



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
BOARD MEETING AGENDA  
MARCH 27, 2025 10:00 AM  
900 MARINE DR, ASTORIA, OR**

**To Join Board Meeting Using Microsoft Teams**

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Meeting ID: 272 034 050 871

Passcode: 62nW9RC7

**AGENDA:**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
  - a. Possible Funding Delay Update
  - b. Arch Cape/Falcon Cove Service Update
  - c. Executive Director Update
10. NEW BUSINESS
  - a. 2022-2023 Audit Agreed Upon Procedure (AUP)
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-EMERGENCY MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OrCPP	OREGON COOPERATIVE PROCUREMENT PROGRAM
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
OTP	OREGON TRANSPORTATION PLAN
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

APRIL

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 Meeting Minutes  
February 27, 2025**

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 Rebecca Read, Commissioner Tracy MacDonald, Commissioner Pamela Alegria, Secretary/Treasurer Paul Lewicki, Commissioner Charles Withers, and Commissioner Guillermo Romero  
  
Staff- Interim Executive Director, Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones
4. CHANGES TO AGENDA (01:27) -None
5. PUBLIC COMMENT- (1:55) Robert Boehmer, President of the Arch Cape, Falcon Cove Beach Community Club a 501C3, Not For Profit, all volunteer organization. Robert said he was here to continue a conversation which began recently between the transit district and the Community Club about both short term and long-term solutions about bus transportation needs in the community. Robert said as president of the Community Club he has received a lot of input from the community members about the need of aging members in the community needs to travel to important events such as medical appointments. Robert said these residents are often unable to drive for various reasons and have been confused and uncertain about transportation options and said that one gentleman who became frustrated at trying to flag down a bus on 101, hitchhiked to Seaside for a medical appointment. Robert said he has had very positive interactions with your Interim Executive Director, Debbie Boothe-Schmidt and Mobility Manager, Jason Jones, about Paratransit and Ride Pal and there is a willingness to work with us to investigate short and long term solutions. Robert explained that Arch Cape and Falcon Cove are the most southern area in Clatsop County with about 262 residents and 437 dwellings with 102 short term rentals with the average age of residents being 71 years. Robert said the reason for his comments today is that they would like support and assistance in clearly communicating to residents and visitors who are able to take the bus on their own, the steps they need to take to safely catch a bus on it's regular schedule near their home or the place they are visiting and clearly communicate paratransit options to those that qualify. Robert said in the long term that they would like clearly marked safe bus stops with covered and well-lit shelters along Hwy 101 at the North and South end of Arch Cape and at Falcon Cove. Robert also said in the long term since the traffic travels so fast in these areas they would like to see crosswalks and speed control also added. Robert said they appreciate the conversations that have already begun and look forward to working with all of you to accomplish this. Chair Read thanked Mr. Boehmer and said his comments are important. Interim Director Debbie Boothe-Schmidt said that Brian Vitulli, the general manager at Tillamook County, is attending the meeting today so he has heard everything that Mr. Boehmer has said, and his bus line is the one that goes through Arch Cape, so he has heard your comments. Robert said he would follow up with Brian.
6. APPROVAL OF JANUARY 9<sup>TH</sup> AND JANUARY 23<sup>RD</sup> BOARD MINUTES- (10:00).

Commissioner MacDonald moved to approve the minutes as presented.  
Commissioner Romero seconded the motion  
Discussion- None

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

Aye- 7  
Nay- 0  
Motion passed unanimously

7. COMMISSIONER REPORTS- (0:21:54)

Commissioner Read commented that she would like to add a discussion about the possibility of Federal Funding delays added to next month's agenda. She said she would prepare a report.

Commissioner MacDonald said he would like to attend the upcoming Legislative event at the capital on March 12<sup>th</sup>. Interim Director Debbie Boothe-Schmidt said she would send the information to the Board after the meeting today.

Commissioner Alegria reported that she is on the ED Recruitment Committee and the Transportation Advisory Committee. Pamela said the TAC is reviewing the TAC By-laws, reviewing an applicant for the committee and is working on recruiting new members as membership has decreased over the years.

Commissioner Romero said he was glad to be here and that we will be meeting to address the potential Federal Funding fallout.

Commissioner Lewicki reported that he had attended the Town Hall meeting that was held at the college earlier this week and it was well attended and well spirited and encourage that whenever you can attend those it is a good way to stay aware, give some feedback and to feel a part of the community that is pulling together in these times.

Commissioner Withers reported that he had attended the Homeless Connect event in Seaside and thanked Jason for the work he did, and Chair Read and Stephanie Rodriguez for also being there. Commissioner Withers said it is always refreshing to reach out to those in the community who cannot sustain themselves and it was a wonderful time and very appreciated. Commissioner Withers said we have a large percentage of Latinx/Hispanic riders and he would like to talk or meet in a special or separate meeting about what we will do if ICE wants to board the bus or come in the transit center. Commissioner Withers said we really need to address this. Commissioner Withers thanked Debbie for stepping up as the Interim Director and Rebecca as the Interim Board Chair.

8. FINANCIAL REPORT- (20:19) Financial Office Kelly Smith reported that in response to the Federal Funding it is on her list to talk with Arla about how ODOT feels about that. Our advantage is that we do have contingency so that will help us and we are staying within our budget and guidelines, which is helpful. Kelly reported that Jennifer had submitted the quarterly reports to ODOT and she is hoping reimbursements are not delayed. Kelly also reported that she ready to start working on the budget and had sent out requests for input from managers yesterday and our budget training is scheduled for April 24<sup>th</sup> following the Board Meeting. There were questions about several line items and Kelly reiterated that she is watching the budget carefully. Commissioner Lewicki stated that Kelly is doing what the Board should expect that she is looking at the line items and working with in the expenditures so that we don't exceed budget, but the law says we can exceed budget by 10% and it goes beyond that we have to do a supplemental budget. Paul added that with all due respect he does not know if it serves any purpose to talk about individual line items at this meeting if we are not over budget. It is beyond a practical level to address at every monthly meeting. Paul explained if we go over budget then we can have a discussion, but at the group totals, not at the line items and that is what staff is paid to take care of. Interim Director Boothe-Schmidt reported that we are over half way through the year and our expenses at this time are at 48% so we are under budget and that is the bottom line. Commissioner Alegria said her concern is the next 4 years are going to be slim and everyone keeps saying it is a good budget, which it is at this point, but she said things are going to change and she is concerned about the \$900,000, which is a nice sum but it could be spent very easily because of the uncertainty and we cannot tell people we are sorry but the money isn't here yet, as has happened. Kelly said going through the shut-down has made her overcautious sometimes, but as a team we are working hard to stay in or below budget. Commissioner Alegria also said there is a policy that any expense over \$10,000 should be approved by the board which did not happen with the \$20,000 invoice you gave us for HR. Kelly said the process to go through the investigation and the training was approved. The actual payment of it is

what had to be approved by the board, so the invoice was brought to the board for approval to process the payment. Commissioner Alegria said so it was already done, we just have to say yes, so what is the point of having the policy? Kelly said it so you are aware that it's happening. Commissioner Lewicki said it is so the actual check can't be written without you knowing it. Kelly said it was approved to go through. Commissioner Romero said I know you have said we have encumbered some expenses that are out of control so are legal fees one of these items. Kelly said yes, legal fees, professional services and the training line is over budget because we had budgeted for training for our staff and managers in a different format, but we used it for HR answers and Kelly also said fortunately we had budgeted for a roof last year that we did not have to replace so that has given us some leeway to do those things that were valuable. Commissioner Withers said he agrees with Commissioner Lewicki, that this fear of what happened last year is going to creep up on us and happen again. Commissioner Withers said we are in a much better place than we were because there are more roadblocks and warning whistles, and we would be remiss if we didn't trust in the people who we hired to do this job, to do it. Commissioner Withers added he knows where we were, but said we are nowhere like that now because we have people in place that will make sure we do not go there again. Chair Rebecca Read requested that the financials be entered into the minutes.

9. CONTINUED BUSINESS-

- a. EXECUTIVE DIRECTOR RECRUIT UPDATE/TIMELINE (35:35) Chair Rebecca Read reported that Commissioner Lewicki and Commissioner Alegria (Executive Director Recruitment Committee) have been working with the contractor George Dunkel from SDAO. Chair Read reported that with the small applicant pool of 5 it was agreed to extend the hiring timeline which is in your Board Packet. The deadline for receiving applications is now March 14<sup>th</sup>. We have also extended our regional outreach with additional media which Mary helped us with. If anyone has any questions about the process now is a good time to ask. Chair Read also asked the Board to look at the 2 interview scenarios that were handed out as she needs to get the Boards approval on which one of the processes will be used. Chair Read said that the E.D. Recruitment Committee is recommending we use #1. Chair Read explained the advantage of this format is that in the morning the community panel meets with and interviews an applicant, and the board also has an opportunity to interview each applicant. Then at lunchtime the board and the panel get together to get consensus of the top 3 semifinalists. Chair Read said then in the afternoon we will have the in-depth board only interviews. Commissioner Withers asked if we did not like any of the 5 applicants or did not meet the final points we were looking for or are we aiming at having a total of 10 applicants? Chair Read said we are relying on George as we hired him as the professional and knows how to weed through these applications and he did not think there was a sufficient pool for us to do a robust interviewing process. So we are going with what George has to say since he has done this for quite a long time. After discussion the Board agreed to use the #1 interview scenario.

- b. UPDATE FY 2026 BUDGET MEETING TIMELINE- (41:24) Finance Officer Kelly Smith reviewed the final timeline for the 2025-2026 Budget meeting process.
 

