



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
APRIL 23, 2024 BOARD MEETING AGENDA
6:00 PM – 8:00 PM
Bob Chisholm Community Center
1225 Avenue A. Seaside Oregon

<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. ODOT REQUIREMENTS AND COMPLIANCE
 - b. BUDGET COMMITTEE UPDATE
 - c. STIF UPDATE
10. NEW BUSINESS
 - a. ROUTE 15 REINSTATEMENT
 - b. ADD NEW POSITION-LEAD MECHANIC
 - c. EXECUTIVE DIRECTOR EVALUATION FORMS/PROCESS
 - d. COUNTY TAX FUNDS AGREEMENT
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

2024

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENCY MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OrCPP	OREGON COOPERATIVE PROCUREMENT PROGRAM
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
OTP	OREGON TRANSPORTATION PLAN
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDECARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
SUN	SMALL URBAN NETWORK
SWIP	SIDEWALK IMPROVEMENT PROGRAM
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



**Sunset Empire Transportation District
Board of Commissioners
February Board Meeting Minutes
March 28, 2024
Astoria Transit Center**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL- (0:0:54): Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary Treasurer Pamela Alegria, Commissioner Charles Withers, Commissioner Paul Lewicki and Commissioner Guillermo Romero. Commissioner Rebacca Read excused

Staff- Executive Director Craig Johnston, Executive Assistant, Mary Parker, Finance Officer Kelly Smith, Chief Operations Officer Jennifer Geisler, Human Resources Manager Sue Farmer and Mobility Manager Jason Jones

4. CHANGES TO AGENDA (03:52)

Chair Debbie Boothe Schmidt reported that there has been a request to move the approval of the updated Employee Policy's to the April Board meeting so that the board can also review the original Employee Polices.

Commissioner Withers moved to reschedule the Employee Policy approval to the April Board Meeting

Commissioner Lewicki seconded the motion

Discussion- Commissioner Alegria suggested that the Employee Policy approval be moved to June or July.

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

7 Aye

0 Nay

Motion passed

Finance Officer Kelly Smith requested adding Board Budget Training to the agenda today. Chair Boothe Schmidt said she will remove the approval of Employee Policies under a. of Continued Business and add Budget Training there,

Commissioner Withers amended his motion and replaced it Budget Training

Commissioner Lewicki seconded the motion

Discussion- None

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

7 Aye
0 Nay
Motion passed

5. PUBLIC COMMENT- (05:04) None

6. APPROVAL OF THE MARCH 2024 BOARD MEETING MINUTES- (05:12)

Commissioner Alegria moved to approve the February 2024 Board Minutes

Commissioner Romero seconded the motion.

Discussion- Commissioner Alegria commented that she had not received the bank reconciliation statement yet. Chair Boothe-Schmidt said they do not come until after the first of the month so the Lewis and Clark Bank statement can be viewed online, or you can wait for the printed statement which probably will be here next Friday.

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

7 Aye
0 Nay
Motion passed.

7. REPORTS FROM COMMISSIONERS (06:30:39)-

Board members reported activities and training attended including the 3-part Oregon Department of Revenue Budget training and the Transit Employee Appreciation Day lunch.

8. FINANCIAL REPORT- (09:23:07)

March Financial Report – Financial Officer Kelly Smith reported that she has set up the Contingency Account at the Lewis and Clark Bank. It is a separate money market account and the total amount that was budgeted has been deposited. Chair Boothe-Schmidt asked Kelly to check on other banks interest rates to see if there are higher rates available. Kelly said the Quarter 2 reporting has been completed and sent for 5311 and 5310. Kelly said there were a couple of questions which were quickly taken care of so hopefully this moves along quickly. 5311 is for \$114,525 and 5310 is set for \$8762. Kelly said we are on schedule for reimbursements, but it will be a true tell on these because our first quarter reimbursements were held up due to our needing to provide information from our January Board meeting. Commissioner Romero asked if our reimbursements are held due to issues that ODOT has from earlier. Kelly said she did not know because ODOT does not provide that information. Chair Boothe-Schmidt asked if the total payroll of \$ 22,324 should be \$32,324? Kelly said yes that will be corrected. Chair Boothe-Schmidt asked if we have received \$4808 in interest. Kelly

said yes. Chair Boothe-Schmidt asked if the costs included in the report for Route 15 are the actual costs for startup? Kelly said yes. Commissioner Alegria asked if SETD had \$216,000 in credit card payables. Kelly clarified it is the lifetime accumulative total listed in Accufund for credit cards, and needs to be corrected, however the corrections will have to be made by someone from Accufund that can go back to the beginning and make the corrections. Kelly said the other reports she has submitted are correct. Commissioner Alegria suggested that language be put on the balance sheet explaining that there are problems with it. Commissioner Lewicki said this is a public document so any time we can make things clearer we should and asked if the box with interest totals could say ODOT loan. Commissioner Lewicki also asked if the Board could have access to the STIF loan which has been rewritten by ODOT. Executive Director Johnston said he would send the updated STIF loan to the board. Commissioner Lewicki also requested that a list of the current Grant agreements that are open, and their title, number, the original amount of each grant and their current balance be added to the monthly financial dashboard. Commissioner Lewicki said he thought this would give the board a high-level view of the status of each fund. There was further discussion about the monthly auditing of accounts that Kelly is doing and the requested by ODOT 2025 Draft Budget being sent to the Budget Committee and ODOT today.

9. CONTINUED BUSINESS-

- a. Budget Training-(027:54) Kelly asked if the Board still wanted to have her do Budget Training after they had attended the Oregon Budget Law training. Following discussion, Mary was asked to send the Budget Committee a request asking if anyone is interested in having further Budget Training on April 29th.
- b. Approval of Budget Committee Applicant- (0:29:57)- Chair Debbie Boothe-Schmidt reported that the Board had received an application from Jim Aalberg to be on the FY 2025 SETD Budget Committee. Chair Boothe-Schmidt said she has known Jim for a couple of years. He had been the treasurer of an HOA where they live and is very experienced in finances. Commissioner McDonald also said he supported Jim Aalberg for the Budget Committee. Chair Boothe-Schmidt said that Mary Ann Brandon and Jeff Frane had agreed to serve another term on the Budget Committee and would need to be approved.

Commissioner McDonald moved to submit Jeff Frane, Mary Ann Brandon, and Jim Aalberg for approval as members of the SETD Budget Committee.

Commissioner Romero seconded the motion

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

6 Aye
0 Nay
Motion Passed

- c. Strategic Planning Update- (0:33.32) – Executive Director Johnston suggested that as we get better footing and once Route 15 is established, we should start looking at a bigger picture. Johnston suggested setting a date in the next couple of months for Strategic Planning to decide how we want to move the district into the future. After discussion, a Strategic Planning Update Work Session was set for April 23, 2024, at 9:00 AM at the Transit Center.

There was Board discussion about the importance of also allowing time for approving the Board Policies and the Employee Policies during the next month.

Commissioner Lewicki moved to hold the Board Strategic Planning Update Meeting April 23, 2024, at 9 AM Astoria Transit Center.

Chair Boothe-Schmidt seconded the motion
 Discussion- None

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

6 Aye
 0 Nay
 Motion Passed

- d. Executive Director Evaluation Committee-(0:47:42)- Chair Debbie Boothe-Smith said that Diana Nino had served on the Executive Director Evaluation Committee until her resignation and currently Commissioner Romero is on the committee. Chair Boothe-Schmidt said she would like to appoint Commissioner Lewicki to serve on the Executive Director Evaluation Committee. Commissioner Lewicki accepted. Chair Boothe-Schmidt said she would like to complete the Executive Director Johnston’s 6-month evaluation as quickly as possible, so we stay on track for his 1-year evaluation.

10. NEW BUSINESS- None

11. CORROSPONDENCE- Executive Director Johnston reported that the district had received a letter from Suzanne Carlson, Administrator of Public Transportation at ODOT, officially cancelling the Transportation Options Program and any funding for that program.

12. EXECUTIVE DIRECTOR REPORT- (0:52:10) Executive Director Johnston reviewed the February Executive Director’s report.

13. LEADERSHIP TEAM REPORTS- Each team member reviewed their February report which is part of the Executive Director Report.

