



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
THURSDAY AUGUST 24, 2023
9:00 AM
900 MARINE DR, ASTORIA, OR

<https://us02web.zoom.us/j/6794005894>

Meeting ID: 679 400 5894

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - a. Update STIF Formula Approval
10. NEW BUSINESS
 - a. Oregon Paid Leave Policy
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ARP	AMERICAN RESCUE PLAN
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CBA	COLLECTIVE BARGAINING AGREEMENT
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENT 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
July 27, 2023
Draft Board Meeting Minutes**

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called the meeting to order at 9:06 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair, Debboe Boothe-Schmidt, Secretary/Treasurer, Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Vice Chair, Tracy MacDonald, Commissioner Rebecca Read, Commissioner Guillermo Romero

Guests- Arla Miller ODOT Region 2 Transit Coordinator, Lylla Gabel, former SETD Board member

Staff- Interim Executive Director Paul Lewicki, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones
4. ELECTION OF OFFICERS FY 2023
Board Chair-
Commissioner MacDonald nominated Commissioner Boothe-Schmidt as Chairperson
Since nominated Commissioner Boothe-Schmidt turned the meeting over to Vice Chair MacDonald who asked if there were any other nominations. There were no other nominations. Commissioner Debbie Boothe-Schmidt accepted the nomination.
Board Vice Chair-
Commissioner Withers nominated Commissioner MacDonald for Vice Chair. There were no other nominations. Commissioner MacDonald accepted the nomination.
Board Secretary/Treasurer
Chair Boothe-Schmidt nominated Commissioner Nino as Secretary-Treasurer. There were no other nominations Commissioner Nino accepted the nomination and was approved by a unanimous aye vote by the Board.
5. CHANGES TO AGENDA-
Commissioner Boothe-Schmidt added Grant Agreement 5311 to New Business under d. The Grant Agreement was handed out this morning to the Board.
Commissioner MacDonald moved to approve the additions to the agenda
Commissioner Alegria seconded the motion
Motion was approved by unanimous Aye vote
6. PUBLIC COMMENT-
Lylla Gabel made public comment that she had previously been a commissioner on the SETD Board for long time and said she had some questions that she knew the Board was not going to answer today. Lylla said she knew the board forced Jeff into resigning and that certainly seems to have been okay. Lylla said her question is what responsibility is the Board taking for themselves and why were they not up to date and asking questions about the financials, because that is the Board's main responsibility. Lylla said she realizes that a lot of the Board is new. She said she had personally offered to talk with Debbie, and she was sure that Kathy probably offered the same, however you did not do it. Lylla said it appeared that the Board have been going to some of the conferences, so you've had the opportunity for training and one thing that SDAO emphasizes is Board responsibility training. Lylla said she had attended training with Tracy and Pamela and would assume that all of the Board partook, and the number one responsibility is the finances and making sure the director is doing what they are supposed to do and you failed on that.

Lylla said she hears all this finger pointing that you couldn't get this information. Lylla asked why couldn't you get information, it is your job to get it, you are elected officials. She also said the Board is elected to do this job by the public and if you can't do it or if you're not willing to do it get off the Board and let somebody on who's willing to do it. Lylla said in reading the minutes from last month Pamela asked some very pertinent questions about the Executive Director qualifications and the rest of the Board said we're not going to change anything because we are in a hurry to get it out. Lylla said it would have been easy enough to say that the Board was going to pass this as amended. Lylla said Pamela had even made grammatical changes and you all shot her down and Lylla said she did not understand that and said it is ridiculous. Lylla said it is part of your responsibility to listen to all input and pay attention to it. Lylla said she is appalled to see this happen again and that she was there during the Cindy thing and was the one person who kept asking questions and she kept getting shot down by the Board, so she knew the feeling, so do your job or get off the Board.

Commissioner Withers commented that for the record Mr. Hazen resigned we did not fire him.

Bruce St. Dennis, City Manager of Cannon Beach said they have had an arrangement with SETD to provide a bus within the city limits during the summer months and they are funded for this year, and he was investigating whether there's a possibility if you have a driver and a bus if we agree we might continue to restart that service. Chair Boothe-Schmidt said she and Interim Executive Director Lewicki had been talking about this and we are going to be getting in touch with you and other county leaders and set up a meeting.

7. APPROVAL OF BOARD MINUTES-

- a. JUNE 7, 2023, SPECIAL BOARD MEETING MINUTES which were passed out at the beginning of the meeting.

Commissioner Alegria moved to approve the June 7th minutes and requested the minutes be read into the minutes by Mary Parker

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria asked if there was a remaining balance in the ODOT loan after July 31st does it mean we can't use it. Chair Boothe-Schmidt said that later in today's meeting we will be approving an amendment to extend the ODOT loan through September.

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

7 Aye

Motion Approved unanimously

- b. JUNE 20, 2023, SPECIAL BOARD MEETING MINUTES

Commissioner Nino moved to approve the Special Board Meeting Minutes for June 30, 2023

Commissioner MacDonald seconded the motion

Discussion None

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

7 Aye

Motion passed unanimously

c. JUNE 27, 2023, BOARD MEETING MINUTES

Commissioner MacDonald moved to approve the Board Minutes for June 27, 2023

Commissioner Nino seconded the motion

Discussion- Commissioner Nino gave spelling errors to Mary. Commissioner Alegria said on page 3, item 6, it should say attached instead of connected to the minutes.

