



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

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

**1 253 215 8782**

**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. RLS Report To Do's
  - b. Board Discussion-RTAP Financial Management
10. NEW BUSINESS
  - a. Minutes Format
  - b. Board Policies
  - c. Scholarship – SDAO Conference
  - d. Approval to Sign the Employment Contract for Craig Johnston
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  
September 25, 2023  
Draft Special Board Meeting Minutes**

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called the meeting to order at 7:30 AM.
2. PLEDGE OF ALLEGIANDE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Rebecca Read and Commissioner Tracy MacDonald  
Excused: Commissioner Guillermo Romero  
  
Staff: Interim Executive Director Paul Lewicki, Executive Assistant Mary Parker, Human Resources Sue Farmer  
  
Special Districts Association of Oregon consultants, George Dunkel and Bill Anderson
4. CHANGES TO AGENDA- None
5. PUBLIC COMMENT- None
6. INTERVIEW PROCESS DISCUSSION- George Dunkel explained that the interview process of Executive Director finalists Arla Miller, Craig Johnson, Jason Jones, Jeff Meilbeck and Kathy Kleczek would be taking place in 4 separate classrooms using selected panelists and the SETD Board. Panelists have been instructed and packets of instructions were handed out.
7. EXECUTIVE SESSION- At 7:37 AM, Chair Debbie Boothe-Schmidt closed the Special Board Meeting and opened Executive Session for the purpose of considering Employment of a Public Officer ORS 192.660.
8. EXECUTIVE SESSION CLOSED- At 2:30 PM, Chair Debbie Boothe-Schmidt closed Executive Session and opened the regular Special Board Meeting.
9. ACTION TO BE TAKEN-

Commissioner Rebecca Read moved to appoint Miles Meilbeck as Executive Director of Sunset Empire Transportation District, contingent on the successful negotiations of an employment agreement, acceptable reference check and background screening.  
Commissioner Pamela Alegria seconded the motion

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

5 Aye  
1 Nay  
1 Excused  
Motion passed

Commissioner Charles Withers moved that the Board appoint Chair Debbie Boothe-Schmidt and Commissioner Rebecca Read to work with Special Districts legal counsel in development of an employment agreement with Miles Meilbeck for Board consideration and approval.  
 Commissioner MacDonald seconded the motion

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

6 Aye  
 1 Excused  
 Motion passed

10. ADJOURNMENT

Meeting was adjourned at 3:00 PM

Mary Parker, Recording Secretary

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



**Sunset Empire Transportation District  
Board of Commissioners Meeting  
September 28, 2023 Astoria Transit Center  
Draft Board Meeting Minutes**

To view: YouTube Sunset Empire Transportation 2023-09-24. Corresponding recording view times listed on minutes.

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called the meeting to order at 9:06 AM.
2. PLEDGE OF ALLEGIANCE-0:0:43
3. ROLL CALL: Present: Chair Boothe-Schmidt, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Tracy MacDonald, Commissioner Rebecca Read. Commissioner Guillermo Romero and Secretary/Treasurer Diana Nino excused.

Staff- Interim Executive Director Paul Lewicki, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Operations Officer Jennifer Geisler, Human Resources Sue Farmer, Mobility Manager Jason Jones

4. CHANGES TO AGENDA- (0:01:49) No changes  
     Commissioner Reed moved to approve the agenda  
     Commissioner Romero seconded  
     Discussion None  
     Agenda was approved

5. PUBLIC COMMENT- None

6. APPROVAL OF AUGUST 31, 2023, BOARD MINUTES-(00:03:02)

Commissioner MacDonald moved to approve the August 31, 2023, Board Minutes

Commissioner Romero seconded the motion.

Discussion- Commissioner Alegria requested that if correspondence is received or added to the meeting after the Board Pack is sent out, that the Board Chair request the correspondence be entered into the minutes.

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

6 Aye

0 Nay

1 excused

Motion Approved unanimously.

7. REPORTS FROM COMMISSIONERS (00.05:14)- Comments from Commissioners concerning attendance at meetings and other activities.
  - a. Commissioner Read- Reported that it is very encouraging to have good candidates to choose from and commended the staff for organizing the process so well. Commissioner Read said she had a conversation with man about the bench on Hwy 101 and he how he had tried to help one of his employees with transportation for several months, but she finally had to quit her job. Commissioner Read these stories are real motivators for us to do our best to get service back on board.

- b. Commissioner Alegria- Commented that she would like to offer condolences to Barbara Blue’s family. Barbara had served on our budget committee for a number of years and kept abreast on what Sunset was doing and offered suggestions shortly before her death.
- c. Commissioner MacDonald- Reported that he had attended a class on ethics and came away with a couple of new items. They are redoing the public meeting laws and there will be training coming out in January so that any agency with a budget of a million and a half will be required to take the training. Commissioner MacDonald will bring back more information about what the Kiwanis are doing to help with the shelters at the next Board meeting.
- d. Commissioner Withers- Thanked Interim Executive Director Lewicki and staff for putting together the hiring process function. Withers said it went seamlessly and was much quicker than he thought it would be and thanked the Board for participating and be and we settled on a good choice Withers also commended the Board members for their participation. Commissioner Withers also said he would like to know if there is any way we can put up a temporary shelter by bench on Hwy 101. Interim Executive Director Lewicki said we have a real shelter available for use there.
- e. Commissioner Boothe-Schmidt- Reported that she had talked to the Clatsop County Financial Director about doing a tutorial on finances with the Board, but he can only work with Kelly. Commissioner Boothe-Schmidt said she will ask her accountant about doing a tutorial session. Commissioner Boothe-Schmidt said she had found a financial report showing where the financials are versus the year-to-date budget and asked Kelly if she could try to include it in the October financial report. Commissioner Boothe-Schmidt also attended the Northwest Act meeting.
- f. Commissioner Romero- Reported he has been working for DHS in Child Welfare for the past 12 years and been the union steward there for the past 12 Years. Commissioner Romero said the DHS continues to have building issues however his new duty station is at home which should allow him to attend more Board meetings.

