 5310 MOBILITY MGT/PM	18,547.00	46,371.00	(27,824.00)	69,223.00	159,443.00	(90,220.00)
5304 TRANSPORTATION OPTIONS	0.00	26,003.00	(26,003.00)	75,268.69	15,775.00	(82,506.31)
5306 CARES ACT	0.00	341,949.00	(341,949.00)	133,946.00	1,032,445.00	(898,499.00)
5401 5339 CAPITAL PURCHASE	0.00	399,825.00	(399,825.00)	620,835.00	1,309,505.00	(688,670.00)
Total Revenues	158,984.34	1,429,108.00	(1,270,123.66)	4,304,381.41	6,255,766.00	(1,951,384.59)

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Expenses</u>						
6010 WAGES	170,364.92	168,000.00	(2,364.92)	1,987,629.61	1,887,659.00	(99,970.61)
6111 TAXES	20,919.55	27,504.00	6,584.45	273,341.77	302,544.00	29,202.23
6210 BENEFITS	45,460.22	62,750.00	17,289.78	506,102.05	690,250.00	184,147.95
SUB TOTAL WAGES/TAXES/BENEFITS	236,744.69	258,254.00	21,509.31	2,767,073.43	2,880,453.00	113,379.57
7010 VET PROVIDER RIDES	635.23	2,500.00	1,864.77	3,994.59	27,500.00	23,505.41
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	78,837.00	77,816.00
8002 LEGAL COUNSEL	2,336.00	5,000.00	2,664.00	14,524.00	55,000.00	40,476.00
8003 BANK/MERCHANT FEES	210.68	165.00	(45.68)	1,772.12	1,835.00	62.88
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	2,094.49	2,475.00	380.51
8015 COMP/FURNITURE/DURABLE GOODS	963.79	3,892.00	2,928.21	31,373.34	49,057.00	17,683.66
8020 B&M	3,205.52	3,653.00	447.48	39,051.11	40,215.00	1,163.89
8023 BUILDING LEASE	1,166.00	1,250.00	84.00	12,602.00	13,750.00	1,148.00
8024 SANITATION	443.76	500.00	56.24	4,910.92	5,650.00	739.08
8031 ONLINE SUB/IT SERVICES	10,140.95	8,100.00	(2,040.95)	99,121.09	128,200.00	29,078.91
8040 TELEPHONE/INTERNET	3,250.33	5,000.00	1,749.67	35,370.47	55,000.00	19,629.53
8041 UTILITIES	2,246.98	2,917.00	670.02	28,330.92	32,087.00	3,756.08
8050 HR/EMPLOYEE RECOGNITION	1,329.34	2,241.00	911.66	25,522.34	29,120.00	3,597.66
8060 TRAVEL/TRAINING	8,342.67	2,845.00	(5,497.37)	33,544.43	32,075.00	(1,469.43)
8080 OUTREACH/PRINTING	3,570.41	3,333.00	(237.41)	13,553.36	36,663.00	23,109.64
8090 DUES, SUBSCRIPTIONS	48.00	2,083.00	2,035.00	14,514.86	22,913.00	8,398.14
8091 IGA-DUES	3,000.00	0.00	(3,000.00)	12,000.00	12,000.00	0.00
8092 FEES/TAXES/LICENSES	200.44	433.00	232.56	1,959.56	4,763.00	2,803.44
8100 INSURANCE	21,734.00	21,500.00	(234.00)	87,571.62	82,000.00	(5,571.62)
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	11,330.36	13,750.00	2,419.64
8110 LEGAL ADS	325.50	83.00	(242.50)	325.50	917.00	591.50
8112 MEETING EXPENSE	77.14	125.00	47.86	1,242.95	1,375.00	132.05
8116 OFFICE SUPPLIES	1,355.73	1,400.00	44.27	13,515.98	15,300.00	1,784.02
8170 FUEL	36,494.50	38,500.00	2,005.50	286,921.88	284,500.00	(2,421.88)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	6,191.63	19,000.00	12,808.37	148,168.86	195,500.00	47,331.14
8180 SHOP SUPPLIES/RENTALS	412.41	750.00	337.59	9,181.85	8,250.00	(931.85)
SUB TOTAL MATERIALS/SERVICES	107,869.01	134,662.00	26,768.29	961,778.60	1,258,932.00	297,153.40
9200 CAPITAL EXPENSE	13,265.00	772,000.00	758,735.00	751,716.74	1,859,350.00	1,107,633.26
Total Expenses	357,878.70	1,164,916.00	807,012.60	4,480,568.77	5,998,735.00	1,518,166.23
Excess Revenue Over (Under) Expenditures	(198,894.36)	264,192.00	(2,077,136.26)	(176,187.36)	257,031.00	(3,469,550.82)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 5/31/2022

