



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
JANUARY BOARD MEETING AGENDA
JANUARY 23, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR**

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Meeting ID: 286 419 546 293

Passcode: Rz2oz2wU

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 DECEMBER 5th AND DECEMBER 30th BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - a. SDAO EXECUTIVE DIRECTOR RECRUITMENT UPDATE
10. NEW BUSINESS
 - a. FY 2026 BUDGET CALENDAR
 - b. APPROVAL OF ISLER AGREEMENT 2024 AUDIT
 - c. INVOICE APPROVAL HR ANSWERS
 - d. RUST MITIGATION ELEVATOR
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

2024

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2024

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-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

2024

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



**Sunset Empire Transportation District
Board of Commissioners
November-December Meeting Minutes
December 5, 10:00 AM**

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

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

4. CHANGES TO AGENDA (01:27) - Chair Boothe-Schmidt proposed two changes to the agenda. SDAO Conference information was added under 10.e and 10.f will be the hiring of the Interim Executive Director.
Commissioner MacDonald moved to approve the agenda
Vice Chair Read seconded the motion

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

7 Aye
0 Nay
Motion passed unanimously

Audit Report- Commissioner Boothe-Schmidt asked to move an update from the auditor at the beginning of the meeting and to allow George Dunkel who is under 9.a. to give his update on the recruitment when he calls in.

5. PUBLIC COMMENT- None
6. APPROVAL OF OCTOBER 2024, BOARD MINUTES- (17:26). Chair Boothe-Schmidt said the Vice Chair needs to be corrected to Vice Chair Read and Secretary Treasurer Lewicki.
Commissioner MacDonald moved to approve the minutes as corrected
Commissioner Romero seconded the motion
Discussion- Commissioner Alegria made a correction to what she had said on page seven which should say separation of responsibilities and that her name was misspelled in the minutes.
Motion passed unanimously
7. COMMISSIONER REPORTS- (0:21:54) Monthly updates, activities, trainings, and comments. Commissioner MacDonald brought a special Christmas tree to share with the staff at the Transit Center for the holiday season. Commissioner MacDonald reported he had attended the OTA Conference and shared information from it. Commissioner Romero reported he had retired but had been in Michigan since then, but he is now home and enjoying retirement.

8. FINANCIAL REPORT- (0:26:19) Kelly Smith reported that the reimbursements were submitted and there was a fast turnaround on them. Kelly also reported that we received our Property Taxes in November and reported that she did move \$500,000 into contingency so it is all in there and at \$900,000 for this fiscal year. Kelly reported that the OTIB loan is updated, and she is still working with Commissioner Lewicki and the bank to get the bank statements to him. There was discussion about several options that could possibly be used. Kelly said she will keep working on a solution this month. Kelly said that Paul the auditor had told her there were no findings on the 2023 Audit and there were no findings on the 2022 Audit. Chair Boothe-Schmidt requested that the financials be entered into the minutes.

9. CONTINUED BUSINESS-

- a. SDAO CONSULTING CONTRACT FOR EXECUTIVE DIRECTOR RECRUITMENT- (1:20:35)
Chair Boothe-Schmidt asked that everyone look at the recruitment information in the Board Pack and said this is what we need to go over and agree upon to move forward. Chair Boothe-Schmidt said we had decided to use the same Job Description that had been previously used for Executive Director Johnston. The timeline has been updated. Jason placed the SDAO Management Recruitment Facilitation Process form that SDAO staff said is the current Scope of Work on the screen for all to view. Chair Boothe-Schmidt said that this form was the Scope of Work. Commissioner Alegria said that there is no Scope of Work included. There was discussion about the Timeline and the Recruitment Facilitation Process form being referred to as the Scope of Work. Mary said she had requested the Scope of Work from George and Shanta replied sending the Facilitation Process form and said it is the scope of work. Commissioner Lewicki said he thought the Recruitment Facilitation Form needs to say Scope of Work and either be incorporated into the contract or referred to in the contract as an official addendum and still be titled Scope of Work. Pamela said it says on the form that the Scope of Work will be attached, and it has not. Commissioner Lewicki said this does not say Scope of Work, so it either needs to say Scope of Work or be incorporated into the contract or referred to in the contract as an official addendum still be titled scope of work. Lewicki said changing the name and incorporating it in the contract will satisfy me.

Secretary-Treasurer Lewicki moved that we develop and title the specific scope of work and integrate it with the draft contract

Commissioner MacDonald seconded the motion

Discussion-There was continued discussion about the Scope of Work and a concern from Commissioner Withers about losing this time in the search process and requesting to move forward. Commissioner Lewicki asked if we could go ahead and approve the contract today and authorize the chair to approve the Scope of Work and get a copy of the scope of work at the next meeting.

Commissioner Alegria requested if changes could be made at this time. Chair Boothe-Schmidt said yes. Commissioner Alegria asked if we can add or change something now because we are not discussing the scope of work. Chair Boothe-Schmidt said we can make changes now, so they are in.

Secretary-Treasurer Lewicki withdrew his original motion.

Commissioner MacDonald withdrew his original second to the motion.

Secretary-Treasurer Lewicki moved that we vote to approve the contract as drafted and agree to give authority to the Board chairperson to review and approve the amendment and authorize the Board Chair to sign the contract.

Commissioner MacDonald seconded the motion

Chair Boothe-Schmidt said we need to discuss the salary we are offering. Boothe-Schmidt said we need to have room to negotiate but want to make sure we are offering enough to get people interested and be competitive with other counties and she suggested starting at \$110,000. There was board consensus on the salary and the same benefit package that Craig has now which is \$500 into retirement, health insurance for the director and spouse and an additional life insurance policy.

Chair Boothe-Schmidt proposed allowing travel reimbursement for candidates and that last time we paid up to \$1000 of their travel to come here.

Chair Boothe-Schmidt added that instead of using evaluation points we are requesting SDAO to develop an evaluation process.

Commissioner Withers commented that he thought there were a lot of people at the college and involved last time and too many cooks in the kitchen. Chair Boothe-Schmidt said we all agree that that we will have a committee put that together. I am looking at doing the evaluations here with the Board and another panel so we can decide who we want on the other panel.

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

Chair Boothe-Schmidt appointed Commissioners Lewicki, Alegria and Read to the Executive Director Recruitment Committee.

- b. JANUARY BOARD MEETING DATE CHANGE- (0:51:53) Executive Director Johnston explained that the STIF grant must be submitted by January 15th and the application must be approved by the TAC committee and approval of the Grant be recommended to the Board for their approval. Johnston said the TAC meeting is scheduled for January 8th and he proposed that the January Board meeting be moved to January 9th so the Board can approve the STIF grant and submit it to the state on January 15th. There was further discussion about there not being financials available for the January 9th meeting, but Kelly explained that there would be two sets presented in February this has happened in the past, but if something came up, she would let the Executive Director and Board Chair know immediately. Chair Boothe-Schmidt asked that all in favor of the January 9th meeting say aye. Motion passed unanimously.

10. NEW BUSINESS

- a. FISCAL YEAR 2023 AUDIT UPDATE- AUDIT REPORT- (04:49) Paul Nielson reported that the SETD 2023 Audit is complete and the 2024 Audit is beginning to be worked on. Lewicki said there are two changes needed at the beginning of the report, so it is up to date. One is the addition of a list of the updated Board of Commissioners during 2023, and the other is changing the report to name Paul Lewicki as Interim Executive Director. Commissioner Boothe-Schmidt said she had found a correction on page 1 under Opinions where June 30th, 2022, needs to be changed to June 30 2023. Commissioner Alegria pointed out another clerical mistake and asked also if SETD owns the building. Paul said it has been on your depreciation schedule in the county. Commissioner Alegria asked about the local government investment board (LGIP) and asked if there is protection that we need to do if this is unstable. Paul said according to the state statutes the LGIP is not subject like banks which follow the FDIC regulations so there is no insurance required, but Paul said the banks that participate put money into it and make sure that it is protected so it is very safe. Paul said the state has a website where you can look up all the banks that are LGIP. Commissioner Alegria asked about the transfers in and out and the figures on page 17. Paul said the first column is budget and the second column is action and according to this the general fund receives transfers in from STIF and other funds which have cost and are spent. Paul explained that this report is not finished yet and that there will also need to be a Tech review of the audit where somebody totally independent will go through the audit to make sure it is accurate. Commissioner Alegria asked

Paul if he sees something troublesome while he is doing the audit will he let the Board know. Paul answered yes, and said he would let Kelly, and the Executive Director know.

- b. TRANSPORTATION ADVISORY COMMITTEE APPLICANTS: (34:00) Executive Director Johnston reported that we had sent out an announcement that the Transportation Advisory Committee needed new members. Johnston reported that SETD received two excellent applications, one from Loraine DiBattista and another application from Daymond Edwards. Executive Director Johnston recommended that the Board approve both applicants for the Transportation Advisory Committee. Chair Boothe-Schmidt asked for a motion to approve both applicants.

Vice Chair Rebecca Read moved to approve Loraine DeBattista and Daymond Edwards as members of the Transportation Advisory Committee.

Commissioner Alegria 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

- c. MICROTRANSIT PILOT PRESENTATION- (38:37) Jason Jones Mobility Manager and Jennifer Geisler, Chief Operations Officer gave a presentation on setting up a Microtransit service in the Seaside area. They have been collaborating with Providence Seaside who has offered SETD a grant to improve transportation for patients that utilize their facilities. This will be a pilot project that will be operated like Paratransit and utilize Paratransit drivers that will coordinate rides for riders that call in for a connecting ride to a bus stop or to another destination that the bus does not go to without other means of transportation. This should help workers and students who do not have access to public transportation reach their destinations on time. Employers and riders will be able to have input into the development of the program, which will be very controlled. Providence has awarded Sunset Empire Transportation \$50,000 to use for development. The initial pilot program will be in the Seaside area and adaptive to what the community needs. Jennifer confirmed that Micro-Transit will be using Ecolane. It was also requested that the Board receive a monthly report on the progress and ridership development as the program grows.

- d. APPROVAL TO SIGN GRANT AGREEMENT WITH COMMUNITY HEALTH AT PROVIDENCE.

Commissioner Withers moved to accept the grant money of \$50,000 from Providence Health

Commissioner Lewicki seconded the motion

Discussion- Kelly asked if we will be receiving the money this fiscal year? If we do, we will have to do a supplemental 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

- e. SDAO Conference- Commissioner Lewicki reported that the SDAO Conference will be in Bend on February 6th through 9th.

- f. Interim Executive Director- Executive Director Johnston proposed having Board Chair Debbie Boothe-Schmidt be the SETD Interim Executive Director until you hire a new one. We have checked with George Dunkel and Matt, and both say it is possible for her to step back from the Chair position and still be the Interim Executive Director and remain on the Board at the same time. Craig asked if there was any discussion. Commissioner Alegria asked how you can be on the Board and be the Interim Director. Chair Boothe-Schmidt said she will have to recuse herself from voting in certain circumstances, however, according to Matt and Spencer they deal with this quite often.

Commissioner MacDonald moved to approve Chair Debbie Boothe-Schmidt as Interim Executive Director

Commissioner Lewicki seconded the motion

Discussion: Commissioner Withers said after thinking this thing through he thought it is better to have someone step in and help. It is better than bringing in someone from another county that needs to be brought up to what is going on and moving forward. We are not talking about a lot of time he liked the idea of the Chair being the Interim Executive Director because it would take a new person who had not been here a couple months to even know where the bathroom was. Charles told Debbie that we can help you watch, recusing yourself in that regard. Charles said we will go with you until we find someone. Commissioner Read said it's a good fit to have Debbie serve us because she understands the district and she has been at the ready as long as I've been on the Board, and she has always been very resourceful and was one of the go team that got us out of our mess last year, and I agree that she would help us get through this for a short period of time and there are things that need to be dealt with in order to keep us on course. I feel very confident that Debbie will be able to reach out to the leadership team and our internal and external partners to make sure our operations move smoothly. I support this recommendation. Mary said she wrote Resolution 2024-03, approving Debbie as the Interim Executive Director and sent it to Matt and George and they both approved. Debbie said she appreciated everyone's support and would like to start a week or two before Craig leaves. We will need to appoint someone to negotiate my salary. Paul said he would negotiate pay for Debbie as the Interim Executive Director. Debbie moved the Board Chair to Vice Chair Rebecca Read. Rebecca took over the meeting.

