



**Sunset Empire Transportation District**  
**BOARD OF COMMISSIONERS**  
**BOARD MEETING AGENDA**  
**MAY 23, 2024 9:00 AM**  
**900 MARINE DRIVE ASTORIA 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. STIF Update- Executive Director Johnston
10. NEW BUSINESS
  - a. Letter of Support to ODOT
  - b. SETD Fare Policy Amendment: Military Rides for Free
11. CORRESPONDENCE- Thankyou card
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 Meeting Minutes  
April 23, 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, Commissioner Rebecca Read and Commissioner Guillermo Romero.

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

Public attending - Ron Blin (previous SETD Board Chair), Seaside Mayor Steve Wright and Rebecca Nordan Bright, from the Daily Astorian.

4. CHANGES TO AGENDA (03:52)

Executive Director Johnston added an updated STIF report from ODOT to the agenda.

Commissioner MacDonald moved to approve the change to the agenda  
Commissioner Read seconded the motion  
Discussion- None

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

7 Aye  
0 Nay  
Motion passed

5. PUBLIC COMMENT- (05:04) None
6. APPROVAL OF THE MARCH 28, 2024, BOARD MEETING MINUTES- (05:12)

Commissioner Alegria moved to approve the March 28, 2024, Board Minutes  
Commissioner Lewicki seconded the motion.  
Discussion- Kellys said an entry that should have been dates she was correcting was reported in the minutes as a financial entry and needed correcting. Kelly also said there was a mistake in identifying STIF funds as a loan, it is a grant. Commissioner MacDonald said his last name was also spelled wrong.

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

7 Aye  
0 Nay  
Motion passed

Commissioner Withers moved to amend the first motion and approve the March 28 Board minutes as amended.

Commissioner MacDonald seconded the motion

Discussion- None

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

The amended motion was voted on first.

7 Aye  
0 Nay  
Motion passed.

REPORTS FROM COMMISSIONERS (07:03)-

Board members reported on their activities, and the committee meetings and training courses they had attended since the March Board Meeting.

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

April 2024 Financial Report – Financial Officer Kelly Smith reported she had updated the dashboard with a list she added of the current grants and their status. Kelly said the 3<sup>rd</sup> quarter reimbursements have been submitted early and the STIF funding should be coming in. Kelly reminded the Board that the Draft FY 2025 Budget had been sent to ODOT and the Board. Kelly said it was the last requirement from ODOT. Chair Debbie Boothe Schmidt asked how many employees are being used for this budget. Kelly said she had put in the number of employees we have and not what we were forecasting to have. Kelly said the final budget will have the number of employees we are forecasting to have. Chair Boothe Schmidt also asked about Pamela’s request for quarterly reports. Kelly explained that the P&L report included in the Board Pack is a quarterly report. Chair Boothe Schmidt also asked if Kelly had checked the interest rates at other banks. Kelly said there were only a very small difference which would end up being used up in the process of changing accounts. Chair Debbie Boothe-Schmid commented that it looks like we have received 87.5% of what we have budgeted to receive. Kelly said we had no cash to start with last year, however this year we have something to start with. Commissioner Lewicki thanked Kelly for making the requested changes to the dashboard. Chair Boothe-Schmidt requested that the Financial Report be entered into the minutes.

8. CONTINUED BUSINESS-

- a. ODOT Requirements and Compliance-(021:03) – Executive Director Johnston reported that with the submission of the Draft FY 2025 Budget to ODOT, we have met the requirements that they requested. Craig said it has been a team effort to accomplish everything.

- b. Budget Committee Update- (0:26:57)- Executive Assistant Mary Parker reminded the Board that the Budget Committee will be short one or two volunteer committee members as one of the members has not responded to her current emails. Mary said it will be important that everyone attends the Budget Meetings to ensure quorum.
- c. STIF Update- (0:29:25) – Executive Director Craig Johnston reported that this is a good report. Craig said we had talked about this at the Strategic Planning Work Session and basically this agreement is allowing us to increase the Maximum cap of STIF funds to \$2.44 million and must allocate the additional funds to existing STIF projects. Craig explained he and Kelly have looked at our projects and we are recommending that \$ 172,004 go to STIF Project 3 Task #2 which is Demand Response/Paratransit Services. These funds are allocated for FY 2024 however this amendment allocates the same amount for FY 2025. We are also recommending that an additional \$165,555 go towards OTIB Loan repayment. We are scheduled to allocate \$618,336 in FY 23-25; however, this amended agreement will bring our total repayment for FY 23-2 biennium to \$786,891. After discussion Craig said that ODOT is requiring that the governing board approve this amendment to our STIF plan allocating these funds and submit it to them by April 29, 2024. Craig said we are also required to submit our updated STIF plan with the updated outcome measures by April 29, 2024.

Commissioner MacDonald moved to accept the amended SETD STIF Plan  
 Commissioner Withers seconded the motion.  
 Discussion- There was further discussion.

9. NEW BUSINESS-

- a. Route 15 Reinstatement- Executive Director Craig Johnston reported that the Warrenton/Hammond Route #15 will begin on May 1, 2024. The Route#15 will run Monday through Friday, 7:45 am to 11:45 am when there is a gap in service until service starts again at 2:05 pm and goes until to 6:15 pm. Executive Director Johnston said the reinstating of this route is way overdue, but he thought we approached this cautiously. Commissioner Lewicki said he was concerned that we were waiting but now that it is going to be operating and it is a split route will this be only one driver. Craig said it would just be one driver. Mary said the press release went out to the media a week ago and she and Pamela will be posting the schedules and announcements in the Warrenton/Hammond area shelters after the meeting.

Commissioner Lewicki moved to approve the reinstatement of the Route 15  
 Commissioner Romero seconded the motion  
 Discussion- None

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

7 Aye  
 0 Nay  
 Motion Passed

- b. Add New Lead Mechanic Position- (0:35:00) Executive Director Johnston said usually where he has worked it is traditional to have a Lead Mechanic position and it is usually a union position. Craig said the Lead Mechanic oversees keeping everything operating, assigns work and usually takes care of the buildings and maintenance. Generally, the Lead Mechanic does not have supervision and it is generally a more responsible position. Craig said the Lead Mechanic where he had previously worked at Basin Transit, moved into his job when he left. Craig said we only have one mechanic right now and we want to keep him. Craig also added it was understanding the person we have now has basically been carrying the district for the last year. Commissioner Lewicki added that our current mechanic is also taking English

classes, is a single dad and is available to us 24 hours a day and he has stayed with the district because he likes the district.

Commissioner MacDonald moved to approve the new Lead Mechanic position  
 Commissioner Read seconded the motion  
 Discussion- No further discussion

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

7 Aye  
 0 Nay  
 Motion Passed

- c. Executive Director Evaluation Forms/Procedure- (0:43:00)Chair Debbie Boothe-Schmidt reported that the Evaluation Committee, that includes herself, Commissioner Lewicki, Commissioner Romero and Mary had met and went over the evaluation process and the forms. Chair Boothe-Schmidt said the committee discussed how to improve the process so that all employees including lead management and drivers will feel comfortable participating and submitting an evaluation form. Chair Boothe-Schmidt said we want to make sure the process is anonymous, so we will have locked boxes available for the evaluation forms to be placed in this year. Chair Boothe-Schmidt said we updated the Board evaluation forms so that the questions are all filled in but the staff will have both check off and fill in. Debbie also said the committee added questions to the evaluation form about financial responsibility. Debbie said we want to change the culture of this process and make sure that employees feel confident that we have a completely confidential evaluation process and that they understand that the Board truly values their much-needed input to complete the process.
- d. County Tax Funds Agreement- (00:48:00) Executive Director Craig Johnston reported that the district had received a notification from Clatsop County about the 2024 Strategic Investment Program Community Service Fee Distribution Agreement with Georgia Pacific-Wauna Mill. Craig said we will be receiving about \$20,000 from this program for the years 2026 and 2027 and it will increase each year.

