



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
BOARD MEETING AGENDA  
JUNE 27, 2024 10:00 AM  
900 MARINE DRIVE ASTORIA OREGON**

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

**1 253 215 8782**

**AGENDA:**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. BUDGET HEARING AND BUDGET ADOPTION
10. CONTINUED BUSINESS
  - a. Board Policy Approval
11. NEW BUSINESS
  - a. Executive Director Evaluation
  - b. Employee Survey Report
12. CORRESPONDENCE- 3 items
13. EXECUTIVE DIRECTOR REPORT
14. LEADERSHIP TEAM REPORTS



**Sunset Empire Transportation District  
Board of Commissioners Meeting Minutes  
May 23, 2024  
Astoria Transit Center**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL- (0:0:54): Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary Treasurer Pamela Alegria, Commissioner Charles Withers, Commissioner Paul Lewicki, Commissioner Rebecca Read and Commissioner Guillermo Romero excused.

Staff- Executive Director Craig Johnston, Executive Assistant, Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones

4. CHANGES TO AGENDA (01:52)- No changes.
5. PUBLIC COMMENT- (02:04) None
6. APPROVAL OF THE APRIL 25, 2024, BOARD MEETING MINUTES- (02:42)

Commissioner Read moved to approve the April 2024 Board Meeting Minutes  
Commissioner MacDonald seconded the motion.  
Discussion- None

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

6 Aye  
0 Nay  
Motion passed

7. REPORTS FROM COMMISSIONERS (04:03)-  
Board members reported on their activities, committee meetings and training courses they had attended since the April Board Meeting.
8. FINANCIAL REPORT- (08:36)  
May 2024 Financial Report- Kelly reported that the first Budget Meeting went well, and she is looking forward to the second Budget meeting being held today. Kelly reported that reimbursements are in, and things are going well, and cash flow wise things are also going well. Kelly said there are about 5 weeks left in this fiscal year. Kelley reported that the district is overbudget on a couple of things which she is not surprised at because of the price of fuel. There was discussion on how the district is being very careful on spending. Chair Boothe-Schmidt asked that the financial report be entered into the minutes.
9. CONTINUED BUSINESS-

- a. STIF Update- Executive Director Johnston reported that the district had updated their STIF plan and sent it to ODOT who has approved it and has sent it to PTAC. If PTAC approves it they will send it to the OTC for final approval. Johnston said if approved this will increase the cap of funding that SETD can receive in the 2023-2025 biennium.

10. NEW BUSINESS- (0016:16)

- a. Letter of Support- Executive Director Johnston reported that he had been contacted by Jay Blake, a Clatsop County Planner who reached out to him to discuss the importance of the district working with the county on the upcoming changes and updates that are going to be made to the Clatsop County Transportation Plan. The Transportation Planning involves the county applying for a \$300,000 grant for the plan preparation. Johnston said that he has submitted a copy of the letter of support he had written for the county. There was discussion and the recommendation that the district be more involved with the Astoria, Seaside, Cannon Beach, and Warrenton transportation planning committees going forward.

Commissioner MacDonald moved to approve the letter of support for the Clatsop County Transportation Plan.  
 Commissioner Lewicki seconded  
 Discussion-No further discussion

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

6 Aye  
 0 Nay  
 Motion passed

- b. Fare Policy Amendment- Military Ride for Free Program- (023:20)

Executive Director Johnston explained that currently SETD does allow veterans to ride for free, however the stipulation is that they must be in uniform to ride for free. Johnston said that this is unique, and he had not heard of this used anywhere else. Johnston said we would like to continue this policy but make it a little more convenient by asking those in the military and veterans to just show their driver's license with military ID# or their military ID card as we certainly do not want to ask a Vietnam veteran to have to put on their uniform to ride the bus. Johnston added that this is a good commitment for the district to make and for us to show that we appreciate those who are in active duty, retired or are veterans. It will be good to announce this close to Memorial Day and move forward with it. Commissioner Lewicki suggested making veterans passes which staff could make once they have verified the applicants military ID. There was further discussion about the process and that it will be a good kick-start to re-establishing the Veterans Program that had gone away during the shut down last year.

Commissioner MacDonald moved to approve the acceptance of Military ID as a pass for riding the bus and that staff will create a process for issuing SETD designed Military ID cards.  
 Commissioner Lewicki seconded the motion  
 Discussion- No further discussion

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

6 Aye  
0 Nay  
Motion Passed

11. CORROSPONDENCE- (0:30:32) A thank you note from Commissioner Read for flowers she received from the district was shared.
12. EXECUTIVE DIRECTOR REPORT- (0:30:10) Executive Director Johnston reviewed the May 2024 Executive Director report.
13. LEADERSHIP TEAM REPORTS- (0:44:00) Each team member reviewed and discussed their report for May.
14. ADJOURNMENT- (059:00) Chair Boothe Schmidt adjourned meeting.

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

Pamela Alegria Board Secretary Treasurer

Mary Parker, Recording Secretary

## Sunset Empire Transportation District

<b>Available Balances as of 05/15/2024 (Cash on Hand)</b>	
General Checking:	\$ 72,570.50
Payroll Account:	\$ 3,480.72
LGIP:	\$ 1,004,150.49
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 464,271.14
Contingency:	\$ 417,737.73
<b>Total Funds Available:</b>	<b>\$ 2,163,872.15</b>

<b>Monthly (Actual &amp; Projected) Expenditures:</b>	
AP Week of 06/05/2024 **Funds are already removed from above numbers**	\$ 64,775.45
AP Week of 06/19/2024 **Funds are already removed from above numbers**	\$ 49,324.86
Payroll 06/14/2024 w/Taxes **Funds are already removed from above numbers**	\$ 58,787.70
<i>Projected</i> Payroll 06/28/2024 w/Taxes	\$ 57,000.00
<b>Total Expenditures:</b>	<b>\$ 229,888.01</b>

<b>OTIB Loan 5/1/2024</b>	
Total w/Interest & Fees:	\$1,027,242.98
Interest Payment:	\$24,454.00
Principle Payment:	\$211,356.00
<b>Balance Due:</b>	<b>\$791,432.98</b>

<b>Statement of Activity Exceptions:</b>	
<b>4605-Other Income:</b>	Return Security Dep - Sunset Empire Park & Rec Laminating Fees
<b>8020-B&amp;M:</b>	Roof Repairs(Ops) & HEPA Filters (Ops & TC)
<b>8040-Telephone/Internet:</b>	Misbudgeted
<b>8080-Outreach/Printing</b>	Day Passes & Vault Labels
<b>8091 IGA-Dues</b>	Off on month for posting
<b>8170-Fuel:</b>	Added Route 15

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

<b>Reimbursements Requested</b>			
Grant #	Date Req	Amount	Date Received
5311	5/13/2024	\$ 168,311.00	5/30/2024
5310	5/13/2024	\$ 22,210.00	5/23/2024
5339	N/A	\$ -	

**Follow-up:**  
 Lewis & Clark Bank is listed as a Qualified Depository with the State of Oregon & therefore we are insured for more than \$250,000. Please see the following website for a complete list.  
<https://www.oregon.gov/treasury/public-financial-services/public-depository-information/pages/list-of-qualified-depositories.aspx>

**Profit & Loss Budget Performance**

**May 31, 2024**

Month 11 = 91% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
<u>Income</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Annual</u>
								<u>Budget %</u>
4010 FIXED ROUTE FARES	7,211.48	3,500.00	3,711.48	59,223.08	38,100.00	21,123.08	41,900.00	141.34%
4021 MEDICAID FARES - IGA	0.00	0.00	0.00	1,135.00	0.00	1,135.00	0.00	0.00%
4022 PARATRANSIT FARES	1,455.00	500.00	955.00	14,392.05	7,600.00	6,792.05	8,100.00	177.68%
4110 NW NAVIGATOR	420.11	100.00	320.11	4,011.65	1,700.00	2,311.65	1,850.00	216.85%
4130 OTHER-VENDING	44.60	0.00	44.60	199.67	150.00	49.67	150.00	133.11%
4205 PROPERTY TAXES	5,998.49	9,500.00	(3,501.51)	1,184,533.50	994,500.00	190,033.50	1,000,000.00	118.45%
4206 PRIOR YEAR TAXES	1,117.25	1,000.00	117.25	22,347.37	23,700.00	(1,352.63)	24,700.00	90.48%
4207 PROPERTY TAX INTEREST	18.36	5.00	13.36	899.33	280.00	619.33	300.00	299.78%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	158.45	0.00	158.45	0.00	0.00%
4310 TIMBER SALES	84,795.78	42,000.00	42,795.78	264,559.75	250,000.00	14,559.75	250,000.00	105.82%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	132,959.55	90,000.00	42,959.55	90,000.00	147.73%
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4420 PARKING SPACE LEASE	760.00	760.00	0.00	7,932.50	8,360.00	(427.50)	9,120.00	86.98%
4425 CHARGING STATION	129.16	0.00	129.16	586.97	180.00	406.97	180.00	326.09%
4505 INTEREST EARNED ON BANK ACCT	5,005.48	300.00	4,705.48	34,450.43	3,700.00	30,750.43	4,000.00	861.26%
4605 OTHER INCOME	217.00	75.00	142.00	11,997.88	7,425.00	4,572.88	7,500.00	159.97%
5203 OREGON STIF FUNDS	0.00	0.00	0.00	1,279,759.00	876,192.00	403,567.00	876,192.00	146.06%
5301 5311 ADMIN/OPERATIONS	168,311.00	0.00	168,311.00	499,840.00	520,000.00	(20,160.00)	775,022.00	64.49%
5302 5310 MOBILITY MGT/PM	22,210.00	0.00	22,210.00	35,651.00	86,594.00	(50,943.00)	161,594.00	22.06%
<b>Total Income</b>	<b>297,693.71</b>	<b>57,740.00</b>	<b>239,953.71</b>	<b>3,555,837.18</b>	<b>2,909,681.00</b>	<b>646,156.18</b>	<b>3,251,808.00</b>	<b>109.35%</b>

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
<u>Expenses</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Annual</u>
								<u>Budget %</u>
6010 WAGES	107,273.95	124,250.00	16,976.05	1,091,798.88	1,181,750.00	89,951.12	1,300,000.00	83.98%
6111 TAXES	13,002.30	22,625.00	9,622.70	129,834.01	194,095.00	64,260.99	216,720.00	59.91%
6211 BENEFITS	3,374.74	29,200.00	25,825.26	272,517.14	271,800.00	(717.14)	301,000.00	90.54%
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>123,650.99</b>	<b>176,075.00</b>	<b>52,424.01</b>	<b>1,494,150.03</b>	<b>1,647,645.00</b>	<b>153,494.97</b>	<b>1,817,720.00</b>	<b>82.20%</b>
8000 AUDIT	0.00	0.00	0.00	36,000.00	32,000.00	(4,000.00)	40,000.00	90.00%
8001 PROFESSIONAL SERVICES	0.00	1,500.00	1,500.00	47,736.20	48,500.00	763.80	50,000.00	95.47%
8002 LEGAL COUNSEL	0.00	750.00	750.00	13,404.55	20,000.00	6,595.45	20,000.00	67.02%
8003 BANK/MERCHANT FEES	126.87	175.00	48.13	1,099.29	1,825.00	725.71	2,000.00	54.96%
8010 EQUIP LEASE/RENT	201.80	500.00	298.20	2,219.80	4,600.00	2,380.20	5,000.00	44.40%
8015 COMP/FURNITURE/DURABLE GOODS	109.98	400.00	290.02	1,261.47	7,100.00	5,838.53	7,500.00	16.82%
8020 B&M	5,526.11	3,050.00	(2,476.11)	32,524.32	32,150.00	(374.32)	35,000.00	92.93%
8023 BUILDING LEASE	158.00	175.00	17.00	1,738.00	1,825.00	87.00	2,000.00	86.90%
8031 ONLINE SUB/IT SERVICES	6,790.96	9,000.00	2,209.04	86,341.53	101,000.00	14,658.47	110,000.00	78.49%
8040 TELEPHONE/INTERNET	3,020.82	2,100.00	(920.82)	30,340.41	23,900.00	(6,440.41)	26,000.00	116.69%
8041 UTILITIES	345.29	2,200.00	1,854.71	27,177.65	25,800.00	(1,377.65)	28,000.00	97.06%
8050 HR/EMPLOYEE RECOGNITION	696.34	520.00	(176.34)	9,288.51	13,050.00	3,761.49	13,500.00	68.80%
8060 TRAVEL/TRAINING	61.40	1,650.00	1,588.60	1,890.35	4,800.00	2,909.65	5,000.00	37.81%
8080 OUTREACH/PRINTING	2,172.72	1,500.00	(672.72)	7,066.41	15,200.00	8,133.59	16,500.00	42.83%
8090 DUES, SUBSCRIPTIONS	1,250.00	2,000.00	750.00	29,929.76	22,000.00	(7,929.76)	24,000.00	124.71%
8091 IGA-DUES	3,000.00	0.00	(3,000.00)	12,000.00	12,000.00	0.00	12,000.00	100.00%
8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	920.12	1,850.00	929.88	2,000.00	46.01%
8100 INSURANCE	0.00	0.00	0.00	68,855.97	69,000.00	144.03	105,000.00	65.58%
8105 UNINSURED LOSS	0.00	1,500.00	1,500.00	9,325.19	14,000.00	4,674.81	15,000.00	62.17%
8110 LEGAL ADS	0.00	250.00	250.00	445.12	750.00	304.88	1,000.00	44.51%
8112 MEETING EXPENSE	146.86	25.00	(121.86)	1,006.14	500.00	(506.14)	500.00	201.23%
8116 OFFICE SUPPLIES	1,041.57	750.00	(291.57)	7,800.43	8,100.00	299.57	9,000.00	86.67%
8170 FUEL	11,379.76	8,500.00	(2,879.76)	98,690.16	91,500.00	(7,190.16)	100,000.00	98.69%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	4,590.34	6,000.00	1,409.66	57,453.70	66,950.00	9,496.30	75,000.00	76.60%
8180 SHOP SUPPLIES	0.00	500.00	500.00	360.33	4,500.00	4,139.67	5,000.00	7.21%
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>40,618.82</b>	<b>43,195.00</b>	<b>2,576.18</b>	<b>584,875.41</b>	<b>622,900.00</b>	<b>38,024.59</b>	<b>709,000.00</b>	<b>82.49%</b>

	<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>
9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	236,610.00	310,000.00	73,390.00	310,000.00	76.33%
9210 CONTINGENCY	0.00	0.00	0.00	415,088.00	415,088.00	0.00	415,088.00	100.00%
<b>Total Expenses</b>	<b>164,269.81</b>	<b>219,270.00</b>	<b>55,000.19</b>	<b>2,730,723.44</b>	<b>2,995,633.00</b>	<b>264,909.56</b>	<b>3,251,808.00</b>	<b>83.98%</b>



**Consolidated Balance Sheet**  
**May 31, 2024**

**This Year**

Assets	
1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	247,983.81
1030 LGIP - GENERAL FUND	975,676.29
1040 PAYROLL ACCOUNT LC BANK	23,593.78
1055 STIF LC BANK	464,271.14
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	417,737.73
1095 CASH RECEIPTS CLEARING SYSTEM	945.86
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	5,323.06
1215 GRANTS RECEIVABLE	672,498.73
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)
1250 PROPERTY TAX RECEIVABLES	42,491.00
1251 PASS TRANSIT RECEIVABLES	(60.00)
1410 PREPAID EXP	<u>(21,925.20)</u>
Total Assets	<u>3,014,524.19</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	67,198.23
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	224,338.03
2059 CREDIT CARD PAYMENT CLEARING	(223,078.90)
2060 PAYABLE TO NWN	(4,614.22)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	(61,118.14)
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN	<u>1,000,000.00</u>
Total Liabilities	<u>1,028,289.09</u>
3000 FUND BALANCE	735,664.99
Change in Net Assets	<u>1,250,570.11</u>
Total Net Assets	<u>1,986,235.10</u>
Total Liabilities and Net Assets	<u><u>3,014,524.19</u></u>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 05/31/2024**

