



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
FRIDAY DECEMBER 09, 2022
9:00 AM
900 MARINE DR, ASTORIA, OR

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

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. EXECUTIVE SESSION – To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or hear complaints or charges brought against such a person, if that person does not request an open hearing ORS 192.660(2)(b)
6. EXECUTIVE SESSION – To consider information or records that are exempt by law from public inspection ORS 192.660(2)(f), and to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed ORS 192.660(2)(h)
7. PUBLIC COMMENT (3-minute limit)
8. APPROVAL OF BOARD MEETING MINUTES
 - a. NOVEMBER 5TH BOARD MEETING
 - b. NOVEMBER 5TH WORK SESSION
9. REPORTS FROM CHAIR AND COMMISSIONERS
10. FINANCIAL REPORTS
11. CONTINUED BUSINESS
 - a. MEMORANDUM OF UNDERSTANDING WITH COLUMBIA MEMORIAL HOSPITAL
 - b. 2023-2025 STRATEGIC PRIORITIES ADOPTION
 - c. LEGISLATIVE ADVOCACY POLICY ADOPTION
12. NEW BUSINESS
 - a. SDAO CONFERENCE
 - b. STAFF CONTACTS

c. LETTER TO THE OREGON DEPARTMENT OF TRANSPORTATION REGARDING THE INTERSECTION
OF HIGHWAY 30 AND HILLCREST LOOP

13. EXECUTIVE DIRECTOR REPORT

14. LEADERSHIP TEAM REPORTS

15. ADJOURNMENT

Connection options and instructions to participate in the public meeting remotely

ONLINE MEETING ZOOM

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

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

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

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

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

TELECONFERENCE ZOOM

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

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

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

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
DECEMBER
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
DECEMBER
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
DECEMBER
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
November 5, 2022
Board Meeting in Seaside, Oregon**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called meeting held at the Seaside Holiday Inn to order at 10 AM
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers and Commissioner Guillermo Romero excused.

Staff: Executive Director Jeff Hazen, Executive Assistant Mary Parker and Kathy Kleczek TO Specialist

Guest: Arla Miller Region 2A Transit Coordinator, Oregon Department of Transportation

4. CHANGES TO AGENDA- None
5. PUBLIC COMMENT- Arla Miller thanked the SETD Board of Commissioners for all they do, how supportive they are and how well they work together as a group to get things a done. Arla also said she truly appreciated what the Board has done and the time that they have given serving on the Board.
6. APPROVAL OF SEPTEMBER 22, 2022, BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the September 22, 2022, Board Minutes
Commissioner Withers seconded the motion
Discussion- A correction to the spelling of Commissioner Read’s last name was made

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

APPROVAL OF THE SEPTEMBER 28, 2022, SPECIAL BOARD MEETING MINUTES

Commissioner Read moved to approve the September 28, 2022, Board Minutes

Commissioner Nino seconded the motion

Discussion- None

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

7. REPORTS FROM COMMISSIONERS

Commissioner Alegria- Requested that there be an SETD emergency contact information guide made for the Board.

Commissioner Withers- Reported that the City of Cannon Beach had passed a Transportation Plan and which he has a copy of, and it states that SETD was consulted in the process and asked Executive Director Hazen if SETD had been consulted. Executive Director Hazen said yes SETD was involved.

Commissioner Read- Reported that she also wants to discuss emergency contact information for the Board, and she has other comments she will be making later in the meeting.

Commissioner MacDonald- Nothing to report.

Commissioner Nino-Nothing to report

Commissioner Boothe-Schmidt- Reported that she had attended the Forestry Tour and it was put on very well. Commissioner Withers and Commissioner Read also attended. Commissioner Boothe-Schmidt also reported that several County elected officials were introduced but Special District’s elected officials were not introduced until Commissioner Withers brought it to their attention.

8. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS FOR OCTOBER 2022- Executive Director Hazen answered questions. No corrections or changes were made to the report.

Commissioner MacDonald moved to approve the October 2022 Financial Reports
Commissioner Read 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-None

10. NEW BUSINESS-

a. TRANSPORTATION ADVISORY COMMITTEE (TAC) APPOINTMENTS-Executive Director Hazen explained that there are four seats on the TAC whose terms have expired. Mary did public 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. The current seats which have expired are:

- 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 who is not employed as a driver at SETD.
- 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.

Hazen reported receiving one application from Renee Bickmore who is seeking to represent people with disabilities. However she is not attending today’s meeting.

Executive Director Hazen said staff is recommending the reappointment of Larry Miller to Seat #1, the reappointment of Chris Breitmeyer to Seat #4 and the appointing of Renee Bickmore to Seat #2.

Executive Director Hazen reported we will continue to our outreach for someone to fill seat #3. There are a total of 9 seats on the TAC with the other 5 will be expiring next year.

Commissioner Nino moved to reappoint Larry Miller to Seat #1, Chris Breitmeyer to Seat #2 and appoint Renee Bickmore to Seat #2.
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	

6-Aye
0-Nay
Motion passed

- b. ASTORIA TRANSIT CENTER SIDEWALK REPAIR AND APPROVAL- Executive Director Hazen explained that there are tripping hazards where the sidewalk has moved on Marine Drive and along 10th Street which need to be repaired. There are also a few spots on the plaza that need to be corrected as well. Hazen said he had contacted a local contractor, but it did not work out, so he contacted Terra Firma and they prepared the quote which is included in the Board Pack. Executive Director Hazen said staff is recommending that a motion be made to approve the quote from Terra Firma for \$28,365.97 to make repairs to the sidewalks and walkways on the plaza at the Transit Center.

Commissioner MacDonald moved to approve the quote from Terra Firma for \$28,365.97
Commissioner Read seconded the motion
Discussion- There was discussion about several items in the contract, but no changes were made.

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

6-Aye
0-Nay
Motion passed

- c. COLUMBIA MEMORIAL HOSPITAL MEMORANDUM OF UNDERSTANDING (MOU)- Executive Director Hazen explained that the Board had previously approved this MOU with Columbia Memorial Hospital in 2020. Hazen said the copy included in the Board Pack is the MOU that was approved previously, and the only changes being made to the original MOU are the vehicle listings and the cost per hour. Executive Director Hazen said he will make those changes and bring the clean copy of the MOU to the December meeting. Staff is recommending that a motion be made to approve the MOU with Columbia Memorial Hospital and authorize the Board Chair to sign it.