Budget Committee Training Optional	April 24, 2025	12 noon to 1:00 pm
#1 Budget Committee Meeting	May 08, 2025	10 am to 2:00 pm
#2 Budget Committee Meeting	May 22, 2025	12 noon to 2:00pm
#3 Budget Committee Meeting	June 12, 2025	10 am to 12 noon

10. NEW BUSINESS

- a. APPROVAL OF BRIAN VITULLI APPLICATION FOR SETD TRANSPORTATION ADVISORY COMMITTEE: (44:00)
  - Commissioner Tracy MacDonald moved to approve Brian Vitulli as a member 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								

Aye-7

Nay-0

Motion passed unanimously

- b. OREGON COAST VISITORS ASSOCIATION SHUTTLE: (45:00) Interim Director Debbie Boothe-Schmidt reported that several months ago Finn Johnson made a presentation of a pilot bus program they are trying out which will almost duplicate the same route that the NW Point does between Portland and Astoria, the SETD Route 101 between Astoria and Cannon Beach and the Tillamook Route between Tillamook and Cannon Beach. We have talked to them several times saying the Highway 30 route would not duplicate other routes, but they are totally against that. Debbie said they tried to set up a meeting with them tomorrow, but they turned that down. Commissioner Withers asked if they are just going to do what they want to do? Interim Director Boothe-Schmidt said yes. Executive Assistant Mary Parker said she had tried to find out more information on where and when they would be starting and there was very little information. Interim Executive Director Boothe-Schmidt said at this point they are only going to be operating 3 days a week and will not pick up our riders. Commissioner MacDonald said it is designed to be a point-to-point service like a charter bus. They will pick up riders in Portland and deliver them in Seaside or Astoria and then they will gather the riders and go back. Interim Director Boothe-Schmidt said they could follow us or be a few minutes ahead of us and be picking up our riders. Commissioner Lewicki asked why we would care? Interim Director Boothe-Schmidt said they would be picking our riders. Commissioner Lewicki asked why that would be bad? Interim Director Boothe-Schmidt said because we would lose our funding. Commissioner Lewicki said if they are not going to work with us then they should do their own thing. If it creates a problem for us or interferes with what we do then ODOT needs to address that, but if they think they are going to come into our plaza with their buses then they need to sit down at the table and negotiate. Otherwise, they cannot use our facilities or our schedules or anything and I think it could be counterproductive for us to try and defeat them if they are unwilling to come to the table. Commissioner Lewicki if they do take some of our ridership it would be such a small percentage or a percentage of a percentage point of our revenue, and he would hate to see us get in a big thing over this. Commissioner Alegria asked if anyone had talked to the tourism people. Interim Director Boothe-Schmidt said she has, and they are working on a grant with the new bus which is a 2-year pilot program. Commissioner MacDonald said if we don't go to the legislature in Salem, we could go to Seaside Ocean Front Resort and attend the Northwest Transit Mountain Network meeting from 9:30 am to 4:30 pm.
- c. APPROVAL OF THE SETD UPDATED DRUG AND ALCOHOL POLICY- (52:37) Chief Operations Officer, Jennifer Geisler, reported that during our last RLS review they had found several updates that needed to be done to the SETD Drug and Alcohol Policy. Jennifer said that RLS was very helpful and provided her with clear information and templates for the updates which she has completed. Jennifer said that she is recommending that the Board approve the updated policy.

Commissioner Lewicki made a motion to approve.

Commissioner MacDonald seconded the motion.

Discussion- Commissioner Alegria noted a correction to change chairman to chair on the signature page and she suggested that the policy would be easier to read if there was a table of contents.



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

Aye-7  
Nay-0  
Motion passed unanimously

- d. COUNTY SPECIAL DISTRICT’S ELECTIONS- (57:30) Interim Executive Director Boothe-Schmidt reviewed the report she had submitted to the Board about the upcoming county elections and said that SETD has four positions that are up for election. Position 2, Rebecca Reed, Position 3, Charles Withers, Position 4, Pamela Alegria are all 4 year terms and Position 7, Paul Lewicki, is a 2 year term. Debbie added that the last day to file is March 20<sup>th</sup> and the last day to have your statements in the voters pamphlet is March 28<sup>th</sup>. There was further discussion about voting dates and the costs for pictures verses statements.

11. CORROSPONDENCE- (1:02)

12. EXECUTIVE DIRECTOR REPORT- (1:04)

13. LEADERSHIP TEAM REPORTS- (1:07) Team members reviewed their reports included in the Board Pack

14. ADJOURNMENT

Chair Boothe Schmidt adjourned meetings at 11:40 AM Mary Parker, Recording Secretary

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Paul Lewicki/Secretary-Treasurer

## Sunset Empire Transportation District

<b>Available Balances as of 03/20/2025 (Cash on Hand)</b>	
General Checking:	\$ 46,698.10
Payroll Account:	\$ 1,769.68
LGIP:	\$ 719,250.71
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 497,307.78
Contingency:	\$ 927,827.81
<b>Total Funds Available:</b>	<b>\$ 2,394,515.65</b>

<b>Statement of Activity Exceptions:</b>	
<b>4205 - Property Taxes:</b>	Didn't collect as much as budgeted
<b>5203 - STIF Funds:</b>	Received in Jan instead of Feb
<b>5810 - Micro Transit Revenue:</b>	Was able to deposit \$50k from Providence
<b>8001 - Professional Services:</b>	Interium Director
<b>8002 - Legal Council:</b>	Legal Advice
<b>8090 - Dues &amp; Subscriptions:</b>	Swiftly Annual Renewal
<b>9040 - Debt Service &amp; Int Fees:</b>	Budget for Feb, payment made in Jan

<b>Monthly (Actual &amp; Projected) Expenditures:</b>	
AP Week of 03/12/2025 **Funds are already removed from above numbers**	\$ 59,753.86
<b>PROJECTED</b> AP Week of 03/24/2025	\$ 45,000.00
Payroll 03/07/2025 w/Taxes **Funds are already removed from above numbers**	\$ 61,784.83
Payroll Week of 03/21/2025 **Funds are already removed from above numbers**	\$ 60,980.14
<b>Total Expenditures:</b>	<b>\$ 227,518.83</b>

<b>ODOT Grants</b>				
Grant #	Total	Amt Used	Amt Remaining	
5311	\$ 1,550,045.00	\$ 752,783.00	\$ 797,262.00	
5310	\$ 323,187.00	\$ 119,349.00	\$ 203,838.00	
5339	\$ 612,000.00	\$ -	\$ 612,000.00	

<b>Reimbursements Requested</b>				
Grant #	Date Req	Amount	Date Received	
5311	2/18/2025	\$ 83,245.00	3/3/2025	
5310	2/18/2025	\$ 38,313.00	3/3/2025	
5339	N/A	\$ -		

<b>OTIB Loan 1/29/2025</b>	
Total w/Intereset & Fees:	\$1,040,443.83
Interest Payment:	\$41,129.21
Principle Payment:	\$384,808.93
<b>Balance Due:</b>	<b>\$614,505.69</b>

**Follow-up:**

## Profit & Loss Budget Performance

February 28, 2025

Month 8 = 67% 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	6,255.89	3,650.00	2,605.89	59,380.89	29,350.00	30,030.89	44,000.00	134.96%
4022 PARATRANSIT FARES	1,722.00	1,750.00	(28.00)	13,775.25	14,000.00	(224.75)	21,000.00	65.60%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	1,327.00	(1,327.00)	2,000.00	0.00%
4110 NW NAVIGATOR	348.28	200.00	148.28	3,137.48	1,750.00	1,387.48	2,675.00	117.29%
4130 OTHER-VENDING	68.06	0.00	68.06	245.51	225.00	20.51	325.00	75.54%
4205 PROPERTY TAXES	4,693.90	25,000.00	(20,306.10)	1,159,092.85	1,183,000.00	(23,907.15)	1,300,000.00	89.16%
4206 PRIOR YEAR TAXES	2,362.50	800.00	1,562.50	15,537.60	14,350.00	1,187.60	17,300.00	89.81%
4207 PROPERTY TAX INTEREST	22.24	100.00	(77.76)	907.77	800.00	107.77	1,200.00	75.65%
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	38,650.09	28,000.00	10,650.09	170,621.86	136,000.00	34,621.86	165,000.00	103.41%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	93,398.98	80,000.00	13,398.98	115,000.00	81.22%
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4420 PARKING SPACE LEASE	760.00	760.00	0.00	6,072.28	6,080.00	(7.72)	9,120.00	66.58%
4425 CHARGING STATION	165.08	0.00	165.08	572.17	150.00	422.17	180.00	317.87%
4505 INTEREST EARNED ON BANK ACCT	4,551.46	1,667.00	2,884.46	40,466.53	13,336.00	27,130.53	20,000.00	202.33%
4605 OTHER INCOME	16.00	500.00	(484.00)	2,269.58	1,435.00	834.58	2,500.00	90.78%
5203 OREGON STIF FUNDS-FORMULA	0.00	251,754.00	(251,754.00)	702,907.00	765,262.00	(62,355.00)	1,047,017.00	67.13%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	83,245.00	387,000.00	(303,755.00)	775,022.00	10.74%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	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%
5810 MICRO TRANSIT REVENUE	50,000.00	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	0.00%
<b>Total Income</b>	<b>109,615.50</b>	<b>314,347.00</b>	<b>(204,731.50)</b>	<b>2,441,296.29</b>	<b>2,716,065.00</b>	<b>(274,768.71)</b>	<b>4,405,133.00</b>	<b>55.42%</b>

