



Sunset Empire Transportation District
FISCAL YEAR 2025-2026
BUDGET COMMITTEE MEETING #3 AGENDA
JUNE 12, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR

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Budget Committee meeting ID:

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Meeting ID: 244 659 847 218 1

Passcode: 2bA2vK7U

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT (3-minute limit)
5. APPROVAL OF CORRECTED 2025-2026 BUDGET
6. COMMENTS
7. ADJOURN MEETING

RESOURCES
General Fund

(Fund)

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2024-2025	RESOURCE DESCRIPTION	Budget for Next Year 2025-2026			
	Actual		Adopted Budget This Year Year 2024-2025			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024							
1	\$82,298	\$27,832	\$1,321,500	\$1,251,742	1	Available cash on hand* (cash basis) or	\$1,383,177		1
2					2	Net working capital (accrual basis)			2
3	\$18,116	\$24,600	\$18,500	\$16,256	3	Previously levied taxes estimated to be received	\$18,500		3
4	\$5,624	\$40,488	\$20,000	\$45,793	4	Interest	\$48,500		4
5					5	OTHER RESOURCES			5
6	\$205,818	\$83,529	\$65,000	\$79,506	6	Fares	\$90,000		6
7	\$52,811	\$4,518	\$2,000	\$2,330	7	IGA Contracted Services	\$2,500		7
8	\$10,434	\$9,893	\$10,500	\$8,032	8	Rentals	\$10,500		8
9	\$2,574	\$5,107	\$3,000	\$4,413	9	Commissions/Proceeds	\$4,500		9
10	\$291,543	\$264,718	\$165,000	\$170,774	10	State Timber Revenue	\$154,000		10
11	\$120,377	\$132,960	\$115,000	\$93,399	11	State Mass Transit Payroll Distribution	\$115,000		11
12	\$12,728	\$15,138	\$2,500	\$2,712	12	Other	\$2,500		12
13	\$163,283	\$58,907	\$161,594	\$60,442	13	ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$164,972		13
14	\$1,152,772	\$604,605	\$775,022	\$148,178	14	ODOT - \$5311 Operations	\$865,636		14
15	\$244,435	\$0	\$0	\$0	15	ODOT - \$5311 Operations CARES Act Needs Based	\$0		15
16	\$0	\$0	\$720,000	\$0	16	ODOT - \$5339 Bus and Bus Facilities	\$720,000		16
17	\$101,334	\$10,368	\$0	\$0	17	ODOT - Transportation Options	\$0		17
18	\$92,935	\$0	\$0	\$0	18	STF Fund	\$0		18
19	\$346,131	\$1,279,759	\$1,047,017	\$702,907	19	STIF Formula Fund	\$874,732		19
20	\$248,495	\$0	\$0	\$0	20	STIF Discretionary/STN Fund	\$0		20
21	\$0		\$0	\$0	21	ODOT Loan Disbursement	\$0		21
	\$0	\$0	\$0	\$50,000	22	MicroTransit	\$0		
22	\$3,151,708	\$2,562,423	\$4,426,633	\$2,636,484	23	Total resources, except taxes to be levied	\$4,454,517		22
23	\$1,128,092	\$1,210,684	\$1,300,000	\$1,187,383	24	Taxes estimated to be received	\$1,400,000		23
24					25	Taxes collected in year levied			24
25	\$4,279,800	\$3,773,107	\$5,726,633	\$3,823,867	26	TOTAL RESOURCES	\$5,854,517		25