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

Aye-6
Nay-0
1-Excused

11. CORROSPONDENCE- (1:22)

- 12. EXECUTIVE DIRECTOR REPORT- (1:23) Executive Director Johnston reported that the 5310 Grant that he submitted was approved and he is currently working on the finishing the STIF grant application, and he said it is a long one, so you are getting your money's worth. Craig reported that the next Transportation Advisory Committee meeting will be on January 8th, and they will be reviewing and ranking the STIF Grant projects. On January 9th there will be a full Board meeting where the Board can change or approve what the TAC Committee has recommended with the STIF Plan. Craig said he attended the OTA Conference at the Seaside Convention Center, and it was very good. The 2023 Audit was presented at today's meeting which was a requirement of our Action Plan. Craig reported that we have received two new TAC member applications and as Kelly reported earlier, we applied for and have received reimbursements for the 5310 and 5311 funding. Craig reported on the ridership reports which have been increasing.

13. LEADERSHIP TEAM REPORTS- (1:29) Team members reviewed their reports included in the Board Pack

14. ADJOURNMENT (1:44)

Chair Boothe Schmidt adjourned meetings at 11:45 AM Mary Parker, Recording Secretary

Secretary-Treasurer

Executive Assistant Mary Parker

DRAFT



**Sunset Empire Transportation District
Board of Commissioners
December 30, 2024 1:00 PM
Special Board Meeting Minutes**

1. CALL TO ORDER: Chair Rebecca Read called the meeting to order at 1:00 PM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Rebecca Read, Commissioner Tracy MacDonald, Commissioner Pamela Alegria, Secretary-Treasurer Paul Lewicki and Commissioner Charles Withers attended by phone. Commissioner Guillermo Romero Excused.
4. STAFF: Interim Executive Director Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Finance Officer Kelly Smith, Executive Assistant Mary Parker and Mobility Manager Jason Jones
5. CHANGES TO AGENDA- (0:2:12) Interim Executive Director Boothe-Schmidt requested that the Board add the approval of the removal of Craig Johnston from all SETD Bank accounts to the agenda. The addition was approved. Chair Read requested that New Business follow the Executive Session.
6. PUBLIC COMMENT- None
7. NEW BUSINESS-

- a. EXECUTIVE SESSION- (0:3:56) At 1:05 PM, Chair Rebecca Read closed the regular Board Meeting to the public and opened Executive Session to consider the following:

ORS 192.660(2)(a) Consider the Employment of a Public Officer
ORS 192.660 (2)(f) Information or Records that are Exempt from Disclosure

Open Session (0:5:33) At 1:16 PM Chair Rebecca Read closed Executive Session and re-opened the regular Board Meeting to the public.

Commissioner MacDonald moved to accept the Interim Executive Director Agreement
Secretary-Treasurer Lewicki seconded the motion.

Discussion-None

Name	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		
Nay							
						Excused	

5 Aye
0 Nay
1 Excused
Motion passed unanimously

Commissioner MacDonald moved to approve that Chair Read sign the Interim Executive Director Contract
 Secretary-Treasurer Lewicki seconded the motion
 Discussion- None

Name	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		
Nay							
						Excused	

5-Aye
 0-Nay
 1-Excused
 Motion passed unanimously

- b. **REMOVAL OF EXECUTIVE DIRECTOR CRAIG JOHNSTON AS A SIGNER FROM BANK ACCOUNTS-** (0:7:55) Finance Officer Kelly Smith requested that Craig Johnston be removed as a signer and Interim Director Debbie Boothe-Schmidt, Chair Rebecca Read, Secretary-Treasurer Paul Lewicki and Operations Officer Jennifer Geisler remain as signers on all SETD bank accounts. Commissioner Alegria asked if Kelly needed to have a copy of the minutes stating this. Kelly said yes and everyone will also need to go into the bank and update their signatures again.

Commissioner Alegria moved to remove Executive Director Craig Johnston as a signer from all SETD bank accounts and to keep Interim Executive Director Debbie Boothe-Schmidt, Chair Rebecca Read, Secretary-Treasurer Paul Lewicki and Chief Operations Officer Jennifer Geisler as signers on the accounts.
 Secretary-Treasurer Lewicki seconded the motion
 Discussion- None

Name	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		
Nay							
						Excused	

5-Aye
 0-Nay
 1-Excused
 Motion passed unanimously

8. **ADJOURNMENT** (0:10:10) Chair Rebecca Read adjourned the meeting at 1: 20 PM

_____ Date _____

**Profit & Loss Budget Performance
November 30, 2024**

Month 5 = 42% 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	6,114.17	3,650.00	2,464.17	39,245.02	18,400.00	20,845.02	44,000.00	89.19%
4022 PARATRANSIT FARES	1,508.00	1,750.00	(242.00)	8,103.25	8,750.00	(646.75)	21,000.00	38.59%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	829.00	(829.00)	2,000.00	0.00%
4110 NW NAVIGATOR	401.76	225.00	176.76	2,100.50	1,050.00	1,050.50	2,675.00	78.52%
4130 OTHER-VENDING	109.96	0.00	109.96	177.45	100.00	77.45	325.00	54.60%
4205 PROPERTY TAXES	927,828.90	875,000.00	52,828.90	1,088,643.34	1,058,000.00	30,643.34	1,300,000.00	83.74%
4206 PRIOR YEAR TAXES	3,810.25	5,000.00	(1,189.75)	11,266.58	10,300.00	966.58	17,300.00	65.12%
4207 PROPERTY TAX INTEREST	79.33	100.00	(20.67)	210.10	500.00	(289.90)	1,200.00	17.51%
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	43,011.52	75,000.00	(31,988.48)	131,971.77	108,000.00	23,971.77	165,000.00	79.98%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	62,291.64	60,000.00	2,291.64	115,000.00	54.17%
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	3,792.28	3,800.00	(7.72)	9,120.00	41.58%
4425 CHARGING STATION	0.00	0.00	0.00	407.09	75.00	332.09	180.00	226.16%
4505 INTEREST EARNED ON BANK ACCT	5,053.16	1,667.00	3,386.16	23,799.47	8,335.00	15,464.47	20,000.00	119.00%
4605 OTHER INCOME	10.00	0.00	10.00	1,878.68	435.00	1,443.68	2,500.00	75.15%
5203 OREGON STIF FUNDS-FORMULA	0.00	251,754.00	(251,754.00)	458,840.00	513,508.00	(54,668.00)	1,047,017.00	43.82%
5301 5311 ADMIN/OPERATIONS	83,245.00	0.00	83,245.00	83,245.00	194,000.00	(110,755.00)	775,022.00	10.74%
5302 5310 MOBILITY MGT/PM	38,313.00	0.00	38,313.00	38,313.00	40,400.00	(2,087.00)	161,594.00	23.71%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Income	1,110,245.05	1,215,072.00	(104,826.95)	1,954,437.71	2,026,482.00	(72,044.29)	4,405,133.00	44.37%

Expenses

6010 WAGES	125,937.40	170,417.00	44,479.60	702,119.01	822,085.00	119,965.99	1,975,000.00	35.55%
6111 TAXES	13,836.88	26,575.00	12,738.12	84,745.47	132,875.00	48,129.53	319,000.00	26.57%
6210 BENEFITS	17,452.91	47,375.00	29,922.09	168,792.95	236,875.00	68,082.05	570,000.00	29.61%
SUB TOTAL WAGES/TAXES/BENEFITS	157,227.19	244,367.00	87,139.81	955,657.43	1,191,835.00	236,177.57	2,864,000.00	33.37%
8000 AUDIT	0.00	0.00	0.00	0.00	7,000.00	7,000.00	35,000.00	0.00%
8001 PROFESSIONAL SERVICES	0.00	825.00	825.00	14,456.00	4,150.00	(10,306.00)	10,000.00	144.56%
8002 LEGAL COUNSEL	0.00	1,675.00	1,675.00	1,050.00	8,325.00	7,275.00	20,000.00	5.25%
8003 BANK/MERCHANT FEES	138.45	175.00	36.55	716.36	850.00	133.64	2,000.00	35.82%
8010 EQUIP LEASE/RENT	304.90	233.00	(71.90)	1,112.10	1,165.00	52.90	2,800.00	39.72%
8015 COMP/FURNITURE/DURABLE GOODS	14.33	250.00	235.67	5,601.52	4,800.00	(801.52)	20,000.00	28.01%
8020 B&M	4,224.42	10,417.00	6,192.58	30,979.02	52,085.00	21,105.98	125,000.00	24.78%
8023 BUILDING LEASE	173.00	140.00	(33.00)	1,023.00	710.00	(313.00)	1,700.00	60.18%
8031 ONLINE SUB/IT SERVICES	5,161.18	5,550.00	388.82	30,340.11	37,330.00	6,989.89	112,000.00	27.09%
8040 TELEPHONE/INTERNET	2,843.95	2,500.00	(343.95)	14,025.60	12,500.00	(1,525.60)	30,000.00	46.75%
8041 UTILITIES	2,432.36	2,770.00	337.64	12,624.82	12,750.00	125.18	33,000.00	38.26%
8050 HR/EMPLOYEE RECOGNITION	2,038.93	1,390.00	(648.93)	6,550.16	9,450.00	2,899.84	22,000.00	29.77%
8060 TRAVEL/TRAINING	40.00	1,850.00	1,810.00	2,811.19	7,950.00	5,138.81	30,000.00	9.37%
8076 ELECTION FEES	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
8080 OUTREACH/PRINTING	757.51	4,000.00	3,242.49	9,002.61	22,000.00	12,997.39	50,000.00	18.01%
8090 DUES, SUBSCRIPTIONS	185.99	1,000.00	814.01	5,893.08	18,000.00	12,106.92	30,000.00	19.64%
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	3,750.00	750.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	3,054.57	4,600.00	1,545.43	17,000.00	17.97%
8100 INSURANCE	0.00	0.00	0.00	38,462.50	58,750.00	20,287.50	126,000.00	30.53%
8105 UNINSURED LOSS	4,100.92	1,650.00	(2,450.92)	4,100.92	8,300.00	4,199.08	20,000.00	20.50%
8110 LEGAL ADS	0.00	0.00	0.00	39.93	0.00	(39.93)	1,000.00	3.99%
8112 MEETING EXPENSE	0.00	150.00	150.00	106.08	825.00	718.92	2,000.00	5.30%
8116 OFFICE SUPPLIES	739.22	1,025.00	285.78	3,888.12	5,025.00	1,136.88	12,000.00	32.40%
8170 FUEL	10,908.96	9,600.00	(1,308.96)	62,061.14	47,900.00	(14,161.14)	115,000.00	53.97%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	7,225.41	10,125.00	2,899.59	47,932.91	55,825.00	7,892.09	111,500.00	42.99%
SUB TOTAL MATERIALS/SERVICES	41,289.53	65,475.00	24,185.47	298,831.74	394,040.00	95,208.26	953,000.00	31.36%

9040 DEBT SERVICE & INT FEES	0.00	63,370.00	63,370.00	126,740.00	126,740.00	0.00	479,000.00	26.46%
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	500,000.00	500,000.00	0.00	500,000.00	500,000.00	0.00	500,000.00	100.00%
Total Expenses	698,516.72	873,212.00	174,695.28	1,881,229.17	2,212,615.00	331,385.83	5,601,000.00	33.59%

Consolidated Balance Sheet November 30, 2024

This Year

Assets	
1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	168,913.02
1030 LGIP - GENERAL FUND	1,154,029.57
1040 PAYROLL ACCOUNT LC BANK	24,261.82
1055 STIF LC BANK	384,162.65
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	922,133.77
1095 CASH RECEIPTS CLEARING SYSTEM	(161.49)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	4,394.06
1215 GRANTS RECEIVABLE	672,498.73
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)
1250 PROPERTY TAX RECEIVABLES	42,491.00
1251 PASS TRANSIT RECEIVABLES	(20.00)
1410 PREPAID EXP	<u>(37,135.75)</u>
Total Assets	<u>3,521,555.37</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	86,079.18
2019 ACCOUNTS PAYABLE OTHER	(339.45)
2050 CREDIT CARD PAYABLE	255,394.98
2059 CREDIT CARD PAYMENT CLEARING	(251,682.46)
2060 PAYABLE TO NWN	(5,819.18)
2099 A/P CONVERSION	(16,585.46)
2100 ACCRUED LABOR SYSTEM	(79,143.66)
2705 DEFERRED REVENUE	42,491.00
2805 ODOT LOAN	<u>1,000,000.00</u>
Total Liabilities	1,030,394.95
3000 FUND BALANCE	1,917,459.47
Change in Net Assets	<u>573,700.95</u>
Total Net Assets	<u>2,491,160.42</u>
Total Liabilities and Net Assets	<u><u>3,521,555.37</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 11/30/2024