10. CORROSPONDENCE- (0:50:32)None

11. EXECUTIVE DIRECTOR REPORT- (0:50:10) Executive Director Johnston reviewed the April 2024 report.

12. LEADERSHIP TEAM REPORTS- 0:57:00) Each team member reviewed the April report they submitted which is part of the Executive Director Report.

13. PUBLIC COMMENT- (1:06:39) Ron Bline former a former SETD Board Chair, commented that he has enjoyed and been a transit user for many years and is glad to see the routes are back and said the schedules look very good. Ron also said he has always said that if you keep the buses on time, you will gain riders.

14. ADJOURNMENT- Chair Boothe Schmidt Meeting adjourned meeting at 7:11 pm

\_\_\_\_\_ Date \_\_\_\_\_

Pamela Alegria Board Secretary Treasurer

Mary Parker, Recording Secretary



## Sunset Empire Transportation District

Available Balances as of 05/15/2024 (Cash on Hand)	
General Checking:	\$ 193,141.11
Payroll Account:	\$ 59,594.88
LGIP:	\$ 837,496.70
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 464,271.14
Contingency:	\$ 416,852.63
<b>Total Funds Available:</b>	<b>\$ 2,173,018.03</b>

Monthly (Actual & Projected) Expenditures:	
AP Week of 04/08/2024 **Funds are already removed from above numbers**	\$ 48,226.17
<i>Projected</i> AP Week of 05/20/2024	\$ 10,500.00
Payroll 05/03/2024 w/Taxes **Funds are already removed from above numbers**	\$ 50,730.37
<i>Projected</i> Payroll 05/17/2024 w/Taxes	\$ 57,000.00
<b>Total Expenditures:</b>	<b>\$ 166,456.54</b>

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

Statement of Activity Exceptions:	
<b>4605-Other Income:</b>	COBRA Ins Payment
	Laminating Fees
<b>8020-B&amp;M:</b>	Flamable Cabinet - Shop
<b>8040-Telephone/Internet:</b>	Misbudgeted
<b>8100-Insurance:</b>	Off on month for posting
<b>8170-Fuel:</b>	Increase in prices
<b>8171-Vehicle Repair/Maint:</b>	Heater Coil

ODOT Grants				
Grant #	Total	Amt Used		Amt Remaining
5311	\$ 1,550,045.00	\$ 499,840.00	\$	1,050,205.00
5310	\$ 323,187.00	\$ 35,651.00	\$	287,536.00
5339	\$ 612,000.00	\$ -	\$	612,000.00

Reimbursements Requested			
Grant #	Date Req	Amount	Date Received
5311	5/13/2024	\$ 168,311.00	
5310	5/13/2024	\$ 22,210.00	
5339	N/A	\$ -	

**Follow-up:**

**Profit & Loss Budget Performance**

**April 30, 2024**

Month 10 = 83% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</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>
<u>Income</u>								
4010 FIXED ROUTE FARES	5,961.87	3,200.00	2,761.87	51,471.60	34,600.00	16,871.60	41,900.00	122.84%
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	1,602.00	500.00	1,102.00	12,937.05	7,100.00	5,837.05	8,100.00	159.72%
4110 NW NAVIGATOR	374.77	100.00	274.77	3,591.54	1,600.00	1,991.54	1,850.00	194.14%
4130 OTHER-VENDING	0.00	0.00	0.00	155.07	150.00	5.07	150.00	103.38%
4205 PROPERTY TAXES	4,513.41	8,000.00	(3,486.59)	1,178,535.01	985,000.00	193,535.01	1,000,000.00	117.85%
4206 PRIOR YEAR TAXES	1,164.28	700.00	464.28	21,230.12	22,700.00	(1,469.88)	24,700.00	85.95%
4207 PROPERTY TAX INTEREST	46.10	10.00	36.10	880.97	275.00	605.97	300.00	293.66%
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	38,418.57	22,500.00	15,918.57	132,959.55	90,000.00	42,959.55	90,000.00	147.73%
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	7,172.50	7,600.00	(427.50)	9,120.00	78.65%
4425 CHARGING STATION	0.00	0.00	0.00	457.81	180.00	277.81	180.00	254.34%
4505 INTEREST EARNED ON BANK ACCT	4,622.41	300.00	4,322.41	29,444.95	3,400.00	26,044.95	4,000.00	736.12%
4605 OTHER INCOME	128.04	100.00	28.04	11,780.88	7,350.00	4,430.88	7,500.00	157.08%
5203 OREGON STIF FUNDS	233,833.00	75,000.00	158,833.00	1,279,759.00	876,192.00	403,567.00	876,192.00	146.06%
5301 5311 ADMIN/OPERATIONS	114,520.00	0.00	114,520.00	331,529.00	520,000.00	(188,471.00)	775,022.00	42.78%
5302 5310 MOBILITY MGT/PM	8,762.00	0.00	8,762.00	13,441.00	86,594.00	(73,153.00)	161,594.00	8.32%
<b>Total Income</b>	<b>414,706.45</b>	<b>111,170.00</b>	<b>303,536.45</b>	<b>3,257,603.47</b>	<b>2,851,941.00</b>	<b>405,662.47</b>	<b>3,251,808.00</b>	<b>100.18%</b>

