



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING
AUGUST 28, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR

AGENDA

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BOARD

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF JULY 24, 2025 AND JULY 30, 2025 BOARD MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - A. Action: Schedule Board Budget Review worksession- Executive Director
 - B. Discussion: Consent Agenda- Chair
 - C. Action: Approval of Letter to elected officials on the impact of funding on rural transit operations. -Executive Director
 - D. Action: STIF Fund Loan Payment reversal. Request board approval to keep the funds and amend the budget. – Executive Director
 - E. Information: HR office wall Status- Executive Director
10. NEW BUSINESS
 - A. Action: Accept resignation of Board Member Paul Lewicki- Chair
 - i. Establish timeline for applications and appointment
 - B. Action: Replacement of vacant TAC Positions
 - i. Establish timeline for applications for TAC positions- Chair
(TAC we need to know who is currently on the TAC, what position they are currently filling and whether they are willing to continue. Those positions are specific roles and fulfill legislatively determined representative categories.)
 - C. Action: Schedule work session for review of Monthly Financial Reports- Executive Director
 - D. Information: Training on New Opinion from State Ethics Commission- Chair
 - E. Action: Schedule Strategic Planning workshop- Executive Director

i. Strategic Plan Presentation #1 of 5

11. CORRESPONDENCE

SETD Staff

12. EXECUTIVE DIRECTOR REPORT

A. Executive Director

- i. Cyber Security – Issues / Needs / Grants
- ii. Attended the South West Washington Transit Forum
- iii. Communications – OPB, KAST, and KRKZ radio
- iv. Southwest Washington Transit Forum
- v. NWACT Meeting

13. TEAM REPORTS

14. ADJOURNMENT

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SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

2025

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
July 24, 2025 Board Meeting 10 am
Draft Board Meeting**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called the meeting to order at 10:00 AM.
2. PLEDGE OF ALLEGIANCE-
3. ROLL CALL: Chair Debbie Boothe-Schmidt, Secretary Treasurer Paul Lewicki, Commissioner Tracy MacDonald, Commissioner Pamela Alegria, Commissioner Guillermo Romero, Commissioner Kathy Kleczek, Commissioner Tita Montero
4. STAFF: Executive Director David Carr, Executive Assistant Mary Parker, Chief Operations Officer, Jennifer Geisler, Finance Officer Kelly Smith, Mobility Manager Jason Jones, Human Resources Manager Maday Ross

Attending: Arla Miller regional ODOT representative

5. SWEARING IN OF NEW COMMISSIONERS- Chair Boothe-Schmidt announced that newly elected commissioners Tita Montero and Kathy Kleczek were to be sworn in and the 2 commissioners that had been re-elected, Paul Lewicki and Pamela Alegria who needed to be sworn in. All 4 repeated the oath of office and were sworn in. Certificates will be signed and sent to the county.
6. CHANGES TO AGENDA (01:27) – Commissioner Kathy Kleczek commented that considering the items and the intent and content of the items in the consent agenda and the fact this is the first time a consent agenda has appeared, that the items should be taken out of the consent agenda and we should discuss the role of a consent agenda on our agenda and discuss the role of the consent agenda and if that is something that the board wants to adopt. Kathy said there are significant items with in there that we should be discussing.

Chair Kleczek said she was making what she had just said a motion.

Commissioner Tita Montero seconded the motion

Discussion: Commissioner Pamela Alegria commented that the City of Astoria has a consent agenda, but you can ask for items to be pulled out to discuss it. So that's a possible procedure. Commissioner Kleczek commented that her motion was to pull all out of the consent agenda at this time so we can discuss what the consent agenda would look like and what we would use it for, rather than just have it on the agenda for the first time including items that actually need some discussion. Commissioner Tita Montero said she comes to this from agreement but with a little different perspective and that is that those grants are all three contracts and no elected board that she has ever sat on puts contracts into a consent agenda which prevents you from being able to talk about it, ask about it, or do anything about it. Commissioner Montero said these contracts are our livelihood and should not be in a consent agenda, they should be in new business. Commissioner Kleczek added that she does not oppose creating a consent agenda item for our agenda's in the future, but it's the board's responsibility to discuss what type of things they would like to have in a consent agenda, and as Commissioner Montero said, something that basically determines our viability and sustainability going forward is not an item that should be included in the consent agenda. Executive Director Carr commented that the intent of the consent agenda was to expedite the process. Carr said the forms that we get and the contracts we get from ODOT are standard forms and we do not get to make any dramatic changes to them, but in Pamela's point, which was that in a consent agenda you can request for things to be pulled out and have that discussion, so I was trying to implement something that would streamline the process yet still reserve the right to pull those off at any time and discuss them. So in this case it was my first attempt, and I think it is a good idea to explain what a consent agenda is.

Executive Director Carr said as to what Pamela said that other agencies do where there is just an item where there's not discussion and it's kind of like a standard process. If there is no need to debate, then we have no debate. If there's discussion you will pull it out and we have the discussion. Carr said he was just trying to, and maybe I picked the wrong things to start, but it's designed to expedite our business and provide a way to do things quickly and efficiently and yet at the same time you reserve the right to pull anything out at any time. Commissioner Alegria said the thing that we've been told previously in terms of ODOT grants and federal grants is we can't change them. Executive Director Carr said it is not like we can edit them or ask for more money or anything like that, we're just signing the contract and in the case of having discussion about it, that's fine. Executive Director Carr said his understanding is to expedite the process and to ensure that we avoid further delays, we need to get those done and we will submit them tomorrow and that will get us in the queue. If we don't, if there is some reason we pull it, some reason that we want to debate it, and it goes to the next meeting, that could have a significant impact on us when our funding arrives. Executive Director Carr said he would be having a discussion later where he will talk about what our funding situation is and how a delay is way more dramatic than it might be normally. Commissioner Montero said that given these are contracts, it is the board's prerogative and responsibility to authorize the signing of contracts. Montero said given these are contracts it is the board's prerogative and responsibility to authorize the signing of contracts. If this is in the consent agenda, we do not have the opportunity to authorize signing these legal documents and without discussion, without explanation it is not transparent. Montero also said it is our fiduciary responsibility to review these and authorize these. That's a board action and one of our responsibilities. Montero and she does not see these going into a consent agenda.

Commissioner MacDonald called for the question.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Aye	x	x	x	x	x	x	x
Nay							

Aye 7
Nay 0
Motion passed

Chair Boothe-Schmidt asked for a motion to approve the agenda as amended.
Commissioner Kleczek so moved
Commissioner Romero seconded the motion
No further discussion.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Aye	x	x	x	x	x	x	x
Nay							

Aye 7
Nay 0
Motion passed

7. PUBLIC COMMENTS- Chair Debbie Booth-Schmidt opened public comment. There being none, public comment was closed.
8. ELECTION OF OFFICERS- Chair Debbie Boothe-Schmidt announced that it was time for the Board's annual election of officers. Debbie asked for nominations for Board Chair:

Commissioner Tita Montero nominated Commissioner Kathy Kleczek as Board Chair.
Commissioner Tracy MacDonald nominated Commissioner Debbie Boothe-Schmidt as Board Chair.

Commissioner Boothe-Schmidt said since she had been nominated, she would step back as Chair and asked Secretary/Treasurer Paul Lewicki to take over the meeting since there is currently no Vice Chair available.

Secretary/Treasurer Lewicki asked Mary to take a Roll Call Vote for Board Chair

Board Chair

	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Kathy	x	x		x		x	
Debbie			x		x		x

Kathy Kleczek- 4

Debbie Boothe-Schmidt- 3

Commissioner Kathy Kleczek was elected Board Chair.

Vice Chair

Commissioner Kleczek took over the meeting as Board Chair and asked for nominations for Vice Chair.

Commissioner Montero nominated Commissioner Pamela Alegria as Vice Chair

Chair Kleczek asked for all those in favor of Commissioner Alegria being Vice Chair to say Aye.

Commissioner Alegria was approved as Board Vice Chair by unanimous aye vote.

Secretary/Treasurer

Chair Kleczek asked for nominations for Board Secretary Treasurer

Commissioner Alegria nominated Commissioner Tita Montero

Chair Kleczek asked for all those in favor of Commissioner Tita Montero being Secretary/Treasurer to say Aye.

Commissioner Alegria was approved as Board Secretary/Treasurer by unanimous aye vote

9. APPROVAL OF BANK SIGNERS- RESOLUTION 2025-03- Commissioner Montero said that there needed to be changes made to Resolution 2025-03. Commissioner Montero said David Carr's first name needs to be corrected and the form should say that former Chair Debbie Boothe-Schmidt, former Secretary/Treasurer Paul Lewicki and former Vice Chair Rebecca Reed be removed as signers. Chair Kathy Kleczek said if we removed the titles completely and it just says remove the names, it would be less confusing because that is all the bank needs. Chair Kleczek said then amend the form to say approve Board Chair Kathy Kleczek, approve Vice Chair Pamela Alegria and Approve Secretary/Treasurer Tita Montero as signers so the bank has that in writing and then we approve the resolution here and it is recorded in the minutes.