8. FINANCIAL REPORT- (00:10:00)

- a. August 2023 Financial Report (00:14:19) – Finance officer Kelly Smith reported that the ODOT Forensic Audit has been completed but SETD has not received a report. Kelly reported that SETD has received all the first quarter STIF payments and now there are only a couple of outstanding reimbursements for which we are waiting. One payment will be for are \$186,000 and another smaller payment for \$2400. After Board discussion, Chair Boothe-Schmidt requested the August Financial report be entered into the minutes.

9. CONTINUED BUSINESS- None

10. NEW BUSINESS

- a. Personnel Policies- (00:33:00) Human Resources officer Sue Farmer presented the new SETD Personnel Policy manual. Sue used a template from HR Answers consultants for the new policies. Sue requested the Board review the policies for final review at the October 2023 Board meeting. Sue also discussed how updates and changes would be made to the policies when needed and they will be reviewed every 2 years. Sue will provide a copy of the approved Personnel Policy when completed.
- b. Board Training- (00:44:00) Interim Executive Director Lewicki reported that staff received a link to a course on fundamental financial training for Rural Transit providers from ODOT which he will forward to the board. Paul said this course answers a lot of questions about the processes and principles that drive our reports. Chair Boothe-Schmidt asked the board to let her know if they want to go through this together or



individually and said it will be discussed at the October Board meeting. Executive assistant Mary Parker reported that the SDAO Conference is coming up in February at the Seaside Convention Center. Chair Boothe-Schmidt also reminded the board that Arla Miller had sent out the upcoming ODOT Required Provider Training schedule which is on page 155 of the Board Pack.

- c. Restore Fixed Route Services- (00:53:00) Operations Officer Jennifer Geisler reviewed the current service and reported that Route 10 in Astoria and Route 20 from Seaside to Cannon Beach will be resumed on October 9<sup>th</sup>. Route 101 will continue the current route between Astoria and Cannon Beach until November 1<sup>st</sup> when it will no longer go to Cannon Beach but will provide service between Astoria and Seaside 6 times a day. The Pacific Connector will continue to provide service between Astoria and Cannon Beach on weekends and will also be stopping at Warrenton Mini Mart. Jennifer said the Route 10 will not be going to the Merts campus on the regular route, but we will go there if called when someone needs a ride. Jennifer said we provide the same type of service to Camp Rilea. Jennifer said we will continue to watch the routes and there may need to be future adjustments.
- d. Transportation Advisory Committee (TAC)- (01:21:00) Executive Assistant Mary Parker explained that several people have resigned from the TAC committee and requested approval to send out a public announcement asking for volunteer applications.  
 Commissioner Read moved to approve public request for new TAC members.  
 Commissioner Alegria seconded the motion  
 Motion passed
- e. Executive Session ORS 192.660(2)(a)- (01:25:00) At 10:25 AM, Chair Boothe-Schmidt excused the regular Board Meeting and opened Executive Session.
- f. At (01:28:00) Chair Boothe-Schmidt closed Executive Session to resume the regular Board Meeting. Chair Boothe-Schmidt called for a short recess before calling the meeting back to order.

(01:29:00) Commissioner MacDonald moved to appoint Craig Johnston as Executive Director of Sunset Empire Transportation District contingent upon a successful negotiation of an Employment Agreement, acceptable reference check and background check.

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

Commissioner Read seconded the motion

6 Aye  
 0 Nay  
 Motion pass

- 11. CORROSPONDENCE- (01:30:00)) Executive Assistant Mary Parker read a letter sent to Columbia County by Interim Executive Director Lewicki thanking them for the exceptional professional help that John Dreeszen has given the district in the past few months. Mary also read the letter of response from Columbia County Commissioner, Margaret Magruder.
- 12. EXECUTIVE DIRECTOR REPORT- ((01:31:00) Interim Executive Director Lewicki reviewed his Monthly Report discussing the costs of operating the addition of Route 10 and Route 20.
- 13. LEADERSHIP TEAM REPORTS- (01:49:00) Review and discussion of Team Monthly Reports.
- 14. ADJOURNMENT 02:15:00)

Chair Boothe-Schmidt adjourned Meeting at 11:15 am AM

Mary Parker, Recording Secretary

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

Date \_\_\_\_\_

DRAFT

## Sunset Empire Transportation District

**Available Balances as of 10/19/2023 (Cash on Hand)**

General Checking:	\$ 309,166.11
Payroll Account:	\$ 1,103.37
LGIP:	\$ 15,617.80
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 591,392.00
<b>Total Funds Available</b>	<b>\$ 1,118,940.85</b>

**Monthly (Actual & Projected) Expenditures:**

AP Week of 10/11/2023 **Funds are already removed from above numbers**	\$ 31,081.35
<i>Projected</i> AP Week of 10/23/2023	\$ 45,000.00
Payroll 10/06/2023 w/Taxes **Funds are already removed from above numbers**	\$ 38,667.33
Payroll 10/20/2023 w/Taxes **Funds are already removed from above numbers**	\$ 44,028.67
<b>Total Expenditures</b>	<b>\$ 158,777.35</b>

<b>OTIB Loan 10/1/2023</b>	
Total w/Intereset & Fees:	\$1,013,546.37
Interest Payment:	\$4,346.37
Principle Payment:	\$42,153.63
<b>Balance:</b>	<b>\$967,046.37</b>

<b>Statement of Acivity Exceptions:</b>	
6010-6210 - Wages/Taxes/Benefits: Rehires	
8031 - Online Sub/IT Services: Zoom upgrade/Yearly Subscription	
8040 - Telephone/Internet: Sept & Oct Bills	

**Follow-up:**

All outstanding ODOT reimbursements have been paid.

