



**Sunset Empire Transportation District**

**BOARD OF COMMISSIONERS**

**BOARD MEETING AGENDA**

**SATURDAY NOVEMBER 5, 2022**

**10:00 AM**

**HOLIDAY INN EXPRESS 34 N HOLLADAY DR. SEASIDE**

<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
9. CONTINUED BUSINESS
10. NEW BUSINESS
  - a. TRANSPORTATION ADVISORY COMMITTEE APPOINTMENTS
  - b. ASTORIA TRANSIT CENTER SIDEWALK REPAIR APPROVAL
  - c. COLUMBIA MEMORIAL HOSPITAL MEMORANDUM OF UNDERSTANDING
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

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SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST  
NOVEMBER  
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  
NOVEMBER  
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  
NOVEMBER  
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  
September 22, 2022  
Draft #2 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 and Commissioner Charles Withers. Commissioner Guillermo Romero excused.

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. CHANGES TO AGENDA- Executive Director Hazen requested the addition of a discussion on upcoming meeting date changes and the Veterans Stand Down.

5. PUBLIC COMMENT (3-minute limit)- None

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

Commissioner MacDonald moved to approve the July 28, Board Meeting Minutes

Commissioner Reed seconded the motion

Discussion- Commissioner Nino corrected the July minutes saying that she had not attended the Rural Transit Day lunch at operations, but she did participate in taking the pledge and signing the large Rural Transit Day Pledge that everyone signed which was great and made official. Commissioner Nino said the recording sounded a bit muffled and apologized for not speaking clearly.

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

6-Aye

0-Nay

Motion passed.

**APPROVAL OF THE JULY 28, 2022, BOARD BEST PRACTICES WORKSHOP MINUTES**

Commissioner Alegria moved to approve the July 28, 2022, Board Best Practices Workshop Minutes

Commissioner Withers seconded the motion

Discussion- Commissioner Read commented that we have received a glowing report from Mr. Knight, and she thinks it will be a document we will use going forward.

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

6-Aye

0-Nay

Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner MacDonald- Reported that he appreciated going to the SDAO Summer Conference and appreciated staff getting him there and back and to work on time.

Commissioner Alegria- Reported that she enjoyed the Summer Conference and thanked Mary for getting her to the conference and back.

Commissioner Nino- Reported that she had looked at the stop near where she lives in Cannon Beach and recommended that the Where’s My Bus signage also be posted in Spanish which is useful and the Token Transit signage as well.

Commissioner Withers- Reported that he wanted to thank Mary for making his reservations to attend the SDAO Board of Directors Training in Newport. Commissioner Withers said the training was well attended and included information that reminded us of previous trainings and solidified that, and it was also good to hear from other districts in SDAO to see how things are going with them and share ideas with them. Commissioner Withers added that the training was managed very professionally, and he is looking forward to the next one.

Commissioner Read- Reported that someone had called her during the weekend from the Cannon Beach Chamber about a rider that had left their wallet on the bus. Commissioner Read said she went on the SETD website and was able to contact the second supervisor on duty who contacted the driver and was able to get the wallet back to the rider. Commissioner Read suggested that it would be nice for the Board to know how to make a rapid response and contact staff in case of an emergency on the weekend.

Commissioner Boothe-Schmidt- Reported that she had also attended the SDAO Board of Directors Training session in Salem and the SDAO Summer Conference in Salem as well. Commissioner Boothe-Schmidt reported that the Board of Directors Training reminded us of things we have heard but do not always use. She also added that the SDAO Summer Conference was very well done and thanked Mary for doing the driving for the group.

8. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS:

JULY 2022-

Commissioner MacDonald moved to approve the July 2022 Financial Reports as presented.

Commissioner Reed seconded the motion

Discussion- Commissioner Nino asked for clarification of where to view the Year-to-Date budget versus expenditures and suggested that Revenue items 4205,4206 and 4207 be listed separately on the Exceptions Report instead of combined.

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

6-Aye

0-Nay

Motion passed.

AUGUST 2022-

Commissioner MacDonald moved to approve the August 2022 Financial Report

Commissioner Alegria seconded the motion

Discussion- None

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

6-Aye

0-Nay

Motion passed

## 9. CONTINUED BUSINESS

- a. BOARD PRACTICES ASSESSMENT REPORT REVIEW- Executive Director Hazen reviewed that the Board Practices Assessment that the Board had participated in on July 28, 2022, which was facilitated by Jim Knight, a Senior Consultant from Special Districts Association of Oregon. The Assessment evaluated how the Board the Board felt they were performing in Board Duties, Responsibilities, Operational Compliance, Budget, Finance, Customer Relations, Personnel Administration, Policies and Procedures. The results of the assessment and a letter from Jim Knight were included in the September Board Pack. Executive Director Hazen asked the Board to provide comments on the session and to provide staff with direction on what they would like to see done regarding the recommendations made. Hazen said that Commissioner Read had commented earlier in the meeting that this document would be something we will carry forward and refer to.

Commissioner Read commented that regarding potential compliance problems that were brought up about the Ensign Way shelter and said she wondered if we could explore getting another supplier for this shelter. Commissioner Read said she knows that we use a private contractor that works through the Corrections department. Executive Director Hazen said yes, we have but the Ensign shelter is through the Connector program which will be a large blue shelter like the one across the street and will be bought from a company and not through Correctional Enterprises. Commissioner Read said she would like us not to use the contract with the Correctional Industries because she believes it is indentured servitude and there is a movement in our state to not have this type of labor which is considered slavery because people are not compensated for their work. Commissioner Read said she wanted to go on record requesting that someone bring to the Boards attention ahead of time whenever we are going to be considering going into contract with those types of services. Executive Director Hazen said if that is the direction that the Board wants to go, we can certainly go that way. Hazen requested that he wanted to invite a representative from the Department of Corrections to speak to the Board about the program. Commissioner Read also asked how SETD is evaluating our meeting the language barriers from the customers perspective and how we are moving forward on that. Executive Director Hazen said we have made great strides on language barriers, but this is a requirement of our title VI Policy and asked Jason Jones Mobility Manager to comment. Jason explained that to follow our policy we utilize employees that are bilingual, our website has Google Translate on it, videos are being subtitled and Stephanie who is on the front desk in Astoria helps with translation for riders. Commissioner Read said it looks like we are doing a good job on this, but I am wondering how we are getting consumer feedback on a regular basis, so we know how things are working with our customers.

Commissioner Nino said she appreciates all the work we are doing in translating, and it is good. She also said that we budgeted for Translation Services and asked for clarification on where we are with that and why are we using Google Translate?

Executive Director Hazen said we do not use Google Translate. Google Translate is an option on the website and that is the industry standard. We are not going to set up a Spanish only website. Anytime we put a document out it usually has to go out "now" so we cannot send it to the translators and get them



back quick enough, so Mary uses Microsoft Word for the translation for press releases and other announcements. Commissioner Nino asked if you have a contract with the translating service wouldn't they be available to get something translated on the same day or from one day to the next, because our press releases are rarely something that we have to get out right now because it is usually something we already know about like changing our routes or we are going to be closed, we already know these things in advance so we should have time to have it translated properly. Commissioner Nino said she appreciates seeing our signs in Spanish but often the Spanish is not proper, so if we have the service, I am hoping we are using it. Executive Director Hazen said he will work with Mary on planning ahead of time for using the translation service. We can't use it in a rush, and it is considerably more expensive. Commissioner Nino said that she is the communication editor where she works and once you have done things one year there are just small edits that you have to make like changing the date for using them the next time. Commissioner Nino said she agrees with Commissioner Read that it would be wonderful if we could know how the people feel and maybe when Kathy and Jason are out doing outreach, they could always ask people if they are using the bus and how they feel and get their opinion. Commissioner Nino said it is often difficult to get peoples opinion unless it is bad. Commissioner Read said it is difficult to get the unvarnished input from users, but she thinks that is really what we need to do, and drill down a little deeper than the usual ways than the way English speaking people respond for requests for input. It might be culturally specific and we do have a fair amount of Spanish speaking people that ride the bus and I think it is very important for us to address their needs. Commissioner Read said she would like to see some ideas expressed at a later date of how we can do a better job of getting a response from our Spanish speaking riders.

Commissioner MacDonald said in response to this, Kathy will be present on October 8<sup>th</sup> at the old Middle School in Seaside for the Hispanic Heritage event so let's go join them.

Commissioner Alegria said that on page 39 Jim Knight said he would request help from the SDAO staff to see if they could help remedy the situation with us finding another auditor and asked Executive Director Hazen if that had happened yet? Executive Director Hazen said staff is still engaged with our current auditor so as soon as the current audit is complete we will put out an RFP request for proposals for another auditor. Commissioner Alegria asked if SDAO could help with finding an auditor. Executive Director Hazen said he uses the State Department of Revenue's list of public auditors.

Commissioner Withers said that one of the things they mentioned at our training was that districts sometimes reach out to other districts because of their similar needs and experience and often one district may have a contractor that they like and have received good service from and recommend them. I do not know if there is another district out there that might have a vendor we want to look at. Executive Director Hazen said that besides using the list last time he had also contacted other local districts for recommendations and that is how he selected our current auditor.

Chair Boothe-Schmidt asked Executive Director Hazen what he thought of Jim Knight's suggesting that SETD hire a Grant writer. Executive Director Hazen said in the transportation world he would argue that it is not necessary because the grants we receive go through ODOT. Hazen said he does look for other types of grants and if there was something out of our normal realm he would possibly use a grant writer.

