



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
BOARD MEETING AGENDA  
TUESDAY JUNE 27, 2023  
9:00 AM  
900 MARINE DR, ASTORIA, OR**

**AGENDA:**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT- (The public will have the opportunity to address the Board directly. Each person commenting is limited to 3 minutes. Public comments will not be accepted through the zoom chat room. Raise your hand and you will be called on during public comment only.)
6. APPROVAL OF MAY 25<sup>TH</sup> BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. BUDGET HEARING and BUDGET ADOPTION
10. CONTINUED BUSINESS
  - a. Recruitment Update
  - b. Loan Update
  - c. Paul Lewicki Contract
11. NEW BUSINESS
12. CORRESPONDENCE
13. EXECUTIVE DIRECTOR REPORT
14. LEADERSHIP TEAM REPORTS
15. ADJOURNMENT

**ZOOM LOG IN FOR MEETING**

<https://us02web.zoom.us/j/5148435264>

Meeting ID: 514 843 5264

One tap mobile +12532050468, 5148435264#  
US +12532158782, 5148435264# US (Tacoma)

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  
May 25, 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 Guillermo Romero and Commissioner Rebecca Read

Staff: Interim Executive Director Paul Lewicki, Executive Assistant Mary Parker and Human Resources Sue Farmer  
Arla Miller, ODOT Regional Transit Coordinator

4. CHANGES TO AGENDA- Mary added Board Minutes for April 18<sup>th</sup>, April 27<sup>th</sup>, May 3<sup>rd</sup> and May 5<sup>th</sup> to the Board Pack under Board Minutes. Chair Boothe-Schmidt added Interim Paul Lewicki’s contract, Jeff Hazen’s severance package and Executive Director Recruitment under New Business. Commissioner Alegria requested changing the date of the August Board meeting which was added to agenda under New Business.

Commissioner MacDonald moved to approve the changes to agenda  
Commissioner Romero seconded the motion  
Motion passed

5. PUBLIC COMMENT- No in person and no one on Zoom.

6. MINUTES-

Commissioner Withers moved to approve April 18<sup>th</sup>, April 27<sup>th</sup>, May 3<sup>rd</sup> and May 5<sup>th</sup> Board Meeting Minutes  
Commissioner MacDonald seconded the motion

Discussion:

APRIL 18, 2023, MEETING MINUTES-

APRIL 27, 2023, MEETING MINUTES- Discussion about a clerical error on the cover sheet not matching actual deposit on financial report. Kelly said she corrected it. Page 8 has an extra vote box. Commissioner Nino said on page 8 last line “it seems” added to her comment.

MAY 3, 2023, MEETING MINUTES- Page 4 on 4<sup>th</sup> line Chair Boothe-Schmidt said, “Arla wants an office”. Diana said page 3 item e line 22, Diana also referred “to project” not section.

MAY 5, 2023, MEETING MINUTES-

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

## 7. REPORTS FROM COMMISSIONERS-

- a. Commissioner Romero- Reported that he left the country on April 20th and got back on May 7<sup>th</sup> and wasn't privy to what and come down at SETD and had to catch up with what had happened and will tell you that I am also very impressed with the staff and how you all came together to respond to a situation that has impacted our community and so I think that is indicative of the folks we have here so I applaud you.
- b. Commissioner Read- Reported that she was very appreciative of all the crew here that has brought us back and we're back on the road and we will continue to do so, and I am really pleased by all this. Commissioner Read said she would like to mention she was on the Executive Director evaluating committee and that it was kind of interesting timing for that. While working with Debbie and Sue, Read said we came up with and did some soul searching and you know while we were evaluating the director. Commissioner Read said she thinks what the committee came up with would be very valuable material as we move forward with recruiting a director. There is always room for improvement in every organization, and we all have our wish lists and we're going to come back a lot better than we were because there are a lot of things that we could be doing that could improve this organization and I want to be a part of that. We have a new person coming on board as our new director and we are going to have a definite directive for that person to strengthen and assist the leadership team and the work that they do throughout the organization. Thank you.
- c. Commissioner Alegria thanked Kelly for plunging into this her first presentation in some of the direst circumstances we could be in, and I thank you for the work you are doing.
- d. Commissioner Nino- Thanked all the staff for the wonderful work that you do under very hard circumstances and thanked all the voters for putting your trust in me for voting for me.
- e. Commissioner MacDonald- Commented that it takes all of us. It takes a village to build this bus system. I have seen really, really dedicated work by staff and the board members and by the public and I am very appreciative of that.
- f. Commissioner Withers- Reported that he is looking forward to getting us going and said again to staff and those who have been majorly set back by this that I am sorry, and we will work really hard to get things back up and running and get everybody back.
- g. Chair Boothe-Schmidt- Reported that she had said this before, I am sorry that this happened, and I am sorry for everybody that it impacted and any hurt feelings or anybody that was hurt by it. I think the Board is very dedicated to getting things back up and going. I know we can do that. I want to also thank Senator Weber and her staff who have been keeping me updated on things that are happening and I want to thank the governor who called asked if there was anything she could do to help us and that she is there if we need her. Chair Boothe-Schmidt said she has been busy this last month working with those folks in all of this. She said she was interviewed by RLS team as was the rest of us and she attended their debriefing and where they reported a few things not working to our advantage like Accufund and the STIF funds need to have their own bank accounts and suggested that the Board get some training on how grants work. RLS also said when we travel, we should use the travel allowances and we should set up an EEO plan that is mandatory for businesses that have 50 or more employees where you have a rep who is a neutral person for employees to go to who is not HR and not a director. Chair Boothe-Schmidt said RLS reported that our vehicle maintenance went up from 50% last time to 80% this time. This was a short interview, and they will be back in a year to finish. Chair Boothe-Schmidt said she was invited to speak at the Seaside Downtown Association and the Seaside Mayor was very supportive. She found out they did not know that we had a bus that went to Portland. Chair Boothe-Schmidt thanked everyone for their support.

8. FINANCIAL REPORTS- Finance Officer Kelly Smith said before we dive into the financials and because we're doing a restart and it has been a month of uncertainty and I am thankful to Paul for coming back and helping and making some changes, I want some input from the Board as to what you guys want to see every month that was provided before. I would like to put together a better snapshot and have an idea, but I want you guys to think about what you want from me. What do you not want, or you might want to see differently, and I can work with on that with you going forward. Yes, we are getting a new system, I am going to look for it and I'm going to find it and it's going to be better than the one we have but I want to make sure that what I am providing you guys is

something you can understand it and that you're able to go through it and also if there's something else that I can offer that I can do that. Commissioner MacDonald asked if she wanted the Board to give her a written synopsis or how she wanted it written. Kelly said you can shoot me an email or however you want to go about it. Commissioner Nino said so we let Kelley know and then maybe for our next meeting you give us a little synopsis. Kelly said yes, I can look it over and see what I can put together in that aspect. It may take a few months for it to be what we want and there is probably a fabulous idea that I just haven't conjured so please shoot me that info. Commissioner Withers said he had been the chair of the YMCA Board in Virginia and they received something that was called a dashboard which gave you the important things like Available Cash and the Accounts Receivable report and was something easy to read. Commissioner Alegria said that in terms of the balance sheet items that are in brackets, the liabilities, and you pay them and there are no liabilities. One of the things I like to see and maybe this is not how you do it, is to have it in a separate column, even though you've paid it, so it is an expenditure, its not really a resource or an asset so that we get an idea of exactly what goes into wages. I'm not too sure about that since that's our largest expenditure, to see what's in it so we budget correctly for that. Commissioner Alegria asked if she was making sense and Kelly said kind of. Commissioner Alegria said she has done bookkeeping in my life and so red meant you're in the hole and black was you are not in the hole, so I haven't worked with parentheses and sometimes, I think this is Accufund, but with the fund balance we had parentheses and a minus which is an interesting accounting guide designation, so we know exactly and I think it changes and I could be wrong but some parts of the Financial statements the parentheses means one thing and then not on another. Commissioner Alegria said she had talked to someone but is there a way and I was told there isn't, but is there a way to make this consistent, so it doesn't change from when you are doing a balance sheet or other financial statements. Kelly said she thinks it's just the way the statements come out and John and I have had the conversation about the difference in how things look. Kelly said going forward she will change that a little bit, but some are just how that report processes. Commissioner Alegria said maybe a suggestion is for each financial piece of paper that you put it in large bold and what it means for these set of figures because it changes, and you want to be able to understand it easily. Chair Boothe-Schmidt said she watches the preliminary general fund, and this report was \$3,600,042.42 which is \$54,000 more than budgeted and materials and services was \$916,000 and it is \$191 under budget. So it looks like we are under budget by \$54,000 but we haven't spent so we have extra there. Chair Boothe-Schmidt said she went back to November 2022 and we had \$278,000 more than budgeted and \$75,000 under budget and in December we had more than budgeted and under budget and in January we had more than budgeted and under budget, in February we were \$50,000 underbudget and \$135, 000 underbudget, March underbudget for income and underbudget for material and services, April we are \$55,00 over budget so does this count the \$500,000 so does this make sense. Kelly said you are looking at what was budgeted so our actual numbers if you look at April, year to date actual is \$3.6 for revenue and \$3.7 for expenditures, which puts us year to date \$110,000 under. Kelly said what isn't captured in her snapshot is that we're way over in payroll although in Materials and Services we are under budget, but we are over in wages and benefits \$230,000. Kelly said she thinks it all rolls down as a whole and that's where that is changed. Commissioner Nino said Materials and Service does not include wages, right? Kelly said right. So this report goes to April 30<sup>th</sup>, so it is for the whole month of April? Commissioner Nino asked if this goes to April 30<sup>th</sup> like it's the double for the whole month of April so on this report where would we see that we were in the red like we wee out, because these numbers are here and it's weird to see that we have a budget that we are completely out of cash and these numbers came from Accufund? Kelly said if you look at April month to date in revenue on page 13 and then you look at page 15 it shows the over. Commissioner Nino said this would be the excess Revenue over, under expenditures so of all these numbers what one shows that it is really over. Kelly said the year-to-date actuals because our variance is what we budgeted for versus what we received. This is where we were sitting year to date. Nino said so the last one the variance is what we budgeted for? Kelly said yes that is our actuals versus our budgeted numbers. Commissioner Nino said this is for everything including wages, so then by the time we received our loan from ODOT we owed this amount \$112,048.76. Kelly said yes and that did not include our next payroll coming up because we had closed, and payroll was going to be in May, so we hadn't processed that payroll yet so that amount isn't in that number. Commissioner Alegria said we have been told that the expenses in wages was due to overtime, is that true or not I have heard different opinions. Kelly said there has been a lot of overtime and I also believe that when we budgeted last year, we didn't budget appropriately for what our payroll was going to look like going forward. Commissioner Alegria asked since we are in the budgeting process what should the budget committee allocate for overtime in the budget. Kelly said she does not have that number, but she and Paul will be working on it for the meeting and what it will look like in the next year. Commissioner Alegria said if we need a



certain amount for overtime to continue the bus running where people need to get something done but as a board in the board committee that we allocate close to what we need and the second thing is, perhaps I misheard this but there is only money to pay till June. Kelly said we are working with ODOT to get another loan. Alegria said the thing is and I know Arla said this is not true, but I think it is true we're supposed to be demonstrating to ODOT that we are, we would implement safeguards, so this doesn't happen again. Interim Executive Director Lewicki said let me clarify that a little bit. The loan has terms and conditions, and those conditions involve a business plan and more frequent reporting of certain elements of our finances, the transmission of the balance and all bank accounts every two weeks and there are three or four other points and those are the terms of the loan. If we meet the terms of the first loan it is likely we will receive the second loan. If we fail to give ODOT the information that they have asked for, that they've written into our agreement then I won't miss the money either. It is not a matter of doing a dance or any special thing and I don't mean that lightly, and we're not trying to prove anything, we're trying to show we can abide by the terms of the loan that we already agreed to. Commissioner Nino on page 17, I see three items for ODOT, and they are all due on March 3<sup>rd</sup>, I know that ODOT is not reimbursing our grants, so we are still waiting for these funds. Kelly said yes. Interim Executive Director Lewicki said that Kelly has taken some time for us this morning and that's the result of conversations that Kelly and I have had. In the past Kelly has not been free to speak to you as she did this morning, but she will be going forward, because it is her responsibility, she has a lot to say, and you want to hear what she has to say, and you know I would hate to see the board get mired down in \$10 to \$20 expenditures. I think Kelly is going to give you a dashboard that is one page that carries the information that each of you has specified as a board that is important to you so that if one of the indicators on there is out of whack it stands out and attached to that all the detail you get now so at your leisure not necessarily in here you can go through and study all that like you do now, but if there is no problem there is no reason to talk about it and if everything you want to see is on the dashboard you'll know right up front if there is a problem. Lewicki said that Kelly will have the floor more freely going forward and I appreciate that you took the time to through some of the details this morning. Commissioner Withers said it was usually Jeff that gave the financial reports. I want to assure that the treasury report we get moving forward is by the finance person and if you need training take the training unless there is a Board Meeting, but I can only count on one hand how many times you have given the financial report and you should give it every time, and it was always let me get back to you on that, and then we wouldn't hear from you on that and we would move on so every fourth Thursday of the month we need you here. Kelly said absolutely. Chair Debbie Boothe-Schmidt said Kelly did a great job yesterday. Kelly said I have learned a lot over the last month and you guys have supported me and I appreciate that because it hasn't been fun, but it will come out bigger and better and brighter. Commissioner MacDonald said in my contact with Kelly in previous jobs she would be the go-to person that I would go to if I had a problem.

9. Chair Debbie Boothe-Schmidt said she had heard yesterday that we should not be approving the Financial Reports, we should be putting them into record because the Board would be taking responsibility for them and making us liable. The April 2023 financial report was accepted into record.