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

General Fund

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2024-2025	REQUIREMENTS DESCRIPTION	Budget For Next Year 2025-2026			
	Actual		Adopted Budget This Year Year 2024-2025			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024							
1				1	PERSONNEL SERVICES				1
2	\$2,140,710	\$1,202,226	\$1,975,000	\$1,258,066	2	Salaries & Wages	\$2,002,054		2
3	\$298,451	\$162,690	\$319,000	\$150,887	3	Payroll Expenses	\$299,562		3
4	\$579,331	\$301,212	\$570,000	\$308,135	4	Employee Benefits	\$503,590		4
5	\$3,018,493	\$1,666,128	\$2,864,000	\$1,717,088	5	TOTAL PERSONNEL SERVICES	\$2,805,206		5
6	50	50	23	26	6	Total Full-Time Equivalent (FTE)	29		6
7				7	MATERIALS AND SERVICES				7
8	\$4,058	\$0	\$0	\$0	8	Provider Services	\$0		8
9	\$14,000	\$41,000	\$35,000	\$34,200	9	Audit	\$35,000		9
10	\$2,623	\$771	\$2,000	\$2,893	10	Advertising	\$2,000		10
11	\$2,127	\$1,238	\$2,000	\$1,345	11	Bank Fees	\$2,000		11
12	\$33,105	\$37,282	\$125,000	\$66,759	12	Building Grounds and Maintenance	\$105,000		12
13	\$12,510	\$1,896	\$1,700	\$1,715	13	Building Lease	\$2,000		13
14	\$115,340	\$109,110	\$112,000	\$62,321	14	Computer Information Technology Services	\$112,000		14
15	\$32,202	\$2,329	\$30,000	\$25,885	15	Conferences, Training, and Travel	\$12,500		15
16	\$7,422	\$6,072	\$5,000	\$3,806	16	Drug and Alcohol Testing/Background Checks	\$5,000		16
17	\$35,170	\$38,915	\$30,000	\$24,063	17	Dues and Subscriptions	\$30,000		17
18	\$9,000	\$15,000	\$15,000	\$3,000	18	IGA Dues and Fees	\$12,000		18
19	\$17,650	\$1,508	\$20,000	\$6,559	19	Comp/Furniture/Small tools	\$10,000		19
20	\$2,768	\$2,422	\$2,800	\$1,919	20	Equipment Lease	\$2,300		20
21	\$20,320	\$5,095	\$30,000	\$8,460	21	Outreach	\$15,000		21
22	\$8,348	\$2,679	\$10,000	\$4,400	22	Employee Recognition	\$5,500		22
23	\$8,492	\$0	\$10,000	\$0	23	Election Fees	\$0		23
24	\$311,330	\$108,795	\$115,000	\$108,445	24	Fuel	\$150,000		24
25	\$94,485	\$68,856	\$126,000	\$68,367	25	Insurance	\$130,000		25
26	\$1,773	\$1,145	\$1,000	\$197	26	Legal Ads	\$1,000		26
27	\$23,076	\$13,405	\$20,000	\$13,316	27	Legal Counsel	\$10,000		27
28	\$28,398	\$9,325	\$20,000	\$4,101	28	Uninsured Loss	\$12,500		28
29	\$1,650	\$1,034	\$2,000	\$249	29	Meeting Expense	\$2,000		29
30	\$13,489	\$8,627	\$12,000	\$7,069	30	Office Supplies	\$10,000		30
31	\$5,521	\$4,881	\$20,000	\$3,715	31	Printing	\$12,500		31
32	\$36,686	\$47,736	\$10,000	\$40,717	32	Professional Services	\$10,000		32
33	\$2,032	\$920	\$2,000	\$581	33	Taxes/Licenses/Fees/Interest	\$1,850		33
34	\$35,739	\$32,537	\$30,000	\$24,310	34	Telecommunications/Internet	\$33,000		34
35	\$9,160	\$980	\$5,000	\$713	35	Uniforms	\$5,000		35
36	\$33,277	\$32,138	\$33,000	\$26,275	36	Utilities	\$36,000		36
37	\$106,023	\$60,585	\$104,000	\$69,444	37	Vehicle Maintenance and Repair	\$93,500		37
38	\$8,501	\$3,858	\$7,500	\$7,254	38	Shop Supplies	\$7,500		38
39	\$1,036,275	\$660,138	\$938,000	\$622,079	39	TOTAL MATERIALS AND SERVICES	\$865,150		39

150-504-030 (Rev 11-18)

**FORM
LB-30**

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

Sunset Empire Transportation District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Year 2025-2026			
	Actual		Adopted Budget This Year Year 2024-2025			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024							
40				40	CAPITAL OUTLAY				40
41		\$0	\$0	\$0	41	2X Class B Buses			41
42	\$0	\$0	\$0	\$0	42	2 x Class D Buses			42
43	\$0	\$0	\$0	\$0	43	2X Class A Buses Remanufactured			43
44	\$0	\$0	\$0	\$0	44	Bus Shelters			44
45	\$28,366	\$0	\$0	\$0	45	Sidewalks			45
46	\$0	\$0	\$0	\$0	46	New Repeater Equipment & Location			46
47	\$0	\$0	\$0	\$0	47	Post Lifts for Fleet Maintenance			47
48	\$0	\$0	\$0	\$0	48	Bus Stop Construction Hwy 101 & Ensign (match)			48
49	\$0	\$0	\$0	\$0	49	HVAC			49
50	\$0	\$0	\$0	\$0	50	Servers			50
51	\$0	\$0	\$720,000	\$0	51	4 Class D Buses	\$720,000		51
52	\$28,366	\$0	\$720,000	\$0	52	CAPITAL OUTLAY TOTAL	\$720,000		52
53	\$4,083,134	\$2,326,266	\$4,522,000	\$2,339,167	53	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$4,390,356		53