## 10. NEW BUSINESS

- a. **LEGISLATIVE ADVOCACY POLICY INTRODUCTION-** Executive Director Hazen explained that the draft Legislative Advocacy Policy in the Board Pack was authored by Special Districts Association of Oregon and reviewed by the SETD Board Policy Committee. The only change that the Board Policy Committee made is requiring staff to confer with the Board Chair before taking a position without Board approval. The change is highlighted in yellow. Executive Director Hazen said that this is a critical year for this policy because when the legislature goes into session next year there will be new leadership including a new president of the Senate, a new speaker of the house and a new governor and about a third of the seats in the legislature are going to be new people as well and if you asked them what a special district is they would probably say they did not know, which is a big concern. This policy provides the District's Executive Director, Board Chair, or other designees the flexibility to preset and adopt positions on legislation in a timely manner and allow the Board of Commissioners to establish advocacy priorities to provide policy guidance. The Board of Commissioner shall establish various Advocacy Priorities

which include, Revenue, Finance and Taxation, Governance, Accountability, Human Resources, Personnel, Infrastructure, Innovation, Investment and Other. Executive Director Hazen said before the Board finalizes the policy, he would like the Board to make a list of “Other” priorities specific to our Transportation District. Hazen said we will discuss this further in our upcoming Strategic Planning work session. Commissioner Withers commented that he would like to have some time to go over the policy and discuss it in our Strategic Planning work session. Commissioner Nino asked for further explanation of how the policy would work. Executive Director Hazen said an example would be the three financial rescue plans that were offered by the Federal Government during Covid. All that money went to cities and counties and special districts were not included which was mainly because legislators did not understand what special districts are. Legislators also said they did not hear from special districts requesting money. Transportation districts did receive specific transportation funding directly, but most other districts did not. Kathy Kleczek who is on the SDAO Board also said that she sent out emails to many districts including port districts but unfortunately the timeline did not allow enough time to respond in a timely manner, so these districts then had to ask counties or cities for money. Commissioner Nino asked if an issue came up would the Board Chair or the Executive Director be able to respond? Executive Director Hazen said both could. Kleczek said when Special Districts takes things like this up it is not just a spur of the moment thing, there is a lot of vetting and discussion that is done before Special Districts gets behind an issue. Kleczek also added that different individual districts can request Special Districts to get behind an issue, but it has to be good for Special Districts as a whole not just the individual district. Commissioner Alegria said this is an excellent policy and it would be much more effective to have this same policy used for Board input into local government issues. Commissioner Alegria requested the addition of a coma after Board Chair in the third paragraph on page 41.

- b. MEETING DATE CHANGES-Board Chair Boothe-Schmidt explained there is a proposal that we do not have a Board meeting in October and instead have a Board Meeting on November 5 at 10:00 AM followed by the Board Strategic Planning work session. Staff will find a location and let the Board know. The combined November December Meeting will be held on December 9<sup>th</sup> at 9 AM.
- c. VETERAN’S STAND DOWN- Jason Jones discussed the upcoming Veterans Stand-Down on November 2<sup>nd</sup> which is held annually at the Seaside Convention Center. Jason asked that there be free fare for all veterans and anyone in the military that day. Jason said he and Kathy and other volunteers will have a table there.

Commissioner MacDonald moved to allow free fare for veterans and all military on Nov 2<sup>nd</sup>  
 Commissioner Nino seconded the motion  
 Discussion-None

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

6-Aye  
 0-Nay  
 Motion passed

- 8. CORRESPONDENCE- None
- 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 September 2022 Board Pack.
- 11. OTHER ITEMS- None

Chair Boothe-Schmidt adjourned the meeting at 10:55 AM

Mary Parker, Recording Secretary

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

Date \_\_\_\_\_

DRAFT



**Sunset Empire Transportation District  
Board of Commissioners  
September 28, 2022  
Special Zoom Board Meeting**

1. CALL TO ORDER – Chair Debbie Booth-Schmidt called the zoom meeting to order at 9:03 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 excused.

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

Press present- Ethan Myers- Daily Astorian and Cindy Yingst- Columbia Press

3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. EXECUTIVE SESSION- At 9:05 am Chair Debbie Booth-Schmidt called for a recess of the special Board Meeting and Chair Boothe-Schmidt opened the Board of Commissioners Executive Session pursuant to ORS 192.660(2)(b) Discipline of Public Officers and Employees.
6. EXECUTIVE SESSION CLOSED- At 9:30 am Chair Boothe-Schmidt closed the Executive Session and re-opened the special Board Meeting.
7. NEW BUSINESS-

- a. Executive Director Hazen requested that the Board make a motion for the temporary waiver of the Executive Director’s spending limit of \$10,000.

Commissioner Nino moved to make a one-time waiver of the Executive Director’s spending limit.  
Commissioner MacDonald seconded the motion  
Discussion- None

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

Motion passed by roll call vote  
6 ayes  
0 nay  
1 excused

Meeting was adjourned at 9:35 am

Mary Parker, Recording Secretary

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

Date \_\_\_\_\_

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

NOTE on Reviewing Financials: Month 3 = 25% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$1,072,533 (\$190,439 more than budget), YTD Total Materials & Services was \$252,515 (\$62,774 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$10,707; \$2,293 less than monthly budget and \$11,137 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$8,843; \$343 more than monthly budget and \$538 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$3,347; \$653 less than monthly budget and \$5,865 less than YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$997; \$203 less than monthly budget and \$800 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$200 less than monthly budget and \$3000 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$220.
- 4205-4207 Property Taxes: \$8,185 collected in Sep. Over budget YTD \$8,400.
- 4250 Timber Sales: No Timber Sales collected in Sep.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Reimbursement for Overpayment to Emerald Recycling, Travel Reimbursement for Jeff from IPTA (Iowa Public Transit Association), Laminating Fees, Western Bus Sales-Returned Part.
- 5000 Grants: Received \$236,067 in Sep.

**Expense**

- 6111 Taxes: Over Monthly Budget \$4,523 – Worker's Comp Ins.
  - 7010 VET Provider Payments: Rides for the month of Sep totaled \$1319.
  - 8020 B&M: Over Monthly Budget \$643 – Aug Statement sent late (2 months payments).
  - 8170 Fuel: Under Monthly Budget \$8,508; under YTD budget \$17,288.
  - 8171 Vehicle Repair/Outside Services: Over Monthly Budget \$1,913 – Replace Engine Bus 21.
  - END
- \*\* Fuel under budget YTD \$8,508. Materials & Services (without capital expense) is under budget for MTD by \$26,651 and under budget YTD \$62,774.

**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  
September 30, 2022**

<u>Revenues</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
4010 FIXED ROUTE FARES	10,706.94	13,000.00	(2,293.06)	31,362.61	42,500.00	(11,137.39)
4015 LOWER COLUMBIA CONNECTOR	8,843.46	8,500.00	343.46	27,037.99	26,500.00	537.99
4021 MEDICAID FARES - IGA	3,347.00	4,000.00	(653.00)	11,135.00	17,000.00	(5,865.00)
4022 PARATRANSIT FARES	997.00	1,200.00	(203.00)	3,200.05	4,000.00	(799.95)
4030 CONTRACTED SERVICES-IGA	0.00	2,000.00	(2,000.00)	0.00	3,000.00	(3,000.00)
4110 NW NAVIGATOR	234.42	300.00	(65.58)	680.23	900.00	(219.77)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	300.00	(300.00)
4130 OTHER-VENDING	0.00	250.00	(250.00)	67.61	250.00	(182.39)
4205 PROPERTY TAXES	6,849.69	5,000.00	1,849.69	29,338.35	20,000.00	9,338.35
4206 PRIOR YEAR TAXES	1,331.46	2,000.00	(668.54)	5,323.18	6,000.00	(676.82)
4207 PROPERTY TAX INTEREST	3.64	75.00	(71.36)	13.36	275.00	(261.64)
4310 TIMBER SALES	0.00	0.00	0.00	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	2,280.00	2,280.00	0.00
4425 CHARGING STATION	0.00	75.00	(75.00)	0.00	75.00	(75.00)
4505 INTEREST EARNED ON BANK ACCT	33.95	167.00	(133.05)	144.04	501.00	(356.96)
4605 OTHER INCOME	1,880.61	2,200.00	(319.39)	1,926.61	6,500.00	(4,573.39)
5201 OREGON STF FUNDS	0.00	0.00	0.00	23,233.00	23,233.00	0.00
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	66,444.00	130,000.00	(63,556.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	166,577.00	181,206.00	(14,629.00)
5301 5311 ADMIN/OPERATIONS	236,067.00	0.00	236,067.00	515,214.00	138,000.00	377,214.00
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	21,939.00	39,860.00	(17,921.00)
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	24,693.73	24,450.00	243.73
5306 CARES ACT	0.00	0.00	0.00	44,208.00	125,264.00	(81,056.00)
Total Revenues	271,055.17	39,627.00	231,428.17	1,072,533.10	882,094.00	190,439.10



