



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
THURSDAY JANUARY 26, 2023
9:00 AM
900 MARINE DR, ASTORIA, OR

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

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - a. WEBSITE DISCUSSION
10. NEW BUSINESS
 - a. SDAO CONFERENCE VOTING DELEGATE SELECTION
 - b. QUALIFIED ENTITY REVIEW OF STIF DISCRETIONARY PROJECT
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. 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

JANUARY

2023

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
JANUARY
2023

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
JANUARY
2023

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
December 9, 2022
Board Meeting Astoria, Oregon**

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called meeting to order at 9:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers and Commissioner Guillermo Romero.
Staff: Executive Director Jeff Hazen and Executive Assistant Mary Parker
Legal Counsel Matt Malmshemer, Hagland Kelley LLP
4. CHANGES TO AGENDA- Commissioner Alegria requested to table the Strategic Priorities Plan until January, however she said she was informed by the Board Chair that this cannot be done. Commissioner Alegria said this is the most important document that we prepare. Commissioner Alegria proposed that a draft could be used at this point since there was unforeseen circumstances for this meeting. Algeria said she does not like to see a Strategic Plan for 2 years be done quickly and not at full capacity. Executive Director Hazen said that the STIF rules specify that there has to be a plan for the projects that are being put on the STIF funding and what he is using to develop the STIF funding. Executive Director Hazen said he wanted to remind the Board that we held a Work Session where there was deep discussion on the Strategic Priorities which he put in the document being presented today for adoption. Commissioner Alegria asked if we pass it today could we amend it if there was something that was not included or there was something that needed to be changed or added. Executive Director Hazen said that sounded appropriate. Commissioner Alegria proposed that we leave the option open after passing the Strategic Plan that it could be amended. Board Chair Boothe-Schmidt said there may be action that the Board will want to make after coming out of the first Executive session. After discussion attorney Matt Malmshemer recommended that a decision be made after the second Executive Session.

Commissioner MacDonald moved to adopt the changes made to the agenda
Commissioner Romero seconded the motion
Discussion- None

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

7-Aye
0-Nay
Motion passed unanimously

5. EXECUTIVE SESSION- ORS 192. 660 (2)(b)- 9:07 AM Chair Boothe-Schmidt announced the opening of Executive Session to consider the dismissal or disciplining of a public officer, employee, staff member of individual agent, or hear complaints of charges brought against such a person, if that person does not request an open hearing. Designated staff and members of the media shall be allowed to attend the Executive session. Members of the public will be placed in a waiting room. No decision will be made in Executive Session. At the end of the Executive Session we will return to open session and welcome members of the public back into the room.

6. EXECUTIVE SESSION ORS 192. 660 (2)(f)- Chair Boothe-Schmidt announced the opening of 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 considering legal rights and duties regarding current litigation or litigation likely to be filed ORS 192.660(2)(h) Designated staff and members of the media shall be allowed to attend the Executive session. Members of the public will be placed in a waiting room. No decision will be made in Executive Session. At the end of the Executive Session we will return to open session and welcome members of the public back into the room.

- a. Board Action- 12:00 Noon- Chair Boothe-Schmidt called the Board Meeting back to order. Chair Boothe-Schmidt asked if the Board had any action. Commissioner Read said yes. Commissioner Read moved to terminate Ms. Reyneke’s employment at Sunset Empire Transportation District effective immediately. She is probationary and may be terminated without cause. Additionally the issues we have considered justify her termination for cause. Ms. Reyneke was provided the opportunity to address those issues, but nonetheless, her employment going forward would not be in the District’s best interest. Commissioner Alegria seconded the motion
Discussion- None

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

7- Aye
0-Nay
Motion passed unanimously

7. PUBLIC COMMENT (3 Minutes) - Chair Boothe-Schmidt asked if there were any public comments. Emily Reyneke stated she had a public comment stating that since starting at SETD she has seen some phenomenal drivers and improvements in what the district does now over what she has seen in the past. When she rode the bus as a youth there were only 2 routes. Reyneke said it is unfortunate that the District is taking the steps that it is in error. , the investigation is still under way and will show that Jeff Hazen is the aggressor and engaged in egregious conduct and retaliatory towards someone reporting concerns. Reyneke also said the District has a lot of room for growth and with how he is handling things it will not happen, You have a problem with a high turnover of drivers. You have incidents with the buses and it won't help the district to go forward. Reyneke said she would strongly encourage the district to reconsider or postpone that decision until you have the whole investigation involving Jeff and Sue. There is so much and after talking to the union rep even he had some concerns and clarifications that needed to be made. And even though an employee is at will, you cannot terminate somebody when they have filed a complaint. Whether it is safety concern or company policy violations and so forth. So ultimately not waiting for your own investigations to be completed and not waiting for Boli to be completed only ends up costing the district more time and effort that could be put into the efficiency of the routes and increasing the communication with the employees.

8. APPROVAL OF MEETING MINUTES

- a. NOVEMBER 5, 2022, MEETING
- b. NOVEMBER 5, 2022, WORK SESSION
Commissioner MacDonald moved to approve the November 5, 2022, Board Minutes and the November 5, 2022, Work Session Minutes.
Commissioner Romero seconded the motion

Discussion- Chair Boothe-Schmidt said that on page 2 of the regular minutes it says Patrick Preston is not employed by SETD. This needs to be corrected to say he is employed by SETD.

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

7-Aye
0-Nay
Motion passed unanimously

9. FINANCIAL REPORTS NOVEMBER 2022- Financial Officer Kelly Smith asked if the Board had any questions. There were no questions.

Commissioner MacDonald moved to approve the October 2022 Financials as presented
Commissioner Withers seconded the motion
Discussion: None

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

7-Aye
0-Nay
Motion passed unanimously

10. REPORTS FROM COMMISSIONERS

Commissioner Boothe-Schmidt- Reported that it is the end of the year and we have accomplished a lot this year, not just as a Board but staff and management as well. We do a good job of keeping things on track as much as possible. Boothe-Schmidt also said that we do have some hick ups but we work through them and she added it had been a pleasure working with everyone.

Commissioner MacDonald- Reported that he wanted to compliment the staff both past and present for their professionalism and it is where the rubber hits the road. Thank you all.

Commissioner Romero- Reported that it has been a pleasure working for this Board and you are a good team. Commissioner Romero said he especially likes the professional respect that is shown.

Commissioner Read- Reported that she did not know very much about this organization when she first got on the Board, but has grown to really appreciate it. Read added that it works well, there are a lot of unsung hero's and she successfully convinced her husband into being a driver for the Veterans Transportation program which is right on target and he has built a relationship with one of the riders which is working well and has really touched our family as well.

Commissioner Withers- Reported he agreed with what has been said and added that everyone really seems to care and take our meetings seriously. Commissioner Withers also said it is a pleasure to still be on this board after 4 years now, and we do not give Mary Parker enough credit for taking our perfect minutes. Being a secretary is a tough job. Thank you, Mary.

Commissioner Alegria- Reported she has found it inspirational working with this board. They are prepared and delightful people and am pleased to see the improvements like the time and punctuality which is important to the riders, and the dedication and love of the district and the mission. Every person I have met here is very conscientious and hard working.

Commissioner Nino- Reported that she is privileged to serve the public and it is a pleasure to serve on the Board with her fellow Commissioners. Commissioner Nino wished everyone a safe Holiday Season and she unfortunately will not be able to come to the Holiday Party tomorrow but sends hugs to everyone.

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

7-Aye
0-Nay
Motion passed

11. CONTINUED BUSINESS-

- a. MEMORANDUM OF UNDERSTANDING WITH COLUMBIA MEMORIAL HOSPITAL
Executive Director Hazen explained that at the November Board meeting the Board had previously approved this MOU with Columbia Memorial Hospital, but updates needed to be made to the vehicle listings and the cost per hour. Executive Director Hazen said those changes have been made. This is a copy of the final signed agreement for your review.

- b. 2023-2025 STRATEGIC PRIORITIES ADOPTION- Executive Director Hazen explained that this report was made from the notes taken at the November Strategic Priorities work shop. Hazen said he changed the format to top priorities and additional priorities. Hazen said the first priority listed is Expand Lower Columbia Connector Route. Hazen explained that the grant for that has been written and turned in and will be presented to the NW Commission for Transportation next month for their comments and then it will go through the process for the Discretionary STIF grants. We will have to wait and see how that works out. Hazen reviewed other details of the report.

Commissioner MacDonald moved to adopt the 2023-2025 Strategic Priorities as presented
Commissioner Romero seconded the motion
Discussion- Commissioner Nino commented that we can add or take things away from these as we move forward. Executive Director said yes and that it was a great idea that Commissioner Alegria brought up earlier. Hazen said this really should be a fluid document. No policy is set in stone and the Board can do what the want to do with it.

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

7-Aye
0-Nay
Motion passed

- c. LEGISLATIVE ADVOCACY POLICY ADOPTION- Due to report not being available this was moved to the January Board Meeting.

12. NEW BUSINESS

- a. SDAO CONFERENCE- Executive Director Hazen reviewed the need for everyone to register for the Conference and Mary explained the room reservations and travel arrangement possibilities. Mary said she would keep in contact with everyone about registrations.

- b. STAFF CONTACTS- Executive Director Hazen presented a cell phone contact list to be used after hours.

- c. LETTER TO THE OREGON DEPARTMENT OF TRANSPORTATION- Executive Director Hazen reviewed the tragic fataccident that occurred on Highway 30 at the intersection of Highway 30 and Hillcrest Loop Road and a letter of recommendation to reduce the speed from 50 to 40 iles per hour.

Commissioner MacDonald moved to approve the letter and authorize the Board Chair to sign.
 Commissioner Nino seconded the motion
 Discussion- After Board discussion several changes and additions were added. Commissioner Nino suggested: “This is the location of last month’s”We “strongly” recommend in last paragraph...We also “suggest installing” a pedestrian ...will add only a few seconds “of travel time” to vehicles.

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

7-Aye
 0-Nay
 Motion passed unanimously

Commissioner Nino moved to amended the motion to include the proposed changes be added to the letter
 Commissioner MacDonald seconded the amended motion
 Discussion- No further after discussion noted above.

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

7-Aye
 0-Nay
 Motion passed unanimously

13. EXECUTIVE DIRECTOR REPORT

14. LEADERSHIP TEAM REPORT

15. ADJOURNMENT

Meeting was adjourned 12:30 PM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
 Diana Nino

Date _____



**Sunset Empire Transportation District
Board of Commissioners
January 13, 2023
Special Board Meeting Astoria, Oregon**

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

Staff: Executive Director Jeff Hazen

3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. NEW BUSINESS

- a. STATEWIDE TRANSPORTATION IMPROVEMENT FUND (FORMULA) PROJECTS APPROVAL- Executive Director Hazen explained that the history of the STIF program which began in 2017. Hazen said It was a part of the HB2017 Transportation Bill passed by the Oregon Legislature in 2017, the first time that public transportation was provided a stable source of revenue and the revenue comes from the employee paid 1/10 of 1% payroll transit tax. SETD is required to develop a plan for the funds every couple of years. The 2023-2025 STIF plan was presented to the SETD Transportation Advisory Committee on Monday, January 9, 2023. The Transportation Advisory Committee is recommending that the Board of Commissioners adopt the 2023-2025 STIF plan. Executive Hazen reviewed each of the 7 priorities and explained that the state recommends allocating for 120% of what projects total in case more STIF funding is made available which brings the total \$2,102,861. Staff is recommending that a motion be made to adopt the 2023-2025 STIF plan as recommended by the Transportation Advisory Committee.

