



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
FEBRUARY 27, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR**

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Meeting ID: 297 924 142 916

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 THE JANUARY 9TH AND JANUARY 23 BOARD MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - a. EXECUTIVE DIRECTOR RECRUIT UPDATE/TIMELINE
 - b. UPDATE FY 2026 BUDGET MEETING TIMELINE
10. NEW BUSINESS
 - a. APPROVAL OF BRIAN VITALLI APPLICATION: TRANSPORTATION ADVISORY COMMITTEE
 - b. OREGON COAST VISITORS ASSOCIATION SHUTTLE
 - c. APPROVAL OF THE SETD UPDATED DRUG AND ALCOHOL POLICY
 - d. COUNTY SPECIAL DISTRICT ELECTIONS
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

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

2024

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

2024

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
January 23, 2025
Meeting Minutes
10:00 AM**

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called the meeting to order at 10:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Chair Rebecca Read, Secretary/Treasurer Paul Lewicki, Commissioner Debbie Boothe-Schmidt, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Tracy MacDonald and Commissioner Guillermo Romero

Staff- Interim Director Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones

4. CHANGES TO AGENDA (01:27) – None
5. PUBLIC COMMENT- None
6. APPROVAL OF DECEMBER 5TH AND 30TH BOARD MINUTES- (03:31).

Debbie Boothe-Schmidt moved to approve the December 5th and December 30th Board meeting minutes.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria asked if anyone had sent any kind of thank you to Providence Seaside for the grant. Chair Reed said she will investigate that.

Minutes approved by Roll Call Vote.

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

Aye 7

Nay 0

Motion passed unanimously

7. COMMISSIONER REPORTS- (05:47) Chair Read reported she is the Recruiting Committee chair and has been busy working on that with George Dunkel. Commissioner Lewicki said he just wanted board to know he will need to leave early today. Commissioner Withers thanked Commissioner Read for stepping up like a trooper and thanked Commissioner Boothe-Schmidt for stepping into the Interim Executive Director job as well. Commissioner Boothe-Schmidt thanked everyone for being at the meeting today.
8. FINANCIAL REPORT- (08:38) Kelly reported that she and Paul had finally worked out the problems with Paul assessing the financial statements. Kelly said this was resolved by giving Paul an online view-only access to the statements. Paul said he probably sees the reports before Kelly gets them in the mail. Kelly also reported that they now have access to the LGIP account which they did not have before. Kelly thanked everyone that had gone to the

bank and signed the updated bank cards. Kelly explained the changes in capital expenses is due to the delay in the expected delivery date of our new buses, which is affecting the cash flow projections. Kelly said that the buses delivery date could be delayed again. Kelly also reported that she had submitted the STIF plan that the TAC had recommended to the Board. Commissioner Alegria stated that the professional services money is used up and we may need to take money from somewhere, so where would that be? Kelly said technically we are within the budget, since we don't have to line out our budget. Kelly said our budget is Personnel Services, Material and Services and Capital Outlay and if we are within our material and services, we are within budget, and we are within law. Commissioner Alegria said we are looking at \$19,000. Kelly asked if Commissioner Alegria was referring to the invoice we are going to be talking about later? Alegria said yes. Kelly said that the \$19,000 will go in as training and the other part will go as professional services. Commissioner Alegria asked if that is considered as time goes by. Kelley said she and Interim Executive Director Boothe-Schmidt had looked at where we are, and we are within budget. Kelly said if we continue to follow within budget, we should be good to the end of the year. Kelly said we budgeted \$20,000 for the legal counsel so we'll see what comes in but if it comes to a point where we're going to be over enough, we can look at doing a supplemental budget we would have to look at taking contingency if necessary. Chair Read asked that the financials be entered into the record.

9. CONTINUED BUSINESS-

- a. SDAO EXECITVE DIRECTOR RECRUITMENT UPDATE- (15:18)- Commissioner Lewicki reported that the recruitment committee has met twice. At the first meeting the committee discussed what we were setting out to do and elected Rebecca as chairperson. At the second meeting we met George Dunkel from special districts and let him know where we were and what our thoughts were going forward, which included our thoughts about the panel, the timeline and the venue and our thoughts about the questions that would be answered. Commissioner Lewicki said the committee does not have a mission statement and we really didn't get anything in writing as far as a charter for the committee. Commissioner Lewicki said it was our intention to bring our recommendations to the board for their approval, but I don't know that we are at that point yet. Commissioner Lewicki said where we do stand at this point is that we have asked special districts to consider changing our format from last year and only having one panel with 4 or five individuals which would not include special districts, so George will facilitate but he is not going to be on the panel. Commissioner Lewicki said we are looking at a board member, a city or county official, possibly somebody from operations here at the district and an HR person from a major organization within the county who can give us expertise in HR. Lewicki said we provided a list of names that might be considered for the panel. Commissioner Lewicki said he had thought we might be able to have the whole process here as we had in the past but special district's recommended, we pick a menu off site. Mary said is looking into that. As far as the rest of the process, special districts will look at the applications received and weed out those that do not meet the qualifications and narrow it down to around 5 candidates. There will be a Meet and Greet the day before the interviews. The interviews will be set up to address each of the candidates. The panel will come up with 2 finalists and the whole board will have an opportunity to interview the finalists. Paul said the timeline is being modified but the meet and greet and interviews are scheduled for March 16th and 17th and the board will announce their decision at the March board meeting. Chair Read said this is a work in progress and said she thinks George is doing a great job and she feels very confident in the work he has been doing. He is contracted to do these things, and he is very good at what he does. Chair Read we are trying to simplify the process a little bit and not present the applicants with a bunch of meaningless questions. We're trying to drill down to who these people are and who would be the best person to serve us who has good strong managerial skills and is a visionary person, you know, those big-ticket items that are going to really serve through the years. Mary said the meet and greet will be here at the transit center on March 16th. Commissioner Lewicki said he wanted to amplify one point because he hopes the board feels the same way that the committee has made a focus on a candidate who can address the type of team building effort that we have witnessed in the last year or so among staff. I go back to some of the team when I was in operations and some of those things, problems existed even before I took that position and it's kind of been a problem that the district has faced all along, that there are divisions among the different groups on staff. So we need a candidate who brings the skill to be able to build a team, lead a team and motivate a team of leaders working together

more so that we need somebody who can define a buss route or some of these other transit technical things. So Lewicki said we're looking for a candidate with character, a candidate with managerial skills and leadership ability in managing people and in leading managers and hope the board agrees with that.

10. NEW BUSINESS

- a. FISCAL YEAR 2026 BUDGET CALENDAR- Mary asked staff and Board to look at their schedules and determine what dates will work for the upcoming Budget training and Budget meetings.

BUDGET MEETING DATES FOR FY 2026:

Training April 24th 12 to 2, Meeting #1 May 8th 10 to 2, Meeting #2 May 22nd 12 to 2 pm, Meeting #3 June 12th 10 to 12

- b. APPROVAL OF 2024 ISLER AUDITOR CONTRACT- Kelly explained that the audit agreement is different this year. It used to be that the director or the financial officer signed the audit contract, however now someone from the governing body and the financial officer are required to sign the contract. Kelly said we decided to bring it to the board meeting and have the board chair sign it.

Commissioner Debbie Boothe-Schmidt moved to approve the Isler Audit Contract for 2024 and authorize the Board Chair sign it

Commissioner MacDonald seconded the motion

Discussion- None

Roll Call

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

7 Aye

0 Nay

Motion passed unanimously

- c. HR ANSWERS INVOICE APPROVAL- Interim Executive Director Boothe-Schmidt explained that the first invoice from HR answers was for investigations and other things. This invoice from HR Answers is for staff training that has been provided and for a debriefing for staff SETD concerning the 2023 closure, 21 months ago. Boothe-Schmidt added there was also an incident in the transit center that I and several others thinks staff needs a debriefing offered for it. Commissioner Alegria asked about incorporating something like this in the Strategic Plan and the Emergency Plan. Boothe -Schmidt said yes it would be good to do that. We have got the emergency plan on the Safety Committee agenda to update and there are a lot of things on the list that need to be updated too.

Boothe-Schmidt said this invoice was lost until HR Answers called and asked about it being paid.

Commissioner Lewicki said he was concerned that an invoice can go someplace besides finance. Lewicki said he did not know if an investigation is being done but he thought that this issue has come up before and he thought that this might have been the time the ap@ridethebus was implemented. Commissioner Lewicki said this is the time that we should send out a letter to all our vendors saying all invoices need to be addressed to AP, because you know this could really bite us again. Kelly said the previous invoices she had received from HR answers on had gone to SETD HR and been passed along to me. Kelly said the email that she received from HR Answers when she received this statement confirmed they had been sending the statements to Craig and had received a response from him, Kelly said she does not know where that changed. Kelly has requested invoices be sent to AP so that the director, Victoria and herself get them, but Kelly said she knows of other invoices that have gone to individuals, and we are working to get that changed. Commissioner Lewicki said we have a new director coming on so we ought to make

sure that he or she knows the backstory and that we maintain this internal control and enforce it, because we're exposed if those invoices can go someplace else.