## 10. CONTINUED BUSINESS-

### a. ODOT/RLS Review Update-

Interim Executive Director Lewicki explained that this evaluation is done every three years. They go through and look at how we do the things we do including facilities, maintenance, record keeping, policies, compliance and how we keep records, but it is primarily not a financial audit but a review of how we are running the district. This year it was different in that we had unusual things going on and their focus was to try and find out how the staff played into that and what the staff knew and how information was traded, but they did some of the other mechanical analysis that they do as far as vehicles and things but because of the situation they tailored their focus this year which I think was a great thing and the benefit from that among other recommendations was their recommendation to replace our financial system which we need for the Board to move forward and will make it easier for us to budget for it. Commissioner Nino asked if the report that RLS sends to the district is public record? Lewicki said yes.



b. ODOT Loan Update- Interim Executive Director Lewicki said we have covered a lot of this already. We have received the funds. We used a significant portion of \$161,000 to pay past due accounts payable. We are using those funds to pay for payroll for the service we have stood up again. We are working to meet all the terms and conditions of that loan and so far, we are current on that. I have read emails that indicate that there may be a chance for release of some of the reimbursements we are owed if the business plan we have submitted proves adequate to show where we are going. Lewicki said the business plan is still in draft form. There is a possibility that if we take a second loan, we may not need to pull \$500,000 and the Board would as happy as staff would be if we could borrow less or borrow none and do a line of credit and only draw down what we need, to get through to the next funding. Lewicki said we are going in the right direction and making progress.

b. Staffing update- Interim Executive Director Lewicki reported that we have brought back 15 people including 6 drivers, payroll clerk, mechanic, transportation specialist, paratransit supervisor, Mary, Jason, Jennifer, Kelly and Sue. Lewicki said he wanted to thank these people that used to be salary, they are still exempt employees, but they are hourly and working reduced hours to help the effort and my intentions is that this is temporary and once things are stable, we'll get them back to full salaries. I do not have a plan going forward on who will be called back next. It is all based on the finances, and it changes daily. We received some work in our budget meeting yesterday that you know that certain funds will be available the first of July, or the middle of July and we have a second loan pending so there are funds waiting in the pipeline. It is a matter of time facing income and expenses, which I guess is classic cash flow but that is where our problem was in the past so we're being very careful with that. Commissioner Nino asked since the employees are coming back hourly do they still qualify for benefits and health insurance. Lewicki said yes. Commissioner Withers asked if employees are accruing vacation time? Lewicki said vacation accrual is the same. Chair Boothe-Schmidt said there has been a freeze on using vacation time for right now.

## 11. NEW BUSINESS

a. Executive Director Recruitment- Chair Boothe Schmidt explained that George Dunkel from Special Districts Association of Oregon (SDAO) would be discussing SDAO's Recruitment Services. Chair Boothe-Schmidt asked SETD Executive Assistant, Mary Parker to review the previous recruitment processes that SDAO had provided for SETD. Mary gave an overview of the recruitment and interview process that SDAO provided for hiring the last two Executive Directors. SETD Human Resources manager Sue Farmer prepared a packet of 3 other Executive recruitment firms for the Board. The firms were Prothom, Bob Murray & Associates and Raftelis. Sue said that she had mixed feedback from other districts that had used these firms. One district said they felt traditional methods of recruitment brought successful candidates and that recruiters often rely heavily on the internal HR team to do most of the footwork. Sue also said that expected costs for recruitment firms can be from 15% -30% of the salary offered. Chair Boothe-Schmidt said Arla Miller had sent her a comment that they had used Prothom, and it cost them \$25,000 and they were not happy with them. Commissioner Withers asked if the interview process would be in person? Chair Boothe-Schmidt introduced George Dunkel who said in person interviews is what they SDAO recommends. George said that when SDAO gets involved with the hiring process, we would like to take you back to square one and you are way beyond that right now. George said we see ourselves as helping the Board, but we do all the heavy lifting. We try not to put a lot of pressure on staff, and we try to make it a pleasant process for the Board. They get to work through it, get to see their candidates, but don't have to work on the details. George said they like to do onsite interviews with the final with 3-5 candidates depending on what the Board decides. George said they will do virtual

interviews during the screening process, and they will normally have a couple of Board members assigned to work with them during the initial screening. George said they combine virtual and in person and have 3-5 final candidates and have the final interviews in person in Astoria. Chair Boothe-Schmidt said she thought that the Board needs to decide if we should look for candidates in Oregon or nationally first, because if we go nationally, we may have to pay for moving expenses or travel expenses for the interview. George said depending on what your timeline is, and you are in the early stages, we would like to talk to the Board about the value of going locally, regionally, and nationally and what that brings to the board for candidates. George added that there are ways to mitigate costs associated with recruiting at a national level, without it impacting the quality of your candidates. George said today in the recruiting process we get candidates from all over the country and we rarely have any extreme extra costs for the district. George said he agreed that there's a good chance that there are some good candidates locally that are qualified, but they would still be in the pool even if you did a national search. There was board discussion, Commissioner Alegria said she thought we should pursue all avenues, just because your local does not mean you are good. Commissioner MacDonald said he would suggest regional. Commissioner Reed said she would like to spread the net out pretty wide and it would be worth going nationally. Commissioner Nino said she would like to have national because we would have so many more options and they will be coming into a difficult situation and the more we open it up the better. Commissioner Withers discussed his having relocated 3 times across the country. Withers said it takes time to gain knowledge of the people you are working with and adjust to a new area. Withers said if it came down to 3 equally qualified people, local or regional versus from outside he would go with the local or regional, because it takes a while to get to know the area. Chair Boothe-Schmidt said that we had received a cost sheet and asked George if this covered costs or does it go up from here. George said remember that SDAO only charges you what it costs us. We do not add 10% or 20%. We are here to help you. We will charge the pool you are a member of to do this process for you and we will bill for actual hours. George said you were given a cost of \$5000, and we will let you know when you push up against that, however if you want to bring a candidate from another location you will have additional costs for that. George said often costs for travel are shared with candidate to see if candidate is really interested. George said there are 3 key components the Board needs to do before announcing that they are recruiting. The first thing the Board needs to review the Executive Director Job Description and approve it in public. The second thing is the Board needs to discuss the Executive Director salary range and the benefit and composition for the position and approve it in public. The third thing is what we are talking about now. What is your process going to be. Mary did a nice job of explaining what we did before and we still do most of those things and we think that is a good process, but you are a new Board and need to hear what those things are and have your input into them. You need to discuss your process in a public meeting, so everyone knows what you are going to do. George said these 3 things need to be done before SDAO can open the process. George also added that you need to know how long Paul is going to stay so to develop a timeline of what needs to happen next, but we need to know how long. I can work with staff to put together a package for you using the job description and benefits. George also said it would be good to work with a couple of Board members on this. Chair Debbie Booth-Schmidt asked if SDAO could help them with another Interim Director if needed. George said yes, we had helped before with that, and we can again. George also s

Commissioner MacDonald moved to use SDAO for recruitment of a new Executive Director.  
 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

b. Interim Executive Director Paul Lewicki Contract-

Chair Debbie Boothe-Schmidt said she and Interim Executive Director Lewicki and discussed his agreement which is an updated version of the agreement that he had when he was filling in for Jennifer Geisler in Operations. Chair Boothe-Schmidt had never seen it, so she sent it to our attorney who approved it. It is a 1099 so Paul is responsible for his own taxes and there are no benefits. Chair Boothe-Schmidt said the contract comes out less than what Jeff was making but is more than what he made when he took Jennifer's place, but he has taken on a lot. We just need Board approval and for me to sign.

Commissioner MacDonald moved to approve the Interim Executive Director Contract and authorize the Board Chair to sign. Commissioner MacDonald amended his motion to accept the Executive Director contract and authorize the Board Chair to sign.

Commissioner Romero seconded the motion Commissioner Romero seconded the amended motion

Discussion- The Board had not received the contract that the attorney had approved with corrections. Sue said it is just contract language that has changed. Sue sent corrected copies to the Board. Chair Boothe-Schmidt asked Sue if she would make copies of both versions of the contract while everyone takes a break because it is important to get this done today.

Commissioner Nino asked how many hours a week Paul would be working. Paul said 35 or less. The agreement is valid until June 30<sup>th</sup>, at which time it can be extended. Commissioner Nino asked what indemnification means. Lewicki said it means I am personally responsible for what I do. Debbie said Paul has acquired a contractor's license and he is not receiving any medical benefits. Commissioner Nino asked if he is covered by workers compensation? Pau said no, not through SETD. Commissioner Withers asked if Paul would consider extending his agreement. He said yes.

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

10:35 am Chair Boothe-Schmidt called for a 20-minute break so staff could:  
 To make copies of the Interim Executive Director Agreement  
 To hand out Jeff Hazen's Employment agreement, Resignation letter, Severance letter and correspondence from Jeff Hazem

10:55 am Chair Boothe-Schmidt called the meeting back to order

c. Jeff Hazen Severance Letter

Chair Boothe-Schmidt asked the Board to review Jeff Hazen’s Employment agreement, his resignation letter and correspondence she had received from Jeff and is asking for the Board to approve that she sign and send the letter provided in response to his request for a severance package.

Commissioner Alegria moved that the Board Chair sign the certified letter to Jeff Hazen concerning his request to discuss a severance package

Commissioner Read seconded the motion

Chair Boothe-Schmidt read the letter of severance denial to Jeff Hazen for the record.

May 24, 2023

Dear Jeff,

*On behalf of the Board of Directors. I am responding to your request for a severance package. In short there will be no severance. You are not entitled to severance under the terms of your contract with the district and the financial restrictions we are now operating under do not allow us to provide you with discretionary severance. First, there simply is no provision for severance for a voluntary resignation such as yours. See Article VII.D. Second, had you not resigned the Board would have terminated your employment for your financial malfeasance that resulted in the district’s current financial situation. That malfeasance was a material breach of your obligation to administer that District’s finances in accordance with generally accepted practices, and thus would justify a termination without severance. See Article VII.C.2. Finally, we are now operating under strict guidelines imposed by the Oregon Department of Transportation requiring that all our expenditures be limited to those necessary to allow the district to operate and provide service to the county. A severance payment to you does not fit within those limitations, and thus we are not in any position to offer you discretionary severance.*

Commissioner Nino read C2 on page 5 of the employment agreement: “If the Executive Director should be charged with a felony or charged with a misdemeanor involving fraud or dishonesty or materials breached of any obligation under this agreement the district may terminate him immediately and severance will not be paid.” Commissioner Nino said he has not been charged but will that be a possibility after the findings of the forensic audit done by ODOT?

Commissioner Nino asked just because of what you said in the letter, just because of the financial malfeasance we can void that we don’t have to wait until he is charged? Commissioner Boothe-Schmidt said according to our attorney.

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

d. Route 101 and Pacific Connector

Interim Executive Director Lewicki reported that we started up Route 101 on May 15 and have provided 902 rides. We started the Pacific Connector on May 20<sup>th</sup> and have provided 220 rides. That makes the total fixed route rides at 1122.

For Paratransit we started on the 8<sup>th</sup> and through the 22<sup>nd</sup> with 2 drivers and 2 buses on the road we provided 287 rides, which is quite significant. On some days Paratransit drivers gave 12 rides which is a lot. Paul said he would count that as a success for a beginning. I am as anxious as everybody else in our community to get more buses on the road. Much of what was talked about at the Budget Meeting yesterday was encouraging and that might happen sooner than thought. ODOT is encouraging us to restart the Lower Columbia Connector to Portland so we will be looking at how we can do that. Paul said there is a grant available that we may be able to use with matching funds required. So after we start up everything that we can here locally we will be looking into that.

Commissioner Nino asked why is there a difference in service to Cannon Beach on the weekdays and weekends? There are only 2 routes to Cannon beach on weekdays and more on the weekends. Why is that? Paul said weekday service is a modified route 101. We have extended route 101 to go East to Emerald Heights then back to the transit center then it goes South to Seaside 4 times a day and Cannon Beach 2 times a day one in the morning and one in the evening, and this is a 3-hour loop. This helps those that work at one end of the county and live at the other end of the county. The Pacific Connector makes 5 trips to Cannon Beach and back on the weekends. Diana asked if we still had the agreement with Cannon Beach for Route 20. Kelly said that we have not been doing that route for quite a while.

Rebecca asked about what would be the procedure for a Board member who has contact with someone who needs more information on how to use public transit including Paratransit. What is the chain of command should we call Nichole directly or should we call Jason, and should we call the person? Jason said if someone is aging or limited in their mobility, they can call Paratransit directly. If they are looking for other options, they should call Jason. But the Paratransit process includes an application. Ideally it would be best to get the person directly to someone who can help them or get their name and contact number and give it to the supervisor to call back.

e. Changing August Meeting Date.

Commissioner Alegria requested that the Board Meeting be changed from the 4<sup>th</sup> Thursday to the 5<sup>th</sup> Thursday. The 5<sup>th</sup> Thursday is the 31<sup>st</sup> which is the beginning of Labor Day weekend and was worried she would miss the Supplemental Budget Hearing. After discussion it was determined that the meeting would not be changed.

12. CORRESPONDENCE- Chair Boothe Schmidt reported that there is a lot of correspondence. Chair Boothe Smith read a letter from Eric Barton who has been the Seaside Customer Service Representative for 18 years. All letters were read by Interim Executive Director Lewicki.

13. PUBLIC COMMENT- None

14. EXECUTIVE DIRECTOR REPORT- Interim Executive Director Paul Lewicki reviewed and discussed his submitted report.

15. TEAM REPORTS- Team members reviewed and discussed their submitted reports.

16. ADJOURNMENT

Chair Boothe Schmidt Meeting adjourned meeting at 11:30 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_

Diana Nino

Date \_\_\_\_\_

DRAFT





**Sunset Empire Transportation District  
Board of Commissioners  
June 20, 2023  
Draft Board Special Meeting Minutes**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. Pledge of allegiance
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read with Commissioner Charles Withers and Commissioner Guillermo Romero.  
  
