



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
BOARD MEETING AGENDA  
THURSDAY SEPTEMBER 22, 2022  
9:00 AM  
900 MARINE DR, 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. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
  - a. JULY REPORT
  - b. AUGUST REPORT
9. CONTINUED BUSINESS
  - a. BOARD PRACTICES ASSESSMENT REPORT REVIEW
10. NEW BUSINESS
  - a. LEGISLATIVE ADVOCACY POLICY INTRODUCTION
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

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

**ONLINE MEETING ZOOM**

At start of our Public Meetings, you will be able to join our online ZOOM meeting using your mobile or desktop

device and watch the live video presentation and provide public testimony.

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

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.*

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST  
SEPTEMBER  
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  
SEPTEMBER  
2022

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENCY 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

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST  
SEPTEMBER  
2022

PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDECARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
SUN	SMALL URBAN NETWORK
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  
July 28, 2022  
Draft Board Meeting Minutes**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 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 Charles Withers and Commissioner Guillermo Romero

Staff: Executive Director Jeff Hazen, 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

4. ELECTION OF OFFICERS- Chair Boothe-Schmidt turned meeting over to Vice Chair MacDonald for the Nominations for Board Chair.

Commissioner Withers nominated Debbie Boothe-Schmidt  
Commissioner Alegria seconded the nomination  
Debbie Boothe-Schmidt accepted the nomination as Chair

Chair Boothe-Schmidt asked for nominations for Board Vice Chair  
Commissioner Alegria nominated Commissioner MacDonald for Vice Chair  
Chair Boothe-Schmidt seconded the nomination  
Commissioner Tracy MacDonald accepted the nomination as Vice Chair

Chair Boothe-Schmidt asked for nominations for Board Secretary-Treasurer  
Commissioner MacDonald nominated Commissioner Nino as Secretary-Treasurer  
Commissioner Nino accepted the nomination but stated that it is sometimes hard for her to come to Astoria.  
Commissioner Nino nominated Commissioner Alegria as Secretary Treasurer  
Commissioner Alegria accepted the nomination

Chair Booth-Schmidt requested a roll call vote for Commissioner Nino

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

6-Aye  
1-Nay

Commissioner Nino was elected as Secretary-Treasurer

5. CHANGES TO AGENDA- None
6. PUBLIC COMMENT (3-minute limit)- None

7. APPROVAL OF THE JULY 28, 2022, BOARD MEETING MINUTES-

Commissioner MacDonald moved to approve the June Budget Hearing and Board Meeting Minutes  
 Commissioner Romero seconded the motion  
 Discussion- A spelling error was reported by Commissioner Alegria.

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

7-Aye  
 0-Nay  
 Motion passed.

8. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner MacDonald- Reported that he has been riding on the 101 and has had to adjust his schedule to the Summer Routes. He also reported that riders have told him they like the Transit App.

Commissioner Alegria- Nothing to report

Commissioner Nino- Reported that she was glad to have participated in National Transit Day lunch at Operations and really liked the large pledge that everyone signed.

Commissioner Withers- Reported that he had been traveling on Highway 78 in a very rural part of Oregon and pulled off at a gas station where there was a rural transit shelter. It was obvious that it was there for riders who depend on that bus, and it brought home what Rural Transit District's do, and he thought about our mission and what we are trying to do and was proud to be a SETD Board Commissioner that day.

Commissioner Romero- Reported that he lives in Warrenton and went to the bus shelter there and noticed that the flyers were in both in English and Spanish, but the bus schedules were only in English and asked if there had been consideration of the schedules being in Spanish. Mary commented that there have been thoughts about it but all of the street signs used in for directions in our schedules are in English and it might be confusing if they were in Spanish. There was discussion and Executive Director Hazen said that he would investigate it.

Commissioner Read- Reported that she would save her comment until later when Kathy Kleczek is making her reports.

Commissioner Boothe-Schmidt- Reported that she had also attended the National Transit Day lunch, signed the large pledge, and participated in the group picture taken.

9. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS FOR JUNE 2022-

Commissioner Withers moved to approve the June 2022 Financial Reports as presented.  
 Commissioner MacDonald seconded the motion  
 Discussion- A spelling error was reported. There was discussion and clarification of questions on the report. There were no other corrections.

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

7-Aye  
 0-Nay  
 Motion passed.

10. CONTINUED BUSINESS

11. NEW BUSINESS

a. COMMITTEE ASSIGNMENTS

- i. TRANSPORTATION ADVISORY COMMITTEE- Chair Boothe-Schmidt appointed Commissioner Nino to continue being on the committee. Commissioner Read commented that she was also interested in being on this committee. Chair Boothe-Schmidt said if Commissioner Nino could not attend a meeting that Commissioner Reed would be the backup and attend.
- ii. EXECUTIVE DIRECTOR EVALUATION & COMPENSATION COMMITTEE- Chair Boothe-Schmidt appointed Commissioner Read and Commissioner Alegria to this committee.
- iii. NORTHWEST AREA COMMISSION ON TRANSPORTATION- Chair Boothe-Schmidt appointed Commissioner MacDonald to remain on this committee.

- b. MEMORANDUM OF UNDERSTANDING-ODOT NET ZERO PILOT PROJECT- Executive Director Hazen explained that ODOT has selected SETD to participate in the Net Zero Pilot Project. The program will provide consultation services to help SETD learn about how to reduce greenhouse gas (GHG) emissions. Hazen also said that the consultants may also provide technical assistance to procure and put into service low emission vehicles and the guidance documents needed. The pilot project will provide an inventory of the emissions from SETD’s entire operational profile, an GHG emissions reduction plan or proposal and assist in developing and applying standards for tracking emissions reductions. Also, if feasible, advise and support the provider to develop feasible emissions reductions targets. Hazen said that the pilot is a resource for small and rural transit providers and there is no cost other than staff time to participate. Staff is recommending a motion be made to approve the MOU with ODOT and authorize the Board Chair to sign.

Commissioner MacDonald moved to approve the MOU with ODOT for the Net Zero Pilot Project and authorize the Board Chair to sign  
 Commissioner Alegria seconded the motion  
 Discussion-Commissioner Read said she is looking forward to seeing what the reports provide.  
 Commissioner Romero asked how long the project will last. Executive Director Hazen said it is a 1-year project. Commissioner Alegria stated that she would like to see the Board make a commitment to emissions reduction. Chair Boothe-Schmidt agreed and recommended that Executive Director Hazen include it in the upcoming Strategic Plan update.

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

7-Aye  
 0-Nay  
 Motion passed.

- c. ODOT AGREEMENT #35340 APPROVAL- Executive Director Hazen explained that this agreement is the result of the \$5339 grant for purchasing two remanufactured Gillig buses which was included in this year’s budget. Staff is recommending that a motion be made to approve ODOT Agreement #35340 and authorize the Board Chair to sign it.

Commissioner Nino moved to approve ODOT Agreement #35340  
 Commissioner Read seconded the motion



Discussion- There was discussion about the delivery dates possibly being extended until 2025.

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

7-Aye  
0-Nay  
Motion passed.

- d. DISPOSAL OF VEHICLES- Executive Director Hazen reported that there are currently six buses that are listed in this report that have exceeded their life expectancy and are no longer functional. Many have been used for parts to repair other buses in the fleet. Hazen said that because of their condition they will be scrapped. Executive Director Hazen explained that there is a correction to the report which will now include bus #99 instead of bus #98. Staff is recommending that a motion be made to dispose of buses 77, 90, 93, 94, 96 and 99.

Commissioner Alegria moved to approve the disposal of vehicles listed.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria asked if the buses could be recycled locally. Executive Director Hazen said that we have a scrapper we use.

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

7-Aye  
0-Nay  
Motion passed.

8. CORRESPONDENCE- Executive Director Hazen reported that Margo Lalich who was the interim Health Department Director during Covid sent a nice Thank You note for the transportation SETD had provided to various clinics during the pandemic.
9. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his monthly report.
10. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports included in the July Board Pack.
11. OTHER ITEMS- None

Chair Boothe-Schmidt adjourned the meeting at 10:30 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_  
Diana Nino

Date \_\_\_\_\_



**Sunset Empire Transportation District  
Board of Commissioners  
July 28, 2022  
Board Practices Assessment Work Session**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the Work Session to order at 11:30 AM
2. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers and Commissioner Guillermo Romero.

Staff: Executive Director Jeff Hazen, Chief Operating Officer Jennifer Geisler, and Executive Assistant Mary Parker

3. FACILITATOR- Jim Knight, Senior Consultant, Special Districts Association of Oregon
4. CHANGES TO AGENDA- None
5. BOARD PRACTICES ASSESSMENT- Jim Knight explained that the Board would be led in a facilitated discussion to assist them in a self-evaluation of their perceptions of the performance of the organization. Jim had previously sent the Board a copy of the questionnaire that would be used during the work session. The questionnaire lists the key elements to be discussed and the rating system that will be used. Jim also explained that he would facilitate discussions toward obtaining a Board consensus of how they feel they are performing. The 6 key elements being discussed are:
  - a. Duties and Responsibilities
  - b. Operational Compliance
  - c. Budget and Finance
  - d. Customer Relations
  - e. Personnel Administration
  - f. Policies and Procedures

Mr. Knight will prepare a Board Practices Assessment Report from the discussions today and email to the Board.

Meeting was adjourned 1:11 PM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_  
Diana Nino

Date \_\_\_\_\_

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

NOTE on Reviewing Financials: Month 1 = 8.33% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$580,890 (\$490,230 more than budget), YTD Total Materials & Services was \$77,769 (\$22,435 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$9,867; \$5,133 less than monthly budget and \$5,133 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$8,614; \$614 more than monthly budget and \$614 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$4,786; \$214 less than monthly budget and \$214 less than YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,041; \$159 less than monthly budget and \$159 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$500 less than monthly budget and \$500 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$112.
- 4205 Property Taxes: \$21,451 collected in July. Over budget YTD \$9,351.
- 4250 Timber Sales: No Timber Sales in July.
- 4420 Parking: All Spaces Rented.
- 5000 Grants: Received \$505,809 in July.

**Expense**

- 7010 VET Provider Payments: Rides for the month of Jul totaled \$479.
- 8171 Vehicle Repair/Outside Services: Over Monthly Budget \$3,367 – Western Star Repairs to Bus #1801
- 8170 Fuel: Under Monthly Budget \$3,518; under YTD budget \$3,518.
- END  
\*\* Fuel under budget YTD \$3,518. Materials & Services (without capital expense) is under budget for MTD by \$22,435 and under budget YTD \$22,435.