Commissioner MacDonald moved to approve the 2023-2025 STIF plan
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

- b. §5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROJECTS APPROVAL

Executive Director Hazen explained the important role mobility plays in public transportation. Mobility Manager Jason Jones has been expanding the SETD Mobility department for several years and developed the plan presented today. Executive Director Hazen reviewed each of the 12 goals presented for the 2024-2025 5310 allocation which totals \$476,600. Hazen explained that the Transportation Advisory Committee met on Monday, January 9th and is recommending to the Board that the attached \$5310 plan be adopted.

Staff is recommending that a motion be made to adopt the 2023-2025 Section 5310 plan as recommended by the Transportation Advisory Committee.

Commissioner Alegria commented that she would like another word used instead of amenities since the plan does not include a definition of what the amenities are. Executive Director Hazen said that there has been discussion about this before, but it is a term used in transportation planning. After further discussion it was determined that the word amenities could be discussed later but it should not prohibit voting on the plan.

Commissioner MacDonald moved to approve the 5310 2023-2025 Plan

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

6. ADJOURNMENT

Meeting was adjourned 10:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Date _____

Diana Nino

Sunset Empire Transportation District
DEC FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2023 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 6 = 50% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,814,932 (\$93,819 more than budget), YTD Total Materials & Services was \$578,319 (\$73,738 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$9,238; \$1,762 less than monthly budget and \$15,567 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$3,989; \$2,511 less than monthly budget and \$746 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0; \$7,000 less than monthly budget and \$20,702 less than YTD budget (monthly billing went out late due to staff shortage).
- 4022 Paratransit Fares: Revenues for the month were \$998; \$602 less than monthly budget and \$2,208 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$2000 less than monthly budget and \$9000 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$315.
- 4205-4207 Property Taxes: \$119,566 collected in Dec. Over budget YTD \$45,887.
- 4250 Timber Sales: \$59,828 in Timber Sales collected in Dec.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Laminating Fees.
- 5000 Grants: Received \$3,384 in Dec.

Expense

- 6010-6210 Wages/Taxes/Benefits: Over Monthly Budget \$21,525 – this should continue to adjust as our pay-periods even back out.
 - 7010 VET Provider Payments: Rides for the month of Nov totaled \$22.
 - 8015 Comp/Furniture/Durable Goods: Over Monthly Budget \$2,011 – Annual Swiftly Software
 - 8031 Online Sub/IT Services: Over Monthly Budget \$9,213 – Trillium Annual Fees, Angeltrax Annual Licensing Fees.
 - 8105 Uninsured Loss: Over Monthly Budget \$7,148 – Accident Deductibles.
 - 8170 Fuel: Under Monthly Budget \$11,197; under YTD budget \$41,214.
 - END
- ** Fuel under budget YTD \$41,214. Materials & Services (without capital expense) is under budget for MTD by \$2,025 and under budget YTD \$73,738

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

Sunset Empire Transportation District
NOV FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2023 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 5 = 41% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,615,062 (\$52,524 less than budget), YTD Total Materials & Services was \$523,058 (\$71,745 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$9,310; \$2,690 less than monthly budget and \$13,806 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$7,355; \$145 less than monthly budget and \$1,765 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0; \$5,000 less than monthly budget and \$13,702 less than YTD budget (monthly billing went out late due to staff shortage).
- 4022 Paratransit Fares: Revenues for the month were \$749; \$451 less than monthly budget and \$1,606 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$2000 less than monthly budget and \$7000 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$167.
- 4205-4207 Property Taxes: \$840,108 collected in Nov. Under budget YTD \$51,629.
- 4250 Timber Sales: \$20,500 in Timber Sales collected in Nov.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Laminating Fees.
- 5000 Grants: Received \$310,865 in Nov.

Expense

- 6010-6210 Wages/Taxes/Benefits: Over Monthly Budget \$58,752 – this should continue to adjust as our pay-periods even back out.
 - 7010 VET Provider Payments: Rides for the month of Nov totaled \$121.
 - 8002 Legal Council: Over Monthly Budget \$5,132 – Employee Consultation Services.
 - 8031 Online Sub/IT Services: Over Monthly Budget \$9,213 – Angeltrax Wireless Modems.
 - 8050 HR/Employee Recognition: Over Monthly Budget \$548 – Employment Ads.
 - 8080 Outreach/Printing: Over Monthly \$7,669 – Transportation Options Event Supplies.
 - 8105 Uninsured Loss: Over Monthly Budget \$3,750 – Accident Deductibles.
 - 8170 Fuel: Under Monthly Budget \$7,385; under YTD budget \$30,017.
 - END
- ** Fuel under budget YTD \$30,017. Materials & Services (without capital expense) is under budget for MTD by \$790 and under budget YTD \$71,745.

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
December 31, 2022**

	<u>M-T-D</u>		<u>Variance</u>	<u>Y-T-D</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>Budget</u>	
<u>Revenues</u>						
4010 FIXED ROUTE FARES	9,238.39	11,000.00	(1,761.61)	60,432.51	76,000.00	(15,567.49)
4015 LOWER COLUMBIA CONNECTOR	3,989.09	6,500.00	(2,510.91)	47,253.86	48,000.00	(746.14)
4021 MEDICAID FARES - IGA	0.00	7,000.00	(7,000.00)	16,298.00	37,000.00	(20,702.00)
4022 PARATRANSIT FARES	998.00	1,600.00	(602.00)	6,191.95	8,400.00	(2,208.05)
4030 CONTRACTED SERVICES-IGA	0.00	2,000.00	(2,000.00)	0.00	9,000.00	(9,000.00)
4110 NW NAVIGATOR	201.42	350.00	(148.58)	1,384.75	1,700.00	(315.25)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	600.00	(600.00)
4130 OTHER-VENDING	0.00	0.00	0.00	164.05	250.00	(85.95)
4205 PROPERTY TAXES	118,759.85	20,000.00	98,759.85	1,067,619.67	1,020,000.00	47,619.67
4206 PRIOR YEAR TAXES	600.09	2,000.00	(1,399.91)	10,706.34	12,000.00	(1,293.66)
4207 PROPERTY TAX INTEREST	206.50	50.00	156.50	260.96	700.00	(439.04)
4310 TIMBER SALES	59,827.64	0.00	59,827.64	149,694.25	125,000.00	24,694.25
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	66,102.44	40,000.00	26,102.44
4420 PARKING SPACE LEASE	760.00	760.00	0.00	4,560.00	4,560.00	0.00
4425 CHARGING STATION	0.00	0.00	0.00	37.48	75.00	(37.52)
4505 INTEREST EARNED ON BANK ACCT	1,896.97	167.00	1,729.97	2,917.49	1,002.00	1,915.49
4605 OTHER INCOME	7.00	2,000.00	(1,993.00)	1,962.61	12,800.00	(10,837.39)
5201 OREGON STF FUNDS	0.00	0.00	0.00	46,466.00	46,466.00	0.00
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	129,742.00	260,000.00	(130,258.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	346,131.00	362,412.00	(16,281.00)
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	720,979.00	275,000.00	445,979.00
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	36,651.00	80,720.00	(44,069.00)
5304 TRANSPORTATION OPTIONS	3,384.50	0.00	3,384.50	49,326.45	48,900.00	426.45
5306 CARES ACT	0.00	0.00	0.00	50,050.00	250,528.00	(200,478.00)
Total Revenues	199,869.45	53,527.00	146,342.45	2,814,931.81	2,721,113.00	93,818.81

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Expenses</u>						
6010 WAGES	170,925.03	187,800.00	16,874.97	1,148,019.00	1,091,850.00	(56,169.00)
6111 TAXES	29,452.00	27,800.00	(1,652.00)	156,847.27	166,800.00	9,952.73
6210 BENEFITS	29,915.67	51,920.00	22,004.33	286,828.72	311,520.00	24,691.28
SUB TOTAL WAGES/TAXES/BENEFITS	230,292.70	267,520.00	37,227.30	1,591,694.99	1,570,170.00	(21,524.99)
7010 VET PROVIDER RIDES	21.80	833.00	811.20	2,921.61	4,999.00	2,077.39
8000 AUDIT	0.00	0.00	0.00	10,000.00	10,000.00	0.00
8001 PROFESSIONAL SERVICES	2.74	6,000.00	5,997.26	12,374.74	38,500.00	26,125.26
8002 LEGAL COUNSEL	0.00	415.00	415.00	5,656.50	2,495.00	(3,161.50)
8003 BANK/MERCHANT FEES	180.01	166.00	(14.01)	1,179.85	996.00	(183.85)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,148.00	1,350.00	202.00
8015 COMP/FURNITURE/DURABLE GOODS	6,085.93	4,075.00	(2,010.93)	14,782.94	25,350.00	10,567.06
8020 B&M	2,524.88	3,850.00	1,325.12	16,590.94	23,250.00	6,659.06
8023 BUILDING LEASE	947.61	1,250.00	302.39	6,461.61	7,500.00	1,038.39
8024 SANITATION	560.67	300.00	(260.67)	560.67	1,800.00	1,239.33
8031 ONLINE SUB/IT SERVICES	26,393.51	8,500.00	(17,893.51)	70,744.86	51,400.00	(19,344.86)
8040 TELEPHONE/INTERNET	2,951.51	2,900.00	(51.51)	18,085.32	17,400.00	(685.32)
8041 UTILITIES	2,516.71	2,915.00	398.29	13,926.66	17,492.00	3,565.34
8050 HR/EMPLOYEE RECOGNITION	6,419.24	7,325.00	905.76	16,731.93	17,775.00	1,043.07
8060 TRAVEL/TRAINING	1,525.44	2,900.00	1,374.56	19,258.09	17,350.00	(1,908.09)
8076 ELECTION FEES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
8080 OUTREACH/PRINTING	2,748.16	3,350.00	601.84	20,932.57	20,100.00	(832.57)
8090 DUES, SUBSCRIPTIONS	135.00	1,250.00	1,115.00	8,536.30	7,500.00	(1,036.30)
8091 IGA-DUES	0.00	0.00	0.00	0.00	7,750.00	7,750.00
8092 FEES/TAXES/LICENSES	125.00	350.00	225.00	634.84	2,050.00	1,415.16
8100 INSURANCE	0.00	0.00	0.00	43,468.00	43,500.00	32.00
8105 UNINSURED LOSS	8,398.00	1,250.00	(7,148.00)	18,398.00	7,500.00	(10,898.00)
8110 LEGAL ADS	0.00	75.00	75.00	0.00	500.00	500.00
8112 MEETING EXPENSE	14.58	125.00	110.42	1,408.07	750.00	(658.07)
8116 OFFICE SUPPLIES	882.66	1,250.00	367.34	7,741.37	7,550.00	(191.37)
8170 FUEL	27,803.47	39,000.00	11,196.53	194,785.99	236,000.00	41,214.01
8171 VEHICLE REPAIR/OUTSIDE SERVICES	6,341.21	12,200.00	5,858.79	65,935.73	74,700.00	8,764.27
8180 SHOP SUPPLIES	1,962.80	250.00	(1,712.80)	6,054.06	1,500.00	(4,554.06)

	<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>
SUB TOTAL MATERIALS/SERVICES	98,728.93	100,754.00	2,025.07	578,318.65	652,057.00	73,738.35
9200 CAPITAL EXPENSE	0.00	21,000.00	21,000.00	14,182.99	450,000.00	435,817.01
Total Expenses	329,021.63	389,274.00	60,252.37	2,184,196.63	2,672,227.00	488,030.37
Excess Revenue Over (Under) Expenditures	(129,152.18)	(335,747.00)	86,090.08	630,735.18	48,886.00	(394,211.56)