	<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	182,817.60	189,200.00	6,382.40	530,829.55	553,600.00	22,770.45
6111 TAXES	32,323.29	27,800.00	(4,523.29)	75,213.18	83,400.00	8,186.82
6210 BENEFITS	51,379.12	51,920.00	540.88	124,734.05	155,760.00	31,025.95
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>266,520.01</b>	<b>268,920.00</b>	<b>2,399.99</b>	<b>730,776.78</b>	<b>792,760.00</b>	<b>61,983.22</b>
7010 VET PROVIDER RIDES	1,318.87	833.00	(485.87)	2,649.62	2,499.00	(150.62)
8001 PROFESSIONAL SERVICES	0.00	6,000.00	6,000.00	0.00	18,000.00	18,000.00
8002 LEGAL COUNSEL	0.00	415.00	415.00	109.50	1,245.00	1,135.50
8003 BANK/MERCHANT FEES	187.60	166.00	(21.60)	593.37	498.00	(95.37)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	564.00	675.00	111.00
8015 COMP/FURNITURE/DURABLE GOODS	862.41	4,225.00	3,362.59	3,495.47	13,025.00	9,529.53
8020 B&M	4,492.72	3,850.00	(642.72)	7,884.34	11,600.00	3,715.66
8023 BUILDING LEASE	1,166.00	1,250.00	84.00	3,498.00	3,750.00	252.00
8024 SANITATION	0.00	300.00	300.00	0.00	900.00	900.00
8031 ONLINE SUB/IT SERVICES	5,839.66	8,700.00	2,860.34	21,762.55	25,900.00	4,137.45
8040 TELEPHONE/INTERNET	2,922.16	2,900.00	(22.16)	9,147.48	8,700.00	(447.48)
8041 UTILITIES	2,042.12	2,917.00	874.88	6,349.92	8,747.00	2,397.08
8050 HR/EMPLOYEE RECOGNITION	1,325.92	1,825.00	499.08	4,569.16	5,225.00	655.84
8060 TRAVEL/TRAINING	3,579.13	5,550.00	1,970.87	11,569.77	10,200.00	(1,369.77)
8080 OUTREACH/PRINTING	1,406.43	3,350.00	1,943.57	6,108.40	10,050.00	3,941.60
8090 DUES, SUBSCRIPTIONS	0.00	1,250.00	1,250.00	1,976.85	3,750.00	1,773.15
8091 IGA-DUES	0.00	0.00	0.00	0.00	3,800.00	3,800.00
8092 FEES/TAXES/LICENSES	100.00	350.00	250.00	309.84	1,050.00	740.16
8100 INSURANCE	0.00	0.00	0.00	21,734.00	21,750.00	16.00
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	0.00	3,750.00	3,750.00
8110 LEGAL ADS	0.00	75.00	75.00	0.00	250.00	250.00
8112 MEETING EXPENSE	174.27	125.00	(49.27)	562.67	375.00	(187.67)
8116 OFFICE SUPPLIES	1,292.19	1,250.00	(42.19)	3,236.84	3,700.00	463.16
8170 FUEL	30,492.33	39,000.00	8,507.67	100,712.25	118,000.00	17,287.75
8171 VEHICLE REPAIR/OUTSIDE SERVICES	14,612.97	12,700.00	(1,912.97)	43,301.31	37,100.00	(6,201.31)
8180 SHOP SUPPLIES	102.41	250.00	147.59	2,379.43	750.00	(1,629.43)
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>72,105.19</b>	<b>98,756.00</b>	<b>26,650.81</b>	<b>252,514.77</b>	<b>315,289.00</b>	<b>62,774.23</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	338,625.20	421,176.00	82,550.80	983,291.55	1,268,949.00	285,657.45
Excess Revenue Over (Under) Expenditures	(67,570.03)	(381,549.00)	148,877.37	89,241.55	(386,855.00)	(95,218.35)

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 9/30/2022**

	This Year	Last Year	Change
<b>Assets</b>			
1020 GENERAL CHECKING LC BANK	79,491.83	25,953.16	53,538.67
1030 LGIP - GENERAL FUND	7,081.44	98,852.32	(91,770.88)
1040 PAYROLL ACCOUNT LC BANK	73,853.07	71,745.84	2,107.23
1050 MONEY MARKET LC BANK	5,672.99	5,670.14	2.85
1095 CASH RECEIPTS CLEARING SYSTEM	727.75	303.91	423.84
1210 ACCOUNTS RECEIVABLE SYSTEM	12,922.30	18,432.19	(5,509.89)
1425 PREPAID WORK COMP	(67,844.55)	(15,970.40)	(51,874.15)
<b>Total Assets</b>	<b>111,904.83</b>	<b>204,987.16</b>	<b>(93,082.33)</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	96,469.05	1,400,090.78	(1,303,621.73)
2050 CREDIT CARD PAYABLE	163,286.91	85,464.60	77,822.31
2059 CREDIT CARD PAYMENT CLEARING	(154,131.12)	(71,437.72)	(82,693.40)
2060 PAYABLE TO NWN	(1,791.72)	(561.29)	(1,230.43)
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	(20,135.09)	(14,696.88)	(5,438.21)
2130 AFLAC-AT	(1,275.39)	(1,275.39)	0.00
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	175.00	0.00
2133 GARNISHMENTS	452.80	452.80	0.00
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>43,895.16</b>	<b>1,360,920.05</b>	<b>(1,317,024.89)</b>
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	87,542.22	(1,603,932.94)	1,691,475.16
<b>Total Net Assets</b>	<b>68,009.67</b>	<b>(1,155,932.89)</b>	<b>1,223,942.56</b>
<b>Total Liabilities and Net Assets</b>	<b>111,904.83</b>	<b>204,987.16</b>	<b>(93,082.33)</b>



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 09/30/2022**

<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	0.00	3,712.00	0.00	3,712.00
[6011] ANDI WARREN INSURANCE AGENCY	10/01/2022	1549	9/01/2022	Sep 2022 Parking Space #14	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	10/01/2022	1550	9/01/2022	Sep 2022 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[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	8/31/2022	1536	8/01/2022	Jul Bus Passes-Astoria STEP	0.00	140.00	0.00	0.00	140.00
[6162] OREGON EMPLOYMENT DEPT	10/01/2022	1554	9/01/2022	Aug Bus Passes-Astoria STEP	140.00	0.00	0.00	0.00	140.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/01/2022	1555	9/01/2022	Aug 2022 Bus Passes	360.00	0.00	0.00	0.00	360.00
[6041] WWC BUSINESS SOLUTIONS	9/11/2022	1552	9/01/2022	Sep 2022 Parking - Spaces 15-16	0.00	95.00	0.00	0.00	95.00
<b>Total</b>					<b>642.50</b>	<b>235.00</b>	<b>3,712.00</b>	<b>47.50</b>	<b>4,637.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 09/30/2022**

<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>
<b>[6064] A COASTAL LOCK-N-KEY</b>									
9/23/2022	8522229	10/20/2022	Duplicate Keys - TC	16.00	16.00	16.00	0.00	0.00	0.00
<b>[6084] DEL'S OK POINT-S TIRE</b>									
9/28/2022	1074265	10/10/2022	Tires - Bus 95	90.00	90.00	90.00	0.00	0.00	0.00
<b>[6111] HOME DEPOT CREDIT SERVICES</b>									
9/28/2022	6523049	10/25/2022	"Hardware" for Repairs - Bus 95	113.14	113.14	113.14	0.00	0.00	0.00
<b>[6168] OREGON DEPT OF REVENUE</b>									
9/28/2022	2022-20	10/28/2022	Pay period ending 9/28/2022,EmpSuta,EmpW BF,OTT,SwtOR,WBF	185.87	185.87	185.87	0.00	0.00	0.00
<b>[6172] O'REILLY AUTO PARTS</b>									
9/28/2022	3920-264881	10/20/2022	Rtn Alternator - Bus 95 Care Wash	306.22	306.22	306.22	0.00	0.00	0.00
<b>[6176] PACIFIC POWER</b>									
9/22/2022	70301738-001-4 09222022	10/10/2022	08/10 - 09/09/22 ELECTRIC - TC/SS	757.78	757.78	757.78	0.00	0.00	0.00
<b>[6177] PACIFICSOURCE ADMINISTRATORS</b>									
9/09/2022	2022-18	10/09/2022	Pay period ending 9/03/2022,FSAHealth	338.06	338.06	338.06	0.00	0.00	0.00
9/23/2022	2022-19	10/23/2022	Pay period ending 9/17/2022,FSAHealth	338.06	338.06	338.06	0.00	0.00	0.00



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 09/30/2022**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	9/09/2022	[6225] VALIC-JPM CHASE - Payroll Dated 09.09.22	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2946.26 2680.01 529.50	6,155.77
21966	9/15/2022	[6033] CARD SERVICE CENTER - STMT - 08/09 - 09/07/2022	CREDIT CARD PAYMENT CLEARING	7332.98	7,332.98
21989	9/15/2022	[6193] SDIS - Invoices 081922Adj, 2022-16, 2022-17	BENEFITS MEDICAL SDIS	44930.49	44,930.49
21994	9/15/2022	[6237] WILCOX & FLEGEL - 08/2022 Fuel	FUEL FUEL FUEL FUEL	5084.27 244.62 2905.54 19876.35	28,110.78
22025	9/28/2022	[6539] WARRENTON AUTO AND MARINE - Replace Engine - Bus 21	VEHICLE REPAIR/OUTSIDE SERVICES	9145.48	9,145.48
<b>Total Checks</b>					<b>95,675.50</b>

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

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Closing Balance from Previous Statement.....	9/08/2022	-7,332.98
0 Deposits and Other Additions Totaling.....		0.00
61 Checks and Other Withdrawals Totaling.....		6,319.05
1 Adjustments Totaling.....		7,332.98
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	10/07/2022	-6,319.05
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	10/07/2022	-160,002.19
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-160,002.19

Date	Check	To	Check Description	Amount
✓ 9/06/2022	0000285	SAFEWAY	Hazen - Air Freshener/TC	6.59
✓ 9/07/2022	0001365	AMAZON	Geisler - Soldering Tips/Shop	11.60
✓ 9/08/2022	0000284	MOTION ARRAY	Jones - Travel Training Video	29.99
✓ 9/08/2022	0000285	SONIC DRIVE IN	Hazen - Meal/NWACT Meeting	7.29
✓ 9/08/2022	0001365	eBAY	Geisler - Steel Wheels for Winter Studs - #4	479.80
✓ 9/09/2022	0000284	AMAZON	Jones - Audio/Video Software	16.99
✓ 9/09/2022	0000284	DROPBOX.COM	Jones - Storage Software	31.99
✓ 9/10/2022	0001365	AMAZON	Geisler - Spoons/TC	9.99
✓ 9/11/2022	0000284	ADOBE ACROBAT	Jones - Monthly Fee	9.99
✓ 9/12/2022	0001365	AMAZON	Geisler - Unknown	8.99
✓ 9/13/2022	0000269	HIGH LIFE ADVENTURES	Parker - Xmas Party Planning Lunch	40.80
✓ 9/13/2022	0000284	AMAZON	Jones - AV Connections	83.98
✓ 9/14/2022	0000269	GAMBERETTIS ITALIAN RESTAURANT	Parker - Board Meeting Dinner	94.27
✓ 9/14/2022	0000269	GRAND HOTEL IN SALEM	Parker - Room/SDAO Conference	1,571.64
✓ 9/14/2022	0000285	ROGUE BREWER'S ON THE BAY	Hazen - Meal/Meeting	52.00
✓ 9/14/2022	0000285	SF CHRONICLE	Hazen - Refund/Subscription	-0.51
✓ 9/14/2022	0001365	AMAZON	Geisler - Unknown	35.96
✓ 9/15/2022	0000284	AMAZON	Jones - Video Monitor	99.00
✓ 9/16/2022	0000284	AMAZON	Jones - Video Backdrop	65.99
✓ 9/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 9/18/2022	0000284	AMAZON	Jones - Audio Cable	28.52
✓ 9/18/2022	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 9/19/2022	0000284	AMAZON	Jones - Microphone	33.15
✓ 9/19/2022	0000285	CITY LUMBER	Hazen - Light Bulbs	11.29