	<u>M-T-D</u>	<u>M-T-D</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	99,050.52	118,000.00	18,949.48	984,524.93	1,057,500.00	72,975.07	1,300,000.00	75.73%
6111 TAXES	11,895.17	22,625.00	10,729.83	116,831.71	171,470.00	54,638.29	216,720.00	53.91%
6210 BENEFITS	38,218.09	29,300.00	(8,918.09)	269,142.40	242,600.00	(26,542.40)	301,000.00	89.42%
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>149,163.78</b>	<b>169,925.00</b>	<b>20,761.22</b>	<b>1,370,499.04</b>	<b>1,471,570.00</b>	<b>101,070.96</b>	<b>1,817,720.00</b>	75.40%
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	47,000.00	(617.00)	50,000.00	95.23%
8002 LEGAL COUNSEL	0.00	1,500.00	1,500.00	13,404.55	19,250.00	5,845.45	20,000.00	67.02%
8003 BANK/MERCHANT FEES	101.49	175.00	73.51	972.42	1,650.00	677.58	2,000.00	48.62%
8010 EQUIP LEASE/RENT	201.80	400.00	198.20	2,018.00	4,100.00	2,082.00	5,000.00	40.36%
8015 COMP/FURNITURE/DURABLE GOODS	177.18	400.00	222.82	753.52	6,700.00	5,946.48	7,500.00	10.05%
8020 B&M	3,706.27	2,850.00	(856.27)	26,362.00	29,100.00	2,738.00	35,000.00	75.32%
8023 BUILDING LEASE	158.00	175.00	17.00	1,580.00	1,650.00	70.00	2,000.00	79.00%
8031 ONLINE SUB/IT SERVICES	4,653.00	9,100.00	4,447.00	79,277.59	92,000.00	12,722.41	110,000.00	72.07%
8040 TELEPHONE/INTERNET	3,021.18	2,100.00	(921.18)	27,319.59	21,800.00	(5,519.59)	26,000.00	105.08%
8041 UTILITIES	2,561.64	2,200.00	(361.64)	26,832.36	23,600.00	(3,232.36)	28,000.00	95.83%
8050 HR/EMPLOYEE RECOGNITION	776.50	820.00	43.50	8,519.76	12,530.00	4,010.24	13,500.00	63.11%
8060 TRAVEL/TRAINING	40.00	150.00	110.00	1,778.95	3,150.00	1,371.05	5,000.00	35.58%
8080 OUTREACH/PRINTING	0.00	1,500.00	1,500.00	4,863.70	13,700.00	8,836.30	16,500.00	29.48%
8090 DUES, SUBSCRIPTIONS	0.00	1,200.00	1,200.00	28,679.76	20,000.00	(8,679.76)	24,000.00	119.50%
8091 IGA-DUES	0.00	3,000.00	3,000.00	9,000.00	12,000.00	3,000.00	12,000.00	75.00%
8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	896.63	1,700.00	803.37	2,000.00	44.83%
8100 INSURANCE	20,849.75	0.00	(20,849.75)	68,855.97	69,000.00	144.03	105,000.00	65.58%
8105 UNINSURED LOSS	0.00	1,500.00	1,500.00	9,325.19	12,500.00	3,174.81	15,000.00	62.17%
8110 LEGAL ADS	140.00	250.00	110.00	454.11	500.00	45.89	1,000.00	45.41%
8112 MEETING EXPENSE	53.20	0.00	(53.20)	784.49	475.00	(309.49)	500.00	156.90%
8116 OFFICE SUPPLIES	506.63	800.00	293.37	6,416.49	7,350.00	933.51	9,000.00	71.29%
8170 FUEL	10,574.37	8,500.00	(2,074.37)	87,310.40	83,000.00	(4,310.40)	100,000.00	87.31%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	8,191.80	5,550.00	(2,641.80)	52,462.48	60,950.00	8,487.52	75,000.00	69.95%
8180 SHOP SUPPLIES	0.00	500.00	500.00	360.33	4,000.00	3,639.67	5,000.00	7.21%
<b>SUB TOTAL MATERIALS &amp; SERVICES</b>	<b>55,712.81</b>	<b>45,820.00</b>	<b>(9,892.81)</b>	<b>534,845.29</b>	<b>579,705.00</b>	<b>44,859.71</b>	<b>709,000.00</b>	75.44%

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</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>
9040 DEBT SERVICE & INT FEES	63,370.00	77,500.00	14,130.00	236,610.00	310,000.00	73,390.00	310,000.00	76.33%
9210 CONTINGENCY	0.00	0.00	0.00	415,088.00	415,088.00	0.00	415,088.00	100.00%
<b>Total Expenses</b>	<b>268,246.59</b>	<b>293,245.00</b>	<b>24,998.41</b>	<b>2,557,042.33</b>	<b>2,776,363.00</b>	<b>219,320.67</b>	<b>3,251,808.00</b>	78.63%

**Consolidated Balance Sheet**  
**April 30, 2024**

**This Year**

Assets

1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	262,515.02
1030 LGIP - GENERAL FUND	879,626.03
1040 PAYROLL ACCOUNT LC BANK	56,066.96
1055 STIF LC BANK	464,271.14
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	416,852.63
1095 CASH RECEIPTS CLEARING SYSTEM	(114.80)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	4,366.56
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>(18,882.68)</u>
Total Assets	<u>2,965,478.58</u>

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	64,307.34
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	218,744.83
2059 CREDIT CARD PAYMENT CLEARING	(218,935.80)
2060 PAYABLE TO NWN	(4,372.53)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	18,488.15
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN	<u>1,000,000.00</u>
Total Liabilities	<u>1,103,796.08</u>

3000 FUND BALANCE	735,664.99
-------------------	------------

Change in Net Assets	<u>1,126,017.51</u>
Total Net Assets	<u>1,861,682.50</u>

Total Liabilities and Net Assets	<u><u>2,965,478.58</u></u>
----------------------------------	----------------------------

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 04/30/2024**

<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	0.00	47.50	0.00	47.50
[6494] ANGI WILDT GALLERY	3/31/2024	1877	3/01/2024	Mar 2024 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	5/01/2024	1893	4/01/2024	Apr 2024 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6625] JAMES NELSON	5/01/2024	1809	4/01/2024	Apr 2024 Parking-Space #1	15.00	0.00	0.00	0.00	15.00
[6583] Sondra Carr	3/02/2024	1861	2/01/2024	Feb 2024 Parking-Space #10	0.00	0.00	47.50	0.00	47.50
[6583] Sondra Carr	3/31/2024	1879	3/01/2024	Mar 2024 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	5/01/2024	1894	4/01/2024	Apr 2024 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
<b>Total</b>					<b>110.00</b>	<b>95.00</b>	<b>95.00</b>	<b>0.00</b>	<b>300.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 04/30/2024**

<u>Invoice</u>				<u>Original</u>	<u>Amount</u>	<u>Not Yet</u>	<u>Less Than</u>	<u>Less Than</u>	<u>More Than</u>
<u>Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Amount</u>	<u>Owed</u>	<u>Due</u>	<u>30 Days</u>	<u>60 Days</u>	<u>60 Days</u>
<b>[6207] DMT AUTO PARTS, INC</b>									
4/18/2024	77102 04182024 -1	4/19/2024	FUEL PUMP -Bus #21	210.90	210.90	0.00	210.90	0.00	0.00
4/19/2024	77102 04192024	4/20/2024	2YR WTY BATTERY -TC	185.24	185.24	0.00	185.24	0.00	0.00
4/25/2024	77102 04252024	4/26/2024	TORQU WRENCH BEAM -Shop	16.37	16.37	0.00	16.37	0.00	0.00
<b>[6277] DUANE MULLINS</b>									
4/11/2024	4112024	5/07/2024	1ST AID/CPR/AED TRAINING - D.R	40.00	40.00	40.00	0.00	0.00	0.00
<b>[6119] IRON MOUNTAIN</b>									
4/23/2024	JKRL404	5/01/2024	03/27-04/23/2024 - SHREDDING SRV	266.53	266.53	0.00	266.53	0.00	0.00
<b>[6148] NW NATURAL</b>									
4/18/2024	770728-4 04182024	5/01/2024	04/2024 -GAS SRV OPS	105.34	105.34	0.00	105.34	0.00	0.00
<b>[6141] NW NAVIGATOR LUXURY COACHES</b>									
4/20/2024	R04202024	4/21/2024	04/20/2024 -WK ENDING SALES	186.66	186.66	0.00	186.66	0.00	0.00
4/27/2024	R04272024	4/28/2024	04/27/2024 -WK ENDING SALES	292.23	292.23	0.00	292.23	0.00	0.00
4/29/2024	R04292024	4/30/2024	04//29/2024 -MONTH ENDING SALES	29.07	29.07	0.00	29.07	0.00	0.00
<b>[6172] O'REILLY AUTO PARTS</b>									
4/03/2024	3920 347864	5/07/2024	IRIDUIM IX/ IGN WIRE SET - Bus 2003	144.16	144.16	144.16	0.00	0.00	0.00

