



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
SEPTEMBER 26, 2024 10:00 AM
900 MARINE DR, ASTORIA, OR**

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Meeting ID: 231 364 414 952

Passcode: tqx2Bs

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - a. Approval of Board Policies
10. NEW BUSINESS
 - a. Grants-Funding Update
 - b. Declare 3 Buses as Surplus (MCI, Volvo and 1998 Gillig)
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

2024

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

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



**Sunset Empire Transportation District
Board of Commissioners
July 25, 2024, 9:00 AM
Draft Board Meeting Minutes**

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Pamela Alegria, Commissioner Paul Lewicki, Commissioner Charles Withers, Commissioner Rebecca Read and Commissioner Guillermo Romero

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

4. ELECTION OF OFFICERS-

Chair Boothe-Schmidt asked for nominations for Board Chair-

Commissioner Read nominated Debbie Boothe-Schmidt as Board Chair.

Chair Boothe-Schmidt asked Commissioner Alegria to chair the meeting during the election of Board Chair.

Commissioner Alegria asked if there were any other nominations.

There were none.

Debbie Boothe-Schmidt was elected Board Chair.

Chair Boothe-Schmidt thanked everyone for the confidence that they have in her.

Chair Boothe-Schmidt asked for nominations for Board Vice Chair.

Commissioner Withers nominated Commissioner Rebecca Read for Vice Chair.

There were no other nominations.

Commissioner Read accepted the nomination.

Chair Boothe-Schmidt asked for nominations for Board Secretary-Treasurer.

Commissioner Read nominated Commissioner Paul Lewicki.

Commissioner MacDonald seconded the motion.

There were no other nominations for Board Secretary-Treasurer.

Commissioner Lewicki accepted the nomination.

Board Chair Boothe-Schmidt moved to take Commissioner Pamela Alegria and Commissioner Tracy MacDonald off as signers on the bank accounts and add Commissioner Rebecca Read and Commissioner Paul Lewicki as signers on bank accounts.

Commissioner Romero seconded the motion.

Motion passed unanimously by aye vote.

5. CHANGES TO AGENDA- None

6. PUBLIC COMMENT- None

7. APPROVAL OF BOARD MINUTES-

a. Approval of the June 2024 Board Minutes

Commissioner Read moved to approve the June 7th minutes

Commissioner Romero seconded the motion

Discussion- Commissioner Alegria commented on a typo on page 6.

Chair Boothe-Schmidt asked for approval of the corrected minutes.

7 Aye

0 Nay

Motion Approved unanimously

8. REPORTS FROM COMMISSIONERS-

- a. Vice Chair Rebecca Read- Commented on the smooth budget process
- b. Commissioner Pamela Alegria- No Comment
- c. Commissioner Guillermo Romero- Commented that he makes it a point to thank the drivers for their service and they are all so receptive, nice, and appreciative.
- d. Secretary-Treasurer Paul Lewicki- Commented that he is very thankful that Debbie will be the Board Chair again for another year and thankful for another year of her leadership.
- e. Commissioner Tracy MacDonald- Commented that he was thankful for the technology that allowed him to be at the meeting with the birds and sunshine and said he wanted to thank those that have stepped up and added to their responsibilities.
- f. Commissioner Charles Withers- Thanked Debbie for the past year which was a little rough and a test and trial for all of us but he said Debbie handled it with a strong hand.
- g. Chair Debbie Boothe-Schmidt- Thanked everyone for the confidence they have in her to continue for another year.

9. FINANCIAL REPORT- (13:00)Financial Office Kelly Smith announced that we made it through the year, and it was very rough, and Kelly thanked everyone for their support. Kelly also said we have made it through another budget cycle that was much better than the one she and Paul and gone through the last fiscal year. Kelly said we finished at about 94% this year. Chair Boothe-Schmidt requested that the July 2024 Financial Report be entered into the July 2024 Board Minutes.

10. CONTINUED BUSINESS- (26:55)

- a. Executive Director Evaluation- Chair Boothe-Schmidt thanked Commissioner Romero and Commissioner Lewicki for their work on the evaluation committee. Chair Boothe-Schmidt said the Executive Director Evaluation presented in the Board Pack is the result of Board surveys and anonymous employee surveys. Reading of Evaluation to the Board

Chair Boothe-Schmidt moved to increase Craig’s salary by 5%

Commissioner Lewicki seconded the motion

Discussion- Chair Boothe-Schmidt discussed the wage comparisons she had prepared and said she had confirmed with Kelly that the 5% increase was in the budget.

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

7 Aye

0 Nay

Motion passed unanimously

b. Approval Of Updated Employee Policies-(39:16)

Commissioner Withers moved to approve the updated SETD Personnel Policies
Commissioner Read seconded the motion

Discussion- Many members expressed issues with many parts of the Personnel policies. It was decided to vote on the current new policies to get them into place and work to improve them via committee.

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

7 Aye
0 Nay
Motion passed unanimously

Personnel Policy Committee

Chair Debbie Boothe-Schmidt moved that Craig would convene a committee to go over the Personnel Policies as written and do any revisions and updates that need to be done and that the committee be made up of one Board Member, one staff and have this completed in three months.

Commissioner Lewicki seconded the motion

Discussion- None

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

7 Aye
0 Nay
Motion passed unanimously

Resolution 2024-02 Personnel Policy Approval

Chair Boothe-Schmidt read the resolution approving the new SETD Personnel Policies.

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

7 Aye
 0 Nay
 Motion passed unanimously

c. Pacific County Inter-local agreement (1:04)

Operations Officer Jennifer Geisler explained that this agreement is the corrected version of a cooperative Agreement between Pacific Transit System and Sunset Empire Transportation to collaborate to improve transit services to provide efficient transportation from Long Beach Washington to Fresenius Kidney Care in Astoria and from Fresenius Kidney Care to Columbia Memorial Hospital Astoria Oregon.

Commissioner Read moved to approve the updated agreement between Pacific Transit and Sunset Empire Transportation District
 Commissioner MacDonald seconded the motion
 Motion passed unanimously

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

11. NEW BUSINESS

a. Board Committee Assignments- (1:07) Chair Boothe-Schmidt appointed the following:

- i. Transportation Advisory Committee- Commissioner Alegria
- ii. Northwest Committee on Transportation- Chair Debbie Boothe-Schmidt

b. Board Meeting Date and Time Discussion- (1:09)

Chair Debbie Boothe-Schmidt opened discussion about changing times and days of Board Meetings. There was discussion about doing work sessions at 9 am and Board meetings at 10 am during ur regular Board Meeting
 There was discussion about having 2 meetings a year in an alternate times and locations in the evening in April and October
 Regular Board Meetings are at 10 AM
 Work sessions will be held at 9 AM- and be multi-purpose
 Commissioner Retreat for Strategic Planning to be scheduled.

c. Set November-December Meeting Date- December 5th at 10 AM

d. SETD Holiday Party- (1:32) There was discussion about dates and locations of the SETD Holiday party. It was suggested that December 7th or December 14th would be best if accommodations can be found. Bob Chisholm Center with catered dinner, Maritime Center with catered dinner, Seaside American Legion. Mary was asked to research what is available and make reservations.

12. CORROSPONDENCE- Executive Director Johnston presented the Thank You letter sent out to the SETD Budget Committee in appreciation of their dedication and assistance during the Budget process.

13. EXECUTIVE DIRECTOR REPORT- (1:40) Executive Director Johnston reviewed the July 2024 Executive Director report

14. LEADERSHIP TEAM REPORTS- (1:54) Each team member reviewed and discussed their report for June.

15. ADJOURNMENT

Chair Boothe-Schmidt adjourned meeting at 11:15 AM Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____
Commissioner Paul Lewicki

DRAFT

Sunset Empire Transportation District

Available Balances as of 09/16/2024 (Cash on Hand)	
General Checking:	\$ 200,377.45
Payroll Account:	\$ 4,671.53
LGIP:	\$ 872,670.30
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 346,703.63
Contingency:	\$ 420,346.84
Total Funds Available:	\$ 2,046,431.32

Monthly (Actual & Projected) Expenditures:	
AP Week of 09/09/2024 **Funds are already removed from above numbers**	\$ 66,805.43
<i>Projected</i> AP Week of 09/23/2024 **Funds are already removed from above numbers**	\$ 30,000.00
Payroll 09/06/2024 w/Taxes **Funds are already removed from above numbers**	\$ 66,483.00
<i>Projected</i> Payroll 09/20/2024 w/Taxes	\$ 70,000.00
Total Expenditures:	\$ 233,288.43

OTIB Loan 5/1/2024	
Total w/Interest & Fees:	\$1,040,443.83
Interest Payment:	\$30,437.83
Principle Payment:	\$268,742.17
Balance Due:	\$741,263.83

Statement of Activity Exceptions:	
4205-4207-Property Taxes:	Should catch up in Oct/Nov/Dec
4605-Other Income:	FSA Year End Forfeiture
5203-STIF:	ODOT doesn't pay in equal payments
6010-6210-Wages/Taxes/Benefits:	3 payroll cutoffs in Aug (8/3, 8/17 & 8/31)
8001-Professional Services:	HR Answers
8015-Comp/Furniture:	Apple Laptop & Video Editing Storage for MM
8020-B&M:	Multiple Building Maintenance Issues
8170-Fuel:	Fuel Prices
8171 Vehicle Repair:	Maintenance on our old fleet

ODOT Grants				
Grant #	Total	Amt Used	Amt Remaining	
5311	\$ 1,550,045.00	\$ 604,605.00	\$	945,440.00
5310	\$ 323,187.00	\$ 58,907.00	\$	264,280.00
5339	\$ 612,000.00	\$ -	\$	612,000.00

Reimbursements Requested			
Grant #	Date Req	Amount	Date Received
5311	8/14/2024	\$ 104,765.00	8/20/2024
5310	8/14/2024	\$ 23,256.00	8/20/2024
5339	N/A	\$ -	

Follow-up:

**Profit & Loss Budget Performance
July 31, 2024**

Month 1 = 8.33% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Income</u>								
4010 FIXED ROUTE FARES	8,120.46	3,700.00	4,420.46	8,120.46	3,700.00	4,420.46	44,000.00	18.46%
4022 PARATRANSIT FARES	1,468.00	1,750.00	(282.00)	1,468.00	1,750.00	(282.00)	21,000.00	6.99%
4030 CONTRACTED SERVICES-IGA	0.00	165.00	(165.00)	0.00	165.00	(165.00)	2,000.00	0.00%
4110 NW NAVIGATOR	425.52	200.00	225.52	425.52	200.00	225.52	2,675.00	15.91%
4130 OTHER-VENDING	0.00	0.00	0.00	0.00	0.00	0.00	325.00	0.00%
4205 PROPERTY TAXES	8,936.33	15,000.00	(6,063.67)	8,936.33	15,000.00	(6,063.67)	1,300,000.00	0.69%
4206 PRIOR YEAR TAXES	1,058.03	700.00	358.03	1,058.03	700.00	358.03	17,300.00	6.12%
4207 PROPERTY TAX INTEREST	53.22	100.00	(46.78)	53.22	100.00	(46.78)	1,200.00	4.44%
4210 LAND SALES/US FISH & WILDLIFE	152.54	0.00	152.54	152.54	0.00	152.54	0.00	0.00%
4310 TIMBER SALES	2,854.15	0.00	2,854.15	2,854.15	0.00	2,854.15	165,000.00	1.73%
4315 MASS TRANSIT ASSESSMENT	25,720.11	25,000.00	720.11	25,720.11	25,000.00	720.11	115,000.00	22.37%
4410 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
4420 PARKING SPACE LEASE	760.00	760.00	0.00	760.00	760.00	0.00	9,120.00	8.33%
4425 CHARGING STATION	0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00%
4505 INTEREST EARNED ON BANK ACCT	4,999.13	1,667.00	3,332.13	4,999.13	1,667.00	3,332.13	20,000.00	25.00%
4605 OTHER INCOME	74.90	0.00	74.90	74.90	0.00	74.90	2,500.00	3.00%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	0.00	0.00	0.00	1,047,017.00	0.00%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	775,022.00	0.00%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	0.00	0.00	0.00	161,594.00	0.00%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Income	54,622.39	49,042.00	5,580.39	54,622.39	49,042.00	5,580.39	4,405,133.00	1.24%

