



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
BOARD MEETING AGENDA  
MAY 22, 2025 10:00 AM  
900 MARINE DR, ASTORIA, OR**

**TO JOIN THE MEETING ONLINE**

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**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 APRIL 24, 2025, BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
  - a. Executive Director Hiring Update
10. NEW BUSINESS
  - a. Request bids to add HR office at Transit Center Update
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
ACT	OFFICIALS ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ARP	AMERICAN RESCUE PLAN
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CBA	COLLECTIVE BARGAINING AGREEMENT
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

APRIL

2024

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OrCPP	OREGON COOPERATIVE PROCUREMENT PROGRAM
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
OTP	OREGON TRANSPORTATION PLAN
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

APRIL

2024

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



**Sunset Empire Transportation District  
Board of Commissioners  
April 24, 2025  
Draft Meeting Minutes**

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, Commissioner Tracy MacDonald 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) –
  - a. Requests to add Appointing the Budget Officer for Fiscal Year 2026 and the Appointment of new Budget Committee members were approved to be added to the agenda under d. and e. in New Business.
5. PUBLIC COMMENT- None
6. APPROVAL OF MARCH 27, 2025, BOARD MINUTES- (2:00).

Commissioner Alegria moved to approve the March 2025 Board meeting minutes.

Commissioner MacDonald 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- (2:15)- Chair Read reported she has been working on the Executive Director hiring process. Commissioner Alegria said she had also participated on the hiring committee and attended the interviews. Commissioner Romero said he has a lot of experience being on hiring boards in the public and private sector and he said based on his experience our hiring committee did a great job. Commissioner Lewiki also said the hiring committee did a great job and he was glad to be on it. Commissioner Withers had no comment and Commissioner Boothe-Schmidt said she would give a report later in the meeting.
8. FINANCIAL REPORT- (2:30) Commissioner Boothe-Schmidt stated that we are 75% or the way through this year's budget and have received 58.30% of our revenue and are at 58.87% for expenses. Debbie said expenses are good, but revenue does not look quite as good. Debbie asked Kelly if the district will be ok until the end of the fiscal. Kelly said we are ok and part of that is within our grants. Kelly said our 5311 reimbursements have been good and so my last two quarters will be more aggressive on those. Kelly reported that we are little bit down on property taxes and that plays into that too, but she thinks the district will be fine at the end of the year. Kelly also

reported that the quarterly loan payment will be processed at the beginning of May so she will have an update on that in June. Kelly said she is preparing quarterly reports for reimbursements that will also be processed soon. Chair Rebecca Read requested that the financials be entered into the minutes.

## 9. CONTINUED BUSINESS-

- a. EXECUTIVE DIRECTOR HIRING PROCESS UPDATE: (5:13) Chair Rebecca Read reported that the board and a community panel interviewed 4 Executive Director finalists on April 14<sup>th</sup> and that the board chose to offer the position to David Carr. Chair Read thanked the community panel who took the time to assist with the interview process and provided feedback to the board. Rebecca reported that the board is moving ahead with the hiring process and thanked the recruiting committee for their work and developing the process for hiring and the recruiting process. Rebecca thanked the recruiting and hiring committee for all their work in putting together the recruiting and hiring process.
- b. APPROVAL OF UPDATED AUDIT AGREEMENT: Finance office Kelly Smith said this agreement is for the fiscal year 2024 and the reason we have to update the agreement is that we did not spend \$750,000 in federal funds so the auditor has rewritten the audit to exclude the single audit for fiscal year 2024. Kelly also said that the threshold for the single audit is now one million dollars so we may go back and forth each year in needing the single audit or not.

Commissioner Boothe-Schmidt moved that the Board chair sign the updated Audit agreement  
Commissioner MacDonald seconded the motion  
Discussion- None

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

6 Aye

0 Nay

Motion passed unanimously

## 10. NEW BUSINESS

- a. REQUEST BIDS TO ADD HR OFFICE AT TRANSIT CENTER: Commissioner Debbie Boothe-Schmidt reported that after looking at things and talking with Maday about how confidential the HR should be I think that we should have her office here at the Transit Center. Debbie said there are times when employees do not want to be seen going into the HR office. Maday will still be available in Warrenton regularly and by appointment. Debbie said we have found a place to put her here. Debbie also explained that one of the big things is we are really trying to do is not leave the Transportation Specialist at the TC alone in the building and having Maday here could also help with that. Debbie said we have a floor plan that Chuck has made if we use the room behind us. Debbie also explained how the HR office at OPS is not soundproof and can get congested. Debbie said she thinks that the cost will be under \$10,000. Debbie said with the Boards permission she would like to go out and get 3 bids. Debbie said the area already has lights, sprinklers, and phone outlets.

Commissioner MacDonald moved to approve that Debbie get bids and make preliminary arrangements for an HR office at the Transit Center and bring all the information back.

Commissioner Romero seconded the motion

Discussion- Commissioner Lewicki said having that office here has been a question for a long time. Paul said the number of employees here is small and 90% plus are at OPS, still he said the points you make about safety, coverage and privacy are good points, however I think you would be lucky if you get a bid under \$20,000, which is not a showstopper. Paul said he would, however, suggest making the office space larger. Paul also said that we have tried to make some modifications in this building and these two walls are concrete so we are going to be looking at some major structural involvement and you will have to have 2 exits to the office. Paul also said it would be great to have an outside window in this office. Commissioner Withers said he had no comment. Commissioner Alegria said she liked the idea of the office and asked how it would fit in the budget. Debbie said once we get the estimates, we will look at the budget and see what we can do.