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6060] CLATSOP COUNTY SHERIFF	5/31/2024	1930	5/01/2024	Apr 2024 Bus Tokens	199.00	0.00	0.00	0.00	199.00
[6112] HOMESPUN QUILTS	5/31/2024	1902	5/01/2024	May 2024 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6120] ISN	3/31/2024	1923	3/01/2024	Mar 2024 Bus Passes	0.00	0.00	100.00	0.00	100.00
[6120] ISN	5/01/2024	1924	4/01/2024	Apr 2024 Bus Passes	0.00	100.00	0.00	0.00	100.00
[6120] ISN	5/31/2024	1925	5/01/2024	May 2024 Bus Passes	100.00	0.00	0.00	0.00	100.00
[6162] OREGON EMPLOYMENT DEPT	5/01/2024	1912	4/01/2024	Mar Bus Passes-Astoria STEP	0.00	100.00	0.00	0.00	100.00
[6162] OREGON EMPLOYMENT DEPT	5/31/2024	1913	5/01/2024	Apr Bus Passes-Astoria STEP	40.00	0.00	0.00	0.00	40.00
[6583] Sondra Carr	3/02/2024	1861	2/01/2024	Feb 2024 Parking-Space #10	0.00	0.00	0.00	47.50	47.50
[6583] Sondra Carr	3/31/2024	1879	3/01/2024	Mar 2024 Parking-Space #10	0.00	0.00	47.50	0.00	47.50
[6583] Sondra Carr	5/01/2024	1894	4/01/2024	Apr 2024 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	5/31/2024	1904	5/01/2024	May 2024 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/01/2024	1927	4/01/2024	Mar 2024 Bus Passes	0.00	240.00	0.00	0.00	240.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	5/31/2024	1928	5/01/2024	Apr 2024 Bus Passes	280.00	0.00	0.00	0.00	280.00
<b>Total</b>					<b>761.50</b>	<b>487.50</b>	<b>147.50</b>	<b>47.50</b>	<b>1,444.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 05/31/2024**

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6037] CB LAWN CARE</b>									
5/31/2024	10361	6/17/2024	05/2024 -LAWN MAINTENANCE	406.00	406.00	0.00	406.00	0.00	0.00
<b>[6048] CITY OF WARRENTON</b>									
5/31/2024	001638-000 05312024	6/17/2024	05/2024 -WATER SRV -OPS	345.29	345.29	0.00	345.29	0.00	0.00
<b>[6152] OCEAN CREST</b>									
5/22/2024	207958	6/17/2024	DIAGNOSTICS -Bus #2003	304.50	304.50	0.00	304.50	0.00	0.00
<b>[6186] RECOLOGY WESTERN OREGON</b>									
5/31/2024	24058273	6/17/2024	05/2024 -GARBAGE SRV	116.98	116.98	0.00	116.98	0.00	0.00
<b>[6257] WESTERN STAR NW INC</b>									
4/23/2024	PC201106466 :01	5/01/2024	PUMP DOSER -Bus 2004 (RETURN)	(313.89)	(313.89)	0.00	0.00	(313.89)	0.00
<b>Report Total</b>				<b>858.88</b>	<b>858.88</b>	<b>0.00</b>	<b>1,172.77</b>	<b>(313.89)</b>	<b>0.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 05/31/2024**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>
23099	5/08/2024	[6193] SDIS - 04/2024-6/2024 -QRTLY INSURANCE -General Liability, Property, Auto	GENERAL LIABILITY PROPERTY AUTO
23103	5/08/2024	[6237] WILCOX + FLEGEL - 04/2024 -FUEL SRV	FUEL FUEL FUEL FUEL
23112	5/22/2024	[6259] ISLER CPA - AUDIT FYO -06/2024	AUDIT
23119	5/22/2024	[6193] SDIS - Invoices 2024-07, 2024-08, MED05012024	BENEFITS MEDICAL SDIS

**Total Checks**



<u>Amount</u>	<u>Check Amount</u>
11990.50	20,849.75
4042.00	
4817.25	
144.80	10,252.07
3037.65	
6905.03	
164.59	
7000	7,000.00
25840.31	25,840.31

	<b>63,942.13</b>
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**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Reconciliation - CREDIT CARD**

Run: 6/20/2024 @ 9:23 AM

Page: 1

Closing Balance from Previous Statement.....	5/08/2024	-4,143.10
0 Deposits and Other Additions Totaling.....		0.00
35 Checks and Other Withdrawals Totaling.....		3,533.60
1 Adjustments Totaling.....		4,143.10
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	6/07/2024	-3,533.60
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	6/07/2024	-215,991.43
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-215,991.43

Date	Check	To	Check Description	Amount
✓ 5/08/2024	0001209	CHEFSTORE	FARMER -COFFEE -OPS	58.48
✓ 5/08/2024	0001209	FRED MEYER	FARMER -GIFT CARD -EMPLOYEE OF QRT -FR	59.98
✓ 5/08/2024	0001209	PUBLIC SECTOR HR ASSOCIATION - PSHRA	FARMER -OFLA, PLO TRAINING -HR	25.00
✓ 5/08/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -NOZZLE, RINO-TUFF TWIST, SANDPAPER, SCOTCH-BLUE -Shop	87.80
✓ 5/09/2024	0000264	CHEFSTORE	JONES -EVENT TREATS (CANDY) -ED/OUTREACH -MM	36.77
✓ 5/09/2024	0001365	HARBOR FREIGHT	GEISLER -TORQUE WRENCH -Shop	19.99
✓ 5/11/2024	0000264	AMAZON	JONES -FOLDING, PORTABLE TABLE -ED/OUTREACH -MM	25.99
✓ 5/11/2024	0000264	AMAZON	JONES -CALLAPSIBLE STOOL FOR FOLDING, PORTABLE TABLE -ED/OUTREACH -MM	55.99
✓ 5/11/2024	0000264	MOTION ARRAY	JONES -05/12-06/11/2024 -VIDEO, AUDIO SOFTWARE ASSIST & IT SRV -MM	29.99
✓ 5/13/2024	0000264	WALMART	JONES -PRINTER INK -MM	58.94
✓ 5/14/2024	0001365	EBAY	GEISLER -GM GENUINE PARTS, AIR CLEANER -Bus #21	127.35
✓ 5/16/2024	0000264	CHEFSTORE	JONES -SODA -EMPLOYEE RECOGNITION	85.55
✓ 5/16/2024	0000264	HOME DEPOT CREDIT SERVICES	JONES -EXTENSION CORD -ED/OUTREACH -MM	56.64
✓ 5/16/2024	0001209	EL JAROCHO MEXICAN RESTAURANT	FARMER -CHICKEN, PORK, TACO MEAT -EMPLOYEE APPRECIATION -OPS	230.00
✓ 5/16/2024	0001365	SHELL OIL	GEISLER -PROPANE -Shop	15.75
✓ 5/21/2024	0000264	FRED MEYER	JONES -FLASH DRIVES -MM	33.98
✓ 5/22/2024	0001209	NICEBADGE.COM	FARMER -NAME TAGS -DB, LH, DR (FR, PT, Maint)	54.83
✓ 5/22/2024	0001209	FULLIDENTITY.COM	FARMER -ID PHOTO CARDS/BADGES -DB, LH, DR (FR, PT, Maint)	47.50
✓ 5/23/2024	0000269	SUNSET EMPIRE PARK & REC DIST	PARKER -SECURITY DEPOSIT (RETURNED FROM 03/27/2024) -ADMN	-200.00
✓ 5/23/2024	0000269	SAFEWAY	PARKER -CRACKERS, CHEESE, PASTERIES, COFFEE, CREAMER -BOARD MEETING	64.49
✓ 5/28/2024	0001209	STARBUCKS	FARMERS -COFFEE (PERSONAL PURCHASE TO BE REIM) -HR	11.40
✓ 5/28/2024	0001365	EBAY	GEISLER -VAPOR CANISTER -Bus #2002	64.00
✓ 5/29/2024	0000264	GRAMMARLY, INC	JONES -Q #2 03/01-05/30/2024 -AI WRITING ASSIST & IT SRV -MM	60.00
✓ 5/29/2024	0001209	USPS	FARMER -CERTIFIED LETTER -HR	1.39
✓ 5/30/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -FABULOSCO CLEANER -Shop	19.96
✓ 5/31/2024	0000264	ZOOM	JONES -05/2024 -ONLINE SUBSCRIPT - BOARD MEETINGS	240.00

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

Run: 6/20/2024 @ 9:23 AM

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✓	5/31/2024	0000269	ADOBE INC	PARKER -05/2024 -ONLINE SUBSCRIPT - ADMN	12.99
✓	5/31/2024	0000269	FACEBOOK	PARKER -FB ADVERTISING -ADMN	45.35
✓	5/31/2024	0001365	ADOBE INC	GEISLER -05/2024 -ONLINE SUBSCRIPT -OPS	19.99
✓	6/01/2024	0001365	INDEED	GEISLER -JOB POSTINGS -HR	114.96
✓	6/04/2024	0001209	HALLMARK RESORT NEWPORT	FARMER -SDAO LODGING -HR	149.43
✓	6/05/2024	0001209	CCSO	FARMER -FINGERPRINTING -JS -MM	26.13

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

Run: 6/20/2024 @ 9:23 AM

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Date	Check	To	Check Description	Amount
✓ 6/05/2024	0001209	PUBLIC SECTOR HR ASSOCIAITON - PSHRA	FARMER -07/01/2024-06/30/2025 - MEMBERSHIP DUES -HR	60.00
✓ 6/06/2024	0001209	BOLI	FARMER -07/01/2024-06/30/2025 - POSTINGS IN OREGON POSTER -HR	108.00
✓ 6/13/2024	0001365	C-TECHSOLUTIONS	GEISLER -INSTULATION CAMERA SYSTEM & SRV -OPS	1,624.98
<b>Total Unmarked Checks:</b>			<b>0.00</b>	<b>Total Checks: 3,533.60</b>
Date	Reference	Adjustment Description		Amount
✓ 5/23/2024	GC 23107	Payment Made From Gen. CK. For Statement Ending -05/07/2024		4,143.10
<b>Total Adjustments:</b>				<b>4,143.10</b>



# Sunset Empire Transportation District

## Cash Flow Projection

Updated June 20, 2024

	<b>Actual Dec 2023</b>	<b>Actual Jan 2024</b>	<b>Actual Feb 2024</b>	<b>Actual Mar 2024</b>	<b>Actual Apr 2024</b>	<b>Actual May 2024</b>	<b>Projected Jun 2024</b>
<b>Beginning Cash</b>	<b>2,284,551</b>	<b>2,273,176</b>	<b>2,162,146</b>	<b>1,975,414</b>	<b>1,780,842</b>	<b>1,927,302</b>	<b>2,060,726</b>
<b>Sources of funds:</b>							
Fares	7,236	6,158	7,103	7,408	7,564	8,666	4,300
STIF Funding	194,185	26,779	187,070	-	233,833	-	-
ODOT Grant Reimbursements	-	-	221,688	-	123,282	190,521	-
Mass Transit Assessment	-	24,830	-	-	38,419	-	-
Property Taxes	14,701	21,771	7,803	37,347	5,724	7,134	6,520
Timber Revenue	-	-	33,958	-	-	84,796	-
Other	7,870	13,525	8,200	5,577	5,885	6,576	1,285
<b>Total Sources</b>	<b>223,992</b>	<b>93,062</b>	<b>465,822</b>	<b>50,332</b>	<b>414,706</b>	<b>297,694</b>	<b>12,105</b>
<b>Uses of funds:</b>							
Wages/Taxes/Benefits	130,790	135,344	137,858	214,761	149,164	123,651	170,075
Materials & Services	41,208	68,749	36,237	30,143	55,713	40,619	86,100
Debt Services	63,370	-	63,370	-	63,370	-	-
Capital	-	-	-	-	-	-	-
Contingency	-	-	415,088	-	-	-	-
<b>Total Uses</b>	<b>235,368</b>	<b>204,092</b>	<b>652,553</b>	<b>244,904</b>	<b>268,247</b>	<b>164,270</b>	<b>256,175</b>
<b>Ending Cash</b>	<b>2,273,176</b>	<b>2,162,146</b>	<b>1,975,414</b>	<b>1,780,842</b>	<b>1,927,302</b>	<b>2,060,726</b>	<b>1,816,656</b>

Date: June 20, 2024

To: SETD Board of Commissioners  
From: Kelly Smith, Finance Officer  
Re: Agenda Item 9 FY 2024-2025 Budget Report

Enclosed is the Fiscal Year 2024-2025 Budget that was approved and recommended to the Board for approval by the by the SETD Budget Committee.

The proposed budget was developed pursuant to state statute, SETD Financial Policy and other District policies. The information contained in the proposed budget represents the district staff's best estimates of resources and expenditure. These were obtained using professional judgement, existing policies, budget history and generally accepted accounting practices.

SETD has been through many major challenges over the past year, and I think it is important to recognize the growth that the district has made in rising to not only meet the challenges we faced but also in overcoming those challenges.

Staff spent a great deal of time carefully preparing this budget. We had 2 Budget Committee meetings to allow for more public input. Staff reviewed and answered questions during the first meeting and at the second meeting questions were finalized and the Budget Committee approved the budget. I would like to take this opportunity to thank the Budget Committee members for volunteering every year (sometimes for many years) and for their dedication and financial oversight during our Budget Committee meetings.

The budget process for FY 2024-2025 went very well and I am happy to present this budget to the board of commissioners for final approval.

Thank you to all who have helped get us to where we are today.

**RESOURCES  
General Fund**

(Fund)

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2023-2024	RESOURCE DESCRIPTION	Budget for Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023							
1	\$574,984	\$82,298	\$0	\$1,149,825	1 Available cash on hand* (cash basis) or	\$1,321,500	\$1,321,500		1
2					2 Net working capital (accrual basis)				2
3	\$21,401	\$18,116	\$25,000	\$20,066	3 Previously levied taxes estimated to be received	\$18,500	\$18,500		3
4	\$1,957	\$5,624	\$4,000	\$25,657	4 Interest	\$20,000	\$20,000		4
5					5 <b>OTHER RESOURCES</b>				5
6	\$201,732	\$205,818	\$50,000	\$56,809	6 Fares	\$65,000	\$65,000		6
7	\$81,288	\$52,811	\$0	\$1,135	7 IGA Contracted Services	\$2,000	\$2,000		7
8	\$10,242	\$10,434	\$10,500	\$7,613	8 Rentals	\$10,500	\$10,500		8
9	\$2,897	\$2,574	\$2,000	\$3,830	9 Commissions/Proceeds	\$3,000	\$3,000		9
10	\$229,136	\$291,543	\$250,000	\$179,922	10 State Timber Revenue	\$165,000	\$165,000		10
11	\$116,399	\$120,377	\$90,000	\$94,541	11 State Mass Transit Payroll Distribution	\$115,000	\$115,000		11
12	\$48,416	\$12,728	\$7,500	\$11,653	12 Other	\$2,500	\$2,500		12
13	\$69,223	\$163,283	\$161,594	\$4,679	13 ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$161,594	\$161,594		13
14	\$938,413	\$1,152,772	\$775,022	\$217,009	14 ODOT - \$5311 Operations	\$775,022	\$775,022		14
15	\$178,154	\$244,435	\$0	\$0	15 ODOT - \$5311 Operations CARES Act Needs Based	\$0	\$0		15
16	\$620,835	\$0	\$0	\$0	16 ODOT - \$5339 Bus and Bus Facilities	\$720,000	\$720,000		16
17	\$99,962	\$101,334	\$0	\$0	17 ODOT - Transportation Options	\$0	\$0		17
18	\$92,932	\$92,935	\$0	\$0	18 STF Fund	\$0	\$0		18
19	\$784,288	\$346,131	\$876,192	\$1,045,926	19 STIF Formula Fund	\$1,047,017	\$1,047,017		19
20	\$191,503	\$248,495	\$0	\$0	20 STIF Discretionary/STN Fund	\$0	\$0		20
21	\$0	\$0	\$1,010,000	\$275,000	21 ODOT Loan Disbursement	\$0	\$0		21
22	\$4,263,761	\$3,151,708	\$3,261,808	\$3,093,664	22 Total resources, except taxes to be levied	\$4,426,633	\$4,426,633		22
23	\$1,105,377	\$1,128,092	\$1,000,000	\$1,174,022	23 Taxes estimated to be received	\$1,300,000	\$1,300,000		23
24					24 Taxes collected in year levied				24
25	\$5,369,139	\$4,279,801	\$4,261,808	\$4,267,686	25 <b>TOTAL RESOURCES</b>	\$5,726,633	\$5,726,633	\$0	25