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

7 ayes

Motion passed

8. REPORTS FROM COMMISSIONERS

- a. Commissioner Read- Reported that she joins others in the desire to have workshops pertaining to financial statements and understanding the SETD financials. Commissioner Read also said that she had attended SDAO training and got information she needed but would look forward to a workshop which follows what is outlined through the RLS review.
- b. Commissioner Alegria- Reported that she would like to get more training and understanding about fund balances.
- c. Commissioner Nino-Asked if the commissioners are supposed to take courses individually from SDAO or is there a way, we could get a class that all of us attend online.
- d. Commissioner MacDonald- Reported he has registered for SDAO Board Training in Salem
- e. Commissioner Withers- Reported that he wanted to thank the staff particularly Paul, Mary, Jason, Kelly and Stephanie. All those who are manning the shop and keeping things going and he appreciates the work they are doing. Charles also said he is on this Board because he believes in public transportation. Charles said he was technically retired but he stepped in because he thinks the future is public transportation and I am the sort of person that believes that when there is a problem that needs to be fixed, let's fix it, but to throw darts at those of us who sit on this Board out of our own time and our own energy without any sort of ax to grind or any sort of plan or manipulation of plans, we all do this because we love the district and we love public transportation. Charles said we could be doing something else with our time, but we do this because we love this, and I want those to understand that I'm here for the duration to get this fixed and those of us who think we should not be on this board there's an election coming up and you are welcome to get into the race and run against us. Charles added he is more of a move forward guy than looking backwards and name blaming and he wanted that put on the record
- f. Commissioner Boothe-Schmidt- Chair Booth-Schmidt said she and Paul have been discussing doing finance workshops with Kelly and John if he is willing to do that. Also we want to look at a better way of doing minutes, so they are not so time-consuming. We want to do workshops a couple of times a year. Debbie said she attended the Northwest Act meeting on the 13th and has talked with staff at the Elk Creek apartments in Cannon Beach where they have a lot of people trying to go back and forth to work. They are doing a survey for us. Debbie said she had talked with the county manager and Astoria, Warrenton and Seaside city managers who said they will help any way they can. Debbie said she has signed the amendment to extend the \$195,000 to September 30th and we have received those funds, but it will not

show on the financials until next month. Debbie said she has questions for Arla concerning ODOT because SETD has not received the second and third reimbursements. Columbia County has not got their third quarter reimbursements. I have a friend on another transit board, and they have not received their second or third quarter reimbursements and this concerns me as to what ODOT is doing. Debbie said we have been told with the changeover; they didn't have staff at ODOT to do the pass through of the Federal Grant money. Debbie said we were also told we would have our STIF money right after the first of July and we have not got that yet. Are we going to default on our first loan payment?

Arla Miller said she could answer those questions. She said we are waiting for the FDA to release the funds to make those payments that you were talking about for the second and third quarter. They are short-staffed and have a lot of people moving positions, but they are starting to release some of those funds. As far as the STIF funds, and we probably should have never let people know that we're going to be sending out the STIF payments as of July 15th because it takes our support analysts entering each one of those into Optus to assign an agreement number to them. Since legislation did not give public transit permission to write our normal agreements for STIF funds, we have to enter them into OPTIS by hand so we can make payments on those. Also the governor had not signed the ODOT budget because of the walkout and legislation. Arla said we're looking more towards August 15th or so that those STIF payments will be coming out. We have discussed with OTIB that you know there is a delay in getting those out there and they are fully aware of that, so they understand. Debbie said she has one more question. We are having the forensic audit, and I understand the forensic audit is getting started, so does the company doing that do government audits? Arla said she did not know their credentials, but that they are signed up on the Department of Administrative Service for the state of Oregon and they are a contractor.

- g. Commissioner Alegria asked if there could be more patrols around the Astoria Transit Center at night Chair Boothe-Schmidt said she would call and ask the City Police to do that.
 - h. Commissioner Romero- Reported that his job is in transition, and he will be starting a new position and hopes to be more available to attend meetings.
9. FINANCIAL REPORTS- Kelly reported that we are still waiting for our STIF payments and our reimbursements. The auditor was here to finish up the FY 2022 audit, but Kelly is not sure how long it will take him to wrap up that report. Going forward we know that our balance sheet is a mess and there are GL pieces that do not match up which goes back to the integration of the system, and I am as frustrated as you are with that. Once we get our FY 22 audit, we will be able to make the appropriate adjustments and start with a clean slate going forward. Kelly said she is still working with John who has been going back and forth to help me and the auditor. Paul said it looks like it will be about 90 days before we get the audit back and those adjustments processed. Kelly said she is preparing the new dashboard about a week before the Board meeting, which shows our first AP week and our first payroll week. Kelly also said that the financials are not accurate and will not be accurate until they are corrected after the completion of the FY 22 audit. Interim Executive Director Paul Lewicki explained that the dashboard should include the requested financial information and any other metric that the Board wants on it including the loan balance. Paul also explained that the financial report at this time is the month-end reports for June 30 and explained that the Board could request that the financials reflect the current date. Kelly will add the updated loan balance to the dashboard. There was further discussion about several entries that Kelly manually made that she will correct and then send the corrected reports to the Board. There was also discussion about waiting to make design changes to the financial reports during the planned financial workshop. The June 2023 Financial report was entered into the minutes.

10. CONTINUED BUSINESS-

a. BOARD ELECTION CERTIFICATE PRESENTATION-

Chair Debbie Boothe-Schmidt presented Commissioner Nino, Commissioner Romero, and herself the Clatsop County Election Certificates.