<u>Invoice</u>				<u>Original</u>	<u>Amount</u>	<u>Not Yet</u>	<u>Less Than</u>	<u>Less Than</u>	<u>More Than</u>	
<u>Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Amount</u>	<u>Owed</u>	<u>Due</u>	<u>30 Days</u>	<u>60 Days</u>	<u>60 Days</u>	
4/23/2024	3920 351067	5/07/2024	VAC TUBING/ MANIFOLD SET - Bus 21/ VAC TUBING -Bus 2003	56.05	56.05	56.05	0.00	0.00	0.00	
4/23/2024	3920 351178	5/07/2024	IRIDIUM PLUG -Bus 2002	46.20	46.20	46.20	0.00	0.00	0.00	
4/23/2024	3920 351187	5/07/2024	IRIDIUM PLUG -Bus 2002	46.20	46.20	46.20	0.00	0.00	0.00	
4/24/2024	3920 351286	5/07/2024	VALVE -Bus 21/ ANTIFREEZE - Shop/ OIL FILTER -Bus 1800's & 2004	207.81	207.81	207.81	0.00	0.00	0.00	
4/25/2024	3920 351504	5/07/2024	PURGE SOL -Bus 21/ 110OZ MAFCLNR -Shop	37.20	37.20	37.20	0.00	0.00	0.00	
4/25/2024	3920 351528	5/07/2024	EVAP CANISTR -Bus 21	130.36	130.36	130.36	0.00	0.00	0.00	
<b>[6154] ODP BUSINESS SOLUTIONS LLC</b>										
4/10/2024	3.61805E+11	5/01/2024	AAA BATTERIES/ PAPER TOWEL ROLLS/ CLEANER -TC	88.84	88.84	0.00	88.84	0.00	0.00	
4/10/2024	3.6185E+11	5/01/2024	REUSABLE TABS -TC	46.83	46.83	0.00	46.83	0.00	0.00	
<b>[6170] OREGON STATE POLICE</b>										
4/15/2024	ARZ1744B	5/01/2024	BG CK -D.R	33.00	33.00	0.00	33.00	0.00	0.00	
<b>[6176] PACIFIC POWER</b>										
4/12/2024	23157628-001 1 04122024	5/01/2024	03/14-04/12/2024 - ELECTRICITY SRV OPS	690.12	690.12	0.00	690.12	0.00	0.00	
4/10/2024	70301738-001 4 04102024	4/29/2024	03/12-04/10/2024 - ELECTRICITY SRV TC	926.52	926.52	0.00	926.52	0.00	0.00	
<b>[6177] PACIFICSOURCE ADMINISTRATORS</b>										
4/05/2024	2024-07	5/05/2024	Pay period ending 3/30/2024,FSAHealth	145.00	145.00	145.00	0.00	0.00	0.00	
4/19/2024	2024-08	5/19/2024	Pay period ending 4/13/2024,FSAHealth	145.00	145.00	145.00	0.00	0.00	0.00	



<u>Invoice</u>				<u>Original</u>	<u>Amount</u>	<u>Not Yet</u>	<u>Less Than</u>	<u>Less Than</u>	<u>More Than</u>
<u>Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Amount</u>	<u>Owed</u>	<u>Due</u>	<u>30 Days</u>	<u>60 Days</u>	<u>60 Days</u>
4/22/2024	Apr 2024	5/22/2024	Apr 2024 Statement	267.68	267.68	267.68	0.00	0.00	0.00
<b>[6193] SDIS</b>									
4/01/2024	4012024	5/01/2024	04/2024-6/2024 -QRTL INSURANCE -General Liability, Property, Auto	20,849.75	20,849.75	0.00	20,849.75	0.00	0.00
<b>[6223] UNITED WAY</b>									
4/19/2024	2024-08	5/19/2024	Pay period ending 4/13/2024,UnitedWayDed	12.50	12.50	12.50	0.00	0.00	0.00
<b>[6226] VAN DUSEN BEVERAGES</b>									
4/30/2024	1001985 SO 2083705760	5/10/2024	04/2024 -COOLER RENTAL	29.00	29.00	29.00	0.00	0.00	0.00
<b>[6227] VERIZON WIRELESS</b>									
4/18/2024	9962011368	5/10/2024	03/19-04/18/2024 -CELL PHONE/TABLET SRV	908.56	908.56	908.56	0.00	0.00	0.00
<b>[6257] WESTERN STAR NW INC</b>									
4/23/2024	PC201106466:01	5/23/2024	PUMP DOSER -Bus 1801 (RETURN)	(313.89)	(313.89)	(313.89)	0.00	0.00	0.00
<b>Report Total</b>				<b>25,829.23</b>	<b>25,829.23</b>	<b>1,901.83</b>	<b>23,927.40</b>	<b>0.00</b>	<b>0.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 04/30/2024**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23051	4/09/2024	[6193] SDIS - Invoices 2024-05, 2024-06, MED04012024	BENEFITS MEDICAL SDIS	27122.44	27,122.44
23053	4/09/2024	[6598] SWIFTLY. INC - 03/2024-02/2025 - ONBOARD GPS SYSTEM/ SOFTWARE - MAINTANCE RENEWAL	DUES, SUBSCRIPTIONS	14873.9	14,873.90
23057	4/09/2024	[6237] WILCOX & FLEGEL - 03/2024 -FUEL	FUEL	130.05	8,608.20
			FUEL	1975.14	
			FUEL	6408.00	
			FUEL	95.01	
<b>Total Checks</b>					<b>50,604.54</b>

# Sunset Empire Transportation District

## Cash Flow Projection

Updated April 10, 2024

	Actual Dec 2023	Actual Jan 2024	Actual Feb 2024	Actual Mar 2024	Actual Apr 2024	Projected May 2024	Projected Jun 2024
<b>Beginning Cash</b>	<b>2,284,551</b>	<b>2,273,176</b>	<b>2,162,146</b>	<b>1,975,414</b>	<b>1,780,842</b>	<b>1,927,302</b>	<b>1,765,772</b>
<b>Sources of funds:</b>							
Fares	7,236	6,158	7,103	7,408	7,564	4,000	4,300
STIF Funding	194,185	26,779	187,070	-	233,833	-	-
ODOT Grant Reimbursements	-	-	221,688	-	123,282	-	330,022
Mass Transit Assessment	-	24,830	-	-	38,419	-	-
Property Taxes	14,701	21,771	7,803	37,347	5,724	10,505	6,520
Timber Revenue	-	-	33,958	-	-	42,000	-
Other	7,870	13,525	8,200	5,577	5,885	1,235	1,285
<b>Total Sources</b>	<b>223,992</b>	<b>93,062</b>	<b>465,822</b>	<b>50,332</b>	<b>414,706</b>	<b>57,740</b>	<b>342,127</b>
<b>Uses of funds:</b>							
Wages/Taxes/Benefits	130,790	135,344	137,858	214,761	149,164	176,075	170,075
Materials & Services	41,208	68,749	36,237	30,143	55,713	43,195	86,100
Debt Services	63,370	-	63,370	-	63,370	-	-
Capital	-	-	-	-	-	-	-
Contingency	-	-	415,088	-	-	-	-
<b>Total Uses</b>	<b>235,368</b>	<b>204,092</b>	<b>652,553</b>	<b>244,904</b>	<b>268,247</b>	<b>219,270</b>	<b>256,175</b>
<b>Ending Cash</b>	<b>2,273,176</b>	<b>2,162,146</b>	<b>1,975,414</b>	<b>1,780,842</b>	<b>1,927,302</b>	<b>1,765,772</b>	<b>1,851,724</b>

