



**Sunset Empire Transportation District**  
**BOARD OF COMMISSIONERS**  
**BOARD MEETING AGENDA**  
**THURSDAY MAY 25, 2023**  
**9:00 AM**  
**900 MARINE DR, ASTORIA, OR**

**ZOOM LOG IN FOR MEETING**

<https://us02web.zoom.us/j/87554139617?pwd=cytZd2N3SlJPcXJodlFzNUN1a1RBUT09>

**Meeting ID: 875 5413 9617**

**Passcode: 067825**

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. ODOT/RLS Review Update-
  - b. ODOT Loan Update
  - c. Staffing update
10. NEW BUSINESS
  - a. Executive Director Recruitment
  - b. Route 101 and Pacific Connector Update
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

APRIL

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

APRIL

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

APRIL

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  
April 27, 2023  
Draft Board Meeting Minutes**

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called the 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 Charles Withers, Commissioner Tracy MacDonald, Commissioner Rebecca Read. Commissioner Guillermo Romero excused.

Guests- Karyn Criswell ODOT Public Transportation Division Administrator, Arla Miller ODOT Region 2 Transit Coordinator, and John Dreeszen Transit Director, Columbia County

Staff- Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Operations Officer Jennifer Geisler, Human Resources Sue Farmer, Transportation Options Kathy Kleczek, Mobility Manager Jason Jones

4. CHANGES TO AGENDA- Chair Boothe-Schmidt announced that she had let Arla Miller know that the district was having some financial issues. Karyn Criswell ODOT PTD Administrator will be reporting on what they are doing so far. We will watch for Karyn to join our meeting around 10:00 AM.  
Commissioner MacDonald moved to approve the change to the agenda  
Commissioner Read seconded he motion
5. PUBLIC COMMENT- John Dreeszen, Transit Director for Columbia County commented that he has great respect for Jeff and the SETD Team and added that it is not official, but he feels NAWOTA would echo the same thoughts that he has that SETD is a very valuable asset to Clatsop County, the entire Northwest region, and the entire state of Oregon. John also said he appreciated everyone being here and doing everything they can to make sure SETD continues to operate.
6. APPROVAL OF BOARD MINUTES-
  - a. Approval of the MARCH 23, 2023, MEETING MINUTES:  
Commissioner MacDonald moved to approve the minutes  
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  
1 Excused  
Motion passed

## 7. FINANCIAL REPORT-

Commissioner MacDonald moved to approve the March Financial Reports as presented  
Commissioner Nino seconded the motion

Discussion- Chair Boothe-Schmidt stated that she found out SETD was having financial difficulties on April 14<sup>th</sup> and asked when Executive Director Hazen and Financial Officer Smith knew there were problems. Hazen said we knew earlier this month but we were tracking it and hoping we could get through it but that didn't come to fruition.

Commissioner Alegria asked if the \$5000 grant payment listed again this month in the financial report was another payment since it is the same amount listed in last month's report. Smith said no that it should have been removed. Commissioner Alegria asked where grant money is listed when we receive it. Smith said it goes on page 11 under revenues. Commissioner Alegria asked if grant money is considered cash? Smith said it is a reimbursement from previously spent funds. Commissioner Alegria asked about the balance sheet being off balance. Smith said the balance sheet is off a little bit because of a system problem in Accufund which she has is working on. Commissioner Alegria also said the fund balance has remained the same number for months, what does that mean since the number has not changed. Smith said there are funds that the auditor is working on and will be changing. Commissioner Alegria questioned why the LGIP has such a huge fluctuation on monthly payments. Smith said the LGIP account is from the property taxes we receive, and we do not have control of when or how much we receive. Hazen said we receive the bulk of payments from property taxes in October and we use that money throughout the year for our local grant match. Commissioner Alegria asked what goes into the general checking account. Smith said it is reimbursements we receive from grants, bus fares and other money from ODOT. Commissioner Alegria asked if the Board could receive a grant report every month showing what has been received and what is still owed. Executive Director Hazen said yes.

Commissioner Nino asked about the problems with Accufund and if there is any training available. Smith said she reaches out to Accufund all the time but there is not much assistance, and the training is not that helpful. Commissioner Nino asked why we selected Accufund. Hazen said our previous financial officer went out for an RFP and received 3 responses that she investigated and chose Accufund. Commissioner Nino asked if we used Accufund for the budget. Hazen said we use state budgeting forms to do the budget. Commissioner Nino asked why we have not received the Medicaid payments in the last 2 months. Smith said we have been short staffed at Operations, so the billing had not gone out. Commissioner Nino also asked about \$5000 grant payment balance in the financial report. Executive Director Hazen said this was a mistake the that the total amount should be \$245,695 for the grants for March. Commissioner Nino asked why there are no current grant payments showing in our records. Smith explained that we are reimbursed for what we spend, we have to spend it to get it and part of what we spend is our match money, so we do not receive total reimbursement. Smith said it is a long process. Hazen said the reports we submit are done quarterly and we do have to wait for all expenses to be in. Commissioner Nino said she looked back at what we budgeted for our wages which should be more than enough to cover what we need. Hazen said year to date we are over budget on wages by \$108,000 which is mainly due to overtime expenses. Commissioner Nino asked if wages will be over \$3,000,000? Hazen said for personnel services yes. Commissioner MacDonald asked how many positions are we still short that we had budgeted for? Hazen said 4 positions. Nino asked why the balance of the LGIP account is so much lower than last year at this same time. Hazen said we have spent down our income faster this year. Commissioner Nino asked about Check #22419 for \$50,000 for SDIS. How many invoices did we pay. Smith said that was a payment for medical insurance and workers comp insurance for February.

Commissioner Read said her concerns are about Accufund not being effective and she is concerned about the lag time we have for receiving answers we have to the questions we have about financials. We need to know what contributed to the financial issues we are in right now and how we can prevent this in the future and anticipate these reductions. Do we need a new computer system and need more training. How can we evaluate without correct figures? It may take some time, but we need to work together on this so that we can track these things along with you.

Commissioner Withers said his wife is a retired CPA and has managed a \$35 million non-profit. She looked at our financials and did not see anything crazy. She said this situation often happens with the kind

of funding we have because you are waiting for your funding from the federal government, and it does not get to you in time, you can be in a crisis to make payroll. Commissioner Withers said if Lewis and Clark bank can't help us then we need to establish a relationship with a bank that can get us the kind of loans we need to cover expenses or do payroll. We are not like Fred Meyer, where we sell a product or have a profit margin, but we do have costs and expenses like payroll. We have assets and being rejected is ridiculous. Commissioner Withers said he has confidence with staff that we will work through this. Chair Debbie Boothe-Schmidt commented that last year in February of 2022 we did a supplemental budget and took our contingency money and from what I understand we have used our contingency money this year, but we did not do a supplemental budget. Executive Director Hazen said we have used our cash, but we have not used our contingency. Chair Boothe-Schmidt also said in moving forward if we could have more of a verbal financial report it would be helpful. Commissioner Withers recommended that a verbal "dashboard" review of the financial reports be given prior to our monthly discussion.

**Karyn Criswell ODOT PTD Administrator Report-** Karen Criswell thanked Board Chair Debbie Boothe-Schmidt for engaging with us and inviting me into your meeting. She said she wanted to start by acknowledging the importance of Sunset Empire Transportation and the critical services that you provide to your community and that is what this is all about. Criswell said ODOT has a role both as a technical advisor to transit agencies and in providing compliance oversight to providers that are recipients of ODOT funding. Our job is to help transit agencies expend funds consistent with relevant regulations. Criswell said they had no indication based on the quarterly reports that we have received from the district that something was wrong until we received a call from your Board Chair and your director last week. We review and track your reports on a quarterly basis. Once we had some indication, we have been in close contact with your Board Chair and director in responses to the financial concerns that were discussed at the meeting last week and with their cooperation our staff has been on-site to retrieve and analyze financial records such as bank statements, adopted budget, reports to the Board and related financial policies and so forth. However we were not able to retrieve any financial reports from your financial software, which leaves us with a big gap in information. Criswell said we have done a preliminary review in the last few days with the information retained and what we found at a high level to date is we are concerned if whether state and federal funds are being extended in a matter that is compliant agreements and with existing regulations. There was a mention of contingency STIF formula funds that might be made available at the last meeting. Our subsequent research has indicated that all State STIF formula funds that are due to Sunset Empire have been dispersed for this biennium. Our next steps are coordinating with ODOT audits and the ODOT 3<sup>rd</sup> party financial reviewer to determine what a detailed scope of a financial audit would look like, with a goal of conducting that audit as soon as possible. This would also coincide with your scheduled onsite compliance review. While we have distributed all the STIF formula funds, we are currently holding reimbursable requests until we can better determine how funds have been expended and the appropriateness of the most recent reimbursement requests. Once we get the results of the audit it will indicate to you and us what actions may need to be taken which could impact if we enter into new agreements or more likely the conditions of those future agreements. We are here to assist you and get a stronger understanding of your financial position, identifying next steps within the scope of our role and making sure you are able to continue in providing a critical public service that is fiscally responsible and compliant with state and federal regulations.