14. ADJOURNMENT- Chair Boothe Schmidt Meeting adjourned meeting at 10:30 AM (1:30:00)

Date _____

Pamela Alegria Board Secretary Treasurer

Mary Parker, Recording Secretary

Sunset Empire Transportation District

Available Balances as of 04/10/2024 (Cash on Hand)	
General Checking:	\$ 118,170.92
Payroll Account:	\$ 1,466.37
LGIP:	\$ 837,496.70
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 552,877.42
Contingency:	\$ 415,940.98
Total Funds Available:	\$ 2,127,613.96

Monthly (Actual & Projected) Expenditures:	
AP Week of 04/09/2024 **Funds are already removed from above numbers**	\$ 70,242.17
<i>Projected</i> AP Week of 04/22/2024	\$ 7,500.00
Payroll 04/05/2024 w/Taxes **Funds are already removed from above numbers**	\$ 51,640.94
<i>Projected</i> Payroll 04/19/2024 w/Taxes	\$ 53,500.00
Total Expenditures:	\$ 182,883.11

OTIB Loan 2/1/2024	
Total w/Interest & Fees:	\$1,027,242.98
Interest Payment:	\$18,042.98
Principle Payment:	\$154,397.02
Balance Due:	\$854,802.98

Statement of Activity Exceptions:	
4605-Other Income:	Amazon Prime Refund Laminating Fees
5301 & 5302-Grants:	Received in April
6010-6210-Personnel Svcs:	3 Payroll cutoffs in March (3/3, 3/17 & 3/31)
8020-B&M:	HVAC repair at Transit Center
8170-Fuel:	Costs are rising

ODOT Grants				
Grant #	Total	Amt Used	Amt Remaining	
5311	\$ 1,550,045.00	\$ 331,529.00	\$	1,218,516.00
5310	\$ 323,187.00	\$ 13,441.00	\$	309,746.00
5339	\$ 612,000.00	\$ -	\$	612,000.00

Reimbursements Requested			
Grant #	Date Req	Amount	Date Received
5311	3/14/2024	\$ 114,520.00	4/3/2024
5310	3/24/2024	\$ 8,762.00	4/3/2024
5339	N/A	\$ -	

Follow-up:

Profit & Loss Budget Performance

March 31, 2024

Month 9 = 75% 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>Income</u>								
4010 FIXED ROUTE FARES	6,168.19	3,300.00	2,868.19	45,473.77	31,400.00	14,073.77	41,900.00	108.53%
4021 MEDICAID FARES - IGA	0.00	0.00	0.00	1,135.00	0.00	1,135.00	0.00	0.00%
4022 PARATRANSIT FARES	1,240.00	600.00	640.00	11,335.05	6,600.00	4,735.05	8,100.00	139.94%
4110 NW NAVIGATOR	326.35	200.00	126.35	3,216.77	1,500.00	1,716.77	1,850.00	173.88%
4130 OTHER-VENDING	0.00	75.00	(75.00)	155.07	150.00	5.07	150.00	103.38%
4205 PROPERTY TAXES	31,849.73	8,000.00	23,849.73	1,174,021.60	977,000.00	197,021.60	1,000,000.00	117.40%
4206 PRIOR YEAR TAXES	5,431.40	1,000.00	4,431.40	20,065.84	22,000.00	(1,934.16)	24,700.00	81.24%
4207 PROPERTY TAX INTEREST	65.45	15.00	50.45	834.87	265.00	569.87	300.00	278.29%
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	179,763.97	208,000.00	(28,236.03)	250,000.00	71.91%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	94,540.98	67,500.00	27,040.98	90,000.00	105.05%
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4420 PARKING SPACE LEASE	760.00	760.00	0.00	6,412.50	6,840.00	(427.50)	9,120.00	70.31%
4425 CHARGING STATION	0.00	105.00	(105.00)	457.81	180.00	277.81	180.00	254.34%
4505 INTEREST EARNED ON BANK ACCT	4,450.79	225.00	4,225.79	24,822.54	3,100.00	21,722.54	4,000.00	620.56%
4605 OTHER INCOME	39.98	100.00	(60.02)	11,652.84	7,250.00	4,402.84	7,500.00	155.37%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	1,045,926.00	801,192.00	244,734.00	876,192.00	119.37%
5301 5311 ADMIN/OPERATIONS	0.00	265,000.00	(265,000.00)	217,009.00	520,000.00	(302,991.00)	775,022.00	28.00%
5302 5310 MOBILITY MGT/PM	0.00	51,594.00	(51,594.00)	4,679.00	86,594.00	(81,915.00)	161,594.00	2.90%
Total Income	50,331.89	330,974.00	(280,642.11)	2,842,861.06	2,740,771.00	102,090.06	3,251,808.00	87.42%

	<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	154,309.22	120,250.00	(34,059.22)	885,474.41	939,500.00	54,025.59	1,300,000.00	68.11%
6111 TAXES	18,635.61	22,625.00	3,989.39	104,936.54	148,845.00	43,908.46	216,720.00	48.42%
6210 BENEFITS	41,816.27	29,200.00	(12,616.27)	230,924.31	213,300.00	(17,624.31)	301,000.00	76.72%
SUB TOTAL WAGES/TAXES/BENEFITS	214,761.10	172,075.00	(42,686.10)	1,221,335.26	1,301,645.00	80,309.74	1,817,720.00	67.19%
8000 AUDIT	0.00	0.00	0.00	29,000.00	32,000.00	3,000.00	40,000.00	72.50%
8001 PROFESSIONAL SERVICES	0.00	3,000.00	3,000.00	47,617.00	44,000.00	(3,617.00)	50,000.00	95.23%
8002 LEGAL COUNSEL	0.00	3,000.00	3,000.00	13,404.55	17,750.00	4,345.45	20,000.00	67.02%
8003 BANK/MERCHANT FEES	68.64	175.00	106.36	832.95	1,475.00	642.05	2,000.00	41.65%
8010 EQUIP LEASE/RENT	201.80	600.00	398.20	1,816.20	3,700.00	1,883.80	5,000.00	36.32%
8015 COMP/FURNITURE/DURABLE GOODS	0.00	400.00	400.00	460.37	6,300.00	5,839.63	7,500.00	6.14%
8020 B&M	3,810.65	3,200.00	(610.65)	22,655.73	26,250.00	3,594.27	35,000.00	64.73%
8023 BUILDING LEASE	316.00	175.00	(141.00)	1,422.00	1,475.00	53.00	2,000.00	71.10%
8031 ONLINE SUB/IT SERVICES	6,450.00	9,100.00	2,650.00	74,611.60	82,900.00	8,288.40	110,000.00	67.83%
8040 TELEPHONE/INTERNET	2,743.51	2,100.00	(643.51)	24,298.41	19,700.00	(4,598.41)	26,000.00	93.46%
8041 UTILITIES	2,911.35	2,350.00	(561.35)	23,680.98	21,400.00	(2,280.98)	28,000.00	84.57%
8050 HR/EMPLOYEE RECOGNITION	764.64	700.00	(64.64)	7,664.47	11,710.00	4,045.53	13,500.00	56.77%
8060 TRAVEL/TRAINING	50.00	500.00	450.00	1,713.95	3,000.00	1,286.05	5,000.00	34.28%
8080 OUTREACH/PRINTING	0.00	1,550.00	1,550.00	4,824.94	12,200.00	7,375.06	16,500.00	29.24%
8090 DUES, SUBSCRIPTIONS	0.00	1,500.00	1,500.00	28,399.77	18,800.00	(9,599.77)	24,000.00	118.33%
8091 IGA-DUES	0.00	0.00	0.00	9,000.00	9,000.00	0.00	12,000.00	75.00%
8092 FEES/TAXES/LICENSES	250.00	150.00	(100.00)	896.63	1,550.00	653.37	2,000.00	44.83%
8100 INSURANCE	0.00	0.00	0.00	48,006.22	69,000.00	20,993.78	105,000.00	45.72%
8105 UNINSURED LOSS	0.00	1,500.00	1,500.00	9,325.19	11,000.00	1,674.81	15,000.00	62.17%
8110 LEGAL ADS	0.00	250.00	250.00	241.70	250.00	8.30	1,000.00	24.17%
8112 MEETING EXPENSE	0.00	25.00	25.00	531.29	475.00	(56.29)	500.00	106.26%
8116 OFFICE SUPPLIES	812.29	750.00	(62.29)	5,623.04	6,550.00	926.96	9,000.00	62.48%
8170 FUEL	9,667.41	8,500.00	(1,167.41)	76,736.03	74,500.00	(2,236.03)	100,000.00	76.74%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	2,096.73	5,050.00	2,953.27	43,350.31	55,400.00	12,049.69	75,000.00	57.80%
8180 SHOP SUPPLIES	0.00	300.00	300.00	237.36	3,500.00	3,262.64	5,000.00	4.75%
SUB TOTAL MATERIALS & SERVICES	30,143.02	44,875.00	14,731.98	476,350.69	533,885.00	57,534.31	709,000.00	67.19%