**Consolidated Statement of Activity - MTD and YTD**  
**September 30, 2023**

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	4,364.41	3,500.00	864.41	12,525.37	10,000.00	2,525.37
4020 PARATRANSIT FARES	120.00	0.00	120.00	120.00	0.00	120.00
4022 PARATRANSIT FARES	690.00	600.00	90.00	2,701.00	2,500.00	201.00
4110 NW NAVIGATOR	461.34	200.00	261.34	1,229.58	700.00	529.58
4130 OTHER-VENDING	0.00	0.00	0.00	61.41	0.00	61.41
4205 PROPERTY TAXES	1,602.85	5,000.00	(3,397.15)	15,474.37	19,000.00	(3,525.63)
4206 PRIOR YEAR TAXES	1,629.21	2,500.00	(870.79)	6,423.47	6,000.00	423.47
4207 PROPERTY TAX INTEREST	9.65	30.00	(20.35)	84.84	115.00	(30.16)
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	158.45	0.00	158.45
4310 TIMBER SALES	0.00	0.00	0.00	53,489.49	58,000.00	(4,510.51)
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	29,667.80	22,500.00	7,167.80
4420 PARKING SPACE LEASE	760.00	760.00	0.00	2,280.00	2,280.00	0.00
4425 CHARGING STATION	0.00	0.00	0.00	70.43	0.00	70.43
4505 INTEREST EARNED ON BANK ACCT	428.25	200.00	228.25	788.76	425.00	363.76
4605 OTHER INCOME	124.00	100.00	24.00	1,760.69	825.00	935.69
5201 OREGON STF FUNDS	0.00	0.00	0.00	23,236.00	0.00	23,236.00
5202 OREGON STIF FUNDS-DISCRETIONARY	16,294.00	0.00	0.00	56,547.00	0.00	56,547.00
5203 OREGON STIF FUNDS-FORMULA	173,433.00	0.00	173,433.00	611,113.00	650,000.00	(38,887.00)
5203 OREGON STIF FUNDS – POPULATION	0.00	0.00	0.00	26,779.00	0.00	26,779.00
5301 5311 ADMIN/OPERATIONS	464,991.00	0.00	464,991.00	464,991.00	0.00	464,991.00
5302 5310 MOBILITY MGT/PM	49,081.00	0.00	49,081.00	49,081.00	0.00	49,081.00
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	28,932.02	0.00	28,932.02
<b>Total Revenues</b>	<b>713,988.71</b>	<b>12,890.00</b>	<b>684,804.71</b>	<b>1,387,514.68</b>	<b>772,345.00</b>	<b>615,169.68</b>

Expenses

6010 WAGES	110,535.56	108,200.00	(2,335.56)	245,372.96	248,050.00	2,677.04
6111 TAXES	13,095.90	11,250.00	(1,845.90)	29,105.11	27,395.00	(1,710.11)
6210 BENEFITS	28,624.35	29,250.00	625.65	65,990.73	65,350.00	(640.73)
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>152,255.81</b>	<b>148,700.00</b>	<b>(3,555.81)</b>	<b>340,468.80</b>	<b>340,795.00</b>	<b>326.20</b>
8000 AUDIT	0.00	0.00	0.00	12,000.00	12,000.00	0.00
8001 PROFESSIONAL SERVICES	7,502.00	7,000.00	(502.00)	22,754.00	22,000.00	(754.00)
8002 LEGAL COUNSEL	0.00	0.00	0.00	179.00	250.00	71.00
8003 BANK/MERCHANT FEES	100.49	175.00	74.51	265.58	425.00	159.42
8010 EQUIP LEASE/RENT	201.80	400.00	198.20	605.40	820.00	214.60
8015 COMP/FURNITURE/DURABLE GOODS	150.00	400.00	250.00	172.88	1,200.00	1,027.12
8020 B&M	3,990.47	3,400.00	(590.47)	7,502.72	7,850.00	347.28
8023 BUILDING LEASE	316.00	158.00	(158.00)	474.00	474.00	0.00
8031 ONLINE SUB/IT SERVICES	11,211.25	9,200.00	(2,011.25)	30,460.15	28,350.00	(2,110.15)
8040 TELEPHONE/INTERNET	4,190.69	2,100.00	(2,090.69)	9,484.18	7,000.00	(2,484.18)
8041 UTILITIES	2,416.04	2,200.00	(216.04)	6,103.50	6,350.00	246.50
8050 HR/EMPLOYEE RECOGNITION	461.00	600.00	139.00	663.36	770.00	106.64
8060 TRAVEL/TRAINING	(30.00)	100.00	130.00	1,328.94	300.00	(1,028.94)
8080 OUTREACH/PRINTING	0.00	1,800.00	1,800.00	551.86	2,400.00	1,848.14
8090 DUES, SUBSCRIPTIONS	0.00	2,000.00	2,000.00	6,060.00	8,300.00	2,240.00
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	3,000.00	0.00
8092 FEES/TAXES/LICENSES	224.61	250.00	25.39	437.57	550.00	112.43
8100 INSURANCE	0.00	0.00	0.00	21,223.30	21,500.00	276.70
8105 UNINSURED LOSS	0.00	1,500.00	1,500.00	0.00	3,000.00	3,000.00
8112 MEETING EXPENSE	0.00	200.00	200.00	0.00	350.00	350.00
8116 OFFICE SUPPLIES	195.47	800.00	604.53	1,120.49	1,900.00	779.51
8170 FUEL	7,617.97	8,300.00	682.03	22,535.68	24,300.00	1,764.32
8171 VEHICLE REPAIR/OUTSIDE SERVICES	4,880.74	6,300.00	1,419.26	7,491.61	9,200.00	1,708.39
8180 SHOP SUPPLIES	28.98	500.00	471.02	68.91	650.00	581.09
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>43,457.51</b>	<b>47,383.00</b>	<b>3,925.49</b>	<b>154,483.13</b>	<b>162,939.00</b>	<b>8,455.87</b>
9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	46,500.00	77,500.00	31,000.00
Total Expenses	195,713.32	196,083.00	369.68	541,451.93	581,234.00	39,782.07