Commissioner Read asked if Criswell had a timeline? Criswell said she did not have a timeline but there have been preliminary conversations with ODOT audit however I am hopeful to have the audit be part of your upcoming compliance review (May 15th and 16th), but we will need to receive those reports from your financial system. Executive Director Hazen said Finance Officer Kelly Smith was back from vacation and she will be getting those reports out today.

Commissioner Alegria asked what the deficiencies in reporting are. Criswell said we are seeing discrepancies in reporting between revenue and actuals that were reported in one fiscal year and in a subsequent year the previous fiscal year actuals are different. We have seen some discrepancies in reports that go to the board versus the reports that came to ODOT for the same period and are seeing some discrepancies in bank statements in the reports to ODOT.

Commissioner Alegria asked if the Board can receive copies of the quarterly reports sent to ODOT and if there are enough funds for payroll. Criswell said both of those are questions are for your director to answer. Commissioner Alegria asked if they could back a loan. Criswell said no that is not something we provide.

Commissioner Nino said the Board is scheduled to work on our Budget in a couple weeks and you have said you may adjust or revise some of the agreements we have with you, so how soon will we have information back from ODOT so that we can navigate our Budget meeting.

Criswell said the commitment she can make is that they will do everything they can to expedite getting the audit completed which would help identify conditions they may have with a grant agreement. If there are findings in the audit, there may be corrective action identified which can be scheduled and that is something we can work with the district on.

Criswell said that what we have in front of us now is the Transportation Commission is considering a Discretionary Grant award for the district which is coming up at their main meeting. As it stands, we have added a note to that discretionary grant stating that we will not enter into an agreement until we understand the results of the audit and are able to identify what conditional additions, if any, we might need over our boiler plate language.

We will have information in May about that and the commission has the district's 23-25 STIF Formula Fund which is going forward as well. It may be wise for you to consider some contingencies in your budget. Criswell said Arla Miller could answer any questions the board has about the grants.

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

6 aye  
 0 nay  
 1 Excused  
 Motion passed

8. REPORTS FROM COMMISSIONERS

- a. Commissioner Read- No Comment
- b. Commissioner Alegria- No Comment
- c. Commissioner Nino- No Comment
- d. Commissioner MacDonald- No Comment
- e. Commissioner Withers- No Comment
- f. Commissioner Boothe-Schmidt- Reported working on the Executive Director evaluation committee.

9. CONTINUED BUSINESS-

- a. Financing Update- Executive Director Hazen said he had reported last week that he could not secure a loan with Lewis and Clark Bank. He is now working with consultative services at David Ulbricht at SDAO to secure a Bridge Loan. Hazen said he had sent in requested documents yesterday but has not heard back from them yet. Commissioner Alegria asked about the \$125,000 that we had. Executive

Director Hazen said we do not have any cash. Commissioner Alegria asked if we could put up the Transit Center building as collateral. Hazen said that Lewis and Clark bank were not willing to use the building as collateral. Commissioner Alegria asked if SDAO would use it as collateral? Hazen said they have our information. Commissioner Alegria asked where does this leave things here? Hazen said it is a very bad place and the Board will need to decide today on whether to operate or not. Commissioner Nino said we did not budget correctly, if we get a line of credit that means we can function but for how many months or how much longer because we would still be owing that money. Hazen said he thought it took a couple weeks to secure the last loan we took out in 2019, so it would not be in place when we do the budget. If we receive a loan we will need to do a supplemental budget for the debt of the loan. Hazen said this Budget is going to be very difficult and the Board will have to make some very difficult decisions. We will have to look at each program and look at what we can afford to do with the money we receive. Commissioner Read asked if other than payroll is there any way we can delay any additional payments. Hazen said we do not have any cash. Commissioner Alegria asked if we have talked with our creditors. Hazen said we will be calling our creditors and will be late on some of our payments. Charles asked how we possibly can do a budget at this time. Hazen said SETD must have a Budget adopted by June 30<sup>th</sup>. Hazen said he has been working on it and is about \$130,000 off. I am diving deep into payroll and looking at it person by person and there are other things that I will be presenting at the Budget meeting that are drastic too. Chair Boothe said Karyn said we have a grant coming up? Hazen said we have the STIF discretionary grant that we haven't used however it does have a note on it. However, they haven't pulled any grants, but we don't know what will be required to get them. Hazen said they did not change our STIF formula plan for next year which was encouraging. Commissioner Alegria asked if there was enough money to do payroll. Hazen said not without a loan. Commissioner Read said she was worried about the audit and getting information from Accufund. Hazen said he was able to get a lot of the needed records to the auditors and now that Kelly is back, she will be able to get them the information needed. Commissioner MacDonald asked if there will be added costs if we shutdown. Hazen said not that he knows of, but he said he plans on putting employees on furlough and not laying them off. Commissioner Read said it is very important that we have a very clear message and get it out to people to help dispel any miscommunication. Commissioner Alegria asked if there is a way to delay this decision. Hazen said no. Commissioner Read asked how hard would ramping back be if we received money. Jennifer said it may take a while to get drivers as several are going to retire. Hazen said we did not receive 2 payments that ODOT is holding on to and on July 1<sup>st</sup> is the new biennium so they may want to hold it until we are stable, but we should be receiving funds. Commissioner Alegria asked if we can wait to hear from David at SDAO. Hazen said no and he recommends we shut down our services on Saturday. That will give us Friday to get our notifications out and give the community notifications.

## 10. NEW BUSINESS

- a. Upcoming Compliance Review- Executive Director Hazen explained that this is an extensive review which is required by ODOT every 3 years. RLS and associates is the organization that has done and will be doing our review and they do a great job. We are fortunate to have Rich Garrity coming again who Hazen said is the smartest transit person in the country. The RLS team will be looking at just about everything we do, from policies and procedures, operations, safety, to ADA and Title IV requirements and will personally talk to employees. Hazen said they are a wonderful resource for us and a phone call away.

11. CORROSPONDENCE- Executive Director Hazen said this is a very nice and appreciated letter of support from a rider.

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his submitted report. Hazen reported that the Naloxone program we have set up with the Clatsop County Health Department is in place. We had the first employee training program which went very well, and we have received the supply of Naloxone from the Health Department.

13. LEADERSHIP TEAM REPORTS- Open discussion of the Team’s submitted reports.
14. At 10:56 AM Chair Boothe-Schmidt called for a 15-minute break
15. At 11:14 AM Chair Boothe-Schmidt called the Board Meeting back to order
16. EXECUTIVE SESSION- At 11:15 AM Chair Boothe-Schmidt called for the opening of Executive Session per ORS 192.660(2)(i) To review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.  
Chair Boothe-Schmidt announced 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 the Executive Session. At the end of the Executive Session we will return to an open session and welcome members of the public back into the room.
17. At 11:40 AM Chair Boothe Schmidt closed Executive Session and opened the Board Meeting in regular session, inviting staff and visitors back into the meeting room.

Commissioner MacDonald moved to adopt the Executive Directors Evaluation.  
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  
1 Excused  
Motion passed

18. SETD Service Cuts- Chair Boothe-Schmidt asked for a decision on whether we should make service cuts on Saturday. Executive Director Hazen said David Ulbricht had contacted him and was talking to a bank. There was Board and employee discussions of what day to discontinue services and the importance of having time for public notification. Nicholle Searle said this is a very important decision. We have people going to medical appointments and dialysis who have made appointments weeks in advance and who do not have any other type of transportation. We cannot be willy-nilly about this decision. Nicholle said if we shut down our service, I will have to call 60 people and notify them that we will not have transportation for them. Jason said the Board should send out letters or call all the local NEMT transportation providers and ask them as a courtesy to lower their rates for riders during our shutdown. Jason asked the staff and Board to please contact anyone that has vans, including churches or employers who might be willing to help our riders. Commissioner Withers asked if we could reconvene later today at 4:30 pm to make the decision to cut services but allow more time for a decision to be made on the possible loan being worked on.

Commissioner MacDonald moved to adjourn meeting and reconvene at 4:30 pm  
Diana seconded he motion.  
Discussion-None

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	



**Sunset Empire Transportation District**  
**Apr FINANCIAL EXCEPTIONS & INFORMATION REPORT**  
**For the May 2023 Board of Commissioner's Meeting**

NOTE on Reviewing Financials: Month 10 = 83% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$3,642,840 (\$54,846 more than budget), YTD Total Materials & Services was \$916,797 (\$191,793 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$10,078; \$78 less than monthly budget and \$13,367 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$8,504; \$1,504 more than monthly budget and \$6,401 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$6,753; \$1,753 more than monthly budget and \$8,169 less than YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$1,504; \$4 more than monthly budget and \$2,635 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 less than monthly budget and \$24,500 less than YTD budget. (This route is not currently operating due to driver shortages).
- 4110 NW Navigator: Under budget YTD by \$541.
- 4205-4207 Property Taxes: \$7,612 collected in Apr. Over budget YTD \$1,249.
- 4250 Timber Sales: No Timber Sales collected in Apr. Over budget YTD \$62,269.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Fees for laminating
- 5000 Grants: No Grant Money Received in Apr. Outstanding Total Amount Owed \$259,212.