Commissioner Withers moved to approve the Columbia Memorial Hospital MOU and authorize the Board Chair to sign.

Commissioner- Nino seconded the motion

Discussion- Commissioner Read asked if this agreement had ever been used? Executive Director Hazen said no. Commissioner Read asked how it would be coordinated with the County and the schools and other services and if there is a bigger scope. Executive Director Hazen said if the County Emergency Operations Center is activated, we will be represented there. Hazen said the County Emergency Plan can be accessed through the Clatsop County website. Executive Director Hazen that if there is a large event the EOC for the County will prioritize and designate where buses will be used. Arla Miller also said that if there is a large event in Clatsop County Executive Director Hazen can contact her and ask for more buses and she will assist with that.

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

6-Aye
0-Nay
Motion passed

11. CORROSPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT

13. LEADERSHIP TEAM REPORT

14. ADJOURNMENT

Meeting was adjourned 11:30 PM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____

Diana Nino

DRAFT



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD WORK SESSION MINUTES

SATURDAY NOVEMBER 5, 2022

12:00 PM

HOLIDAY INN EXPRESS 34 N HOLLADAY DR. SEASIDE

1. CALL TO ORDER- Chair Debbie Boothe-Schmidt called the meeting to order at 12:30 pm
2. ROLL CALL 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 and Executive Assistant Mary Parker

3. BOARD GOVERNANCE POLICY B-312-LEGISLATIVE ADVOCACY - Executive Director Hazen discussed changes he had made to the policy from previous Board discussion at the September Board meeting. Hazen said the goal of the policy is to allow the Executive Director, Board Chair or other designee, discretion to advocate in the districts best interests in a manner consistent with the goals and priorities adopted by the Board of Commissioners. Hazen said he had made one change to policy's and principles on page 2, third paragraph last sentence: *The Board of Commissioners shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, after consultation with the Board Chair, staff may take a position without Board approval.* Hazen said there were a few other small corrections. Executive Director Hazen said he will bring the policy back to the Board for approval at the December meeting. There was further Board discussion about the need for the public to be aware of what Special Districts is and what they do. There also was discussion in the gaps between Special Districts and local and state government. There is a lot that can be done to increase the public's understanding of what SETD is and how it operates. SETD needs to tell their story and increase and prioritize their public relations and outreach.
4. STRATEGIC PRIORITIES- Review of current strategic priorities was held. The Board discussed the ones that needed to be continued into the new plan and discussed other priorities they wanted included. The updated strategic priorities plan will be included in the December meeting for adoption by the Board.

5. ADJOURNMENT

Meeting was adjourned 3:25 PM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Date _____

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

NOTE on Reviewing Financials: Month 4 = 25% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,424,157 (\$277,722 more than budget), YTD Total Materials & Services was \$341,010 (\$75,939 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$10,521; \$21 more than monthly budget and \$11,116 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$8,872; \$1,372 more than monthly budget and \$1,910 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$5,213; \$2,787 less than monthly budget and \$8,702 less than YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,245; \$355 less than monthly budget and \$1,155 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$2000 less than monthly budget and \$5000 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$196.
- 4205-4207 Property Taxes: \$84,237 collected in Oct. Over budget YTD \$85,562.
- 4250 Timber Sales: No Timber Sales collected in Oct.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Laminating Fees.
- 5000 Grants: Received \$202,787 in Oct.

Expense

- 6010-6210 Wages/Taxes/Benefits: Over Monthly Budget \$136,981 –3 pay periods ending in Oct (10/1, 10/15 & 10/29) & severance pay.
 - 7010 VET Provider Payments: Rides for the month of Oct totaled \$129.
 - 8001 Professional Services: Over Monthly Budget \$5,372 – Employee Consultation Services.
 - 8060 Trave/Training: Over Monthly Budes \$2,530 – Multiple Conferences in Oct (Kelly, Jeff, Sue & Kathy).
 - 8170 Fuel: Under Monthly Budget \$5,345; under YTD budget \$22,633.
 - END
- ** Fuel under budget YTD \$5,345. Materials & Services (without capital expense) is under budget for MTD by \$13,165 and under budget YTD \$75,939.

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
October 31, 2022**

<u>Revenues</u>	<u>M-T-D Actual</u>	<u>M-T-D Budget</u>	<u>Variance</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>
4010 FIXED ROUTE FARES	10,521.40	10,500.00	21.40	41,884.01	53,000.00	(11,115.99)
4015 LOWER COLUMBIA CONNECTOR	8,871.92	7,500.00	1,371.92	35,909.91	34,000.00	1,909.91
4021 MEDICAID FARES - IGA	5,213.00	8,000.00	(2,787.00)	16,298.00	25,000.00	(8,702.00)
4022 PARATRANSIT FARES	1,244.90	1,600.00	(355.10)	4,444.95	5,600.00	(1,155.05)
4030 CONTRACTED SERVICES-IGA	0.00	2,000.00	(2,000.00)	0.00	5,000.00	(5,000.00)
4110 NW NAVIGATOR	223.70	200.00	23.70	903.93	1,100.00	(196.07)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	400.00	(400.00)
4130 OTHER-VENDING	0.00	0.00	0.00	67.61	250.00	(182.39)
4205 PROPERTY TAXES	82,710.63	5,000.00	77,710.63	112,048.98	25,000.00	87,048.98
4206 PRIOR YEAR TAXES	1,523.74	2,000.00	(476.26)	6,846.92	8,000.00	(1,153.08)
4207 PROPERTY TAX INTEREST	3.05	75.00	(71.95)	16.41	350.00	(333.59)
4310 TIMBER SALES	0.00	0.00	0.00	69,366.61	70,000.00	(633.39)
4315 MASS TRANSIT ASSESSMENT	37,753.71	20,000.00	17,753.71	66,102.44	40,000.00	26,102.44
4420 PARKING SPACE LEASE	760.00	760.00	0.00	3,040.00	3,040.00	0.00
4425 CHARGING STATION	0.00	0.00	0.00	0.00	75.00	(75.00)
4505 INTEREST EARNED ON BANK ACCT	46.29	167.00	(120.71)	190.33	668.00	(477.67)
4605 OTHER INCOME	15.00	2,000.00	(1,985.00)	1,941.61	8,500.00	(6,558.39)
5201 OREGON STF FUNDS	23,233.00	23,233.00	0.00	46,466.00	46,466.00	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	179,554.00	181,206.00	(1,652.00)	346,131.00	362,412.00	(16,281.00)
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	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	351,674.34	264,341.00	87,333.34	1,424,157.44	1,146,435.00	277,722.44

