



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### Item 13 Team Reports

**Date:** Feb. 26, 2026

**Summary:** Senior staff members have prepared reports on their activities since the last board meeting.

**Attachments:** Team reports from:

- Jennifer Geisler, chief operation officer
- Kelly Smith, finance officer
- Jason Jones, mobility manager
- Sam Bedair, HR manager
- Sara Schilling, executive assistant and marketing coordinator



# Sunset Empire Transportation District BOARD OF COMMISSIONERS

## Operations Report

**Name:** Jennifer Geisler

**Title:** Chief Operation Officer

**Meeting Date:** Feb. 26, 2026

### **Actions:**

- Completed ODOT quarterly report for Q2
- Completed the FTA DAMIS (Drug and Alcohol Management Information System) annual report

### **Meetings and training:**

- Attended the 2026 SDAO Conference in Seaside, participating in sessions focused on risk management and governance best practices.
- Attended staff senior meetings and staff budget meetings
- OSHA Training
- Website management training

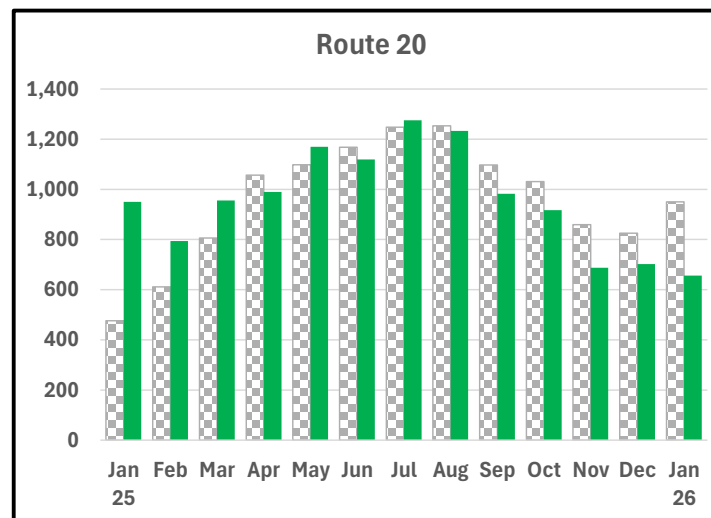
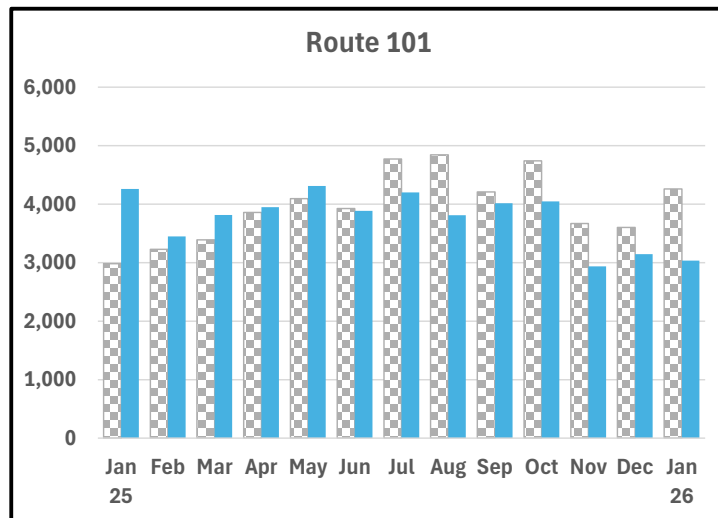
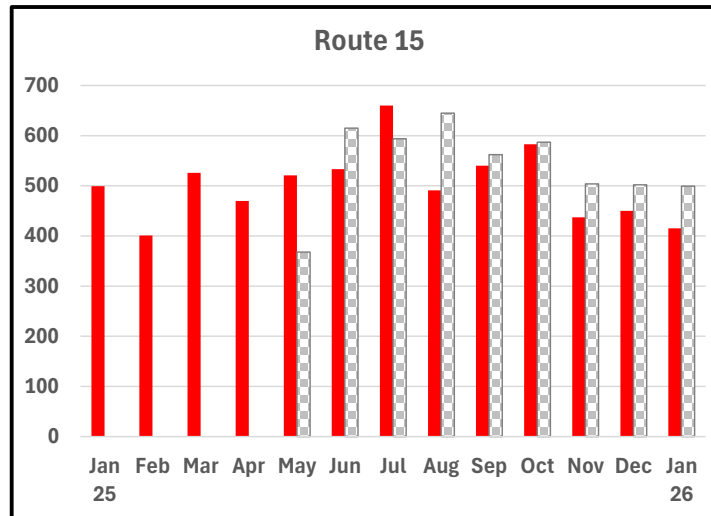
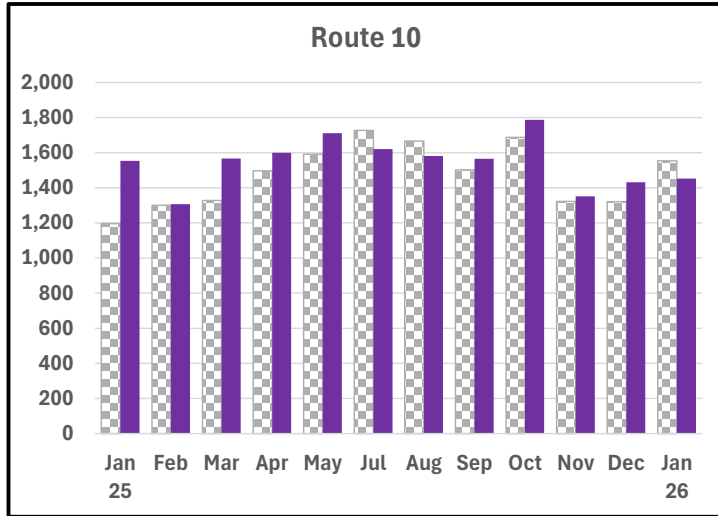
### **Improving the organization:**