**Expense**

- 6010-6210 Wages/Taxes/Benefits: Over Monthly Budget \$154,116.
  - 7010 VET Provider Payments: Rides for the month of Apr totaled \$92.
  - END
- \*\* Fuel under budget MTD \$15,160. Materials & Services (without capital expense) is under budget for MTD by \$64,718 and under budget YTD \$191,793.

**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**  
**April 30, 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	10,078.05	10,000.00	78.05	103,632.52	116,000.00	(12,367.48)
4015 LOWER COLUMBIA CONNECTOR	8,503.79	7,000.00	1,503.79	80,400.89	74,000.00	6,400.89
4021 MEDICAID FARES - IGA	6,753.00	5,000.00	1,753.00	51,331.00	59,500.00	(8,169.00)
4022 PARATRANSIT FARES	1,504.46	1,500.00	4.46	11,064.66	13,700.00	(2,635.34)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	0.00	24,500.00	(24,500.00)
4110 NW NAVIGATOR	111.78	250.00	(138.22)	1,958.61	2,500.00	(541.39)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	1,000.00	(1,000.00)
4130 OTHER-VENDING	0.00	0.00	0.00	257.33	400.00	(142.67)
4205 PROPERTY TAXES	5,365.31	20,000.00	(14,634.69)	1,105,849.58	1,100,000.00	5,849.58
4206 PRIOR YEAR TAXES	2,226.17	2,000.00	226.17	15,881.80	20,000.00	(4,118.20)
4207 PROPERTY TAX INTEREST	20.83	50.00	(29.17)	417.20	900.00	(482.80)
4310 TIMBER SALES	0.00	0.00	0.00	234,269.25	170,000.00	64,269.25
4315 MASS TRANSIT ASSESSMENT	28,979.88	25,000.00	3,979.88	120,377.05	90,000.00	30,377.05
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	855.00	760.00	95.00	7,665.93	7,600.00	65.93
4425 CHARGING STATION	0.00	0.00	0.00	37.48	120.00	(82.52)
4505 INTEREST EARNED ON BANK ACCT	35.56	166.00	(130.44)	5,007.89	1,666.00	3,341.89
4605 OTHER INCOME	31.99	1,800.00	(1,768.01)	11,997.93	20,900.00	(8,902.07)
5201 OREGON STF FUNDS	0.00	23,233.00	(23,233.00)	69,699.00	92,932.00	(23,233.00)
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	0.00	0.00	191,948.00	390,000.00	(198,052.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	346,131.00	543,618.00	(197,487.00)
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	879,504.00	413,000.00	466,504.00
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	114,202.00	120,580.00	(6,378.00)
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	82,769.88	73,350.00	9,419.88
5306 CARES ACT	0.00	0.00	0.00	207,237.00	250,528.00	(43,291.00)
Total Revenues	64,465.82	102,359.00	(37,893.18)	3,642,840.00	3,587,994.00	54,846.00

	<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>
<u>Expenses</u>						
6010 WAGES	269,826.06	169,200.00	(100,626.06)	1,988,143.95	1,778,600.00	(209,543.95)
6111 TAXES	47,122.12	27,800.00	(19,322.12)	287,159.91	278,000.00	(9,159.91)
6210 BENEFITS	86,088.07	51,920.00	(34,168.07)	534,420.83	519,200.00	(15,220.83)
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>403,036.25</b>	<b>248,920.00</b>	<b>(154,116.25)</b>	<b>2,809,724.69</b>	<b>2,575,800.00</b>	<b>(233,924.69)</b>
7010 VET PROVIDER RIDES	92.32	833.00	740.68	4,058.04	8,332.00	4,273.96
8000 AUDIT	0.00	15,000.00	15,000.00	14,000.00	25,000.00	11,000.00
8001 PROFESSIONAL SERVICES	481.14	6,000.00	5,518.86	15,183.98	67,500.00	52,316.02
8002 LEGAL COUNSEL	0.00	410.00	410.00	22,475.58	4,143.00	(18,332.58)
8003 BANK/MERCHANT FEES	194.32	166.00	(28.32)	1,969.92	1,660.00	(309.92)
8010 EQUIP LEASE/RENT	389.80	225.00	(164.80)	2,364.80	2,250.00	(114.80)
8010 COMP/FURNITURE/DURABLE GOODS	0.00	4,375.00	4,375.00	16,457.45	42,550.00	26,092.55
8020 B&M	1,819.13	3,850.00	2,030.87	28,354.73	38,700.00	10,345.27
8023 BUILDING LEASE	1,008.00	1,250.00	242.00	10,493.61	12,500.00	2,006.39
8024 SANITATION	0.00	300.00	300.00	2,264.86	3,000.00	735.14
8031 ONLINE SUB/IT SERVICES	4,653.00	8,700.00	4,047.00	97,931.00	86,000.00	(11,931.00)
8040 TELEPHONE/INTERNET	3,045.75	2,900.00	(145.75)	30,247.63	29,000.00	(1,247.63)
8041 UTILITIES	3,255.33	2,915.00	(340.33)	28,591.79	29,155.00	563.21
8050 HR/EMPLOYEE RECOGNITION	994.49	2,225.00	1,230.51	26,257.78	29,100.00	2,842.22
8060 TRAVEL/TRAINING	365.27	1,700.00	1,334.73	33,859.46	24,150.00	(9,709.46)
8076 ELECTION FEES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
8080 OUTREACH/PRINTING	100.00	3,350.00	3,250.00	24,816.04	33,500.00	8,683.96
8090 DUES, SUBSCRIPTIONS	0.00	1,250.00	1,250.00	25,124.00	12,500.00	(12,624.00)
8091 IGA-DUES	3,000.00	3,800.00	800.00	9,000.00	15,500.00	6,500.00
8092 FEES/TAXES/LICENSES	350.00	350.00	0.00	1,518.47	3,350.00	1,831.53
8100 INSURANCE	0.00	0.00	0.00	71,135.17	87,000.00	15,864.83
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	23,398.00	12,500.00	(10,898.00)
8110 LEGAL ADS	0.00	100.00	100.00	0.00	850.00	850.00
8112 MEETING EXPENSE	0.00	125.00	125.00	1,485.92	1,250.00	(235.92)
8116 OFFICE SUPPLIES	424.39	1,200.00	775.61	11,616.08	12,550.00	933.92
8170 FUEL	24,840.37	40,000.00	15,159.63	302,043.40	393,500.00	91,456.60

	<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>
8171 VEHICLE REPAIR/OUTSIDE SERVICES	5,138.48	12,700.00	7,561.52	104,214.92	125,550.00	21,335.08
8180 SHOP SUPPLIES	354.39	250.00	(104.39)	7,934.77	2,500.00	(5,434.77)
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>50,506.18</b>	<b>115,224.00</b>	<b>64,717.82</b>	<b>916,797.40</b>	<b>1,108,590.00</b>	<b>191,792.60</b>
<b>9200 CAPITAL EXPENSE</b>	<b>0.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>28,365.97</b>	<b>612,000.00</b>	<b>583,634.03</b>
Total Expenses	453,542.43	404,144.00	(49,398.43)	3,754,888.06	4,296,390.00	541,501.94
Excess Revenue Over (Under) Expenditures	(389,076.61)	(301,785.00)	(87,291.61)	(112,048.06)	(708,396.00)	(486,655.94)

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 4/30/2023**

	This Year
<b>Assets</b>	
1010 OVER/UNDER	(4.75)
1020 GENERAL CHECKING LC BANK	53,461.22
1030 LGIP - GENERAL FUND	(26,022.42)
1040 PAYROLL ACCOUNT LC BANK	(83,136.94)
1050 MONEY MARKET LC BANK	(5,672.27)
1095 CASH RECEIPTS CLEARING SYSTEM	(530.75)
1210 ACCOUNTS RECEIVABLE SYSTEM	169,469.23
1251 PASS TRANSIT RECEIVABLES	480.00
	480.00
<b>Total Assets</b>	<b>108,043.32</b>
<b>Liabilities and Net Assets</b>	
2010 ACCOUNTS PAYABLE SYSTEM	199,526.83
2019 ACCOUNTS PAYABLE OTHER	(51.12)
2050 CREDIT CARD PAYABLE	51,710.85
2059 CREDIT CARD PAYMENT CLEARING	(60,465.98)
2060 PAYABLE TO NWN	(1,006.35)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	(17.50)
2100 ACCRUED LABOR SYSTEM	12,177.71
2112 PR SUTA	(494.78)
2113 OR STATE W/H	(10.00)
2114 FED W/H TAX PAYABLE	(1,831.86)
2123 OR-WBF ASSESSMENT	(0.30)
2124 BENEFITS MEDICAL SDIS	(29,631.64)
2125 PAID LEAVE OREGON	892.17
2133 GARNISHMENTS	715.38
2135 MASA	14.00
	14.00
<b>Total Liabilities</b>	<b>171,527.41</b>
<b>Change in Net Assets</b>	<b>(63,484.09)</b>
<b>Total Net Assets</b>	<b>(63,484.09)</b>
<b>Total Liabilities and Net Assets</b>	<b>108,043.32</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 4/30/2023**

