



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
THURSDAY MARCH 23, 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
 - a. February 15, 2023, Special Meeting
 - b. February 23, 2023, Board Meeting
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
10. NEW BUSINESS
 - a. Naloxone program (Approval)
 - b. Driver update (Informational)
 - c. Budget Calendar (Approval)
 - d. Budget Officer (Approval)
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

Connection options and instructions to participate in the public meeting remotely

ONLINE MEETING ZOOM

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

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

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

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

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

TELECONFERENCE ZOOM

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

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

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

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

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

MARCH

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
MARCH
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

MARCH

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
February 15, 2023
Board Meeting Astoria, Oregon**

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

Staff: Executive Director Jeff Hazen and Executive Assistant Mary Parker
Legal Counsel Matt Malmshemer, Hagland Kelley LLP
3. CHANGES TO AGENDA- None
4. EXECUTIVE SESSION- ORS 192.660 (2)(b)- 9:07 AM Chair Boothe-Schmidt announced the opening of Executive Session for ORS 192.660 (2)(b) to consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints of charges brought against such a person, if that person does not request an open hearing. Chair Boothe-Schmidt explained that 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.
5. Chair Boothe Schmidt announced the Board was now back in regular session and but would now be going back into the second Executive Session.
6. EXECUTIVE SESSION ORS 192.660 (2)(f)- Chair Boothe-Schmidt announced the opening of Executive Session for ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection 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.
7. BOARD ACTION- Chair Boothe-Schmidt announced the Board was back in regular session and called the Board Meeting back to order. Chair Boothe-Schmidt asked if the Board had any action.

Commissioner Nino moved to discipline Executive Director Jeff Hazen with three days of suspension without pay starting immediately. The Sunset Empire Transportation District Board will issue Mr. Hazen a letter containing the reason for this disciplinary action as well as a training recommendation.
Commissioner Alegria seconded the motion
Discussion- None

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

4- Aye
1-Nay
Motion passed

8. OTHER BUSINESS- None

9. ADJOURNMENT

Meeting was adjourned 10:15 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____
Diana Nino

DRAFT



**Sunset Empire Transportation District
Board of Commissioners
February 23, 2023
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, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers, Commissioner Guillermo Romero and Vice Chair Tracy MacDonald.

Staff: Executive Director Jeff Hazen and Executive Assistant Mary Parker
Paul Nielson, CPA, Isler CPA Firm Eugene Oregon

4. CHANGES TO AGENDA- Executive Director Hazen requested adding ODOT Grant agreement 39358. Chair Boothe-Schmidt said this would be added under New Business, item b.

Chair Boothe-Schmidt requested that New Business be moved up to #4 on the agenda since Commissioner Withers needs to leave early and this would get all of our voting completed at the beginning of the meeting and help get Paul the auditor out of here earlier. Commissioner Boothe-Schmidt asked for a motion.

Commissioner MacDonald moved to move New Business to #4 on the agenda

Commissioner Read seconded the motion

Discussion- Commissioner Withers clarified that he had to leave at 10:30 am.

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

5. PUBLIC COMMENT (3 Minutes) – None
6. APPROVAL OF MEETING MINUTES

a. JANUARY 26, 2023, MEETING MINUTES-

Commissioner Withers moved to approve the January 26th Board Meeting Minutes

Commissioner MacDonald 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. REPORTS FROM COMMISSIONERS

Commissioner Alegria reported that the SDAO Conference was informative, and she had no complaints besides the lack of signage.

Commissioner Boothe-Schmidt reported that she attended the SDAO Conference in person. The sessions are always well done and stated that even if she takes the same session two years in a row she always learns more. Commissioner Boothe Schmidt also said that the signage was a little bit tough, and you could get lost, but Sun River was a beautiful place.

Commissioner Romero reported that he had attended the SDAO Conference remotely and it was very productive, and he was glad he attended. It was good information and a good refresher course.

Commissioner Read reported that she had attended the SDAO Conference remotely and agreed that it was really good, and the sessions were very informative. What we learn in those sessions we add to our toolbox. Commissioner Read also said she is serving on the Executive Director Evaluation Committee. Commissioner Read reported that she enjoyed attending the Homeless Connect Event with Commissioner Withers, Jason Jones, and Kathy Kleczek. Jason and Kathy did a wonderful job, and it was a cool opportunity to connect face to face with our transportation service users.

Commissioner Withers reported that he agreed with Commissioner Alegria. It was a beautiful spot and a great group, and he learned a lot. Commissioner Withers said he talked with a lot of other Districts about what they are doing. He thought they could do better with their signage, but it is a beautiful place. It was wonderful.

Commissioner Nino-Reported that she agreed that the SDAO conference was great, and she always learns a lot. One particular presentation that really got her thinking was “Is Your Website ADA Compliant?” It was like a big link into the future because that is what is going to be standard with all organizations and it was very cool to see what we can do about changing or modifying our website and it was great to get that feedback from them. Commissioner Nino said she was also the SETD voting delegate and thanked the Board for their trust in her. She reported that she, Commissioner Withers and Kathy Kleczek attended the At Large General Caucus meeting. There were about 40 other attendees. Commissioner Nino reported that Kathy went around the room and asked every single person there what were there struggles and what were the challenges they were facing. Most districts no matter what service they provide are going through similar things and issues with hiring, retention, keeping their infrastructure up to date and not having enough providers. It was good to know that even though we provide different services we struggle with very similar things and that was very unifying. Thank you for allowing us to participate in this.

Commissioner MacDonald- No Report

8. FINANCIAL REPORTS FOR JANUARY 2023-

Commissioner Nino moved to approve the January 26, 2023, Financial Report
Commissioner MacDonald seconded the motion

Discussion: There was Board discussion and clarification of several items, but no changes were made to the Financial Report as presented.

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

Aye- 7
Nay- 0
Motion passed unanimously

9. CONTINUED BUSINESS- None

10. NEW BUSINESS- Moved to #4 on Agenda

- a. FY 2021 AUDIT- Paul Isler explained what the requirements are for reporting to the Board and one of them is the Financial Statements. Paul reported that management prepares the financial statements and the auditor’s responsibility is to make sure there are no misstatements in the financial statements because if someone used these statements to base a decision on we make sure there were no errors large enough to change that decision. Isler reported that in prior years you have had several findings on your single audit but for this year there is only one. He explained that when SETD rolled Quick Books over into Accufund the cash and accounts receivable are supposed to roll over from year to year and that did not happen and it took quite a while to figure out where those numbers got lost. Paul said he anticipates the finding going away in 2022 because we were able to come up with some journal entries to get rid those open balances corrected. Commissioner Nino said there was a correction on page 9. The 5-member Board should be changed to 7-member Board. There was further Board discussion and clarification of items included in the report, but no other corrections were made.

Commissioner Alegria moved to accept the 2021 Audit
Commissioner Read seconded the motion

Discussion: Chair Boothe-Schmidt thanked Paul for his hard work on the Budget. Paul apologized for not sending the power point to Kelley. Executive Director Hazen asked Paul to send it after the meeting and he would forward it to the Board. Commissioner Alegria asked Paul if there is a backup with the next audit and we do not get it in a timely manner and there is some issue that needs to be addressed if he could send the Board a heads up because by the time we would get it at this point more damage could occur. Executive Director Hazen said that Paul updates us throughout the year on where they are at with things, and we mention it in some of the Board meetings. Paul said if someone wants to communicate with him to just let him know.