- Evaluating fleet utilization and developing a structured vehicle replacement plan aligned with useful life benchmarks and future service demands.
- City of Cannon Beach has built a new bus shelter at the earnest request of an avid bus rider. Located at north end of town, gets riders out of the weather, a place to sit and promotes a small park with walking trails that otherwise was unnoticed.
- Advancing facility security enhancements, including access control improvements and communication improvements.
- Supporting development of clearer operational procedures and expectations to strengthen service consistency and employee performance.

### **Service delivery and operations:**

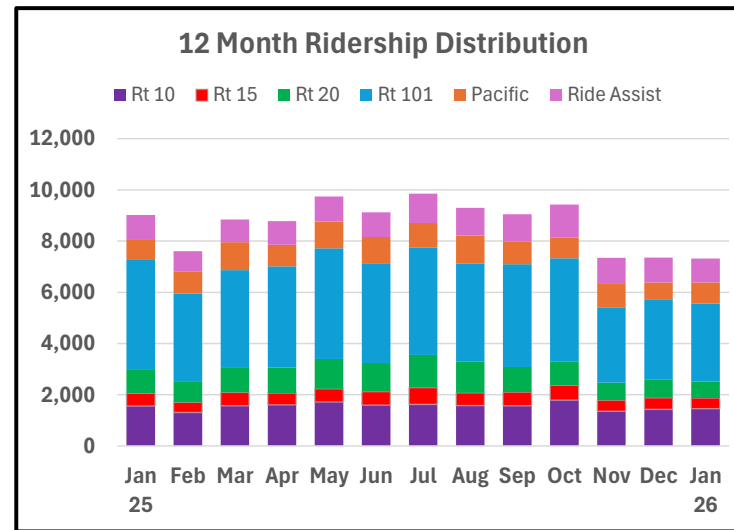
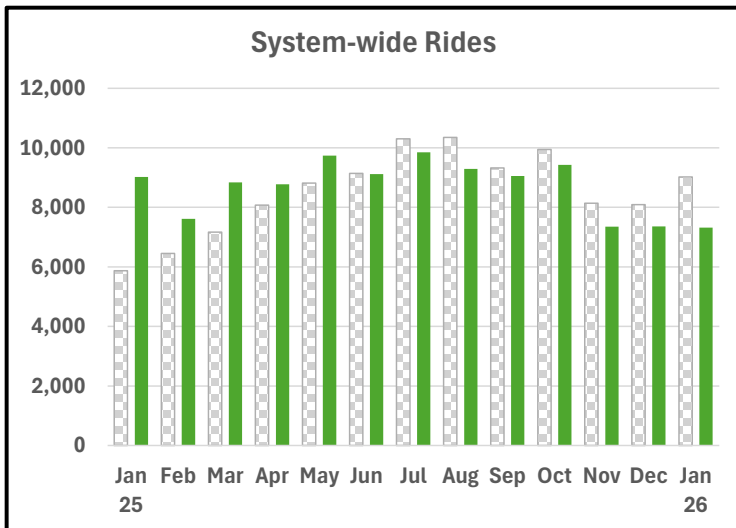