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. PERMISSION TO ADD NEW TOURIST BUS SIGNS TO SETD SIGNPOSTS- Commissioner Debbie Boothe-Schmidt explained that the Oregon Coast Visitor's Association (OCVA) will be coming to Astoria and has asked permission to place their sign on the existing signpost where the Point bus stops at the Transit Center. Debbie said the signpost is owned by the City of Astoria and already has signs on it. Debbie said she and Jennifer have talked extensively with Ben from the Oregon Coast Visitor's Association to make sure that his schedule does not conflict with the NW Point or Pacific Transit bus schedules. Debbie said she does not think there is enough room to place the sign on the pole so that people will not hit their head on it. Debbie showed the Board an example of the sign. Commissioner MacDonald suggested reconfiguring the sign so that it had multiple things on it. Debbie said the reason they want the sign there is to make sure their riders are at the right stop. Commissioner MacDonald also said that the sign also has a QR code like others which will help identify them, but it will be cluttered. Commissioner Alegria agreed with Tracy and asked if they would also be using our other stops. Debbie said they will be parked on the street at Transit Center where the Point bus and the Pacific Transit buses pull in. Our buses will be pulling into the transit center but there may be a problem if buses are there at the same time and block the street. Jennifer Geisler said she had been discussing stops with them, and they will possibly share the stop at the Cannon Beach Visitor Center and Midtown with us and will try and avoid our buses when they are there and if they can't, they will have to meet their riders somewhere else, however there is no other stop in Cannon Beach that can accommodate a 54-foot motor coach. Jennifer said they will be running on Friday and Saturday and are trying not to have their schedule be at the same time as ours. Debbie said she will tell OCVA they need to talk to the city about their sign.
- c. COLUMBIA MEMORIAL HOSPITAL MOU FOR EMERGENCY EVACUATION- Commissioner Boothe-Schmidt explained we have had an agreement with Columbia Memorial to provide our buses for patient emergency evacuation if it is possible. The agreement you have in your packet is the same agreement we have had with them for several years and it expires every 2 years. We have updated the list of the vehicles we have in use.

Commissioner Lewicki moved to approve  
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

- d. APPOINT BUDGET OFFICER: (25:27) Chair Read reviewed the requirements for appointing a Budget Officer from the Oregon Local Budgeting Manual. Appointing a Budget Officer is required, and the Budget Officer is under the supervision of the Executive Officer of the governing body. The budget officer prepares the proposed budget for the coming fiscal year.

Commissioner Lewicki moved that the board appoint Finance Officer, Kelly Smith as Budget Officer

Commissioner MacDonald 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

- e. APPROVE NEW BUDGET COMMITTEE MEMBERS (26:02) Chair Read announced that SETD had received 2 applications of interest for serving on the Budget Committee for FY2026. The applicants are Lauren Wilson and Karen Deeter. Chair Read introduced Karen Deeter who was attending the meeting and thanked her for her application.

f.

Commissioner Lewicki moved to approve Karen Deeter and Lauren Wilson to serve as SETD Budget Committee members.

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



11. CORROSPONDENCE- (27:30) None

12. EXECUTIVE DIRECTOR REPORT- (27:15) Interim Executive Director Debbie Boothe-Schmidt reviewed her monthly report included in the Board Pack. Debbie mentioned that she had just received an invitation for the annual Forestry Tour. Mary said she had sent this information out and would help the board sign up.

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

14. ADJOURNMENT

Chair Read adjourned the meeting at 11:05 AM

Mary Parker, Recording Secretary

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Secretary/Treasurer Paul Lewicki

## Sunset Empire Transportation District

### Available Balances as of 05/15/2025 (Cash on Hand)

General Checking:	\$	5,228.21
Payroll Account:	\$	3,033.20
LGIP:	\$	329,216.72
ODOT Loan Funding:	\$	201,661.57
STIF:	\$	695,424.78
Contingency:	\$	930,626.21
<b>Total Funds Available:</b>	<b>\$</b>	<b>2,165,190.69</b>

### Monthly (Actual & Projected) Expenditures:

AP Week of 05/07/2025 **Funds are already removed from above numbers**	\$	51,445.28
<b>PROJECTED</b> AP Week of 05/19/2025	\$	75,000.00
Payroll 05/02/2025 w/Taxes **Funds are already removed from above numbers**	\$	62,490.76
Payroll 05/16/2025 **Funds are already removed from above numbers**	\$	61,814.17
<b>PROJECTED</b> Payroll Week of 05/30/2025	\$	62,000.00
<b>Total Expenditures:</b>	<b>\$</b>	<b>312,750.21</b>

### OTIB Loan 4/26/2025

Total w/Intereset & Fees:	\$1,040,443.83
Interest Payment:	\$45,794.00
Principle Payment:	\$490,090.00
<b>Balance Due:</b>	<b>\$504,559.83</b>

### Statement of Activity Exceptions:

<b>4205 - Property Taxes:</b>	Didn't get as much as budgeted
<b>8000 - Audit:</b>	Additon of AUP for FY22 & FY23
<b>8001 - Professional Services:</b>	Interim Director
<b>8031 - Online Sub/IT Services:</b>	AccuFund Quarterly - Budgeted wrong month
<b>8170 - Fuel:</b>	Increase in prices
<b>8171 - Vehicle Repair/Outside Svc:</b>	Bus #1801 Repairs

### ODOT Grants

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

### Reimbursements Requested

Grant #	Date Req	Amount	Date Received
5311	5/15/2025	\$ 311,968.00 N/A	
5310	5/15/2025	\$ 26,924.00 N/A	
5339	N/A	\$ - N/A	