Commissioner MacDonald moved to pay the 2 invoices from HR answers of \$500 and \$19,785.57

Commissioner Withers seconded the motion

Discussion- Mary said our policy on mail is the Executive Assistant opens, and date stamps all mail. Then it is taken to the Executive Director to sign and then it is distributed. Mary said this does not happen with any emailed invoices and it should. I have asked about it before, but we have no way of knowing who receives emailed invoices. Interim Director Boothe-Schmidt said she has seen invoices from many vendors that do not go through AP. There was further discussion and suggestions about sending out a blanket email to vendors instructing them to use the AP

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

7 Aye

0 Nay

Motion passed by roll call vote

d. APPROVAL CONTRACT FOR RUST MITIGATION IN ELEVATOR

Jennifer explained that we had our seismic test done which is a new test that Oregon requires, and we passed. We also had our annual Centric elevator inspection completed for 2024, and they reported that the rust damage is quite extensive. Centric has submitted a proposal to repair the rust damage for \$12,675. They submitted the pictures that you have seen. Centric said that the rust condition will not affect the operation or cause a safety concern and certified that it is safe at this time. Staff is asking for approval of the proposal so these repairs can be scheduled.

Commissioner MacDonald moved to approve the proposal to repair

Commissioner Romero seconded the motion

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

7- Aye

0 Nay

Motion passed

11. CORROSPONDENCE- (1:03:04) None

12. EXECUTIVE DIRECTOR REPORT- Interim Executive Director Boothe-Schmidt gave an overview of what she has been doing the past month.

13. LEADERSHIP TEAM REPORTS- Team members reviewed their monthly reports included in the Board Pack

14. ADJOURNMENT

Chair Read adjourned the meeting at 11:46 AM

Mary Parker, Recording Secretary

Secretary/Treasurer Paul Lewicki

DRAFT



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING AND EXECUTIVE SESSION
JANUARY 9, 2025 10:00 AM
MEETING MINUTES

1. CALL TO ORDER: Chair Rebecca Read called the meeting to order at 10:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Rebecca Read, Pamela Alegria, Secretary/Treasurer Paul Lewicki, Commissioner Charles Withers, Commissioner Tracy MacDonald and Commissioner Guillermo Romero

Staff- Interim Executive Director Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones
 Attending: Matt Mulmsheimer

4. CHANGES TO AGENDA (01:27) – An update on changes to Homeless Connect and Rider Appreciation Day was added to agenda
5. PUBLIC COMMENT- None
6. NEW BUSINESS
 - a. EXECUTIVE SESSION- ORS 192.660 (2)(f) Information or Records that are Exempt from Disclosure.

Chair Rebecca Read closed the regular meeting and opened the Executive Session.
 Chair Rebecca Read closed the Executive Session and opened the regular Board Meeting

Chair Read moved to approve the severance agreement with Sue Farmer that includes a payment of five months' salary totaling \$24,776.95, and three-month's benefits totaling \$4131.51 with terms accepted by both parties for a total cost of \$28,908.46.

Motion seconded by Commissioner Romero

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 unanimously

b. Approval of STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF Formula) STIF Grant Application Resolution-2025-01. (03:35)

Financial Officer Kelly Smith reported that she had met with the Transportation Advisory Committee yesterday and had a great meeting. Kelley explained this plan is the same as the one that Paul and I rewrote when we came back from the shutdown, only the funding is a little less this time. Kelly reviewed the plan saying the first project is the FTA 5310 which will fund fixed route service, preventative maintenance, and Mobility Management for 2 years and it is the match funds for that grant. Then we have match funds for 5311 which will fund operations, preventative maintenance and administration including daily tasks and future planning and we are still in the planning process of the new accounting system. Kelly said next we have the debt service for our loan to get paid off. Kelly said you will see that in 2027 the amount owed is much less than it is in 2026 which is due to the additional funding that SETD will receive this fiscal year from STIF that she is planning on using to make a balloon payment on the loan with.

Chair Read made a motion to accept the recommendation as presented

Commissioner MacDonald seconded the motion

Kelly said I believe we have a Board Resolution we need to use for approving this.

Mary said she had not printed it out and would do so.

Chair Read withdrew her motion

Commissioner MacDonald withdrew his second.

Chair Read read SETD Resolution 2025-01:

Therefore be it resolved by the Board of Commissioners of the Sunset Empire Transportation District that we approve the Statewide Transportation Improvement Fund staff projects and the priority rankings as recommended by the Transportation Advisory Committee.

Commissioner Lewicki seconded the motion

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

7 Aye

0 Nay

Motion passed unanimously

c. HOMELESS CONNECT/RIDER APPRECIATION CHANGES- (09:48)

Jennifer reported that for many years SETD has had a booth and participated in the Clatsop Community Action Homeless Connect event at the Seaside Convention Center by offering public transit information, tickets and free bus rides to the event. Jennifer also reported that on the same day, SETD has been holding their annual Rider Appreciation Day and offering the public free rides, refreshments, gifts and drawings for prizes and partnering with Clatsop Community Action by promoting and sharing signage about both events.

Jennifer said staff is asking to separate these two events so they can be done separately, and staff can concentrate on each function. The Homeless Connect is held at the end of January each year and Jennifer say staff would like to begin doing the Rider Appreciation Day on Sunset Empire Transportation anniversary on March 24th each year.

Commissioner Boothe-Schmidt moved to approve separating the Homeless Connect and the Rider Appreciation events

Commissioner Romero seconded the motion
Motion passed unanimously

- d. Commissioner Lewicki said he had two things he wanted to bring up. #1 is that the parking lot lights are still burning 24 hours a day and if we can't do anything else we should be able to turn off the breaker switch in the morning and then turn it on again at night.
Commissioner Lewicki also said the other thing is when I was signing the signature card there was an issue because the minutes were not approved and signed. There was discussion about who's signature should be on the approved Board of Commissioners minutes. Paul said there was a signature block for Mary, on the minutes but I was under the impression that the Secretary Treasurer of the Board was to sign minutes. The other Board members agreed that the Secretary Treasurer of the Board should sign the approved minutes.

ADJOURNMENT-The meeting was adjourned at 11:10 AM

Paul Lewicki, Secretary Treasurer

Minutes submitted by Mary Parker Executive Assistant

Sunset Empire Transportation District

Available Balances as of 02/20/2025 (Cash on Hand)	
General Checking:	\$ 11,604.29
Payroll Account:	\$ 1,534.65
LGIP:	\$ 807,402.06
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 497,307.78
Contingency:	\$ 926,371.42
Total Funds Available:	\$ 2,445,881.77

Statement of Activity Exceptions:	
8000-Audit:	Finish FY23 & Start FY24
8001-Prof Services:	Interim Director
8031-Online Sub/IT Services:	Tower Service
8060-Travel/Training:	HR Answers Training
8170-Fuel:	Prices
9040-Debt Service & Int Fees:	Budgeted for Feb

Monthly (Actual & Projected) Expenditures:	
AP Week of 02/10/2025 **Funds are already removed from above numbers**	\$ 62,667.07
PROJECTED AP Week of 02/24/2025	\$ 66,000.00
Payroll 02/07/2025 w/Taxes **Funds are already removed from above numbers**	\$ 59,209.97
Payroll Week of 02/21/2025 **Funds are already removed from above numbers**	\$ 61,741.72
Total Expenditures:	\$ 249,618.76

ODOT Grants				
Grant #	Total	Amt Used		Amt Remaining
5311	\$ 1,550,045.00	\$ 752,783.00	\$	797,262.00
5310	\$ 323,187.00	\$ 119,349.00	\$	203,838.00
5339	\$ 612,000.00	\$ -	\$	612,000.00

Reimbursements Requested			
Grant #	Date Req	Amount	Date Received
5311	2/18/2025	\$ 83,245.00	
5310	2/18/2025	\$ 38,313.00	
5339	N/A	\$ -	

OTIB Loan 11/01/2024	
Total w/Intereset & Fees:	\$1,040,443.83
Interest Payment:	\$41,129.21
Principle Payment:	\$384,808.93
Balance Due:	\$614,505.69

Follow-up:

**Profit & Loss Budget Performance
January 31, 2025**

Month 7 = 58% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Income</u>								
4010 FIXED ROUTE FARES	6,823.75	3,650.00	3,173.75	53,125.00	25,700.00	27,425.00	44,000.00	120.74%
4022 PARATRANSIT FARES	1,398.00	1,750.00	(352.00)	12,053.25	12,250.00	(196.75)	21,000.00	57.40%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	1,161.00	(1,161.00)	2,000.00	0.00%
4110 NW NAVIGATOR	296.66	300.00	(3.34)	2,789.20	1,550.00	1,239.20	2,675.00	104.27%
4130 OTHER-VENDING	0.00	125.00	(125.00)	177.45	225.00	(47.55)	325.00	54.60%
4205 PROPERTY TAXES	40,510.15	25,000.00	15,510.15	1,154,398.95	1,158,000.00	(3,601.05)	1,300,000.00	88.80%
4206 PRIOR YEAR TAXES	1,677.36	750.00	927.36	13,175.10	13,550.00	(374.90)	17,300.00	76.16%
4207 PROPERTY TAX INTEREST	190.93	100.00	90.93	885.53	700.00	185.53	1,200.00	73.79%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	152.54	0.00	152.54	0.00	0.00%
4310 TIMBER SALES	0.00	0.00	0.00	131,971.77	108,000.00	23,971.77	165,000.00	79.98%
4315 MASS TRANSIT ASSESSMENT	31,107.34	20,000.00	11,107.34	93,398.98	80,000.00	13,398.98	115,000.00	81.22%
4410 BILLBOARD LEASE	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4420 PARKING SPACE LEASE	380.00	760.00	(380.00)	4,932.28	5,320.00	(387.72)	9,120.00	54.08%
4425 CHARGING STATION	0.00	75.00	(75.00)	407.09	150.00	257.09	180.00	226.16%
4505 INTEREST EARNED ON BANK ACCT	5,747.34	1,667.00	4,080.34	35,915.07	11,669.00	24,246.07	20,000.00	179.58%
4605 OTHER INCOME	29.40	0.00	29.40	2,253.58	935.00	1,318.58	2,500.00	90.14%
5203 OREGON STIF FUNDS-FORMULA	244,067.00	0.00	244,067.00	702,907.00	513,508.00	189,399.00	1,047,017.00	67.13%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	83,245.00	387,000.00	(303,755.00)	775,022.00	10.74%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	38,313.00	80,800.00	(42,487.00)	161,594.00	23.71%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Income	333,427.93	55,543.00	277,884.93	2,331,300.79	2,401,718.00	(70,417.21)	4,405,133.00	52.92%

Expenses

6010 WAGES	141,089.08	170,417.00	29,327.92	973,570.82	1,162,919.00	189,348.18	1,975,000.00	49.29%
6111 TAXES	16,871.76	26,575.00	9,703.24	115,750.55	186,025.00	70,274.45	319,000.00	36.29%
6210 BENEFITS	29,885.09	47,375.00	17,489.91	234,749.86	331,625.00	96,875.14	570,000.00	41.18%
SUB TOTAL WAGES/TAXES/BENEFITS	187,845.93	244,367.00	56,521.07	1,324,071.23	1,680,569.00	356,497.77	2,864,000.00	46.23%
8000 AUDIT	17,000.00	13,000.00	(4,000.00)	23,000.00	20,000.00	(3,000.00)	35,000.00	65.71%
8001 PROFESSIONAL SERVICES	9,009.50	825.00	(8,184.50)	25,635.50	5,825.00	(19,810.50)	10,000.00	256.36%
8002 LEGAL COUNSEL	0.00	1,625.00	1,625.00	1,050.00	11,625.00	10,575.00	20,000.00	5.25%
8003 BANK/MERCHANT FEES	207.10	175.00	(32.10)	1,063.75	1,175.00	111.25	2,000.00	53.19%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	1,515.70	1,631.00	115.30	2,800.00	54.13%
8015 COMP/FURNITURE/DURABLE GOODS	2,031.15	3,750.00	1,718.85	7,632.67	15,150.00	7,517.33	20,000.00	38.16%
8020 B&M	7,420.49	10,417.00	2,996.51	47,496.39	72,919.00	25,422.61	125,000.00	38.00%
8023 BUILDING LEASE	173.00	145.00	(28.00)	1,369.00	995.00	(374.00)	1,700.00	80.53%
8031 ONLINE SUB/IT SERVICES	15,509.59	11,300.00	(4,209.59)	51,135.68	64,450.00	13,314.32	112,000.00	45.66%
8040 TELEPHONE/INTERNET	2,545.02	2,500.00	(45.02)	19,374.57	17,500.00	(1,874.57)	30,000.00	64.58%
8041 UTILITIES	3,249.31	3,170.00	(79.31)	19,735.95	19,090.00	(645.95)	33,000.00	59.81%
8050 HR/EMPLOYEE RECOGNITION	259.43	1,040.00	780.57	9,987.77	16,780.00	6,792.23	22,000.00	45.40%
8060 TRAVEL/TRAINING	20,825.57	10,450.00	(10,375.57)	24,817.87	20,750.00	(4,067.87)	30,000.00	82.73%
8076 ELECTION FEES	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
8080 OUTREACH/PRINTING	1,052.71	3,500.00	2,447.29	10,193.32	30,000.00	19,806.68	50,000.00	20.39%
8090 DUES, SUBSCRIPTIONS	1,286.11	1,000.00	(286.11)	7,258.18	24,200.00	16,941.82	30,000.00	24.19%
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	7,500.00	4,500.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	221.34	150.00	(71.34)	275.91	1,175.00	899.09	2,000.00	13.80%
8100 INSURANCE	5,933.17	37,875.00	31,941.83	44,395.67	96,625.00	52,229.33	126,000.00	35.23%
8105 UNINSURED LOSS	0.00	1,650.00	1,650.00	4,100.92	11,650.00	7,549.08	20,000.00	20.50%
8110 LEGAL ADS	0.00	0.00	0.00	197.48	0.00	(197.48)	1,000.00	19.75%
8112 MEETING EXPENSE	86.46	150.00	63.54	208.62	1,150.00	941.38	2,000.00	10.43%
8116 OFFICE SUPPLIES	998.66	1,025.00	26.34	5,683.04	7,025.00	1,341.96	12,000.00	47.36%
8170 FUEL	11,797.21	9,600.00	(2,197.21)	84,798.21	67,100.00	(17,698.21)	115,000.00	73.74%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	7,995.10	9,625.00	1,629.90	58,013.44	74,075.00	16,061.56	111,500.00	52.03%
SUB TOTAL MATERIALS/SERVICES	107,802.72	123,205.00	15,402.28	451,939.64	598,390.00	146,450.36	938,000.00	48.18%

9040 DEBT SERVICE & INT FEES	63,370.00	0.00	(63,370.00)	190,110.00	126,740.00	(63,370.00)	479,000.00	39.69%
1025 CAPITAL RESERVE FUND	100,000.00	100,000.00	0.00	100,000.00	100,000.00	0.00	100,000.00	100.00%
9200 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
9210 CONTINGENCY	0.00	0.00	0.00	500,000.00	0.00	500,000.00	500,000.00	100.00%
Total Expenses	459,018.65	467,572.00	8,553.35	2,566,120.87	2,505,699.00	939,578.13	5,601,000.00	45.82%

359018.65

Consolidated Balance Sheet
January 31, 2025

This Year

Assets

1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	83,663.26
1030 LGIP - GENERAL FUND	867,402.06
1040 PAYROLL ACCOUNT LC BANK	61,165.91
1055 STIF LC BANK	564,859.65
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	926,406.42
1095 CASH RECEIPTS CLEARING SYSTEM	428.49
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(9,886.50)
1250 PROPERTY TAX RECEIVABLES	105,885.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1425 PREPAID WORK COMP	(40,624.60)
Total Assets	<u>2,758,409.34</u>

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	85,011.45
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	263,046.32
2059 CREDIT CARD PAYMENT CLEARING	(259,097.79)
2060 PAYABLE TO NWN	(3,415.28)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	2.00
2100 ACCRUED LABOR SYSTEM	(38,227.11)
2705 DEFERRED REVENUE	63,394.00
2805 ODOT LOAN	275,000.00
Total Liabilities	<u>385,372.14</u>
3000 FUND BALANCE	1,966,555.10
Change in Net Assets	<u>365,179.92</u>
Total Net Assets	<u>2,331,735.02</u>
Total Liabilities and Net Assets	<u><u>2,717,107.16</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 01/31/2025

<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	10/01/2024	1988	9/01/2024	Sep 2024 Parking Space #12	0.00	0.00	0.00	47.50	47.50
[6494] ANGI WILDT GALLERY	10/31/2024	1997	10/01/2024	Oct 2024 Parking Space #12	0.00	0.00	0.00	47.50	47.50
[6494] ANGI WILDT GALLERY	12/01/2024	2007	11/01/2024	Nov 2024 Parking Space #12	0.00	0.00	47.50	0.00	47.50
[6494] ANGI WILDT GALLERY	12/31/2024	2040	12/01/2024	Dec 2024 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	10/31/2024	1999	10/01/2024	Oct 2024 Parking-Space #10	0.00	0.00	0.00	47.50	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/30/2024	2016	9/30/2024	Sep 2024 Bus Passes	0.00	0.00	0.00	100.00	100.00
[6414] WEST COAST ARTISANS	11/25/2024	2026	11/25/2024	Invoices 2011, 2025	0.00	0.00	0.00	(2.00)	(2.00)
Total					0.00	47.50	47.50	240.50	335.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 01/31/2025