Consolidated Statement of Activity - MTD and YTD
November 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	9,310.11	12,000.00	(2,689.89)	51,194.12	65,000.00	(13,805.88)
4015 LOWER COLUMBIA CONNECTOR	7,354.86	7,500.00	(145.14)	43,264.77	41,500.00	1,764.77
4021 MEDICAID FARES - IGA	0.00	5,000.00	(5,000.00)	16,298.00	30,000.00	(13,702.00)
4022 PARATRANSIT FARES	749.00	1,200.00	(451.00)	5,193.95	6,800.00	(1,606.05)
4030 CONTRACTED SERVICES-IGA	0.00	2,000.00	(2,000.00)	0.00	7,000.00	(7,000.00)
4110 NW NAVIGATOR	279.40	250.00	29.40	1,183.33	1,350.00	(166.67)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	500.00	(500.00)
4130 OTHER-VENDING	96.44	0.00	96.44	164.05	250.00	(85.95)
4205 PROPERTY TAXES	836,810.84	975,000.00	(138,189.16)	948,859.82	1,000,000.00	(51,140.18)
4206 PRIOR YEAR TAXES	3,259.33	2,000.00	1,259.33	10,106.25	10,000.00	106.25
4207 PROPERTY TAX INTEREST	38.05	300.00	(261.95)	54.46	650.00	(595.54)
4310 TIMBER SALES	20,500.00	55,000.00	(34,500.00)	89,866.61	125,000.00	(35,133.39)
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	66,102.44	40,000.00	26,102.44
4420 PARKING SPACE LEASE	760.00	760.00	0.00	3,800.00	3,800.00	0.00
4425 CHARGING STATION	37.48	0.00	37.48	37.48	75.00	(37.52)
4505 INTEREST EARNED ON BANK ACCT	830.19	167.00	663.19	1,020.52	835.00	185.52
4605 OTHER INCOME	14.00	2,300.00	(2,286.00)	1,955.61	10,800.00	(8,844.39)
5201 OREGON STF FUNDS	0.00	0.00	0.00	46,466.00	46,466.00	0.00
5202 OREGON STIF FUNDS-DISCRETIONARY	63,298.00	130,000.00	(66,702.00)	129,742.00	260,000.00	(130,258.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	346,131.00	362,412.00	(16,281.00)
5301 5311 ADMIN/OPERATIONS	205,765.00	137,000.00	68,765.00	720,979.00	275,000.00	445,979.00
5302 5310 MOBILITY MGT/PM	14,712.00	40,860.00	(26,148.00)	36,651.00	80,720.00	(44,069.00)
5304 TRANSPORTATION OPTIONS	21,248.22	24,450.00	(3,201.78)	45,941.95	48,900.00	(2,958.05)
5306 CARES ACT	5,842.00	125,264.00	(119,422.00)	50,050.00	250,528.00	(200,478.00)
Total Revenues	1,190,904.92	1,521,151.00	(330,246.08)	2,615,062.36	2,667,586.00	(52,523.64)

	<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>
Expenses						
6010 WAGES	170,520.07	179,250.00	8,729.93	977,093.97	904,050.00	(73,043.97)
6111 TAXES	19,727.84	27,800.00	8,072.16	127,395.27	139,000.00	11,604.73
6210 BENEFITS	52,477.03	51,920.00	(557.03)	256,913.05	259,600.00	2,686.95
SUB TOTAL WAGES/TAXES/BENEFITS	242,724.94	258,970.00	16,245.06	1,361,402.29	1,302,650.00	(58,752.29)
7010 VET PROVIDER RIDES	121.07	833.00	711.93	2,899.81	4,166.00	1,266.19
8000 AUDIT	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00
8001 PROFESSIONAL SERVICES	0.00	7,500.00	7,500.00	12,372.00	32,500.00	20,128.00
8002 LEGAL COUNSEL	5,547.00	415.00	(5,132.00)	5,656.50	2,080.00	(3,576.50)
8003 BANK/MERCHANT FEES	195.97	166.00	(29.97)	999.84	830.00	(169.84)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	960.00	1,125.00	165.00
8015 COMP/FURNITURE/DURABLE GOODS	1,948.34	4,175.00	2,226.66	8,697.01	21,275.00	12,577.99
8020 B&M	4,682.69	3,900.00	(782.69)	14,066.06	19,400.00	5,333.94
8023 BUILDING LEASE	850.00	1,250.00	400.00	5,514.00	6,250.00	736.00
8024 SANITATION	0.00	300.00	300.00	0.00	1,500.00	1,500.00
8031 ONLINE SUB/IT SERVICES	17,712.84	8,500.00	(9,212.84)	44,351.35	42,900.00	(1,451.35)
8040 TELEPHONE/INTERNET	2,992.27	2,900.00	(92.27)	15,133.81	14,500.00	(633.81)
8041 UTILITIES	2,491.23	2,915.00	423.77	11,409.95	14,577.00	3,167.05
8050 HR/EMPLOYEE RECOGNITION	3,047.53	2,500.00	(547.53)	10,312.69	10,450.00	137.31
8060 TRAVEL/TRAINING	1,333.32	1,950.00	616.68	17,732.65	14,450.00	(3,282.65)
8076 ELECTION FEES	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
8080 OUTREACH/PRINTING	11,018.51	3,350.00	(7,668.51)	18,184.41	16,750.00	(1,434.41)
8090 DUES, SUBSCRIPTIONS	1,079.50	1,250.00	170.50	8,401.30	6,250.00	(2,151.30)
8091 IGA-DUES	0.00	0.00	0.00	0.00	7,750.00	7,750.00
8092 FEES/TAXES/LICENSES	100.00	300.00	200.00	509.84	1,700.00	1,190.16
8100 INSURANCE	21,734.00	21,750.00	16.00	43,468.00	43,500.00	32.00
8105 UNINSURED LOSS	5,000.00	1,250.00	(3,750.00)	10,000.00	6,250.00	(3,750.00)
8110 LEGAL ADS	0.00	100.00	100.00	0.00	425.00	425.00
8112 MEETING EXPENSE	550.98	125.00	(425.98)	1,393.49	625.00	(768.49)
8116 OFFICE SUPPLIES	1,597.62	1,250.00	(347.62)	6,858.71	6,300.00	(558.71)
8170 FUEL	32,615.42	40,000.00	7,384.58	166,982.52	197,000.00	30,017.48
8171 VEHICLE REPAIR/OUTSIDE SERVICES	8,031.06	12,200.00	4,168.94	59,594.52	62,500.00	2,905.48
8180 SHOP SUPPLIES	742.46	250.00	(492.46)	4,091.26	1,250.00	(2,841.26)
SUB TOTAL MATERIALS/SERVICES	155,313.81	156,104.00	790.19	523,057.72	594,803.00	71,745.28
9200 CAPITAL EXPENSE	14,182.99	29,000.00	14,817.01	14,182.99	429,000.00	414,817.01
Total Expenses	412,221.74	444,074.00	31,852.26	1,898,643.00	2,326,453.00	427,810.00
Excess Revenue Over (Under) Expenditures	778,683.18	1,077,077.00	(362,098.34)	716,419.36	341,133.00	(480,333.64)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 12/31/2022

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(1.00)	(22.00)	21.00
1020 GENERAL CHECKING LC BANK	65,367.93	33,060.69	32,307.24
1030 LGIP - GENERAL FUND	615,854.55	775,181.21	(159,326.66)
1040 PAYROLL ACCOUNT LC BANK	104,772.80	101,416.56	3,356.24
1050 MONEY MARKET LC BANK	0.00	5,670.86	(5,670.86)
1095 CASH RECEIPTS CLEARING SYSTEM	323.02	198.76	124.26
1210 ACCOUNTS RECEIVABLE SYSTEM	4,222.00	9,114.98	(4,892.98)
1251 PASS TRANSIT RECEIVABLES	320.00	20.00	300.00
1425 PREPAID WORK COMP	(83,646.66)	(29,669.73)	(53,976.93)
Total Assets	707,212.64	894,971.33	(187,758.69)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	149,066.95	146,689.32	2,377.63
2019 ACCOUNTS PAYABLE OTHER	(75.61)	0.00	(75.61)
2050 CREDIT CARD PAYABLE	181,815.75	105,774.79	76,040.96
2059 CREDIT CARD PAYMENT CLEARING	(173,727.08)	(94,065.26)	(79,661.82)
2060 PAYABLE TO NWN	(2,193.94)	(890.43)	(1,303.51)
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	0.00	217.38	(217.38)
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	(20,268.65)	(14,763.57)	(5,505.08)
2130 AFLAC-AT	(1,275.39)	(1,275.39)	0.00
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	175.00	0.00
2133 GARNISHMENTS	1,590.37	739.45	850.92
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	95,952.12	105,309.44	(9,357.32)
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	630,735.18	341,661.84	289,073.34
Total Net Assets	611,202.63	789,661.89	(178,459.26)
Total Liabilities and Net Assets	707,154.75	894,971.33	(187,816.58)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 11/30/2022

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(1.00)	(22.00)	21.00
1020 GENERAL CHECKING LC BANK	153,514.44	182,005.71	(28,491.27)
1030 LGIP - GENERAL FUND	684,547.07	900,301.25	(215,754.18)
1040 PAYROLL ACCOUNT LC BANK	160,881.91	73,296.96	87,584.95
1050 MONEY MARKET LC BANK	0.00	5,670.62	(5,670.62)
1095 CASH RECEIPTS CLEARING SYSTEM	207.17	408.73	(201.56)
1210 ACCOUNTS RECEIVABLE SYSTEM	21,758.22	11,311.47	10,446.75
1251 PASS TRANSIT RECEIVABLES	320.00	0.00	320.00
1425 PREPAID WORK COMP	(76,998.97)	(23,964.70)	(53,034.27)
Total Assets	944,228.84	1,149,008.04	(204,779.20)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	131,347.21	54,399.17	76,948.04
2019 ACCOUNTS PAYABLE OTHER	(75.61)	0.00	(75.61)
2050 CREDIT CARD PAYABLE	177,581.45	99,637.08	77,944.37
2059 CREDIT CARD PAYMENT CLEARING	(166,969.04)	(83,115.95)	(83,853.09)
2060 PAYABLE TO NWN	(2,093.23)	(629.08)	(1,464.15)
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	124,051.42	109,387.75	14,663.67
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	(20,223.19)	(14,697.36)	(5,525.83)
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
Total Liabilities	203,816.14	127,042.17	76,773.97
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	759,887.36	573,965.82	185,921.54
Total Net Assets	740,354.81	1,021,965.87	(281,611.06)
Total Liabilities and Net Assets	944,170.95	1,149,008.04	(204,837.09)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 12/31/2022

<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>
[6009] ALLSTATE INSURANCE AGENCY	12/31/2022	1589	12/01/2022	Dec 2022 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6494] ANGI WILDT GALLERY	12/31/2022	1591	12/01/2022	Dec Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	12/31/2022	1618	12/01/2022	Nov 2022 Poker Chips	195.00	0.00	0.00	0.00	195.00
[6291] CURRY & COCO THAI EATERY	12/01/2022	1539	11/01/2022	Nov 2022 Paking Space #1	0.00	47.50	0.00	0.00	47.50
[6291] CURRY & COCO THAI EATERY	12/31/2022	1540	12/01/2022	Dec 2022 Paking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	12/31/2022	1592	12/01/2022	Dec 2022 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[6153] ODOT	12/31/2022	1595	12/01/2022	Innovative Mobility Grant	3,384.50	0.00	0.00	0.00	3,384.50
[6162] OREGON EMPLOYMENT DEPT	10/31/2022	1586	10/01/2022	Sep Bus Passes-Astoria STEP	0.00	0.00	200.00	0.00	200.00
[6162] OREGON EMPLOYMENT DEPT	12/01/2022	1587	11/01/2022	Oct Bus Passes-Astoria STEP	0.00	120.00	0.00	0.00	120.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/31/2022	1601	12/01/2022	Nov 2022 Bus Passes	500.00	0.00	0.00	0.00	500.00
Total					4,412.00	167.50	200.00	0.00	4,779.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 11/30/2022