- b. RLS REPORT-Interim Executive Director Lewicki said he hoped the Board found this riveting reading even though it was not the most pleasant. He said he personally views this report as our salvation if you will, because it kind of points out things in black and white that need attention and that we need to pay more attention to and the processes we need to look more closely at. Paul said there was a lot of reading involved in the report and he hoped the Board had taken the time to go through it. Paul asked if the Board had any questions that could be discussed, or that staff could help give you input on. Commissioner MacDonald said the only question he had was the lack of awareness the Board had with the incident involving the elderly gentleman in the parking lot. If I was aware to what had happened, with my previous training with the elderly and disabled, Mr. Hazen would have been out the door a lot faster. Commissioner Alegria asked where the video came from. Chair Boothe-Schmidt said it must have come out during the interviews. Commissioner Nino asked if there was a date. Chair Boothe-Schmidt said she did not know of a date. Chair Boothe-Schmidt said from reading this and knowing the overall treatment of the staff, if the board had known, things would have been different. Commissioner Alegria said she would like the staff to feel comfortable with the Board and can tell them things like that. Commissioner Alegria said she is speaking for herself, but staff can talk to her anytime and anywhere. Chair Boothe-Schmidt said that this gets sticky because the Board only has authority over the director, but we can listen. Commissioner Alegria said it is obvious that it is touchy for the employees to criticize the director, they could have lost their job, but if they spoke to us, it would be ok. Commissioner Alegria said she is offering as a Board member that employees can talk to the Board and it will be confidential and hopefully it will be resolved. Chair Boothe-Schmidt added the other avenue is for union members to talk to their union representative. Commissioner Nino said not all of them are union. Commissioner Nino said employees can go through HR and HR officer talk to us, because it seems the more, we find out, it was like a reign of terror, it breaks my heart that there was no viable way that the employees could talk until someone made a fuss and we know how that went. Chair Boothe-Schmidt said one of the suggestions is that we set up an EEO that is not HR but is neutral and not management and can assist with communicating problems to the Board. Commissioner Nino said it is difficult because as Board commissioners we are not supposed to engage with employees. Chair Boothe-Schmidt she had heard during evaluation that employees were afraid to fill out the evaluation because someone would figure out who filled it out. Commissioner Read said that this RLS report is a valuable document for us, and she is looking forward to getting a framework around these issues and addressing them one by one in the best manner, so we get a clean slate the next time we get this kind of a review. Commissioner Read said the things that came up for her was the financial. We need more clarification, and we also need better Board training and when we reviewed other officials from special districts and the training they received, it was much more extensive than what we have been provided, so there is also some work we need to do to improve on that when new board members come in. Commissioner Read said since I served on the executive director review committee, it was kind of like a perfect storm because of the issues that really popped up about Mr. Hazen and we were beginning to talk about how we would address those issues policy wise. We are not policy makers on the executive directors management procedures, but we are on his or her performance. Commissioner Read said for her what was at issue was the lack of follow through with the management team on his part. Commissioner Read said we need to ensure the protection of the staff and public and improve employee satisfaction. We need to ensure that employees can communicate and get the help that they need and that there is a clear path available for whistleblowing so concerns are heard. Commissioner Read said this was a very good document, very sobering but it gives us a pathway of where we need to go from here. Commissioner Nino said there are recommendations in the report for changing how we do things and policies, so who is in charge. Chair Boothe-Schmidt said the Board needs

to work on the ones for the Board and Interim Executive Director Lewicki will work on the others and turn that over to the new Executive Director eventually. Lewicki said there are certain things that he does not want to start right now because we have a new director coming and it will be important for that person to establish their management style, but anything that needs immediate attention, that is what he is here for. Commissioner Withers said as we hire the new executive director, we should keep in mind that we are aware of this and we know what the report says, so our questions and discussions with the new executive director should have all of these things in mind and pose questions to the new executive director about their management style. Commissioner Withers said from what we have seen in this report we should be able to discuss what is expected of the new executive director and what is valuable to us. Commissioner Alegria said she served on the evaluation committee and the committee chooses whose voices are heard, but she would like it to propose all voices are heard and if you have an outliner that is who you should make sure is heard. Commissioner Alegria also said maybe we should have an outside person help with the evaluation because fear of being fired is very high. Commissioner Alegria said the bits and pieces she has recently found out about that was going on is horrifying and I do not want to see that happen again with the new director. There was a discussion on purchasing, the continued suspension of employee credit cards, group buying and state purchasing groups and the Board having more control over large purchases and travel expenses. Interim Executive Director Lewicki said the Board has an opportunity now to set up a plan on how they will work with the new executive director and how the finances are managed. Lewicki said the Board approves the budget, and you will now have a much more current look at the financial situation, and I do not think it will get away from you again.

10:55 AM Commissioner Boothe-Schmidt called for a 15-minute recess

11: 10 AM Commissioner Boothe-Schmidt called the meeting back to order

Commissioner Boothe-Schmidt, Commissioner Nino and Commissioner MacDonald took the oath of office and were sworn in as board commissioners

11. NEW BUSINESS

a. COMMITTEE ASSIGNMENTS

- i. Transportation Advisory Committee- Commissioner Nino
- ii. Executive Director Evaluation and Compensation Committee- Commissioner Nino and Commissioner Romero
- iii. Northwest Area Commission on Transportation- Chair Debbie Boothe-Schmidt

b. NOVEMBER/DECEMBER MEETING – The combined 2023 November/December meeting will be held November 30, 2023

Commissioner MacDonald moved to approve
Commissioner Alegria seconded
Motion passed unanimously

c. HOLIDAY PARTY- It was agreed to have a potluck Christmas party at the Astoria Transit Center on December 9th.

d. APPROVAL OF GRANT AGREEMENT 35486-5310-

Interim Executive Director Lewicki explained that this 5310 Grant is a reimbursement grant for the Mobility Management program, mobility manager's salary and preventative maintenance. The grant is for \$323,187 with a match of \$36,991.

Commissioner MacDonald moved to approve Agreement 35486 and have the Board Chair sign
Commissioner Read seconded the motion
Discussion-None

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

6 Aye
 1 Excused
 Motion passed unanimously

e. APPROVAL OF GRANT AGREEMENT 5311-

Arla Miller explained that this is an Operational Grant, so the match amount is higher. This grant is for \$2,424,231 with a match of \$874,186. Kelly said the match will be paid with STIF funding and property taxes.

Commissioner Read moved to approve the 5311 Grant and have the Board Chair sign
 Commissioner MacDonald seconded the motion
 Discussion-Commissioner Nino said the match between the 2 agreements combined is very high. Arla Miller said that she, Kelly, and John Driesen made sure that the match was covered for this.

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

6 Aye
 1 Excused
 Motion passed unanimously

12. CORROSPONDENCE

- a. RESIGNATION LETTER- Long time employee Eric Barton’s letter of resignation and appreciation from June 30, 2023, was read. Eric has been the much-appreciated Customer Service Representative at the SETD Seaside Office. The board thanks Eric for his great service. Commissioner Read will compose a response to Eric’s letter from the Board.