Commissioner Montero moved to approve Resolution 2025-03 with the corrections as stated by Chair Kleczek

Commissioner MacDonald seconded the motion

Discussion none

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Aye	x	x	x	x	x	x	x
Nay							

Aye-7

Nay-0

Motion passed

10. COMMITTEE ASSIGNMENTS- (23:00) Chair Kleczek asked if any board members were interested in serving on the Transportation Advisory Committee. Commissioner Alegria had been on the committee but said she did not want to continue. Commissioner Debbie Boothe-Schmidt said she would like to be on the Transportation Advisory Committee (TAC) and Chair Kleczek appointed her to that position. Commissioner MacDonald said he was interested in serving on the NWACT and enjoyed it when he had previously served. Chair Kleczek said that she wanted to be transparent and let the board know that she serves on the NWACT as the bicycle and pedestrian advocate and represents the Clatsop County seat for the at large position and would like to continue serving in that role or she could represent SETD as well but it is up to the board as to if they would want her to serve as the SETD board representative which would mean she would have to step down from the county at large position. Commissioner Booth-Schmidt said she thought that Chair Kleczek should stay on the NWACT committee representing what she already is and appoint someone to represent SETD. Commissioner Montero said she would prefer that Chair Kleczek stay on the NWACT. Montero told Chair Kleczek, while you're not officially representing SETD we know that you will bring that mindset along with you and that sort of gives us one and a half representatives on that committee. Chair Kleczek said she would stay on the committee and would appoint Commissioner MacDonald to represent SETD. Commissioner Alegria asked if the committee representatives could give the board a summary report of what has transpired at the meetings. Chair Kleczek said yes, she is requesting that committee reports be made to the board. Commissioner Montero requested that the committee reports be an agenda item. Chair Kleczek agreed. Chair Kleczek said we will assign members to other committees and subcommittees at another meeting.
11. APPROVAL OF JUNE 26 BOARD MINUTES- (25:36) Commissioner Montero said that it is her understanding that the video of the meeting was corrupt and that should be reflected somewhere in these minutes that there is not a full video available to the public. The other comment I want to make is on the public comment, which was my public comment, in entirety my public comment is in writing and attached in this packet. I am not sure that it needs to be paraphrased in here as public comment, but I don't know if that's the way it should work. Most of all there was a motion made by Pamela and seconded by Guillermo and approved by the board that this board and the executive director will review the budget within 90 days of its passage and that is not reflected in the minutes and should be amended to include it. Commissioner Montero also said correspondence was misspelled on page 11. Commissioner Alegria noted a correction in the middle of page 8 where it should say "he" but says he or she and her name is misspelled on page 9. Chair Kleczek said that opening of the budget hearing and the closing of the budget hearing are not listed and the opening of public comment and closing of public comment also needs to be included. Chair Kleczek also said the Executive Director and Team reports need to be included in the meeting minutes. Chair Kleczek said that anything that is presented at the meeting needs to be included in the minutes including slideshow or videos that were presented. Public comments should also be part of the minutes as well.

Commissioner Montero moved to accept the minutes as amended

Commissioner Alegria seconded the motion

Motion passed unanimous aye vote.

12. REPORTS FROM CHAIR AND COMMISSIONERS- (32:20)

- a. Commissioner Romero- No Report
- b. Commissioner Boothe-Schmidt- Reported that she had finished up working as the Interim Director with the new Executive Director but hasn't done a lot since.
- c. Commissioner MacDonald- Reported that he had been working with the Kiwanis club and did about 120 free bus passes certificates. Commissioner MacDonald thanked Mary for her help with the new passes that fit in pockets and posters for the kids.

- d. Commissioner Alegria- Reported that she had been on the TAC committee and there was a TAC By-Laws Committee of three that has not reconvened, and the committee is short on members. Commissioner Montero asked how many people sit on the committee. Commissioner Alegria said, Brian from Tillamook, Lorraine, Damon and Larry. Mary Parker said that Damon had currently resigned from both the TAC and the TAC By-Laws Committees. Chair Kleczek said we'll be looking into getting new members and asked the board to look at the membership requirements or look back at your minutes and think of people that might be able to fit those roles and see if you can ask them to apply. We will open those applications formally at the next meeting so you can kind of prime the pump at this point by looking for people that might be good candidates for the Transportation Advisory Committee so that we're not speaking in acronyms that people might not understand if they're watching this video. Chair Kleczek said this goes to everybody in the room and anyone listening to this meeting. If you're interested in serving on our Transportation Advisory Committee, we'll be looking for people and opening the application period officially at the next SETD Board meeting. Chair Kleczek thanked Commissioner Alegria for bringing this to our attention.
- e. Commissioner Montero- Reported that she was very pleased to be here.
- f. Chair Kleczek- Reported that as the new chair she was honored to have been nominated and hopefully she can fulfill this role in a good way and be a leader that the Board needs. Chair Kleczek said being a Board chair and voting for a Board chair is not a vote of confidence in the last Board chair or non-confidence in the last Board chair and nor is it a statement about loyalty. It's just about the Board being ready for a different type of person and a different leadership. It is not non-confidence in the previous board chair and hopefully we can continue to work together as a cohesive board to accomplish the goals and the mission of this district, and we can bring things forward working together with the new Executive Director and the whole team at SETD. Chair Kleczek said she was looking forward to being in this position and hopefully she can bring her knowledge and experience to the district, and we can move things forward.

13. CONTINUED BUSINESS- (40.00) Chair Kleczek asked if there was any continued business. Commissioner Montero said given it was discussed at the last meeting and in the minutes, she asked what the status of the HR office rebuild is. Executive Director Carr said he had that in his report and asked if he should give his report now or wait until later. Chair Kleczek said we will wait until then.
14. NEW BUSINESS- Chair Kleczek said we have moved the 3 grant agreements from consent into New Business, so we can discuss them one by one.

Commissioner Montero requested to add something to new business and make a motion. Commissioner Montero said in adding to new business, she thinks the board needs to have a discussion regarding the fact that we are going into a special session where the legislature is being called to talk about only ODOT funding issues, and she thinks they're going to revisit the moving of the payroll tax money from Rural Transit to ODOT and said she thought as new business we need a discussion as to plan for us to communicate with those of the legislators. Commissioner Montero said that it is number one. Montero said number two is that she does not know whether or not we need a separate meeting to talk about these contracts, but I think we need to think about that as we go forward looking at them.

Chair Kleczek said normally adding something additional to the agenda should happen at the beginning of the agenda but since we have new Board members and new rolls I just want to bring that up to the Board for discussion because I think it's very pertinent as far as the transportation bill package that will be discussed by the legislature and the fact that the governor just called a special session which happened after this agenda was made. Chair Kleczek said if the Board is in favor, I am okay with adding a discussion item into New Business regarding the transportation packages in the special session that has just been called.

Commissioner Montero said she was making a motion of what Chair Kleczek just proposed.
 Commissioner Alegria seconded the motion
 Discussion- None

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Aye	x	x	x	x	x	x	
Nay							
							Excused early from meeting

Aye-6

Nay-0

Motion passed

- a. 5311 Grant- (42:00) Financial Officer Kelly Smith explained that the 5311 Grant is our biannual agreement for funds through FTA and ODOT. Kelly said the issue between the federal government and a few states on the verbiage in some of these grants is there's kind of a pause in that. ODOT is asking that we get our grant agreements signed and into them while we are in this pause. They want to make sure we are moving forward and getting everything done that we can get done and we are able to process through. Then Kelly said that it is her understanding that prior to the governor calling the special session, ODOT was having some people within their department were going to be laid off at the end of the month. So we're trying to get grants in, to get them pushed into FDA while they still have that staffing. Kelly said she did not know if that's going to change with what the governor has said for the special session or not but ODOT is just asking that we get them signed and to them as quickly as possible so we can get them executed. Kelly said they're already going to be late in execution as it is, but to get them in and moving is the goal.