**Follow up items:**

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

**Consolidated Statement of Activity - MTD and YTD**  
**July 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	9,867.04	15,000.00	(5,132.96)	9,867.04	15,000.00	(5,132.96)
4015 LOWER COLUMBIA CONNECTOR	8,613.97	8,000.00	613.97	8,613.97	8,000.00	613.97
4021 MEDICAID FARES - IGA	4,786.00	5,000.00	(214.00)	4,786.00	5,000.00	(214.00)
4022 PARATRANSIT FARES	1,041.05	1,200.00	(158.95)	1,041.05	1,200.00	(158.95)
4030 CONTRACTED SERVICES-IGA	0.00	500.00	(500.00)	0.00	500.00	(500.00)
4110 NW NAVIGATOR	187.98	300.00	(112.02)	187.98	300.00	(112.02)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	100.00	(100.00)
4205 PROPERTY TAXES	19,833.91	10,000.00	9,833.91	19,833.91	10,000.00	9,833.91
4206 PRIOR YEAR TAXES	1,611.65	2,000.00	(388.35)	1,611.65	2,000.00	(388.35)
4207 PROPERTY TAX INTEREST	5.35	100.00	(94.65)	5.35	100.00	(94.65)
4315 MASS TRANSIT ASSESSMENT	28,348.73	20,000.00	8,348.73	28,348.73	20,000.00	8,348.73
4420 PARKING SPACE LEASE	760.00	760.00	0.00	760.00	760.00	0.00
4505 INTEREST EARNED ON BANK ACCT	15.30	167.00	(151.70)	15.30	167.00	(151.70)
4605 OTHER INCOME	10.00	2,300.00	(2,290.00)	10.00	2,300.00	(2,290.00)
5201 OREGON STF FUNDS	23,233.00	23,233.00	0.00	23,233.00	23,233.00	0.00
5203 OREGON STIF FUNDS-FORMULA	166,577.00	0.00	166,577.00	166,577.00	0.00	166,577.00
5301 5311 ADMIN/OPERATIONS	279,147.00	0.00	279,147.00	279,147.00	0.00	279,147.00
5302 5310 MOBILITY MGT/PM	0.00	2,000.00	(2,000.00)	0.00	2,000.00	(2,000.00)
5306 CARES ACT	36,852.00	0.00	36,852.00	36,852.00	0.00	36,852.00
Total Revenues	580,889.98	90,660.00	490,229.98	580,889.98	90,660.00	490,229.98

	<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	178,939.88	183,000.00	4,060.12	178,939.88	183,000.00	4,060.12
6111 TAXES	22,110.28	27,800.00	5,689.72	22,110.28	27,800.00	5,689.72
6210 BENEFITS	25,607.39	51,920.00	26,312.61	25,607.39	51,920.00	26,312.61
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>226,657.55</b>	<b>262,720.00</b>	<b>36,062.45</b>	<b>226,657.55</b>	<b>262,720.00</b>	<b>36,062.45</b>
7010 VET PROVIDER RIDES	478.95	833.00	354.05	478.95	833.00	354.05
8001 PROFESSIONAL SERVICES	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
8002 LEGAL COUNSEL	109.50	415.00	305.50	109.50	415.00	305.50
8003 BANK/MERCHANT FEES	203.49	166.00	(37.49)	203.49	166.00	(37.49)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	188.00	225.00	37.00
8015 COMP/FURNITURE/DURABLE GOODS	411.16	4,425.00	4,013.84	411.16	4,425.00	4,013.84
8020 B&M	2,315.97	3,900.00	1,584.03	2,315.97	3,900.00	1,584.03
8023 BUILDING LEASE	1,166.00	1,250.00	84.00	1,166.00	1,250.00	84.00
8024 SANITATION	0.00	300.00	300.00	0.00	300.00	300.00
8031 ONLINE SUB/IT SERVICES	5,000.94	8,500.00	3,499.06	5,000.94	8,500.00	3,499.06
8040 TELEPHONE/INTERNET	3,148.57	2,900.00	(248.57)	3,148.57	2,900.00	(248.57)
8041 UTILITIES	1,786.75	2,915.00	1,128.25	1,786.75	2,915.00	1,128.25
8050 HR/EMPLOYEE RECOGNITION	1,588.62	1,600.00	11.38	1,588.62	1,600.00	11.38
8060 TRAVEL/TRAINING	3,348.50	3,050.00	(298.50)	3,348.50	3,050.00	(298.50)
8080 OUTREACH/PRINTING	3,280.50	3,350.00	69.50	3,280.50	3,350.00	69.50
8090 DUES, SUBSCRIPTIONS	456.85	1,250.00	793.15	456.85	1,250.00	793.15
8091 IGA-DUES	0.00	3,800.00	3,800.00	0.00	3,800.00	3,800.00
8092 FEES/TAXES/LICENSES	109.84	350.00	240.16	109.84	350.00	240.16
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00
8110 LEGAL ADS	0.00	100.00	100.00	0.00	100.00	100.00
8112 MEETING EXPENSE	388.40	125.00	(263.40)	388.40	125.00	(263.40)
8116 OFFICE SUPPLIES	1,126.90	1,250.00	123.10	1,126.90	1,250.00	123.10
8170 FUEL	36,482.08	40,000.00	3,517.92	36,482.08	40,000.00	3,517.92
8171 VEHICLE REPAIR/OUTSIDE SERVICES	15,066.64	11,700.00	(3,366.64)	15,066.64	11,700.00	(3,366.64)
8180 SHOP SUPPLIES	1,111.31	250.00	(861.31)	1,111.31	250.00	(861.31)
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>77,768.97</b>	<b>100,204.00</b>	<b>22,435.03</b>	<b>77,768.97</b>	<b>100,204.00</b>	<b>22,435.03</b>
<b>9200 CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Total Expenses	304,426.52	362,924.00	58,497.48	304,426.52	362,924.00	58,497.48
Excess Revenue Over (Under) Expenditures	276,463.46	(272,264.00)	431,732.50	276,463.46	(272,264.00)	431,732.50



**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 7/31/2022**

	This Year	Last Year	Change
<b>Assets</b>			
1020 GENERAL CHECKING LC BANK	274,172.35	41,245.10	232,927.25
1030 LGIP - GENERAL FUND	14,362.70	186,281.83	(171,919.13)
1040 PAYROLL ACCOUNT LC BANK	102,821.44	104,685.77	(1,864.33)
1050 MONEY MARKET LC BANK	5,672.50	5,669.28	3.22
1095 CASH RECEIPTS CLEARING SYSTEM	2,817.66	1,192.38	1,625.28
1210 ACCOUNTS RECEIVABLE SYSTEM	3,872.00	27,715.83	(23,843.83)
1251 PASS TRANSIT RECEIVABLES	440.00	0.00	440.00
1425 PREPAID WORK COMP	(59,050.57)	(7,083.93)	(51,966.64)
<b>Total Assets</b>	<b>345,108.08</b>	<b>359,706.26</b>	<b>(14,598.18)</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	137,835.26	150,365.47	(12,530.21)
2050 CREDIT CARD PAYABLE	152,187.58	73,806.79	78,380.79
2059 CREDIT CARD PAYMENT CLEARING	(141,851.61)	(60,550.64)	(81,300.97)
2060 PAYABLE TO NWN	(1,595.52)	(356.74)	(1,238.78)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	0.00	255.00	(255.00)
2099 A/P CONVERSION	(20,436.27)	(20,436.27)	0.00
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	(13,709.73)	(9,177.44)	(4,532.29)
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	(19,589.52)	(15,666.01)	(3,923.51)
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	1,424.65	452.80	971.85
2134 ATU	(805.14)	(805.14)	0.00
2135 MASA	(94.33)	(94.33)	0.00
2140 RETIREMENT- 457(b)	(1,780.00)	(1,780.00)	0.00
2141 RETIREMENT-ER 457	14.99	14.99	0.00
2142 RETIREMENT-ROTH 457 (B)	(343.30)	(343.30)	0.00
<b>Total Liabilities</b>	<b>88,155.17</b>	<b>112,492.59</b>	<b>(24,337.42)</b>
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	276,485.46	(200,786.38)	477,271.84
<b>Total Net Assets</b>	<b>256,952.91</b>	<b>247,213.67</b>	<b>9,739.24</b>
<b>Total Liabilities and Net Assets</b>	<b>345,108.08</b>	<b>359,706.26</b>	<b>(14,598.18)</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 07/31/2022**

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6251] AMTRAK	7/31/2022	1520	Jun 2022 Settlement	3,712.00	0.00	0.00	0.00	3,712.00
[6011] ANDI WARREN INSURANCE AGENCY	7/31/2022	1515	Jul 2022 Parking Space #14	47.50	0.00	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	7/31/2022	1527	Jun 2022 Poker Chips	135.00	0.00	0.00	0.00	135.00
[6291] CURRY & COCO THAI EATERY	7/31/2022	1509	Jul 2022 Paking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	7/31/2022	1510	Jul 2022 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[6113] HOXIE, RONALD	5/31/2022	1470	May 2022 Parking Space #7	0.00	0.00	47.50	0.00	47.50
[6162] OREGON EMPLOYMENT DEPT	7/01/2022	1489	May Bus Passes-Astoria STEP	0.00	200.00	0.00	0.00	200.00
[6162] OREGON EMPLOYMENT DEPT	7/31/2022	1518	Jun Bus Passes-Astoria STEP	240.00	0.00	0.00	0.00	240.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	7/31/2022	1519	COVID MEALS- JUN 2022	125.00	0.00	0.00	0.00	125.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	7/01/2022	1542	COVID MEALS- MAY 2022	0.00	375.00	0.00	0.00	375.00
<b>Total</b>				<b>4,402.00</b>	<b>575.00</b>	<b>47.50</b>	<b>0.00</b>	<b>5,024.50</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 7/31/2022**

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Due Date</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>
[6037] 7/31/2022	CB LAWN CARE 7335	07/2022 Lawn Maintenance	8/30/2022	406.00	406.00	406.00	0.00	0.00	0.00
[6048] 7/31/2022	CITY OF WARRENTON 001638-000 07012022	08/2022 WATER SRV - OPS	8/31/2022	414.02	414.02	414.02	0.00	0.00	0.00
[6073] 6/30/2022	COMPUTERWORKS NFP SOLUTIONS 4706	8/02/2022 Rate Chg/Backup Copy PIC Calcs	8/02/2022	150.00	150.00	0.00	150.00	0.00	0.00
[6084] 7/30/2022	DEL'S OK POINT-S TIRE 1072076	8/10/2022 Srv Call/Repairs	8/10/2022	135.00	135.00	0.00	135.00	0.00	0.00
[6096] 7/31/2022	EO MEDIA GROUP 0722EO12096	8/30/2022 Happy Rural Transportatoin Day	8/30/2022	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
[6111] 7/29/2022	HOME DEPOT CREDIT SERVICES 7620148	8/25/2022 Cleaning Supplies	8/25/2022	87.85	87.85	87.85	0.00	0.00	0.00
[6119] 7/31/2022	IRON MOUNTAIN GRLB049	8/30/2022 Shredding Service 6/22/2021 - 7/26/2022	8/30/2022	285.14	285.14	285.14	0.00	0.00	0.00
[6121] 7/31/2022	JACKSON & SON OIL INC 95869	8/31/2022 07/2022 Fuel	8/31/2022	5,122.24	5,122.24	5,122.24	0.00	0.00	0.00
[6147] 7/31/2022	NW COMMUNITY ALLIANCE 11180	8/01/2022 07/2022 BUS SHELTERS	8/01/2022	920.00	920.00	0.00	920.00	0.00	0.00
[6148] 7/28/2022	NW NATURAL 3762086-1 07282022	8/18/2022 07/2022 GAS SRV - SS	8/18/2022	21.76	21.76	21.76	0.00	0.00	0.00
[6166] 7/29/2022	OREGON DEPT OF MOTOR VEHICLES L0036547756	8/29/2022 Background Check - FR	8/29/2022	3.50	3.50	3.50	0.00	0.00	0.00