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

- b. ODOT GRANT AGREEMENT 39358 - Executive Director Hazen said he had emailed Grant Agreement 39358 to the Board prior to the meeting. Hazen explained that this grant is for the purchase of 4 buses through the FTA Section 339B Competitive Grant Process that we went through recently and we were one of the awardees. Hazen said that this grant is out of the Low-No program and even though we are not buying electric vehicles, what we are doing is helping reduce greenhouse

gases with this purchase. Hazen also said that we have had problems with grants expiring but this grant does not expire until 2027. The total cost for the buses is \$720,000 and this grant will pay for \$612,000 and the remainder we will budget for. The buses are about 22 feet long and have 12-16 seats and ADA seating. Hazen said that these buses will be used for the Microtransit program that we will be rolling out in the future. Hazen said staff is asking for a motion to approve this agreement and have the Board Chair sign. Commissioner Nino asked since these are smaller would they be used for Microtransit or for regular use? Hazen said that the intention is to use these buses for Microtransit program, but we can use them on fixed route if needed.

Commissioner MacDonald moved to approve the 39358 Agreement and have the Board Chair sign.

Commissioner Nino seconded the motion

Discussion- None

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

7-Aye

0-Nay

Motion passed unanimously

Commissioner Withers thanked Executive Director Hazen for always finding these deals and working towards the future. Having these smaller buses with smaller footprints is obviously going to be better fuel efficient wise and for transition buses as we move forward. Executive Director Hazen thanked Commissioner Withers and said it is always good to win a competitive grant.

Commissioner Withers said yes, it is hard to do.

11. CORRESPONDENCE: Executive Director Hazen shared a certificate from Clatsop Community Action thanking SETD for participating in the 2023 Homeless Connect Event. Hazen also said that we just had Rider Appreciation Day and we always do a raffle drawing during Rider Appreciation Day. Hazen said Mary does a great job of putting together prizes for the raffle and this year’s winners received a backpack filled with all sorts of useful items including gloves, hat, rain poncho, food, water, and a day pass voucher. Hazen said that we received our first ever Thank You note from one of the raffle winners and read it to the Board.
12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report with the Board.
13. LEADERSHIP TEAM REPORT- Leadership Team members discussed their reports with the Board.
14. ADJOURNMENT

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Diana Nino

Date _____

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

NOTE on Reviewing Financials: Month 8 = 66% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$3,112,898 (\$49,661 less than budget), YTD Total Materials & Services was \$740,405 (\$135,736 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$9,704; \$296 less than monthly budget and \$13,541 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$6,852; \$1,352 more than monthly budget and \$4,653 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0.00; \$7,500 less than monthly budget and \$23,540 less than YTD budget (monthly billing went out late due to staff shortage).
- 4022 Paratransit Fares: Revenues for the month were \$1,097; \$97 more than monthly budget and \$2,052 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$3,000 less than monthly budget and \$14,500 less than YTD budget. This route is not currently operating due to driver shortages.
- 4110 NW Navigator: Under budget YTD by \$378.
- 4205-4207 Property Taxes: \$6,975 collected in Feb. Over budget YTD \$20,704.
- 4250 Timber Sales: \$84,575 collected in Jan. Over budget YTD \$62,269.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Fees for laminating.
- 5000 Grants: Received \$84,692 in Feb.

Expense

- 6010-6210 Wages/Taxes/Benefits: Over Monthly Budget \$47,331 – this should continue to adjust as our pay-periods even back out.
 - 7010 VET Provider Payments: Rides for the month of Feb totaled \$437.
 - 8031 Online Sub/IT Services: Over Monthly Budget \$3,177 - AccuFund Quarterly Payment.
 - 8041 Utilities: Over Monthly Budget \$502 – Colder Months
 - 8050 HR/Employee Recognition: Over Monthly Budget \$593 – Uniforms.
 - END
- ** Fuel under budget YTD \$13,105. Materials & Services (without capital expense) is under budget for MTD by \$48,645 and under budget YTD \$135,736.

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
February 28, 2023**

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	9,703.79	10,000.00	(296.21)	80,959.43	94,500.00	(13,540.57)
4015 LOWER COLUMBIA CONNECTOR	6,851.54	5,500.00	1,351.54	64,653.36	60,000.00	4,653.36
4021 MEDICAID FARES - IGA	0.00	7,500.00	(7,500.00)	25,960.00	49,500.00	(23,540.00)
4022 PARATRANSIT FARES	1,097.00	1,000.00	97.00	8,648.20	10,700.00	(2,051.80)
4030 CONTRACTED SERVICES-IGA	0.00	3,000.00	(3,000.00)	0.00	14,500.00	(14,500.00)
4110 NW NAVIGATOR	127.02	200.00	(72.98)	1,671.91	2,050.00	(378.09)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	800.00	(800.00)
4130 OTHER-VENDING	93.28	0.00	93.28	257.33	400.00	(142.67)
4205 PROPERTY TAXES	5,761.59	20,000.00	(14,238.41)	1,084,287.48	1,060,000.00	24,287.48
4206 PRIOR YEAR TAXES	1,192.44	2,000.00	(807.56)	12,850.73	16,000.00	(3,149.27)
4207 PROPERTY TAX INTEREST	20.87	50.00	(29.13)	365.86	800.00	(434.14)
4310 TIMBER SALES	84,575.00	45,000.00	39,575.00	234,269.25	170,000.00	64,269.25
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	91,397.17	65,000.00	26,397.17
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	730.93	760.00	(29.07)	6,050.93	6,080.00	(29.07)
4425 CHARGING STATION	0.00	0.00	0.00	37.48	120.00	(82.52)
4505 INTEREST EARNED ON BANK ACCT	539.26	166.00	373.26	4,766.32	1,334.00	3,432.32
4605 OTHER INCOME	16.00	1,800.00	(1,784.00)	4,866.94	16,800.00	(11,933.06)
5201 OREGON STF FUNDS	0.00	0.00	0.00	69,699.00	69,699.00	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	181,206.00	(181,206.00)	346,131.00	543,618.00	(197,487.00)
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	720,979.00	275,000.00	445,979.00
5302 5310 MOBILITY MGT/PM	51,249.00	39,860.00	11,389.00	87,900.00	120,580.00	(32,680.00)
5304 TRANSPORTATION OPTIONS	33,443.43	24,450.00	8,993.43	86,154.38	73,350.00	12,804.38
5306 CARES ACT	0.00	0.00	0.00	50,050.00	250,528.00	(200,478.00)
Total Revenues	195,401.15	342,592.00	(147,190.85)	3,112,897.77	3,162,559.00	(49,661.23)