	<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	118,932.04	169,917.00	50,984.96	118,932.04	169,917.00	50,984.96	1,969,000.00	6.04%
6018 TAXES	14,335.81	27,075.00	12,739.19	14,335.81	27,075.00	12,739.19	325,000.00	4.41%
6210 BENEFITS	31,822.26	47,375.00	15,552.74	31,822.26	47,375.00	15,552.74	570,000.00	5.58%
SUB TOTAL WAGES/TAXES/BENEFITS	165,090.11	244,367.00	79,276.89	165,090.11	244,367.00	79,276.89	2,864,000.00	5.76%
8000 AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00%
8001 PROFESSIONAL SERVICES	0.00	825.00	825.00	0.00	825.00	825.00	10,000.00	0.00%
8002 LEGAL COUNSEL	0.00	1,675.00	1,675.00	0.00	1,675.00	1,675.00	20,000.00	0.00%
8003 BANK/MERCHANT FEES	142.79	175.00	32.21	142.79	175.00	32.21	2,000.00	7.14%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	201.80	233.00	31.20	2,800.00	7.21%
8015 COMP/FURNITURE/DURABLE GOODS	239.58	250.00	10.42	239.58	250.00	10.42	20,000.00	1.20%
8020 B&M	3,786.38	10,417.00	6,630.62	3,786.38	10,417.00	6,630.62	125,000.00	3.03%
8023 BUILDING LEASE	331.00	145.00	(186.00)	331.00	145.00	(186.00)	1,700.00	19.47%
8031 ONLINE SUB/IT SERVICES	5,345.99	6,530.00	1,184.01	5,345.99	6,530.00	1,184.01	112,000.00	4.77%
8040 TELEPHONE/INTERNET	2,765.66	2,500.00	(265.66)	2,765.66	2,500.00	(265.66)	30,000.00	9.22%
8041 UTILITIES	2,359.37	2,470.00	110.63	2,359.37	2,470.00	110.63	33,000.00	7.15%
8050 HR/EMPLOYEE RECOGNITION	1,253.85	2,440.00	1,186.15	1,253.85	2,440.00	1,186.15	22,000.00	5.70%
8060 TRAVEL/TRAINING	0.00	50.00	50.00	0.00	50.00	50.00	30,000.00	0.00%
8076 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
8080 OUTREACH/PRINTING	644.90	7,500.00	6,855.10	644.90	7,500.00	6,855.10	50,000.00	1.29%
8090 DUES, SUBSCRIPTIONS	560.00	5,000.00	4,440.00	560.00	5,000.00	4,440.00	30,000.00	1.87%
8091 IGA-DUES	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00%
8092 FEES/TAXES/LICENSES	0.00	175.00	175.00	0.00	175.00	175.00	2,000.00	0.00%
8100 INSURANCE	20,849.75	29,375.00	8,525.25	20,849.75	29,375.00	8,525.25	126,000.00	16.55%
8105 UNINSURED LOSS	0.00	1,650.00	1,650.00	0.00	1,650.00	1,650.00	20,000.00	0.00%
8110 LEGAL ADS	39.93	0.00	(39.93)	39.93	0.00	(39.93)	1,000.00	3.99%
8112 MEETING EXPENSE	59.74	175.00	115.26	59.74	175.00	115.26	2,000.00	2.99%
8116 OFFICE SUPPLIES	817.61	1,025.00	207.39	817.61	1,025.00	207.39	12,000.00	6.81%
8170 FUEL	13,353.82	9,600.00	(3,753.82)	13,353.82	9,600.00	(3,753.82)	115,000.00	11.61%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	13,912.40	17,200.00	3,287.60	13,912.40	17,200.00	3,287.60	104,000.00	13.38%
8180 SHOP SUPPLIES	85.53	625.00	539.47	85.53	625.00	539.47	7,500.00	1.14%
SUB TOTAL MATERIALS/SERVICES	66,750.10	100,035.00	33,284.90	66,750.10	100,035.00	33,284.90	938,000.00	7.12%

	<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>Annual</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Budget %</u>
9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	0.00	0.00	0.00	479,000.00	0.00%
1025 CAPITAL RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00%
9200 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
9210 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	0.00%
Total Expenses	231,840.21	344,402.00	112,561.79	231,840.21	344,402.00	112,561.79	5,601,000.00	4.14%

**Profit & Loss Budget Performance
August 31, 2024**

Month 2 = 16.66% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Annual</u>
								<u>Budget %</u>
<u>Income</u>								
4010 FIXED ROUTE FARES	8,170.94	3,700.00	4,470.94	16,291.40	7,400.00	8,891.40	44,000.00	37.03%
4022 PARATRANSIT FARES	976.25	1,750.00	(773.75)	2,444.25	3,500.00	(1,055.75)	21,000.00	11.64%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	331.00	(331.00)	2,000.00	0.00%
4110 NW NAVIGATOR	436.06	225.00	211.06	861.58	425.00	436.58	2,675.00	32.21%
4130 OTHER-VENDING	67.49	0.00	67.49	67.49	0.00	67.49	325.00	20.77%
4205 PROPERTY TAXES	4,363.71	18,000.00	(13,636.29)	13,300.04	33,000.00	(19,699.96)	1,300,000.00	1.02%
4206 PRIOR YEAR TAXES	2,580.84	800.00	1,780.84	3,638.87	1,500.00	2,138.87	17,300.00	21.03%
4207 PROPERTY TAX INTEREST	52.24	100.00	(47.76)	105.46	200.00	(94.54)	1,200.00	8.79%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	152.54	0.00	152.54	0.00	0.00%
4310 TIMBER SALES	86,106.10	33,000.00	53,106.10	88,960.25	33,000.00	55,960.25	165,000.00	53.92%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	25,720.11	25,000.00	720.11	115,000.00	22.37%
4410 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
4420 PARKING SPACE LEASE	752.28	760.00	(7.72)	1,512.28	1,520.00	(7.72)	9,120.00	16.58%
4425 CHARGING STATION	167.78	0.00	167.78	167.78	0.00	167.78	180.00	93.21%
4505 INTEREST EARNED ON BANK ACCT	4,741.78	1,667.00	3,074.78	9,740.91	3,334.00	6,406.91	20,000.00	48.70%
4605 OTHER INCOME	1,598.08	85.00	1,513.08	1,672.98	85.00	1,587.98	2,500.00	66.92%
5203 OREGON STIF FUNDS-FORMULA	212,060.00	261,754.00	(49,694.00)	212,060.00	261,754.00	(49,694.00)	1,047,017.00	20.25%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	775,022.00	0.00%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	0.00	0.00	0.00	161,594.00	0.00%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Income	322,073.55	322,007.00	66.55	376,695.94	371,049.00	5,646.94	4,405,133.00	8.55%

	<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	182,810.35	159,917.00	(22,893.35)	301,742.39	329,834.00	28,091.61	1,969,000.00	15.32%
6018 TAXES	21,644.32	27,075.00	5,430.68	35,980.13	54,150.00	18,169.87	325,000.00	11.07%
6210 BENEFITS	50,431.24	47,375.00	(3,056.24)	82,253.50	94,750.00	12,496.50	570,000.00	14.43%
SUB TOTAL WAGES/TAXES/BENEFITS	254,885.91	234,367.00	(20,518.91)	419,976.02	478,734.00	58,757.98	2,864,000.00	14.66%
8000 AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00%
8001 PROFESSIONAL SERVICES	6,260.00	825.00	(5,435.00)	6,260.00	1,650.00	(4,610.00)	10,000.00	62.60%
8002 LEGAL COUNSEL	0.00	1,675.00	1,675.00	0.00	3,350.00	3,350.00	20,000.00	0.00%
8003 BANK/MERCHANT FEES	161.62	175.00	13.38	304.41	350.00	45.59	2,000.00	15.22%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	403.60	466.00	62.40	2,800.00	14.41%
8015 COMP/FURNITURE/DURABLE GOODS	4,307.88	250.00	(4,057.88)	4,547.46	500.00	(4,047.46)	20,000.00	22.74%
8020 B&M	12,932.35	10,417.00	(2,515.35)	16,718.73	20,834.00	4,115.27	125,000.00	13.37%
8023 BUILDING LEASE	173.00	140.00	(33.00)	504.00	285.00	(219.00)	1,700.00	29.65%
8031 ONLINE SUB/IT SERVICES	4,925.98	5,550.00	624.02	10,271.97	12,080.00	1,808.03	112,000.00	9.17%
8040 TELEPHONE/INTERNET	2,765.66	2,500.00	(265.66)	5,531.32	5,000.00	(531.32)	30,000.00	18.44%
8041 UTILITIES	2,448.50	2,470.00	21.50	5,407.60	4,940.00	(467.60)	33,000.00	16.39%
8050 HR/EMPLOYEE RECOGNITION	1,465.76	3,040.00	1,574.24	2,719.61	5,480.00	2,760.39	22,000.00	12.36%
8060 TRAVEL/TRAINING	900.00	1,850.00	950.00	900.00	1,900.00	1,000.00	30,000.00	3.00%
8076 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
8080 OUTREACH/PRINTING	2,237.29	3,500.00	1,262.71	2,882.19	11,000.00	8,117.81	50,000.00	5.76%
8090 DUES, SUBSCRIPTIONS	500.00	10,000.00	9,500.00	1,060.00	15,000.00	13,940.00	30,000.00	3.53%
8091 IGA-DUES	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00%
8092 FEES/TAXES/LICENSES	0.00	175.00	175.00	0.00	350.00	350.00	2,000.00	0.00%
8100 INSURANCE	0.00	0.00	0.00	20,849.75	29,375.00	8,525.25	126,000.00	16.55%
8105 UNINSURED LOSS	0.00	1,650.00	1,650.00	0.00	3,300.00	3,300.00	20,000.00	0.00%
8110 LEGAL ADS	14.99	0.00	(14.99)	54.92	0.00	(54.92)	1,000.00	5.49%
8112 MEETING EXPENSE	0.00	150.00	150.00	59.74	325.00	265.26	2,000.00	2.99%
8116 OFFICE SUPPLIES	741.68	975.00	233.32	1,559.29	2,000.00	440.71	12,000.00	12.99%
8170 FUEL	12,846.17	9,600.00	(3,246.17)	26,199.99	19,200.00	(6,999.99)	115,000.00	22.78%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	11,861.13	9,700.00	(2,161.13)	26,767.97	26,900.00	132.03	104,000.00	25.74%

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Annual</u>
								<u>Budget %</u>
8180 SHOP SUPPLIES	304.96	625.00	320.04	390.49	1,250.00	859.51	7,500.00	5.21%
SUB TOTAL MATERIALS/SERVICES	65,048.77	65,500.00	451.23	133,393.04	165,535.00	32,141.96	938,000.00	14.22%
9040 DEBT SERVICE & INT FEES	63,370.00	63,370.00	0.00	63,370.00	63,370.00	0.00	479,000.00	13.23%
1025 CAPITAL RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00%
9200 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
9210 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	0.00%
Total Expenses	383,304.68	363,237.00	(20,067.68)	616,739.06	707,639.00	90,899.94	5,601,000.00	11.01%