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(22.00)	0.00	(22.00)
1020 GENERAL CHECKING LC BANK	136,656.39	167,396.52	(30,740.13)
1030 LGIP - GENERAL FUND	163,011.32	584,413.95	(421,402.63)
1040 PAYROLL ACCOUNT LC BANK	163,288.09	72,465.29	90,822.80
1050 MONEY MARKET LC BANK	5,672.04	5,668.30	3.74
1095 CASH RECEIPTS CLEARING SYSTEM	317.75	1,744.20	(1,426.45)
1210 ACCOUNTS RECEIVABLE SYSTEM	29,109.92	7,311.68	21,798.24
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	(47,986.69)	(45,496.68)	(2,490.01)
Total Assets	450,046.82	782,103.95	(332,057.13)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	91,800.35	36,373.08	55,427.27
2050 CREDIT CARD PAYABLE	136,235.61	61,409.54	74,826.07
2059 CREDIT CARD PAYMENT CLEARING	(118,000.32)	(49,830.72)	(68,169.60)
2060 PAYABLE TO NWN	(1,324.71)	(76.88)	(1,247.83)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	255.00	47.50	207.50
2099 A/P CONVERSION	(20,886.27)	(20,436.27)	(450.00)
2100 ACCRUED LABOR SYSTEM	120,755.80	112,347.51	8,408.29
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	(1,130.76)	0.00
2112 PR SUTA	(996.21)	(996.21)	0.00
2114 FED W/H TAX PAYABLE	(12,534.81)	(9,177.44)	(3,357.37)
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	119.58	28.88	90.70
2122 OREGON TRANSIT ASSESSMENT	(813.55)	(813.55)	0.00
2124 BENEFITS MEDICAL SDIS	(15,304.98)	(11,966.43)	(3,338.55)
2130 AFLAC-AT	(1,275.39)	(1,275.39)	0.00
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	175.00	0.00
2133 GARNISHMENTS	452.80	0.00	452.80
2134 ATU	(805.14)	(864.24)	59.10
2135 MASA	(94.33)	(94.33)	0.00
2140 RETIREMENT- 457(b)	(1,780.00)	(1,780.00)	0.00
2141 RETIREMENT-ER 457	14.99	14.99	0.00
2142 RETIREMENT-ROTH 457 (B)	(343.30)	(343.30)	0.00
Total Liabilities	175,338.80	112,430.42	62,908.38
3000 FUND BALANCE	448,000.05	846,277.82	(398,277.77)
Change in Net Assets	(173,292.03)	(176,604.29)	3,312.26
Total Net Assets	274,708.02	669,673.53	(394,965.51)
Total Liabilities and Net Assets	450,046.82	782,103.95	(332,057.13)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 5/31/2022

<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	5/01/2022	1476	4/01/2022	Mar 2022 Settlement	0.00	2,035.52	0.00	0.00	2,035.52
[6251] AMTRAK	5/31/2022	1477	5/01/2022	Apr 2022 Settlement	2,956.00	0.00	0.00	0.00	2,956.00
[6113] HOXIE, RONALD	5/31/2022	1470	5/01/2022	May 2022 Parking Space #7	47.50	0.00	0.00	0.00	47.50
[6153] ODOT	5/01/2022	1466	4/01/2022	Q3 FY22 TO Reimbursement	0.00	18,316.40	0.00	0.00	18,316.40
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/31/2022	1474	5/01/2022	Apr 2022 Bus Passes	740.00	0.00	0.00	0.00	740.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/31/2022	1478	5/01/2022	COVID MEALS- APR 2022	325.00	0.00	0.00	0.00	325.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/31/2022	1479	5/01/2022	MED BILLING 04/01- 04/30/2022	4,547.00	0.00	0.00	0.00	4,547.00
Total					8,615.50	20,351.92	0.00	0.00	28,967.42

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/P Aging as of 5/31/2022

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6147] NW COMMUNITY ALLIANCE									
5/31/2022	5/31/2022	6/01/2022	05/2022 BUS SHELTERS	1,120.00	1,120.00	0.00	1,120.00	0.00	0.00
[6166] OREGON DEPT OF MOTOR VEHICLES									
5/31/2022	5/31/2022	6/30/2022	Background Check - FR	10.50	10.50	10.50	0.00	0.00	0.00
[6463] ECOLANE									
4/18/2022	4/18/2022	6/02/2022	Geisler - Training Module	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
Report Total				3,130.50	3,130.50	10.50	3,120.00	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 5/31/2022

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	5/09/2022	[6225] VALIC-JPM CHASE - Payroll Dated 05.06.22	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2928.72 2319.51 497.15	5,745.38
21705	5/10/2022	[6193] SDIS - Invoices 2022-07, 2022-08	BENEFITS MEDICAL SDIS	43664.41	43,664.41
21711	5/10/2022	[6237] WILCOX & FLEGEL - 04/2022 Fuel	FUEL FUEL FUEL FUEL	5405.37 245.38 2853.85 17999.85	26,504.45
21712	5/24/2022	[6001] ACCUFUND INC - HOSTED SERVICES: 7/01 - 9/30/2021	IT SERVICES/CONTRACTS	5313	5,313.00
21724	5/24/2022	[6116] FOCUS CONSULTING - New Servers - TC	CAPITAL EXPENSE	13265	13,265.00
21729	5/24/2022	[6172] O'REILLY AUTO PARTS - Invoices 3920-237991, 3920-239766, 3920-240218, 3920-240311, 3920-241087, 3920-242064, 3920-242074, 3920-242303	PARTS PARTS PARTS	5000.00 16.99 1322.85	6,339.84
21735	5/24/2022	[6193] SDIS - Quarterly Insurance - Liability, Auto, General	GENERAL LIABILITY PROPERTY AUTO	4781.48 3586.11 13366.41	21,734.00
Total Checks					122,566.08

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	4/07/2022	-5,012.21
0 Deposits and Other Additions Totaling.....		0.00
44 Checks and Other Withdrawals Totaling.....		2,741.18
1 Adjustments Totaling.....		5,012.21
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	5/08/2022	-2,741.18
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	5/08/2022	-117,830.34
Open Activity from Bank Register.....		2,500.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-120,330.34