	<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	173,240.00	232,500.00	59,260.00	310,000.00	55.88%
9210 CONTINGENCY	0.00	65,088.00	65,088.00	415,088.00	415,088.00	0.00	415,088.00	100.00%
Total Expenses	244,904.12	282,038.00	37,133.88	2,286,013.95	2,483,118.00	197,104.05	3,251,808.00	70.30%

Consolidated Balance Sheet March 31, 2024
--

This Year

Assets	
1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	116,390.12
1030 LGIP - GENERAL FUND	831,772.91
1040 PAYROLL ACCOUNT LC BANK	3,798.25
1055 STIF LC BANK	552,877.42
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	415,940.98
1095 CASH RECEIPTS CLEARING SYSTEM	1,430.52
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	4,513.06
1215 GRANTS RECEIVABLE	672,498.73
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)
1250 PROPERTY TAX RECEIVABLES	42,491.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1410 PREPAID EXP	<u>(16,957.44)</u>
Total Assets	<u>2,810,543.54</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	59,257.61
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	216,906.57
2059 CREDIT CARD PAYMENT CLEARING	(217,097.54)
2060 PAYABLE TO NWN	(4,216.78)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	12,196.26
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN (2023)	<u>1,000,000.00</u>
Total Liabilities	<u>1,092,610.21</u>
3000 FUND BALANCE	735,664.99
Change in Net Assets	<u>982,268.34</u>
Total Net Assets	<u>1,717,933.33</u>
Total Liabilities and Net Assets	<u><u>2,810,543.54</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 03/31/2024

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6494] ANGI WILDT GALLERY	3/02/2024	1858	2/01/2024	Feb 2024 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	3/31/2024	1877	3/01/2024	Mar 2024 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6583] Sondra Carr	3/02/2024	1861	2/01/2024	Feb 2024 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	3/31/2024	1879	3/01/2024	Mar 2024 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
Total					95.00	95.00	0.00	0.00	190.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 03/31/2024

<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 Than</u> <u>60 Days</u>
[6207] DMT AUTO PARTS, INC									
3/06/2024	PO #201400	3/31/2024	WHEEL NUT -Bus #2000's	282.24	282.24	0.00	282.24	0.00	0.00
3/01/2024	PO #9182086	3/26/2024	WHITE WHEEL -Shop	27.98	27.98	0.00	27.98	0.00	0.00
[6389] GILLIG LCC									
3/27/2024	41157751	4/26/2024	LAMP, SIDE TURN, MARKER - Bus #2101 & 2102	207.06	207.06	207.06	0.00	0.00	0.00
3/29/2024	41158728	4/29/2024	HOSE, FITTING -Bus #2101 & 2102	135.46	135.46	135.46	0.00	0.00	0.00
Report Total				652.74	652.74	342.52	310.22	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 03/31/2024

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
22980	3/12/2024	[6001] ACCUFUND INC - HOSTED SERVICES - 4/1-6/30/2024	IT SERVICES/CONTRACTS	5535.00	5,535.00
22994	3/12/2024	[6116] IFOCUS CONSULTING - Invoices 00015916, 00015986, 00016009, 00016015	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	1620.00 4590.00	6,210.00
23003	3/12/2024	[6193] SDIS - Invoices 2024-03, 2024-03, 2024- 04, MED03012024	BENEFITS MEDICAL SDIS	27124.12	27,124.12
23008	3/12/2024	[6237] WILCOX & FLEGEL - FEB 2024 -FUEL	FUEL FUEL FUEL	291.84 1146.00 4949.46	6,387.30
Total Checks					45,256.42

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 4/15/2024 @ 10:14 AM

Page: 1

Closing Balance from Previous Statement.....	3/08/2024	-3,053.13
0 Deposits and Other Additions Totaling.....		0.00
22 Checks and Other Withdrawals Totaling.....		1,838.26
1 Adjustments Totaling.....		3,053.13
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	4/07/2024	-1,838.26
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	4/07/2024	-209,939.71
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-209,939.71

Date	Check	To	Check Description	Amount
✓ 3/07/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -4 CT -6 PK BATTERIES, AED MACHINES -OPS/TC	103.48
✓ 3/10/2024	0001365	AMAZON	GEISLER -10 SCOTCH RISTICKABLE MOUNT SQ -OPS	54.40
✓ 3/12/2024	0000284	MOTION ARRAY	JONES -VIDEO, AUDIO SOFTWARE -MM	29.99
✓ 3/12/2024	0001209	CHEFSTORE	FARMER -CANDY -JOB FAIR (OUTREACH)	38.76
✓ 3/13/2024	0001365	EBAY	GEISLER -SEAT BOSTROM KIT -Bus #92	60.57
✓ 3/13/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -3/4" BARB, 3/8" ADAPTER BRASS & DRILL KIT -Shop Supplies	51.01
✓ 3/14/2024	0001209	ZOLL MEDICAL CORP	FARMER -CPR PAD & ELECTRODE - OPS/TC	299.52
✓ 3/15/2024	0001365	CHEFSTORE	GEISLER -POPCORN, OIL, HOT DOGS - OPS (HAPPY TRANSIT DAY)	52.66
✓ 3/16/2024	0000269	ADOBE INC	PARKER -MNTHLY SUB -ADMN	12.99
✓ 3/18/2024	0001365	ADOBE INC	GEISLER -MNTHLY SUB -OPS	19.99
✓ 3/19/2024	0001209	LCHRMA	FARMER -TRAINING, UNION PD LEAVE OR -ADMN	25.00
✓ 3/19/2024	0001365	EO MEDIA GROUP	GEISLER -MNTHLY SUB -PR	260.00
✓ 3/20/2024	0001209	CCSO	FARMER -FINGERPRINTS D.R -Maint	26.13
✓ 3/20/2024	0001365	CHEFSTORE	GEISLER -COFFEE -OPS	29.09
✓ 3/22/2024	0001365	AMAZON	GEISLER -2, 20 PK CAR SAFETY HAMMER -FT/PR/Shop	85.98
✓ 3/22/2024	0001365	AMAZON	GEISLER -2 TRICKLE BATTERY CHARGERS -Shop Supplies	71.96
✓ 3/27/2024	0000269	SUNSET EMPIRE PARK & REC DIST	PARKER -SECURITY DEPOSIT -ADMN	200.00
✓ 3/28/2024	0000269	SAFEWAY	PARKER -JUICE/ CREAM/ CINNAMON ROLLS -BOARD MEET	31.85
✓ 3/28/2024	0001365	USPS	GEISLER -STAMPS -PR	68.00
✓ 3/31/2024	0000269	FACEBOOK	PARKER -FB -ADVERTISING -ADMN	72.41
✓ 4/03/2024	0001365	EBAY	GEISLER -2 HONEYWELL AIR RIDE SENSORS -Bus #2002 & 2003	177.80

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

Run: 4/15/2024 @ 10:14 AM

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✓ 4/04/2024	0001365	AMACO	GEISLER -TABLET C CHARGE CABLES/ 3 MOPS -OPS	66.67
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Total Unmarked Checks:	0.00	Total Checks:	1,838.26
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Date	Reference	Adjustment Description	Amount
✓ 3/12/2024	0022986	Payment made from Gen. CK. for Statement Ending 03/08/2024	3,053.13
Total Adjustments:			3,053.13

Sunset Empire Transportation District

Cash Flow Projection

Updated April 10, 2024

	Actual Dec 2023	Actual Jan 2024	Actual Feb 2024	Actual Mar 2024	Projected Apr 2024	Projected May 2024	Projected Jun 2024
Beginning Cash	2,284,551	2,273,176	2,162,146	1,975,414	1,780,842	1,722,049	1,560,519
Sources of funds:							
Fares	7,236	6,158	7,103	7,408	3,700	4,000	4,300
STIF Funding	194,185	26,779	187,070	-	75,000	-	-
ODOT Grant Reimbursements	-	-	221,688	-	123,282	-	330,022
Mass Transit Assessment	-	24,830	-	-	22,500	-	-
Property Taxes	14,701	21,771	7,803	37,347	8,710	10,505	6,520
Timber Revenue	-	-	33,958	-	-	42,000	-
Other	7,870	13,525	8,200	5,577	1,260	1,235	1,285
Total Sources	223,992	93,062	465,822	50,332	234,452	57,740	342,127
Uses of funds:							
Wages/Taxes/Benefits	130,790	135,344	137,858	214,761	169,925	176,075	170,075
Materials & Services	41,208	68,749	36,237	30,143	45,820	43,195	86,100
Debt Services	63,370	-	63,370	-	77,500	-	-
Capital	-	-	-	-	-	-	-
Contingency	-	-	415,088	-	-	-	-
Total Uses	235,368	204,092	652,553	244,904	293,245	219,270	256,175
Ending Cash	2,273,176	2,162,146	1,975,414	1,780,842	1,722,049	1,560,519	1,646,471



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

4/15/2024

TO: SETD Board of Directors

FROM: Caig Johnston, Executive Director

RE: Update on ODOT Corrective Actions

With the submission of our 24/25 Draft Budget to ODOT on 3/29/2024 we have completed the corrective actions as outlined in the following document which was approved by the Oregon Transportation Commission in November of 2023.