<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	12/01/2024	2006	11/01/2024	Nov 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	0.00	0.00	47.50	0.00	47.50
[6494] ANGI WILDT GALLERY	10/31/2024	1997	10/01/2024	Oct 2024 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	12/01/2024	2007	11/01/2024	Nov 2024 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	12/01/2024	2008	11/01/2024	Nov 2024 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6120] ISN	10/30/2024	2018	9/30/2024	Sep 2024 Bus Passes	0.00	0.00	120.00	0.00	120.00
[6120] ISN	11/30/2024	2019	10/31/2024	Oct 2024 Bus Passes	80.00	0.00	0.00	0.00	80.00
[6625] JAMES NELSON	12/01/2024	1911	11/01/2024	Nov 2024 Parking-Space #1	47.50	0.00	0.00	0.00	47.50
[6162] OREGON EMPLOYMENT DEPT	9/30/2024	2013	8/31/2024	Aug Bus Passes-Astoria STEP	0.00	0.00	40.00	0.00	40.00
[6162] OREGON EMPLOYMENT DEPT	10/30/2024	2014	9/30/2024	Sep Bus Passes-Astoria STEP	0.00	0.00	80.00	0.00	80.00
[6162] OREGON EMPLOYMENT DEPT	11/30/2024	2015	10/31/2024	Oct Bus Passes-Astoria STEP	60.00	0.00	0.00	0.00	60.00

[6583] Sondra Carr	10/31/2024	1999	10/01/2024	Oct 2024 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	12/01/2024	2009	11/01/2024	Nov 2024 Parking-Space #10	47.50	0.00	0.00	0.00	47.50
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/30/2024	2016	9/30/2024	Sep 2024 Bus Passes	0.00	0.00	100.00	0.00	100.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/30/2024	2017	10/31/2024	Oct 2024 Bus Passes	100.00	0.00	0.00	0.00	100.00
[6414] West Coast Artisans	11/25/2024	2026	11/25/2024	Invoices 2011, 2025	0.00	(2.00)	0.00	0.00	(2.00)
Total					620.00	93.00	387.50	0.00	1,100.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 11/30/2024

<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>
[6084] DEL'S OK POINT-S TIRE									
11/18/2024	1102482	12/05/2024	TIRES -PM Bus #1700's & 2000's	518.55	518.55	518.55	0.00	0.00	0.00
11/20/2024	1102484	12/05/2024	TIRES -PM Veh #02, 03	1,821.45	1,821.45	1,821.45	0.00	0.00	0.00
11/21/2024	1102631	12/05/2024	FLAT REPAIR -PM Bus #1701	25.08	25.08	25.08	0.00	0.00	0.00
[6277] DUANE MULLINS									
11/14/2024	11142024	12/05/2024	1ST AID/CPR/AED TRAINING - 1 EMPLOYEES	40.00	40.00	40.00	0.00	0.00	0.00
[6136] MCCALL TIRE CENTER, INC									
11/19/2024	72100790006	12/05/2024	2 HEAVY DUTY 12 VOLT COMMERCIAL BATTERY -PM Bus# 78	561.58	561.58	561.58	0.00	0.00	0.00
8/06/2024	7210773842 B	11/20/2024	XT -ETREME POWER BATTERY -PM Bus #22 (DUPLICATED)	(195.29)	(195.29)	0.00	(195.29)	0.00	0.00
[6148] NW NATURAL									
11/15/2024	770728-4 11152024	12/05/2024	10/16-11/15/2024 -GAS SRV - OPS	108.02	108.02	108.02	0.00	0.00	0.00
[6141] NW NAVIGATOR LUXURY COACHES									
11/23/2024	R11232024	12/05/2024	11/23/2024 -WK ENDING SALES	350.37	350.37	350.37	0.00	0.00	0.00
[6170] OREGON STATE POLICE									
11/06/2024	ARZ18339	12/05/2024	BG CK -Maint, FR	92.50	92.50	92.50	0.00	0.00	0.00

[6176] PACIFIC POWER

11/12/2024	23157628-001	12/05/2024	10/11-11/12/2024 - 1 11122024 ELECTRICITY -OPS	865.53	865.53	865.53	0.00	0.00	0.00
11/07/2024	70301738-001	12/05/2024	10/09-11/07/2024 - 4 11072024 ELECTRICITY -TC	912.61	912.61	912.61	0.00	0.00	0.00

[6648] WALLACE ELECTRIC

11/18/2024	3908	12/05/2024	ELECTRICAL REPAIRS & SRV - OPS	626.00	626.00	626.00	0.00	0.00	0.00
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Report Total				5,726.40	5,726.40	5,921.69	(195.29)	0.00	0.00
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SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 11/30/2024

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23429	11/06/2024	[6237] WILCOX + FLEGEL - 10/01-10/31/2024 - FUEL	FUEL	65.98	12,420.04
		FUEL SRV	FUEL	2360.44	
			FUEL	9905.57	
			FUEL	88.05	
23447	11/18/2024	[6193] SDIS - Invoices 2024-21, 2024-22	BENEFITS MEDICAL SDIS	31876.42	31,876.42
23448	11/18/2024	[6193] SDIS - 10/01-12/31/2024 Q#2 - GENERAL LIABILITY, PROPERTY, AUTO	GENERAL LIABILITY	10129.23	17,612.75
			PROPERTY	3459.34	
			AUTO	4024.18	
Total Checks					61,909.21

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	11/08/2024	-3,703.31
0 Deposits and Other Additions Totaling.....		0.00
35 Checks and Other Withdrawals Totaling.....		5,328.59
1 Adjustments Totaling.....		3,703.31
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	12/08/2024	-5,328.59
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	12/08/2024	-239,542.45
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-239,542.45

Date	Check	To	Check Description	Amount
✓ 11/06/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -PAINT FOR RESTROOM -OPS	172.74
✓ 11/07/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -PAINTING & BUS CLEANING SUPPLIES -OPS	139.82
✓ 11/08/2024	0001365	AMAZON	GEISLER -PAPER TOWELS, TRASH BAGS -OPS	180.76
✓ 11/08/2024	0001365	AMAZON	GEISLER -MANILA FILE FOLDERS -OPS	15.18
✓ 11/08/2024	0001365	AMAZON	GEISLER -WALL MOUNT, STORAGE BINS -Shop Supplies	63.98
✓ 11/08/2024	0001365	INDEED	GEISLER -PT & FR JOB POSTINGS -OPS	500.16
✓ 11/08/2024	0001365	ONESOURCE IML	GEILSER -WATER DISPENSE -OPS	14.33
✓ 11/11/2024	0001209	FRED MEYER	FARMER -SYMPATHY CARD -FR	5.69
✓ 11/11/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -PAINTING SUPPLIES -OPS	42.41
✓ 11/11/2024	0001365	TAC BUS PARTS	GEISLER -ROSCOE HEATED REMOTE MIRRORS -PM Bus #95	390.00
✓ 11/11/2024	0002125	MOTION ARRAY	JONES -10/12-11/11/2024 VIDEO, AUDIO SOFTWARE ASSIST SUBSCRIPT -MM	29.99
✓ 11/12/2024	0001365	AMAZON	GEISLER -CORRECTION/MOUNTING TAPE, DEPOSIT BAGS -OPS	50.92
✓ 11/13/2024	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -PAINT & DRAIN CLEANER -OPS	74.81
✓ 11/13/2024	0001365	SCALEFUSION	GEISLER -11/27/2024-11/26/2025 MOBILE DEVICES (12 TAB) SOFTWARE & IT SRV LICENSING RENEWAL	475.20
✓ 11/14/2024	0001365	EBAY	GEISLER -AC DELCO OIL COOLER LINE -PM Bus #2002	84.34
✓ 11/14/2024	0001365	EBAY	GEISLER -AIR SPRING SERVICE KIT -PM Bus #2002	280.02
✓ 11/15/2024	0001365	CHEFSTORE	GEISLER -CANDY -HOLIDAY PARTY	156.72
✓ 11/16/2024	0000269	ADOBE INC	PARKER -10/17-11/16/2024 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 11/18/2024	0001365	ADOBE INC	GEISLER -10/19-11/18/2024 ONLINE SUBSCRIPT -OPS	19.99
✓ 11/18/2024	0002125	ANYWORD	JONES -10/19-11/18/2024 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 11/22/2024	0001365	AMAZON	GEISLER -POWER SEAT SWITCH CONTROL UNIT -PM Bus #2003	69.95
✓ 11/22/2024	0001365	AMAZON	GEISLER -2 SELFT LEVELING SEALANT -PM Bus #20	26.34
✓ 11/24/2024	0002125	GRAMMARLY, INC	JONES -10/25-11/24/2024 -QRTL AI WRITING ASSIST SUBSCRIPT -MM	60.00
✓ 11/25/2024	0001365	AMAZON	GEISLER -PENS, HOLIDAY ACCESSORIES -OPS	47.47
✓ 11/25/2024	0001365	FRED MEYER	GEISLER -GIFT CARDS -HOLIDAY PARTY	725.00
✓ 11/26/2024	0001365	EBAY	GEISLER -OIL COOL LINE -PM Bus #2003	168.68
✓ 11/28/2024	0002125	PADDLE.NET	JONES -10/29-11/28/2024 -VIDEO, AUDIO SOFTWARE SUBSCRIPT -MM	47.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 12/02/2024 0001365	INDEED	GEISLER -11/2024 SPONSORED JOB POSTING -HR	462.40
✓ 12/03/2024 0001365	GOVPERMIT	GEISLER -FINGERPRINTING -PT	26.13
✓ 12/04/2024 0000269	SAFEWAY	PARKER -PASTERIES -Board Meeting	16.08
✓ 12/06/2024 0002125	WALMART	JONES -MINI SPEAKERS -ED/OUTREACH -MM	138.00
✓ 12/06/2024 0008773	FRED MEYER	JOHNSTON -GIFT CARDS -SETD HOLIDAY PARTY	100.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/15/2025 @ 7:16 AM

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Date	Check	To	Check Description	Amount
✓ 12/06/2024	0008773	USPS	JOHNSTON -CERTIFIED LETTER -ADMN	17.51
✓ 12/07/2024	0002125	FRED MEYER	JONES -2 CAKES -SETD HOLIDAY PARTY	64.98
✓ 12/10/2024	0008773	OTR PERFORMANCE INC	JOHNSTON -12/07/2024-12/06/2025 SOFTWARE DIAGNOTSTICS, AUTO TOOLS LICENSING RENEWAL	600.00
Total Unmarked Checks:			0.00	Total Checks: <u>5,328.59</u>
Date	Reference	Adjustment Description	Amount	
✓ 11/20/2024	GC 23431	PAYMENT MADE FROM GEN CK STMT ENDING 11/07/2024	3,703.31	
Total Adjustments:			<u>3,703.31</u>	

Sunset Empire Transportation District

Cash Flow Projection

Updated Dec 30, 2024

	Actual Sep 2024	Actual Oct 2024	Actual Nov 2024	Projected Dec 2024	Projected Jan 2025	Projected Feb 2025	Projected Mar 2025	Projected Apr 2025	Projected May 2025
Beginning Cash	1,628,682	1,416,645	1,538,109	1,949,098	1,827,687	1,415,658	1,377,993	617,974	368,600
Sources of funds:									
Fares	9,367	9,548	7,510	5,566	5,566	5,566	5,566	5,566	5,566
STIF Funding	-	246,780	-	-	-	251,754	-	-	281,755
ODOT Grant Reimbursements	-	-	121,558	121,558	-	-	233,900	-	612,000
Mass Transit Assessment	-	36,572	-	-	20,000	-	-	35,000	-
Property Taxes	4,453	146,904	931,718	77,600	25,850	25,900	25,700	25,900	35,900
Timber Revenue	-	-	43,012	-	-	28,000	-	-	29,000
Other	5,954	5,844	6,335	3,127	4,127	3,127	2,677	2,692	3,727
Total Sources	19,774	445,648	1,110,133	207,851	55,543	314,347	267,843	69,158	967,948
Uses of funds:									
Wages/Taxes/Benefits	186,154	192,216	157,227	244,367	244,367	234,367	235,867	234,367	244,417
Materials & Services	45,658	68,598	41,917	84,895	123,205	54,275	71,995	84,165	71,840
Debt Services	-	63,370	-	-	-	63,370	-	-	288,890
Capital Expenses	-	-	-	-	-	-	720,000	-	-
Capital Reserve Fund	-	-	-	-	100,000	-	-	-	-
Contingency	-	-	500,000	-	-	-	-	-	-
Total Uses	231,812	324,184	699,144	329,262	467,572	352,012	1,027,862	318,532	605,147
Ending Cash	1,416,645	1,538,109	1,949,098	1,827,687	1,415,658	1,377,993	617,974	368,600	731,401

