



**Sunset Empire Transportation District**  
**BOARD OF COMMISSIONERS**  
**BOARD MEETING AGENDA**  
**OCTOBER 24, 2024 10:00 AM**  
**900 MARINE DR, ASTORIA, OR**

[Join the meeting now](#)

Meeting ID: 287 283 864 735

Passcode: UZFC7s

**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 SEPTEMBER 2024 BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
  - a. Board Policy Committee- Approval of Policies
  - b. Update of FY23 Audit
  - c. Personnel Policies Committee Update
10. NEW BUSINESS
  - a. North Coast Shuttle Route
  - b. TC Security Update
  - c. OTA Conference in Seaside
  - d. Approval of HR Answers Invoice for Payment
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-EMERGENT 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  
DRAFT MEETING MINUTES  
SEPTEMBER 26, 2024**

**AGENDA:**

1. CALL TO ORDER- Chair Boothe-Schmidt called the meeting to order at 10:00 AM
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA- Board Chair Debbie Boothe-Schmidt requested adding an Audit Update presentation and an update on the purchase of new Paratransit buses to the agenda.
5. APPROVAL OF AMENDED AGENDA- The Board approved the presentation of an Audit Update and information about the status of purchasing new paratransit buses be added to the September agenda. The Board approved the amended agenda by unanimous aye vote.
6. AUDITOR UPDATE- Paul Nielson provided the board an update on the SETD 2023 Audit report explaining that the process was delayed due to the ongoing backlog faced by auditors. Paul also said he had transitioned from managing partner which freed up significant time for him to focus on the audit. Paul also explained that his firm has acquired more clients, and they are working to keep them satisfied while managing the audit backlog. Paul said he will try and have the 2023 Audit ready for the October 24<sup>th</sup> Board Meeting
7. PUBLIC COMMENT (3-minute limit) None
8. APPROVAL OF JULY 2024 BOARD MEETING MINUTES-  
Commissioner Read moved to approve the July 2024 Board Meeting Minutes  
Commissioner MacDonald seconded the motion  
Discussion- None  
Motion passed unanimously
9. REPORTS FROM CHAIR AND COMMISSIONERS-  
Members of the Board gave updates of their activities, meetings and events they attended and are working on and involved in during August and September.
10. FINANCIAL REPORTS-  
Financial Officer Kelley Smith reminded the Board that both the July and August Financial reports were included in this month's report. There was discussion and clarification of a few items, however there were no corrections or changes made.  
The July and August 2024 Financial Reports were entered into the minutes.
11. CONTINUED BUSINESS
  - a. Approval of updated Board Policies B-304, B-308, B, 309 B-305, B-705, and B-601  
Commissioner Lewicki moved to approve the Board Policies as presented.  
Commissioner MacDonald seconded the motion  
Discussion- Commissioner Withers commented that even though the policies were just updated within a few months there are things you may realize also need to be changed There was discussion about how the Board policies, even though currently updated can and will continue to

be updated. Chair Boothe-Schmidt encouraged the board to come forward at any time if they see any policy changes that need to be made. Commissioner MacDonald called for the question

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

6 Aye  
 0 Nay  
 1 Excused  
 Motion passed unanimously

12. NEW BUSINESS

a. Grants Funding Update- Executive Director Johnston discussed the delay in ODOT funding for 5310 and 5311 reimbursements in the 24-27 biennium. The delay is attributed to longer than expected agreement executions with the FDA. Johnston said we will not receive funding until those agreements are executed with the FDA which may be up to ¾ of the way through the 25-27 Biennium. Executive Director Johnston also said another significant development is the projection that the STIF funding in the 25 through 27 biennium will now be 1.7 million not the 1.9 million which is \$200,000 less than was projected. Due to these significant developments Executive Director Johnston said he sees us remaining conservative as we move forward. Johnston said we are currently working on our 5310 and 5311 grants and after that we will be preparing our STF plan, however he would not look for anything full at this point given the funding restrictions going into the 25 through 27 biennium. Commissioner Read asked for an explanation of what the plan would be moving forward so we can stay on top of it. Executive Director Johnston said after the collapse the STF plan was amended to where we basically reimburse ourselves and we meet the match for the 5310 and 5311 with STF funds and we also have funds that directly keep Operations going which is a sound funding model. Johnston said if we continue along that track, we should be able to weather this. There was further discussion on the SETD contingency fund and the upcoming Timber Revenue which will be added to the contingency. Kelley said she had budgeted for a 30 to 35% reduction in the Timber Revenue for our current budget. Johnston said looking at the big picture with all the financial questions going forward we are in a much better financial place to deal with this than we were a year and a half ago and having 9 months' notice gives us even more time to prepare.

b. Declare Buses as Surplus- Executive Director Johnston said we now have 4 buses that we are requesting be declared surplus, an older Gillig, an older Bluebird and 2 older Volvo buses. Commissioner Lewicki moved that the 4 buses be declared surplus  
 Commissioner MacDonald seconded the motion  
 Discussion: Commissioner Withers asked if there was an idea of their worth. Executive Director Johnston said yes we have a general idea of their worth.

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

6 Aye  
 2 Nay  
 1 excused  
 Motion passed unanimously

c. New Buses- Chief Operations Officer, Jennifer Geisler provided details on the procurement process of the new Paratransit buses. Jennifer explained that drivers and mechanics were also involved in the selection which included the selection of a vendor who is user friendly and offers great support. The buses will be

24 feet long, have 12 seats and have wheelchair access from the front with 2 tie-downs and will be equipped with several aftermarket amenities, including head signs, vehicle location and drop-down chains. It is expected the delivery of the buses will be by the first quarter of next year.

Commissioner MacDonald moved to approve the purchase of the new buses

Commissioner Lewicki seconded the motion

Motion was approved unanimously

13. CORRESPONDENCE- Executive Director Johnston received a thank you from Kim Bosse' for the presentation he gave at the last Clatsop Advisory Council meeting. SETD also received a thank you from Clatsop County Victims Assistance for receiving day pass vouchers to assist their clients. Chair Boothe-Schmidt said she had received a request for Executive Director Johnston to continue making updated presentations in the community. Johnston said he will begin doing that after the first of the year.
14. EXECUTIVE DIRECTOR REPORT- Executive Director Craig Johnston reported that SETD had submitted the 5310 and 5311 reimbursement requests on 8/14 and received the funds on 8/22. Johnston reported that SETD has undergone many stressful challenges in the last year, and he has consulted with HR Answers to begin onsite training courses. Johnston reported he will continue to attend meetings in the region and make presentations about the status of the district.
15. LEADERSHIP TEAM REPORTS-Team members discussed their August and September reports.
16. MEETING ADJOURNED

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Executive Assistant Mary Parker

## Sunset Empire Transportation District

<b>Available Balances as of 10/16/2024 (Cash on Hand)</b>	
General Checking:	\$ 4,937.59
Payroll Account:	\$ 27,727.59
LGIP:	\$ 772,305.26
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 346,703.63
Contingency:	\$ 421,239.36
<b>Total Funds Available:</b>	<b>\$ 1,774,575.00</b>