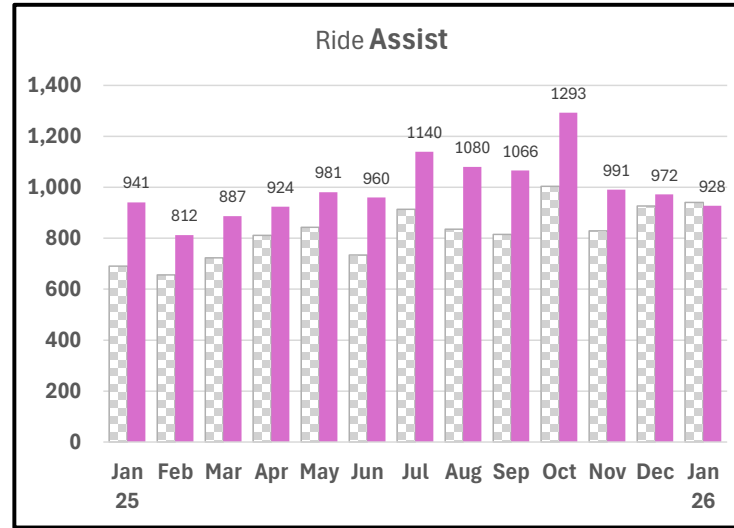
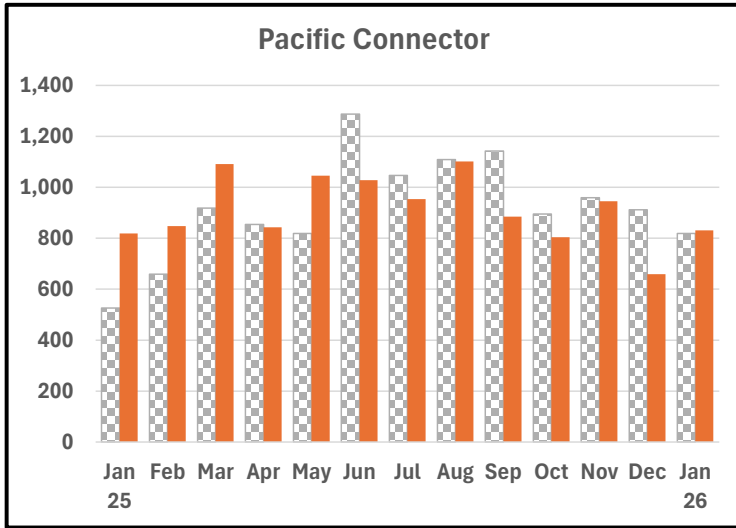
- Monitoring on-time performance, driver compliance, and service reliability.
- On January 27, SETD provided 375 rides on Free Ride Day. Offering free rides systemwide removed transportation barriers for individuals needing to attend AN important annual community resource event, Clatsop Community Action Homeless Connect. By implementing the free fare across the entire service rather than limiting it to event participants, we ensured equitable access and avoided singling out or identifying a group of riders. This supports SETD's commitment to accessibility, dignity, and community partnership while helping residents connect to critical services without the concern of fare payment.

# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year

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Gray bars = Previous Year



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### Finance Report

**Name:** Kelly Smith

**Title:** Finance Officer

**Meeting Date:** Feb. 26, 2026

**Actions:**

Sent 1099s & W2s by the deadline

**Meetings and training:**

ODOT Region 2 Roundtable

STIF Plan Amendment

Board Budget Review

Weekly meeting with director

Weekly meeting with senior staff

SDAO HR & Finance Alliance

Weekly budget meetings with senior staff

**Improving the organization:**

Changed non-interest-bearing account to interest bearing



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

# Mobility Report

**Name:** Jason Jones

**Title:** Mobility Manager

**Meeting Date:** Feb. 26, 2026

**Promote Accessibility:**

1. I spent most of the month attending to the details of the final microtransit report.
2. I attended the Rural Healthcare Coalition meeting
3. I also attended the first meeting of the Rural Transportation Think Tank meeting.

**Travel Training/Outreach:**

1. I worked with 8 individuals through various levels of travel training. All individuals were 65 years or older.
2. 3 local High schools reached out to inquire about future class room style travel training.
3. The Mobility program planned and executed another successful Project Homeless Connect showing where over 200 individuals were connected with. Shout out to Rick and Stephanie for their help.

**Educate and bring awareness o the community:**

1. Produced several YouTube short videos highlighting being safe while being seen.
2. Helped post to Facebook and provide social media support to Executive Assistant.

**Service delivery and operations:**

1. Microtransit ended December 31<sup>st</sup>. We are assessing the outcomes of the Pilot.
2. I completed 15 ADA applications in this month.
3. 5 route assessments were completed mostly in South County.



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### HR Report

**Name:** Sam Bedair

**Title:** HR Manager

**Meeting Date:** Feb. 26, 2026

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#### **Key Actions & Updates**

- Established an official partnership with WorkSource Oregon to strengthen recruitment and workforce outreach.
  - Scheduled an upcoming hiring event to support current and projected staffing needs.
  - Distributed an employee satisfaction survey to all staff. Results show overall positive satisfaction levels. Feedback is being analyzed and tracked to guide specific improvement actions.
  - Successfully hired two drivers and one assistant mechanic.
  - Job descriptions for all positions are under active review to ensure accuracy, consistency, and alignment with current duties and operational requirements. Updated versions will be submitted for approval.
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#### **Meetings & Training**

- Ongoing coordination meetings with recruiting and operations partners.
- Hiring event preparation and onboarding process alignment in progress.

- Additional training sessions to be scheduled based on survey feedback and operational needs.
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### **Organizational Improvement**

- E-Verify has been formally implemented and used in the hiring process.
  - Background checks are fully up to date, with continued compliance with State Police requirements.
  - Veteran recruitment has been set as a priority focus area in current hiring efforts.
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### **Service Delivery & Operations**

- E-Verify compliance and pre-employment screening processes are operating within required standards.
- Recruitment and onboarding workflows are being standardized to improve speed, consistency, and audit readiness.



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

# Admin and Marketing Report

**Name:** Sara Schilling

**Title:** Executive assistant and marketing coordinator

**Date:** Feb. 26, 2026

### **Actions:**

- Helped coordinate logistics for the strategic planning workshop
- Provided staff support for board committee and board meetings
- Drafted minutes for the Jan. 22 and Jan. 27 board meetings
- Made social media posts about SETD's participation in Project Homeless Connect, Rosa Parks' birthday, board meetings and the Presidents' Day service schedule

### **Meetings and training:**

- Attended the 2026 SDAO Annual Conference, including sessions on public meetings law, ADA requirements for websites, AI usage for special districts and budgeting law and requirements
- Coordinated and attended website training
- Attended weekly media team meetings
- Attended biweekly staff meetings
- Attended driver meetings

### **Improving the organization:**

- Secured a new URL that goes directly to the district's section of the NW Connector website, [www.nwconnector.org/setd/](http://www.nwconnector.org/setd/)
- Started an audit of the district's website
- Created a media asset library, with photos and graphics to use on social media and in marketing materials