



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
APRIL BOARD MEETING AGENDA
APRIL 24, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR**

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Meeting ID: 297 224 912 26

Passcode: PX2bD6UZ

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. OPEN EXECUTIVE SESSION- ORS 192.660(2) (A) Consider the hiring of an Executive Director
7. CLOSE EXECUTIVE SESSION
8. APPROVAL OF MARCH 27TH BOARD MEETING MINUTES
9. REPORTS FROM CHAIR AND COMMISSIONERS
10. FINANCIAL REPORTS
11. CONTINUED BUSINESS
 - a. Executive Director Hiring Update
 - b. Approval of Updated Audit Agreement
12. NEW BUSINESS
 - a. Request bids to add HR office at Transit Center
 - b. Permission to add new Tourist Bus signs to SETD signposts
 - c. Columbia Memorial Hospital MOU for Emergency Evacuation
13. CORRESPONDENCE
14. EXECUTIVE DIRECTOR REPORT
15. LEADERSHIP TEAM REPORTS
16. 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

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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
March 27, 2025
Meeting Minutes
10:00 AM**

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

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- None
6. APPROVAL OF FEBRUARY 27, 2025 BOARD MINUTES- (10:51).

Mary said she wanted to point out that there were two corrections to the minutes that she had made after the Board Packs were released. One was adding Transportation after Tillamook County when saying where Brian Vitulli was from and the other was she had missed identifying Commissioner Lewicki when he made a comment.

Commissioner MacDonald moved to approve the February 27, 2025 Board meeting minutes as corrected.

Commissioner Boothe-Schmidt seconded the motion
Discussion-None

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

Aye 6
Nay 0
Excused 1
Motion passed unanimously

7. COMMISSIONER REPORTS- (17:00) Chair Read reported she and the Executive Director Hiring Committee have continued to work on the hiring process with George Dunkel. Commissioner MacDonald said he wanted to follow up with the request for an improved bus service in the Falcon Cove/Arch Cape area. Commissioner Alegria had no comment. Commissioner Lewicki suggested that anyone having technical problems with logging into the Board Meeting through teams should contact Jason prior to the meeting to allow Jason to have time to work things out. Commissioner Withers said he tries to make all the meetings but when he cannot he uses the zoom/team thing, but he has a problem with the authentication. Withers said he has called the people to help set up his authentication, but they do not call him back. Commissioner Withers said he knows how to get in but

cannot get the authentication to pop up. Commissioner Withers asked that our computer guru could call him soon please. Jason said he would contact Commissioner Withers.

8. FINANCIAL REPORT- (20:50) Chair Rebecca Read asked Kelly if she had any update on the possibility of delayed grant payments. Kelly said unfortunately she did not really have anything new to report. Kelly said she had attended a class where issues with federal funding were discussed and she had reached out to Arla, but ODOT had not heard anything new. Kelly reported that at this time we are receiving our reimbursements from ODOT very quickly. Kelly said that our financials are moving along nicely, we are staying within budget, and we are holding on to our contingency. Kelly clarified several transactions and the balance in the contingency fund. There were no changes to the financial reports as presented. Chair Rebecca Read requested that the financials be entered into the minutes.

9. CONTINUED BUSINESS-

- a. POSSIBLE FUNDING DELAY- Kelly discussed this earlier during her financial reports.
- b. ARCH CAPE/FALCON COVE SERVICE UPDATE: The Bulletin that was sent out on February 24th by Mike Reed the Operations Superintendent at Tillamook County Transportation describing the current flag stop services available to the Arch Cape/Falcon Cove residents was presented to the board for review. Interim Executive Director Debbie Boothe-Schmidt reported that she knows that Tillamook General Manager Brian Vitulli has been working with them and has worked something out.
- c. EXECUTIVE DIRECTOR HIRING PROCESS UPDATE: (25:00) Chair Rebecca Read said she had received and requested to read an update to the board from George Dunkel the contractor from SDAO for the Executive Director hiring process.

To the SETD Board Members,

Please share with the board my sincere appreciation for the effort they each put forward in completing the initial screening of the candidates for the executive director position. The board has successfully identified very qualified and experienced candidates. I am currently contacting the top candidates and determining the seriousness of their interest and availability to attend the interview process on April 13th and 14th. Currently, three of the top candidates have committed to continuing in the process. Please understand that the identity of the semi-finalists is confidential as we need to secure permission from them to release their names and information. I expect to be able to release candidate information by Monday March 31st.

Please remind the Board of the April 13th candidate Meet and Greet that is from 2:00 to 4:00 PM at the transit Center and the April 14th candidate interview process, I will be sending them instructions concerning the interview process once it is finalized. Thank you.

10. NEW BUSINESS

- a. 2022-2023 AUDIT AGREED UPON PROCEDURES (AUP)- Kelly explained that she had not been aware that SETD was required to have an AUP for ODOT. Kelly said our auditor has confirmed that SETD is required to approve the Audit Agreed Upon Procedures because we receive direct STIF funding. Kelly said the agreement has an error that says SETD is not a qualified entity which she will have corrected to say we are a qualified entity. Kelly also explained that the auditor will be responsible for complying with the five steps required for compliance. Kelly said the AUP requirements will now be part of the Audit process going forward.

11. CORROSPONDENCE- (32:30) None

12. EXECUTIVE DIRECTOR REPORT- (33:15) Interim Executive Director Debbie Boothe-Schmidt reviewed her report from the Board Pack and introduced Mayday Ross who is the new SETD Human Resources Manager.

13. LEADERSHIP TEAM REPORTS- Team members reviewed their monthly reports included in the Board Pack

14. ADJOURNMENT

Chair Read adjourned the meeting at 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer Paul Lewicki

DRAFT

Sunset Empire Transportation District

Available Balances as of 04/16/2025 (Cash on Hand)	
General Checking:	\$ 11,673.89
Payroll Account:	\$ 2,882.68
LGIP:	\$ 538,216.72
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 497,307.78
Contingency:	\$ 929,289.51
Total Funds Available:	\$ 2,181,032.15

Statement of Activity Exceptions:	
6010 - Wages:	3 pay cycles in March
8000 - Audit:	Farther through audit than years past
8001 - Professional Services:	Interim Director
8020 - B&M:	Elevator repair, duct cleaning, DHS Shelter Repair
8170 - Fuel:	Cost
8171 - Vehicle Repair/Outside Svc:	Replace Transmission - Bus #2003

Monthly (Actual & Projected) Expenditures:	
AP Week of 04/07/2025 **Funds are already removed from above numbers**	\$ 80,269.69
PROJECTED AP Week of 03/24/2025	\$ 35,000.00
Payroll 04/04/2025 w/Taxes **Funds are already removed from above numbers**	\$ 59,197.26
Payroll Week of 03/21/2025 **Funds are already removed from above numbers**	\$ 62,689.74
Total Expenditures:	\$ 237,156.69

<u>ODOT Grants</u>				
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

<u>Reimbursements Requested</u>			
Grant #	Date Req	Amount	Date Received
5311		N/A \$ -	
5310		N/A \$ -	
5339		N/A \$ -	