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
<u>Expenses</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Annual</u>
								<u>Budget %</u>
6010 WAGES	113,558.94	160,417.00	46,858.06	1,087,129.76	1,323,336.00	236,206.24	1,975,000.00	55.04%
6111 TAXES	14,054.51	26,575.00	12,520.49	129,805.06	212,600.00	82,794.94	319,000.00	40.69%
6210 BENEFITS	29,206.74	47,375.00	18,168.26	264,041.60	379,000.00	114,958.40	570,000.00	46.32%
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>156,820.19</b>	<b>234,367.00</b>	<b>77,546.81</b>	<b>1,480,976.42</b>	<b>1,914,936.00</b>	<b>433,959.58</b>	<b>2,864,000.00</b>	<b>51.71%</b>
8000 AUDIT	4,200.00	0.00	(4,200.00)	27,200.00	20,000.00	(7,200.00)	35,000.00	77.71%
8001 PROFESSIONAL SERVICES	6,990.50	850.00	(6,140.50)	32,626.00	6,675.00	(25,951.00)	10,000.00	326.26%
8002 LEGAL COUNSEL	9,189.36	1,675.00	(7,514.36)	10,239.36	13,300.00	3,060.64	20,000.00	51.20%
8003 BANK/MERCHANT FEES	139.15	150.00	10.85	1,202.90	1,325.00	122.10	2,000.00	60.15%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	1,717.50	1,864.00	146.50	2,800.00	61.34%
8015 COMP/FURNITURE/DURABLE GOODS	336.09	250.00	(86.09)	6,536.61	15,400.00	8,863.39	20,000.00	32.68%
8020 B&M	3,203.89	10,417.00	7,213.11	51,670.28	83,336.00	31,665.72	125,000.00	41.34%
8023 BUILDING LEASE	173.00	140.00	(33.00)	1,542.00	1,135.00	(407.00)	1,700.00	90.71%
8031 ONLINE SUB/IT SERVICES	5,949.73	5,550.00	(399.73)	57,085.41	70,000.00	12,914.59	112,000.00	50.97%
8040 TELEPHONE/INTERNET	2,512.04	2,500.00	(12.04)	21,886.61	20,000.00	(1,886.61)	30,000.00	72.96%
8041 UTILITIES	3,168.32	3,170.00	1.68	23,514.53	22,260.00	(1,254.53)	33,000.00	71.26%
8050 HR/EMPLOYEE RECOGNITION	300.95	1,040.00	739.05	10,288.72	17,820.00	7,531.28	22,000.00	46.77%
8060 TRAVEL/TRAINING	789.95	1,850.00	1,060.05	25,607.82	22,600.00	(3,007.82)	30,000.00	85.36%
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	1,096.10	4,000.00	2,903.90	11,289.42	34,000.00	22,710.58	50,000.00	22.58%
8090 DUES, SUBSCRIPTIONS	16,466.11	1,300.00	(15,166.11)	23,724.29	25,500.00	1,775.71	30,000.00	79.08%
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	7,500.00	4,500.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	305.16	175.00	(130.16)	581.07	1,350.00	768.93	2,000.00	29.05%
8100 INSURANCE	0.00	0.00	0.00	68,366.67	96,625.00	28,258.33	126,000.00	54.26%
8105 UNINSURED LOSS	0.00	1,700.00	1,700.00	4,100.92	13,350.00	9,249.08	20,000.00	20.50%
8110 LEGAL ADS	0.00	0.00	0.00	197.48	0.00	(197.48)	1,000.00	19.75%
8112 MEETING EXPENSE	23.69	175.00	151.31	232.31	1,325.00	1,092.69	2,000.00	11.62%
8116 OFFICE SUPPLIES	725.08	975.00	249.92	6,408.12	8,000.00	1,591.88	12,000.00	53.40%
8170 FUEL	11,385.29	9,500.00	(1,885.29)	96,183.50	76,600.00	(19,583.50)	115,000.00	83.64%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	5,032.90	8,625.00	3,592.10	63,046.34	82,700.00	19,653.66	111,500.00	56.54%
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>72,189.11</b>	<b>54,275.00</b>	<b>(17,914.11)</b>	<b>548,247.86</b>	<b>652,665.00</b>	<b>104,417.14</b>	<b>938,000.00</b>	<b>58.45%</b>

	<u>M-T-D</u>	<u>M-T-D</u>		<u>Y-T-D</u>	<u>Y-T-D</u>		<u>Annual</u>	<u>YTD Act to</u>
	<u>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>
9040 DEBT SERVICE & INT FEES	0.00	63,370.00	63,370.00	190,110.00	190,110.00	0.00	479,000.00	39.69%
9110 TRANSFERS OUT	0.00	0.00	0.00	100,000.00	100,000.00	0.00	100,000.00	100.00%
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%
<b>Total Expenses</b>	<b>229,009.30</b>	<b>352,012.00</b>	<b>123,002.70</b>	<b>2,819,334.28</b>	<b>3,357,711.00</b>	<b>538,376.72</b>	<b>5,601,000.00</b>	<b>50.34%</b>

**Consolidated Balance Sheet**  
**February 28, 2025**

**This Year**

Assets

1010 OVER/UNDER	(27.10)
1020 GENERAL CHECKING LC BANK	77,131.92
1030 LGIP - GENERAL FUND	781,250.71
1040 PAYROLL ACCOUNT LC BANK	59,214.22
1055 STIF LC BANK	497,307.78
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	927,827.81
1095 CASH RECEIPTS CLEARING SYSTEM	712.99
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(8,889.00)
1250 PROPERTY TAX RECEIVABLES	105,885.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1425 PREPAID WORK COMP	(42,936.39)
Total Assets	2,596,614.34

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	70,636.72
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	264,921.07
2059 CREDIT CARD PAYMENT CLEARING	(263,241.67)
2060 PAYABLE TO NWN	(3,501.36)
2080 OVER PMTS/UNAPPLIED CREDITS	2.00
2100 ACCRUED LABOR SYSTEM	(40,368.29)
2705 DEFERRED REVENUE	63,394.00
2805 ODOT LOAN	275,000.00
Total Liabilities	366,501.02
3000 FUND BALANCE	1,966,555.10
Change in Net Assets	221,962.01
Total Net Assets	2,188,517.11
Total Liabilities and Net Assets	2,555,018.13

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 02/28/2025**

<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	1/31/2025	2067	1/01/2025	Jan 2025 Parking Spaces #3-5	0.00	142.50	0.00	0.00	142.50
[6009] ALLSTATE INSURANCE AGENCY	3/03/2025	2068	2/01/2025	Feb 2025 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	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	0.00	47.50	47.50
[6494] ANGI WILDT GALLERY	12/01/2024	2007	11/01/2024	Nov 2024 Parking Space #12	0.00	0.00	0.00	47.50	47.50
[6494] ANGI WILDT GALLERY	12/31/2024	2040	12/01/2024	Dec 2024 Parking Space #12	0.00	0.00	47.50	0.00	47.50
[6494] ANGI WILDT GALLERY	1/31/2025	2069	1/01/2025	Jan 2025 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6494] ANGI WILDT GALLERY	3/03/2025	2070	2/01/2025	Feb 2025 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	1/31/2025	2071	1/01/2025	Jan 2025 Parking Spaces # 8 & 9	0.00	95.00	0.00	0.00	95.00
[6112] HOMESPUN QUILTS	3/03/2025	2072	2/01/2025	Feb 2025 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6583] Sondra Carr	10/31/2024	1999	10/01/2024	Oct 2024 Parking-Space #10	0.00	0.00	0.00	47.50	47.50
[6583] Sondra Carr	1/31/2025	2073	1/01/2025	Jan 2025 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	3/03/2025	2074	2/01/2025	Feb 2025 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	0.00	100.00	100.00
[6414] WEST COAST ARTISANS	11/25/2024	2026	11/25/2024	Invoices 2011, 2025	0.00	0.00	0.00	(2.00)	(2.00)
[6414] WEST COAST ARTISANS	1/11/2025	2075	1/01/2025	Jan 2025 Parking-Space #2	0.00	0.00	47.50	0.00	47.50
[6414] WEST COAST ARTISANS	2/11/2025	2076	2/01/2025	Feb 2025 Parking-Space #2	0.00	47.50	0.00	0.00	47.50
[6245] ZSCHOCHÉ, LENA	2/11/2025	2078	2/01/2025	Feb 2025 Parking-Space #13	0.00	47.50	0.00	0.00	47.50
<b>Total</b>					<b>332.50</b>	<b>427.50</b>	<b>95.00</b>	<b>288.00</b>	<b>1,143.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 02/28/2025**

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6013] ASTORIA AUTO WRECKING</b>									
3/04/2025	85258	3/12/2025	RECYCLE & DISPOSE -SHOP SUPPLIES	29.40	29.40	29.40	0.00	0.00	0.00
<b>[6065] ASTOUND BROADBAND POWERED BY WAVE</b>									
3/01/2025	121315701- 0011365	3/12/2025	03/01-03/31/2025 - TELEPHONE & INTERNET SRV (19 LINES)	1,471.64	1,471.64	1,471.64	0.00	0.00	0.00
<b>[5188] Boothe-Schmidt, Debbbie</b>									
2/21/2025	DBS02212025	3/12/2025	INERIM EXEC DIRECTOR SUPPORT SRV -02/12- 02/21/2025	3,193.00	3,193.00	3,193.00	0.00	0.00	0.00
<b>[6033] CARD SERVICE CENTER</b>									
3/07/2025	3072025	3/12/2025	02/06-03/07/2025 -STMT	1,815.87	1,815.87	1,815.87	0.00	0.00	0.00
<b>[6042] CENTRIC ELEVATOR CORPORATION OF OREGON</b>									
3/01/2025	79615	3/12/2025	03/01-03/31/2025 - ELEVATOR SRV & MAINTENANCE	292.20	292.20	292.20	0.00	0.00	0.00
<b>[6046] CITY OF ASTORIA</b>									
1/31/2025	009947-000 01312025	3/12/2025	12/01/24-01/31/2025 - WATER SRV TC	610.26	610.26	610.26	0.00	0.00	0.00
<b>[6048] CITY OF WARRENTON</b>									
2/28/2025	0013682-000 02282025	3/12/2025	0/02-02/28/2025 -WATER SRV OPS	355.11	355.11	355.11	0.00	0.00	0.00
<b>[6516] COMMERCIAL ADJUSTMENT COMPANYY</b>									
3/01/2025	3012025	3/12/2025	Pay period ending 03/01/2025,(C#24CV45796)	319.89	319.89	319.89	0.00	0.00	0.00



<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6073] COMPUTERWORKS NFP SOLUTIONS</b>									
2/26/2025	6485	3/12/2025	02/26/2025 -SOFTWARE & IT SRV (COA MAINT) -K.S	131.25	131.25	131.25	0.00	0.00	0.00
<b>[6207] DMT AUTO PARTS, INC</b>									
2/12/2025	508275	3/12/2025	CORE RETURN -INV #508087	(18.00)	(18.00)	(18.00)	0.00	0.00	0.00
<b>[6603] FIRST-CITIZENS BANK &amp; TRUST CO</b>									
2/18/2025	46573018	3/12/2025	01/21/2024-02/18/2025 - COPIER LEASE ASTORIA	201.80	201.80	201.80	0.00	0.00	0.00
<b>[6389] GILLIG, LLC</b>									
2/25/2025	41277654	3/12/2025	1 HEIGHT CONTROL VALVE - PM Bus #2102	84.36	84.36	84.36	0.00	0.00	0.00
<b>[6099] GLASCO GLASS CO, LLC</b>									
3/06/2025	21849	3/12/2025	BUS SHELTER GLASS REPAIR & SRV -DHS SHELTER	1,895.00	1,895.00	1,895.00	0.00	0.00	0.00
<b>[6119] IRON MOUNTAIN</b>									
2/25/2025	KDJH873	3/12/2025	01/29-02/25/2025 - SHREDDING SRV	241.62	241.62	241.62	0.00	0.00	0.00
<b>[6121] JACKSON &amp; SON OIL, INC</b>									
2/28/2025	108294	3/12/2025	02/01-02/28/2025 -FUEL SRV	117.38	117.38	117.38	0.00	0.00	0.00
<b>[6145] NORTH COAST TRUCK PARTS</b>									
2/12/2025	358794	3/12/2025	FUEL FILTER -PM Bus #2004	123.75	123.75	123.75	0.00	0.00	0.00
<b>[6147] NW COMMUNITY ALLIANCE</b>									
1/31/2025	16850	3/12/2025	01/01-01/31/2025 -BUS SHELTER CLEANING & REPAIR (RCVD 02/26/2025)	970.00	970.00	970.00	0.00	0.00	0.00
2/28/2025	16922	3/12/2025	02/01-02/28/2025 -BUS SHELTER CLEANING & REPAIR	920.00	920.00	920.00	0.00	0.00	0.00