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6603] FIRST-CITIZENS BANK & TRUST CO									
1/20/2025	46387556	2/10/2025	12/21/2024-01/20/2025 - COPIER LEASE ASTORIA	223.14	223.14	223.14	0.00	0.00	0.00
[6389] GILLIG LCC									
1/29/2025	41267758	2/12/2024	1 SWITCH ASM, PROX, 1 SWITCH, LIMIT -PM Bus #	334.65	334.65	0.00	0.00	0.00	334.65
[6148] NW NATURAL									
1/18/2025	770728-4 01222025	2/12/2025	12/19-01/22/2025 -GAS SRV - OPS	274.82	274.82	274.82	0.00	0.00	0.00
[6172] O'REILLY AUTOMOTIVE, INC									
1/24/2025	3920 392926	2/12/2025	SHF TBE DMPR -PM Bus #	16.55	16.55	16.55	0.00	0.00	0.00
1/27/2025	3920 393302	2/12/2025	2 OESPECTRUM -PM Bus #	133.00	133.00	133.00	0.00	0.00	0.00
1/27/2025	3920 393303	2/12/2025	THRT BODY -PM Bus #	98.88	98.88	98.88	0.00	0.00	0.00
1/29/2025	3920 393584	2/12/2025	BRACKETED CAL & CORE CHARGE (\$60.00) -PM Bus #	118.23	118.23	118.23	0.00	0.00	0.00
[6226] VAN DUSEN BEVERAGES, INC									
1/31/2025	SO 2083713XXX0	2/12/2025	01/01-01/31/2025 -WATER SRV (# OF BOTTLES =)	16.00	16.00	16.00	0.00	0.00	0.00
1/31/2025	SO 2083716193	2/12/2025	01/01-01/31/2024 -2 COOLER RENTAL (@ \$14.50)	29.00	29.00	29.00	0.00	0.00	0.00
[6227] VERIZON BUSINESS									
1/18/2025	6103939749	2/12/2025	12/19/2024-01/18/2025 - CELLPHONE & TABLET SRV	705.16	705.16	705.16	0.00	0.00	0.00
Report Total				1,949.43	1,949.43	1,614.78	0.00	0.00	334.65

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 01/31/2025

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23529	1/14/2025	[6193] SDIS - Invoices 2024-26, 2024-27	BENEFITS MEDICAL SDIS	31247.59	31,247.59
23531	1/14/2025	[6237] WILCOX + FLEGEL - 12/01-12/31/2024 - FUEL	FUEL	64.67	10,845.49
		FUEL SRV	FUEL	1649.30	
			FUEL	9105.68	
			FUEL	25.84	
23537	1/29/2025	[6042] CENTRIC ELEVATOR CORPORATION OF OREGON - ELEVATOR REPAIR & LABOR -TC	B&M GENERAL	6337.5	6,337.50
23542	1/29/2025	[6114] HR ANSWERS, INC - Invoices 106935, 107161	PROFESSIONAL SERVICES TRAINING	500.00 19785.57	20,285.57
23544	1/29/2025	[6259] ISLER CPA - AUDIT FYO -06/2024	AUDIT	6000	6,000.00
Total Checks					74,716.15

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

Run: 2/20/2025 @ 3:14 PM

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Closing Balance from Previous Statement.....	1/08/2025	-2,174.86
0 Deposits and Other Additions Totaling.....		0.00
34 Checks and Other Withdrawals Totaling.....		4,143.88
1 Adjustments Totaling.....		2,174.86
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	2/05/2025	-4,143.88
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	2/05/2025	-246,461.19
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-246,461.19

Date	Check	To	Check Description	Amount
✓ 1/08/2025	0002125	WALMART	JONES -BROCHURES STORAGE - ED/OUTREACH, MM	17.92
✓ 1/09/2025	0002125	CHEFSTORE	JONES -POPCORN & BAGS, COFFEE, CUPS -OPS	56.26
✓ 1/09/2025	0008684	SAFEGWAY	PARKER -OJ, COFFEE MATE -Board Meeting	19.48
✓ 1/12/2025	0002125	MOTION ARRAY	JONES -12/13/2024-01/12/2025 -VIDEO, AUDIO SOFTWARE SUBSCRIPT -MM	29.99
✓ 1/14/2025	0001365	AMAZON	GEISLER -SELF INKING STAMP -OPS	13.99
✓ 1/14/2025	0001365	AMAZON	GEISLER -FACIAL TISSUE, STAPLES, COMPRESSED AIR DUSTER -OPS	29.02
✓ 1/14/2025	0001365	AMAZON	GEISLER -SECURITY ENVELOPES -OPS	14.36
✓ 1/14/2025	0002125	AMAZON	JONES -HIVIZ SAFETY VESTS - ED/OUTREACH, MM	118.99
✓ 1/14/2025	0002125	AMAZON	JONES -HOMELESS CARE PACKAGE (BEANIE, GLOVES, SOCKS, SCARVES) - ED/OUTREACH, MM	118.99
✓ 1/15/2025	0002125	AMAZON	JONES -HIVIZ DRAWSTRING BAGS - ED/OUTREACH, MM	129.90
✓ 1/16/2025	0002125	AMAZON	JONES -EARBUDS, EARPHONES, HEADPHONES -ED/OUTREACH, MM	130.02
✓ 1/16/2025	0002125	AMAZON	JONES -LED HEADLIGHT, FLASHLIGHT (PRIZE) -ED/OUTREACH, MM	39.98
✓ 1/16/2025	0008684	ADOBE, INC	PARKER -12/17/2024-01/16/2025 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 1/17/2025	0001365	USPS	GEISLER -STAMPS -OP	73.00
✓ 1/17/2025	0002125	AMAZON	JONES -HAND SANITIZERS - ED/OUTREACH, MM	62.95
✓ 1/18/2025	0001365	ADOBE, INC	GEISLER -12/19-01/18/2025 -ONLINE SUBSCRIPT -OPS	19.99
✓ 1/18/2025	0002125	ANYWORD	JONES -12/19/2024-01/18/2025 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 1/20/2025	0002125	HOME DEPOT CREDIT SERVICES	JONES -STORAGE & DISPLAY - ED/OUTREACH, MM	77.76
✓ 1/20/2025	0002125	AMAZON	JONES -MINI FLASHLIGHT KEYCHAINS - ED/OUTREACH, MM	89.97
✓ 1/20/2025	0008684	CVENT	PARKER -SDAO CONF REG/ TRAINING - Board Member	230.00
✓ 1/20/2025	0008684	CVENT	PARKER -SDAO CONF LODGING (HOLIDAY INN EXPRESS) -Board Member	325.00
✓ 1/21/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -BUS SOAP, SPONGES, BRUSHES -SHOP SUPPLS	195.44
✓ 1/22/2025	0002125	AMAZON	JONES -FOIL & MYLAR BLANKETS, DISPOSABLE TOOTHBRUSHES/ TOWELS -ED/OUTREACH, MM	148.96
✓ 1/23/2025	0002125	AMAZON	JONES -ADJUST TABLET FLOOR STAND -MM	55.99

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

Run: 2/20/2025 @ 3:14 PM

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✓	1/23/2025	0008684	SAFEWAY	PARKER -PASTERIES, COFFEE, CREAMER -Board Meeting	34.00
✓	1/24/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -LIGHT FIXTURE -MAINT	178.20
✓	1/24/2025	0002125	CHEFSTORE	JONES -CANDY, CRACKER, WATER - ED/OUTREACH, MM	117.27
✓	1/27/2025	0002125	HOME DEPOT CREDIT SERVICES	JONES -STACKABLE STORAGE -MM	78.80
✓	1/27/2025	0002125	USPS	JONES -CERTIFIED MAIL -MM	5.02
✓	1/29/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -ICE MELT BLEND -JANITORIAL	77.82
✓	1/30/2025	0008684	APPLE	PARKER -CC HACKED -ADMN (Refund on next STMT)	1,432.15
✓	1/31/2025	0001365	CHEFSTORE	GEISLER -COFFEE, CRACKERS -DRVR MEETING	68.17

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 2/20/2025 @ 3:14 PM

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Date	Check	To	Check Description	Amount
✓ 2/03/2025	0001365	A COASTAL LOCK-N-KEY	GEISLER -1 PAD, 3 KEYS -MAINT	27.00
✓ 2/04/2025	0001365	AMAZON	GEISLER -2 SERPENTINE DRIVE BELTS - #2001 & 2002	65.50
Total Unmarked Checks:			0.00	Total Checks:
				4,143.88

Date	Reference	Adjustment Description	Amount
✓ 1/13/2025	GC 23511	PAYMENT MADE FROM GEN CK STMT ENDING 01/08/2025	2,174.86
Total Adjustments:			2,174.86

Sunset Empire Transportation District

Cash Flow Projection

Updated Feb 20, 2025

	Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Projected Feb 2025	Projected Mar 2025	Projected Apr 2025	Projected May 2025	Projected Jun 2025
Beginning Cash	1,416,645	1,538,109	1,949,098	1,763,306	1,637,715	1,411,666	1,371,647	1,122,273	873,074
Sources of funds:									
Fares	9,548	7,510	8,544	8,222	5,566	5,566	5,566	5,566	5,625
STIF Funding	246,780	-	-	244,067	-	-	-	281,755	-
ODOT Grant Reimbursements	-	121,558	-	-	-	233,900	-	-	349,916
Mass Transit Assessment	36,572	-	-	31,107	-	-	35,000	-	-
Property Taxes	146,904	931,718	25,961	42,378	25,900	25,700	25,900	35,900	32,850
Timber Revenue	-	43,012	-	-	28,000	-	-	29,000	-
Other	5,844	6,335	7,866	7,653	3,127	2,677	2,692	3,727	2,728
Total Sources	445,648	1,110,133	42,371	333,428	62,593	267,843	69,158	355,948	391,119
Uses of funds:									
Wages/Taxes/Benefits	192,216	157,227	180,568	187,846	234,367	235,867	234,367	244,417	234,413
Materials & Services	68,598	41,917	47,596	107,803	54,275	71,995	84,165	71,840	57,335
Debt Services	63,370	-	-	63,370	-	-	-	288,890	-
Capital Expenses	-	-	-	-	-	-	-	-	720,000
Capital Reserve Fund	-	-	-	100,000	-	-	-	-	-
Contingency	-	500,000	-	-	-	-	-	-	-
Total Uses	324,184	699,144	228,163	459,019	288,642	307,862	318,532	605,147	1,011,748
Ending Cash	1,538,109	1,949,098	1,763,306	1,637,715	1,411,666	1,371,647	1,122,273	873,074	252,445