	<u>M-T-D</u>	<u>M-T-D</u>	<u>Variance</u>	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
<u>Expenses</u>	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>Budget</u>	
6010 WAGES	275,744.35	171,200.00	(104,544.35)	806,573.90	724,800.00	(81,773.90)
6111 TAXES	32,454.25	27,800.00	(4,654.25)	107,667.43	111,200.00	3,532.57
6210 BENEFITS	79,701.97	51,920.00	(27,781.97)	204,436.02	207,680.00	3,243.98
SUB TOTAL WAGES/TAXES/BENEFITS	387,900.57	250,920.00	(136,980.57)	1,118,677.35	1,043,680.00	(74,997.35)
7010 VET PROVIDER RIDES	129.12	834.00	704.88	2,778.74	3,333.00	554.26
8001 PROFESSIONAL SERVICES	12,372.00	7,000.00	(5,372.00)	12,372.00	25,000.00	12,628.00
8002 LEGAL COUNSEL	0.00	420.00	420.00	109.50	1,665.00	1,555.50
8003 BANK/MERCHANT FEES	210.50	166.00	(44.50)	803.87	664.00	(139.87)
8010 EQUIP LEASE/RENT	208.00	225.00	17.00	772.00	900.00	128.00
8015 COMP/FURNITURE/DURABLE GOODS	3,253.20	4,075.00	821.80	6,748.67	17,100.00	10,351.33
8020 B&M	1,499.03	3,900.00	2,400.97	9,383.37	15,500.00	6,116.63
8023 BUILDING LEASE	1,166.00	1,250.00	84.00	4,664.00	5,000.00	336.00
8024 SANITATION	0.00	300.00	300.00	0.00	1,200.00	1,200.00
8031 ONLINE SUB/IT SERVICES	4,875.96	8,500.00	3,624.04	26,638.51	34,400.00	7,761.49
8040 TELEPHONE/INTERNET	2,994.06	2,900.00	(94.06)	12,141.54	11,600.00	(541.54)
8041 UTILITIES	2,568.80	2,915.00	346.20	8,918.72	11,662.00	2,743.28
8050 HR/EMPLOYEE RECOGNITION	2,696.00	2,725.00	29.00	7,265.16	7,950.00	684.84
8060 TRAVEL/TRAINING	4,829.56	2,300.00	(2,529.56)	16,399.33	12,500.00	(3,899.33)
8080 OUTREACH/PRINTING	1,057.50	3,350.00	2,292.50	7,165.90	13,400.00	6,234.10
8090 DUES, SUBSCRIPTIONS	5,344.95	1,250.00	(4,094.95)	7,321.80	5,000.00	(2,321.80)
8091 IGA-DUES	0.00	3,950.00	3,950.00	0.00	7,750.00	7,750.00
8092 FEES/TAXES/LICENSES	100.00	350.00	250.00	409.84	1,400.00	990.16
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	5,000.00	5,000.00
8110 LEGAL ADS	0.00	75.00	75.00	0.00	325.00	325.00
8112 MEETING EXPENSE	279.84	125.00	(154.84)	842.51	500.00	(342.51)
8116 OFFICE SUPPLIES	2,069.20	1,350.00	(719.20)	5,261.09	5,050.00	(211.09)
8170 FUEL	33,654.85	39,000.00	5,345.15	134,367.10	157,000.00	22,632.90
8171 VEHICLE REPAIR/OUTSIDE SERVICES	8,217.20	13,200.00	4,982.80	51,563.46	50,300.00	(1,263.46)
8180 SHOP SUPPLIES	969.37	250.00	(719.37)	3,348.80	1,000.00	(2,348.80)
SUB TOTAL MATERIALS/SERVICES	88,495.14	101,660.00	13,164.86	341,009.91	416,949.00	75,939.09
9200 CAPITAL EXPENSE	0.00	400,000.00	400,000.00	0.00	400,000.00	400,000.00
Total Expenses	476,395.71	752,580.00	276,184.29	1,459,687.26	1,860,629.00	400,941.74
Excess Revenue Over (Under) Expenditures	(124,721.37)	(488,239.00)	(188,850.95)	(35,529.82)	(714,194.00)	(123,219.30)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 10/31/2022

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	0.00	(1.00)	1.00
1020 GENERAL CHECKING LC BANK	25,518.28	82,152.32	(56,634.04)
1030 LGIP - GENERAL FUND	83,118.76	82,208.45	910.31
1040 PAYROLL ACCOUNT LC BANK	72,461.02	72,261.40	199.62
1050 MONEY MARKET LC BANK	0.00	5,670.37	(5,670.37)
1095 CASH RECEIPTS CLEARING SYSTEM	758.43	755.53	2.90
1210 ACCOUNTS RECEIVABLE SYSTEM	5,885.00	14,884.35	(8,999.35)
1251 PASS TRANSIT RECEIVABLES	200.00	0.00	200.00
1425 PREPAID WORK COMP	(72,565.24)	(20,127.98)	(52,437.26)
Total Assets	115,376.25	237,803.44	(122,427.19)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	102,285.92	59,045.80	43,240.12
2019 ACCOUNTS PAYABLE OTHER	(75.61)	0.00	(75.61)
2050 CREDIT CARD PAYABLE	170,911.65	89,251.58	81,660.07
2059 CREDIT CARD PAYMENT CLEARING	(160,450.17)	(80,082.00)	(80,368.17)
2060 PAYABLE TO NWN	(1,922.72)	(636.55)	(1,286.17)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	0.00	255.00	(255.00)
2099 A/P CONVERSION	(20,436.27)	(20,436.27)	0.00
2100 ACCRUED LABOR SYSTEM	120,263.22	111,709.37	8,553.85
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)	(14,692.39)	(5,442.70)
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	(556.01)	1,254.34	(1,810.35)
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
Total Liabilities	170,065.52	127,457.91	42,607.61
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	(35,156.72)	(337,654.52)	302,497.80
Total Net Assets	(54,689.27)	110,345.53	(165,034.80)
Total Liabilities and Net Assets	115,376.25	237,803.44	(122,427.19)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 10/31/2022