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6148] NW NATURAL</b>									
2/20/2025	770728-4 02202025	3/12/2025	01/22-02/20/2025 -GAS SRV - OPS	368.67	368.67	368.67	0.00	0.00	0.00
<b>[6141] NW NAVIGATOR LUXURY COACHES</b>									
3/01/2025	R03012025	3/12/2025	03/01/2025 -WK ENDING SALES	209.44	209.44	209.44	0.00	0.00	0.00
3/08/2025	R03082025	3/12/2025	03/08/2025 -WK ENDING SALES	428.40	428.40	428.40	0.00	0.00	0.00
<b>[6172] O'REILLY AUTOMOTIVE, INC</b>									
2/26/2025	3920 397435	3/12/2025	3 LD FUEL FIL, 17 BUCKET - SHOP SUPPLIES	72.96	72.96	72.96	0.00	0.00	0.00
3/10/2025	3920 399184	3/12/2025	BUCKET -SHOPS SUPPLIES	65.97	65.97	65.97	0.00	0.00	0.00
<b>[6176] PACIFIC POWER</b>									
2/13/2025	23157628-001 1 02132025	3/12/2025	01/15-02/13/2025 - ELECTRICITY -OPS	1,045.72	1,045.72	1,045.72	0.00	0.00	0.00
2/11/2025	70301738-001 4 02112025	3/12/2025	01/13-02/11/2025 - ELECTRICITY -TC	800.98	800.98	800.98	0.00	0.00	0.00
<b>[6177] PACIFICSOURCE ADMINISTRATORS</b>									
1/10/2025	2025-01	2/09/2025	Pay period ending 1/04/2025,FSAHealth	125.00	125.00	0.00	0.00	125.00	0.00
<b>[6180] POLK RILEY'S PRINTING &amp; DESIGN</b>									
2/05/2025	2025-02-05	3/12/2025	ORANGE -DAY PASSES (5000CT)	411.00	411.00	411.00	0.00	0.00	0.00
<b>[6186] RECOLOGY WESTERN OREGON</b>									
2/28/2025	26036673	3/12/2025	02/01-02/28/2025 -GARBAGE SRV TC	120.46	120.46	120.46	0.00	0.00	0.00

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
<b>[6191] SAFEKEEPING STORAGE CENTERS -WARRENTON</b>									
2/28/2025	4302025	4/10/2025	04/01-04/30/2025 - MONTHLY STORAGE SRV - UNITS C6	173.00	173.00	173.00	0.00	0.00	0.00
<b>[5072] SMITH, SCOTT</b>									
3/01/2025	301225	3/12/2025	REIM -COBRA PAYMENT	120.00	120.00	120.00	0.00	0.00	0.00
<b>[6598] SWIFTLY, INC</b>									
2/19/2025	3361	3/12/2025	02/19/2025-02/18/2026 -GPS SOFTWARE LICENSING RENEWAL & IT SRV -OPS	15,320.12	15,320.12	15,320.12	0.00	0.00	0.00
<b>[6226] VAN DUSEN BEVERAGES, INC</b>									
2/19/2025	INV 1241237	3/12/2025	02/04-02/19/2024 -2 WATER SRV (@ \$9.00)	18.00	18.00	18.00	0.00	0.00	0.00
2/03/2025	SO 2083716189-1	3/12/2025	01/01-02/03/2024 -2 WATER SRV (@ \$9.00)	18.00	18.00	18.00	0.00	0.00	0.00
2/28/2025	SO 20837167663 5	3/12/2025	02/01-02/28/2025 -2 COOLER RENTAL (@ \$14.50)	29.00	29.00	29.00	0.00	0.00	0.00
3/03/2025	SO 20837167671 4 a	3/12/2025	02/20-03/03/2024 -1 WATER SRV (@ \$9.00)	9.00	9.00	9.00	0.00	0.00	0.00
<b>[6227] VERIZON BUSINESS</b>									
2/18/2025	6106389416	3/12/2025	01/19/2024-02/18/2025 - CELLPHONE & TABLET SRV	711.95	711.95	711.95	0.00	0.00	0.00
<b>[6237] WILCOX + FLEGEL</b>									
2/28/2025	CL65204	3/12/2025	02/01-02/28/2025 -FUEL SRV	11,267.91	11,267.91	11,267.91	0.00	0.00	0.00
<b>Report Total</b>				<b>44,070.11</b>	<b>44,070.11</b>	<b>43,945.11</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 02/28/2025**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	2/03/2025	[6225] VALIC-JPM CHASE - Sue Farmer - Retirement Payout	RETIREMENT- 457(b)	10000	10,000.00
23558	2/11/2025	[6031] BROWN & BROWN OF OREGON, LLP - 01/01-12/31/2025 -CYBER LIABILITY RENEWAL & IT SRV(#W17849241001)	CYBER	5933.17	5,933.17
23566	2/11/2025	[6579] HAGLUND KELLEY, LLP - 11/05-12/31/2024 -LEGAL ADVISE (#14674.001)	LEGAL COUNSEL	9189.36	9,189.36
23567	2/11/2025	[6116] IFOCUS CONSULTING - Invoices 00016610, 00016621, 00016625	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	563.00 5222.50	5,785.50
23569	2/11/2025	[6259] ISLER CPA - AUDIT -FINAL BILLING FY - 06/2023/ AUDIT -PROGRESS BILLING FY - 06/2024	AUDIT	17000	17,000.00
23582	2/11/2025	[6237] WILCOX + FLEGEL - 01/01-01/31/2025 - FUEL SRV	FUEL FUEL FUEL FUEL	68.39 1675.92 9866.23 137.72	11,748.26
0023586[VO ID]	2/26/2025	[6042] CENTRIC ELEVATOR CORPORATION OF OREGON - ELEVATOR REPAIR & SRV (RECOATING W/POR 15) -TC	B&M GENERAL	6337.5	6,337.50
23596	2/26/2025	[6193] SDIS -Invoices 2025-01, 2025-02, MED01012025	BENEFITS MEDICAL SDIS	29221.25	29,221.25
23597	2/26/2025	[6193] SDIS - 01/01-03/31/2025 QRTLY - GENERAL LIABILITY, PROPERTY, AUTO	GENERAL LIABILITY PROPERTY AUTO	13783.33 4674.34 5513.33	23,971.00
<b>Total Checks</b>					<b>119,186.04</b>

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

Run: 3/17/2025 @ 1:07 PM

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Closing Balance from Previous Statement.....	2/05/2025	-4,143.88
0 Deposits and Other Additions Totaling.....		0.00
37 Checks and Other Withdrawals Totaling.....		1,815.87
1 Adjustments Totaling.....		4,143.88
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	3/07/2025	-1,815.87
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	3/07/2025	-248,277.06
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-248,277.06

Date	Check	To	Check Description	Amount
✓ 1/30/2025	0008684	APPLE	PARKER -CC HACKED -ADMN (Refund)	-1,432.15
✓ 2/05/2025	0001365	DSUBAN SPRING SERVICE, INC	GEISLER -ONSPOT AIR COMPRESSOR - PM Bus #95	537.32
✓ 2/05/2025	0008684	EXPEDIA	PARKER -SDAO CONF LODGING -Board Member (Refund)	-346.91
✓ 2/06/2025	0001365	SUSPA, INC	GEISLER -GAS SPRINGS -Buses #2100's	160.55
✓ 2/10/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WHEEL PAINT (DETECT RUST) -MAINT	64.80
✓ 2/12/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -2 ULTRA HIGH OUTPUT LIGHTS -MAINT	198.00
✓ 2/12/2025	0001365	A COASTAL LOCK-N-KEY	GEISLER -4 DUPLICATE KEYS -OPS	13.00
✓ 2/12/2025	0001365	DSUBAN SPRING SERVICE, INC	GEISLER -ONSPOT CHAINWHEEL ASSEMBLY -SHOP SUPPLIES	326.06
✓ 2/12/2025	0002125	MOTION ARRAY	JONES -01/13-02/12/2025 -VIDEO, AUDIO SOFTWARE SUBSCRIPT -MM	29.99
✓ 2/14/2025	0008684	CTAA	PARKER -01/01-12/31/2024 -CTAA MEMBERSHIP DUES (RCVD 02/14/2025)	800.00
✓ 2/16/2025	0008684	ADOBE, INC	PARKER -01/17-02/16/2025 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 2/18/2025	0001365	ADOBE, INC	GEISLER -01/19-02/18/2025 -ONLINE SUBSCRIPT -OPS	19.99
✓ 2/18/2025	0002125	ANYWORD	JONES -01/19-02/18/2025 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 2/19/2025	0001365	AMAZON	GEISLER -HARD ROLL PAPER TOWELS -OPS	65.31
✓ 2/19/2025	0001365	AMAZON	GEISLER -DEPOSIT BAGS -OPS	15.33
✓ 2/19/2025	0001365	AMAZON	GEISLER -55 GL TRASH BAGS -OPS	34.75
✓ 2/19/2025	0001365	AMAZON	GEISLER -5/8 HEAVY DUTY GARDEN HOSE -MAINT	59.99
✓ 2/20/2025	0001365	AMAZON	GEISLER -BASIC TRASH BAGS -OPS	24.51
✓ 2/20/2025	0001365	AMAZON	GEISLER -CAR CHARGER -PT	14.99
✓ 2/21/2025	0001365	AMAZON	GEISLER -FACIAL TISSUE, TOILET PAPER, TEA -OPS	85.00
✓ 2/21/2025	0001365	AMAZON	GEISLER -LENS CLEANING SOLUTION, PRINTER PAPER -OPS	69.78
✓ 2/21/2025	0008684	SAFEWAY	PARKER -COOKIES, PASTERIES -Board Meeting	23.69
✓ 2/22/2025	0001365	SUSPA, INC	GEISLER -GAS SPRINGS -PM Bus #95	236.54
✓ 2/24/2025	0002125	GRAMMARLY, INC	JONES -11/25/2024-02/24/2025 -QRTLY AI WRITING ASSIST SUBSCRIPT -MM	60.00
✓ 2/26/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -CONTRACTOR BAGS (50CT), DEGREASER, 4FT LED TUBE -SHOP SUPPLIES	61.14
✓ 2/26/2025	0001365	CTAA	GEISLER -PASS -ONLINE TRAINING -PT	28.00
✓ 2/26/2025	0001365	HARBOR FREIGHT	GEISLER -AIR GREASE GUN, RUBBER CASTER -MAINT	80.48