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

Follow-up:

Profit & Loss Budget Performance

March 31, 2025

Month 9 = 75% 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	6,912.98	3,650.00	3,262.98	66,293.87	33,000.00	33,293.87	44,000.00	150.67%
4022 PARATRANSIT FARES	1,462.00	1,750.00	(288.00)	15,542.25	15,750.00	(207.75)	21,000.00	74.01%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	1,493.00	(1,493.00)	2,000.00	0.00%
4110 NW NAVIGATOR	458.09	250.00	208.09	3,595.57	2,000.00	1,595.57	2,675.00	134.41%
4130 OTHER-VENDING	0.00	0.00	0.00	245.51	225.00	20.51	325.00	75.54%
4205 PROPERTY TAXES	28,290.59	25,000.00	3,290.59	1,187,383.44	1,208,000.00	(20,616.56)	1,300,000.00	91.34%
4206 PRIOR YEAR TAXES	718.68	600.00	118.68	16,256.28	14,950.00	1,306.28	17,300.00	93.97%
4207 PROPERTY TAX INTEREST	49.25	100.00	(50.75)	957.02	900.00	57.02	1,200.00	79.75%
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	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	6,832.28	6,840.00	(7.72)	9,120.00	74.92%
4425 CHARGING STATION	0.00	0.00	0.00	572.17	150.00	422.17	180.00	317.87%
4505 INTEREST EARNED ON BANK ACCT	4,369.29	1,667.00	2,702.29	44,835.82	15,003.00	29,832.82	20,000.00	224.18%
4605 OTHER INCOME	442.40	0.00	442.40	2,711.98	1,435.00	1,276.98	2,500.00	108.48%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	702,907.00	765,262.00	(62,355.00)	1,047,017.00	67.13%
5301 5311 ADMIN/OPERATIONS	64,933.00	193,500.00	(128,567.00)	148,178.00	580,500.00	(432,322.00)	775,022.00	19.12%
5302 5310 MOBILITY MGT/PM	22,129.00	40,400.00	(18,271.00)	60,442.00	121,200.00	(60,758.00)	161,594.00	37.40%
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	0.00	0.00	0.00	50,000.00	0.00	50,000.00	0.00	0.00%
Total Income	130,525.28	267,843.00	(137,317.72)	2,572,126.57	2,983,908.00	(411,781.43)	4,405,133.00	58.39%

	<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	170,935.97	160,417.00	(10,518.97)	1,258,065.73	1,483,753.00	225,687.27	1,975,000.00	63.70%
6111 TAXES	21,082.16	26,575.00	5,492.84	150,887.22	239,175.00	88,287.78	319,000.00	47.30%
6210 BENEFITS	44,093.63	48,875.00	4,781.37	308,135.23	427,875.00	119,739.77	570,000.00	54.06%
SUB TOTAL WAGES/TAXES/BENEFITS	236,111.76	235,867.00	(244.76)	1,717,088.18	2,150,803.00	433,714.82	2,864,000.00	59.95%
8000 AUDIT	7,000.00	0.00	(7,000.00)	34,200.00	20,000.00	(14,200.00)	35,000.00	97.71%
8001 PROFESSIONAL SERVICES	8,091.00	825.00	(7,266.00)	40,717.00	7,500.00	(33,217.00)	10,000.00	407.17%
8002 LEGAL COUNSEL	0.00	1,675.00	1,675.00	13,316.11	14,975.00	1,658.89	20,000.00	66.58%
8003 BANK/MERCHANT FEES	141.61	175.00	33.39	1,344.51	1,500.00	155.49	2,000.00	67.23%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	1,919.30	2,097.00	177.70	2,800.00	68.55%
8015 COMP/FURNITURE/DURABLE GOODS	22.58	300.00	277.42	6,559.19	15,700.00	9,140.81	20,000.00	32.80%
8020 B&M	14,682.33	10,417.00	(4,265.33)	66,758.61	93,753.00	26,994.39	125,000.00	53.41%
8023 BUILDING LEASE	173.00	145.00	(28.00)	1,715.00	1,280.00	(435.00)	1,700.00	100.88%
8031 ONLINE SUB/IT SERVICES	5,235.98	20,200.00	14,964.02	62,321.39	90,200.00	27,878.61	112,000.00	55.64%
8040 TELEPHONE/INTERNET	2,423.83	2,500.00	76.17	24,310.44	22,500.00	(1,810.44)	30,000.00	81.03%
8041 UTILITIES	2,760.61	2,960.00	199.39	26,275.14	25,220.00	(1,055.14)	33,000.00	79.62%
8050 HR/EMPLOYEE RECOGNITION	1,523.07	1,040.00	(483.07)	11,811.79	18,860.00	7,048.21	22,000.00	53.69%
8060 TRAVEL/TRAINING	277.00	1,850.00	1,573.00	25,884.82	24,450.00	(1,434.82)	30,000.00	86.28%
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	885.18	4,000.00	3,114.82	12,174.60	38,000.00	25,825.40	50,000.00	24.35%
8090 DUES, SUBSCRIPTIONS	338.99	1,500.00	1,161.01	24,063.28	27,000.00	2,936.72	30,000.00	80.21%
8091 IGA-DUES	0.00	3,750.00	3,750.00	3,000.00	11,250.00	8,250.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	581.07	1,500.00	918.93	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	1,650.00	1,650.00	4,100.92	15,000.00	10,899.08	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	16.42	175.00	158.58	248.73	1,500.00	1,251.27	2,000.00	12.44%
8116 OFFICE SUPPLIES	661.27	1,025.00	363.73	7,069.39	9,025.00	1,955.61	12,000.00	58.91%
8170 FUEL	12,261.58	9,600.00	(2,661.58)	108,445.08	86,200.00	(22,245.08)	115,000.00	94.30%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	13,651.86	7,825.00	(5,826.86)	76,698.20	90,525.00	13,826.80	111,500.00	68.79%
SUB TOTAL MATERIALS/SERVICES	70,348.11	71,995.00	1,646.89	622,078.72	724,660.00	102,581.28	938,000.00	66.32%

	<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	0.00	0.00	190,110.00	190,110.00	0.00	479,000.00	39.69%
9110 CAPITAL RESERVE	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%
Total Expenses	306,459.87	307,862.00	1,402.13	3,129,276.90	3,665,573.00	536,296.10	5,601,000.00	55.87%

Consolidated Balance Sheet
March 31, 2025

This Year

Assets	
1010 OVER/UNDER	(27.10)
1020 GENERAL CHECKING LC BANK	79,476.14
1030 LGIP - GENERAL FUND	671,216.72
1040 PAYROLL ACCOUNT LC BANK	59,449.25
1055 STIF LC BANK	497,307.78
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	929,289.51
1095 CASH RECEIPTS CLEARING SYSTEM	35.76
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(8,869.00)
1250 PROPERTY TAX RECEIVABLES	105,885.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1425 PREPAID WORK COMP	(45,250.24)
Total Assets	<u>2,487,650.22</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	59,574.80
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	268,008.49
2059 CREDIT CARD PAYMENT CLEARING	(265,057.54)
2060 PAYABLE TO NWN	(3,958.33)
2080 OVER PMTS/UNAPPLIED CREDITS	2.00
2100 ACCRUED LABOR SYSTEM	40,027.27
2705 DEFERRED REVENUE	63,394.00
2805 ODOT LOAN	275,000.00
Total Liabilities	<u>436,649.24</u>
3000 FUND BALANCE	1,966,555.10
Change in Net Assets	<u>42,849.67</u>
Total Net Assets	<u>2,009,404.77</u>
Total Liabilities and Net Assets	<u><u>2,446,054.01</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 03/31/2025