13. EXECUTIVE DIRECTOR REPORT- Review of report included in Board Pack

14. LEADERSHIP REPORTS- Review of reports included in Board Pack

15. ADJOURMENT

Chair Boothe Schmidt Meeting adjourned meeting at 12:10 PM Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____
 Diana Nino

Sunset Empire Transportation District

Available Balances as of 8/16/2023 (Cash on Hand)

		8/16/2023
General Checking:	\$	3,069.25
Payroll Account:	\$	658.87
LGIP:	\$	48,092.73
ODOT Loan Funding:	\$	121,661.57
Total Funds Available	\$	173,482.42

Statement of Activity Exceptions:
6210 - Benefits: <i>July Med/Dental Increase</i>
8001 - Professional Services: <i>Interium Director Expenses</i>
8061 - Travel/Training: <i>NWOTA Conference, ADA PT</i>

Monthly Expenditures:

AP Week of 7/31/2023 **Funds are already removed from above numbers**	\$	12,763.17
AP Week of 8/14/2023 **Funds are already removed from above numbers**	\$	51,772.07
<i>Projected</i> AP Week of 8/28/2023	\$	15,000.00
Payroll 8/11/2023 w/Taxes **Funds are already removed from above numbers**	\$	33,541.85
<i>Projected</i> Payroll 8/25/2023 w/Taxes	\$	36,000.00
Total Projected Expenditures	\$	149,077.09

Outstanding ODOT Funds Owed to SETD:

5311 Funding	\$	382,086.00
5310 Mobility Management/Preventative Maintenance	\$	37,019.00
Transportation Options/Bike Grant/Innovative Mobility Grant	\$	21,052.48
STIF Discretionary (Reimbursement)	\$	40,253.00
STF Q4 FY22	\$	23,236.00
STIF	\$	637,892.00
Total Outstanding ODOT Grants Due to SETD:	\$	1,141,538.48

Follow-up:

Consolidated Statement of Activity - MTD and YTD
July 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	3,935.22	3,000.00	935.22	3,935.22	3,000.00	935.22
4020 PARATRANSIT FARES	774.00	1,200.00	(426.00)	774.00	1,200.00	(426.00)
4021 MEDICAID FARES - IGA	153.00	0.00	153.00	153.00	0.00	153.00
4110 NW NAVIGATOR	417.83	400.00	17.83	417.83	400.00	17.83
4205 PROPERTY TAXES	9,369.09	9,000.00	369.09	9,369.09	9,000.00	369.09
4206 PRIOR YEAR TAXES	1,239.89	1,000.00	239.89	1,239.89	1,000.00	239.89
4207 PROPERTY TAX INTEREST	34.60	50.00	(15.40)	34.60	50.00	(15.40)
4210 LAND SALES/US FISH & WILDLIFE	158.45	0.00	158.45	158.45	0.00	158.45
4315 MASS TRANSIT ASSESSMENT	29,667.80	22,500.00	7,167.80	29,667.80	22,500.00	7,167.80
4420 PARKING SPACE LEASE	712.50	760.00	(47.50)	712.50	760.00	(47.50)
4505 INTEREST EARNED ON BANK ACCT	117.01	25.00	92.01	117.01	25.00	92.01
4605 OTHER INCOME	1,147.29	625.00	522.29	1,147.29	625.00	522.29
5010 ODOT LOAN DISBURSEMENT REVENUE	195,000.00	195,000.00	0.00	195,000.00	195,000.00	0.00
5203 OREGON STIF FUNDS-FORMULA	0.00	650,000.00	(650,000.00)	0.00	650,000.00	(650,000.00)
Total Revenues	242,726.68	883,560.00	(640,833.32)	242,726.68	883,560.00	(640,833.32)
<u>Expenses</u>						
6010 WAGES	67,275.39	72,150.00	4,874.61	67,275.39	72,150.00	4,874.61
6111 TAXES	7,996.31	8,170.00	173.69	7,996.31	8,170.00	173.69
6210 BENEFITS	18,853.63	16,700.00	(2,153.63)	18,853.63	16,700.00	(2,153.63)
SUB TOTAL WAGES/TAXES/BENEFITS	94,125.33	97,020.00	2,894.67	94,125.33	97,020.00	2,894.67
8000 AUDIT	12,000.00	12,000.00	0.00	12,000.00	12,000.00	0.00
8001 PROFESSIONAL SERVICES	7,130.00	6,500.00	(630.00)	7,130.00	6,500.00	(630.00)
8002 LEGAL COUNSEL	179.00	250.00	71.00	179.00	250.00	71.00
8003 BANK FEES/MERCHANT SERVICES	74.60	125.00	50.40	74.60	125.00	50.40
8010 EQUIP LEASE/RENT	201.80	200.00	(1.80)	201.80	200.00	(1.80)
8015 COMP/FURNITURE/DURABLE GOODS	22.88	400.00	377.12	22.88	400.00	377.12

8020 B&M	1,609.61	1,950.00	340.39	1,609.61	1,950.00	340.39
8023 BUILDING LEASE	158.00	158.00	0.00	158.00	158.00	0.00
8031 ONLINE SUB/IT SERVICES	8,978.73	8,950.00	(28.73)	8,978.73	8,950.00	(28.73)
8040 TELEPHONE/INTERNET	2,646.63	2,200.00	(446.63)	2,646.63	2,200.00	(446.63)
8041 UTILITIES	1,557.29	1,950.00	392.71	1,557.29	1,950.00	392.71
8052 HR/EMPLOYEE RECOGNITION	22.36	50.00	27.64	22.36	50.00	27.64
8061 TRAVEL/TRAINING	1,328.94	100.00	(1,228.94)	1,328.94	100.00	(1,228.94)
8090 DUES, SUBSCRIPTIONS	60.00	300.00	240.00	60.00	300.00	240.00
8091 IGA-DUES	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
8092 TAXES/FEES/LICENSES	112.96	150.00	37.04	112.96	150.00	37.04
8100 INSURANCE	21,223.30	21,500.00	276.70	21,223.30	21,500.00	276.70
8105 UNINSURED LOSS	0.00	500.00	500.00	0.00	500.00	500.00
8112 MEETING EXPENSE	0.00	50.00	50.00	0.00	50.00	50.00
8116 OFFICE SUPPLIES	132.93	100.00	(32.93)	132.93	100.00	(32.93)
8170 FUEL	6,558.01	7,500.00	941.99	6,558.01	7,500.00	941.99
8172 PARTS	512.13	100.00	(412.13)	512.13	100.00	(412.13)
8180 SHOP SUPPLIES	39.93	50.00	10.07	39.93	50.00	10.07
SUB TOTAL MATERIALS/SERVICES	67,549.10	68,083.00	533.90	67,549.10	68,083.00	533.90
Total Expenses	161,674.43	165,103.00	3,428.57	161,674.43	165,103.00	3,428.57
Excess Revenue Over (Under) Expenditures	81,052.25	718,457.00	(644,261.89)	81,052.25	718,457.00	(644,261.89)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 07/31/2023