Date	Check	To	Check Description	Amount
✓ 4/07/2022	0000285	ACE HARDWARE	Hazen - Keys/Admin	4.47
✓ 4/08/2022	0001209	FLOOD VALLEY BREWING	Farmer - Meeting Lunch	46.80
✓ 4/11/2022	0000284	ADOBE ACROBAT	Jones - Editing Software	9.99
✓ 4/11/2022	0001209	GAETANO'S MARKET & DELI	Farmer - Meeting Lunch	70.00
✓ 4/12/2022	0001219	SEASIDE CAR & BOAT	Kleczek - Carwash/Prep for filming	9.00
✓ 4/14/2022	0000284	EPIDEMICSOUND.COM	Jones - Audio Elements	49.00
✓ 4/15/2022	0000284	ENVATO	Jones - Video Elements	33.00
✓ 4/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Chrg	12.99
✓ 4/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Chrg/Geisler	14.99
✓ 4/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Chrg/Lewicki	14.99
✓ 4/18/2022	0000285	APPLE	Hazen - Monthly Chrg	0.99
✓ 4/18/2022	0001209	GOVPERMIT	Farmer - Fingerprints/FR	25.00
✓ 4/19/2022	0000284	AMAZON	Jones - Microphone	88.99
✓ 4/19/2022	0000284	STORYBOARD THAT	Jones - Editing Software	14.99
✓ 4/20/2022	0000284	Dv ESTORE INC	Jones - Audio Connector	30.10
✓ 4/20/2022	0000284	AMAZON	Jones - Camera Mount	27.99
✓ 4/21/2022	0000251	AZ BUS SALES	Lewicki - Seat Pad/Cover - Bus 21	526.85
✓ 4/21/2022	0000251	AMAZON	Lewicki - NOX Sensor	375.00
✓ 4/21/2022	0001217	FACEBOOK	Kleczek - Outreach	25.00
✓ 4/22/2022	0000284	GRAMMARLY, INC	Jones - Editing Software	59.95
✓ 4/22/2022	0001209	GOVPERMIT	Farmer - Fingerprints/FR	25.00
✓ 4/25/2022	0000251	AMAZON	Lewicki - Locking Lid/Shop	30.83
✓ 4/25/2022	0000251	AMAZON	Lewicki - Locking Ring Tool/Shop	19.45
✓ 4/25/2022	0001217	AMAZON	Kleczek - Microphone	99.99
✓ 4/25/2022	0001217	VISTAPRINT	Kleczek - Table Cloth/Runners	315.99

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 4/26/2022	0000251	AMAZON	Lewicki - Steel Pail/Shop	35.48
✓ 4/26/2022	0000284	FRED MEYER	Jones - Beverages/Employee Meeting	61.79
✓ 4/27/2022	0001209	NICEBADGE.COM	Farmer - ID Badges - FR/Ops	84.05
✓ 4/27/2022	0001217	AMAZON	Kleczek - Table Covering - Outreach Event	57.97
✓ 4/27/2022	0001217	ONESTREAM	Kleczek - Monthly Chrg	39.00
✓ 4/28/2022	0000284	AMAZON	Jones - Video Background	25.68
✓ 4/28/2022	0000285	HEAVENLY DONUTS	Hazen - Food/Board Meeting	25.98

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

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Date	Check	To	Check Description	Amount
✓ 4/28/2022	0001209	SDAO	Farmer - Webinar	15.00
✓ 4/29/2022	0000251	FRED MEYER	Lewicki - BBQ Tent/Staff Meetings	83.99
✓ 4/29/2022	0000284	SHELL OIL	Jones - Ice/Employee Meeting	8.36
✓ 4/29/2022	0001209	FRED MEYER	Farmer - HR Supplies	34.28
✓ 4/30/2022	0000251	AMAZON	Lewicki - Ignition Coils - Bus 21	89.99
✓ 5/03/2022	0000284	AMAZON	Jones - Camera Mount	39.90
✓ 5/03/2022	0000285	ZOOM	Hazen - Monthly Subscription	140.00
✓ 5/05/2022	0001209	MAIN ST MARKET	Farmer - Food/Employee Meeting	6.59
✓ 5/06/2022	0000269	SAFEWAY	Parker - Food/Budget Training	17.29
✓ 5/06/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Chrg	14.99
✓ 5/06/2022	0001217	MCMENAMINS	Kleczek - ToGo Workshop - Meal	16.50
✓ 5/08/2022	0001209	FRED MEYER	Farmer - Frame	12.99
Total Unmarked Checks:			0.00	Total Checks: <u>2,741.18</u>

Date	Reference	Adjustment Description	Amount	
11/10/2021	0021281		0.00	
✓ 4/12/2022	GC 21625	Payment made from Gen. Ck. for Statement ending 04/07/2022	5,012.21	
4/26/2022	GC 21652	Prepayment for 5/02/2022 Stmt. Payment made from Gen. Ck. for Statement ending 5/07/2022	2,500.00	
5/10/2022	0021679		0.00	
5/10/2022	GC21679	Payment made from Gen. Ck. for Statement ending 05/08/2022	241.18	
Total Unmarked Adjustments:			2,741.18	Total Adjustments: <u>7,753.39</u>

Date: June 17, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Budget Hearing and Adoption

This is the time and place set for the public hearing on the fiscal year 2022-2023 budget for SETD. Before you, are the budgets that were approved by the Budget committee on May 18, 2022. After holding the public hearing, the Board may make changes to the budgets. However, if the Board wants to increase expenditures in any fund by 10% or more (or \$5,000 – whichever is greater), they must republish the amended budget summary and hold another budget hearing. This would not be possible since the budget must be adopted prior to July 1.

Staff is recommending some adjustments to the approved General Fund budget. These adjustments are less than budget law requirements of republishing and represent an increase of the overall budget by \$20,000. The adjustments are as follows:

General Fund Resources:

Add \$20,000 to line 24 for the Rural Veterans Healthcare Transportation (RVHT) grant. This grant expires on June 30, 2023, so the grant total of \$40,000 is for FY 2022-2023

General Fund Requirements:

Add \$8,000 to line 2 Salaries and Wages for RVHT trips RideAssist may provide

Add \$10,000 to line 8 Provider Services for the RVHT program

Add \$2,000 to line 24 Fuel for RVHT trips RideAssist may provide.

Staff recommends that a motion be made to approve Resolution 2022-02 adopting the 2022-2023 budget and making the appropriations and impose the tax levy for local government.