Sunset Empire Transportation District

Available Balances as of 01/16/2025 (Cash on Hand)	
General Checking:	\$ 63,629.80
Payroll Account:	\$ 27,878.79
LGIP:	\$ 904,740.00
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 384,162.65
Contingency:	\$ 924,870.41
Total Funds Available:	\$ 2,506,943.22

Statement of Activity Exceptions:	
4206-4207-Property Taxes:	Not as many as I had hoped for
4605-Other Income:	COBRA Payment, Laminating
8000-Audit:	Budgeted for Sept
8001-Prof Services:	Interim Director
8170-Fuel:	Prices

Monthly (Actual & Projected) Expenditures:	
AP Week of 01/02/2025 **Funds are already removed from above numbers**	\$ 5,765.40
AP Week of 01/14/2025 **Funds are already removed from above numbers**	\$ 63,296.49
PROJECTED AP Week of 01/27/2025	\$ 68,000.00
Payroll 01/10/2025 w/Taxes **Funds are already removed from above numbers**	\$ 58,693.33
PROJECTED Payroll Week of 1/20/2025	\$ 80,000.00
Total Expenditures:	\$ 275,755.22

ODOT Grants				
Grant #	Total	Amt Used	Amt Remaining	
5311	\$ 1,550,045.00	\$ 687,850.00	\$	862,195.00
5310	\$ 323,187.00	\$ 97,220.00	\$	225,967.00
5339	\$ 612,000.00	\$ -	\$	612,000.00

Reimbursements Requested			
Grant #	Date Req	Amount	Date Received
5311	11/11/2024	\$ 83,245.00	11/25/2024
5310	11/11/2024	\$ 38,313.00	11/25/2024
5339	N/A	\$ -	

OTIB Loan 11/01/2024	
Total w/Intereset & Fees:	\$1,040,443.83
Interest Payment:	\$35,991.26
Principle Payment:	\$326,558.74
Balance Due:	\$677,893.83

Follow-up:
 Gave Paul online (view only) access to view statements
 All signers all updated at bank
 Changed timing for Capital Expense - buss delivery now Jun/Jul

Profit & Loss Budget Performance

December 31, 2024

Month 6 = 50% 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 Budget %</u>
<u>Income</u>								
4010 FIXED ROUTE FARES	7,056.23	3,650.00	3,406.23	46,301.25	22,050.00	24,251.25	44,000.00	105.23%
4022 PARATRANSIT FARES	1,488.00	1,750.00	(262.00)	9,591.25	10,500.00	(908.75)	21,000.00	45.67%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	995.00	(995.00)	2,000.00	0.00%
4110 NW NAVIGATOR	392.04	200.00	192.04	2,492.54	1,250.00	1,242.54	2,675.00	93.18%
4130 OTHER-VENDING	0.00	0.00	0.00	177.45	100.00	77.45	325.00	54.60%
4205 PROPERTY TAXES	25,245.46	75,000.00	(49,754.54)	1,113,888.80	1,133,000.00	(19,111.20)	1,300,000.00	85.68%
4206 PRIOR YEAR TAXES	231.16	2,500.00	(2,268.84)	11,497.74	12,800.00	(1,302.26)	17,300.00	66.46%
4207 PROPERTY TAX INTEREST	484.50	100.00	384.50	694.60	600.00	94.60	1,200.00	57.88%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	152.54	0.00	152.54	0.00	0.00%
4310 TIMBER SALES	0.00	0.00	0.00	131,971.77	108,000.00	23,971.77	165,000.00	79.98%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	62,291.64	60,000.00	2,291.64	115,000.00	54.17%
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	4,552.28	4,560.00	(7.72)	9,120.00	49.92%
4425 CHARGING STATION	0.00	0.00	0.00	407.09	75.00	332.09	180.00	226.16%
4505 INTEREST EARNED ON BANK ACCT	6,368.26	1,667.00	4,701.26	30,167.73	10,002.00	20,165.73	20,000.00	150.84%
4605 OTHER INCOME	345.50	500.00	(154.50)	2,224.18	935.00	1,289.18	2,500.00	88.97%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	458,840.00	513,508.00	(54,668.00)	1,047,017.00	43.82%
5301 5311 ADMIN/OPERATIONS	0.00	193,000.00	(193,000.00)	83,245.00	387,000.00	(303,755.00)	775,022.00	10.74%
5302 5310 MOBILITY MGT/PM	0.00	40,400.00	(40,400.00)	38,313.00	80,800.00	(42,487.00)	161,594.00	23.71%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Income	42,371.15	319,693.00	(277,321.85)	1,996,808.86	2,346,175.00	(349,366.14)	4,405,133.00	45.33%

Expenses

6010 WAGES	130,362.73	170,417.00	40,054.27	832,481.74	992,502.00	160,020.26	1,975,000.00	42.15%
6111 TAXES	14,133.32	26,575.00	12,441.68	98,878.79	159,450.00	60,571.21	319,000.00	31.00%
6210 BENEFITS	36,071.82	47,375.00	11,303.18	204,864.77	284,250.00	79,385.23	570,000.00	35.94%
SUB TOTAL WAGES/TAXES/BENEFITS	180,567.87	244,367.00	63,799.13	1,136,225.30	1,436,202.00	299,976.70	2,864,000.00	39.67%
8000 AUDIT	6,000.00	0.00	(6,000.00)	6,000.00	7,000.00	1,000.00	35,000.00	17.14%
8001 PROFESSIONAL SERVICES	2,170.00	850.00	(1,320.00)	16,626.00	5,000.00	(11,626.00)	10,000.00	166.26%
8002 LEGAL COUNSEL	0.00	1,675.00	1,675.00	1,050.00	10,000.00	8,950.00	20,000.00	5.25%
8003 BANK/MERCHANT FEES	140.29	150.00	9.71	856.65	1,000.00	143.35	2,000.00	42.83%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	1,313.90	1,398.00	84.10	2,800.00	46.93%
8015 COMP/FURNITURE/DURABLE GOODS	0.00	6,600.00	6,600.00	5,601.52	11,400.00	5,798.48	20,000.00	28.01%
8020 B&M	9,096.88	10,417.00	1,320.12	40,075.90	62,502.00	22,426.10	125,000.00	32.06%
8023 BUILDING LEASE	173.00	140.00	(33.00)	1,196.00	850.00	(346.00)	1,700.00	70.35%
80301 ONLINE SUB/IT SERVICES	5,285.98	15,820.00	10,534.02	35,626.09	53,150.00	17,523.91	112,000.00	31.81%
8040 TELEPHONE/INTERNET	2,803.95	2,500.00	(303.95)	16,829.55	15,000.00	(1,829.55)	30,000.00	56.10%
8041 UTILITIES	3,244.20	3,170.00	(74.20)	16,486.64	15,920.00	(566.64)	33,000.00	49.96%
8050 HR/EMPLOYEE RECOGNITION	3,086.18	6,290.00	3,203.82	9,636.34	15,740.00	6,103.66	22,000.00	43.80%
8060 TRAVEL/TRAINING	1,181.11	2,350.00	1,168.89	3,992.30	10,300.00	6,307.70	30,000.00	13.31%
8076 ELECTION FEES	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
8080 OUTREACH/PRINTING	138.00	4,500.00	4,362.00	9,140.61	26,500.00	17,359.39	50,000.00	18.28%
8090 DUES, SUBSCRIPTIONS	78.99	5,200.00	5,121.01	5,972.07	23,200.00	17,227.93	30,000.00	19.91%
8091 IGA-DUES	0.00	3,750.00	3,750.00	3,000.00	7,500.00	4,500.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	0.00	175.00	175.00	54.57	1,025.00	970.43	2,000.00	2.73%
8100 INSURANCE	0.00	0.00	0.00	38,462.50	58,750.00	20,287.50	126,000.00	30.53%
8105 UNINSURED LOSS	0.00	1,700.00	1,700.00	4,100.92	10,000.00	5,899.08	20,000.00	20.50%
8110 LEGAL ADS	157.55	0.00	(157.55)	197.48	0.00	(197.48)	1,000.00	19.75%
8112 MEETING EXPENSE	16.08	175.00	158.92	122.16	1,000.00	877.84	2,000.00	6.11%
8116 OFFICE SUPPLIES	796.26	975.00	178.74	4,684.38	6,000.00	1,315.62	12,000.00	39.04%
8170 FUEL	10,939.86	9,600.00	(1,339.86)	73,001.00	57,500.00	(15,501.00)	115,000.00	63.48%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	2,085.43	8,625.00	6,539.57	50,018.34	64,450.00	14,431.66	111,500.00	44.86%
SUB TOTAL MATERIALS/SERVICE	47,595.56	84,895.00	37,299.44	344,044.92	475,185.00	131,140.08	938,000.00	36.68%

9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	126,740.00	126,740.00	0.00	479,000.00	26.46%
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	500,000.00	500,000.00	0.00	500,000.00	100.00%
Total Expenses	228,163.43	329,262.00	101,098.57	2,107,010.22	2,538,127.00	431,116.78	5,601,000.00	37.62%

Consolidated Balance Sheet December 31, 2024

This Year

Assets

1010 OVER/UNDER	(26.75)
1020 GENERAL CHECKING LC BANK	12,739.00
1030 LGIP - GENERAL FUND	1,111,740.00
1040 PAYROLL ACCOUNT LC BANK	56,971.62
1055 STIF LC BANK	384,162.65
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	924,870.41
1095 CASH RECEIPTS CLEARING SYSTEM	(71.51)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(8,388.00)
1250 PROPERTY TAX RECEIVABLES	105,885.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1425 PREPAID WORK COMP	<u>(38,339.36)</u>
Total Assets	<u>2,748,679.46</u>

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	52,802.62
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	258,984.49
2059 CREDIT CARD PAYMENT CLEARING	(256,922.93)
2060 PAYABLE TO NWN	(3,376.84)
2080 OVER PAYMENTS/UNAPPLIED	2.00
2100 ACCRUED LABOR SYSTEM	(38,207.57)
2705 DEFERRED REVENUE	63,394.00
2805 ODOT LOAN	<u>275,000.00</u>
Total Liabilities	<u>351,334.32</u>
3000 FUND BALANCE	1,966,555.10
Change in Net Assets	<u>389,798.64</u>
Total Net Assets	<u>2,356,353.74</u>
Total Liabilities and Net Assets	<u><u>2,707,688.06</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 12/31/2024

<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	10/01/2024	1988	9/01/2024	Sep 2024 Parking Space #12	0.00	0.00	0.00	47.50	47.50
[6494] ANGI WILDT GALLERY	10/31/2024	1997	10/01/2024	Oct 2024 Parking Space #12	0.00	0.00	47.50	0.00	47.50
[6494] ANGI WILDT GALLERY	12/01/2024	2007	11/01/2024	Nov 2024 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	12/31/2024	2040	12/01/2024	Dec 2024 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	11/30/2024	2045	10/31/2024	Oct 2024 Bus Tokens	0.00	190.00	0.00	0.00	190.00
[6060] CLATSOP COUNTY SHERIFF	12/30/2024	2046	11/30/2024	Nov 2024 Bus Tokens	0.00	112.00	0.00	0.00	112.00
[6112] HOMESPUN QUILTS	12/31/2024	2041	12/01/2024	Dec 2024 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6162] OREGON EMPLOYMENT DEPT	9/30/2024	2013	8/31/2024	Aug Bus Passes-Astoria STEP	0.00	0.00	0.00	40.00	40.00
[6162] OREGON EMPLOYMENT DEPT	10/30/2024	2014	9/30/2024	Sep Bus Passes-Astoria STEP	0.00	0.00	0.00	80.00	80.00
[6162] OREGON EMPLOYMENT DEPT	11/30/2024	2015	10/31/2024	Oct Bus Passes-Astoria STEP	0.00	60.00	0.00	0.00	60.00
[6583] Sondra Carr	10/31/2024	1999	10/01/2024	Oct 2024 Parking-Space #10	0.00	0.00	47.50	0.00	47.50

[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/30/2024	2016	9/30/2024 Sep 2024 Bus Passes	0.00	0.00	0.00	100.00	100.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/30/2024	2044	11/30/2024 Nov 2024 Bus Passes	0.00	260.00	0.00	0.00	260.00
[6414] West Coast Artisans	11/25/2024	2026	11/25/2024 Invoices 2011, 2025	0.00	0.00	(2.00)	0.00	(2.00)
Total				142.50	669.50	93.00	267.50	1,172.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 12/31/2024