<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>
[6011] ANDI WARREN INSURANCE AGENCY	7/31/2023	1748	7/01/2023	Jul 2023 Parking Space #14	47.50	0.00	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	3/31/2023	1647	3/01/2023	Mar 2023 Parking Space #12	0.00	0.00	0.00	0.50	0.50
[6494] ANGI WILDT GALLERY	7/31/2023	1749	7/01/2023	Jul 2023 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	7/01/2023	1738	6/01/2023	May 2022 Poker Chips	0.00	18.00	0.00	0.00	18.00
[6060] CLATSOP COUNTY SHERIFF	7/31/2023	1739	7/01/2023	Jun 2022 Poker Chips	86.00	0.00	0.00	0.00	86.00
[6291] CURRY & COCO THAI EATERY	5/31/2023	1690	5/01/2023	May 2023 Parking Space #1	0.00	0.00	47.50	0.00	47.50
[6291] CURRY & COCO THAI EATERY	7/01/2023	1712	6/01/2023	Jun 2023 Parking Space #1	0.00	47.50	0.00	0.00	47.50
[6291] CURRY & COCO THAI EATERY	7/31/2023	1750	7/01/2023	Jul 2023 Parking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	7/31/2023	1751	7/01/2023	Jul 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	0.00	0.00	47.50	47.50
[6113] HOXIE, RONALD	5/31/2023	1692	5/01/2023	May 2023 Parking Space #7	0.00	0.00	47.50	0.00	47.50

[6113] HOXIE, RONALD	7/01/2023	1714	6/01/2023 Jun 2023 Parking Space #7	0.00	47.50	0.00	0.00	47.50
[6113] HOXIE, RONALD	7/31/2023	1752	7/01/2023 Jul 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	0.00	0.00	6,958.00	6,958.00
[6153] ODOT	5/14/2023	1701	3/31/2023 Q3 FY23 #35108	0.00	0.00	0.00	40,253.00	40,253.00
[6153] ODOT	5/13/2023	1702	3/31/2023 Q3 FY23 5311 #34415	0.00	0.00	0.00	30,240.00	30,240.00
[6153] ODOT	6/29/2023	1703	3/31/2023 Q3 FY23 TO Reimbursement	0.00	0.00	18,263.65	0.00	18,263.65
[6153] ODOT	6/29/2023	1704	3/31/2023 Innovative Mobility Grant	0.00	0.00	300.00	0.00	300.00
[6153] ODOT	6/29/2023	1705	3/31/2023 Q3 FY23 MM/PM 5310 #35192	0.00	0.00	37,019.00	0.00	37,019.00
[6153] ODOT	6/29/2023	1706	3/31/2023 Q3 FY23 5311 34997	0.00	0.00	186,363.00	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	0.00	140.00	140.00
[6162] OREGON EMPLOYMENT DEPT	5/01/2023	1686	4/01/2023 Mar Bus Passes-Astoria STEP	0.00	0.00	0.00	220.00	220.00
[6162] OREGON EMPLOYMENT DEPT	5/31/2023	1687	5/01/2023 Apr Bus Passes-Astoria STEP	0.00	0.00	100.00	0.00	100.00
[6162] OREGON EMPLOYMENT DEPT	7/01/2023	1754	6/01/2023 May Bus Passes-Astoria STEP	0.00	40.00	0.00	0.00	40.00
[6162] OREGON EMPLOYMENT DEPT	7/31/2023	1755	7/01/2023 Jun Bus Passes-Astoria STEP	20.00	0.00	0.00	0.00	20.00

[6583] Sondra Carr	5/01/2023	1668	4/01/2023	Apr 2023 Parking-Space #10	0.00	0.00	0.00	47.50	47.50
[6583] Sondra Carr	7/01/2023	1719	6/01/2023	Jun 2023 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	5/31/2023	1723	5/01/2023	May 2023 Parking-Space #10	0.00	0.00	47.50	0.00	47.50
[6583] Sondra Carr	7/31/2023	1724	7/01/2023	Jul 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	0.00	700.00	700.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	6/30/2023	1708	5/31/2023	MED BILLING 05/01-05/31/2023	0.00	740.00	0.00	0.00	740.00
[6244] WEDDLE, DIANNA	5/11/2023	1641	5/01/2023	May 2023 Parking Space #6	0.00	0.00	0.00	47.50	47.50
[6244] WEDDLE, DIANNA	6/11/2023	1730	6/01/2023	Jun 2023 Parking Space #6	0.00	0.00	47.50	0.00	47.50
[6244] WEDDLE, DIANNA	7/11/2023	1753	7/01/2023	Jul 2023 Parking Space #6	0.00	47.50	0.00	0.00	47.50
Total					438.50	988.00	242,235.65	239,987.83	483,649.98