### Follow-up:

## Profit & Loss Budget Performance

April 30, 2025

Month 10 = 83% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Income</u>								
4010 FIXED ROUTE FARES	7,292.32	3,650.00	3,642.32	74,065.19	36,650.00	37,415.19	44,000.00	168.33%
4022 PARATRANSIT FARES	1,808.00	1,750.00	58.00	17,350.25	17,500.00	(149.75)	21,000.00	82.62%
4030 CONTRACTED SERVICES-IGA	0.00	166.00	(166.00)	0.00	1,659.00	(1,659.00)	2,000.00	0.00%
4110 NW NAVIGATOR	312.76	200.00	112.76	3,908.33	2,200.00	1,708.33	2,675.00	146.11%
4130 OTHER-VENDING	0.00	0.00	0.00	245.51	225.00	20.51	325.00	75.54%
4205 PROPERTY TAXES	7,668.28	25,000.00	(17,331.72)	1,195,051.60	1,233,000.00	(37,948.40)	1,300,000.00	91.93%
4206 PRIOR YEAR TAXES	3,331.98	800.00	2,531.98	19,588.26	15,750.00	3,838.26	17,300.00	113.23%
4207 PROPERTY TAX INTEREST	30.47	100.00	(69.53)	987.49	1,000.00	(12.51)	1,200.00	82.29%
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	49,899.97	35,000.00	14,899.97	143,298.95	115,000.00	28,298.95	115,000.00	124.61%
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	285.00	760.00	(475.00)	7,117.28	7,600.00	(482.72)	9,120.00	78.04%
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	3,565.01	1,667.00	1,898.01	48,400.83	16,670.00	31,730.83	20,000.00	242.00%
4605 OTHER INCOME	16.00	65.00	(49.00)	2,727.98	1,500.00	1,227.98	2,500.00	109.12%
5203 OREGON STIF FUNDS-FORMULA	261,487.00	0.00	261,487.00	964,394.00	765,262.00	199,132.00	1,047,017.00	92.11%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	148,178.00	580,500.00	(432,322.00)	775,022.00	19.12%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	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%
<b>Total Income</b>	<b>335,696.79</b>	<b>69,158.00</b>	<b>266,538.79</b>	<b>2,908,302.24</b>	<b>3,053,066.00</b>	<b>(144,763.76)</b>	<b>4,405,133.00</b>	<b>66.02%</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>Annual</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>Budget %</u>
6010 WAGES	119,508.15	160,417.00	40,908.85	1,377,573.88	1,644,170.00	266,596.12	1,975,000.00	69.75%
6111 TAXES	18,740.40	26,575.00	7,834.60	169,627.62	265,750.00	96,122.38	319,000.00	53.17%
6210 BENEFITS	29,294.33	47,375.00	18,080.67	337,429.56	475,250.00	137,820.44	570,000.00	59.20%
<b>SUB TOTAL WAGES/TAXES/BENEFITS</b>	<b>167,542.88</b>	<b>234,367.00</b>	<b>66,824.12</b>	<b>1,884,631.06</b>	<b>2,385,170.00</b>	<b>500,538.94</b>	<b>2,864,000.00</b>	<b>65.80%</b>
8000 AUDIT	15,000.00	0.00	(15,000.00)	49,200.00	20,000.00	(29,200.00)	35,000.00	140.57%
8001 PROFESSIONAL SERVICES	11,853.51	850.00	(11,003.51)	52,570.51	8,350.00	(44,220.51)	10,000.00	525.71%
8002 LEGAL COUNSEL	0.00	1,675.00	1,675.00	13,316.11	16,650.00	3,333.89	20,000.00	66.58%
8003 BANK/MERCHANT FEES	136.40	150.00	13.60	1,485.95	1,650.00	164.05	2,000.00	74.30%
8010 EQUIP LEASE/RENT	201.80	233.00	31.20	2,121.10	2,330.00	208.90	2,800.00	75.75%
8015 COMP/FURNITURE/DURABLE GOODS	3,976.88	3,750.00	(226.88)	10,536.07	19,450.00	8,913.93	20,000.00	52.68%
8020 B&M	5,979.62	10,417.00	4,437.38	72,738.23	104,170.00	31,431.77	125,000.00	58.19%
8023 BUILDING LEASE	173.00	140.00	(33.00)	1,888.00	1,420.00	(468.00)	1,700.00	111.06%
8031 ONLINE SUB/IT SERVICES	10,270.98	5,550.00	(4,720.98)	72,592.37	95,750.00	23,157.63	112,000.00	64.81%
8040 TELEPHONE/INTERNET	2,498.62	2,500.00	1.38	26,809.06	25,000.00	(1,809.06)	30,000.00	89.36%
8041 UTILITIES	2,491.20	2,760.00	268.80	29,374.27	27,980.00	(1,394.27)	33,000.00	89.01%
8050 HR/EMPLOYEE RECOGNITION	980.12	1,040.00	59.88	12,791.91	19,900.00	7,108.09	22,000.00	58.15%
8060 TRAVEL/TRAINING	85.00	1,850.00	1,765.00	25,969.82	26,300.00	330.18	30,000.00	86.57%
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	26.99	4,000.00	3,973.01	12,201.59	42,000.00	29,798.41	50,000.00	24.40%
8090 DUES, SUBSCRIPTIONS	377.99	1,000.00	622.01	24,441.27	28,000.00	3,558.73	30,000.00	81.47%
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	11,250.00	8,250.00	15,000.00	20.00%
8092 FEES/TAXES/LICENSES	0.00	175.00	175.00	581.07	1,675.00	1,093.93	2,000.00	29.05%
8100 INSURANCE	23,971.00	29,375.00	5,404.00	92,337.67	126,000.00	33,662.33	126,000.00	73.28%
8105 UNINSURED LOSS	0.00	1,650.00	1,650.00	4,100.92	16,650.00	12,549.08	20,000.00	20.50%
8110 LEGAL ADS	117.60	0.00	(117.60)	315.08	0.00	(315.08)	1,000.00	31.51%
8112 MEETING EXPENSE	1,325.18	150.00	(1,175.18)	1,573.91	1,650.00	76.09	2,000.00	78.70%
8116 OFFICE SUPPLIES	925.65	975.00	49.35	7,995.04	10,000.00	2,004.96	12,000.00	66.63%
8170 FUEL	13,138.59	9,600.00	(3,538.59)	121,583.67	95,800.00	(25,783.67)	115,000.00	105.72%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	15,784.75	6,325.00	(9,459.75)	92,482.95	96,850.00	4,367.05	111,500.00	82.94%
<b>SUB TOTAL MATERIALS/SERVICES</b>	<b>109,314.88</b>	<b>84,165.00</b>	<b>(25,149.88)</b>	<b>732,006.57</b>	<b>808,825.00</b>	<b>76,818.43</b>	<b>938,000.00</b>	<b>78.04%</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>Annual</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Budget %</u>
9040 DEBT SERVICE & INT FEES	63,370.00	0.00	(63,370.00)	253,480.00	190,110.00	(63,370.00)	479,000.00	52.92%
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%
<b>Total Expenses</b>	<b>340,227.76</b>	<b>318,532.00</b>	<b>(21,695.76)</b>	<b>3,470,117.63</b>	<b>3,984,105.00</b>	<b>513,987.37</b>	<b>5,601,000.00</b>	<b>61.96%</b>

<p align="center"><b>Consolidated Balance Sheet</b>  <b>April 30, 2025</b></p>
------------------------------------------------------------------------------------

**This Year**

Assets

1010 OVER/UNDER	(27.10)
1020 GENERAL CHECKING LC BANK	30,316.30
1030 LGIP - GENERAL FUND	419,216.72
1040 PAYROLL ACCOUNT LC BANK	123,017.70
1055 STIF LC BANK	695,424.78
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	930,626.21
1095 CASH RECEIPTS CLEARING SYSTEM	203.47
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(8,710.50)
1250 PROPERTY TAX RECEIVABLES	105,885.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1425 PREPAID WORK COMP	(47,494.42)
Total Assets	<u>2,447,594.56</u>

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	74,203.81
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	271,895.56
2059 CREDIT CARD PAYMENT CLEARING	(268,393.01)
2060 PAYABLE TO NWN	(3,946.83)
2080 OVER PMTS/UNAPPLIED CREDITS	2.00
2100 ACCRUED LABOR SYSTEM	52,603.45
2705 DEFERRED REVENUE	63,394.00
2805 ODOT LOAN	<u>275,000.00</u>
Total Liabilities	464,417.53