383304.68

Consolidated Balance Sheet
July 31, 2024

This Year

Assets	
1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	25,195.67
1030 LGIP - GENERAL FUND	833,244.67
1040 PAYROLL ACCOUNT LC BANK	6,455.25
1055 STIF LC BANK	464,271.14
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	419,484.88
1095 CASH RECEIPTS CLEARING SYSTEM	231.16
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	136,887.06
1215 GRANTS RECEIVABLE	672,498.73
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)
1250 PROPERTY TAX RECEIVABLES	42,491.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1410 PREPAID EXP	<u>(26,481.53)</u>
Total Assets	<u>2,760,066.02</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	70,293.57
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	233,454.67
2059 CREDIT CARD PAYMENT CLEARING	(230,628.82)
2060 PAYABLE TO NWN	(4,981.69)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	(75,283.28)
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN	<u>1,000,000.00</u>
Total Liabilities	1,018,418.54
3000 FUND BALANCE	1,920,459.47
Change in Net Assets	<u>(178,811.99)</u>
Total Net Assets	1,741,647.48
Total Liabilities and Net Assets	<u>2,760,066.02</u>

Consolidated Balance Sheet
August 31, 2024

This Year

Assets	
1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	265,756.41
1030 LGIP - GENERAL FUND	868,217.28
1040 PAYROLL ACCOUNT LC BANK	6,896.24
1055 STIF LC BANK	346,703.63
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	420,346.84
1095 CASH RECEIPTS CLEARING SYSTEM	(36.70)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	4,625.56
1215 GRANTS RECEIVABLE	672,498.73
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)
1250 PROPERTY TAX RECEIVABLES	42,491.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1410 PREPAID EXP	<u>(28,702.61)</u>
Total Assets	<u>2,784,584.37</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	64,998.91
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	241,894.71
2059 CREDIT CARD PAYMENT CLEARING	(234,787.00)
2060 PAYABLE TO NWN	(5,199.72)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	11,697.03
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN	<u>1,000,000.00</u>
Total Liabilities	1,104,168.02
3000 FUND BALANCE	1,920,459.47
Change in Net Assets	<u>(240,043.12)</u>
Total Net Assets	1,680,416.35
Total Liabilities and Net Assets	<u>2,784,584.37</u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 8/31/2024

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6494] ANGI WILDT GALLERY	7/01/2024	1917	6/01/2024	Jun 2024 Parking Space #12	0.00	0.00	47.50	0.00	47.50
[6494] ANGI WILDT GALLERY	7/31/2024	1936	7/01/2024	Jul 2024 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	8/31/2024	1978	8/01/2024	Aug 2024 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	8/30/2024	1982	7/31/2024	Jul 2024 Bus Tokens	0.00	199.00	0.00	0.00	199.00
[6112] HOMESPUN QUILTS	8/31/2024	1979	8/01/2024	Aug 2024 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6583] Sondra Carr	7/01/2024	1919	6/01/2024	Jun 2024 Parking-Space #10	0.00	0.00	47.50	0.00	47.50
[6583] Sondra Carr	8/31/2024	1980	8/01/2024	Aug 2024 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	8/30/2024	1983	7/31/2024	Jul 2024 Bus Passes	0.00	380.00	0.00	0.00	380.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	9/30/2024	1992	8/31/2024	Aug 2024 Bus Passes	360.00	0.00	0.00	0.00	360.00
Total					550.00	626.50	95.00	0.00	1,271.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 08/30/2024

<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>
[6037] CB LAWN CARE									
8/31/2024	10890	10/09/2024	IRRIGATION REPAIRS & SRV - TC	558.00	558.00	558.00	0.00	0.00	0.00
[6285] HANOVER DISPLAYS INC									
8/22/2024	9182180	9/22/2024	CONTROL MODULES HHPC002 -Buses 2022 & 2004	279.26	279.26	279.26	0.00	0.00	0.00
[6174] P & L JOHNSON MECHANICAL INC									
8/31/2024	52303	10/09/2024	HVAC REPAIR & SRV -TC	265.00	265.00	265.00	0.00	0.00	0.00
Report Total				1,102.26	1,102.26	1,102.26	0.00	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 07/31/2024

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
0023187[VOID]	7/02/2024	[6193] SDIS - PRIMARY:Unknown dbName - 07/01-09/30/2024 -Q#1 -GENERAL LIABILITY, PROPERTY, AUTO	GENERAL LIABILITY PROPERTY AUTO	11990.50 4042.00 4817.25	20,849.75
0023194[VOID]	7/02/2024	[6237] WILCOX + FLEGEL - PRIMARY:Unknown dbName - 06/2024 -FUEL SRV	FUEL FUEL FUEL FUEL	78.31 1897.78 7490.80 83.54	9,550.43
23213	7/03/2024	[6193] SDIS - PRIMARY:Unknown dbName - 07/01-09/30/2024 -Q#1 -GENERAL LIABILITY, PROPERTY, AUTO	GENERAL LIABILITY PROPERTY AUTO	11990.50 4042.00 4817.25	20,849.75
23220	7/03/2024	[6237] WILCOX + FLEGEL - PRIMARY:Unknown dbName - 06/2024 -FUEL SRV	FUEL FUEL FUEL FUEL	78.31 1897.78 7490.80 83.54	9,550.43
23234	7/16/2024	[6259] ISLER CPA - PRIMARY:Unknown dbName - PROGRESS BILLING -FYE 06/2023	AUDIT	5000	5,000.00
23243	7/16/2024	[6193] SDIS - PRIMARY:Unknown dbName - Invoices 2024-13, 2024-14, MED07012024	BENEFITS MEDICAL SDIS	31823.91	31,823.91
Total Checks					97,624.27

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 08/31/2024

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23277	8/14/2024	[6114] HR ANSWERS INC - PRIMARY:Unknown dbName - INVESTIGATION -HR	PROFESSIONAL SERVICES	6260	6,260.00
23286	8/14/2024	[6152] OCEAN CREST - PRIMARY:Unknown dbName - Invoices PCP 612518, PCP 612518 B, PCP 612542	PARTS PARTS	292.30 4910.19	5,202.49
23291	8/14/2024	[6193] SDIS - PRIMARY:Unknown dbName - Invoices 2024-15, 2024-16, MED08012024	BENEFITS MEDICAL SDIS	30585.42	30,585.42
23296	8/14/2024	[6237] WILCOX + FLEGEL - PRIMARY:Unknown dbName - 07/01- 07/31/2024 -FUEL SRV	FUEL FUEL FUEL FUEL	93.80 2500.41 10298.48 140.08	13,032.77
Total Checks					55,080.68

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 9/12/2024 @ 2:35 PM

Page: 1

Closing Balance from Previous Statement.....	7/08/2024	-4,016.32
0 Deposits and Other Additions Totaling.....		0.00
43 Checks and Other Withdrawals Totaling.....		4,158.18
1 Adjustments Totaling.....		4,016.32
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	8/08/2024	-4,158.18
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	8/08/2024	-225,790.91
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-225,790.91

Date	Check	To	Check Description	Amount
✓ 7/09/2024	0001365	AMAZON	GEISLER -2 PLY PERFORATED PAPER TOWELS -OPS	35.40
✓ 7/10/2024	0001365	AMAZON	GEISLER -80 ROLL TOLIET PAPER -OPS	52.49
✓ 7/11/2024	0000264	MOTION ARRAY	JONES -07/12-08/11/2024 -VIDEO, AUDIO SOFTWARE -MM	29.99
✓ 7/11/2024	0000264	SUNSET EMPIRE TRANSPORTATION DISTRICT	JONES -REDUCED MONTHLY PASS - ED/OUTREACH -MM	20.00
✓ 7/12/2024	0001365	EBAY	GEISLER -MASS AIR FLOW SENSOR -PM Bus #21	124.77
✓ 7/12/2024	0001365	EBAY	GEISLER -AC DELCO AIR INTAKE RESONATOR -PM Bus #21	62.92
✓ 7/14/2024	0001365	AMAZON	GEISLER -COPY PAPER, DEPOSIT BAG, WHITE OUT, CUPS, BATTERIES -OPS	95.42
✓ 7/14/2024	0001365	AMAZON	GEISLER -PARKING LOT PAINT, SDS STICKERS -MAINT	99.65
✓ 7/15/2024	0000269	WALMART	PARKER -PASTERIES -BOARD MEETING	59.74
✓ 7/15/2024	0001209	DOLLAR TREE	FARMER -BIRTHDAY CARDS -ADMN	25.50
✓ 7/15/2024	0001365	EBAY	GEISLER -BALDWIN FILTERS PA5359, CABIN AIR FILTERS -PM Bus #1801,1802,92,2004	103.88
✓ 7/16/2024	0000269	ADOBE INC	PARKER -07/2024 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 7/16/2024	0001365	AMAZON	GEISLER -BUS SHELTER TRASH BAGS -OPS	32.49
✓ 7/17/2024	0001209	FULLIDENTITY.COM	FARMER -ID PHOTO CARS/BADGES -PT	34.50
✓ 7/17/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -SAND, DOOR STEP, SPOUT EXTENTION, PAINT -MAINT	59.47
✓ 7/18/2024	0000264	AMAZON	JONES -HIVIZ HANDOUTS - ED/OUTREACH -MM	7.64
✓ 7/18/2024	0000264	ANYWORD	JONES -07/18-08/18/2024 -AI WRITING ASSISTANCE -MM	49.00
✓ 7/18/2024	0001365	ADOBE INC	GEISLER -0701-07/31/2024 -ONLINE SUBSCRIPT -OPS	19.99
✓ 7/18/2024	0001365	AMAZON	GEISLER -HARD PAPER TOWELS -TC	65.04
✓ 7/19/2024	0001365	AMAZON	GEISLER -FABULOSO SOAP, HARD PAPER TOWELS -OPS	94.98
✓ 7/23/2024	0000342	OREGON TRANSIT ASSOCIATION	JOHNSTON -OTC CONF FEE -ADMN	400.00
✓ 7/23/2024	0001365	AMAZON	GEISLER -DUCT TAPE, STENCILS, CHALK REEL, THREADLOCK -SHOP	85.53
✓ 7/23/2024	0001365	AMAZON	GEISLER -PARKING LOT PAINT, ELECTRICAL TAPE -MAINT	94.92
✓ 7/24/2024	0000264	FIVERR INC.	JONES -MAPPING SOFTWARE - ED/OUTREACH -MM	76.85
✓ 7/24/2024	0001365	HARBOR FREIGHT	GEISLER -C-CLAMPS, SLEDGE HAMMER -SHOP	42.77
✓ 7/26/2024	0000264	AMAZON	JONES -NO SMOKING SIGNS -OPS	8.99
✓ 7/26/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -GORILLA GLUE, BRUSHES, WIRE BRUSH, GLOSS -MAINT	95.60

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 7/26/2024	0001365	TRANSPORTATION EQUIPMENT	GEISLER -CONDENSER COIL & ACCUMULATOR FILTER KIT -PM Bus #95	699.79
✓ 7/28/2024	0000264	SALES CORP COSTCO WHOLESALE	JONES -VACCUUM FOR BUS SHELTERS -MM	79.99
✓ 7/29/2024	0000264	AMAZON	JONES -SAFETY HIVIZ VESTS - ED/OUTREACH -MM	76.99
✓ 7/29/2024	0001209	CCSO	FARMER -FINGERPRINTING -FR	26.13
✓ 7/30/2024	0001365	AMAZON	GEISLER -SCOTCH RESTICKABLE SQ FOR BUS SHELTER POSTINGS -OPS	98.78