To: Sunset Empire Transportation District Board of Directors

From: Craig Johnston, Executive Director

Re: Clatsop County Transportation Plan

On May 15, 2024, I met with Jay Blake, Planning Manager for Clatsop County. Mr. Blake plans to apply for a grant to update the Clatsop County Transportation Plan. Mr. Blake and I were both quite perplexed that the 2014 County Transportation Plan had little mention of SETD's services. We both agreed that it would be beneficial for us to work together moving forward to insure that the new Clatsop County Transportation Plan has SETD as an active participant in determining the future needs of Clatsop County. Mr. Blake requested a letter of support for his grant application. I strongly recommend that the Board endorse our support for the grant, which will be beneficial for the County as well as SETD.

Craig Johnston

Executive Director

Sunset Empire Transportation District

.



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

---

May 15, 2024

ODOT Transportation and Growth Management Program  
Salem, OR 97301

To Whom It May Concern,

On behalf of Sunset Empire Transportation District (SETD), I am pleased to offer support to Clatsop County in their grant request to update the Clatsop County Transportation System Plan. The transportation dynamics in Clatsop County have changed dramatically since the plan was last updated in 2014. A new plan would allow the County to account for these changes and plan appropriately for the future.

SETD is excited to be a participant and partner in the process as we are the transportation providers in the community that delivers these services to the citizens of Clatsop County. Unfortunately, the last plan did not adequately reflect a level of cooperation that is needed between all transportation stakeholders to supply services efficiently and cost-effectively. An updated plan utilizing all of Clatsop County's available transportation resources could prove to be beneficial for all the providers in the County.

If there are any questions or if I can provide any other information, please do not hesitate to contact me.

Sincerely,

Craig Johnston  
Executive Director  
Sunset Empire Transportation District  
[cjohnston@ridethebus.org](mailto:cjohnston@ridethebus.org)  
(503)861-5399

NEW BUSINESS

11.a SETD Military Ride for Free- SETD's current Fare Policy states that Military Personnel must be in uniform to ride be able to ride a bus for free. This new amendment will replace the policy requiring a military uniform to be worn to ride a bus for free.

**Military Ride for Free Amendment:** All Military Personnel who have military Identification whether active duty, retired or a veteran will be allowed to ride all SETD buses, use Paratransit services and Dial-A-Ride services fare free and at no charge. SETD drivers and staff will verify that the rider requesting to use services and Ride for Free has a military ID card, a DD-214 form or other military forms identifying military service as pictured below.

Examples of acceptable Military Identification:

THIS IS AN IMPORTANT RECORD SAFEGUARD IT.

1. LAST NAME FIRST NAME MIDDLE NAME		2. SERVICE NUMBER		3. SOCIAL SECURITY NUMBER	
4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS ARMY RA SIG		5a. GRADE, RATE OR RANK SP4		5. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE DAY MONTH YEAR 29 OCT 69	
7. U. S. CITIZEN YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		6. PLACE OF BIRTH (City and State or Country) TEXAS		7. DATE OF BIRTH DAY MONTH YEAR JUN 48	
8a. SELECTIVE SERVICE NUMBER		8. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE		9. DATE INDUCTED DAY MONTH YEAR NA	
11a. TYPE OF TRANSFER OR DISCHARGE TRF TO USAR (SEE 16)		11. STATION OR INSTALLATION AT WHICH EFFECTED FT DIX NJ		12. REASON AND AUTHORITY AR 635-200 GPN 411 EARLY SEP FR 06	
13. LAST DUTY ASSIGNMENT AND MAJOR COMMAND SVC BTRY 2D BR 6TH ARMY USARVN		13a. CHARACTER OF SERVICE HONORABLE		13b. TYPE OF CERTIFICATE ISSUED NONE	
14. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED TRF TO USAR COM GP (REINF) USAAC ST LOUIS MO		14a. TYPE OF TRANSFER RE-1		14b. DATE OF ENTRY DAY MONTH YEAR 31 MAR 70	
15. FORMER TYPE OF RESERVIST (If currently active service other than by reception) DEFERRED 10 APR 73		15a. SOURCE OF ENTRY ENLISTED (Over 18 years) <input checked="" type="checkbox"/> ENLISTED (Under 18 years) <input type="checkbox"/> RECALLED <input type="checkbox"/>		15b. TYPE OF SERVICE DAY MONTH YEAR 3 11 APR 67	
16. PRIOR REGULAR ENLISTMENTS NONE		16a. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE PT-1		16b. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) SPOKANE WASHINGTON	
17. FORMER RECORD OF TYPE OF DUTY INTO ACTIVE SERVICE (Specify AG, CG, OTC, OTC, State and ZIP Code)		17a. STATEMENT OF SERVICE * (1) NET SERVICE THIS PERIOD YEARS MONTHS DAYS 2 11 20 (2) OTHER SERVICE 0 0 0 (3) TOTAL (Sum (1) plus (2)) 2 11 20		17b. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) SPOKANE WASHINGTON 1 9 20	
18. SPECIALTY NUMBER & TITLE 3620 WIRSMAN		18a. DUTY STATION AND OCCUPATION AND GRADE WIRSMAN MAINT		18b. TYPE OF SERVICE * (1) TOTAL (Sum (1) plus (2)) 2 11 20 * (2) FOREIGN AND/OR SEA SERVICE 0 0 0	
19. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED GOOD CONDUCT MEDAL NATIONAL DEFENSE SERVICE MEDAL VIETNAM SERVICE MEDAL SHARPSHOOTER M-16		20. EDUCATION AND TRAINING COMPLETED ATP 21-114 CODE OF CONDUCT C R TWO RYE TWO WIRSMAN 8 WEEK 67		21. NONPAY PERIODS TIME LOST (Specify Day, Month, Year) NA	
22. DAYS ACCRUED LEAVE PAID NA		22a. INCURRING IN FORCE (MIL OR CIVIL) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		22b. AMOUNT OF ALLOTMENT NA	
23. VA CLAIM NUMBER NA		23a. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE X \$50,000 <input type="checkbox"/> \$25,000 <input type="checkbox"/> NONE <input type="checkbox"/>		23b. MONTH ALLOTMENT DISCONTINUED NA	
24. REMARKS BLOOD GP 0 8 YRS ELEM (GDS) USARFAC WIRSMAN 22 OCT 67 - 20 OCT 68 USARVN GERMANY 3 JUN 69 - 5 APR 70		25. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, P.O. County, State and ZIP Code)		25a. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED	
26. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER CPT FA ASST CHIEF EEL BRANCH		26a. SIGNATURE OF OFFICER AUTHORIZED TO SIGN		26b. DATE	

DD FORM 1 JUL 66 214 2



SETD Staff & Board

4/16/24

Thank you for the thoughtful gift of a beautiful hanging flower basket. These flowers have helped me with my recovery!