3000 FUND BALANCE	1,966,555.10
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Change in Net Assets	(24,974.28)
Total Net Assets	<u>1,941,580.82</u>

Total Liabilities and Net Assets	<u><u>2,405,998.35</u></u>
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**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging as of 04/30/2025**

<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	0.00	142.50	0.00	0.00	142.50
[6494] ANGI WILDT GALLERY	3/31/2025	2082	3/01/2025	Mar 2025 Parking Space #12	0.00	47.50	0.00	0.00	47.50
[6060] CLATSOP COUNTY SHERIFF	3/02/2025	2092	1/31/2025	Jan 2025 Bus Tokens	0.00	0.00	144.00	0.00	144.00
[6060] CLATSOP COUNTY SHERIFF	3/30/2025	2093	2/28/2025	Feb 2025 Bus Tokens	0.00	0.00	133.00	0.00	133.00
[6060] CLATSOP COUNTY SHERIFF	4/30/2025	2094	3/31/2025	Mar 2025 Bus Tokens	139.00	0.00	0.00	0.00	139.00
[6112] HOMESPUN QUILTS	3/31/2025	2083	3/01/2025	Mar 2025 Parking Spaces # 8 & 9	0.00	95.00	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	0.00	47.50	47.50
[6583] Sondra Carr	3/03/2025	2074	2/01/2025	Feb 2025 Parking-Space #10	0.00	0.00	47.50	0.00	47.50
[6583] Sondra Carr	3/31/2025	2084	3/01/2025	Mar 2025 Parking-Space #10	0.00	47.50	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)
<b>Total</b>					<b>139.00</b>	<b>332.50</b>	<b>324.50</b>	<b>193.00</b>	<b>989.00</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**AP Aging as of 04/30/2025**

<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>
<b>[6084] DEL'S OK POINT-S TIRE</b>									
4/24/2025	1108053	5/21/2025	TIRE REMOVALS (STUDS) - SHOP SUPPLIES	176.53	176.53	176.53	0.00	0.00	0.00
<b>[6259] ISLER CPA</b>									
4/30/2025	240925	5/21/2025	AUDIT FYO -06/2024, PROGRESS BILLING -FYE 06/2022 & 06/2023	15,000.00	15,000.00	15,000.00	0.00	0.00	0.00
<b>[6147] NW COMMUNITY ALLIANCE</b>									
4/30/2025	17588	5/21/2025	04/01-04/30/2025 -BUS SHELTER CLEANING & REPAIR	990.00	990.00	990.00	0.00	0.00	0.00
<b>[6193] SDIS</b>									
4/04/2025	2025-07	5/04/2025	Pay period ending 3/29/2025,DentalBen,LTDBen ,LifeBen,MedicalBen,STDBen	13,023.08	13,023.08	0.00	13,023.08	0.00	0.00
4/18/2025	2025-08	5/18/2025	Pay period ending 4/12/2025,DentalBen,Medica lBen	12,035.00	12,035.00	12,035.00	0.00	0.00	0.00
<b>Report Total</b>				<b>41,224.61</b>	<b>41,224.61</b>	<b>28,201.53</b>	<b>13,023.08</b>	<b>0.00</b>	<b>0.00</b>



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing as of 04/30/2025**

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23669	4/09/2025	[6259] ISLER CPA - AUDIT FYO -06/2024	AUDIT	7000	7,000.00
23679	4/09/2025	[6193] SDIS -04/01-06/31/2025 QRTLY - GENERAL LIABILITY, PROPERTY, AUTO	GENERAL LIABILITY PROPERTY AUTO	13783.33 4674.34 5513.33	23,971.00
23680	4/09/2025	[6495] TONKIN CHEVROLET -PM Bus #2003	VEHICLE REPAIR/OUTSIDE SERVICES	5488.21	5,488.21
23683	4/09/2025	[6257] WESTERN STAR NW, INC - FREIGHTLINER REPAIR & SRV -PM Bus #1801	PM OUTSIDE SERVICES	8353.51	8,353.51
23684	4/09/2025	[6237] WILCOX + FLEGEL - 03/01-03/31/2025 - FUEL FUEL SRV	FUEL FUEL FUEL	1852.67 9762.79 147.97	11,763.43
23699	4/23/2025	[6193] SDIS - Invoices 2024-01, 2025-05, 2025- 06, MED04012025	BENEFITS MEDICAL SDIS	18263.98	18,263.98
<b>Total Checks</b>					<b>74,840.13</b>

# SUNSET EMPIRE TRANSPORTATION DISTRICT

## Reconciliation - CREDIT CARD

Run: 5/16/2025 @ 6:25 AM

Page: 1

Closing Balance from Previous Statement.....	4/07/2025	-3,335.47
0 Deposits and Other Additions Totaling.....		0.00
31 Checks and Other Withdrawals Totaling.....		3,993.45
1 Adjustments Totaling.....		3,335.47
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	5/08/2025	-3,993.45
Difference.....		0.00

Cash Balance from General Ledger.....	5/08/2025	-255,605.98
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-255,605.98