<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	5/01/2023	1663	4/01/2023	Apr 2023 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6494] ANGI WILDT GALLERY	3/31/2023	1647	3/01/2023	Mar 2023 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	5/01/2023	1665	4/1/2023	Apr 2023 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6113] HOXIE, RONALD	5/01/2023	1667	4/01/2023	Apr 2023 Parking Space #7	47.50	0.00	0.00	0.00	47.50
[6153] ODOT	3/03/2023	1643	2/01/2023	Innovative Mobility Grant	0.00	0.00	300.00	0.00	300.00
[6153] ODOT	3/03/2023	1644	2/01/2023	Bike Grant	0.00	0.00	2,188.83	0.00	2,188.83
[6153] ODOT	3/03/2023	1675	2/01/2023	Q2 FY23 5311 34997	0.00	0.00	158,525.00	0.00	158,525.00
[6162] OREGON EMPLOYMENT DEPT	10/31/2022	1586	10/01/2022	Sep Bus Passes-Astoria STEP	0.00	0.00	0.00	200.00	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	120.00
[6162] OREGON EMPLOYMENT DEPT	3/31/2023	1685	3/01/2023	Feb Bus Passes-Astoria STEP	0.00	140.00	0.00	0.00	140.00
[6162] OREGON EMPLOYMENT DEPT	5/01/2023	1686	4/01/2023	Mar Bus Passes-Astoria STEP	220.00	0.00	0.00	0.00	220.00
[6583] Sondra Carr	5/01/2023	1668	4/01/2023	Apr 2023 Parking-Space #10	47.50	0.00	0.00	0.00	47.50

<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>
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/31/2023	1682	3/01/2023	Feb 2023 Bus Passes	0.00	700.00	0.00	0.00	700.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	4/30/2023	1697	3/31/2023	MED BILLING 03/01- 03/31/2023	9,735.00	0.00	0.00	0.00	9,735.00
<b>Total</b>					<b>10,240.00</b>	<b>887.50</b>	<b>161,013.83</b>	<b>320.00</b>	<b>172,461.33</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 4/30/2023**

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Due Date</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[5063] 4/24/2023	LEWICKI, PAUL 9	5/24/2023 Payroll Support Hours - 4/13 - 4/17/2023	5/24/2023	150.00	150.00	150.00	0.00	0.00	0.00
[6004] 4/21/2023	AFLAC 2023-08	4/22/2023 Pay period ending 4/15/2023,AFLACAT,AFLACPT	4/22/2023	484.83	484.83	0.00	484.83	0.00	0.00
[6010] 3/21/2023	ALSCO LPOR2988235	3/31/2023 SHOP TOWELS/UNIFORMS	3/31/2023	64.47	64.47	0.00	0.00	64.47	0.00
3/28/2023	LPOR2991717	4/07/2023 SHOP TOWELS/UNIFORMS	4/07/2023	64.47	64.47	0.00	0.00	64.47	0.00
4/04/2023	LPOR2995133	4/14/2023 SHOP TOWELS/UNIFORMS	4/14/2023	64.47	64.47	0.00	0.00	64.47	0.00
4/11/2023	LPOR2998620	4/21/2023 SHOP TOWELS/UNIFORMS	4/21/2023	52.77	52.77	0.00	52.77	0.00	0.00
4/18/2023	LPOR3002053	4/28/2023 SHOP TOWELS/UNIFORMS	4/28/2023	52.77	52.77	0.00	52.77	0.00	0.00
4/25/2023	LPOR3005499	5/05/2023 SHOP TOWELS/UNIFORMS	5/05/2023	52.77	52.77	0.00	52.77	0.00	0.00
[6020] 3/28/2023	AUTO ZONE 4119603079	4/27/2023 Autolite Iridium Plug - Bus 95	4/27/2023	96.90	96.90	0.00	96.90	0.00	0.00
[6037] 3/31/2023	CB LAWN CARE 8385	4/30/2023 03/2023 Lawn Maintenance	4/30/2023	406.00	406.00	0.00	406.00	0.00	0.00
4/30/2023	8579	5/30/2023 04/2023 Lawn Maintenance	5/30/2023	406.00	406.00	406.00	0.00	0.00	0.00

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6042] CENTRIC ELEVATOR CORP</b>									
4/01/2023	69566	4/02/2023	4/2023 MAINTENANCE CONTRACT	292.20	292.20	0.00	0.00	292.20	0.00
<b>[6043] CHARTER COMMUNICATIONS</b>									
4/10/2023	3.12806E+11	4/27/2023	03/2023 Internet Srv - SS	119.98	119.98	0.00	119.98	0.00	0.00
<b>[6046] CITY OF ASTORIA</b>									
4/17/2023	009947-000	5/15/2023	2/01 - 3/31/2023 WATER SRV TC	566.53	566.53	0.00	566.53	0.00	0.00
	04172023		ACCT 009947-000						
<b>[6048] CITY OF WARRENTON</b>									
3/31/2023	001638-000	4/28/2023	03/2023 WATER SRV - OPS	384.16	384.16	0.00	384.16	0.00	0.00
	03312023								
4/30/2023	001638-000	5/31/2023	04/2023 WATER SRV - OPS	384.16	384.16	384.16	0.00	0.00	0.00
	04302023								
<b>[6064] A COASTAL LOCK-N-KEY</b>									
4/18/2023	135894	5/18/2023	Keys - OPS	16.00	16.00	16.00	0.00	0.00	0.00
<b>[6065] ASTOUND BY WAVE</b>									
4/01/2023	121315701-0010079	4/23/2023	04/2023 Telephone/Internet	1,598.55	1,598.55	0.00	1,598.55	0.00	0.00
<b>[6078] CREATIVE BUS SALES</b>									
6/21/2022	XA119000122	5/18/2023	Switch Actuator, Kneel	33.26	33.26	33.26	0.00	0.00	0.00
	:01								
4/06/2023	XA120000217	5/07/2023	Compressible Fluid - Buses1801, 1802, 2004	247.64	247.64	0.00	247.64	0.00	0.00
	:01								

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Due Date</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6084] DEL'S OK POINT-S TIRE</b>									
4/30/2023	4302023	Finance Charge	5/10/2023	44.60	44.60	0.00	44.60	0.00	0.00
3/27/2023	1080171	Tires - Bus 2102	4/10/2023	1,151.00	1,151.00	0.00	0.00	1,151.00	0.00
3/28/2023	1080217	Tire/Flat Repair - Bus 15	4/10/2023	160.00	160.00	0.00	0.00	160.00	0.00
3/31/2023	1080358	Tires/Stock	4/10/2023	1,662.00	1,662.00	0.00	0.00	1,662.00	0.00
4/03/2023	1080394	Rtn - Tires/Stock	5/10/2023	(2,467.20)	(2,467.20)	0.00	(2,467.20)	0.00	0.00
4/07/2023	1080625	Tires/Stock	5/10/2023	1,642.00	1,642.00	0.00	1,642.00	0.00	0.00
4/12/2023	1080773	Tire Stem - Bus 1901	5/10/2023	27.00	27.00	0.00	27.00	0.00	0.00
4/14/2023	1080865	Trk Wheel Switch - Bus 1902	5/10/2023	36.00	36.00	0.00	36.00	0.00	0.00
4/17/2023	1080951	Stem Rebuild - Bus 92	5/10/2023	12.00	12.00	0.00	12.00	0.00	0.00
4/28/2023	1081370	Tires	5/10/2023	1,224.00	1,224.00	0.00	1,224.00	0.00	0.00
<b>[6094] EMERALD RECYCLING</b>									
4/19/2023	91340948	Recycle Used Oil	5/19/2023	267.84	267.84	267.84	0.00	0.00	0.00
<b>[6102] GRAFS AUTOMOTIVE</b>									
4/11/2023	27296	Exhaust Replacemmnt - Bus 20	5/11/2023	185.48	185.48	0.00	185.48	0.00	0.00
4/12/2023	27303	Redo Exhaust - Bus 20	5/12/2023	233.88	233.88	0.00	233.88	0.00	0.00
<b>[6111] HOME DEPOT CREDIT SERVICES</b>									
4/12/2023	613986	Reflective Tape	5/25/2023	32.11	32.11	32.11	0.00	0.00	0.00
3/03/2023	348224	Blinds - Ops CCO, PT Super	5/03/2023	174.16	174.16	0.00	174.16	0.00	0.00
4/03/2023	9515011	Hardware - Bus	5/25/2023	42.58	42.58	42.58	0.00	0.00	0.00
<b>[6116] IFOCUS CONSULTING</b>									
4/01/2023	15348	04/2023 IT SERVICES	4/02/2023	4,090.00	4,090.00	0.00	0.00	4,090.00	0.00
4/01/2023	15359	3/2023 MONTHLY LICENSING/SETD OFFICE	4/02/2023	563.00	563.00	0.00	0.00	563.00	0.00
<b>[6119] IRON MOUNTAIN</b>									
3/31/2023	HKDH876	Shredding Service 2/22 - 3/28/2023	4/30/2023	134.62	134.62	0.00	134.62	0.00	0.00
4/30/2023	HLTD151	Shredding Service 3/29 - 4/25/2023	5/30/2023	157.26	157.26	157.26	0.00	0.00	0.00