Executive Director David Carr said that the dispute is based on the new FDA contract requiring transit agencies to enforce immigration laws in their business and state. The state of Oregon has joined 19 other states in opposition to that saying it is illegal for that to occur and there is a temporary injunction in place for that. David said they are saying that some of the funds were available but the urgency of getting the contracts completed is to get them processed in a timely manner. Any delay will result in a further delay in our funding. The uncertainty with the state DOT funding and the layoffs that are planned at ODOT, they may not have the staff to process these, and they are talking into the end of the 2026 fiscal year to complete those applications. Any delay could push us into 2027 depending on the outcome of the special session. David said that the situation is unique in that the federal government has been cautious with their funding and the state, because of their failure to pass a transportation bill, has now impacted ODOT'S ability to process these for us. So we have become a victim of delay and timing. David said that 5311 is a significant portion of our funding and ODOT receives the funds and funds from them to us, so we are solely reliant on them to get that done. David asked Arla Miller from ODOT if she had anything to add. Arla said that David had covered things well. Arla said that they are short on staff as David mentioned and that is going to be (the layoffs) extended to September instead of July. Arla said that if this package does not pass, we will lose staff. We just had another layoff so altogether we'll lose about 10 people in our division, and we only have around 30 or so. David asked if their tasks were primarily to process these applications? Arla said yes and with FTA as well and to enter them into what is called TRAMS which is FTA's version of software to track agreements and funds. Commissioner Alegria said she thought it was imperative that the Board pass all three of these grants. Commissioner Alegria said she was not saying to discuss it but the situation is so dire, and this is a huge bulk of the money for SETD, that to delay it would be detrimental to functioning. Commissioner Boothe-Schmidt said she agreed with Pamela and asked Arla if these 3 grants have already gone through the whole process of being approved and it is just now time for the board to sign off on them? Arla said right, we have taken it through the Department of Justice (DOJ) and the legal review has been done on their side. Arla said we have to have the agreements signed before we can enter them into the FTA TRAM system to get the funds coming our way and that will take 6 to 8 months if not longer. Commissioner MacDonald said he knows of other members in Eugene and Medford who are facing dire cutbacks come September.

Commissioner MacDonald moved to approve the 5311 Grant
Commissioner Boothe-Schmidt seconded the motion

Discussion- (52:00) Commissioner Montero said because she is new to the board she has some pretty basic questions. Montero said these grants are just templates and very repetitive and she wonders what our legal counsel has to say about these contracts. Montero said that the 5311 is federal money and she is confused about something that was said earlier that we've joined a lawsuit against the federal government for what they are trying to require. Montero said even if we sign this, if the federal government decides to require that, they could still claw back the money even though we approved it or not. Is that true? So there is a huge discussion about the federal side of it. It's their money and they have control of it and they are trying to say we have to do something that Oregon says we don't, and Oregon is filing part of the lawsuit. Montero said she is a little confused about the process and thinks we still have a huge risk of not getting this money. Montero asked if she was correct about this and Executive Director Carr answered yes. Commissioner Romero said the reality is right now in that arena, is a big question mark so we are basically at the mercy of the feds and whatever comes down and hopefully we will be able to deal and address those issues on a contingency basis and it is not going to be easy. Commissioner MacDonald said that the ODOT signing page is a legal contract. Commissioner Montero asked what does our legal counsel say about this. Executive Director Carr said we can do a legal review, however in this case, time is of the essence. David asked Arla if the form we have is the same as all the other agencies. Arla said yes, it is submitted to all the other agencies. Arla said the only thing that is different is the statement of work page which is right after the signature page which tells what is going to be done inside this grant and what the funds will be funding, but it is a standard form from DOJ. David asked if there is an opportunity to submit it and or modify this agreement and then submit it to the DOJ and ODOT or renew or review or make changes to it. Arla said that is rarely done and the DOJ will push back against any modifications. David said so generally no one makes changes or modifications. Arla said that is correct, typically agencies do not make changes to the agreement or amend the agreement itself. Commissioner Montero said that this contract says there is an Exhibit E. and all it states is information required by 2 CFR may be accessed at a site as the information becomes available and we have no Exhibit E attached to these contracts and Exhibit E is also referenced as being online as the information becomes available. Commissioner Montero said again it is like signing a contract and you don't know what all the ramifications, you don't know all that is in it. You're basically signing a blank check kind of thing. Executive Director Carr asked Arla if she could tell us what Exhibit E is. Arla said not off the top of her head would have to get back with that. There was discussion about what the CFR regulations are. Chair Kleczek said it controls the usage and obligation of accepting and spending federal funds. Executive Director Carr asked Arla if there was a plan that includes all these requirements in terms of the immigration. (56:40) Arla said yes, it is called the Master Agreement. Arla said if we included it with the grant, it would add hundreds and hundreds of pages.

Commissioner Alegria said we are not in a good position on this because everything is so dicey on every level and this could hurt SETD permanently if we lose this funding. Commissioner MacDonald said he did not have much to say but ditto. Commissioner Montero said she was on page 3 item 13 and everything in this contract requires matching funds of \$932,902.00, where do we get those matching funds. Kelley said we get the match from our state funding that was approved by the TAC in January when we approved our STIFF plan and our matching funds were in that.

(58:87) Chair Kleczek said she shares concerns about the grant agreements, and she thinks that fear is no basis to be acting from and by making sure we are legally covered and not just the state who is covering themselves as far as the lawsuit is concerned because of the specific language in this grant fund. Kathy said they are covering themselves for not having to comply because of their regulations but they don't mention that the recipient also will share in the coverage and protection so if we don't add it in here that Sunset Empire also is following the Oregon lawsuit and is

attaching themselves in a way so that they will receive protection from that lawsuit, we could still be required by the federal government to comply with immigration laws and as long as that is in here without us receiving any sort of protection, she cannot support signing these grant funds. Chair Kleczek said we need to send this to our legal counsel for review and tell them we need to specifically garner the same protection and use the same wording from the state lawsuit. Kathy said the state is getting by, by adding just a sentence. Kathy said we need to insert that. Kathy said not only does the state of Oregon not need to comply, but Sunset Empire also does not need to comply because we are our own government agency and can be bound by different requirements and so in order for us to be held harmless and not be required to comply, even if the state is not, we have to have legal advice that is inserted in there. Kathy said other than that, there might be some minor modifications that need to be made. Kathy said we need to change the Sunset Empire contract to say the contact is the Executive Director. Kathy clarified that when we make the motion to approve or not approve, the motion needs to include the authority for the Executive Director to sign. Kathy said prior to signature I think we need to have a legal insert for our own protection and look at this to protect ourselves. Kathy asked if the board was ready to call the question to the previous motion. Executive Director Carr asked if he could make a comment and said he was not a lawyer, but asked Arla, if we would submit our contract, then the funds would be provided depending upon the settlement of the lawsuit, otherwise we would not get any money until the question is resolved on what position the state would have. Chair Kleczek said Arla is not an attorney either, however that question has already been answered by the Supreme Court which said the federal government cannot hold transportation monies hostage for compliance with immigration issues. So they are already out of compliance with the court and the lawsuit is just another way for the state to stand their ground on what the state laws are versus the federal laws. Commissioner Montero added that as we're looking at the signature page, there is a place that says approved as to legal sufficiency recipients, so legal counsel is supposed to be signing this agreement as well.

Chair Kleczek asked if there was any more discussion. Commissioner Alegria asked if the board could have an immediate special session expedited by Wednesday or as soon as possible. Chair Kleczek said there is a motion on the floor made by Commissioner MacDonald and seconded by Commissioner Boothe-Schmidt to approve the grant agreement in our packet. Commissioner MacDonald said he would want to amend the motion to include an update to the recipient contract to change the recipient contact to the Executive Director and authorize the Executive Director to sign.

Chair Kleczek asked all those in favor to accept the amendment to signify by saying aye

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Aye	x	x	x	x	x		
Nay						x	
							Excused early from meeting

Aye-5

Nay-1

Motion passed

Commissioner Romero said there is a void here that we're kind of wanting to be answered but we're not lawyers, so it seems to me the biggest question is the legal ramifications. We're making a decision without getting feedback from legal, which is really significant. Commissioner Romero said we need to get clarity before we make any final motions and confirm our direction whatever that may be. Commissioner MacDonald asked how quickly can we get this through legal?

Commissioner MacDonald withdrew his original motion

Commissioner Boothe-Schmidt made a new motion and moved to refer the 5311 Grant to legal counsel for review as quickly as possible.

Commissioner MacDonald seconded the motion

Discussion- Legal counsel services were discussed. Chair Kleczek said we cannot use SDAO legal services for this. Commissioner Boothe-Schmidt said we have been using Matt Malmsheimer. Executive Director Carr commented that this was his first meeting and I've worked in a meeting with the FTA in the past. It's not like you can amend the agreements they provide you with. I am concerned that any delays will have impact on our ability to provide service and will have impact on the employees and the service we provide. The delays that we anticipate are significant and could put us out 8 or 9 months and any further delays may necessitate reducing our services. So that's the impact you may see. Executive Director Carr said he agreed that an expedited review is probably appropriate, but the cost could be a lot. Chair Kleczek said she wanted to respond to that. Kleczek said FTA contracts do get amended. The state of Oregon is doing it right now within this agreement and they are stating specifically their protections and their reasons. The only reason Sunset Empire needs to review this at this point as far as that is concerned is to make sure we are ensuring the same protection for ourselves, for our employees and for our riders. So in that way we are asking for a specific review of this contract to protect SETD with the concerns of those specific paragraphs and protections. Delaying for a few days isn't going to change whether we get our money this month, next month or in 8 months. The fact that the special session has been called and the governor has put off any layoffs for 45 days has bought us a couple of days to make sure we are legally protected and we are protecting our ridership and we are protecting our community from us being obligated to do things that are not within our permit and that are illegal as far as the state of Oregon.

Chair Kleczek said there is a motion on the floor, and it has been seconded. Is there any further discussion?