<b>Statement of Activity Exceptions:</b>	
<b>4205-4207-Property Taxes:</b>	Should catch up in Oct/Nov/Dec
<b>4605-Other Income:</b>	AFLAC Refund & Laminating Fees
<b>5301-5311 ODOT:</b>	Received in Aug
<b>5302-5310 ODOT:</b>	Received in Aug
<b>8001-Professional Services:</b>	K.I.M. - New Busses
<b>8170-Fuel:</b>	Prices

<b>Monthly (Actual &amp; Projected) Expenditures:</b>	
AP Week of 10/07/2024 **Funds are already removed from above numbers**	\$ 31,889.39
<b>Projected</b> AP Week of 10/21/2024	\$ 73,000.00
Payroll 10/04/2024 w/Taxes **Funds are already removed from above numbers**	\$ 72,080.70
Payroll 09/20/2024 w/Taxes **Funds are already removed from above numbers**	\$ 69,928.97
<b>Total Expenditures:</b>	<b>\$ 246,899.06</b>

<b>ODOT Grants</b>				
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

<b>Reimbursements Requested</b>			
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	\$ -	

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

**Follow-up:**



**Profit & Loss Budget Performance**

**September 30, 2024**

Month 3 = 25% 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	7,915.19	3,700.00	4,215.19	24,552.59	11,100.00	13,452.59	44,000.00	55.80%
4022 PARATRANSIT FARES	1,452.00	1,750.00	(298.00)	3,896.25	5,250.00	(1,353.75)	21,000.00	18.55%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	497.00	(497.00)	2,000.00	0.00%
4110 NW NAVIGATOR	455.23	200.00	255.23	1,316.81	625.00	691.81	2,675.00	49.23%
4130 OTHER-VENDING	0.00	100.00	(100.00)	67.49	100.00	(32.51)	325.00	20.77%
4205 PROPERTY TAXES	3,079.00	25,000.00	(21,921.00)	16,379.04	58,000.00	(41,620.96)	1,300,000.00	1.26%
4206 PRIOR YEAR TAXES	1,358.85	800.00	558.85	4,997.72	2,300.00	2,697.72	17,300.00	28.89%
4207 PROPERTY TAX INTEREST	15.22	100.00	(84.78)	120.68	300.00	(179.32)	1,200.00	10.06%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	152.54	0.00	152.54	0.00	0.00%
4310 TIMBER SALES	0.00	0.00	0.00	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	760.00	760.00	0.00	2,272.28	2,280.00	(7.72)	9,120.00	24.92%
4425 CHARGING STATION	0.00	75.00	(75.00)	167.78	75.00	92.78	180.00	93.21%
4505 INTEREST EARNED ON BANK ACCT	4,679.92	1,667.00	3,012.92	14,420.83	5,001.00	9,419.83	20,000.00	72.10%
4605 OTHER INCOME	58.70	0.00	58.70	1,731.68	85.00	1,646.68	2,500.00	69.27%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	212,060.00	261,754.00	(49,694.00)	1,047,017.00	20.25%
5301 5311 ADMIN/OPERATIONS	0.00	194,000.00	(194,000.00)	0.00	194,000.00	(194,000.00)	775,022.00	0.00%
5302 5310 MOBILITY MGT/PM	0.00	40,400.00	(40,400.00)	0.00	40,400.00	(40,400.00)	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%
<b>Total Income</b>	<b>19,774.11</b>	<b>268,718.00</b>	<b>(248,943.89)</b>	<b>396,816.05</b>	<b>639,767.00</b>	<b>(242,950.95)</b>	<b>4,405,133.00</b>	<b>9.01%</b>

Expenses

6010 WAGES	136,889.70	160,417.00	23,527.30	438,632.09	491,251.00	52,618.91	1,975,000.00	22.21%
6111 TAXES	15,905.96	26,575.00	10,669.04	51,886.09	79,725.00	27,838.91	319,000.00	16.27%
6210 BENEFITS	33,357.89	47,375.00	14,017.11	115,611.39	142,125.00	26,513.61	570,000.00	20.28%
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>186,153.55</b>	<b>234,367.00</b>	<b>48,213.45</b>	<b>606,129.57</b>	<b>713,101.00</b>	<b>106,971.43</b>	<b>2,864,000.00</b>	<b>21.16%</b>
8000 AUDIT	0.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00	35,000.00	0.00%
8001 PROFESSIONAL SERVICES	3,500.00	825.00	(2,675.00)	9,760.00	2,475.00	(7,285.00)	10,000.00	97.60%
8002 LEGAL COUNSEL	0.00	1,625.00	1,625.00	825.00	4,975.00	4,150.00	20,000.00	4.13%
8003 BANK/MERCHANT FEES	116.98	175.00	58.02	428.83	525.00	96.17	2,000.00	21.44%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	605.40	699.00	93.60	2,800.00	21.62%
8015 COMP/FURNITURE/DURABLE GOODS	179.16	300.00	120.84	4,726.62	800.00	(3,926.62)	20,000.00	23.63%
8020 B&M	3,801.41	10,417.00	6,615.59	20,520.14	31,251.00	10,730.86	125,000.00	16.42%
8023 BUILDING LEASE	173.00	145.00	(28.00)	677.00	430.00	(247.00)	1,700.00	39.82%
8031 ONLINE SUB/IT SERVICES	4,685.98	5,550.00	864.02	14,957.95	17,630.00	2,672.05	112,000.00	13.36%
8040 TELEPHONE/INTERNET	2,806.01	2,500.00	(306.01)	8,337.33	7,500.00	(837.33)	30,000.00	27.79%
8041 UTILITIES	2,134.22	2,470.00	335.78	7,541.82	7,410.00	(131.82)	33,000.00	22.85%
8050 HR/EMPLOYEE RECOGNITION	1,099.41	1,290.00	190.59	3,819.02	6,770.00	2,950.98	22,000.00	17.36%
8060 TRAVEL/TRAINING	1,850.99	2,350.00	499.01	2,750.99	4,250.00	1,499.01	30,000.00	9.17%
8076 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
8080 OUTREACH/PRINTING	68.38	3,500.00	3,431.62	2,950.57	14,500.00	11,549.43	50,000.00	5.90%
8090 DUES, SUBSCRIPTIONS	0.00	1,000.00	1,000.00	1,060.00	16,000.00	14,940.00	30,000.00	3.53%
8091 IGA-DUES	3,000.00	3,750.00	750.00	3,000.00	3,750.00	750.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	13.44	150.00	136.56	33.44	500.00	466.56	2,000.00	1.67%
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	4,950.00	4,950.00	20,000.00	0.00%
8110 LEGAL ADS	0.00	0.00	0.00	54.92	0.00	(54.92)	1,000.00	5.49%
8112 MEETING EXPENSE	35.35	175.00	139.65	95.09	500.00	404.91	2,000.00	4.75%
8116 OFFICE SUPPLIES	702.10	1,025.00	322.90	2,261.39	3,025.00	763.61	12,000.00	18.84%
8170 FUEL	12,177.34	9,600.00	(2,577.34)	38,377.33	28,800.00	(9,577.33)	115,000.00	33.37%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	8,207.95	7,800.00	(407.95)	34,975.92	34,700.00	(275.92)	104,000.00	33.63%
8180 SHOP SUPPLIES	904.71	625.00	(279.71)	1,295.20	1,875.00	579.80	7,500.00	17.27%
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>45,658.23</b>	<b>64,155.00</b>	<b>18,496.77</b>	<b>179,903.71</b>	<b>229,690.00</b>	<b>49,786.29</b>	<b>938,000.00</b>	<b>19.18%</b>