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6004] AFLAC REMITTANCE PROCESSING SRV									
12/13/2024	2024-26	12/27/2024	Pay period ending 12/07/2024,AFLACPT,AFLACAT	219.97	219.97	0.00	219.97	0.00	0.00
12/27/2024	2024-27	1/10/2025	Pay period ending 12/21/2024,AFLACPT,AFLACAT	219.97	219.97	219.97	0.00	0.00	0.00
[6037] CB LAWN CARE									
12/31/2024	11XXX	1/15/2025	12/01-12/31/2024 -LAWN MAINTENANCE	406.00	406.00	406.00	0.00	0.00	0.00
[6046] CITY OF ASTORIA									
11/30/2024	009947-000 11302024	1/15/2025	10/01-11/30/2024 -WATER SRV TC	618.62	618.62	618.62	0.00	0.00	0.00
[6048] CITY OF WARRENTON									
12/31/2024	0013682-000 12312024	1/15/2025	12/01-12/31/2024 -WATER SRV OPS	367.67	367.67	367.67	0.00	0.00	0.00
[6207] DMT AUTO PARTS, INC									
12/23/2024	501998	1/01/2025	BRACKETED CALIPER + CORE DEP -PM Bus #1701	135.60	135.60	0.00	135.60	0.00	0.00
[6603] FIRST-CITIZENS BANK & TRUST CO									
12/20/2024	46200336	1/01/2025	11/21-12/20/2024 -COPIER LEASE ASTORIA	201.80	201.80	0.00	201.80	0.00	0.00
[6119] IRON MOUNTAIN									
12/25/2024	JZVW067	1/15/2025	11/26-12/24/2024 -SHREDDING SRV	319.29	319.29	319.29	0.00	0.00	0.00

[6121] JACKSON & SON OIL, INC

12/31/2024	107XXX	1/15/2025	12/01-12/31/2024 -FUEL SRV	94.37	94.37	94.37	0.00	0.00	0.00
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[6147] NW COMMUNITY ALLIANCE

12/31/2024	0164XX	1/15/2025	12/01-12/31/2024 -BUS SHELTER CLEANING & REPAIR	900.00	900.00	900.00	0.00	0.00	0.00
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[6148] NW NATURAL

12/15/2024	770728-4 12152024	1/01/2025	11/15-12/18/2024 -GAS SRV - OPS	250.76	250.76	0.00	250.76	0.00	0.00
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[6141] NW NAVIGATOR LUXURY COACHES

12/21/2024	R12212024	1/01/2025	12/21/2024 -WK ENDING SALES	332.01	332.01	0.00	332.01	0.00	0.00
12/30/2024	R12302024	1/01/2025	12/30/2024 -WK ENDING SALES	143.82	143.82	0.00	143.82	0.00	0.00

[6172] O'REILLY AUTOMOTIVE, INC

12/16/2024	3920 387851	1/01/2025	2 DRILL BIT -SHOP SUPPLIES	16.98	16.98	0.00	16.98	0.00	0.00
12/17/2024	3920 387964	1/01/2025	BLOWER MOTOR -PM Bus #21	79.26	79.26	0.00	79.26	0.00	0.00
12/24/2024	3920 388873	1/01/2025	GLOW PLUG -PM #3	50.14	50.14	0.00	50.14	0.00	0.00
12/27/2024	3920 389122	1/01/2025	CERAMIC PAD -PM Bus #2002	52.56	52.56	0.00	52.56	0.00	0.00
12/27/2024	3920 389135	1/01/2025	GLOW PLUG -PM #3 (RETURN)	(50.14)	(50.14)	0.00	(50.14)	0.00	0.00
12/27/2024	3920 389142	1/01/2025	OIL DIPSTICK TUBE -PM Bus #20	24.76	24.76	0.00	24.76	0.00	0.00
12/27/2024	3920 389143	1/01/2025	CAPSULE -PM Shop Truck	95.49	95.49	0.00	95.49	0.00	0.00

[6154] ODP BUSINESS SOLUTIONS LLC

12/07/2024	4.02124E+11	1/01/2025	SWFR PMOP OHB -TC	20.62	20.62	0.00	20.62	0.00	0.00
12/09/2024	4.02124E+11	1/01/2025	POUCH, LAM, LTR -TC	19.78	19.78	0.00	19.78	0.00	0.00

[6176] PACIFIC POWER

12/13/2024	23157628-001 1 12132024	1/01/2025	11/12-12/13/2024 -ELECTRICITY - OPS	1,027.47	1,027.47	0.00	1,027.47	0.00	0.00
12/11/2024	70301738-001 4 12112024	1/01/2025	11/07-12/11/2024 -ELECTRICITY - TC	1,060.48	1,060.48	0.00	1,060.48	0.00	0.00

[6177] PACIFICSOURCE ADMINISTRATORS

12/23/2024	Dec 2024	1/22/2025	Dec 2024 Statement	414.56	414.56	414.56	0.00	0.00	0.00
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[6186] RECOLOGY WESTERN OREGON

12/31/2024	25XXXXX	1/15/2025	12/01-12/31/2024 -GARBAGE SRV TC	120.46	120.46	120.46	0.00	0.00	0.00
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[6223] UNITED WAY

12/27/2024	2024-27	1/26/2025	Pay period ending 12/21/2024,UnitedWayDed	12.50	12.50	12.50	0.00	0.00	0.00
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[6226] VAN DUSEN BEVERAGES, INC

12/31/2024	SO 2083713XXX 0	1/15/2025	12/01-12/31/2024 -WATER SRV	16.00	16.00	16.00	0.00	0.00	0.00
12/31/2024	SO 2083715037	1/15/2025	12/01-12/31/2024 -COOLER RENTAL	29.00	29.00	29.00	0.00	0.00	0.00

[6227] VERIZON BUSINESS

12/18/2024	6101498821	1/01/2025	11/19-12/18/2024 -CELLPHONE & TABLET SRV	928.72	928.72	0.00	928.72	0.00	0.00
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[6237] WILCOX + FLEGEL

12/31/2024	CL5XXXX	1/15/2025	12/01-12/31/2024 -FUEL SRV	10,845.49	10,845.49	10,845.49	0.00	0.00	0.00
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Report Total

18,974.01	18,974.01	14,363.93	4,610.08	0.00	0.00
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SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 12/31/2024

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23451	12/04/2024	[6001] ACCUFUND INC - 01/01-03/31/2025 - Q#1 SOFTWARE ASSISTANCE & IT SRV	IT SERVICES/CONTRACTS	5535	5,535.00
23468	12/04/2024	[6193] SDIS - PRIMARY: Invoices 2024-23, 2024-24, MED11012024	BENEFITS MEDICAL SDIS	34422.42	34,422.42
23473	12/04/2024	[6237] WILCOX + FLEGEL - 11/01-11/30/2024 - FUEL SRV	FUEL FUEL FUEL FUEL	58.79 1378.32 9080.16 71.00	10,588.27
23474	12/06/2024	[6643] C-TECHSOLUTIONS - UPGRADED CAMERA INSTULATION SYSTEMS & SRV -TC	B&M GENERAL	5749.96	5,749.96
23478	12/18/2024	[6033] CARD SERVICE CENTER - 11/09-12/08/2024 -STMT	CREDIT CARD PAYMENT CLEARING	5328.59	5,328.59
23493	12/18/2024	[6265] WASHINGTON DEPT OF NATURAL RESOURCES -01/01-12/31/2025 -SITE, ROAD MAINT & REPLACE, POWER CHARGE	IT SERVICES/CONTRACTS	5063.61	5,063.61
Total Checks					66,687.85

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/15/2025 @ 7:17 AM

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Closing Balance from Previous Statement.....	12/08/2024	-5,328.59
0 Deposits and Other Additions Totaling.....		0.00
30 Checks and Other Withdrawals Totaling.....		2,174.86
1 Adjustments Totaling.....		5,328.59
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	1/08/2025	-2,174.86
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	1/08/2025	-242,317.31
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-242,317.31

Date	Check	To	Check Description	Amount
✓ 12/04/2024	0000269	ORDERBUSINESSCHECKS.COM	PARKER -BUSINESS CKS/ DEPOSIT SLIPS -FIN	105.43
✓ 12/11/2024	0000269	CVENT	PARKER -SDAO CONF REG/ TRAINING - Board Member	230.00
✓ 12/11/2024	0001365	AMAZON	GEISLER -55 GL TRASH BAGS -SHOP	34.75
✓ 12/11/2024	0002125	MOTION ARRAY	JONES -11/12-12/11/2024 VIDEO AUDIO SOFTWARE SUBSCRIPT -MM	29.99
✓ 12/12/2024	0001365	AMAZON	GEISLER -DESK CALENDARS -OPS	9.00
✓ 12/12/2024	0001365	AMAZON	GEISLER -CASE LYSOL WIPES -SHOP SUPPLIES	34.58
✓ 12/12/2024	0003165	EBAY	GEISLER -HOOD RESTRAINT CABLE -Bus #1802	19.10
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -2 CASES LYNOL WIPES -SHOP SUPPLIES	69.16
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -CASE LYNOL WIPES -SHOP SUPPLIES	34.58
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -3 PK DESK CALENDARS -OPS	18.10
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -FLAG -OPS	17.56
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -200 HAND WARMERS -SHOP SUPPLIES	84.95
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -STICKY NOTES, 4 WALL CALENDARS, ODOR ROOM SPRAY -OPS	57.55
✓ 12/12/2024	0008773	AMAZON	JOHNSTON -CASE COPY PAPER -OPS	45.99
✓ 12/13/2024	0008773	HOME DEPOT CREDIT SERVICES	JOHNSTON -PVC PIPE, BIT SET, BOLT SLIDE -FR	54.31
✓ 12/14/2024	0000269	EXPEDIA	PARKER -SDAO CONF LODGING (HOLIDAY INN EXPRESS) -Board Member	374.20
✓ 12/14/2024	0000269	EXPEDIA	PARKER -SDAO CONF LODGING (HOLIDAY INN EXPRESS) -Board Member	346.91
✓ 12/14/2024	0000269	CVENT	PARKER -SDAO CONF REG/ TRAINING - Board Member	230.00
✓ 12/14/2024	0008773	AMAZON	JOHNSTON -24X35 DRY ERASE CALENDAR -OPS	19.90
✓ 12/14/2024	0008773	AMAZON	JOHNSTON -4 24X35 DRY ERASE CALENDARS -OPS	79.60
✓ 12/16/2024	0000269	ADOBE INC	PARKER -11/17-12/16/2024 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 12/16/2024	0002125	COSTCO WHOLESALE	JONES -VACCUUM FOR BUS SHELTERS (RETURN) -MM	-79.99
✓ 12/18/2024	0001365	ADOBE INC	GEISLER -11/19-12/18/2024 ONLINE SUBSCRIPT -OPS	19.99
✓ 12/18/2024	0002125	ANYWORD	JONES -11/19-12/18/2024 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 12/23/2024	0001365	AMAZON	GEISLER -EMERGENCY EXIT VINYL STICKER -Bus #2001	7.99
✓ 12/24/2024	0001365	MIXER & PLANT PARTS MFG, LCC	GEISLER -SEATING HEAT HAND PUMP - Bus #2004	130.50

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

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✓ 12/26/2024	0001365	AMAZON	GEISLER -HARD ROLL PAPER TOWELS -OPS	66.99
✓ 12/26/2024	0001365	AMAZON	GEISLER -30 ROLL HARD PAPER TOWELS -OPS	50.08
✓ 12/31/2024	0002125	USPS	JONES -PRIORITY MAIL -HR	11.20
✓ 1/06/2025	0002125	USPS	JONES -PRIORITY MAIL -HR	10.45

Total Unmarked Checks:	0.00	Total Checks:	2,174.86
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Date	Reference	Adjustment Description	Amount
✓ 12/08/2024	GC 23478	PAYMENT MADE FREOM GEN CK STMT ENDING 12/08/2024	5,328.59
Total Adjustments:			5,328.59