<u>Expenses</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>
6010 WAGES	191,683.35	169,150.00	(22,533.35)	1,529,338.49	1,440,750.00	(88,588.49)
6111 TAXES	24,359.37	27,800.00	3,440.63	206,187.79	222,400.00	16,212.21
6210 BENEFITS	52,716.90	51,920.00	(796.90)	390,314.31	415,360.00	25,045.69
SUB TOTAL WAGES/TAXES/BENEFITS	268,759.62	248,870.00	(19,889.62)	2,125,840.59	2,078,510.00	(47,330.59)
7010 VET PROVIDER RIDES	437.15	834.00	396.85	3,599.46	6,666.00	3,066.54
8000 AUDIT	0.00	0.00	0.00	14,000.00	10,000.00	(4,000.00)
8001 PROFESSIONAL SERVICES	805.20	8,500.00	7,694.80	13,290.04	55,500.00	42,209.96
8002 LEGAL COUNSEL	0.00	418.00	418.00	16,886.50	3,323.00	(13,563.50)
8003 BANK/MERCHANT FEES	188.78	166.00	(22.78)	1,568.67	1,328.00	(240.67)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	1,524.00	1,800.00	276.00
8015 COMP/FURNITURE/DURABLE GOODS	0.00	4,325.00	4,325.00	16,110.72	33,950.00	17,839.28
8020 B&M	3,786.22	3,850.00	63.78	23,815.76	30,950.00	7,134.24
8023 BUILDING LEASE	1,008.00	1,250.00	242.00	8,477.61	10,000.00	1,522.39
8024 SANITATION	0.00	300.00	300.00	2,264.86	2,400.00	135.14
8031 ONLINE SUB/IT SERVICES	11,876.75	8,700.00	(3,176.75)	87,895.08	68,600.00	(19,295.08)
8040 TELEPHONE/INTERNET	3,033.07	2,900.00	(133.07)	24,150.94	23,200.00	(950.94)
8041 UTILITIES	3,416.92	2,915.00	(501.92)	22,163.38	23,324.00	1,160.62
8050 HR/EMPLOYEE RECOGNITION	3,592.56	3,000.00	(592.56)	21,077.83	23,775.00	2,697.17
8060 TRAVEL/TRAINING	1,977.51	2,050.00	72.49	26,813.41	21,450.00	(5,363.41)
8076 ELECTION FEES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
8080 OUTREACH/PRINTING	1,601.67	3,350.00	1,748.33	24,043.45	26,800.00	2,756.55
8090 DUES, SUBSCRIPTIONS	0.00	1,250.00	1,250.00	10,508.33	10,000.00	(508.33)
8091 IGA-DUES	0.00	0.00	0.00	0.00	11,700.00	11,700.00
8092 FEES/TAXES/LICENSES	226.03	350.00	123.97	992.86	2,700.00	1,707.14
8100 GENERAL LIABILITY	0.00	4,500.00	4,500.00	9,562.96	13,500.00	3,937.04
8102 PROPERTY	0.00	3,000.00	3,000.00	7,172.22	9,000.00	1,827.78
8103 AUTO	0.00	12,000.00	12,000.00	26,732.82	36,000.00	9,267.18
8104 CYBER	0.00	2,250.00	2,250.00	5,933.17	6,750.00	816.83
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	18,398.00	10,000.00	(8,398.00)
8110 LEGAL ADS	0.00	75.00	75.00	0.00	675.00	675.00

	<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>
8112 MEETING EXPENSE	0.00	125.00	125.00	1,441.46	1,000.00	(441.46)
8116 OFFICE SUPPLIES	986.95	1,350.00	363.05	9,567.43	10,150.00	582.57
8170 FUEL	26,394.85	39,500.00	13,105.15	247,928.49	314,500.00	66,571.51
8171 VEHICLE REPAIR/OUTSIDE SERVICES	12,927.52	12,700.00	(227.52)	87,316.07	100,100.00	12,783.93
8180 SHOP SUPPLIES	290.61	250.00	(40.61)	7,169.09	2,000.00	(5,169.09)
SUB TOTAL MATERIALS/EXPENSES	72,737.79	121,383.00	48,645.21	740,404.61	876,141.00	135,736.39
9200 CAPITAL EXPENSE	0.00	60,000.00	60,000.00	28,365.97	560,000.00	531,634.03
Total Expenses	341,497.41	430,253.00	88,755.59	2,894,611.17	3,514,651.00	620,039.83
Excess Revenue Over (Under) Expenditures	(146,096.26)	(87,661.00)	(235,946.44)	218,286.60	(352,092.00)	(669,701.06)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 2/28/2023

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(27.75)	(22.00)	(5.75)
1020 GENERAL CHECKING LC BANK	115,118.16	61,189.37	53,928.79
1030 LGIP - GENERAL FUND	101,490.01	442,659.54	(341,169.53)
1040 PAYROLL ACCOUNT LC BANK	104,874.48	100,967.13	3,907.35
1050 MONEY MARKET LC BANK	0.00	5,671.32	(5,671.32)
1095 CASH RECEIPTS CLEARING SYSTEM	583.78	393.09	190.69
1210 ACCOUNTS RECEIVABLE SYSTEM	47,164.68	21,854.00	25,310.68
1251 PASS TRANSIT RECEIVABLES	700.00	180.00	520.00
1425 PREPAID WORK COMP	(93,799.39)	(36,911.21)	(56,888.18)
Total Assets	276,103.97	595,981.24	(319,877.27)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	131,943.74	115,425.69	16,518.05
2019 ACCOUNTS PAYABLE OTHER	(75.61)	0.00	(75.61)
2050 CREDIT CARD PAYABLE	192,902.58	114,515.93	78,386.65
2059 CREDIT CARD PAYMENT CLEARING	(186,283.86)	(104,241.71)	(82,042.15)
2060 PAYABLE TO NWN	(2,333.82)	(1,011.97)	(1,321.85)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	0.00	255.00	(255.00)
2099 A/P CONVERSION	(20,436.27)	(20,436.27)	0.00
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	(1,130.76)	0.00
2112 PR SUTA	(1,490.99)	(996.21)	(494.78)
2113 OR STATE W/H	(10.00)	0.00	(10.00)
2114 FED W/H TAX PAYABLE	(13,820.10)	(12,010.60)	(1,809.50)
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
2123 OR-WBF ASSESSMENT	(0.30)	0.00	(0.30)
2124 BENEFITS MEDICAL SDIS	(20,227.97)	(15,845.85)	(4,382.12)
2125 PAID LEAVE OREGON	892.17	0.00	892.17
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	1,168.18	1,616.37	(448.19)
2134 ATU	(805.14)	(805.14)	0.00
2135 MASA	(80.33)	(94.33)	14.00
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	77,128.29	72,066.22	5,062.07
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	218,450.34	75,914.97	142,535.37
Total Net Assets	198,917.79	523,915.02	(324,997.23)
Total Liabilities and Net Assets	276,046.08	595,981.24	(319,935.16)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 2/28/2023

<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	3/03/2023	1627	2/01/2023	Feb 2023 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6251] AMTRAK	12/31/2022	1653	12/01/2022	Nov 2022 Settlement	0.00	0.00	3,892.88	0.00	3,892.88
[6251] AMTRAK	1/31/2023	1654	1/01/2023	Dec 2022 Settlement	0.00	3,088.00	0.00	0.00	3,088.00
[6251] AMTRAK	3/03/2023	1655	2/01/2023	Jan 2022 Settlement	2,627.44	0.00	0.00	0.00	2,627.44
[6494] ANGI WILDT GALLERY	1/31/2023	1611	1/01/2023	Jan 2023 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	3/03/2023	1629	2/01/2023	Feb 2023 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6291] CURRY & COCO THAI EATERY	12/01/2022	1539	11/01/2022	Nov 2022 Paking Space #1	0.00	0.00	0.00	47.50	47.50
[6291] CURRY & COCO THAI EATERY	12/31/2022	1540	12/01/2022	Dec 2022 Paking Space #1	0.00	0.00	47.50	0.00	47.50
[6291] CURRY & COCO THAI EATERY	1/31/2023	1612	1/01/2023	Jan 2023 Parking Space #1	0.00	47.50	0.00	0.00	47.50
[6291] CURRY & COCO THAI EATERY	3/03/2023	1630	2/01/2023	Feb 2023 Parking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	1/31/2023	1613	1/01/2023	Jan 2023 Parking-Spaces #8 & 9	0.00	95.00	0.00	0.00	95.00
[6112] HOMESPUN QUILTS	3/03/2023	1631	2/01/2023	Feb 2023 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00