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

General Fund

Sunset Empire Transportation District

Line	Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025		
	Actual		Adopted Budget This Year Year 2023-2024	Year to Date Actuals Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023						
1					PERSONNEL SERVICES			
2	\$2,184,621	\$2,140,710	\$1,300,000	\$885,474	Salaries & Wages	\$1,975,000	\$1,975,000	2
3	\$296,352	\$298,451	\$216,720	\$104,937	Payroll Expenses	\$319,000	\$319,000	3
4	\$551,467	\$579,331	\$301,000	\$230,924	Employee Benefits	\$570,000	\$570,000	4
5	\$3,032,440	\$3,018,493	\$1,817,720	\$1,221,335	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$2,864,000</b>	<b>\$2,864,000</b>	5
6	50	50	23		<b>Total Full-Time Equivalent (FTE)</b>	<b>30</b>	<b>30</b>	6
7					MATERIALS AND SERVICES			
8	\$4,288	\$4,058	\$0	\$0	Provider Services	\$0	\$0	8
9	\$26,000	\$14,000	\$40,000	\$29,000	Audit	\$35,000	\$35,000	9
10	\$4,039	\$2,623	\$2,000	\$0	Advertising	\$2,000	\$2,000	10
11	\$1,951	\$2,127	\$2,000	\$833	Bank Fees	\$2,000	\$2,000	11
12	\$47,967	\$33,105	\$35,000	\$22,656	Building Grounds and Maintenance	\$125,000	\$125,000	12
13	\$13,768	\$12,510	\$2,000	\$1,422	Building Lease	\$1,700	\$1,700	13
14	\$105,342	\$115,340	\$110,000	\$74,612	Computer Information Technology Services	\$112,000	\$112,000	14
15	\$38,162	\$32,202	\$5,000	\$1,714	Conferences, Training, and Travel	\$30,000	\$30,000	15
16	\$10,501	\$7,422	\$3,000	\$5,114	Drug and Alcohol Testing/Background Checks	\$5,000	\$5,000	16
17	\$14,790	\$35,170	\$24,000	\$28,400	Dues and Subscriptions	\$30,000	\$30,000	17
18	\$12,000	\$9,000	\$12,000	\$9,000	IGA Dues and Fees	\$15,000	\$15,000	18
19	\$34,455	\$17,650	\$7,500	\$460	Comp/Furniture/Small tools	\$20,000	\$20,000	19
20	\$2,282	\$2,768	\$5,000	\$1,816	Equipment Lease	\$2,800	\$2,800	20
21	\$8,046	\$20,320	\$10,000	\$1,767	Outreach	\$30,000	\$30,000	21
22	\$8,608	\$8,348	\$5,000	\$1,659	Employee Recognition	\$10,000	\$10,000	22
23	\$0	\$8,492	\$0	\$0	Election Fees	\$10,000	\$10,000	23
24	\$327,557	\$311,330	\$100,000	\$76,736	Fuel	\$115,000	\$115,000	24
25	\$87,572	\$94,485	\$105,000	\$48,006	Insurance	\$126,000	\$126,000	25
26	\$614	\$1,773	\$1,000	\$242	Legal Ads	\$1,000	\$1,000	26
27	\$14,524	\$23,076	\$20,000	\$13,405	Legal Counsel	\$20,000	\$20,000	27
28	\$11,330	\$28,398	\$15,000	\$9,325	Uninsured Loss	\$20,000	\$20,000	28
29	\$1,265	\$1,650	\$500	\$531	Meeting Expense	\$2,000	\$2,000	29
30	\$15,261	\$13,489	\$9,000	\$5,623	Office Supplies	\$12,000	\$12,000	30
31	\$6,021	\$5,521	\$6,500	\$3,058	Printing	\$20,000	\$20,000	31
32	\$1,021	\$36,686	\$50,000	\$47,617	Professional Services	\$10,000	\$10,000	32
33	\$2,060	\$2,032	\$2,000	\$897	Taxes/Licenses/Fees/Interest	\$2,000	\$2,000	33
34	\$38,421	\$35,739	\$26,000	\$24,298	Telecommunications/Internet	\$30,000	\$30,000	34
35	\$6,551	\$9,160	\$3,500	\$892	Uniforms	\$5,000	\$5,000	35
36	\$30,956	\$33,277	\$28,000	\$23,681	Utilities	\$33,000	\$33,000	36
37	\$158,420	\$106,023	\$75,000	\$43,350	Vehicle Maintenance and Repair	\$104,000	\$104,000	37
38	\$9,383	\$8,501	\$5,000	\$237	Shop Supplies	\$7,500	\$7,500	38
39	\$1,043,155	\$1,036,275	\$709,000	\$476,351	<b>TOTAL MATERIALS AND SERVICES</b>	<b>\$938,000</b>	<b>\$938,000</b>	39

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
**General Fund**

**Sunset Empire Transportation District**

Historical Data				Year to Date Actuals Year 2023-2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025			
Actual		Adopted Budget This Year Year 2023-2024	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2021-2022	First Preceding Year 2022-2023								
40				40	CAPITAL OUTLAY				40
41		\$0	\$0	\$0	41 2X Class B Buses	\$0	\$0		41
42	\$0	\$0	\$0	\$0	42 2 x Class D Buses	\$0	\$0		42
43	\$673,502	\$0	\$0	\$0	43 2X Class A Buses Remanufactured	\$0	\$0		43
44	\$44,442	\$0	\$0	\$0	44 Bus Shelters	\$0	\$0		44
45	\$0	\$28,366	\$0	\$0	45 Sidewalks	\$0	\$0		45
46	\$0	\$0	\$0	\$0	46 New Repeater Equipment & Location	\$0	\$0		46
47	\$0	\$0	\$0	\$0	47 Post Lifts for Fleet Maintenance	\$0	\$0		47
48	\$0		\$0	\$0	48 Bus Stop Construction Hwy 101 & Ensign (match)	\$0	\$0		48
49	\$0	\$0	\$0	\$0	49 HVAC	\$0	\$0		49
50	\$33,773	\$0	\$0	\$0	50 Servers	\$0	\$0		50
51	\$0	\$0	\$0	\$0	51 4 Class D Buses	\$720,000	\$720,000		51
52	\$751,717	\$28,366	\$0	\$0	52 CAPITAL OUTLAY TOTAL	\$720,000	\$720,000	\$0	52
53	\$4,827,312	\$4,083,133	\$2,526,720	\$1,697,686	53 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$4,522,000	\$4,522,000	\$0	53

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM  
**General Fund**

Sunset Empire Transportation District

Line	Historical Data			Year to Date Actuals Year 2023-2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025			Line
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023							
1					PERSONNEL SERVICES NOT ALLOCATED				1
2									2
3									3
4	0	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0	4
5					Total Full-Time Equivalent (FTE)				5
6					MATERIALS AND SERVICES NOT ALLOCATED				6
7									7
8									8
9	0	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0	9
10					CAPITAL OUTLAY NOT ALLOCATED				10
11									11
12									12
13	0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0	13
14					DEBT SERVICE				14
15	0	0	310,000	173,240	ODOT Loan	479,000	479,000		15
16									16
17	0	0	310,000	173,240	TOTAL DEBT SERVICE	479,000	479,000	0	17
18					SPECIAL PAYMENTS				18
19									19
20									20
21	0	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0	21
22					INTERFUND TRANSFERS				22
23				0	To Capital Reserve Fund	100,000	100,000	0	23
24									24
25									25
26									26
27									27
28	0	0	0	0	TOTAL INTERFUND TRANSFERS	100,000	100,000	0	28
29			415,088	415,088	OPERATING CONTINGENCY	500,000	500,000		29
30		0	0	0	RESERVED FOR FUTURE EXPENDITURE	125,633	125,633	0	30
31			0	0	UNAPPROPRIATED ENDING BALANCE	0	0	0	31
32	0	0	415,088	588,328	Total Requirements NOT ALLOCATED	1,204,633	1,204,633	0	32
33	4,827,312	4,083,133	2,526,720	1,697,686	Total Requirements for ALL Org.Units/Programs within fund	4,522,000	4,522,000	0	33
34					Ending balance (prior years)				34
35	4,827,312	4,083,133	2,941,808	2,286,014	TOTAL REQUIREMENTS	5,726,633	5,726,633	0	35

**FORM  
LB-11**

This fund is authorized and established by resolution / ordinance number 2016-2 on June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2026

**Capital Reserve Fund**

**Sunset Empire Transportation District**

1	Historical Data			1	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024 - 2025			1	
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023								
2	134,455	839,759	-	2	Cash on hand * (cash basis), or	-	-	-	2	
3	-	-	-	3		-	-	-	3	
4	-	-	-	4		-	-	-	4	
5	-	-	-	5		-	-	-	5	
6	839,759	50,000	-	6	Transferred IN, from other funds	100,000	100,000	-	6	
7	-	-	-	7		-	-	-	7	
8	-	-	-	8		-	-	-	8	
9	-	-	-	9		-	-	-	9	
10	974,214	889,759	-	10	Total Resources, except taxes to be levied	100,000	100,000	-	10	
11				11	Taxes estimated to be received				11	
12				12	Taxes collected in year levied				12	
13	<b>974,214</b>	<b>889,759</b>	<b>-</b>	13	<b>TOTAL RESOURCES</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	13	
14				14	<b>REQUIREMENTS **</b>				14	
15	-	-	-	15	Org. Unit or Prog. & Activity				15	
16	-	-	-	16	General Fund	Transfer	E-Fare Match	-	-	16
17	134,455	-	-	17	General Fund	Transfer	Equipment	-	-	17
18	-	889,759	-	18	General Fund	Transfer	Operations	-	-	18
19	-	-	-	19				-	-	19
20	-	-	-	20				-	-	20
21				21	Ending balance (prior years)					21
22	839,759	-	-	22	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	100,000	100,000	-	22	
23	<b>974,214</b>	<b>889,759</b>	<b>-</b>	23	<b>TOTAL REQUIREMENTS</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	23	

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Statewide Transportation Improvement Fund (STIF)  
(Fund)

Sunset Empire Transportation District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2024 - 2025			
Actual		Adopted Budget This Year Year 2023-2024					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-2022	First Preceding Year 2022-2023									
1			1	RESOURCES					1	
2	873,134	50,372	2	2	465,000	465,000			2	
3	2,500	-	3	3	-	-			3	
4	656,787	674,452	4	4	1,047,017	1,047,017			4	
5	1,532,421	724,824	5	5	1,512,017	1,512,017			5	
6			6	6					6	
7	<b>1,532,421</b>	<b>724,824</b>	7	<b>TOTAL RESOURCES</b>			<b>1,512,017</b>	<b>1,512,017</b>	-	7
8			8	REQUIREMENTS **					8	
9			9	9	Org Unit or Prog & Activity	Object Classification	Detail			9
10	-	-	10	10	STIF	Transfer	District Operations	383,371	383,371	10
11	264,300	188,000	11	11	STIF	Transfer	Match	455,590	455,590	11
12	789,759	-	12	12	STIF	Transfer	Capital Reserve	-	-	12
13	-	-	13	13	STIF	Transfer	ODOT Loan Principle/Int	479,000	479,000	13
14	5,000	5,000	14	14	STIF	Transfer	Student Transportation	-	-	14
15	15,000	15,000	15	15	STIF	Transfer	Public Engage (MKT) Plan Match	-	-	15
16	-	-	16	16	STIF	Transfer	Coordinated Plan	-	-	16
17	458,362	516,824	17	17	STIF	Transfer	Operations for Expanded Service	-	-	17
18			18	18						18
19			19	19						19
20			20	20						20
21			21	21						21
22			22	22						22
23			23	Ending balance (prior years)						23
24	-	-	24	UNAPPROPRIATED ENDING FUND BALANCE			194,056	194,056	-	24
25	<b>1,532,421</b>	<b>724,824</b>	25	<b>TOTAL REQUIREMENTS</b>			<b>1,512,017</b>	<b>1,512,017</b>	-	25

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



SPECIAL FUND  
RESOURCES AND REQUIREMENTS

Statewide Transportation Improvement Fund Discretionary (STIF)

Sunset Empire Transportation District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024 - 2025			
	Actual		Adopted Budget This Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023						
1				1	RESOURCES			1
2	-	-	-	2	Cash on hand * (cash basis), or			2
3	552,000	520,000	-	3	ODOT - STIF Discretionary Program Grant			3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10	552,000	520,000	-	10	Total Resources, except taxes to be levied			10
11				11	Taxes estimated to be received			11
12				12	Taxes collected in year levied			12
13	552,000	520,000	-	13	<b>TOTAL RESOURCES</b>			13
14				14	REQUIREMENTS **			14
					Org Unit or Prog & Activity	Object Classification	Detail	
15				15				15
16	232,000	520,000	-	16	STIF	Transfer	Operations	16
17	320,000	-	-	17	STIF	Transfer	Capital	17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29	Ending balance (prior years)			29
30				30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			30
31	552,000	520,000	-	31	<b>TOTAL REQUIREMENTS</b>			31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Special Transportation Fund (STF)

Sunset Empire Transportation District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024 - 2025						
Actual		Adopted Budget This Year Year 2023-2024	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body					
Second Preceding Year 2021-2022	First Preceding Year 2022-2023										
1			1	RESOURCES			1				
2	40,000	-	-	2	Cash on hand * (cash basis), or			2			
3	92,935	92,932	-	3	ODOT - STF Formual Grant			3			
4	-	-	-	4	Previously levied taxes estimated to be received			4			
5	-	-	-	5	Interest			5			
6	-	-	-	6	Transferred IN, from other funds			6			
7				7				7			
8				8				8			
9				9				9			
10	132,935	92,932	-	10	Total Resources, except taxes to be levied			10			
11				11	Taxes estimated to be received			11			
12				12	Taxes collected in year levied			12			
13	<b>132,935</b>	<b>92,932</b>	<b>-</b>	13	<b>TOTAL RESOURCES</b>			13			
14				14	REQUIREMENTS **			14			
15				15	Org Unit or Prog & Activity	Object Classification	Detail		15		
16	-	-	-	16	STF	Transfer	Wages	0	0		16
17	-	-	-	17	STF	Transfer	Benefits/Taxes	0	0		17
18	10,000	5,000	-	18	STF	Transfer	Non Profit Assist/Outreach/Vet	0	0		18
19	62,898	87,932	-	19	STF	Transfer	Operations Assistance	0	0		19
20	-	-	-	20	STF	Transfer	Capital	0	0		20
21	30,037	-	-	21	STF	Transfer	Operations Assistance	0	0		21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29				29	Ending balance (prior years)						29
30	30,000	-	-	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			0	0		30
31	<b>102,935</b>	<b>92,932</b>	<b>-</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>0</b>	<b>0</b>	<b>0</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

Date: June 20, 2024

To: Board of Commissioners  
From: Chair Debbie Boothe-Schmidt  
Re: Agenda Item 10.a Approval of Board Policies

The Board Policy Committee has met several times to review the 40 existing Board Policies. We have updated and improved about 35 policies so far and most have been approved by the board. This is certainly a work in progress as there are a few more policies that still need to be updated and we have found that there are new policies that need to be written.

The Board Policy Committee will continue to meet at least quarterly to ensure that the Board Policies are as current and inclusive as possible.