Sunset Empire Transportation District

Cash Flow Projection

Updated Jan 16, 2025

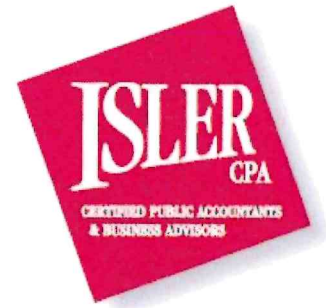
	Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Projected Jan 2025	Projected Feb 2025	Projected Mar 2025	Projected Apr 2025	Projected May 2025	Projected Jun 2025
Beginning Cash	1,416,645	1,538,109	1,949,098	1,763,306	1,351,277	1,313,612	1,273,593	1,024,219	1,387,020
Sources of funds:									
Fares	9,548	7,510	8,544	5,566	5,566	5,566	5,566	5,566	5,625
STIF Funding	246,780	-	-	-	251,754	-	-	281,755	-
ODOT Grant Reimbursements	-	121,558	-	-	-	233,900	-	612,000	349,916
Mass Transit Assessment	36,572	-	-	20,000	-	-	35,000	-	-
Property Taxes	146,904	931,718	25,961	25,850	25,900	25,700	25,900	35,900	32,850
Timber Revenue	-	43,012	-	-	28,000	-	-	29,000	-
Other	5,844	6,335	7,866	4,127	3,127	2,677	2,692	3,727	2,728
Total Sources	445,648	1,110,133	42,371	55,543	314,347	267,843	69,158	967,948	391,119
Uses of funds:									
Wages/Taxes/Benefits	192,216	157,227	180,568	244,367	234,367	235,867	234,367	244,417	234,413
Materials & Services	68,598	41,917	47,596	123,205	54,275	71,995	84,165	71,840	57,335
Debt Services	63,370	-	-	-	63,370	-	-	288,890	-
Capital Expenses	-	-	-	-	-	-	-	-	720,000
Capital Reserve Fund	-	-	-	100,000	-	-	-	-	-
Contingency	-	500,000	-	-	-	-	-	-	-
Total Uses	324,184	699,144	228,163	467,572	352,012	307,862	318,532	605,147	1,011,748
Ending Cash	1,538,109	1,949,098	1,763,306	1,351,277	1,313,612	1,273,593	1,024,219	1,387,020	766,391



**Sunset Empire Transportation District
Fiscal Year 2026
Budget Committee Calendar
Proposed Meeting Dates**

Budget Committee Training Optional	April	2025	9 am to 11 am
#1 Budget Committee Meeting	May	2025	9 am to 11 am
#2 Budget Committee Meeting	May	2025	9 am to 11 am
#3 Budget Committee Meeting (If needed)	June __,	2024	9 am to 11 am

Budget meetings will be held at the Astoria Transit Center



1976 Garden Ave.
Eugene, OR 97403
541.342.5161
www.islercpa.com

January 11, 2025

To the Board of Commissioners
Sunset Empire Transportation District

We are pleased to confirm our understanding of the services we are to provide Sunset Empire Transportation District (District) for the year ended June 30, 2024. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budget and Actual schedules for each major fund

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the Schedule of expenditures of federal awards to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

The list of principal officials accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Board of Commissioners of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation

of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

In order to offer secure and up-to-date services to our clients we have outsourced our electronic storage and network management services to Right Networks (a cloud computing and technology consulting services company based in Alpharetta, Georgia that specializes in providing such services to CPA firms across the country). Right Networks utilizes a certified data center that provides a higher level of data security than can be achieved by most in-house networks. We have undertaken reasonable due diligence to determine that Right Networks has appropriate procedures in place to prevent the unauthorized release of confidential information to others. No accounting, tax or audit services will be outsourced.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Isler CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of Isler CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party, or parties, contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will not exceed \$33,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In the event of a dispute over our engagement, we mutually agree first to try in good faith to resolve the dispute through mediation by selecting a third party to help us reach an agreement. If we are unable to resolve any fee dispute through mediation, client and accountant agree to submit to a resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, both parties acknowledge that in the event of a dispute over fees charged by the accountant, each is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration and resolution.

In accordance with Government Auditing Standards, a copy of our most recent peer review report is enclosed, for your information.

We appreciate the opportunity to be of service to Sunset Empire Transit District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Isler CPA

RESPONSE:

This letter correctly sets forth the understanding of Sunset Empire Transit District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Invoice

Invoice# INV-106935

Balance Due
\$500.00

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 : 10/08/24
Terms : Net 30
Due Date : 11/07/24

Item & Description	Date	Qty	Rate	Amount
Professional Services Fact Finding Employee Complaint Logged by: Anna Lee	09/25/24	2.50	200.00	500.00
			Sub Total	500.00
			Total	\$500.00
			Balance Due	\$500.00

Payment Options



Pay via ACH

Bank Name: Umpqua Bank
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.

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



Invoice

Invoice# INV-107161

Balance Due
\$19,785.57

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 : 11/05/24
Terms : Net 30
Due Date : 12/05/24

Item & Description	Date	Qty	Rate	Amount
Professional Services Performance Training Logged by: Deborah Jeffries *Missed on last invoice*	09/30/24	1.00	5,200.00	5,200.00
Professional Services Mileage, roundtrip Logged by: Deborah Jeffries *Missed on last invoice*	09/30/24	1.00	131.32	131.32
Professional Services Travel Time Logged by: Deborah Jeffries *Missed on last invoice*	09/30/24	4.00	100.00	400.00
Professional Services Travel Time Logged by: Deborah Jeffries	10/06/24	2.00	100.00	200.00
Professional Services Performance Training Logged by: Deborah Jeffries	10/07/24	1.00	5,200.00	5,200.00

Item & Description	Date	Qty	Rate	Amount
Professional Services Mileage, one way Logged by: Deborah Jeffries	10/07/24	1.00	65.66	65.66
Professional Services Hotel, Best Western Logged by: Deborah Jeffries	10/08/24	1.00	326.09	326.09
Professional Services Performance Training Logged by: Deborah Jeffries	10/09/24	1.00	5,200.00	5,200.00
Professional Services Travel Time Logged by: Deborah Jeffries	10/09/24	2.50	100.00	250.00
Professional Services One-on-One Coaching Logged by: Deborah Jeffries	10/22/24	9.00	225.00	2,025.00
Professional Services Email Etiquette Session Logged by: Deborah Jeffries	10/22/24	1.00	787.50	787.50
			Sub Total	19,785.57
			Total	\$19,785.57
			Balance Due	\$19,785.57

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SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

January 23, 2025

To: Board of Commissioners

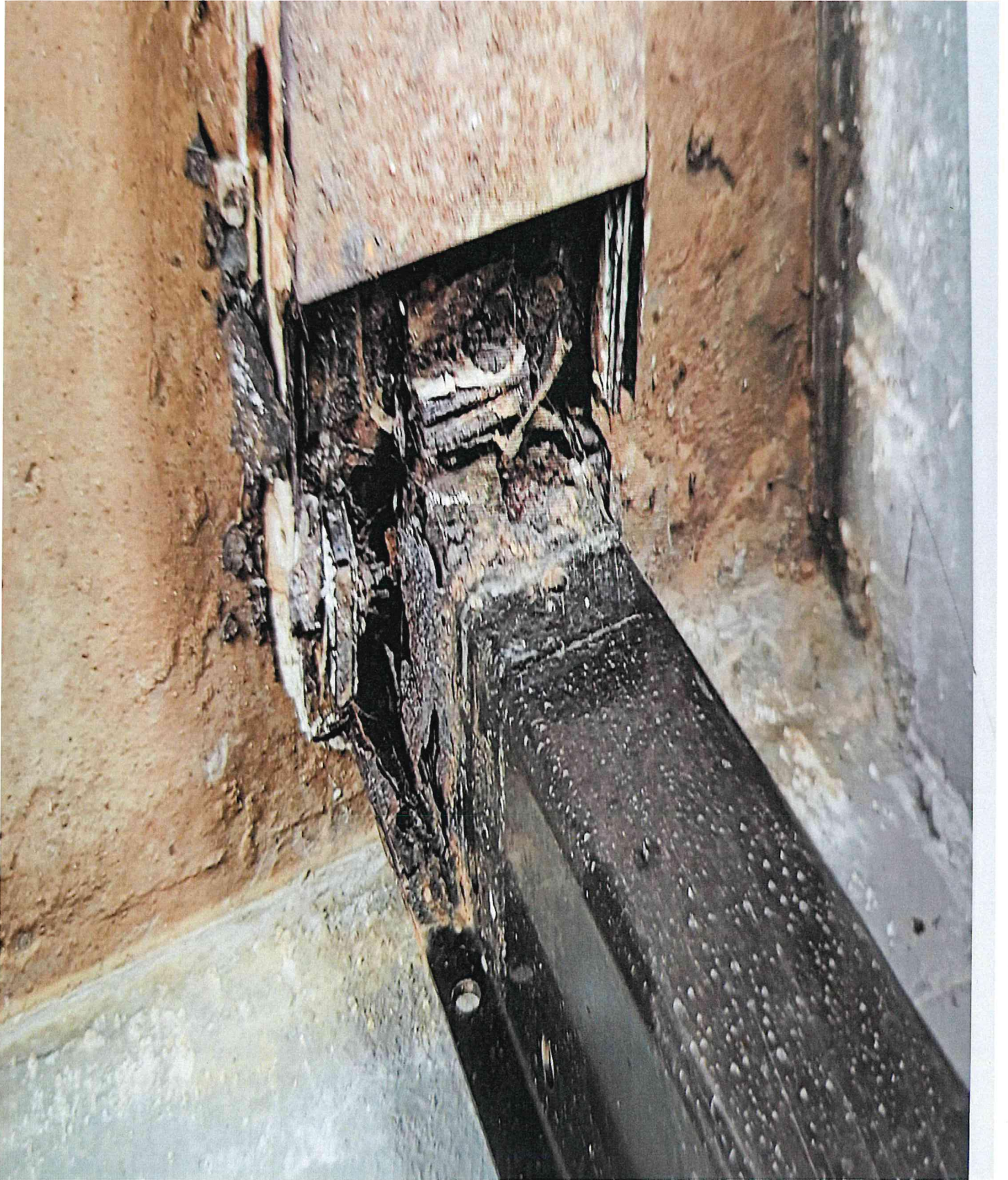
From: Jennifer Geisler, Chief Operation Officer

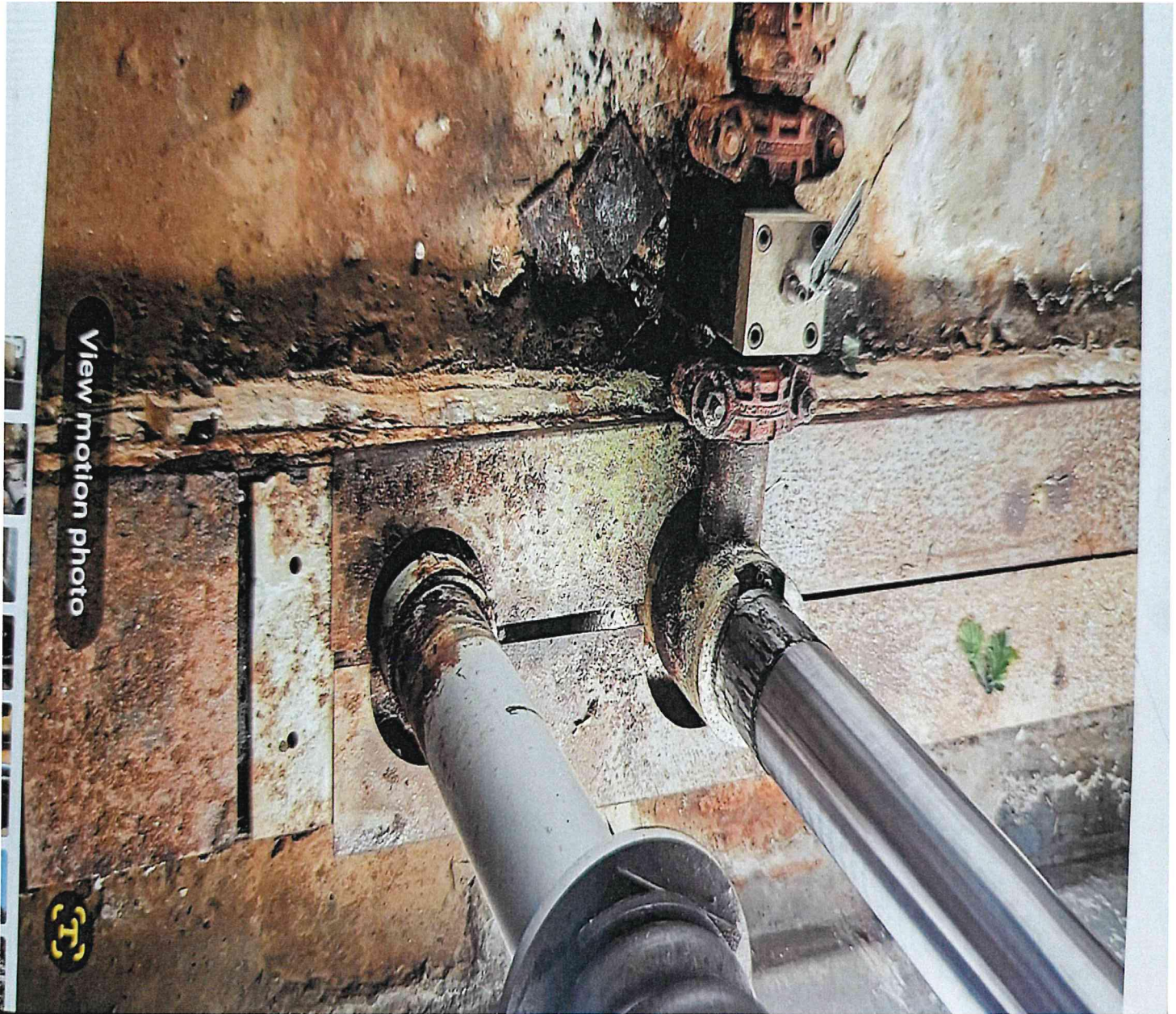
Re: Rust mitigation in pit of elevator shaft at the Astoria Transit Center

During seismic testing and the annual elevator inspection completed for 2024, Centric Elevator Corporation of Oregon informed us of that “the rust damage is quite extensive.” The elevator did pass the seismic test and annual inspection.