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

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✓	9/19/2022	0001365	ADOBE ACROBAT	Geisler - Monthly Fee	14.99
✓	9/20/2022	0000284	FRED MEYER	Jones - Drinks - Employee BBQ	51.99
✓	9/20/2022	0001209	SMART FOOD SERVICE	Farmer - Plates/BBQ	29.75
✓	9/20/2022	0001209	ERICKSON FLORAL CO	Farmer - Flowers/S. Smith	58.00
✓	9/20/2022	0001209	SAFEWAY	Farmer - Employee BBQ	100.86
✓	9/20/2022	0001365	SMART FOOD SERVICE	Geisler - Food/Employee Meeting	21.94
✓	9/21/2022	0000285	FRED MEYER	Hazen - Cable/Rub/Doormat - TC Conference Room	44.17
✓	9/21/2022	0001365	AMAZON	Geisler - Hinge/Shop Fire Door	22.99



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

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Date	Check	To	Check Description	Amount
✓ 9/21/2022	0001365	AMAZON	Geisler - DEF Filters	192.99
✓ 9/22/2022	0000269	SAFEWAY	Parker - Food/Board Meeting	28.31
✓ 9/22/2022	0000285	AMAZON	Hazen - Computer Power Supply	53.89
✓ 9/22/2022	0000285	ALLIANZ TRAVEL INS	Hazen - Travel Insurance	76.30
✓ 9/22/2022	0000285	DELTA AIRLINES	Hazen - Flight/Transit Workforce Conference	1,387.20
✓ 9/22/2022	0001209	FRED MEYER	Farmer - Employee of the Qtr Gift/Card	29.99
✓ 9/23/2022	0001209	CCSO	Farmer - Fingerprints/FR	26.13
✓ 9/25/2022	0001365	AMAZON	Geisler - Chargers - Buses	33.78
✓ 9/25/2022	0001365	AMAZON	Geisler - Hose Clamp Set - Shop	14.99
✓ 9/26/2022	0001209	CCSO	Farmer - Fingerprints/FR	26.13
✓ 9/27/2022	0001217	ONESTREAM	Kleczek - Monthly Fee	39.00
✓ 9/28/2022	0001365	AMAZON	Geisler - LED Lights/Bus 1902	100.00
✓ 9/29/2022	0001717	HOLA 2	Kleczek - Meal/Meeting in Salem	17.64
✓ 9/30/2022	0001217	BURGERVILLE	Kleczek - Meal/Meeting in Salem	20.83
✓ 9/30/2022	0001365	SMART FOOD SERVICE	Geisler - Popcorn	38.78
✓ 9/30/2022	0001365	AMAZON	Geisler - LED Lamp - Bus 1902	91.06
✓ 10/03/2022	0000269	SUNSET EMPIRE PARK & RECREATION DISTRICT	Parker - Deposit/Room for Meeting	80.00
✓ 10/03/2022	0000285	ZOOM	Hazen - Montly Fee	140.00
✓ 10/03/2022	0001209	INDEED	Farmer - TSS Job Posting	144.63
✓ 10/03/2022	0001209	INDEED	Farmer - TSS Job Posting	45.00
✓ 10/03/2022	0001209	THE MARKET	Farmer - Meal	2.39
✓ 10/03/2022	0001209	FOLAD TAXI	Farmer - Travel from Airport to Hotel/NRHMA Conference	55.92
✓ 10/04/2022	0001209	MARRIOTT	Farmer - Lodging/NRHMA Conference	114.13
✓ 10/06/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	14.99
✓ 10/06/2022	0001365	AMAZON	Geisler - Coffee	39.50
✓ 10/06/2022	0001365	AMAZON	Geisler - Headlight Assembly - #4	99.99
✓ 10/07/2022	0001365	AMAZON	Geisler - Coffee	39.50
✓ 10/12/2022	0000269	PHOENIX INN SUITES	Parker - Lodging - M. Parker/D. Boothe-Schmide	139.00
✓ 10/12/2022	0000269	PHOENIX INN SUITES	Parker - Lodging - M. Parker/D. Boothe-Schmide	139.00
<b>Total Unmarked Checks:</b>			<b>0.00</b>	<b>Total Checks: 6,319.05</b>

Date	Reference	Adjustment Description	Amount
11/10/2021	0021281		0.00
5/10/2022	0021679		0.00
✓ 9/15/2022	0021966	Payment made from Gen. Ck. for Statement ending 09/07/2022	7,332.98
10/13/2022	GC22032	Payment made from Gen. Ck. for Statement Ending 10/07/2022	6,319.05
<b>Total Unmarked Adjustments:</b>			<b>6,319.05</b>
<b>Total Adjustments:</b>			<b>13,652.03</b>

Date: October 30, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a Transportation Advisory Committee Appointments

We have four seats on the TAC who's terms have expired. Staff did outreach via press releases, notifications on the buses, notifications in shelters, Facebook posts, and an announcement on the website seeking interested individuals to submit an online application for the openings.

Seat 1 is currently held by Larry Miller, the Executive Director of the Astoria Senior Center and represents seniors. Larry would like to be reappointed.

Seat 2 is currently vacant due to Patrick Preston becoming employed by us as a driver.

Seat 3 is currently vacant due to Mel Jasmin resigning due to health issues.

Seat 4 is currently held by Chris Breitmeyer, the President of Clatsop Community College and represents educational institutions. Chris would like to be reappointed.

We received one application from Renee Bickmore seeking to represent people with disabilities.

It should also be noted that we do have another vacancy following the death of Doug Pilant from Tillamook County Transportation District. I would like to wait until they have a new General Manager hired to fill his vacancy.

Staff is recommending that a motion be made to reappoint Larry Miller and Chris Breitmeyer to the TAC for seats 1 and 4, and that Renee Bickmore be appointed to Seat 2.



## Jeff Hazen

---

**From:** site-admin@trilliumtransit.com  
**Sent:** Friday, September 23, 2022 3:55 PM  
**To:** site-admin@trilliumtransit.com; Jeff Hazen; Mary Parker  
**Subject:** New submission from Transportation Advisory Committee Membership Application

\*\*\*\*\*EXTERNAL SENDER\*\*\*\*\*

**Name**

Renee Bickmore

**Address**

326 SE Marlin Ave  
Warrenton, OR 97146  
[Map It](#)

**Phone**

(971) 286-8990

**Email**

[reenebickmore70@gmail.com](mailto:reenebickmore70@gmail.com)

**Please list your areas of interest in serving on the Transportation Advisory Committee.**

People with Disabilities Rep.  
Creating communication between Transportation Operations and the Disabled  
Helping to keep Disabled people advised of opportunities in the community

**TAC positions are sought from persons that can represent one or more of the following listed categories and are also knowledgeable of the public transportation needs of each of them. Please choose the ones that best identifies you.**

- Transit users who depend on transit for accomplishing daily activities
- Individuals aged 65 or older or people with disabilities
- Representative of people with disabilities
- Low-income individuals
- People with limited English proficiency
- Educational institutions
- Major destinations for users of public transit

**Although not a requirement, do you have any experience using Sunset Empire Transportation District services? If yes, please share which services you have used.**

I have traveled to and from Astoria to Portland from the Astoria Transit Center and it was easy as well, as economical. I've been able to obtain a free bus pass from Clatsop Community Action. And, I've been able to ride the Point bus home from Portland when my schedule wasn't working with NW Connector to which the Point brought me right to Warrenton so I didn't have to worry about the hassle of bus transfer in the evening.

**Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?**

Clatsop Cruise Hosts Volunteer  
[clatsopcruisehosts@gmail.com](mailto:clatsopcruisehosts@gmail.com)

Date: October 30, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b Astoria Transit Center Sidewalk Repair

There are a few areas along Marine Drive and 10<sup>th</sup> Street where the sidewalk has moved to the point that it has created tripping hazards. There are also a few spots on the plaza that need to be corrected as well.

We had previously worked with a local concrete contractor to get a bid and to have them make the repairs. His agreement was not acceptable to us and after we provided him with one that would be acceptable, we never heard from him again. We contacted Terra Firma and received the attached quote for the repairs.

Staff is recommending that a motion be made to approve the quote in the amount of \$28,365.97 from Terra Firma for repairs to the sidewalks and walkways on the plaza at the Transit Center.