The completion of these actions has restored our Federal Grant reimbursements and made us a much more transparent and financially responsible organization. I believe going forward future boards and staff will be able to be good stewards of public funds and ensure that the district remains in a financially viable situation.

The policies, procedures, and transparency that are now in place could not have been accomplished without the considerable help of John Dreeszen, the Transit Director at Columbia County Rider and Michael Stinson, Grants Manager at Basin Transit Service. The staff at Sunset Empire were instrumental in not only making these changes but also implementing them into the daily practices to ensure fiscal responsibility.

Craig Johnston
Executive Director



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

November 6, 2023

ODOT Corrective Actions and Advisory Recommendations

SETD Management Response

This is the SETD management response to the corrective actions and advisory recommendations. We are diligently working to get these policies and practices in place before the deadlines listed below. The Board of Commissioners is committed to learning sound financial oversight of the district and has registered for trainings to enhance that ability. We look forward to completing these tasks and moving forward on sound financial footing. We are confident that these trainings, policies, and practices will ensure that SETD remains financially stable.

1. Budget Process

Corrective Action:

SETD shall furnish a Board approved budget making policy that describes the duties of the Director of Finance, District Executive Director and SETD Board of Commissioners. This policy shall include a description of the process for approving and modifying the district's annual Board approved budget.

Due Date: January 15, 2024

Management Response: SETD will provide an approved Budget making policy describing the process for approving and modifying the district's annual Board approved budget. We have had internal instructions about how we would like the process to be decentralized and involve more Management staff in the process. We have sought policy samples from ODOT and other transit providers.

STATUS: COMPLETED

2. Budget and Grant Accounting

Corrective Action:

1) The Director of Finance and Executive Director shall attend PTD's Financial Management for transit providers training December 12-13, 2023.

<https://content.govdelivery.com/accounts/ORDOT/bulletins/36eca4f>

2) SETD shall furnish a Board approved cost allocation plan displaying how the costs for the quarter were allocated amongst the various grants with each its quarterly agency periodic reports and reimbursement requests during the 23-25 biennium. The cost allocation plan should contain the following elements:

What kinds of costs will be considered indirect, versus direct program administration,

- What position within the agency makes the call on this, on an invoice-by-invoice basis,
- What position within the agency determines what are eligible costs for specific grants,
- What position within the agency will allocate eligible costs to specific grants,
- What is the algorithm for allocating eligible costs to specific grant

Due Date: December 12-13, 2023 (financial management training)

Due Date: January 15, 2024 (cost allocation plan)

Management Response: Craig Johnston (Executive Director) and Kelly Smith (Finance Director) are both scheduled to attend the December 12-13, 2023, Financial Management for transit training.

SETD will furnish a Board approved cost allocation plan displaying how the costs for the quarter were allocated amongst the grants for the quarter. Included in the cost allocation plan will be what is considered direct/indirect costs, who makes this determination, who determines which costs are eligible for specific grants, and what the algorithm is for allocating costs to specific grants. We are currently working with Columbia County Rider Transit Director John Dreeszen on this policy.

STATUS: COMPLETED

3. Budget Preparation

Corrective Action:

The Director of Finance shall furnish PTD a copy of the draft budget for the July '24 - June '25 fiscal year.

Due Date: March 31, 2023

Management Response: The Director of Finance will furnish PTD a copy of the draft budget for the July '24 – June '25 fiscal year by March 31, 2023.

STATUS: COMPLETED

4. Financial Oversight

Corrective Action:

SETD shall furnish a Board approved financial oversight policy that describes the duties of the Director of Finance, Executive Director and SETD Board of Commissioners. These duties shall include the following:

- 1) Expenditure testing,
- 2) Budget variance analysis, and
- 3) Determining the interval of internal audits.

Due Date: January 15, 2024

Management Response: SETD will furnish a Board approved financial oversight policy that describes the duties of the Director of Finance, Executive Director, and SETD Board of Commissioners. The duties will include expenditure testing, budget variance analysis, and determining the interval of internal audits. We are currently seeking best practices policies from ODOT and other Oregon Transit Providers.

STATUS: COMPLETED

5. Financial Reporting

Corrective Action:

The Director of Finance shall include a balance sheet and a statement of cash flow in the December Board financial report and every month thereafter.

Due Date: January 15, 2024

Management Response: A balance sheet and statement of cash flow shall be included in the December Board financial report and every monthly board meeting thereafter.

STATUS: COMPLETED

6. Financial Reconciliation

Corrective Action:

SETD shall furnish: 1) a Board approved financial report reconciliation policy that describes how SETD will reconcile differences between the financials it has provided the Board, and the audited financial statements, and 2) a summary of a reconciliation of the FY23 financial reports.

Due Date: January 15, 2024

Management Response: SETD will provide a board approved reconciliation policy that describes how SETD will reconcile the differences between the financials it has provided the Board and the audited financial statements. SETD will also use the policy and provide a summary reconciliation of the FY23 financial reports. SETD is presently seeking best practices and policy samples from ODOT and other state transit providers.

STATUS: COMPLETED

7. Expenditure Support

Corrective Action:

SETD shall retain and keep accessible bank and invoice support for expenditures.

SETD shall continue to email a copy of its bank statements to PTD per the OTIB loan agreement.

Due Date: Immediately

Management Response: SETD will continue to maintain accessible bank and invoice support for expenditures. SETD will continue to email a copy of bank statements to PTD. This is being done currently and will continue.

STATUS: COMPLETED

8. Financial Statement Preparation

Corrective Action:

Corrective Action: SETD shall submit a Board approved FY22 Annual Comprehensive Financial Report to the Oregon Secretary of State and PTD that contains the following elements:

1) A Balance Sheet

2) A Statement of Cash Flows

3) A Corrective Action Plan signed by both the Executive Director and Director of Finance.

Due Date: January 15, 2024

Management Response: SETD will submit a Board approved FY22 Annual Comprehensive Financial Report to the Oregon Secretary of State and PTD the contains a balance sheet, statement of cash flows, and a corrective action plan signed by the Executive Director and Director of Finance. This is in process and expected to be completed on time.

Status: Completed.

9. Internal Controls

Corrective Action:

SETD shall furnish a Board approved Internal Control policy that enhances internal controls to ensure:

- 1) Adequate segregation of duties to minimize the likelihood of fraud or human error,
- 2) Purchasing authority is established for all personnel responsible for agency purchases,
- 3) Approval of all purchases should require approval of the requesting party and a supervisor to the requesting party,
- 4) Any changes made to an entry in the accounting system have appropriate approval authority.

Due Date: January 15, 2024

Management Response: SETD will submit a Board approved Internal Control policy that enhances internal controls to ensure compliance with segregation of duties, appropriate purchasing authority & supervisor approvals and changes made to accounting system entries.

Status: Completed.

10. Travel

Corrective Action:

Subrecipient must furnish Board-adopted financial management policies and procedures to ensure effective financial management of FTA awards.

Management Response: SETD will furnish Board-adopted financial management policies and procedures to ensure effective financial management of FTA awards and establish internal controls to guard against waste, loss, and misuse of funds.

Status: Completed.

PTD Advisory Recommendations

- 1. Board Expertise: The Board should seek out at least one individual with experience in financial management or analysis.**

Management Response: The board is aware of this need. They are presently seeking training in Financial Management and consulting with community leaders for additional training and advisory availability. Six board members are scheduled to attend Financial Management Training. The board is committed to learning the skills necessary to oversee the district's financial management.