**Sunset Empire Transportation District
Executive Director (CEO) Recruitment and Hiring Process
Timeline**

DRAFT IV February 11, 2025

December 5, 2024	Board Meeting to review/ discuss/approve job description, benefit package, selection process and timeline. (Completed)
December 16, 2024	Open Recruitment Period (Opened)
January 23, 2025	Regular Board Meeting, finalize instructions to Committee and SDAO on panels, meet & greet, and dates.
March 14, 2025	Recruitment Period Closes
March 17, 2025	Initial evaluation of Candidate resumes completed by SDAO and delivered to Board Members
March 20, 2025	Special Board Meeting , Executive Session to review applicants and select up to five semi-finalists.
March 21, 2025	Semi-finalist notified.
April 13, 2025	Public Meet and Greet (Hosted by District) District Office
April 14, 2025	Board and Panel Interviews, Special Board of Directors Meeting (Executive Session) for Interviews at location TBD .
April 17, 2025	Special Board Meeting , If Needed, Executive Session to select new ED or determine next steps.
April/May 2025	Contract negotiations with finalist, completion of medical evaluation background check, and final reference checks.
May 22, 2025	Regular Board Meeting to finalize and approve agreement with New CEO.
June 16, 2025	Start Date for New Executive Director (CEO)

**Sunset Empire Transportation District
Executive Director Recruiting Committee
Guidelines
2025**

Overview

It is the responsibility of the Sunset Empire Transportation District Board of Commissioners to appoint an Executive Director Recruiting Committee, which will be comprised of the Board Chairperson and at least two Board Members. The responsibility of the committee is to assist in the coordination of the hiring process for an Executive Director.

Duties

Duties of the Executive Director Recruiting Committee include the following.

1. Appoint a chair for the committee.
2. Work with the Third-Party Contractor who is responsible for facilitating the hiring process for the district.
3. Maintain good communications with Third-Party Contractor to ensure contractor work is on schedule, tasks are being completed, and appropriate information is being shared.
4. Provide Third-Party Contractor with recommendations for interview panels, and interview questions.
5. Determine if modifications of timelines are necessary and decide when extensions for recruitment are required.
6. Provide timely updates to the Board of Commissioners and SETD Staff.



**Sunset Empire Transportation District
Fiscal Year 2026
corrected version
Budget Committee Meeting Calendar**

Budget Committee Training Optional	April 24, 2025	12 noon to 1:00 pm
#1 Budget Committee Meeting	May 08, 2025	10 am to 2:00 pm
#2 Budget Committee Meeting	May 22, 2025	12 noon to 2:00pm
#3 Budget Committee Meeting (If needed)	June 12, 2025	10 am to 12 noon

Budget meetings will be held at the Astoria Transit Center

SETD TRANSPORTATION ADVISORY COMMITTEE APPLICATION 2025

Name Brian Vitulli		
Address 3600 Third Street, Suite A Tillamook, OR 97141		
Phone 503-842-3115	Email bvitulli@tillamookbus.com	Date of Birth 9/14/66
Signature <i>Brian Vitulli</i>		

- Please list your areas of interest in serving on the Transportation Advisory Committee.

As the General Manager of a neighboring transportation provider, I am interested in helping SETD succeed in the services it provides, the people they serve, and the people they employ. I am also interested in assisting with SETD’s long-term planning and continued Northwest Oregon Transit Alliance (NWOTA) coordination and collaboration.
- Although not a requirement, do you have any experience using Sunset Empire Transportation District services?

Only through working with the former ED and Chief Operating Officer to coordinate our transit services along the coast as part of the Northwest Oregon Transit Alliance (NWOTA).
- Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?

Currently, I am the administrator of Tillamook County Transportation District’s TAC.

In previous positions in Colorado, I have both helped manage a Transportation Advisory Committee (TAC) made up of member governments, as well as represented my jurisdiction on that same TAC. I am familiar with meeting decorum and parliamentary procedure.

I also served on a voluntary Board of Directors for an electric bike share non-profit.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

February 27, 2025

To: Board of Commissioners

From: Jennifer Geisler, Chief Operation Officer

Re: Approval of Drug and Alcohol Testing Policy Zero Tolerance v.0623

On November 14, 2024 RLS Associates Inc. conducted a review of SETD's FTA drug and alcohol testing program. The current policy in place needs revisions and updates to be compliant with the USDOT regulations primarily addressing the changes and updates to 49 CFR Part 40 that were amended on June 1, 2023. RLS provided the attached template, I placed SETD in the appropriate spaces allowed and RLS has approved it.

Staff is recommending SETD Board of Commissioners to approve the updated Drug and Alcohol Testing Policy Zero Tolerance version 0623.

DRUG AND ALCOHOL TESTING POLICY
Sunset Empire Transportation District
Adopted as of February 27, 2025

A. PURPOSE

- 1) The Sunset Empire Transportation District (*SETD*) provides public transit and paratransit services for the residents of Clatsop County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, *SETD* declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of *SETD* and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of *SETD* will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue

service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Employee: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Evidential Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

Initial Drug Test: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

Limit of Detection (LOD): The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

Limit of Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative specimen: A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen Bottle: The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary (“A”) or split (“B”) specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a “vial,” “tube,” or “bottle.”

Split Specimen: In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee’s request following MRO verification of the primary specimen as positive, adulterated or substituted.

Split specimen collection: A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine or oral fluid. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in

Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a SETD supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.

- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) SETD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all SETD employees are prohibited from engaging in the unlawful manufacture, distribution,

dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the *SETD* management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

H. TESTING REQUIREMENTS

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under *SETD* authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with *SETD*. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is

checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to *SETD*. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. *SETD* will ensure that the cost for the split specimen analysis is covered in order

for a timely analysis of the sample, however SETD will seek reimbursement for the split sample test from the employee.

6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) Observed collections

a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to *SETD* that there was not an adequate medical explanation for the result;
- ii. The MRO reports to *SETD* that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) *SETD* affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
 - e. If a pre-employment test is canceled, *SETD* will require the applicant to take and pass another pre-employment drug test.
 - f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-

employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *SETD* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *SETD* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide *SETD* proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All *SETD* FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under *SETD*'s authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) SETD shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the SETD.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. SETD shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the SETD. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that *SETD* is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), *SETD* may use drug and alcohol post-accident test results

administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under *SETD* authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under *SETD's* authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

SETD will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.

- l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from SETD employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of SETD and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.

- f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with SETD.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

SETD is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the SETD Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.

- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over *SETD* or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the Sunset Empire Transportation District Board of Directors on *February 27, 2025*.

Board of Directors Chairman

SETD Interim Executive Director

Attachment A

Covered Classifications for SETD (all non-safety sensitive positions)

<u>Job Title</u>	<u>Job Duty</u>	<u>Testing Authority</u>
Executive Director	Director, Clerical	SETD
Executive Assistant	Assistant, Clerical	SETD
Financial Officer	Finance, Clerical	SETD
Human Resource Manager	Manager, Clerical	SETD
Mobility Management Manager	Manager, Clerical	SETD
Payroll/Accounting Clerk	Finance, Clerical	SETD
CSR (Client Services Representative)	Call Taker, Clerical	SETD

Covered Classifications for FTA (all safety sensitive positions)

<u>Job Title</u>	<u>Job Duty</u>	<u>Testing Authority</u>
Chief Operating Officer	Officer, Operations	FTA
Transportation Support Specialist	Assistant, Dispatcher	FTA
Fixed Rt. Driver Supervisor	Supervisor, Drive bus	FTA
Fixed Rt. Driver	Drive bus	FTA
Paratransit Supervisor	Supervisor, Dispatcher	FTA
Paratransit Driver	Drive bus	FTA
Maintenance Supervisor	Supervisor, Mechanic	FTA
Mechanic	Mechanic	FTA
Mechanic Assistant	Mechanic	FTA
Lot Attendant	Bus Maintenance	FTA

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

SETD Drug and Alcohol Program Manager

Name: Jennifer Geisler

Title: Chief Operation Officer

Address: 900 Marine Drive; Astoria, OR 97103

Telephone Number: (503) 861-5364

Medical Review Officer

Name: Matthew Noble, MD

Title: Certified MRO

Address: 3110 25th St SE, Rm 202; Salem, OR 97302

Telephone Number: (206) 242-0855

Substance Abuse Professional #1

Name: Debbie Leas LMFT CADC

Title: Certified SAP

Address: 15100 Boones Ferry Rd Suite 800D; Lake Oswego, OR 97035

Telephone Number: (503) 826-4949

Substance Abuse Professional #2

Name: Lynnette Clarke

Title: Certified SAP

Address: 2810 NE 259th St; Ridgefield, WA 98642

Telephone Number: (360)907-8894

Date: February 20, 2025

To: SETD Board of Commissioners

From: Debbie Boothe-Schmidt

Re: 2025 Special Elections

This is just a reminder that special elections are coming up in May. Please see the upcoming deadlines listed below.