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Date	Check	To	Check Description	Amount
✓ 7/31/2024	0000264	AMAZON	JONES -SAFETY TABLE ITEMS - ED/OUTREACH -MM	93.93
✓ 7/31/2024	0000264	HOME DEPOT CREDIT SERVICES	JONES -SANDBAGS (WEIGHTS FOR TENT) -ED/OUTREACH -MM	10.76
✓ 7/31/2024	0000269	FACEBOOK	PARKER -FB ADVERTISING -ADMN	39.93
✓ 8/01/2024	0001365	INDEED	GEISLER -07/2024 -SPONSORED JOB POSTING -HR	428.54
✓ 8/03/2024	0000264	ZOOM	JONES -07/01-07/31/2024 -ONLINE SUBSCRIPT -Board Meetings	240.00
✓ 8/04/2024	0000264	AMAZON	JONES -CANOPY WEIGHTS - ED/OUTREACH -MM	69.96
✓ 8/04/2024	0000264	VISTAPRINT	JONES -STANUP, RETRACTABLE BANNER -ED/OUTREACH -MM	150.00
✓ 8/05/2024	0000264	COSTCO WHOLESALE	JONES -PARADE CANDY -ED/OUTREACH -MM	109.95
✓ 8/06/2024	0000264	WALMART	JONES -ZIPLOCK BAGS -ED/OUTREACH -MM	7.96
✓ 8/06/2024	0001209	CTAA	FARMER -PASS ONLINE COURSE -FR	25.00
✓ 8/06/2024	0001365	COSTCO WHOLESALE	GEISLER -EVENT (PARADE) TREATS (CANDY) -ED/OUTREACH -OPS	109.95
Total Unmarked Checks:			0.00	
			Total Checks:	4,158.18
Date	Reference	Adjustment Description	Amount	
✓ 7/16/2024	GC 23226	PAYMENT MADE FROM GEN. CK. FOR STMT ENDING 07/07/2024	4,016.32	
Total Adjustments:			4,016.32	

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	8/08/2024	-4,158.18
0 Deposits and Other Additions Totaling.....		0.00
53 Checks and Other Withdrawals Totaling.....		7,872.51
1 Adjustments Totaling.....		4,158.18
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	9/06/2024	-7,872.51
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	9/06/2024	-233,663.42
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-233,663.42

Date	Check	To	Check Description	Amount
✓ 8/07/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WASHING MACHINE PARTS/TOOLS -MAINT	274.96
✓ 8/08/2024	0001365	CITY LUMBER	GEISLER -WASHING MACHINE PARTS/TOOLS -MAINT	102.68
✓ 8/08/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WASHING MACHINE PARTS/TOOLS -MAINT	61.04
✓ 8/08/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WASHING MACHINE PARTS/TOOLS -MAINT	61.08
✓ 8/08/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WASHING MACHINE PARTS/TOOLS -MAINT	-111.78
✓ 8/08/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WASHING MACHINE PARTS/TOOLS -MAINT	-50.00
✓ 8/08/2024	0001365	SHELL OIL	GEISLER -Propane -Shop	14.86
✓ 8/09/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -DRAIN HOSE, CLAMP -MAINT	51.15
✓ 8/09/2024	0001365	SDAO	GEISLER -SDAO CONF FEE J.G -OPS	75.00
✓ 8/09/2024	0002125	AMAZON	JONES -VIDEO EDITING STORAGE -MM	839.98
✓ 8/10/2024	0002125	AMAZON	JONES -SPINNING WHEEL - ED/OUTREACH -MM	49.99
✓ 8/11/2024	0002125	AMAZON	JONES -TABLE GIVE AWAYS - ED/OUTREACH -MM	43.98
✓ 8/11/2024	0002125	MOTION ARRAY	JONES -07/12-08/11/2024 -VIDEO, AUDIO SOFTWARE -MM (previous month dated wrong)	29.99
✓ 8/11/2024	0008773	AMAZON	JOHNSTON -LAPTOP -MM	2,999.00
✓ 8/12/2024	0001365	DK WINDOW WORKS INC	GEISLER -STAINLESS STEEL HINGES, WINDOW REPAIR & SRV -TC	300.00
✓ 8/13/2024	0002125	HOME DEPOT CREDIT SERVICES	JONES -EXTENTION CORD -OPS	22.19
✓ 8/14/2024	0001209	CHEFSTORE	FARMER -POPCORN, COFFEE -OPS	97.65
✓ 8/14/2024	0002125	AMAZON	JONES -POP UP TENT -ED/OUTREACH -MM	97.99
✓ 8/14/2024	0002125	PIXEL FILM STUDIOS	JONES -MAPPING SOFTWARE -MM	39.95
✓ 8/15/2024	0001209	HR ANSWERS INC	FARMER -TRAINING -C.P FR	400.00
✓ 8/15/2024	0002125	AMAZON	JONES -HIVIZ DRAWSTRING BAGS - ED/OUTREACH -MM	91.98
✓ 8/16/2024	0000269	ADOBE INC	PARKER -07/17-08/16/2024 ONLINE SUBSCRIPT -ADMN	12.99
✓ 8/16/2024	0001365	AMAZON	GEISLER -AIR LIFT -PM Bus #2001	68.92
✓ 8/16/2024	0001365	AMAZON	GEISLER -AIR LIFT -Shop Inventory	68.92
✓ 8/16/2024	0002125	AMAZON	JONES -COMPASSES -ED/OUTREACH -MM	29.99
✓ 8/17/2024	0002125	AMAZON	JONES -HIVIZ DRAWSTRING BAGS - ED/OUTREACH -MM	83.99
✓ 8/17/2024	0002125	AMAZON	JONES -TABLE GIVE AWAYS - ED/OUTREACH -MM	94.47
✓ 8/17/2024	0002125	ANYWORD	JONES -07/18-08/17/2024 -AI WRITING ASSISTANCE -MM	49.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 8/18/2024	0001365	ADOBE INC	GEISLER -07/19-08/18/2024 ONLINE SUBSCRIPT -OPS	19.99
✓ 8/19/2024	0001365	AMAZON	GEISLER -SWEETNER -OPS	15.74
✓ 8/19/2024	0001365	AMAZON	GEISLER -COPIER PAPER -OPS	48.99
✓ 8/20/2024	0001209	FULLIDENTITY.COM	FARMER -ID PHOTO CARDS/ BADGES - FIN/PT/FR	60.50

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

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Date	Check	To	Check Description	Amount
✓ 8/20/2024	0002125	VISTAPRINT	JONES -BANNER (VET CONF) - ED/OUTREACH -MM	106.38
✓ 8/21/2024	0001209	AMAZON	FARMER -FOLDAWAY MINI FAN -HR	24.91
✓ 8/21/2024	0001209	HR ANSWERS INC	FARMER -TRAINING -S.F HR	400.00
✓ 8/21/2024	0009274	HARBOR FREIGHT	GEISLER -HD STEEL JACK -Shop Tool	189.99
✓ 8/22/2024	0001365	USPS	GEISLER -STAMPS -OPS	73.00
✓ 8/22/2024	0002125	HOME DEPOT CREDIT SERVICES	JONES -BUNGEEES FOR TENT SECUREMENT (VET CONF) - ED/OUTREACH -MM	38.88
✓ 8/23/2024	0001209	USPS	FARMER -CERTIFIED LETTER -K.S FIN	9.96
✓ 8/23/2024	0002125	CHEFSTORE	JONES -CANDY -ED/OUTREACH -MM	51.16
✓ 8/24/2024	0002125	GRAMMARLY, INC	JONES -Q#3 06/01-08/31/2024 -AI WRITING ASSISTANCE & IT SRV -MM	60.00
✓ 8/25/2024	0001209	AMAZON	FARMER -6PK MINI DIGITAL THERMOMETER'S -TC/OPS	20.97
✓ 8/26/2024	0001365	AMAZON	GEISLER -PAPER TOWELS -OPS	66.99
✓ 8/26/2024	0001365	AMAZON	GEISLER -PAPER TOWELS -TC	66.99
✓ 8/26/2024	0001365	AMAZON	GEISLER -CUSTOM SIGNATURE STAMP -OPS	23.95
✓ 8/27/2024	0002125	PADDLE.NET	JONES -NARRATION SOFTWARE -MM	47.00
✓ 8/29/2024	0002125	WALMART	JONES -SOFTDRINKS, DVR MEETING - OPS	39.22
✓ 8/29/2024	0002125	WALMART	JONES -ICE, DVR MEETING -OPS	19.10
✓ 8/31/2024	0000269	FACEBOOK	PARKER -08/01-08/31/2024 FB ADVERTISING -ADMN	14.99
✓ 9/02/2024	0001365	INDEED	GEISLER -08/2024 SPONSORED JOB POSTINGS -HR	220.36
✓ 9/03/2024	0001209	FRED MEYER	FARMER -CARD, GIFT CARD -ADMN	29.99
✓ 9/03/2024	0001365	EBAY	GEISLER -AC COMPRESSOR -PM Bus #2002	299.00
✓ 9/05/2024	0002125	CHEFSTORE	JONES -SNACKS (VET CONF) - ED/OUTREACH -MM	24.48
Total Unmarked Checks:			0.00	Total Checks: <u>7,872.51</u>

Date	Reference	Adjustment Description	Amount
✓ 8/14/2024	GC 23270	PAYMENT MADE FROM GEN. CK FOR STATEMENT ENDING 08/08/2024	4,158.18
Total Adjustments:			4,158.18

Sunset Empire Transportation District

Cash Flow Projection

Updated Aug 13, 2024

	Actual May 2024	Actual Jun 2024	Actual Jul 2024	Projected Aug 2024	Projected Sep 2024	Projected Oct 2024	Projected Nov 2024	Projected Dec 2024	Projected Jan 2025
Beginning Cash	1,927,302	2,060,726	1,867,131	1,689,913	1,648,683	1,618,879	1,461,030	1,802,890	1,793,321
Sources of funds:									
Fares	8,666	9,536	9,588	5,616	5,616	5,566	5,566	5,566	5,566
STIF Funding	-	-	-	261,754	-	-	251,754	-	-
ODOT Grant Reimbursements	190,521	-	-	-	234,400	-	-	233,400	-
Mass Transit Assessment	-	-	25,720	-	-	35,000	-	-	20,000
Property Taxes	7,134	28,474	10,048	18,900	25,900	128,100	880,100	77,600	25,850
Timber Revenue	84,796	-	3,007	33,000	-	-	75,000	-	-
Other	6,576	9,278	6,260	2,737	2,802	2,977	2,652	3,127	4,127
Total Sources	297,694	47,288	54,622	322,007	268,718	171,643	1,215,072	319,693	55,543
Uses of funds:									
Wages/Taxes/Benefits	123,651	171,978	165,090	234,367	234,367	234,367	244,367	244,367	244,367
Materials & Services	40,619	68,904	66,750	65,500	64,155	95,125	65,475	84,895	123,205
Debt Services	-	-	-	63,370	-	-	63,370	-	-
Capital Expenses	-	-	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-	-	100,000
Contingency	-	-	-	-	-	-	500,000	-	-
Total Uses	164,270	240,882	231,840	363,237	298,522	329,492	873,212	329,262	467,572
Ending Cash	2,060,726	1,867,131	1,689,913	1,648,683	1,618,879	1,461,030	1,802,890	1,793,321	1,381,292