Sincerely,

Rebecca Read



# SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING  
MAY 2024***





# SUNSET EMPIRE TRANSPORTATION DISTRICT

# EXECUTIVE DIRECTOR REPORT-CRAIG JOHNSTON

## Managing Resources

All STIF, 5310, and 5311 reimbursements have been submitted to ODOT. We should see our reimbursements by the end of this month or early June.

We will begin the RFP process for the procurement of 4 transit vehicles next month. Estimated delivery will be 9-12 months out.

## Leading People

- All staff meeting on Thursday 5/16/2024-Two Employees of the Quarter! Kevin Bauer and Rick Yelton were awarded the honor for their hard work and dedication to the district. Celebration of Cinco De Mayo with lots of good food!
- Congratulate our new Lead Mechanic Alex, he has been instrumental in keeping our entire fleet up and running over the last year!

## Improving the Organization

Roof at the TC has been cleaned and appears to be sound and not in need of immediate repairs. Warrenton roof will be addressed in July.

ODOT has forwarded our Amended STIF plan to PTAC for review. If PTAC approves, it will go the OTC for approval.

## Service Delivery and Operations

Ridership showed a 10% increase last month. We are up 32% since December 2023

Route 15 has restarted.

Incidents at the TC are becoming more frequent



# SUNSET EMPIRE TRANSIT BEGINS SERVICE ON ROUTE 15



RELIABILITY

ACCESIBILITY

EFFICIENCY

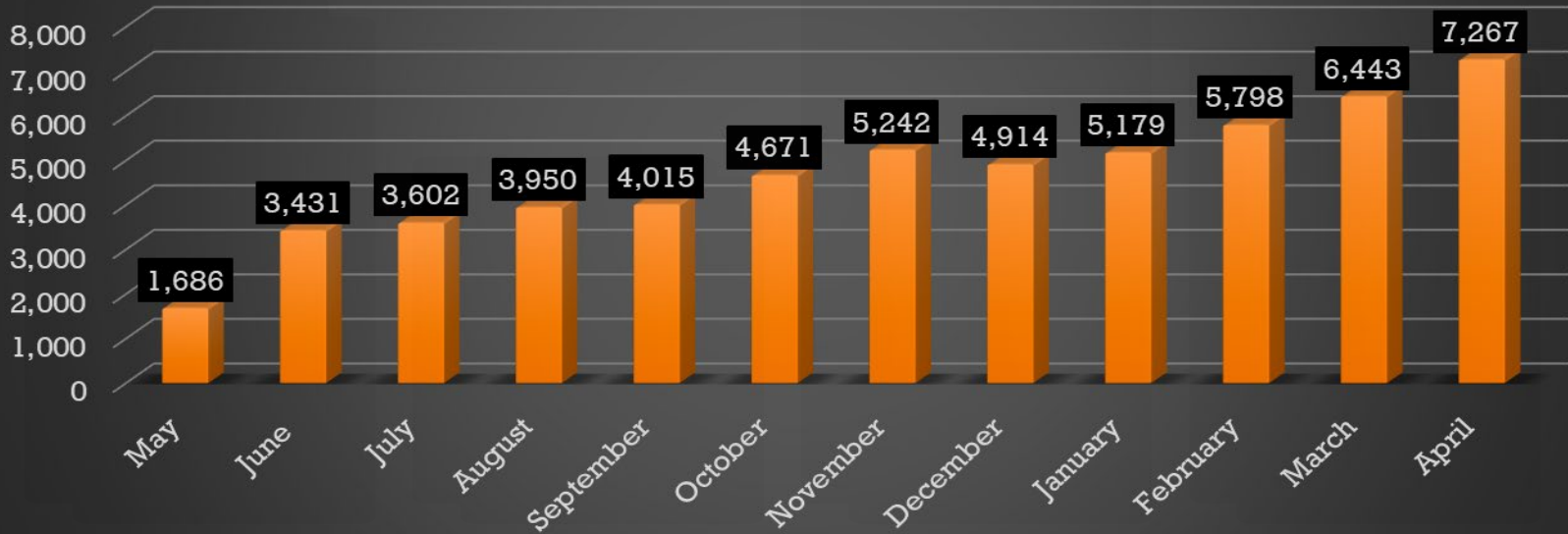
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

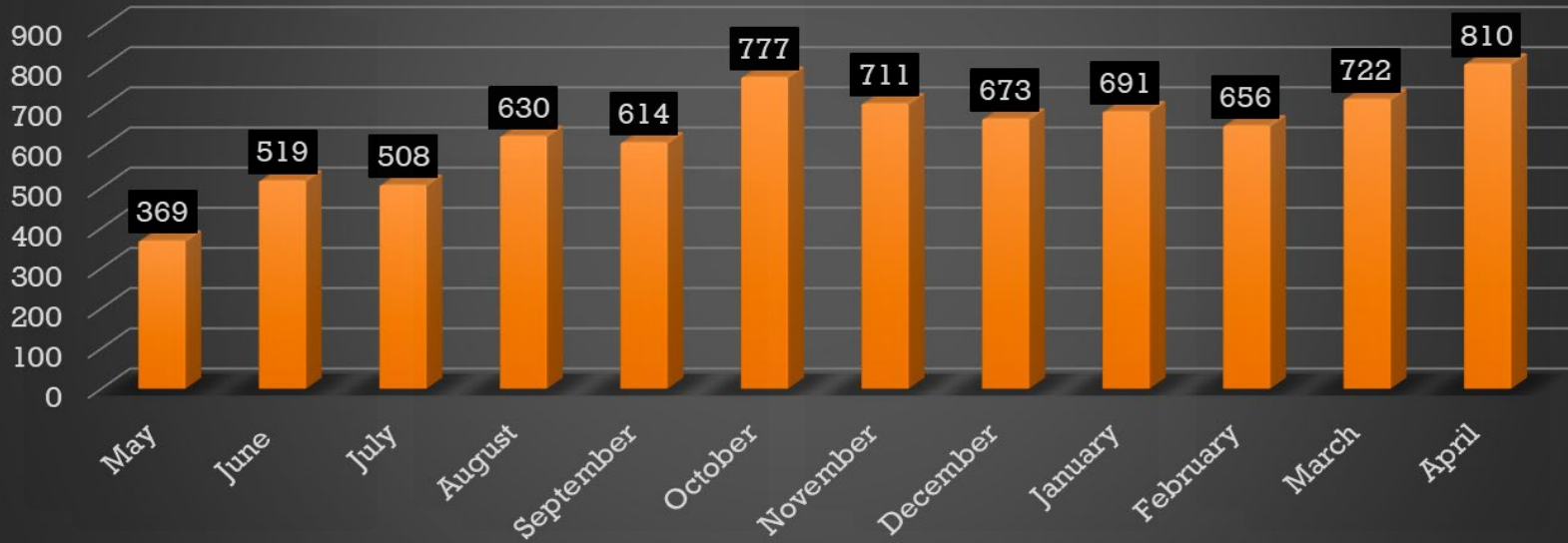
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL PARATRANSIT RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESIBILITY

EFFICIENCY

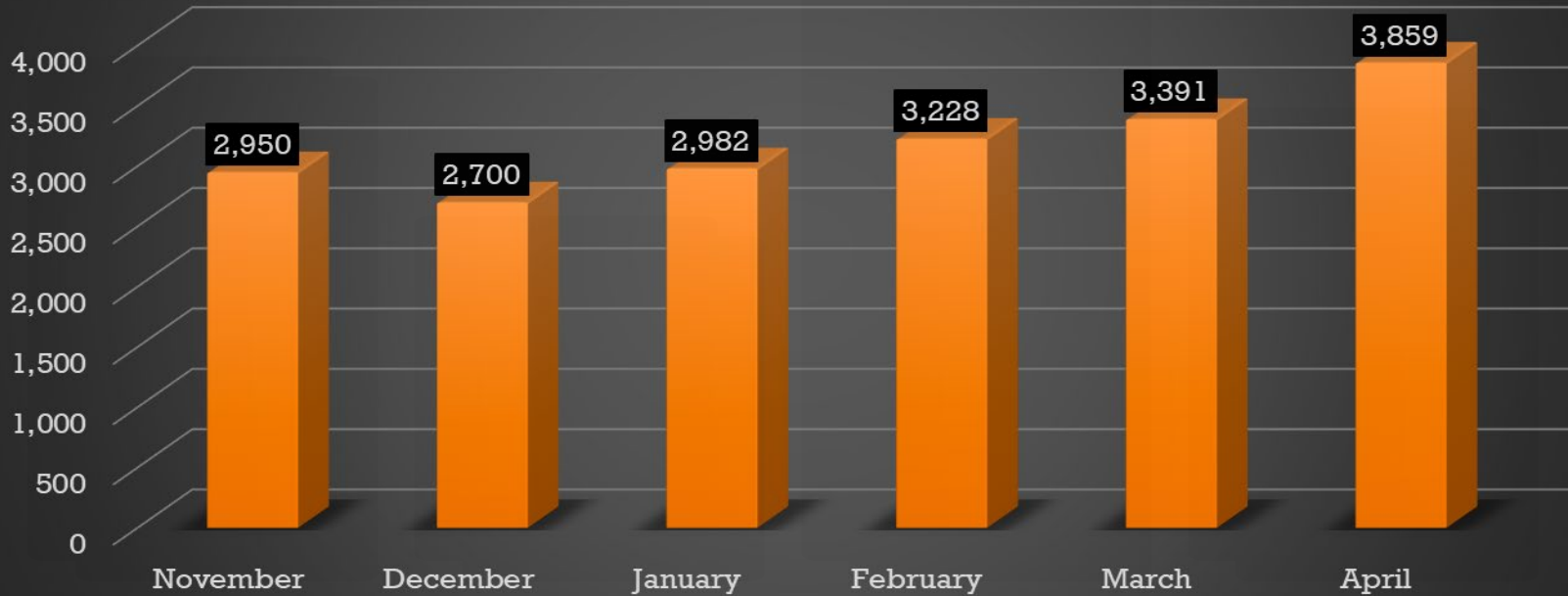
SAFETY

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

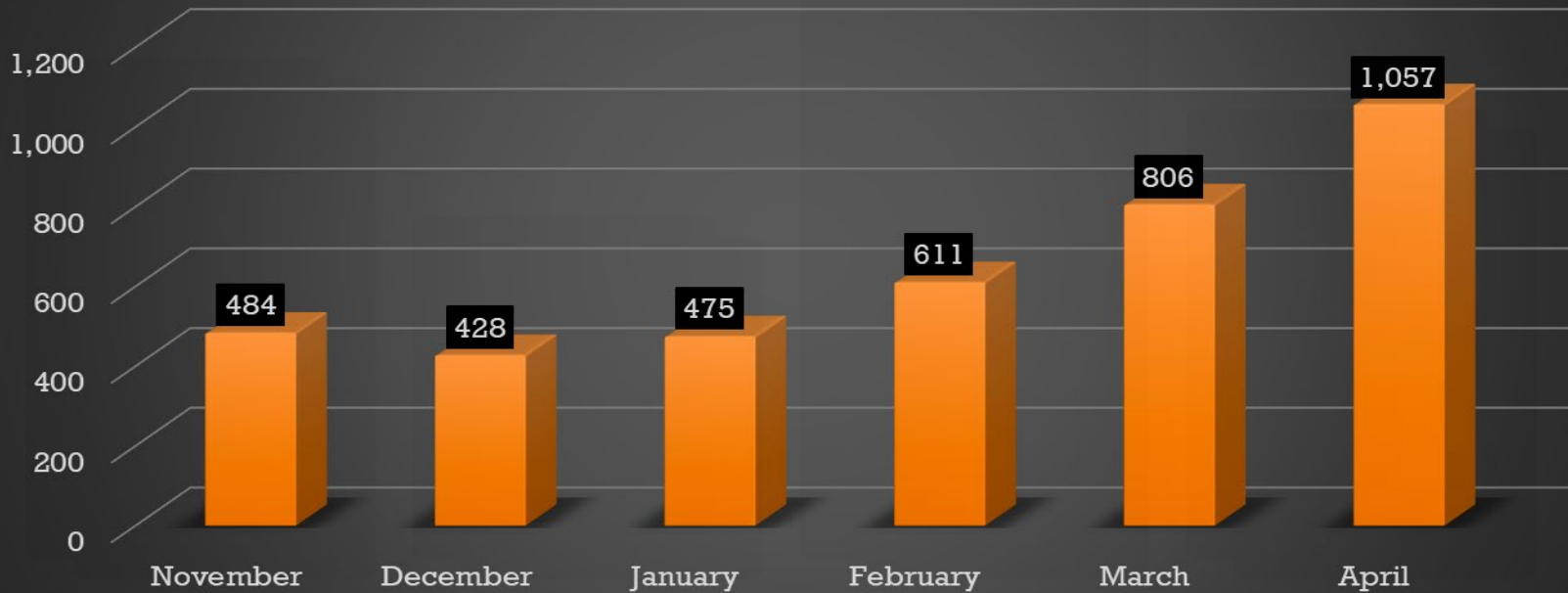
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