The Board Policy Committee is requesting approval of the Board Policies submitted in the June 2024 Board Pack.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>DUTIES OF SECRETARY TREASURER</b>		Policy # <b>B-304</b>	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

Policy:

1. The Secretary-Treasurer of the Board through the Executive Director or his/her designee, shall ensure accurate minutes of each board meeting to be taken as prescribed by Oregon Public Meeting Laws and distributed to each board member in a timely manner for review prior to approval and shall maintain properly authenticated official minutes in chronological order.
2. The Secretary-Treasurer shall countersign all minutes and other official documents as necessary.
3. The Secretary Treasurer shall be an approved signer on the districts checking accounts.
4. The Secretary/Treasurer shall preside in the absence of both the Chair and the Vice-Chair.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b>		Policy #	Date Approved
		<b>B-307</b>	
<b>FAILURE TO ATTEND MEETINGS AND PERFORM DUTIES</b>		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

1. A Board member who is unable to attend a scheduled Board meeting must notify the Board Chair or the Executive Assistant in advance of the meeting.
2. A Board member may request from the Board of Commissioners an excused absence from a regular Board meeting. The determination of the request (excused or not excused) will be a part of the regular Board minutes. Excused absences shall include any reason deemed acceptable to the Board of Commissioners.
3. If a commissioner fails to attend 3 regular scheduled Board meetings in a fiscal year, the Board Chair, at the Chair’s discretion, may take the following steps:
  - a. Verbal Notice: The Board Chair will meet with the member and discuss attendance.
  - b. If the member misses 4 consecutive meetings without excuse within a fiscal year they will receive a written notice signed by the Board.
  - c. Written Notice: The notice will contain a list of the duties and responsibilities of a board commissioner and it will also request the commissioner to attend the next board meeting or submit in writing an explanation for the lack of attendance.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>SELECTION AND DUTIES OF LEGAL</b> <b>COUNSEL</b>		Policy #	Date Approved
		<b>B-310</b>	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

1. The Board shall select legal counsel for the district that is licensed and registered in the State of Oregon.
2. The Board authorizes the Executive Director to seek legal counsel before taking action on any District issue that may precipitate litigation. Legal counsel will be sought through Special Districts Association of Oregon, or through a Board approved attorney. If necessary, legal counsel may be sought through a referral made by Special Districts Association of Oregon or from the Board approved attorney. Any additional legal counsel used because of a referral must be licensed and registered in the State in which lawsuit is brought.
3. The Board authorizes the Executive Director to seek legal counsel review of Sunset Empire Transportation District’s existing and proposed agreements and contracts including any amendments to such contracts.
4. The Board authorizes the Board Chair and/or the Executive Director to seek legal counsel independently, providing such counsel is consistent with the Board’s general direction.
5. The Board expects legal counsel to provide legal advice by responding to specific requests as well as proactively advising on changes to the laws that affect the district.
6. In the event that either the Board Chair or the Executive Director independently seeks legal counsel, such contact should be reported to the full Board at the earliest convenience.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>SELECTION OF AUDITOR</b>		Policy # <b>B-311</b>	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Board shall ensure an annual audit is made each year of the district’s accounts and fiscal affairs.
2. The Board shall give the Executive Director and the Finance Officer the authority to search for an approved governmental auditing firm qualified in the State of Oregon.
3. The Board will review applicants credentials, qualifications and references and make the final approval of the selection of the auditor.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>BOARD COMMITTEES</b>		Policy # <b>B-312</b>	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**1. Appointment of Committees and Sub-Committees**

- a. The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) may appoint Committees and Sub-Committees to transact District business as delegated by the BOC.
- b. Committees may appoint Sub-Committees with the approval of the BOC.

**2. Membership**

- a. The Chair of the BOC shall appoint Members to serve on Committees. The Chair may choose to seek nominations for appointment or may directly appoint new members to a Committee.
- b. Membership may be made up of both Board Commissioners and non-Board members. There is no limit to the number of Members per Committee. However, no Committee or Sub-Committee may be made up of more than three (3) Board Commissioners so as not to constitute a quorum for BOC purposes per statutory requirements.
- c. The Exception to this rule is the Budget Committee. Per statutory requirements, the Budget Committee is required to consist of all seven Board Commissioners and an equal number of citizen members. (ORS 294.414)

**3. Operations of Committees and Sub-Committees**

- a. The order of business at the beginning of formation of each Committee or Sub-Committee Meeting and again at the beginning of each fiscal year shall be:
  - 1. Election of Chair
  - 2. Election of Vice-Chair
  - 3. Establishment of the minutes taker (typically staff)
  - 4. Establishment of the purpose and goals of the Committee
- b. Each Committee and Sub-Committee shall report on its activities to the BOC on a regular basis or as designated by the BOC.



- c. Committees and Sub-Committees can review material and provide recommendations for action by the District, but only the BOC can authorize an action.
- d. All BOC Committees and Sub-Committees are subject to applicable open meetings laws.

#### **4. Standing Committees of the Board of Commissioners**

The following Committees will last in perpetuity:

- a. Executive Director Evaluation and Compensation Committee  
The Board Chair will assign 3 board members and Executive Assistant that will assist the committee with the annual Executive Director evaluation process.
- b. Transportation Advisory Committee-(TAC)  
This 7-member committee provides recommendations to the Board on transportation matters regarding seniors, those with disabilities and the general public; as well as serving as the District's Special Transportation Fund grant committee and the Statewide Transportation Improvement Fund committee. Candidates must apply for a position and are selected by the Board of Commissioners. Members serve a 3-year term. This committee is governed by it's own by-laws.
- c. Budget Committee-  
This 7-member committee joins the SETD Board to serve on the SETD Budget Committee to review, evaluate and make recommendations on the approval of SETD's annual budget. Candidates must apply for a position and are selected by the Board of Commissioners. Members serve a 3-year staggered term.
- d. Board Policy Committee  
The committee writes, reviews, and updates the Board of Commissioners Policies. Committee members are appointed by the Board Chair and consist of Board members and the Executive Director and the Executive Assistant. All Board Policies are submitted to the Board for final approval.

#### **5. Ad-Hoc Committees**

The Board of Commissioners may establish as many Ad-Hoc Committees and Sub-Committees as it deems necessary to fulfill the needs of the District.

## 6. Non-BOC Committees and Sub-Committees

- a. The Executive Director may establish Committees and Sub-Committees independently from the BOC. These are Non-BOC Committees and are developed and guided under the direction of the Executive Director, with the foreknowledge of the BOC.
- b. Non-BOC Committees and Sub-Committees may or may not contain members of the BOC or the public.
- c. Non-BOC Committees and Sub-Committees report directly to the Executive Director. The Executive Director has the responsibility of reporting the activities of Non-BOC Committees to the BOC.
- d. Non-BOC Committees and Sub-Committees are considered internal District meetings and are not subject to state or federal open meetings laws.
- e. Standing Non-BOC Committees:
  - a. Safety and Security Committee  
Made up of only employees to regularly evaluate and recommend policies regarding the safety and security of the District and its employees.
  - b. Employee Committee  
Made up of only employees and provides recommendations to the Executive Director on employee matters.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners PUBLIC MEETINGS</b>		Policy # <b>B-601</b>	<b>Date Approved</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**PURPOSE:**

To lay out the policies by which the district will comply with the Oregon Public Meetings Law and to provide the rules that the district will follow regarding citizen participation and public comment. The district is committed to complying with the requirements, as well as the spirit, of the Law and values public participation at its public meetings.

**POLICY:**

SETD will comply with the Oregon Public Meetings Law, which can be found in its entirety at ORS 192.610 to 192.690. Where the Law is open to local interpretation, the district will establish its own rules. Those local rules are laid out below.

**APPLICATION:**

The Policy applies to all meetings that occur by or under the direction of the District Board of Commissioners. This includes the District Board of Commissioners monthly meetings, work sessions, special meetings, as well as meetings of the Board’s sub-committees.

**DEFINITION:**

1. Public Meeting: The convening of any governing body for which a quorum is required to make or deliberate toward a decision on a matter, or a sub-committee that deliberates towards a recommendation to the Board or to gather information. Decisions must be made in public and secret ballots are prohibited.

**PROCEDURE:**

1. Quorum: For the District Board of Commissioners, a quorum is the presence of four (4) of the seven (7) Commissioners.
2. Voting: Except as otherwise provided by law and except where the Sunset Empire Transportation District directs or acts to the contrary, Robert’s Rules of Order 3<sup>rd</sup> edition will govern parliamentary processes of this public body.
3. Electronic Correspondence: Meetings accomplished by telephone conference calls or other electronic means may constitute a public meeting. In such cases the district will

provide notice as well as a location where the public may listen to or observe the meeting.

4. Meeting Locations: The District Board will hold all public meetings within the jurisdictional boundaries of the district, namely within the boundaries of Clatsop County.
5. Notice: SETD will provide a minimum of one (1) to five (5) days public notice of the time, place and agenda for any regular or special meeting. For emergency meetings, SETD will provide as much public notice as possible depending upon the unique circumstances of the emergency.
6. Executive Sessions: The district will comply with ORS 192.660 in regard to the use of executive sessions when applicable and requested by the Board. SETD will provide notice of such sessions as explained above under the Notice section.
7. Exemptions: Meetings that occur for a purpose other than deliberating about or deciding upon an action of the district are not considered public meetings and are not required to follow the requirements of the Oregon Public Meetings Law.
8. Public Comment: The District Board will provide at least one (1) opportunity to receive comments from the public at each of its regularly scheduled monthly meetings and sub-committee meetings. At special meetings, such as work sessions, the district may provide opportunities for public comment at the discretion of the Board. The public will be allowed a total of three (3) minutes per person to provide their comments, unless otherwise determined by the Board.
9. Media: Representatives of the media are welcome at all public meetings of SETD, including executive sessions. However, the media cannot report or disclose any information that is discussed within an executive session, unless it is outside the scope of the purpose of the executive session. Media are excluded from certain types of executive sessions, such as strategy discussions about labor negotiations and consultations with a lawyer regarding an issue where the media is a party.
10. Minutes: The minutes from the district's public meetings will be made available within a reasonable time after each meeting. Written minutes are not a complete dictation, but will provide members present; all motions, proposals, resolutions, orders, ordinances and measures proposed; the results of any votes by name; the substance of discussions; and a reference to any document discussed at the meeting.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>EXECUTIVE DIRECTOR EVALUATION</b>		Policy # <b>B-704</b>	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

The Executive Director shall receive an annual performance evaluation by a committee of the Board of Commissioners. The committee will report its findings to the Board. The Board will vote to approve the annual evaluation and any changes to pay or other compensation.

At a minimum, the evaluation committee will consider:

1. Ability to cooperate with the Board, staff, community members, and other local governments;
2. Communication skills;
3. Leadership attributes;
4. Work habits;
5. Use of District resources with an emphasis on operational and fiscal efficiencies as specified by the Oregon Department of Revenue, the Oregon Department of Transportation, and other local and state requirements.
6. Performance made against Strategic Goals approved by the Board.
7. Goals established in the Executive Director's previous performance evaluation.
8. Long range fiscal planning and management
9. Develop and maintain good relationships with local and state governments and the community
10. Ensure financial stability of the district.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>EXECUTIVE DIRECTOR ACTION</b> <b>WITHOUT POLICY</b>		Policy #	
		<b>B-705</b>	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

The Executive Director, in the absence of Board Policy, shall attempt to contact the Board Chair and if the Board Chair is unavailable shall contact the Board Vice Chair for directions. If the Board Chair and the Vice Chair are unavailable and immediate action is necessary, the Executive Director shall have the power and latitude to act. The Executive Director will notify the Board Chair and Vice-Chair as soon as possible of the action(s) taken. The Board Chair or Vice Chair will notify the Board of any action taken. The Board Chair will inform the Board at their next meeting of any action that may suggest the need for an additional Board adopted policy.

Date: June 20, 2024

To: Board of Commissioners

From: Chair Debbie Boothe-Schmidt

Re: Agenda Item 11 Executive Director 6-month review

The Executive Director Evaluation Committee has met several times to conduct Executive Director Craig Johnstons 6-month review. The Evaluation Committee conducted and evaluated the staff and board's confidential Executive Director Surveys.

This 6-month review is required by policy and may result in additional compensation.

### **Leadership**

Craig has implemented a short-term plan to address operational and financial needs in the district's recovery. Weekly staff meetings have been well received by the staff and have increased their involvement in district issues and management decisions. Craig has created a more productive environment for staff and drivers. He has successfully completed all requirements set by ODOT for funding resumption, including policy updates and budget drafting. Craig's leadership style encourages creativity. He has met ODOT's requests promptly and received positive feedback. Overall, Craig has exceeded district expectations, establishing aligned goals, motivating employees, and improving work culture.

### **Managerial**

Craig has effectively analyzed the district's situation and implemented a short-term strategy. He displays adeptness in managing change and risks. Craig's management style and demeanor are strong and confident, making him an ideal fit. He has reinstated regular management and staff meetings, presented a PowerPoint to county leaders to highlight the district's progress and future plans. Through his efforts, the district has transformed from despair to hope and achievement. Craig's planning, organization, and critical thinking skills are exceptional, consistently achieving desired results and goals with confidence and clear explanations.

### **Interpersonal Skills**

Craig has the support of his staff due to his open-door approach, regular staff meetings, and encouragement of individual participation. He has excellent people skills, communicates in a caring environment, and keeps the Board informed with no surprises regarding staff and employees.

### **People Management**

Craig has shown admirable people management skills and aims to establish a district culture that promotes staff commitment and cooperative achievement of goals. He empowers staff without micromanaging, as observed in monthly board meetings. Craig has successfully restored all routes and has introduced a lunch reward for employees of the quarter to build trust and rapport. His open-door policy fosters better communication. Additionally, Craig has been instrumental in mentoring Kelly, CFO on government accounting through instruction from John Dreeszen. Overall, Craig excels in his role as executive director, demonstrating a comprehensive understanding of the district's purpose, operations, and management.

### **Political and Bureaucratic Skills**

Craig's face-to-face meetings with civic partners have successfully garnered community involvement and support. He also formed key partnerships with local government for a successful transit district. Additionally, he responded promptly and professionally to demands from ODOT and others, displaying his ability to work well under pressure and navigate conflicts effectively.



## **Administration**

Craig has proven to be a visionary leader, reviewing, and keeping effective policies while eliminating those that are ineffective. He understands the importance of transparency for emergency planning and has already implemented measures such as board members receiving bank statements and quarterly invoice reviews. Although Craig did not receive a list of goals from the Board, Craig has played a crucial role in the district's recovery and has shown competence in policy development and agency administration during challenging times.

## **Self-Awareness**

Craig is open to feedback, able to accept criticism, and willing to make changes when needed.

## **Board Interaction**

The Executive Director has made himself more accessible to the Board with his open-door policy. The board chair has more access to the director, allowing for impromptu visits. The chair always feels welcome, and Craig is accommodating and reschedules if needed. Craig allows leadership to grow and listens. Craig should communicate his support needs to the board. Craig has demonstrated his willingness and ability to work effectively and transparently with the Board.

## **Overall**

Craig has quickly gained the support of his staff, civic leaders, and the Board through open communication. Despite his short time in the role, he has proven to be a successful executive director. We have high expectations for Craig's future with our organization and the local community. The Board encourages Craig to continue engaging with community leaders and to improve service and routes. Overall, Craig is an excellent leader, and the board hopes he remains in this position long-term. It would also be beneficial for Craig to establish goals for employee duties, clarify responsibilities, and attend conferences to enhance the district's performance.

## **Suggested Goals-**

1. Maintain 70% or better on time service rate and less than 2% early service.
2. Increase service route hours as funding allows. (Add 101B and Route 13)
3. Present a quarterly state of the fleet report to the Board.
4. Present quarterly grant status and funding report including applications in process to the Board.
5. Continue to develop strong relationships with community leaders, managers, and other service providers.
6. Respond and report on the progress of the RLS findings.