[6113] HOXIE, RONALD	3/03/2023	1632	2/01/2023 Feb 2023 Parking Space #7	47.50	0.00	0.00	0.00	0.00	47.50
[6153] ODOT	12/31/2022	1595	12/01/2022 Innovative Mobility Grant	0.00	0.00	3,384.50	0.00	0.00	3,384.50
[6153] ODOT	3/03/2023	1638	2/01/2023 Q2 FY23 TO Reimbursement	30,954.60	0.00	0.00	0.00	0.00	30,954.60
[6153] ODOT	3/03/2023	1643	2/01/2023 Innovative Mobility Grant	300.00	0.00	0.00	0.00	0.00	300.00
[6153] ODOT	3/03/2023	1644	2/01/2023 Bike Grant	2,188.83	0.00	0.00	0.00	0.00	2,188.83
[6162] OREGON EMPLOYMENT DEPT	10/31/2022	1586	10/01/2022 Sep Bus Passes-Astoria STEP	0.00	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	0.00	0.00	120.00	0.00	120.00
[6162] OREGON EMPLOYMENT DEPT	1/31/2023	1658	1/01/2023 Dec Bus Passes-Astoria STEP	0.00	240.00	0.00	0.00	0.00	240.00
[6162] OREGON EMPLOYMENT DEPT	3/03/2023	1659	2/01/2023 Jan Bus Passes-Astoria STEP	140.00	0.00	0.00	0.00	0.00	140.00
[6583] Sondra Carr	3/03/2023	1633	2/01/2023 Feb 2023 Parking-Space #10	18.43	0.00	0.00	0.00	0.00	18.43
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/31/2023	1620	1/01/2023 Dec 2022 Bus Passes	0.00	520.00	0.00	0.00	0.00	520.00

Total				36,609.30	4,038.00	7,324.88	367.50	0.00	48,339.68
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SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 2/28/2023

<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>
[6121] JACKSON & SON OIL INC									
2/28/2023	98709	3/30/2023	02/2023 Fuel	3,832.55	3,832.55	3,832.55	0.00	0.00	0.00
[6237] WILCOX & FLEGEL									
2/28/2023	CL70982	3/30/2023	02/2023 Fuel	21,704.30	21,704.30	21,704.30	0.00	0.00	0.00
Report Total				25,536.85	25,536.85	25,536.85	0.00	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 2/28/2023

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
22297	2/01/2023	[6579] KELLEY, HAGLUND LLP - Legal Advise	LEGAL COUNSEL	11230	11,230.00
22304	2/01/2023	[6193] SDIS - Invoices 12.30.22 (1), 2023-01, 2023-02	BENEFITS MEDICAL SDIS	47400.85	47,400.85
EFT	2/10/2023	[6225] VALIC-JPM CHASE - Payroll Dated 02.1.2023	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3264.65 2710.56 335.59	6,310.80
22309	2/14/2023	[6001] ACCUFUND INC - HOSTED SERVICES: 04/01 - 06/30/2023	IT SERVICES/CONTRACTS	5313	5,313.00
22317	2/14/2023	[6033] CARD SERVICE CENTER - STMT - 1/09 - 2/05/2023	CREDIT CARD PAYMENT CLEARING	5776.48	5,776.48
22332	2/14/2023	[6116] IFOCUS CONSULTING - Invoices 15222, 15244, 15254	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	1808.75 4090.00	5,898.75
22334	2/14/2023	[6121] JACKSON & SON OIL INC - 01/2023 Fuel	FUEL FUEL FUEL FUEL FUEL FUEL FUEL	3160.52 37.71 60.00 2185.01 4500.13 675.92 1859.59 14268.77	5,443.24
22356	2/14/2023	[6237] WILCOX & FLEGEL - 01/2023 Fuel	FUEL	21,304.41	21,304.41
22357	2/15/2023	[6031] BROWN & BROWN - 2023 Annual Cyber Policy Renewal W17849200901	CYBER	5933.17	5,933.17
Total Checks					114,610.70

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	1/08/2023	-6,780.30
0 Deposits and Other Additions Totaling.....		0.00
66 Checks and Other Withdrawals Totaling.....		5,776.48
1 Adjustments Totaling.....		6,780.30
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	2/05/2023	-5,776.48
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	2/05/2023	-186,113.88
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-186,113.88

Date	Check	To	Check Description	Amount
✓ 1/05/2023	0001217	CALAPOOIA BREWING	Kleczek - Dinner/ToGo Meeting	23.00
✓ 1/08/2023	0001365	WALMART	Geisler - Garbage Can Locks/Bus Shelters	61.08
✓ 1/09/2023	0000284	MOTION ARRAY	Jones - Software	29.99
✓ 1/10/2023	0000284	DROPBOX.COM	Jones - Software/Storage	31.99
✓ 1/10/2023	0001365	TIMILONTECH	Geisler - Hepa FIlters/UVC Light Bulbs	1,391.94
✓ 1/10/2023	0001365	AMAZON	Geisler - 100 Watt mouint Base Lamp	129.95
✓ 1/11/2023	0000284	AMAZON	Jones - Homeless Connect Table Items	80.42
✓ 1/12/2023	0000284	ADOBE ACROBAT	Jones - Software	9.99
✓ 1/12/2023	0000284	AMAZON	Jones - Travel Training	49.99
✓ 1/12/2023	0000285	LA MEXICANA	Hazen - Meal	48.83
✓ 1/12/2023	0001365	HOME DEPOT CREDIT SERVICES	Geisler - Bus Wash Supplies	36.57
✓ 1/13/2023	0000284	HOME DEPOT CREDIT SERVICES	Jones - Storage Boxes	70.86
✓ 1/13/2023	0001365	SUPPLY HOUSE	Geisler - Solenoids - Bus 1901	134.66
✓ 1/17/2023	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 1/17/2023	0000284	FRED MEYER	Jones - Cardstock for Outreach	17.98
✓ 1/17/2023	0000285	PARKSIDE RESTAURANT	Hazen - Meal	22.75
✓ 1/17/2023	0001365	SMART FOOD SERVICE	Geisler - Mop Head/Bucket/Cups/Lids	180.42
✓ 1/18/2023	0000284	AMAZON	Jones - Jones - Mic Cover	14.99
✓ 1/18/2023	0001217	ASSOCIATION FOR COMMUTER TRANSPORTATION	Kleczek - Annual Membership	575.00
✓ 1/18/2023	0001365	ADOBE ACROBAT	Geisler - Monthly Subscription	14.99
✓ 1/19/2023	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 1/19/2023	0001217	AMAZON	Kleczek - Video Camera	284.99
✓ 1/20/2023	0000284	HOME DEPOT CREDIT SERVICES	Jones - Storage Boxes	23.92
✓ 1/20/2023	0000284	AMAZON	Jones - Earbuds/Protection - Project Homeless Connect	49.99
✓ 1/20/2023	0001365	PIG N PANCAKE	Geisler - Meal	72.70