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
General Fund

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2024-2025	REQUIREMENTS DESCRIPTION	Budget For Next Year 2025-2026			
	Actual		Adopted Budget This Year Year 2024-2025			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024							
1				1	PERSONNEL SERVICES NOT ALLOCATED				1
2				2					2
3				3					3
4	0	0	0	4	TOTAL PERSONNEL SERVICES	0			4
5				5	Total Full-Time Equivalent (FTE)				5
6				6	MATERIALS AND SERVICES NOT ALLOCATED				6
7				7					7
8				8					8
9	0	0	0	9	TOTAL MATERIALS AND SERVICES	0			9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	0	0	0	13	TOTAL CAPITAL OUTLAY	0			13
14				14	DEBT SERVICE				14
15	0	236,610	479,000	15	ODOT Loan	309,168			15
16				16					16
17	0	236,610	479,000	17	TOTAL DEBT SERVICE	309,168			17
18				18	SPECIAL PAYMENTS				18
19				19					19
20				20					20
21	0	0	0	21	TOTAL SPECIAL PAYMENTS	0			21
22				22	INTERFUND TRANSFERS				22
23		0	100,000	23	To Capital Reserve Fund	0			23
24				24					24
25				25					25
26				26					26
27				27					27
28	0	0	100,000	28	TOTAL INTERFUND TRANSFERS	0			28
29		415,088	500,000	29	OPERATING CONTINGENCY	933,326			29
30		0	125,633	30	RESERVED FOR FUTURE EXPENDITURE	221,667			30
31		0	0	31	UNAPPROPRIATED ENDING BALANCE	0			31
32	0	651,698	1,204,633	32	Total Requirements NOT ALLOCATED	1,464,161			32
33	4,083,134	2,326,266	4,522,000	33	Total Requirements for ALL Org.Units/Programs within fund	4,390,356			33
34				34	Ending balance (prior years)				34
35	4,083,134	2,977,964	5,726,633	35	TOTAL REQUIREMENTS	5,854,517			35

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**
Statewide Transportation Improvement Fund (STIF)
(Fund)

Sunset Empire Transportation District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2025 - 2026			
	Actual		Adopted Budget This Year Year 2024-2025				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024								
1				1	RESOURCES					1
2	50,372	-	465,000	2	Cash on hand * (cash basis), or			194,056		2
3	-	-	-	3	Interest			-		3
4	674,452	867,192	1,047,017	4	ODOT - STIF Formula Fund Distribution			874,732		4
5	724,824	867,192	1,512,017	5	Total Resources, except taxes to be levied			1,068,788		5
6				6	Taxes collected in year levied					6
7	724,824	876,192	1,512,017	7	TOTAL RESOURCES			1,068,788		7
8				8	REQUIREMENTS **					8
9				9	Org Unit or Prog & Activity	Object Classification	Detail			9
10	-	111,434	383,371	10	STIF	Transfer	District Operations	277,434		10
11	188,000	348,791	455,590	11	STIF	Transfer	Match	463,076		11
12	-	-	-	12	STIF	Transfer	Capital Reserve	-		12
13	-	236,610	479,000	13	STIF	Transfer	ODOT Loan Principle/Int	309,168		13
14	5,000	-	-	14	STIF	Transfer	Student Transportation	-		14
15	15,000	-	-	15	STIF	Transfer	Public Engage (MKT) Plan Match	-		15
16	-	-	-	16	STIF	Transfer	Coordinated Plan	-		16
17	516,824	-	-	17	STIF	Transfer	Operations for Expanded Service	-		17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23	Ending balance (prior years)					23
24	-	179,357	194,056	24	UNAPPROPRIATED ENDING FUND BALANCE			19,110		24
25	724,824	876,192	1,512,017	25	TOTAL REQUIREMENTS			1,068,788		25

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
2016-2 on June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2026