<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	3/31/2025	2081	3/01/2025	Mar 2025 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
[6494] ANGI WILDT GALLERY	3/31/2025	2082	3/01/2025	Mar 2025 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	3/31/2025	2083	3/01/2025	Mar 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	0.00	47.50	0.00	47.50
[6583] Sondra Carr	3/03/2025	2074	2/01/2025	Feb 2025 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
[6583] Sondra Carr	3/31/2025	2084	3/01/2025	Mar 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
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/02/2025	2090	1/31/2025	MED BILLING 01/01-01/31/2025	0.00	193.00	0.00	0.00	193.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/30/2025	2091	2/28/2025	MED BILLING 02/01-02/28/2025	0.00	112.00	0.00	0.00	112.00
[6414] WEST COAST ARTISANS	11/25/2024	2026	11/25/2024	Invoices 2011, 2025	0.00	0.00	0.00	(2.00)	(2.00)

[6245] ZSCHOCHE, LENA	2/11/2025	2078	2/01/2025	Feb 2025 Parking-Space #13	0.00	0.00	47.50	0.00	47.50
[6245] ZSCHOCHE, LENA	3/11/2025	2086	3/01/2025	Mar 2025 Parking-Space #13	0.00	47.50	0.00	0.00	47.50
Total					332.50	400.00	95.00	145.50	973.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 03/31/2025

<u>Invoice</u> <u>Date</u>	<u>Invoice</u> <u>Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original</u> <u>Amount</u>	<u>Amount</u> <u>Owed</u>	<u>Not Yet</u> <u>Due</u>	<u>Less Than</u> <u>30 Days</u>	<u>Less Than</u> <u>60 Days</u>	<u>More Than</u> <u>60 Days</u>
[6136] MCCALL TIRE CENTER, INC									
3/25/2025	72100808287	4/09/2025	2 CORE (RETURN INV #72100807779) -PM Bus #2001	(18.00)	(18.00)	0.00	(18.00)	0.00	0.00
Report Total				(18.00)	(18.00)	0.00	(18.00)	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 03/31/2025

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23600	3/12/2025	[6001] ACCUFUND, INC - 04/01-06/30/2025 - QRTLQ SOFTWARE ASSISTANCE & IT SRV	IT SERVICES/CONTRACTS	5535.00	5,535.00
23613	3/12/2025	[6116] IFOCUS CONSULTING - Invoices 00016656, 00016675, 00016678	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	563.00 4640.00	5,203.00
23629	3/12/2025	[6598] SWIFTLY, INC - 02/19/2025- 02/18/2026 -GPS SOFTWARE LICENSING RENEWAL & IT SRV -OPS	DUES, SUBSCRIPTIONS	15320.12	15,320.12
23632	3/12/2025	[6237] WILCOX + FLEGEL - 02/01-02/28/2025 - FUEL SRV	FUEL FUEL FUEL	1817.15 9330.47 120.29	11,267.91
23637	3/26/2025	[6042] CENTRIC ELEVATOR CORPORATION OF OREGON - ELEVATOR REPAIR & SRV (RECOATING W/POR 15) -TC	B&M GENERAL	6337.50	6,337.50
23652	3/26/2025	[6193] SDIS - Invoices 2025-03, 2025-04, 2025- 04, MED03012025	BENEFITS MEDICAL SDIS	25025.95	25,025.95
Total Checks					68,689.48

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	3/07/2025	-1,815.87
0 Deposits and Other Additions Totaling.....		0.00
29 Checks and Other Withdrawals Totaling.....		3,335.47
1 Adjustments Totaling.....		1,815.87
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	4/07/2025	-3,335.47
Difference.....		0.00
Cash Balance from General Ledger.....	4/07/2025	-251,612.53
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-251,612.53

Date	Check	To	Check Description	Amount
✓ 3/06/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -3/16" LONG RIVET, SCREWS, LOCK WASHERS -SHOP SUPPLIES	96.61
✓ 3/06/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -1/32" BIT -SHOP SUPPLIES	6.97
✓ 3/07/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -#24 MOP -SHOP SUPPLIES	41.91
✓ 3/09/2025	0008684	WALMART	PARKER -PASTERIES -TAC Meeting	16.42
✓ 3/10/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -DRILL BIT, 5/16 TAPCON -SHOP SUPPLIES	51.91
✓ 3/10/2025	0008684	ENGLUND MARINE SUPPLY CO, INC	PARKER -SIGNAL BLOWERS -TC	56.45
✓ 3/11/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -HOSE SPRAY NOZZLE -SHOP SUPPLIES	17.96
✓ 3/11/2025	0001365	AMAZON	GEISLER -PAPER TOWELS -SHOP SUPPLIES	44.50
✓ 3/11/2025	0002125	MOTION ARRAY	JONES -02/13-03/11/2025 -VIDEO, AUDIO, SOFTWARE SUBSCRIPT -MM	29.99
✓ 3/11/2025	0002125	CHEFSTORE	JONES -CANDY -ED/OUTREACH -MM	24.18
✓ 3/12/2025	0001365	CARL'S TOWING AND REPAIR	GEISLER -TOW -Bus #1801	921.24
✓ 3/13/2025	0001365	AMAZON	GEISLER -TOLIET PAPER -MAINT	56.99
✓ 3/14/2025	0001365	CHEFSTORE	GEISLER -HAMBURGERS, HOTDOGS, BUNS -OPS BBQ	293.25
✓ 3/16/2025	0008684	ADOBE, INC	PARKER -02/17-03/16/2025 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 3/18/2025	0001365	ADOBE, INC	GEISLER -02/19-03/18/2025 -ONLINE SUBSCRIPT -OPS	19.99
✓ 3/18/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -PROPANE -MAINT	22.74
✓ 3/18/2025	0002125	ANYWORD	JONES -02/19-03/18/2025 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 3/19/2025	0001365	CHEFSTORE	GEISLER -TOLIET PAPER -JANITORIAL OPS	62.99
✓ 3/19/2025	0001365	PERMITIUM, LCC	GEISLER -FINGERPRINTING -PT	26.13
✓ 3/20/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -FABULOSO, EXPANDABLE FOAM -MAINT	64.84
✓ 3/20/2025	0001365	KNOX COMPANY	GEISLER -RAPID ENTRY (1ST RESPONDERS) BLDG ACCESS -TC	523.00
✓ 3/22/2025	0001365	EO MEDIA GROUP	GEISLER -03/22/2025-03/21/2026 - ASTORIAN NEWSPAPER SUBSCRIPT -TC & OPS	260.00
✓ 3/25/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -6 CNS STOP RUST, 5 IN 1 GLOSS -SHOP SUPPLIES	44.88
✓ 3/28/2025	0001365	CTAA	GEISLER -PASS -ONLINE TRAINING -PT	28.00
✓ 3/31/2025	0001365	USPS	GEISLER -CERTIFIED MAIL -PT	5.86
✓ 3/31/2025	0008684	WALMART	PARKER -SNACKS, CAKE, DECOR -RIDER APPREC & SETD BDAY -ED/OUTREACH	275.00
✓ 4/02/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -GRAFITI REMOVER, SCREWDRIVER SET -SHOP SUPPLIES	112.43
✓ 4/02/2025	0001365	AMAZON	GEISLER -BATTERIES, STICKY NOTES, SCOTCH SQ, DEPOSIT BAGS -OPS	91.26