# Sunset Empire Transportation District Employee Climate Survey

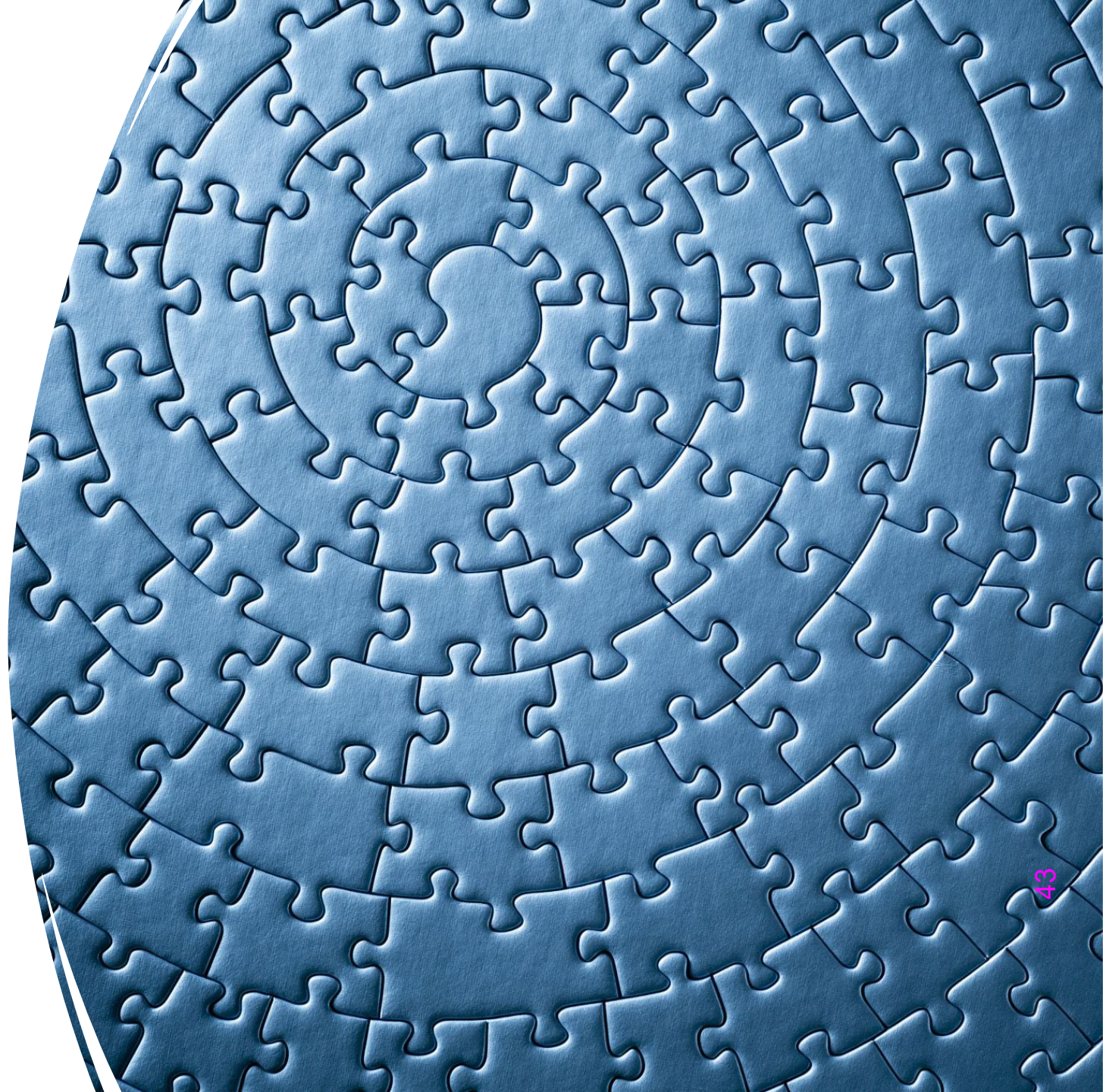
MAY 2024



# PURPOSE

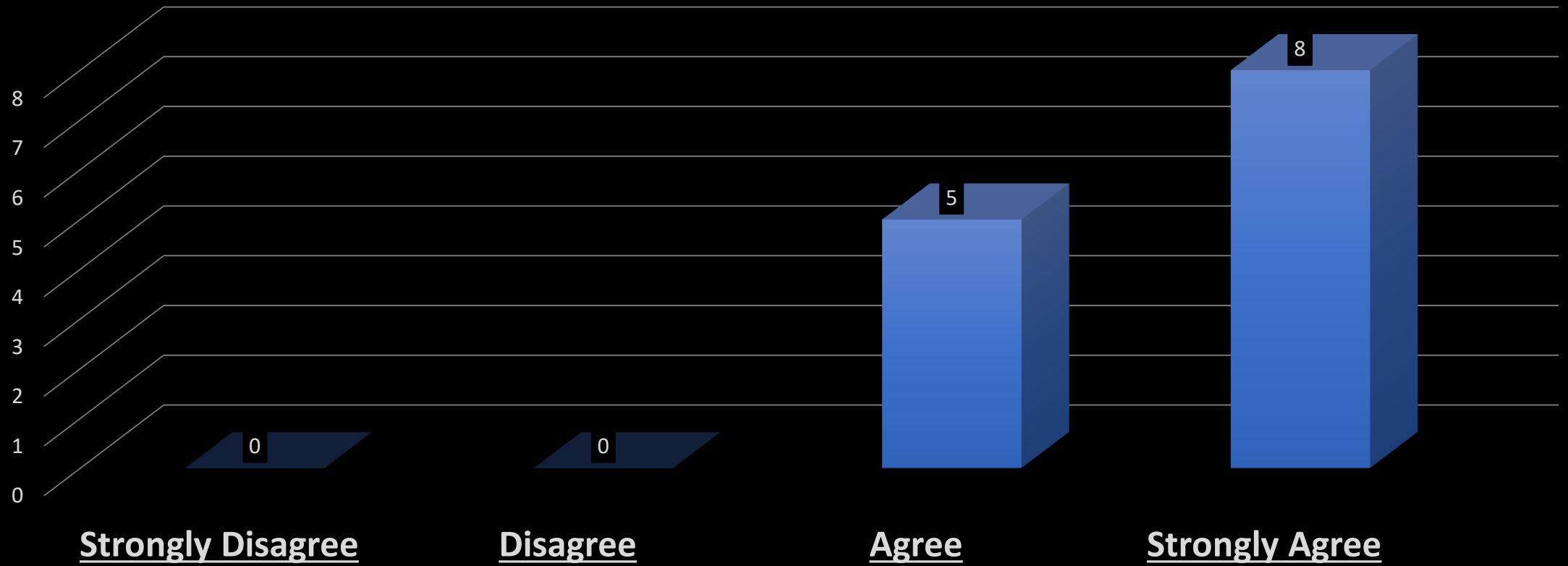
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- Gauge Employee Morale
- Identify Areas that Organization needs to Improve
- Areas in need of Immediate Attention
- Baseline for Moving the Organization Forward



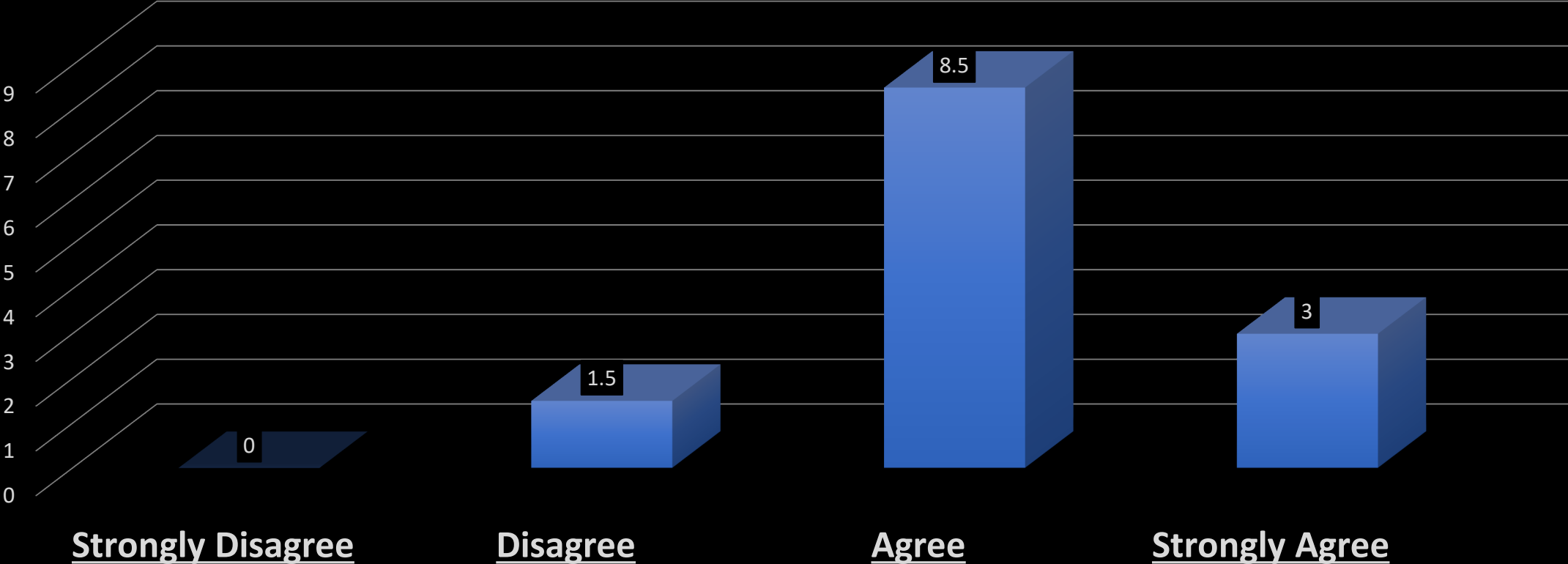
# ***I FEEL A STRONG SENSE OF BELONGING TO SETD***