Staff: Interim Executive Director Paul Lewicki, Chief Operating Officer Jennifer Geisler, Executive Assistant Mary Parker, Human Resources Manager Sue Farmer and Mobility Manager Jason Jones,
4. CHANGES TO AGENDA- Chair Boothe-Schmidt requested that Public Comment be added to agenda as #5
5. PUBLIC COMMENT (3-minute limit)- None
6. APPROVAL OF DRAW FROM OREGON TRANSPORTATION INFRASTRUCTURE BANK LOAN.

Commissioner Read moved to approve a \$225,000 draw from the Oregon Transportation Infrastructure Loan and give the Board Chair permission to sign and also give the Board Chair permission to sign any subsequent draws of this loan up to \$500,000.  
Commissioner Romero seconded the motion.  
Discussion- Commissioner Nino asked if the funds would be used for something special or general operations? Interim Executive Director Lewicki said the funds would be used for general operations.

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. MEETING ADJOURNED- Chair Boothe adjourned the meeting at 9:06 AM.

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

Date \_\_\_\_\_

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

NOTE on Reviewing Financials: Month 11 = 91% of Fiscal Year Budget\*

**Preliminary General Fund Profit and Loss**

The District's General Fund Total Year to Date (YTD) Income was \$3,592,210 (\$1,184,077 less than budget), YTD Total Materials & Services was \$945,015 (\$283,360 under budget).

**Revenue**

- 4010 Fares: Revenues for the month were \$2,646; \$10,354 less than monthly budget and \$22,722 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$3,197; \$5,303 less than monthly budget and \$1,098 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$740; \$4,260 less than monthly budget and \$12,429 less than YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$0; \$2,000 less than monthly budget and \$4,635 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$5,500 less than monthly budget and \$30,000 less than YTD budget. (This route is not currently operating).
- 4110 NW Navigator: Under budget YTD by \$854.
- 4205-4207 Property Taxes: \$4,673 collected in May. Under budget YTD \$12,129.
- 4250 Timber Sales: \$57,274 collected in May. Over budget YTD \$81,543.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Zoom Class Action Settlement, Partial Refund for GFOA Conference Cancellation.
- 5201-5401 Grants: No Grant Money Received in May. Outstanding Total Amount Owed \$486,822.

**Expense**

- 6010-6210 Wages/Taxes/Benefits: Over Annual Budget \$98,775.
  - 7010 VET Provider Payments: No Rides for the Month of May.
  - END
- \*\* Fuel under budget MTD \$35,894. Materials & Services (without capital expense) is under budget for MTD by \$97,916 and under budget YTD \$283,360.

**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  
May 31, 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	2,645.77	13,000.00	(10,354.23)	106,278.29	129,000.00	(22,721.71)
4015 LOWER COLUMBIA CONNECTOR	3,196.65	8,500.00	(5,303.35)	83,597.54	82,500.00	1,097.54
4021 MEDICAID FARES - IGA	740.00	5,000.00	(4,260.00)	52,071.00	64,500.00	(12,429.00)
4022 PARATRANSIT FARES	0.00	2,000.00	(2,000.00)	11,064.66	15,700.00	(4,635.34)
4030 CONTRACTED SERVICES-IGA	0.00	5,500.00	(5,500.00)	0.00	30,000.00	(30,000.00)
4110 NW NAVIGATOR	37.80	350.00	(312.20)	1,996.41	2,850.00	(853.59)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	1,100.00	(1,100.00)
4130 OTHER-VENDING	95.58	250.00	(154.42)	352.91	650.00	(297.09)
4205 PROPERTY TAXES	3,439.06	16,000.00	(12,560.94)	1,109,288.64	1,116,000.00	(6,711.36)
4206 PRIOR YEAR TAXES	1,220.25	2,000.00	(779.75)	17,102.05	22,000.00	(4,897.95)
4207 PROPERTY TAX INTEREST	13.23	50.00	(36.77)	430.43	950.00	(519.57)
4310 TIMBER SALES	57,273.97	40,000.00	17,273.97	291,543.22	210,000.00	81,543.22
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	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	712.50	760.00	(47.50)	8,378.43	8,360.00	18.43
4425 CHARGING STATION	105.30	0.00	105.30	142.78	120.00	22.78
4505 INTEREST EARNED ON BANK ACCT	0.00	166.00	(166.00)	5,007.89	1,832.00	3,175.89
4605 OTHER INCOME	350.88	2,300.00	(1,949.12)	12,348.81	23,200.00	(10,851.19)
5201 OREGON STF FUNDS	0.00	0.00	0.00	69,699.00	92,932.00	(23,233.00)
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	130,000.00	(130,000.00)	201,961.00	520,000.00	(318,039.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	181,206.00	(181,206.00)	346,131.00	724,824.00	(378,693.00)
5205 OREGON PLANNING	0.00	60,000.00	(60,000.00)	0.00	60,000.00	(60,000.00)
5301 5311 ADMIN/OPERATIONS	0.00	138,344.00	(138,344.00)	714,021.00	551,344.00	162,677.00
5302 5310 MOBILITY MGT/PM	0.00	38,863.00	(38,863.00)	114,202.00	159,443.00	(43,241.00)
5304 TRANSPORTATION OPTIONS	0.00	24,425.00	(24,425.00)	80,581.05	97,775.00	(17,193.95)
5306 CARES ACT	0.00	125,264.00	(125,264.00)	244,435.00	375,792.00	(131,357.00)
5401 5339 CAPITAL PURCHASE	0.00	396,215.00	(396,215.00)	0.00	396,215.00	(396,215.00)
<b>Total Revenues</b>	<b>69,830.99</b>	<b>1,190,293.00</b>	<b>(1,120,462.01)</b>	<b>3,592,210.16</b>	<b>4,778,287.00</b>	<b>(1,184,076.84)</b>

	<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	115,792.91	169,300.00	53,507.09	2,103,936.86	1,947,900.00	(156,036.86)
6111 TAXES	14,602.08	27,800.00	13,197.92	253,198.02	305,800.00	52,601.98
6210 BENEFITS	32,044.47	51,925.00	19,880.53	566,465.30	571,125.00	4,659.70
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>162,439.46</b>	<b>249,025.00</b>	<b>86,585.54</b>	<b>2,923,600.18</b>	<b>2,824,825.00</b>	<b>(98,775.18)</b>
7010 VET PROVIDER RIDES	0.00	834.00	834.00	4,058.04	9,166.00	5,107.96
8000 AUDIT	0.00	0.00	0.00	14,000.00	25,000.00	11,000.00
8001 PROFESSIONAL SERVICES	4,775.00	6,000.00	1,225.00	20,357.04	73,500.00	53,142.96
8002 LEGAL COUNSEL	0.00	420.00	420.00	22,475.58	4,563.00	(17,912.58)
8003 BANK/MERCHANT FEES	60.24	166.00	105.76	2,030.16	1,826.00	(204.16)
8010 EQUIP LEASE/RENT	201.80	225.00	23.20	2,566.60	2,475.00	(91.60)
8015 COMP/FURNITURE/DURABLE GOODS	49.00	4,325.00	4,276.00	17,650.42	46,875.00	29,224.58
8020 B&M	753.61	3,850.00	3,096.39	29,108.34	42,550.00	13,441.66
8023 BUILDING LEASE	1,008.00	1,250.00	242.00	11,501.61	13,750.00	2,248.39
8024 SANITATION	0.00	300.00	300.00	2,264.86	3,300.00	1,035.14
8031 ONLINE SUB/IT SERVICES	4,767.01	8,700.00	3,932.99	103,162.92	94,700.00	(8,462.92)
8040 TELEPHONE/INTERNET	2,725.53	2,900.00	174.47	32,973.16	31,900.00	(1,073.16)
8041 UTILITIES	2,061.64	2,915.00	853.36	30,653.43	32,070.00	1,416.57
8050 HR/EMPLOYEE RECOGNITION	400.50	2,400.00	1,999.50	27,444.13	31,500.00	4,055.87
8060 TRAVEL/TRAINING	(60.00)	3,950.00	4,010.00	34,832.51	28,100.00	(6,732.51)
8076 ELECTION FEES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
8080 OUTREACH/PRINTING	11.33	3,150.00	3,138.67	25,214.59	36,650.00	11,435.41
8090 DUES, SUBSCRIPTIONS	0.00	1,250.00	1,250.00	25,124.00	13,750.00	(11,374.00)
8091 IGA-DUES	0.00	0.00	0.00	9,000.00	15,500.00	6,500.00
8092 FEES/TAXES/LICENSES	100.00	300.00	200.00	1,681.43	3,650.00	1,968.57
8100 INSURANCE	0.00	21,750.00	21,750.00	71,135.17	108,750.00	37,614.83
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	23,398.00	13,750.00	(9,648.00)
8110 LEGAL ADS	287.00	75.00	(212.00)	586.25	925.00	338.75
8112 MEETING EXPENSE	0.00	125.00	125.00	1,606.37	1,375.00	(231.37)
8116 OFFICE SUPPLIES	219.47	1,200.00	980.53	12,220.91	13,750.00	1,529.09
8170 FUEL	3,606.17	39,500.00	35,893.83	305,649.57	433,000.00	127,350.43
8171 VEHICLE REPAIR/OUTSIDE SERVICES	603.91	12,700.00	12,096.09	105,796.06	138,250.00	32,453.94



	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
8180 SHOP SUPPLIES	299.11	250.00	(49.11)	8,523.69	2,750.00	(5,773.69)
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>21,869.32</b>	<b>119,785.00</b>	<b>97,915.68</b>	<b>945,014.84</b>	<b>1,228,375.00</b>	<b>283,360.16</b>
<b>9200 CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,365.97</b>	<b>612,000.00</b>	<b>583,634.03</b>
Total Expenses	184,308.78	368,810.00	184,501.22	3,896,980.99	4,665,200.00	768,219.01
Excess Revenue Over (Under) Expenditures	(114,477.79)	821,483.00	(1,304,963.23)	(304,770.83)	113,087.00	(1,952,295.85)

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 5/31/2023**

	This Year
<b>Assets</b>	
1010 OVER/UNDER	(4.75)
1020 GENERAL CHECKING LC BANK	55,324.54
1030 LGIP - GENERAL FUND	26,307.87
1040 PAYROLL ACCOUNT LC BANK	(35,783.62)
1050 MONEY MARKET LC BANK	(5,672.27)
1060 ODOT LOAN LC BANK	(375,338.43)
1095 CASH RECEIPTS CLEARING SYSTEM	(2,241.29)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	486,820.88
1251 PASS TRANSIT RECEIVABLES	580.00
1425 PREPAID WORK COMP	187.10
	147,854.86
<b>Total Assets</b>	<b>147,854.86</b>
<b>Liabilities and Net Assets</b>	
2010 ACCOUNTS PAYABLE SYSTEM	101,495.19
2019 ACCOUNTS PAYABLE OTHER	(418.69)
2050 CREDIT CARD PAYABLE	57,542.21
2059 CREDIT CARD PAYMENT CLEARING	(66,297.34)
2060 PAYABLE TO NWN	(1,008.60)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	(17.50)
2100 ACCRUED LABOR SYSTEM	(76,899.22)
2110 SOCIAL SECURITY TAX-EMPLOYEE	(285.69)
2111 SOCIAL SECURITY TAX-EMPLOYER	(285.69)
2112 PR SUTA	(591.55)
2113 OR STATE W/H	(369.00)
2114 FED W/H TAX PAYABLE	(2,595.75)
2115 MEDICARE TAX-EMPLOYEE	(66.81)
2116 MEDICARE TAX-EMPLOYER	(66.81)
2122 OREGON TRANSIT ASSESSMENT	(4.61)
2123 OR-WBF ASSESSMENT	(0.30)
2124 BENEFITS MEDICAL SDIS	(202.30)
2125 PAID LEAVE OREGON	846.09
2135 MASA	14.00
2141 RETIREMENT-ER 457	(115.20)
	10,672.43
<b>Total Liabilities</b>	<b>10,672.43</b>
<b>Change in Net Assets</b>	<b>137,182.43</b>
<b>Total Net Assets</b>	<b>137,182.43</b>
<b>Total Liabilities and Net Assets</b>	<b>147,854.86</b>



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 5/31/2023**

<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>
[6494] ANGI WILDT GALLERY	3/31/2023	1647	3/01/2023	Mar 2023 Parking Space #12	0.00	0.00	0.50	0.00	0.50
[6494] ANGI WILDT GALLERY	5/01/2023	1665	4/01/2023	Apr 2023 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	5/31/2023	1695	5/01/2023	May 2023 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6291] CURRY & COCO THAI EATERY	5/31/2023	1690	5/01/2023	May 2023 Parking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	5/31/2023	1691	5/01/2023	May 2023 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[6113] HOXIE, RONALD	5/01/2023	1667	4/01/2023	Apr 2023 Parking Space #7	0.00	47.50	0.00	0.00	47.50
[6113] HOXIE, RONALD	5/31/2023	1692	5/01/2023	May 2023 Parking Space #7	47.50	0.00	0.00	0.00	47.50
[6153] ODOT	3/22/2023	1643	12/31/2022	Innovative Mobility Grant	0.00	0.00	0.00	300.00	300.00
[6153] ODOT	3/22/2023	1644	12/31/2022	Bike Grant	0.00	0.00	0.00	2,188.83	2,188.83
[6153] ODOT	3/21/2023	1675	12/31/2022	Q2 FY23 5311 34997	0.00	0.00	0.00	158,525.00	158,525.00
[6153] ODOT	5/10/2023	1700	12/31/2022	Q2 FY23 5311 #34415	0.00	6,958.00	0.00	0.00	6,958.00
[6153] ODOT	5/14/2023	1701	3/31/2023	Q3 FY23 #35108	0.00	40,253.00	0.00	0.00	40,253.00
[6153] ODOT	5/13/2023	1702	3/31/2023	Q3 FY23 5311 #34415	0.00	30,240.00	0.00	0.00	30,240.00
[6153] ODOT	6/29/2023	1703	3/31/2023	Q3 FY23 TO Reimbursement	18,263.65	0.00	0.00	0.00	18,263.65