Date	Check	To	Check Description	Amount
✓ 4/08/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -GATE 12V BATTERY, FABULUSO -SHOPS SUPPLES	117.86
✓ 4/08/2025	0001365	AMAZON	GEISLER -SAFETY VEST -STAFF & FR/PT	158.31
✓ 4/09/2025	0001365	AMAZON	GEISLER -SANITARY STATION (FR/PT) - SHOP SUPPLIES	12.12
✓ 4/10/2025	0001365	AMAZON	GEISLER -CPR SHIELDS, 30 PK CUPS, BATTERIES, RUBBER BANDS -OPS	68.73
✓ 4/10/2025	0008684	WALMART	PARKER -NAME TAGS -EXEC DIR MEETING	31.16
✓ 4/11/2025	0001365	AMAZON	GEISLER -SANITARY STATION (FR/PT) RETURN -SHOP SUPPLIES	-12.12
✓ 4/11/2025	0002125	MOTION ARRAY	JONES -03/13-04/11/2025	29.99
✓ 4/12/2025	0008684	CHEFSTORE	PARKER -NAPKINS, PLATES, TRAYS - EXEC DIR MEETING	6.18
✓ 4/12/2025	0008684	DOLLAR TREE	PARKER -FORKS -EXEC DIR MEETING	16.25
✓ 4/12/2025	0008684	FRED MEYER	PARKER -CHIPS, SNACKS, POPS, FLOWERS -EXEC DIR MEETING	114.53
✓ 4/13/2025	0008684	SAFEWAY	PARKER -FRUIT TRAY -EXEC DIR MEETING	21.98
✓ 4/14/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -METAL CUTOFF BLADES, WIRE -SHOP SUPPLIES	40.86
✓ 4/14/2025	0008684	FULTANO'S PIZZA	PARKER -PIZZA -EXEC DIR MEETING	113.50
✓ 4/15/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -LAWN MOWER -OPS	469.10
✓ 4/15/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -POLYCARB SHEET (BUS SHELTER) -ALDERBROOK	98.28
✓ 4/15/2025	0008684	HOLIDAY INN EXPRESS	PARKER -CONF ROOM (2 DAYS) -EXEC DIR MEETING	996.00
✓ 4/16/2025	0008684	ADOBE, INC	PARKER -03/17-04/16/2025 -ONLINE SUBSCRIPT -ADM	12.99
✓ 4/18/2025	0001365	ADOBE, INC	GEISLER -03/19-04/18/2025 -ONLINE SUBSCRIPT -OPS	19.99
✓ 4/18/2025	0002125	ANYWORD	JONES -03/19-04/18/2025 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 4/19/2025	0003901	FRED MEYER	ROSS -GIFT CARD -EMPLOYEE OF QRT	25.90
✓ 4/19/2025	0009275	AMAZON	ROSS -BLOODBORN PATHOGEN & 1ST AID KITS -23 BUSES (FR/PT)	517.27
✓ 4/22/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -POLYCARB SHEET (BUS SHELTER) -ALDERBROOK	290.40
✓ 4/23/2025	0001365	CHEFSTORE	GEISLER -COFFEE, POPCORN -OPS	106.46
✓ 4/23/2025	0008684	SAFEWAY	PARKER -COOKIES -BOARD MEETING	25.58
✓ 4/24/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -CANVAS, FILTER -OPS/TC	44.95
✓ 4/25/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -POLYCARB SHEET FOR ROOF -BUS SHELTER (MINI MART)	271.87

✓ 4/26/2025	0001365	AMAZON	GEISLER -CPR SHIELDS, 30 PK CUPS, BATTERIES, RUBBER BANDS (RETURN) -OPS	-68.73
✓ 4/29/2025	0002125	AMAZON	JONES -5 SPACE BROCHURE HOLDER - ED/OUTREACH -MM	26.99
✓ 5/02/2025	0001365	CHEFSTORE	GEISLER -COFFEE, CREAMER, CUPS - OPS	21.85
✓ 5/02/2025	0001365	AMAZON		-69.65
✓ 5/06/2025	0003901	AMAZON	ROSS -BLOODBORN PATHOGEN & 1ST AID KITS -23 BUSES (FR/PT)	435.85
Total Unmarked Checks:			0.00	
			Total Checks:	3,993.45
Date	Reference	Adjustment Description		Amount
✓ 4/08/2025	GC 23659	PAYMENT MADE FROM GEN CK STMT ENDING 04/07/2025		3,335.47
			Total Adjustments:	3,335.47

## Sunset Empire Transportation District

### Cash Flow Projection

Updated May 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	Actual 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>1,342,386</b>	<b>1,337,855</b>	<b>870,271</b>
<b>Sources of funds:</b>												
Fares	9,588	9,147	9,367	9,548	7,510	8,544	8,222	7,978	8,375	9,100	5,566	5,625
STIF Funding	-	212,060	-	246,780	-	-	244,067	-	-	261,487	-	-
ODOT Grant Reimbursements	-	-	-	-	121,558	-	-	-	87,062	-	-	349,916
Mass Transit Assessment	25,720	-	-	36,572	-	-	31,107	-	-	49,900	-	-
Property Taxes	10,048	6,997	4,453	146,904	931,718	25,961	42,378	7,079	29,059	11,031	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	4,179	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>130,525</b>	<b>335,697</b>	<b>74,193</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	236,112	167,543	244,417	234,413
Materials & Services	66,750	65,049	45,658	68,598	41,917	47,596	107,803	72,189	70,348	109,315	71,840	57,335
Debt Services	-	63,370	-	63,370	-	-	63,370	-	-	63,370	225,520	-
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>306,460</b>	<b>340,228</b>	<b>541,777</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>1,342,386</b>	<b>1,337,855</b>	<b>870,271</b>	<b>249,642</b>



# SUNSET EMPIRE TRANSPORTATION DISTRICT

***BOARD OF DIRECTORS MEETING  
MAY 2025***



## SUNSET EMPIRE TRANSPORTATION DISTRICT

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

### **Managing Resources**

Working with Ifocus to improve storage space  
Helping to fill in for Jennifer while she is out

### **Leading People**

Meant with Bob Boehmer and his friend Tom in Arch Cape. They gave me a tour of where they thought stops would work.  
Working to find contractors that have time to even look at the possibility of adding a new office at TC.  
Looking at ways to make the TC safer when lightly staffed.

### **Improving the Organization**

Meant with Jason & Kelly on the Micro Transit Program  
Attended Team meetings and safety meetings, helped with safety walk through at the TC  
Did walk through Ops with the Fire Marshall and Fire Chief from Warrenton. I have been very please with both facilities as far as the Fire Marshall walk throughs have gone.