## **RESULTS**

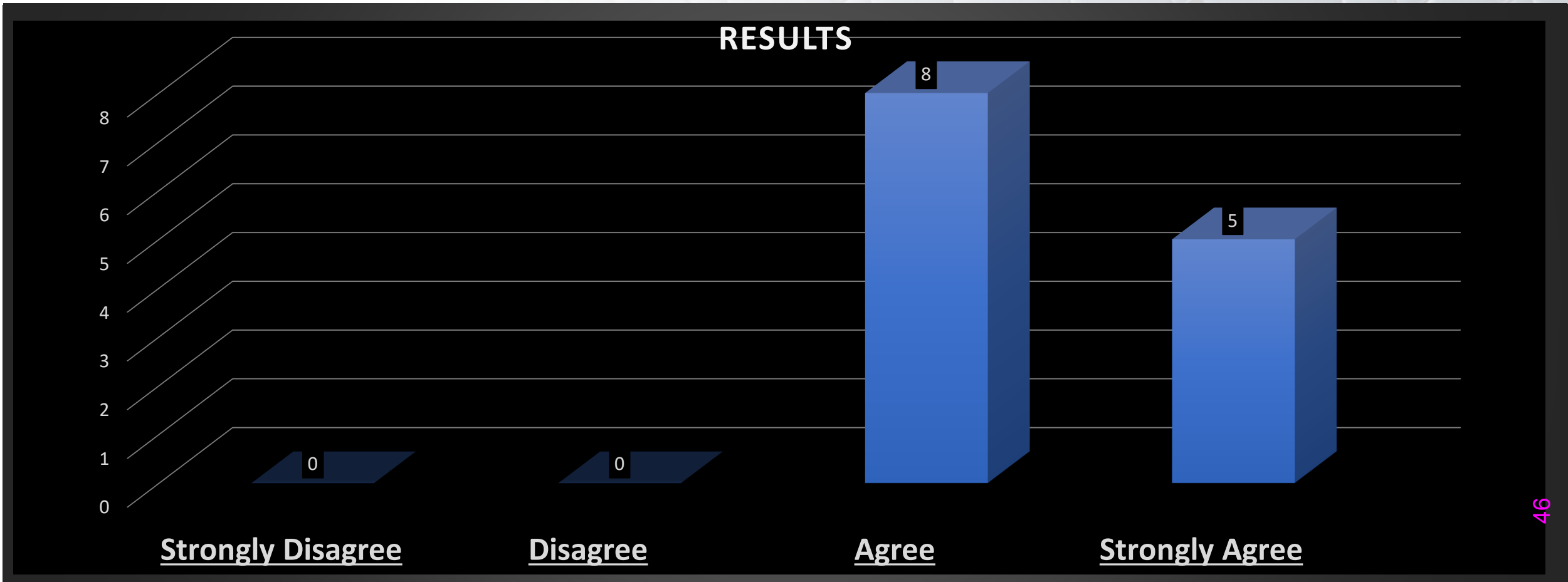


# ***I TRUST THAT SETD LEADERSHIP WILL PROVIDE ME WITH TIMELY AND EFFECTIVE FEEDBACK***

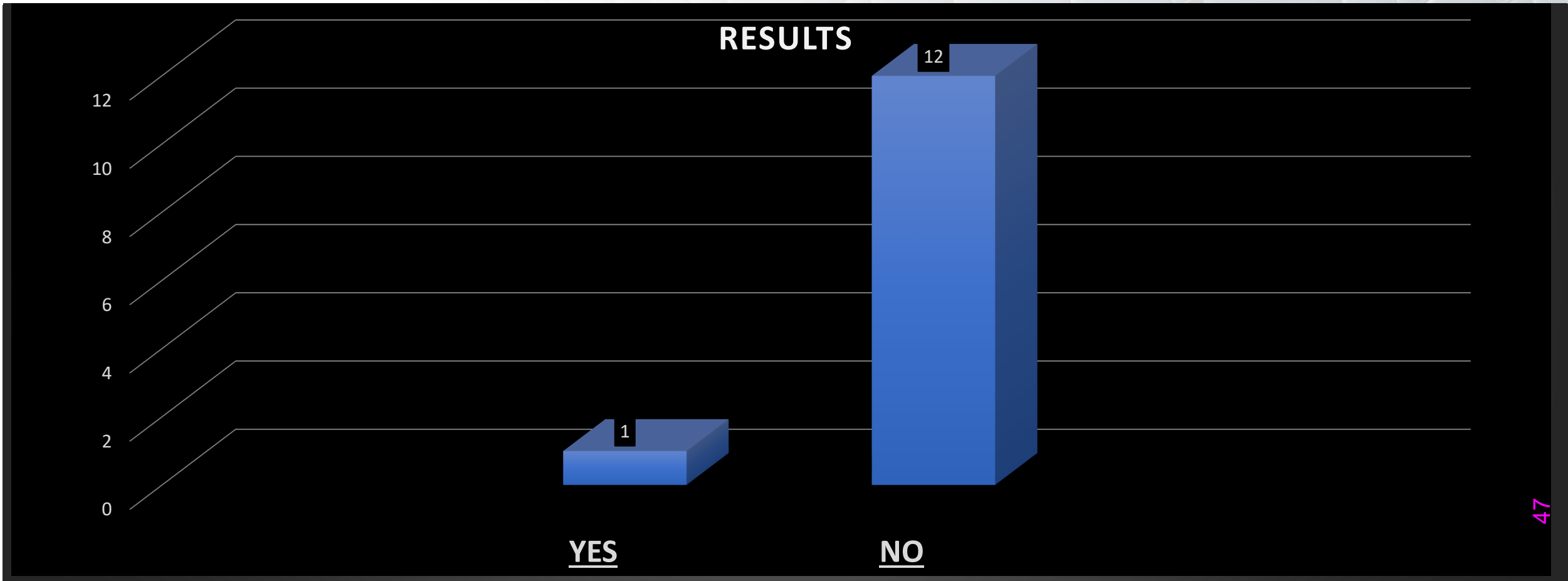
## **RESULTS**



# ***SETD PROVIDES THE TOOLS AND EQUIPMENT NECESSARY TO MY JOB SAFELY***

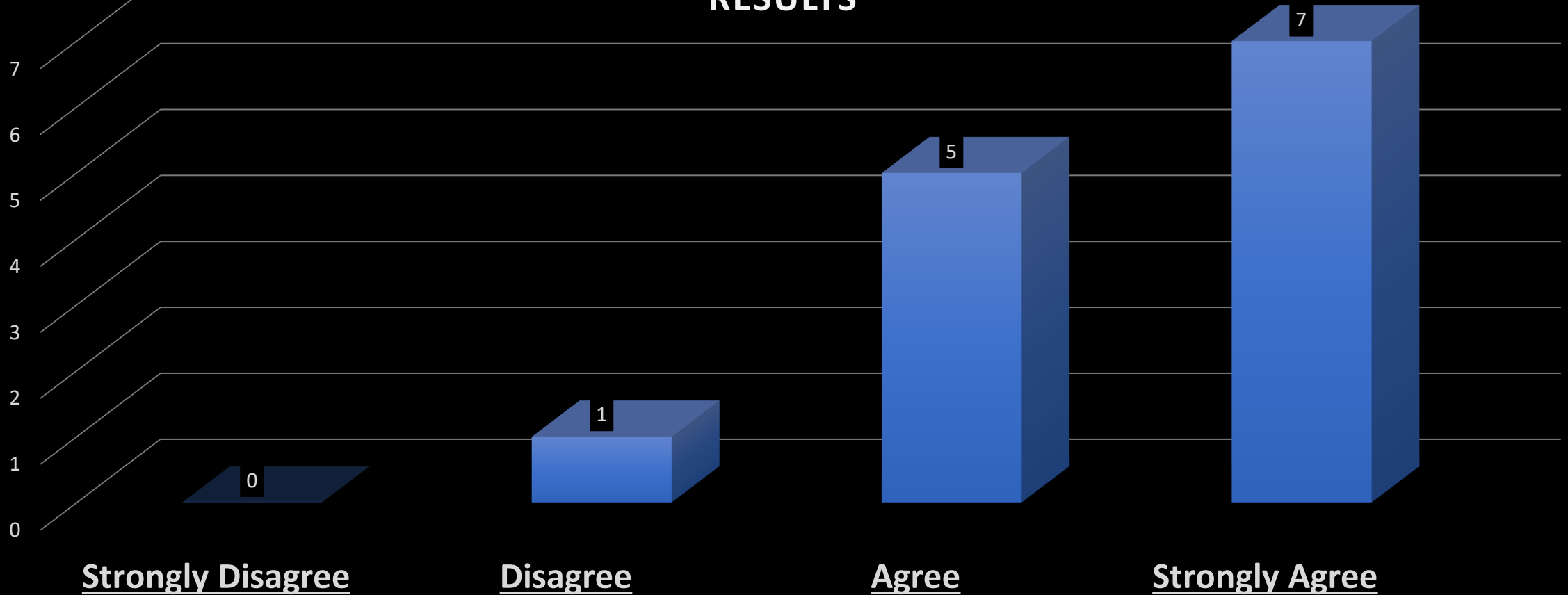


# ***WITHIN THE LAST 12 MONTHS, I HAVE PERSONALLY EXPERIENCED AND INCIDENT OF SEXUAL HARASSMENT***



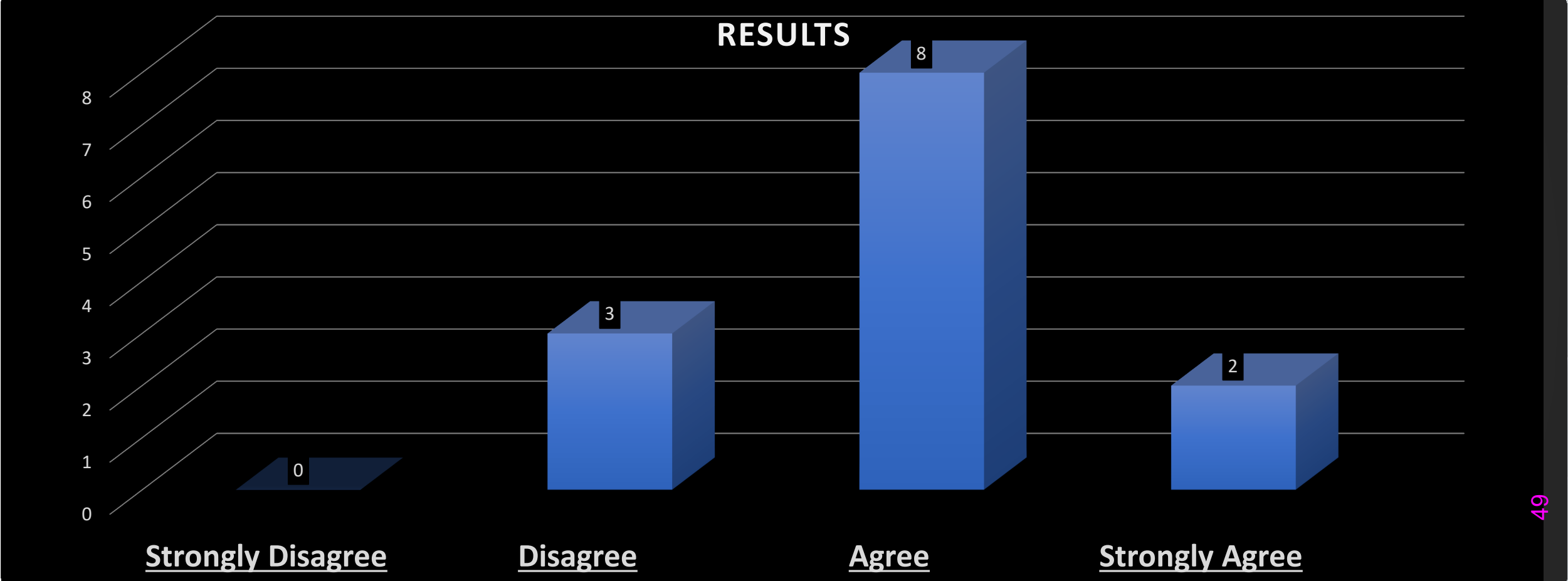
# ***I HAVE CONFIDENCE SETD LEADERSHIP WILL ADDRESS DISCRIMINATION OR SEXUAL HARASSMENT AT SETD***

## **RESULTS**



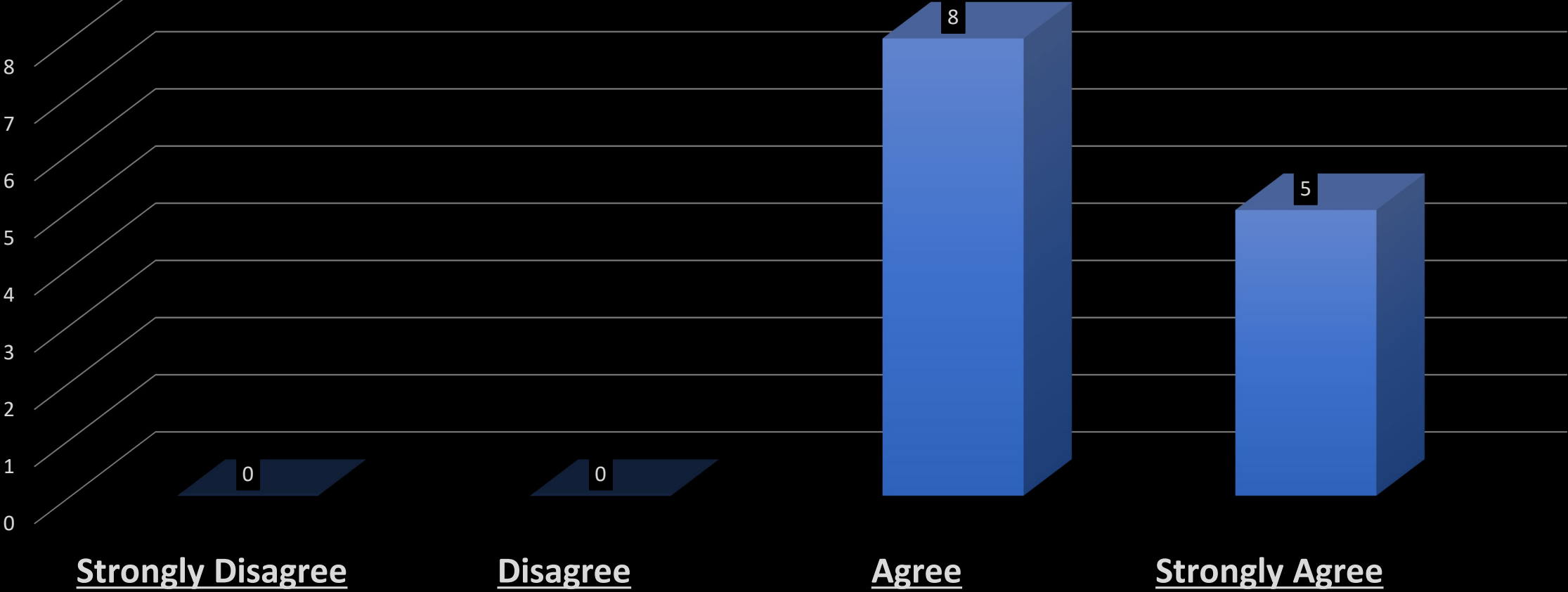


# ***LEADERSHIP EFFECTIVELY COMMUNICATES IT OBJECTIVES AND CURRENT RELEVANT EVENTS WITHIN SETD***

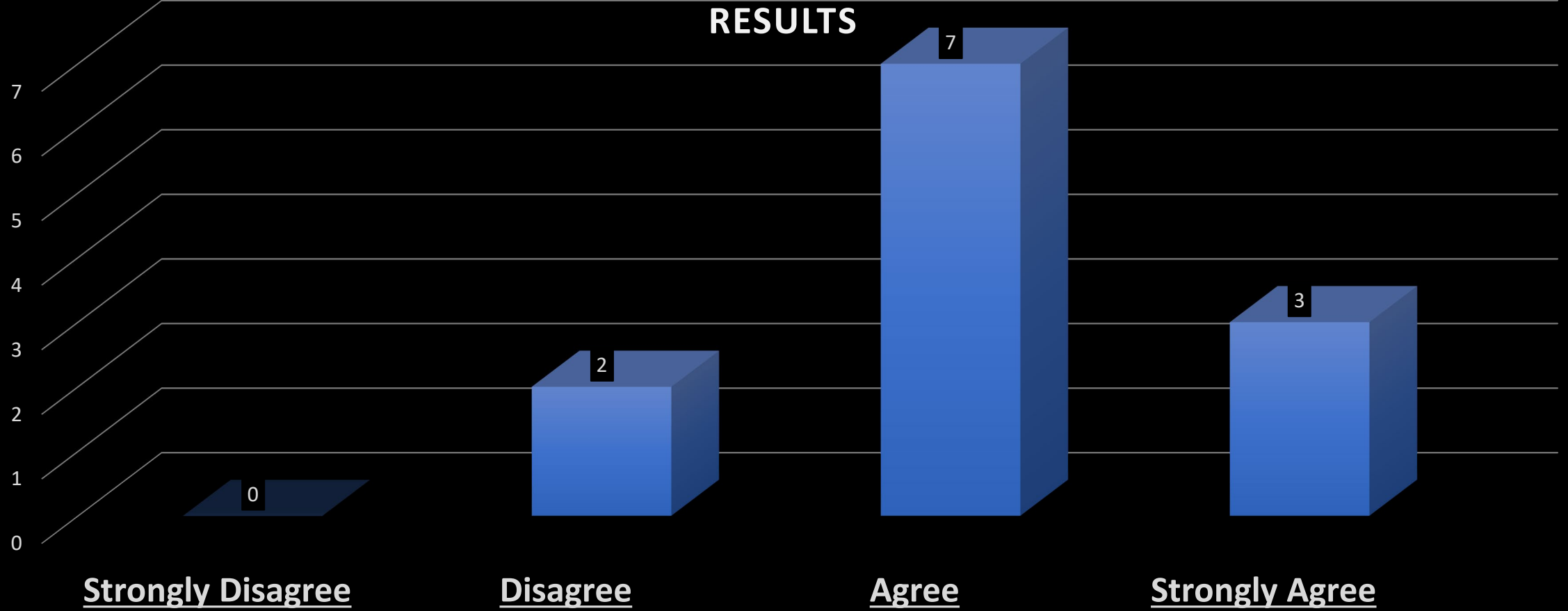


# ***I HAVE CONFIDENCE IN THE WORKING ORDER OF THE FLEET I DRIVE***

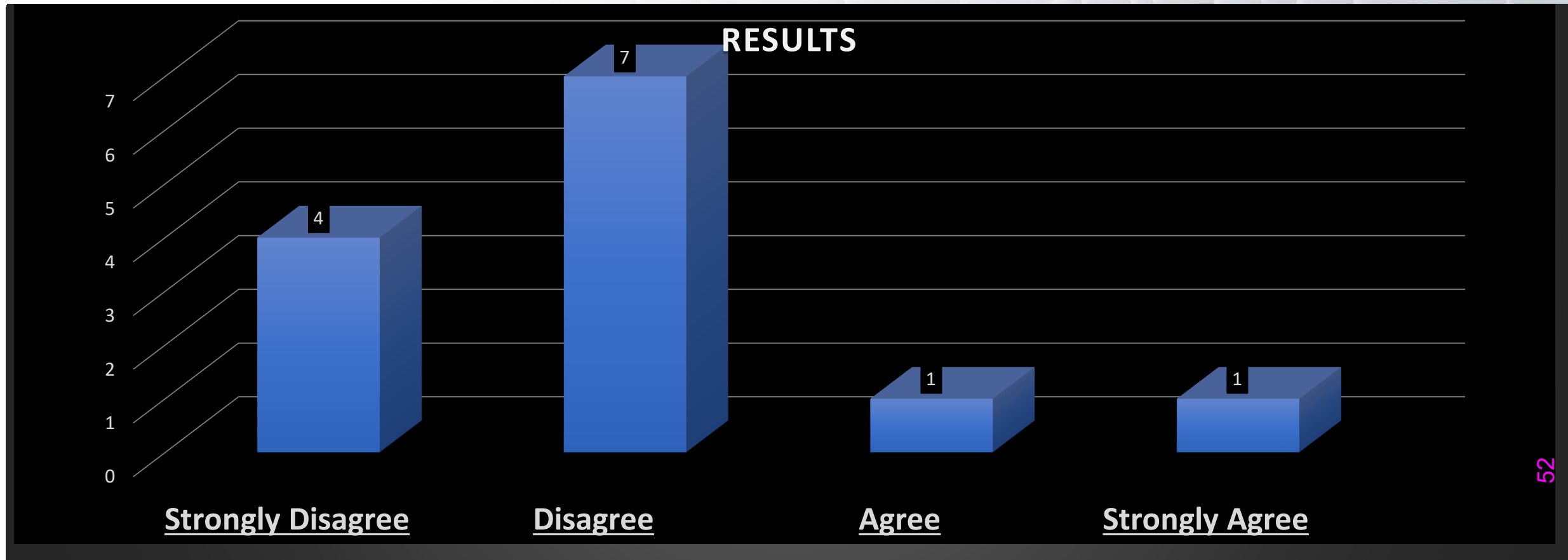
## **RESULTS**



# ***TEAM MEMBERS TRUST AND SUPPORT EACH OTHER***



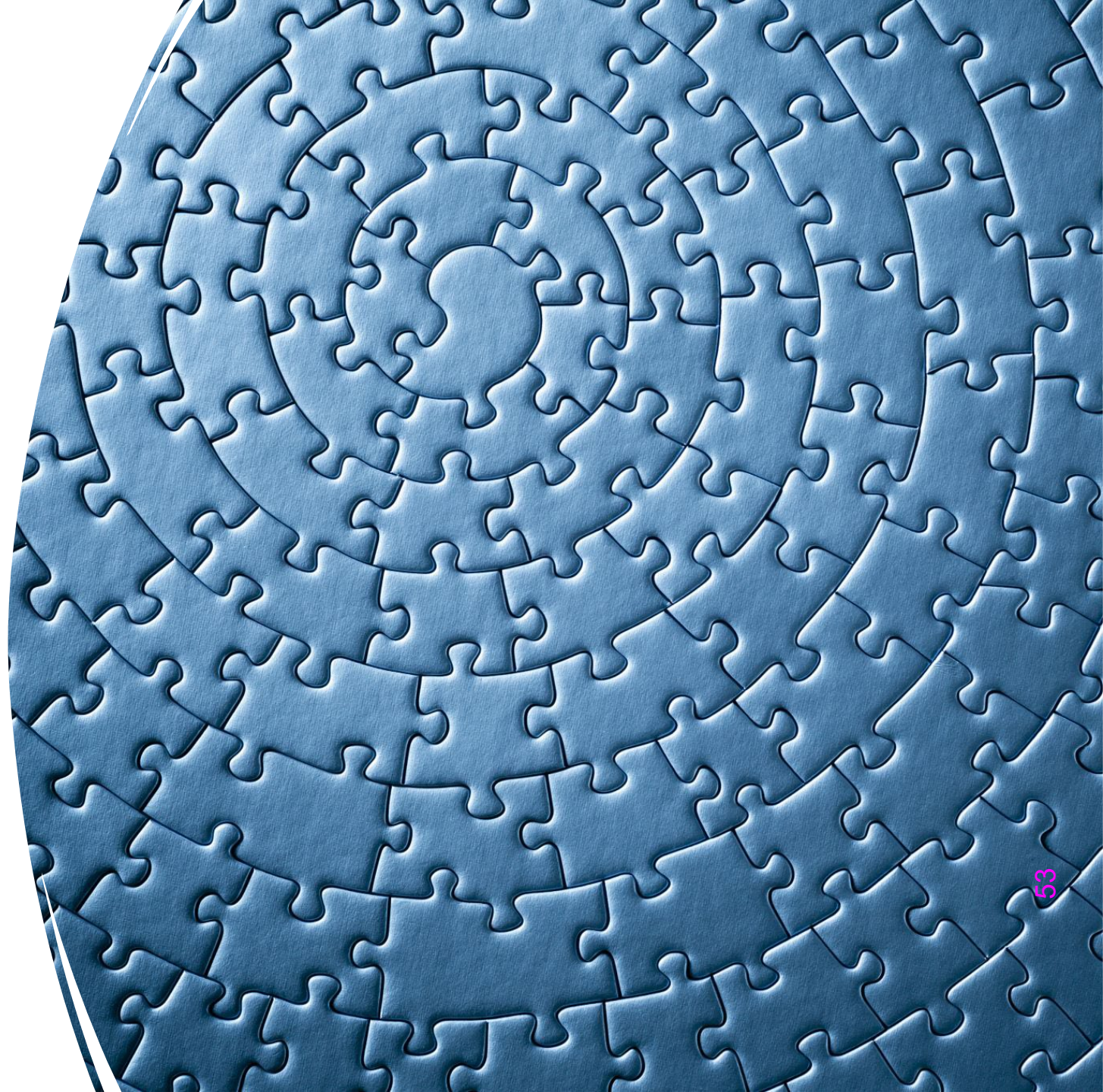
***IF ANOTHER EMPLOYER OFFERED ME \$1.00 MORE PER HOUR WITH THE SAME BENEFITS, I WOULD LEAVE RIGHT AWAY***



# KEY ISSUES

---

- **1 Incident of Sexual Harassment Reported**
- **Relevant Training for Staff in the next year**
- **Regular Communication between Management and Staff**



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

Thank you Craig. I have added several references to supporting the SETD in the application. I appreciate your help on all fronts.