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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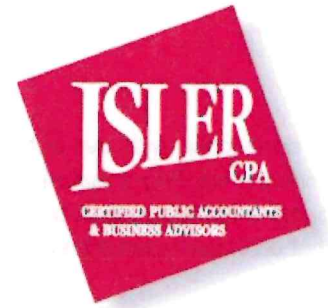
✓	4/04/2025	0001365	AMAZON	GEISLER -COPY PAPER -OPS	77.98
Total Unmarked Checks:				0.00	Total Checks: <u>3,335.47</u>
Date	Reference	Adjustment Description		Amount	
✓	3/07/2025	GC 23604	PAYMENT MADE FROM GEN CK STMT ENDING 03/07/2025	1,815.87	
				Total Adjustments: <u>1,815.87</u>	

Sunset Empire Transportation District

Cash Flow Projection

Updated Apr 16, 2025

	Actual Jul 2024	Actual Aug 2024	Actual Sep 2024	Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Actual Feb 2025	Actual Mar 2025	Projected Apr 2025	Projected May 2025	Projected Jun 2025
Beginning Cash	1,867,131	1,689,913	1,628,682	1,416,645	1,538,109	1,949,098	1,763,306	1,637,715	1,518,321	1,342,386	1,093,012	843,813
Sources of funds:												
Fares	9,588	9,147	9,367	9,548	7,510	8,544	8,222	7,978	8,375	5,566	5,566	5,625
STIF Funding	-	212,060	-	246,780	-	-	244,067	-	-	-	281,755	-
ODOT Grant Reimbursements	-	-	-	-	121,558	-	-	-	87,062	-	-	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	29,059	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	6,030	2,692	3,727	2,728
Total Sources	54,622	322,074	19,774	445,648	1,110,133	42,371	333,428	109,616	130,525	69,158	355,948	391,119
Uses of funds:												
Wages/Taxes/Benefits	165,090	254,886	186,154	192,216	157,227	180,568	187,846	156,820	236,112	234,367	244,417	234,413
Materials & Services	66,750	65,049	45,658	68,598	41,917	47,596	107,803	72,189	70,348	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	-	-	-	-	-	-	-
Total Uses	231,840	383,305	231,812	324,184	699,144	228,163	459,019	229,009	306,460	318,532	605,147	1,011,748
Ending Cash	1,689,913	1,628,682	1,416,645	1,538,109	1,949,098	1,763,306	1,637,715	1,518,321	1,342,386	1,093,012	843,813	223,184



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

April 8, 2025

To the Board of Directors
Sunset Empire Transit District
Clatsop County, Oregon

We are pleased to confirm our understanding of the services we are to provide Sunset Empire Transit District ("the District") for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, budgetary comparison, schedule for each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Sunset Empire Transit District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) 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 (GAAS). 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 appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP 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 the Gneernal 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 following supplementary information 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 GAAS, 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:

- 1) Non-major funds budget and actual schedules

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. 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.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls – This is the risk that management could bypass established internal controls to misstate financial statements either due to fraud or error. This is a risk that is generally required by professional standards to be considered a significant risk in every audit.
- Material misstatement due to fraudulent revenue recognition – This is the risk that revenue could be fraudulently misstated in the financial statements in order to misrepresent the entity's financial position. This is a risk that is generally required by professional standards to be considered a significant risk in every audit.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*. However, the objective of our audit 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 Oregon State Regulations.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining 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 monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). 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, such as records,

aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Paul Nielson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$30,000. 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. 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.

Reporting

We will issue a written report upon completion of our audit of Sunset Empire Transit District's financial statements. Our report will be addressed to The Board of Directors of Sunset Empire Transit District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. 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 withdraw from this engagement.

The report on internal control over financial reporting, compliance and other matters required by Oregon State Regulations will state 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 entity's internal control or on compliance and (2) that the report is intended solely for the information and use of the Board of Directors of Sunset Empire Transit District and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

As required by Oregon Administrative Rules 162-010-0230, if significant deficiencies, material weaknesses or other recommendations for improvements are identified in a letter to management, we will provide a copy of the letter to the Secretary of State within 30 days of delivering the report required by Oregon State Regulations. You will be solely responsible for preparing, adopting, and filing a corrective action plan that conforms with the requirements of Oregon Revised Statutes 297.466.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