9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	63,370.00	63,370.00	0.00	479,000.00	13.23%
9110 CAPITAL RESERVE	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%
<b>Total Expenses</b>	<b>231,811.78</b>	<b>298,522.00</b>	<b>66,710.22</b>	<b>849,403.28</b>	<b>1,006,161.00</b>	<b>156,757.72</b>	<b>5,601,000.00</b>	<b>15.17%</b>

**Consolidated Balance Sheet**  
**September 30, 2024**

**This Year**

Assets

1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	33,989.29
1030 LGIP - GENERAL FUND	876,457.70
1040 PAYROLL ACCOUNT LC BANK	7,636.17
1055 STIF LC BANK	346,703.63
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	421,239.36
1095 CASH RECEIPTS CLEARING SYSTEM	1,724.25
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	4,394.56
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	(31,145.43)
Total Assets	2,561,777.25

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	54,020.73
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	247,762.67
2059 CREDIT CARD PAYMENT CLEARING	(242,659.51)
2060 PAYABLE TO NWN	(5,332.43)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	17,549.46
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN	1,000,000.00
Total Liabilities	1,096,905.01
3000 FUND BALANCE	1,917,459.47
Change in Net Assets	(452,587.23)
Total Net Assets	1,464,872.24
Total Liabilities and Net Assets	2,561,777.25

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 09/30/2024**

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6009] ALLSTATE INSURANCE AGENCY	10/01/2024	1987	9/01/2024	Sep 2024 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6494] ANGI WILDT GALLERY	10/01/2024	1988	9/01/2024	Sep 2024 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	10/01/2024	1989	9/01/2024	Sep 2024 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6583] Sondra Carr	10/01/2024	1990	9/01/2024	Sep 2024 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
[6414] West Coast Artisans	9/11/2024	1985	9/01/2024	Sep 2024 Parking-Space #2	0.00	47.50	0.00	0.00	47.50
<b>Total</b>					<b>332.50</b>	<b>47.50</b>	<b>0.00</b>	<b>0.00</b>	<b>380.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 09/30/2024**

<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>
<b>[6026] BIO-MED TESTING SERVICES INC</b>									
9/12/2024	109516	10/09/2024	DRUG, ALCOHOL SCREENING/ BG CKS -FR, MAINT	120.00	120.00	120.00	0.00	0.00	0.00
<b>[6046] CITY OF ASTORIA</b>									
9/30/2024	009947-000 09302024	10/09/2024	08/01-09/30/2024 -WATER SRV TC	598.15	598.15	598.15	0.00	0.00	0.00
<b>[6207] DMT AUTO PARTS, INC</b>									
9/24/2024	490151	10/09/2024	FLT BALL JOINT -PM Bus #2002	136.52	136.52	136.52	0.00	0.00	0.00
9/26/2024	490411	10/09/2024	FLT BALL JOINT -PM Bus #2003	136.52	136.52	136.52	0.00	0.00	0.00
<b>[6420] FOGARTY ONSITE GENERATOR SERVICES</b>									
9/23/2024	1123	10/09/2024	09/23/2024-09/22/2025 - GENERATOR REPAIR & SRV - OPS	505.30	505.30	505.30	0.00	0.00	0.00
<b>[6285] HANOVER DISPLAYS INC</b>									
8/22/2024	9182180	9/22/2024	CONTROL MODULES HHPC002 -Buses 2002 & 2004	279.26	279.26	0.00	279.26	0.00	0.00
<b>[6148] NW NATURAL</b>									
9/10/2024	1360752-8 09102024	10/09/2024	08/08-09/10/2024 -GAS SRV - TC	53.92	53.92	53.92	0.00	0.00	0.00
9/16/2024	770728-4 09162024	10/09/2024	08/18-09/16/2024 -GAS SRV - OPS	75.26	75.26	75.26	0.00	0.00	0.00

**[6141] NW NAVIGATOR LUXURY COACHES**

9/28/2024	R09282024	10/09/2024	09/28/2024 -WK ENDING SALES	286.11	286.11	286.11	0.00	0.00	0.00
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**[6172] O'REILLY AUTOMOTIVE, INC**

9/24/2024	3920 376123	10/09/2024	CERAMIC PAD, CTRL ARM ASY -PM Bus #2001	172.97	172.97	172.97	0.00	0.00	0.00
9/24/2024	3920 376125	10/09/2024	5QT MOTOR OIL -PM Bus #2002	27.99	27.99	27.99	0.00	0.00	0.00

**[6154] ODP BUSINESS SOLUTIONS LLC**

9/13/2024	3.85931E+11	10/09/2024	TAPE, TABS, POUCHES -TC/ TISSUE, PAPER TOWELS -OPS	109.60	109.60	109.60	0.00	0.00	0.00
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**[6226] VAN DUSEN BEVERAGES, INC**

9/30/2024	SO 208371157	10/09/2024	09/01-09/30/2024 -COOLER RENTAL	29.00	29.00	29.00	0.00	0.00	0.00
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**[6227] VERIZON BUSINESS**

9/18/2024	9974215516	10/09/2024	08/19-09/18/2024 - CELLPHONE & TABLET SRV	928.43	928.43	928.43	0.00	0.00	0.00
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<b>Report Total</b>				<b>3,459.03</b>	<b>3,459.03</b>	<b>3,179.77</b>	<b>279.26</b>	<b>0.00</b>	<b>0.00</b>
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**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 09/30/2024**

	<u>repTranDescription</u>	<u>Description</u>	<u>Amount</u>	<u>repCheckA mount</u>
23338	9/11/2024 [6193] SDIS - Invoices 2024-17, 2024-18, MED09012024	BENEFITS MEDICAL SDIS	30585.42	30,585.42
23343	9/11/2024 [6237] WILCOX + FLEGEL - 08/01-08/31/2024 - FUEL FUEL SRV	FUEL FUEL FUEL FUEL	100.76 2481.29 9804.79 126.79	12,513.63
23348	9/23/2024 [6033] CARD SERVICE CENTER - 08/09- 09/06/2024 -STMT	CREDIT CARD PAYMENT CLEARING	7872.51	7,872.51
23360	9/23/2024 [6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT - Invoices AR491, AR496	IGA-DUES	6000	6,000.00
<b>Total Checks</b>				<b>56,971.56</b>