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6011] ANDI WARREN INSURANCE AGENCY	10/01/2022	1549	9/01/2022	Sep 2022 Parking Space #14	0.00	47.50	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	10/01/2022	1565	9/01/2022	Aug 2022 Poker Chips	0.00	139.00	0.00	0.00	139.00
[6060] CLATSOP COUNTY SHERIFF	10/31/2022	1566	10/01/2022	Sep 2022 Poker Chips	178.00	0.00	0.00	0.00	178.00
[6112] HOMESPUN QUILTS	10/31/2022	1557	10/01/2022	Oct 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	10/31/2022	1586	10/01/2022	Sep Bus Passes-Astoria STEP	200.00	0.00	0.00	0.00	200.00
[6246] RUSTY DAHLIA	10/11/2022	1558	10/01/2022	Oct 2022 Parking-Spaces #10-11	0.00	95.00	0.00	0.00	95.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/31/2022	1570	10/01/2022	MED BILLING 09/26- 09/30/2022	1,223.00	0.00	0.00	0.00	1,223.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/01/2022	1571	9/01/2022	COVID MEALS- AUG 2022	0.00	450.00	0.00	0.00	450.00

[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/31/2022	1572	10/01/2022	COVID MEALS- SEP 2022	575.00	0.00	0.00	0.00	575.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/31/2022	1583	10/01/2022	MED BILLING 09/01- 09/24/2022	3,415.00	0.00	0.00	0.00	3,415.00
[6041] WWC BUSINESS SOLUTIONS	10/11/2022	1561	10/01/2022	Oct 2022 Parking - Spaces 15-16	0.00	95.00	0.00	0.00	95.00
Total					5,686.00	826.50	0.00	47.50	6,560.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 10/31/2022

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
10/31/2022	[6037] CB LAWN CARE 7785	11/30/2022	10/2022 Lawn Maintenance	406.00	406.00	406.00	0.00	0.00	0.00
10/31/2022	[6048] CITY OF WARRENTON 001638-000 10312022	11/30/2022	10/2022 WATER SRV - OPS	537.01	537.01	537.01	0.00	0.00	0.00
10/10/2022	[6078] CREATIVE BUS SALES RA12000010 2	11/11/2022	On Spots/AC Repair	4,324.16	4,324.16	0.00	4,324.16	0.00	0.00
10/25/2022	[6095] ENGLUND MARINE SUPPLY CO INC 548603/1	11/30/2022	Steel Roll Pins	2.48	2.48	2.48	0.00	0.00	0.00
10/31/2022	549059/1	11/30/2022	Rain Jacket/Bib - Maintenance	180.98	180.98	180.98	0.00	0.00	0.00
10/04/2022	[6116] IFOCUS CONSULTING 15048	12/01/2022	Laptop Workstation for Finance Officer	3,094.00	3,094.00	3,094.00	0.00	0.00	0.00
10/31/2022	[6119] IRON MOUNTAIN GYWZ969	11/30/2022	Shredding Service 9/28/2021 - 10/25/2022	171.39	171.39	171.39	0.00	0.00	0.00
10/31/2022	[6121] JACKSON & SON OIL INC 97123	11/30/2022	10/2022 Fuel	3,744.17	3,744.17	3,744.17	0.00	0.00	0.00
10/19/2022	[6145] NORTH COAST TRUCK PARTS 333774	11/30/2022	Tub - Bus 92	82.00	82.00	82.00	0.00	0.00	0.00
10/19/2022	[6192] SDAO R10192022	12/31/2022	2023 MEMBERSHIP DUES	4,250.00	4,250.00	4,250.00	0.00	0.00	0.00

[6226] VAN DUSEN BEVERAGES

10/31/2022	1001982	11/30/2022	10/2022 Water - TC	58.50	58.50	58.50	0.00	0.00	0.00
	R10312022		Acct 1001982						
10/31/2022	1002533	11/30/2022	10/2022 Water - OPS	44.50	44.50	44.50	0.00	0.00	0.00
	R10312022		Acct 1002533						
10/31/2022	1002539	11/30/2022	09/2022 Water - SS	14.50	14.50	14.50	0.00	0.00	0.00
	R09302022		Acct 1002539						
	(1)								

[6237] WILCOX & FLEGEL

10/31/2022	CL55302	11/30/2022	10/2022 Fuel	29,965.10	29,965.10	29,965.10	0.00	0.00	0.00
Report Total				46,874.79	46,874.79	42,550.63	4,324.16	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 10/31/2022

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	10/07/2022	[6225] VALIC-JPM CHASE - Payroll Dated 10.07.22	RETIREMENT - 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B) RETIREMENT	2916.38 2683.91 497.95 -0.01	6,098.23
22032	10/13/2022	[6033] CARD SERVICE CENTER - STMT - 09/08 - 10/07/2022	CREDIT CARD PAYMENT CLEARING	6319.05	6,319.05
22052	10/13/2022	[6193] SDIS - Invoices 091922Adj, 2022-18, 2022-19, WCJul.Sep22	BENEFITS MEDICAL SDIS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS	47405.08 108.69 211.36 9744.90	57,470.03
22065	10/25/2022	[6114] HR ANSWERS INC - Employee Consultation Services	PROFESSIONAL SERVICES	6372	6,372.00
22089	10/25/2022	[6237] WILCOX & FLEGEL - 09/2022 Fuel	FUEL FUEL FUEL FUEL	6861.55 390.85 2687.35 16924.69	26,864.44
Total Checks					103,123.75