**Profit & Loss Budget Performance  
September 30, 2023**

Month 3 = 25% of Annual Budget    **Black** = BETTER THAN / **Red** = WORSE THAN

	<u>Month</u> <u>Actual</u>	<u>Month</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>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Revenues</u>								
4010 FIXED ROUTE FARES	4,364.41	3,500.00	864.41	12,525.37	10,000.00	2,525.37	41,900.00	29.89%
4022 PARATRANSIT FARES	810.00	600.00	210.00	2,821.00	2,500.00	321.00	8,100.00	34.83%
4110 NW NAVIGATOR	461.34	200.00	261.34	1,229.58	700.00	529.58	1,850.00	66.46%
4130 OTHER-VENDING	0.00	0.00	0.00	61.41	0.00	61.41	150.00	40.94%
4205 PROPERTY TAXES	1,602.85	5,000.00	(3,397.15)	15,474.37	19,000.00	(3,525.63)	1,000,000.00	1.55%
4206 PRIOR YEAR TAXES	1,629.21	2,500.00	(870.79)	6,423.47	6,000.00	423.47	24,700.00	26.01%
4207 PROPERTY TAX INTEREST	9.65	30.00	(20.35)	84.84	115.00	(30.16)	300.00	28.28%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	158.45	0.00	158.45	0.00	0.00%
4310 TIMBER SALES	0.00	0.00	0.00	53,489.49	58,000.00	(4,510.51)	250,000.00	21.40%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	29,667.80	22,500.00	7,167.80	90,000.00	32.96%
4410 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
4420 PARKING SPACE LEASE	760.00	760.00	0.00	2,280.00	2,280.00	0.00	9,120.00	25.00%
4425 CHARGING STATION	0.00	0.00	0.00	70.43	0.00	70.43	180.00	39.13%
4505 INTEREST EARNED ON BANK ACCT	428.25	200.00	228.25	788.76	425.00	363.76	4,000.00	19.72%
4605 OTHER INCOME	124.00	100.00	24.00	1,760.69	825.00	935.69	7,500.00	23.48%
5201 OREGON STF FUNDS	0.00	0.00	0.00	23,236.00	0.00	23,236.00	0.00	0.00%
5202 OREGON STIF FUNDS-DISCRETIONARY	16,294.00	0.00	0.00	56,547.00	0.00	56,547.00	0.00	0.00%
5203 OREGON STIF FUNDS	173,433.00	0.00	173,433.00	637,892.00	650,000.00	(12,108.00)	876,192.00	72.80%
5301 5311 ADMIN/OPERATIONS	464,991.00	0.00	464,991.00	464,991.00	0.00	464,991.00	775,022.00	60.00%
5302 5310 MOBILITY MGT/PM	49,081.00	0.00	49,081.00	49,081.00	0.00	49,081.00	161,594.00	30.37%
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	28,932.02	0.00	28,932.02	0.00	0.00%
<b>Total Income</b>	<b>713,988.71</b>	<b>12,890.00</b>	<b>684,804.71</b>	<b>1,387,514.68</b>	<b>772,345.00</b>	<b>615,169.68</b>	<b>3,251,808.00</b>	<b>42.67%</b>

	<u>Month</u>	<u>Month</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
<u>Expenses</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Annual</u>
								<u>Budget %</u>
6010 WAGES	110,535.56	108,200.00	(2,335.56)	245,372.96	248,050.00	2,677.04	1,300,000.00	18.87%
6111 TAXES	13,095.90	11,250.00	(1,845.90)	29,105.11	27,395.00	(1,710.11)	216,720.00	13.43%
6210 BENEFITS	28,624.35	29,250.00	625.65	65,990.73	65,350.00	(640.73)	301,000.00	21.92%
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>152,255.81</b>	<b>148,700.00</b>	<b>(3,555.81)</b>	<b>340,468.80</b>	<b>340,795.00</b>	<b>326.20</b>	<b>1,817,720.00</b>	<b>18.73%</b>
8000 AUDIT	0.00	0.00	0.00	12,000.00	12,000.00	0.00	40,000.00	30.00%
8001 PROFESSIONAL SERVICES	7,502.00	7,000.00	(502.00)	22,754.00	22,000.00	(754.00)	50,000.00	45.51%
8002 LEGAL COUNSEL	0.00	0.00	0.00	179.00	250.00	71.00	20,000.00	0.90%
8003 BANK/MERCHANT FEES	100.49	175.00	74.51	265.58	425.00	159.42	2,000.00	13.28%
8010 EQUIP LEASE/RENT	201.80	400.00	198.20	605.40	820.00	214.60	5,000.00	12.11%
8015 COMP/FURNITURE/DURABLE GOODS	150.00	400.00	250.00	172.88	1,200.00	1,027.12	7,500.00	2.31%
8020 B&M	3,990.47	3,400.00	(590.47)	7,502.72	7,850.00	347.28	35,000.00	21.44%
8023 BUILDING LEASE	316.00	158.00	(158.00)	474.00	474.00	0.00	2,000.00	23.70%
8031 ONLINE SUB/IT SERVICES	11,211.25	9,200.00	(2,011.25)	30,460.15	28,350.00	(2,110.15)	110,000.00	27.69%
8040 TELEPHONE/INTERNET	4,190.69	2,100.00	(2,090.69)	9,484.18	7,000.00	(2,484.18)	26,000.00	36.48%
8041 UTILITIES	2,416.04	2,200.00	(216.04)	6,103.50	6,350.00	246.50	28,000.00	21.80%
8050 HR/EMPLOYEE RECOGNITION	461.00	600.00	139.00	663.36	770.00	106.64	13,500.00	4.91%
8060 TRAVEL/TRAINING	(30.00)	100.00	130.00	1,328.94	300.00	(1,028.94)	5,000.00	26.58%
8080 OUTREACH/PRINTING	0.00	1,800.00	1,800.00	551.86	2,400.00	1,848.14	16,500.00	3.34%
8090 DUES, SUBSCRIPTIONS	0.00	2,000.00	2,000.00	6,060.00	8,300.00	2,240.00	24,000.00	25.25%
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	3,000.00	0.00	12,000.00	25.00%
8092 FEES/TAXES/LICENSES	224.61	250.00	25.39	437.57	550.00	112.43	2,000.00	21.88%
8100 INSURANCE	0.00	0.00	0.00	21,223.30	21,500.00	276.70	105,000.00	20.21%
8105 UNINSURED LOSS	0.00	1,500.00	1,500.00	0.00	3,000.00	3,000.00	15,000.00	0.00%
8110 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
8112 MEETING EXPENSE	0.00	200.00	200.00	0.00	350.00	350.00	500.00	0.00%
8116 OFFICE SUPPLIES	195.47	800.00	604.53	1,120.49	1,900.00	779.51	9,000.00	12.45%
8170 FUEL	7,617.97	8,300.00	682.03	22,535.68	24,300.00	1,764.32	100,000.00	22.54%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	4,880.74	6,300.00	1,419.26	7,491.61	9,200.00	1,708.39	75,000.00	9.99%
8180 SHOP SUPPLIES	28.98	500.00	471.02	68.91	650.00	581.09	5,000.00	1.38%
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>43,457.51</b>	<b>47,383.00</b>	<b>3,925.49</b>	<b>154,483.13</b>	<b>162,939.00</b>	<b>8,455.87</b>	<b>709,000.00</b>	<b>21.79%</b>