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓	1/21/2023	0000284	CLEANITSUPPLY.COM	Jones - Mini-Firstaid Kits	94.25
✓	1/22/2023	0000284	AMAZON	Jones - Emergency Whistles/Stock	71.70
✓	1/22/2023	0000284	AMAZON	Jones - Mini Compasses/Stock	27.99
✓	1/22/2023	0000284	GRAMMARLY, INC	Jones - Software	59.95
✓	1/23/2023	0000284	AMAZON	Jones - Hothand Warmers/Outreach	22.29
✓	1/23/2023	0000284	AMAZON	Jones - Drawstring BAgS/Travel Training	99.97
✓	1/23/2023	0001365	FRED MEYER	Geisler - Can Rtn Fee	2.00

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

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Date	Check	To	Check Description	Amount
✓ 1/24/2023	0000284	AMAZON	Jones - Toothbrush Kits/Outreach	71.96
✓ 1/24/2023	0000284	AMAZON	Jones - Table Items/Outreach	86.93
✓ 1/25/2023	0000284	AMAZON	Jones - Ponchos/SaniWipes - Outreach	86.28
✓ 1/25/2023	0001365	PITSTOPUSA.COM	Geisler - Air Spring Kit	177.94
✓ 1/26/2023	0000269	SAFEWAY	Parker - Board Food	33.39
✓ 1/26/2023	0000284	WALMART	Jones - Business Card Lables/Outreach	31.95
✓ 1/26/2023	0000284	AMAZON	Jones - Outreach Table Items/Training	49.95
✓ 1/26/2023	0001365	LIGHTBULBS.COM	Geisler - Feston Base Clear	31.89
✓ 1/27/2023	0000284	AMAZON	Jones - Gloves/Hats/Gaiter Combo - Outreach	79.99
✓ 1/27/2023	0000284	WALMART	Jones - Printing Materials - Outreach	39.00
✓ 1/27/2023	0001209	SMART FOOD SERVICE	Farmer - Candy/Ops	40.65
✓ 1/27/2023	0001209	LCHRMA	Farmer - HR Training	30.00
✓ 1/27/2023	0001209	HIGH LIFE ADVENTURES	Farmer - Lunch/Board Chair/ED Evaluation	43.20
✓ 1/27/2023	0001217	ONESTREAM	Kleczek - Monthly Subscription	39.00
✓ 1/27/2023	0001365	EBAY	Geisler - Breaker Relay - Bus 1901	42.95
✓ 1/28/2023	0000284	AMAZON	Jones - Video Backdrop	44.99
✓ 1/29/2023	0000284	AMAZON	Jones - Table Items - Outreach	45.98
✓ 1/30/2023	0000269	WALMART	Parker - Rider Appreciation	132.15
✓ 1/30/2023	0000269	DOLLAR TREE	Parker - Rider Appreciation	55.05
✓ 1/30/2023	0000269	SMART FOOD SERVICE	Parker - Rider Appreciation	67.60
✓ 1/30/2023	0000269	SAFEWAY	Parker - Rider Appreciation	25.75
✓ 1/30/2023	0001209	FRED MEYER	Farmer - Flowers/Employee	18.00
✓ 1/30/2023	0001209	GAETANO'S MARKET & DELI	Farmer - Meal w/ Employee	28.00
✓ 1/31/2023	0000284	SMART FOOD SERVICE	Jones - Outreach Food	90.10
✓ 2/01/2023	0001209	FULLIDENTITY.COM	Farmer - Employee Badge/ FR - Ops	31.50
✓ 2/01/2023	0001209	FULLIDENTITY.COM	Farmer - Employee Badge - FR, OPS	71.50
✓ 2/02/2023	0000269	WALMART	Parker - Rider Appreciation	213.32
✓ 2/02/2023	0000285	USPS	Hazen - Certified Mail	8.13
✓ 2/02/2023	0001365	LIGHTBULBS.COM	Geisler - Rtrn - Bulbs	-31.89
✓ 2/02/2023	0001365	LIGHTBULBS.COM	Geisler - LED 24 Festoon	67.89
✓ 2/03/2023	0000269	FRED MEYER	Parker - Rider Appreciation	22.46
✓ 2/03/2023	0000284	HOME DEPOT CREDIT SERVICES	Jones - Storage Boxes	49.60
✓ 2/03/2023	0001209	SMART FOOD SERVICE	Farmer - Coffee/Popcorn - Ops	62.14
✓ 2/05/2023	0000285	ZOOM	Hazen - Monthly Fee	140.00
Total Checks:				5,776.48

Date	Reference	Adjustment Description	Amount
✓ 1/18/2023	0022249	Payment made from Gen. Ck. for Statement ending 01/08/2023	6,780.30
Total Adjustments:			6,780.30

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

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Closing Balance from Previous Statement.....	1/08/2023	-6,758.04
0 Deposits and Other Additions Totaling.....		0.00
55 Checks and Other Withdrawals Totaling.....		6,780.30
1 Adjustments Totaling.....		6,758.04
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	1/08/2023	-6,780.30
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	1/08/2023	-180,421.48
Open Activity from Bank Register.....		(84.08)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-180,337.40

Date	Check	To	Check Description	Amount
✓ 12/03/2022	0001217	TOGO	Kleczek - Annual Membership	250.00
✓ 12/08/2022	0000284	WALMART	Jones - Office Supplies	35.16
✓ 12/08/2022	0000284	MOTION ARRAY	Jones - Software	29.99
✓ 12/09/2022	0000269	SAFEWAY	Parker - Board Meeting Food	14.58
✓ 12/09/2022	0000285	TURO INC	Hazen - Rental Car/Making Connections Meeting	230.13
✓ 12/09/2022	0001209	FRED MEYER	Farmer - Appetizer Plates/Holiday Party	19.43
✓ 12/10/2022	0000284	DROPBOX.COM	Jones - Storage/Monthly Fee	31.99
✓ 12/11/2022	0000284	ADOBE ACROBAT	Jones - Software	9.99
✓ 12/11/2022	0000285	HOLIDAY INN EXPRESS	Hazen - Lodging/Making Connections Conference	150.20
✓ 12/11/2022	0000285	DELTA AIRLINES	Hazen - Baggage Fee	30.00
✓ 12/12/2022	0001365	HR ANSWERS INC	Geisler - Supervisor Training	1,872.00
✓ 12/13/2022	0000284	FRED MEYER	Jones - Office Supplies	26.98
✓ 12/13/2022	0000284	MOTIONVFX	Jones - Software	69.00
✓ 12/14/2022	0000285	DELTA AIRLINES	Hazen - Baggage Fee	30.00
✓ 12/15/2022	0000285	GORDON BIRSCH BREWERY RESTAURANT	Hazen - Transit Workforce Conference Meal	27.00
✓ 12/15/2022	0000285	PDX AIRPORT PARKING	Hazen - Transit Workforce Conference/Airport Parking	48.00
✓ 12/15/2022	0001209	AMAZON	Farmer - HR Supplies	10.99
✓ 12/15/2022	0001209	DEALS ONLY	Farmer - HR Supplies	8.94
✓ 12/15/2022	0001209	AMAZON	Farmer - HR Supplies	55.31
✓ 12/16/2022	0000284	GOPRO	Jones - Camera Software	49.99
✓ 12/16/2022	0001209	LCHRMA	Farmer - HR Training	25.00
✓ 12/16/2022	0001365	SMART FOOD SERVICE	Geisler - Popcorn/Oil	31.88
✓ 12/17/2022	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 12/18/2022	0000285	APPLE	Hazen - Monthly Fee	0.99