<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>
[6009] ALLSTATE INSURANCE AGENCY	12/01/2022	1578	11/01/2022	Nov 2022 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6291] CURRY & COCO THAI EATERY	12/01/2022	1539	11/01/2022	Nov 2022 Paking Space #1	47.50	0.00	0.00	0.00	47.50
[6113] HOXIE, RONALD	5/31/2022	1470	5/01/2022	May 2022 Parking Space #7	0.00	0.00	0.00	47.50	47.50
[6153] ODOT	12/01/2022	1585	11/01/2022	Q1 FY23 TO Reimbursement	21,248.22	0.00	0.00	0.00	21,248.22
[6162] OREGON EMPLOYMENT DEPT	10/31/2022	1586	10/01/2022	Sep Bus Passes-Astoria STEP	0.00	200.00	0.00	0.00	200.00
[6162] OREGON EMPLOYMENT DEPT	12/01/2022	1587	11/01/2022	Oct Bus Passes-Astoria STEP	120.00	0.00	0.00	0.00	120.00
[6246] RUSTY DAHLIA	11/11/2022	1581	11/01/2022	Nov 2022 Parking-Spaces #10-11	0.00	95.00	0.00	0.00	95.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/01/2022	1584	11/01/2022	Oct 2022 Bus Passes	320.00	0.00	0.00	0.00	320.00

Total					21,878.22	295.00	0.00	47.50	22,220.72
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SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 12/31/2022

<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>
[6037] 12/31/2022	CB LAWN CARE /8052	1/30/2023	12/2022 Lawn Maintenance	406.00	406.00	406.00	0.00	0.00	0.00
[6147] 12/31/2022	NW COMMUNITY ALLIANCE 11988	1/01/2023	12/2022 BUS SHELTERS	880.00	880.00	0.00	880.00	0.00	0.00
[6154] 12/16/2022	ODP BUSINESS SOLUTIONS LLC 2.78772E+11	1/15/2023	Office Supplies - Ops	25.75	25.75	0.00	25.75	0.00	0.00
[6172] 12/30/2022	O'REILLY AUTO PARTS 3920-277977	2/20/2023	DPF Pres Sn - Bus 92	150.56	150.56	150.56	0.00	0.00	0.00
[6226] 12/31/2022	VAN DUSEN BEVERAGES 1001982 R1231/2022	1/30/2023	12/2022 Water - TC Acct 1001982	29.00	29.00	29.00	0.00	0.00	0.00
12/31/2022	1002533 R12312022	1/30/2023	12/2022 Water - OPS Acct 1002533	44.50	44.50	44.50	0.00	0.00	0.00
12/31/2022	1002539 R13302022	1/30/2023	12/2022 Water - SS Acct 1002539	14.50	14.50	14.50	0.00	0.00	0.00
[6368] 10/17/2022	SDIS - CLAIMS VVAL2020066853	11/16/2022	Claim #VAAL2020066853	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
12/30/2022	VVAL2022070708	1/29/2023	Claim #VAAL2022070708	3,653.00	3,653.00	3,653.00	0.00	0.00	0.00
11/15/2022	VVAL2022071039	12/15/2022	Claim #VAAL2022071039	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
12/30/2022	VVAL2022071070	1/29/2023	Claim #VAAL2022071070	4,745.00	4,745.00	4,745.00	0.00	0.00	0.00
Report Total				19,948.31	19,948.31	9,042.56	905.75	5,000.00	5,000.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 11/30/2022

<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>
10/17/2022	VVAL202006 [6368] SDIS - CLAIMS 6853	11/16/2022	Claim #VAAL2020066853	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
11/15/2022	VVAL202207 1039	12/15/2022	Claim #VAAL2022071039	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Report Total				10,000.00	10,000.00	0.00	0.00	5,000.00	5,000.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 12/31/2022

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	12/02/2022	[6225] VALIC-JPM CHASE - Dated 12.02.22	RETIREMENT- 457(b)	3138.38	6,078.88
			RETIREMENT-ER 457	2611.50	
			RETIREMENT-ROTH 457 (B)	329.00	
22177	12/06/2022	[6193] SDIS - Invoices 11.30.22, 2022-22, 2022-23	BENEFITS MEDICAL SDIS	48637.44	48,637.44
22180	12/06/2022	[6237] WILCOX & FLEGEL - 11/2022 Fuel	FUEL	7744.79	30,136.98
			FUEL	466.01	
			FUEL	3053.20	
			FUEL	18872.98	
22181	12/07/2022	[6571] TERRAFIRMA FOUNDATION SYSTEMS - Sidewalk Repair	CAPITAL EXPENSE	14182.99	14,182.99
22188	12/20/2022	[6033] CARD SERVICE CENTER - STMT - 11/08 - 12/08/2022	CREDIT CARD PAYMENT	6758.04	6,758.04
22200	12/20/2022	[6259] ISLER CPA - AUDIT FYO 06/2022	CLEARING	10000	10,000.00
22201	12/20/2022	[6579] KELLEY, HAGLUND LLP - Advise	AUDIT	5547	5,547.00
22213	12/20/2022	[6219] TRILLIUM SOLUTIONS INC - Invoices 4606, 4982	LEGAL COUNSEL	4120.00	14,095.00
			COMPUTER	9975.00	
			HARDWARE/SOFTWARE		
			IT SERVICES/CONTRACTS		
Total Checks				135,436.33	

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 11/30/2022

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	11/04/2022	[6225] VALIC-JPM CHASE - Payroll Dated 11.04.22	RETIREMENT- 457(b)	3133.56	6,080.07
			RETIREMENT-ER 457	2617.52	
			RETIREMENT-ROTH 457 (B)	329.00	
			RETIREMENT	-0.01	
22109	11/10/2022	[6550] ROBIXY, LLC - Safety Supplies/TO	EVENT SUPPLIES	8863.99	8,863.99
22111	11/10/2022	[6193] SDIS - Invoices 2022-20, 2022-21, 2022-21	BENEFITS MEDICAL SDIS	47398.35	47,398.35
22117	11/22/2022	[6001] ACCUFUND INC - HOSTED SERVICES: 01/01 - 03/31/2023	IT SERVICES/CONTRACTS	5313	5,313.00
22121	11/22/2022	[6033] CARD SERVICE CENTER - STMT - 10/08 - 11/07/2022	CREDIT CARD PAYMENT	6518.87	6,518.87
			CLEARING		
22146	11/22/2022	[6193] SDIS - Workers Comp Oct-Dec 2022	WORKER'S COMP SDIS INS	108.69	10,064.95
			WORKER'S COMP SDIS INS	211.36	
			WORKER'S COMP SDIS INS	9744.90	
22147	11/22/2022	[6193] SDIS - Quarterly Insurance - Liability, Auto, General	GENERAL LIABILITY	4781.48	21,734.00
			PROPERTY	3586.11	
			AUTO	13366.41	
22152	11/22/2022	[6237] WILCOX & FLEGEL - Invoices 0751198-IN, 0751446, CL55302	FUEL	8284.54	30,837.47
			FUEL	372.84	
			FUEL	2884.29	
			FUEL	872.37	
			FUEL	18423.43	

Total Checks **136,810.70**

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/16/2023 @ 1:46 PM

Page: 1

Closing Balance from Previous Statement.....	11/07/2022	-6,518.87
0 Deposits and Other Additions Totaling.....		0.00
63 Checks and Other Withdrawals Totaling.....		6,758.04
1 Adjustments Totaling.....		6,518.87
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	12/08/2022	-6,758.04
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	12/08/2022	-173,557.10
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-173,557.10

Date	Check	To	Check Description	Amount
✓ 11/01/2022	0000269	ORDERBUSINESSCHECKS.COM	Parker - Checks	90.67
✓ 11/08/2022	0000284	MOTION ARRAY	Jones - Software	29.99
✓ 11/09/2022	0000284	DROPBOX.COM	Jones - Backup Storage	31.99
✓ 11/09/2022	0000285	HEAVENLY DONUTS	Hazen - ODOT Training	53.73
✓ 11/09/2022	0001365	HOME DEPOT CREDIT SERVICES	Geisler - Floor Jack/Shop	211.26
✓ 11/10/2022	0000285	FRED MEYER	Hazen - Notebook	3.59
✓ 11/11/2022	0000284	ADOBE ACROBAT	Jones 0- Photo Ed. Software	9.99
✓ 11/13/2022	0000285	WALLIT	Hazen - Subscription	47.00
✓ 11/14/2022	0000285	WISECRACKS CAFE	Hazen - Meal/Training	20.53
✓ 11/14/2022	0001209	USPS	Farmer - Certified Letter/FR	7.85
✓ 11/14/2022	0001209	CCSO	Farmer - Fingerprints/PT	26.13
✓ 11/14/2022	0001209	AMAZON	Farmer - First Aid Kits	449.40
✓ 11/14/2022	0001209	AMAZON	Farmer - Bloodborne Pathogen Kits	247.50
✓ 11/14/2022	0001365	EBAY	Geisler - Speed Retarder - Bus 2101, 2102	36.00
✓ 11/15/2022	0000285	BEST WESTERN	Hazen - Lodging Oregon Transportation Commission	144.16
✓ 11/15/2022	0001209	AMAZON	Farmer - Folders	58.78
✓ 11/15/2022	0001365	REMY BATTERY CO INC	Geisler - Wire Cable/Shop	47.85
✓ 11/16/2022	0000269	ROSS DRESS FOR LESS	Parker - Event Supplies	111.90
✓ 11/16/2022	0001209	IPMA HR OREGON	Farmer - Training	20.00
✓ 11/16/2022	0001365	EBAY	Geisler - Radio Battery	115.30
✓ 11/16/2022	0001365	GILLIG LCC	Geisler - Bus Part - Bus 2102, 2101	100.38
✓ 11/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 11/18/2022	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 11/18/2022	0001209	SMART FOOD SERVICE	Farmer - Coffee Cups/Lids - Ops	20.23
✓ 11/18/2022	0001365	OCEAN CREST	Geisler - Flash Tranny - Bus 2003	141.75

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/16/2023 @ 1:46 PM

Page: 2

✓ 11/18/2022 0001365	ADOBE ACROBAT	Geisler - Monthly Fee	14.99
✓ 11/19/2022 0001365	SUSPA, INC	Geisler - Gas Spring	120.74
✓ 11/21/2022 0001365	INDEED	Geisler - Job Posting	502.73
✓ 11/22/2022 0000285	FRED MEYER	Hazen - Pens	11.98
✓ 11/23/2022 0000269	MICHAELS	Parker - Supplies	79.90
✓ 11/23/2022 0001209	NICEBADGE.COM	Farmer - Name Plates - FR/PT	39.72
✓ 11/23/2022 0001209	FULLIDENTITY.COM	Farmer - Name Badges/holders - FR/PT	65.00