**Prepared by:**  
 RJ Torres  
 RJ.Torres@goterrafirma.com  
 TerraFirma Foundation Systems  
 www.GoTerraFirma.com  
 TF 866-486-7196  
 F 541-229-4051  
 License# OR: 173547 WA: TERRAFR931LH

**Prepared for:**  
 Jeff Hazen  
 jeff@ridethebus.org  
 W (503) 861-5399  
 P (503) 861-5399  
**Job location:**  
 900 Marine Dr  
 Astoria, OR 97103-4218

**Prepared on:**  
 10-13-22

## Project Summary

Sidewalk Repair .....	\$30,572.91
Sidewalk Permit .....	\$736.90
October Promo .....	\$-3,155.00
Fuel Surcharge .....	\$211.16
Total Investment .....	\$28,365.97
<b>Total Contract Price .....</b>	<b>\$28,365.97</b>
Deposit Required - 50% .....	\$14,182.99
Deposit Paid .....	\$0.00
<b>Amount Due Upon Installation .....</b>	<b>\$28,365.97</b>

## Customer Consent

If the foundation (including foundation walls, footings and/or concrete slab) is found to be in too poor of condition to safely complete the contracted work, additional work and associated cost will be required. Any alteration in scope and/or cost will be made only after a consultation and approval between [TFFS] and Customer, except increased materials prices shall be automatically passed along to Customer at the then-current price at the time materials are ordered, without further discussion, change order or approval, because of supply chain issues and market volatility. While TerraFirma Foundation Systems will do its best to evaluate the condition of the foundation concrete prior to work commencing, TFFS is not responsible for any damage that occurs as the result of failing foundation concrete. Completing the work in this Proposal at the time scheduled is contingent upon accidents or delays beyond our control. This Proposal is based primarily on the Customer's description of the problem. This Proposal may be withdrawn if not accepted by the Customer within 20 days. OR: 173547 WA: TERRAFR931LH

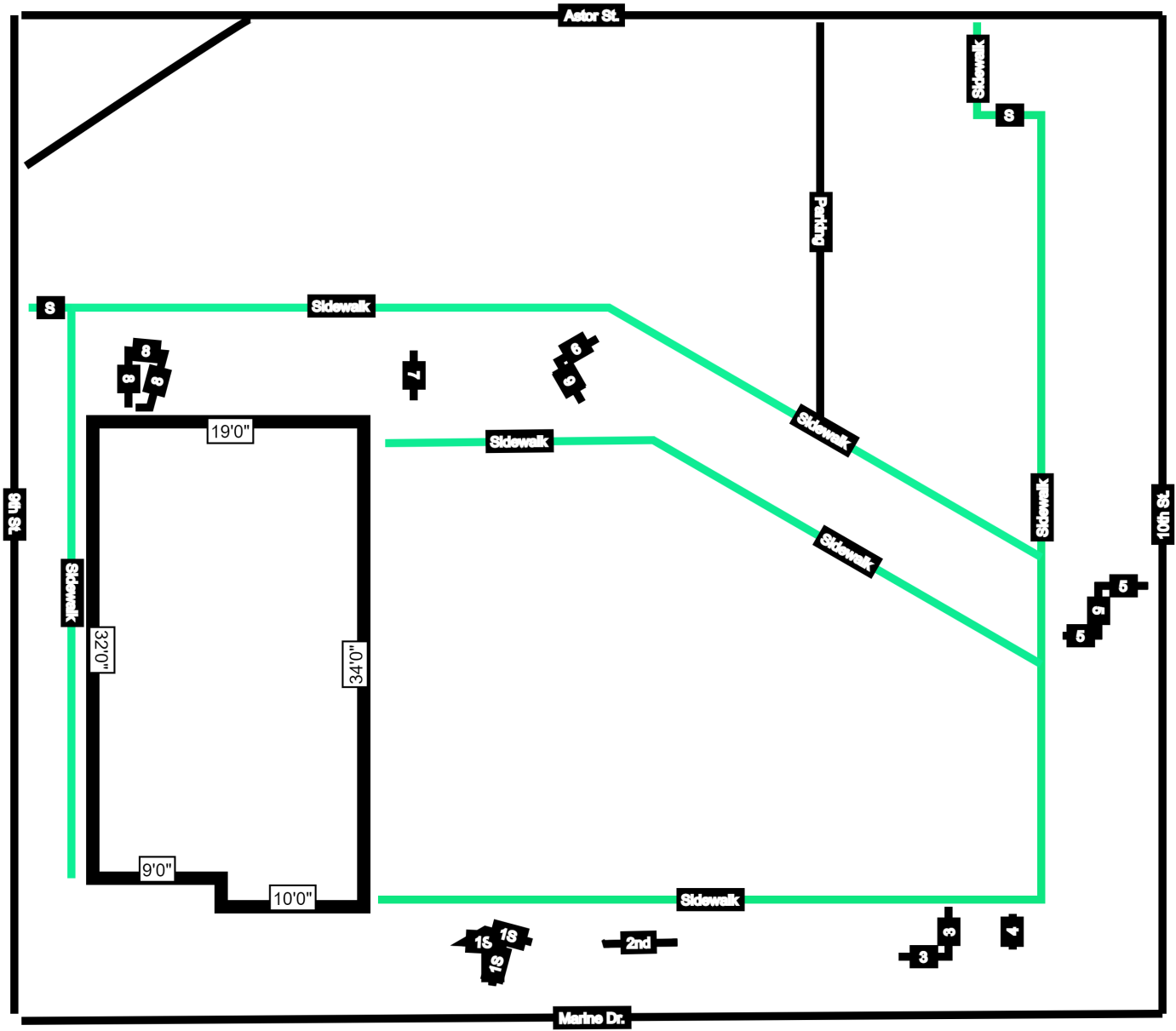
**TFFS Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Acceptance of Contract— I am/we are aware of and agree to the contents of this Proposal, the attached Job Detail sheet(s), and the attached Limited Warranty, (together, the "Contract"). I/we hereby represent that I/we have actual authority to contract on behalf of the owner(s). You are authorized to do the work as specified in the Contract. I/we will make progress payments to crew foreman upon completion of each stage of the project & final payment to be made upon substantial completion of contract. I/we will pay your service charge of 1.33% per month (16% per annum) if my/our account is 30 days or more past due. In event account must be referred to a third party for collection, I/we agree to pay all reasonable collection and/or attorney fees, as well as court costs incurred to effect collection.

**Customer Signature/On behalf of** \_\_\_\_\_ **Date** \_\_\_\_\_

Canceling the project after 3 days may result in loss of deposit. **Initial** \_\_\_\_\_

# Job Details



# Job Details (Continued)

## Specifications

1) Removal and disposal of existing concrete. Compact subgrade and install a leveling course of ¾"-0 aggregate. Pour 3 ½" concrete with steel reinforcement as appropriate and grade for drainage. 2) Obtain necessary permits for sidewalk concrete. 3) 4)

## Contractor Will

- 1.) If unknown conditions arise TFFS will stop work and discuss with homeowner if project changes are required for any reason. Additional costs may apply if additional work is necessary.
- 2.) Maintain a safe and clean jobsite.
- 3.) Protect surfaces with drop cloths and plastic protection.
- 4.) Pre and Post walk-through with foreman.
- 5.) Customer Initials and Approves Above: \_\_\_\_\_

## Customer Will

- 1.) Remove personal items and obstacles from project area prior to installation. TFFS is not responsible for items not moved.
- 2.) Dust, noise and dirt may be excessive in some cases. Dust may be present days after installation.
- 3.) TFFS will not remove dirt from jobsite unless noted in contract.
- 4.) Mark any private lines that may be hidden underground and assume all liability if damage should occur during installation.
- 5.) Lifting/Leveling/Straightening of walls, floors, foundation and/or concrete is not guaranteed.
- 6.) Cracks and/or cosmetic damage may occur when floors, foundations and/or concrete is being lifted or adjusted. TFFS is not responsible for new or existing cracks and/or cosmetic damage unless specifically noted in contract.
- 7.) Items that the customer is responsible for prior to TFFS crew arrival that have not been completed will result in an additional charge of \$750.00.
- 8.) I/we will make progress payments to crew foreman upon completion of each stage of the project & final payment to be made upon substantial completion of contract.
- 9.) Customer will act as the sole contact for owner(s) and will process/respond to all individual owner communications and inquiries.
- 10.) Customer Initials and Approves Above: \_\_\_\_\_

## Additional Notes

1.) Customer understands that TFFS will charge the Customer's deposit for Engineering and Permits should, for any reason, the Customer decide not to complete the work. TFFS will only charge for work that has actually been completed. Customer will be provided copies of the Engineering should it be completed.

Customer Initials and Approves this paragraph: \_\_\_\_\_

2.) If engineer of record or governing jurisdiction requires a full Geo-Technical Report or any other additional requirements to acquire a permit, additional charges will be added based on scope of reports or requirements.

Customer Initials and Approves this paragraph: \_\_\_\_\_

3.) If engineer of record or governing jurisdiction require lateral restraint to be added to the project, an additional charge of up to \$3,000.00 per restraint may be added to the project price.

Customer Initials and Approves this paragraph: \_\_\_\_\_

4.) If subsurface conditions require the use of a rock drill to permanently stabilize the foundation, design and price may be subject to change.

Customer Initials and Approves this paragraph: \_\_\_\_\_

5.) Customer understands that because SmartJack Post Replacements are utilizing the existing concrete pier pads, there is NO warranty against settlement, and that any future adjustments will be an additional charge.

Customer Initials and Approves this paragraph: \_\_\_\_\_

# Product List

## Sidewalk Repair

Concrete - Demo & Pour D ..... 638 sq ft

## Sidewalk Permit

Concrete - Sidewalk Permit ..... 1

Sidewalk Closure ..... 1 undefined

## October Promo

October Promo ..... 1 undefined

# Limited Warranty

General Terms – For the applicable time periods indicated below, this Warranty is transferable at no charge to future owners of the structure on which the work specified in this Contract is completed. This Warranty is in effect if the job specified in this Contract is completed and paid in full and, alternatively, is null and void if full payment is not received. Contractor does not warrant products not mentioned below, but some of such products may be covered by a manufacturer's warranty. All material used is warranted to be as specified in this Contract. All work will be completed in a workmanlike manner according to the standard practices of the industry. Contractor's workers are fully covered by Workers' Compensation insurance.