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 07/31/2023

<u>Invoice</u> <u>Date</u>	<u>Invoice</u> <u>Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original</u> <u>Amount</u>	<u>Amount</u> <u>Owed</u>	<u>Not Yet</u> <u>Due</u>	<u>Less Than</u> <u>30 Days</u>	<u>Less Than</u> <u>60 Days</u>	<u>More</u> <u>Than 60</u> <u>Days</u>
[6037] CB LAWN CARE									
7/31/2023	8975	8/30/2023	07/2023 Lawn Maintenance	406.00	406.00	406.00	0.00	0.00	0.00
[6048] CITY OF WARRENTON									
7/31/2023	001638-000 07312023	8/31/2023	07/2023 WATER SRV - OPS	345.29	345.29	345.29	0.00	0.00	0.00
[6207] DMT AUTO PARTS, INC									
7/05/2023	424904	7/30/2023	Brake Rotor - Bus 1701	127.00	127.00	0.00	127.00	0.00	0.00
[6603] FIRST-CITIZENS BANK & TRUST									
7/21/2023	42844186	8/10/2023	Copy Lease - Astoria	215.93	215.93	0.00	215.93	0.00	0.00
[6098] FISHER & PHILLIPS LLP									
5/05/2023	1796764	8/21/2023	04/2022 LEGAL SERVICES/Narcan	779.00	779.00	779.00	0.00	0.00	0.00
[6259] ISLER CPA									
7/31/2023	235735	8/30/2023	AUDIT FYO 06/2022	12,000.00	12,000.00	12,000.00	0.00	0.00	0.00
[6121] JACKSON & SON OIL INC									
7/31/2023	100745	8/30/2023	06/2023 Fuel	2,064.08	2,064.08	2,064.08	0.00	0.00	0.00
[6148] NW NATURAL									
7/11/2023	1360752-8 07112023	7/21/2023	7/2023 GAS SRV - TC \$67.31 Overpayment -\$281.19	(213.88)	(213.88)	0.00	(213.88)	0.00	0.00
[6172] O'REILLY AUTO PARTS									
7/26/2023	3920-310166	8/20/2023	Starter - Bus 2003	138.10	138.10	138.10	0.00	0.00	0.00
7/31/2023	3920-310881	8/20/2023	Semi-Met Pads - Buses 1701, 1702	149.33	149.33	149.33	0.00	0.00	0.00

[6177] PACIFICSOURCE ADMINISTRATORS

7/14/2023	2023-14	8/13/2023	Pay period ending 7/08/2023,FSAHealth	125.00	125.00	125.00	0.00	0.00	0.00
7/28/2023	2023-15	8/27/2023	Pay period ending 7/22/2023,FSAHealth	125.00	125.00	125.00	0.00	0.00	0.00
7/20/2023	Jul 2023	8/19/2023	Jul 2023 Statement	175.50	175.50	175.50	0.00	0.00	0.00

[6226] VAN DUSEN BEVERAGES

6/27/2023	200906	7/27/2023	Cancel Water Service Seaside Acct #1002539	(32.00)	(32.00)	0.00	(32.00)	0.00	0.00
6/30/2023	2522	7/30/2023	June/July Water/Cooler Rental - TC Acct. #1001982	82.00	82.00	0.00	82.00	0.00	0.00
6/30/2023	2588	7/30/2023	June Water Service/Cancel Water Service - Ops Acct 1002533	(65.50)	(65.50)	0.00	(65.50)	0.00	0.00

[6227] VERIZON WIRELESS

7/18/2023	9939976131	8/10/2023	6/2023 CELL PHONE/TABLET SERVICE	907.28	907.28	0.00	907.28	0.00	0.00
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[6237] WILCOX & FLEGEL

7/31/2023	CL91363	8/30/2023	07/2023 Fuel	4,493.93	4,493.93	4,493.93	0.00	0.00	0.00
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Report Total				21,822.06	21,822.06	20,801.23	1,020.83	0.00	0.00
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SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 7/31/2023

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
22603	7/05/2023	[5063] LEWICKI, PAUL - Invoices 0013, 0014	PROFESSIONAL SERVICES	7865	7,865.00
22609	7/05/2023	[6193] SDIS - - Invoices 06.01.23, 2023-11, 2023-12, ADJ WC, COBRA060123	BENEFITS MEDICAL SDIS	15845.77	15,845.77
22610	7/05/2023	[6193] SDIS - Quarterly Insurance - Liability, Auto, General (partial payment Q4 2023)	GENERAL LIABILITY PROPERTY AUTO	4962.11 3461.48 12799.71	21,223.30
22615	7/18/2023	[6001] ACCUFUND INC - Invoices 20231351, 20231561	IT SERVICES/CONTRACTS IT SERVICES/CONTRACTS	5313.00 40.00	5,353.00
22623	7/18/2023	[6054] CLATSOP COUNTY CLERK - Voters' Pamphlet 5/16/2023 - Regular District Elections	ELECTION FEES	8491.65	8,491.65
22650	7/31/2023	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT - Invoices ECOLANE22, Q1 2022-2023 4	IGA-DUES IT SERVICES/CONTRACTS	3000.00 3282.75	6,282.75
Total Checks					65,061.47

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

Run: 8/17/2023 @ 8:28 AM

Page: 1

Closing Balance from Previous Statement.....	7/07/2023	-319.11
0 Deposits and Other Additions Totaling.....		0.00
12 Checks and Other Withdrawals Totaling.....		1,683.87
1 Adjustments Totaling.....		319.11
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	8/08/2023	-1,683.87
Difference.....		0.00
Cash Balance from General Ledger.....	8/08/2023	-191,991.58
Open Activity from Bank Register.....		5,831.36
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-197,822.94

Date	Check	To	Check Description	Amount
✓ 7/11/2023	0001209	IPMA HR OREGON	Farmer - HR Training Dues	60.00
✓ 7/13/2023	0001209	NICEBADGE.COM	Farmer - Replacement Badge - K. Wiegardt	22.36
✓ 7/16/2023	0000269	ADOBE ACROBAT	Parker - Monthly Chrg	12.99
✓ 7/18/2023	0001365	ADOBE ACROBAT	Geisler - Monthly Chrg	19.99
✓ 7/21/2023	0001365	ALASKA AIRLINES	Geisler - Flight - NWOTA Conference	237.79
✓ 7/21/2023	0001365	ALLIANZ TRAVEL INS	Geisler - Travel Insurance	21.88
✓ 7/21/2023	0001365	EASTERSEALS PROJECT ACTION	Geisler - ADA PT Training Class	500.00
✓ 7/22/2023	0001365	TOWN AND COUNTRY RESORT	Geisler - Lodging NOWATA Conference	274.10
✓ 7/26/2023	0001365	AMAZON	Geisler - Office Supplies	83.07
✓ 7/28/2023	0001365	HOWARD JOHNSON HOTELS	Geisler - Lodging ODOT Training	220.50
✓ 7/30/2023	0000284	AVG TECHNOLOGIES	Jones - Internet Security for Mac - Subscription	91.19
✓ 8/03/2023	0000284	ZOOM	Jones - Monthly Chrg	140.00
Total Unmarked Checks:			0.00	
			Total Checks:	1,683.87