Have a great day.

## Jay Blake

Planning Manager  
800 Exchange Street, Suite 100  
Astoria, OR 97103  
503.325.8611 | 503.338.3666 Fax

Take our [customer satisfaction survey](#)

This message has been prepared on resources owned by Clatsop County, Oregon. It is subject to the Internet and online Services Use Policy and Procedures of Clatsop County.

**From:** Craig Johnston <[cjohnston@ridethebus.org](mailto:cjohnston@ridethebus.org)>  
**Sent:** Tuesday, June 4, 2024 2:23 PM  
**To:** Jay Blake <[jblake@clatsopcounty.gov](mailto:jblake@clatsopcounty.gov)>  
**Subject:** Re: Clatsop County Planning Project

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

Hi Jay,

I presented the support letter to our board last month and they were very welcoming to our participation in the upcoming plan. They fully endorsed my letter of support. Thank you so much for including us in the early stages of the planning process. Unfortunately, our most current plan is the 2016 plan that you reference. I plan on updating it with STIF funding in the 25-27 cycle. Looking forward to the process of the County Transportation System Plan. If there is anything else I can help with attaining the ODOT grant please let me know. I did advise our ODOT Regional coordinator of your upcoming application for a grant and put in my endorsement for the County.

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

---

**From:** Jay Blake <[jblake@clatsopcounty.gov](mailto:jblake@clatsopcounty.gov)>  
**Sent:** Tuesday, June 4, 2024 8:54 AM

**To:** Craig Johnston <[cjohnston@ridethebus.org](mailto:cjohnston@ridethebus.org)>  
**Subject:** RE: Clatsop County Planning Project

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

Craig,

As I continue to put together the County Transportation System Plan grant request, I wanted to reference the SETD most current plan. Is the most current plan the 2016 plan that is on the website? If you want me to present to your Board, please let me know.

A an email response from Mary Ann Brandon who has volunteered to be on the SETD Budget Committee for over 6 years. She sent an email making sure we were not going to have a 3<sup>rd</sup> Budget Meeting which I confirmed that we were not, but she added the following message:

Great! Thank you! For some reason, I thought I heard there was another mtg, but that may have been just for the Board.

They've actually been the best meetings this year, due to the fact they've evolved from a "One-man show"(Jeff) to more organized and defined roles where the Financial Director has been allowed to do her job. Kudos to the new Exec Director!

Since I won't be seeing any of you in session anymore, I bid adieu and continue to hold you all with the highest respect for your commitment and intelligence.

Sincerely,  
Mary Ann



Jim Aalberg  
89384 Manion Drive  
Warrenton, Oregon 97229  
[jamesaalberg@gmail.com](mailto:jamesaalberg@gmail.com)  
cell 503.789.5235

Re: Sunset Empire Transportation District's FY 2025 Budget Review

Date: May 23, 2024

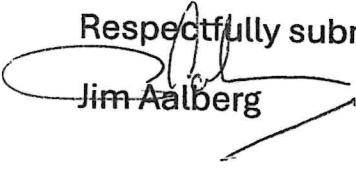
SETD Chair:

This letter will serve for the public record my observations as an invited citizen to participate in the SETD FY 2025 budgeting process. Let me start by saying my education was focused on finance and accounting and my entire working career entailed 20 plus years in commercial banking and a 27-year as corporate treasurer of a large NW public company. In full disclosure, I did not "get behind" the SETD numbers. In this case that was not my charge. Nevertheless, it is my firm belief the budget process undertaken by the SETD for their fiscal 2025 budget was done and completed in a professional and well-thought-out manner. I believe the projections for revenue sources, operational costs and capital requirements were completed in accordance with GAAP, FASB, GASP, and state budgeting requirements. I found the SETD's Financial Officer to be competent, knowledgeable, and thorough in her duties. The Executive Director was knowledgeable of the operation and had a good grasp of the financial and cashflow requirements needed on a day-to-day basis. All SETD staff, the District Chair, Executive Administrator and the select Board members I interfaced with during the process, were open, transparent, and receptive to my question and input.

In conclusion, I do believe the SETD FY 2025 budget is fundamentally sound and financially responsible. The SETD Board and staff have gone through material financial challenges in the past year and have come through the experience better for it. They are paying very close attention to the operations finances and accounting as they move into the coming operating year. I wish them the best.

PS I would suggest SETD consider the following: (1) a policy as to FDIC insurance coverage limits, (2) closer thought to the need and rationale for a "catch up" 9.4% across the board salary increase (3) carefully contemplate the need for new buses and or fleet expansions.

Respectfully submitted,

  
Jim Aalberg



# SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING  
JUNE 2024***



**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

***EXECUTIVE DIRECTOR  
REPORT-CRAIG JOHNSTON***

**Managing Resources**

All 5310, and 5311 reimbursements have been received from ODOT. We received our reimbursements in early June.

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

**Leading People**

Staff Survey completed in April.

**Improving the Organization**

OSHA completed their inspection of both OPS and the TC. OSHA commended SETD for our commitment to employee safety.

PTAC has approved our amended STIF plan. OTC will review for approval at the August Meeting. Approval would increase our STIF funds by 344K in the next fiscal year.

**Service Delivery and Operations**

Fixed Route Ridership had an 9% increase last month. We are up 38% since December 2023.

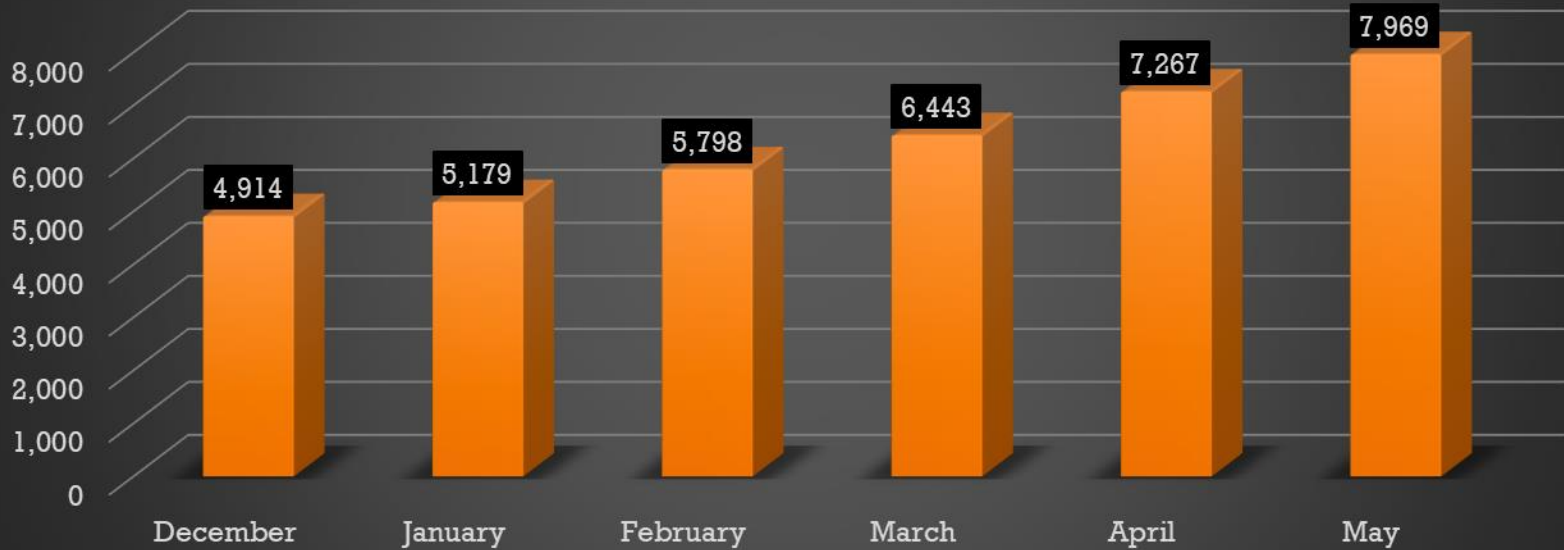
Paratransit had its busiest month since restart with 843 trips!

Warrenton had 368 trips in first month, look for it to grow month to month.



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

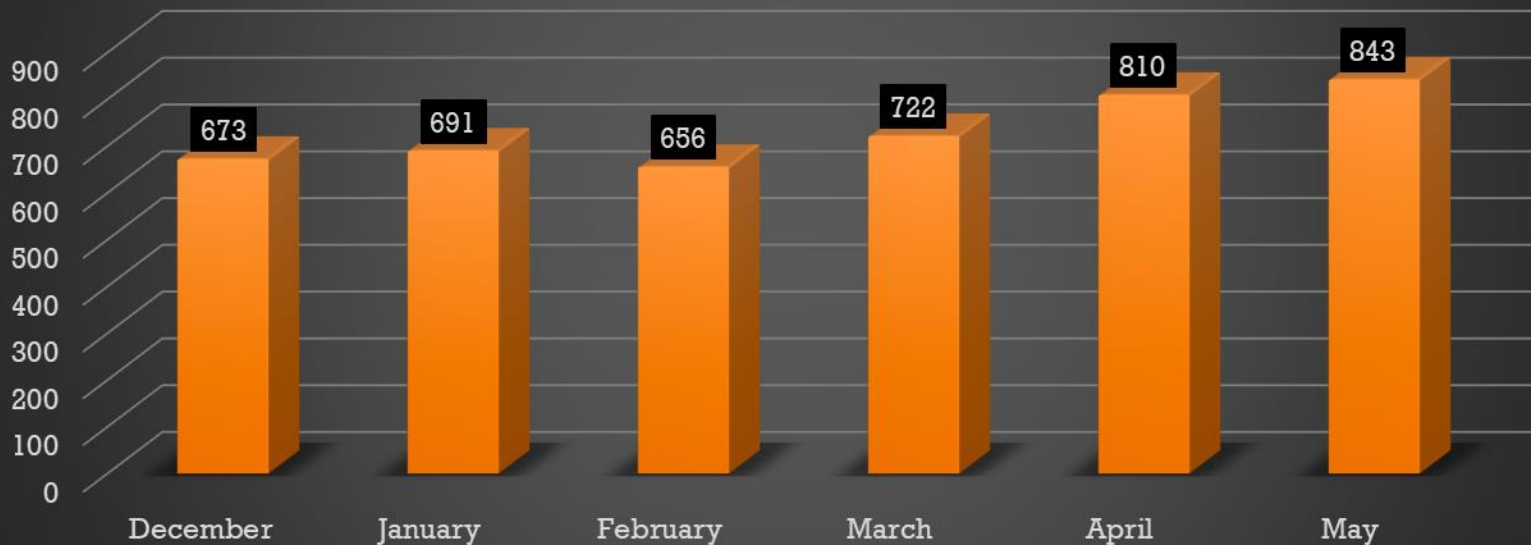
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL PARATRANSIT RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

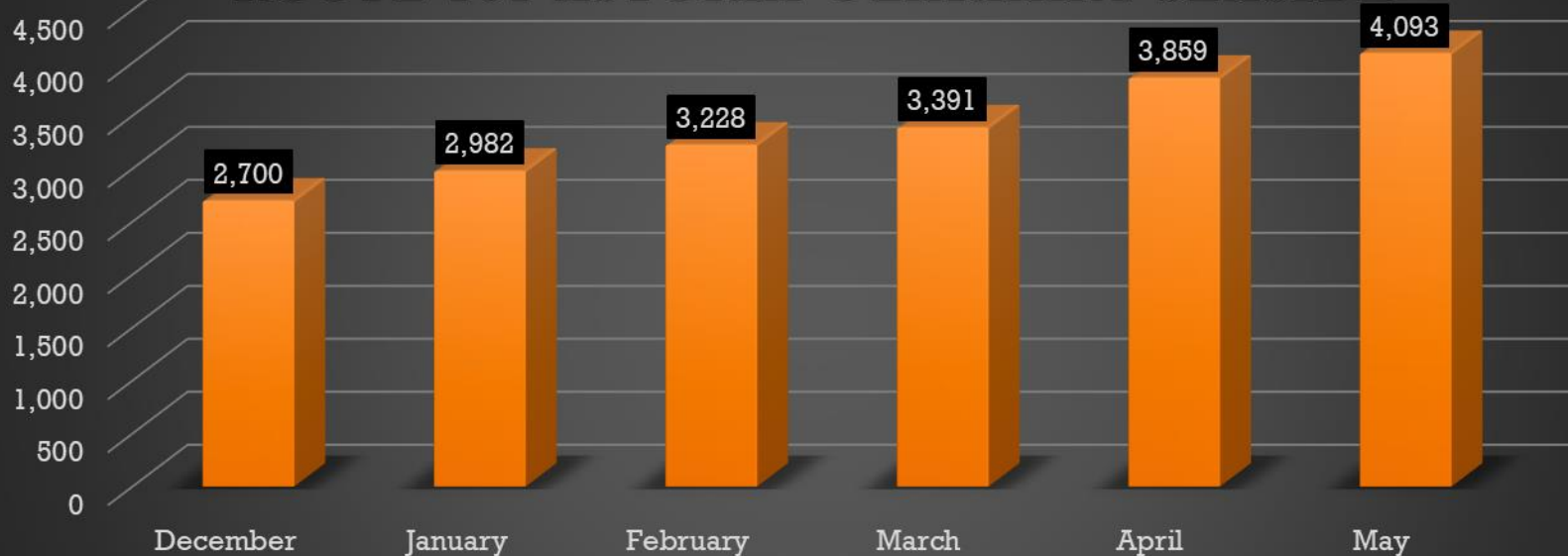
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

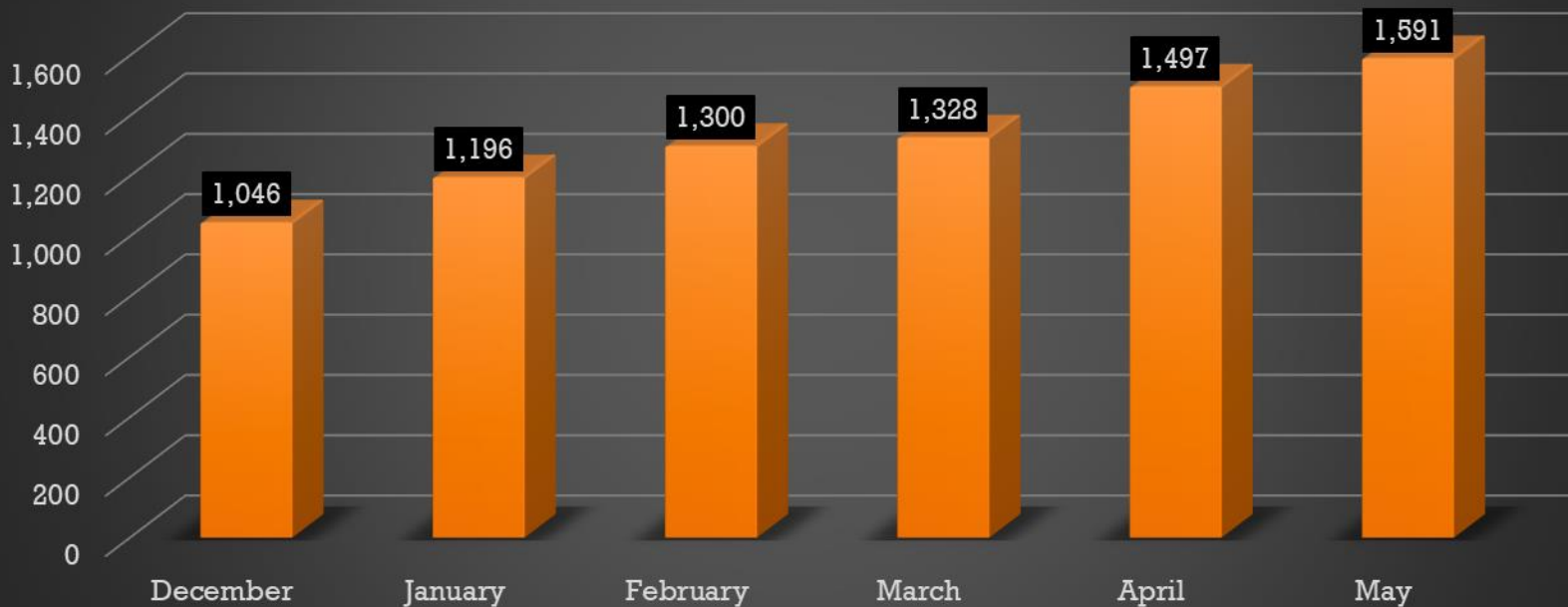
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 10 ASTORIA