This proposal is based on a visual inspection of the readily accessible areas of the identified inspected structure(s) and does not include hidden damage that may be present or areas which were not actually inspected, were obstructed or not readily accessible at the time of the inspection. This proposal does not include landscaping or repairs to indirect damage to the structure that normally and naturally flows from performance of the Work. During the Work, should any conditions become apparent that were inaccessible or concealed at the time of the initial inspection, the person requesting the proposal must promptly notify TerraFirma in writing of same and allow TerraFirma an opportunity to cure or TerraFirma may in its sole discretion stop work and charge the job on a time and materials basis and discharge its further obligations. THIS PROPOSAL IS INTENDED ONLY FOR THE USE OF THE PERSON REQUESTING THE PROPOSAL AND ONLY IF HE/SHE/THEY PAID FOR THE WORK, IN FULL OR IN PART. NO OTHER PERSON, INCLUDING OWNER(S), TENANT(S), BUYER(S), SELLER(S), REALTOR(S), ANY THIRD PARTY BENEFICIARY AND SUBSEQUENT PURCHASER(S) MAY RELY UPON THIS AGREEMENT OR ANY REPRESENTATION OR PROMISE MADE BY TERRAFIRMA.

Items For Which Customer Is Responsible – Customer is responsible for: 1) making full payment to the crew leader upon completion of the work; 2) preparing the work area for installation; 3) any finish carpentry, painting, paneling, landscaping, etc. that may be necessary after Contractor's work is finished; 4) marking any private lines such as satellite cables, propane lines, sprinkler system lines, etc.; 5) maintaining positive drainage away from the repaired wall(s); 6) keeping gutters clean and in good working order; 7) directing downspouts a sufficient distance away from the repaired wall(s); 8) maintaining proper expansion joints in concrete slabs that are adjacent to the repaired wall(s); and 9) any items mentioned in this Contract under "Customer Will" or "Additional Notes."

Should the person requesting this proposal have a complaint against TerraFirma such as for defective Work, he/she/they shall provide reasonable written notice to and permit TerraFirma an inspection of the complained of condition before any alterations, repairs or replacements of said conditions. In consideration of TerraFirma agreeing to perform the work, the person requesting this proposal hereby agrees to release TerraFirma Foundation Systems, Inc. and its owners, employees and agents ("TerraFirma") from any and all liability, IN EXCESS OF THE AMOUNT PAID, for damages or injury of any kind which may result from the use or misuse of the proposal and any Work performed or to be performed. This is a cap on damages. This includes claims and damages of every kind, such as consequential damages, delay, hazardous materials, earth movement, subsurface conditions, acts of war and acts of God. Tender of payment, in full or in part, constitutes agreement to all terms and conditions herein. In the case of non-payment or non-signature of the proposal, the person requesting this proposal agrees that their exclusive remedy is limited to the limited warranties that accompany the proposal for Work performed. The person requesting the proposal agrees to hold harmless, indemnify and defend TerraFirma from any and all claims asserted by third parties related to or arising from this proposal or the Work. These limitations on remedies, limited warranties and cap on damages are expressly intended to survive termination of this contract.

SmartJack Post Replacement - The manufacturer of SmartJacks warrants that SmartJacks will, under normal use and service, be free from defects in material and workmanship for seventy-five (75) years from the date of installation (see manufacturer's warranty for more details). If changes due to excess moisture occur in the area(s) where SmartJack Post Replacement are installed, an encapsulation system, drainage and dehumidification may be necessary in such area(s) at an additional cost to Customer. There is no warranty, either explicit or implied, against settlement with SmartJack Post Replacement.

Standard Concrete Warranty – Contractor warrants all material and workmanship. While concrete can and will crack, Contractor warrants the area of new poured concrete to remain within industry standards and will not vertically or horizontally separate more than ¼ inch for one (1) year upon substantial completion. If separation greater than ¼ inch occurs, Contractor will provide the labor and materials to re-level the area at no additional charge to Customer. This Warranty does not include patching or caulking of cracks or between slabs. This Warranty shall not apply to damages or defects due to natural disaster, changes to surrounding grade, heave, unmaintained sealed joints, neglect, or intentional acts of Customer.

Concrete Extended Warranty - If purchased, extends the above-mentioned warranty for a period of ten (10) years upon substantial completion.

TerraFirma Concrete Leveling – For concrete slabs raised with TerraFirma Concrete Leveling, Contractor warrants that the area where the slab of concrete was lifted will not settle more than ¼ inch for a period of five (5) years from the date of installation. If it does, Contractor will provide the labor and materials to re-level the area at no additional charge to Customer. This Warranty does not include patching or caulking between slabs. This Warranty is void if Customer does not maintain grade around slabs and seal joints between slabs.

If water from the walls or floor wall joint passes through the perimeter water control system and onto the basement floor we will provide the additional labor and materials to fix the leak at no additional charge to the homeowner. Water intrusion from internal cracks in floor not covered by WaterGuard installation. Additional feed lines may be required at owner's expense. This warranty applies to WaterGuard and DryTrak systems, along the specific areas where the system is installed. Said warranty will be in effect for the lifetime of the structure. This warranty may be transferred to future homeowners provided we are notified within 30 days of the real estate transfer. The water control system shall not rust, rot or corrode for as long as you own the home.

If the entire perimeter of the basement was not treated, then additional work at additional charge could be necessary to extend the system or treat other areas or other problems not addressed by this work. In addition, a pump or power failure is possible, therefore this warranty is not a guarantee of a dry basement, as the scope of this work cannot guarantee that in all circumstances.

Primary AC operated sump pumps and DC back-up pumps are covered under a separate manufacturer's warranty which is 36 months from date of installation. Failure of any pump for any reason is outside the scope of this warranty. Back-up pumps that run off a battery, if not maintained, or that are called on to run beyond the current life of the battery, can fail. These systems are very much recommended, but cannot be relied upon to work in every situation. Annual maintenance is recommended, to find potential problems, but not required for this warranty to be in effect. Electrical work is not included in the contract and problems from electrical connections or lack thereof are disclaimed.

LIMITED WARRANTY: Interior crawlspace drainage systems are subject to a Limited Warranty against workmanship defects for a period of 10 years from date of installation. Systems that drain to daylight cannot be warranted by the contractor if such drain: does not drain enough water, does not drain water from under the floor, clogs or freezes. While drainage systems clogging or malfunctioning from iron ochre, iron gel, or iron bacteria from the soil are rare, the contractor cannot be responsible for these situations, and that system will require cleaning, flushing or other service as necessary to keep it functioning for that particular situation. Contractor has no duty to test for the presence of iron ochre, iron gel, or iron bacteria and has not done so. Limited Warranty Void: this Limited Warranty shall be void immediately upon any change or alteration in or to the site that has an impact to the volume or path of water into or near the home (including, but not limited to, changes caused by or to landscaping, irrigation, grading, driveways, patios, or roof or gutter drains). As a condition precedent to the enforcement of this Limited Warranty, Buyer must service the interior crawlspace drainage system on an annual basis. This Limited Warranty is in lieu of all other express or implied warranties of any kind whatsoever.

# Limited Warranty (Continued)

A VaporLoc Elite crawl space encapsulation system will isolate the home from the earth. The humidity level in the air will be lowered, reducing moisture needed for mold growth, however the encapsulation system does not claim to be a mold mitigation system. Wet crawl spaces require a drainage system, and a Triple Safe or SmartSump system to remedy the problem with water below the VaporLoc Elite liner. VaporLoc Elite has a transferable 25 year warranty 100% seal of soil odor and gasses and there will be no charge for service calls on any tears or holes in the VaporLoc Elite liner, in the unlikely event this occurs. Sump pumps are covered under a separate manufacturer warranty. Installation of the system does not include extending discharge lines or electrical work unless specified. Contractor is not responsible for frozen discharge lines without an IceGuard, water once pumped from house, or condensation.

THIS WARRANTY DOES NOT COVER, AND THE CONTRACTOR SPECIFICALLY DISCLAIMS LIABILITY FOR WATER DAMAGE TO FLOOR COVERINGS, FURNITURE, STORED ITEMS, FINISHED WALLS AND OTHER OBJECTS INSIDE THE FOUNDATION. Contractor will not be responsible for any damages caused by mold, to include but not be limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, and adverse health effects, or any other effects. Homeowner agrees to keep area dry and report all other obligations on contractor's part. There are no other warranties verbal or written.

Exclusions From This Warranty - This Warranty does not cover and Contractor specifically disclaims liability for: 1) exterior waterproofing; 2) system damage caused by Customer's negligence, misuse, abuse, or alteration; 3) dust incidental to installation; 4) damage to personal property of any type; 5) utility line breakage; 6) damage caused by mold; 7) failure or delay in performance or damage caused by acts of God (flood, fire, storm, methane gas, etc.), acts of civil or military authority, or any other cause outside of its control; 8) damage done during a lifting operation; 9) basement water seepage; 10) heave or any damages caused by it; and 11) damage caused by lateral movements and forces of hillside creep, land sliding or slumping of fill soils of deep embankments.

Standard Exclusions Permitted By State Law - This Foundation Limited Warranty ("Warranty") is made in lieu of and excludes all other warranties, express or implied, and all other obligations on the part of the contractor ("Contractor") to the customer ("Customer"). There are no other verbal or written warranties, no warranties which extend beyond the description on the face hereof, and NO WARRANTIES OF EXPRESS OR IMPLIED MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states do not allow the exclusion or limitation of certain warranties, so some of the above exclusions and limitations may not apply to Customer.

This proposal is based on a visual inspection of the readily accessible areas of the identified inspected structure(s) and does not include hidden damage that may be present or areas which were not actually inspected, were obstructed or not readily accessible at the time of the inspection. This proposal does not include landscaping or repairs to indirect damage to the structure that normally and naturally flows from performance of the Work. During the Work, should any conditions become apparent that were inaccessible or concealed at the time of the initial inspection, the person requesting the proposal must promptly notify TerraFirma in writing of same and allow TerraFirma an opportunity to cure or TerraFirma may in its sole discretion stop work and charge the job on a time and materials basis and discharge its further obligations. THIS PROPOSAL IS INTENDED ONLY FOR THE USE OF THE PERSON REQUESTING THE PROPOSAL AND ONLY IF HE/SHE/THEY PAID FOR THE WORK, IN FULL OR IN PART. NO OTHER PERSON, INCLUDING OWNER(S), TENANT(S), BUYER(S), SELLER(S), REALTOR(S), ANY THIRD PARTY BENEFICIARY AND SUBSEQUENT PURCHASER(S) MAY RELY UPON THIS AGREEMENT OR ANY REPRESENTATION OR PROMISE MADE BY TERRAFIRMA.