[6153] ODOT	6/29/2023	1704	3/31/2023	Innovative Mobility Grant	300.00	0.00	0.00	0.00	300.00
[6153] ODOT	6/29/2023	1705	3/31/2023	Q3 FY23 MM/PM 5310 #35192	43,731.00	0.00	0.00	0.00	43,731.00
[6153] ODOT	6/29/2023	1706	3/31/2023	Q3 FY23 5311 34997	186,363.00	0.00	0.00	0.00	186,363.00
[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	0.00	140.00	0.00	140.00
[6162] OREGON EMPLOYMENT DEPT	5/01/2023	1686	4/01/2023	Mar Bus Passes-Astoria STEP	0.00	220.00	0.00	0.00	220.00
[6162] OREGON EMPLOYMENT DEPT	5/31/2023	1687	5/01/2023	Apr Bus Passes-Astoria STEP	100.00	0.00	0.00	0.00	100.00
[6583] Sondra Carr	5/01/2023	1668	4/01/2023	Apr 2023 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	5/31/2023	1693	5/01/2023	May 2023 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/31/2023	1682	3/01/2023	Feb 2023 Bus Passes	0.00	0.00	700.00	0.00	700.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/30/2023	1699	4/30/2023	MED BILLING 04/01- 04/30/2023	0.00	6,753.00	0.00	0.00	6,753.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	6/30/2023	1708	5/31/2023	MED BILLING 05/01- 05/31/2023	740.00	0.00	0.00	0.00	740.00

[6244] WEDDLE, DIANNA	5/11/2023	1641	5/01/2023 May 2023 Parking Space #6	0.00	47.50	0.00	0.00	47.50
<b>Total</b>				<b>249,782.65</b>	<b>84,614.00</b>	<b>840.50</b>	<b>161,333.83</b>	<b>496,570.98</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 5/31/2023**

<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>
<b>[6065] ASTOUND BY WAVE</b>									
5/01/2023	121315701-0010134	5/23/2023	05/2023 Telephone/Internet	1,518.33	1,518.33	0.00	1,518.33	0.00	0.00
<b>[6603] CIT - FIRST-CITIZENS BANK &amp; TRUST</b>									
5/20/2023	42435250	6/10/2023	Copy Lease - Astoria	201.80	201.80	0.00	201.80	0.00	0.00
<b>[6048] CITY OF WARRENTON</b>									
5/31/2023	001638-00005312023	6/30/2023	05/2023 WATER SRV - OPS	344.99	344.99	344.99	0.00	0.00	0.00
<b>[6084] DEL'S OK POINT-S TIRE</b>									
4/28/2023	4282023	5/08/2023	Finance Charge	18.36	18.36	0.00	0.00	18.36	0.00
5/12/2023	1081885	6/10/2023	Tires - Bus 92	396.00	396.00	0.00	396.00	0.00	0.00
5/31/2023	1082558	6/10/2023	Tire Repair - bus 2101	83.00	83.00	0.00	83.00	0.00	0.00
<b>[6096] EO MEDIA GROUP</b>									
4/18/2023	4866	5/18/2023	Budget Meeting Ad/Spanish	159.25	159.25	0.00	159.25	0.00	0.00
4/18/2023	4872	5/18/2023	Budget Meeting Ad	140.00	140.00	0.00	140.00	0.00	0.00
5/11/2023	9044	6/10/2023	Budget Meeting Ad	287.00	287.00	0.00	287.00	0.00	0.00
5/31/2023	FC05312023	6/30/2023	Finance Charge	8.37	8.37	8.37	0.00	0.00	0.00
<b>[6119] IRON MOUNTAIN</b>									
5/31/2023	HNJB659	6/30/2023	Shredding Service 4/26 - 5/23/2023	159.97	159.97	159.97	0.00	0.00	0.00
<b>[6121] JACKSON &amp; SON OIL INC</b>									
5/31/2023	99916	6/30/2023	05/2023 Fuel	245.27	245.27	245.27	0.00	0.00	0.00

**[5063] LEWICKI, PAUL**

5/21/2023	11	6/20/2023	Interium Ex Director - 5/10 - 5/19/23	3,025.00	3,025.00	3,025.00	0.00	0.00	0.00
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**[6147] NW COMMUNITY ALLIANCE**

4/30/2023	12601	5/01/2023	04/2023 BUS SHELTERS	800.00	800.00	0.00	0.00	800.00	0.00
5/31/2023	12773	6/01/2023	05/2023 BUS SHELTERS	350.00	350.00	0.00	350.00	0.00	0.00

**[6148] NW NATURAL**

5/26/2023	3762086-1 05262023	6/20/2023	05/2023 GAS SRV - SS	19.61	19.61	19.61	0.00	0.00	0.00
5/18/2023	770728-4 05182023	6/08/2023	05/2023 GAS SRV - OPS	108.47	108.47	0.00	108.47	0.00	0.00

**[6141] NW NAVIGATOR LUXURY COACHES**

5/27/2023	R05272023	6/06/2023	Sales Week Month 05/27/2023	56.61	56.61	0.00	56.61	0.00	0.00
5/31/2023	R05312023	6/10/2023	Sales Month Month 05/31/2023	27.54	27.54	0.00	27.54	0.00	0.00

**[6172] O'REILLY AUTO PARTS**

5/11/2023	3920-297944	6/20/2023	Micro V Belt	41.91	41.91	41.91	0.00	0.00	0.00
5/15/2023	3920-298462	6/20/2023	Belt - FR	49.74	49.74	49.74	0.00	0.00	0.00
5/28/2023	SC04284139	6/20/2023	Finance Charge	14.16	14.16	14.16	0.00	0.00	0.00

**[6176] PACIFIC POWER**

5/30/2023	70301738- 001-4 05302023	6/15/2023	04/11 - 05/10/23 ELECTRIC - TC/SS	668.87	668.87	668.87	0.00	0.00	0.00
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**[6177] PACIFICSOURCE ADMINISTRATORS**

5/05/2023	2023-09	6/04/2023	Pay period ending 4/29/2023,FSAHealth	330.83	330.83	0.00	330.83	0.00	0.00
5/19/2023	2023-10	6/18/2023	Pay period ending 5/13/2023,FSAHealth	125.00	125.00	125.00	0.00	0.00	0.00
5/31/2023	2023-12	6/30/2023	Pay period ending 5/31/2023,FSAHealth	101.66	101.66	101.66	0.00	0.00	0.00



**[6186] RECOLOGY WESTERN OREGON**

5/01/2023	21268297	5/31/2023	04/2023 GARBAGE SRV - TC	111.41	111.41	0.00	111.41	0.00	0.00
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**[6193] SDIS**

4/06/2023	2023-09	5/06/2023	Pay period ending 4/05/2023,WorkComp	32.35	32.35	0.00	0.00	32.35	0.00
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5/31/2023	2023-13	6/30/2023	Pay period ending 5/31/2023,WorkComp	187.10	187.10	187.10	0.00	0.00	0.00
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**[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

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
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**[6225] VALIC-JPM CHASE**

5/31/2023	2023-13	6/30/2023	Pay period ending 5/31/2023,401ABen	115.20	115.20	115.20	0.00	0.00	0.00
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**[6237] WILCOX & FLEGEL**

4/30/2023	CL78922	5/30/2023	04/2023 Fuel	11,864.69	11,864.69	0.00	11,864.69	0.00	0.00
5/31/2023	CL83085	6/30/2023	05/2023 Fuel	3,619.66	3,619.66	3,619.66	0.00	0.00	0.00

<b>Report Total</b>				<b>28,212.15</b>	<b>28,212.15</b>	<b>8,726.51</b>	<b>18,634.93</b>	<b>850.71</b>	<b>0.00</b>
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**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 5/31/203**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
22485	5/10/2023	[6193] SDIS - Invoices 2023-05, 2023-06, 2023-07 (2)	BENEFITS MEDICAL SDIS	75000	75,000.00
EFT	5/10/2023	[6225] VALIC-JPM CHASE - Payroll Dated 05/05/2023	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3236.87 2643.58 335.59	6,216.04
22504	5/24/2023	[6579] KELLEY, HAGLUND LLP - Legal Advise	LEGAL COUNSEL	5589.08	5,589.08
22520	5/24/2023	[6177] PACIFICSOURCE ADMINISTRATORS - Invoices 2023-05, 2023-06, 2023-07, 2023-08, Apr 2023, Mar 2023	FSA-PT HRA CLAIMS FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP FSA/HRA EXP	1323.32 3174.94 450.00 78.60 62.84 164.12 27.50 9.00 9.00	5,299.32
22523	5/24/2023	[6193] SDIS -Invoices 2023-05-08, 2023-07, 2023-07 (1), 2023-08, 2023-09	PREPAID WORK COMP BENEFITS MEDICAL SDIS	2327.58 32436.41	34,763.99
22525	5/24/2023	[6598] SWIFTLY. INC - 3/19/23 - 3/18/24 Subscription Fee - Connect w/ Passengers, Staff, Vehicles	DUES, SUBSCRIPTIONS	14440.68	14,440.68
22527	5/24/2023	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT - Invoices AR030, AR034	IGA-DUES	6000	6,000.00
22531	5/24/2023	[6237] WILCOX & FLEGEL - 03/2023 Fuel	FUEL	15000	15,000.00
<b>Total Checks</b>					<b>162,309.11</b>

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

Run: 6/13/2023 @ 3:34 PM

Page: 1

Closing Balance from Previous Statement.....	3/08/2023	-6,663.14
0 Deposits and Other Additions Totaling.....		0.00
55 Checks and Other Withdrawals Totaling.....		3,978.68
1 Adjustments Totaling.....		6,663.14
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	4/07/2023	-3,978.68
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	4/07/2023	-190,003.37
Open Activity from Bank Register.....		(263.08)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-189,740.29

Date	Check	To	Check Description	Amount
✓ 3/05/2023	0001217	ADOBE ACROBAT	Kleczek - Monthly Subscription	19.99
✓ 3/08/2023	0000284	AMAZON	Jones - Outreach - Poster Frame	45.00
✓ 3/08/2023	0000285	AURORA TRAINING ADVANTAGE	Hazen - Training	298.00
✓ 3/08/2023	0001365	RANEY'S TRUCK PARTS	Geisler - Door Pockets/Freightliners	114.86
✓ 3/09/2023	0001209	DOLLAR TREE	Farmer - BD Cards	36.75
✓ 3/09/2023	0001365	AMAZON	Geisler - Self-Inking Date Stamps	15.34
✓ 3/10/2023	0000284	HOME DEPOT CREDIT SERVICES	Jones - Straps/Cart	85.14
✓ 3/13/2023	0001209	LCHRMA	Farmer - HR Training	30.00
✓ 3/14/2023	0000284	HOME DEPOT CREDIT SERVICES	Jones - Display Poster Clamps	11.50
✓ 3/14/2023	0000285	THE FERN CAFE	Hazen - Meal	52.50
✓ 3/14/2023	0001209	FRED MEYER	Farmer - Labels	9.99
✓ 3/14/2023	0001209	FRED MEYER	Farmer - Gift Card/Employee of the Qrt.	25.00
✓ 3/14/2023	0001209	CHEFSTORE	Farmer - Employee BBQ	86.60
✓ 3/14/2023	0001217	AMAZON	Kleczek - Outreach	10.99
✓ 3/14/2023	0001217	AMAZON	Kleczek - Outreach	23.98
✓ 3/15/2023	0001209	CHEFSTORE	Farmer - Employee BBQ	94.17
✓ 3/15/2023	0001217	AMAZON	Kleczek - Outreach	59.99
✓ 3/16/2023	0000284	FRED MEYER	Jones - Drinks/Employee Appreciation	59.38
✓ 3/16/2023	0001209	FRED MEYER	Farmer - Employee BBQ	66.55
✓ 3/16/2023	0001209	FRED MEYER	Farmer - Bag/Employee of the Qrt.	17.94
✓ 3/16/2023	0001209	CHEFSTORE	Farmer - Popcorn	7.49
✓ 3/16/2023	0001365	ADOBE ACROBAT	Geisler - Monthly Subscription	14.99
✓ 3/16/2023	0001365	AMAZON	Geisler - Charge Cables for Bus Tablets	69.93
✓ 3/17/2023	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 3/18/2023	0000285	APPLE	Hazen - Monthly Subscription	0.99

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

Run: 6/13/2023 @ 3:34 PM

Page: 2

✓	3/20/2023	0000285	SSERTIVEUP.ORG	Hazen - Training	1.95
✓	3/22/2023	0000269	FRED MEYER	Parker - Refreshments/Board Meeting	18.96
✓	3/22/2023	0000285	FRED MEYER	Hazen - Flash Drive	26.99
✓	3/23/2023	0000285	USPS	Hazen - Postage	15.85
✓	3/23/2023	0001209	GOOD TO GO	Farmer - Lunches/Eval. Comm. Meeting	69.00
✓	3/24/2023	0001209	CHEFSTORE	Farmer - Popcorn Oil	22.79
✓	3/27/2023	0000285	CRAFTGUIDELINE.COM	Hazen - Outreach	2.90