Sunset Empire Transportation District

Cash Flow Projection

Updated Sep 17, 2024

	Actual May 2024	Actual Jun 2024	Actual Jul 2024	Actual Aug 2024	Projected Sep 2024	Projected Oct 2024	Projected Nov 2024	Projected Dec 2024	Projected Jan 2025
Beginning Cash	1,927,302	2,060,726	1,867,131	1,689,913	1,628,682	1,598,878	1,441,029	1,782,889	1,773,320
Sources of funds:									
Fares	8,666	9,536	9,588	9,147	5,616	5,566	5,566	5,566	5,566
STIF Funding	-	-	-	212,060	-	-	251,754	-	-
ODOT Grant Reimbursements	190,521	-	-	-	234,400	-	-	233,400	-
Mass Transit Assessment	-	-	25,720	-	-	35,000	-	-	20,000
Property Taxes	7,134	28,474	10,048	6,997	25,900	128,100	880,100	77,600	25,850
Timber Revenue	84,796	-	3,007	86,106	-	-	75,000	-	-
Other	6,576	9,278	6,260	7,763	2,802	2,977	2,652	3,127	4,127
Total Sources	297,694	47,288	54,622	322,074	268,718	171,643	1,215,072	319,693	55,543
Uses of funds:									
Wages/Taxes/Benefits	123,651	171,978	165,090	254,886	234,367	234,367	244,367	244,367	244,367
Materials & Services	40,619	68,904	66,750	65,049	64,155	95,125	65,475	84,895	123,205
Debt Services	-	-	-	63,370	-	-	63,370	-	-
Capital Expenses	-	-	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-	-	100,000
Contingency	-	-	-	-	-	-	500,000	-	-
Total Uses	164,270	240,882	231,840	383,305	298,522	329,492	873,212	329,262	467,572
Ending Cash	2,060,726	1,867,131	1,689,913	1,628,682	1,598,878	1,441,029	1,782,889	1,773,320	1,361,291

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

Policy:

1. The Secretary-Treasurer of the Board shall ensure accurate minutes of each board meeting to be taken as prescribed by Oregon Public Meeting Law and ensures the minutes are distributed to each board member for review in a timely manner prior to approval and as required by Board Policy #B-305 Duties of the Clerk of the Board. The Secretary-Treasurer shall ensure the minutes are properly authenticated and kept in chronological order.
2. The Secretary-Treasurer shall be an approved signer on the district's checking accounts and review all monthly bank statements which will be sent to their home address.
3. The Secretary-Treasurer shall preside over all duties in the absence of both the Chair and the Vice-Chair.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD VACANCY		Policy # B-308	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

The Board shall fill a vacancy on the Board by requesting applications by public notification or by appointment by a majority of the remaining members of the governing body. (ORS 198.3200 Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member’s resignation.
2. Following the acceptance of a Board member’s resignation the vacancy shall be filled by appointment by a majority of the remaining board members. If there is not a majority of the board available or if a majority cannot agree on filling the vacancy, the county commissioners will fill the position.
3. A person filling a vacancy will serve until June 30th following the next regular district election at which the board members are elected, which is May in odd numbered years. The successor elected at the next regular election serves for the remainder of the unexpired term if any.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners POLITICAL ENDORSEMENT		Policy # B-309	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Board shall not endorse candidates for public office.
2. The Board shall not endorse candidates for positions on the District Board of Commissioners.
3. The Board, under no circumstances, shall permit District funds to be used to support or oppose a measure or candidate for office. This does not include the permitted use of public funds to conduct “informational” campaigns.
4. Nothing in this policy is intended to restrict an individual’s right to free speech, provided it is clear that such rights are being exercised by that individual as an individual, and not as an agent of the District.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners DUTIES OF THE CLERK OF THE BOARD		Policy #	Date Approved
		B-305	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Clerk of the Board shall be the Executive Assistant whose job description will include but not be limited to the following.
 - a. Respond directly to routine correspondence
 - b. Process correspondence addressed to the Board which includes preparing and sending a draft response to the Board for approval or further instruction.
 - c. Assist the Executive Director and Board Chair with the preparation and distribution of the Monthly Board Agenda's and Board Meeting Packs.
 - d. Prepare monthly Board Meeting Minutes and distribute for Board approval.
 - e. Call to the attention of the Board and Executive Director legal requirements concerning those matters for which the district is responsible.
 - f. Assist in the drafting of policies as requested by the Board
 - g. Provide required public notice of Board meetings in accordance with Oregon Public Meetings Law.
 - h. Attend all Board Meetings
 - i. Other duties as assigned
2. Together with the Board Policy Committee, coordinate the maintenance and update of the District's Board Policy manual on at least an annual basis.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners EXECUTIVE DIRECTOR ACTION WITHOUT POLICY		Policy #	B-705	Date Approved
		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 Vice Chair for directions. If the Board Chair is unavailable and the Vice Chair is unavailable and immediate action is necessary, the Executive Director shall have the power and latitude to act. The Executive Director shall notify the Board Chair and Vice-Chair as soon as possible of any action(s) taken. The Board Chair or Vice Chair shall notify the Board of any action taken. The Board Chair shall inform the Board at their next meeting of any action that may suggest the need for an additional Board adopted policy.

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

PURPOSE:

To define 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 shall 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 of its public meetings within the jurisdictional boundaries of the district, namely within the boundaries of Clatsop County.
5. Notice: SETD will provide a minimum of 24 hours' 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 particular emergency.
6. Executive Sessions: The district will comply with ORS 192.660 in regard to the use of executive sessions when appropriate 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 by 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, and absent 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.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners ASSETS		Policy # B-808	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. To ensure an adequate level of insurance, the district shall maintain an appraisal and inventory of all SETD buildings, improvements, fixtures and contents.
2. The district will dispose of surplus property including vehicles following Oregon’s disposal for state and federally funded vehicles and or other appropriate manner that will ensure the highest return allowed by regulations.
3. The district will notify the insurance company of any change of status or disposal of assets so deletions and adjustments can be made to the insurance policy.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

September 19, 2024

To: Board of Commissioners

From: Craig Johnston, Executive Director

Re: Updates on STIF, 5310, and 5311 Grant Funding

The attached correspondence from ODOT gives updates on our 5310, 5311, and STIF funding in the upcoming 25-27 biennium funding cycle.

SETD will have delayed reimbursements on 5310 and 5311 until ODOT receives the funds from the FTA. ODOT has indicated that it may be delayed until Q2 2026.

SETD has also received an updated projection of STIF formula funds for the 25-27 funding cycle for STIF funds. These projections have been revised down from 1.9 million in December of 2023 to 1.7 million in August of 2024.



Statewide Transportation Improvement Fund Allocation Estimate, August 2024

Introduction

ODOT has completed an update to the Statewide Transportation Improvement Fund (STIF) allocation estimate. We will continue to update forecasts as we receive revised economic data. This update to the STIF forecast reflects the consolidation with the Special Transportation Fund designated by Senate Bill 1601. Revenues from cigarette taxes, ID card fees, and the non-highway gas tax are included with the payroll tax revenues. This forecast includes payroll shares and populations for 2022 and reflects expected revenues to be received.

Estimate Assumptions

ODOT can distribute only the revenue it receives, which may be more or less than this estimate, up to each individual Qualified Entity's (QE) approved STIF Plan funding limit for STIF Formula (i.e. "plan maximum"). Further, ODOT is prohibited from distributing funds to a QE that does not have an OTC approved STIF formula plan. Distributions typically represent tax collections from two quarters prior; for example, the July distribution (FY 25 Q1) is largely comprised of taxes collected from January through March (FY 24 Q3). Updated estimates for the Formula, Discretionary, and Intercommunity Discretionary funds for FY 24-25 (23-25 biennium) and forecasts for FY 26-27 are summarized in the table below.

STIF Fund	Estimate for FY 24-25	Forecast for FY 26-27
Formula (distributions)	\$230.9 M	\$243.4 M

The tables summarize the estimated Formula fund revenues available to each QE based on the date of distribution by fiscal year. There are tables for the consolidated program, the population based formula, and payroll based formula. Population based formula funds must be dedicated to transportation services for older adults and individuals with disabilities.

Estimate Calculation Method

- Fees and other taxes grow at a nominal historic rate,
- Department of Revenue collection and administration costs are deducted from the gross revenue,
- PTD Program administration costs and projects of statewide significance are deducted per ORS 184.758,
- The result is multiplied by 90% to determine the projected Formula Fund net total,
- The projected net total is multiplied by the QE payroll shares resulting in QE revenue estimates,
- QE payroll shares are calculated using the most current annual payroll data from the Oregon Employment Department, with adjustments made to ensure each QE receives the minimum allocation

NOTE: The remaining ten percent of STIF funds collected is dedicated to the Discretionary Fund (five percent), Intercommunity Discretionary Fund (four percent), and the Technical Resource Center (one percent).

Program Totals (Population + Payroll)

Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 279,745	\$ 278,496	\$ 288,899	\$ 299,124
Basin Transit Service District	\$ 1,100,251	\$ 1,094,546	\$ 1,132,523	\$ 1,179,224
In district	\$ 864,864	\$ 860,131	\$ 889,063	\$ 927,802
Out of district Klamath County	\$ 235,387	\$ 234,415	\$ 243,460	\$ 251,422
Benton County	\$ 2,204,112	\$ 2,191,973	\$ 2,265,415	\$ 2,364,780
Burns Paiute Tribe	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Columbia County	\$ 622,282	\$ 619,271	\$ 641,552	\$ 666,198
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Confederated Tribes of Grand Ronde Community of Oregon	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Confederated Tribes of Siletz Indians	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Confederated Tribes of the Umatilla Indian Reservation	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Confederated Tribes of Warm Springs	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Coos County	\$ 1,065,831	\$ 1,060,267	\$ 1,096,918	\$ 1,142,463
Coquille Indian Tribe	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Cow Creek Band of Umpqua Tribe of Indians	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Crook County	\$ 496,154	\$ 493,561	\$ 510,613	\$ 531,833
Curry County	\$ 320,436	\$ 318,934	\$ 330,588	\$ 342,880
Deschutes County	\$ 4,952,639	\$ 4,925,109	\$ 5,089,195	\$ 5,314,539
Gilliam County	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Grant County Transportation District	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Harney County	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Hood River County Transportation District	\$ 635,246	\$ 631,790	\$ 653,116	\$ 681,402
Jefferson County	\$ 356,165	\$ 354,442	\$ 367,193	\$ 381,301
Josephine County	\$ 1,358,618	\$ 1,351,611	\$ 1,398,649	\$ 1,456,000
Klamath Tribes	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Lake County	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Lane Transit District	\$ 7,998,793	\$ 7,955,347	\$ 8,224,130	\$ 8,579,755
In district	\$ 7,297,269	\$ 7,257,103	\$ 7,500,341	\$ 7,829,120
Out of district Lane County	\$ 701,524	\$ 698,244	\$ 723,788	\$ 750,634
Lincoln County	\$ 834,420	\$ 830,056	\$ 858,722	\$ 894,437
Linn County	\$ 2,401,920	\$ 2,389,094	\$ 2,470,623	\$ 2,575,609
Malheur County	\$ 568,469	\$ 565,456	\$ 584,833	\$ 609,500
Morrow County	\$ 382,985	\$ 381,095	\$ 394,670	\$ 410,141
Rogue Valley Transportation District	\$ 4,635,075	\$ 4,609,921	\$ 4,765,753	\$ 4,971,650
In district	\$ 4,151,337	\$ 4,128,242	\$ 4,265,706	\$ 4,454,753
Out of district Jackson County	\$ 483,738	\$ 481,679	\$ 500,047	\$ 516,897
Salem Area Mass Transit District	\$ 9,786,233	\$ 9,732,510	\$ 10,059,238	\$ 10,498,997
In district	\$ 6,665,796	\$ 6,628,223	\$ 6,847,130	\$ 7,154,691
Out of district Marion County	\$ 2,288,092	\$ 2,276,048	\$ 2,354,357	\$ 2,452,948
Out of district Polk County	\$ 832,345	\$ 828,239	\$ 857,750	\$ 891,357
Sherman County	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Sunset Empire Transportation District (Clatsop County)	\$ 850,740	\$ 846,125	\$ 874,732	\$ 912,511
Tillamook County Transportation District	\$ 475,081	\$ 472,619	\$ 489,024	\$ 509,173
Tri County Metropolitan Transportation District	\$ 65,021,516	\$ 64,647,700	\$ 66,755,896	\$ 69,815,801
In district	\$ 61,690,712	\$ 61,334,700	\$ 63,329,904	\$ 66,244,072
Out of district Clackamas County	\$ 2,491,543	\$ 2,478,197	\$ 2,562,612	\$ 2,671,859
Out of district Multnomah County	\$ 71,280	\$ 70,931	\$ 73,466	\$ 76,324
Out of district Washington County	\$ 767,981	\$ 763,872	\$ 789,911	\$ 823,543
Umatilla County	\$ 1,483,196	\$ 1,475,286	\$ 1,525,670	\$ 1,590,412
Umpqua Public Transportation District (Douglas County)	\$ 1,880,213	\$ 1,870,344	\$ 1,934,798	\$ 2,015,586
Union County	\$ 478,157	\$ 475,677	\$ 492,176	\$ 512,482
Wallowa County	\$ 194,376	\$ 298,152	\$ 211,952	\$ 211,952
Wasco County	\$ 553,126	\$ 550,180	\$ 568,982	\$ 593,096
Wheeler County	\$ 194,376	\$ 194,376	\$ 211,952	\$ 211,952
Yamhill County	\$ 1,900,748	\$ 1,890,695	\$ 1,955,570	\$ 2,037,862
Totals Statewide	\$ 115,752,167	\$ 115,225,897	\$ 119,120,710	\$ 124,277,988