	<u>Month</u> <u>Actual</u>	<u>Month</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>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	46,500.00	77,500.00	31,000.00	310,000.00	15.00%
9210 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	415,088.00	0.00%
<b>Total Expenses</b>	<b>195,713.32</b>	<b>196,083.00</b>	<b>369.68</b>	<b>541,451.93</b>	<b>581,234.00</b>	<b>39,782.07</b>	<b>3,251,808.00</b>	<b>16.65%</b>



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 9/30/2023**

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6060] CLATSOP COUNTY SHERIFF	8/31/2023	1794	8/01/2023	Jul 2023 Bus Tokens	0.00	76.00	0.00	0.00	76.00
[6060] CLATSOP COUNTY SHERIFF	10/01/2023	1795	9/01/2023	Aug 2023 Bus Tokens	122.00	0.00	0.00	0.00	122.00
[6291] CURRY & COCO THAI EATERY	5/31/2023	1690	5/01/2023	May 2023 Parking Space #1	0.00	0.00	0.00	47.50	47.50
[6291] CURRY & COCO THAI EATERY	7/01/2023	1712	6/01/2023	Jun 2023 Parking Space #1	0.00	0.00	0.00	47.50	47.50
[6291] CURRY & COCO THAI EATERY	7/31/2023	1750	7/01/2023	Jul 2023 Parking Space #1	0.00	0.00	47.50	0.00	47.50
[6291] CURRY & COCO THAI EATERY	8/31/2023	1767	8/01/2023	Aug 2023 Parking Space #1	0.00	47.50	0.00	0.00	47.50
[6291] CURRY & COCO THAI EATERY	10/01/2023	1768	9/01/2023	Sep 2023 Parking Space #1	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	8/31/2023	1769	8/01/2023	Aug 2023 Parking-Spaces #8 & 9	0.00	95.00	0.00	0.00	95.00
[6112] HOMESPUN QUILTS	10/01/2023	1770	9/01/2023	Sep 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	0.00	47.50	47.50
[6113] HOXIE, RONALD	8/31/2023	1771	8/01/2023	Aug 2023 Parking Space #7	0.00	47.50	0.00	0.00	47.50

[6113] HOXIE, RONALD	10/01/2023	1772	9/01/2023	Sep 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
[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	8/31/2023	1725	8/01/2023	Aug 2023 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	10/01/2023	1726	9/01/2023	Sep 2023 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/01/2023	1792	9/01/2023	Aug 2023 Bus Passes	240.00	0.00	0.00	0.00	240.00
[6245] ZSCHOCHÉ, LENA	7/11/2023	1780	7/01/2023	Jul 2023 Parking-Space #13	0.00	0.00	0.00	47.50	47.50
[6245] ZSCHOCHÉ, LENA	8/11/2023	1781	8/01/2023	Aug 2023 Parking-Space #13	0.00	0.00	47.50	0.00	47.50
[6245] ZSCHOCHÉ, LENA	9/11/2023	1782	9/01/2023	Sep 2023 Parking-Space #13	0.00	47.50	0.00	0.00	47.50
<b>Total</b>					<b>599.50</b>	<b>361.00</b>	<b>95.00</b>	<b>2,773.83</b>	<b>3,829.33</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 9/30/2023**