# Notice of Right to Cancel

You are entering into a contract. If that contract is a result of, or in connection with a salesman's direct contact with, or call to you at your residence without your soliciting the contract or call, then you have a legal right to void the contract or sale by notifying us within three business days from whichever of the following events occurs last:

1. The date of the transaction, which is: \_\_\_\_\_ or
2. The date you received this notice of cancellation.

## How to Cancel

If you decide to cancel this transaction, you may do so by notifying us in writing at:

### TerraFirma Foundation Systems

TF 866-486-7196

F 541-229-4051

www.GoTerraFirma.com

13110 SW Wall St

Tigard, OR 97223

You may use any written statement that is signed and dated by you and states your intentions to cancel, or you may use this notice by dating and signing below. Keep one copy of the notice because it contains important information about your rights.

## I wish to cancel.

---

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## The undersigned acknowledges receipt of the two copies of the Notice of Right to Cancel.

---

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date: October 30, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.c Memorandum of Understanding with Columbia Memorial Hospital

This is the renewal of the MOU with Columbia Memorial Hospital that the Board approved in February of 2020. The attached copy is the one approved then. I will have a clean copy of the updated MOU at the November meeting. The only things that will change are the vehicle listing and the cost per hour.

Staff is recommending that a motion be made to approve the MOU with Columbia Memorial Hospital and authorize the Board Chair to sign it.

# Memorandum of Understanding

## Transportation services for evacuation of patients

Between: Columbia Memorial Hospital

And Sunset Empire Transportation District

### 1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a mechanism for Sunset Empire Transportation District (the District) to support the Columbia Memorial Hospital (CMH) and work together as cooperating parties during emergency evacuations, including aiding in the safe transport of patients and people with access and functional needs.

### 2. Description

CMH and the District enter this MOU in good faith for the provision of transportation services to support evacuation orders issued as a result of natural, technological or human-caused disaster. The following is representative of, but not limited to, the principle tasks the District might be activated to accomplish:

- a. Transport evacuees from the hospital to reception centers, shelters or other safe havens.
- b. Modify existing transportation policies (e.g., securement of mobility devices) to better accommodate the needs of evacuees (including people with access and functional needs).
- c. Return evacuees from safe havens to the hospital (re-entry).

### 3. Deployment Activity

This agreement may be activated only by the CMH designated Incident Commander (IC) or his/her designee. Deployment activation, pursuant to this MOU, may occur at any time, day or night, including weekends and holidays; including 24/7 continuous service.

Upon acceptance of deployment, the District will have equipment enroute to the designated location within 120 minutes from the time it receives the official deployment notification from the IC or his/her designee. For reimbursement purposes, mission tasking will begin when the District's personnel checks in at the incident Staging Area and will conclude when the deployment authorization has been met or the IC and/or his designee issues demobilization orders for the resource(s).

#### **4. Terms**

- a. This agreement shall be in full force and effect beginning the date of execution and ending June 30, 2022.
- b. This agreement will be renewed automatically unless terminated pursuant to the terms hereof. Each renewal will be for a twenty-four-month period.
- c. District personnel who respond must be in good standing with the District, and up to date on all requisite licensing and permitting.
- d. Deployed District personnel must abide by all federal, state and local laws
- e. All deployed personnel from the District will be properly identified by uniform and employer identification card.
- f. The District will only deploy staff upon receipt and under the terms of the official deployment notification(s) as described in Section 3.
- g. The District must provide detailed records certifying miles and hours of service provided.

#### **5. Cost Reimbursement**

In the event that this Agreement is activated and District assets are deployed, the District may invoice CMH based on hours of evacuation operations. The cost per hour per vehicle is \$95.00 through June 30, 2022. The cost per hour shall increase by 5% for each renewal.

#### **6. Method for reimbursement**

- a. CMH will provide a method for submitting the required information for invoicing as part of the initial notification.
- b. The District must submit accurate paperwork, documentation, receipts and invoices to CMH within 30 days after demobilization.
- c. If CMH determines that the District has met all requirements for reimbursement, they will reimburse the District within 30 days of receiving a properly executed reimbursement request.

#### **7. Resource estimates**

In order for CMH to properly plan for transportation needs for disaster response, the District estimates the following resources could be made available by the District subject to availability of vehicles and personnel:

- Vehicles
  - 2009 Ford/Starcraft Cutaway
  - 2009 Ford/Eldorado Cutaway
  - 2010 Chevrolet/Glavel Cutaway
  - 2009 Ford Van
  - 2001 Freightliner Trolley
  - 2003 Bluebird Transit

- 2003 Blue Bird Transit
- 2003 Blue Bird Transit
- 2003 Blue Bird Transit
- 2010 Chevrolet 5500
- 2009 Ford Cutaway
- 2015 Freightliner
- 2014 Ford Bus
- 2016 Ford Cutaway
- 2016 Ford Cutaway
- 1998 Gillig Transit Bus
- 1998 Gillig Transit Bus
- 2017 Ford Transit Van
- 2017 Ford Transit Van
- 2018 Freightliner/Flavel
- 2018 Freightliner/Flavel
- 2002 MCI Motorcoach
- 2011 Volvo Motorcoach
- Staff
  - 23 Operators
  - 3 Supervisors
  - 3 Maintenance

## 8. Contract Claims

This Agreement shall be governed by and constructed in accordance with the laws of the state of Oregon as interpreted by Oregon courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution.

## 9. Hold Harmless/Indemnification

CMH shall defend and indemnify District, its agents, officers, elected officials, employees, and volunteers from and against all claims, demands and judgments, including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury or death is caused or sustained in connection with the negligence or willful misconduct of CMH or its employees or its agents in the performance of this Agreement.

Subject to the conditions and limitations of the Oregon Tort Claims Act and the Oregon Constitution, District shall defend and indemnify and hold harmless CMH its agents, officers, and employees from and against all claims, demands, judgments, including, but not limited to, damages to real or tangible property or for injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury, or death is caused or sustained in connection with the negligence or willful misconduct of District or its employees or agents in the performance of this Agreement.





Executive Director Report  
 November Board Meeting  
 Jeff Hazen

-Ridership

We were up 15% in September. We are now going against numbers from last year when we cut service beginning on September 1<sup>st</sup>. Both Connector routes remain very strong with excellent increases in ridership.

	September		
	TY	LY	
10	2,651	2,072	28%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	97	-100%
15	723	845	-14%
16	148	182	-19%
17	0	0	#DIV/0!
20	1,497	1,499	0%
21	0	54	-100%
101A	2,477	2,600	-5%
101B	2,858	2,020	41%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	5,335	4,620	15%
LCC	927	593	56%
PC	1,073	729	47%
SC	0	96	-100%
Total	12,354	10,787	15%
YTD	37,906	40,062	-5%

-STIF

On behalf of NWOTA, I wrote a Letter of Interest for STIF Discretionary Funds to obtain additional funding for the bus stop improvement program. The existing grant that NWOTA was awarded will not have the necessary funds to complete all three bus stops. I have asked for an additional \$650,000.

For SETD, I have submitted a Letter of Interest for STIF Discretionary Funds to obtain funding to expand our Lower Columbia Connector Route to add an additional stop in Portland after the stop at Union Station. Currently riders who ride the LCC in order to go to the airport have to get off at Union Station, catch a MAX train to cross the river, and then catch a separate MAX train at the Rose Quarter stop that will take them to the Portland International Airport. This

can be very cumbersome when traveling with luggage. We propose to go to the airport to provide better service to our riders. We believe that we will see even greater ridership on the LCC with this added service.

-TCTD TAC meeting

I participated in Tillamook's recent TAC meeting where we approved the other STIF Discretionary Letters of Interest for projects they would like to do.

-§5311 Allocations

I've been working with ODOT on right sizing the allocations for §5311 funds. When we came up with parameters for the current allocations several years ago, we ended up having a surplus of funds. My subcommittee will be making a recommendation to PTAC to approve the work that we've done. It will go into effect for the upcoming biennium.

-Returning Citizen Program

We will be launching the training in December. I gave two presentations via Zoom recently and also presented the program at the TRANSITIONS Conference in Indianapolis. Again, it was very well received, and I spoke with several people after my presentation including people from Canada which is a first for us!

2021-2023 SETD Priorities

**Priority One**

- Benchmark and track services
  - Ridership Increases & Decreases from previous year **Goal is double digit increases. September +15% YTD (5%)**
    - 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 **September performance: SETD 67.7%, TCTD 54.2%, Lincoln County 52.8%.**
    - 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 **Our maintenance staff under the leadership of Scott is doing a great job keeping our buses on the road even with their useful life having been met.**
- 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.**
  - 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

November 2022 Operations

Paul Lewicki for Jennifer Geisler

During Jennifer's temporary leave, I have been fortunate enough to be invited to provide Operational support to the District. It is most rewarding to again be working shoulder to shoulder with such a great team.

Jennifer has many projects and programs in process, and it has not been within my scope to change the direction of any of these tasks, rather to provide support and guidance where needed, and handle issues and events that require attention at Jennifer's level, as well as ensure required tasks and duties continue to be performed appropriately and accurately.

To wit: I have been able to meet with a new contractor to discuss repair of the sidewalk around the Transit Center. We have received a proposal for the necessary repairs. Also, we requested and received from this same contractor a quote to pour the slab for the proposed bus shelter at the Sunset Beach stop. We're hoping these two tasks can be completed within the next few months, weather permitting.

The District's Chevrolet Impala, which is used for a drivers' shuttle as well as staff transportation has suffered a number of small dents and scratches over the years, and was beginning to look unrepresentative of our good reputation. Our shop staff has addressed the body work needs of this vehicle and are making it more presentable to drive around the county. Having done the repairs in house saved many hundreds of dollars of expense.