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

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✓ 2/27/2025	0001365	AMAZON	GEISLER -SANITATION STATIONS -FR	96.96
✓ 2/27/2025	0001365	AMAZON	GEISLER -OFFICE CHAIR -OPS	94.99
✓ 2/27/2025	0002125	PADDLE.NET	JONES -11/28/2024-02/27/2025 -QRTL NARRATION ASSIST SUBSCRIPT -MM	47.00
✓ 2/27/2025	0002125	AMAZON	JONES -MOUSE REPLACEMENT -MM	97.99
✓ 2/28/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WASHERS, BOLTS, NUTS - MAINT	55.04

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

Run: 3/17/2025 @ 1:07 PM

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Date	Check	To	Check Description	Amount
✓ 2/28/2025	0001365	AMAZON	GEISLER -OFFICE CHAIR -OPS	109.98
✓ 2/28/2025	0001365	HARBOR FREIGHT	GEISLER -AIR GREASE GUN (RETURN), PRO LEVER GREASE GUN, 6 POLY CASTER -MAINT	-11.86
✓ 3/01/2025	0001365	AMAZON	GEISLER -HEAVY DUTY CART WHEELS -MAINT	53.58
✓ 3/06/2025	0001365	HARBOR FREIGHT	GEISLER -6 POLY CASTER (RETURN) - MAINT	-35.94
✓ 3/06/2025	0001365	HARBOR FREIGHT	GEISLER -ALUM RIVET (200 PC) -MAINT	15.98
<b>Total Unmarked Checks:</b>			<b>0.00</b>	
			<b>Total Checks:</b>	<b>1,815.87</b>

Date	Reference	Adjustment Description	Amount
✓ 2/26/2025	GC 23585	PAYMENT MADE FROM GEN CK STMT ENDING 02/05/2025	4,143.88
<b>Total Adjustments:</b>			<b>4,143.88</b>

# Sunset Empire Transportation District

## Cash Flow Projection

Updated Mar 20, 2025

	Actual Jul 2024	Actual Aug 2024	Actual Sep 2024	Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Projected Feb 2025	Projected Mar 2025	Projected Apr 2025	Projected May 2025	Projected Jun 2025
<b>Beginning Cash</b>	<b>1,867,131</b>	<b>1,689,913</b>	<b>1,628,682</b>	<b>1,416,645</b>	<b>1,538,109</b>	<b>1,949,098</b>	<b>1,763,306</b>	<b>1,637,715</b>	<b>1,518,321</b>	<b>1,478,302</b>	<b>1,228,928</b>	<b>979,729</b>
<b>Sources of funds:</b>												
Fares	9,588	9,147	9,367	9,548	7,510	8,544	8,222	7,978	5,566	5,566	5,566	5,625
STIF Funding	-	212,060	-	246,780	-	-	244,067	-	-	-	281,755	-
ODOT Grant Reimbursements	-	-	-	-	121,558	-	-	-	233,900	-	-	349,916
Mass Transit Assessment	25,720	-	-	36,572	-	-	31,107	-	-	35,000	-	-
Property Taxes	10,048	6,997	4,453	146,904	931,718	25,961	42,378	7,079	25,700	25,900	35,900	32,850
Timber Revenue	3,007	86,106	-	-	43,012	-	-	38,650	-	-	29,000	-
Micro Transit Revenue	-	-	-	-	-	-	-	50,000	-	-	-	-
Other	6,260	7,763	5,954	5,844	6,335	7,866	7,653	5,909	2,677	2,692	3,727	2,728
<b>Total Sources</b>	<b>54,622</b>	<b>322,074</b>	<b>19,774</b>	<b>445,648</b>	<b>1,110,133</b>	<b>42,371</b>	<b>333,428</b>	<b>109,616</b>	<b>267,843</b>	<b>69,158</b>	<b>355,948</b>	<b>391,119</b>
<b>Uses of funds:</b>												
Wages/Taxes/Benefits	165,090	254,886	186,154	192,216	157,227	180,568	187,846	156,820	235,867	234,367	244,417	234,413
Materials & Services	66,750	65,049	45,658	68,598	41,917	47,596	107,803	72,189	71,995	84,165	71,840	57,335
Debt Services	-	63,370	-	63,370	-	-	63,370	-	-	-	288,890	-
Capital Expenses	-	-	-	-	-	-	-	-	-	-	-	720,000
Capital Reserve Fund	-	-	-	-	-	-	100,000	-	-	-	-	-
Contingency	-	-	-	-	500,000	-	-	-	-	-	-	-
<b>Total Uses</b>	<b>231,840</b>	<b>383,305</b>	<b>231,812</b>	<b>324,184</b>	<b>699,144</b>	<b>228,163</b>	<b>459,019</b>	<b>229,009</b>	<b>307,862</b>	<b>318,532</b>	<b>605,147</b>	<b>1,011,748</b>
<b>Ending Cash</b>	<b>1,689,913</b>	<b>1,628,682</b>	<b>1,416,645</b>	<b>1,538,109</b>	<b>1,949,098</b>	<b>1,763,306</b>	<b>1,637,715</b>	<b>1,518,321</b>	<b>1,478,302</b>	<b>1,228,928</b>	<b>979,729</b>	<b>359,100</b>





# Tillamook County Transportation District

*"Connecting the community through sustainable transit services"*

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## Operations Bulletin

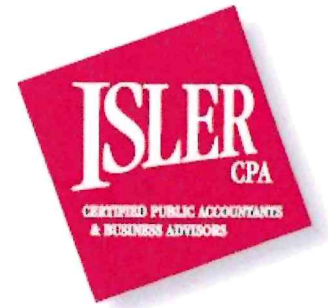
**No. 2025 – 01**

**Date:** February 24, 2025  
**To:** All Operations Personnel  
**Fr:** Mike Reed, Operations Superintendent  
**Re:** Out of County Passengers/Authorized Stops

Effective February 24, 2025, a ridership rule change has been made that affects out of county passengers and which stops TCTD drivers are authorized to make. Going forward, please adhere to the following:

- Passengers will be permitted to board or disembark from TCTD services on Routes 3 and 4 anywhere along the typical path of the route. This includes services outside of Tillamook County.
- Passengers may ride TCTD services from Lincoln County to Lincoln County, or Clatsop County to Clatsop County (i.e. Arch Cape to Cannon Beach, Chinook Winds to Cascade Head, etc).
- All flag stops along the established route should be fulfilled, safety permitting, and operated in the same manner as in Tillamook County.
- NO DEVIATIONS will be permitted outside Tillamook County.
- All passengers will pay the applicable fare to ride TCTD services regardless of which county the vehicle is in at the time of boarding.
- This rule change applies to Route 3 and Route 4 ONLY. Route 5 will continue to operate with the previous expectation that outside of Tillamook County there are no flag stops, and all passengers must board or disembark at established scheduled stops.

If you have any questions, please contact the Operations Superintendent or Operations Coordinator for further guidance.



March 17, 2025

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

To the Board of Commissioners  
Sunset Empire Transportation District

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for Sunset Empire Transportation District (District) with respect to certain records and transactions of the District for the purpose of meeting the requirements of OAR 732-40-0015 (Statewide Transportation Improvement Fund Agreed Upon Procedures) for the year ending June 30, 2022. The specific procedures to be performed are included as an attachment to this letter. Our understanding, for the purposes of this engagement, is that the District is not considered to be a "Qualified Entity" as defined in OAR 732-040-0005.

#### **Engagement Services**

Our engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Because the procedures included in the attachment to this letter do not constitute an audit, examination, or review made in accordance with generally accepted auditing standards, we will not express an opinion on any of the specific elements, accounts or items referred to in our report or on the financial statements of the District taken as a whole.

At the conclusion of our engagement, we will submit a report in letter form outlining the procedures performed and our findings resulting from the procedures performed.

Our report will contain a statement that it is intended solely for the use of the District and the Oregon Department of Transportation (ODOT) and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Should you desire that others be added to our report as specified parties, please contact us as it will be necessary to obtain their agreement with respect to the sufficiency of the procedures for their purpose.

Our report will also contain a paragraph pointing out that if we had performed additional procedures or if we had conducted an audit in accordance with generally accepted auditing standards, matters in addition to any findings that may result from the procedures performed might have come to our attention and been reported to you.

The procedures that we will perform are not designed and cannot be relied upon to disclose errors, fraud or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Furthermore, the procedures were not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. However, we will communicate to management and those charged with governance] any significant deficiencies or material weaknesses that become known to us during the course of the engagement.

#### **The District's Responsibilities**

The sufficiency of the procedures included in the attachment is solely the responsibility of the District and ODOT. We make no representation regarding the sufficiency of the procedures described above, either for the purpose for which these services have been requested or for any other purpose.

Because Isler CPA will rely on the District and its management and those charged with governance to discharge the foregoing responsibilities, the District holds harmless and indemnifies Isler CPA and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Districts management that has caused, in any respect, Isler CPA's breach of contract or negligence. This provision will survive termination of this letter.

#### **Records and Assistance**

If circumstances arise relating to the condition of the District's records, the availability of appropriate evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets that, in our professional judgment, prevent us from completing the engagement or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by the District's personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Kelly Smith, Finance Director . The timely and accurate completion of this work is an essential condition to our completion of our services and issuance of our report.