Centric Elevator Corporation has submitted an Offer of Proposal for \$12,675. The proposal contains the scope of work and pictures. With this letter I have attached the offer of proposal with pictures, completed service ticket for the inspection and the elevator operating permit with expiration date of 1-31-2027.

Staff recommendation is that the SETD Board of Commissioners approve the offer of proposal and permit staff to schedule Centric Elevator Corporation of Oregon to perform the work specified.





View motion photo



SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING
2025***



**SUNSET EMPIRE
TRANSPORTATION
DISTRICT**

***EXECUTIVE DIRECTOR
REPORT DEBBIE BOOTHE-
SCHMIDT***

Managing Resources

Leading People

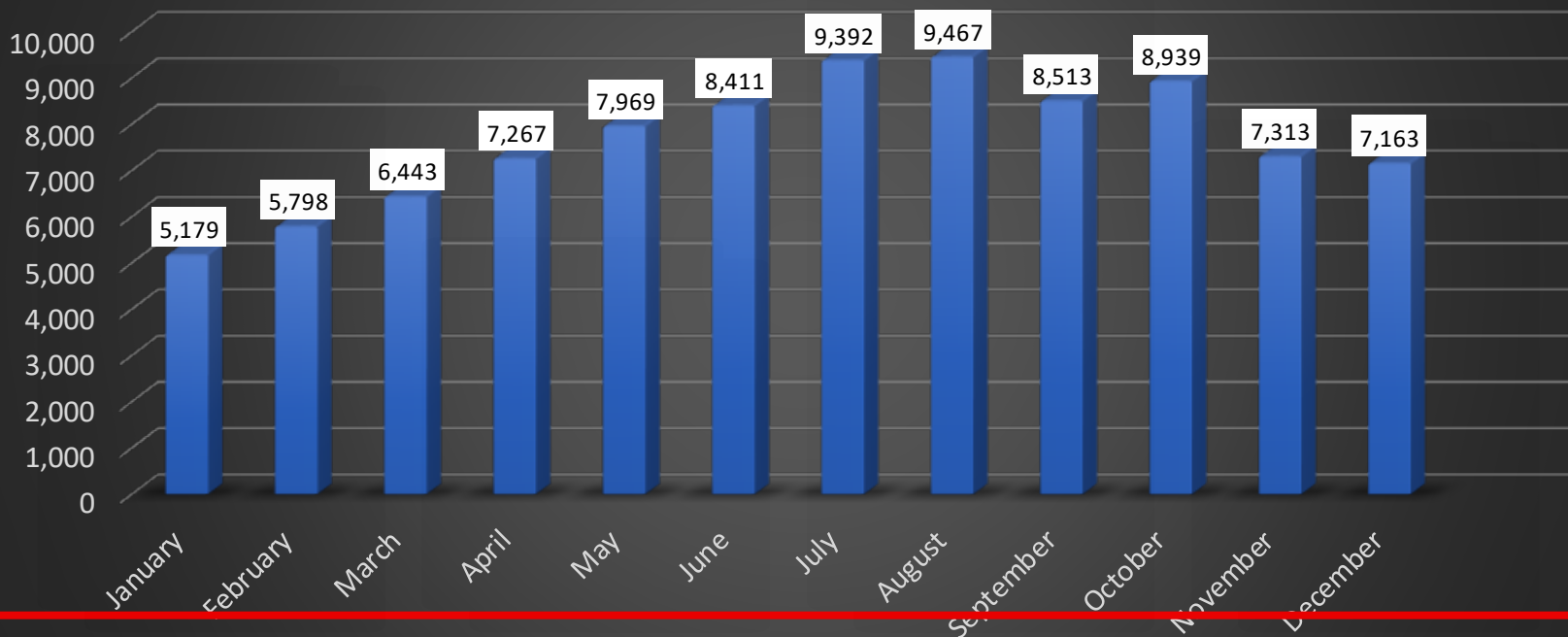
Improving the Organization

Service Delivery and Operations



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2024



RELIABILITY

ACCESIBILITY

EFFICIENCY

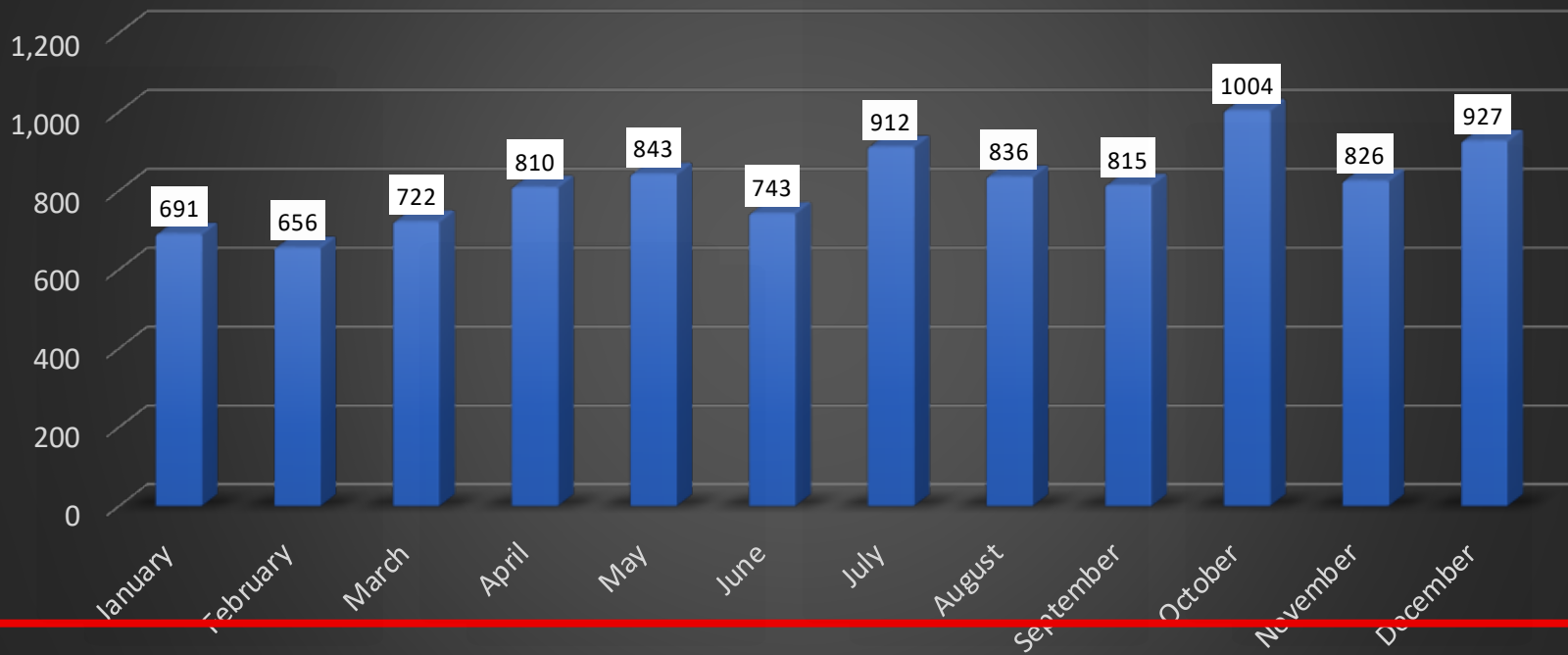
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

TOTAL PARATRANSIT RIDERSHIP BY MONTH 2024



RELIABILITY

ACCESIBILITY

EFFICIENCY

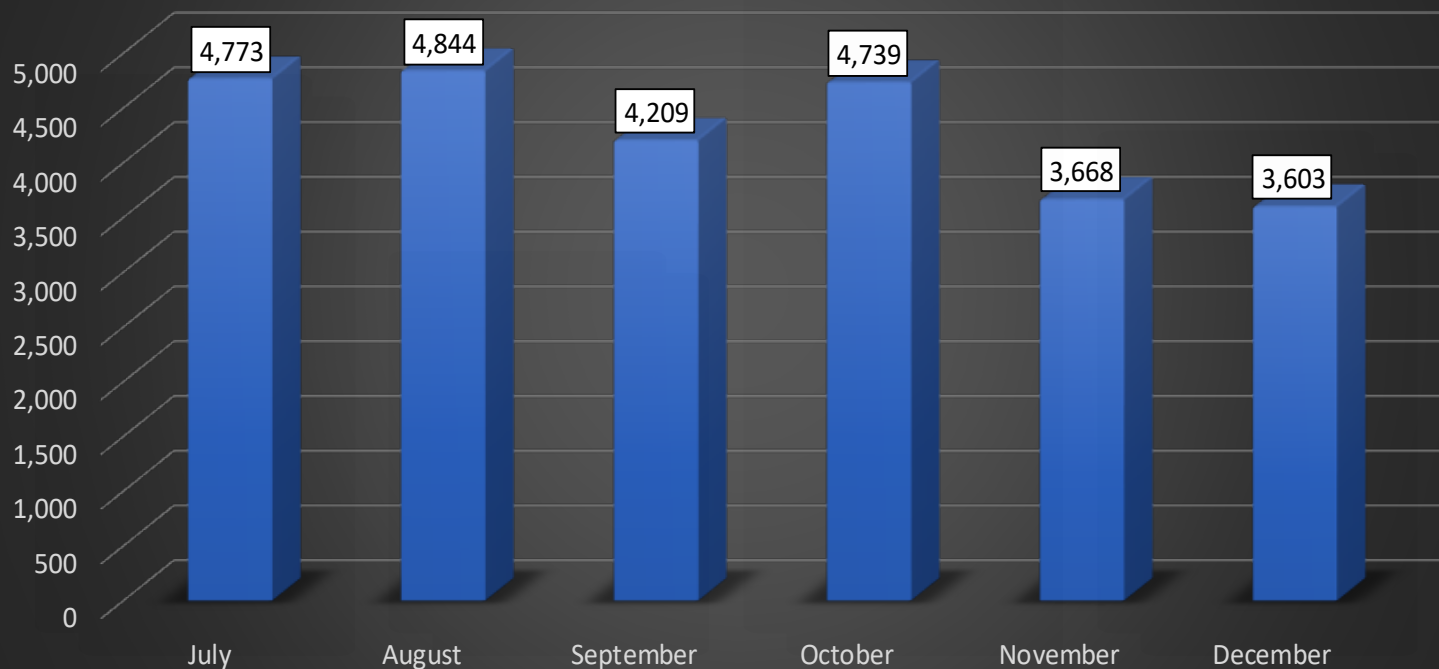
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