[6176] PACIFIC POWER	8/10/2022	06/09 - 07/11/22 ELECTRIC - TC/SS	640.00	640.00	0.00	640.00	0.00	0.00
7/22/2022 70301738-001-4 07222022								
[6180] POLK RILEY'S PRINTING INC	8/10/2022	Car Free Travel Spanish Translation/TO	2,080.50	2,080.50	0.00	2,080.50	0.00	0.00
7/26/2022 7-44-22								
[6186] RECOLOGY WESTERN OREGON	8/31/2022	07/2022 GARBAGE SRV - TC	190.26	190.26	0.00	190.26	0.00	0.00
7/31/2022 19342823								
[6207] SUNSET AUTO PARTS INC	8/01/2022	Knife/Shop	0.99	0.99	0.00	0.99	0.00	0.00
7/07/2022 369496								
7/22/2022 372168		Premium Rear/Van	99.74	99.74	0.00	99.74	0.00	0.00
7/27/2022 373000		Rtn - Disc Brake Pads	(99.74)	(99.74)	(99.74)	0.00	0.00	0.00
[6212] TIAA BANK	8/10/2022	07/20/2022 EQUIPMENT LEASE	188.00	188.00	0.00	188.00	0.00	0.00
7/20/2022 9045493								
[6226] VAN DUSEN BEVERAGES	8/30/2022	07/2022 Water - TC Acct 1001982	59.00	59.00	59.00	0.00	0.00	0.00
7/31/2022 1001982 R07312022								
7/31/2022 1002533 R07312022		07/2022 Water-OPS Acct 1002533	60.00	60.00	60.00	0.00	0.00	0.00
7/31/2022 1002539 R07312022		07/2022 Water - SS Acct 1002539	37.50	37.50	37.50	0.00	0.00	0.00
[6227] VERIZON WIRELESS	8/18/2022	07/2022 CELL PHONE/TABLET SERVICE	881.77	881.77	881.77	0.00	0.00	0.00
7/18/2022 9911476524								
[6235] WESTERN BUS SALES INC	8/30/2022	Low-Pressure Sensor	76.57	76.57	76.57	0.00	0.00	0.00
7/31/2022 WBS-796195								
[6237] WILCOX & FLEGEL	8/31/2022	07/2022 Fuel	31,359.84	31,359.84	31,359.84	0.00	0.00	0.00
7/31/2022 CL43002								
[6512] OGFOA	9/09/2022	2022-23 Annual Dues	120.00	120.00	120.00	0.00	0.00	0.00
6/07/2022 R06072022								
<b>Report Total</b>			<b>44,239.94</b>	<b>44,239.94</b>	<b>40,025.71</b>	<b>4,214.23</b>	<b>0.00</b>	<b>0.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 07/31/2022**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
21885	7/01/2022	[6225] VALIC-JPM CHASE - Payroll Dated 06.22 & 06.25	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B) RETIREMENT	2806.23 2634.68 530.84 -0.01	5,971.74
21835	7/19/2022	[6033] CARD SERVICE CENTER - STMT - 06/07 - 07/07/2022	CREDIT CARD PAYMENT CLEARING	9370.59	9,370.59
21860	7/19/2022	[6237] WILCOX & FLEGEL - 06/2022 Fuel	FUEL FUEL FUEL FUEL	7865.35 1134.90 3269.77 23695.67	35,965.69
<b>Total Checks</b>				<b>51,308.02</b>	

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

Run: 9/07/2022 @ 2:34 PM

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Closing Balance from Previous Statement.....	7/07/2022	-9,370.59
0 Deposits and Other Additions Totaling.....		0.00
60 Checks and Other Withdrawals Totaling.....		4,946.53
1 Adjustments Totaling.....		9,370.59
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	8/08/2022	-4,946.53
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	8/08/2022	-146,628.16
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-146,628.16

Date	Check	To	Check Description	Amount
✓ 6/16/2022	0000251	FACEBOOK	Lewicki - Job Postings	34.82
✓ 7/08/2022	0000284	MOTIONVFX	Jones - Video Software	87.00
✓ 7/11/2022	0000284	ADOBE ACROBAT	Jones - Software	9.99
✓ 7/11/2022	0000285	EO MEDIA GROUP	Hazen - Transit Days	29.99
✓ 7/11/2022	0001365	MAIN ST MARKET	Geisler - Office Supplies	3.58
✓ 7/11/2022	0001365	LASER PRINT & COPY	Geisler - Rural Transit Day Banner	4.50
✓ 7/12/2022	0000286	UNITED AIRLINES	Hazen - Flights/CTAA SUN Conference	1,536.20
✓ 7/12/2022	0001209	FULTANO'S PIZZA	Farmer - Rural Transit Day	276.00
✓ 7/13/2022	0001217	AMAZON	Klezcek - Durable Goods/Computer	96.93
✓ 7/13/2022	0001365	SMART FOOD SERVICE	Geisler - Office Supplies	35.48
✓ 7/14/2022	0000284	FRED MEYER	Jones - Beverages/Meeting	50.39
✓ 7/14/2022	0001209	FULTANO'S PIZZA	Farmer - Rural Transit Day	32.05
✓ 7/15/2022	0000284	SHELL OIL	Jones - Ice/Meeting	12.45
✓ 7/15/2022	0000284	ENVATO	Jones - Video Software	33.00
✓ 7/15/2022	0001365	IMPERIAL SUPPLIES	Geisler - Mirror - Bus 2003	73.58
✓ 7/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 7/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Subscription	14.99
✓ 7/18/2022	0000251	ADOBE ACROBAT	Lewicki - Monthly Subscription	14.99
✓ 7/18/2022	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 7/18/2022	0001209	GOVPERMIT	Farmer - Fingerprints/FR	25.00
✓ 7/19/2022	0001209	USPS	Farmer - Certified Mail/FR	7.85
✓ 7/22/2022	0000284	GRAMMARLY, INC	Jones - Video Software	59.95
✓ 7/22/2022	0000284	EPIDEMICSOUND.COM	Jones - Video Software	49.00
✓ 7/22/2022	0001209	NICEBADGE.COM	Farmer - Name Badge - FR	22.36
✓ 7/22/2022	0001217	APPLE	Klezcek - Monthly Subscription	34.99

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

Run: 9/07/2022 @ 2:34 PM

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✓ 7/25/2022	0001365	INDY WAY DINER	Geisler - Meal/Bus Delivery	42.59
✓ 7/26/2022	0000285	BUDGET	Hazen - Rental Car - CTAA SUN Conference	217.88
✓ 7/26/2022	0001365	FRED MEYER	Geisler - Office Supplies	101.91
✓ 7/27/2022	0000269	SAFEWAY	Parker - Food/Board Meeting	7.78
✓ 7/27/2022	0000284	MOTIONVFX	Jones - Video Software	62.30
✓ 7/27/2022	0001217	ONESTREAM	Kleczek - Monthly Subscription	39.00
✓ 7/28/2022	0000269	FRED MEYER	Parker - Food/Board Meeting	75.93

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

Run: 9/07/2022 @ 2:34 PM

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Date	Check	To	Check Description	Amount
✓ 7/28/2022	0000269	SUBWAY	Parker - Food/Board Meeting	84.08
✓ 7/28/2022	0001209	FULLIDENTITY.COM	Farmer - Badge - FR	18.50
✓ 7/29/2022	0001209	FRED MEYER	Farmer - Office Supplies	21.96
✓ 7/29/2022	0001217	TARGET	Kleczek - Meal	6.29
✓ 7/29/2022	0001217	BABA'S MEDITERRANEAN GRILL	Kleczek - Meal	15.99
✓ 7/30/2022	0001217	VENTRA VENDING	Kleczek - Transit from airport	5.00
✓ 7/30/2022	0001217	MARRIOTT	Kleczek - Meal	5.87
✓ 7/30/2022	0001217	HAVANA GRILL	Kleczek - Meal	22.74
✓ 7/31/2022	0001217	MARRIOTT	Kleczek - Room/Chicago Conference	369.12
✓ 7/31/2022	0001217	MARRIOTT	Kleczek - Refund/Overcharge Room	-110.00
✓ 7/31/2022	0001217	PORTLAND COFFEE ROASTERS	Kleczek - Meal	7.50
✓ 8/01/2022	0001209	GOVPERMIT	Farmer - Fingerprints/FR	25.00
✓ 8/01/2022	0001217	LIL' BABAREEBA	Kleczek - Meal	35.05
✓ 8/01/2022	0001365	ARNIE'S CAFE	Geisler - Meal	51.19
✓ 8/02/2022	0001217	BEATRIX STREETERVILLE	Kleczek - Meal	20.71
✓ 8/03/2022	0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 8/03/2022	0001217	SU CASA	Kleczek - Meal	37.85
✓ 8/03/2022	0001217	BROKEN ENGLISH TACO PUB	Kleczek - Meal	36.17
✓ 8/03/2022	0001365	LGS GROUP	Geisler - Interlock Controller - Bus 1802	229.60
✓ 8/04/2022	0000284	AVG TECHNOLOGIES	Jones - Internet Security	89.99
✓ 8/04/2022	0000285	AMAZON	Hazen - Annual Membership Fee	179.00
✓ 8/04/2022	0001217	VENTRA VENDING	Kleczek - Transit to Airport	5.00
✓ 8/04/2022	0001217	MANCHU WOK RB	Kleczek - Meal	6.36
✓ 8/04/2022	0001365	PETERBILT PARTS.COM	Geisler - Seat Knob	28.91
✓ 8/04/2022	0001365	AERO CLIMATE CONTROL INC	Geisler - Compressor/Refrigerant - Bus 92	410.21
✓ 8/05/2022	0001217	CALENDLY LLC	Kleczek - Monthly Subscription	15.00
✓ 8/06/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Subscription	14.99
✓ 8/08/2022	0001209	ANDERSON FLORISTS	Farmer - Get Well House Plant - PT	67.99
<b>Total Unmarked Checks:</b>			<b>0.00</b>	<b>Total Checks: 4,946.53</b>

Date	Reference	Adjustment Description	Amount
11/10/2021	0021281		0.00
5/10/2022	0021679		0.00
✓ 7/07/2022	GC	Payment made from Gen. Ck. for Statement Ending 7/07/2022	9,370.59
8/17/2022	GC21890	Payment made from Gen. Ck. for Statement ending 08/08/2022	4,946.53
<b>Total Unmarked Adjustments:</b>			<b>4,946.53</b>
<b>Total Adjustments:</b>			<b>14,317.12</b>

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

NOTE on Reviewing Financials: Month 2 = 16.67% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$795,785 (\$45,682 less than budget), YTD Total Materials & Services was \$173,092 (\$44,441 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$11,103; \$3,397 less than monthly budget and \$8,404 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$5,192; \$4,808 less than monthly budget and \$4,194 less than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$1,258; \$6,742 less than monthly budget and \$6,956 less than YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,162; \$438 less than monthly budget and \$597 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$500 less than monthly budget and \$1000 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$154.
- 4205 Property Taxes: \$5,039 collected in Aug. Over budget YTD \$7,290.
- 4250 Timber Sales: \$69,367 collected in Aug.
- 4420 Parking: All Spaces Rented.
- 5000 Grants: Received \$95,739 in Aug.