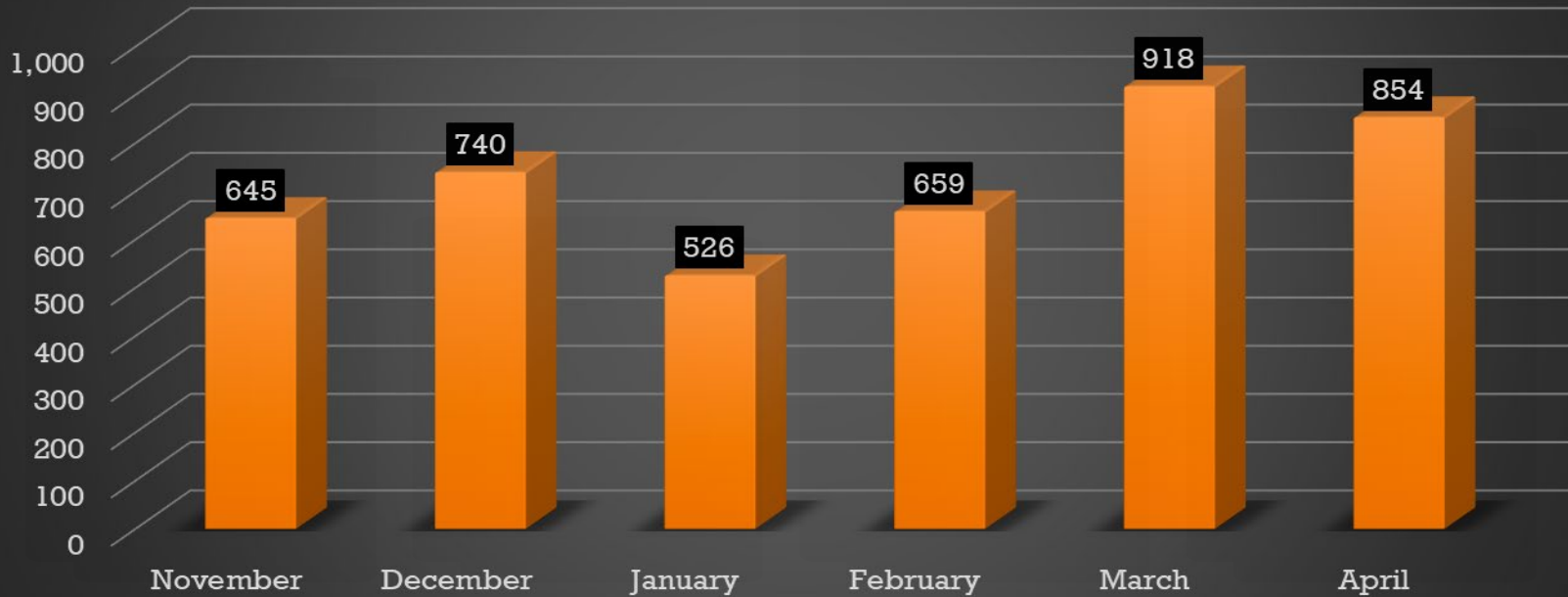
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING





## SUNSET EMPIRE TRANSPORTATION DISTRICT

# CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

### Actions

- Continued work on the SDAO Risk Management findings. Installed a charging cabinet with surge protector for the driver tablets both fixed routes and RideAssist, roof inspections and internal checklists for safety inspections.
- Working with NW Community Alliance and the scheduled bus shelter cleanings throughout the District.

### Meetings-Trainings-Developing

- SDAO Elevate your Districts Social Media Presence. 3 Part Series
- Training on the nwconnector website with MAC
- FTA Drug and Alcohol Training: Post Accident Scenarios

### Improving the Organization

- Looking at the two way radios and tower location for improving communication within the District. 60% of our current radios are over 10 years old.
- Wednesday May 1 we re-instated bus service to Warrenton and Hammond with a few alterations to the original route. We now service the Warrenton Middle School, the Warrenton City Park, more housing and we meet the Route 101 more often.

### Service Delivery and Operations

- Fixed Route ridership continues to increase. There was a 26% increase in quarter three.
- Paratransit remains steady in ridership, but we are increasing in applications monthly. NorthWest Rides is asking SETD to do more rides as they are low on providers.
- The Transit Center roof was cleaned and had minor repairs.



**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

**HUMAN RESOURCES  
OFFICER REPORT-  
SUE FARMER**

**Actions**

- Prepared Open Enrollment documents for all employees informing them of additional coverage and any changes to their health and dental policies.
- Prepared Safety Agenda and Minutes for May
- Prepared employee evaluations for June.
- Prepared notices to Drivers with CDL and Medical CDL expirations.
- Attended scheduled Team Meetings.
- Prepared employee SETD evaluations for disbursement.
- Mobility Prepared a job description and job posting for a Mobility Assistant – Intern. This position was created for a grant that Jason Jones wrote and was awarded.

**Trainings Attended**

- ❖ SDAO – Emergency Preparedness
- ❖ LCHRMA - **Multi-Cultural Market Focus** This topic covered how a company can learn how to respond to the changing demographic needs. This event provided valuable insights and strategies for businesses looking to adapt to the diverse needs of today's market.

**New Hires/Returning Employees**

- On May 1, 2024 SETD was pleased to promote Alex Palacios-Hernandez to the position of Lead Mechanic. Alex has served SETD as a mechanic since August 13, 2021. He has been our ONLY mechanic since May 2023 and takes great pride in keeping the buses in great working order to keep our drivers and passengers safe. Alex was awarded the Employee of the Year for 2022 which was well deserved. The excellence Alex shows as an employee exemplifies who Alex is as a human. We are extremely fortunate to be able to employ and promote Alex!
- Held an employee orientation on May 1, 2024 for returning Bus Driver Daniel Biddle. Daniel earned his CDL B with SETD in the fall of 2022. He returns to SETD from LinCare where he has been working since the layoff. We are very happy to have Daniel return to work for us. His great attitude and work ethic are a huge contributor to SETD's success.

**Workplace Demographics**

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



# EXECUTIVE ASSISTANT REPORT- MARY PARKER

## Community Outreach and Education

- Prepared and distributed announcements for reinstatement of Route 15 to radio, newspaper and local postings.
- Posted announcements and schedules in shelters and businesses in the Warrenton area.
- Rode first ride of Route 15 and gave May Day flowers to riders.
- Set up contract with the Daily Astorian for weekly advertising to be shared with Mobility.
- Met with Graphic Artist to develop updated Logo
- Met with Graphic Artist to develop schedule brochure that will have a map and all schedules in one brochure.

## Board Meetings and Board Assistance

- Prepared Public notices for Budget Meeting
- Prepared Minutes, Agenda and Budget Packs for 1<sup>st</sup> Budget Meeting.
- Set up and managed 1<sup>st</sup> Budget Meeting including providing refreshments etc.
- Set up and managed April Board Meeting held in Seaside
- Prepared Board Minutes for April Board as requested per ODOT.
- Wrote Fare Policy amendment for allowing those with military ID whether active or vets to ride the bus, Paratransit and Dial a Ride for free and not have to be in uniform to do so.
- Prepared Board Pack for May Board Meeting

## SETD Meetings and Trainings

- Attended weekly Team meetings
- Posted meeting announcements on Facebook
- Posted outreach ads on Facebook

- Completed the Executive Director Evaluation process completing forms and instructions and dispersed to Staff and Board.
- Attended Board Policy Meeting and am continuing updating Board policies for the committee.



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# MOBILITY MANAGER REPORT- JASON JONES

## Promote Accessibility

- Helped 2 individuals who used the 15 for the first time.
- Rode the 15 on it's first day to welcome new and or returning riders.
- Held 3 Mobility Connect events where multiple transit communications happened.
- Provided 23 HiViz items to riders during 3 Mobility Connect events.

## Focusing on the Individual

- Completed travel training with 2 individuals.
- Started travel training with 1 individual Astoria area.
- Completed 5 route assessments (2 in Astoria and 3 in Warrenton) and subsequent trip plans.
- Connected with 25 individuals and had a general transit discussion. Held 5 specific discussions that led to potential travel training.

## Improving the Organization

- Applied for and won an SDAO grant for a college-level intern.
- Attended Warrenton High School's family resource night. Stephanie and I spoke to many people and provided Hiviz swag.
- 

## Educate and bring awareness to the community

- Completed a video highlighting the return of the route 15.