#### **Fees, Costs, and Access to Documentation**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses, including report processing, travel, meals, and fees for services from other professionals. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fees for this engagement will not exceed \$5,000.

In the event you terminate this engagement, you will pay Isler CPA for all services rendered (including deliverables and products delivered), expenses incurred and commitments made by Isler CPA through the effective date of termination.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, Isler CPA may, at its sole discretion, terminate this arrangement letter without further obligation to the District. Resumption of work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for Isler CPA to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

In the event we are requested or authorized by the District are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

**Claim Resolution**

The District and Isler CPA agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the report issued by Isler CPA or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Isler CPA's liability for all claims, damages and costs of the District arising from this engagement is limited to the amount of fees paid by the District to Isler CPA for the services rendered under this arrangement letter.

**Information Security - Miscellaneous Terms**

Isler CPA is committed to the safe and confidential treatment of the District's proprietary information. Isler CPA is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The District agrees that it will not provide Isler CPA with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the District information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Isler CPA may terminate this relationship immediately in its sole discretion if Isler CPA determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Isler CPA's client acceptance or retention standards, or if the District is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the District or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

If this letter defines the arrangements as the District understands them, please sign and date a copy and return it to us. We appreciate your business.

Isler CPA

Paul R Nielson, a member of the firm  
Isler CPA

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Confirmed on behalf of Sunset Empire Transit District

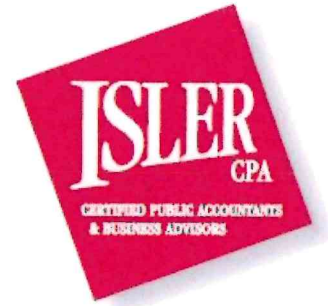
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Rebecca Read

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Date

- Procedure 1: Inquire with management and obtain a listing of STIF funds received, a copy of funding agreement, and verify that funding types reported agree to the funding agreements.
- Procedure 2: Inquire with management as to how each type of STIF funds is tracked in the accounting system. If separate accounts are not used, inquire with management as to why separate accounts are not used; this response will be included in our report if applicable.
- Procedure 3: Inquire with management and obtain listing of interest earned on STIF funds if applicable. If interest was earned, inquire with management as to how the interest was spent. Obtain a listing of STIF fund expenditures and verify that interest was spent on expenditures approved in the STIF Plan. If interest was earned and not spent on expenditures included in the STIF Plan, we will document the amount to be carried forward into a future STIF Plan.
- Procedure 4: Inquire with management and obtain a listing of STIF funds not spent on expenditures included in the STIF Plan. If any such expenses are noted, we will inquire with management as to why the expenditures were incurred and will include that response, along with a listing of those expenditures, in our report.
- Procedure 5: Inquire with management as to the amount of STIF Formula funds to be carried forward into the next fiscal year. We will recalculate the amount based on the funding agreements and listings of expenditures received during the performance of the procedures listed above. Drawdown requests will also be requested and used in our calculations.



March 17, 2025

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

To the Board of Commissioners  
Sunset Empire Transportation District

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for Sunset Empire Transportation District (District) with respect to certain records and transactions of the District for the purpose of meeting the requirements of OAR 732-40-0015 (Statewide Transportation Improvement Fund Agreed Upon Procedures) for the year ending June 30, 2023. The specific procedures to be performed are included as an attachment to this letter. Our understanding, for the purposes of this engagement, is that the District is not considered to be a "Qualified Entity" as defined in OAR 732-040-0005.

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In the event we are requested or authorized by the District are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

**Claim Resolution**

The District and Isler CPA agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the report issued by Isler CPA or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Isler CPA's liability for all claims, damages and costs of the District arising from this engagement is limited to the amount of fees paid by the District to Isler CPA for the services rendered under this arrangement letter.

**Information Security - Miscellaneous Terms**

Isler CPA is committed to the safe and confidential treatment of the District's proprietary information. Isler CPA is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The District agrees that it will not provide Isler CPA with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the District information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Isler CPA may terminate this relationship immediately in its sole discretion if Isler CPA determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Isler CPA's client acceptance or retention standards, or if the District is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the District or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

If this letter defines the arrangements as the District understands them, please sign and date a copy and return it to us. We appreciate your business.

Isler CPA

Paul R Nielson, a member of the firm  
Isler CPA

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Confirmed on behalf of Sunset Empire Transit District

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Rebecca Read

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Date



- Procedure 1: Inquire with management and obtain a listing of STIF funds received, a copy of funding agreement, and verify that funding types reported agree to the funding agreements.
- Procedure 2: Inquire with management as to how each type of STIF funds is tracked in the accounting system. If separate accounts are not used, inquire with management as to why separate accounts are not used; this response will be included in our report if applicable.
- Procedure 3: Inquire with management and obtain listing of interest earned on STIF funds if applicable. If interest was earned, inquire with management as to how the interest was spent. Obtain a listing of STIF fund expenditures and verify that interest was spent on expenditures approved in the STIF Plan. If interest was earned and not spent on expenditures included in the STIF Plan, we will document the amount to be carried forward into a future STIF Plan.
- Procedure 4: Inquire with management and obtain a listing of STIF funds not spent on expenditures included in the STIF Plan. If any such expenses are noted, we will inquire with management as to why the expenditures were incurred and will include that response, along with a listing of those expenditures, in our report.
- Procedure 5: Inquire with management as to the amount of STIF Formula funds to be carried forward into the next fiscal year. We will recalculate the amount based on the funding agreements and listings of expenditures received during the performance of the procedures listed above. Drawdown requests will also be requested and used in our calculations.



# SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING  
MARCH 2025***



**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

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

**Managing Resources**

- We interviewed for our HR position
- I finished the CJIS training so that we now have one person the is authorized to receive criminal background checks. We will be getting another person trained in the near future.

**Leading People**

- We started up our Team Meetings
- Attended our 3<sup>rd</sup> Safety meet since restarting
- Attended the Transit Employee Appreciation BBQ

**Improving the Organization**

Attended 2 NWOTA meeting  
Kelly and I attended a County Leadership meeting concerning Federal Funding. Betsy Johnson facilitated it  
Meant with Kevin from SDAO Management Team

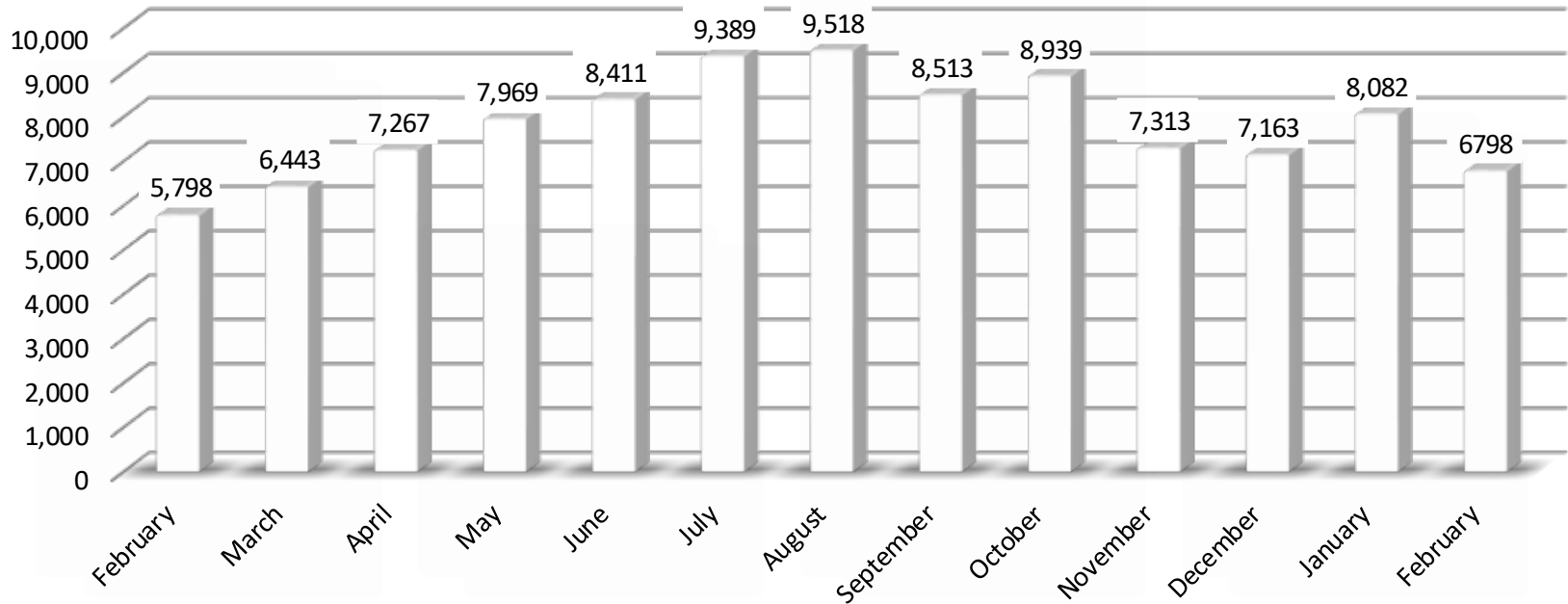
**Service Delivery and Operations**

Working with Jennifer to get buses up and going.