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

Run: 1/16/2023 @ 1:46 PM

Page: 3

Date	Check	To	Check Description	Amount
✓ 11/25/2022	0000284	CLKBANK	Jones - Audio Software	47.00
✓ 11/25/2022	0000284	HOME DEPOT CREDIT SERVICES	Jones - Office Storage	72.46
✓ 11/27/2022	0000284	AMAZON	Jones - Camera Mount	92.75
✓ 11/27/2022	0001217	ONESTREAM	Kleczek - Monthly Chrg	39.00
✓ 11/28/2022	0000284	HOME DEPOT CREDIT SERVICES	Jones - Lamp	34.97
✓ 11/29/2022	0000284	AMAZON	Jones - LED Light	89.99
✓ 11/29/2022	0001209	AMAZON	Farmer - File Folders	47.04
✓ 11/29/2022	0001365	FRED MEYER	Geisler -	35.00
✓ 11/30/2022	0000269	FACEBOOK	Parker - Job Posting	26.87
✓ 11/30/2022	0000269	JOANN'S	Parker - Rosa Parks Day	17.56
✓ 11/30/2022	0000269	LASER PRINT & COPY	Parker - Rosa Parks Day	42.00
✓ 11/30/2022	0000284	AMAZON	Jones - Web Cam	295.00
✓ 11/30/2022	0001209	CCSO	Farmer - Fingerprints - FR	26.13
✓ 11/30/2022	0001365	AMAZON	Geisler - Eyewash	89.16
✓ 12/01/2022	0001365	INDEED	Geisler - TSS Job Posting	286.60
✓ 12/02/2022	0000284	AMAZON	Jones - Reflector	20.18
✓ 12/02/2022	0000285	GODADDY	Hazen - Doman Renewal/2023	31.16
✓ 12/02/2022	0001365	EBAY	Geisler - Radio Battery	58.78
✓ 12/02/2022	0001365	EBAY	Geisler - Red Marker Light/Shop	83.60
✓ 12/03/2022	0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 12/03/2022	0001217	AMAZON	Kleczek - Video Streaming Lighting	89.99
✓ 12/04/2022	0001365	AMAZON	Geisler - Lysol Wipes	374.70
✓ 12/05/2022	0000269	TJ MAXX	Parker - Holiday Party	76.88
✓ 12/05/2022	0000284	COSTCO WHOLESALE	Jones - Computer Storage	89.99
✓ 12/05/2022	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	14.99
✓ 12/05/2022	0001365	AMAZON	Geisler - Paper Towel Rolls	185.97
✓ 12/06/2022	0000269	SUNRIVER RESORT	Parker - Rooms/SDAO Conference	599.45
✓ 12/06/2022	0000284	ANYWORD	Jones - Script Editing Software	29.00
✓ 12/06/2022	0001365	OTR PERFORMANCE INC	Geisler - Diagnostic Tool/Annual Fee	800.00
✓ 12/07/2022	0000269	DOLLAR TREE	Parker - Employee Holiday Party	23.80
✓ 12/07/2022	0000269	BRUCE'S CANDY KITCHEN	Parker - Holiday Gifts	23.00
Total Unmarked Checks:			0.00	Total Checks: 6,758.04
Date	Reference	Adjustment Description	Amount	
✓ 11/22/2022	GC 22121	Payment made from Gen. Ck. for Statement ending 11/07/2022	6,518.87	
Total Adjustments:			6,518.87	

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

Run: 1/16/2023 @ 1:47 PM

Page: 1

Closing Balance from Previous Statement.....	10/07/2022	-6,319.05
0 Deposits and Other Additions Totaling.....		0.00
61 Checks and Other Withdrawals Totaling.....		6,518.87
1 Adjustments Totaling.....		6,319.05
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	11/07/2022	-6,518.87
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	11/07/2022	-165,827.73
Open Activity from Bank Register.....		(90.67)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-165,737.06

Date	Check	To	Check Description	Amount
✓ 10/06/2022	0000269	NORDIC FLOWER LLC	Parker - Flowers/J. Geisler	95.00
✓ 10/07/2022	0001365	ACDELCO	Geisler - Climate Control for Arbocs	216.63
✓ 10/08/2022	0000284	SMART FOOD SERVICE	Jones - Outreach/Training	54.39
✓ 10/08/2022	0000284	MOTION ARRAY	Jones - Video Audio Software	29.99
✓ 10/09/2022	0000284	DROPBOX.COM	Jones - Storage Software	31.99
✓ 10/11/2022	0000284	ADOBE ACROBAT	Jones - Photo Editing Software	9.99
✓ 10/11/2022	0001365	CARPARTS.COM	Geisler - Driver Front Fender - Impala	156.47
✓ 10/12/2022	0001365	FRED MEYER	Geisler - Computer Speaker/CCO	27.28
✓ 10/13/2022	0000269	PHOENIX INN SUITES	Parker - Refund - Lodging	-139.00
✓ 10/13/2022	0000269	PHOENIX INN SUITES	Parker - Refund/Lodging	-139.00
✓ 10/13/2022	0000269	SUNSET EMPIRE PARK & RECREATION DISTRICT	Parker - Refund - Meeting Rental Space	-80.00
✓ 10/13/2022	0001217	USPS	Kleczek - Postage	9.00
✓ 10/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Chrg	12.99
✓ 10/17/2022	0001209	USPS	Farmer - Postage	7.85
✓ 10/17/2022	0001365	EBAY	Geisler - Mirror/Shop	11.40
✓ 10/18/2022	0000285	APPLE	Hazen - Monthly Chrg.	0.99
✓ 10/18/2022	0001365	ADOBE ACROBAT	Geisler - Monthly Chrg	14.99
✓ 10/19/2022	0000285	MARRIOTT	Hazen - Meal/Transitions Conferece	26.26
✓ 10/20/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	79.95
✓ 10/20/2022	0001271	USPS	Kleczek - Postage	18.00
✓ 10/21/2022	0000284	AMAZON	Jones - Travel Training Safety Outreach	75.98
✓ 10/22/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	65.99
✓ 10/22/2022	0000284	AMAZON	Jones - Mobility Outreach	62.10
✓ 10/22/2022	0000284	GRAMMARLY, INC	Jones - Script Writing Software	59.95
✓ 10/22/2022	0000285	BUDGET	Hazen - Balance/Car Rental	0.07

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/16/2023 @ 1:47 PM

Page: 2

✓ 10/22/2022 0000285	AMACO	Hazen - Gas/Transitions Conference	21.48
✓ 10/22/2022 0000285	MARRIOTT	Hazen - Lodging/Transitions Conference	863.49
✓ 10/22/2022 0001217	AMAZON	Kleczek - Tableclothe/Outreach	13.99
✓ 10/23/2022 0000285	BEST WESTERN	Hazen - Lodging/Transitions Conference	145.43
✓ 10/24/2022 0000284	AMAZON	Jones - Vet Standdown Outreach	30.99
✓ 10/25/2022 0000284	AMAZON	Jones - Vet Standdown Outreach	45.97
✓ 10/25/2022 0001365	AMAZON	Geisler - Turbo Charger/Shop	728.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/16/2023 @ 1:47 PM

Page: 3

Date	Check	To	Check Description	Amount
✓ 10/25/2022	0001365	PETERBILT PARTS.COM	Geisler - Seat Knobs/Shop	64.81
✓ 10/26/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	50.97
✓ 10/26/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	93.94
✓ 10/26/2022	0001209	SMART FOOD SERVICE	Farmer - Candy/Employees	76.96
✓ 10/27/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	97.99
✓ 10/27/2022	0000284	AMAZON	Jones - Mobility Outreach Training	90.89
✓ 10/27/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	59.99
✓ 10/27/2022	0001209	USPS	Farmer - Postage	7.85
✓ 10/27/2022	0001217	ONESTREAM	Klezcek - Monthly Chrg	39.00
✓ 10/28/2022	0000269	WALMART	Parker - Halloween Candy - TC/SS	51.44
✓ 10/28/2022	0000284	AMAZON	Jones - Vet Standdown Outreach	96.91
✓ 10/31/2022	0001209	INDEED	Farmer - Job Posting/PT	507.63
✓ 10/31/2022	0001209	SHRM	Farmer - Membership Dues	229.00
✓ 10/31/2022	0001209	GOVPERMIT	Farmer - Fingerprints/PT	26.13
	11/01/2022	ORDERBUSINESSCHECKS.COM	Parker - Checks	90.67
✓ 11/01/2022	0001209	INDEED	Farmer - Job Posting/PT	193.00
✓ 11/01/2022	0001209	INDEED	Farmer - Job Posting/PT	10.37
✓ 11/01/2022	0001365	SCALEFUSION	Geisler - Mobile Device Mgmt Software License	432.00
✓ 11/02/2022	0000269	FRED MEYER	Parker - Food/Drinks - Board Mtg	56.54
✓ 11/02/2022	0000284	FRED MEYER	Jones - Vet Standdown Outreach	35.53
✓ 11/02/2022	0000284	SMART FOOD SERVICE	Jones - Vet Standdown Outreach	77.88
✓ 11/03/2022	0000285	WPY INTERNATIONAL TRAN	Hazen - ITLC - Making Connections 2022	100.00
✓ 11/03/2022	0000285	ZOOM	Hazen - Monthly Chrg	140.00
✓ 11/04/2022	0009269	SAFEGWAY	Parker - Food - Board Mtg	9.09
✓ 11/05/2022	0000269	DUNDEE'S BAR & GRILL	Parker - Food/Board Mtg	28.50
✓ 11/05/2022	0000269	HOLIDAY INN EXPRESS	Parker - Conference Room Rental	130.00
✓ 11/05/2022	0000269	SUBWAY	Parker - Lunch/Board Meeting	101.85
✓ 11/05/2022	0001217	ADOBE ACROBAT	Klezcek - Monthly Chrg	14.99
✓ 11/05/2022	0001365	DNS MADE EASY	Geisler - Membership	75.00
	11/09/2022	HEAVENLY DONUTS	Hazen - ODOT Training	53.73
	11/10/2022	FRED MEYER	Hazen - Notebook	3.59
✓ 11/11/2022	0000269	SHRED NORTHWEST LLC	Parker - Document Shredding/Storage	1,062.00
	11/14/2022	WISECRACKS CAFE	Hazen - Meal/Training	20.53
	11/18/2022	APPLE	Hazen - Monthly Fee	0.99
	11/22/2022	FRED MEYER	Hazen - Pens	11.98
	11/23/2022	MICHAELS	Parker - Supplies	79.90

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

Run: 1/16/2023 @ 1:47 PM

Page: 4

12/02/2022 0000285	GODADDY	Hazen -	31.16
		Doman Renewal/2023	
Total Unmarked Checks:	292.55	Total Checks:	6,811.42

Date	Reference	Adjustment Description	Amount
✓ 10/13/2022	GC22032	Payment made from Gen. Ck. for Statement Ending 10/07/2022	6,319.05
		Total Adjustments:	6,319.05

Date: January 20, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a SETD Website Discussion

At the November 5th Strategic Plan Work Session there was discussion about the District's Website needing improvements. To further this discussion, we will have the website up for Board viewing so the Board can provide input on potential changes they would like to see.

Date: January 20, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a SDAO Conference Voting Delegate Selection

Special Districts Association Annual Meeting and election of officers. Each year a certain number of SDAO Board positions are up for re-election. The elections take place at the Annual Meeting during the SDAO Annual Conference held in February each year. Each member district will select one voting delegate to represent them at the Annual Meeting. It has been a typical practice that the Board Chair serves as the delegate from SETD.

Staff is recommending that a motion be made to appoint a voting delegate for this year's conference.

Date: January 20, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10. b. Qualified Entity Review of STIF Discretionary Project

The Statewide Transportation Improvement Fund (STIF) Discretionary and Statewide Transit Network Program solicitation process provides Qualified Entities (QEs) the opportunity to review and comment on applications relevant to their areas of responsibility. Attached are the instructions for review of the STIF Project. Also attached, is the STIF Discretionary Project report that is being presented to the SETD Board of Commissioners for review. SETD is the Qualified entity for Clatsop County.

Staff is recommending that if the Board chooses, they can provide comments about our project that can be compiled into a letter to be submitted to ODOT. I highly recommend that we send a letter!