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
Total Unmarked Checks:			0.00	Total Checks: 6,319.05
Date	Reference	Adjustment Description	Amount	
✓ 9/15/2022	0021966	Payment made from Gen. Ck. for Statement ending 09/07/2022	7,332.98	
Total Adjustments:			7,332.98	

December 5, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 11.a Memorandum of Understanding with Columbia Memorial Hospital

At the Board's November 5th meeting, the Board approved the updated MOU with CMH. Two things had to be updated, the cost per hour and the vehicle listing. I indicated that once they were completed, I would provide the Board with a final copy. Attached is the signed copy of 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, 2024.
- 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 \$100.00 through June 30, 2024. 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 Blue Bird Transit

- 2003 Blue Bird Transit
- 2015 Freightliner
- 2014 Ford Bus
- 2016 Ford Cutaway
- 1998 Gillig Transit Bus
- 2017 Ford Transit Van
- 2017 Ford Transit Van
- 2018 Freightliner/Glavel
- 2018 Freightliner/Glavel
- 2002 MCI Motorcoach
- 2011 Volvo Motorcoach
- 2004 Gillig
- 2004 Gillig
- 2020 Chevrolet Arboc
- 2020 Chevrolet Arboc
- 2020 Chevrolet Arboc
- 2020 Freightliner bus
- 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.

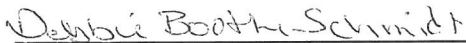
Subject to the conditions and limitations of the Oregon Tort Claims Act and the Oregon Constitution, District shall defend and indemnify and hold harmless CMH its agents, officers, and employees from and against all claims, demands, judgments, including, but not limited to, damages to real or tangible 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.

10. Acceptance Agreement

As noted, by the signature (below) of the District and its authorized agent, the District agrees to accept the terms and conditions as set forth in this Agreement, agrees to abide by the requirements for reimbursement and waives the right to file a claim to be reimbursed for any amount above the payment schedule amount, as outlined herein. All amendments of this MOU must be in writing and agreed to by the District and CMH.


Sunset Empire Transportation District

900 Marine Dr.
Astoria, OR 97103


Debbie Boothe-Schmidt Board Chair 11-11-22
Date

Columbia Memorial Hospital

2111 Exchange St.
Astoria, OR 97103


Erik Thorsen CEO 11/21/22
Date

December 5, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 11.b Strategic Priorities Adoption

At the November 5th work session, the Board had a discussion on the setting of strategic priorities for the upcoming biennium beginning on July 1, 2023. We have taken the notes from the discussion and developed the attached list.

Staff is recommending that a motion be made to adopt the strategic priorities for the 2023-2025 biennium.

December 9, 2022

Sunset Empire Transportation District Mission Statement

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

2023-2025 SETD Priorities

Top Priorities

- Expand Lower Columbia Connector Route
 - Add stop at Portland International Airport

- Implement Micro-Transit
 - Pilot Program
 - Schedule
 - Operational Costs
 - Capital Costs

- Recruitment and Retention of Employees
 - Annual survey of comparable agencies
 - Salaries
 - Benefits
 - Employee Feedback
 - Survey of all employees
 - Regular meetings with ATU leadership and management
 - Job Postings
 - Update and refresh
 - Fresh approach using best practices
 - Recruitment Platforms
 - Evaluate which are most effective
 - Succession Planning
 - Internships

- Emergency Plan
 - Update operational emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies
 - Fuel supply emergencies

- Warrenton Operation Facility Relocation
 - Contract with consultant
 - Location
 - Size
 - Amenities/Infrastructure
 - Alternative fueling
 - Automatic bus washing
 - Travel training/evaluation facility
 - Housing
 - Costs
 - Funding sources

- Operation Manuals
 - Update for all departments

- Service Enhancements
 - Fixed Route Service
 - Restore suspended routes
 - On-time performance
 - Evaluate and adjust schedules as needed
 - Electronic Signage
 - Shelters
 - Appearance
 - Buses
 - Shelters
 - Waste receptacles
 - Improved lighting
 - Facilities
 - Mural

Additional Priorities

- Marketing
 - Signage
 - Electronic PSA
 - Theaters
 - Mobile device messaging
 - Review other transit marketing programs

- Volunteer Program
 - Veteran's transportation volunteer recruitment
 - Evaluate RidePal program

- Technologies
 - Wi-Fi on LCC
 - Website Enhancements
 - Apps

- Streetcars
 - Add to other communities
 - Astoria
 - Warrenton

- Special Districts Association of Oregon
 - Advocate for Transportation to be a stand-alone category
 - Special District Awareness
 - Public
 - Legislature

December 5, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 12.a SDAO Conference

As of December 5th, Mary hasn't heard back from everyone on the Board letting her know if they are going to go to the SDAO conference in Sunriver in February. We need to get everyone registered and more importantly, get hotel reservations made.

Please have your response ready so we can get the arrangements made.

December 5, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 12.b Staff Contacts

If Commissioners get contacted from a rider about an urgent issue after hours, please contact the following people in the order shown.

Jeff Hazen	Executive Director	503-298-7114
Jennifer Geisler	Chief Operating Officer	503-741-1312
Mary Parker	Executive Assistant	503-791-0867
Jason Jones	Mobility Manager	503-298-9555

These are all cell phones, so text messages can be sent as well.

Date: December 5, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 12.c Intersection of Highway 30 and Hillcrest Loop in Knappa

Last month, there was an accident at this intersection where a young lady was trying to cross the highway to meet up with some friends. She was tragically killed when a vehicle hit her. The speed limit in this area is 50 mph and there is no crosswalk in the area.

Staff is requesting that the Board consider sending the attached letter to demonstrate support for safety improvements at the intersection.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

December 9, 2022

Oregon Department of Transportation
Bill Jablonski, Region 2 Area Manager – Northwest Oregon
350 W. Marine Drive
Astoria, OR 97103

Dear Mr. Jablonski:

On behalf of the Board of Commissioners of Sunset Empire Transportation District (SETD), I'm writing this letter to share our concerns about the safety of the intersection of Highway 30 and Hillcrest Loop. Last month's fatal accident where a pedestrian crossing the highway was hit by a vehicle and tragically was killed.