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

Run: 3/16/2023 @ 11:34 AM

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✔ 12/18/2022 0001365	ADOBE ACROBAT	Geisler - Monthly Fee	14.99
✔ 12/19/2022 0001209	CCSO	Farmer - Fingerprints/Maintenance	26.13
✔ 12/19/2022 0001209	CCSO	Farmer - Fingerprints - FR	26.13
✔ 12/19/2022 0009270	HILTON HOTELS	Hazen - Lodging/International Transportation Learning	885.54
✔ 12/20/2022 0001209	AMAZON	Farmer - HR Supplies	43.99
✔ 12/20/2022 0001209	DOLLAR TREE	Farmer - Gift Bags/Adopt a Family	13.75
✔ 12/20/2022 0001365	AMAZON	Geisler - 9 Desk Calendars	107.91
✔ 12/20/2022 0001365	AMAZON	Geisler - 2023 Wall Calendar	26.90

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

Run: 3/16/2023 @ 11:34 AM

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Date	Check	To	Check Description	Amount
✓ 12/20/2022	0001365	AMAZON	Geisler - iPad Case/Shop	24.99
✓ 12/21/2022	0000284	FRED MEYER	Jones - Office Supplies	49.99
✓ 12/21/2022	0001209	NICEBADGE.COM	Farmer - Badges/FR	54.83
✓ 12/21/2022	0001365	AMAZON	Geisler - iPad/Shop	296.99
✓ 12/21/2022	0001365	SCHETKY NW SALES	Geisler - Pndants/Volvo Ricon Lift	670.05
✓ 12/23/2022	0001365	AMAZON	Geisler - Office Chair	199.99
✓ 12/23/2022	0001365	AMAZON	Geisler - Wall Calendar Monthly Planner	31.98
✓ 12/27/2022	0001217	ONESTREAM	Kleczek - Monthly Fee	39.00
✓ 12/30/2022	0001365	SMART FOOD SERVICE	Geisler - FOrtks/Coffee Filters/Sugar - Ops	45.54
✓ 12/30/2022	0001365	UPS STORE	Geisler - Postage/Rtn Parts to Western Start	34.10
✓ 12/31/2022	0000269	FACEBOOK	Parker - Monthly Fee	53.62
✓ 12/31/2022	0000284	AMAZON	Jones - Earplugs/Travel Training	24.95
✓ 1/02/2023	0001365	AMAZON	Geisler - Lysol Wipes/Covid	312.25
✓ 1/03/2023	0000284	AMAZON	Jones - Eye Mask/Travel Training	36.99
✓ 1/03/2023	0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 1/03/2023	0001209	CCSO	Farmer - Fingerprints - FR	26.13
✓ 1/03/2023	0001209	CCSO	Farmer - Fingerprints - FR	26.13
✓ 1/03/2023	0001209	NICEBADGE.COM	Farmer - Badges - FR	69.94
✓ 1/04/2023	0000284	ANYWORD	Jones - Software Subscription	1.83
✓ 1/04/2023	0001209	CCSO	Farmer - Fingerprints - PT	26.13
✓ 1/05/2023	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	19.99
✓ 1/06/2023	0000284	ANYWORD	Jones - Software Subscription	49.00
✓ 1/08/2023	0001209	SDAO	Farmer - SDAO Conference Registration	330.00
Total Checks:				6,780.30

Date	Reference	Adjustment Description	Amount
✓ 12/20/2022	GC22188	Payment made from Gen. Ck. for Statement ending 12/08/2022	6,758.04
Total Adjustments:			6,758.04

Date: March 16, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.a Naloxone program

I'm sure that you are aware of the opioid crisis that has been gripping the nation. Clatsop County is experiencing it as well. This crisis has recently been amplified by the increased presence of Fentanyl being introduced in many street drugs. It only takes a very small amount of it to cause harm and/or death to people who are unaware that it may be present in a drug that they have bought off the street.

Fortunately, there is a drug called Naloxone that can reverse the overdose or poisoning of opioids in an individual. Another common name for this is Narcan. When administered to someone, it reverses the effect of the drug, and they typically are saved. The increasing availability of Naloxone has saved countless lives. Police and fire units now carry Naloxone and are able to administer it.

Three weeks ago, I met with the County's Public Health Director to see if we could partner with them to have them supply us with Naloxone that we can carry on the buses, at the transit center and the transit office. He was very supportive of the idea and wants to move forward with a program of us being able to administer Naloxone to someone in need. They will provide training to all employees, so they know how to use it. Just like CPR, it is covered under the good Samaritan law that provides legal protection to the individual administering it. ORS 689.681 states, *"A person acting in good faith, if the act does not constitute wanton misconduct, is immune from civil liability for any act or omission of an act committed during the course of distributing and administering naloxone and distributing the necessary medical supplies to administer the naloxone under this section."* It will also be up to the employee to decide whether they want to administer it. There are no contradictions with Naloxone, so there will be no harm in administering it.

We have the opportunity to be another first responder to help people we see in need experiencing an overdose.

We are recommending that a motion be made to partner with Clatsop County Public Health Department to set up a Naloxone program at SETD.

Date: March 16, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.b Driver update

I'll be providing an update at the meeting on our efforts to hire drivers and what we anticipate for service restoration.

Date: March 16, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.c Budget Calendar

This is the time of year that we need to set dates for the Budget Committee meetings and the public hearing. We are recommending that the Budget Committee meeting be held during the first week of May. We are available on Monday, May 1st, Tuesday, May 2nd, or Thursday, May 4th. We would also recommend that a second meeting, if needed be scheduled on Monday May 8th or Wednesday, May 10th.

The Board also needs to determine what Board meeting date that they would like to hold the Budget Hearing. It could be held on May 25th or June 22nd.

Date: March 16, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.d Budget Officer appointment

Each year, the Board needs to designate a Budget Officer prior to the budget cycle. The past several years, the Board has designated the Executive Director as the Budget Officer, but you can also consider appointing another staff person such as the Finance Officer. In conversation with Kelly, we feel that we need one more budget cycle working together before she is ready to be considered.

Staff is recommending that a motion be made to appoint a Budget Officer for the FY 2022-2023 budget cycle.

Executive Director Report
 March Board Meeting
 Jeff Hazen

-Ridership

We were up 35% in January and 26% in February. YTD, we are up 10%. The Lower Columbia Connector continues to have very strong increases, especially in February with a 76% increase!