Capital Reserve Fund

Sunset Empire Transportation District

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2025 - 2026					
	Actual		Adopted Budget This Year Year 2024-2025			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024									
1				1	RESOURCES					1	
2	839,759	-	-	2	Cash on hand * (cash basis), or		100,000			2	
3	-	-	-	3			-			3	
4	-	-	-	4			-			4	
5	-	-	-	5			-			5	
6	50,000	-	100,000	6	Transferred IN, from other funds		-			6	
7	-	-	-	7			-			7	
8	-	-	-	8			-			8	
9	-	-	-	9			-			9	
10	889,759	-	100,000	10	Total Resources, except taxes to be levied		100,000			10	
11				11	Taxes estimated to be received					11	
12				12	Taxes collected in year levied					12	
13	889,759	-	100,000	13	TOTAL RESOURCES		100,000			13	
14				14	REQUIREMENTS **					14	
15	-	-	-	15	Org. Unit or Prog. & Activity	Object Classification	Detail	-			15
16	-	-	-	16	General Fund	Transfer	E-Fare Match	-			16
17	-	-	-	17	General Fund	Transfer	Equipment	-			17
18	889,759	-	-	18	General Fund	Transfer	Operations	-			18
19	-	-	-	19				-			19
20	-	-	-	20				-			20
21				21	Ending balance (prior years)					21	
22	-	-	100,000	22	UNAPPROPRIATED ENDING FUND BALANCE		100,000			22	
23	889,759	-	100,000	23	TOTAL REQUIREMENTS		100,000			23	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Statewide Transportation Improvement Fund Discretionary (STIF)

Sunset Empire Transportation District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2025 - 2026				
	Actual		Adopted Budget This Year Year 2024-2025				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024									
1				1	RESOURCES						1
2	-	-	-	2	Cash on hand * (cash basis), or			0			2
3	552,000	520,000	-	3	ODOT - STIF Discretionary Program Grant			0			3
4				4							4
5				5							5
6				6							6
7				7							7
8				8							8
9				9							9
10	552,000	520,000	-	10	Total Resources, except taxes to be levied			0			10
11				11	Taxes estimated to be received						11
12				12	Taxes collected in year levied						12
13	552,000	520,000	-	13	TOTAL RESOURCES			0			13
14				14	REQUIREMENTS **						14
15				15	Org Unit or Prog & Activity	Object Classification	Detail				15
16	232,000	520,000	-	16	STIF	Transfer	Operations	0			16
17	320,000	-	-	17	STIF	Transfer	Capital	0			17
18				18							18
19				19							19
20				20							20
21				21							21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29				29	Ending balance (prior years)						29
30				30	UNAPPROPRIATED ENDING FUND BALANCE						30
31	552,000	520,000	-	31	TOTAL REQUIREMENTS			0			31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Special Transportation Fund (STF)**

Sunset Empire Transportation District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2025 - 2026				
	Actual		Adopted Budget This Year Year 2024-2025				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2022-2023	First Preceding Year 2023-2024									
1				1	RESOURCES						1
2	-	-	-	2	Cash on hand * (cash basis), or			0			2
3	92,932	92,932	-	3	ODOT - STF Formual Grant			0			3
4	-	-	-	4	Previously levied taxes estimated to be received			0			4
5	-	-	-	5	Interest			0			5
6	-	-	-	6	Transferred IN, from other funds			0			6
7				7							7
8				8							8
9				9							9
10	92,932	92,932	-	10	Total Resources, except taxes to be levied			0			10
11				11	Taxes estimated to be received						11
12				12	Taxes collected in year levied						12
13	92,932	92,932	-	13	TOTAL RESOURCES			0			13
14				14	REQUIREMENTS **						14
15				15	Org Unit or Prog & Activity	Object Classification	Detail				15
16	-	-	-	16	STF	Transfer	Wages	0			16
17	-	-	-	17	STF	Transfer	Benefits/Taxes	0			17
18	5,000	5,000	-	18	STF	Transfer	Non Profit Assist/Outreach/Vet	0			18
19	87,932	87,932	-	19	STF	Transfer	Operations Assistance	0			19
20	-	-	-	20	STF	Transfer	Capital	0			20
21	-	-	-	21	STF	Transfer	Operations Assistance	0			21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29				29	Ending balance (prior years)						29
30	-	-	-	30	UNAPPROPRIATED ENDING FUND BALANCE			0			30
31	92,932	92,932	-	31	TOTAL REQUIREMENTS			0			31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year