**Expense**

- 7010 VET Provider Payments: Rides for the month of Aug totaled \$852.
  - 8031 Online Sub/IT Services: Over Monthly Budget \$2,021 – AccuFund Quarterly Payment.
  - 8170 Fuel: Under Monthly Budget \$5,262; under YTD budget \$8,780.
  - END
- \*\* Fuel under budget YTD \$8,780. Materials & Services (without capital expense) is under budget for MTD by \$21,316 and under budget YTD \$43,441.

**Follow up items:**

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



**Consolidated Statement of Activity - MTD and YTD  
August 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	11,102.63	14,500.00	(3,397.37)	21,095.67	29,500.00	(8,404.33)
4015 LOWER COLUMBIA CONNECTOR	5,191.76	10,000.00	(4,808.24)	13,805.73	18,000.00	(4,194.27)
4021 MEDICAID FARES - IGA	1,258.00	8,000.00	(6,742.00)	6,044.00	13,000.00	(6,956.00)
4022 PARATRANSIT FARES	1,162.00	1,600.00	(438.00)	2,203.05	2,800.00	(596.95)
4030 CONTRACTED SERVICES-IGA	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)
4110 NW NAVIGATOR	257.83	300.00	(42.17)	445.81	600.00	(154.19)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	200.00	(200.00)
4130 OTHER-VENDING	67.61	0.00	67.61	67.61	0.00	67.61
4205 PROPERTY TAXES	2,654.75	5,000.00	(2,345.25)	22,488.66	15,000.00	7,488.66
4206 PRIOR YEAR TAXES	2,380.07	2,000.00	380.07	3,991.72	4,000.00	(8.28)
4207 PROPERTY TAX INTEREST	4.37	100.00	(95.63)	9.72	200.00	(190.28)
4310 TIMBER SALES	69,366.61	70,000.00	(633.39)	69,366.61	70,000.00	(633.39)
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	28,348.73	20,000.00	8,348.73
4420 PARKING SPACE LEASE	760.00	760.00	0.00	1,520.00	1,520.00	0.00
4505 INTEREST EARNED ON BANK ACCT	94.79	167.00	(72.21)	110.09	334.00	(223.91)
4605 OTHER INCOME	14.00	2,000.00	(1,986.00)	46.00	4,300.00	(4,254.00)
5201 OREGON STF FUNDS	0.00	0.00	0.00	23,233.00	23,233.00	0.00
5202 OREGON STIF FUNDS-DISCRETIONARY	66,444.00	130,000.00	(63,556.00)	66,444.00	130,000.00	(63,556.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	181,206.00	(181,206.00)	166,577.00	181,206.00	(14,629.00)
5301 5311 ADMIN/OPERATIONS	0.00	138,000.00	(138,000.00)	279,147.00	138,000.00	141,147.00
5302 5310 MOBILITY MGT/PM	21,939.00	36,860.00	(14,921.00)	21,939.00	38,860.00	(16,921.00)
5304 TRANSPORTATION OPTIONS	0.00	24,450.00	(24,450.00)	24,693.73	24,450.00	243.73
5306 CARES ACT	7,356.00	125,264.00	(117,908.00)	44,208.00	125,264.00	(81,056.00)
Total Revenues	190,053.42	750,807.00	(560,753.58)	795,785.13	841,467.00	(45,681.87)

	<u>M-T-D</u>		<u>M-T-D</u>		<u>Y-T-D</u>		<u>Y-T-D</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
<u>Expenses</u>								
6019 WAGES	169,072.07	181,400.00	348,011.95	364,400.00	12,327.93	16,388.05		
6111 TAXES	20,779.61	27,800.00	42,889.89	55,600.00	7,020.39	12,710.11		
6210 BENEFITS	47,747.54	51,920.00	73,354.93	103,840.00	4,172.46	30,485.07		
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>237,599.22</b>	<b>261,120.00</b>	<b>464,256.77</b>	<b>523,840.00</b>	<b>23,520.78</b>	<b>59,583.23</b>		
7010 VET PROVIDER RIDES	851.80	833.00	1,330.75	1,666.00	(18.80)	335.25		
8001 PROFESSIONAL SERVICES	0.00	6,000.00	0.00	12,000.00	6,000.00	12,000.00		
8002 LEGAL COUNSEL	0.00	415.00	109.50	830.00	415.00	720.50		
8003 BANK/MERCHANT FEES	192.20	166.00	405.77	332.00	(26.20)	(73.77)		
8010 EQUIP LEASE/RENT	188.00	225.00	376.00	450.00	37.00	74.00		
8015 COMP/FURNITURE/DURABLE GOODS	1,752.99	4,375.00	2,164.15	8,800.00	2,622.01	6,635.85		
8020 B&M	1,075.65	3,850.00	3,391.62	7,750.00	2,774.35	4,358.38		
8023 BUILDING LEASE	1,166.00	1,250.00	2,332.00	2,500.00	84.00	168.00		
8024 SANITATION	0.00	300.00	0.00	600.00	300.00	600.00		
8031 ONLINE SUB/IT SERVICES	10,720.96	8,700.00	15,721.90	17,200.00	(2,020.96)	1,478.10		
8040 TELEPHONE/INTERNET	3,076.75	2,900.00	6,225.32	5,800.00	(176.75)	(425.32)		
8041 UTILITIES	2,034.99	2,915.00	3,821.74	5,830.00	880.01	2,008.26		
8050 HR/EMPLOYEE RECOGNITION	1,036.25	1,800.00	2,624.87	3,400.00	763.75	775.13		
8060 TRAVEL/TRAINING	755.31	1,600.00	4,103.81	4,650.00	844.69	546.19		
8080 OUTREACH/PRINTING	1,421.47	3,350.00	4,701.97	6,700.00	1,928.53	1,998.03		
8090 DUES, SUBSCRIPTIONS	1,520.00	1,250.00	1,976.85	2,500.00	(270.00)	523.15		
8091 IGA-DUES	0.00	0.00	0.00	3,800.00	0.00	3,800.00		
8092 FEES/TAXES/LICENSES	100.00	350.00	209.84	700.00	250.00	490.16		
8100 INSURANCE	21,734.00	21,750.00	21,734.00	21,750.00	16.00	16.00		
8105 UNINSURED LOSS	0.00	1,250.00	0.00	2,500.00	1,250.00	2,500.00		
8110 LEGAL ADS	0.00	75.00	0.00	175.00	75.00	175.00		
8112 MEETING EXPENSE	0.00	125.00	388.40	250.00	125.00	(138.40)		
8116 OFFICE SUPPLIES	758.70	1,200.00	1,885.60	2,450.00	441.30	564.40		
8170 FUEL	33,737.84	39,000.00	70,219.92	79,000.00	5,262.16	8,780.08		
8171 VEHICLE REPAIR/OUTSIDE SERVICES	12,183.58	12,700.00	27,250.22	24,400.00	516.42	(2,850.22)		
8180 SHOP SUPPLIES	1,006.81	250.00	2,118.12	500.00	(756.81)	(1,618.12)		
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>95,313.30</b>	<b>116,629.00</b>	<b>173,092.35</b>	<b>216,533.00</b>	<b>21,315.70</b>	<b>43,440.65</b>		
<b>9200 CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
Total Expenses	332,912.52	377,749.00	637,349.12	740,373.00	44,836.48	103,023.88		
Excess Revenue Over (Under) Expenditures	(142,859.10)	373,058.00	158,436.01	101,094.00	(605,590.06)	(148,705.75)		



**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 8/31/2022**

	This Year	Last Year	Change
<b>Assets</b>			
1020 GENERAL CHECKING LC BANK	35,098.66	213,081.92	(177,983.26)
1030 LGIP - GENERAL FUND	88,862.93	140,525.96	(51,663.03)
1040 PAYROLL ACCOUNT LC BANK	73,675.64	72,996.42	679.22
1050 MONEY MARKET LC BANK	5,672.76	5,669.78	2.98
1095 CASH RECEIPTS CLEARING SYSTEM	426.98	247.67	179.31
1210 ACCOUNTS RECEIVABLE SYSTEM	27,693.23	19,289.34	8,403.89
1251 PASS TRANSIT RECEIVABLES	580.00	0.00	580.00
1425 PREPAID WORK COMP	(63,285.17)	(11,776.96)	(51,508.21)
<b>Total Assets</b>	<b>168,725.03</b>	<b>440,034.13</b>	<b>(271,309.10)</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	83,330.49	722,300.04	(638,969.55)
2050 CREDIT CARD PAYABLE	153,821.58	78,194.81	75,626.77
2059 CREDIT CARD PAYMENT CLEARING	(146,798.14)	(67,891.42)	(78,906.72)
2060 PAYABLE TO NWN	(1,675.42)	(398.40)	(1,277.02)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	0.00	255.00	(255.00)
2099 A/P CONVERSION	(20,436.27)	(20,436.27)	0.00
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	(13,709.73)	(12,010.60)	(1,699.13)
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	(20,132.27)	(15,653.81)	(4,478.46)
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	1,531.00	452.80	1,078.20
2134 ATU	(805.14)	(805.14)	0.00
2135 MASA	(94.33)	(94.33)	0.00
2140 RETIREMENT- 457(b)	(1,780.00)	(1,780.00)	0.00
2141 RETIREMENT-ER 457	14.99	14.99	0.00
2142 RETIREMENT-ROTH 457 (B)	(343.30)	(343.30)	0.00
<b>Total Liabilities</b>	<b>29,821.57</b>	<b>678,611.78</b>	<b>(648,790.21)</b>
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	158,436.01	(686,577.70)	845,013.71
<b>Total Net Assets</b>	<b>138,903.46</b>	<b>(238,577.65)</b>	<b>377,481.11</b>
<b>Total Liabilities and Net Assets</b>	<b>168,725.03</b>	<b>440,034.13</b>	<b>(271,309.10)</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 08/31/2022**