As you may know we operate the Lower Columbia Connector route that travels from Astoria to Portland three times a day on Highway 30. We have a stop on the south side of the highway by Knappa Pizza and have had concerns about the intersection. Our bus drivers are very challenged with trying to get back on the highway, especially on the west bound run with traffic traveling on the highway in both directions. Our riders that board our bus describe the challenge of crossing the highway in order to access the bus stop and the fear they have of the high speed of vehicles.

This area has a speed limit of 50 mph which we feel is too high. We highly recommend that the speed limit is reduced to 40 mph like the community of Westport. We also would like to see a pedestrian crosswalk with rapid flashing beacon lights installed. Surely, the reduction of speed in this area will add only a few seconds to vehicles traveling along this stretch of the highway.

Pedestrian safety at this intersection must be improved.

Sincerely,

Debbie Boothe-Schmidt
Board Chairperson

Executive Director Report
 December 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 1st. Both Connector routes remain very strong with excellent increases in ridership.

	October		
	TY	LY	
10	2,565	2,028	26%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	0	#DIV/0!
15	719	789	-9%
16	171	315	-46%
17	0	0	#DIV/0!
20	1,445	1,210	19%
21	0	0	#DIV/0!
101A	2,738	2,344	17%
101B	2,807	2,054	37%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	5,545	4,398	26%
LCC	1,035	685	51%
PC	1,205	1,146	5%
SC	0	0	#DIV/0!
Total	12,685	10,571	20%
YTD	50,591	50,633	0%

-STIF

On behalf of NWOTA, I submitted the grant application 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 the grant application 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.

-TAC

I will be convening a Transportation Advisory Committee shortly anticipating that the Board will adopt the strategic priorities they discussed.

-§5311 Allocations

PTAC endorsed the new allocations for the §5311 funds and ODOT announced the new distributions that are on a couple of pages down. You will see that our funding was increased by 41% going from \$1,102,688 in the current biennium to \$1,550,045 for the 2023-2025 biennium. When we make our plans for this program, we will be adding 20% to the amount. This is being done so if ODOT receives more funding in this program, we will be able to access it. The added 20% means that we will plan projects totally \$1,860,054.

-PTAC

On November 7th, I chaired my final Public Transportation Advisory Committee meeting after many years of service on the committee with the last 4 years being the chair. I joined PTAC to represent all of the rural transit agencies on the west side of the Cascades. My goal was to make sure that rural public transportation is not an afterthought. Too often when people talk about transit, they think of TriMet. It doesn't matter where people live, they should be afforded the opportunity to access transit. I was the first rural transit leader to chair the committee since it was formed several years ago, and as such, I achieved my goal. The connections and relationships I built during my time on the committee has proven to be of benefit to SETD, we are highly regarded throughout Oregon. I'm proud to have led PTAC through the rollout of the game changing STIF program and I look forward to watching not only us, but other transit providers as they continue to use these funds to provide great services to riders. It was a bittersweet moment when I ended the meeting and signed off of Zoom.

-2023-2025 Solicitation Training

We hosted the final training in Oregon for the upcoming biennium funding programs. This was done by Arla Miller and she did a great job. It was great having several transit agencies in the conference room and others on Zoom.

-NWACT

Henry Heimuller chaired his final NWACT meeting, and he was showered with many compliments from the committee on his service. Henry is finishing up his final term as a Columbia County Commissioner and I will miss working with him on the ACT and PTAC. Henry has been a tremendous supporter of transit and we will miss his influence. Senator Johnson

also showed up to thank everyone for their service to our corner of the state. In return, we gave her a warm standing ovation for her years of service. She was very humbled and emotional.

-Statewide ACT and Modal Advisory Committee Chair's Meeting

My final responsibility as Chair of PTAC was attending a meeting with two of the OTC Commissioners to discuss a plethora of topics related to transportation throughout the state. ODOT has some major funding issues on the horizon that the Commission is going to have to deal with, fortunately public transportation funding is solid for the foreseeable future.

-Rodeo Planning

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. October +20% YTD Flat**
 - 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
 - **October performance:**
 - **SETD 63.8%, TCTD 55.8%, Lincoln County 53.3%.**
 - **November Performance:**
 - **SETD 68.5%, TCTD 59.1%, Lincoln County 59.3%**
 - Schedule adjustments **Updated to be more relevant**
 - Congestion
 - Construction
 - Summer schedules **This year's were in effect on July 1st.**
 - Reliability for workforce transportation
 - Use of technology to improve service **Tablets have been installed, and we have received positive feedback from the drivers!**
 - Fleet reliability **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. One driver promoted to driver supervisor. Job posting is up for another driver supervisor position that will be coming available when Lawrence retires. He will retire in May but will spend time training the new supervisor.**
- 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

December 2022 Operations

Jennifer Geisler

I was out of office on medical leave for most of October, Paul Lewicki was instrumental in keeping everything moving at OPS. Projects, reports, facilities, vehicles, and staff were all in great hands.

Trainings for November consisted of SDAO Risk Management training, WSJ The Future of Transportation and SDAO The Importance of Documentation in Performance Management

We are quickly approaching the winter weather and are changing gears from warm weather to cold and frosty days. We are scheduling drivers for annual On Spot (automatic tire chains) training and scheduling appropriate buses for the current days weather.

There was an interview team working to fill the Paratransit Supervisor position. With great candidates and a challenging decision, we chose Nicholle Searle for the Paratransit Supervisor. She started in June as the Transportation Support Specialist and has quickly learned Ecolane, the services that SETD provides, brings a positive demeanor and is a great addition to the supervisor team.

The two mechanics Alex and Nathan have done an outstanding job on getting buses back on route. They are quick to respond to the needs that are reported to the shop, at diagnosing issues, doing needed research on parts and how to fix or correct a problem. They recently took on a larger job, changing out a transmission and transmission cooler. They saved the district over \$5000 by doing the job in house. The alternative was to have the bus towed to Portland and wait two to three months for the repairs. After receiving the parts and needed tools, they had it completed in one day!