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

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

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

150-504-030 (Rev 11-18)

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund
(name of fund)

Sunset Empire Transportation District
(name of Municipal Corporation)

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

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	\$0	\$0	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	\$92,932	\$92,932	7
8	\$104,869	\$140,725	8	Total Resources, except taxes to be levied	\$92,932	\$92,932	8
9			9	Taxes estimated to be received			9
10			10	Taxes collected in year levied			10
11	\$104,869	\$140,725	11	TOTAL RESOURCES	\$92,932	\$92,932	\$0
12			12	REQUIREMENTS **			12
				Org Unit or Prog & Activity	Object Classification	Detail	
13			13				13
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	
				STF	Transfer	Operations Assistance	\$0
19	\$38,022	\$0	19	Ending balance (prior years)			\$0
20			20	UNAPPROPRIATED ENDING FUND BALANCE			\$0
21	\$104,869	\$140,725	21	TOTAL REQUIREMENTS	\$92,932	\$92,932	\$0

*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.

FORM		SPECIAL FUND		RESOURCES AND REQUIREMENTS		Sunset Empire Transportation District		
LB-10		Statewide Transportation Improvement Fund Formula		Sunset Empire Transportation District				
Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2022 - 2023		
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	\$0	\$746,701	\$873,134	2	Cash on hand * (cash basis)	\$50,372	\$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	\$674,452	4
5	\$886,701	\$1,382,701	\$1,532,421	5	Total Resources, except taxes to be levied	\$724,824	\$724,824	\$0 5
6	\$886,701	\$1,382,701	\$1,532,421	6	TOTAL RESOURCES	\$724,824	\$724,824	\$0 6
7				7	REQUIREMENTS **			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 \$188,000 9
10	\$3,142	\$25,000	\$0	10	STIF	Transfer	Coordinated Plan	\$0 \$0 10
11	\$73,175	\$739,528	\$458,362	11	STIF	Transfer	Operations for Expanded Service	\$516,824 \$516,824 11
12	\$675	\$0	\$5,000	12	STIF	Transfer	Student Transportation	\$5,000 \$5,000 12
13			\$15,000	13	STIF	Transfer	Public Engage (MKT) Plan Match	\$15,000 \$15,000 13
14			\$789,759	14	STIF	Transfer	Capital Reserve	
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)			
23		\$339,473		23	UNAPPROPRIATED ENDING FUND BALANCE			\$0 \$0 \$0 23
24	\$886,701	\$1,382,701	\$1,532,421	24	TOTAL REQUIREMENTS			\$724,824 \$724,824 \$0 24
*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

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022 - 2023						
	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				2	Cash on hand * (cash basis)	\$0	\$0	\$0	2		
3	\$450,000	\$436,764	\$552,000	3	ODOT - STIF Discretionary Program Grant	\$520,000	\$520,000		3		
4	\$450,000	\$436,764	\$552,000	4	Total Resources, except taxes to be levied	\$520,000	\$520,000	\$0	4		
5	\$450,000	\$436,764	\$552,000	5	TOTAL RESOURCES	\$520,000	\$520,000	\$0	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	\$200,000	8	
9	\$234,000	\$81,000	\$320,000	9	STIF	Transfer	Capital	\$320,000	\$320,000	9	
10				10	Ending balance (prior years)					10	
11			\$0	11	UNAPPROPRIATED ENDING FUND BALANCE			\$0	\$0	\$0	11
12	\$450,000	\$436,764	\$552,000	12	TOTAL REQUIREMENTS	\$520,000	\$520,000	\$0	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 2022-2023				
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	\$839,759		2	
3	\$0		3	Interest						3	
4	\$50,000	\$50,000	4	Transferred IN, from other funds			\$50,000	\$50,000		4	
5	\$139,201	\$183,455	5	Total Resources, except taxes to be levied			\$889,759	\$889,759	\$0	5	
6			6	Taxes estimated to be received						6	
7			7	Taxes collected in year levied						7	
8	\$139,201	\$183,455	\$974,214	8	TOTAL RESOURCES			\$889,759	\$889,759	\$0	8
9			9	REQUIREMENTS **						9	
10			10	Org. Unit or Prog. & Activity	Object Classification	Detail				10	
11	\$26,000	\$9,000	\$0	11	General Fund	Transfer	E-Fare Match	\$0	\$0		11
12		\$40,000	\$134,455	12	General Fund	Transfer	Equipment	\$106,650	\$106,650		12
13	\$113,201	\$0		13	Ending balance (prior years)						13
14		\$134,455	\$839,759	14	UNAPPROPRIATED ENDING FUND BALANCE			\$783,109	\$783,109		14
15	\$139,201	\$183,455	\$974,214	15	TOTAL REQUIREMENTS			\$889,759	\$889,759	\$0	15

*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.



**Sunset Empire Transportation District
Draft Budget Committee Meeting Minutes
Fiscal Year 2023
May 18, 2022
9:00 AM**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:02 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Guillermo Romero and Commissioner Charles Withers.

Budget Committee Citizen Members- Tita Montero, Clarke Powers, John Lansing, Christine Lolich, Mary Ann Brandon, Melinda Ward, and Paul Putkey

4. SELECTION OF BUDGET COMMITTEE CHAIR- John Lansing nominated Chair Debbie Boothe-Schmidt as Budget Committee Chair. Chair accepted the nomination.
5. SELECTION OF BUDGET COMMITTEE SECRETARY- Tracy MacDonald nominated

Paul Putkey moved to close nominations
John Lansing seconded the motion

6. APPROVAL OF THE MAY 16, 2021, BUDGET MEETING MINUTES-
Commissioner Withers moved to approve the minutes
Commissioner Nino seconded the motion
Discussion- None

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

Name	Montero	Powers	Lansing	Lolich	Brandon	Ward	Putkey	
Aye	x	Abstained	x	x	x	x	Abstained	
Nay								

12-Aye
2 Abstained
Motion passed.