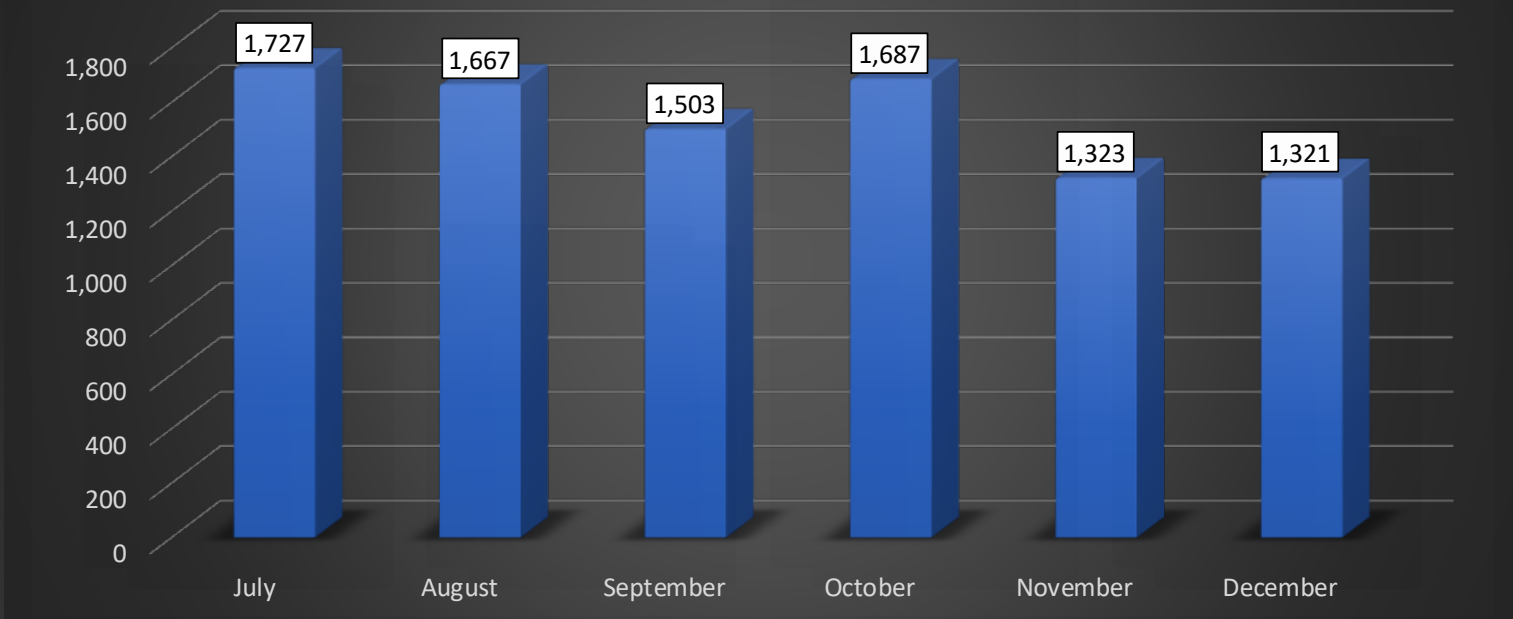
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 10 ASTORIA



RELIABILITY

ACCESSIBILITY

EFFICIENCY

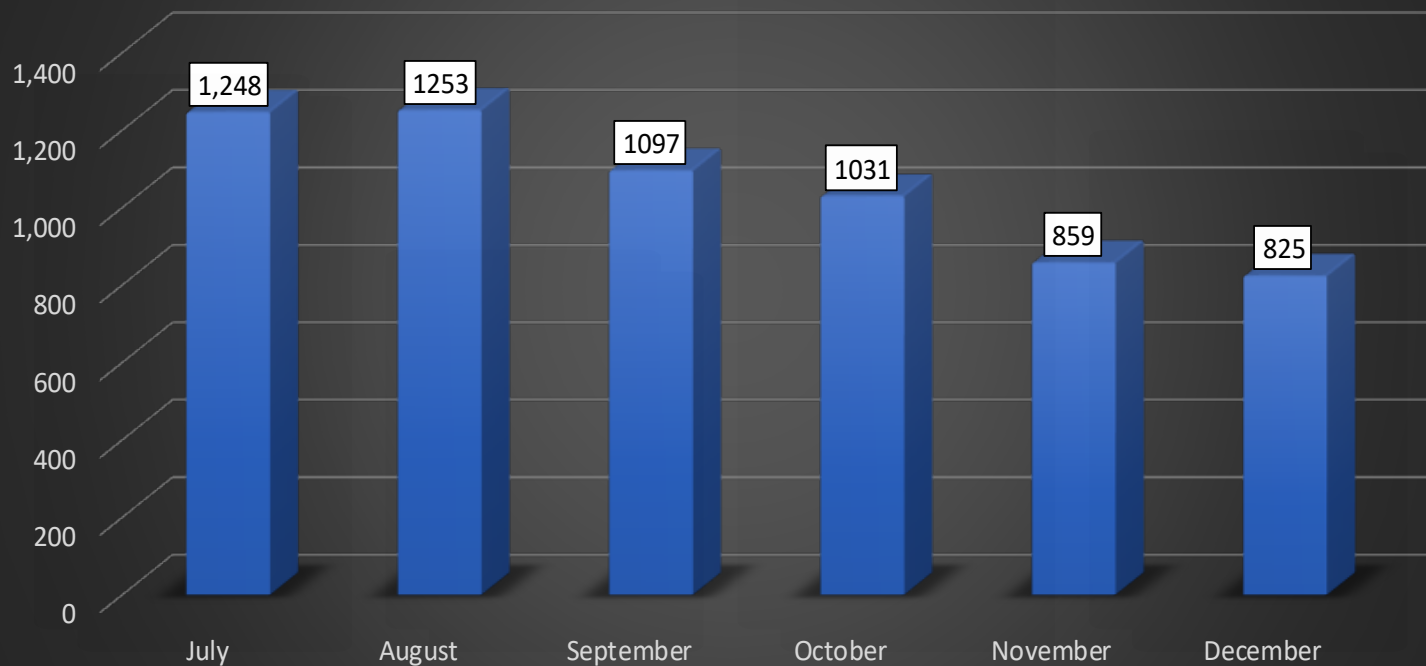
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

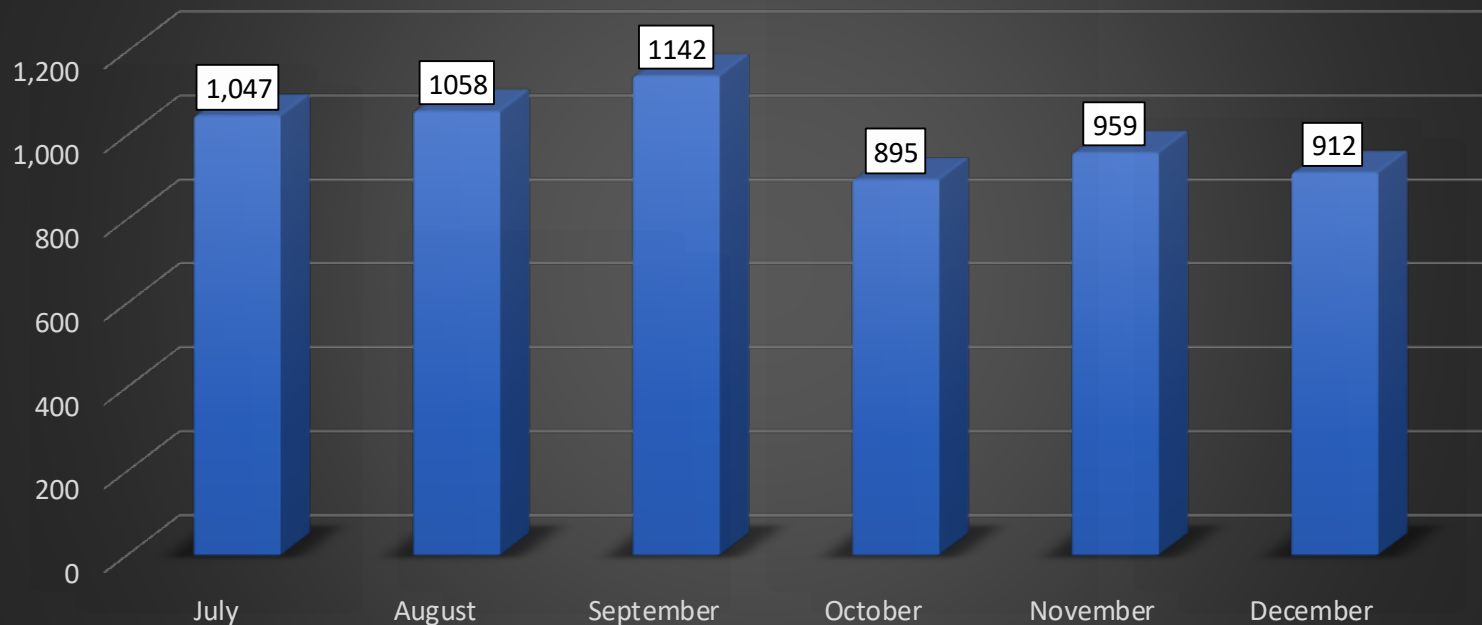
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE TRANSPORTATION DISTRICT

CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

Actions

- Filling in for HR duties and reporting, open job interviews, medical leave, payroll changes and employee evaluations.
- ODOT Drug and Alcohol Compliance Review report from the interview in early November. I am in the process of submitting the corrective action responses identified in the report due March 7, 2025.
- Preparing the requested documents for the RLS Compliance Review on Monday 1/27 and Tuesday 1/28
- OPTIS Quarter 2 report due mid February.

Meetings-Trainings-Developing

- Attended the Transportation Advisory Committee meeting 1/8/25 and the Special BOC meeting 1/9/25.
- Supervisors have taken the Reasonable Suspicion Training with National RTAP
- I attended the Drug and Alcohol Program Management & Compliance through ODOT. I am now the DAPM for SETD

Improving the Organization

- Employee of the Quarter's 3 & 4
- Employee of the Year 2024
- Clatsop Community Action Project Homeless Connect Free Ride Day Tuesday 1/28/25
- Moving the Rider Appreciation Day to March 24 annually. This is the date SETD was formed by the Clatsop County BOC.
- Four new buses projected to arrive in July 2025.
- There is an interested party in the Volvo motorcoach that was used for LCC.

Service Delivery and Operations

- Annual vehicle inspection performed by Precision Alignment. Again, the owner/inspector gave the shop mechanic Alex Palacios-Hernandez raving reviews on the incredible job he and Shop/Fixed Route Supervisor Rick Yelton are doing for SETD.
- Fixed Route Supervisors have been driving due to lack of drivers out and filling current vacancy on the Paratransit.
- SETD was included in an article about the fight against human trafficking <https://www.ruralite.com/giving-a-voice-to-the-silent/>



Actions

- Outreach with Jason the Mobility Manager @ the Seaside High School

Meetings-Trainings-Development

Completed Reasonable Suspicion Training

Improving the Organization

- We have been working on getting Paratransit rider files updated as well as organized.
- Created spread sheets for Paratransit applications

Service Delivery and Operations

ADA Riders- 907

NW Riders-13

Dial-A-Ride- 7

Total of 927 Riders

Collected 16 completed Paratransit applications



EXECUTIVE ASSISTANT REPORT- MARY PARKER

Community Outreach and Education

Attended meeting with Clatsop County Sheriff, Clatsop County Juvenile Dept., CCA, Women's Crisis Center, and others who work with the domestic violence. Discussed working together to provide public transportation as a safe and reliable route to safety when running for their life.

Prepared and posted Holiday Closure Poster in all bus shelters

Board Meetings and Board Assistance

Dec 5th Board Meeting scheduling and made Board Pack

Nov. 30th Special Board Meeting scheduled and made Boad pack

January 9th Special Board Meeting scheduled and made Board Pack

Other SETD Meetings

December 31st Transportation Advisory Committee Meeting scheduling and Meeting Pack prep and attended

January 8th Transportation Advisory Committee Meeting scheduling and Meeting Pack prep and attended

OTHER MISCELLANEOUS

January 9th Executive Director Recruitment Committee Meeting prep and attended

January 16th Executive Director Recruitment Committee Meeting, prep and attended

Prepped for Rural Transit Inspection



SUNSET EMPIRE TRANSPORTATION DISTRICT

MOBILITY MANAGER REPORT- JASON JONES

Promote Accessibility

- 1.I conducted 5 individual mobility assessments focusing on navigation of various fixed-route potentials.
- 2.I was able to help 2 people navigate trips that required multiple transit options including using a taxi as a last-mile option.
- 3.After working with an individual, I rode Route 15 to determine if the route was sufficient in its current capacity. The route is fine, but it doesn't get to the individual's home.
- 4.I have worked with various staff to offer assistance in several customer service opportunities.

Focusing on the Individual

- 1.Helped 4 individuals in December after completing minor transportation needs/goals assessments.
- 2.Navigated a route trip plan for an individual visiting the area for the Holiday. He was able to get to all family functions using our fixed-route and Dial-A-Ride.
- 3.I had the privilege of advocating for an individual needing to change a work schedule for the Holiday.
- 4.In all instances reported above, I was able to receive feedback verbally and in person as to how my assistance helped.

Educate and bring awareness to the community

- 1.12 individuals needed schedules and trip planning sheets to help them navigate the fixed route.
- 2.Seaside HS received an onsite training session with the Paratransit supervisor and me. I also presented a short training at a local small business for 2 employees.
- 3.In helping an individual who has lost his sight, we learned how technology helps those who are blind get around through apps and smartphones.
- 4.3 people I came in contact with in December found accessing some of our buses as difficult due to the stairs. They were pleased to know that they could request the use of the lift at any time.

Travel Training/Engagement

- 1.Due to the holidays, individual travel trainings were down to 3 individuals. 2 individuals were over the age of 60 and one was under 40 with a disability.
- 2.Specific needs focused around learning a new system of routes, understanding the transfers and starting a complete deep-dive on all things transit.
- 3.Upcoming engagements at a school and local business and individual travel trainings are on the books for the start of the new year.