**Statewide Transportation Improvement Fund
Discretionary and Statewide Transit Network Program
Guidance for Qualified Entity Review of Applications**



The Statewide Transportation Improvement Fund (STIF) Discretionary and Statewide Transit Network Program solicitation process provides Qualified Entities (QEs) the opportunity to review and comment on applications relevant to their areas of responsibility.

Review applications online

1. Open a web browser and go to:
<https://www.cognitofrms.com/ODOT2/STIFDiscretionaryAndStatewideTransitNetworkPrograms202325>
2. Complete the contact information.
3. Once you select the name of your QE, a new section will appear for project review.
4. Select the project you want to review from the “Project List” dropdown.
5. Visit <https://www.oregon.gov/odot/RPTD/Pages/STIF-Discretionary-Grant-Applications.aspx> to access all applications and application attachments. Use key words in search bar to find specific applications.
6. Select a funding recommendation of “Fund” or “Don’t Fund.”
7. (Optional) If desired, select a project ranking (“1” is highest rank) as compared to the other projects reviewed. Additional comments may also be entered in the provided text box.
8. To review additional projects, select the “Add Project” button.
9. When you have completed review of all projects, select the checkbox to confirm the QE has consulted with the STIF Advisory Committee on project review, then select “Submit.”

Required consultation with STIF Advisory Committees

Per OAR 732-044-0025(2), QEs must consult with their STIF Advisory Committees (QEACs) prior to submitting application feedback to ODOT. QEs may follow a process of their choosing to complete this consultation. **Presentation of a project to the QEAC prior to application submittal satisfies this requirement.** By selecting the checkbox mentioned in Step 9 above, the QE confirms that the QEAC was given the opportunity to provide feedback on every project included in the form’s project list.

Schedule

- December 9** Applications made available for QE review and comment
- February 6** QE feedback on applications due to ODOT

Contact

Contact your Regional Transit Coordinator or the Intercommunity Program Coordinator for questions or technical assistance.

Region 1 Valerie Egon Valerie.egon@oregon.odot.gov	Region 4 Valerie Egon (Interim) Valerie.egon@oregon.odot.gov
Region 2A Arla Miller Arla.miller@odot.oregon.gov	Region 5 Angie Jones Angie.jones@odot.oregon.gov
Region 2B Jennifer Boardman (Interim) Jennifer.boardman@odot.oregon.gov	
Region 3 Jennifer Boardman Jennifer.boardman@odot.oregon.gov	Intercommunity Program Coordinator Patrick DePriest Patrick.depriest@odot.oregon.gov

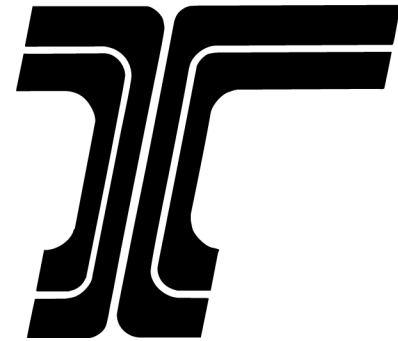
2020 Discretionary Solicitation Selection Criteria Framework

Focus Areas	Selection Criteria	Score Weighting	
		STIF Disc.	STN
Equity and Public Transportation Service to Low-income Households <i>OPTP goal:</i> <ul style="list-style-type: none"> Equity 	<ul style="list-style-type: none"> Improves public transportation service (e.g., service levels, programs, information, and supporting infrastructure) to low-income households. OAR 732-044-0030(1)(a) Improves or expands service to vulnerable or transportation-disadvantaged populations (e.g., seniors and people with disabilities). OAR 732-044-0030(1)(c) 	20%	10%
Coordination of Public Transportation Services <i>OPTP goals:</i> <ul style="list-style-type: none"> Communication, Collaboration, and Coordination Mobility and Public Transportation User Experience 	<ul style="list-style-type: none"> Improves coordination between public transportation providers. OAR 732-044-0030(1)(b) Provides integrated planning where affected communities will plan or partner to develop public transportation project(s). OAR 732-044-0030(1)(c)(A) Implements technological innovations that improve efficiencies and support a seamless, easy-to-use Statewide Transit Network. OAR 732-044-0030(1)(c)(B) 	10%	30%
Safety, Security, and Community Livability <i>OPTP goals:</i> <ul style="list-style-type: none"> Safety and Security Community Livability and Economic Vitality 	<ul style="list-style-type: none"> Protects fleet condition and ensures vehicles are maintained in a state of good repair. OAR 732-044-0030(1)(c) Results in increased use and participation in active transportation, including public transportation. OAR 732-044-0030(1)(c) 	25%	10%
Environmental and Public Health <i>OPTP goals:</i> <ul style="list-style-type: none"> Environmental Sustainability Health 	<ul style="list-style-type: none"> Reduces greenhouse gas emissions in or through public transportation systems. OAR 732-044-0030(1)(c)(C) Supports positive health outcomes. OAR 732-044-0030(1)(c) 	15%	10%
Statewide Transit Network Connections <i>OPTP goal:</i> <ul style="list-style-type: none"> Accessibility and Connectivity 	<ul style="list-style-type: none"> Improves or maintains service between geographically separated communities. OAR 732-044-0030(1)(c)(D) Improves local connections and infrastructure at inter-regional transit hubs or develops service improvements and approaches that can be replicated statewide. OAR 732-044-0030(1)(c) 	10%	30%
Sustainable Funding <i>OPTP goal:</i> <ul style="list-style-type: none"> Funding and Strategic Investment 	<ul style="list-style-type: none"> Does not substantially rely on discretionary state funding beyond a pilot phase (i.e., project is short-term or has reasonable fund sources identified to sustain project-related transit services after discretionary funds expended). OAR 732-044-0030(1)(d) 	20%	10%

STIF Disc.: STIF Discretionary Fund

STN: Statewide Transit Network Program

Oregon Department of Transportation



STIF Discretionary and Statewide Transit Network Application: FY 2023-25

Applicant Information

Agency Legal Name

Sunset Empire Transportation District

Project Title

Lower Columbia Connector - Expanded

Agency Legal Address

900 Marine Dr., Astoria, Oregon 97103

Application Contact Name

Jeff Hazen

Application Contact Title

Executive Director

Application Contact Email Address

jeff@ridethebus.org

Application Contact Phone Number

(503) 861-5399

Name of Person Signing Agreement

Debbie Boothe-Schmidt

Title of Person Signing Agreement

Board Chairperson

Email Address of Person Signing Agreement

jeff@ridethebus.org

Phone Number of Person Signing Agreement

503-861-5399

Agency Information

1. Transit Agency Type

Transportation District

1.A Does the agency have any existing grant agreements with ODOT?

Yes

2. What is the main type of service that will be supported by this award?

Fixed Route

3. Would this award support ongoing operations of an existing service?

Yes

3.A Brief history of current project/service. What, if any, elements of the proposed project differ from existing efforts and services?

The Lower Columbia Connector is the northern most route in the Northwest Oregon Transit Alliance (NWOTA), providing public transportation between Astoria and Portland along U.S. Highway 30. It serves cities and communities in both Clatsop and Columbia counties. The current route begins at the Astoria Transit Center in Astoria and terminates at Union Station in Portland.

NWOTA is an inter-agency collaborative program between five public transit organizations that are situated in five counties in Northwest Oregon. This unique consortium manages the regional Northwest Connector bus routes that connects the Willamette Valley with the Northwest Oregon coast and provides critical transit linkage between rural areas and small communities with major cities, tourist attractions, medical facilities, recreational activities, places of work, and many other destinations.

Risk Assessment Information

4. Did your agency have any turnover of management or financial staff in the last two years?

Yes

5. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

Yes

6. What type of accounting system does your agency use?

Automated

7. Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

8. Did your staff members attend required training and meetings during the previous biennium?

Yes

9. Was your agency audited by the federal government in the past two years?

No

10. Did your agency stay on budget in the past two years?

Yes

Agency Qualifications

11. Describe how your agency has the legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget of the anticipated grant agreement. (Description of operational capacity should apply specifically for the workload of

projects in this application.)

Sunset Empire Transportation District operates all facets of public transportation with our own employees in Clatsop County. The leadership team of the District consists of an Executive Director, a Chief Operating Officer, a Finance Manager, a Mobility Management Manager, a Transportation Options Specialist, an Executive Assistant, and a Human Resources Manager. We also have three Driver Supervisors, a Paratransit Supervisor, and a Maintenance Supervisor. Legal counsel is provided by a licensed attorney in Oregon selected by the Board of Commissioners. The Board of Commissioners is the governing body elected to 4-year terms and is responsible for setting District policies and employing the Executive Director. The Executive Director is responsible for the implementation of the policies set by the Board of Commissioners and the overall operation of all facets of the District. This is done through the efforts of the leadership and all other employees of the District.

12. Certification of Compliance

By checking this box, the applicant certifies that if they are awarded funding, they will meet and ensure compliance for the term of the agreement with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

Yes

13. Do you plan to use a Sub-Recipient or contractor to implement the grant supported activity?

No

14. If you seek the 10 percent match reduction, does the project meet one or more of the four factors identified in OAR 732-044-0005(4)(a)? Select each factor that you believe is exemplified by the proposed project.

Not applying for 10% match reduction

15. Will federal funds be used to complete this project?

No

Project Information

16.A Project Title

Lower Columbia Connector - Expanded

16.B Describe the project to be funded. Clearly describe what the requested fund award would be used to accomplish, detailing the specific tasks and deliverables. Where relevant, identify the origin and destination of the proposed service as well as each municipality visited along the route. Please see page 7 of the application instructions for additional guidance on writing a project description.

The expansion of the Lower Columbia Connector Route will add a stop at the Portland International Airport after the current final stop at Union Station in Portland. The route will still begin in Astoria and serve the communities of Svensen, Knappa, and Westport in Clatsop County and the cities of Clatskanie, Rainier, St. Helens, and Scappoose in Columbia County.

Fiscal year 2021-2022 saw a ridership increase of 33%, and fiscal year 2022-2023 YTD increase is 42%.

Currently, riders of this route have to get off at Union Station walk with their luggage about two minutes to the MAX stop at NW 6th and Hoyt to board the MAX Green Line. They ride the Green Line to the east side of the Willamette River and get off at the NW 7th stop. Then they have to get on the MAX Red Line that goes to the airport, again having to carry or roll their luggage with them. Seniors and people with disabilities is the main focus of this expanded service. Seniors and people with disabilities accounts for

14% of the ridership on the Lower Columbia Connector. This will not only benefit seniors and people with disabilities, it will also be a great added service for the general public.

The most common question we receive about the Lower Columbia Connector, whether it is submitted through our website, emailed to us, or via phone call, is do we provide service to the Portland International Airport. It is estimated that approximately 20% of the riders on the eastbound Lower Columbia Connector go on to the airport after arriving at Union Station. While some choose to ride the MAX, others find alternative transportation such as taxis or Uber and Lyft. They choose them because of the convenience of not having to navigate the MAX with their luggage. By adding the airport as a stop, we can reduce the stress of their travel and reduce their travel costs.

This added service is especially important for seniors and people with disabilities. Having the ability to stay on one vehicle for their trip to the airport respects their limitations and will give them peace of mind that we offer a service that is designed specifically with them in mind.

17. What is the minimum project cost that will still allow your project to proceed?

\$850,000.00

18. Select the fund source(s) for which you would like to compete and that you believe your project is eligible to receive. Check all that apply.