7. BUDGET OFFICER PRESENTATION OF BUDGET MESSAGE- Budget Officer Jeff Hazen read the Budget Message which summarized the district’s challenges in the past year including driver shortages that have had and currently have affected service. Hazen reported that the district has currently negotiated a new Collective Bargaining Agreement (CBA) with the Amalgamated Transit Union (ATU) that substantially increased top wages by 15% for drivers, the second step by 12% and the other three steps were increased by 10%. There were other incentives introduced to attract more applications and retain drivers long term. Hazen said service cuts have affected ridership which is currently down by 8% and may go up to 10% by the end of the fiscal year. Budget Officer Hazen explained the budget reflects supporting 50 full time employees and the pay increases were put into effect on May 1st. Hazen that the increase in fuel costs has been accounted for in this budget. Supply chain issues are continuing which has affected our receipt of buses we have on order. Hazen also explained that the

Special Transportation Fund will be used as operating assistance for fixed route and paratransit. The Statewide Transportation Improvement Fund will fund the services that were cut in September and also continue services funded by STF. The STIF Discretionary Fund will provide funding to continue the Lower Columbia Connector Route and anticipate receipt of the 2 buses funded by this grant. The Capital Reserve fund will be used for to purchase needed equipment. Budget Officer Hazen reported that the proposed budget represents the district’s best estimates of the resources and expenditures that were obtained through the use of professional judgement, budget history, Oregon Local Budget law and generally accepted accounting practices

8. DISCUSSION OF FUND BUDGETS- Budget Officer Hazen discussed each of the Funding Resources and the Funding Requirements presented in the budget and explained how each was compiled.

- a. General Fund-** Resources include Special Transportation (STF), Statewide Transportation Improvement (STIF), Statewide Transportation Improvement Fund Discretionary, the Capital Reserve Fund and estimated Taxes to be received. Requirements included Personnel Services, Materials and Services and Capital Outlay.

Total Resources- \$6,641,737
 Material and Services- \$1,302,200
 Total Capital Outlay- \$1,332,000
 Total Requirements Not Allocated- \$925,000
Total Requirements- \$6,641,737

- b. Special Transportation Fund-** Resources include ODOT-STF Formula Grant

Total Resources- \$92,932
Total Requirements- \$92,932
 Resources include cash on hand and ODOT-STIF Formula Grant
Total Resources- \$724,824
Total Requirements \$724,824

- c. Special Transportation Fund Discretionary**

Resources include 2 new buses
 Total Resources-\$520,000
 Total Requirements-\$520,000

- d. Capital Reserve Fund**

Resources include HVAC system, the new Repeater and match money for bus grants
 Total Resources-\$889,759
 Total Requirements \$889,759

9. PUBLIC COMMENT- None

10. APPROVAL OF BUDGET-

Paul Putkey moved that the Budget Committee of Sunset Empire Transportation District approve the budget of 2022-2023 fiscal year in the amount of \$6,641,737.

Commissioner Nino seconded the motion

Discussion-None

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

Name	Montero	Powers	Lansing	Lolich	Brandon	Ward	Putkey	
Aye	x	x	x	x	x	x	x	
Nay								

14-Aye

0-Nay

Motion passed unanimously

Commissioner MacDonald moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt property taxes for the 2022-2023 fiscal year at the rate of 16.2 cents (0.1620) per \$1000 of assessed value for the permanent tax levy.

Commissioner Alegria seconded the motion

Discussion- None

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

Name	Montero	Powers	Lansing	Lolich	Brandon	Ward	Putkey	
Aye	x	x	x	x	x	x	x	
Nay								

14-Aye

0-Nay

Motion passed unanimously

- Comments- Chair Boothe-Schmidt thanked the Budget Committee for their serving on the committee and for being prepared for the meeting. Commissioner Read commented she would like, later, to gather feedback about the hybrid meeting process and their effectiveness or not, since we have had a couple of opportunities with the hybrid meetings. Chair Boothe Schmidt said she agreed and asked the Budget Committee if they would give feedback about the Budget Meeting process to Executive Director Hazen. Executive Director Hazen said he would send out a poll to the committee for evaluation. John Lansing complemented the Executive Director and the Budget Committee on how smooth the Budget process went, and he also complemented Executive Director Hazen's leadership at SETD and said the community really appreciates what you are doing. Tita Montero said, while hybrid meetings can provide more challenges the law passed in January requires that public meetings of this type continue to be conducted so that the public can listen and participate.

Meeting was adjourned 10:20 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Date _____

Diana Nino

**Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103**

BOARD RESOLUTION

**IN THE MATTER OF ADOPTING THE ANNUAL
OPERATING BUDGET FOR FISCAL YEAR 2022-
2023, MAKING APPROPRIATIONS, IMPOSING
AND CATEGORIZING TAXES**

**RESOLUTION AND ORDER NO.
2022-02**

BE IT RESOLVED that the Board of Directors of the Sunset Empire Transportation District hereby adopts the budget for fiscal year 2022-2023 in the sum of **\$6,661,737** is now on file at the administrative offices of the Sunset Empire Transportation District at 900 Marine Drive, Astoria, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and for the purposes shown below are hereby appropriated as follows:

All Funds	(Note – Numbers are rounded)	
Personnel Services	\$	3,090,537
Materials and Services	\$	1,314,200
Capital	\$	1,332,000
Unappropriated Ending Balance	\$	750,000
Debt Service	\$	0
Contingency	\$	125,000
Interfund Transfer	\$	50,000
Total Department	\$	6,661,737

BE IT RESOLVED that the Board of Directors of Sunset Empire Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.162 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2022- 2023 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$0.162/\$1,000	0

BE IT RESOLVED that the Executive Director will hereby certify to the Clatsop County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by July 15, 2022.