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

Run: 6/13/2023 @ 3:34 PM

Page: 3

Date	Check	To	Check Description	Amount
✓ 3/27/2023	0001209	USPS	Farmer - Stamps	65.99
✓ 3/27/2023	0001365	AMAZON	Geisler - Coil Pack - Bus 20	44.99
✓ 3/27/2023	0001365	SHARI'S	Geisler - Meals	65.53
✓ 3/28/2023	0001209	FRED MEYER	Farmer - Employee of the Yr Cake	15.98
✓ 3/28/2023	0001209	CHEFSTORE	Farmer - Plates/Napkins - Employee of the Yr	9.44
✓ 3/28/2023	0001217	ONESTREAM	Kleczek - Monthly Subscription	39.00
✓ 3/30/2023	0001209	CTAA	Farmer - Online Course - 11 Drivers	275.00
✓ 3/30/2023	0001365	AMAZON	Geisler - Xtool Diagnostic Scan Tool	769.00
3/31/2023	0000269	SECURE CHECK ORDER	Parker - General Fund Checks	98.33
✓ 3/31/2023	0001209	CCSO	Farmer - Fingerprints/MM	26.13
✓ 4/01/2023	0001365	AMACO	Geisler - Refund/Reynolds Personal Charge	-14.99
✓ 4/01/2023	0001365	INDEED	Geisler - Monthly Fee	270.00
✓ 4/03/2023	0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 4/03/2023	0000285	BPUBLISHING.ORG	Hazen - Office Supplies	1.85
✓ 4/03/2023	0001365	A1 TRUCK SUPPLY PLUS	Geisler - Camera/Wiring Harness - Bus 2102	576.93
✓ 4/03/2023	0001365	AMAZON	Geisler - Printer Toner - Shop	39.98
✓ 4/04/2023	0000269	USPS	Parker - Postage/Board Meeting	9.00
✓ 4/04/2023	0001209	ASTORIA COFFEE HOUSE	Farmer - Food/Eval. Comm. Meeting	21.24
✓ 4/04/2023	0001217	APPLE	Kleczek - Monthly Fee	9.99
✓ 4/04/2023	0001365	UPS STORE	Geisler - Shipping/Hanover Parts	14.18
4/04/2023	0001365	4 STATE TRUCKS	Geisler - Hood Restraint Cable	44.39
✓ 4/05/2023	0000284	AMAZON	Jones - Outreach/Lights for Bikes	79.96
4/05/2023	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	19.99
✓ 4/06/2023	0000284	ANYWORD	Jones - Software	49.00
4/07/2023	0001365	GILLIG LCC	Geisler - Valve/susp Height Control - Bus 1365	100.37
4/09/2023	0000284	DROPBOX.COM	Jones - Online Storage/Backup	31.99
✓ 4/10/2023	0000284	DROPBOX.COM	Jones - Storage/Backup	31.99
4/10/2023	0001365	ROCKLER	Geisler - Alumlite Trans Red Dye	21.97
✓ 4/11/2023	0000284	ADOBE ACROBAT	Jones - Software	9.99
4/12/2023	0000284	ADOBE ACROBAT	Jones - Photo/PDF Editor	9.99
4/14/2023	0001217	PROLYDIAN.COM	Kleczek - Training	80.00
4/16/2023	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
4/16/2023	0000284	OMNI HOTEL	Jones - Lodging/CTAA 2023	227.12
4/17/2023	0000285	SSERTIVEUP.ORG	Hazen - Training	2.95
4/17/2023	0001209	THE NEST BAKERY	Farmer - Food/ED Eval. Mtg.	11.25
4/17/2023	0001365	NFI.PARTS	Geisler - Journal Assy - Bus 1901	378.52

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

Run: 6/13/2023 @ 3:34 PM

Page: 4

4/18/2023	0000285	APPLE	Hazen - Monthly Fee	0.99
4/18/2023	0001365	ADOBE ACROBAT	Geisler - Monthly Fee	14.99
4/20/2023	0001209	CHEFSTORE	Farmer - Coffee/Creamer - Ops	29.51
4/21/2023	0001209	AMAZON	Farmer - Printer Toner/HR	39.78
4/21/2023	0001209	USPS	Farmer - Postage	10.35
4/21/2023	0001209	FULLIDENTITY.COM	Farmer - Name Badge/FR	18.50
4/22/2023	0000284	GRAMMARLY, INC	Jones - Travel Training Video	59.95
4/24/2023	0000285	CLATSOP COUNTY CLERK	Hazen - Fees	57.00
4/24/2023	0001209	CCSO	Farmer - Fingerprints/PT	26.13

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

Run: 6/13/2023 @ 3:34 PM

Page: 5

Date	Check	To	Check Description	Amount
4/27/2023	0001209	CHEFSTORE	Farmer - Coffee, Creamer - Ops	35.21
4/27/2023	0001217	ONESTREAM	Kleczek - Monthly Fee	39.00
4/29/2023	0000285	CRAFTGUIDELINE.COM	Hazen - Outreach	3.90
4/30/2023	0000269	AMAZON	Parker - Prime Membership - Requested Refund	139.00
5/01/2023	0001365	INDEED	Geisler - Monthly Fee	36.00
5/03/2023	0000285	ZOOM	Hazen - Monthly Fee	140.00
5/03/2023	0001217	APPLE	Kleczek - Monthly Fee	9.99
5/06/2023	0000284	ANYWORD	Jones - Travel Training Video	49.00
5/08/2023		CARD SERVICE CENTER	Late Fee/Interest	103.52
<b>Total Unmarked Checks:</b>			<b>1,852.68</b>	
			<b>Total Checks:</b>	<b>5,831.36</b>
Date	Reference	Adjustment Description		Amount
✓ 3/28/2023	GC22428	Payment Made from Gen. Ck. for Statement Ending 03/08/2023		6,663.14
			<b>Total Adjustments:</b>	<b>6,663.14</b>



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

Run: 6/13/2023 @ 3:33 PM

Page: 1

Closing Balance from Previous Statement.....	2/05/2023	-5,776.48
0 Deposits and Other Additions Totaling.....		0.00
58 Checks and Other Withdrawals Totaling.....		6,663.14
1 Adjustments Totaling.....		5,776.48
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	3/08/2023	-6,663.14
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	3/08/2023	-192,777.02
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-192,777.02

Date	Check	To	Check Description	Amount
✓ 1/27/2023	0001217	ONESTREAM	Kleczek - Monthly Subscription	39.00
✓ 2/04/2023	0000284	AMERICAN AIRLINES	Jones - Flight/CTAA Conference	691.40
✓ 2/04/2023	0000284	AMERICAN AIRLINES	Jones - Flight/CTAA	55.95
✓ 2/05/2023	0001209	GOVPERMIT	Farmer - Fingerprints/FR	26.13
✓ 2/05/2023	0001217	ADOBE ACROBAT	Kleczek - Monthly Subscription	19.99
✓ 2/06/2023	0000284	AMAZON	Jones - Card Stock	63.76
✓ 2/06/2023	0000284	PERFORATEDPAPER.COM	Jones - Paper	89.42
✓ 2/06/2023	0001209	GOVPERMIT	Farmer - Fingerprints/Ops	26.13
✓ 2/07/2023	0001209	FRED MEYER	Farmer - Office Supplies	6.99
✓ 2/07/2023	0001209	SMARTSIGN.COM	Farmer - Parkering Permits	206.75
✓ 2/07/2023	0001217	APPLE	Kleczek - Monthly Subscription	11.99
✓ 2/07/2023	0001217	APPLE	Kleczek - Monthly Subscription/Storage	9.99
✓ 2/10/2023	0000269	SUNRIVER RESORT	Parker - Room, SDAO Conference D. Booth Schmidt	456.51
✓ 2/10/2023	0000269	SUNRIVER RESORT	Parker - Room, SDAO Conference P. Alegria	456.51
✓ 2/10/2023	0000269	SUNRIVER RESORT	Parker - Room, SDAO Conference S. Farmer	456.51
✓ 2/10/2023	0000269	SUNRIVER RESORT	Parker - Room, SDAO Conference C. Withers	456.51
✓ 2/10/2023	0000269	SUNRIVER RESORT	Parker - Room, SDAO Conference D. Nino	312.41
✓ 2/11/2023	0000284	ADOBE ACROBAT	Jones - Photo Editor	9.99
✓ 2/14/2023	0001209	FULLIDENTITY.COM	Farmer - ID Cards/FR	15.25
✓ 2/14/2023	0001209	FULLIDENTITY.COM	Farmer - Lanyards/Office Supplies	53.25
✓ 2/14/2023	0001365	EBAY	Geisler - Door Lock Colenoid	38.00
✓ 2/14/2023	0001365	EBAY	Geisler - Door Lock Solenoid	14.99

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

Run: 6/13/2023 @ 3:33 PM

Page: 2

✓ 2/14/2023	0001365	AMAZON	Geisler - Paper Towels	119.66
✓ 2/15/2023	0001209	EVENTBRITE	Farmer - HR Training	30.00
✓ 2/16/2023	0001365	ADOBE ACROBAT	Geisler - Monthly Fee	14.99
✓ 2/17/2023	0000269	USPS	Parker - Board Mailing	4.78
✓ 2/19/2023	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 2/19/2023	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 2/23/2023	0000284	AMAZON	Jones - Rack Card Holders	11.99
✓ 2/23/2023	0000284	AMAZON	Jones - Postcard Sized Holder	33.99
✓ 2/24/2023	0000284	PERFORATEDPAPER.COM	Jones - Trifold Perforated Paper	89.33
✓ 2/24/2023	0001209	SMART FOOD SERVICE	Farmer - Coffee/Candy	94.37

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

Run: 6/13/2023 @ 3:33 PM

Page: 3

Date	Check	To	Check Description	Amount
✓ 2/25/2023	0000284	DROPBOX.COM	Jones - Secure Storage	31.99
✓ 2/26/2023	0001365	AMAZON	Geisler - Nitrogen Oxide Sensor - Bus 2004	384.38
✓ 2/27/2023	0000284	ANYWORD	Jones - Script Software	49.00
✓ 2/27/2023	0000284	VISTAPRINT	Jones - Brochures	84.99
✓ 2/27/2023	0001365	OCEAN CREST	Geisler - Calibrate Transmission - Bus 2003	275.80
✓ 2/28/2023	0000284	VISTAPRINT	Jones - Training Posters	73.78
✓ 2/28/2023	0001217	ASSOCIATION FOR COMMUTER TRANSPORTATION	Kleczek - ACT Conference Registration	825.00
✓ 3/01/2023	0001365	INDEED	Geisler - Job Ads/Farmer	180.00
✓ 3/02/2023	0000284	VISTAPRINT	Jones 00 Training Banner	71.35
✓ 3/02/2023	0001365	EBAY	Geisler - !2 Volt Fuel Pump - Shop	57.54
✓ 3/02/2023	0001365	EBAY	Geisler - Rtn Door Lock Cylenoid	-38.00
✓ 3/03/2023	0000284	HOME DEPOT CREDIT SERVICES	Jones - Storage Boxes	37.20
✓ 3/03/2023	0000284	THEPAPERMILLSTORE.COM	Jones - Trifold Scored Paper	59.24
✓ 3/03/2023	0001365	GRAINGER	Geisler - Diaphragm Pump - Shop	97.43
✓ 3/03/2023	0001365	EBAY	Geisler - !2 Wheel speed Sensor - Shop	21.84
✓ 3/03/2023	0001365	AMAZON	Geisler - Prime Membership Fee/Tom Reynolds - Should be on his personal card	14.99
✓ 3/04/2023	0001217	APPLE	Kleczek - Monthly Subscription/Storage	9.99
✓ 3/05/2023	0000284	AMAZON	Jones - Display Holder	67.99
✓ 3/05/2023	0000285	BI-MART	Hazen - Office Supplies	19.98
✓ 3/05/2023	0000285	ZOOM	Hazen - Monthly Fee	140.00
✓ 3/06/2023	0000284	VISTAPRINT	Jones - Display Stickers	77.99
✓ 3/06/2023	0000284	eDREAMS	Jones - FLight/CTAA	69.99
✓ 3/06/2023	0000284	ANYWORD	Jones - Script Software	49.00
✓ 3/06/2023	0001209	SMART FOOD SERVICE	Farmer - Candy/Transit Appreciation	66.15
✓ 3/06/2023	0001217	ADOBE ACROBAT	Kleczek - Monthly Subscription	19.99
✓ 3/07/2023	0001365	EBAY	Geisler - Rtn Door Lock Solenoid	-14.99
<b>Total Unmarked Checks:</b>			<b>0.00</b>	<b>Total Checks:</b> <u>6,663.14</u>

Date	Reference	Adjustment Description	Amount
✓ 2/14/2023	0022317	Payment made fro Gen. Ck. for Statement Ending 02/05/2023	5,776.48
<b>Total Adjustments:</b>			<u>5,776.48</u>

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

Run: 6/13/2023 @ 3:34 PM

Page: 1

Closing Balance from Previous Statement.....	4/07/2023	-3,978.68
0 Deposits and Other Additions Totaling.....		0.00
31 Checks and Other Withdrawals Totaling.....		1,852.68
1 Adjustments Totaling.....		3,978.68
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	5/08/2023	-1,852.68
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	5/08/2023	-191,634.95
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-191,634.95

Date	Check	To	Check Description	Amount
✓ 3/31/2023	0000269	SECURE CHECK ORDER	Parker - General Fund Checks	98.33
✓ 4/04/2023	0001365	4 STATE TRUCKS	Geisler - Hood Restraint Cable	44.39
✓ 4/05/2023	0001217	ADOBE ACROBAT	Kleczek - Monthly Fee	19.99
✓ 4/07/2023	0001365	GILLIG LCC	Geisler - Valve/susp Height Control - Bus 1365	100.37
✓ 4/09/2023	0000284	DROPBOX.COM	Jones - Online Storage/Backup	31.99
✓ 4/10/2023	0001365	ROCKLER	Geisler -	21.97
✓ 4/12/2023	0000284	ADOBE ACROBAT	Alumlite Trans Red Dye Jones - Photo/PDF Editor	9.99
✓ 4/14/2023	0001217	PROLYDIAN.COM	Kleczek - Training	80.00
✓ 4/16/2023	0000269	ADOBE ACROBAT	Parker - Monthly Fee	12.99
✓ 4/16/2023	0000284	OMNI HOTEL	Jones - Lodging/CTAA 2023	227.12
✓ 4/17/2023	0000285	SSERTIVEUP.ORG	Hazen - Training	2.95
✓ 4/17/2023	0001209	THE NEST BAKERY	Farmer - Food/ED Eval. Mtg.	11.25
✓ 4/17/2023	0001365	NFI.PARTS	Geisler - Journal Assy - Bus 1901	378.52
✓ 4/18/2023	0000285	APPLE	Hazen - Monthly Fee	0.99
✓ 4/18/2023	0001365	ADOBE ACROBAT	Geisler - Monthly Fee	14.99
✓ 4/20/2023	0001209	CHEFSTORE	Farmer - Coffee/Creamer - Ops	29.51
✓ 4/21/2023	0001209	AMAZON	Farmer - Printer Toner/HR	39.78
✓ 4/21/2023	0001209	USPS	Farmer - Postage	10.35
✓ 4/21/2023	0001209	FULLIDENTITY.COM	Farmer - Name Badge/FR	18.50
✓ 4/22/2023	0000284	GRAMMARLY, INC	Jones - Travel Training Video	59.95
✓ 4/24/2023	0000285	CLATSOP COUNTY CLERK	Hazen - Fees	57.00
✓ 4/24/2023	0001209	CCSO	Farmer - Fingerprints/PT	26.13
✓ 4/27/2023	0001209	CHEFSTORE	Farmer - Coffee, Creamer - Ops	35.21
✓ 4/27/2023	0001217	ONESTREAM	Kleczek - Monthly Fee	39.00