- 2. Budget Revisions: The Board needs to ensure that SETD adheres to the budget it has approved through monitoring financial performance with the approved budget.**

Management Response: See above response. The board is seeking training to obtain the necessary acumen to oversee the financial performance of SETD. SETD is also providing new monthly reporting that shows the approved annual budget totals.

- 3. Optimizing Funds: Attend PTD financial Management training in December and make efforts to develop this technical capacity as quickly as possible.**

Management Response: Craig Johnston (Executive Director) and Kelly Smith (Finance Director) are both registered to attend the Financial Management training in December.

- 4. Expenditure Documentation: SETD should attach supporting documentation for all expenditures submitted for reimbursement.**

Management Response: All documentation of expenses will be attached and uploaded into OPTIS for submission for reimbursements.

- 5. Travel Expenditures: SETD should evaluate the available budget prior to authorizing travel expenses to ensure sufficient funding is available for the purpose.**

Management Response: Before any travel is authorized the available budget will be evaluated to ensure the district has sufficient funds.

6. **Travel Rates:** SETD should adhere to the government rate for hotels where possible.

Management Response: SETD will adhere to the government rate for hotels when possible.

7. **Communication:** Regular staff budget-to-actual meetings are advised.

Management Response: Monthly Staff Budget-to-actual meetings will occur from this point forward.

8. **Vendor List:** The vendor list should be regularly updated to remove inactive vendor and outdated information.

Management Response: Vendor list will be regularly updated to remove inactive vendors and outdated information.

Craig Johnston,

Executive Director

Sunset Empire Transportation District

To: Sunset Empire Transportation District Board of Directors

From: Craig Johnston, Executive Director

Re: STIF Funds

In August of 2023 Sunset Empire received a payment of STIF funds in the amount of \$437,680 for payroll transit tax funds that were collected in the 21-23 STIF biennium. These funds were not distributed to SETD during the 21-23 biennium because we had reached our STIF funds planned Maximum distribution. These STIF funds have been in our STIF account since August and were not allocated in the 23-25 STIF plan.

This month ODOT has made a special rule that we can use these funds during the current 23-25 biennium if we use them on a current 23-25 STIF projects that are already underway. The governing board must authorize this distribution and specifically stipulate which project they want the additional funds used for. They have also stipulated that our 23-25 STIF plan allocation maximum distribution will be increased as well.

Kelly Smith and I are meeting with ODOT PTD Programs Manager Drew Orr after our board packets have gone to print. Kelly and I will have an update for the board at our meeting in Seaside.

ROUTE 15

Warrenton/Hammond

starts May 1, 2024

Monday-Friday

	Bus Stop Code								
Warrenton Mini Mart 58 E Harbor	306	7:45 AM					2:05 PM		
Warrenton Fred Meyer 695 hwy 101	301	7:48 AM	8:50 AM	9:52 AM	10:54 AM	2:08 PM	3:10 PM	4:12 PM	5:14 PM
Warrenton Mini Mart 58 E Harbor	306	7:52 AM	8:54 AM	9:56 AM	10:58 AM	2:12 PM	3:14 PM	4:16 PM	5:18 PM
Hammond 4-way Pacific Dr/Lake Dr	305	7:58 AM	9:00 AM	10:02 AM	11:04 AM	2:18 PM	3:20 PM	4:22 PM	5:24 PM
Fort Stevens/Peter Iredale Rd Warrenton	304	8:00 AM	9:02 AM	10:04 AM	11:06 AM	2:20 PM	3:22 PM	4:24 PM	5:26 PM
Parkview Apt/NW Ridge Rd	314	8:01 AM	9:03 AM	10:05 AM	11:07 AM	2:21 PM	3:23 PM	4:25 PM	5:27 PM
SW Juniper Ave/SW 2nd St		8:05 AM	9:07 AM	10:09 AM	11:11 AM	2:25 PM	3:27 PM	4:29 PM	5:31 PM
2nd & Alder	315	8:07 AM	9:09 AM	10:11 AM	11:13 AM	2:27 PM	3:29 PM	4:31 PM	5:33 PM
Warrenton City Park/SW Alder Ave		8:08 AM	9:10 AM	10:12 AM	11:14 AM	2:28 PM	3:30 PM	4:32 PM	5:34 PM
Warrenton Mini Mart 58 E Harbor	306	8:10 AM	9:12 AM	10:14 AM	11:16 AM	2:30 PM	3:32 PM	4:34 PM	5:36 PM
Warrenton Fred Meyer 695 hwy 101	301	8:16 AM	9:18 AM	10:20 AM	11:22 AM	2:36 PM	3:38 PM	4:40 PM	5:42 PM
Walmart 1791 SE Ensign Ln		8:23 AM	9:25 AM	10:27 AM	11:29 AM	2:43 PM	3:45 PM	4:47 PM	5:49 PM
SE Willow Dr/SE Huckleberry Ave	311	8:24 AM	9:26 AM	10:28 AM	11:30 AM	2:44 PM	3:46 PM	4:48 PM	5:50 PM
NW Senior & Disability SE Chokeberry Ave		8:25 AM	9:27 AM	10:29 AM	11:31 AM	2:45 PM	3:47 PM	4:49 PM	5:51 PM
SE 19th St	310	8:26 AM	9:28 AM	10:30 AM	11:32 AM	2:46 PM	3:48 PM	4:50 PM	5:52 PM
Bugle Ave/SE Willow Dr		8:27 AM	9:29 AM	10:31 AM	11:33 AM	2:47 PM	3:49 PM	4:51 PM	5:53 PM
Warrenton Middle School 1050 SE Warrior Wy		8:28 AM	9:30 AM	10:32 AM	11:34 AM	2:48 PM	3:50 PM	4:52 PM	5:54 PM
SE Ensign Ln & Hwy 101	313	8:30 AM	9:32 AM	10:34 AM	11:36 AM	2:50 PM	3:52 PM	4:54 PM	5:56 PM
Fort Stevens Spur/Trillium House Apartments		8:32 AM	9:34 AM	10:36 AM	11:38 AM	2:52 PM	3:54 PM	4:56 PM	5:58 PM
Warrenton Mini Mart 58 E Harbor	306	8:37 AM	9:39 AM	10:41 AM	11:43 AM	2:57 PM	3:59 PM	5:01 PM	6:03 PM
Warrenton Fred Meyer 695 hwy 101	301	8:40 AM	9:42 AM	10:44 AM	11:46 AM	3:00 PM	4:02 PM	5:04 PM	6:11 PM
Warrenton Mini Mart 58 E Harbor	306	-	-	-	11:50 AM	-	-	-	6:15 PM

4/15/2024



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Date: April 23, 2024

To: Board of Commissioners

From: Craig Johnston, Executive Director

Re: Agenda Item XX x. Approval of Lead Mechanic Position

It is my recommendation that the position of Lead Mechanic be added to the ATU Local 757 Collective Bargaining agreement. The lead mechanic and mechanic position are very hard to recruit and retain in the current employment climate. SETD currently has an exceptional mechanic who has independently maintained the reliability of our buses and kept us running smoothly since our restart of services in May 2023.

The lead mechanic position is a common one among transit agencies. It is a non-supervisory position and facilitates inspections, assigns work, and orders parts and supplies for the maintenance department. SETD will also be joining other transit districts such as Josephine, Tillamook and Basin who also staff a Lead Mechanic position.

Human Resources conducted a comprehensive salary study for the Lead Mechanic position with other transit districts, school districts in Clatsop County, the city, and county. The salary schedule attached reflects a competitive salary schedule for the Lead Mechanic for the North Coast area.

The attached Lead Mechanic job description defines the duties and increased levels of responsibility. The Lead Mechanic will report to the Maintenance Supervisor which is currently a shared position with our Bus Driver/Maintenance Supervisor.

I propose recommending the Lead Mechanic position. Upon approval this position will be added to the ATU Local 757 CBA through a Memorandum of Understanding. The Union is aware of and supports the district's desire to add this position to the contract.



SUNSET EMPIRE TRANSPORTATION DISTRICT

JOB DESCRIPTION

TITLE	Lead Mechanic	CREATED	March 2024
DEPARTMENT	Maintenance	REVISED	
JOB CLASS	ATU	SAFETY SENSITIVE	Yes
LABOR UNION	Represented	FLSA	Non-Exempt
REPORTS TO	Maintenance Supervisor		

PURPOSE

Under direction of the Maintenance Supervisor, performs skilled mechanical tasks in the diagnosis of malfunctions, preventative maintenance, and repair of various types of transit equipment, either in the field or at the maintenance facility; overhauls major mechanical components; performs thorough mechanical and safety inspections of transit coaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as requested.