<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Due Date</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>	
4/28/2023	3762086-1 04282023	04/2023 GAS SRV - SS	5/19/2023	64.47	64.47	64.47	0.00	0.00	0.00	
4/19/2023	770728-4 04192023	04/2023 GAS SRV - OPS	5/10/2023	206.55	206.55	0.00	206.55	0.00	0.00	
<b>[6154] ODP BUSINESS SOLUTIONS LLC</b>										
4/10/2023	3.07714E+11	Office/Janitorial Supplies - TC	5/14/2023	280.10	280.10	0.00	280.10	0.00	0.00	
4/10/2023	3.07715E+11	Office/Janitorial Supplies - TC	5/14/2023	5.48	5.48	0.00	5.48	0.00	0.00	
<b>[6166] OREGON DEPT OF MOTOR VEHICLES</b>										
3/31/2023	165900866	Driving Record/Vet Driver	4/30/2023	3.00	3.00	0.00	3.00	0.00	0.00	
3/28/2022	R03282022	Commerical Driver Instruction Application - L. McDonald	4/27/2022	100.00	100.00	0.00	0.00	0.00	100.00	
<b>[6168] OREGON DEPT OF REVENUE</b>										
3/24/2023	2023-03-24	3/24/2023 Void - Pay period ending 3/24/2023,EmpPLOR,EmpSut a,EmpWBF,OTT,PLOR,SwtOR, WBF	3/24/2023	(41.86)	(41.86)	0.00	0.00	(41.86)	0.00	
4/07/2023	2023-07	5/07/2023 Pay period ending 4/01/2023,EmpPLOR,EmpSut a,OTT,PLOR,SwtOR	5/07/2023	157.67	157.67	0.00	157.67	0.00	0.00	
<b>[6170] OREGON STATE POLICE</b>										
4/11/2023	ARZ15900	5/12/2023 Background check - FR	5/12/2023	46.25	46.25	0.00	46.25	0.00	0.00	
<b>[6172] O'REILLY AUTO PARTS</b>										
4/28/2023	4282023	5/20/2023 Finance Charge	5/20/2023	6.52	6.52	6.52	0.00	0.00	0.00	
3/14/2023	3920-288878	4/20/2023 Fuel Treatment	4/20/2023	31.99	31.99	0.00	31.99	0.00	0.00	
3/14/2023	3920-288880	4/20/2023 Iridium Plug - Buses 2001, 02, 03	4/20/2023	80.16	80.16	0.00	80.16	0.00	0.00	
3/14/2023	3920-288882	4/20/2023 Wiper Fluid	4/20/2023	32.94	32.94	0.00	32.94	0.00	0.00	
3/14/2023	3920-288905	4/20/2023 Cleaner	4/20/2023	95.97	95.97	0.00	95.97	0.00	0.00	

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
3/15/2023	3920-288966	4/20/2023	Dis Pad Set/Ceramic Pad/TLPipe Expnd	173.61	173.61	0.00	173.61	0.00	0.00
3/15/2023	3920-288968	4/20/2023	Tail Pipe - Bus 95	11.46	11.46	0.00	11.46	0.00	0.00
3/21/2023	3920-289938	4/20/2023	MotorTrt	22.98	22.98	0.00	22.98	0.00	0.00
3/21/2023	3920-290049	4/20/2023	Car Wash	37.96	37.96	0.00	37.96	0.00	0.00
3/23/2023	3920-290374	4/20/2023	Sealed Beam	24.44	24.44	0.00	24.44	0.00	0.00
3/23/2023	3920-290383	4/20/2023	Rtn - Tlpipe Expand/Sealed Beams	(39.99)	(39.99)	0.00	(39.99)	0.00	0.00
3/24/2023	3920-290528	4/20/2023	Ext Dr Handl - Bus 02	26.86	26.86	0.00	26.86	0.00	0.00
3/24/2023	3920-290557	4/20/2023	T/Gate Hndle - Bus 01	46.39	46.39	0.00	46.39	0.00	0.00
3/28/2023	3920-291012	4/20/2023	Spark Plugs	100.20	100.20	0.00	100.20	0.00	0.00
3/29/2023	3920-291223	4/20/2023	Carwash	56.94	56.94	0.00	56.94	0.00	0.00
3/29/2023	3920-291228	4/20/2023	Rtn - Spark Plugs	(100.20)	(100.20)	0.00	(100.20)	0.00	0.00
3/29/2023	3920-291231	4/20/2023	Antifrez	179.94	179.94	0.00	179.94	0.00	0.00
4/03/2023	3920-291976	5/20/2023	AGRI Brg/Bearings/Shops	131.61	131.61	131.61	0.00	0.00	0.00
4/05/2023	3920-292288	5/20/2023	Crnkshft Sen - Bus 95	28.19	28.19	28.19	0.00	0.00	0.00
4/11/2023	3920-293142	5/20/2023	Brake Cln/Shop	41.88	41.88	41.88	0.00	0.00	0.00
4/11/2023	3920-293176	5/20/2023	Sensor - Arboc	81.00	81.00	81.00	0.00	0.00	0.00
4/13/2023	3920-293490	5/20/2023	Hand Cleaner	21.99	21.99	21.99	0.00	0.00	0.00
4/13/2023	3920-293493	5/20/2023	Grease	50.94	50.94	50.94	0.00	0.00	0.00
4/14/2023	3920-293687	5/20/2023	Semi-Met Pad - Bus 95	53.47	53.47	53.47	0.00	0.00	0.00
4/17/2023	3920-294069	5/20/2023	Wiper Fluid	32.94	32.94	32.94	0.00	0.00	0.00
4/17/2023	3920-294102	5/20/2023	Starter	77.77	77.77	77.77	0.00	0.00	0.00
4/17/2023	3920-294149	5/20/2023	Rtn - Starter/Core Rtn	(77.77)	(77.77)	(77.77)	0.00	0.00	0.00
4/21/2023	3920-294655	5/20/2023	Starter - Bus 21	170.22	170.22	170.22	0.00	0.00	0.00
<b>[6176] PACIFIC POWER</b>									
4/14/2023	23157628001	5/02/2023	3/15 - 4/13/2023 ELECTRICITY	821.98	821.98	0.00	821.98	0.00	0.00
	1 04142023		- OPS						
4/21/2023	70301738-001-4	5/09/2023	03/13 - 04/11/23 ELECTRIC - TC/SS	742.41	742.41	0.00	742.41	0.00	0.00
	04212023								

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<b>[6177] PACIFICSOURCE ADMINISTRATORS</b>									
3/10/2023	2023-05	4/09/2023	Pay period ending 3/04/2023,FSAHealth	330.83	330.83	0.00	0.00	330.83	0.00
3/24/2023	2023-06	4/23/2023	Pay period ending 3/18/2023,FSAHealth	330.83	330.83	0.00	330.83	0.00	0.00
4/07/2023	2023-07	5/07/2023	Pay period ending 4/01/2023,FSAHealth	330.83	330.83	0.00	330.83	0.00	0.00
4/21/2023	2023-08	5/21/2023	Pay period ending 4/15/2023,FSAHealth	330.83	330.83	0.00	0.00	0.00	0.00
4/20/2023	Apr 2023	5/20/2023	Apr 2023 Statement	1,501.54	1,501.54	1,501.54	0.00	0.00	0.00
3/20/2023	Mar 2023	4/19/2023	Mar 2023 Statement	2,474.46	2,474.46	0.00	2,474.46	0.00	0.00
<b>[6186] RECOLOGY WESTERN OREGON</b>									
4/01/2023	21059555	4/28/2023	03/2023 GARBAGE SRV - TC	174.49	174.49	0.00	174.49	0.00	0.00
<b>[6193] SDIS</b>									
4/07/2023	2023-07	5/07/2023	Pay period ending 4/01/2023,DentalBen,Dental Ded,LTDBen,LifeBen,MedicalBen,STDBen,WorkComp	728.77	728.77	0.00	728.77	0.00	0.00
4/07/2023	2023-07 (1)	5/07/2023	Pay period ending 4/01/2023,DentalBen,Dental Ded,LTDBen,LifeBen,MedicalBen,STDBen,MedicalDed	7,109.99	7,109.99	0.00	7,109.99	0.00	0.00
4/21/2023	2023-08	5/21/2023	Pay period ending 4/15/2023,DentalBen,Dental Ded,MedicalBen,WorkComp, MedicalDed	26,925.23	26,925.23	26,925.23	0.00	0.00	0.00
4/06/2023	2023-09	5/06/2023	Pay period ending 4/05/2023,WorkComp	32.35	32.35	0.00	32.35	0.00	0.00