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

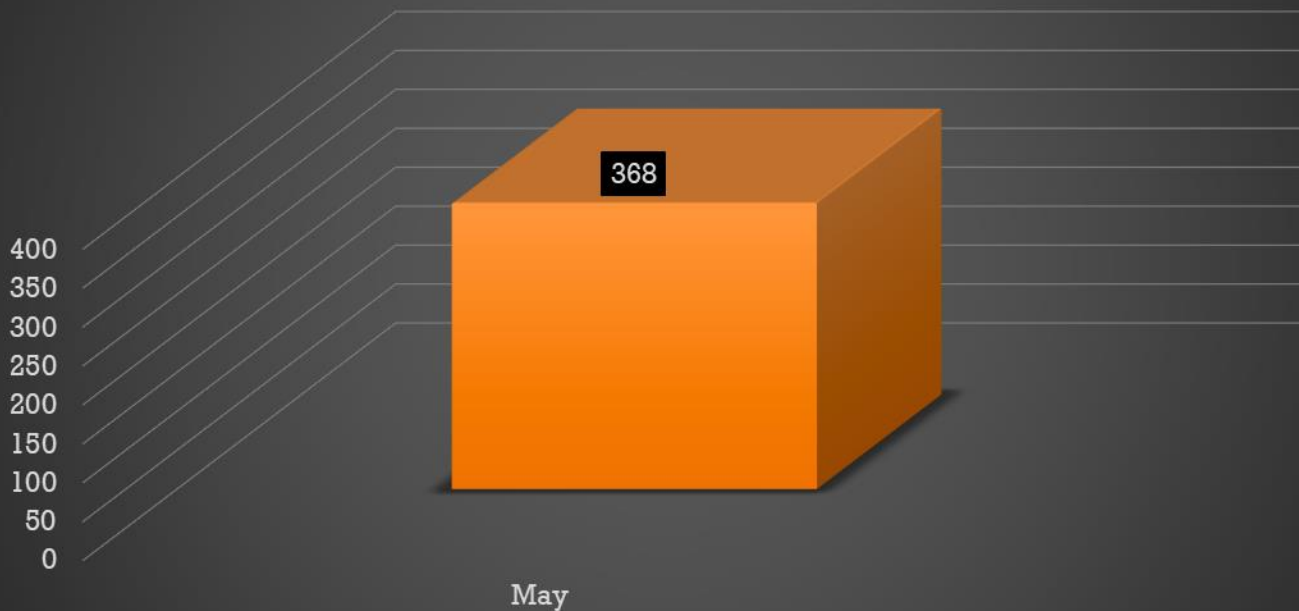
COMMUNITY NETWORKING





# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 15 WARRENTON-HAMMOND



RELIABILITY

ACCESSIBILITY

EFFICIENCY

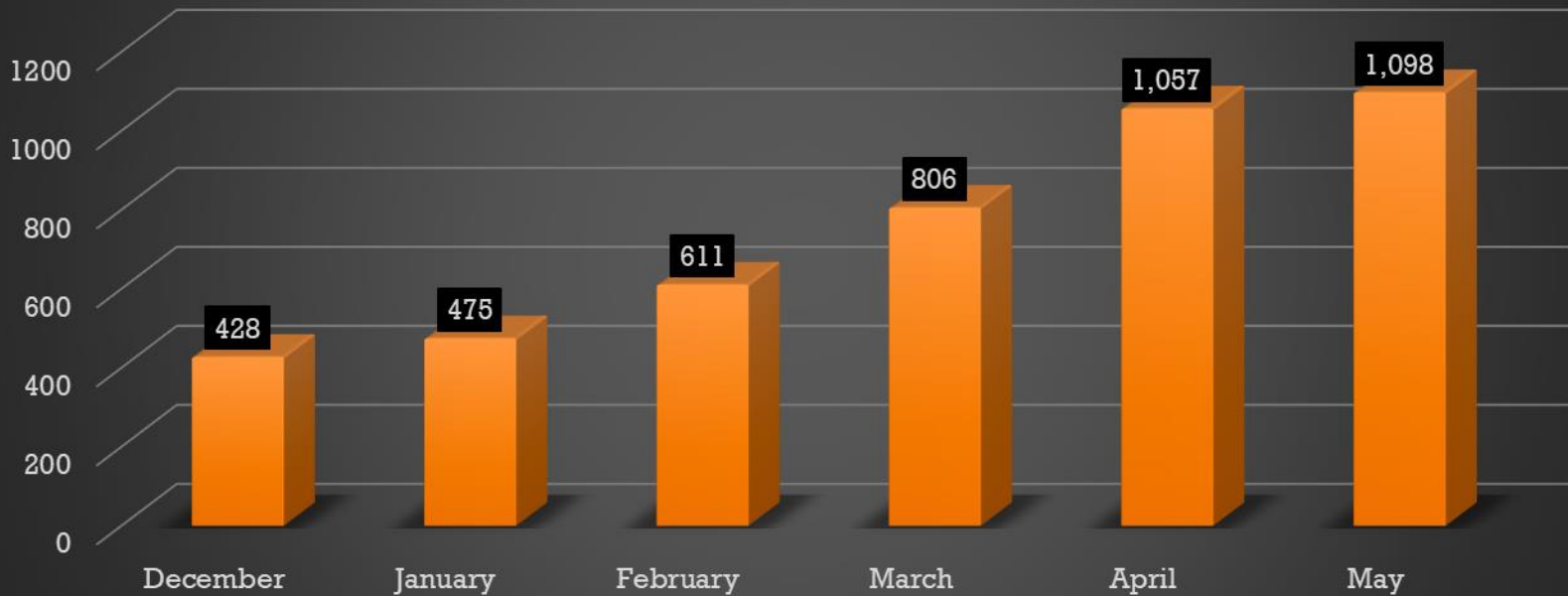
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

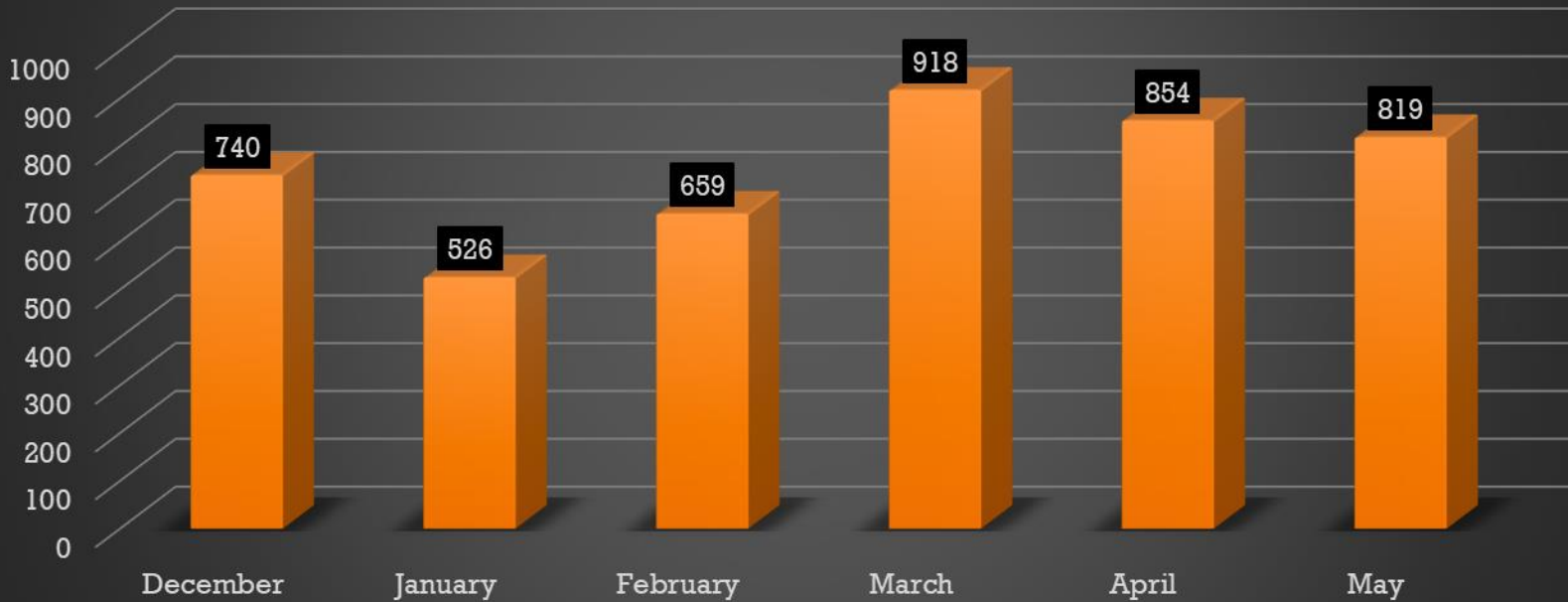
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

## Actions

- Updating the Paratransit Plan
- Updating the Maintenance Plan
- Working on a Best Practices Rider Guide with policies, procedures and a brochure.
- Bus procurement for Grant Agreement 35398. Four transit vehicles approximate 22' and 12-16 passengers with two ADA securement stations. I am working with Kimberly Stanchfield with Knowledge in Mobility.

## Meetings-Trainings-Developing

- Quarterly Region 2 Provider Roundtable with ODOT RTC Arla Miller
- Swiftly webinar “5 ways to improve on-time performance”
- Registered for the Oregon Public Transportation Conference October 27-30 in Seaside, OR

## Improving the Organization

- Upgraded the RTA Fleet Management Solutions that was started in August 2023. We have added the RTA Inspect, a vehicle inspection form on the driver's tablet. This provides real time mileage and the status of the vehicle at the time of inspection.
- Updated the website and made corrections. The “Rider Information Videos” now has the YouTube link and Mobility Focus videos available to watch.

## Service Delivery and Operations

- The maintenance department has added pressure washing to their routine schedule, to ensure that all shelters in the district are clean. Riders have expressed their appreciation for being provided clean shelters and that they are more inclined to ride. The shop also painted the “white bench” at the Taco Bell stop on Ensign Lane.
- Route 15 Warrenton/Hammond has doubled its average daily ridership since its start on May 1<sup>st</sup>. A few loops have been standing room only!!
- The Seaside Hospital shelter will be serviced on the last loop without a rider call in, at 5:32pm. Currently the stop is a call in for deviated stop.



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# HUMAN RESOURCES OFFICER REPORT- SUE FARMER

## Actions

- Met with Kole Herndon with 911 Supply to set-up a new vendor for ordering uniforms. Sign1 in Seaside closed last year.
- Met with OSHA consultants, Rick Yelton and Craig Johnston for a complimentary consultation visit. It was a very successful visit with only a few items that needed attention. These items have been addressed by the Maintenance Department.
- Maintenance Supervisor Rick Yelton, Lead Mechanic Alex Palacios-Hernandez and Lot Attendant David Rodriguez are to be commended for their excellent job keeping our buildings safe!
- Prepared Safety Agenda and Minutes for June, employee evaluations for July and notices to Drivers with CDL and Medical CDL expirations.
- Attended scheduled Team Meetings.

## Trainings Attended

- ❖ FTA Post Accident Training
- ❖ Attended the SDAO HR Training in Newport. Topics discussed were Your Employee Handbook, Performance Management, Respectful Communication and Navigating Recent Changes, Responsibilities and Risk Mitigation of Employee Leaves – OFLA and PLO.
- ❖ LCHRMA – Nourish Your Leadership Style

## New Hires/Returning Employees

- Held an employee orientation on June 5, 2024 for Jonathan Salvador. Jonathan joins SETD as our grant funded Mobility Management Assistant – Intern. Jonathan will assist Mobility Manager Jason Jones this summer assisting and educating passengers on riding the bus.
- Provided an orientation for returning Temporary Bus Driver Matt Ficken. Matt earned his CDL B with SETD 4 months before the shut-down. Matt found employment at Astoria School District but would like to come back to SETD when a full-time position opens. We are very happy to have Matt return to work for us this summer as a Temporary Fixed Route Driver and would like to have him return full-time when an opportunity becomes available.

## Workplace Demographics

<b>Male</b>	<b>14</b>
<b>Female</b>	<b>12</b>
	<b>26</b>
<b>Hispanic/Latino</b>	<b>4</b>
<b>Native American/Indian</b>	<b>1</b>
<b>White</b>	<b>21</b>
<b>Two or More Races</b>	
	<b>25</b>



# ***EXECUTIVE ASSISTANT REPORT- MARY PARKER***

## Community Outreach and Education

### Military Ride for Free Outreach-

Prepared Military ID form example information sheet for drivers

Made Military Ride for Free Press Release and distributed to media.

Made Eng/Span program posters distributed to media, posted in shelters Astoria to Cannon Beach

Made Newspaper Ad that has now ran 2 times

Made Radio Ad currently running for the next 3 weeks on 2 radio stations

Made Veteran local services Information sheet for distribution from Transit Center

Contacted VSO about new Military Ride for Free program and received VSO business cards for outreach from Transit Center.

### Memorial Day Holiday Outreach

Made Public Eng/Span public announcements distributed to media and placed in SETD Shelters Astoria to Cannon Beach

Removed outdated Memorial Day postings and updated schedules in shelters.

## Board Meetings, Committee Meetings and Board Assistance

Prepared and attended 2 Executive Director Evaluation Committee Public Meetings

Assisted with updates of employee and board ED surveys and distributed.

Made and posted Public Notice and Meeting Packs and attended

Prepared and attended 2 Board Policy Public Committee Meetings

Researched data, and assisted with updates of Board Policies

Made and posted Board Policy Meeting Public Notices and Meeting Packs

Arranged the required June Budget Committee Hearing Legal ad

Completed May Board Committee meeting minutes

Completed June Board Meeting/Budget Hearing Board Pack

Posted June Public Board Meeting Public Announcements to media



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# MOBILITY MANAGER REPORT- JASON JONES

## Promote Accessibility

- I assisted 5 individuals who needed assistance with our service.
- I rode the 15 several times and assisted other riders on the 101 during one of the 5 travel trainings.
- I organized 5 Mobility Connect events where various where I had 35 total interactions where 6 people were interested in travel training.
- I distributed 32 HiViz items to riders during 5 Mobility Connect events.

## Focusing on the Individual

- Trained 5 individuals (2 older adults, 1 person with a disability, and 2 students).
- started training with 3 individuals in Warrenton/Seaside.
- Completed 12 route assessments (5 in Astoria, 4 in Warrenton, 1 in Gearhart, 2 in Seaside), and had transit discussions with 40 individuals in Seaside, leading to 7 potential travel training opportunities.

## Improving the Organization

- Held interview with prospective Mobility Assistant intern. Hired Jonathan Salozar who will start first part of June.
- Spoke to a small group of employees at Walmart about bus schedules.
- Working in conjunction with Jennifer on a Best Practices Rider Guide with policies that will include an on-bus posting and descriptive brochure.

## Educate and bring awareness to the community

### **Completed Projects**

- A. Driving While Fatigued Video
- B. Taking the Bus to a Park Video
- C. Conversion of 9 SETD Public Meetings for YouTube.

### **Upcoming Plans**

- A. Transit Outing in July
- B. Employee Focus Video Series Planning



# Nichole Searle Paratransit Supervisor

**May Ride Assist provided 798 trips:**

742 were SETD ADA trips and  
56 NW Rides trips.

There were Zero ride denials

During May I completed two driver evaluations.

I completed Post Accident Scenario training  
and Blood Borne Pathogen training.

Met with Mobility Manager about to discuss future  
plans and goals for Paratransit.

**ADA Paratransit Report for May**

Number of completed applications received: 13

Number of incomplete applications received: 2

Number of interview/assessments scheduled: 0

Number of interview/assessments completed: 0

Number of determinations made:

Within 21 days: 7    More than 21 days: 0

**Determination by type:**

Unconditional: 4

Conditional: 0

Temporary: 1

Not eligible: 2

Number of appeals requested: 0

Number of appeals heard: 0