- Organize and schedule work assignments for all Maintenance Department employees on a daily basis. Assigns vehicles to be repaired, buses to be cleaned, shelters, benches, building repairs or any other maintenance activity needed in the District.
- Daily advises the Maintenance Supervisor on the status of vehicle and facility maintenance. Review parts and supply inventory needs on a daily basis to make purchases for efficient maintenance. Determines and advises the Maintenance Supervisor on which vehicles should be considered for repairs by vendors. Requests vendor's estimates on vehicle repairs and parts, reviews estimates to advise the Maintenance Supervisor on the best action.
- Provides technical assistance and support to the Maintenance Supervisor on special projects and reports as required.
- Monitors mechanics work on a daily basis to insure vehicle standards are maintained.
- Provides training to employees as needed; recommends training for mechanics to the Maintenance Supervisor.
- Insures Safety and Health standards are maintained by employees at all times, includes use of proper PPC and equipment. Maintains the hazardous material and lockout tag out programs. Reports non-compliance of safety and health standards to the Maintenance Supervisor in a timely manner.
- Manages the inventory for parts and supplies; purchases parts and supplies using purchase orders per the purchasing policy or getting approval from the Maintenance Supervisor before ordering.
- Manages and maintains District tools, parts, supplies, and equipment to insure District needs are met.
- Maintains vehicle and facility maintenance records using asset management program. Uses Word, Excel and Outlook to perform daily activities as needed or required.

- Calls for underground locates before maintenance employees install signposts, benches or any activity that causes ground disturbance.
- Prepares for winter operations each year by insuring facilities are winterized. Vehicle chains are available, tires are in excellent condition, and any other activities.

MECHANIC

- Performs any and all mechanical repairs and maintenance of transit buses, vans and support vehicles/equipment including removal, replacement, repair, and overhaul of major and minor components, to include engines and transmissions.
- Troubleshoots, diagnosis, and repairs mechanical, electrical and hydraulic equipment, and system malfunctions.
- Responds to equipment issues and problems and performs road service repairs as needed.
- Troubleshoot malfunctions and perform repairs using OEM repair procedures. Repair and perform preventative maintenance on diesel and gasoline engine, fuel, electrical, and mechanical systems to OEM specifications.
- Inspects, tests, adjusts, repairs, and replaces complete or integral parts of diesel and gasoline engines, transmissions, AC systems, drive shafts, differentials, lubrication, cooling, electrical, exhaust, and air or hydraulic systems.
- Overhauls and tests diesel and gasoline engines and automatic transmissions to specifications; disassembles, cleans, inspects, replaces worn or defective parts, and reassembles them.
- Create Work Orders documenting work performed and all parts used on SETD's fleet maintenance. Must be proficient in the use of computer-based fleet maintenance software and computer based diagnostic tools.
- Inspects, tests, adjusts, repairs and replaces complete or integral parts of wheelchair lifts, differentials, brakes, and steering systems.
- Inspects, repairs, and adjusts bus door operation and air-ride systems.
- Performs preventative service of fleet vehicles and equipment as needed, monitor service intervals on fleet maintenance software. Performs and documents monthly brake and safety equipment inspections of buses.
- Fabricates and machines parts and perform quality acetylene and electrical welding.
- Sweeps and cleans work area and shop; operates a steam cleaner; and maintains and repairs other District property, facilities, tools and equipment.
- Maintains a safe work environment and brings any unsafe practice or condition to the attention of the Maintenance Supervisor. Utilize PPE as needed or required to maintain a safe work environment.
- Safely operates equipment including but not limited to, forklift, man-lift, brake lathe, crane truck, parts washer, press, automotive flush machines, automotive/bus lifts, drills, saws, hot water pressure washer, ladders.

- Repairs and maintains District buildings, bus shelters, signs and posts, benches and other fixed assets. Installs new bus shelters, signs and posts, benches and other fixed assets as needed.
- Installs snow chains on all buses and vans during winter storm events.
- Prepares and winterizes District buildings and bus shelters for winter.
- Travels to meetings, conferences, and training sessions as needed or required.
- Performs other duties as assign.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO:

Work efficiently with minimal supervision and apply independent judgment as to work methods and procedures to ensure efficiency, timeliness, and quality of work being performed; perform all assigned tasks in a productive, efficient and safe manner; possess the ability to accept responsibility and maintain a cooperative relationship with others; and communicate effectively with other employees and the general public.

EDUCATION and/or EXPERIENCE

Three (3) years experience as a journeyman level mechanic in medium to heavy-duty truck and/or bus maintenance, including overhaul of diesel engines and automatic transmissions. Possession of an Associate of Applied Sciences Degree in Diesel Technology, or equivalent from a recognized college or university; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver license and valid CDL class B with passenger and air brake endorsements. Employee must acquire Class B CDL within 90 days of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud.

I have read and understand this position description.

Employee's Signature _____ Date _____

Maintenance Supervisor Signature _____ Date _____

Sunset Empire Transit District provides reasonable accommodations to qualified individuals with disabilities when needed to enable the individual to perform the essential duties of this job. Reasonable accommodations are evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the impact/burden of accommodation in accordance with applicable law.

ADDENDUM

ARTICLE 8 - WAGES

8.1 Salary Schedule

Lead Mechanic

	<u>Upon Ratification</u>	<u>July 1, 2023</u> <u>(2.5%)</u>	<u>July 1, 2024</u> <u>(2.5%)</u>	<u>July 1, 2025</u> <u>(2.5%)</u>	<u>July1, 2026</u> <u>(2.5%)</u>
	\$	\$	\$	\$	\$
<u>Step 1</u>		30.99	31.76	32.55	33.36
<u>Step 2</u>		31.57	32.35	33.16	33.99
<u>Step 3</u>		32.16	33.16	33.99	34.83
<u>Step 4</u>		32.76	33.58	34.42	35.28
<u>Step 5</u>		33.37	34.20	35.05	35.93
<u>Step 6</u>		34.00	34.85	35.72	36.61

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION
STAFF CONFIDENTIAL EVALUATION FORM

According to Board Policy the SETD Board of Commissioners is required to perform a 6-month and an annual evaluation of the Executive Director. The Board of Commissioners can only do a part of this process. The other part is the valuable input and evaluation that staff can submit. The Board needs and values all staff's input and appreciates their assisting the Board in this important evaluation. Please complete this evaluation form and or submit any comments you may have by placing them into the locked evaluation box that is in Operations or at the Transit Center. The goal is for all staff members to be able to submit input in this evaluation process in total confidentiality. You do not have to sign or identify yourself on this form in any way.

Executive Director Craig Johnston:

1. Creates a climate that motivates employees to perform?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

2. Makes decisions and takes responsibility for them?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

3. Creates an environment to manage change and manage risk?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

4. Supports and encourages employees to work as a team?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

5. Identifies situations needing negotiation and effectively reaches resolution?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

6. Demonstrates ability to successfully navigate and operate in a highly visible and often scrutinized environment?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

7. Demonstrates effective judgment, decisiveness and responsiveness?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

8. Demonstrates professionalism, creativity and initiative?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

9. Demonstrates availability to and interest in each employee?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

10. Encourages an environment where employees feel like work is exciting and fulfilling?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

11. Demonstrates courtesy and respect in dealing with staff and public?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: _____

12. What do you find most encouraging about the Executive Director's management style?

Comments: _____

13. In your opinion, what are the Executive Director's strongest abilities in relation to the job?

Comments: _____

14. Are there any areas the Executive Director could lend greater support? If yes, what are they?

Comments: _____

Additional comments _____

DRAFT

Sunset Empire Transportation District
Board of Commissioners
Executive Director Performance Evaluation

1. LEADERSHIP. The Executive Director, is able to establish goals aligned with agency priorities, creates a climate that motivates employees to perform, ensures work product accountability is established and work output is accomplished by those responsible.

Comments:

2. MANAGERIAL. The Executive Director, is able to plan, organize and problem-solve to achieve desired results and meet goals. Makes decisions and takes responsibility for them. Accurately predicts and forecasts future needs and prepares strategies on how to deal with them. Creates an environment to manage change and takes appropriate calculated risks.

Comments:

3. INTERPERSONAL SKILLS. The Executive Director, keeps appropriate people informed, clearly expresses ideas and information verbally and in writing, effectively leads groups to consensus, actively listens, negotiates and effectively reaches resolutions.