	January				February		
	TY	LY			TY	LY	
10	2,873	2,012	43%	10	2,606	2,144	22%
11	0	0	#DIV/0!	11	0	0	#DIV/0!
12	0	0	#DIV/0!	12	0	0	#DIV/0!
13	0	0	#DIV/0!	13	0	0	#DIV/0!
15	675	512	32%	15	572	468	22%
16	159	125	27%	16	131	142	-8%
17	0	0	#DIV/0!	17	0	0	#DIV/0!
20	1,245	984	27%	20	1,180	1,042	13%
21	0	0	#DIV/0!	21	0	0	#DIV/0!
101A	2,731	2,128	28%	101A	2,591	2,140	21%
101B	2,936	1,987	48%	101B	2,799	2,082	34%
101 Total	5,667	4,115	38%	101 Total	5,390	4,222	28%
LCC	777	531	46%	LCC	845	479	76%
PC	930	875	6%	PC	964	812	19%
SC	0	0	#DIV/0!	SC	0	0	#DIV/0!
Total	12,326	9,154	35%	Total	11,688	9,309	26%
YTD	85,078	78,338	9%	YTD	96,766	87,647	10%

-Returning Citizen Program

The roll out of the statewide program has been delayed. The ODOT PTD Training Coordinator has been the staff person helping with the agreements and the final details to launch the program. Unfortunately, she is no longer with ODOT, and a replacement is not in place. I shared my concern with the Division Administrator that we are all waiting for the launch. I'll likely have to figure out where they were at with the agreements and try to get the last few details wrapped up so the training can begin.

-Ensign Lane Stop

The RFP for final design and construction management will be posted next week. We have a targeted construction completion date of October 31st.

-Sunset Beach Stop

We anticipate construction of the pad and shelter to begin this spring. Jennifer is working with Tongue Point Job Corp on the project. They typically put our shelters together and install them, but they may also be able to pour the pad.

-Tillamook County Transportation District

TCTD's new General Manager started a few weeks ago. I was able to go down and meet with him earlier this week. I'm confident that we will continue to have a strong and positive relationship with them.

-Net Zero Project

Jennifer and I have been getting all of the information the consultants need for the project. It will be submitted to them next week.

-I will provide a preliminary update on the STIF discretionary grants at the meeting.

-Token Transit

TCTD has rolled out Token Transit so I will be meeting with Token Transit to get the NW Connector passes on Token Transit for the NWOTA partners.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases, and we are meeting that with in increase of 10% 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
 - **January Performance:**
 - SETD 67.6%, TCTD 56.5%, Lincoln County 49.6%.
 - **February Performance**
 - SETD 66.3%, TCTD 60.7%, Lincoln County 53.7%
 - **YTD (July-December) Performance:**
 - SETD 66.6%, TCTD 56.7%, Lincoln County 53.8%
 - 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 of our driver supervisors, Lawrence is retiring in a few months. With his replacement, we will have a whole new slate of supervisors. Two drivers were promoted, and we hired the third from the outside. He is currently working with Lawrence until his retirement.
- 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

March 2023 Operations

Jennifer Geisler

Trainings for February 2023 consisted of Safe Personnel webinars, SDAO Child Abuse: Mandatory Reporting, Diversity, Equity and Inclusion, Stress Management and Winter Driving.

We have experienced a lot of winter weather over the last couple of months. We remain to do road checks, check weather reports, and stay on top of weather warnings for our service areas. We assign appropriate buses to accommodate the need based on weather and current road conditions and notify connecting services if we are delayed or cancelling our connecting route.

Both new buses for the Lower Columbia Connector are now in Canby Oregon at Creative Bus. The newest bus just arrived last week and is beginning its process for the inspection from Knowledge In Mobility, the decorative LCC wrap from Gillespie, driver protection barrier and fare vault installed among smaller various things. The first bus that had arrived to Creative Bus last October/November is near completion.

SETD received an email from NW Rides brokerage coordinator informing all NEMT providers that Oregon Health Authority has formally announced that mask requirements will be lifted for healthcare settings, including NEMT vehicles, effective on April 3, 2023. Members (riders) and NEMT drivers will no longer be required to wear a mask in the vehicle, except at their own discretion. This may mean that with the anticipated end of the public health emergency, limitations on shared trips or riding in the front seat may be waived as well. We will still provide a mask if a rider or driver choose to wear one. In this same email we were also informed that the 5 minute “wait time” is now extended to a 15 minute “wait time” to take effect immediately. This started on Monday March 13th and has already shown to create scheduling challenges, “no show” riders and arriving late for appointments.

March 18th is Transit Employee Appreciation Day. We will honor our Transit staff on Thursday March 16th with a BBQ and staff meeting. We will announce Employee of the Quarter for 4th quarter, and have staff vote on the Employee of the Year for 2022. It is always a great opportunity to honor everyone in the hard work they do in order to provide transportation service in our community.

We continue to interview for the open positions of bus drivers and Transit Support Specialist. Recently four drivers have passed their theory (book and computer classes) and the “behind the wheel” training and then were successful in passing the CDL drive test taken in Tillamook after the snow storm cleared. All four drivers are now either training with a driver mentor on fixed routes or on the driver schedule and driving routes solo.

RIDE ASSIST
March 2023 Report
Nicholle Searle

- In February, Ride Assist provided a total of 839 rides. ADA Paratransit had 554 rides, we provided 238 Medicaid rides for Northwest Rides, 2 VETP and had 51 escorts. There were 4 Dial A Rides. We also had 41 food box deliveries.
- There were zero ride denials in February.
- There has been a nice steady increase ADA rides as well as Northwest rides this month, I anticipate rides will continue to increase as the weather gets better.
- We are still seeking and accepting applications for the open position for a Transportation Support Specialist. In the meantime we have started to cross train staff so they can fill in at the Astoria Transit Center as well as the Seaside Office to help out until we are fully staffed.
- We have received several great compliments from riders. I have gotten calls to compliment Patrick on how kind and professional he is, also about Bronn how he's thorough and goes above and beyond, just to name a couple. I always appreciate hearing feedback from our riders and make sure to pass the compliment on to the drivers.
- ADA Paratransit Report for February

Number of completed applications received: 8
Number of incomplete applications received: 1
Number of interview/assessments scheduled: 0
Number of interview/assessments completed:0
Number of determinations made:
 Within 21 days: 8
 More than 21 days: 0
Determination by type:
 Unconditional: 4
 Conditional:2
 Temporary:3
 Not eligible: 1
Number of appeals requested: 0
Number of appeals heard: 0

- In February, 4 individuals requested individual travel training. All learners were older adults, with 1 having a slight cognitive disability that required a more deliberate approach to training. All learners used mobility devices. All learners were from the South County area. As with the previous month, all learners preferred buses that use a ramp. As with every travel training, trainees were directed to further information on our website and YouTube page. One learner indicated they found their way to in-person travel training by watching a travel training video.
- The Veterans Enhanced Transportation Program provided 7 trips in February for Veterans needing transportation assistance. The VETP transported all Veterans to local services as no Portland trips to the VA were requested. I have been invited to a new group called the North Coast Veterans Action Coalition, where I will represent the VETP and general transit and travel training.
- 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 occurs. 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. Approximately 17 Veterans and active personnel in America 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.
- Our travel training video program helps those who need to learn about transportation. In most cases, the bite-sized videos help fill a void for someone looking for examples they can watch and listen to. These videos are an excellent way to have a solid and constant outreach to our community. It is essential for a rural transit District to use all appropriate forms of outreach available. Look for new weekly videos titled "The Mobility Focus," Please subscribe if you can. Please remember to like and share the videos as well.
- I visited 2 local adult foster homes in Astoria to see if a small transit engagement could be done at some point in the near future. It was indicated to me that several residents were interested in using public transit this summer.
- I have been contacted by the new Veteran's Service Officer (VSO) and look forward to re-developing the relationship with this office. The VSO is the main point of contact for all things related to Veterans' transportation and their eligibility status. The VSO is new and is settling into the position.