Date	Reference	Adjustment Description	Amount
✓ 7/18/2023	GC22620	Payment made from Gen. Ck. for Statment ending 07/07/2023	319.11
Total Adjustments:			319.11

Date: August 17, 2023

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9.a TAC Revised STIF Recommendation

Our Transportation Advisory Committee (TAC) met on Wednesday, August 16, to consider an amended STIF plan for FYs 2024 & 2025. The STIF Plan originally approved by the Board required redrafting in response to the financial difficulties which befell the District in April. This plan better addresses the Districts current financial needs and is recommended for adoption by the Board.

Board action is required.

Date: August 24, 2023

To: Board of Commissioners

From: Sue Farmer, Human Resources Manager

Re: Agenda Item 10 a. New Personnel Policy - Paid Leave Oregon Policy

Paid Leave Oregon is a new program administered through the Oregon Employment Department. This program ensures individuals and families of every kind have the time and support they need to care for themselves and their loved ones.

Both employers and employees pay into and benefit from Paid Leave Oregon. The employees pay no more than 60% of the contribution through a deduction from their paycheck. Employers pay 40%. Employers and employees started paying into the program in January 2023. Benefits begin September 3, 2023.

Staff recommends that the Board of Director's review the Paid Leave Oregon personnel policy and authorize the Executive Director to sign it.

Interim Executive Director Report

July 2023

Our limited fixed route service continues to operate smoothly. Heavier than expected visitor traffic and road construction in Seaside presented challenges to our reliability during certain periods, but overall, we continue to run on time. We provided 3,911 rides in July, a modest increase over June! We brought back one additional temporary driver to allow more flexible drivers' scheduling. The temp supervisor, Rick Yelton, has now been trained successfully in processing payroll and gives us the needed depth for coverage of this essential process if needed.

Matters of Finance continue to take up much of my time. Between helping with pulling documents for the audit, remote meetings with OTIB personnel, email discussions related to our next STIF payments, and forecasting income and expenses to gauge our financial status, progress seems encouraging. We continue to operate on loan funds and anticipate long-awaited relief as our first quarter STIF funds appear to be just around the corner. These funds were originally promised for the first part of July, but have, as yet not arrived. We did take an additional draw against our loan in the amount of \$195,000. Current cash on hand is expected to support operations through the first or second week of September.

We continue to explore the viability of implementing an additional route to service Cannon Beach. We are also looking at a modified route 10 alignment that might service Astoria and Warrenton in months to come. Although we are not expected to increase service during this fiscal year, it's beginning to look as if we may have funds to do so. That being the case, we would be irresponsible not to explore the possibilities. Any such changes will depend on reliable, sustainable, and verifiable funding availability going forward.

Among the recommendations contained in the RLS report (compliance audit) is the acquisition of a Vehicle Maintenance System to track and report maintenance tasks and costs in support of our grant reimbursement process. We have selected RTA as our platform based on its successful use in Columbia County. CC Rider uses reports generated by the RTA product in its reimbursement requests, and ODOT is pleased with the clarity and completeness of the data produced. We have purchased a subscription for this software for one year at a cost of \$6,000. Staff have begun populating the database as we bring this platform online.

Jennifer is registered to attend the Zero Emissions Bus Conference, on September 26-28 in San Diego. NWOTA is handling registrations and will reimburse SETD for airfare and hotel costs for Jennifer to attend.

I met with Don Bohn, Clatsop County Manager, and Scott Spence, City Manager, Astoria to discuss the SETD situation and its impact on the cities and county. Both gentlemen had many questions and offered the resources of their municipalities in our support during our recovery – and beyond. In fact, the county's Public Relations group reviewed and tweaked a press release which was drafted to notify the county residents of our resolve to return bus service to earlier levels. The editor of the Astorian, however decided not to publish it!

We continue to make payroll, maintain current accounts payable, closely monitor our bank account balances, communicate with our partners, and hopefully provide improved transparency to our employees and our Board related to the financial condition and positive prospects of our District.

Ours is an awesome team!

August 2023 Operations

Jennifer Geisler

Route 101 continues to increase in ridership and the Pacific Connector is holding consistently steady. Between the two routes covering Astoria to Cannon Beach seven days a week, we average 81 rides a day with the record high being 169 rides on Route 101. With the challenges of high temperatures on the coast, large local events that brought heavy traffic and a vehicle breakdown last week, we have had minor disruption to service. We do understand the extreme challenges the current bus schedule is for day to day living for our riders and the community. We continue to look at ways to improve the service and offer better coverage. We are experiencing increased ridership in ADA Paratransit because of the lack of fixed route. ADA Paratransit riders who would normally ride fixed routes before May are now scheduling most of their rides because of the degree of difficulty the lack of service provides. Due to the increase in curb-to-curb service we continue to be unavailable to Northwest Ride Medicaid Brokerage.

We are consistently able to have temporary drivers fill in on the fixed route and Paratransit driver schedule. We are encouraged as they are excited to have the uniform on and in the driver's seat.

On July 27th and 28th I attended the FTA Drug and Alcohol Transit Training. I also received training and a certificate for Reasonable Suspicion Determination. This is invaluable training for the district, and I am so grateful to have had the chance to attend. The training is offered twice a year, once in person and once on-line. I hope that we can continue this training for HR and the Chief Operation Officer and Reasonable Suspicion for all driver supervisors.