ADOPTED AND APPROPRIATED by the Board of Directors on June 23, 2022

By: _____, Chair of the Board

ATTEST:

By: _____, Secretary of the Board

June 23, 2022
Sunset Empire Transportation District
Resolution 2022-02
Budget Adoption 2022-2023

MOTION OF ADOPTION

Name	Aye	No	Absent
Chair Debbie Boothe-Schmidt			
Commissioner Tracy MacDonald			
Commissioner Pamela Alegria			
Commissioner Guillermo Romero			
Commissioner Charles Withers			
Commissioner Diana Nino			
Commissioner Rebecca Reed			

Executive Director Report
 June Board Meeting
 Jeff Hazen

-Ridership

We were down 1% in ridership for May and are down 8% YTD. Routes 10, 101, and the LCC had good increases. This was due to the cuts in service that occurred in September due to the driver shortage we are experiencing.

	May		
	TY	LY	
10	2,527	1,921	32%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	251	-100%
15	798	1,049	-24%
16	139	346	-60%
17	0	0	#DIV/0!
20	1,574	1,605	-2%
21	0	263	-100%
101A	2,558	2,321	10%
101B	2,379	2,342	2%
101 Total	4,937	4,663	6%
LCC	776	536	45%
PC	928	1,072	-13%
SC	0	142	-100%
Total	11,679	11,848	-1%
YTD	121,140	131,187	-8%

-Terry Moore

We were saddened to learn that one of our drivers had passed away. Terry was our morning driver on the Lower Columbia Connector. He was a very well-liked driver by riders and co-workers. He set a high standard of excellence, and he always wore a tie and a driver's cap. He was a leader in making sure his bus was spotless for the riders. We will have a memorial time at OPS to give the employees a time to gather and share stories and remembrances. Here is a note I received from one of his riders:

I just found out that my regular bus driver Terry died over the weekend. I don't know his last name, but he did the Astoria to Portland routes in the morning. I picked up the bus in Scappoose at 11:20 and rode it to St Helens. He made my day lighter and brighter, and I wanted to pass that along to his co-workers and family. Please let me know if I should contact your office by mail or some other e-mail to pass this message to others. Would you be able to pass this along to his family?

The first day I met him he was running behind schedule, I had to load a bike, and I didn't know what I was doing. He was a little stressed, but very helpful. I gave him a 2 dollar tip. He flashed me a truly joyful smile that lightened my heart for the rest of the day. Since then, we have shared several conversations about our love of bike-riding, and he gave me pointers on taking care of my bike. He was always professional and helpful to everyone, and I could see how seriously he took his job. Not only that, but he continued to show me his truly joyful smile. I will be forever grateful.



-Website Trip Planner

I've shared the new trip planner that we put on the website. The trip planner is an open-source trip planner that has a lot more features and less restrictions than the Google based planner. Unfortunately, we are going to go back to the Google based planner. This is due to the high cost of hosting the trip planner by the company we've had host it. They want to lock us into a 5 year contract with very high prices. Our consultant believes it is in our best interest to not get locked

into a contract like this. They believe that there will be more opportunities for cheaper hosting rates in a few years. They are going to make some enhancements to the Google based planner that will give people a better idea of the services that are available.

-Returning Citizen Update

I gave three presentations about the Returning Citizen program. On June 1st, I presented to the Governor's Re-Entry Council. They were very excited about the program and want to help in any way they can. On June 14th, Julia and I presented the program to the Sacramento Area Council of Government's Transit Committee. We presented on ZOOM to 21 members of the committee, and they were impressed with the idea. I also presented the program to the Executive Committee of the Oregon Association of Community Corrections Directors on June 16th. They were very intrigued and supportive of the program. They offered some suggestions that we need to consider, and that was very helpful. I'll be going to Pendleton in July to present to the whole Association. I've also been invited by the Southwest Transit Association's (SMTA) Summer University Conference being held in Arkansas in July to present the program. There is a lot of interest from their association members. SWTA is made up of transit agencies from Arizona, Arkansas, Colorado, Kansas, Louisiana, Oklahoma, New Mexico and Texas.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. May (1%) YTD (8%)**
 - Services to underserved areas of Clatsop County
 - Expansion of routes/frequency planned prior to pandemic **On hold until more drivers can be hired**
 - On-time performance/service reliability **March performance: SETD 68.4%, TCTD 56%, Lincoln County 57%. Last year, we were at 55.5%**
 - Schedule adjustments **Updated to be more relevant**
 - Congestion
 - Construction
 - Summer schedules **This year's will be in effect on July 1st.**
 - Reliability for workforce transportation
 - Use of technology to improve service **Tablets have been installed, and we have received positive feedback from the drivers!**
 - Fleet reliability
- Update SETD Emergency Plan
 - SETD Emergency Operation Plan
 - Backup communications
 - Access to fuel
 - Strategic plan to integrate with Clatsop County Emergency Plan

- Disaster planning
- Employee Recruitment/Retention **Working on a returning citizen program, substantial increase in wages for drivers.**
 - Diversity of staff
 - Robust recruitment platform
 - Increase applicant pool **New online application**
 - Track turnover rate
 - Training for advancement **Jennifer has completed training and is now Chief Operating Officer**
- Facility Investment
 - Protecting investment
 - Plan for moving Operations facility out of tsunami inundation zone
 - Added space for fleet expansion and conversion to alternative fuels
 - Bus shelter amenities/access
 - Lighting
 - Accessibility
 - Locations to advance multimodal integration
 - Flag-stop evaluation/signage **Added new stop on eastbound Marine Dr. in the Uniontown area of Astoria. New signs have been designed and are being installed, see the sign at the bottom of this report**
 - Cleanliness of buses, shelters and facilities **Germ Fogger equipment now in use**