<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	7/31/2022	1520	7/01/2022	Jun 2022 Settlement	0.00	3,712.00	0.00	0.00	3,712.00
[6011] ANDI WARREN INSURANCE AGENCY	8/31/2022	1529	8/01/2022	Aug 2022 Parking Space #14	47.50	0.00	0.00	0.00	47.50
[6113] HOXIE, RONALD	5/31/2022	1470	5/01/2022	May 2022 Parking Space #7	0.00	0.00	0.00	47.50	47.50
[6162] OREGON EMPLOYMENT DEPT	7/01/2022	1489	6/01/2022	May Bus Passes-Astoria STEP	0.00	0.00	200.00	0.00	200.00
[6162] OREGON EMPLOYMENT DEPT	7/31/2022	1518	7/01/2022	Jun Bus Passes-Astoria STEP	0.00	240.00	0.00	0.00	240.00
[6162] OREGON EMPLOYMENT DEPT	8/31/2022	1536	8/01/2022	Jul Bus Passes-Astoria STEP	140.00	0.00	0.00	0.00	140.00
<b>Total</b>					<b>187.50</b>	<b>3,952.00</b>	<b>200.00</b>	<b>47.50</b>	<b>4,387.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 8/31/2022**

<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>
[6010] ALSCO									
8/30/2022	LPOR2886833	9/09/2022	SHOP TOWELS/UNIFORMS	36.02	36.02	36.02	0.00	0.00	0.00
[6037] CB LAWN CARE									
8/31/2022	7502	9/30/2022	08/2022 Lawn Maintenance	406.00	406.00	406.00	0.00	0.00	0.00
[6084] DEL'S OK POINT-S TIRE									
8/31/2022	1073212	9/10/2022	Tire Repair	21.00	21.00	21.00	0.00	0.00	0.00
[6095] ENGLUND MARINE SUPPLY CO INC									
8/30/2022	543469/1	9/29/2022	Coupler Garden Hose/Adaptor	14.65	14.65	14.65	0.00	0.00	0.00
[6111] HOME DEPOT CREDIT SERVICES									
8/31/2022	4623290	9/25/2022	Bus Washing Supplies	27.94	27.94	27.94	0.00	0.00	0.00
[6121] JACKSON & SON OIL INC									
8/31/2022	96281	9/30/2022	08/2022 Fuel	4,786.98	4,786.98	4,786.98	0.00	0.00	0.00
[6122] CARTER, JOHN									
8/22/2022	R08222022	9/21/2022	VET RIDES 08/22/2022	91.20	91.20	91.20	0.00	0.00	0.00
8/25/2022	R08252022	9/24/2022	VET RIDES 08/25/2022	91.20	91.20	91.20	0.00	0.00	0.00
8/29/2022	R08292022	9/28/2022	VET RIDES 08/29/2022	122.20	122.20	122.20	0.00	0.00	0.00
[6141] NW NAVIGATOR LUXURY COACHES									
8/30/2022	R08302022	9/09/2022	Sales Month Ending 8/31/2022	29.07	29.07	29.07	0.00	0.00	0.00
[6145] NORTH COAST TRUCK PARTS									
8/30/2022	332148	9/10/2022	Tensioner - Bus 1901	286.50	286.50	286.50	0.00	0.00	0.00
[6148] NW NATURAL									
8/26/2022	3762086-1 08262022	9/16/2022	08/2022 GAS SRV - SS	16.06	16.06	16.06	0.00	0.00	0.00
[6165] OREGON - DEPT. OF ADMINISTRATIVE SERVICES									
8/26/2022	ARQ24717	9/25/2022	ORCPP FY 23	500.00	500.00	500.00	0.00	0.00	0.00

<u>Invoice</u> <u>Date</u>	<u>Invoice</u> <u>Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original</u> <u>Amount</u>	<u>Amount</u> <u>Owed</u>	<u>Not Yet</u> <u>Due</u>	<u>Less Than</u> <u>30 Days</u>	<u>Less Than</u> <u>60 Days</u>	<u>More Than</u> <u>60 Days</u>
<b>[6166] OREGON DEPT OF MOTOR VEHICLES</b>									
8/31/2022	144231797	9/30/2022	Background Check - FR	7.00	7.00	7.00	0.00	0.00	0.00
<b>[6172] O'REILLY AUTO PARTS</b>									
8/29/2022	3920-259729	9/20/2022	Brake Pades - Buses 2001, 2002, 2003	215.62	215.62	215.62	0.00	0.00	0.00
8/30/2022	3920-259943	9/20/2022	Sealed Beam - Buses 2101, 2102	22.76	22.76	22.76	0.00	0.00	0.00
8/30/2022	3920-260005	9/20/2022	Fleetrunner - Bus 1901	73.23	73.23	73.23	0.00	0.00	0.00
8/31/2022	3920-260164	9/20/2022	Whl Brg	80.20	80.20	80.20	0.00	0.00	0.00
8/31/2022	3920-260172	9/20/2022	Clt Plt Brg/AC Buses 2101, 2102	155.28	155.28	155.28	0.00	0.00	0.00
8/31/2022	3920-260174	9/20/2022	Rtn - Whl Brg	(80.20)	(80.20)	(80.20)	0.00	0.00	0.00
8/31/2022	3920-260176	9/20/2022	Puller Attch/Thread Lk/Puller - Shop	119.97	119.97	119.97	0.00	0.00	0.00
8/31/2022	3920-260187	9/20/2022	Hammer - Shop	45.99	45.99	45.99	0.00	0.00	0.00
<b>[6177] PACIFICSOURCE ADMINISTRATORS</b>									
8/12/2022	2022-16	9/11/2022	Pay period ending 8/06/2022,FSAHealth	338.06	338.06	338.06	0.00	0.00	0.00
8/26/2022	2022-17	9/25/2022	Pay period ending 8/20/2022,FSAHealth	338.06	338.06	338.06	0.00	0.00	0.00
8/21/2022	Aug 2022	9/20/2022	Aug 2022 Statement	177.80	177.80	177.80	0.00	0.00	0.00
<b>[6186] RECOLOGY WESTERN OREGON</b>									
8/31/2022	19560937	9/30/2022	08/2022 GARBAGE SRV - TC	190.26	190.26	190.26	0.00	0.00	0.00
<b>[6193] SDIS</b>									
8/19/2022	081922Adj	9/18/2022	Med/Den/STD/LTD Adj	1,196.73	1,196.73	1,196.73	0.00	0.00	0.00
8/12/2022	2022-16	9/11/2022	Pay period ending 8/06/2022,DentalBen,LifeBen,MedicalBen,STDBen,DentalDed,MedicalDed	22,591.28	22,591.28	22,591.28	0.00	0.00	0.00
8/26/2022	2022-17	9/25/2022	Pay period ending 8/20/2022,DentalBen,MedicalBen,DentalDed,MedicalDed	21,142.48	21,142.48	21,142.48	0.00	0.00	0.00



<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>
<b>[6200] SIGN ONE SIGNCRAFTERS</b>									
8/31/2022	1823	10/01/2022	Uniforms - F/R	79.94	79.94	79.94	0.00	0.00	0.00
<b>[6226] VAN DUSEN BEVERAGES</b>									
8/31/2022	1001982	9/30/2022	08/2022 Water - TC	51.50	51.50	51.50	0.00	0.00	0.00
	R08312022		Acct 1001982						
8/31/2022	1002533	9/30/2022	08/2022 Water - OPS	52.00	52.00	52.00	0.00	0.00	0.00
	R08312022		Acct 1002533						
8/31/2022	1002539	9/30/2022	08/2022 Water - SS	14.50	14.50	14.50	0.00	0.00	0.00
	R08312022		Acct 1002539						
<b>[6237] WILCOX &amp; FLEGEL</b>									
8/31/2022	CL47095	9/30/2022	08/2022 Fuel	28,110.78	28,110.78	28,110.78	0.00	0.00	0.00
<b>[6496] PRORIDER HELMETS</b>									
8/17/2022	79724	9/16/2022	Bike Helmets/Reduce Barriers to Biking in Clatsop Co.	1,690.00	1,690.00	1,690.00	0.00	0.00	0.00
<b>[6516] COMMERCIAL ADJUSTMENT COMPANY</b>									
8/26/2022	8262022	9/25/2022	Case #15SC38344	270.93	270.93	270.93	0.00	0.00	0.00
<b>Report Total</b>				<b>83,312.99</b>	<b>83,312.99</b>	<b>83,312.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 08/31/2022**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
21881	8/01/2022	[6193] SDIS - Invoices 071922Adj, 2022-13, 2022-14	BENEFITS MEDICAL SDIS	45878.2	45,878.20
21884	8/01/2022	[6257] WESTERN STAR NW INC - Repairs - Bus 1801	Repairs	10259.95	10,259.95
EFT	8/15/2022	[6225] VALIC-JPM CHASE - Payroll Dated 08.12.2022	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2999.79 2631.76 523.91	6,155.46
21907	8/17/2022	[6121] JACKSON & SON OIL INC - 07/2022 Fuel	FUEL FUEL FUEL FUEL	2840.04 225.43 308.24 1748.53	5,122.24
21922	8/17/2022	[6193] SDIS - Liability, Auto, General	GENERAL LIABILITY PROPERTY AUTO	4781.48 3586.11 13366.41	21,734.00
21930	8/17/2022	[6237] WILCOX & FLEGEL - 07/2022 Fuel	FUEL FUEL FUEL FUEL	8734.06 153.12 2836.14 19636.52	31,359.84
21931	8/30/2022	[6001] ACCUFUND INC - HOSTED SERVICES: 10/02 - 12/31/2022	IT SERVICES/CONTRACTS	5313	5,313.00
<b>Total Checks</b>					<b>125,822.69</b>

Date: September 13, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Board Practices Assessment Report Review

On July 28<sup>th</sup>, the Board held a work session where a Board practices assessment was facilitated by Jim Knight, a Senior Consultant with Special Districts Association of Oregon. Jim led the Board through an assessment of how they felt the Board was performing in Board Duties and Responsibilities, Operational Compliance, Budget and Finance, Customer Relations, Personnel Administration, and Policies and Procedures.

Included in the packet are the results of the assessment along with a letter from Jim showing his impressions and recommendations. This is your opportunity to provide comments on the session, and to provide staff with direction on what you would like to see us do in regard to the recommendations he has made.