Position 2 – Rebecca Reed, 4 year term

Position 3 – Charles Withers, 4 year term

Position 4 – Pamela Alegria, 4 year term

Position 7 – Paul Lewicki, 2 year unexpired term

Filing dates for Special Districts:

February 8, 2025, to March 20, 2025

March 28, 2025, deadline for candidate statements for the voter's pamphlet.

April 29, 2025, last day to register

April 30, 2025, to May 15, 2025, Ballots are mailed

May 20, 2025, Election Day, if you mail your ballot, it must be postmarked by May 20, 2025



SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING
FEBRUARY 2025***



SUNSET EMPIRE TRANSPORTATION DISTRICT

EXECUTIVE DIRECTOR REPORT DEBBIE BOOTHE- SCHMIDT

Managing Resources

Helping out Jennifer and Jason with HR Issues

Did the training and CJIS test security class so we have someone that can receive background checks for new employees

Leading People

We posted and held interviews for HR position. Decided to hold the position open for a little longer

Working at getting the Safety Committee back up and running. Did the quarterly walk throughs.

Improving the Organization

Attended the Oregon Transit Association webinar to see what the recommendations are for this Legislative Session.

Attending the SDAO Conference in Bend, as a Board Member

Attended the OTA, NWACT & the NWOTA meetings

Service Delivery and Operations

Had Fire Marshall do a walk through of the Astoria office for an inspection. A few things we need to fix.

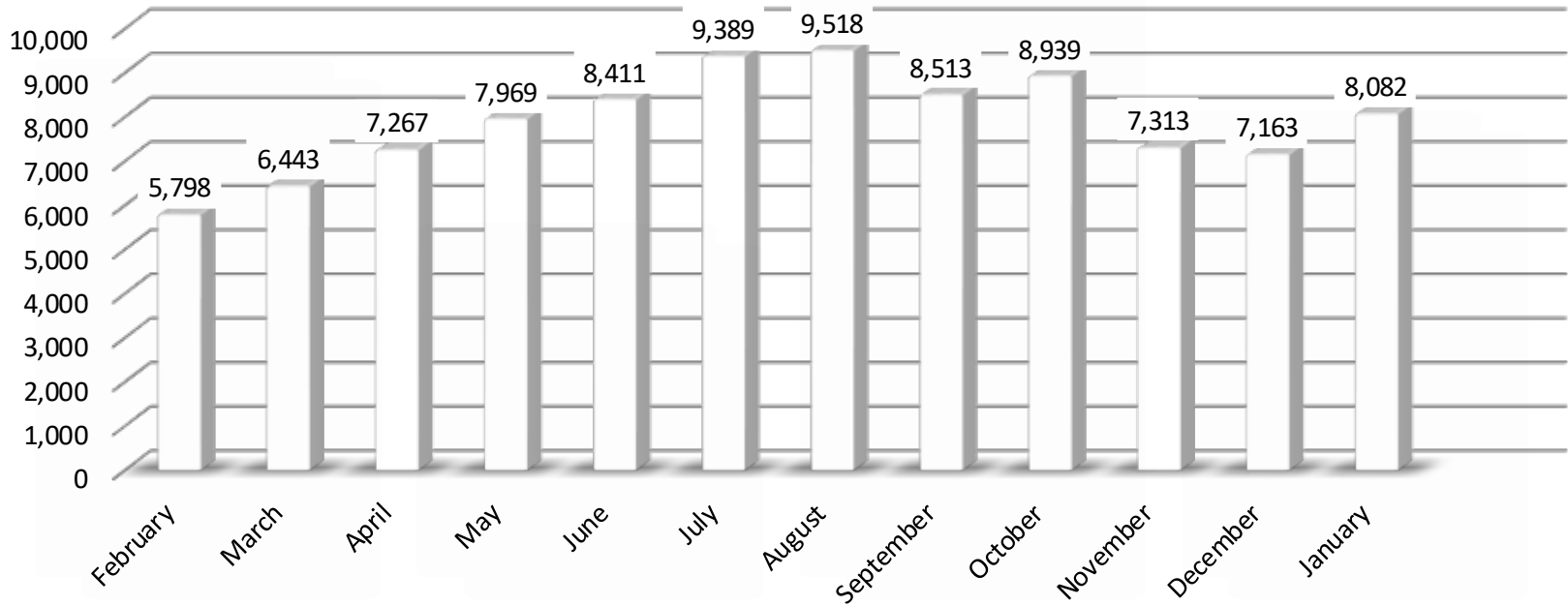
Working on having one of the Sheriff Deputies do an Active Shooter Training for the Astoria Office, the Ops Offices and a bus.

Had our RLS review.



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2024-2025



RELIABILITY

ACCESIBILITY

EFFICIENCY

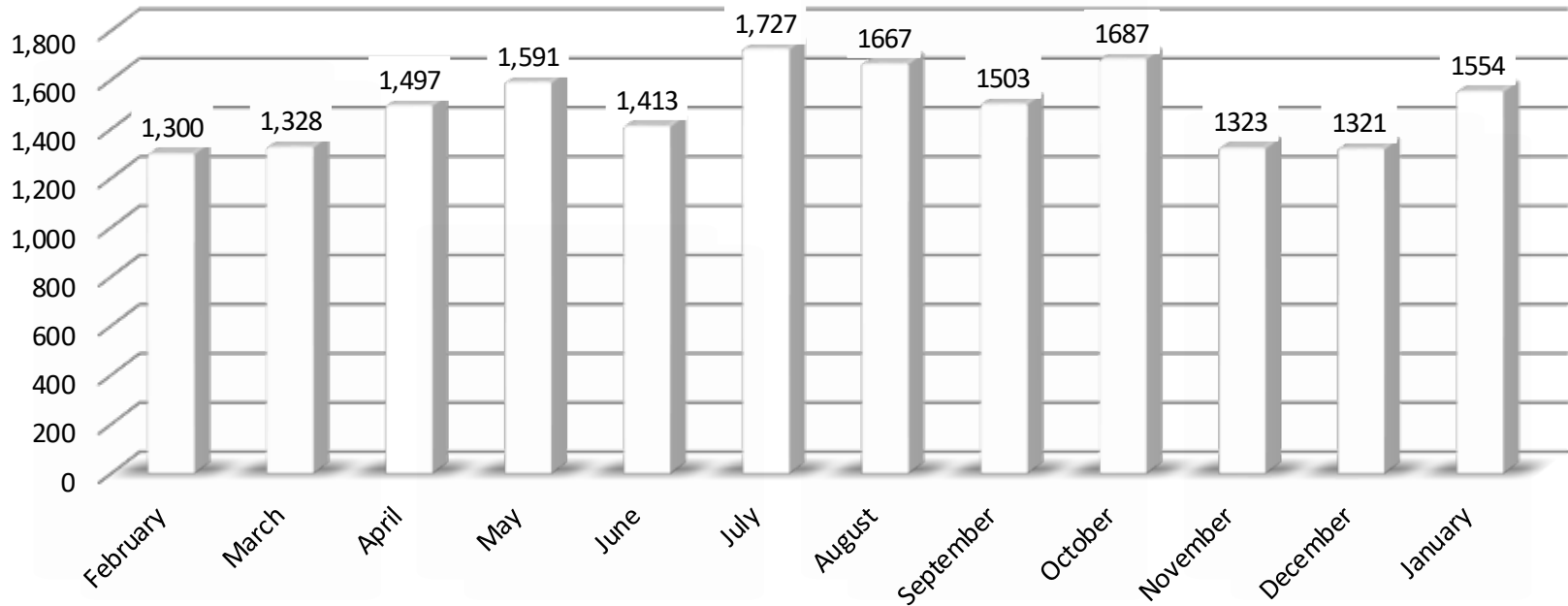
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 10 ASTORIA