All those in favor of sending the contract for expedited legal review say aye.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero	Lewicki
Aye	x	x	x	x	x	x	
Nay							
							Excused early from meeting

Motion passed unanimously

- b. Legislature Special Session (1:20) – Commissioner Montero said she had brought this up at other meetings and now there is going to be a special session. Montero encouraged the board to be vocal about how removing the payroll tax from our budget would affect our ridership and discussed how we need to be in direct contact with our representatives and protect our continuing to receive the payroll tax. Monter said we either need a plan in place or figure out how we are going to do this, so we are in contact with our state representatives and senators to let them know that this district needs their support in maintaining that payroll tax coming to us. Financial Officer Kelly Smith referred to an article from OPB stating that Governor Kotek favors raising the payroll tax by the payroll tax by .1% but the article does not say that it will not be still given to public transit. Commissioner Montero said she has seen an OPB report that said they are going to raise the payroll tax and give all of it to ODOT. We don't know what they are going to do in the upcoming sessions, but we need to be proactive about it. Whether they put that in there doesn't matter we still need to be proactive in letting our state senator and state representative know that if they even look at this, they're going to be hurting us. Chair Kleczek added that she had sat in on a Public Transportation Advisory Committee meeting earlier this week and it is their hope that the payroll tax will be increased. They have had support in a previous package to increase the payroll tax to 3%. With the transportation package not passing they were asking for .2% they were being given .3%. At the same time

there was the other conversation going on that all of that money, all the payroll money, should be stripped from its purposes and moved to maintenance and operations, because that is where the hole is. That conversation is ongoing as far as payroll tax money. However, that is the minority at the moment but it does not mean it is not a threat, and it won't happen again. Indication in at this time is that the governor is proposing a package that will include a .2% increase in the payroll tax that will go to transit. Chair Kleczek said she thinks it is vital that we ask our Executive Director to draft a statement that can be submitted that outlines how crucial that increase is to the survival and operations of our rural transportation district, so getting ahead of the ball as Commissioner Montero is saying is important because when this transportation package is discussed, the ammunition is already on the desks of our representatives they can defend that money should not be moved from Public Transportation. Why it needs to stay in public transportation because we will not survive without it and the .1% is not enough so taking anything further away would decimate rural transportation. Commissioner Montero said there are two ways to send messages to our representatives. One method is the cold hard facts, and the other is any kind of testifying where they ask for the stories. They need the stories. Who exactly will this hurt. Who? Who in our rural community uses transit and how not having this money will hurt them, so we need to make sure our messaging includes both of those. But they always ask for stories.

Commissioner Montero made a motion that Chair Kleczek directs our Executive Director to prepare a statement to go to our state Representatives Javidy and Senator Weber supporting Sunset Empire Transportation District and rural transportation users and not allowing money to be taken from us. Commissioner Montero added that the statement be signed by the Executive Director and our Board Chair.

Chair Kleczek asked if everyone supports this amendment

The amendment was approved by unanimous Aye vote of all commissioners attending.

15. CORRESPONDENCE- Paul Lewick submitted a resignation letter that Board Chair Kathy Kleczek read into the minutes.

SETD

16. EXECUTIVE DIRECTOR REPORT- Executive Director David Carr thanked those on the Board that hired him. He said this is his first meeting, so he is not really in meeting mode, but now that he has attended a meeting he has more understanding. Executive Director Carr said his main goal is to unify the team which is the board, operations, and administration. He wants to create a new culture where we speak positively, we are looking forward and are collaborative. David said there is a bit of a stigma here, so I want to move past the past, kind of heal some of that and really focus on building trust in the community and doing that by being transparent and open. David said he has been working on outreach, met with our team and talked to them and told them what we say in these walls and offices resonates throughout the community, so what we say to each other and what we say to our customers goes everywhere and we need to be mindful of what we say and what we do. David said we need to be positive and not dwell on the past and work with each other and support each other openly and honestly. David said he has met with most of the board and met with the chamber. He has met business owners around this area and plans to meet more. David said he has met his peers at NAWOTA including Tillamook Transit and Columbia County. He has met the mayor of Astoria, attended a CEDR meeting and plans to join CEDR. David said he had been interviewed by the local radio stations, OPB and the Daily Astoria newspaper. David plans on being the public face of our district as best he can. David has met riders who have stories like Tita was talking about. David said some of you are well informed and I could learn by getting input from you folks and I would appreciate that. I have history in the area but it is ancient history. So anything you can share will be appreciated I will share any updates with staff, community and the board and said any updates or support you David said he has met with the staff when he first got here and told them how rosy this was going to be and how the path forward was clear and I met with them a week later and said well maybe not. But they appreciate what I'm telling them and it is in a timely manner and I am being honest about it. We know there could be impacts to service, impacts to people, but it is my desire to minimize those impacts. We take care of our ADA Paratransit customers as best we can. We will do everything we can to preserve jobs for the drivers and the people that provide the service. We will be looking at the cash flow analysis at the next meeting, so we know where we are at today and where we are

going. There are discussions on what we can do right now and things we want to put in place, including things like micro transit, but there's also things we can do. I would like to receive suggestions from the board; all you have to do is email me and give me your suggestions. Sometimes simple things that you identify. I haven't been here long enough to see everything and so it is helpful for me. Chair Kleczek said as far as that's concerned, we must be in compliance with public meetings laws and how the board is organized. None of the suggestions that come from the board are directives telling you what to do, because no individual board member has the ability to direct the executive director on their own to do anything. We can make it an agenda item to discuss but you cannot act on any one directive from any one board member. There was further discussion and suggestions about being careful with suggestions and David utilizing suggestions for improvements and not taking them as a directive. David welcomed Tita Montero and Kathy Kleczek as new Board members and announced that all board members will be having their pictures taken today after the meeting for the new ID card system that we have. David said he will be meeting with Kathy and Tita later to arrange their tour of the facilities and to give them new board members on boarding books. David said that he sent out an email to everyone about SDAO Board training in Astoria on September 23rd. Contact Mary or SDAO to sign up. The fees are paid for or reimbursed by the district. David said we have new buses coming that were ordered before covid but we could not take delivery of them at that time, so the buses were re-ordered with ODOT's assistance, and they are due to arrive soon. This is a positive thing for the drivers, staff and community! David said in closing he is humbled by the opportunity to return to my hometown of Astoria and to work in Clatsop County and I would appreciate your being patient with me and supporting all of our team and support us in our efforts to be positive in the community. Everything we do resonates throughout the community.

17. FINANCIAL REPORT- Kelly said we ended the fiscal year within budget which was great, and we are looking forward to FY 2026 and what we have going on and maybe some bumps along the road but hopefully we will move through that. Kelly said she highlighted the 5310 on the dashboard which is for Q3 and we have not received that yet. Kelly said that they will be submitting 5310 and the 5311 for Q4 will be submitted by August 15th. Commissioner Montero asked Kelly to use the function in Excel that automatically puts headers on the beginning of every single column, it would help. Kelly said she forgot and would make sure she did that next time. Montero asked about the profit loss budget performance, it has a date of June 30 2025. Is this for the whole fiscal year? Kelly said it was year to date through June 30th. Commissioner Montero also said she would like to see a net report added to the reports. Kelly said she will provide that report. Montero said she also likes to see a consolidated balance sheet. Kelly said she is working with Accufund to have that. Montero said there were two identical charges on the credit card reports for the Chef store and the check number was the same on both. Chair Kleczek said that there were two different purchases with a credit card at the Chef store. It was not a check purchase. Montero said she did not know what the line sources of funds line for other might mean and on use of funds it appears we used \$500,000 in contingency in November of 2024. Commissioner Alegria asked what LGIP stands for and what goes into it. Kelly said it stands for Local Government Investment Pool and Timber Revenue; Property Taxes and Mass Transit Taxes go into it. Commissioner Alegria requested that information about LGIP could be added into the board training information. Commissioner Alegria said she still does not understand the contingency. She said she thought that we had \$933,000 in the account. Alegria said you have \$500,000 in November and said she did not understand where the other \$433,000 is. Kelly said the previous fiscal year we had put about \$ 400,000 in contingency and earned interest which also brought it up. Kelly said you will see it on the dashboard. Commissioner Alegria asked why isn't in the cashflow. Kelly said the cashflow is showing you what we're bringing in as resource and what we are expanding. Commissioner Montero asked if the balances on the dashboard are our bank accounts. Kelly said yes. Commissioner Alegria said we should be looking at the dashboard to see the money. Kelly said that is going to show you what is available at the bank. Chair Kleczek said she echoes the request to label the columns as it's impossible to remember which order they come in. Chair Kleczek asked Kelly to refresh her memory about the ODOT grants on the dashboard what the amount used means. Kelly said it is the total money we have requested from ODOT in fiscal year 2025. Kathy asked if that means we left \$300,000 on the table. Kelly said no it is our Q4 reimbursement and has not been requested yet. Kathy said so we will be getting the full amount for the ODOT grant and asked if we would be getting the full amount for the other grants. Kelly said we will leave money on the table for the 5310 grant because there are just not expenditures within that grant to meet the full amount. Kelly said we should come very close to the 5311 grant and the 5339 is our buses and rolled forward into this next fiscal because we have not received them yet. Kathy asked about the OTIB loan. Kelly said Interest with fees was the