We are expecting to see the two new category B buses in late December 2022. Ken from Creative Bus has been keeping us updated on the status of these two buses for the Lower Columbia Connector routes. Schetky NW Sales has informed us that the six category D buses may go into production in 2023. These six buses consist of two for Paratransit and four buses for fixed route.

The weekend of November 25-27, Lower Columbia Connector had 124 riders and 63 pre purchased tickets. The LCC on Sunday afternoon had 31 riders for the one route! I believe this could be a record. With such a high ridership expected over the weekend, the supervisors made sure that the Volvo and MCI coach buses were used to accommodate the luggage and ridership capacity. I believe we will see a high ridership over the Christmas weekend, and we will accommodate accordingly.

On the morning of Wednesday November 30th we were notified that Hwy 30 was closed at Bradley Hill and could be possibly closed for two days due to a landslide. We re-routed the Lower Columbia Connector through Washington highway 4 into Longview and back onto highway 30. We were not able to give service from Svensen to Clatskanie. We did transport a rider to Knappa from the Astoria Transit Center.

RIDE ASSIST
November 2022 Report
Nicholle Searle

- In November, Ride Assist provided a total of 624 rides. ADA Paratransit had 463 rides, we provided 159 Medicaid rides for NorthWest Rides, 0 VETP and had 23 escorts. There were 2 Dial A Rides.
- There were zero ride denials in November.
- On November 18th, I was promoted to Paratransit Supervisor. We also recently hired Aimee for the Transportation Support Specialist position. We are in the process of filling my position as Transportation Support Specialist as well. Last month we hired a new Paratransit driver by the name of Patrick, he has been a great driver and the riders have great things to say about him. With the hiring of Patrick, we are now fully staffed with paratransit drivers.
- The food bank box delivery service on Thursdays continues to help our senior and disabled community members. We have 9 to 10 deliveries each week. The Regional Food bank will continue with their drive-through box pick-up for the “foreseeable future.”
- We have gotten some great feedback from our riders about our services. Such as “If we didn’t have this service, she would be living in a facility, but instead she gets to stay in her home, drinking warm tea while waiting for her bus so she can go to the grocery store!
- ADA Paratransit Report for November

Number of completed applications received: 8
Number of incomplete applications received: 0
Number of interview/assessments scheduled: 0
Number of interview/assessments completed: 8
Number of determinations made: 8
 Within 21 days: 8
 More than 21 days: 0
Determination by type:
 Unconditional: 4
 Conditional: 3
 Temporary: 1
 Not eligible:
Number of appeals requested: 0
Number of appeals heard: 0

Mobility Management
Report for December Board Meeting
Jason Jones

- In November, 5 individuals requested travel training. 3 learners were older adults and 2 was an individual with a disability. 5 individuals were from South County while 3 were from the Astoria/Warrenton area. Schedule reading, boarding by lift, paying the fare, and understanding how to navigate by landmarks were subjects that were considered needed skills. As with every travel training, trainees were directed to further information on our website and on our YouTube page.
- The Veterans Enhanced Transportation Program provided 4 trips in November for Veterans needing transportation assistance. The VETP transported all 4 Veterans to local medical services, 3 to Camp Rilea, and 1 veteran to physical therapy. We attended the Veteran's standdown event on November 2 in Seaside. We made contact with more than 60 Veterans with over half of them receiving some basic instruction on SETD's services. I had an opportunity to take a few minutes with 6 Veterans and work on personal instruction for each of them. The event was a success and I must thank Kathy Kleczek for representing Transportation Options, Our drivers John Carter and Mark Hansen were there and spoke to many Veterans, and my two daughters; Faith and Hope, volunteered their time to help bring the message of transportation.
- For 1, it takes 1. What does this mean? Our program has helped many veterans get to their medical appointments. 95% of all trips provided by this program are performed by a Veteran Volunteer driver in their personal vehicle. A relationship is formed between the Veteran being transported and the driver when a trip takes place. Thanks to "Veteran to Veteran" interaction, trust develops between them. This 1-on-1 interaction during the journey has provided opportunities for a healthy dialogue. Our drivers have indicated that the conversations during the trip have had positive results for the riders and the drivers themselves. There are roughly 17 Veterans and active personnel in America who commit suicide daily. At least one individual is in crisis daily in Clatsop County, and we have a driver ready and willing to help. 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).
- My time as interim Paratransit Supervisor ended late this month after the hiring of Nicholle as our permanent supervisor. I'm thankful for the experience of assisting and will be rooting for the department to grow strong as time goes on. I will be refocusing my efforts on more travel training, and outreach events and continuing to create travel training content.



Transportation Options
November/December 2022 Report to Board
Kathy Kleczek

As the year draws to an end we reflect on the things we are grateful for and make our lists. For some it is wish lists, for others it is shopping lists. I hope that some retro reflective clothing and flashing light gear make those lists! Safety lights make good gifts is the word on the street.

The month of November started off with a long day of outreach. On the second of November I participated in the Veteran's Stand Down at the Seaside Convention Center. During the day we interacted with veterans, answering questions and handing out safety supplies. It was a great event which provided an opportunity to reach a part of our community not always present at other events. After the Stand Down, I swapped outreach supplies and headed to the Dia de los Muertos event sponsored by Consejo Hispano. The Dia de Los Muertos event was well attended. It was an opportunity to get vaccinated, receive information on resources, get fitted with a bike helmet, find out about safety tips for safe walking and biking as well as experience cultural activities traditional to Dia de Los Muertos celebrations.

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. I had planned on submitting this application in November, however due to staffing needs and scheduling conflicts I will be submitting this application in December.

During November and December, Jason and I went back to the live not produced format for Transportation Talk. We do enjoy doing the "on the spot" filming and airing of the show and we also miss our produced segments. I am looking forward to getting back to producing more segments and shows for your viewing pleasure now that Jason is back to Mobility Management.