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

Run: 6/13/2023 @ 3:34 PM

Page: 2

✓ 4/29/2023	0000285	CRAFTGUIDELINE.COM	Hazen -	3.90
			Outreach	
✓ 4/30/2023	0000269	AMAZON	Parker -	139.00
			Prime Membership - Requested Refund	
✓ 5/01/2023	0001365	INDEED	Geisler -	36.00
			Monthly Fee	
✓ 5/03/2023	0000285	ZOOM	Hazen -	140.00
			Monthly Fee	
✓ 5/03/2023	0001217	APPLE	Kleczek -	9.99
			Monthly Fee	
✓ 5/06/2023	0000284	ANYWORD	Jones -	49.00
			Travel Training Video	
✓ 5/08/2023		CARD SERVICE CENTER	Late Fee/Interest	103.52

<b>Total Unmarked Checks:</b>	<b>0.00</b>	<b>Total Checks:</b>	<b>1,852.68</b>
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Date	Reference	Adjustment Description	Amount
✓ 6/09/2023	GC22537	Payment made from Gen. Ck. for Statement Ending 04/07/2023	3,978.68
<b>Total Adjustments:</b>			<b>3,978.68</b>

## Sunset Empire Transportation District

Checking Account Balances as of 5/31/2023

General Checking:	\$	55,324.54
Payroll Account:	\$	44,211.59
LGIP:	\$	57,545.06
ODOT Loan Funding:	\$	124,661.57
<b>Total Funds Available</b>	<b>\$</b>	<b>281,742.76</b>

Projected AP Week of 6/5/2023	\$	136,765.65
Projected AP Week of 6/19/2023	\$	40,153.40
Projected Payroll 6/2/2023 w/Taxes & Benefits	\$	42,473.84
Projected Payroll 6/16/2023 w/Taxes & Benefits	\$	31,572.53
Projected Payroll 6/30/2023 w/Taxes & Benefits	\$	31,572.53
<b>Total Projected Expenditures</b>	<b>\$</b>	<b>282,537.95</b>

Outstanding ODOT Grants:

5311 Funding	\$	382,086.00
Mobility Management/Preventative Maintenance	\$	43,731.00
Transportation Options/Bike Grant/Innovative Mobility Grant	\$	20,752.48
STIF Discretionary	\$	40,253.00
<b>Total Outstanding ODOT Grants</b>	<b>\$</b>	<b>486,822.48</b>



Date: June 27, 2023

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9. Budget Hearing and Adoption

This is the time and place set for the public hearing on the fiscal year 2023 -2024 budget for SETD. Before you, are the budgets that were approved by the Budget Committee on June 20, 2023.

After holding the public hearing, the Board may make changes to the budgets. However, if the Board wants to increase expenditures in any fund by 10% or more (or \$5,000 – whichever is greater), they must republish the amended budget summary and hold another budget hearing. This would not be possible since the budget must be adopted prior to July 1.

Staff recommends that a motion be made to approve Resolution 2023-01 adopting the 2023-2024 budget and making the appropriations and impose the tax levy for local government.

**Sunset Empire Transportation District  
900 Marine Drive  
Astoria, OR 97103**

**BOARD RESOLUTION**

**IN THE MATTER OF ADOPTING THE ANNUAL  
OPERATING BUDGET FOR FISCAL YEAR 2023-  
2024, MAKING APPROPRIATIONS, IMPOSING  
AND CATEGORIZING TAXES**

**RESOLUTION AND ORDER NO.  
2023-01**

**BE IT RESOLVED** that the Board of Directors of the Sunset Empire Transportation District hereby adopts the budget for fiscal year 2023-2024 in the sum of **\$3,251,808** is now on file at the administrative offices of the Sunset Empire Transportation District at 900 Marine Drive, Astoria, Oregon.

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and for the purposes shown below are hereby appropriated as follows:

<b>All Funds</b>	<b>(Note – Numbers are rounded)</b>	
Personnel Services	\$	1,817,720
Materials and Services	\$	709,000
Capital	\$	0
Unappropriated Ending Balance	\$	0
Debt Service	\$	310,000
Contingency	\$	415,088
Interfund Transfer	\$	0
Total Department	\$	3,251,808

**BE IT RESOLVED** that the Board of Directors of Sunset Empire Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.162 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2023-2024 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$0.162/\$1,000	0

**BE IT RESOLVED** that the Executive Director will hereby certify to the Clatsop County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by July 15, 2023.

**ADOPTED AND APPROPRIATED** by the Board of Directors on June 27, 2023

By: \_\_\_\_\_, Chair of the Board

ATTEST:

By: \_\_\_\_\_, Secretary of the Board

June 27, 2023  
Sunset Empire Transportation District  
Resolution 2023-01  
Budget Adoption 2023-2024

MOTION OF ADOPTION

Name	Aye	No	Absent
Chair Debbie Boothe-Schmidt			
Commissioner Tracy MacDonald			
Commissioner Pamela Alegria			
Commissioner Guillermo Romero			
Commissioner Charles Withers			
Commissioner Diana Nino			
Commissioner Rebecca Reed			

**REQUIREMENTS SUMMARY**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM  
LB-30**

**General Fund**

**Sunset Empire Transportation District**

Historical Data				Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			
Actual		Adopted Budget This Year 2022-2023	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
1					1	PERSONNEL SERVICES			1
2	\$2,076,666	\$2,174,609	\$2,133,871	\$1,988,144	2	Salaries & Wages	\$1,300,000	\$1,300,000	2
3	\$239,931	\$296,352	\$333,600	\$287,160	3	Payroll Expenses	\$216,720	\$216,720	3
4	\$618,159	\$551,467	\$623,066	\$534,421	4	Employee Benefits	\$301,000	\$301,000	4
5	<b>\$2,934,756</b>	<b>\$3,022,428</b>	<b>\$3,090,537</b>	<b>\$2,809,725</b>	5	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$1,817,720</b>	<b>\$1,817,720</b>	<b>\$0</b>
6	<b>45</b>	<b>50</b>	<b>50</b>		6	<b>Total Full-Time Equivalent (FTE)</b>	<b>15</b>	<b>\$15</b>	<b>6</b>
7					7	MATERIALS AND SERVICES			7
8	\$4,200	\$4,288	\$20,000	\$4,058	8	Provider Services	\$0	\$0	8
9	\$17,570	\$26,000	\$25,000	\$14,000	9	Audit	\$40,000	\$40,000	9
10	\$1,682	\$4,039	\$1,500	\$2,215	10	Advertising	\$2,000	\$2,000	10
11	\$1,044	\$1,951	\$2,000	\$1,970	11	Bank Fees	\$2,000	\$2,000	11
12	\$74,542	\$47,967	\$50,000	\$30,620	12	Building Grounds and Maintenance	\$35,000	\$35,000	12
13	\$13,944	\$13,768	\$15,000	\$10,494	13	Building Lease	\$2,000	\$2,000	13
14	\$163,789	\$105,342	\$135,000	\$105,469	14	Computer Information Technology Services	\$110,000	\$110,000	14
15	\$10,463	\$38,162	\$30,000	\$33,859	15	Conferences, Training, and Travel	\$5,000	\$5,000	15
16	\$10,629	\$10,501	\$10,000	\$6,962	16	Drug and Alcohol Testing/Background Checks	\$3,000	\$3,000	16
17	\$15,701	\$14,630	\$15,000	\$25,124	17	Dues and Subscriptions	\$24,000	\$24,000	17
18	\$12,000	\$12,000	\$15,500	\$9,000	18	IGA Dues and Fees	\$12,000	\$12,000	18
19	\$28,164	\$34,455	\$20,000	\$8,920	19	Comp/Furniture/Small tools	\$7,500	\$7,500	19
20	\$2,847	\$2,282	\$2,700	\$2,365	20	Equipment Lease	\$5,000	\$5,000	20
21	\$2,463	\$8,046	\$30,000	\$19,820	21	Outreach	\$10,000	\$10,000	21
22	\$4,204	\$8,608	\$10,000	\$7,921	22	Employee Recognition	\$5,000	\$5,000	22
23	\$7,842	\$0	\$5,000	\$0	23	Election Fees	\$0	\$0	23
24	\$213,278	\$327,557	\$477,000	\$302,043	24	Fuel	\$100,000	\$100,000	24
25	\$70,954	\$87,572	\$87,000	\$71,135	25	Insurance	\$105,000	\$105,000	25
26	\$701	\$614	\$1,000	\$0	26	Legal Ads	\$1,000	\$1,000	26
27	\$4,014	\$14,524	\$5,000	\$22,476	27	Legal Counsel	\$20,000	\$20,000	27
28	\$4,146	\$11,330	\$15,000	\$23,398	28	Uninsured Loss	\$15,000	\$15,000	28
29	\$1,098	\$1,265	\$1,500	\$1,486	29	Meeting Expense	\$500	\$500	29
30	\$13,971	\$15,261	\$15,000	\$11,616	30	Office Supplies	\$9,000	\$9,000	30
31	\$1,228	\$0	\$0	\$0	31	Payroll Processing Fee	\$0	\$0	31
32	\$4,602	\$6,021	\$10,000	\$4,996	32	Printing	\$6,500	\$6,500	32
33	\$18,362	\$1,021	\$77,000	\$15,184	33	Professional Services	\$50,000	\$50,000	33
34	\$3,805	\$2,060	\$4,000	\$1,518	34	Taxes/Licenses/Fees/Interest	\$2,000	\$2,000	34
35	\$46,182	\$38,421	\$35,000	\$30,248	35	Telecommunications/Internet	\$26,000	\$26,000	35
36	\$5,105	\$6,551	\$12,000	\$9,160	36	Uniforms	\$3,500	\$3,500	36
37	\$28,508	\$30,956	\$35,000	\$28,592	37	Utilities	\$28,000	\$28,000	37
38	\$159,391	\$158,420	\$150,000	\$104,215	38	Vehicle Maintenance and Repair	\$75,000	\$75,000	38
39	\$3,511	\$9,383	\$3,000	\$7,935	39	Shop Supplies	\$5,000	\$5,000	39
40	<b>\$949,944</b>	<b>\$1,042,995</b>	<b>\$1,314,200</b>	<b>\$916,797</b>	40	<b>TOTAL MATERIALS AND SERVICES</b>	<b>\$709,000</b>	<b>\$709,000</b>	<b>\$0</b>

**RESOURCES**  
**General Fund**  
(Fund)

**Sunset Empire Transportation District**

	Historical Data			Year to Date Actuals Year 2022-2023	RESOURCE DESCRIPTION	Budget for Next Year 2023-2024			
	Actual		Adopted Budget This Year Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022							
1	\$273,185	\$46,855	\$900,000	\$53,461	1 Available cash on hand* (cash basis) or	\$0			1
2					2 Net working capital (accrual basis)				2
3	\$28,981	\$21,514	\$25,000	\$16,299	3 Previously levied taxes estimated to be received	\$25,000			3
4	\$5,102	\$1,844	\$2,000	\$5,008	4 Interest	\$4,000			4
5					5 <b>OTHER RESOURCES</b>				5
6	\$186,079	\$201,732	\$250,000	\$246,430	6 Fares	\$50,000			6
7	\$118,185	\$81,288	\$105,000	\$0	7 IGA Contracted Services	\$0			7
8	\$10,146	\$8,993	\$10,500	\$8,866	8 Rentals	\$10,500			8
9	\$2,860	\$4,146	\$5,000	\$2,253	9 Commissions/Proceeds	\$2,000			9
10	\$249,209	\$231,075	\$210,000	\$234,269	10 State Timber Revenue	\$250,000			10
11	\$101,110	\$116,399	\$90,000	\$120,377	11 State Mass Transit Payroll Distribution	\$90,000			11
12	\$0	\$0	\$11,000	\$0	12 Training Scholarships	\$0			12
13	\$22,138	\$46,477	\$25,000	\$11,998	13 Other	\$7,500			13
14	\$0	\$0	\$60,000	\$0	14 ODOT - \$5304 Marketing Plan	\$0			14
15	\$121,442	\$69,223	\$139,443	\$114,202	15 ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$161,594			15
16	\$3,000	\$0	\$0	\$0	16 ODOT - \$5310 Preventive Maint. Discretionary	\$0			16
17	\$516,608	\$562,825	\$551,344	\$724,979	17 ODOT - \$5311 Operations	\$775,022			17
18	\$13,312	\$133,946	\$501,054	\$207,237	18 ODOT - \$5311 Operations CARES Act Needs Based	\$0			18
19	\$0	\$0	\$0	\$0	19 ODOT - \$5311 Cares Act Formula	\$0			19
20	\$171,813	\$620,835	\$1,056,215	\$0	20 ODOT - \$5339 Bus and Bus Facilities	\$0			20
21	\$67,161	\$75,269	\$97,775	\$80,281	21 ODOT - Transportation Options	\$0			21
22	\$0	\$0	\$40,000	\$0	22 ODOT - RVHT Rural Veterans	\$0			22
23	\$0	\$0	\$5,000	\$0	23 SDAO Safety Grant	\$0			23
24	\$93,863	\$92,932	\$92,932	\$69,699	24 STF Fund	\$0			24
25	\$701,917	\$784,288	\$724,824	\$346,131	25 STIF Formula Fund	\$876,192			25
26	\$217,766	\$191,503	\$520,000	\$191,948	26 STIF Discretionary/STN Fund	\$0			26
27	\$0	\$0	\$106,650	\$0	27 Capital Reserve Fund	\$0			27
28	\$2,903,876	\$3,291,143	\$5,528,737	\$2,433,439	28 Total resources, except taxes to be levied	\$2,251,808	\$0	\$0	28
29	\$1,056,857	\$1,105,377	\$1,133,000	\$1,105,849	29 Taxes estimated to be received	\$1,000,000			29
30					30 Taxes collected in year levied				30
31	<b>\$3,960,733</b>	<b>\$4,396,520</b>	<b>\$6,661,737</b>	<b>\$3,539,288</b>	31 <b>TOTAL RESOURCES</b>	<b>\$3,251,808</b>	<b>\$0</b>	<b>\$0</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
**General Fund**