In July I met with RTA, a fleet management software that was recommended in the RLS compliance review from May. The software will benefit driver supervisors, maintenance department, drivers, and the finance department. Information will be easily accessible, produce needed work orders, track cost on repairs and preventive maintenance and log driver pre-trips. This will lessen the daily paperwork and data entry and have the most up to date information for staff districtwide. We are currently in the process of doing the initial set up, this includes the set up for all district vehicles, shop inventory and work orders performed since July 2023. We signed up for training with RTA in early September. Maintenance and supervisors will learn how to access the system, view pre-trips, manage shop work orders, and schedule preventative maintenance jobs.

The management team continues to host a monthly BBQ and provide updates and answer questions. It is always so encouraging to bring everyone together and share news from riders, compliments from those that call and management updates. This month's meeting, we covered updates on health coverage, Executive Director recruitment updates, the RTA maintenance software implementation and encouraging words from each other.

We have a new contact with Swiftly, I attended the CTAA Emerging Leaders Academy with her, Amanda. I have been working with Amanda from Swiftly, Anna from Via/Remix and contacts at Trillium to fix, get training and better set up our route system with the GTFS to provide more accurate information on Google maps, our website and the Transit App on what our system is providing in real time. This will also give us a more accurate On-Time Performance and reporting for National Transit Database and ODOT.

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

TRAININGS ATTENDED:

- SDAO Vector SafePersonnel Training – This administrator training webinar gave a tour of the features and resources available, a demo of Vector LMS, and provided information about the necessary tools and knowledge to successfully launch training for your organization's users.
- HRA “The Quiets” Webinar – This webinar focused on the new phenomena of “quiet quitting”. There was also discussion on the other quiets – quiet firing, quiet promoting, quiet leading. We discussed what leaders need to do or how to prevent these phenomenon’s from taking hold in your workplaces; what you can do to improve manager and employee conversations and engagement in your organizations and discover ways to bring purpose back to individuals work.

ACTIONS:

- On vacation in Iceland and Switzerland from July 17th through the 28th.
- Prepared and processed Workshare Weekly Claim reports for the month of July. Jennifer filled in for me while I was on vacation.
- Interview with ODOT forensic auditors Kernutt Stokes.
- Discussion with RLS Sean Oswald regarding random drug and alcohol testing pool list for laid off employees coming back as temporary employees. Strategized the best way to keep them in the pool in case we need them in an emergency and meet our yearly quotas.
- Worked on a review of unemployment case with the Oregon Unemployment Department.
- Finishing up on Personnel Policies.

NEW EMPLOYEE ORIENTATIONS:

None

WORKPLACE DEMOGRAPHICS:

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

Updated: 8-14-2023

- In July, there were 2 travel training requests. 1 was an opportunity to help a rider navigate how to get from their home to the bus stop and how to read the schedule. The other rider needed help catching the bus at Fred Meyer for the first time. Both riders called in after going to our website and learning about the RidePal (travel training) program. Both riders were over the age of 60 and were generally thankful for any service we offered.
- I stay in contact with a couple of Veterans we had helped in the past. They miss the program we had but are getting around to their needed medical trips with the help of other programs. Both of the Veterans ride the bus regularly. 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, 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 July, I continued my efforts to support operations in any way possible. I'm impressed at how our staff and drivers navigate through the challenges of road work and other daily challenges that pop up. Our mechanic works hard to keep the buses on the road, and we started a new maintenance program to help keep our sitting buses exercised and ready for service if and when needed. I'm becoming more versed in using our ride scheduling software, ecolane, thus allowing me to help the Paratransit daily operation more efficiently. I also work on maintaining the fixed-route driver's schedule utilizing the TEMP driver list to cover any holes in the schedule. I thank Sue for preparing such a comprehensive list. I continue in my efforts to keep up my small Mobility Management outpost by being available for travel training and keeping up with a few previous trainees that need additional support. I also continue to provide light assistance with IT-related items and perform other duties as requested.
- In an effort to keep a strong outreach presence, part of my limited Mobility time goes to producing a weekly outreach transit update for the community called the Transit Focus. Please go watch the video and click on the like and subscribe button, as doing so helps get the information out to more people: <https://www.youtube.com/@sunsetempiretransportation582>

RIDE ASSIST
July 2023 Report
Nicholle Searle

- In July, Ride Assist provided a total of 508 rides. ADA Paratransit had 487 rides, we provided 0 Medicaid rides for Northwest Rides, 0 VETP and had 18 escorts. There were 0 Dial A Rides.
- There were zero ride denials in July.
- In July we saw a steady ride request increase. Ride Assist continues to get compliments and riders express their gratitude. We had temp driver Suzie Brown and Rick Yelton fill in a couple of days, it was great to see them and have their help. I took a four-day class through Easterseals called Determining ADA Complementary Paratransit Eligibility. The class was engaging and very helpful to me. I look forward to taking more classes put on by the Easterseals.
- ADA Paratransit Report for July.

Number of completed applications received: 13

Number of incomplete applications received: 0

Number of interview/assessments scheduled: 0

Number of interview/assessments completed:0

Number of determinations made:

 Within 21 days: 13

 More than 21 days: 0

Determination by type:

 Unconditional: 10

 Conditional:1

 Temporary:2

 Not eligible: 0

Number of appeals requested: 0

Number of appeals heard: 0

Marketing, Outreach and Education

August 2023 Report

Mary Parker, Executive Assistant

- Prepared minutes for July 27 Board Meeting
- Prepared Board pack for August 10, 2023 Special Board Meeting/Executive Session
- Prepared Public Announcements Eng/Span for August 10, 2023 Special Board Meeting

- Pre meeting contact and confirmation Transportation Advisory Meeting
- Prepared Board Pack for August 16 Transportation Advisory Meeting
- Prepared Public Announcements Eng/Span for August 16 Special Board Meeting

- Prepared Board Pack for August 24, 2023 Board Meeting
- Prepared Public Announcements Eng/Span for August 24th Board Meeting

- Attended Archive Social meeting
- Assisted with mail and clerical needs.