April 24, 2025

To: The Board of Commissioners

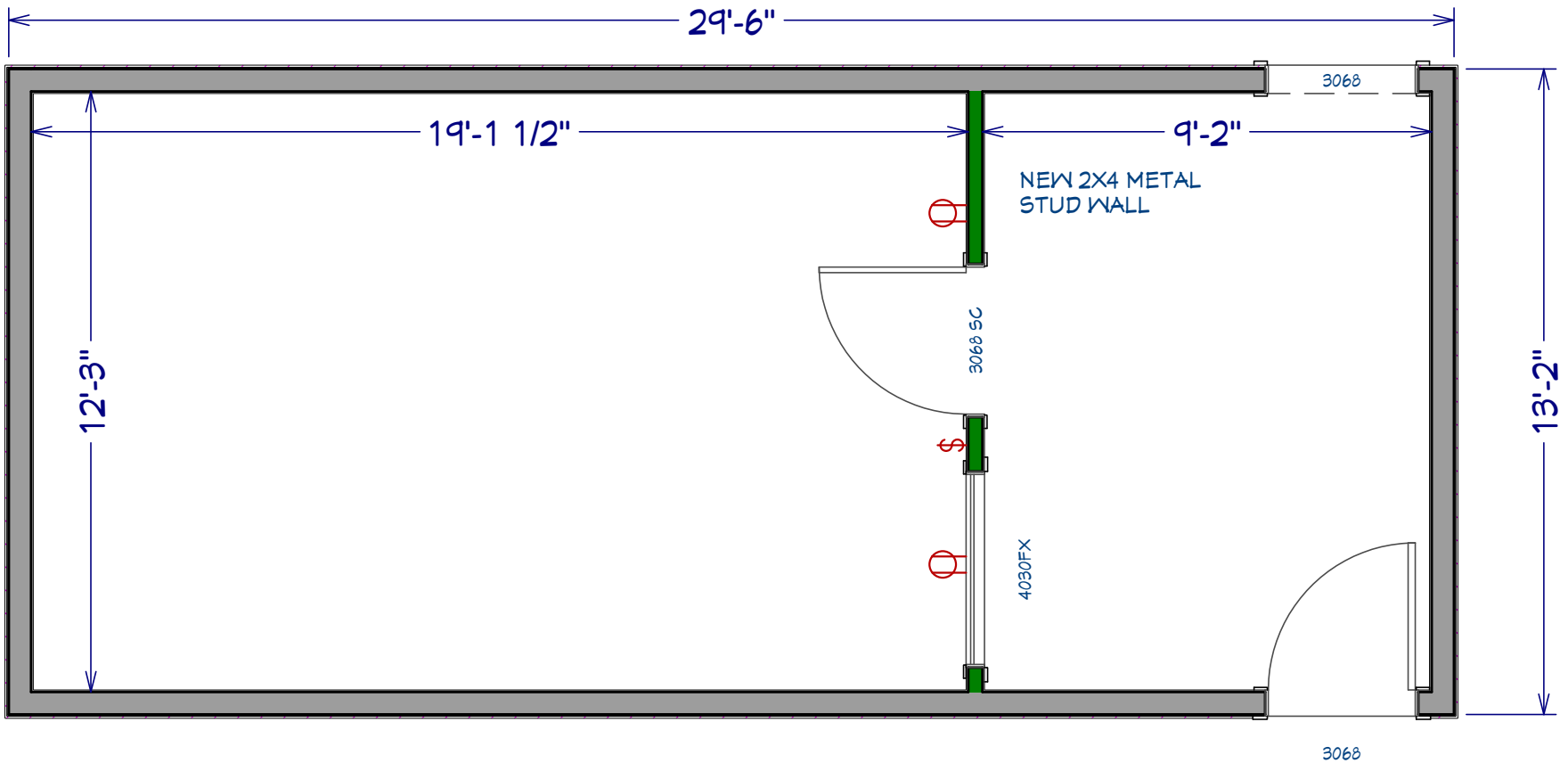
From: Debbie Boothe-Schmidt, Interim Executive Director

Re: Having HR Director moved to TC

I feel that having the HR Director in the same building as the rest of the administration will benefit all parties. She will still spend some time at Ops, either once a week and/or by appointment.

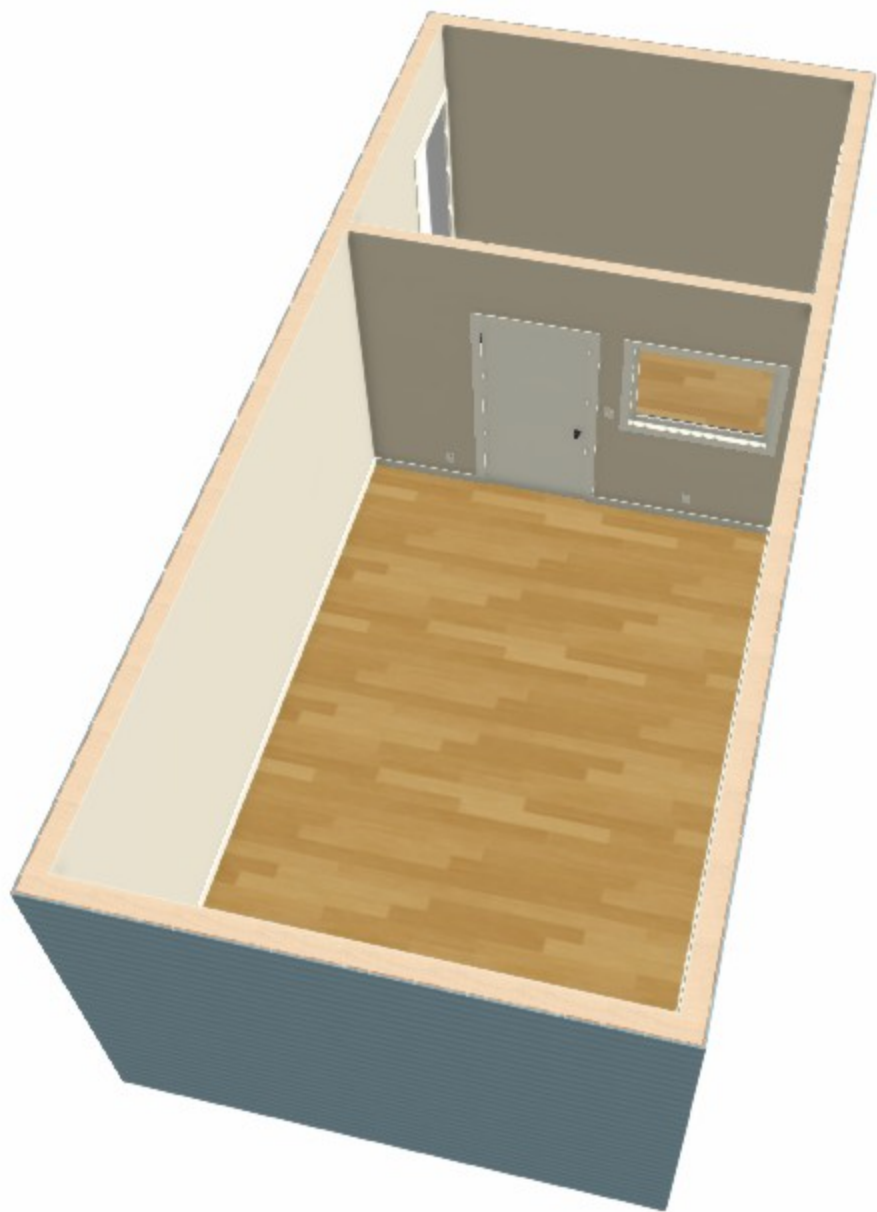
I feel for security reasons the TSS should never be left in the building by themselves. Not all personnel that work out of the TC work Monday through Friday, 8am to 5pm. There are times either because of vacation, someone calling in sick, outside meetings, the TSS is left by themselves.

Right now, we have one of the driver supervisors coming over from 2pm till 5pm. This would help that supervisor be able to stay at Ops.



SUNSET EMPIRE TRANSPORTATION
 Astoria Admin & Transit Center







SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

April 24, 2025

To: The Board of Commissioners

From: Debbie Boothe-Schmidt, Interim Executive Director

Re: Sign for OCVA

Finn Johnson from Oregon Coast Visitors Association has asked if putting one of their signs on the street pole where NW Point and NW Connector has their sign would help riders distinguish where the bus would be loading and unloading.





SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

April 24, 2025

To: The Board of Commissioners

From: Debbie Boothe-Schmidt, Interim Executive Director

Re: Emergency Memorandum Of Understanding (MOU) with Columbia Memorial Hospital

Sunset Empire Transportation District (District) has approved this MOU for assisting with emergency evacuations and safe transport of patients with Columbia Memorial Hospital (CMH) for several years. This is an agreement that has flexibility and understanding for both the District and CMH with both agreeing that response will depend on the type of emergency and that decisions and directions will be mutually agreed upon at that time and as described in this MOU agreement.