STIF Discretionary

STIF Intercommunity Discretionary

FTA Section 5311(f) Intercity

19. Why is this an important project? What are the consequences of this project not receiving funding?

This route has proven to be a major benefit for riders along Highway 30 from Astoria to Scappoose to travel to Portland and leave their vehicle at home. This is shown by the double-digit growth we have experienced last year and are showing this year. Adding the stop at the Portland International Airport will be an important component of additional relevancy and growth for the Lower Columbia Connector. Providing additional opportunities for seniors and people with disabilities will enhance their independence and quality of life. The general public will benefit as well both by this convenience and by helping to reduce congestion along Highway 30 along with the reduction of greenhouse gas emissions due to the reduction of cars travelling, especially single occupancy vehicles. We will have a robust outreach program through marketing of this added stop that will help us reach our goal of a 60% increase in ridership.

Failure to obtain support for the route will impact the lives of the individuals who rely on the service to access medical appointments, employment, shopping and entertainment needs they have. They will have to seek out others to either drive them to Portland or take more expensive transportation such as taxis.

20. Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?

No

Oregon Transportation Commission Investment Priorities

Equity and Public Transportation Service to Low-Income Households

21. Describe how this project would support and improve access for vulnerable populations and/or

historically marginalized communities.

Many of the seniors and people with disabilities also fall into the low-income category. This service will reduce their transportation costs by not having to spend money on the high-priced fuels we are experiencing. The added fare to go to the Portland International Airport will only be \$1.00. The improved access for the vulnerable population will enhance their lives and give them peace of mind that they have a transportation option that will save them money and be a convenient alternative to access the airport. As stated previously, the focus of this added stop is to benefit seniors and people with disabilities, providing equitable transportation options is how we design our system, including this route expansion.

Coordination of Public Transportation Services

22. Describe how this project would improve the passenger experience, benefit multiple transit providers, or involve consolidation, coordination, or resource sharing between agencies, including use of transportation data and technology.

The Lower Columbia Connector route travels along Highway 30 servicing residents of both Clatsop and Columbia Counties. A few years ago, we shared this route with Columbia County Rider. We would serve Astoria to Rainier and Columbia County Rider would serve Rainier to Portland. Columbia County Rider continued to experience financial issues that prevented them from supporting the route. We made the decision to make the entire run from Astoria to Portland allowing them to focus on their local service and to also reduce the transfer in Rainier. This is the philosophy for enhancing this route, increasing the rider experience by eliminating transfers along the route. It also continued the needs of riders in Columbia County to have an affordable and convenient option to travel to and from Portland.

As a partner in NWOTA, the coordination of public transportation services is why NWOTA was a groundbreaking effort when it began several years ago. We have enhanced the NWOTA website, rolled out the Transit app and the Token Transit app. These apps benefit riders by giving them the technology they seek to plan trips, track bus locations, and purchase fare and pass electronically. The coordinating committee of NWOTA meets monthly to review our services and to plan service enhancements in order to benefit those we serve and those we want to serve. We closely monitor new technology through trade magazines and conferences that is developed. We evaluate the new technology to ensure that it is relevant to our mission and will enhance the relevancy of our service to riders and potential riders. By working together, we are often able to negotiate a better value in the procurement of new technology.

Environmental and Public Health

23. Describe how this project would go beyond providing an alternative to personal car use to reduce greenhouse gas emissions, reduce pollution, and/or support positive health outcomes. How does this project support applicant's climate planning efforts?

This is another crucial component of NWOTA, to reduce greenhouse gas emissions and pollution. YTD this fiscal year (July through October), we have reduced 365.1 tons of CO2 have been avoided. Fossil fuels saved total 43,620 YTD and 1,602,910 vehicle miles traveled have been saved. Reducing single occupancy vehicle traveled has been proven by the successful efforts of NWOTA. As we expand this route and increase ridership, these numbers will increase tremendously as we attract new riders that want to use the service to access the airport.

Safety, Security, and Community Livability

24. Describe how the project would increase use and participation in active transportation, and support connections between transit and other travel modes like biking and walking.

The Lower Columbia Connector route provides buses with the capability to carry multiple bicycles either on bike racks or in luggage compartments. The Oregon coast is a major draw for people wanting to visit and ride their bicycles along the coast. We routinely get contacted by people from across the country and across the world that want to know if they can bring bicycles on our buses. Prior to the pandemic, one of

NWOTA's marketing efforts included advertising our service on the Bike Portland website in order to showcase that bicycle riders have an option to leave their car at home and travel to the coast on our buses to ride down the coast. There is another group that we met with last year that was interested in our service and how they could plan a trip utilizing the Connector routes for a group of bicyclists. The two leaders of the group are planning on a test trip for both of them in order to experience what we offer before they plan their group trip. NWOTA's coordinating committee has approved an updated marketing plan now that the pandemic has subsided, and tourism has rebounded on the coast.

25. Describe how the project would support and improve safety of passengers in transit vehicles and safety of other roadway users.

Traveling by public transportation is one of the safest travel modes that people can experience. We do not have any recordable accidents. We equip all of our buses with seatbelts and separate luggage compartments to keep people and their possessions secure. We employ professional drivers who get extensive training in order to perform their job safely. They are coached throughout the year and evaluated annually to ensure that they are performing their duties properly. Because we have larger buses on this route, we can significantly reduce the amount of vehicles on the highway. This reduces congestion and also the opportunity for accidents. We encourage people to ride our bus and use their mobile devices rather than driving themselves and attempting to use their mobile devices.

Statewide Transit Network Connections

26. Describe how this project would support and improve the utility and connectivity of the Statewide Transit Network and/or create a foundation for future Statewide Transit Network improvements.

This project is important and relevant to the connectivity of the Statewide Transit Network because we provide service along Highway 30 and serve both Clatsop and Columbia counties. Highway 30 is a major route to and from the coast for Portland area residents. Without it, Clatsop County and Columbia County residents would be extremely limited with their transportation options to get to and from Portland. Highway 30 is a major route to and from the coast for Portland area residents and our efforts to reduce congestion along the highway are paying off by reducing traffic on the highway and providing people with the ability to travel around the state on public transportation.

Funding and Strategic Investment

27. Describe why investment in this project makes sense from both the perspective of current need and long term Oregon transit needs.

The Oregon Public Transportation Vision states, In 2045, public transportation is an integral, interconnected component of Oregon's transportation system that makes Oregon's diverse cities, towns, and communities work. Because public transportation is convenient, affordable, and efficient, it helps further the state's quality of life and economic vitality and contributes to the health and safety of all residents, while reducing greenhouse gas emissions.

This project checks all of the boxes in this important vision. This route serves multiple cities and communities, connects them with multiple modes of transportation, improves the lives the people it serves by making it convenient, affordable and efficient. It also significantly reduces pollution and greenhouse gas emissions which improves the lives of people along the route.

People, especially in rural areas, don't always think of public transportation. By having the buses on this route branded with the Lower Columbia Connector logo, and through outreach and marketing efforts, we bring awareness to people that there is an alternative to driving. This is especially relevant with the high cost of fuel right now.

28. If this project will last beyond the 2023-25 biennium, describe the plan for ongoing funding

including match. If not applicable, type N/A.

This important project will last beyond the upcoming biennium. As we grow ridership and increase fare revenue, we anticipate seeking less funding in the future through discretionary operating grants. It is likely that STIF Formula funds will be increasingly used as well in the future. The Transportation Advisory Committee and the Board of Commissioners will be discussing this during next month's meetings.

29. Does this project depend on other funding sources including other discretionary grants whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type N/A.

It will be recommended to the Transportation Advisory Committee that STIF Formula funds be used along with other local funds be used as match. This will include property taxes and timber harvest funds. The Board has made this expanded route a top priority during their recent work session on strategic priorities for the 23-25 biennium. They will be adopting the strategic policy plan and their meeting on December 9th.

30. Capital Asset Purchases

Describe proposed capital purchases. If no capital assets are included in your application, type N/A.

N/A

Project Details

Task Category

- Project Administration
- Operating
- Preventive Maintenance

Project Administration

Give a brief (1-3 sentences) description of this project cost.

Project administration will include the amount that we were awarded for this biennium with the addition of funds for marketing of the expanded route.

Total Task Cost (Grant Amount + Match Amount)

\$60,000.00

Project Task and Match Amounts

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)**
\$48,000.00

**Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)**
\$12,000.00

Operating

Give a brief (1-3 sentences) description of this project cost.

Operating assistance will be used for the costs involved with the project.

Total Task Cost (Grant Amount + Match Amount)

\$876,945.00

Project Task and Match Amounts

50% Match Rate Calculations

Grant Amount - 5311f (50% Fed Share)
\$438,472.50

Match Amount - 5311f (50% Local Share)
\$438,472.50

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity (80% State Share)**
\$701,556.00

**Match Amount - STIF Discretionary/STIF
Intercommunity (20% Local Share)**
\$175,389.00

Preventive Maintenance

Give a brief (1-3 sentences) description of this project cost.

Preventive Maintenance will support the reliability of the fleet used for this project.

Total Task Cost (Grant Amount + Match Amount)
\$94,755.00

Project Task and Match Amounts

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)**
\$75,804.00

**Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)**
\$18,951.00

Application Totals

Match Sources

Match Sources	Amount
State	\$206,340.00

Are matching funds of at least 20% of project costs available if the project is awarded?

Yes

What percent of funds will be used for demand response transportation?

0%

Percent of funds used for fixed route transportation

100%

Note on Application Totals: If applying for 5311(f) Operating, a 50% match rate is applied to identified Operating costs. However, the application form automatically applies a 20% match rate to the full Project Cost, including Operating costs. Therefore, Section 5311(f) applicants should ensure the accuracy of the Total Task Cost for each Task Category, as the 20% match rate will only apply to non-Operating costs in a 5311(f) grant award. The form is unable to calculate an accurate application total using two different match rates.

Application Totals Summary By Task - 20% Match Rate

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Vehicle Expansion	\$0.00	\$0.00	\$0.00
Vehicle Replacement	\$0.00	\$0.00	\$0.00
Equipment Purchase	\$0.00	\$0.00	\$0.00
Facility Purchase	\$0.00	\$0.00	\$0.00
Signs/Shelters	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00
Project Administration	\$60,000.00	\$48,000.00	\$12,000.00
Operating	\$876,945.00	\$701,556.00	\$175,389.00
Preventive Maintenance	\$94,755.00	\$75,804.00	\$18,951.00
Mobility Management	\$0.00	\$0.00	\$0.00
	Total Project Cost: \$1,031,700.00	Total Grant Amount: \$825,360.00	Total Match Amount: \$206,340.00

Application Totals Summary By Task - 5311(f) Operations Only

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Operating	\$876,945.00	\$438,472.50	\$438,472.50

Executive Director Report
 January Board Meeting
 Jeff Hazen

-Ridership

We were up 17% in December. It's great to see that we are experience double digit increases! All routes are experiencing increases.

	December		
	TY	LY	
10	2,398	1,899	26%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	0	#DIV/0!
15	684	551	24%
16	148	99	49%
17	0	0	#DIV/0!
20	1,139	1,126	1%
21	0	0	#DIV/0!
101A	2,447	2,312	6%
101B	2,541	2,222	14%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	4,988	4,534	10%
LCC	713	512	39%
PC	820	614	34%
SC	0	0	#DIV/0!
Total	10,890	9,335	17%
YTD	72,752	69,184	5%

-Grants

This week was grant application focused. The STIF Formula, §5310, and §5311 grant applications were all submitted by the deadline on Friday.

-Making Connection 2022

This was my final conference of the year that I attended and spoke at. It was held in Washington, DC and was sponsored by the Transit Workforce Center, an FTA funded program. This program was born out of the driver shortage that transit agencies have been experiencing. Not only were transit agencies in attendance, but the various labor unions from across the country were there also. This made for great discussions and collaborations. Shirley Block, the

President of our ATU Local 757 was also there to speak. I had seen her name on the list of speakers ahead of time and invited her to dinner one of the evenings. We have a great relationship with our union, and it was great to spend some social time with her. She regaled us with some funny stories from her early days at TriMet!