**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**Sunset Empire Transportation District**

**Commissioners:**

**July 28, 2022**

**Board: Debbie Boothe-Schmidt; Tracy MacDonald; Diana Nino; Rebecca Read; Charles Withers; Pamela Alegria; Guillermo Romero**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				The Board members pride themselves on taking their responsibilities seriously as individual Board members. The Board is committed to serving the community, passengers, staff, and the general public by providing the very best public transportation services possible.
Adherence to standards of good stewardship				There was a consensus among the Board members that the district is performing very well and doing the best it can with the resources that are currently available. Each member of the Board seemed quite familiar with the issues and challenges the district faces. There is good communication and interaction between



				the Board members and also between the Board and Staff.
Demonstration of good governance practices				Board members felt that the staff keeps them well informed on issues that affect the district in all areas of the district's operations. Newly elected/appointed Board members are welcomed to the Board and have the opportunity to understand the opportunities and challenges they will face as new Board members. The Board is kept thoroughly informed by frequent reports from senior staff members. The Board appreciates having the opportunities to hear directly from a variety of senior staff who provide in-depth reports on issues that affect the district. The Board receives timely financial reports updating them on the district's budget performance throughout the fiscal year.
<b>Operational Compliance</b>				
Overall regulatory compliance				Similar to most Special Districts, Board members rely on staff to ensure the district is in compliance with a vast number of regulatory issues. The Board believes that the staff performs a very good job at keeping them informed if there are problems or challenges that can or will affect the district. The Board's trust in the performance and truthfulness of the staff is very high and quite commendable.

Timeliness of compliance reporting				The Board reported no areas of concern.
Potential compliance challenges				<p>Staff reported on the difficulties the district is having in obtaining an auditing firm for the annual audit of the district’s budgeting and financial reports. It is obvious that the staff has kept the Board apprised of this challenge. The staff is doing a good job of keeping open lines of communication with the Oregon State Auditor. There was a good discussion with the Board on this issue and clearly, they are doing everything possible to perform an audit but available auditors are very difficult to find these days.</p> <p>The only other concern that came up during this conversation was that the district would strongly desire a significant remodel of the bus stop located near the intersection of Highway 101 and Ensign Way. The district is actively seeking funding solutions so that they can address this issue.</p>
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				The Board is very satisfied with the process in place for the management of the district’s budget. They are happy with the

				Budget Committee in their performance of providing sound budget recommendations. The Board is also pleased with how staff provides frequent financial updates and budget performance results to the Board and to the public.
Soundness of financial practices				No issues noted
<b>Customer Relations</b>				
Management of service problems				The Board is pleased with the staff in the ways service problems are reported to the Board and how the staff rapidly resolves any issues. It should be noted that there are very few complaints either from the riders (customers) or the general public. Importantly, it was reported that there were zero complaints filed regarding the transit drivers.
Improvements to customer service				The district is making good strides toward addressing the needs of customers whose primary language is not English. The district is also exploring the possibilities of improving customer's abilities to purchase transportation fares through mobile apps. The district would like to explore the possibilities of their riders being able to provide comments and suggestions towards improvements within the mobile apps.

<b>Personnel Administration</b>				
Staff morale and work climate				There were no comments of concern regarding the workplace. Annual holiday get-togethers were celebrated as great opportunities for the staff and the Board members to interact and get to know each other better. The Board strongly endorsed and appreciated that senior staff members presented various timely reports on topics pertaining to the district’s operations. These reports provided the Board with a better understanding of individual staff members. They noted that it is obvious that the Executive Director trusted his staff and complimented him on providing opportunities for staff to personally address the Board members in public meetings.
Management of employee performance				The Board was confident that there was a robust process in place for employee performance evaluations. The Board has a healthy, balanced, perspective on its role with regard to the management of the staff.
Alignment of positions with work assignments				In general, the district’s Board members firmly believe that the staff has a “good handle” on their duties and responsibilities and there were no comments of concern.
<b>Policies and Procedures</b>				
				All district policies are periodically

The soundness of administrative policies				reviewed by staff and/or Board members. The Board believes it is a good time – due to the addition of several new Board members, for a review of the current Board of Director’s Policy Manual. The Board would like to schedule a possible “working retreat” to have this discussion.
Consistency between work practices and policies				The staff has been reviewing the current job descriptions for all employees and hope to complete this work in the near future.
The efficiency of staff and work systems				The Board members provided compliments to the staff on how well the district is performing.

## MEMORANDUM

**DATE:** July 28, 2022

**TO:** Sunset Empire Transportation District

**SUBJECT:** Consultant's Impressions and Recommendations

**FROM:** Jim Knight, Sr. Consultant  
SDAO Consulting Services

Dear Sunset Empire Transportation Board of Directors,

Thank you for the opportunity to guide you through your recent Board Practices Assessment Work Session. It was a pleasure to meet all of you and hear your perceptions on how well you each believe the Board is performing in each of the six "Key Performance Areas". I have attached a completed BPA Assessment Document in which I have scored the rating for each Key Performance Area, based on the comments you provided during the workshop.

My **Consultant's Impressions and Recommendations** are outlined below. As discussed during the meeting, it is important that the Board review these documents, consider the recommendations at your next Board meeting, and develop an "action plan" to follow-up on these findings. SDAO will conduct a 60-day follow-up to check progress and offer additional consulting support, if needed.

### Impressions

First, I want to compliment your organization on your willingness to participate in this process. I found your comments and contributions to be quite sincere and meaningful. It was obvious from the very beginning that you are proud of the accomplishments of your district and your personal commitments to helping the district grow and prosper. It is not an easy task to volunteer to be an elected official in a Special District. It's no easy job to run for a publicly elected office. It clearly is obvious that you don't perform this difficult work for the money. It is obvious that each of you on the board loves the work that you do and simply just wants to help the organization grow and do well. I was impressed with all of you for being well prepared for this meeting and how you took the time to consider your responses to each of the BPA's Key Performance Areas.

Next, it was so good to see how well you communicate with your staff and each other. You were patient with each other and truly wanted to hear each other's comments and understand each other's perspectives. You are good listeners and seemingly hungry to learn more and find ever-improving solutions to the challenges you face. Like other districts, the challenges you face due to COVID are huge. Even more so for a transportation district whose very mission necessitates the close interaction between your customers and your staff and each other. You have communicated clearly that your organization would rise to those challenges and continue to find solutions that will improve your rider's experience with your organization. Very few of us have ever been through a prolonged "pandemic". The risks and challenges are significant and can be life-threatening. Maintaining an even keel, a motivated workforce, a satisfied customer base, and the praise of your community, is a significant accomplishment.

## Sunset Transportation District

Board Practices Assessment – Consultant’s Impressions & Recommendations

July 28, 2022

Page 2 of 2

It was good to hear that you have taken advantage of the services and training that SDAO provides. I will be happy to pass on your participation in SDAO training on the responsibilities and duties of Board Members. It has paid off for your organization in knowing what your individual responsibilities are and equally important what they are not. This knowledge and continued practice will pay significant dividends to the organization. Please do your best to insist that new board members take advantage of these training opportunities. You also might consider scheduling another BPA session after the next election of the Board Members, particularly if there is a turnover of the Board. I think you will find it very beneficial.

### Recommendations

- Continue your plans towards reviewing your Board Policy Manual. Now that you have new board members, having “fresh eyes” will provide new experiences and perspectives that will help.
- I recognize the challenges in finding an auditor to perform an annual budget. Talk to other district CEOs and CFOs and ascertain their satisfaction with their recent audits and ask for contact information. I will request help from SDAO staff to see if there are any suggestions and/or recommendations for identifying a potential auditor.
- I applaud your work and desire to improve the rider’s abilities to communicate any problems or suggestions that might help the organization. Providing those comment tools in a mobile app might be a great way to accomplish this.
- I don’t recall hearing if you have a Grant Writer on staff or on a contract. If not, please consider hiring one. I want to believe that there are grants available that can provide financial assistance towards the remodel of the Warrenton bus stop and possibly other grants that may help. In case you haven’t looked recently, Grants.gov is a great place to start. My experience is usually, existing staff are quite busy with their current responsibilities and it’s difficult to allocate the time necessary to search for and apply for grants.

In closing, I want to thank you again for allowing SDAO the opportunity to work with you. We are strong believers that the Board Practices Assessment is a helpful tool for all our districts. On a personal note, it has been a pleasure and privilege to be able to assist you in this process. I’m so glad I was able to have met all of you. It is such a joy to witness an organization that is collaborative and dedicated to the betterment of this most valuable community asset. I thank each one of you for your service to our amazing community. We are fortunate to have you as Board Members. Thank you for doing a great job!

If you have any questions about this report or if I can provide you with further assistance, please don’t hesitate to ask. We would love to help in any way we can.

Jim

*Jim Knight*

Senior Consultant

S|D|A|O

Direct: 253-722-4020

Date: September 13, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Legislative Advocacy Policy Introduction

Recently, the Board Policy Committee met to review the attached policy that was authored by Special Districts Association of Oregon. The only change that the committee made is highlighted in yellow requiring staff to confer with the Board Chair before taking a position without Board approval.

As you can see in the email that was sent out by Frank Stratton, this policy is a result of the input they received from Special Districts stating that without Board approval, they were unable to provide support letters that SDAO had requested. This policy has been reviewed and approved by their legal counsel and are asking for districts to adopt the policy.

The committee recommended that we present this to the full Board for them to review, and then include it in the work session that will be held to develop a strategic plan for the next biennium.



SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS	Policy #	Effective Date
		Date of Last Review
	Signature	

**POLICY: LEGISLATIVE ADVOCACY POLICY**

**Purpose**

The purpose of the policy is to guide the District’s officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff and Board of Commissioners with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Commissioners. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District’s Executive Director, Board Chair, or other designee, discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Commissioners.

**Policy Principles**

This policy provides the District’s Executive Director, Board Chair, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Commissioners to set Advocacy Priorities to provide policy guidance. The Board of Commissioners shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, **after consultation with the Board Chair staff may take a position without Board approval.**

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Commissioners for formal direction from the Board of Commissioners.

Generally, the District will not address matters that are not pertinent to the District’s local government services, such as social issues or international relations issues.

**Legislative Advocacy Procedures**

It is the policy of the District to proactively monitor and advocate for legislation as directed by the

Advocacy Priorities and by the specific direction of the Board of Commissioners. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Commissioners and Executive Director or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The Executive Director, or other designee, will act on legislation utilizing the following procedures:

1. The Executive Director, Board Chair, or other designee shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
2. The Executive Director, Board Chair, or other designee will conduct a review of positions and analysis completed by the Special Districts Association of Oregon and other local government associations when formulating positions.

If the matter aligns with the approved priorities, District response shall be supplied in the form of correspondence to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the District, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the Executive Director, Board Chair, or other designee.

3. All draft legislative position correspondence initiated by the Executive Director, Board Chair, or other designee shall state whether the District is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action.
  - a. Support – legislation in this area advances the District's goals and priorities.
  - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the District, or does not advance the District's goals and priorities.
4. The Executive Director or Board Chair may also provide correspondence of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation.
5. When correspondence is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or "cc" on the correspondence. The appropriate contacts at the Special Districts Association of Oregon and other local government associations, if applicable, shall be included as a cc on legislative correspondence.
6. A position may be adopted by the Executive Director, Board Chair, or other designee if any of the following criteria is met:

- a. The position is consistent with the adopted Advocacy Priorities;
  - b. The position is consistent with that of organizations to which the district is a member, such as the Special Districts Association of Oregon; or
  - c. The position is approved by a committee created by the Board of Commissioners.
7. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Commissioners at the next regularly scheduled Board Meeting. When appropriate, the Executive Director, Board Chair, or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Commissioners.