POPULATION Formula Breakout

Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Basin Transit Service District	\$ 181,028	\$ 181,028	\$ 190,763	\$ 190,763
In district	\$ 102,345	\$ 102,345	\$ 107,849	\$ 107,849
Out of district Klamath County	\$ 78,683	\$ 78,683	\$ 82,914	\$ 82,914
Benton County	\$ 248,236	\$ 248,236	\$ 261,585	\$ 261,585
Burns Paiute Tribe	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Columbia County	\$ 137,152	\$ 137,152	\$ 144,527	\$ 144,527
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Confederated Tribes of Grand Ronde Community of Oregon	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Confederated Tribes of Siletz Indians	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Confederated Tribes of the Umatilla Indian Reservation	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Confederated Tribes of Warm Springs	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Coos County	\$ 169,332	\$ 169,332	\$ 178,438	\$ 178,438
Coquille Indian Tribe	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Cow Creek Band of Umpqua Tribe of Indians	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Crook County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Curry County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Deschutes County	\$ 517,036	\$ 517,036	\$ 544,841	\$ 544,841
Gilliam County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Grant County Transportation District	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Harney County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Hood River County Transportation District	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Jefferson County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Josephine County	\$ 229,736	\$ 229,736	\$ 242,090	\$ 242,090
Klamath Tribes	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Lake County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Lane Transit District	\$ 998,776	\$ 998,776	\$ 1,052,488	\$ 1,052,488
In district	\$ 825,677	\$ 825,677	\$ 870,080	\$ 870,080
Out of district Lane County	\$ 173,099	\$ 173,099	\$ 182,407	\$ 182,407
Lincoln County	\$ 131,428	\$ 131,428	\$ 138,495	\$ 138,495
Linn County	\$ 335,412	\$ 335,412	\$ 353,449	\$ 353,449
Malheur County	\$ 82,928	\$ 82,928	\$ 87,387	\$ 87,387
Morrow County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Rogue Valley Transportation District	\$ 582,252	\$ 582,252	\$ 613,564	\$ 613,564
In district	\$ 430,197	\$ 430,197	\$ 453,332	\$ 453,332
Out of district Jackson County	\$ 152,055	\$ 152,055	\$ 160,232	\$ 160,232
Salem Area Mass Transit District	\$ 1,130,172	\$ 1,130,172	\$ 1,190,950	\$ 1,190,950
In district	\$ 611,869	\$ 611,869	\$ 644,774	\$ 644,774
Out of district Marion County	\$ 347,460	\$ 347,460	\$ 366,145	\$ 366,145
Out of district Polk County	\$ 170,843	\$ 170,843	\$ 180,030	\$ 180,030
Sherman County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Sunset Empire Transportation District (Clatsop County)	\$ 107,116	\$ 107,116	\$ 112,876	\$ 112,876
Tillamook County Transportation District	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Tri County Metropolitan Transportation District	\$ 4,791,360	\$ 4,791,360	\$ 5,049,030	\$ 5,049,030
In district	\$ 4,329,173	\$ 4,329,173	\$ 4,561,987	\$ 4,561,987
Out of district Clackamas County	\$ 341,174	\$ 341,174	\$ 359,521	\$ 359,521
Out of district Multnomah County	\$ 15,030	\$ 15,030	\$ 15,837	\$ 15,837
Out of district Washington County	\$ 105,983	\$ 105,983	\$ 111,682	\$ 111,682
Umatilla County	\$ 208,832	\$ 208,832	\$ 220,062	\$ 220,062
Umpqua Public Transportation District (Douglas County)	\$ 290,008	\$ 290,008	\$ 305,604	\$ 305,604
Union County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Wallowa County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Wasco County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Wheeler County	\$ 78,468	\$ 78,468	\$ 82,687	\$ 82,687
Yamhill County	\$ 280,936	\$ 280,936	\$ 296,044	\$ 296,044
Totals Statewide	\$ 12,383,440	\$ 12,383,440	\$ 13,049,368	\$ 13,049,368

PAYROLL Formula Breakout

Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 201,277	\$ 200,028	\$ 206,212	\$ 216,437
Basin Transit Service District	\$ 919,223	\$ 913,518	\$ 941,760	\$ 988,461
In district	\$ 762,519	\$ 757,786	\$ 781,214	\$ 819,953
Out of district Klamath County	\$ 156,704	\$ 155,732	\$ 160,546	\$ 168,508
Benton County	\$ 1,955,876	\$ 1,943,737	\$ 2,003,830	\$ 2,103,195
Burns Paiute Tribe	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Columbia County	\$ 485,130	\$ 482,119	\$ 497,025	\$ 521,671
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Confederated Tribes of Grand Ronde Community of Oregon	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Confederated Tribes of Siletz Indians	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Confederated Tribes of the Umatilla Indian Reservation	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Confederated Tribes of Warm Springs	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Coos County	\$ 896,499	\$ 890,935	\$ 918,480	\$ 964,025
Coquille Indian Tribe	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Cow Creek Band of Umpqua Tribe of Indians	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Crook County	\$ 417,686	\$ 415,093	\$ 427,926	\$ 449,146
Curry County	\$ 241,968	\$ 240,466	\$ 247,901	\$ 260,193
Deschutes County	\$ 4,435,603	\$ 4,408,073	\$ 4,544,354	\$ 4,769,698
Gilliam County	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Grant County Transportation District	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Harney County	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Hood River County Transportation District	\$ 556,778	\$ 553,322	\$ 570,429	\$ 598,715
Jefferson County	\$ 277,697	\$ 275,974	\$ 284,506	\$ 298,614
Josephine County	\$ 1,128,882	\$ 1,121,875	\$ 1,156,559	\$ 1,213,910
Klamath Tribes	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Lake County	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Lane Transit District	\$ 7,000,017	\$ 6,956,571	\$ 7,171,642	\$ 7,527,267
In district	\$ 6,471,592	\$ 6,431,426	\$ 6,630,261	\$ 6,959,040
Out of district Lane County	\$ 528,425	\$ 525,145	\$ 541,381	\$ 568,227
Lincoln County	\$ 702,992	\$ 698,628	\$ 720,227	\$ 755,942
Linn County	\$ 2,066,508	\$ 2,053,682	\$ 2,117,174	\$ 2,222,160
Malheur County	\$ 485,541	\$ 482,528	\$ 497,446	\$ 522,113
Morrow County	\$ 304,517	\$ 302,627	\$ 311,983	\$ 327,454
Rogue Valley Transportation District	\$ 4,052,823	\$ 4,027,669	\$ 4,152,189	\$ 4,358,086
In district	\$ 3,721,140	\$ 3,698,045	\$ 3,812,374	\$ 4,001,421
Out of district Jackson County	\$ 331,683	\$ 329,624	\$ 339,815	\$ 356,665
Salem Area Mass Transit District	\$ 8,656,061	\$ 8,602,338	\$ 8,868,288	\$ 9,308,047
In district	\$ 6,053,927	\$ 6,016,354	\$ 6,202,356	\$ 6,509,917
Out of district Marion County	\$ 1,940,632	\$ 1,928,588	\$ 1,988,212	\$ 2,086,803
Out of district Polk County	\$ 661,502	\$ 657,396	\$ 677,720	\$ 711,327
Sherman County	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Sunset Empire Transportation District (Clatsop County)	\$ 743,624	\$ 739,009	\$ 761,856	\$ 799,635
Tillamook County Transportation District	\$ 396,613	\$ 394,151	\$ 406,337	\$ 426,486
Tri County Metropolitan Transportation District	\$ 60,230,156	\$ 59,856,340	\$ 61,706,866	\$ 64,766,771
In district	\$ 57,361,539	\$ 57,005,527	\$ 58,767,917	\$ 61,682,085
Out of district Clackamas County	\$ 2,150,369	\$ 2,137,023	\$ 2,203,091	\$ 2,312,338
Out of district Multnomah County	\$ 56,250	\$ 55,901	\$ 57,629	\$ 60,487
Out of district Washington County	\$ 661,998	\$ 657,889	\$ 678,229	\$ 711,861
Umatilla County	\$ 1,274,364	\$ 1,266,454	\$ 1,305,608	\$ 1,370,350
Umpqua Public Transportation District (Douglas County)	\$ 1,590,205	\$ 1,580,336	\$ 1,629,194	\$ 1,709,982
Union County	\$ 399,689	\$ 397,209	\$ 409,489	\$ 429,795
Wallowa County	\$ 115,908	\$ 219,684	\$ 129,265	\$ 129,265
Wasco County	\$ 474,658	\$ 471,712	\$ 486,295	\$ 510,409
Wheeler County	\$ 115,908	\$ 115,908	\$ 129,265	\$ 129,265
Yamhill County	\$ 1,619,812	\$ 1,609,759	\$ 1,659,526	\$ 1,741,818
Totals Statewide	\$ 103,368,727	\$ 102,842,457	\$ 106,071,342	\$ 111,228,620



Federal Funding Update

Dear ODOT transit partners,

I want to inform you of a change that ODOT is implementing with the recent and upcoming federal grant awards. ODOT recently announced more than \$18 million in [2024-2026 Mid-Cycle discretionary grant awards](#) and the opening of the [2025-2027 Federal Formula applications](#). We are excited to announce these awards and assist Oregon transit agencies in accessing federal funds to deliver transit across the state.

As you know, the Public Transportation Division (PTD) awards federal transit funding and makes payments to subrecipients on a reimbursement basis. PTD will authorize payment for eligible subrecipient expenses after the federal grant has been fully executed by PTD and the Federal Transit Administration (FTA) and those funds are available for drawdown. This is consistent with ODOT policy, and it's a change from previous solicitations.