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<b>[6200] SIGN ONE SIGNCRAFTERS</b>									
2/20/2023	2303	5/07/2023	Uniforms/TR & NK	729.97	729.97	0.00	729.97	0.00	0.00
3/02/2023	2336	5/08/2023	Uniformsm/PO - Jackets/MM & KB	621.61	621.61	0.00	621.61	0.00	0.00
3/13/2023	2337	5/08/2023	Uniforms - SM	447.71	447.71	0.00	447.71	0.00	0.00
<b>[6207] DMT AUTO PARTS, INC</b>									
4/18/2023	4133669	5/13/2023	Fluid Oil Pump	11.99	11.99	0.00	11.99	0.00	0.00
<b>[6212] TIAA BANK</b>									
4/20/2023	9496333	5/10/2023	4/20/2023 Equipment Lease	188.00	188.00	0.00	188.00	0.00	0.00
<b>[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT</b>									
2/02/2023	AR030	3/04/2023	QRT 2 PARTNERSHIP DUES - 2022-23	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
2/02/2023	AR034	3/04/2023	QRT 3 PARTNERSHIP DUES - 2022-23	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
4/17/2023	AR107	5/17/2023	QRT 4 PARTNERSHIP DUES - 2022-23	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00
<b>[6222] UNITED STATES TREASURY</b>									
3/24/2023	2023-03-24	3/24/2023	Void - Pay period ending 3/24/2023,EmpFica,EmpFica Med,Fica,FicaMed	(73.94)	(73.94)	0.00	0.00	(73.94)	0.00
4/07/2023	2023-07	5/07/2023	Pay period ending 4/01/2023,EmpFica,EmpFica Med,FWT,Fica,FicaMed	385.58	385.58	0.00	385.58	0.00	0.00
<b>[6223] UNITED WAY</b>									
4/21/2023	2023-08	5/21/2023	Pay period ending 4/15/2023,UnitedWayDed	72.50	72.50	72.50	0.00	0.00	0.00
<b>[6226] VAN DUSEN BEVERAGES</b>									
3/31/2023	1394	4/30/2023	Mar. Water/Cooler Rental - TC Acct. #1001982	98.00	98.00	0.00	98.00	0.00	0.00

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3/31/2023	1424	4/30/2023 Mar. Water/Cooler Rental - SS Acct 1002539	45.00	45.00	0.00	45.00	0.00	0.00
3/31/2023	1427	4/30/2023 Mar. Water/Cooler Rental - Ops Acct 1002533	77.00	77.00	0.00	77.00	0.00	0.00
4/30/2023	1734	5/30/2023 Apr. Water/Cooler Rental - SS Acct 1002539	14.50	14.50	14.50	0.00	0.00	0.00
4/30/2023	1782	5/30/2023 Apr. Water/Cooler Rental - TC Acct. #1001982	45.00	45.00	45.00	0.00	0.00	0.00
4/30/2023	1829	5/30/2023 Apr. Water/Cooler Rental - Ops Acct 1002533	30.50	30.50	30.50	0.00	0.00	0.00
<b>[6227] VERIZON WIRELESS</b>								
4/18/2023	9932859318	5/10/2023 4/2023 CELL PHONE/TABLET SERVICE	907.22	907.22	0.00	907.22	0.00	0.00
<b>[6237] WILCOX &amp; FLEGEL</b>								
3/31/2023	CL74879	4/30/2023 03/2023 Fuel	25,458.64	25,458.64	0.00	25,458.64	0.00	0.00
4/30/2023	CL78922	5/30/2023 04/2023 Fuel	21,864.69	21,864.69	21,864.69	0.00	0.00	0.00
<b>[6254] PREVOST CAR INC</b>								
4/17/2023	902101092	5/17/2023 Brake Pad Kits/Brake Disk Kits - Bus 1902	1,499.97	1,499.97	0.00	1,499.97	0.00	0.00
4/17/2023	902101093	5/17/2023 Brake Disc Kit - Bus 1902	450.00	450.00	0.00	450.00	0.00	0.00
4/20/2023	902104151	5/20/2023 Brake Disc Kit	225.00	225.00	225.00	0.00	0.00	0.00
4/20/2023	902112094	5/20/2023 Rtn - Disk Brake Kit	(225.00)	(225.00)	(225.00)	0.00	0.00	0.00
<b>[6270] KNOWLEDGE IN MOBILITY</b>								
2/15/2023	263	3/17/2023 Bus Inspection/2022 Freightliner	350.00	350.00	0.00	0.00	0.00	350.00
3/28/2023	268	4/27/2023 Bus Inspection/2022 Freightliner	350.00	350.00	0.00	350.00	0.00	0.00

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6271] MEDIX AMBULANCE SERVICE</b>									
1/27/2023	23-244441	4/23/2023	Transportation/PT Client to Dialysis - 1/27/2023	212.70	212.70	0.00	212.70	0.00	0.00
1/30/2023	23-26875	4/23/2023	Transportation/PT Client to Dialysis - 1/30/2023	110.10	110.10	0.00	110.10	0.00	0.00
<b>[6444] SECRETARY OF STATE</b>									
4/14/2023	ARI23562	5/14/2023	FY 7/01/2020 - 6/30/2021	250.00	250.00	0.00	250.00	0.00	0.00
<b>[6508] CERTIFIED FOLDER DISPLAY SERVICE, INC</b>									
4/01/2023	601598	5/01/2023	4/2023 Distribution/Spanish Language Translation of Car Free Travel Rack	100.00	100.00	0.00	100.00	0.00	0.00
<b>[6579] KELLEY, HAGLUND LLP</b>									
2/28/2023	14674.001/B	3/30/2023	Legal Advise	5,589.08	5,589.08	0.00	0.00	5,589.08	0.00
<b>[6592] SHERATON HOTEL</b>									
3/28/2023	R03282023	4/27/2023	Kleczek - Reservation #14W37EA4 Lodging/ACT Conference	1,634.02	1,634.02	0.00	1,634.02	0.00	0.00
<b>[6598] SWIFTLY. INC</b>									
3/19/2023	3043	4/18/2023	3/19/23 - 3/18/24 Subscription Fee - Connect w/ Passengers, Staff, Vehicles	14,440.68	14,440.68	0.00	14,440.68	0.00	0.00
<b>[6599] HYATT</b>									
3/30/2023	R03302023	4/29/2023	Kleczek - Lodging/Travel Ability Summit	1,194.68	1,194.68	0.00	1,194.68	0.00	0.00

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<b>[6603] CIT - FIRST-CITIZENS BANK &amp; TRUST</b>									
3/21/2023	42032916	4/10/2023	Copy Lease - Astoria	263.00	263.00	0.00	0.00	263.00	0.00
4/20/2023	42234288	5/10/2023	Copy Lease - Astoria	201.80	201.80	0.00	201.80	0.00	0.00
<b>Report Total</b>				<b>155,301.41</b>	<b>155,301.41</b>	<b>55,932.91</b>	<b>77,634.51</b>	<b>15,268.99</b>	<b>6,465.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 4/30/2023**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	4/11/2023	[6225] VALIC-JPM CHASE - Payroll Dated 04/07/2023	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3259.54 2644.28 335.59	6,239.41
22480	4/12/2023	[6193] SDIS - Workers Comp Apr-Jun 2022	WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS	308.69 676.76 12160.92	13,146.37
<b>Total Checks</b>					<b>24,974.86</b>

Date: May 20, 2023

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9.a ODOT and RLS Review Update

ODOT and RLS Management performed their triennial compliance review on Monday and Tuesday, May 15<sup>th</sup> & 16<sup>th</sup>. Much of the review was focused on financial processes, but their review of our preventative maintenance rating was 80%, up from 37% three years ago.

A written report is due to the District soon.

No Board action is required.

Date: May 20, 2023

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9.b ODOT Loan Update

The State of Oregon made a loan through the Oregon Transportation Infrastructure Bank (OTIB) in the amount of \$505,000 to support our operations until a healthy cash flow can be reestablished at the District. If cash flow is still a challenge in June, a second loan of \$500,00 will be sought. ODOT is holding fund due to the District pending the completion of a forensic audit of the District's books.

Date: May 20, 2023

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9.C STAFFING UPDATE

Since the suspension of service, we have recalled 15 employees from furlough. This includes:

- HR Manager
- Finance Manager
- Operations Manager
- Mobility Manager
- Executive Assistant
- Paratransit Supervisor
- Transportation Services Specialist (TC)
- Mechanic
- Payroll/AP Clerk
- 2 Paratransit Drivers
- 4 Fixed Route Drivers

No action is required ...