DRAFT

## **Advocacy Priorities**

### ***Revenue, Finances, and Taxation***

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts.

Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs.

Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

### ***Governance and Accountability***

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits-all approaches.

Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining district control over local government jurisdictional reorganizations and/or consolidations.

Oppose legislation that weakens the liability protections of special districts and their public officials granted under the Oregon Tort Claims Act or similar federal legislation.

### ***Human Resources and Personnel***

Promote policies related to hiring, management, benefits and retirement that afford flexibility,

contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

***Infrastructure, Innovation, and Investment***

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet Oregon's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

***Other?***

From: SDAO Government Affairs <sdao@sdao.com>

Sent: Friday, August 26, 2022 3:42 PM

To: Jeff Hazen

Subject: Call to Action: Pass a Legislative Advocacy Policy or Resolution

Call to Action: Pass a Legislative Advocacy Policy or Resolution

From: Frank Stratton, SDAO Executive Director

By now, I'm sure you are well aware of the failure of special districts to obtain a share of the American Rescue Plan funding for COVID relief, while Oregon cities and counties received \$1.5 billion. We have had a chance to reflect and investigate what we collectively could have done differently to achieve a better result from the Oregon Legislature. One of the things we have heard from many legislators is that they didn't think about special districts or didn't believe special districts needed funds because they didn't hear from them. They heard directly from nearly every city and county, but less than 100 out of almost 1,000 special districts made contacts with their legislators.

When SDAO sent out our Call to Action legislative alerts, asking members to contact legislators, we were always under a short timeline. Things move very rapidly during the legislative session requiring swift action and an ability to quickly adjust strategy. When we followed up with members that didn't reach out to their legislators, we heard one overarching common theme. Members felt they needed to get board action before they could take a position, and they were unable to respond under such a compressed timeline because their boards only meet once a month.

We believe we have a solution to this problem that has been successfully implemented by our fellow special district associations in other states. We have developed a customizable model resolution, reviewed by legal counsel, that will give either the district's general manager/fire chief or board chair the ability to take legislative positions on certain topics recommended by SDAO without full board approval. This sample policy/resolution can be found in the new [SDAO Legislative Action Toolkit](#) under the Taking Positions on Legislation heading or by clicking [this link](#) to download the Microsoft Word document.

**Please consider passing such a resolution using this template!!** It is extremely important that we get a better response when reaching out to legislators on issues of importance to special districts. Even if an issue doesn't directly impact your district, through collective action we can support each other for the benefit of all. Collectively we have more members and elected officials by far than any other type of local government. Together we can make an impact, but the legislature must hear from us on mass!

### **New Legislative Action Toolkit**

This sample policy/resolution is part of our new [Legislative Action Toolkit](#) that we developed to assist Oregon's special districts in making their voices heard. We have put together several resources to help you promote and advocate for your district.

Our goal in designing this toolkit is to make it easy for all our members to reach out to create or further develop relationships with legislators. We understand that this may be intimidating at first. However, it is critical that our state's decisionmakers know who special districts are, what they do, and their value to Oregon communities.

I encourage you to look at all the available resources in this toolkit. Our team has created a variety of sample letters for you to use in your advocacy efforts with legislators, as well as tips and tricks for meeting with elected officials, state senate and representative directory links, and sample letters to send to your local paper.

Do you already have a relationship with your state representative and/or senator? Be sure to fill out our [grassroots mobilization survey](#) found under the Grassroots Mobilization heading in the toolkit.

### **Future Legislative Alerts**

To ensure you receive future legislative alerts, make sure that SDAO has your correct email address on file by calling us at 800-285-5461 or emailing [sdao@sdao.com](mailto:sdao@sdao.com). We also encourage you to whitelist the sdao.com domain through your email provider to avoid messages inadvertently going to your spam or junk folder.

Executive Director Report  
 September Board Meeting  
 Jeff Hazen

-Ridership

We were down 23% in ridership for July and down 2% in August. YTD, we are down 13%. Keep in mind that we made service reductions in September of 2021 so we will start showing results against the reductions from last year beginning with September. The Lower Columbia Connector Route ridership exceeded 1,000 for two months in a row. This is a testament to how needed this route is. I'm also encouraged by Routes 10 and 101 with double digit increases in August.

Route	July		
	TY	LY	
10	2,245	2,283	-2%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	218	-100%
15	721	1,221	-41%
16	199	308	-35%
17	0	958	-100%
20	1,551	1,890	-18%
21	0	353	-100%
101A	2,361	2,374	-1%
101B	2,641	2,270	16%
101C	0	793	-100%
101D	0	507	-100%
101 Total	5,002	5,944	-16%
LCC	1,007	788	28%
PC	1,309	1,027	27%
SC	0	547	-100%
Total	12,034	15,537	-23%



	August		
	TY	LY	
10	2,808	2,412	16%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	193	-100%
15	803	1,693	-53%
16	136	325	-58%
17	0	132	-100%
20	1,893	1,739	9%
21	0	329	-100%
101A	2,571	3,599	-29%
101B	2,989	1,403	113%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	5,560	5,002	11%
LCC	1,039	748	39%
PC	1,279	903	42%
SC	0	262	-100%
Total	13,518	13,738	-2%
YTD	25,552	29,275	-13%

#### -Cruise Ships

I met with Lenard Hansen from the Cruise Ship Hosts about the fall season. They, as are we very anxious for us to provide our seasonal routes. I did have to let them know that we were still not in a position to be able to start them back up due to the driver shortage. I'm remaining optimistic that we can provide the routes for the Spring of 2023.

#### -STIF Trainings

I attended the recent ODOT training for STIF. The topic for this one was incorporating equity in project selection. Both Kathy and I participated and were able to provide comments on our efforts here.

#### -SUN Conference

As I mentioned before, I attended the SUN Conference in New Hampshire where Julia Castillo and I presented the Returning Citizen program to the small urban systems that were in attendance. The response was overwhelmingly positive. Many people came up to us after the presentation, during the break, and at the evening reception to learn more from us. Even though the conference was for small urban systems, the sessions that I attended were also relevant to rural systems.

#### -Bus Stop Project

I am preparing an RFP for engineering and project management services for the NWOTA bus stop project. It was originally going to be a sole source project, but we determined that a formal solicitation needs to be done to comply with procurement rules. I met with ODOT and the Tillamook County road department to get their input on the project and what they estimate the impact of inflation will be. It is likely that we won't have the funds in this grant to complete the construction phase so I will be recommending to TCTD to apply for the upcoming STIF Discretionary solicitation to include the project again on behalf of NWOTA.

#### -Personnel Policies Update

I have reviewed the updates that Sue has provided for the Personnel Policies and have made several comments on them. We will be meeting to discuss the comments and then get them finalized with the intent of presenting them to the Board in October.

#### -NTD Training

I attended a training on the upcoming NTD process put on by the National Transit Institute. It was a good refresher.

-Jennifer will be going out on leave in early October. She will be on an extended leave, so I am entering into a service agreement with Paul Lewicki to fill in for her while she is out. He's rather excited!

#### 2021-2023 SETD Priorities

##### **Priority One**

- Benchmark and track services
  - Ridership Increases & Decreases from previous year **Goal is double digit increases. July (23%) August (2) YTD (13%)**
    - 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 **July performance: SETD 66.5%, TCTD 60.5%, Lincoln County 52.4%. August performance: SETD 66.7%, TCTD 58.1%, Lincoln County 53.0%**
    - Schedule adjustments **Updated to be more relevant**
      - Congestion
      - Construction
    - Summer schedules **This year's were in effect on July 1<sup>st</sup>.**
    - 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 **In discussion with a developer**
    - 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. RFQ going out this month**
  - 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

## September 2022 Operations

Jennifer Geisler

Trainings for July and August consisted of a two-day National Transit Institute (NTI) Crisis Communication for Transit Managers, Best Practices in Cost Allocation from National Rural Transit Assistance Program (RTAP), a four-day NTI Enhancing your Transit Asset Management (TAM) Program training, OR OSHA Heat Illness Prevention and Wildfire Smoke Prevention.

We have been experiencing high summer temperatures these last few months and operations has been staying on top of the projected heat temperatures each week. With the OR OSHA Heat Illness procedures, we ensure that all SETD employees are supplied with water, AC and/or shade no matter their working environment. The heat index drastically changes between Seaside to Portland, and this determines what bus is assigned to any designated route. The second weekend of September we also needed to be mindful of the air quality (AQI) and follow the OSHA smoke procedures. Working staff were given N-95 masks. All three SETD facilities have N-95 masks for employees in accordance with AQI procedures.

Driver supervisor Matt Jensen and I attended our last virtual meeting with Swiftly for the pilot messaging service through the Swiftly On Board App. We offered advice from a rural transit view that has field supervisors and limited staff for dispatchers to monitor the messages. They were very thankful for the feedback and insight from our small agency. I continue to hold weekly supervisor meetings that consist of the fixed route, Ride Assist and shop supervisors, and we also had a July all staff meeting.

We are still expecting to see the two new category B buses in November for the Lower Columbia Connector routes. Creative Bus Sales reports that there will not be a price change from the original order. This is great news as we have heard other transits experiencing up to a 30% increase in cost. The six buses on order with Schetky Bus are not expected until late 2023 due to supply chain issues, specifically microchip shortages.

I have been working on the new winter schedules to take affect on Monday October 3. There will not be any extravagant changes in the schedules except for eliminating the extra time added to keep the on-time performance for the 11am-5pm hours.

Operations has power washed, painted, and performed minor maintenance on the OPS building in Warrenton. The hard work from shop looks amazing.

- In July, 6 individuals requested travel training. 5 trainees were between the ages of 35-60 and 1 was 25 or younger. All 6 riders were from South County and all 6 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.
- We provided 6 trips in July to Veterans needing transportation assistance. The VETP transported all Veterans to services at Camp Rilea. We are still in the process of bringing on board our new Veteran Volunteer driver and only await opportunity where schedules and need align to finish out the training process.
- For 1, it takes 1. What does this mean? Our program has helped many veterans get to their medical appointments over the years. 95% of all trips provided by this program are performed by a Veteran Volunteer driver in a personal vehicle. In almost every case, a relationship is formed between the Veteran being transported and the driver. Because of the unique "Veteran to Veteran" interaction, trust develops between them over time. This one-on-one interaction and the time it takes to build trust have provided opportunities for a healthy dialogue. We do not track any stats on this, but our driver has indicated that there were positive "mini" healthy outcomes in many circumstances while in transport. Our driver has indicated that the trips also help him when interacting with other Veterans and seeing the positive impact our program has on our local Veteran community. There are roughly 17 Veterans and active personnel in America who commit suicide daily. Our Veteran's Enhanced Transportation Program (VETP) helps Veterans get to medical services; we believe at least one individual is in crisis every day in Clatsop County, and we have a driver ready and willing to help.  
[www.veteranscrisisline.net](http://www.veteranscrisisline.net), Call 1-800-273-8255 and Press 1, Text 838255
- Transportation Talk is on every Friday at 11am on Facebook or YouTube and then like, share, and subscribe to the page if you haven't already. If you miss the live show at 11, the shows are available for viewing shortly after streaming live. Our format allows time for a short entertaining yet educational video in between our two main segments. 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 with people that you interact with that have questions.
- I continue in my outreach efforts to local businesses and local social services. Most of who I see on a monthly basis comes from a referral from one of these places that I have connected with.
- In August, 9 individuals requested travel training. 5 trainees were between the ages of 35-60 and 4 were over the age of 60. 2 individuals were from the Astoria/Warrenton area while the other 7 were from South County. All 9 received training on the basics such as reading our schedule, how to get to a bus stop, and paying the fare. 3 needed extra assistance and a ride-along where we concentrated on how to identify stops and how to transfer to different buses. All of the trainees were directed to further information on our website and on our YouTube page.
- We provided 10 trips in August to Veterans needing transportation assistance. The VETP transported 5 Veterans to local medical services, 4 to Camp Rilea and 1 person to mental health services. I'm happy to say that our new driver has been fully trained and is transporting Veterans to needed local medical and mental health services. Even though we have added this driver, we would still like to add another driver and are accepting people interested in applying.