<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>[6037] CB LAWN CARE</b>									
9/30/2023	9348	10/30/2023	09/2023 Lawn Maintenance	406.00	406.00	406.00	0.00	0.00	0.00
<b>[6057] CLATSOP ECONOMIC DEVELOPMENT RESOURCES</b>									
7/15/2023	802	1/01/2024	ANNUAL MEMBERSHIP 2023/24	500.00	500.00	500.00	0.00	0.00	0.00
<b>[6111] HOME DEPOT CREDIT SERVICES</b>									
7/25/2023	OAC- 000000007	8/24/2023	Finance Charge Credit	(20.00)	(20.00)	0.00	0.00	(20.00)	0.00
<b>[6147] NW COMMUNITY ALLIANCE</b>									
9/30/2023	13765	10/01/2023	09/2023 BUS SHELTERS	800.00	800.00	0.00	800.00	0.00	0.00
<b>[6148] NW NATURAL</b>									
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	0.00	0.00	(213.88)
8/08/2023	1360752-8 08082023	8/18/2023	8/2023 GAS SRV - TC \$38.92 Overpayment -\$174.96	38.92	38.92	0.00	0.00	38.92	0.00
9/07/2023	1360752-8 09072023	9/17/2023	9/2023 GAS SRV - TC \$16.61 Overpayment -\$158.35	16.61	16.61	0.00	16.61	0.00	0.00
<b>Report Total</b>				<b>1,527.65</b>	<b>1,527.65</b>	<b>906.00</b>	<b>816.61</b>	<b>18.92</b>	<b>(213.88)</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 9/30/2023**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
22714	9/14/2023	[6368] SDIS - CLAIMS -Claim #VAAL2021069297	UNINSURED LOSS/ACCIDENT REPORTS	5000	5,000.00
22717	9/14/2023	[6237] WILCOX & FLEGEL - 08/2023 Fuel	FUEL FUEL FUEL	55.06 2944.11 2743.75	5,742.92
22718	9/26/2023	[6001] ACCUFUND INC - HOSTED SERVICES: 10/01 - 12/31/2023	IT SERVICES/CONTRACTS	5313	5,313.00
22728	9/26/2023	[6193] SDIS - Invoices 2023-18, 2023-19, COBRA093023	BENEFITS MEDICAL SDIS	16982.04	16,982.04
<b>Total Checks</b>					<b>33,037.96</b>

Date: October 19, 2023

To: Board of Commissioners

From: Paul Lewicki

RE: Board Meeting Minutes Format

Over time, Board minutes of the Districts Board meetings have expanded to become like transcriptions rather than minutes. Attempting to capture the text of all that is said during a Board meeting presents a problem with interpretation and clarity, while consuming large blocks of time to complete. Minutes are meant to capture actions; motions, meaningful content, and voting results.

Staff would request that the Board reconsider what is necessary in their minutes, and perhaps seek a more efficient and effective format by which to record Board meeting minutes.

Staff would like the Boards support in exploring alternative formats for Board Meeting minutes for the Boards consideration.

To: Board of Commissioners

From: Paul Lewicki

Date: October 19, 2023

RE: Board Policies

Board Policies require regular review and update. The Board Chair will appoint a committee to perform this review and recommend to the Board a Board Policy protocol for adoption.

Board to discuss.

To: Board of Commissioners

From: Sue Farmer

Date: October 19, 2023

RE: Scholarships and Grant Fund Application for SDAO Conference

The SDAO Conference will be held in Seaside, Oregon in February, 2024. The District will apply for a scholarship, to defer costs, for each Board member who will attend this conference. This will avoid the cost of registration to the District.

Information only

**From:** [Paul Lewicki](#)  
**To:** [Mary Parker](#)  
**Subject:** FW: Sunset Empire's continued recovery  
**Date:** Monday, October 16, 2023 11:54:06 AM

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Mary –

You may want to include this as correspondence on Octobers' agenda.

*Paul Lewicki*  
*Interim Executive Director*  
*Sunset Empire Transportation District*

[paul@ridethebus.org](mailto:paul@ridethebus.org)  
nworegontransit.org  
(503) 440-4813

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**From:** Don Bohn <[dbohn@clatsopcounty.gov](mailto:dbohn@clatsopcounty.gov)>  
**Sent:** Monday, October 16, 2023 8:49 AM  
**To:** Paul Lewicki <[paul@ridethebus.org](mailto:paul@ridethebus.org)>  
**Cc:** Debbie Boothe-Schmidt <[debbieb@ridethebus.org](mailto:debbieb@ridethebus.org)>  
**Subject:** RE: Sunset Empire's continued recovery

\*\*\*\*\*EXTERNAL SENDER\*\*\*\*\*

Paul,

Thanks for all your work for the District and for your partnership with the County.

We look forward to working with Craig and District leadership to ensure a stable and reliable future.

Take care.

Don

Don Bohn  
County Manager  
Clatsop County  
800 Exchange St., Suite 410  
Astoria, OR 97103  
(503) 325-1000  
[dbohn@ClatsopCounty.gov](mailto:dbohn@ClatsopCounty.gov)

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**From:** Paul Lewicki <[paul@ridethebus.org](mailto:paul@ridethebus.org)>  
**Sent:** Wednesday, October 11, 2023 8:17 AM



**To:** Don Bohn <[dbohn@clatsopcounty.gov](mailto:dbohn@clatsopcounty.gov)>; Scott Spence <[sspence@astoria.or.us](mailto:sspence@astoria.or.us)>  
**Cc:** Debbie Boothe-Schmidt <[debbieb@ridethebus.org](mailto:debbieb@ridethebus.org)>; Mary Parker <[mary@ridethebus.org](mailto:mary@ridethebus.org)>  
**Subject:** Sunset Empire's continued recovery

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning!

I so appreciate the dialogue we've had that I thought a brief update might be helpful.

We currently have adequate funds in our accounts (including property taxes to be received) to cover our costs through the remainder fiscal year. Future year funding looks stable – depending on changing timber revenues.

We have hired a new Executive Director. He will report around the first of November. He is Craig Johnston, currently the operations manager for Basin Transit in Klamath Falls. He has years of experience and has worked his way up into his current position. He currently serves on the Oregon Transit Association, having just been appointed to that seat.

As you have probably seen, we have restarted route 10 in Astoria, and route 20 service to Cannon Beach-Seaside. These are currently on limited schedules until we are certain of their impact on our cashflow. On November 1, we will put the route 101 back on its original alignment, Astoria Transit Center to Seaside, and increase service from 4 runs to 8 runs per day, weekdays.

Again, I thank you both for your support during our 'resuscitation'!