A subrecipient can begin incurring eligible expenses once ODOT and the subrecipient have signed their grant agreement, as usual. **The subrecipient will need to cover these expenses until federal funds are available for reimbursement.**

Why has ODOT made this change? We need to ensure that our federal funding reimbursement process is sustainable. We submit grant applications to FTA once the solicitation process is complete and award amounts are determined. Our **policy** is to provide funding once FTA grants are executed and federal funding is available, except as approved by the Division Administrator. However, over a number of years, it was our **practice** to reimburse agencies for eligible expenses before FTA grants were executed. This practice was possible because we had funding on hand to provide this interim funding. Because of a delay in processing FTA grants, the amount of federal awards has outgrown the funding we have on hand to cover reimbursements.

We are working with the FTA through applications from prior solicitation cycles. We have experienced slow federal grant processing times, and at the same time, decreased interim funds that can be provided while we wait for federal funds to come in. As such, ODOT will distribute reimbursements once the FTA grant has been executed or the contract is signed, whichever is later.

This may impact when you can expect reimbursements for federal grants, with both Mid-Cycle grant awards and 2025-2027 Federal Formula grants expected to be available between fall 2025 and spring 2026. Mid-Cycle grant subrecipients received letters with more details.

We recognize that these timelines may impact your agency and the communities you serve. Our agency has dedicated additional staff resources to this process and the team is working closely with FTA to prioritize our grant applications. We will work to make funding available as soon as possible.

I want to stress that **these changes do not impact the Statewide Transportation Improvement Fund (STIF)** grant cycles. This change only applies to federal grant funding.

Please reach out to me or your Regional Transit Coordinator if you have questions. Here is a link to a [Frequently Asked Questions](#) document on our website that provides more information.

Sincerely,

Suzanne Carlson
Public Transportation Division Administrator

Date: September 26, 2024

To: Board of Commissioners

From: Jennifer Geisler Chief Operating Officer

Re: Agenda item 10.b Declare Surplus Buses

We currently have two buses that have exceeded their life expectancy and are no longer functional and two buses that have been out of service since May 2024. The buses involved are:

Bus #	Year	Make/Model	Mileage	
1901	2002	MCI Motorcoach	669,009	Purchased for Lower Columbia Connector
1902	2011	Volvo 9700 Motorcoach	572,917	Purchased for Lower Columbia Connector
98	1998	Gillig	742,825	
76	2003	Bluebird Transit	376,144	

Staff is recommending to declare the four buses, 1901, 1902, 98 and 76 as surplus and are authorized to be sold or scrapped.

From: Kim Bosse' <Bossek@careoregon.org>
Sent: Wednesday, September 11, 2024 3:01 PM
To: Craig Johnston <cjohnston@ridethebus.org>
Subject: THANK YOU!

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

Craig – Thank you so much for an awesome presentation last night. The CAC members were really impressed and excited to hear about all the positive updates. One even told me she was going to ride the bus just to see where it goes. I really appreciated all that you put into the presentation. Kim

Kim Bosse' | Pronouns: She/Her
Advisory Council & Member Outreach Coordinator
Work 971-313-2935 | colpachealth.org

Sunset
Transit,



Thank you for your
donation of bus
tickets to help
our victims!

We value and
appreciate your
contributions
to providing safe trans-
portation to those in
need! - Clatsop County
victim assistance



SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING
September 2024***



SUNSET EMPIRE TRANSPORTATION DISTRICT

EXECUTIVE DIRECTOR REPORT-CRAIG JOHNSTON

Managing Resources

SETD submitted 5310 and 5311, and STIF reimbursement requests on 8/14, we received our funds on 8/22.

Delays in future 5310 and 5311 ODOT reimbursements until ODOT executes agreements with FTA. ODOT will not distribute funds until they receive them from FTA.

ODOT revised our STIF projections for FY26 & FY27 from \$1.98 M in December to \$1.78 M in August.

Leading People

Aug 29th- All staff meeting-Demecio awarded employee of the Quarter!

Aug 9, Sept 13- NWOTA meetings-GTFS information will soon be on our website for real time updates

Sept 6- Met with Seaside Providence CEO

Sept 10- Presentation to Clatsop Advisory Council

Sept 11- Met with Clatsop Rural Health Coalition

Sept 12- OTA meeting- Roadshow continues

Sept 18- 5310 & 5311 FTA Grant Training

Improving the Organization

The District has undergone many stressful challenges in the last year and a half, which have affected the organization in a negative way. After consulting with HR Answers we have many recommended trainings that will allow our managers to develop and bring about a more cooperative work environment. There has been very few trainings or development of managers in the recent past at SETD.

Service Delivery and Operations

We continue to grow ridership and had over 10K total passengers in both July and August.



SUNSET EMPIRE TRANSPORTATION DISTRICT

STATE OF THE DISTRICT- SEPTEMBER 2024

FINANCIALS

Finished FY 23 at 94% of budget. We lived within our means and restored services in a fiscally responsible way.

Grants: STIF, STIF Discretionary, 5310, 5311. Two year Grant cycle is upon us. Projections for STIF funds are down, limiting our ability to add new STIF projects. Plan will be conservative and similar to current STIF plan.

FLEET

2 Large Motorcoaches- Old LCC buses-Declare Surplus. MCI and Volvo. 1 1998 Gillig 750K miles
14 Fixed Route Buses- 6 outside of useful life
6 Paratransit vehicles- 6 outside of useful life

Over 50% of fleet is outside of useful life.
-RFQ for 4 Paratransit buses is in progress
-STIF Discretionary Grant application for 2 FR replacement buses submitted

RIDERSHIP

Ridership Continues to exceed expectations. Transporting 70-75% of passengers from before shutdown. SETD is running approximately 40% of the service hours and miles that we ran before.

STAFFING

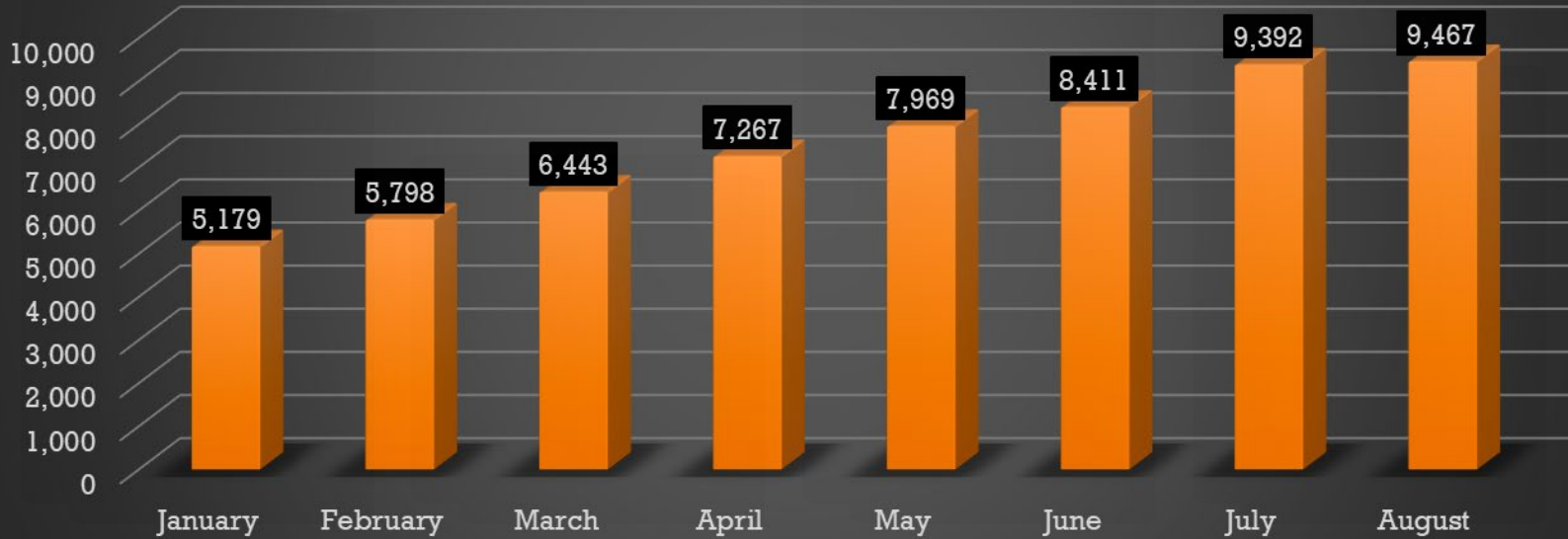
SETD now has 27 FTE's.
1 New Supervisor.
1 New Mechanic.
1 New Transportation Support Specialist.
1 Part-time Temp Mobility Management Assistant.

We have now exhausted our call back list of transit operators.



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL PARATRANSIT RIDERSHIP BY MONTH 2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