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- If you can, please share our online training videos as often as you are able. The video not only help educate the public on our services and how to use them but are also a great way to connect with potential riders needing additional assistance. The Travel Training videos are located on our YouTube page (Sunset Empire Transportation District).
- I was able to connect with a couple of local businesses and bring information to them on how employees can use public transportation to commute to work. 1 person requested travel training from this connection.
- I participated in the planning and running of a mini conference in the month of August. Bill Wagner (National Center for Mobility Managers and CTAA), Bryan Simpson (Veteran travel training from Rogue Valley Transit District), and I were able to hold a Veteran Transportation conference in Portland at the end of August. The conference had a variety of people from the world of Veteran transportation services and an agenda that focused on how we could all work together to identify successful programs as well as challenges in order to make Veteran transportation better. Bryan and I are the administrators of this conference and look forward to making this conference an annual event.





Transportation Options  
August & September 2022 Report to Board  
Kathy Kleczek

I continue to have many projects in the works to help get people ridesharing, using transit, walking and rolling! Did you use a new form of transportation to you this summer? Did you learn anything? Are you ready for this year's Get There Challenge? Are you signed up? Need help ask me!

I was able to attend the International Association for Commuter Transportation Conference at the end of July, beginning of August. The conference was part of the ImpACT Leadership program that I am participating in throughout this year. The project that my group is creating is an video and data example of "Who is TDM?". TDM is Transportation Demand Management. TDM is what Transportation Options is all about. What we are doing is showing how many different aspects there are in the TDM field and how many different directions people come from to work in the TDM field. We have created a survey, display boards and video interviews to exemplify and show what we are finding. The conference was a great opportunity to learn about and share what is happening now and coming "down the road" in TDM. We have one larger presentation left to do to the ACT Board on September 15<sup>th</sup>.

One of the great things I was able to experience while at the conference was public transportation and transportation options in a different place. Using the L, Chicago's downtown train system, was the best way to get from the Airport to downtown. Around downtown there were transportation options in use all around, from electric scooters to electric bicycle rickshaw taxis and water taxis, so many exciting ways to get around without a car. The conference even had a session about water taxis, which would be a personal favorite way to get around if it was an option locally!

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. The digital version of the information can be used to send out to prospective guest when they are making plans to visit. The cards are out and being distributed to the public! You may have seen a press release about them. I also sought them out while I was at the airport and was able to find both versions at the PDX Visitors information center.

This year there is a one-day SDAO conference in Salem that will be provided at no charge to SDAO members. I look forward to this event as the SDAO conferences always provide valuable information and opportunities. The next SDAO Board meeting will also be held at the conference. I am honored and grateful to be participating as a Board member in the Treasurer position. The conference is offering some great sessions to further my education that ultimately benefits SETD and other districts in our region. The awards banquet is a opportunity to appreciate those outstanding achievers IN PERSON, that have been doing fantastic work on behalf of their district and Special Districts as a whole.



I was successful in being awarded a grant from ODOT to help reduce barriers to biking safely in Clatsop County. With the funds I have purchased helmets that can be used for biking, scooting, or skating. The helmets come in three colors- Blue, Red, and Black and also come in two sizes, that will fit most youth or Adults. They were a big hit at the Vaccination Clinic hosted by Consejo Hispano, that I attended to do outreach. I look forward to further collaborations to get more helmets out to our communities in Clatsop County. Don't miss the Hispanic/Latinx heritage celebration on October 8<sup>th</sup> at the Sunset Empire Park and Recreation Center.

October 3-16<sup>th</sup> is the 10<sup>th</sup> Annual Get There Challenge! Make sure to get signed up and participate in this year's event. There will be Statewide prizes and we even have some local prizes to offer this year. Participation is easy, and it is a great time to challenge yourself to try something new, develop a new habit, and save some money. If you have any questions or you know someone else that has questions please contact me!

**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
- What alternate travel modes have you logged this summer?
- Picked up local prizes for the Get There Challenge

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

- Attended ACT2022 International Conference
- Participating in OTP advisory group on Mobility and Accessibility, and DEQ Rulemaking
- SDAO ARPA Grant review committee
- ToGo Board meeting and Statewide meeting
- 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

#### **Innovative Mobility Grants**

- Vanpool Seed funds
- Reducing barriers to Safe Biking in Clatsop County
- Helmet distribution begins
- Spanish language translation of NCTMN Car-free travel rack cards

## Marketing, Outreach and Education

### September 2022 Board Report

Mary Parker, Executive Assistant

- ❖ I have continued to document requirements for SDIS Best Practices program. The Board Assessment completed in July gave us needed credits towards completion of this year's program due in December.
- ❖ I prepared an overview report of SETD programs and services to be utilized in the creation of a final presentation to OTA.
- ❖ I am continuing with community outreach of the Veterans Transportation Program.
- ❖ Labor Day Holiday Bus Service
  - Prepared English and Spanish Poster Announcement
    - Posted on Facebook
    - Posted on Web
    - Emailed to public offices
    - Posted in all bus stop shelters in Astoria, Warrenton, Hammond, Seaside and Cannon Beach
- ❖ Prepared August Board Meeting cancelation notices
  - Prepared English and Spanish Press Release
    - Posted in all bus stop shelters in Astoria, Warrenton, Hammond, Seaside and Cannon Beach
    - Sent to Public offices and media contacts
    - Posted on Facebook
    - Posted on Web
- ❖ Prepared July Board Meeting minutes for September 2022 Board Meeting
- ❖ Prepared July Workshop minutes for September 2022 Board Meeting
- ❖ Prepped and distributed English and Spanish Public Announcements for the September Board Meeting
- ❖ Have been processing SETD archived records in preparation for purging expired files.



**Human Resources**  
**AUGUST & SEPTEMBER 2022 Board Report**  
**Sue Farmer, Human Resources Manager**

**MEETINGS/TRAININGS ATTENDED:**

- Transit WF Center Fundamentals of Mentoring
- IPMA – Giving Feedback.
- OSP Fingerprint Training.
- HR Answers Leveraging Turnover.
- SDAO The Recruitment Recession.
- Fisher/Phillips Wage & Hour Basics.
- The Unfortunate Reality: Training for Active Shooters in the Workplace
- IPMA - Asking Powerful Questions.
- Brown & Brown Effective Safety Committees
- HR Answers Mental Health Crisis
- LCRMA Building a DEI Initiative in Your Workplace

**ACTIONS:**

- The draft of the updated personnel policies is complete. Jeff reviewed the policies, and we will meet to discuss draft policies and any revisions before forwarding them to HR Answers for final review. After the final review they will be presented to the Board of Commissioners for approval.
- Mandatory all-staff training on Human Trafficking is being completed during the month of September. The training is provided by Buses on the Lookout (B.O.T.L.).
- Making inquiries to make available to employees an option for Whole Life Insurance. This will be an employee paid benefit.
- I met via Zoom with Shandra Halford is our new AFLAC Representative. We reviewed the Section 125 policies.
- Interviewed 5 potential Bus Driver candidates.
- Arranged for 7 employees to take random drug or drug/alcohol tests for the 3<sup>rd</sup> Quarter.
- Prepared a Baby Basket for Mechanic Nate McBride welcoming his new Baby Boy Liam. Our generous employees donated gifts and cash.
- Arranged for Renewal of 1<sup>st</sup> Aid/CPR Training for all employees expiring in September/October 2022.
- Prepared the agenda and minutes for the Safety Committee meetings on Wednesday, July27 and August 31, 2022.
- The application period for the SDAO Safety & Security Match Grant up to \$5,000 will end on November 16, 2022. I will be soliciting quotes for bullet proof glass for the Astoria Transit Center Ticket Office.
- Prepared the monthly ODOT Covid-19 reports.
- Prepared templates for evaluations due in August and September and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Sent monthly notices to drivers regarding upcoming renewals of CDL's and Medical Certifications.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

**NEW EMPLOYEE ORIENTATIONS:**

- ❖ Provided New Employee Orientation for Rick Yelton on July 29, 2022. Rick retired from the Coast Guard as a Food Service Specialist where he supervised and trained Coast Guard personnel. After retirement he spent several years with Safeway as the Fuel Station Manager, TPJCC as a Senior Patrolman, and the Port of Astoria as Chief of Security. As mentioned below, Rick passed his CDL B license and is now out on the road driving his own bus!
- ❖ Provided New Employee Orientation for Patrick Calog on August 10, 2022. Patrick came to SETD with a CDL A. After deciding long-haul was not something he enjoyed he went to work for LIncare for several year and came to SETD from Northwest Community Alliance where he worked for 14 years. Patrick is enjoying his training and driving bus.
- ❖ Provided New Employee Orientation for Daniel Biddle on August 24, 2022. Daniel worked as an Insurance Sales Agent with Farmers Insurance and before that he was with Fastenal for several years. Daniel is a local hire and knows the area very well. He is learning a lot and looking forward to receiving a CDL B license and driving the bus!

**HIGHLIGHTS**

- **I always like to commend Lawrence McDonald on his CDL B training skills. He has a 100% pass rate for all his trainees 😊**
- **SHOUT OUT to Rick Yelton who knocked it out of the park. With no prior experience he passed his CDL B test after 3 weeks of training 😊 Excellent trainer and a quick study for sure! Way to go Rick!!!**

**WORKPLACE DEMOGRAPHICS:**

<b>Male</b>	<b>26</b>
<b>Female</b>	<b>18</b>
	<b>44</b>
<b>Hispanic/Latino</b>	<b>2</b>
<b>Native American/Indian</b>	<b>1</b>
<b>White</b>	<b>39</b>
<b>Two or More Races</b>	<b>2</b>
	<b>44</b>

Updated: 7-18-2022