Memorandum of Understanding

Transportation services for evacuation of patients

Between: Columbia Memorial Hospital

And Sunset Empire Transportation District

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a mechanism for Sunset Empire Transportation District (the District) to support the Columbia Memorial Hospital (CMH) and work together as cooperating parties during emergency evacuations, including aiding in the safe transport of patients and people with access and functional needs.

2. Description

CMH and the District enter this MOU in good faith for the provision of transportation services to support evacuation orders issued as a result of natural, technological or human-caused disaster. The following is representative of, but not limited to, the principle tasks the District might be activated to accomplish:

Transport evacuees from the hospital to reception centers, shelters or other safe havens.

Modify existing transportation policies (e.g., securement of mobility devices) to better accommodate the needs of evacuees (including people with access and functional needs).

Return evacuees from safe havens to the hospital (re-entry).

3. Deployment Activity

This agreement may be activated only by the CMH designated Incident Commander (IC) or his/her designee. Deployment activation, pursuant to this MOU, may occur at any time, day or night, including weekends and holidays; including 24/7 continuous service.

Upon acceptance of deployment, the District will have equipment enroute to the designated location within 120 minutes from the time it receives the official deployment notification from the IC or his/her designee. For reimbursement purposes, mission tasking will begin when the District's personnel checks in at the incident Staging Area and will conclude when the deployment authorization has been met or the IC and/or his designee issues demobilization orders for the resource(s).

4. Terms

This agreement shall be in full force and effect beginning the date of execution and ending June 30, 2026.

This agreement will be renewed automatically unless terminated pursuant to the terms hereof. Each renewal will be for a twenty-four-month period.

District personnel who respond must be in good standing with the District, and up to date on all requisite licensing and permitting.

Deployed District personnel must abide by all federal, state and local laws. All deployed personnel from the District will be properly identified by uniform and employer identification card.

The District will only deploy staff upon receipt and under the terms of the official deployment notification(s) as described in Section 3.

The District must provide detailed records certifying miles and hours of service provided.

5. Cost Reimbursement

In the event that this Agreement is activated and District assets are deployed, the District may invoice CMH based on hours of evacuation operations. The cost per hour per vehicle is \$100.00.00 through June 30, 2027. The cost per hour shall increase by 5% for each renewal.

6. Method for reimbursement

CMH will provide a method for submitting the required information for invoicing as part of the initial notification.

The District must submit accurate paperwork, documentation, receipts and invoices to CMH within 30 days after demobilization.

If CMH determines that the District has met all requirements for reimbursement, they will reimburse the District within 30 days of receiving a properly executed reimbursement request.

7. Resource estimates

In order for CMH to properly plan for transportation needs for disaster response, the District estimates the following resources could be made available by the District subject to availability of vehicles and personnel:

Vehicles

2009 Ford/Starcraft Cutaway
2009 Ford/Eldorado Cutaway
2010 Chevrolet/Glavel Cutaway
2009 Ford Van
2001 Freightliner Trolley
2003 Blue Bird Transit

2003 Blue Bird Transit
2015 Freightliner
2016 Ford Cutaway
2017 Ford Transit Van
2017 Ford Transit Van
2018 Freightliner/Glavel
2018 Freightliner/Glavel
2007 Gillig
2007 Gillig
2020 Chevrolet Arboc
2020 Chevrolet Arboc
2020 Chevrolet Arboc
2020 Freightliner bus

Staff

15 Operators
3 Supervisors
1 Maintenance

8. Contract Claims

This Agreement shall be governed by and constructed in accordance with the laws of the state of Oregon as interpreted by Oregon courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution.

9. Hold Harmless/Indemnification

CMH shall defend and indemnify District, its agents, officers, elected officials, employees, and volunteers from and against all claims, demands and judgments, including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury or death is caused or sustained in connection with the negligence or willful misconduct of CMH or its employees or its agents in the performance of this Agreement.

Subject to the conditions and limitations of the Oregon Tort Claims Act and the Oregon Constitution, District shall defend and indemnify and hold harmless CMH its agents, officers, and employees from and against all claims, demands, judgments, including, but not limited to, damages to real or tangible property or for injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury, or death is caused or sustained in connection with the negligence or willful misconduct of District or its employees or agents in the performance of this Agreement.



SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING
APRIL 2025***



SUNSET EMPIRE TRANSPORTATION DISTRICT

EXECUTIVE DIRECTOR REPORT DEBBIE BOOTHE- SCHMIDT

Managing Resources

Help with Rider Appreciation Day

Deputy Hoover from the Sheriffs office stopped by, did a little walk through of the TC building and will be doing the same at Ops. We are requesting Acting Shooter Training at both locations.

Leading People

Helping with Safety Committee

On Boarding new HR

Improving the Organization

Helped with Public Meet & Greet

Interviewed possible new Directors

Took one of the applicants for Executive Director on tour of both facilities.

Helped Board Chair with correspondence

Meetings and Operations

Meant with Finn Johnson from OCVA to help schedule times for their bus to load and off load at TC

Attended PTAC, all 42 STIF discretionary plans recommended to OTC, ours included.

Attended Team meetings

Attended NWACT and NWOTA



SUNSET EMPIRE TRANSPORTATION DISTRICT

CHIEF OPERATIONS OFFICER REPORT- JENNIFER GEISLER

Actions

- Working with Swiftly, updating the system information, login information for the driver Onboard App, admin access for “housecleaning” functions and a staff training.
- The four new buses may still arrive in May 2025, they are waiting on bus wraps. We have received the consultant inspection for each bus.

Meetings-Trainings-Developing

- Team meetings
- Staff meeting for operational information, staff training and open enrollment information.
- Public Transportation Advisor Committee
- Transportation Advisor Committee meeting
- Met with Finn Johnson from The People’s Coast about the North Coast Express coming to SETD district service area.
- Executive Director candidates “meet and greet.”
- ODOT Region 2 Roundtable meeting
- Clatsop County Mitigation Plan

Improving the Organization

- Training a new driver for both fixed route and Paratransit. Driver was a previous employee when the district was in its early years!
- Repairs to existing shelters, painting and pressure washing.