**Sunset Empire Transportation District**

	Historical Data			Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024				
	Actual		Adopted Budget This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
41				41	CAPITAL OUTLAY				41	
42	\$201,127	\$673,502	\$400,000	\$0	42	2X Class B Buses	\$0	\$0		42
43	\$0	\$0	\$0	\$0	43	2 x Class D Buses	\$0	\$0		43
44	\$0	\$0	\$720,000	\$0	44	2X Class A Buses Remanufactured	\$0	\$0		44
45	\$0	\$0	\$29,000	\$0	45	Supervisor Vehicle	\$0	\$0		45
46	\$0	\$0	\$21,000	\$0	46	New Signage	\$0	\$0		46
47	\$0	\$0	\$50,000	\$0	47	New Repeater Equipment & Location	\$0	\$0		47
48	\$0	\$0	\$0	\$0	48	Post Lifts for Fleet Maintenance	\$0	\$0		48
49	\$0	\$44,442	\$60,000	\$0	48	Bus Stop Construction Hwy 101 & Ensign (match)	\$0	\$0		49
50	\$0	\$0	\$40,000	\$0	49	HVAC	\$0	\$0		50
51	\$0	\$33,773	\$12,000	\$0	50	Servers	\$0	\$0		51
52	\$201,127	\$751,717	\$1,332,000	\$0	51	<b>CAPITAL OUTLAY TOTAL</b>	\$0	\$0	\$0	52
53	\$4,085,827	\$4,817,140	\$5,736,737	\$3,726,522	52	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	\$2,526,720	\$2,526,720	\$0	53



FORM  
LB-30

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**General Fund**  
(name of fund)

**Sunset Empire Transportation District**  
(name of Municipal Corporation)

1	Historical Data			Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			1
	Actual		Adopted Budget This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022							
2				2	PERSONNEL SERVICES NOT ALLOCATED				2
3				3					3
4	0	0	0	0	<b>TOTAL PERSONNEL SERVICES</b>	0	0	0	4
5					<b>Total Full-Time Equivalent (FTE)</b>				5
6				6	MATERIALS AND SERVICES NOT ALLOCATED				6
7				7					7
8				8					8
9	0	0	0	0	<b>TOTAL MATERIALS AND SERVICES</b>	0	0	0	9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	0	0	0	0	<b>TOTAL CAPITAL OUTLAY</b>	0	0	0	13
14				14	DEBT SERVICE				14
15	0	0	0	0	ODOT Loan	310,000	310,000		15
16				16					16
17	0	0	0	0	<b>TOTAL DEBT SERVICE</b>	310,000	310,000	0	17
18				18	SPECIAL PAYMENTS				18
19				19					19
20				20					20
21	0	0	0	0	<b>TOTAL SPECIAL PAYMENTS</b>	0	0	0	21
22				22	INTERFUND TRANSFERS				22
23	50,000	50,000	50,000	0	To Capital Reserve Fund	0	0	0	23
24				24					24
25				25					25
26				26					26
27				27					27
28	50,000	50,000	50,000	0	<b>TOTAL INTERFUND TRANSFERS</b>	0	0	0	28
29		17,700	125,000	0	OPERATING CONTINGENCY	415,088	415,088		29
30		0	0	0	RESERVED FOR FUTURE EXPENDITURE	0			30
31		750,000	750,000	0	UNAPPROPRIATED ENDING BALANCE	0			31
32	50,000	50,000	50,000	0	<b>Total Requirements NOT ALLOCATED</b>	725,088	725,088	0	32
33			5,736,737		Total Requirements for ALL Org.Units/Programs within fund	2,526,720	2,526,720		33
34					Ending balance (prior years)				34
35	50,000	50,000	5,786,737	0	<b>TOTAL REQUIREMENTS</b>	3,251,808	3,251,808	0	35

**FORM  
LB-11**

This fund is authorized and established by resolution / ordinance number 2016-2 on June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2026

**Capital Reserve Fund  
(Fund)**

**Sunset Empire Transportation District  
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	133455	134455	2	Cash on hand * (cash basis), or	0	0	2
3			3				3
4			4				4
5			5				5
6	50000	839759	6	Transferred IN, from other funds	0	0	6
7			7				7
8			8				8
9			9				9
10	183455	974214	10	Total Resources, except taxes to be levied	0	0	10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	<b>183455</b>	<b>974214</b>	13	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	13
14			14	REQUIREMENTS **			14
15			15	Org. Unit or Prog. & Activity	Object Classification	Detail	15
16	9000	0	16	General Fund	Transfer	E-Fare Match	16
17	40000	134455	17	General Fund	Transfer	Equipment	17
18			18				18
19			19				19
20			20				20
21			21	Ending balance (prior years)			21
22	134455	839759	22	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			22
23	<b>183455</b>	<b>974214</b>	23	<b>TOTAL REQUIREMENTS</b>			23

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

**Special Transportation Fund (STF)**

(Fund)

**Sunset Empire Transportation District**

(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	46862	40000	2	Cash on hand * (cash basis), or	0	0	2
3	93863	92935	3	ODOT - STF Formual Grant	0	0	3
4	0	0	4	Previously levied taxes estimated to be received	0	0	4
5	0	0	5	Interest	0	0	5
6	0	0	6	Transferred IN, from other funds	0	0	6
7			7				7
8			8				8
9			9				9
10	140725	132935	10	Total Resources, except taxes to be levied	0	0	10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	<b>140725</b>	<b>132935</b>	13	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	51725	0	16	STF	Transfer	Wages	16
17	26000	0	17	STF	Transfer	Benefits/Taxes	17
18	13000	10000	18	STF	Transfer	Non Profit Assist/Outreach/Vet	18
19	20000	62898	19	STF	Transfer	Operations Assistance	19
20	30000	0	20	STF	Transfer	Capital	20
21	0	30037	21	STF	Transfer	Operations Assistance	21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30	0	30000	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			30
31	<b>140725</b>	<b>132935</b>	31	<b>TOTAL REQUIREMENTS</b>			31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

**Statewide Transportation Improvement Fund Discretionary (STIF)**  
(Fund)

**Sunset Empire Transportation District**  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	0	0	2	Cash on hand * (cash basis), or			2
3	436764	552000	3	ODOT - STIF Discretionary Program Grant			3
4			4				4
5			5				5
6			6				6
7			7				7
8			8				8
9			9				9
10	436764	552000	10	Total Resources, except taxes to be levied			10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	<b>436764</b>	<b>552000</b>	13	<b>TOTAL RESOURCES</b>			<b>0</b>
14			14	REQUIREMENTS **			<b>0</b>
15			15	Org Unit or Prog & Activity	Object Classification	Detail	
16	355764	232000	16	STIF	Transfer	Operations	0
17	81000	320000	17	STIF	Transfer	Capital	0
18			18				
19			19				
20			20				
21			21				
22			22				
23			23				
24			24				
25			25				
26			26				
27			27				
28			28				
29			29	Ending balance (prior years)			
30			30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			
31	<b>436764</b>	<b>552000</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>0</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
Statewide Transportation Improvement Fund (STIF)  
(Fund)**

**Sunset Empire Transportation District  
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	746701	873134	2	Cash on hand * (cash basis), or	0	0	2
3	5000	2500	3	Interest	0	0	3
4	631000	656787	4	ODOT - STIF Formula Fund Distribution	876192	876192	4
5	1382701	1532421	5	Total Resources, except taxes to be levied	876192	876192	5
6			6	Taxes collected in year levied			6
7	<b>1382701</b>	<b>1532421</b>	7	<b>TOTAL RESOURCES</b>	<b>876192</b>	<b>876192</b>	<b>0</b>
8			8	REQUIREMENTS **			8
9			9	Org Unit or Prog & Activity	Object Classification	Detail	
10	0	0	10	STIF	Transfer	District Operations	111434
11	278700	264300	11	STIF	Transfer	Match	455590
12	0	789759	12	STIF	Transfer	Capital Reserve	0
13	0	0	13	STIF	Transfer	ODOT Loan Principle/Int	309168
14	0	5000	14	STIF	Transfer	Student Transportation	0
15	0	15000	15	STIF	Transfer	Public Engage (MKT) Plan Match	0
16	25000	0	16	STIF	Transfer	Coordinated Plan	0
17	739528	458362	17	STIF	Transfer	Operations for Expanded Service	0
18			18				
19			19				
20			20				
21			21				
22			22				
23			23	Ending balance (prior years)			
24	339473	0	24	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			0
25	<b>1382701</b>	<b>1532421</b>	25	<b>TOTAL REQUIREMENTS</b>			<b>876192</b>
							<b>876192</b>
							<b>0</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

June 22, 2023

To: Board of Commissioners

From: Mary Parker

Re: 10.a Executive Director Job Description and Wage Benefit Package

George Dunkel listed three components that needed to be done before actually beginning the Executive Director recruitment process. Two of those are:

- Publicly reviewing and approving an updated Executive Director Job Description is one of the components.
- Publicly reviewing and updating the Executive Director Wage and Benefit Package is another needed component.

Staff is asking for the review and approval of the updated Executive Director Job Description.

Staff is asking for the review and approval of the Executive Director Wage and Benefit Package (Will be emailed to Board on 6-27-23)





# SUNSET EMPIRE TRANSPORTATION DISTRICT

## JOB DESCRIPTION

<b>TITLE</b>	Executive Director	<b>CREATED</b>	September 2014
<b>DEPARTMENT</b>	Administration	<b>REVISED</b>	June 2023
<b>JOB CLASS</b>	1	<b>SAFETY SENSITIVE</b>	No
<b>LABOR UNION</b>	Unrepresented	<b>FLSA</b>	Exempt
<b>REPORTS TO</b>	Board of Commissioners		

**Position Overview:**

The Executive Director, under the general direction of the Board of Commissioners will serve as the representative of Sunset Empire Transportation District (SETD), assuring that all responsibilities and functions of the District are carried out in a timely and responsible manner. This position will ensure the long-term viability of SETD through recommendations to the Board, mentoring and building a solid workforce, and advocate of the District’s purpose for meeting the needs of the public through development of inter-county and intra-county programs. The Executive Director is responsible for the overall planning, organizing, and financial management of SETD, and responsible for the efficient operations of the District, which includes the implementation of all policies adopted by the Board.

This position will fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance to protect the health and safety of the public. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work with a wide range of community groups, public and private sector officials, and individual citizens.

**Reporting Relationships:**

The Executive Director reports directly to the Board of Commissioners of Sunset Empire Transportation District. The position is responsible for the development of an appropriate organization structure that describes the reporting mechanism for all positions in the District.

**Essential Functions/Major Assignments:**

1. Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety, and a team approach throughout the District. Evaluate and define District programs and policies along with the development of the budget. Oversee staff of professional, technical, and office support staff and hold them accountable for results.
2. Prepares all plans and specifications for acquisitions of equipment or construction or improvements of facilities for the District.
3. Assists the Board of Commissioners in the development of strategic plans that address the financial and service levels of the District.
4. Prepares and submits to the Board by August 30<sup>th</sup> of each year, a complete report of the District’s finances and administrative activities from the preceding fiscal year.
5. Represents the policies of the Board of Commissioners to the media, citizens, and local organizations/groups regarding the District.
6. Prepares draft agendas for Monthly and Special Board meetings.
7. Communicates effectively to the Board on matters of the District.
8. Represents the District at designated public and professional meetings related to transportation. Communicates information on District transit program activities and status of projects to

government officials, news media, and the public. Reports regularly to state and federal transit agencies on the status of the SETD transportation programs.

9. Prepares and recommends policies for Board review and adoption and ensures the Board Policy Manual is reviewed annually.
10. Maintains an operational awareness of all Federal, State, and local laws and regulations that affect the operation of the District and informs the Board of changes.
11. Prepares District annual budget.
12. Ensures monthly expenditure and revenue reports are submitted to the Board for review on a timely basis.
13. Administers the District's operational and personnel policies.
14. Ensures that all employees are evaluated on an annual basis.
15. Ensures the District's Drug & Alcohol policy is maintained to Industry Regulations.
16. Ensures that all operational activities are in compliance with Federal, State and Local regulations.
17. Develops operational performance metrics for the analysis of bus and ParaTransit operations, ridership, customer service and employee relations.
18. The Executive Director may serve as the Budget Officer of the District.
19. This position will require some travel and will at times include overnight stays.

### **Secondary Functions:**

1. Ensures the District's website is maintained and updated.
2. All other duties as required.

### **Specific Job Knowledge, Skills and Ability:**

1. Knowledge of issues related to transportation systems and planning.
2. Knowledge of department of transportation (DOT) regulations, state and federal rules and regulations relating to transit systems.
3. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management.
4. Basic knowledge of fleet operations, purchasing and maintenance.
5. Skills in Board relations, personnel administration, fiscal management, and government relations
6. Skills in planning and goal setting. Plans must consider options and contingencies and must include methods for handling any difficulties encountered and focus on the impact of the plan on others.
7. Must possess excellent public speaking skills.
8. Skills in effective communication both verbally and in writing with managers, supervisors, coworkers, and other individuals inside and outside of the District.
9. Skills to exhibit a professional manner in dealing with others and ability to maintain constructive working relationships inside and outside of the District.
10. Proven ability to seek out funding sources and to write successful grants for capital projects, equipment, and operating needs.
11. Ability to meet deadlines and work independently in cooperation with community and agency representatives.
12. Ability to plan, implement, and evaluate District activities based on policy guidelines, regulations, and laws.
13. Ability to set priorities and develop realistic solutions to problems.
14. Ability to express ideas effectively, both verbal and in writing. Use sound judgment and not be afraid to take reasonable risks.
15. Ability to field and diplomatically respond to questions, comments and complaints from riders and the general public.
16. Ability to adapt to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with managing uncertainty.
17. Ability to conduct oneself with integrity, character, and trustworthiness. Must be reliable, responsible, and dependable.
18. Ability to process high stress situations calmly and effectively.