*Paul Lewicki*  
*Interim Executive Director*  
*Sunset Empire Transportation District*

[paul@ridethebus.org](mailto:paul@ridethebus.org)  
[nworegontransit.org](http://nworegontransit.org)  
(503) 440-4813

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## Interim Executive Director Report

October 2023

On October 9<sup>th</sup>, we restarted Routes 10 and 20 on limited schedules, weekdays only. To support the restored service, we called back four drivers (one of which is assigned to Paratransit), and one operations supervisor. We advertised for an additional mechanic and a Transportation Support Specialist who would be assigned primarily to dispatch for Paratransit. To date, neither position has been filled.

On November 1<sup>st</sup>, we will return Route 101 to its original alignment, and increase its runs from four per day to eight per day. This can be done at no additional cost.

Unfortunately, we have decided not to restart Route 15 service at this time as I feel it is necessary for us to operate with our two newly restarted routes for a period which will prove that we can maintain a healthy cash flow before we restart additional service. I believe, however, that we will be able to sustain our current service, and plan to restart a version of Route 15 perhaps as early as December 1<sup>st</sup>. We will need to have adequate funding, equipment, and personnel to sustain this service for the rest of the fiscal year, and into the next.

I am pleased to report that we have received all monies due to us from ODOT through the end of fiscal year 2023, and we have received our first quarter STIF payment for this year. In as much as full approval of our revised STIF plan has not been given by the OTC, and the date and amount of our second payment is not certain, we have taken a draw of the remaining \$80,000 from our ODOT loan. Our checking account is healthy, and I feel assured that we are well funded through the rest of this year. Now, as we prepare to begin developing a budget for the next year, our decisions about service levels and personnel need to include consideration and decisions that will support adequate cash flow throughout the next fiscal year. I'm confident that this can be done.

Although ODOT has had the results of the recent forensic audit of SETD for over a month, we have been unable to obtain a copy for our review. I have made a request for ODOT to provide the report, but they have indicated that they are working on their own report of the findings, presumably based upon the audit report from Kernutt Stokes, and that there is not a timeline under which ODOT's report is expected to be completed. Efforts to obtain the audit continue.

I received a call from Esther Moberg from the City of Warrenton requesting some signage at the Walmart shelter. During our conversation, I asked if through her contacts with ODOT, she might be able to lend a hand getting the necessary go ahead on our short-term plans to install a bus shelter at the Hwy 101 northbound Ensign Avenue stop. Esther wrote an email on our behalf to Bill Jablonski, Area Manager for ODOT. Mr. Jablonski in turn reached out to Arla Miller to determine whether the FTA would require any changes in the already completed Environmental Impact Study. We are currently looking forward to the response from FTA.

Operation Supervisor Rick Yelton has been entering all the work orders that the shop has completed since July 1 into the RTA fleet management system. A few things that the new system will help with are that RTA will alert maintenance of needed service work, preventative maintenance that is due and compile a report on requested filters. For example, it will produce a report on specific work completed, total maintenance hours and parts spent on a specific vehicle for a requested month, day or year. This information will help with quarterly reports and budget information.

Due to having one fixed route bus on the road per day from May 15-October 8<sup>th</sup> we have incurred higher maintenance costs due to buses not in service. Although we incorporated a short-term preventative maintenance “pre-trip” program that is still in effect until November 1, we have had to replace batteries, replace failed parts, work on the DEF (diesel exhaust fluid) systems in 1801 and 1802 and 2004. We had a mechanic from Western Star NW Inc. come to operations to diagnose and replace additional parts associated with the DEF system. This assisted help allowed us to have 1801 and 1802 ready for the addition to fixed route service.

On October 4<sup>th</sup>, we enjoyed a staff meeting with food supplied by staff. In the meeting we covered the two reinstated routes 10 and 20 and the changes to the route 101, details of a training class that will be offered to all drivers and incoming drivers, Sue had HR announcements and Paul announced the new Executive Director Craig Johnston.

Monday October 9<sup>th</sup>, we reinstated the modified Route 10 and 20 and kept the Route 101 on normal service that has been in place since May 15<sup>th</sup>. In the first eight days of “increased” service, we provided 1355 rides. This is an average of 169 riders per day and a 40% increase in ridership. With increased service and limited notice for the community we will continue to keep track of the impact. We will also pay close attention to the weeks after November 1<sup>st</sup> when Route 101 starts its new service times with omitted stops of Emerald Heights and Cannon Beach. We are also preparing surveys to the community to help us see where we need to add service and improve the standing service in place. We strive to provide what riders, employers and community members need. Currently our On Time Performance is at 65%. As schedules become fine-tuned and corrections are made, this OTP should increase over time.

I continue to attend the NWOTA monthly meetings. There continues to be a domain ownership issue that we are working on to solve, continue to access the website by [nwconnector.org](http://nwconnector.org). There will be a feasibility study for hydrogen fuel vs. electric vehicles for public transit in the NWOTA alliance service areas. We also discussed a NWOTA developed “costing model” to share with all public transit agencies in the state. This model could be used in all reporting and in Remix.

We have a local group who is interested in installing the Sunset Beach bus shelter. Clatsop County has approved the shelter for Sunset Beach. They will supply the materials, volunteers and with help from SETD shop, will lay the ADA accessible cement pad and place the shelter. They also have an interest in installing the Ensign Lane bus shelter. This shelter will need to have approval from ODOT before proceeding. We will also replace the bus shelter that is located at Short Stop in Astoria when ODOT is completed with the hwy 202 road project.

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

**TRAININGS ATTENDED:**

- Lattice HR Conference – Attended the sessions on “Whose Job Is It to Fix Burnout”, “How HR Drives a Culture of Excellence”, Beyond Checklists: Culture-First Onboarding Strategies.”
- Paid Leave Oregon for Employers – This ODE presentation was an opportunity for employers to learn more about the Paid Leave Oregon Program Benefits. The virtual webinar gave an overview presentation about Paid Leave Oregon Benefits and was followed by questions and answers.
- HR Answers – HR Records: Getting Them Back in Place  
Webinar explaining the importance of HR records retention and the best practices for creating and maintaining effective record-keeping systems.
- SHRM – Mental Health  
Very informative webinar on the mental health crisis that has plagued the workplace. Discussion on the amplification of mental health struggles due to COVID.