Board of Directors,

Special Districts Association of Oregon, through their Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors and may include all aspects from recruitment to final contract negotiations with the final candidate. The purpose of this letter is to provide board members with a general outline of the recruitment and hiring process for your next CEO.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations, and performance evaluation process. (Public Session)
2. Review/develop benefit package for position. (Public Session)
3. Determine recruitment/hiring process to be conducted. (Public Session)
4. Determine selection/screening process: (Public Session)
5. Contract for assistance with process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé and application.
7. Review resumes to ensure candidate meets minimum standards outlined in job description.
8. All applications and resumes reviewed by individual board members.
9. Apply appropriate scoring throughout the recruitment process
10. Perform reference checks on selected semifinalists.
11. Board interviews of finalists (may be done in Executive Session per ORS 192.660 if steps 1- 4 were done in Public Session).
12. Contingent job offer presented to final candidate. (Public Process)
13. Complete background check/medical/physical/technical confirmations completed.
14. Contract negotiations, tentative agreement.
15. Contract approved by board of directors. (Public Process)
16. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Consulting Services Program of SDAO is willing to facilitate and assist member districts with the process if desired. Please email us for more information [sdaoconsultingservices@sdao.com](mailto:sdaoconsultingservices@sdao.com). We look forward to hearing from you.

**Special Districts Association of Oregon  
Consulting Services Program  
Management Recruitment Facilitation Process**

1. Meet with Board and/or search committee to discuss process:
  - Is Job Description up to date? (HR Answers and/or SDAO HR)
  - Is position benefit package up to date? (Equal pay analysis)
  - Develop process timeline.
  - Determine travel reimbursement for candidates
  - Determine if a Background check will be required (Bio-Med)
  - Discuss how evaluation points will be applied
  - Assist District with development of interview/selection process for semi-finalist
    - Panel Interviews-Community/Technical
    - Board only interviews
  - The Board is ultimately responsible for the selection of candidates, semi-finalists, and the finalist. SDAO only facilitates the process.
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to the District.
  - Help District determine recruitment advertising methods, paid site, and newspapers etc. applicable for their District. (District Cost)
4. Receive letters of interest and resumes at SDAO Tigard office.
  - Collect
  - Review to ensure completeness
  - Apply Veteran Preference Points
  - Prepare for distribution to Board/Search Committee
5. Meet with Board/Search Committee to screen candidates and select semi-finalist.
  - Board to evaluate and rate candidates
  - Collect evaluations and apply appropriate points (SDAO)
  - Invite selected candidate to interview process (SDAO or District)
  - Contact the candidates that did not move forward to the interview process (SDAO or District)
6. Facilitate interview/selection process at site determined by District Board.
7. Assist Board with final selection of new District Manager
  - Background check as requested (Bio-Med)
  - Arrange site visits if required
8. Assist Board and/or search committee with on-boarding new employee



# SDAO CONSULTING SERVICES PROGRAM PRICING

Consulting services are offered to SDAO members at a nominal rate to provide another resource for their specific service needs. Pricing is set to cover any fees incurred by our consultants while facilitating contract services for the district. Fees are structured as a “not to exceed” amount. We will not bill more than this amount during a project unless approved by the district. All fees are subject to change depending on the scope of the project but will be communicated to the district.

Member districts are eligible for up to eight hours of free services provided by our consultants every year. After this time is exhausted, members will have the option of continuing at an hourly rate.

<u>Services</u>	<u>Fee</u>
Organizational Assessment	\$6,000
Management Recruitment	\$5,000
Consultant Procurement Support	\$4,500
Priority Planning Process	\$2,500
Special Projects	*Fee will be negotiated once project and scope of work is defined

Please see Consulting Services brochure for all services offered. All fees are subject to change.

Date: May 20, 2023

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 10.b ROUTE 101 AND PACIFIC CONNECTOR UPDATE

On 5/8/23, we restarted paratransit service with two paratransit buses on the road on weekdays. On 5/13/23, we restarted a modified Route 101 with service from Emerald Heights to Cannon Beach on weekdays. On 5/20/23, we restarted weekend service on the Pacific Connector from the Astoria Transit Center to Cannon Beach. Ridership numbers on each service are increasing daily.

No Board action is required.

Date: May 20, 2023

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 11 Correspondence

I have included a letter we received from Jim Santee. He was a former Board Commissioner at SETD. He has kept a close watch on the district and has contacted us several times throughout the years with information. He was a commissioner when Cindy Howe was the Executive Director. He is a wealth of information about transportation and many other subjects.

RVT  
[Signature]

Jim Santee  
42162 Bagley Lane  
Astoria, OR 97103

Sunday, May 14, 2023

Daily Astorian Newspaper  
949 Exchange St.  
Astoria, OR 97103

Gentlemen:

Back in the late 1990's and early 2000's I was chair of the Sunset Empire Transportation District (SETD) before the main office was opened up in Astoria. We had board meetings throughout the county basically "hot desking" from location to location. Here is what happened at one meeting:

At the opening of each board meeting the public was invited to speak and express their concerns and comments. Two gentlemen stood up and wished to be recognized. As they went on with their presentation here is the essence of their concerns: They did not know of anyone who rode the bus, and it seemed to them the bus was always empty, and why should their property taxes go for paying for bus service that no one (they knew) rode. But they were sincere and it only took a few minutes to hear them out. In the process I learned a lot Clatsop County culture in the process.

After the meeting I asked several people about these gentlemen. It seems they lived in a gated community, were retired and not currently working, belonged to an exclusive private club, their homes were very expensive, and when all was said and done, I can reasonably state they knew of no one in their inner circle who rode the bus. There is an outside chance maybe the dishwasher at their private club rode the bus or even the guy cutting lawn rode the bus at sometime during the week.

Even today in many communities if one is asked "do you know anyone who rides the bus?" most likely the answer is no. In numerous areas of the United States public transportation is for those who can't drive for medical reasons, too poor to drive, or even judicially restricted from driving. Too many times public transportation is for "those people" and not me. What the reader needs to understand in the rest the world public transport is one of the most important services local governments can provide and is the center piece of business and economic development. The Port of Astoria and the city docks could one of the most successful cruise ship and river boat ports in the United States if we had a far more robust regional system and a wider outlook on

possibilities. Shortly I have a vacation planned entirely around public transportation. I had a similar experience last year. Great time, no worries about car rentals, parking charges, tolls, congestion charges, or buying fuel.

Sincerely,

Jim Santee

## Interim Executive Director Report

May 2023

Since the Board installed me as the Interim Executive Director on May 5<sup>th</sup>, I have been working with the Oregon Transportation Commission, the Oregon Department of Transportation – Public Transportation Division, and the District’s leadership team to chart a path forward with the intent of restarting service delivery, identifying financial liabilities, gaining an understanding of available funding resources, and developing a strategy for the short to medium term.

On May 8<sup>th</sup>, we received the funds from the loan from Oregon Transportation Infrastructure Bank (OTIB) and they were deposited into a separate account opened for this purpose.

On May 5<sup>th</sup>, we recalled certain staff from furlough to begin the work of planning and restarting service. Recalled were Sue Farmer, Jennifer, Alex Palacios-Hernandez (Mechanic), Mary Parker, and two paratransit drivers - Demecio de Anda, and Bronn Lichnovosky. On May 8<sup>th</sup>, we restarted paratransit service with two buses running on weekdays. On day one we delivered 12 rides, day 2 was 16 rides and day 3 was 24 rides. We provided 80 rides for the week.

We next recalled Jason Jones, Stephanie Rodriguez, and two fixed route drivers – Kevin Bauer and Steve Weinert. On May 15<sup>th</sup>, we began service on a realigned Route 101 running four loops per day between Emerald Heights and Cannon Beach. The 1<sup>st</sup> and 4<sup>th</sup> loops traveled to Cannon Beach, and the 2<sup>nd</sup> and 3<sup>rd</sup> loops traveled to Seaside. The first day we carried 75 passengers. We opened the Transit Center from 9:00 am to 2:30 pm on weekdays. So far, rider response to our limited service is positive, and our numbers are increasing daily.

We next recalled two more fixed route drivers – Bruce Kneeland and Kathy Weigart. On May 20<sup>th</sup> we will restart the Pacific Connector with little change from its typical schedule. This provides service for weekend travelers as well as facilitating a connection with the bus from Tillamook in Cannon Beach, three times each weekend day.

On May 11<sup>th</sup>, I spoke to the Oregon Transportation Commission (OTC) in Salem. Under the agenda item where STIF plans were to be recommended for approval, our STIF plan was rejected due to our financial situation. I was able to speak to the Commission to tell them what we were doing to restart service and to build back bus service in Clatsop County.

On Monday, 8/15 through Tuesday, 8/16, staff from ODOT and RLS and Associates were onsite performing a Triennial Compliance Review. Atypically, their focus was on finance and an effort to understand what was behind our cash flow problems. A report is forthcoming.

I continue to get calls from the Astorian, from Suzanne Weber’s office, from ODOT, and the governor’s office is in the loop and is concerned and interested in our progress.