Comments:

4. PEOPLE MANAGEMENT. The Executive Director, actively ensures the organization is moving toward the achievement of performance goals and performance standards, coaches and mentors staff to develop and improve the performance of staff.

Comments

5. POLITICAL AND BUREAUCRATIC SKILLS. The Executive Director, demonstrates ability to successfully navigate and operate in a highly visible and occasionally contentious environment, responds to multiple constituents who have disparate interests and conflicting agendas, provides liaison between groups.

Comments:

6. INDIVIDUAL CHARACTERISTICS. The Executive Director, demonstrates effective judgment, professionalism, responsiveness, creativity, decisiveness and initiative.

Comments:

7. ADMINISTRATION. The Executive Director, recognizes need for policy change or establishment and effectively develops policies, procedures and controls necessary to carry out mission and goals of the SETD Board of Commissioners.

Comments:

8. SELF AWARENESS. The Executive Director, is able to learn from mistakes and accept criticism?

Comments:

9. BOARD INTERACTION. Are there any areas where the SETD Board of Commissioners could lend greater support?

If yes, what are they?



CLATSOP COUNTY, OREGON

800 Exchange Street, Suite 410

Astoria, Oregon 97103

An Equal Opportunity Employer

**STRATEGIC INVESTMENT PROGRAM
COMMUNITY SERVICE FEE DISTRIBUTION AGREEMENT
GEORGIA PACIFIC – WAUNA MILL 2024**

Whereas, Clatsop County, Port of Astoria and Georgia Pacific have formalized a Strategic Investment Program (SIP) Agreement for an estimated \$152 million capital investment at the Wauna Mill per ORS 285C.600-285C.635 and OAR 123-623; and

Whereas, the Oregon Business Development Commission approved the agreement on April 5, 2024; and

Whereas, the Agreement includes the statutorily required Community Service Fee, which equates to 25% of the annually calculated tax savings; and

Whereas, OAR 123-623-1950 provides a process for the County and other local taxing jurisdictions (in subject tax code) to agree to a Community Service Fee distribution methodology; and

Whereas, local approval of distribution methodology requires consensus of entities representing a minimum of 75 percent of tax authority in subject tax code area; and

Whereas, the Oregon Business Development Commission (Commission), will adopt a distribution methodology if the County and affected local taxing jurisdictions fail to formalize a methodology within three months of the Commission approval of the SIP Agreement; and

Therefore, Clatsop County and the undersigned local taxing jurisdictions agree to distribute the Georgia Pacific SIP Community Service Fee based on proportional share of the permanent tax rate in the subject tax code as memorialized in Table 1:

Table 1: Community Service Fee Distribution

Taxing Jurisdiction	Perm. Tax Rate	% of Annual Distribution
Clatsop County	1.5338	40.5%
Road District #1	1.0175	26.9%
Rural Law Enforcement	0.7195	19.0%
Clatsop Care	0.1763	4.7%
Sunset Transportation	0.1620	4.3%
Port of Astoria	0.1256	3.3%
4-H/Extension	0.0534	1.4%
Total	3.7881	100.0%

Authorized by:

Mark Kujala, Chair, Clatsop County

On behalf of: Clatsop County, Road District #1, Rural Law Enforcement District and 4-H/Extension District

Mark Remley

On behalf of: Clatsop Care District

Debbie Boothe-Schmidt, Chair

On behalf of: Sunset Empire Transportation District

Will Isom, Executive Director

On behalf of: Port of Astoria

From: Don Bohn <dbohn@clatsopcounty.gov>

Sent: Friday, April 12, 2024 10:40 AM

To: Debbie Boothe-Schmidt <debbieb@ridethebus.org>; Craig Johnston <cjohnston@ridethebus.org>

Subject: Georgia Pacific SIP - Community Service Fee Distribution Agreement

*****EXTERNAL SENDER*****

Good morning,

As you may know, the County and Port of Astoria entered into a Strategic Investment Program agreement with Georgia-Pacific for a \$152 million investment in the Wauna Mill. This is an alternate tax program that exempts property taxes over a \$40 million base for the approved investment (\$40 million base is adjusted 3% per year). In return, Georgia Pacific must remit 25% of the tax savings back to the County. By statute, the County and other impacted taxing districts must agree to a methodology for distributing the Community Service Fee (CSF) or the state will do it for us.

It is typical that the CSF is distributed on a proportional basis – allowing all eligible taxing jurisdictions to receive their share of the tax savings.

I have attached a draft agreement for your review – which would accomplish this task.

Based on proportionality, Sunset Empire will receive 4.3% of the CSF. Based on year one (FY 26-27) estimates this will equate to approximately \$13,000. In addition to the CSF, the district will also receive their proportional share of taxes from the \$40 million, which is estimated (FY 26-27) at \$6,500. The total estimated impact for Sunset Empire (year 1) is roughly \$19,500. This amount is anticipated to grow year by year over the fifteen year SIP period.

Please take a look at the agreement and let me know if you have any questions.

Thanks.

Don

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



SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING
APRIL 2024***



SUNSET EMPIRE TRANSPORTATION DISTRICT

EXECUTIVE DIRECTOR REPORT-CRAIG JOHNSTON

Managing Resources

New Lot/Facilities Attendant David Rodriguez has started.

Employee Recruitment/Retention is high priority:

1. Establishing Lead Mechanic Position.
2. Staff wage study underway-will be complete by 1st budget committee meeting on 5/2/24
3. High cost of living on the coast coupled with high inflation makes this an organizational challenge.

Leading People

- Cannon Beach city council meeting presentation on 4/2/2024
- Instituting Employee of the Quarter- Lunch with Executive Director beginning next month-might have 2 winners!
- Weekly Team Manager Meetings continue with spirited discussions.

Improving the Organization

STIF unallocated 21-23 Funds of 437K can be distributed to current STIF projects with board and OTC approval.

Management Staff taking a more active role in the formation of the budget. Estimates are being obtained and prepared for first budget committee meeting on May 2, 2024.

Service Delivery and Operations

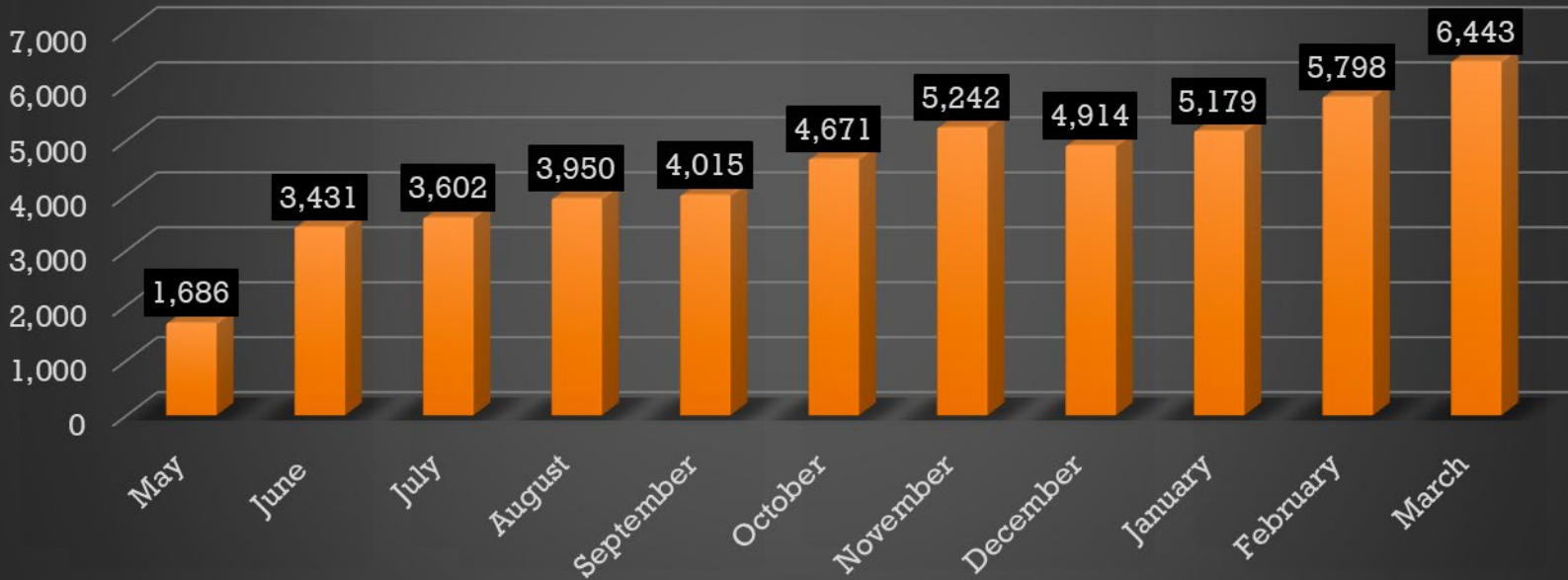
Restarting service in Warrenton and Hammond will bring much needed services to the area.