**ACTIONS:**

- Met with 4 returning employees to complete paperwork.
- Participated in the Executive Director interviews on September 25, 2023.
- Met with Marcus Pitts from Brown & Brown Insurance. Brown & Brown carries our liability insurance. Marcus reviewed increases in the insurance premium and regrettably informed us that they were not providing the District a \$7,033 discount this year.
- Attended TEAM Meetings August 27<sup>th</sup> and October 11<sup>th</sup>.
- Attended Board Meeting on September 28<sup>th</sup>.
- Prepared for and participated in an Unemployment Hearing.
- Interviewed 4 candidates for the position of Transportation Support Specialist.
- Interviewed one candidate for the position of Mechanic.
- Participated in a Quatro de Octubre Celebration/Driver Meeting on Wednesday, October 4, 2023. Our Mechanic Alex Palacios-Hernandez and ParaTransit Driver Demecio DeAnda prepared carne asada, rice, tamales and several salsa’s for their co-workers. Other employees supplemented with Pico de Gallo, 7-Layer Dip and flan. It was a fun, flavorful and informative gathering
- Prepared and processed Workshare Weekly Claim reports for the month of October 2023.

**NEW/RETURNING EMPLOYEE:**

Melissa Kanas returns to SETD in the position of Transportation Support Specialist. Melissa started with the District on April 24, 2023 a few days prior to the shut-down. Melissa was previously employed with the Job Corp Service Conservation Center in Curlew, Washington and Naselle Youth Camp prior to its shutdown. Melissa has experience in data entry and a high level of desire to learn dispatching. A bonus is that Melissa holds a CDL A license with a passenger endorsement. Even though bus driving is not something that she is interested in full-time her experience with driving will be a plus with understanding routes, driver responsibilities and passengers.

**WORKPLACE DEMOGRAPHICS:**

<b>Male</b>	<b>11</b>
<b>Female</b>	<b>10</b>
	<b>21</b>
<b>Hispanic/Latino</b>	<b>2</b>
<b>Native American/Indian</b>	<b>1</b>
<b>White</b>	<b>18</b>
<b>Two or More Races</b>	<b>21</b>

- In October, there was 1 travel training request that as of writing this report has not been completed yet due to the rider needing to clear future events. I was able to have 7 in-depth conversations with riders over the phone where the need for assistance was more than a 3-5 minute phone call. In all instances, the need was mostly how I could help coordinate the most effective means of transit for some of the riders. They also needed to re-learn how to read our schedule but in all cases, they wanted to know if we were ever going to have a map of our routes. All but 2 requests for assistance came through the main call number and were then transferred to me. The other 2 requests came to my direct Mobility Management office phone.
- Though my contact with Veterans sadly continues to decrease, staying in contact with one of our drivers has proven to be easier. Thankfully, I was able to help one Veteran learn how to get from Cannon Beach up to Camp Rilea via the 101. I'm excited to see the reinstatement of some routes coming up in October and the positive impact that it will have on our local Veterans. 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 October, I continued my efforts to support operations in any way possible by continuing to answer phone calls and scheduling rides for Paratransit. Operations has requested my advice on the proposed new routes and I'm excited to bring my ADA Mobility Management skills to the process. I've been working closely with Rick on transitioning some of our duties such as Fixed Route driver supervisor and schedule creation. I also continue with data entry as well as some basic IT efforts. We have received our new ZOOM leased camera hardware, it has been tested and used for the first time in the September board meeting. This system will be far more robust and reliable. I also continue in my efforts to keep up my small Mobility Management outpost by being available for travel training and keeping up with 2 previous trainee that need help from time to time.
- 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>

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

- Prepared minutes for September 25, 2023 Special Board Meeting held at Clatsop Community College.
- Prepared and posted Announcements Eng/Spanish for September 28 Board Meeting
- Prepared September 28<sup>th</sup> Board Pack and distributed to Board.
- Prepared minutes for September 28, 2023, Board Meeting.
- Prepared Board Pack for October 26, 2023, Board Meeting.
- Prepared and posted Public Announcement Eng/Spain for October Board Meeting.
  
- Prepared press release for route changes to Routes 10,20,101 and Pacific Connector in English and Spanish and distributed to media, regional partners, and contacts.
- Prepared route change explanation poster and schedules for printing, laminating and distribution.
- Posted route change poster and schedules on Facebook.
- Laminated poster and new schedules and placed in all SETD shelter.
- Prepared Press Release announcing Craig Johnston being hired as new Executive Director at SETD and distributed to media, regional partners, and contacts.
  
- Attended October 11<sup>th</sup> Leadership Meeting at OPS.
  
- Assisted with mail and clerical needs.

RIDE ASSIST  
October 2023 Report  
Nicholle Searle

- In September, Ride Assist provided a total of 614 rides. ADA Paratransit had 596 rides, we provided 2 Medicaid rides for Northwest Rides, 0 VETP and had 31 escorts. There were 16 Dial A Rides.
- There were zero ride denials in September.
- In September we saw a steady ride request increase. Due to the increase in ride requests we had to reach out to our drivers on the temp list. We utilized a temp driver 8 days out of 21 operating days the month of September. A little less than last month because we now have three full-time Paratransit drivers.
- ADA Paratransit Report for September.

Number of completed applications received: 15

Number of incomplete applications received: 1

Number of interview/assessments scheduled: 0

Number of interview/assessments completed:0

Number of determinations made:

    Within 21 days: 15

    More than 21 days: 0

Determination by type:

    Unconditional: 10

    Conditional:3

    Temporary:2

    Not eligible: 0

Number of appeals requested: 0

Number of appeals heard: 0