**Education, Experience and Certification/Licensure:**

Equivalent to a Bachelor’s degree, in the field of business, transportation, public administration or related field with at least five (5) years’ experience in transit services, transportation planning or related field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**Job Conditions:**

1. This position operates in a professional office environment.
2. The usual schedule is Monday through Friday in the office, during regular office hours, though deviations from the regular schedule may happen with or without prior notice, including weekends, or holidays.
3. Occasionally this position may be eligible to work from home as needed following Board Chair approval.
4. Routinely uses standard office equipment, especially computers and mobile devices.
5. In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands or fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
6. The employee must occasionally lift or move office products and supplies, up to at least twenty (20) pounds.
7. Appointees will be subject to completion of a ninety (90) day probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract.

Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*(The signature of the employee indicates this document has been read and is understood.)*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*(The signature of the Supervisor confirms the assignment of work to the employee.)*

June 22, 2023

To: Board of Commissioners

From: Interim Executive Director Paul Lewicki

Re: 10.b SETD Loan Update

As discussed during the SETD FY 2024 Budget Meetings, SETD has received loan funds from ODOT that need to be added to the SETD FY 2023 Budget as income. The addition of these funds to the budget requires Board approval during a Supplemental Budget Hearing. Staff is making preparations and legal notification for a Supplemental Budget Hearing to be held on June 29, 2023 at 10:00 am at the Astoria Transit Center.

Date: June 22, 2023

To: Board of Commissioners

From: Debbie Boothe-Schmidt, Chair

Re: Agenda Item 10.c PAUL LEWICKI EXTENDED CONTRACT

On May 3, 2023, Paul Lewicki came on board as Interim Executive Director. The contract we signed with Paul expires on June 30, 2023. Paul has consented to extending the current contract until October 31, 2023, with the only change being an adjustment in pay which is still under what we were paying the previous director.

I am asking for a motion from the board to approve the updated contract between SETD and Paul Lewicki.

# SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive – Astoria, OR 97103  
Phone (503) 861-7433 -- Fax (503) 861-5375  
[www.ridethebus.org](http://www.ridethebus.org)

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## PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT, dated May 5, 2023, is by and between **Sunset Empire Transportation District** (“District”) and **Paul Lewicki** (“Contractor”). Whereas District has need of the services which Contractor has agreed to provide;

NOW THEREFORE, in consideration of this agreement, Contractor agrees to perform between May 5, 2023 and October 31, 2023, which may be extended upon mutual agreement, the following professional services:

Scope of Work:        Serve as the Interim Executive Director

Payment Terms:        Invoice is bi-weekly, in a format acceptable to District, for work based on contractor’s hourly rate of \$62 per hour. Also, the contractor will be reimbursed for reasonable travel expenses incurred with District’s prior written consent. In the event an extension is needed, the parties may mutually agree to the extension.

- 1. COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
- 2. WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
- 3. GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of DISTRICT shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of DISTRICT according to law.
- 4. COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements.
- 5. JUDICIAL RULINGS.** If a court of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.
- 6. INDEPENDENT CONTRACTOR.** Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of District, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an “independent contractor”, Contractor will not receive any benefits normally accruing to District employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.



7. **INDEMNIFICATION.** Contractor shall save harmless, indemnify, and defend District for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. **INSURANCE.** Contractor shall purchase and maintain at Contractor's expense Professional Liability insurance.

9. **WORKER'S COMPENSATION.** Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide District with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

10. **NONDISCRIMINATION.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination, or suspension in whole or in part by District.

11. **TERMINATION OF AGREEMENT.** This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (30) calendar days written notice by either Party to the other of intent to terminate.
- c. Immediately on breach of the contract.

12. **SUBCONTRACTING/NONASSIGNMENT.** No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of District.

13. **SURVIVAL.** The terms, conditions, representations, and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

14. **STANDARD OF SERVICES AND WARRANTY.** Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by District and that Contractor shall be entitled to rely on such information. However, Contractor is given notice that District will be relying on the accuracy, competence, and completeness of Contractor's services in utilizing the results of such services. Contractor warrants that the recommendations, guidance, and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

15. **DISTRICT PRIORITIES.** Contractor shall comply promptly with any requests by District relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

16. **OWNERSHIP AND USE OF DOCUMENTS.** All documents, or other material submitted to District by Contractor shall become the sole and exclusive property of District. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

17. **TAX COMPLIANCE CERTIFICATION.** Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4).

This Agreement will not be effective until approved by the authorized signatory for DISTRICT.

**FOR DISTRICT:**

**FOR CONTRACTOR:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

## Interim Executive Director Report

June 2023

Much of my time this month has been spent preparing for or attending Board meetings and Budget meetings.

Our restarted services continue to operate smoothly, and ridership is increasing. We have generated a temporary employee list of our laid-off employees to include those individuals that would be interested in working to cover short vacancies or spikes in demand. These employees will be working only a shift here and there to help Operations avoid overtime expenses.

Flegel & Wilcox, our primary fuel supplier, has threatened to suspend service to the District citing non-payment for fuel delivered. However, the invoice from which they were making this decision did not reflect all payments made over the recent weeks. I reached out to the company to resolve the situation but have not been able to get a positive response to my communications with them. I will continue to work with our fuel supplier to resolve this misunderstanding.

I contacted our landscape maintenance provider to discuss the poor appearance of our plantings and gardens surrounding the Transit Center. We met on site and looked at specific shortcomings in the service we are receiving. The contractor committed to drafting a new contract, as the old contract has apparently expired, and establishing a new schedule by which to better maintain our property. I feel that the condition of our facilities reflects the depth of our commitment to our ridership and our community. I intend to improve the appearance and consistent maintenance of the Transit Center going forward.

We continue to work with ODOT and the Oregon Transportation Infrastructure Bank (OTIB) to get needed funds transferred to our bank. I am experiencing some pushback upon requesting funds under the terms of this loan and continue to negotiate to overcome this problem. Although it appears the funding that we are expecting in July will be available for us, I am concerned that in the weeks leading up to our receiving property taxes from the county, we may again experience challenging cash flow issues, as has been the case in past years. Requesting additional loan funds now is an effort to position ourselves to be able to handle such a cash flow crunch should it occur.

Staff continues to review invoices from suppliers for accounts where our reduced services and reduced number of employees may present opportunities to reduce our costs. For example, we are looking at our cell phone bill, bottles water delivery, shelter washing frequency, among other items to find savings.

With ODOT's help, we have redrafted our 5310 and 5311 grant applications and our STIF plan to better meet the current needs of the District during its efforts to rebuild services and establish a more healthy financial position. Arla Miller, our Regional Transit Coordinator, has put much work into these documents on our behalf, and provided the needed guidance to develop meaningful grant requests.

I have asked Operations staff to begin developing options for expanding service. Although adding any service is likely months away, we may, at some point, find ourselves in a position to do just that. Recent experience has taught us that modifying or adding services takes much time and planning to execute. I feel that we should develop plans now, so that when we are able to restore additional service, we will be ready to do so.

## June 2023 Operations

Jennifer Geisler

Seaside construction on Hwy 101 has reached the McDonalds bus shelter. In contacting ODOT and the construction company, we found out that they would be tearing out the sidewalk and that the bus stop would not be usable. The McDonalds bus stop is temporarily moved north to Seaside Parks and Recreation District building (old Seaside Middle School) and across the street from First Ave. ODOT has posted signs and placed them in designated areas. Paving in Seaside will be done at night, 7pm-7am, once they get to that point in the project. The project is expected to be completed by August 1<sup>st</sup>.

I met with ODOT concerning the road project in Astoria on Hwy 202. This project will involve the bus stop at Short Stop near New Life Church and Fultanos. They will be removing the old shelter at Short Stop and posting signs for a temporary stop toward 5<sup>th</sup> street and Hwy 202. This project is expected to be completed in October of 2024.

I attended the June Northwest Oregon Transit Alliance (NWOTA) meeting by Zoom. I continue to be involved, informed, and encouraged with this great team and their mission for northwest Oregon and the transportation connections and services it strives to work towards. Items on the agenda this month included an SETD update and bus stop project update.

Route 101 and Pacific Connector continue to increase in ridership. In May we averaged 99 rides per day and in June up to 110 rides per day as of June 12<sup>th</sup> for fixed route. I continue to work with Trillium in getting the website updated which in turn will make the schedules, bus stop identification number and Token Transit more accessible. This will help riders access current route information through updated and accurate information. On time performance will also be measurable again through the Swiftly Dashboard.

With summer traffic, the start of local summer festivities like Cannon Beach Sandcastle Contest and the Astoria Scandinavian Midsummer Festival, and summer construction, we are beginning to see the impact on routes. The routes have extra time built into the schedule to allow for delays and unforeseen circumstances.

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

**TRAININGS ATTENDED:**

None

**ACTIONS:**

- Prepared a contract for the Interim Executive Director.
- Attended a webinar training for Work Share. The Work Share program provides an alternative for employers and workers who may be facing a layoff situation. Work Share allows employers to reduce work hours for their employees by providing partial unemployment insurance benefits that supplement workers' reduced wages. I enrolled the 15 employees currently working to participate in the Work Share Program. Many employees working less than 40 hours per week have received checks from Work Share.
- Made individual phone calls to every employee being laid off from the District effective June 1, 2023.
- Drafted and mailed letters to all employees laid off. The letter included information regarding COBRA, portability of AFLAC, MASA and Pacific Source FSA, Layoff and Recall Policies and contact information for retirement benefits through AIG/VALIC Corebridge.
- Met with Debbie Boothe-Schmidt and Mary Parker to discuss the Executive Director search process.
- Prepared a draft Executive Director job description and sent it for review to Paul Lewicki and George Dunkel.
- Attended a SDAO HR Alliance Roundtable in Newport on Wednesday, May 17, 2023. I chose to pay my way to this seminar because of the very valuable information that is provided. I was able to discuss our furlough and layoff situation with SDAO attorney Spencer Rockwell and HR Answers President Laurie Grenya. This connection led to important information and help with the layoff process at no cost to the District.
- Met with SDIS representative Chet Weichman for lunch to discuss the changes in the health insurance during open enrollment. We discussed the state of the District and other plan options available.
- Ordered new labor law BOLI posters for 2023-2024.
- Attended a TEAM Meeting.

**NEW EMPLOYEE ORIENTATIONS:**

None

**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: 6-12-2023

- In May, one person requested individual travel training. In late May, after I was asked back to the District, an individual called me directly to request help in understanding the new route 101. I met this person at the Transit Center and discussed options that would help him be able to use the new route. We discussed a plan for him to ride his bicycle to Safeway in Astoria, where he could board the bus. As a part of the plan, we discussed the changes in the schedule and how the changes would affect his daily routine. This person worked in Seaside.
- The Veterans Enhanced Transportation Program provided 0 trips in May for Veterans needing transportation assistance. There were no requests from Veterans to travel to Portland for the month. This will be my last report on the Veterans Transportation program until SETD is in a position to bring the program back in the future.
- The Veteran's Enhanced Transportation Program has helped many veterans get to their medical appointments. A Veteran Volunteer driver performs 98% of all trips provided by this program 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.
- In the month of May, I spent time adjusting to my new role at the District and helping in any way to move the District forward. I'm currently the Driver's Supervisor for fixed route, I enter daily various forms of data, support the mechanic with whatever assistance is needed, provide limited technical support, and perform various other duties as requested. After all other duties have been accomplished, I will check in with the Mobility program, such as being available for travel training, calling former trainees, and starting a weekly short update video for the District, of which the first episode should be out next week.
- Route 101 Ridership from 5/15/2023 to current remains steady, with a slight upward trend averaging 174 daily riders. The Pacific Connector route (weekend service) is seeing a slightly more aggressive trend upward in rides averaging 132 riders per day. SETD's total miles driven during the same time period is 6,576

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

- Prepared and distributed Memorial Day operations poster on media and in bus shelters
- Prepared and distributed Board Packs and Public Notifications for Special Board Meeting on June 7th
- Prepared Budget Meeting Minutes for May 24 meeting
- Prepared required Legal notices for June 7<sup>th</sup> Budget Meeting
- Prepared Budget Meeting Packs and distributed and Public Notifications for 2<sup>nd</sup> Budget Meeting Board Meeting June 7th
- Prepared Budget Meeting Minutes for June 7<sup>th</sup> Budget Meeting
- Prepared required Legal notices for June 16<sup>th</sup> Budget Meeting
- Prepared Budget Meeting Packs and Public Notifications for 3<sup>rd</sup> Budget Committee Meeting June 16<sup>th</sup>
- Attended RLS on sight interview
- Prepared Meeting packs and distributed Public Notices and distributed for June 7<sup>th</sup> Special Board Meeting
- Prepared Public Notices of change in McDonalds stop and distributed on media and placed posters in SETD shelters.
- Prepared Meeting Packs and distributed Public Notification for June 20<sup>th</sup> Special Board Meeting
- Assisted Board with several clerical needs.
- Prepared Public announcements for Route and Service Closures
- Prepared Juneteenth Poster and placed in SETD shelters and distributed notifications on media (no access to Facebook for posting)
- Prepared Legal notice for June 27<sup>th</sup> Budget Hearing
- Prepared and distributed public notice and Board Packs for June 27<sup>th</sup> Board Meeting/Budget Hearing