total amount of loan and the interest payment is what we paid on it through 7/10. The principal is the total amount we paid since it started in fiscal year 23. Kathy asked about the profit and loss section saying there was a lot of red in the annual budget percentages year to date. Kelly said those are part of our audits this year that we had to do per ODOT because of our STIF, which was not part of our regular annual audit. Kelly said under professional services we had an interim director that we paid and many other professional services. Kelly explained several other expenses that were out more than usual or paid early. Kathy asked about the \$8000 audit line and if we have sufficiently accounted for that in the future budget. Kelly said yes. Kathy asked about the credit card account's consolidated balance sheet versus the payment clearing line then the accounts payable other line. Kelly said the credit card Kelly said the credit card payable versus credit card clearing is what's actually been paid, so what's cleared and what's still sitting in the system for the next credit card. Kelly said accounts payable other is because our payroll doesn't end at the end of the month, so it calculates the way the payroll sits within the month. Kathy asked if we were paying a bad debt to Commercial Adjustment. Kelly explained it was for garnishments. Commissioner Montero asked if there could be lines added to the reports. Kelly asked like a grid. Montero said yes and other board members agreed to have the grid added. Commissioner Alegria said she had received a report that said the board was supposed to receive a copy of the quarterly reports sent to ODOT which she has never received. Alegria said it in an ORS report. Chair Kleczek said it could be added to a board packet. Commissioner Alegria said she would find the report and bring it in. Commissioner Alegria asked some of the line items that have a significant overage, so is money taken from another line item to compensate for that because you have zero now. Kelly said that it's within materials and services and within personnel services and the numbers stay within the budget. Chair Kleczek suggested having a strategic meeting where we can discuss ways, we can have the financials presented so the information you are looking for is more easily digestible for everybody. Kleczek suggested making the whole package work for all of us we'll have to discuss it as a board so what we want is included and how we want it to be presented in a financial report. Chair Kleczek asked if there were any other questions. There were none. Chair Kleczek requested to accept the financial report into the record.

18. PARATRANSIT PLAN UPDATES- Jennifer Geisler reported that the existing Paratransit Policy needs to be updated but at this time we are just removing and adding a policy. Jennifer said on page 98 of the Board Pack there is a section that says Suspension of ADA Paratransit Service that needs to be removed and then there is an updated 2 page No Show policy that is being added to the existing Paratransit Policy that needs to be approved. Jennifer said that this policy was recommended to be updated following an RLS review of SETD. Jennifer added that the policy meets all the requirements from FTA and requested Board approval of the Paratransit No Show policy. Commissioner Montero said on page 98 you are removing the area that says suspension but on page 93 it says the same thing that you are removing? Jennifer said yes. There was discussion about the SETD outreach, Paratransit application and education provided to paratransit applicants and access and contact information being provided in the plan which is also available in Spanish. Commissioner Montero recommended checking the reading level of the Paratransit forms. Paratransit Supervisor Nicholle

Commissioner Debbie Boothe-Schmidt moved to approve the Paratransit no show policy

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed by a unanimous Aye vote.

Commissioner Montero asked if the board would get a report of the RLS review. Executive Director Carr said he would send the report out to the Board.

19. RURAL TRANSIT DAY VIDEO- Jason presented a video that he and staff produced for Rural Transit Day. Commissioner Montero recommended adding a link to this video and including it with any communication with Representative Javidy.

20. ADJOURNMENT-

Commissioner MacDonald moved to adjourn the meeting.

Motion passed by unanimously

Meeting adjourned at 12:25 pm

Secretary/Treasurer Tita Montero

Mary Parker, Recording Secretary

DRAFT



**Sunset Empire Transportation District
Board of Commissioners
July 30, 2025 Special Board Meeting with Executive Session
Draft Minutes**

1. CALL TO ORDER – Chair Kathy Kleczek called the meeting to order at 9:01 AM
2. PLEDGE OF ALLEGIANCE-
3. ROLL CALL- Chair Kathy Kleczek, Vice Chair Pamela Alegria, Secretary Treasurer Tita Montero, Commissioner Tracy MacDonald, Commissioner Guillermo Romero
4. CHANGES TO AGENDA-None
5. PUBLIC COMMENT-None
6. EXECUTIVE SESSION-
 1. Chair Kathy Kleczek opened Executive Session at 9:04 am per ORS192.355(9)
(public records are exempt if disclosure is prohibited or restricted or otherwise made confidential or privileged under Oregon law)
 2. Chair Kleczek closed Executive Session at 9:30 AM and opened the regular Board Meeting
7. OLD BUSINESS
 - a. 5311 GRANT AGREEMENT- ACTION ITEM:
Commissioner MacDonald moved to approve the 5311 Grant and authorize Executive David Carr to sign it.
Commissioner Montero seconded the motion
Commissioner Alegria requested that the Board receive copies of the quarterly reports and expenditures that are sent to ODOT. Chair Kleczek said that it is important that the board receive regular reports and we are planning a strategic meeting to discuss how we can restructure to receive the financial information and reports that we need. will be discussed during another board meeting and not tied into this meeting.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero
Aye	x	x	x	x	x	x
Nay						

The 5311 Grant Agreement passed unanimously

Kathy amended the motion to allow changing the signer name on the Grant form to Executive Director David Carr

Amended motion approved.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero
Aye	x	x	x	x	x	x
Nay						

b. 5310 GRANT AGREEMENT-ACTION ITEM:

Commissioner Alegria moved to approve the 5310 Grant and authorize Executive Director Carr to sign.

Commissioner Romero seconded the motion.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero
Aye	x	x	x	x	x	x
Nay						

The 5310 Agreement passed unanimously

Kathy amended the motion to change signer name on the Grant form to Executive Director David Carr Amended motion approved.

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero
Aye	x	x	x	x	x	x
Nay						

Motion passed unanimously

c. STIF GRANT AGREEMENT-ACTION ITEM

Commissioner Alegria moved to approve the STIF Grant and authorized the Executive Director Carr to sign.

Commissioner MacDonald seconded the motion

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero
Aye	x	x	x	x	x	x
Nay						

The STIF Grant Agreement passed unanimously

Tita amended the motion to change the signer on grant agreement to Executive Director David Carr

Commissioner Boothe-Schmidt seconded the motion

Name	Kleczek	Montero	Boothe-Schmidt	Alegria	MacDonald	Romero
Aye	x	x	x	x	x	x
Nay						

Amended motion approved unanimously

8. ADJOURNMENT (15:39) Chair Kleczek adjourned the meeting

Sunset Empire Transportation District Dashboard

Available Balances as of 08/18/2025 (Cash on Hand)

General Checking:	\$	376,680.43
Payroll Account:	\$	2,834.35
LGIP:	\$	300,107.97
ODOT Loan Funding:	\$	201,661.57
STIF:	\$	75,093.91
Contingency:	\$	934,772.35
Total Funds Available:	\$	1,891,150.58

Monthly (Actual & Projected) Expenditures:

AP Week of 07/29/2025 **Funds are already removed from above numbers**	\$	55,863.45
AP Week of 08/12/2025 **Funds are already removed from above numbers**	\$	67,047.42
PROJECTED AP Week of 08/25/2025	\$	45,000.00
Payroll 07/11/2025 **Funds are already removed from above numbers**	\$	70,732.10
PROJECTED Payroll Week of 07/25/2025	\$	87,000.00
Total Expenditures:	\$	325,642.97

OTIB Loan 8/18/2025

Total w/Interest & Fees:	\$1,055,794.01
Interest Payment:	\$45,794.01
Principle Payment:	\$443,496.00
Balance Due:	\$566,504.00

Statement of Activity Exceptions:

4205 - Property Taxes:	Didn't get as much as budgeted
4605 - Other Income:	Return of Security Dep (Seaside Office)
5203 - STIF Funds	Return of ODOT Loan Principle Only Payment
6111 - Taxes:	Worker's comp payment
8170 Fuel:	Rising costs

ODOT Grants

Grant #	Total	Amt Used	Amt Remaining
5311	\$ 1,550,045.00	\$ 1,373,251.00	\$ 176,794.00
5310	\$ 323,187.00	\$ 169,437.00	\$ 153,750.00
5339	\$ 612,000.00	\$ -	\$ 612,000.00

Reimbursements Requested

Grant #	Date Req	Amount	Date Received
5311	8/14/2025	\$ 308,500.00 N/A	
5310	8/14/2025	\$ 23,164.00 N/A	
5339	N/A	\$ - N/A	

Follow-up:

5310 Q3 Reimbursement was deposited on 7/29/25 in the amount of \$26,924

Profit & Loss Budget Performance
July 31, 2025

Month 1 = 8.33% 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	6,963.34	7,000.00	(36.66)	6,963.34	7,000.00	(36.66)	75,000.00	9.28%
4022 PARATRANSIT FARES	1,586.00	1,450.00	136.00	1,586.00	1,450.00	136.00	17,500.00	9.06%
4110 NW NAVIGATOR	383.40	400.00	(16.60)	383.40	400.00	(16.60)	4,135.00	9.27%
4130 OTHER-VENDING	0.00	0.00	0.00	0.00	0.00	0.00	365.00	0.00%
4205 PROPERTY TAXES	9,691.93	12,000.00	(2,308.07)	9,691.93	12,000.00	(2,308.07)	1,400,000.00	0.69%
4206 PRIOR YEAR TAXES	1,975.66	600.00	1,375.66	1,975.66	600.00	1,375.66	17,500.00	11.29%
4207 PROPERTY TAX INTEREST	35.76	75.00	(39.24)	35.76	75.00	(39.24)	1,000.00	3.58%
4310 TIMBER SALES	0.00	0.00	0.00	0.00	0.00	0.00	154,000.00	0.00%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00	115,000.00	0.00%
4410 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
4420 PARKING SPACE LEASE	760.00	760.00	0.00	760.00	760.00	0.00	9,120.00	8.33%
4425 CHARGING STATION	0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00%
4505 INTEREST EARNED ON BANK ACCT	3,288.95	4,050.00	(761.05)	3,288.95	4,050.00	(761.05)	48,500.00	6.78%
4605 OTHER INCOME	658.00	200.00	458.00	658.00	200.00	458.00	2,500.00	26.32%
5203 OREGON STIF FUNDS-FORMULA	168,555.00	0.00	168,555.00	168,555.00	0.00	168,555.00	874,732.00	19.27%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	865,636.00	0.00%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	0.00	0.00	0.00	164,972.00	0.00%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Income	193,898.04	26,535.00	167,363.04	193,898.04	26,535.00	167,363.04	4,471,340.00	4.34%

Expenses

6010 WAGES	154,881.48	162,000.00	7,118.52	154,881.48	162,000.00	7,118.52	2,002,054.00	7.74%
6111 TAXES	26,511.22	23,787.00	(2,724.22)	26,511.22	23,787.00	(2,724.22)	299,562.00	8.85%
6210 BENEFITS	33,951.69	41,966.00	8,014.31	33,951.69	41,966.00	8,014.31	503,590.00	6.74%
SUB TOTAL WAGES/TAXES/BENEFITS	215,344.39	227,753.00	12,408.61	215,344.39	227,753.00	12,408.61	2,805,206.00	7.68%
8000 AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00%
8001 PROFESSIONAL SERVICES	2,490.50	2,000.00	(490.50)	2,490.50	2,000.00	(490.50)	10,000.00	24.91%
8002 LEGAL COUNSEL	0.00	850.00	850.00	0.00	850.00	850.00	9,150.00	0.00%
8003 BANK/MERCHANT FEES	133.72	167.00	33.28	133.72	167.00	33.28	2,000.00	6.69%
8010 EQUIP LEASE/RENT	201.80	190.00	(11.80)	201.80	190.00	(11.80)	2,300.00	8.77%
8015 COMP/FURNITURE/DURABLE GOODS	880.00	450.00	(430.00)	880.00	450.00	(430.00)	10,000.00	8.80%
8020 B&M	5,470.58	17,250.00	11,779.42	5,470.58	17,250.00	11,779.42	105,850.00	5.17%
8023 BUILDING LEASE	173.00	167.00	(6.00)	173.00	167.00	(6.00)	2,000.00	8.65%
80031 ONLINE SUB/IT SERVICES	12,593.23	12,250.00	(343.23)	12,593.23	12,250.00	(343.23)	112,000.00	11.24%
8041 UTILITIES	5,756.85	5,375.00	(381.85)	5,756.85	5,375.00	(381.85)	69,000.00	8.34%
8050 HR/EMPLOYEE RECOGNITION	390.98	1,645.00	1,254.02	390.98	1,645.00	1,254.02	17,500.00	2.23%
8060 TRAVEL/TRAINING	426.18	1,200.00	773.82	426.18	1,200.00	773.82	12,500.00	3.41%
8080 OUTREACH/PRINTING	1,378.50	2,350.00	971.50	1,378.50	2,350.00	971.50	27,500.00	5.01%
8090 DUES, SUBSCRIPTIONS	863.99	1,000.00	136.01	863.99	1,000.00	136.01	30,000.00	2.88%
8091 IGA-DUES	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00%
8092 FEES/TAXES/INTEREST	399.92	200.00	(199.92)	399.92	200.00	(199.92)	13,850.00	2.89%
8100 INSURANCE	23,971.00	30,000.00	6,029.00	23,971.00	30,000.00	6,029.00	130,000.00	18.44%
8105 UNINSURED LOSS	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	12,500.00	0.00%
8110 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
8112 MEETING EXPENSE	129.96	200.00	70.04	129.96	200.00	70.04	2,000.00	6.50%
8116 OFFICE SUPPLIES	623.82	825.00	201.18	623.82	825.00	201.18	10,000.00	6.24%
8170 FUEL	14,444.77	13,200.00	(1,244.77)	14,444.77	13,200.00	(1,244.77)	150,000.00	9.63%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	5,108.68	8,075.00	2,966.32	5,108.68	8,075.00	2,966.32	101,000.00	5.06%
SUB TOTAL MATERIALS/SERVICES	75,437.48	98,394.00	22,956.52	75,437.48	98,394.00	22,956.52	877,150.00	8.60%
9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	0.00	0.00	0.00	309,168.00	0.00%
9200 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	720,000.00	0.00%
Total Expenses	290,781.87	326,147.00	35,365.13	290,781.87	326,147.00	35,365.13	4,699,524.00	6.19%
Total Net	(96,883.83)	(299,612.00)	131,997.91	(96,883.83)	(299,612.00)	131,997.91	(228,184.00)	-1.85%

<p align="center">Consolidated Balance Sheet</p> <p align="center">July 31, 2025</p>
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This Year

Assets

1010 OVER/UNDER	(11.80)
1020 GENERAL CHECKING LC BANK	280,078.40
1030 LGIP - GENERAL FUND	293,902.91
1040 PAYROLL ACCOUNT LC BANK	59,683.17
1055 STIF LC BANK	303,151.59
1060 ODOT LOAN LC BANK	201,661.57
1065 CONTINGENCY	934,772.35
1095 CASH RECEIPTS CLEARING SYSTEM	(75.60)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(9,499.50)
1250 PROPERTY TAX RECEIVABLES	105,885.00
1251 PASS TRANSIT RECEIVABLES	(200.00)
1425 PREPAID WORK COMP	(55,898.64)
Total Assets	<u>2,111,124.28</u>

Liabilities and Net Assets

2010 ACCOUNTS PAYABLE SYSTEM	52,427.91
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	275,718.78
2059 CREDIT CARD PAYMENT CLEARING	(274,889.19)
2060 PAYABLE TO NWN	(4,424.55)
2100 ACCRUED LABOR SYSTEM	2,227.45
2705 DEFERRED REVENUE	63,394.00
2805 ODOT LOAN	275,000.00
Total Liabilities	<u>389,112.95</u>

3000 FUND BALANCE	1,820,165.57
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Change in Net Assets	(98,154.24)
Total Net Assets	<u>1,722,011.33</u>

Total Liabilities and Net Assets	<u>2,111,124.28</u>
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SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 07/31/2025

<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>
[6112] HOMESPUN QUILTS	7/31/2025	2131	7/01/2025	Jul 2025 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
[6153] ODOT	6/15/2025	2162	3/31/2025	Q3 FY25 MM/PM 5310 #35486	0.00	0.00	26,924.00	0.00	26,924.00
[6583] Sondra Carr	5/01/2025	2096	4/01/2025	Apr 2025 Parking-Space #10	0.00	0.00	0.00	47.50	47.50
[6583] Sondra Carr	7/31/2025	2133	7/01/2025	Jul 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	5/30/2025	2095	4/30/2025	Apr 2025 Bus Passes	0.00	0.00	0.00	440.00	440.00
Total					142.50	0.00	26,924.00	587.50	27,654.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 07/31/2025