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*](#)
- Posts about how to be safe while being active

Conference/Education/Meetings

- Participating in OTP advisory group on Mobility and Accessibility, and DEQ Rulemaking
- SDAO Board meeting
- NWACT meeting and ODOT committee meetings
- 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
- Spanish language translation of NCTMN Car-free travel rack cards

Marketing, Outreach and Education
 November 2022 Board Report
 Mary Parker, Executive Assistant

- Prepared November 2022 Board Meeting Minutes
- Rosa Parks Day December 1st
 - Prepared Rosa Parks Day Press Release and distributed to media
 - Prepared Rosa Parks Reserved posters English/Spanish for securing on front seats of all buses
 - Prepared Rosa Parks information flyers in English/Spanish and placed with posters
 - Posted Rosa Parks Day posters English/Spanish and information sheets on Facebook and on website
- Prepared Thanksgiving closure flyers in English/Spanish for Facebook and web and posted in shelters Astoria to Cannon Beach
- Arranged and prepared for the November Board Meeting and Strategic Planning held at Seaside Holiday Inn
- Prepared Holiday Closures Route change posters in English and Spanish and posted in shelters Astoria to Cannon Beach Facebook and Web
- Prepared December 9th Board Meeting date change public announcements in English and Spanish and distributed to media.
- Preparing storage and work area in Transit Center basement for continued processing and organizing of records and other materials.
- Made reservations and preparations for SETD Holiday Party being held at Seaside American Legion on December 10th




ROSA PARKS DAY

1 de diciembre de 2022
 TODO COMENZÓ EL 1 DE
 DICIEMBRE DE 1955

El 1 de diciembre de 1955, la costurera afroamericana Rosa Parks viajaba en un autobús de la ciudad de Montgomery cuando el conductor del autobús le pidió que le dejara su asiento a un hombre blanco. La solicitud del conductor era una práctica estándar de la segregación racial en los autobuses en el momento. Rosa Parks se negó a dejar su asiento por motivos de justicia, libertad e igualdad. Como resultado, la arrestaron y condenaron por violar las leyes de segregación, conocidas como las leyes "Jim Crow". Apeló su condena y desafió formalmente la legalidad de la segregación. Al mismo tiempo, los activistas de derechos civiles, incluyendo a Martin Luther King Jr., boicotearon el sistema de autobuses de Montgomery. El boicót duró 381 días, hasta diciembre de 1956, cuando la Corte Suprema de EE. UU. dictaminó que la ley de segregación era inconstitucional y que los autobuses de Montgomery debían integrarse. Este boicót dio inicio a otras protestas por los derechos civiles en EE. UU. A lo largo de los años, el autobús de Rosa Parks se convirtió en un símbolo de la lucha por la igualdad de derechos. Lo restauraron por completo y ahora está exhibido en el Museo Henry Ford. El Día de Rosa Parks, el 4 de febrero, también es conocido como el:

Día de la Valentía







ROSA PARKS DAY

December 1, 2022
 IT ALL STARTED DECEMBER 1, 1955

On December 1, 1955, African American seamstress Rosa Parks was traveling on a Montgomery City bus when the bus driver asked her to vacate her seat for a white man. The driver's request was standard practice of the racial segregation in buses at the time. Rosa Parks refused to leave her seat on the grounds of fairness, freedom and equality. As a result, she was arrested and convicted of violating the laws of segregation, known as the "Jim Crow" laws. She appealed her conviction and formally challenged the legality of segregation. At the same time, civil rights activists, including Martin Luther King Jr., boycotted the Montgomery bus system. The boycott lasted for 381 days, into December 1956, when the U.S. Supreme Court ruled that the segregation laws was unconstitutional and the Montgomery buses should be integrated. This boycott kick-started other civil rights protests throughout the U.S. Over the years, the Rosa Parks bus has become a symbol of the fight for equal rights. It has been fully restored and is now displayed in the Henry Ford Museum. Rosa Parks' Day, on February 4, is also known as the:

Day of Courage

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

MEETINGS/TRAININGS ATTENDED:

- OR Department of Employment - Paid Leave Oregon
- FTA Whistleblower
- HR Answers – Retention

ACTIONS:

- Continue to assist Executive Assistant/Marketing Mary Parker in planning for the upcoming SETD Christmas Party which will be held on Saturday, December 10, 2022 at the American Legion in Seaside.
- Continue to work on the revisions necessary for the personnel policies 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 4 interviews for open Bus Driver, 3 ParaTransit Supervisor interviews, 4 Transportation Support Specialist interviews and 2 interviews for Maintenance Supervisor.
- Arranged for Open Enrollment visit for AFLAC representative Shandra Halford. Shandra met with employees interested in AFLAC insurance policies such as cancer, hospitalization, accident, etc.
- Prepared the Open Enrollment forms for PacificSource Health Reimbursement Arrangement (HRA) and Flexible Spending Accounts (FSA). Provided forms for employees. Updated and submitted the annual Open Enrollment forms provided to PacificSource.
- Prepared the agenda for the Safety Committee meeting on Wednesday, November 30, 2022 and minutes for the October 26, 2022 meeting.
- Finalized and submitted the SDAO Safety & Security Match Grant application up to \$5,000 which was due on November 16, 2022.
- Prepared templates for evaluations due in December 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 November 21, 2022 Nicholle Searle was promoted to ParaTransit Supervisor. Nicholle has worked for the District since June 1, 2022 fully mastering the Ecolane Dispatch System in a very short period of time. Nicholle was instrumental in keeping the ParaTransit Department afloat scheduling clients and making sure the needs of the drivers were tended to. Nicholle works well with others and comes highly recommended by her fellow employees.
- ❖ On November 4, 2022 we rehired Travis Benson for the position of Fixed Route Bus Driver. Travis will continue his CDL training. Travis has a CDL A and is training for the passenger portion of his CDL.
- ❖ Hired new Transportation Support Specialist Aimee Patterson on Monday, November 14, 2022. Aimee comes to SETD with extensive Office Management experience and running hotel room reservation software. Aimee has worked with the elderly and disables through her employment as a CNA at Neawwana By the Sea

WORKPLACE DEMOGRAPHICS:

Male	25
Female	18
	43
Hispanic/Latino	2
Native American/Indian	1
White	39
Two or More Races	1
	43

Updated: 10-25-2022