Ridership continues to expand, 20% total increase in fixed route the last two months. Route 20 Cannon Beach and Seaside has increased about 40% the last two months.



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

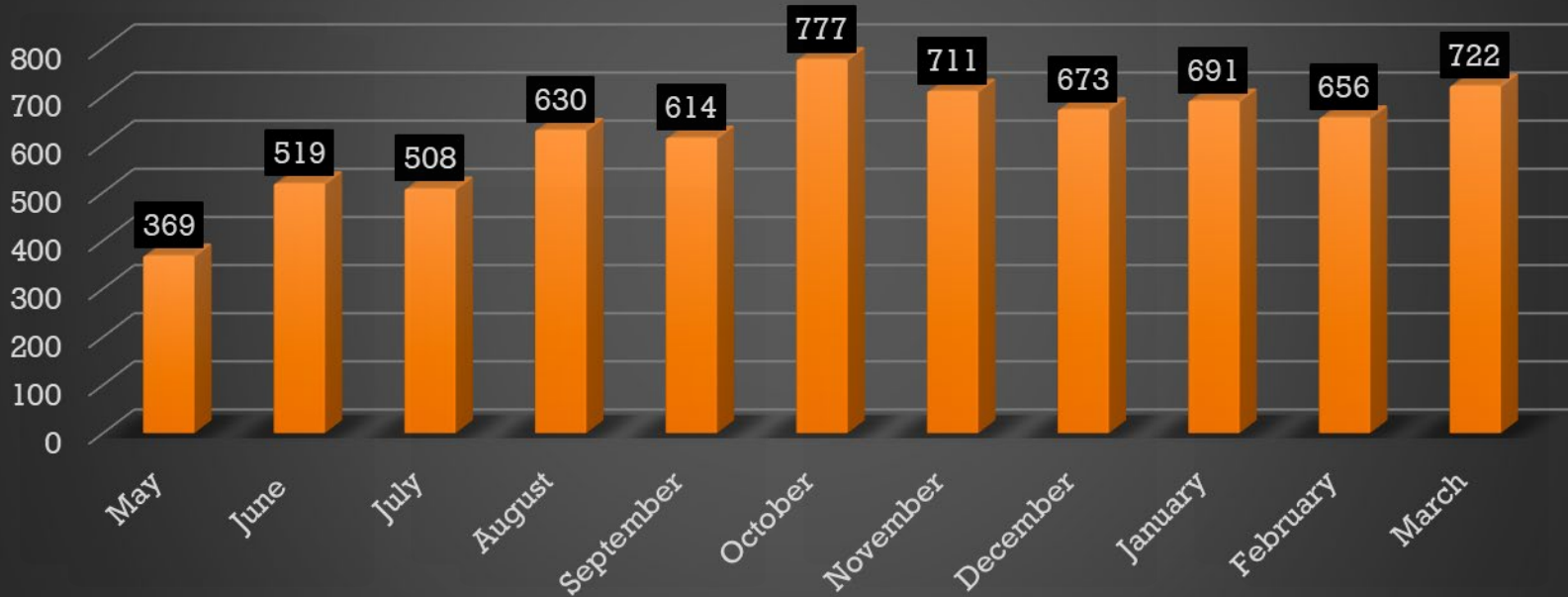
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL PARATRANSIT RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 10 ASTORIA



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSPORTATION DISTRICT

CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

Managing Resources

Staff/Driver One part time driver and recently hired one full time driver. We have two temp drivers for Paratransit. We continue to be creative with drivers being shared between both fixed route and curb to curb service.

District Facilities With findings from the SDAO Risk Management Assessment we are making corrective actions. We have already placed a rated flammable materials cabinet in the shop, received roof estimates and order a tablet charging cabinet with safety features.

Meetings-Trainings-Developing

Meetings Transit Employee Day luncheon and video
Weekly Team meetings
NWOTA

Trainings Scalefusion
Ecolane webinar on upcoming changes

Improving the Organization

Service Area No changes to the current service areas in the county. Once Route 15 is started it will service Warrenton and Hammond once again. There has been no bus service for most of these areas for the last year except for Warrenton Mini Mart to Fred Meyer for beginnings of Routes 10, 20 and 101.

Service Delivery and Operations

OTP The last 30 days our on-time performance was 65%

Fixed Route and On Demand services continue to increase in ridership. The first Cruise ship of the season was here and there was a lot of inquiry by phone, at the TC and riders for both Route 10 and Route 101.



**SUNSET EMPIRE
TRANSPORTATION
DISTRICT**

**HUMAN RESOURCES
OFFICER REPORT-
SUE FARMER**

Actions

- Met with employee to help enroll into Paid Leave Oregon.
- Completed a compensation study and job description for adding a Lead Mechanic position to the ATU Collective Bargaining Agreement.
- Concluded a compensation study for unrepresented employees in preparation for the upcoming budget meetings.
- Completed randoms for Drug & Alcohol testing for the 1st quarter.
- Assisted with 2 Worker's Comp Claims.
- Prepared Safety Agenda & Minutes
- Prepared evaluations for May
- Prepared Notices to Drivers with CDL & Medical CDL expirations.

Trainings Attended

SDIS Health Insurance Renewal Updates Webinar.
 Attended LCHRMA Meeting Alex Wheatley who assists SETD on Union negotiations and a partner with Fisher Phillips, LLP gave an insightful discussion on Union organizing trends and updates on Paid Leave Oregon and OFLA.
 Attended Team Meetings.
 Attended Board Meeting.

New Hires/Returning Employees

On April 8, 2024, David Rodriguez began employment with SETD in the position of Lot & Facility Attendant. David comes to us from Bornstein's where he unloaded fish from the boats as well as other various duties. David is originally from California but enjoys the Oregon coast and has several relatives in the area. We are delighted to have David join SETD!

Workplace Demographics

Male	12
Female	13
	25
Hispanic/Latino	3
Native American/Indian	1
White	21
Two or More Races	
	25



EXECUTIVE ASSISTANT REPORT- MARY PARKER

Community Outreach and Education

Wrote and posted Public Notice of Press Release for Seaside April Board Meeting

Wrote and posted Public Notice for Executive Director Evaluation Committee Meeting

Wrote and posted Board Meeting Public Notices

Wrote and posted Strategic Plan Work Session Public Notices

Write and posted Budget committee Training Public Notice s

Cleaned and posted schedules in Cannon, Seaside Warrenton and Astoria bus shelters

Board Meetings and Board Assistance

Attended Board Policy Meeting

Wrote March Board Minutes

Prepared April Board Pack

Prepared Board ED Evaluation Committee Meeting Packs

Updated Executive Director Evaluation forms

Met with Debbie to review updates on Board Policies

Prepared Strategic Plan Work Session Pack

Delivered Board Packs to Board

SETD Meetings and Trainings

Attended 3 Very Robust Team Meetings

Contact and Update Budget committee on training

SETD Programs and Support

Prepare Route 15 Press Release

Distribute Route 15 schedules to businesses and community

Post Route 15 Schedules in shelters



Promote Accessibility

- Prepared for a small Mobility Management outreach event at Astoria Cinema for several employees.
- I shared more GO Bags with Seaside and Astoria high schools
- Provided a local business some high viz items for their employees who ride the bus.

Focusing on the Individual

- Worked with 2 individuals over the age of 60 to determine if their property was suitable for walking to a bus stop.
- Continued travel training with 3 individuals that I met in February.
- Started 4 new travel trainings. 2 were in South County while 2 were in the Astoria area.

Improving the Organization

- Starting to help in assessing rider policy.
- Working with a person who has a service animal to bring practical and video training to SETD.
- Ended our Transit survey and compiled the results.

**Educate and bring awareness to the
community**

- Worked on a video celebrating Transit Employee Day.
- Held a small transit engagement in Seaside.
- Met with a local bike shop to learn how bike rentals improve city traffic congestion.
- Met with a local care center to discuss a group travel training on an actual route in real time.