Service Delivery and Operations

- NWOTA updated the bike policy.
- Ridership decreased 17% for fixed route since Q1 and Paratransit has increased 3%



U.S. AIR FORCE



SUNSET EMPIRE TRANSPORTATION DISTRICT

HUMAN RESOURCES OFFICER REPORT-

Actions

1. Submitted Payroll Increases to ensure our team-members are rewarded for their hard work
2. Research possible new software programs for HR, to stay in compliance with the ever-changing laws. Had meetings to discuss their software. More research is needed
3. Re-signed health insurance company to ensure continued coverage
4. Submitted our Summary of Benefits to Pacific Source to match our insurance co-pays
5. Engaged with employees to address concerns
6. Ordered First Aid and Bloodborne Pathogen kits for our buses
7. Created New tracking sheet for mandatory training
8. Completed research on a new ID Card Printer that would allow for better onboarding, save money and for Jason to continue with his project improvements.
9. Assembled the new insurance packets to distribute to the employees during our all staff meeting with the new insurance information
10. Signed up for the SDAO Training to take place on May 29th
11. Attended training in Tillamook with Cathy Bond to learn more about their company and bring some new ideas to our organization
12. Attended scheduled Team Meetings

New Hires/Returning Employees

- Sent emails to prospective candidates for interviews
- No new hires currently

Trainings Attended

- ❖ Completed the CJIS training for background checks. Submitted fingerprints for the second step in the process.
- ❖ Completed side-by-side training with at least 4 our staff member in different departments to learn about their process, company and review job descriptions
- ❖ Active Shooter Training
- ❖ Alert Driving
- ❖ Bloodborne Pathogen Exposure Prevention
- ❖ Dangers of Distracted Driving
- ❖ Bloodborne Pathogens

Workplace Demographics

Male	15
Female	14
	29
Hispanic/Latino	4
Native American/Indian	1
White	24
Two or More Races	
	29



EXECUTIVE ASSISTANT REPORT- MARY PARKER

Community Outreach and Education

Executive Director Hiring

Sunday April 13th Meet and Greet- Public notification, space preparation and set up, name tags, outreach info, purchased and set up refreshments. Clean up. Interviews- Public notifications, press releases. Made April 14th Interview arrangements and reservations, coordinated conference rooms and hotel set up, purchased food, set up rooms, transported and served food, assisted, coordinated day long interview process and cleaned up and transported back.

T

Other SETD Meetings

Prepared March Transportation Advisory Committee Meeting Minutes.

Prepared March Transportation Advisory By-laws Committee Meeting Minutes and prepared meeting packs.

Board Meetings and Board Assistance

Distributed public notifications for March Board Meeting

Coordinated preparation for March 27 Board Meeting. Prepared Board Pack and distributed them for March Board Meeting

Purchased refreshments, prepared room and clean up for March Board Meeting.



SUNSET EMPIRE
TRANSPORTATION
DISTRICT

PARATRANSIT REPORT- NICHOLLE SEARLE



SUNSET EMPIRE TRANSPORTATION DISTRICT

MOBILITY MANAGER REPORT- JASON JONES

Promote Accessibility

I worked with 3 individuals who needed rides to local events and the bus didn't take them all of the way. I helped them develop a trip plan that included walking, riding a bicycle, and in one case using a taxi.

I attended a local classroom where I spoke to high school seniors about using public transit. We discussed how to board, use bicycles and how to navigate other transit systems in other towns or other States.

Focusing on the Individual

I helped an individual prioritize and organize how they prepare for riding the bus. For some individuals who have used other systems, it helps them to take a step back and organize how they will access SETD.

In March, I was able to help improve a rider's experience when I was riding the bus for a route survey. I was wearing my Hi-Viz SETD vest and was welcoming to this person while I helped them understand the schedule and advised them how to transfer onto a different route.

Educate and bring awareness to the community

I visited the Astoria Senior Center and helped a few individuals with how to apply for Paratransit services.

I was asked to go to Clatsop Behavioral Health to talk to an individual who needed assistance with riding. I was able to provide information to other staff members there so that they would have more answers for the people they help.

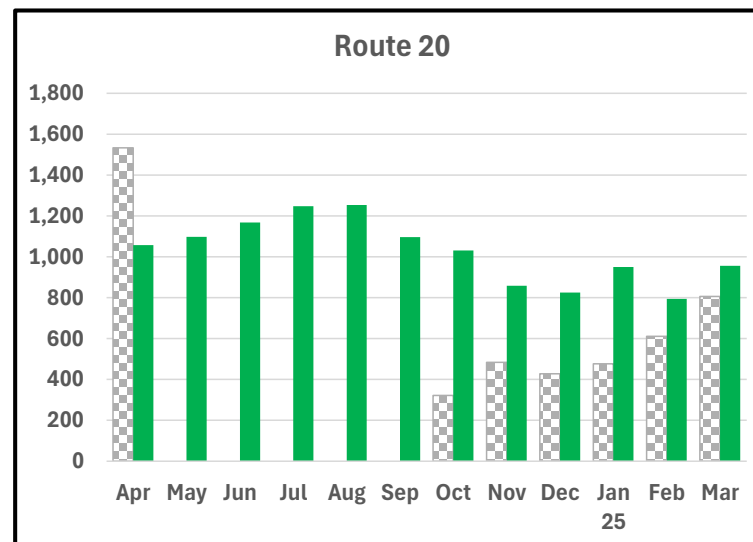
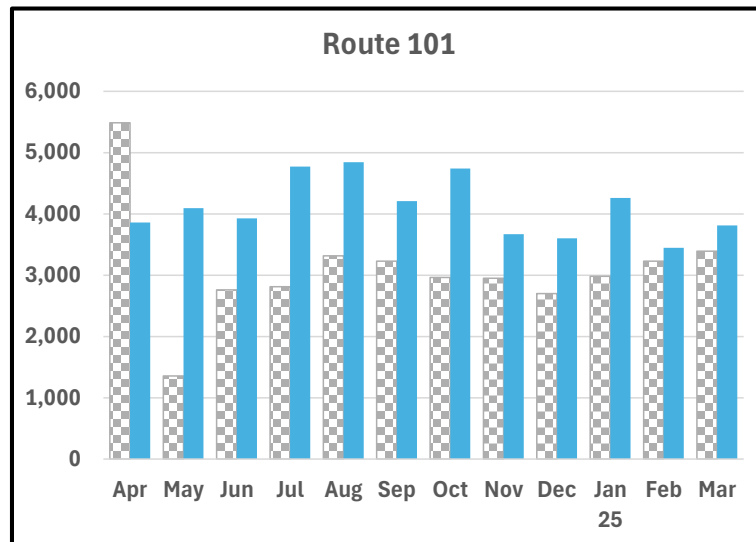
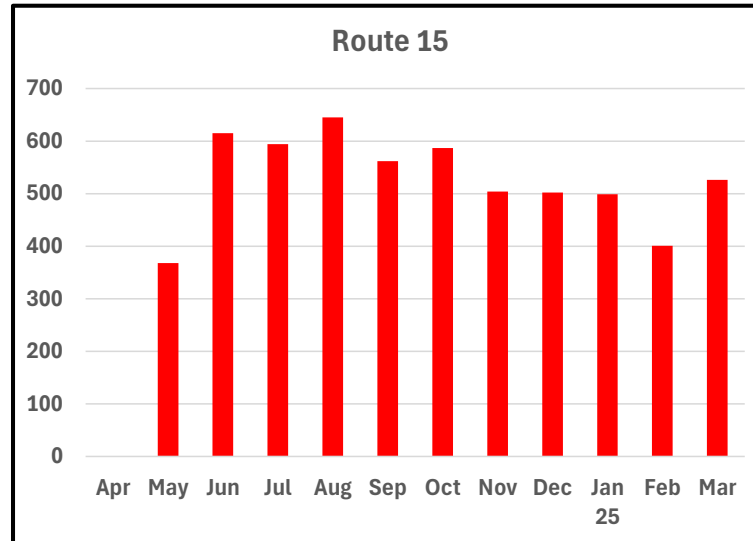
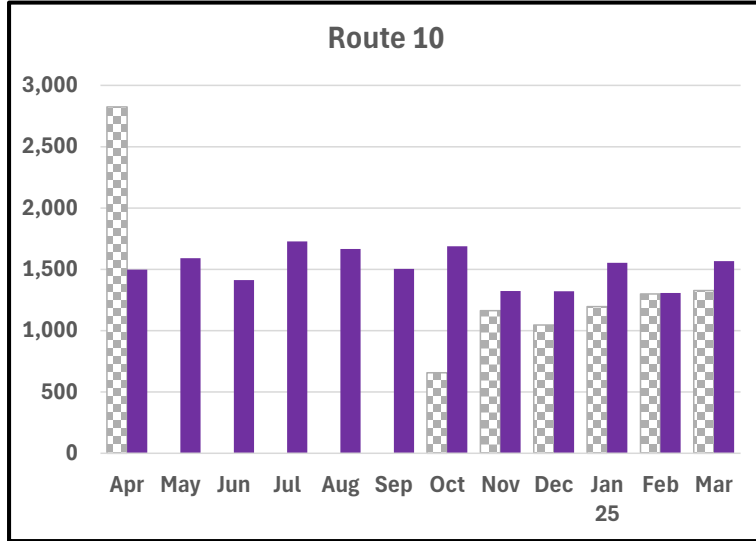
Travel Training/Engagement