# Sunset Empire Transportation District

## Cash Flow Projection

Updated Oct 16, 2024

	Actual Jul 2024	Actual Aug 2024	Actual Sep 2024	Projected Oct 2024	Projected Nov 2024	Projected Dec 2024	Projected Jan 2025	Projected Feb 2025
<b>Beginning Cash</b>	<b>1,867,131</b>	<b>1,689,913</b>	<b>1,628,682</b>	<b>1,416,645</b>	<b>1,258,796</b>	<b>1,600,656</b>	<b>1,591,087</b>	<b>1,179,058</b>
<b>Sources of funds:</b>								
Fares	9,588	9,147	9,367	5,566	5,566	5,566	5,566	5,566
STIF Funding	-	212,060	-	-	251,754	-	-	251,754
ODOT Grant Reimbursements	-	-	-	-	-	233,400	-	-
Mass Transit Assessment	25,720	-	-	35,000	-	-	20,000	-
Property Taxes	10,048	6,997	4,453	128,100	880,100	77,600	25,850	25,900
Timber Revenue	3,007	86,106	-	-	75,000	-	-	28,000
Other	6,260	7,763	5,954	2,977	2,652	3,127	4,127	3,127
<b>Total Sources</b>	<b>54,622</b>	<b>322,074</b>	<b>19,774</b>	<b>171,643</b>	<b>1,215,072</b>	<b>319,693</b>	<b>55,543</b>	<b>314,347</b>
<b>Uses of funds:</b>								
Wages/Taxes/Benefits	165,090	254,886	186,154	234,367	244,367	244,367	244,367	234,367
Materials & Services	66,750	65,049	45,658	95,125	65,475	84,895	123,205	54,275
Debt Services	-	63,370	-	-	63,370	-	-	63,370
Capital Expenses	-	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	100,000	-
Contingency	-	-	-	-	500,000	-	-	-
<b>Total Uses</b>	<b>231,840</b>	<b>383,305</b>	<b>231,812</b>	<b>329,492</b>	<b>873,212</b>	<b>329,262</b>	<b>467,572</b>	<b>352,012</b>
<b>Ending Cash</b>	<b>1,689,913</b>	<b>1,628,682</b>	<b>1,416,645</b>	<b>1,258,796</b>	<b>1,600,656</b>	<b>1,591,087</b>	<b>1,179,058</b>	<b>1,141,393</b>



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

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The Board Policy Committee had their first meeting on November 30, 2023. Debbie, Pamela, Rebecca and I have met 14 times in the past year. Every meeting has been very intense in the concentrated effort to review and update the policies that legally guide and protect the Board and SETD. Policies are the backbone of safety and security. Having Board members actively participating in the review and updates improves the quality and realness of these important working documents. There are still a few more policies that need attention, however policies are living documents that can and should be updated frequently so they continue to be reliable. The Board Policy Committee met on October 17<sup>th</sup> and updated 2 policies and approved 1 new policy which have been submitted for your approval.

Thank you, Mary

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

**POLICY:**

1. To ensure an adequate level of insurance for Sunset Empire Transportation District’s facilities and properties, the Executive Director and the Chief Operations Officer shall maintain an appraisal and inventory of all SETD buildings, improvements, fixtures and contents.
2. The Executive Director and Chief Operations Officer shall 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 Executive Director and Chief Operations Officer shall notify the District’s insurance company of any change of status or disposal of assets so deletions and adjustments can be made to the policy.
4. The Finance Officer will prepare a final report of any asset disposals and related transactions which will be added to the corresponding monthly financial reports when completed.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b>  <b>Board of Commissioners</b>  <b>BOARD GOVERNANCE</b>		Policy #	Date Approved
		<b>B-306</b>	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. Board members shall express themselves in a manner that maintains personal decorum when acting in their capacity as a Board member, or when representing the District before the general public or District employees.
2. Board members shall participate in board meetings and vote on District matters as part of the board.
3. Board members individually have neither the power nor the authority to act as an agent of the District without a delegation of authority from the Board. A Board member’s unauthorized action may result in personal liability for the Board member when such action costs the District money or damages a third party.
4. Board members have the right of free speech but must recognize the difference between the right to speak and the right to represent (or appear to represent) the Board.
5. Board members must disclose on the record any conflict of interest, either actual or potential, prior to consideration of the issue. This must occur each time the issue is brought before the Board and must be recorded in the minutes. ORS 65.351 See Attachment A
  - a. Potential conflict: a Board member may participate and vote unless participation would violate the Code of Ethics prohibition of use of office for financial gain.
  - b. Actual conflict: a Board member may not participate or vote.
  - c. Quorum exception:-a Board member may vote where a quorum cannot be obtained without their participation.

***Minimum Votes Exception:*** *If a public official’s vote is necessary to meet a requirement of a minimum number of votes to take official action, an elected public official (or one serving on a board or commission) with an actual conflict of interest may be eligible to vote on the issue giving rise to their conflict of interest but may not participate in any discussion or debate on the issue. [ORS 244.120(2)(b)(B)].*

6. If a Board member needs clarification of or information regarding an issue, it is encouraged that the Board member contacts the Board Chair first. After contacting the Board Chair the Board member has the discretion to contact the Executive Director.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b>  <b>Board of Commissioners</b> <b>BOARD NOTIFICATION OF</b> <b>DELINQUENT FUNDING</b>		Policy #	Date Approved
		<b>B-820</b>	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

Sunset Empire Transportation receives operational funding through county taxes, timber revenue, local payroll tax, and state and federal grants. SETD staff prepares an annual budget that documents the predicted operational costs and the total funding resources required that will be utilized to cover operational costs. The budget is approved by the budget committee and submitted for final approval by the SETD Board who must approve by June 30 for the continued operation of the SETD.

Each funding source has predicted dates of payment which are factored into the budget and necessary for covering monthly operational costs. Grants may be dispersed by scheduled payments or may be paid as reimbursement to acceptable uses of grant funds which are submitted by SETD staff per grant agreement. If there is a delay in receiving expected grant reimbursements, SETD may not receive needed funds to continue budgeted operations.

1. The SETD Finance Officer will immediately notify the Executive Director of any expected budgeted funding that is 30 days delinquent.
2. The Executive Director will immediately notify the SETD Board of any expected budgeted funding that is 30 days delinquent.
3. The Executive Director will continue weekly updates to the Board about resolution of the delinquent funding and status and plans for SETD’s continued operations.
4. Failure to report any 30-day funding delinquency to the Board shall result in disciplinary action.



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

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October 15, 2024

To: Board of Commissioners

From: Craig Johnston, Executive Director

Re: Update on FY23 Audit

Our FY23 audit has been delayed and is now scheduled to be presented at the December 5, 2024 Board Meeting.



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

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October 17, 2024

To: Suzanne Carlson, Division Administrator

From: Craig Johnston, Executive Director

Re: Corrective Action-Annual Audit for Fiscal Year Ending 6/30/2024

Dear Mrs. Carlson,

This is our corrective action plan to address our late filing of our FY 23 audit.

Sunset Empire Transportation District is in the process of having our FY 23 Audit completed by Isler CPA. The audit is scheduled to be presented at the December 5, 2024, Board of Commissioners meeting. We intend to file the audit with ODOT by December 13, 2024. The audit was started during the summer of 2024 and Isler has been delayed in completing it. SETD apologizes for the delay in the completion of our FY 23 audit.