-Sidewalk repair

The sidewalk repair at the transit center is complete, the workers from TerraFirma did a great job on the project and keeping things accessible for our riders. There were no change orders on the project.

-Holiday party

What a great event! There was a lot of buzz around the District after the party with everybody talking about how great the party was. It was the best attended party we've had in at least 8 years! We have such a great crew here and I appreciate working with all of them!

-ZOOM update

Mary and I were given a presentation on a feature that ZOOM has. It can transcribe meetings and also create a synopsis of the meeting. This will help Mary tremendously when we roll it out.

-The NWACT discussed the Knappa intersection issue that we provided input about. I'll defer to Tracy to update the Board on the discussion.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. December had a 17% increase, and we are up 5% YTD**
 - Services to underserved areas of Clatsop County
 - Expansion of routes/frequency planned prior to pandemic **On hold until more drivers can be hired. Jennifer and I will be discussing this next week to see if we can plan some restoral of service that we cut previously.**
 - On-time performance/service reliability
 - **December Performance:**
 - SETD 65.8%, TCTD 56.6%, Lincoln County 56.6%.
 - **YTD (July-December) Performance:**
 - SETD 66.5%, TCTD 57.4%, Lincoln County 54.5%
 - 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. We have a new maintenance supervisor that is working with Scott as Scott is winding down and looking forward to retiring this year.
- 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

January 2023 Operations

Jennifer Geisler

Trainings for December 2022 consisted of webinars, “Putting rider feedback on the map with Rate My Ride,” SDAO training “The Importance of Documentation in Performance Management,” National Transit Institute (NTI) weeklong class on “Intro to Transit Service Planning.

We have some new faces at Warrenton operations and five trainees driving buses. Tom Reynolds is training as Maintenance Supervisor, Cynthanie Rubus has recently been hired as Transportation Support Specialist, training for their CDL B licenses are Travis, Josh, Nick, John and Matthew. Previous fixed route driver Rick Yelton has been promoted to fixed route supervisor. When at the Transit Center or riding the bus you may see new SETD employees!

The two new category B buses continue to be delayed for delivery. Ken from Creative Bus has been keeping us updated on the status of these two buses for the Lower Columbia Connector routes and we should expect to see them in Warrenton before spring of 2023. Schetky NW Sales has informed us that the six buses on order will not be manufactured in 2023. These six buses consist of two for Paratransit and four buses for fixed route.

On Thursday December 1st we honored Rosa Parks by placing a poster board with her picture in the front seat of every bus in service with flyers explaining the importance of the day. It created discussion among riders and drivers and was well received by the community.

On December 7, we had a driver and the streetcar decorated in holiday spirit assist the Astoria Fire Department in their 34th annual Holiday Food Parade. They collected 4,540 lbs of food over the three days.

SETD staff adopted two families and donated gifts and food to fill the van. Our elves wrapped presents and delivered the food on Wednesday the 21st to both families. Everyone was very thankful and appreciated the outpouring of donations.



RIDE ASSIST
December 2022 Report
Nicholle Searle

- In December, Ride Assist provided a total of 656 rides. ADA Paratransit had 510 rides, we provided 96 Medicaid rides for Northwest Rides, 0 VETP and had 21 escorts. There were 0 Dial A Rides.
- There were zero ride denials in December.
- We have a new Transportation Support Specialist. Her name is Cynthia Rubus, she goes by Cindy. She is a local of Knappa, she has lived there for several years. Cindy has a lot of experience; she had worked several years in the office of a local logging company as well as doing the books for the Knappa Fire Department. We are happy to have her on the team.
- The food bank box delivery service on Thursdays continues to help our senior and disabled community members. We have a steady 8 to 9 box deliveries each week. The Regional Food bank will continue with their drive-through box pick-up for the “foreseeable future.”
- I’d like to share some feedback I received from a new paratransit rider. She expressed how wonderful it is that we offer paratransit service to elderly and disabled individuals. The rider told me she is a single woman living alone. She had her license taken away about two years ago, but because of fixed route and Paratransit transportation she can maintain independence and have a social life. She also complimented our drivers, she said they are all very kind and very informative.
- ADA Paratransit Report for December
 - Number of completed applications received: 6
 - Number of incomplete applications received: 0
 - Number of interview/assessments scheduled: 0
 - Number of interview/assessments completed: 6
 - Number of determinations made:
 - Within 21 days: 6
 - More than 21 days: 0
 - Determination by type:
 - Unconditional: 4
 - Conditional: 2
 - Temporary: 0
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

- In December, 4 individuals requested travel training. All learners were older adults, with 1 of them using a mobility device. All 4 individuals were from the Astoria/Warrenton area. The main issue requiring extra attention was how to use the lift. All learners preferred the buses that use a ramp and 1 indicated that they were not comfortable using the regular lift because they were too high in the air. I have offered more training on the lift for this person and we are working on scheduling further training opportunities. 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 6 trips in December for Veterans needing transportation assistance. The VETP transported all but 1 Veterans to local medical services, with the one needing transport to Portland's VA hospital. I'm pleased to note that I have made contact with 4 of the 7 Veterans I had an advanced engagement with during the Veteran's Standdown event in Seaside last month. All the contacts were needed to help explain our schedules and advise on how the Lower Columbia Connector works and its schedule.
- 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. If you know of a Veteran who is homeless or at imminent risk of homelessness, please encourage them to contact the National Call Center for Homeless Veterans at (877) 4AID-VET (877-424-3838) for assistance.
- 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 on our YouTube site to help those who 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 possible. The video not only helps educate the public on our services and how to use them but is also a great way to connect with potential riders needing additional assistance. The Travel Training videos are on our YouTube page (Sunset Empire Transportation District). Be on the lookout for new weekly videos titled "The Mobility Focus." These videos are a little shorter and quicker to the point. Please take a look at them.
- I have set up 2 opportunities for group travel training at Astoria Highschool in January and February. These training opportunities are important for lives in transition and teens who are starting jobs in the Spring.



Transportation Options
January 2023 Report to Board
Kathy Kleczek

As the 2023 calendar year begins, I hope it finds you healthy and resolved to try a transportation option. Remember transportation options are any means to get around other than your car by yourself!

December was a busy month in the communications department of Transportation Options. As it is darker for longer periods of time, and weather impacts travel conditions, my focus turns to safety and awareness. During the storms I was glued to communications channels to send out the most updated information regarding road conditions and bus schedules so people could be best prepared when heading out. OR better yet rescheduling trips to more ideal conditions. I applaud all the agencies that worked together during the last storms to make sure people were prepared to not travel and stay safe. Follow NW Transportation Option on Facebook to see updates and alerts for across the region.

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 January.

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. Have an idea for a show? Let us know and we can work on it. This year we hope to do some "on the route" videos where we try out some transportation options across Oregon.

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 first Thursdays Webinar
- Appointed to ACT DE & I Committee
- Leading Transportation Options Group for NCTMN

Innovative Mobility Grants

- Vanpool Seed funds for Cannon Beach
- Reducing barriers to Safe Biking in Clatsop County bike locks & Helmet distribution
- Car-free Travel Brochures transcreated into Spanish

Marketing, Outreach and Education
January 2023 Board Report
Mary Parker, Executive Assistant

- Prepared December 9, 2022, Board Meeting Public Announcements and distributed.
- Prepared December 9, 2022, Board Packs and distributed to Board.
- Prepared January 9, 2023, Transportation Advisory Committee Meeting Public Announcements and distributed.
- Prepared Transportation Advisory Committee January 9, 2023, Meeting packs and distributed to committee.
- Prepared January 9, 2023, Transportation Advisory Committee Meeting Minutes
- Prepared and distributed January 13, 2023, Special Board Meeting Public Announcements and distributed
- Prepared January 13, 2023, Special Board Meeting packs and distributed to Board
- Prepared and updated Job Postings in English and Spanish
- Prepared February 7th Seaside Office Closure Public Announcements and distributed
- Made reservations for Board and staff for SDAO Conference in Sun River

Looking forward to another great year at SETD!



VICTORIA DAVIS

Sunset Empire Transportation District

EXECUTIVE DIRECTOR EMPLOYEE OF THE YEAR

EMPLOYEE OF THE QUARTER

Victoria Davis has been chosen the Employee of the Second Quarter by the SETD Management Team. Victoria was also selected as the Executive Director Employee of the Year by Executive Director Jeff Hazen. Executive Director Hazen said that Victoria was chosen as the Employee of the Year for all of the same great reasons she was chosen for Employee of the Quarter.

Victoria began her employment at SETD as a driver on May 10, 2021. Victoria is known for her wonderful customer service, her strong work ethic and her integrity.

Victoria cares a great deal about the quality of service she provides and goes the extra mile to make sure that her passengers are always met with a smile and kind word.

Victoria is a pleasure to work with and has received many accolades from riders and coworkers. She brings fun to work and shares it with her coworkers. There is never a dull moment and of course much laughter when Victoria is in the room!

A surprise gathering was held where Executive Director Jeff Hazen presented Victoria with an engraved crystal plaque commemorating her being chosen Employee of the Year along with flowers and gift certificates for her also being selected Employee of the Quarter. Congratulations Victoria! SETD is thankful for all you do!

**Human Resources
JANUARY 2023 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- SDAO – Paid Leave Oregon
- SDAO – Back to Basics SDIS Portal
- Workplace Wellbeing: Making it Your Priority
- Coaching & Mentoring for Leaders
- LCHRMA – Oregon Paid Leave Updates

ACTIONS:

- The SETD Christmas Party was a HUGE success with a record number of employees and Commissioners attending this festive and fun event. Many thanks to Mary Parker for spearheading this occasion, and to the management Team for their contributions!
- Set-up meeting with Board Chair Debbie Boothe-Schmidt to begin planning for the Executive Director evaluation for 2022-2023.
- 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 several interviews and hired 3 new Fixed Route Bus Driver.
- Prepared the agenda for the Safety Committee meeting on Tuesday, January 31, 2023 and minutes for the Wednesday, December 21, 2022 meeting.
- Prepared templates for evaluations due in January 2023 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 December 19, 2022 Tom Reynolds joined SETD as the Maintenance Supervisor. Tom comes to the District with extensive experience in building and grounds maintenance, leadership and vehicle repair. Tom will be working with Scott Smith our current Maintenance Supervisor to learn the ropes in the Maintenance Shop at SETD.
- ❖ On December 19, 2022 we rehired Nicholas Kaim for the position of Fixed Route Bus Driver. Nick comes to us with experience in sales and hospitality. He will begin his CDL B training and test for his license in 6- 8 weeks.
- ❖ Rick Yelton was promoted to a Fixed Route Supervisor vacancy on December 21, 2022. Rick excelled in his CDL B training by passing his test in 3 short weeks. He continued his employment with the District filling in as a Person In Charge (PIC) for the supervisors. Rick's extensive leadership capabilities and management training are a huge asset to SETD in his position as Driver Supervisor.
- ❖ On December 27, 2022 John Johnson began work for SETD as a Fixed Route Bus Driver. John is now training for his CDL B license. John has worked in construction and hospitality.
- ❖ Matthew Ficken began work for SETD on January 3, 2023. Matthew received his CDL A from Tillamook Community College and will now begin his training for his CDL B license.
- ❖ Cynthanie Rubus was hired on for the position of Transportation Support Specialist on January 9, 2023. Cynthanie has worked as bookkeeper for the Knappa Fire District and Browning Logging. Cynthanie is known for her hard work and honesty.

WORKPLACE DEMOGRAPHICS:

Male	30
Female	17
	47
Hispanic/Latino	2
Native American/Indian	1
White	42
Two or More Races	2
	47

Updated: 1-18-2023