<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>
[6015] ASTORIA FORD									
6/26/2025	5074941 B	8/13/2025	12 XT 10 QLVC OIL -SHOP SUPPLIES	100.45	100.45	100.45	0.00	0.00	0.00
[5188] BOOTHE-SCHMIDT, DEBBIE									
7/24/2025	DBS07242025	8/13/2025	FRED MEYER (REIM) -COOKIES & JUICE -Board Meeting	17.98	17.98	17.98	0.00	0.00	0.00
[6032] CANNON BEACH CHAMBER OF COMMERCE									
7/01/2025	2526-147	8/13/2025	07/01/2025-06/30/2026 - ASSOCIATION RENEWAL	160.00	160.00	160.00	0.00	0.00	0.00
[6037] CB LAWN CARE									
7/31/2025	12439	8/13/2025	07/01-07/31/2025 -LAWN MAINTENANCE	406.00	406.00	406.00	0.00	0.00	0.00
[6048] CITY OF WARRENTON									
7/31/2025	0013682-000 07312025	8/13/2025	07/01-07/31/2025 -WATER SRV OPS	372.80	372.80	372.80	0.00	0.00	0.00
[6679] HIGHWATER CONSTRUCTION, LLC									
7/29/2025	25 CR0430	7/29/2025	BUILDING REVIEW PERMIT/CONSULTATION + LATE FEES -TC	923.29	923.29	0.00	923.29	0.00	0.00
[6119] IRON MOUNTAIN									
7/22/2025	KNRL123	8/13/2025	06/25-07/22/2025 - SHREDDING SRV	372.53	372.53	372.53	0.00	0.00	0.00
[6121] JACKSON & SON OIL, INC									
7/31/2025	110267	8/13/2025	07/01-07/31/2025 -FUEL SRV	54.19	54.19	54.19	0.00	0.00	0.00

<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>
[6147] NW COMMUNITY ALLIANCE									
7/31/2025	18270	8/13/2025	07/01-07/31/2025 -BUS SHELTER CLEANING & REPAIR	950.00	950.00	950.00	0.00	0.00	0.00
[6172] O'REILLY AUTOMOTIVE, INC									
7/30/2025	3920 421559	8/13/2025	WRENCH -SHOP TOOL	15.99	15.99	15.99	0.00	0.00	0.00
7/30/2025	3920 421572	8/01/2025	WRENCH (RETURN) -SHOP TOOL	(15.99)	(15.99)	0.00	(15.99)	0.00	0.00
7/31/2025	3920 421688	8/13/2025	DISC PAD SET -PM Bus #2001	59.88	59.88	59.88	0.00	0.00	0.00
[6180] POLK RILEY'S PRINTING & DESIGN									
7/25/2025	2025-7-15	8/13/2025	YELLOW -DAY PASSES (250CT)	348.00	348.00	348.00	0.00	0.00	0.00
[6186] RECOLOGY WESTERN OREGON									
7/31/2025	27116474	8/13/2025	07/01-07/31/2025 -GARBAGE SRV TC	122.99	122.99	122.99	0.00	0.00	0.00
[6191] SAFEKEEPING STORAGE CENTERS -WARRENTON									
7/31/2025	9302025	8/13/2025	09/01-09/30/2025 - MONTHLY STORAGE SRV - UNITS C6	173.00	173.00	173.00	0.00	0.00	0.00
[6226] VAN DUSEN BEVERAGES, INC									
7/31/2025	SO 86043140	8/13/2025	07/01-07/31/2025 -2 COOLER RENTAL (@ \$17.50)	35.00	35.00	35.00	0.00	0.00	0.00
[6227] VERIZON BUSINESS									
7/18/2025	6118894225	8/13/2025	06/19-07/18/2025 - CELLPHONE & TABLET SRV	1,874.40	1,874.40	1,874.40	0.00	0.00	0.00

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6257] WESTERN STAR NW, INC									
7/25/2025	PC201125722: 01	8/13/2025	BODY-RETARDER CONTROL - PM Bus #2101	1,182.82	1,182.82	1,182.82	0.00	0.00	0.00
7/25/2025	PC201125773: 01	8/13/2025	BODY-RETARDER CONTROL (RETURN INV #PC201125722:01) -PM Bus #2101	(1,182.82)	(1,182.82)	(1,182.82)	0.00	0.00	0.00
7/25/2025	PC201125774: 01	8/13/2025	BODY-RETARDER CONTROL - PM Bus #2102	1,228.02	1,228.02	1,228.02	0.00	0.00	0.00
[6237] WILCOX + FLEGEL									
7/31/2025	CL84773	8/13/2025	07/01-07/31/2025 -FUEL SRV	14,390.58	14,390.58	14,390.58	0.00	0.00	0.00
Report Total				21,589.11	21,589.11	20,681.81	907.30	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 7/31/2025

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
23820	7/01/2025	[6675] OREGON DEPARTMENT OF TRANSPORTATION - Loan # OTIB 0073 - Principle Only Payment	DEBT SERVICE & INT FEES	168555	168,555.00
23824	7/01/2025	[6623] RTA FLEET MANAGEMENT SOFTWARE - DUES, SUBSCRIPTIONS 08/01/2025-07/31/2026 -RTA (PLATINUM SaaS) SOFTWARE LICENSING RENEWAL & IT SRV -OPS		8736	8,736.00
23830	7/16/2025	[5188] Debbbie Boothe-Schmidt - Invoices DBS06302025, DBS07092025	PROFESSIONAL SERVICES	5425	5,425.00
23854	7/16/2025	[6237] WILCOX + FLEGEL - 06/01-06/30/2025 - FUEL FUEL SRV	FUEL FUEL	3054.14 9135.14 474.23	12,663.51
23857	7/29/2025	[6054] CLATSOP COUNTY CLERK - 05/20/2025 -VOTER PAMPHLETS, ELECTIONS FEES	ELECTION FEES	9771.07	9,771.07
23872	7/29/2025	[6193] SDIS - Invoices 2025-12, 2025-13, MED07012025	BENEFITS MEDICAL SDIS	32062.3	32,062.30
Total Checks					237,212.88

SUNSET EMPIRE TRANSPORTATION DISTRICT

Reconciliation - CREDIT CARD

Run: 8/19/2025 @ 6:09 AM

Page: 1

Closing Balance from Previous Statement.....	7/08/2025	-981.47
0 Deposits and Other Additions Totaling.....		0.00
21 Checks and Other Withdrawals Totaling.....		1,527.03
1 Adjustments Totaling.....		981.47
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	8/08/2025	-1,527.03
Difference.....		0.00

Cash Balance from General Ledger.....	8/08/2025	-259,635.74
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-259,635.74

Date	Check	To	Check Description	Amount
✓ 7/08/2025	0002125	FXFACTORY	JONES -MAPPING SOFTWARE -MM	59.00
✓ 7/09/2025	0001365	AMAZON	GEISLER -HARD RLL PAPER TOWELS - JANITORIAL	59.99
✓ 7/09/2025	0003901	BOLI	ROSS -SPONSORED POSTINGS -HR	72.00
✓ 7/10/2025	0001365	AMAZON	GEISLER -TP (80CS) -JANITORIAL	49.99
✓ 7/11/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -HEX BOLTS, LOCKWASHER, NYLONE CONE NUTS, FLOOR STRIPPER, FLOOR FINISH -OPS	47.89
✓ 7/11/2025	0002125	MOTION ARRAY	JONES -06/12-07/11/2025 -VIDEO, AUDIO SOFTWARE SUBSCRIPT -MM	29.99
✓ 7/16/2025	0008684	ADOBE, INC	PARKER -06/17-07/16/2025 -ONLINE SUBSCRIPT -ADMN	12.99
✓ 7/17/2025	0003901	FRED MEYER	ROSS -CARDS -HR	11.98
✓ 7/17/2025	0008684	SAFEWAY	PARKER -REFRESHMENTS -Board Meeting	15.38
✓ 7/18/2025	0001365	ADOBE, INC	GEISLER -06/19-07/18/2025 -ONLINE SUBSCRIPT -OPS	19.99
✓ 7/18/2025	0002125	ANYWORD	JONES -06/16-07/18/2025 -AI WRITING ASSIST SUBSCRIPT -MM	49.00
✓ 7/25/2025	0001365	CREATIVE BUS SALES	GEISLER -SWITCH DPDT (DOOR OPEN/CLOSE) -Bus #2002	38.63
✓ 7/28/2025	0003901	EXPEDIA	ROSS -07/28-07/29/2025 -LODGING (ODOT -DRUG & ALCOHOL) TRAINING -HR	426.18
✓ 7/31/2025	0001365	HOME DEPOT CREDIT SERVICES	GEISLER -WINDEX (128OZ), SPRAY BOTTLE -JANITORIAL	39.43
✓ 8/01/2025	0001365	EBAY	GEISLER -SUN VISOR -Bus #15	63.16
✓ 8/01/2025	0001365	RADWELL INTERNATIONAL, LLC	GEISLER -3 ETA CIRCUIT BREAKERS - SHOP SUPPLIES	92.18
✓ 8/05/2025	0008684	CHEFSTORE	PARKER -CANDY -REGATTA PARADE - ADMN	203.80
✓ 8/05/2025	0008684	CHEFSTORE	PARKER -CANDY -REGATTA PARADE - ADMN	81.52
✓ 8/07/2025	0001365	TAC BUS PARTS	GEISLER -BRAUN LED LIGHT ASSEMBLY -Bus #22	103.27
✓ 8/07/2025	0008684	WALMART	PARKER -DIVIDERS & BINDERS -ADMN	44.66
✓ 8/08/2025	0003901	MY PLACE HOTEL	ROSS -BREAKFAST -HR	6.00