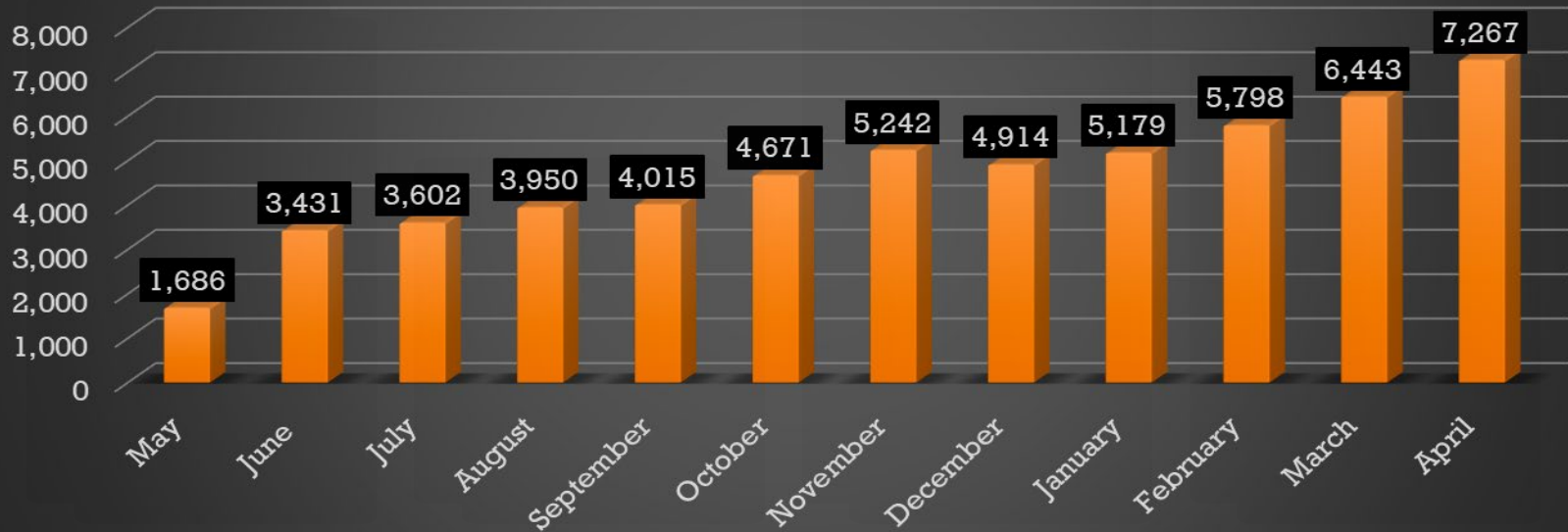
### **Service Delivery and Operations**

Attended Budget and Board meetings  
Attended NWOTA meeting in Tillamook. Presentation from the Zero Admissions team  
Attended Safety and Team meetings. Team is working on RLS report



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL FIXED ROUTE RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

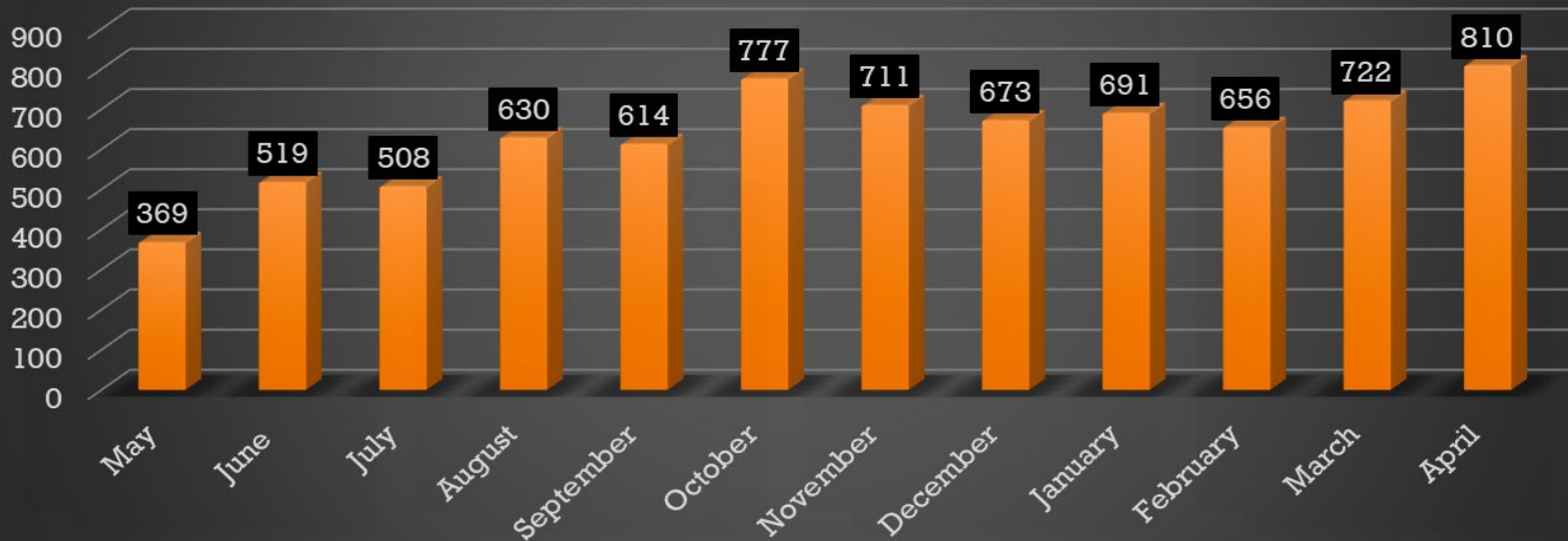
COMMUNITY NETWORKING





# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## TOTAL PARATRANSIT RIDERSHIP BY MONTH 2023-2024