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2024-2025



RELIABILITY

ACCESIBILITY

EFFICIENCY

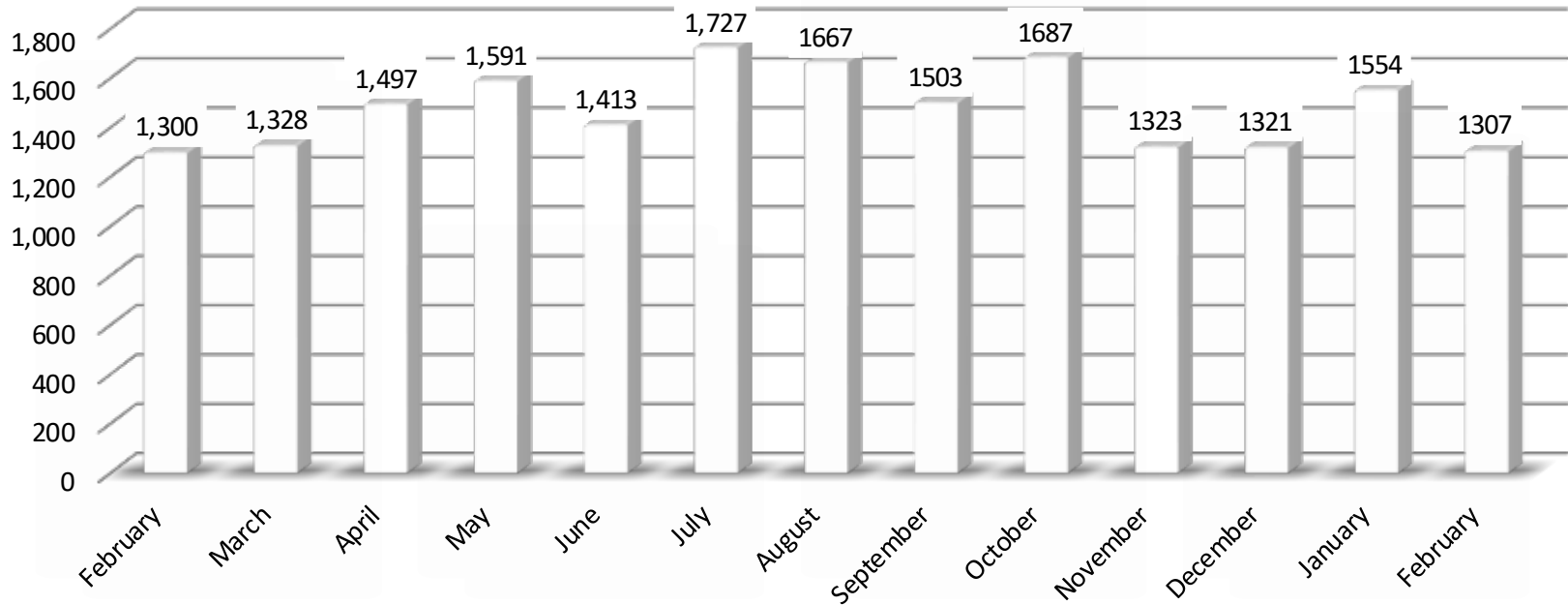
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 10 ASTORIA



RELIABILITY

ACCESIBILITY

EFFICIENCY

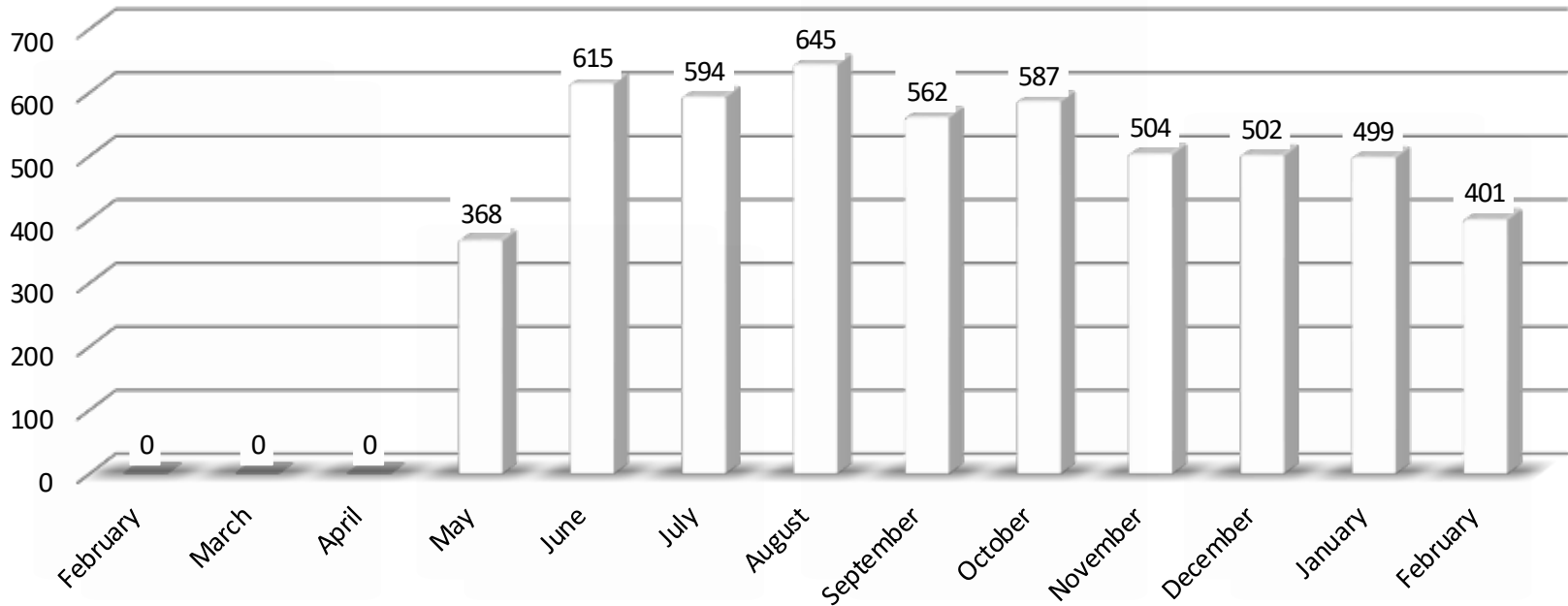
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 15 Warrenton-Hammond



RELIABILITY

ACCESIBILITY

EFFICIENCY

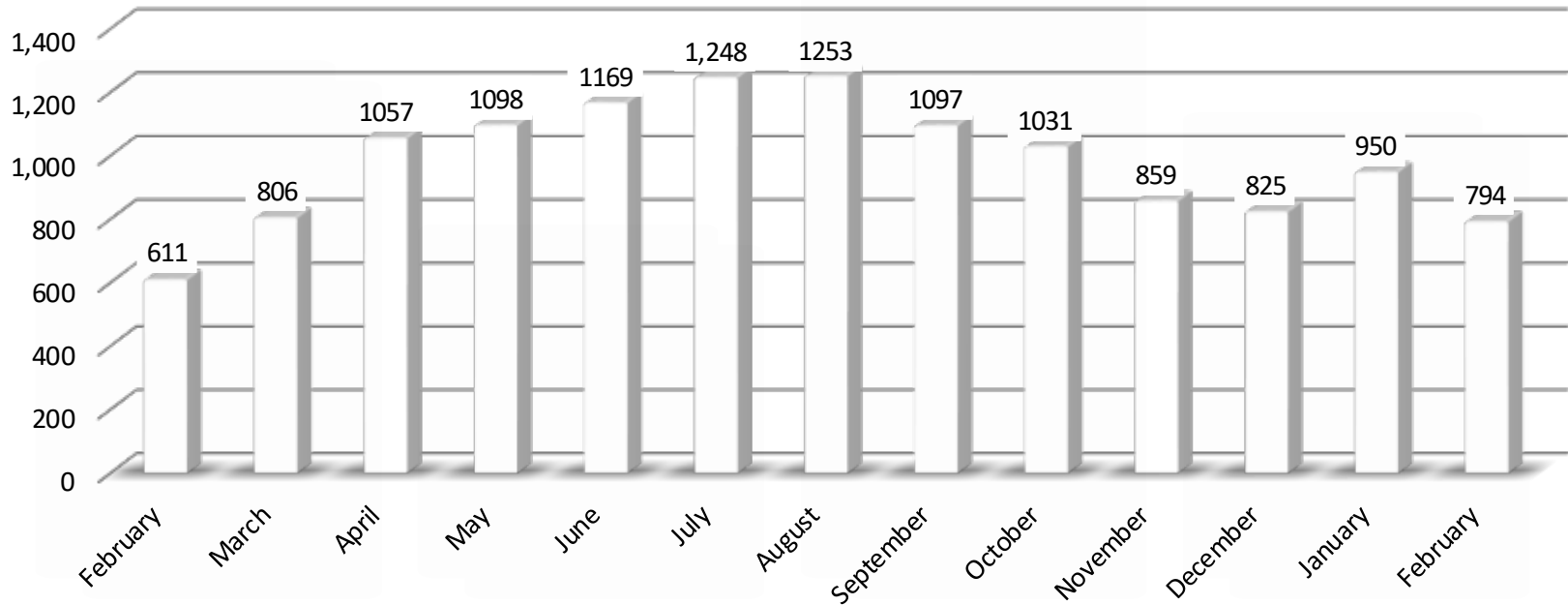
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESIBILITY

EFFICIENCY

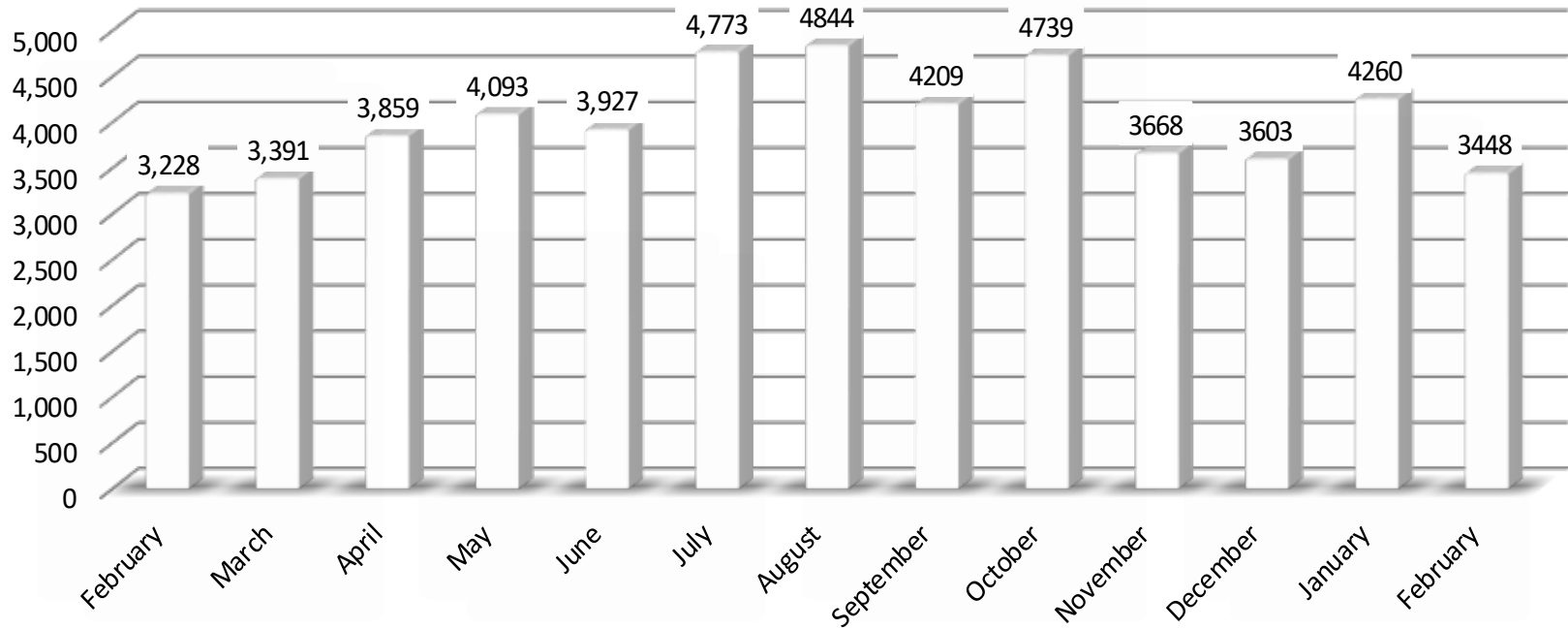
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