Transportation Options
March 2023 Report to Board
Kathy Kleczek

Follow NW Transportation Option on Facebook to see updates and alerts for news and events across the region. And there have been many events and opportunities to interact with us in person. Despite the weather events I have been out doing outreach each week since the last meeting. It has been great to be out talking about safety and getting more safety items out to our communities across Columbia, Tillamook, and Clatsop Counties. Have you met my “boyfriend”?

Clatsop County just completed a great job and career fair. The event attracted students from all the High Schools in the county and from across the river in Washington. The event gives me an opportunity to interact with students to help them see what options are available to them when looking for jobs and thinking about their commute. The job and career fair also gives me the opportunity to interact with multiple employers. I am able to introduce how commute options, like vanpools and carpools can help them attract employees. There are so many benefits available to employers with encouraging better commute options than driving in a car alone.

There are some great observance days in March, make sure to share the love on not just St. Paddy’s Day, National Women in History Month, there is also International Women’s Day, and Transit Employee Appreciation Day. Make sure to look up ways to share your appreciation on NW Transportation Options Facebook.

Jason and I continue to do 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. We were able to interact with people at the Job and Career Fair to promote and invite people to participate with our videos. 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
- Get There promo posts

Conference/Education/Meetings

- SDAO
- Consejo Hispano Outreach
- NWACT meeting
- Women in TDM Forum

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-at PDX and State Tourism info centers



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

- Prepared Press Release about SETD employees quick response to preventing a possible trafficking attempt of local youth and distributed.
- Prepared February 15th and February 23rd Board meeting public announcements and distributed Board Packs
- Attended February 15th Special Board and February 23rd Monthly Board Meetings
- Prepared February 15th Special Board Meeting Minutes
- Prepared February 23rd Board Meeting Minutes
- Prepared Transit Employee Day public announcements and posted online, distributed to media and placed in shelters.
- Attended the Clatsop County Job Fare at Clatsop Community College. Junior and Senior students from the regional high schools were brought by bus throughout the morning and open to the public in the afternoon. Nice to have an opportunity to engage with so many students and let them know about working in Public Transportation.
- Prepared Transit Office and Seaside Office closure announcements and posted online and in shelters.
- Have continued with more in office records archiving and purging.
- Completed the updated employee training for Busses On The Lookout (BOTL).



**TRANSIT EMPLOYEE APPRECIATION DAY
MARCH 18, 2023**

A sincere thank you to each of our hard working and devoted employees who make sure the wheels are turning, the lights are shining, and the buses are running seven days a week, come rain or shine. It takes a lot to provide safe and reliable public transportation services from Cannon Beach to Astoria, and all the way to Portland and back again, but that is what our employees do. Please join us during the week of March 13th through March 18th in thanking our transit employees for all they do. If you would like to send a thank you message or compliment to any SETD staff, please send it to mary@ridethebus.org or fill out a Compliment Form at the Astoria Transit Center at 900 Marine Drive or at the Seaside Transit Office 39 N Holladay. We will share each of your messages at our Employee Appreciation lunch.

**FELIZ DÍA DE AGRADECIMIENTO A LOS EMPLEADOS DE TRÁNSITO
18 DE MARZO DE 2023**

Un sincero agradecimiento a cada uno de nuestros empleados dedicados y trabajadores que se aseguran de que las ruedas giren, las luces brillen y los autobuses funcionen los siete días de la semana, llueva o truene. Se necesita mucho para prestar servicios de transporte público seguros y confiables desde Cannon Beach hasta Astoria, y todo el camino hasta Portland y de regreso, pero eso es lo que hacen nuestros empleados. Únase a nosotros durante la semana del 13 al 18 de marzo para agradecer a nuestros empleados de tránsito por todo lo que hacen. Si quiere enviar un mensaje de agradecimiento o un cumplido a cualquier miembro del personal de SETD, envíelo a mary@ridethebus.org o llene un Formulario de cumplidos en Astoria Transit Center en 900 Marine Drive o en Seaside Transit Office 39 N Holladay. Compartiremos cada uno de sus mensajes en nuestro almuerzo de agradecimiento a los empleados.



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

MEETINGS/TRAININGS ATTENDED:

- IPMA-HR – Train for Positivity
- Fisher Phillips – OSHA 2023 Updates
- LCHRMA – Advance Leadership Workshop focusing on leadership skills using the DISC (Dominance, Influence, Steadiness, Conscientiousness) Model

ACTIONS:

- Virtually attended the 16th Annual Drug and Alcohol Program National Conference March 14th through 16th. Attended the Beginner Drug and Alcohol Program Manager Training to make sure I haven't missed anything. Wednesday was a full agenda with ODAPC: Part 40 updates, Well-Run Post Accident Programs, The Return to Duty Process and Ask the FTA Auditors: The Audit Process. On Thursday I attended A compliant FTA Drug and Alcohol Policy, USDOT-Regulated Testing: Hot Topics and Reviewing your Collection Sites.
- Due to the FTA Conference, I was unable to attend the Clatsop County Job Fair on March 15th. Mary Parker, Jason Jones, and Matt Jensen helped me out and covered the event. I really hated to miss the Job Fair, but we are so fortunate to have employees who are able to fill-in when needed. I prepared copies of job postings for the Transportation Support Specialist and Bus Driver positions and applications. I picked-up DMV Manuals to have ready at the fair for those interested in applying for the bus driver positions we have available. Kathy Kleczek had her own Transportation Options table at the Job Fair.
- Ordered annual Motor Vehicle Reports for all Oregon drivers through the Oregon DMV portal. Prepared the paper form for Motor Vehicle Reports for our Washington drivers.
- On February 17, 2023 I met with the Executive Director Evaluation Committee members Board Chair Debbie Boothe-Schmidt, Board Member Pamela Alegria and Board Member Rebecca Read. The committee reviewed the evaluation documents and selected additional employees to complete evaluation documents for the Executive Director. Evaluation documents from the Executive Director, Board and employees are due on Wednesday, March 15, 2023. The committee will meet again after the Board meeting on Thursday, March 23, 2023.
- I continue to work on the revisions necessary for the personnel policies for a final review. I only have the OFLA/FMLA section to revise and formatting before it goes to Jeff for review and then SDAO attorney and HR Answers. After the final review they will be presented to the Board of Commissioners for approval.
- Conducted one unsuccessful interview for the Transportation Support Specialist position. Conducted two Bus Driver interviews for a husband and wife who appear to be very interested in the position.
- Prepared the agenda for the Safety Committee meeting on Wednesday, March 22, 2023 and minutes for the Tuesday, January 31, 2023 and February 22, 2023 meetings.
- Prepared templates for evaluations due in April 2023 and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Attended the TEAM Meeting. An Employee of the 4th Quarter 2022 was chosen at the meeting. I made preparations for the plaque, certificate and award to be given to the employee at the Driver's meetings on Thursday, March 16, 2023.
- Prepared materials and conducted benefits meetings for two employees.
- 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.
- Sent Employees the Mandatory Reporter training through SafePersonnel. This is a training that is conducted annually.
- Procured Bar BQ supplies for the Driver's Meetings on Thursday, March 17th and prepared gift bags for all employees as a thank you for "Transit Employee Appreciation Day."

NEW EMPLOYEE ORIENTATIONS: None

WORKPLACE DEMOGRAPHICS:

Male	31
Female	17
	48
Hispanic/Latino	2
Native American/Indian	1
White	43
Two or More Races	2
	48

Updated: 3-15-2023