RELIABILITY

ACCESIBILITY

EFFICIENCY

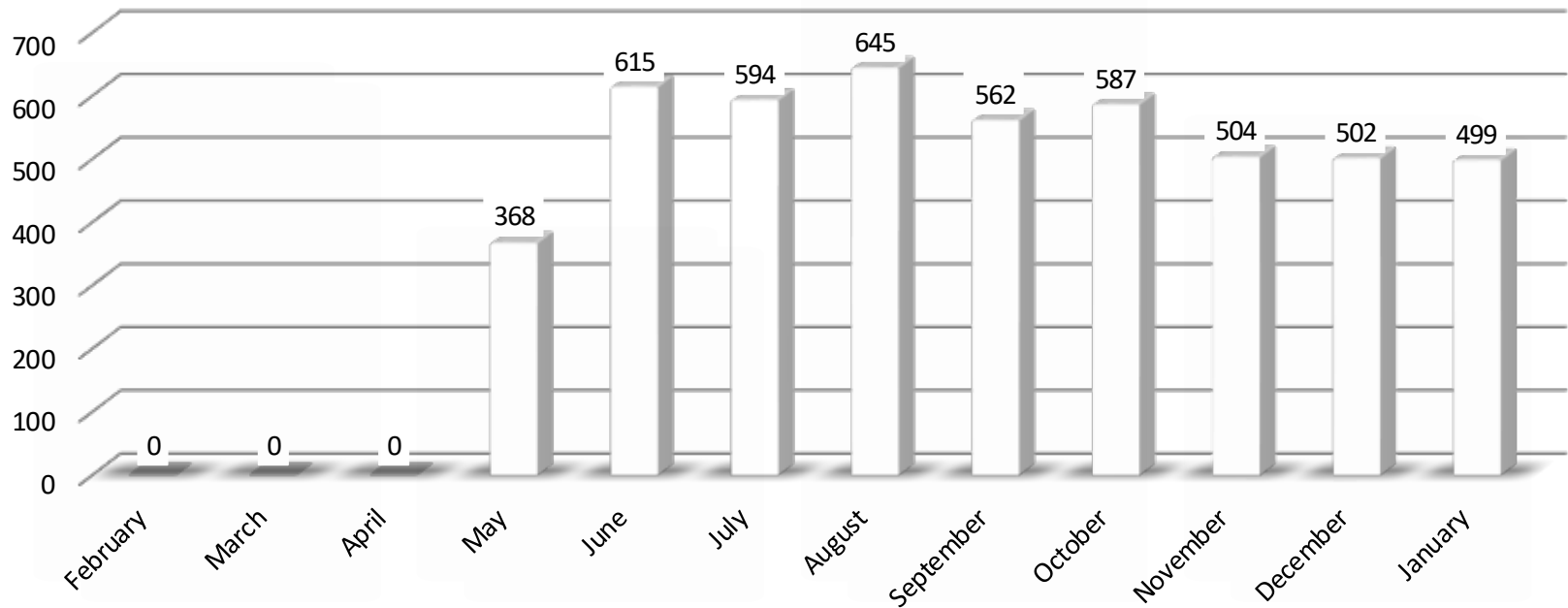
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 15 Warrenton-Hammond



RELIABILITY

ACCESIBILITY

EFFICIENCY

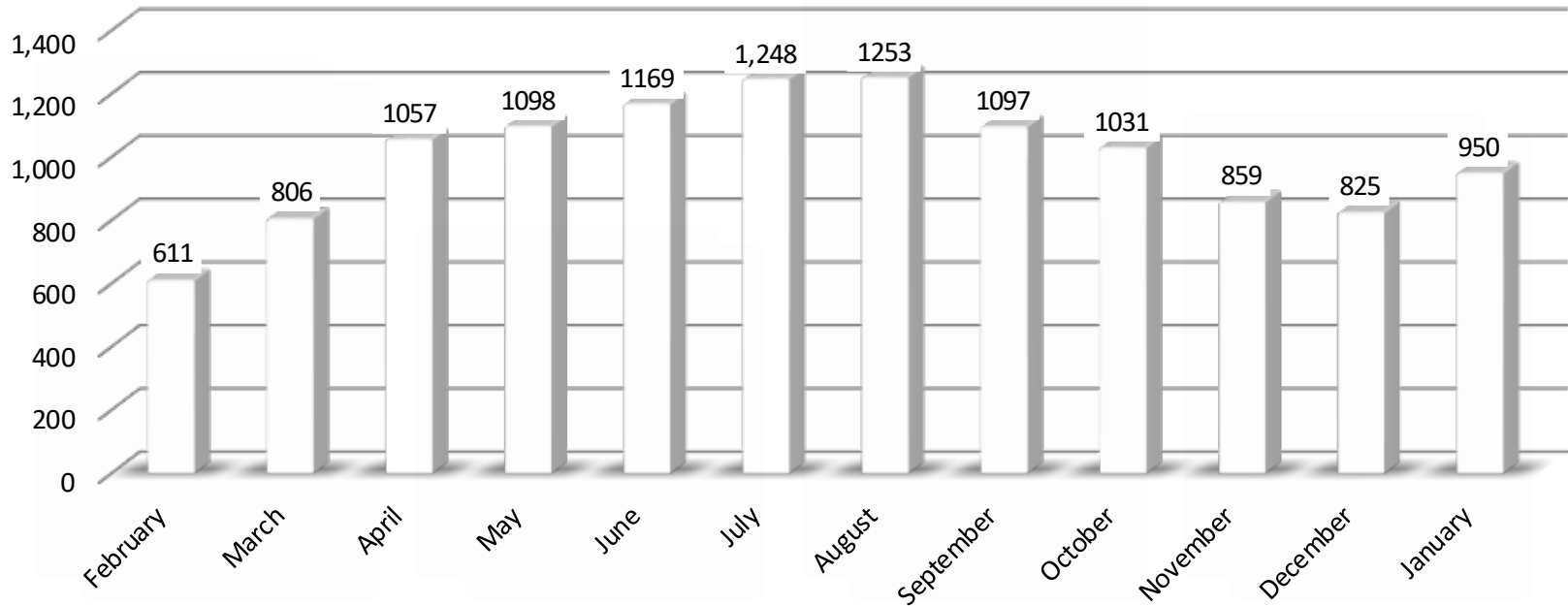
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESIBILITY

EFFICIENCY

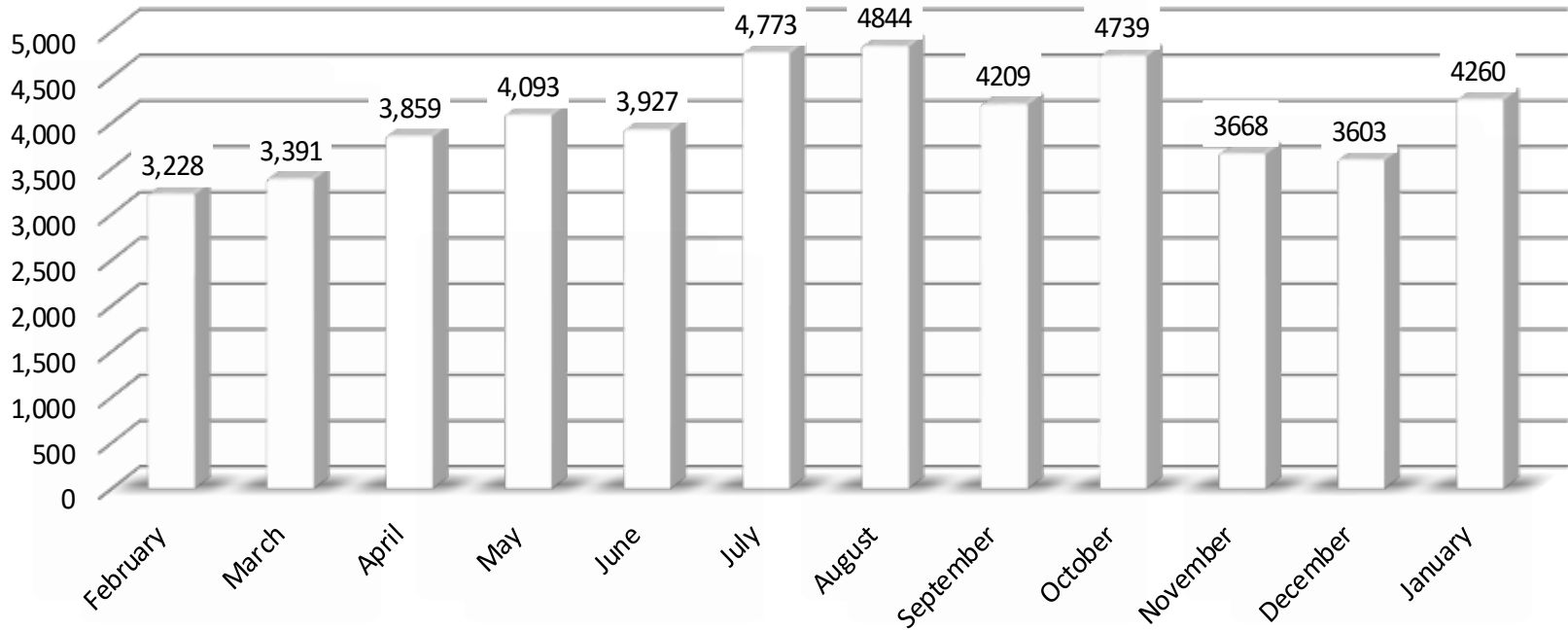
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESIBILITY

EFFICIENCY

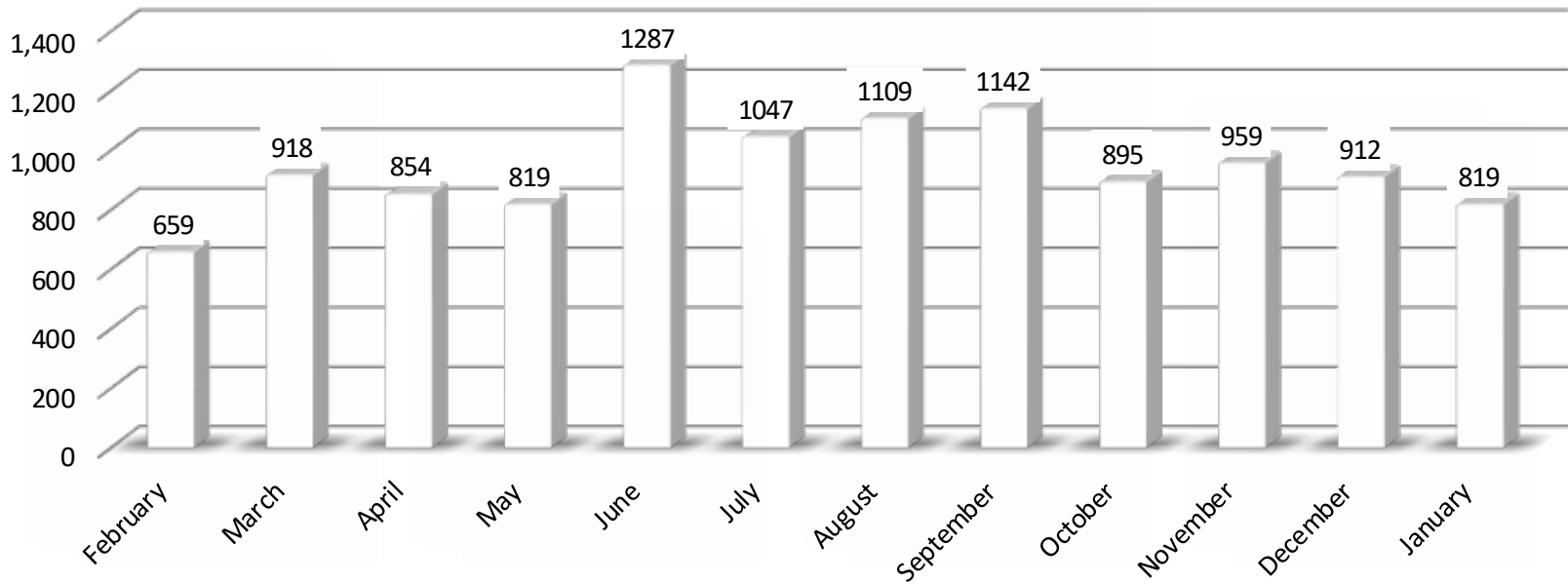
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESIBILITY

EFFICIENCY

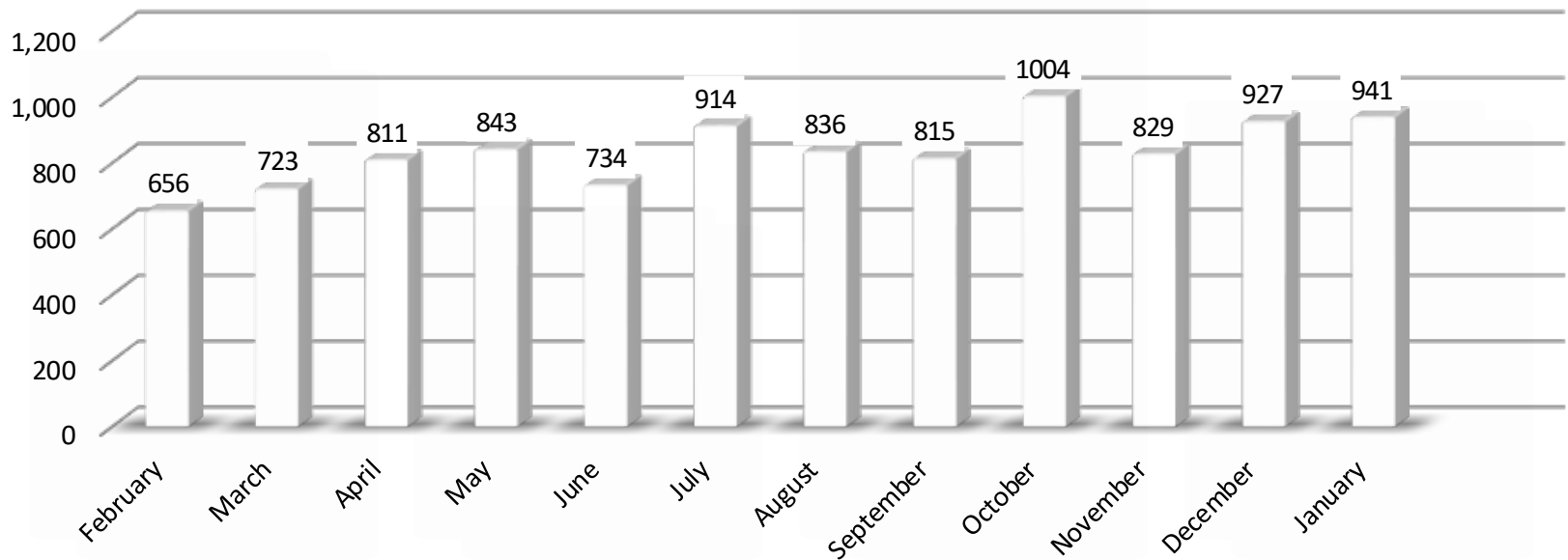
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

COMBINED RIDE ASSIST RIDERSHIP BY MONTH 2024-2025



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSPORTATION DISTRICT

CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

Actions

- Continue to help fill in HR duties, reporting, payroll changes, employee evaluations, exit interview, interview for HR and hired two drivers.
- ODOT Drug and Alcohol Compliance Review report from the interview in early November. I am still in the process of submitting the corrective action responses identified in the report due March 7, 2025.
- RLS Compliance Review was on Monday 1/27 and Tuesday 1/28.

Meetings-Trainings-Developing

- Driver meeting on February 4th with a soup cook-off. We covered driver and dispatcher communication procedures, incident and accident procedures.
- Working on an annual district wide staff training schedule.

Improving the Organization

- Clatsop Community Action Project Homeless Connect Free Ride Day Tuesday 1/28/25. We provided a shuttle during RT 20 layover 10-3pm. There were 17 rides including an off-route curb to curb for an older adult that was working with Jason our Mobility Manager. Drivers shared that they had a lot of new riders through out the district.

Service Delivery and Operations

- Fixed Route Supervisors have been driving due to lack of drivers out we are in the process of filling one current vacancy on the Fixed Route.
- Experienced a snow and ice week. There were no reported injuries or accidents. We did utilize the “snow route” for Route 10, buses with drop down chains were assigned.
- Hired back two drivers, 1 full time and 1 part time both for Paratransit, Penny Miller and Matt Ficken.
- In process in updating and adding to the camera security system at the TC. There will be additional cameras outside and one in the basement.



EXECUTIVE ASSISTANT REPORT- MARY PARKER

Community Outreach and Education

Filled request from Seaside Hospital through ticket bank for day pass vouchers

Working with graphic artist to prepare wraps for new busses

Posted public announcement President's day

Board Meetings and Board Assistance

Assisted Board members with SDAO

Conference reservations and accommodations in Bend.

Assisting with Executive Director Recruit Committee arranged public notices and meeting

Assisting with reserving location for Executive Director Interviews

Other SETD Meetings

Coordinated Public Announcements and meeting for the Transportation Advisory Meeting

Assisting with set up of Transportation Advisory ByLaws Committee.

OTHER MISCELLANEOUS

Assisting with preparing and posting public announcements and ads for:

Executive Director Job announcement

Human Resource job announcement

Driver job announcement



SUNSET EMPIRE TRANSPORTATION DISTRICT

MOBILITY MANAGER REPORT- JASON JONES

Promote Accessibility

- 1.I conducted 7 individual mobility assessments focusing on Mobility Devices and wayfinding.
- 2.I worked with an individual who needed assistance between our District and TriMet.
- 3.Mobility was at the Project Homeless Connect in Seaside. We interacted with 125 + people at the event. Board Members Charles and Rebecca were there. Stephanie and Nichole assisted in opening and closing.
- 4.Micro transit Pilot project developing list of participants.

Focusing on the Individual

- 1.Mobility travel trained 3 individuals. 12 people from the Project Homeless Connect were helped independently.
- 2.Helped individual at an event catch the shuttle just in time through communication and navigation.
- 3.Visited with an individual who needed help learning how to use a wheelchair while riding the bus. I visited with them in office. I also participated in helping them obtain a wheelchair through OPI. (Oregon Project Independence)

Educate and bring awareness to the community

- 1.Warrenton HS received an onsite training session with the Paratransit supervisor and me.
- 2.We continue to work with an individual who has lost sight. We are working towards the overall goal of life independence through public transit.
- 3.Assisted several individuals from out of town who needed more help in virtually navigating our system.

Travel Training/Engagement

- 1.Travel trained 3 individuals. All the participants were over the age of 55 with 1 who recently moved into the area.
- 2.Warrenton HOS had specific needs focused around learning a new system of routes, understanding the transfers and starting a new transit journey. .
- 3.5 individuals from the Project Homeless Connect have contact me for future travel training.
- 4.Continued in: CO-HR duties, public meeting recording.



**SUNSET EMPIRE
TRANSPORTATION
DISTRICT**

***RIDE ASSIST REPORT-
NICHOLLE SEARLE***

Improving the Organization

Meetings-Trainings-Developing

Service Delivery and Operations

Actions