Staff is working reduced hours. Employee Overtime must be preapproved if any is required. We are going line by line to ensure that our budget reflects truly what we can do with the funding we’re certain of. We will be focusing on transit basics for the foreseeable future. Travel is limited. Vacations requests may not be approved. We will be obsessive about delivering safe, reliable, friendly, and helpful service to the residents of Clatsop County and avoid distractions until we are on solid, economically sound footing and have emergency operating funds in the bank.

## May 2023 Operations

Jennifer Geisler

April 25<sup>th</sup>, Clatsop County Department of Public Health Harm Reduction Program was on sight at the Warrenton Operations. They trained SETD staff on how to properly administer Naloxone and those at risk of overdose. There was a presentation and training video with time for questions at the end. The county supplied the district with 25 boxes, enough for buses, the Transit Center, and the Warrenton office. We qualify to resupply expired or used Naloxone with an application to Save Lives Oregon Clearinghouse.

On Monday May 8<sup>th</sup> Paratransit began providing curb to curb service, available for requests from Astoria to Cannon Beach. The week of May 1<sup>st</sup>, Tillamook County Transit provided rides for six ADA Paratransit riders that go to dialysis three days a week. On Friday May 5<sup>th</sup> I called and thanked them for their help in supporting us on short notice while SETD was furloughed. I also called riders and rescheduled ride requests to start on Monday May 8<sup>th</sup>.

On Monday May 15<sup>th</sup> we started the redesigned Route 101. The route starts at Fred Meyer and services Emerald Heights to Cannon Beach. Route 101 runs from 5:50am and ends at 7:30pm. Both morning and evening drivers have a 30 min lunch and time is built into the route to give the driver time to stretch their legs and allow for possible heavy traffic. Ridership for the first day was 75 rides. For a route that was built in less than a week, posted and not available through Transit App I count this as a great start. Saturday May 20<sup>th</sup> starts the Pacific Connector. Pacific Connector is a regular weekend route that is in service year-round. The only change to this route was the annual added “summer traffic” time.

Frank Thomas, Transit Network Program Manager with ODOT has been a huge help in getting the routes GTFS designed and setup for Trillium to post to the website. This is instrumental in having the Transit App, our website and the driver tablets working correctly. This should be online by Monday May 22<sup>nd</sup>. Normally this is a process that needs four to six weeks to complete.

I attended the NWOTA meeting by Zoom. Everyone in the meeting had comforting and encouraging words for SETD and the situation at hand. They were excited to hear of two fixed routes starting the week of May 15<sup>th</sup> and that there are three connections on the weekend with the Tillamook County Transportation District in Cannon Beach. The connections between the two neighboring districts help residents get to and from work and into Warrenton for groceries. It also continues to help with the connections with the five participating transit agencies in the NW Connector.

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

**TRAININGS ATTENDED:**

- LCHRMA – Active Shooter
- SDAO HR Alliance Roundtable

**ACTIONS:**

- Sent health insurance and liability and Worker’s Compensation renewals to SDAO.
- Completed Naloxone Training on Tuesday, April 25, 2023. Composed policy and procedures for administering Naloxone.
- Set-up Oregon Unemployment to meet with employees on Friday, April 28, 2023 to assist them in applying for unemployment to do be placed on furlough on Saturday, April 29, 2023. Two representatives were available to help employees.
- Conducted 1 exit interview for 1 of our senior bus drivers.
- Prepared and mailed notice of furlough letters to all employees.
- Prepared and mailed COBRA letters to employees not returning to work after May 31, 2023.
- Prepared and mailed SETD update from Interim Executive Director Paul Lewicki.
- Worked with Workshare Oregon to provide supplemental income for employees returning to work and working less than their normal hours. Attended two webinar presentations and completed paperwork to apply for Workshare benefits for employees currently working.
- Called all furloughed employees the week of April 30 to May 6, 2023 to check-in and answer any questions they may have.
- Called all furloughed employees the week of May 7 to May 13, 2023 to check-in and answer any questions they may have.
- Processed 30+ Unemployment Department notifications.
- Continue to receive phone calls and help to answer questions for our employees on furlough.
- 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:**

Hired Melissa Kanas for the position of Transportation Support Specialist. Melissa comes with great experience as a former bus driver, Job Corp Social Services Assistant, Naselle Youth Camp Security and Juvenile Rehabilitation Counselor, and Registered Nurses Aid for home health care. Melissa worked for SETD one week before going on furlough.

**EMPLOYEES ON FURLOUGH UPDATE:**

**Employees Retiring** 1  
**Employees Resigning** 1  
**Employees Employed Elsewhere** 5

**WORKPLACE DEMOGRAPHICS:**

<b>Male</b>	<b>7</b>
<b>Female</b>	<b>8</b>
<b>Hispanic/Latino</b>	<b>2</b>
<b>Native American/Indian</b>	<b>0</b>
<b>White</b>	<b>13</b>
<b>Two or More Races</b>	<b>15</b>

Updated: 5-15-2023

RIDE ASSIST  
May 2023 Report  
Nicholle Searle

- In April, Ride Assist provided a total of 959 rides. ADA Paratransit had 575 rides, we provided 332 Medicaid rides for Northwest Rides, 1 VETP and had 52 escorts. There were 19 Dial A Rides. We also had 32 food box deliveries.
- There were zero ride denials in April.
- I'd like to mention that since restarting services on May 8, 2023 to May 15, 2023 we have completed 107 trips. There are currently two full time paratransit drivers and one fill in driver that is shared with fixed route.
- ADA Paratransit Report for March

Number of completed applications received: 10

Number of incomplete applications received: 0

Number of interview/assessments scheduled: 0

Number of interview/assessments completed:0

Number of determinations made:

    Within 21 days: 10

    More than 21 days: 0

Determination by type:

    Unconditional: 8

    Conditional:0

    Temporary:2

    Not eligible: 0

Number of appeals requested: 0

Number of appeals heard: 0

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

- Prepared and distributed Board Packs and Public Notifications for Special Board Meeting on April 18<sup>th</sup>
- Prepared and distributed Board Packs and Public Notifications for April 27<sup>th</sup> Board Meeting
- Prepared and distributed Board Packs and Public Notifications for Special Board Meeting on May 3<sup>rd</sup>.
- Prepared and distributed Board Packs and Public Notifications for May 5<sup>th</sup> Special Board Meeting
- Prepared Public Notifications and Legal Notices for Budget Meeting.
- Prepared Public Notification and Legal Notices and distributed for 1<sup>st</sup> Budget Meeting Date Change
- Prepared Public Notification and Legal Notices and distributed for 2<sup>nd</sup> Budget Meeting Date Change
- Assisted Board with several clerical needs concerning legal procedures
- Assisted Board with document deliveries.
- Prepared Public Notifications District Route & Service Closures printed laminated
- Distributed Service Closure information to county, regional services, businesses and posted on social media.
- Posted Service Closure signs and removed all posted SETD route schedules in all SETD shelters (30)
- Prepared New Route service press releases, public notifications and distributed to county, regional services, businesses and posted on social media
- Prepared and laminated new 101 Route and Pacific Connector Route schedules and posted them in all SETD shelters (30).
- Copied, folded, and distributed new 101 Route and Pacific Route printed schedules to transit center, busses and distribution sights in Astoria, Seaside and Cannon Beach
- Attended NALOXIE training
- Coordinated SETD Operational document search required for RLS site review and ODOT audit. Copied, and uploaded documents as instructed.

- In April, 3 individuals requested individual travel training. All 3 who requested training were older adults. I held 2 days of on-bus travel training for both Seaside and Warrenton Highschools. A total of 27 teens and teachers came along for a simulated route from their respective starting points and went all the way up to Clatsop Community College.
- The Veterans Enhanced Transportation Program provided 12 trips in April for Veterans needing transportation assistance. There were no requests from Veterans to travel to Portland for the month.
- The Veteran's Enhanced Transportation Program has helped many veterans get to their medical appointments. 98% of all trips provided by this program are performed by a Veteran Volunteer driver in their personal vehicle. Thanks to the interaction between the Veteran driver and the Veteran rider, trust develops between them. This is a healthy interaction that could benefit a Veteran needing help. Sadly approximately 17 Veterans and active personnel in America commit suicide daily. At least one Veteran is in crisis daily in Clatsop County, and we have a driver ready and willing to help. If you know of a Veteran needing help, please forward this information to them: [www.veteranscrisisline.net](http://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.
- Outreach is an integral part of any public service organization. I held 1 outreach event at Astoria Highschool towards the end of the month. Thanks to all the support between Mobility and Transportation Options, Kathy and I can talk with our community of riders every Friday at 11 am on Facebook or YouTube. Transportation Talk helps engage our community about public transit and helps encourage people to use the service. If you miss the live show at 11, the shows are available for viewing shortly after streaming live.
- The travel training videos continue to be a good way for continued outreach to our community. Roughly a 3rd of all in-person travel training interactions happened in part to the rider watching a video and then being encouraged to call in for more information such as in-person travel training.