Priority Two

- Outreach/Marketing
 - Marketing Plan **Received grant to develop plan. I will have an RFQ out by July 1.**
 - Refresh branding/signage
 - Outreach and Materials available in Spanish **Continue to do**
 - Lower Columbia Connector marketing plan
 - Information availability in appropriate locations
 - Website Enhancements **New trip planner in place. We are pulling it back.**
 - Story telling with outreach and website
 - Reduce miles traveled by cars

Priority Three

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

June 2022 Operations

Jennifer Geisler

Paul and I worked on the summer schedules. Our goal is to continue to be reliable with our on-time performance by adjusting route bus stop times to summer traffic. With the on-time performance tool, Swiftly, we can get a detailed picture of where the routes are running late and on time. Along with driver input we have adjusted the routes 101, 10, 20 and the Pacific Connector. After we implement the summer schedule and see how the new changes take effect, we can continue to make small adjustments if needed.

Swiftly is also the same transit data platform that runs on the fixed route driver tablet. While a driver is running a route, Swiftly is displaying the next three stops and how many minutes to wait before the bus departure time all awhile collecting real time data for better operations. The data from Swiftly lets transit center staff and Transit App users know of a route's arrival time.

Operations is in the process of making more room in Warrenton for bus parking. We are expecting up to nine buses and need room for the additional vehicles. We expect to retire six buses that are well beyond the life expectancy and lifetime miles. Shop staff will clean the designated vehicles of reusable equipment like vaults, wheelchair tie downs, garbage cans, and fuel.

Friday June 3 was Paul's last day with Sunset Empire Transportation District. We spent the week, moving desks, computers, eating cake, having a staff lunch, and taking him out to breakfast on his last day. Paul's involvement on the board of directors for SETD and employment at the district was at a pivotal point in the district's growth. He brought a wealth of experience, knowledge, and leadership skills that has pushed the Sunset Empire Transportation District in the right direction.

Ride Assist has hired Transportation Support Specialist, Nicholle. She has been a terrific addition to the SETD team. She has wonderful customer service skills; she is an adaptive learner of the scheduling software Ecolane and the very busy Warrenton office. She is training at the Astoria Transit Center and Seaside Office for future office coverage. We have also hired a mechanic, Nathan. He started last week and has been working alongside Alex. From building facilities to each district vehicle, he is getting to know the district quickly. Driver trainer Lawrence is training two new drivers, Travis, and Patrick for their class B CDL. With the new requirements from the Federal Motor Carrier Safety Administration (FMCSA) and the documents needed to submit for the Entry Level Driver Training (ELDT) trainings have taking a little longer than in the past. We expect that both drivers should take their CDL driving test within the next month.

Monday June 13th, we learned of the unexpected passing of beloved driver Terry Moore. He was a very punctual, steady, and kind driver. He regularly drove the early morning Lower Columbia Connector Monday through Friday. He always wore a tie and a black "chauffeur" driver hat. Terry will be greatly missed.

- In May, 14 individuals needed practical and virtual travel training. All trainees were between the ages of 35-60. 8 riders were from South County, four were from the Warrenton area, and two were from the Astoria area. All 14 received training on the basics such as reading our schedule, how to get to a bus stop, and paying the fare. As with all travel training events, the learners were asked if there was a landmark they could identify when they were getting close to their stop. All were able to identify something. I was able to provide support virtually by phone for an additional 8 riders and suggested online videos from our YouTube page targeting their specific needs. The online training videos continue to be helpful to those needing assistance.
- We provided 12 trips in May to Veterans needing transportation assistance. The VETP transported 6 Veterans to local medical services, 4 to Camp Rilea, 1 to the DAV van and 1 trip to Portland VA. It is with great pleasure that I can announce we are in the process of bringing on 1 additional Veteran Volunteer driver. When active, this driver will provide great help to those Veterans that need transportation assistance. Even with the addition of a new driver, we would still like to speak to anyone interested in giving back to our wonderful Veterans in Clatsop by transporting them to needed medical appointments. Please forward my contact information to any potential drivers: 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. 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. We have the opportunity to be there for them potentially. **www.veteranscrisisline.net, Call 1-800-273-8255 and Press 1, Text 838255**
- Transportation Talk has been such an integral part of how Kathy and I do outreach for Mobility Management and Transportation Options. Traditional outreach is still around but the ability to produce weekly content that has the potential to reach large segments of our community is a great way to engage with people. I encourage each of you reading this to watch our talk show every Friday at 11 on Facebook or YouTube and then like, share, and subscribe to the page if you haven't already. Thank you all for your support.
- The Travel Training videos located on our YouTube page (Sunset Empire Transportation District) are very important to my mission of educating the public on how to utilize our transportation services. If you can, please share these videos to people that you interact with that have questions. Each video has a "CONTACT US" card that tells them how to contact us if they have further questions. Viewership increased slightly in May by 50. Though the travel training videos are robust, we strongly encourage people to call or visit us for further, more defined one-on-one travel training.
- I attended CTAA 22' with Jeff and Jennifer early on in May. This trip was such a needed conference that I learned so much at. There seemed to be more Mobility Managers than at any other conference I have attended prior and the level of courses specific to Mobility was very high. I was able to confirm various practices I'm doing right now are on par with what most are doing across the country and fielded much interest in the process I went through to bring the Travel Training videos to life. I was also happy to see that Micro-Transit and Micro-Mobility were not only terms being thrown around but actual potential projects coming in the near future. There were also some existing programs that have recently started up that looked poised to become sustainable and continue to be relevant.



Transportation Options
June 2022 Report to Board
Kathy Kleczek

Wow! I cannot believe that the month of June is almost in the rearview mirror. As the weather has continued to roll back and forth between Fall and Spring weather we are left to wonder when we will have enough sunshine for the fruits and veggies to ripen. Never fear there is always a local Farmers market to pick up fresh fruits. Another thing you may find at a local market is information on SETD and Transportation Options!