Craig Johnston

Executive Director

Sunset Empire Transportation District

Cc: Inna Smyth, Senior External Auditor

Drew Orr, Program Services Manager

Arla Miller, Regional Transit Coordinator



# Oregon

Tina Kotek, Governor

Department of Transportation

Public Transportation Division

555 13<sup>th</sup> Street NE

Salem, OR 97301

Phone: (503) 986-3300

Fax: (503) 986-4189

October 1, 2024

Sunset Empire Transportation District  
Craig Johnston  
900 Marine Drive  
Astoria, OR 97103

via e-mail: [cjohnston@ridethebus.org](mailto:cjohnston@ridethebus.org)

RE: Annual Audit for Fiscal Year Ending 06/30/2023

Dear Mr. Johnston,

The Oregon Department of Transportation Public Transportation Division recently received notification that Sunset Empire Transportation District has not submitted their FY 2023 single audit report to date.

It is the responsibility of the Oregon Department of Transportation to review audit reports and related financial reports for compliance with §200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR Part 200, as applicable, and Oregon Accounting Manual Policy No. 30.40.00.

Recipients of Federal awards must submit their single audit report within the earlier of: (a) no later than 9 months from the end of the audit period; or (b) no later than 30 days after the receipt of the auditor's report(s) to the auditee, unless for a different period is specified in a program specific audit guide [§200.507 (c) (1) and §200.512 (a) (1)] per federal regulation. Late report submission is noncompliance with reporting requirements of the Uniform Guidance & OAM.

As a FY 2023 Federal grant recipient, Sunset Empire Transportation District must provide a corrective action plan to resolve the non-reporting and describe when the FY 2023 audit will be completed and submitted. The corrective action plan should be emailed to [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov) by November 1, 2024. Failure to submit the plan and take corrective action could result in a loss of grant funding for the district.

Sincerely,

Suzanne CARLSON (Oct 1, 2024 17:20 PDT)

Suzanne Carlson, Division Administrator

cc: Inna Smyth, Senior External Auditor  
Drew Orr, Program Services Manager  
Arla Miller, Regional Transit Coordinator





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

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October 15, 2024

To: Board of Commissioners

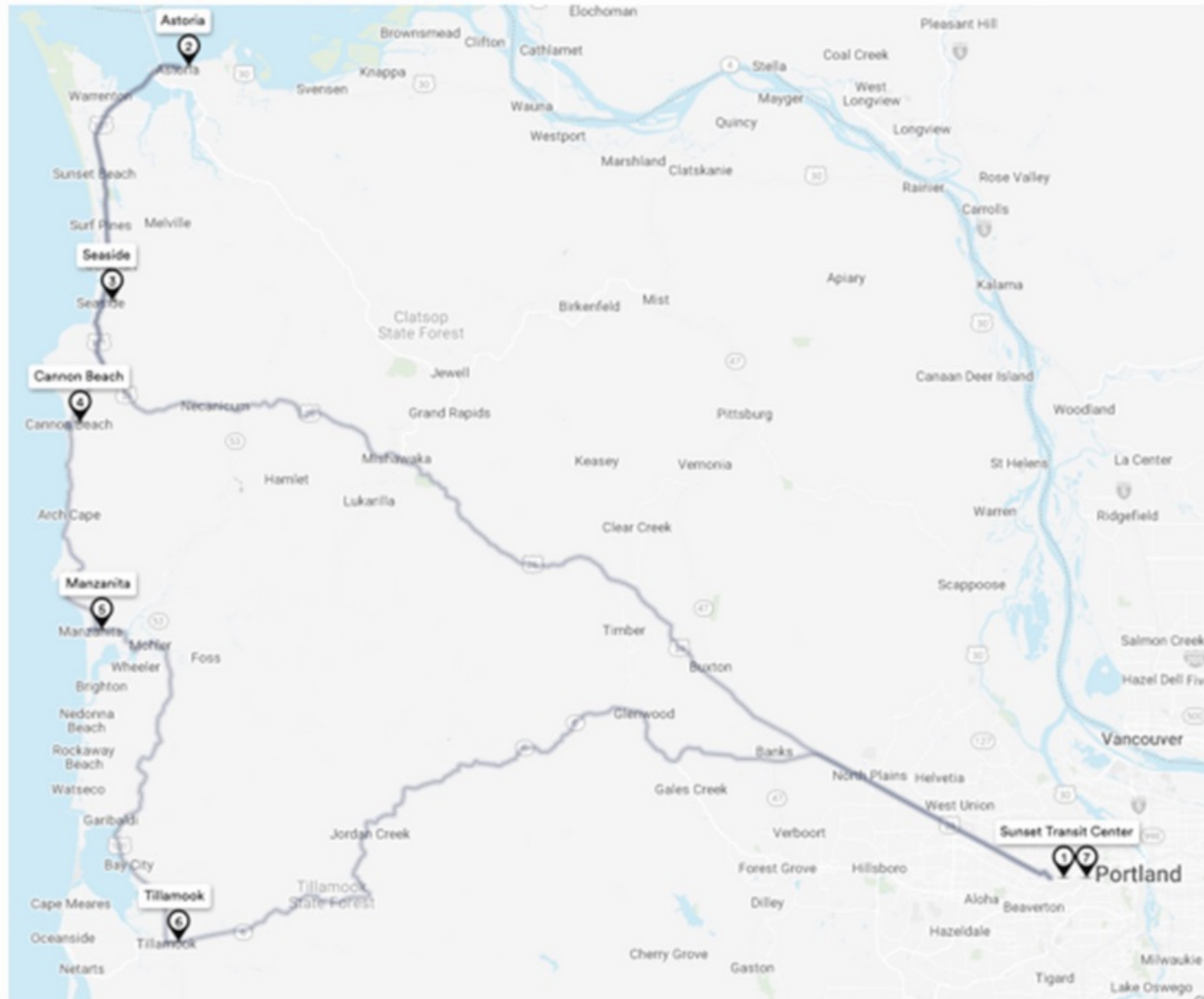
From: Craig Johnston, Executive Director

Re: North Coast Shuttle Service

The Oregon Coast Visitors Association is proposing starting a new North Coast Shuttle Service beginning in May of 2025. The service they are proposing will be duplicating services offered by Tillamook Transit and Sunset Empire Transit. NWOTA and ODOT are advocating against this new service because of this duplication.

# PILOT SHUTTLE ITINERARY

## DEVELOPING A CAR-FREE ROUTE TO THE COAST



### SHUTTLE ROUTES:

- Weekends (Friday, Saturday, Sunday)
- Memorial Day Weekend 2025 (May) through the end of August 2025.

### SHUTTLE 1:

- Morning: Sunset Transit Center (Beaverton) - Astoria - Seaside - Cannon Beach - Manzanita - Tillamook
- Midday: Tillamook - Manzanita - Cannon Beach - Seaside - Astoria
- Evening: Astoria - Seaside - Cannon Beach - Manzanita - Tillamook - Sunset Transit Center (Beaverton)

### SHUTTLE 2:

- Morning: Sunset Transit Center (Beaverton) - Tillamook - Manzanita - Cannon Beach - Seaside - Astoria
- Midday: Astoria - Seaside - Cannon Beach - Manzanita - Tillamook
- Evening: Tillamook - Manzanita - Cannon Beach - Seaside - Astoria - Sunset Transit Center



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

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October 15, 2024

To: Board of Commissioners

From: Craig Johnston, Executive Director

Re: HR Answers Services

We have exceeded \$10,000 dollar threshold and are requesting board approval to pay HR Answers for services rendered. HR Answers has recommended several training courses that have been conducted and attended by managers and staff.