We continue to upgrade parts of our AVL (Automated Vehicle Location) system to be compatible with the new 5G cellular systems upon which it communicates. We have five vehicles left to upgrade.

Staff had identified six revenue vehicles that had outlived their expected life cycle and were ready to be disposed. Scott continues to work with the salvage yard which will most likely take the vehicles, but due to the depressed value of scrap materials at this time, the salvage yard has no room for our vehicles. They are still at Ops awaiting removal. It appears, however, that we have some time until the arrival of our new buses, so the problem is not yet acute.

The winter bus schedules were implemented on October 3<sup>rd</sup> with minimal disruption and are now running smoothly. One challenge was the amount of lead time now required by Trillium Software to implement changes into our General Transit Feed Specification (GTFS), the code that is used to define and publish our schedule data. Where changes used to require between one and two weeks to revise, Trillium now requires four weeks to make the edits. As a result, we will soon begin working on the schedules for next summer hoping to create schedules that are even more effective and reliable than those so successfully implemented in Summer of 22.

- In September, 6 individuals requested travel training. 5 learners were older adults and 1 was an individual with a disability. All requests for training were from the South county area and all 6 learners received training on the basics such as reading our schedule, how to get to a bus stop, and paying the fare. All of the trainees were directed to further information on our website and on our YouTube page.
- We provided 5 trips in September to Veterans needing transportation assistance. The VETP transported 5 Veterans to local medical services, 3 to Camp Rilea and 2 Veterans to physical therapy. We are preparing an outreach event at the Veteran's standdown in Seaside on November 2nd.
- 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 11 am 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. I have taken on some extra responsibilities and have had to edit our format to accommodate the extra time I'm away from Mobility duties. Thank you all for your support.
- We rely on the training videos that live on our YouTube site to help those that need to learn about transportation if they do not have the time to engage with me. 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 engage with a local group of Veterans on how to use the bus. We met up on route 101 (off the bus) and the 4 of us talked about how we could reach people that were a little more off the grid. We will be attempting to meet up on a more regular basis in the future.
- I have been asked to assist ParaTransit as their interim supervisor and have been doing so since the last week in September. There has been no timetable for this position.



Transportation Options  
October 2022 Report to Board  
Kathy Kleczek

The 10<sup>th</sup> Annual Get There Challenge is in the review mirror. We had more participants than last year. There were 1825 participants to be exact! That is a great success across Oregon getting more and more people to exercise their Options!

What a great month October has been so far. We have celebrated Car Free Travel day, well okay that was the end of September, but we did have International Walk to School day on October 12<sup>th</sup>. We also celebrated Latinx/Hispanic Heritage Month, along with Disaster Preparedness Month. No, the two are not connected, except that they give us a way to connect as a community and become better.

The first weekend in October was full of activities and we were honored to be invited to participate in the Consejo Hispano Heritage celebration event in Seaside. The event ran from 4pm until 9pm. There were cultural presentations of music and dance, as well as amazing and diverse foods offered. We were able to be there as an example of a community resource partner. NW Transportation Options had a table set up to educate, and supply safety items to all that were interested. The event was so well attended it was a good thing we had Mobility Manager Jason Jones and his daughter Faith there to help. We were able to fit 40+ people with bicycle helmets to increase safety and reduce barriers to biking in Clatsop County. We also distributed bike lights and reflective items, so we can look for more folks being bright and being seen.

The NCTMN- Transportation Options group has given their support to NWTO to go for a grant application for funds to create a video series that explores how to travel the coast car-free. The series will be filmed in English and Spanish if we can get funding from ODOT so that we can compensate our collaborators for their participation. I will be submitting my application to ODOT's Innovative Mobility micro grant program, fingers crossed.

#### **Social Media-Get There Oregon**

- Post ODOT road condition/construction updates-be prepared for construction project delays
- Are you ready for seasonal weather changes? *\*Be Bright Be Seen\**
- Distributed local prizes to winners for the Get There Challenge

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

- Participating in OTP advisory group on Mobility and Accessibility, and DEQ Rulemaking
- SDAO ARPA Grant review committee
- ToGo Board meeting and Statewide meeting in Bend
- Leading Transportation Options Group for NCTMN-

#### **Innovative Mobility Grants**

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



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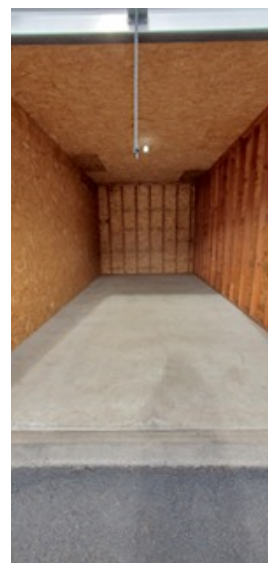
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## Marketing, Outreach and Education

### October 2022 Board Report

Mary Parker, Executive Assistant

- Prepared Meeting Minutes for the September 2022 Board Meeting
- Prepared Meeting Minutes for the September Special Board Meeting and Executive Session.
- Prepared and distributed Press Releases in English and Spanish seeking volunteers for the Transportation Advisory Board. Posted on Facebook and on web and distributed copies of applications.
- Prepared Public Announcements in English and Spanish announcing the change to Fall-Winter Routes on October 3<sup>rd</sup>. One week prior to schedule change I posted copies of announcement and Fall-Winter Routes on Facebook, on web and posted copies of schedules in all shelters from Astoria to Cannon Beach. Also distributed copies of Fall-Winter schedules to public offices, library hospital, and Chamber of commerce's.
- Returned to shelters and removed outdated Spring-Summer schedules from Astoria to Cannon Beach on October 4<sup>th</sup> and 5<sup>th</sup>.
- Prepared Job Announcements in English and Spanish for Transportation Support Specialist and posted on Facebook and on web.
- Prepared Job Announcements in English and Spanish for the Paratransit Supervisor and posted on Facebook and on web.
- Prepared a Public Announcement in English and Spanish to announce the rescheduling and location change of the October 27<sup>th</sup> Board and Strategic Planning Meeting to November 5, 2022, at the Holiday Inn in Seaside and posted on Facebook and website.
- Prepared Press Release with rescheduling and location change of the October 27<sup>th</sup> Board and Strategic Planning Meeting and distributed to the press and media.
- I have continued with distribution of the Veterans Transportation Program flyers.
- SDIS Best Practices - Logged in the final requirements needed and submitted completed document.
- Public Records- Examined and prepared 170 boxes of outdated SETD records. Arranged for the on-sight document destruction and assisted with shredding process.





**Human Resources**  
**OCTOBER & NOVEMBER 2022 Board Report**  
**Sue Farmer, Human Resources Manager**

**MEETINGS/TRAININGS ATTENDED:**

- OR Department of Employment - Paid Leave Oregon
- NHRMA Pre-Conference Zoom Webinars
- NRHMA Conference
- HR Answers – The Great Resignation
- Barran Liebman's HR Grand Prix: 2022 Annual Employment, Labor, Benefits Seminar
- HR Answers – Paid Leave Oregon

**ACTIONS:**

- Met with Executive Assistant/Marketing Mary Parker to plan for the SETD Christmas Party which will be held on Saturday, December 10, 2022 at the American Legion in Seaside.
- Attended the SDAO Summer Conference September 15, 2022. Attended several sessions pertaining to Human Resources such as Recruiting and Retaining Employees, Securing Your Greatness in the Eyes of the Public, Plan and Prepare for the Unexpected: Making a Contingency Plan and How to be Civil in Uncivil Times.
- Helped plan for the Driver Meeting Bar BQ on Wednesday, September 11, 2022. Spoke to all employees about the upcoming Paid Leave Oregon program. I let them know there would be an employee contribution to this program. There is a 1% assessment on gross payroll. The employee will pay 60% and the employer 40% of the 1%. I gave an overview of the benefits of Paid Leave Oregon. There will be more updates shared with employees in the future.
- Reviewed the updated policies with Jeff on September 26, 2022. I will make the revisions necessary and return it to Jeff for a final review before it goes to the SDAO attorney and HR Answers. After the final review they will be presented to the Board of Commissioners for approval.
- Conducted an Exit Interview with Cheryl Stoffelsen on Friday, September 30, 2022.
- Attended the National Human Resources Management Association Conference in Spokane October 4,5,6, 2022. There were approximately 600 attendees from Oregon, Washington, Alaska, and Idaho attending the conference. It was a great opportunity for networking. There were many high caliber speakers with TED Talks under their belt. The sessions were informative and inspiring. One of the sessions speakers was a former inmate who now has a successful business in California helping other inmates find employment after incarceration. We had a short chat about our Returning Citizens Program, and he is very interested in talking with our Executive Director.
- Conducted 10 interviews for our open Bus Driver, ParaTransit Supervisor and Transportation Support Specialist positions.
- Arranged for and prepared sign-up sheets for the 1<sup>st</sup> Aid/CPR/AEDD certification for all employees. Trainings were held on September 27<sup>th</sup> and October 11<sup>th</sup> 2022. There was a morning and afternoon session on both days to accommodate employee schedules.
- Prepared the agenda and minutes for the Safety Committee meetings on Wednesday, September 28 2022 and October 26, 2022.
- Continue preparation for the SDAO Safety & Security Match Grant application up to \$5,000 which is due on November 16, 2022.
- Prepared templates for evaluations due in October and November 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:**

- ❖ On September 23, 2022 provided New Employee Orientation for Emily Reyneke. Reyneke has her CDLB and some long-haul and school bus driving experience.
- ❖ Provided a New Employee Orientation for Keith Moore on September 25, 2022. Keith has his CDL B and experience driving a school bus.

**HIGHLIGHTS**

- ✓ **The continued hard work and dedication of our employees during our employee shortage!**

**WORKPLACE DEMOGRAPHICS:**

Male	26
Female	17
	43
Hispanic/Latino	2
Native American/Indian	1
White	39
Two or More Races	1
	43