In March, I travel trained seven individuals. Three were over the age of 65, 2 were 18-36, and 1 was 80 years old.

I worked with the Seaside High School to speak with a class in the month and came away very impressed at their retention of the information I provided them at the end of the last school year.

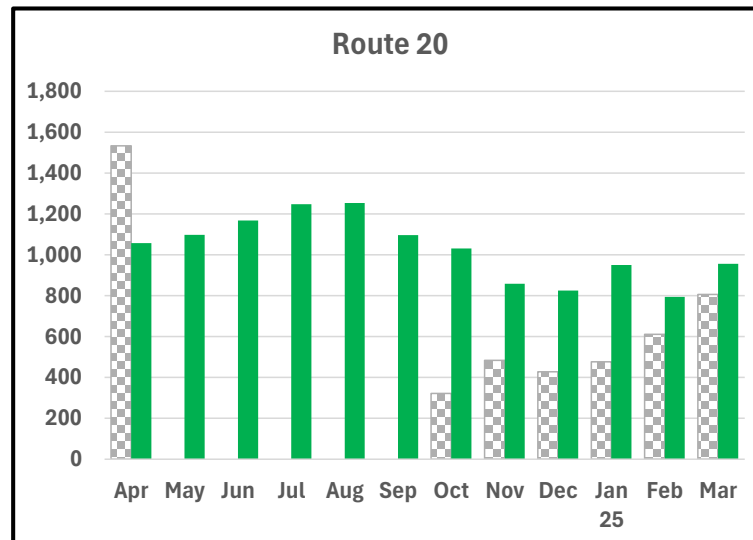
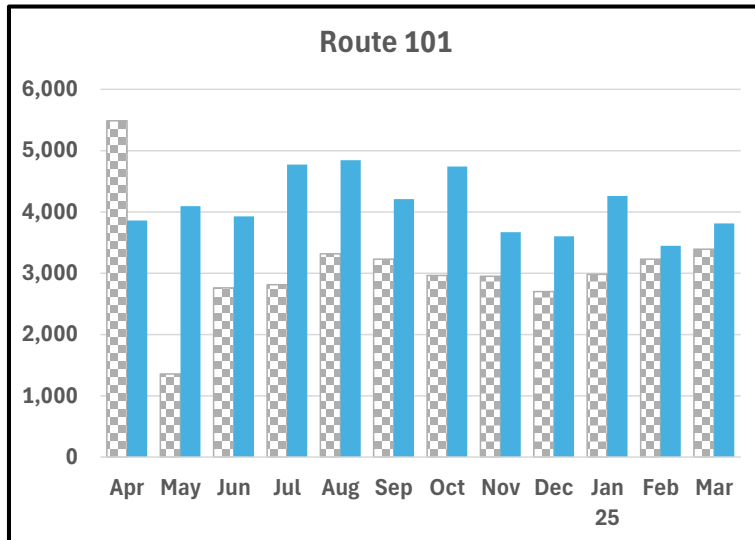
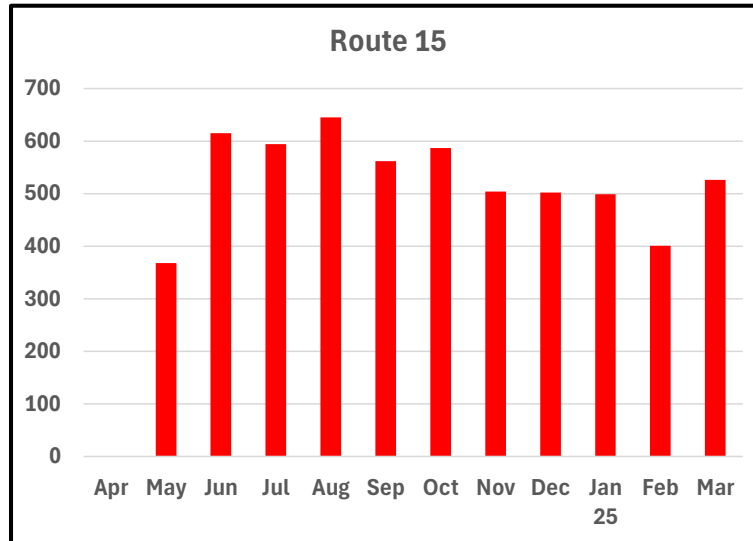
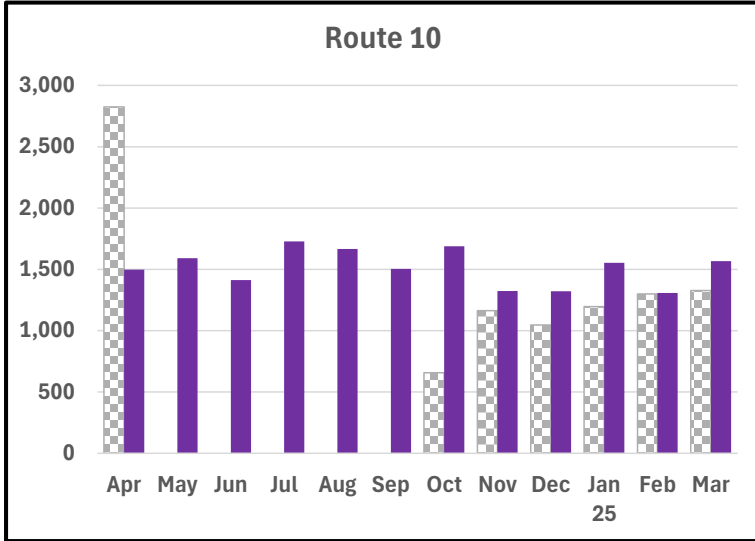
I continue in several continuing travel-training opportunities with 3 individuals. We try to meet every other Friday, Tuesday, and sometimes Thursday.

SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year

SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year