# Invoice

Invoice# INV-105879

**Balance Due**  
**\$4,696.00**

**HR Answers, Inc.**

7650 SW Beveland Street  
Suite 130  
Tigard Oregon 97223

503-885-9815  
<https://hranswers.com>  
EIN 93-1175193

INVOICE SUBMITTED TO:

**Sunset Empire Transportation District**

900 Marine Drive  
Astoria, OR 97103

Invoice Date : 09/06/24

Terms : Net 30

Due Date : 10/06/24

Item & Description	Date	Hrs / Qty	Rate \$	Amount \$
Professional Services Fact Finding Logged by: Rebecca Vales	08/01/24	2.20	200.00	440.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/05/24	2.80	200.00	560.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/06/24	2.80	200.00	560.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/07/24	1.90	200.00	380.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/08/24	2.40	200.00	480.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/09/24	1.80	200.00	360.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/12/24	0.80	200.00	160.00

If you would like a report containing the detail of a project or consulting assistance, please reach out to our office.

Item & Description	Date	Hrs / Qty	Rate \$	Amount \$
Professional Services Fact Finding Logged by: Rebecca Vales	08/13/24	0.80	200.00	160.00
Professional Services Fact Finding Logged by: Jennifer Schoorl	08/13/24	1.75	200.00	350.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/14/24	0.40	200.00	80.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/16/24	0.30	200.00	60.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/19/24	2.40	200.00	480.00
Professional Services Advantage Consulting Assistance Logged by: Rebecca Vales	08/21/24	0.80	0.00	0.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/22/24	2.53	200.00	506.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/23/24	0.40	200.00	80.00
Professional Services Fact Finding Logged by: Rebecca Vales	08/26/24	0.20	200.00	40.00
Professional Services Advantage Consulting Assistance Logged by: Rebecca Vales	08/29/24	0.20	0.00	0.00
			Sub Total	4,696.00
			<b>Total</b>	<b>\$4,696.00</b>
			<b>Balance Due</b>	<b>\$4,696.00</b>

Payment Options



**Pay via ACH**

Bank Name: Umpqua Bank

If you would like a report containing the detail of a project or consulting assistance, please reach out to our office.

Account Name: HR Answers, Inc.  
Routing: 123205054  
Account: 34111641

### Terms & Conditions

Payment is due within 30 days from the date of the invoice. A late fee of 1.5% will be charged on all balances overdue by 60-days. We accept payments via check, credit card, or bank transfer. If you are sending a check, please use the address above. For any billing inquiries or disputes, please contact our Accounting department using our website. Your timely payment allows us to continue providing high-quality products and services. We value your partnership and appreciate your adherence to these payment terms.



# SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING  
October 2024***



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# EXECUTIVE DIRECTOR REPORT-CRAIG JOHNSTON

## Managing Resources

- 4 new paratransit buses have been ordered
- Grant for 2 class c buses with STIF discretionary presented to NW ACT. Grant totals 425K. Statewide 91M was applied for, 25M available
- 5310, 5311, STIF Grants Cycle continues with deadlines approaching

## Leading People

- 10/11/24 NWOTA meeting-website update progressing. Discussion of new service proposal by Oregon Coast Visitors Association.
- Website live bus feeds in the works. Traffic up 36% in month of September
- Clean bus project for NWOTA-Study of 5 linked transit agencies and O to low emission bus feasibility for region

## Improving the Organization

- Trainings have been conducted by HR Answers to facilitate better communications
- Repairs to concrete completed by Terra Firma on 10/15.
- TC billboard maintenance is scheduled for inspection by Lamar Advertising
- Duct cleaning scheduled for December at TC
- Outside Lights being upgraded at Warrenton OPS

## Service Delivery and Operations

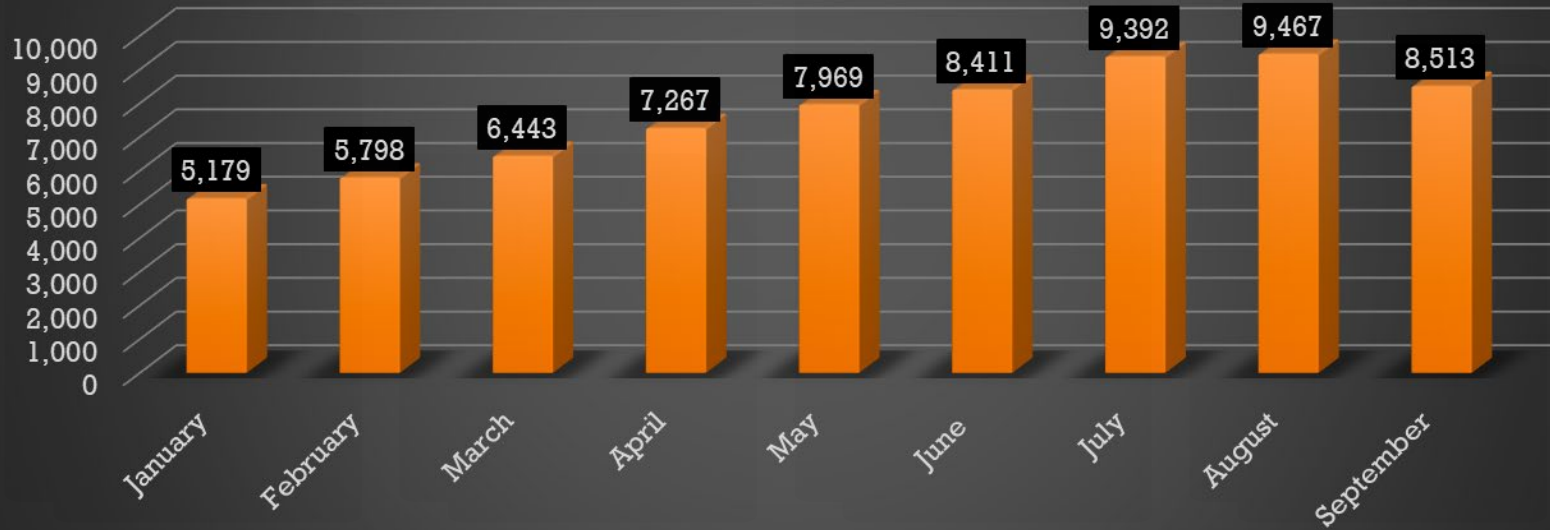
- Decrease in ridership during the month of September. Total ridership down 9%.
- Will continue to monitor ridership as we head out of the busy Summer season into winter.





# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2024



RELIABILITY

ACCESIBILITY

EFFICIENCY

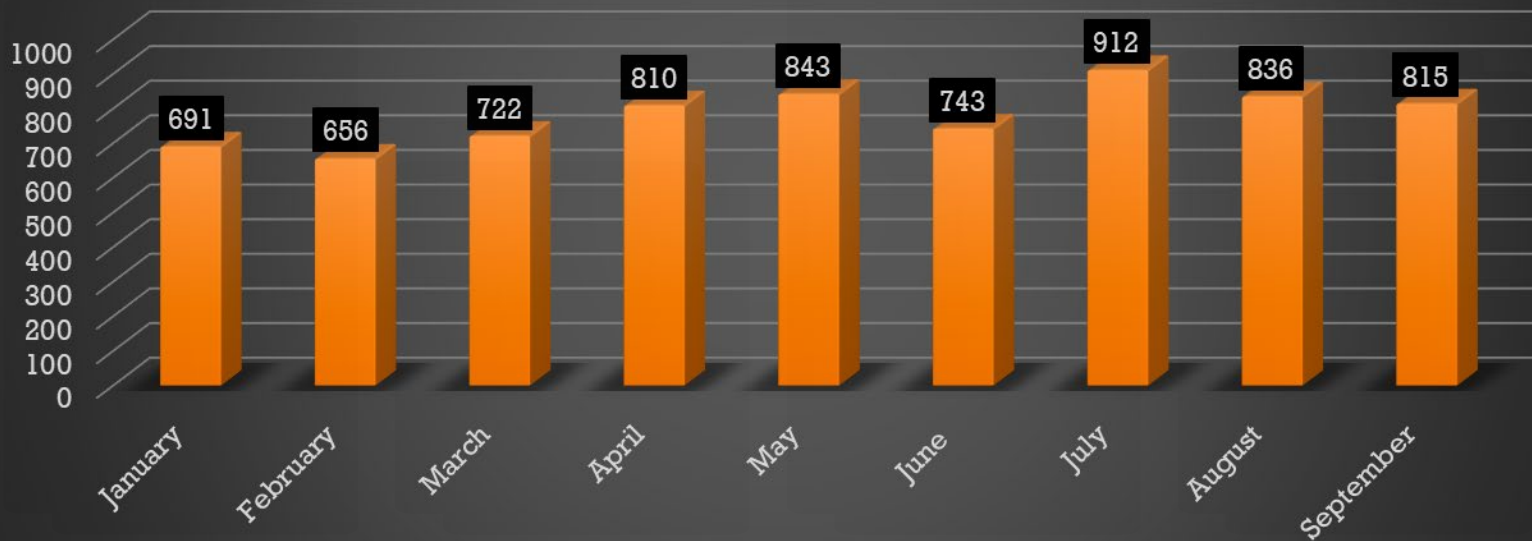
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL PARATRANSIT RIDERSHIP BY MONTH 2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

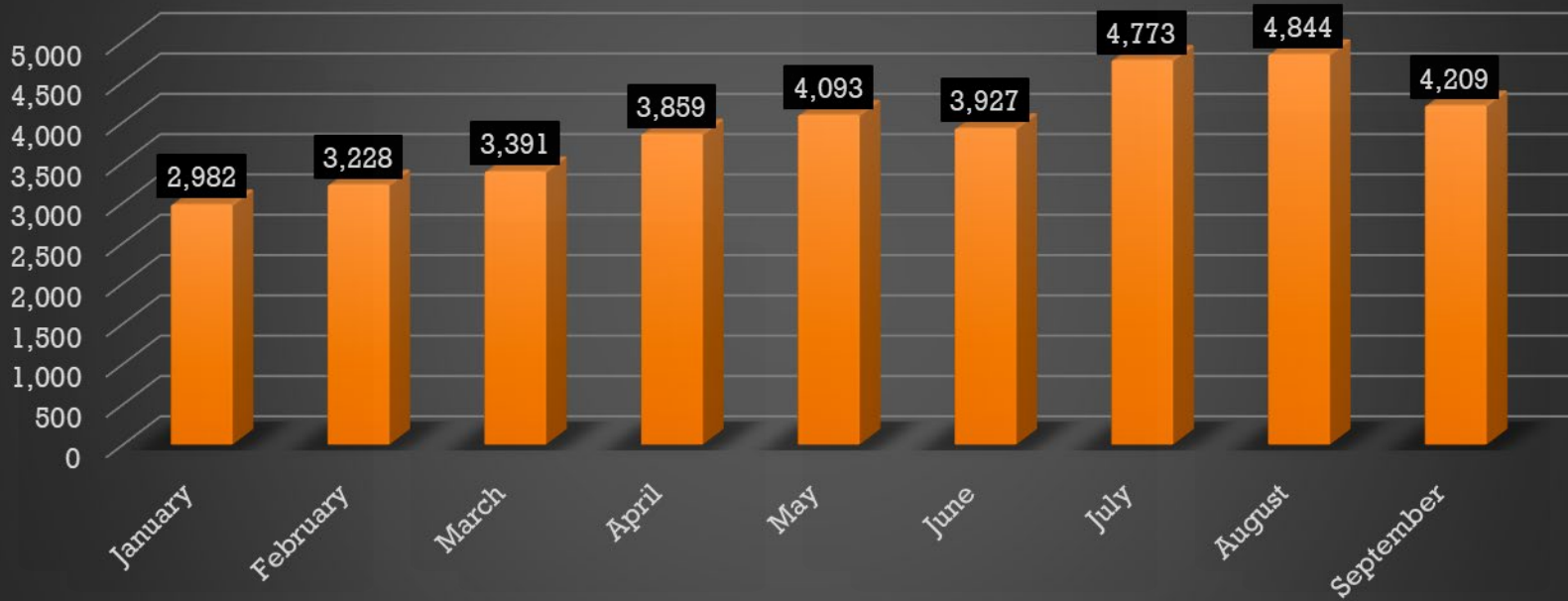
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESIBILITY