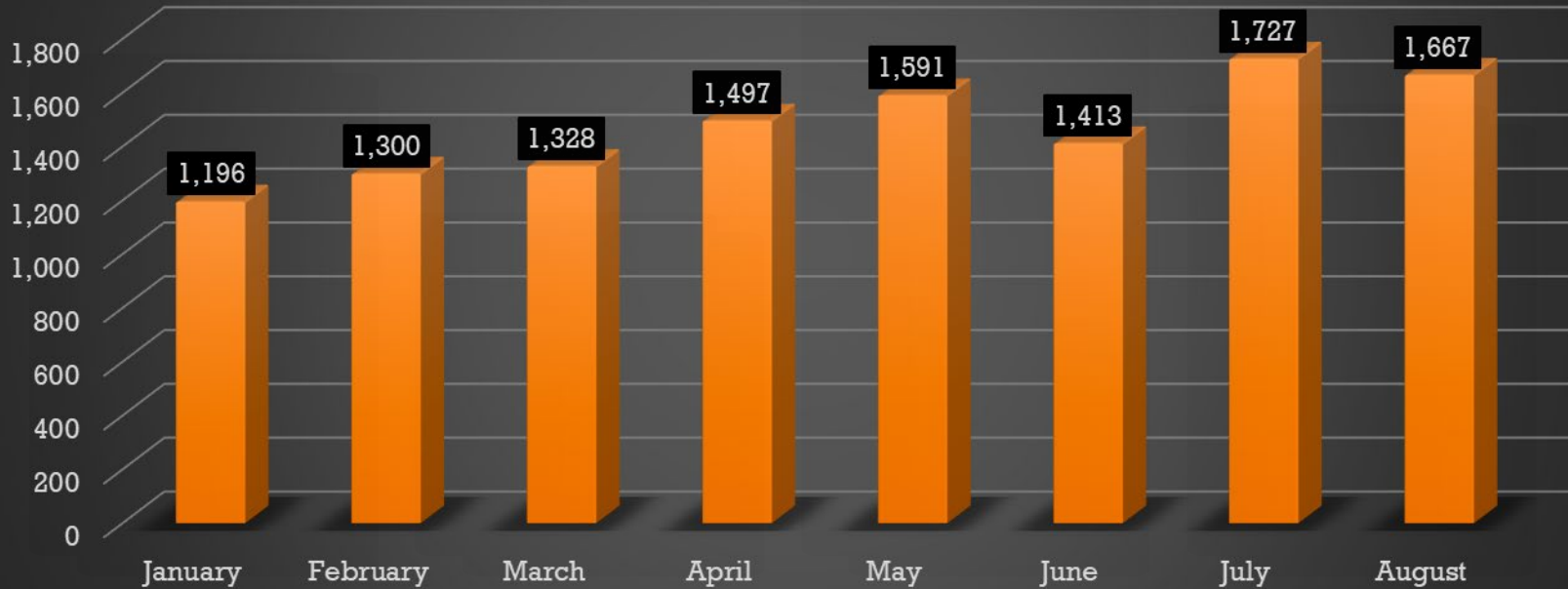
SAFETY

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

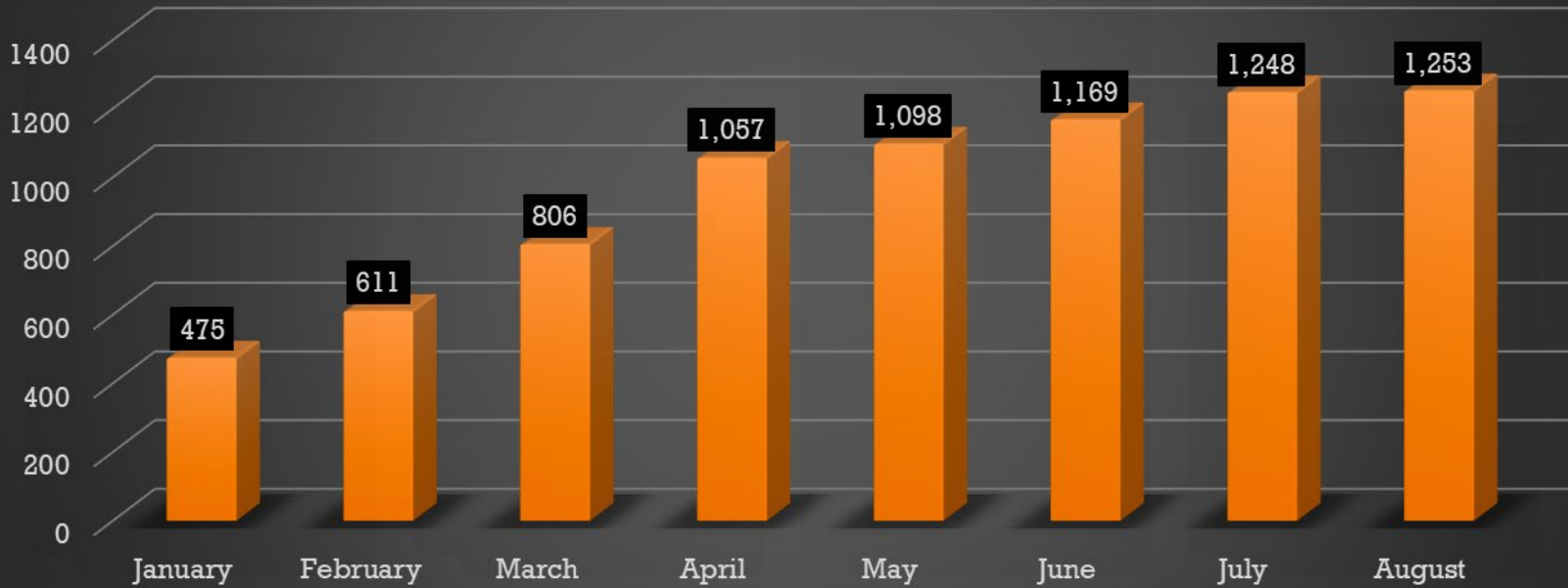
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

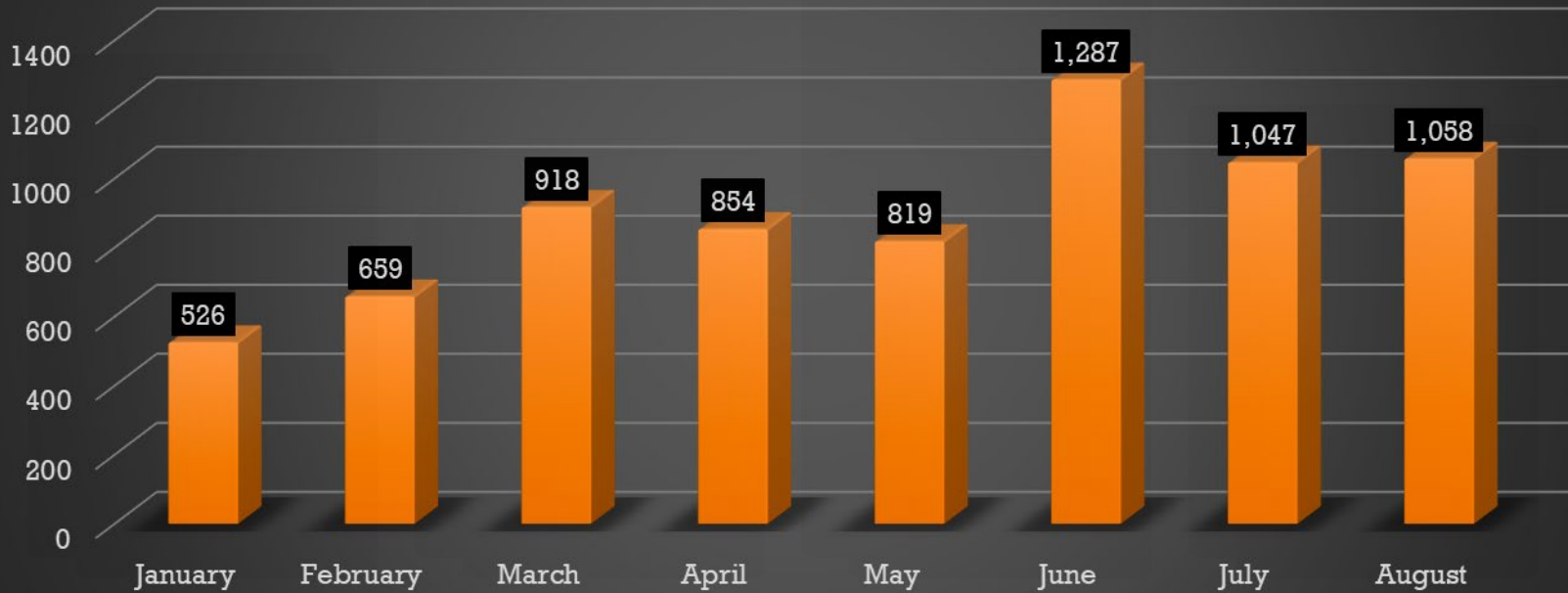
SAFETY

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

Operations

- We have installed two wireless water detection sensor ropes in the Astoria TC basement. Sends an alert by text, call or email.
- SDAO risk assessment walk through and meeting with Monnit.
- Communication with contractor for hwy 202 ODOT project and creating a safe space for a temporary bus stop for Astoria High School riders.
- Communication with contractor for CMH/Exchange St project and its effect on public transit access to all medical facilities.

Meetings-Trainings-Developing

- Staff meeting
- SDAO training on “Authorities, Duties, and Liabilities of Special District Board Members and Staff”
- First Aid/CPR class for all SETD staff
- HR Answers/SDAO supervisor training for designated supervisors, 4 hours and 8 weeks long.

Improving the Organization

- Working with Kimberly at Knowledge in Mobility (K.I.M.) and put together a RFQ for 4 new CAT D buses 14 passenger with 2 ADA stations. Received completed RFQ’s and K.I.M.’s bus analysis and price comparison between the responding vendors.
- Painted parking lots at TC and Warrenton Operations.
- Additions to the staffing: additional mechanic, a second TSS dispatcher at OPS, temporary fixed route driver, cross training a fixed route driver for RideAssist back-up driver, and a second fixed route supervisor. Large improvements on staff moral and work loads.

Service Delivery

- Regatta parade with Streetcar, staff and family
- Added 101/Pacific Connector mid run 2-4hr run to help stay on time through end of September.
- Facility inspections are up to date and repairs are completed or scheduled.
- Dolphin Road in Warrenton will be closed starting Monday Sept 23 for two weeks. We will temporarily alter the Route 15 to adjust to the closure.



**SUNSET EMPIRE
TRANSPORTATION
DISTRICT**

**HUMAN RESOURCES
OFFICER REPORT-
SUE FARMER**

Actions

- Per OSHA requirement created a Bloodborne Pathogen Control Plan for SETD.
- Assembled packets for drug and alcohol accident and reasonable suspicion procedures for managers and will provide training.
- Prepared and submitted materials for the Drug & Alcohol Audit.
- Assisted with the All-Staff Meetings on Thursday, August 29th.
- Finalized arrangements and roster of employee for the CPR/1st Aid recertification on September 24, 2024.
- Prepared Safety Agenda and Minutes for August & September.
- Prepared employee evaluations for September & October.
- Prepared notices to Drivers with CDL and Medical CDL expirations.

Trainings Attended

❖ None

New Hires/Returning Employees

- Sam Halverson is our new Transportation Support Specialist. Sam is a quick learner and a great fit to our ParaTransit Team!
- Congratulation to Chuck Poellnitz as he was promoted to Fixed Route Supervisor on August 12, 2024.
- It is a pleasure to welcome back Nick Schaffer in the role of Mechanic. Nick is a real asset to our Maintenance Department.
- We welcomed back Marla McEwen in the position of Temp/On-Call Fixed Route Bus Driver.
- Jonathan Salvador returned to SETD in a temporary 3-month position as the Mobility Assistant. Jonathan did a great job from June through August as our Mobility Assistant Intern.

Workplace Demographics

Male	13.5
Female	13.5
	27
Hispanic/Latino	3.5
Native American/Indian	1
White	22.5
Two or More Races	
	27



EXECUTIVE ASSISTANT REPORT- MARY PARKER

Community Outreach and Education

Filled 3 Ticket Bank Orders totaling 325 Day Pass Vouchers to local service agencies

Made Military Ride For Free posters combined with information on the Military Convention to assist in outreach and help in the promotion the local Military Convention in Seaside. Posted online, in shelters and distributed to Legion and other local services to use.

Prepared Ad for promoting the Pacific Connector Route as transportation to Seaside Volleyball Tournament and summer events.

Prepared outreach for SETD to promote that SETD would be operating on Labor Day Weekend and placed in all shelters.

Assisted new rider with transit services, SETD schedules and trip plan.

Spent several hours two separate days removing outdated postings and posting new posters in shelters between Cannon Beach and Astoria.

Board Meetings and Board Assistance

Prepared July Board minutes and September Board Pack

Prepared and posted public notices for Board Meeting.

SETD Meetings and Trainings

Prepared the #7 Policy Committee Meeting packet, updated policies and posted public notices for Policy Committee Meeting. Attended meeting and updated policies.

Placed ads for Military Rides for Free and Take the Bus to the Museum in 6 issues of the Daily Astorian Weekend Magazines.

Made posting to support the weekly Veterans Breakfast that Lum's Auto has started offering to help get the word out and let the public know that the Route 15 will take them almost there.



SUNSET EMPIRE TRANSPORTATION DISTRICT

MOBILITY MANAGER REPORT- JASON JONES

Promote Accessibility

- Held 5 group transit engagements.
- I worked with Winterlite residents on how anyone can request the use of the bus lift.
- Improved and created several new brochures and rack cards highlighting using public transit safely.

Focusing on the Individual

- Travel Trained 8 people: Ages of 5 were over the age of 55 and 3 were between 30-45.
- Worked with 2 people who had repeat medical appointments and needed to adjust appointments to match the bus schedule. Health Care workers were able to make adjustments.
- Worked closely with NWSDS on helping individuals.

Improving the Organization

- Continued shaping the Mobility Assistant position and responsibilities to be even more accessible to our community.
- Attended the first annual Veterans Conference in Seaside.
- Worked with several riders who had challenges riding the bus.

Educate and bring awareness to the community

- Helped local retail store develop trip plans for workers.
- Attended multiple community events that allowed us to post a booth for information.
- Finished the summer with 7 Community Connect events.