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

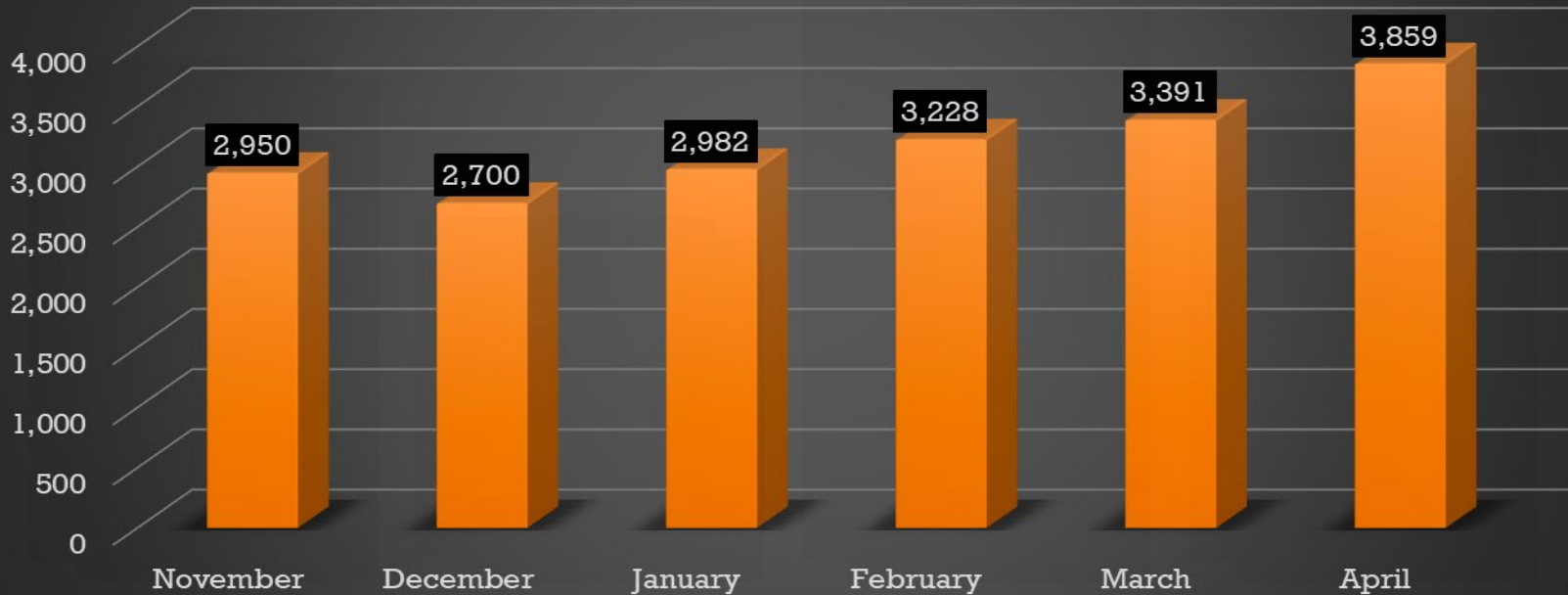
COMMUNITY NETWORKING





# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 101 ASTORIA-GEARHART-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

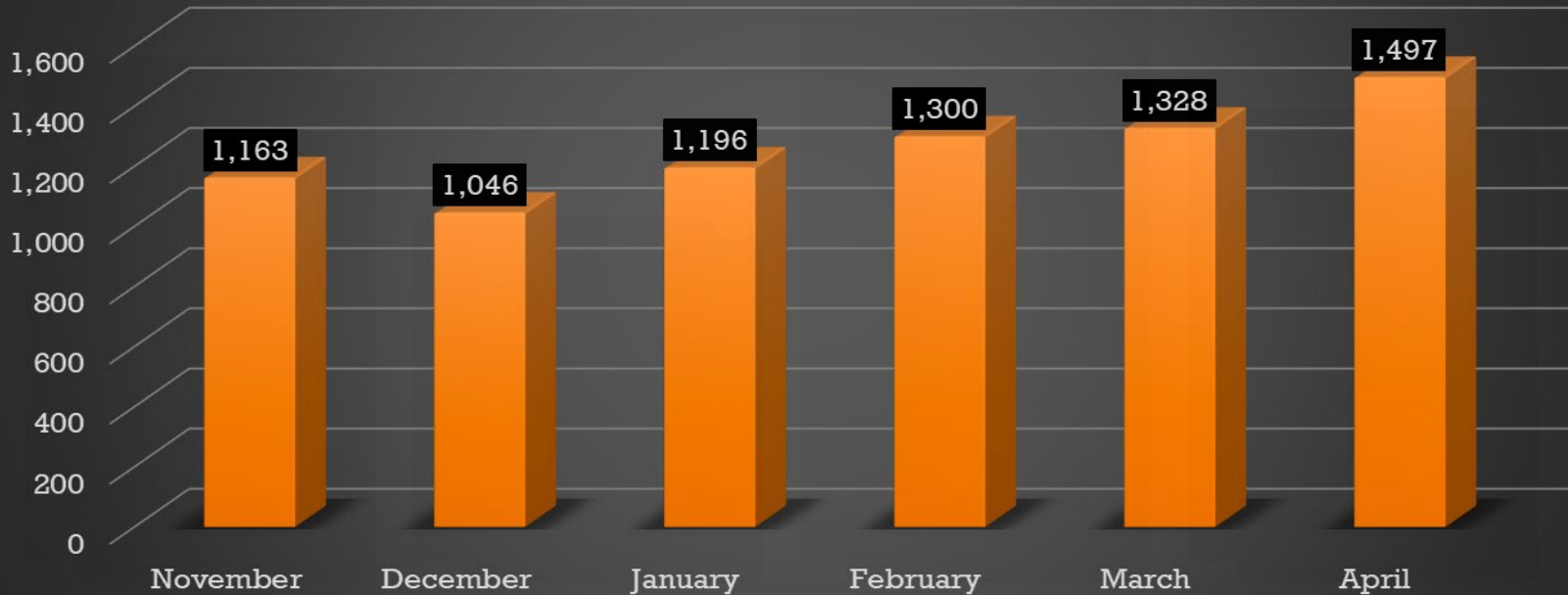
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 10 ASTORIA



RELIABILITY

ACCESSIBILITY

EFFICIENCY

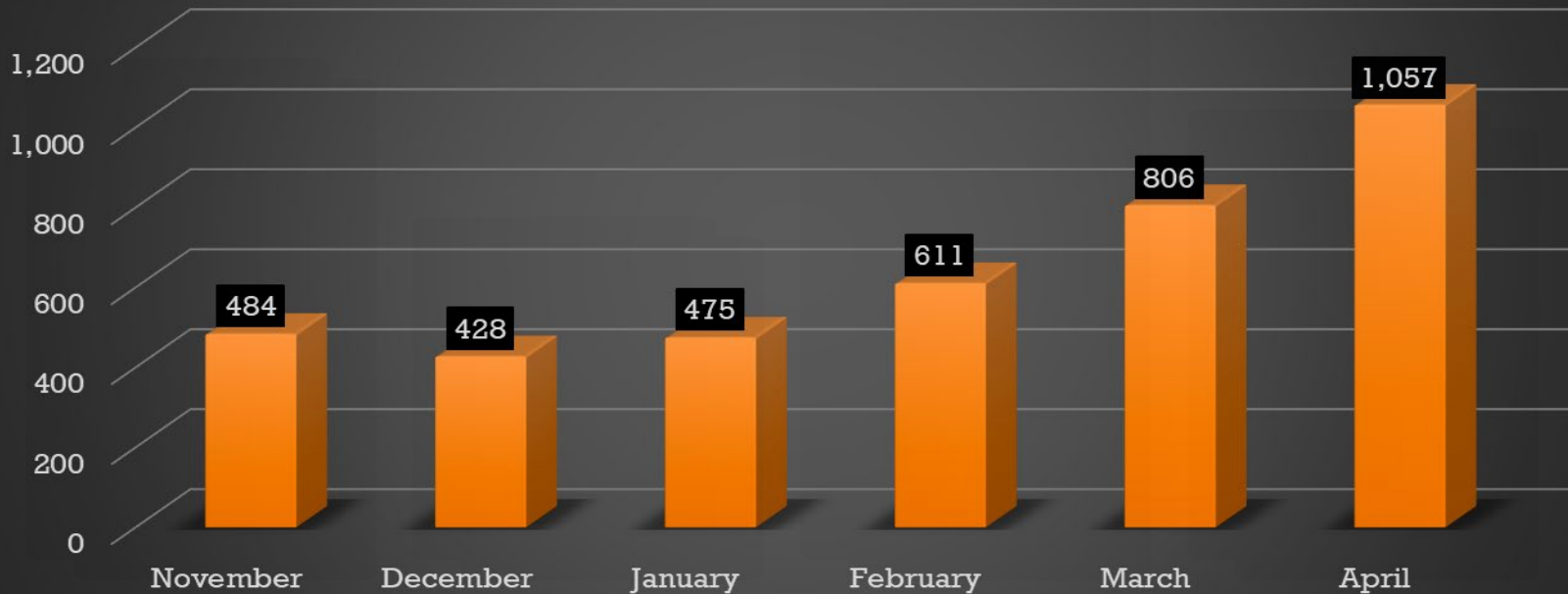
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## ROUTE 20 CANNON BEACH-SEASIDE