EFFICIENCY

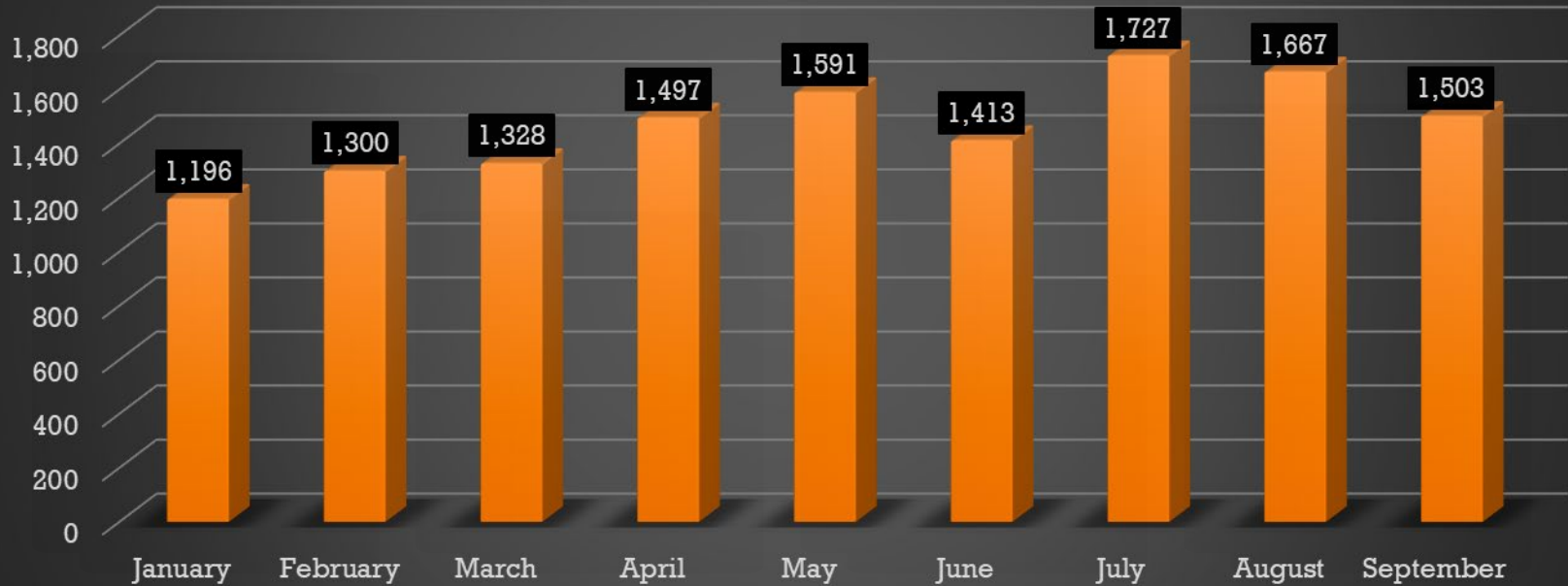
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 10 ASTORIA



RELIABILITY

ACCESSIBILITY

EFFICIENCY

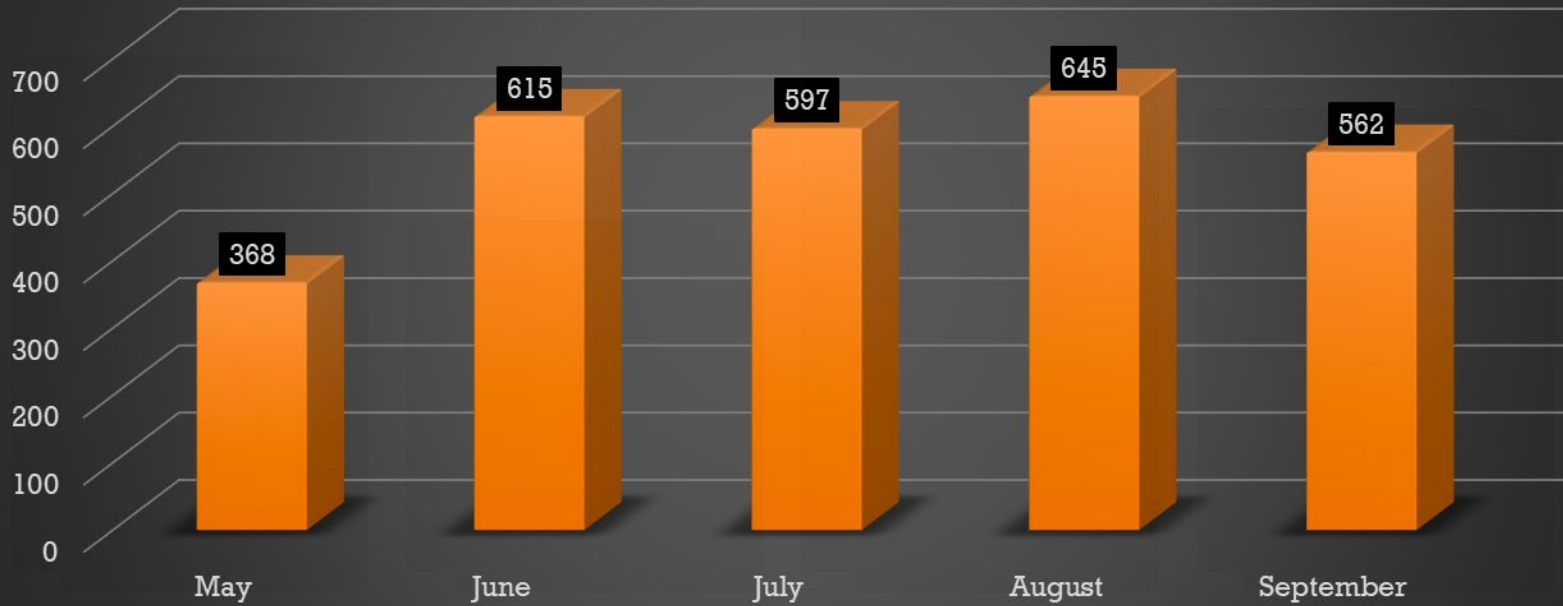
SAFETY

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

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

## Operations

- Paratransit driver Bronn has resigned from SETD. He is moving on to big things outside of the district. He started as a fixed route driver then went to Paratransit. He shares jokes and creates laughter wherever he goes. Staff and riders will miss him.
- Submitted the order form for four CAT D buses to NW Bus Sales, Inc. They are 2024 Endera Ford E450. Two already have VIN numbers.

## Meetings-Trainings-Developing-Reporting

- CPR/First Aid class for all staff
- Submitted the annual National Transit Database (NDT) report
- Started the Q1 ODOT report
- Will be attending the Oregon Transportation Association conference in Seaside October 27-30<sup>th</sup>, ABC's of Transportation.

## Improving the Organization

- The parking lot lights at Warrenton OPS have been replaced to LED and are working great.
- Shop staff have been busy with shelter and facility maintenance, painting, pressure washing, removing moss and scrubbing shelter pads.
- The sidewalks at the TC have been fixed.

## Service Delivery

- Rick and I have been working with Hanover Displays to get the non-working annunciator system to work properly. Two technicians will be on-sight to access the issues.
- We averaged 200 Veteran rides per month between July and the end of September!
- I have been communicating with Handi-Hut and Tolar Manufacturing about trash receptacles. The cost is \$625-\$1425. We are looking for side door with removable can, rain diverter hood and raised off the ground for easy cleaning.





# **EXECUTIVE ASSISTANT REPORT- MARY PARKER**

## **Community Outreach and Education**

Weekly Ad placed in Astorian Weekend magazine  
Prepared and posted the Veteran's Breakfast Poster  
Prepared poster for temporary changes to Route 15 and posted in shelters  
Updated schedules and required postings in shelters.  
Prepared public notices for September Policy Committee meeting  
Prepared Public Announcements for September Board Policy Meeting

## **Board Meetings and Board Assistance**

Prepared July Board Minutes  
Prepared July Board Policy Committee Meeting  
Prepared September Board Meeting Packs  
Delivered Packs to Board  
Prepared September Board Minutes  
Prepared September Board Meeting Packs  
Updated Board Policies  
Prepared Board Policy Meeting packs

## **SETD Meetings and Trainings**

Have attended 7, 2 hour, HR Answers  
Management Training sessions