We are still waiting on the final report from the consultants including the compilation of the public feedback on the draft plan. The city of Seaside did apply for SRTS Construction grant to assist in executing some of the draft plan suggestions. They did not apply for the maximum amount of funds indicating the need for a phased approach. The second round for the application is in July so fingers crossed it will move forward.

Warrenton also applied for funding for improvements on the west side of Main Avenue/OR 104, providing a complete walkway between downtown, the Grade School and the High School. Up to two crossing locations will be enhanced. This project provides a much safer walk and bike access to the Grade School and the High School. Design considerations include SETD bus stops.

The City of Cannon Beach is still in the process of creating a Transportation System Plan. It is the first time Cannon Beach has undertaken a TSP. It has been interesting to participate in and assist in the learning process. The consultants and the city staff have done a detailed job at preparing and customizing a plan for the City of Cannon Beach. Transportation Options and Transit are parts of the vision for the future of the transportation system in Cannon Beach. The phrase “park once” is an idea I can get behind. Surprisingly passing the TSP is facing challenges. In my opinion the challenges are due to a misinterpretation of what a TSP is and is not.

The NCTMN- Transportation Options group has been working on rack cards, physical and digital, to promote Car-Free travel to and around the North Coast Region. Just in time for summer travel season, there are 5 individual city cards, and a regional card. Each card has a QR code that will lead people to a website with more detailed information, that can be changed and updated as time goes on. The digital version of the information can be used to send out to prospective guest when they are making plans to visit.

Transportation Talk show is an important form of outreach. We continue to have a good audience and reception of the topics we cover. We appreciate the feedback we get from you and the community we serve. Thank you for helping us get the word out.

Social Media-Get There Oregon

- Post ODOT road condition/construction updates-be prepared for construction project delays
- Live Facebook talks with Jason check out the [Jennifer and Paul interview!](#)
- Participating in Cannon Beach TSP and outreach

Conference/Education/Meetings

- SDAO Board meeting
- Participating in OTP advisory group on Mobility and Accessibility, and DEQ Rulemaking
- Vanpool organization meetings
- 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



Marketing, Outreach and Education
May 2022 Board Report
Mary Parker

OUTREACH and ANNOUNCEMENTS-

- ❖ I have continued working on the SDIS Best Practices program. Just a reminder that the Board will be participating in the SDIS Board Evaluation following the July 2022 Board Meeting.
- ❖ Attended the lovely farewell lunch for Paul.
- ❖ I have continued with the outreach of the Veterans Transportation Program. I met with officers and distributed posters and business cards to the Seaside, Cannon Beach and Astoria Legion.
- ❖ Distributed Veterans Transportation poster and cards at the Seaside and Astoria Senior Centers.
- ❖ Prepared English and Spanish outreach posters for SETD Memorial Day bus services and posted them in Seaside, Cannon Beach, and Astoria bus shelters
- ❖ Removed Memorial Day posters from Cannon Beach, Seaside and Astoria Shelters and reposted missing schedules
- ❖ Prepared May Board Minutes for June Board Meeting Packet
- ❖ Prepared the FY23 Budget Meeting Minutes for the June Budget Hearing
- ❖ Placed required legal notice for the June Budget Hearing in newspaper
- ❖ Prepped and distributed Public Announcements for the June Board Meeting
- ❖ Prepared and posted English and Spanish Juneteenth posters in shelters
- ❖ Prepared Juneteenth Press Release and distributed to media
- ❖ Posted “Come Drive With Us” Job posters in shelters



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

MEETINGS/TRAININGS ATTENDED:

- Attended SDAO Oregon OSHA Heat Rules webinar.
- Participated in an SDAO HR Regional Training.
- Attended a LCHRNA presentation on Finding, Attracting and Retaining an Engaged Workforce.

ACTIONS:

- Prepared forms for employees making health insurance changes during the Open Enrollment period and sent them to SDIS.
- Attended a Team Meeting on Friday, May 20, 2022. Jennifer gave her Emerging Leader presentation on Micro-Transit to the Team.
- Provided a New Volunteer Orientation for Mark Hansen our new Veteran Driver volunteer.
- Conducted 2 interviews for Bus Driver. Tentative hire for Marla McEwen. Marla is currently studying for her CDL B permit. Marla is anxious to begin her career as a bus driver. She drives a 40-foot motorhome and feels confident that she has the skills and personality for the job.
- Getting closer to completing the draft of the updated personnel policies.
- Prepared the Inspection Reports in lieu of a Safety Committee meeting for May 2022.
- Prepared the monthly ODOT Covid-19 report.
- Prepared templates for evaluations due in May 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.
- I was on vacation packing my house and moving from Warrenton to Astoria from June 6th to June 15th. Had a brief "real" 3-day prescheduled vacation in Portland during that time.

NEW EMPLOYEE ORIENTATIONS:

- ❖ Provided a New Employee Orientation for Nicholle Searle on June 1, 2022. Nicholle will perform the duties of a Transportation Support Specialist. Nicholle comes to us with lots of experience with the elderly and disabled. She worked at Shilo Inns registering hotel patrons.
- ❖ Patrick Preston received his New Employee Orientation on Friday, May 31, 2022. Patrick has an extensive military background and 18 years working with veterans re-entering the workforce.
- ❖ Provided a New Employee Orientation for Mechanic Nate Vandyke on Friday, June 3, 2022. Nick served in the Marine Corp and most recently as a mechanic for Wisonville Toyota.

HIGHLIGHTS

- **ALL New Hires are a highlight for me 😊**

WORKPLACE DEMOGRAPHICS:

Male	26
Female	15
	41
Hispanic/Latino	2
White	37
Two or More Races	2
	41

Updated: 5-17--2022