RELIABILITY

ACCESSIBILITY

EFFICIENCY

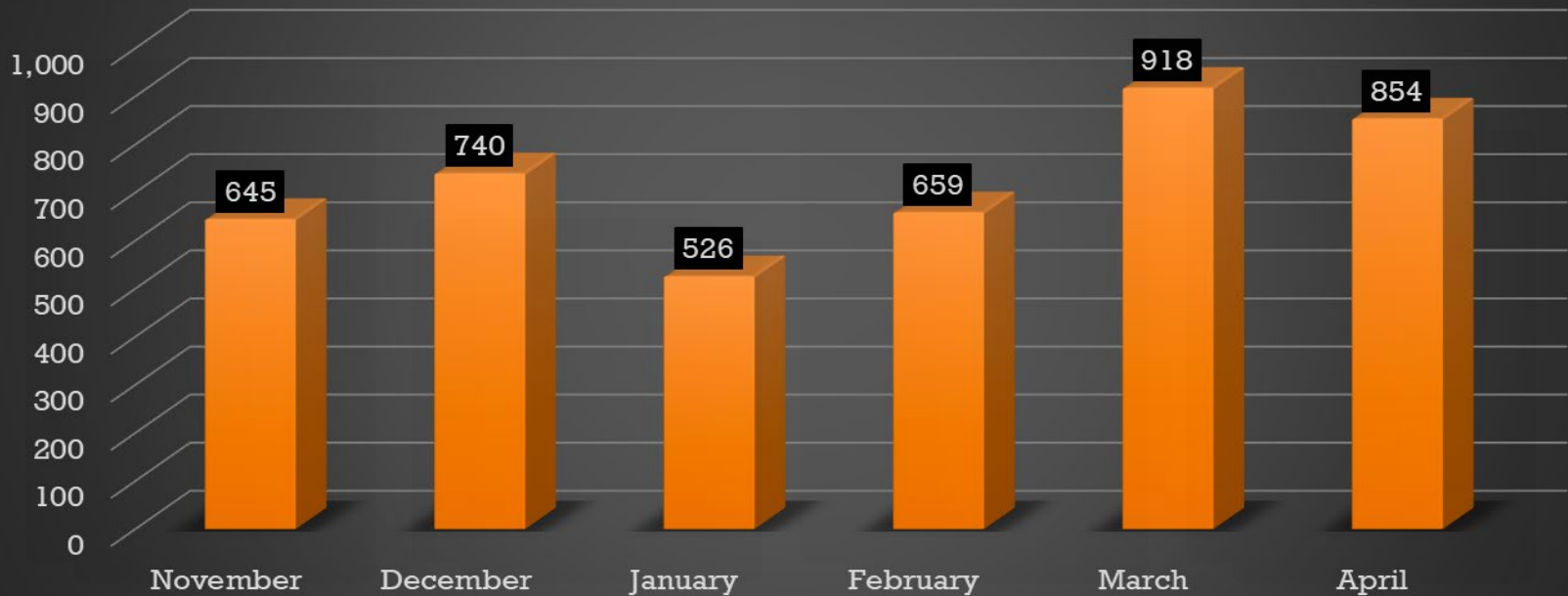
SAFETY

COMMUNITY NETWORKING



# SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT

## PACIFIC CONNECTOR WEEKENDS



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

***CHIEF OPERATIONS  
OFFICER REPORT-  
JENNIFER GEISLER***

**Actions**

**Meetings-Trainings-Developing**

**Improving the Organization**

**Service Delivery and Operations**



## 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. Had meetings to discuss HR software. Only HR and Payroll seem to be included in the software. Exploring the possibilities of having two system one for HR and payroll and one for Finance, this is done in many companies, conversations in progress.
3. Order and received new ID Printer, soon to start issuing new IDs
4. Engaged with employees to address concerns
5. Engaged with Insurance companies for questions and information
6. Written Policies that will soon be ready for review for any changes needed
7. Scheduled CPR training for our company

### Trainings Attended

- Completed side-by-side training
- Wildfire Smoke Training
- Heat Illness Prevention
- General Ethics in the Workplace
- Drug Free Workplace

### New Hires/Returning Employees

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

### 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**

- Attended Outreach, Branding, and Creating Identity Seminar
- Prepared 100 Day Pass Vouchers for the Harbor
- Prepared 100 Day Pass Vouchers for Maternal Child Health Program

## **Other SETD Meetings**

- Attended Team Meeting April 30<sup>th</sup>
- Attended April 24th Board Meeting

## **Board Meetings and Board Assistance**

- Prepared PA and meeting pack for April 17<sup>th</sup> Special Meeting
- Prepared PA and April 22<sup>nd</sup> TAC Meeting Packet
- Prepared and posted April 24 Board Meeting PA and Meeting Packet
- Prepared Legal Ad for Budget Meetings in May
- Prepared and posted PA for Budget Training
- Prepared and distributed Budget Training packet for April 24
- Prepared minutes from 2025 Budget Meeting
- Prepared final minutes for Board



## SUNSET EMPIRE TRANSPORTATION DISTRICT

# MOBILITY MANAGER REPORT- JASON JONES

### **Promote Accessibility**

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

### **Focusing on the Individual**

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

### **Educate and bring awareness to the community**

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

### **Travel Training/Engagement**

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





**SUNSET EMPIRE  
TRANSPORTATION  
DISTRICT**

***PARATRANSIT REPORT-  
NICHOLLE SEARLE***