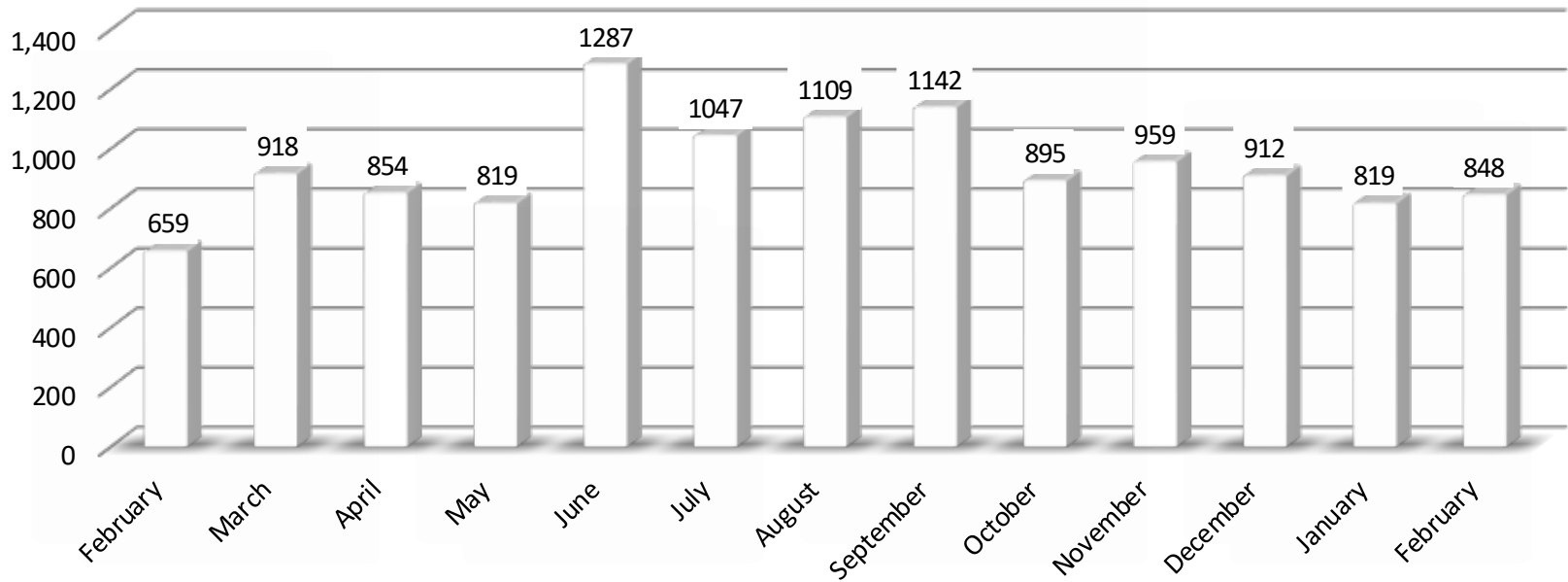
COMMUNITY NETWORKING





# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESIBILITY

EFFICIENCY

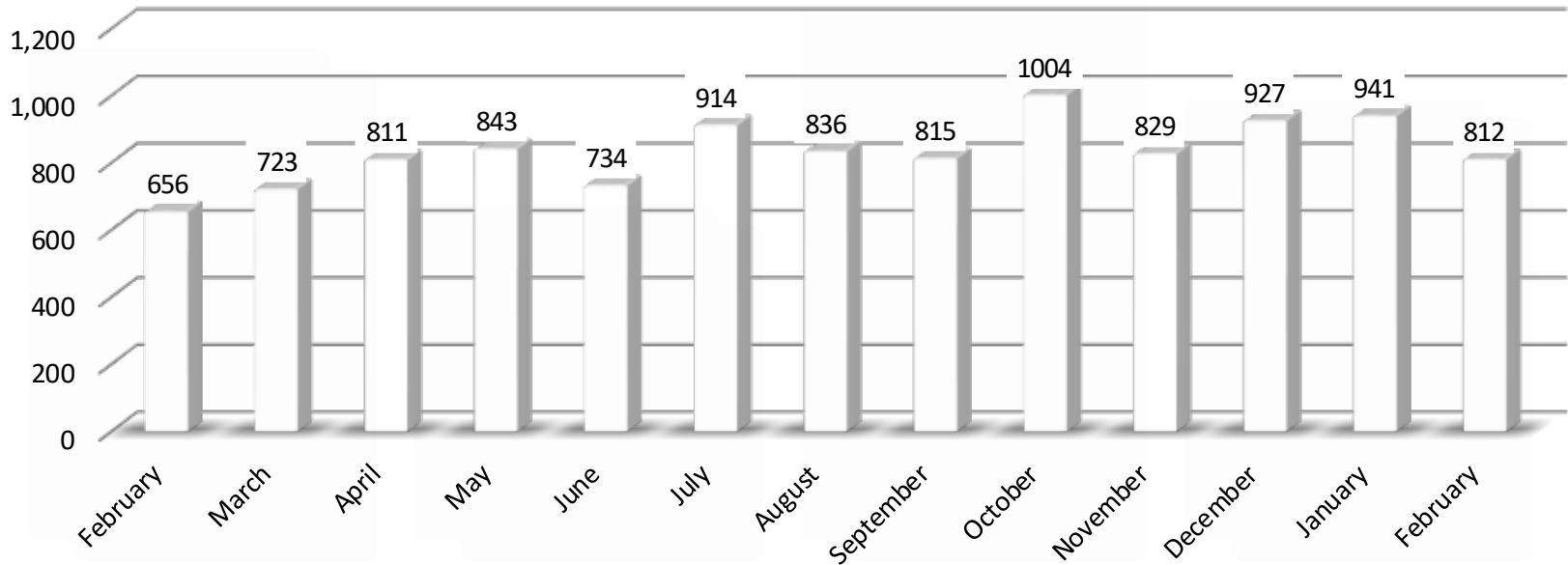
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## COMBINED RIDE ASSIST RIDERSHIP BY MONTH 2024-2025



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSPORTATION DISTRICT

# CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

## Actions

- Continue to help fill in HR duties, reporting, payroll changes, employee evaluations, interview for HR and hiring a driver.
- Working with Swiftly with updating the system information and the Onboard App for the driver tablets.
- Rust mitigation project on the TC elevator has been completed.
- Lucky Duct has vacuumed the vents of the facility. This will help with a cleaner air flow.

## Meetings-Trainings-Developing

- National Transit Employee Day BBQ and potluck at OPS
- Attended Team meeting
- Attended Safety Committee meeting

## Improving the Organization

- In November 2024 we were awarded the SDAO Safety Security Grant. We used it toward updating the TC camera system, added a panoramic view of the outside NE corner, a basement camera to watch for water and safety, a camera on the SW corner and Monnit water sensors in the basement. This project is now completed.
- Installed a new bus shelter at Short Stop Food Mart in Astoria near Coast Guard Exchange and Bayshore Apartments.
- Scheduled annual facility inspections and Warrenton OPS Warrenton Fire Chief buildings walkthrough.

## Service Delivery and Operations

- March 24 is Rider Appreciation Day with free rides to all riders.
- The four new buses may arrive in June 2025!!
- Arboc bus #2003 a second transmission replacement
- Freighliner bus #1801 is receiving \$6000 worth of repairs at Western Star



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

## **Community Outreach and Education**

**DRIVER APPRECIATION DAY PREP**

**AD MADE FOR PAPER**

**POSTERS MADE FOR BUSES**

**POSTERS MADE AND HUNG IN SHELTERS POSTED ON  
MEDIA**

**RIDER APPRECIATION DAY AND SETD BIRTHDAY**

**AD MADE FOR PAPER**

**POSTERS MADE AND HUNG IN SHELTERS POSTED ON  
MEDIA**

**POSTERS MADE AND HUNG IN SHELTERS**

### **Other SETD Meetings**

**TAC MEETING MINUTES AND MEETING PREP**

**TAC MEETING MARCH 13**

**TAC POLICY MINUTES AND MEETING PREP**

**TAC POLICY MEETING MARCH 13**

## **Board Meetings and Board Assistance**

**FEBRUARY 27 BOARD MEETING**

**FEBRUARY 27 BOARD MINUTES**

**MARCH 20 BOARD MEETING EXECUTIVE SESSION**

**EXEC DIRECTOR HIRING**

**MARCH 27 BOARD MEETING PREP**

**MET GEORGE DUNKEL IN RAINIER PICKED UP EXEC**

**DIRECTOR HIRING PACKS**

## **OTHER MISCELLANEOUS**



**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

***MOBILITY MANAGER  
REPORT- JASON JONES***

**Promote Accessibility**

**Focusing on the Individual**

**Educate and bring awareness to the community**

**Travel Training/Engagement**



**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

***RIDE ASSIST REPORT-  
NICHOLLE SEARLE***

**Improving the Organization**

- Working with the Transportation Support Specialists to develop spread sheets for record keeping

**Meetings-Trainings-Developing**

- Cross training the Transportation Support Specialists at OPS as well as the Transit Center.
- Continued training for the drivers

**Service Delivery and Operations**

NWR-7

SETD ADA-807

SETD DIAL-A-RIDE-30

TOTAL RIDERSHIP-844

**Actions**

- Helped with National Transit Employee Day BBQ