Total Unmarked Checks: 0.00 Total Checks: 1,527.03

Date	Reference	Adjustment Description	Amount
✓ 7/16/2025	GC 23831	PAYMENT MADE FROM GEN CK STMT ENDING 07/08/2025	981.47
Total Adjustments:			981.47

Sunset Empire Transportation District

Cash Flow Projection

Normal Expectation with Current Funding Issues

	Projected Jul 2025	Projected Aug 2025	Projected Sep 2025	Projected Oct 2025	Projected Nov 2025	Projected Dec 2025	Projected Jan 2026	Projected Feb 2026	Projected Mar 2026	Projected Apr 2026	Projected May 2026	Projected June 2026	Projected Jul 2026	Projected Aug 2026	Projected Sep 2026
Beginning Cash	1,135,575	834,495	635,200	408,130	358,013	1,277,231	1,049,611	776,631	754,749	1,033,758	1,035,455	911,930	907,391	761,624	819,981
Sources of funds:															
Fares	8,000	8,000	7,900	7,700	7,700	7,300	7,300	7,600	7,750	7,750	7,700	7,800	8,000	8,000	7,900
STIF Funding				218,683	218,683			218,683			218,683		218,683		
ODOT Grant															
Reimbursements				720,000					515,304	257,652		257,652		257,652	
Mass Transit															
Assessment		28,750			28,750			28,750		28,750				28,750	
Property Taxes	9,500	11,500	50,000	105,500	975,000	50,000	50,000	50,000	42,000	25,000	25,000	25,000	9,500	11,500	50,000
Timber Revenue		38,500			38,500			38,500			38,500			38,500	
Other	5,225	5,225	6,300	5,175	5,225	6,350	5,225	5,225	5,225	6,350	5,225	5,250	5,225	5,225	6,300
Total Sources	22,725	91,975	64,200	1,057,058	1,273,858	63,650	62,525	348,758	570,279	325,502	295,108	295,702	241,408	349,627	64,200
Uses of funds:															
Wages/Taxes/Benefits	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,736	233,770	233,770	233,770
Materials & Services	90,035	57,500	57,500	90,035	57,500	57,500	101,735	73,500	57,500	90,035	65,805	66,505	90,035	57,500	57,500
Debt Services				63,370	63,370			63,370			119,058		63,370		
Capital Expenses				720,000											
Total Uses	323,805	291,270	291,270	1,107,175	354,640	291,270	335,505	370,640	291,270	323,805	418,633	300,241	387,175	291,270	291,270
Ending Cash	834,495	635,200	408,130	358,013	1,277,231	1,049,611	776,631	754,749	1,033,758	1,035,455	911,930	907,391	761,624	819,981	592,911

Sunset Empire Transportation District

Cash Flow Projection

Example if No Federal Funds this Fiscal Year

	Projected Jul 2025	Projected Aug 2025	Projected Sep 2025	Projected Oct 2025	Projected Nov 2025	Projected Dec 2025	Projected Jan 2026	Projected Feb 2026	Projected Mar 2026	Projected Apr 2026	Projected May 2026	Projected June 2026	Projected Jul 2026	Projected Aug 2026	Projected Sep 2026
Beginning Cash	1,135,575	834,495	635,200	408,130	358,013	1,277,231	1,049,611	776,631	754,749	518,454	262,499	138,974	(123,217)	761,624	819,981
Sources of funds:															
Fares	8,000	8,000	7,900	7,700	7,700	7,300	7,300	7,600	7,750	7,750	7,700	7,800	8,000	8,000	7,900
STIF Funding				218,683	218,683			218,683			218,683		218,683		
ODOT Grant															
Reimbursements				720,000									1,030,608	257,652	
Mass Transit															
Assessment		28,750			28,750			28,750		28,750				28,750	
Property Taxes	9,500	11,500	50,000	105,500	975,000	50,000	50,000	50,000	42,000	25,000	25,000	25,000	9,500	11,500	50,000
Timber Revenue		38,500			38,500			38,500			38,500			38,500	
Other	5,225	5,225	6,300	5,175	5,225	6,350	5,225	5,225	5,225	6,350	5,225	5,250	5,225	5,225	6,300
Total Sources	22,725	91,975	64,200	1,057,058	1,273,858	63,650	62,525	348,758	54,975	67,850	295,108	38,050	1,272,016	349,627	64,200
Uses of funds:															
Wages/Taxes/Benefits	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,770	233,736	233,770	233,770	233,770
Materials & Services	90,035	57,500	57,500	90,035	57,500	57,500	101,735	73,500	57,500	90,035	65,805	66,505	90,035	57,500	57,500
Debt Services				63,370	63,370			63,370			119,058		63,370		
Capital Expenses				720,000											
Total Uses	323,805	291,270	291,270	1,107,175	354,640	291,270	335,505	370,640	291,270	323,805	418,633	300,241	387,175	291,270	291,270
Ending Cash	834,495	635,200	408,130	358,013	1,277,231	1,049,611	776,631	754,749	518,454	262,499	138,974	(123,217)	761,624	819,981	592,911

Example if No Federal Funds this Fiscal Year & Reduced Service to only Route 101 in Jan 2026

Sunset Empire Transportation District

Cash Flow Projection

	Projected Jul 2025	Projected Aug 2025	Projected Sep 2025	Projected Oct 2025	Projected Nov 2025	Projected Dec 2025	Projected Jan 2026	Projected Feb 2026	Projected Mar 2026	Projected Apr 2026	Projected May 2026	Projected June 2026	Projected Jul 2026	Projected Aug 2026	Projected Sep 2026
Beginning Cash	1,135,575	834,495	635,200	408,130	358,013	1,277,231	1,049,611	796,131	793,749	576,954	340,499	236,474	(6,217)	898,124	975,981
Sources of funds:															
Fares	8,000	8,000	7,900	7,700	7,700	7,300	7,300	7,600	7,750	7,750	7,700	7,800	8,000	8,000	7,900
STIF Funding				218,683	218,683			218,683			218,683		218,683		
ODOT Grant															
Reimbursements				720,000									1,030,608	257,652	
Mass Transit															
Assessment		28,750			28,750			28,750		28,750				28,750	
Property Taxes	9,500	11,500	50,000	105,500	975,000	50,000	50,000	50,000	42,000	25,000	25,000	25,000	9,500	11,500	50,000
Timber Revenue		38,500			38,500			38,500			38,500			38,500	
Other	5,225	5,225	6,300	5,175	5,225	6,350	5,225	5,225	5,225	6,350	5,225	5,250	5,225	5,225	6,300
Total Sources	22,725	91,975	64,200	1,057,058	1,273,858	63,650	62,525	348,758	54,975	67,850	295,108	38,050	1,272,016	349,627	64,200
Uses of funds:															
Wages/Taxes/Benefits	233,770	233,770	233,770	233,770	233,770	233,770	222,770	222,770	222,770	222,770	222,770	222,736	222,770	222,770	222,770
Materials & Services	90,035	57,500	57,500	90,035	57,500	57,500	93,235	65,000	49,000	81,535	57,305	58,005	81,535	49,000	49,000
Debt Services				63,370	63,370			63,370			119,058		63,370		
Capital Expenses				720,000											
Total Uses	323,805	291,270	291,270	1,107,175	354,640	291,270	316,005	351,140	271,770	304,305	399,133	280,741	367,675	271,770	271,770
Ending Cash	834,495	635,200	408,130	358,013	1,277,231	1,049,611	796,131	793,749	576,954	340,499	236,474	(6,217)	898,124	975,981	768,411

SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD MEETING COVER INFORMATION
August 28, 2025

Schedule Board Budget Review-

Pursuant to previous Board discussions, we are requesting that a Board budget review session be scheduled to discuss and evaluate the current budget format, as well as other related financial topics.

This review will provide an opportunity to ensure clarity, alignment with District priorities, and to consider any improvements or adjustments needed to enhance the budgeting process.

We look forward to the Board's input and direction during this session. Please advise on availability so that the date and time can be confirmed.

SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD MEETING COVER INFORMATION
August 28, 2025

9.B CONSENT AGENDA DISCUSSION (Tabled July 24 Board Meeting)

The agenda format for the last Board meeting included consent items for review and approval. However, it was subsequently decided not to implement a consent agenda format at this time.

Before proceeding with the use of a consent agenda, the Board will hold a discussion to confirm its purpose, necessity, and preferred implementation.

Until that discussion takes place, the use of a consent agenda will be tabled. The concept may be reintroduced at a future date when deemed appropriate.

SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD MEETING COVER INFORMATION
August 28, 2025

9.C. LETTER OF IMPACT OF STIF FUNDING

Seeking approval of draft letter to state and local elected officials on the impact of STIF (5310, 5311?) funding on rural transit operations.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Draft

August 21, 2025

Dear Representative Javadi,

As the upcoming Special Session of the Oregon Legislature addresses the shortfall in the state transportation budget, we appreciate the opportunity to share how these decisions will critically affect our agency and the communities we serve.

The history of the Sunset Empire Transportation District (SETD) highlights the fragility of rural transit systems and their heavy reliance on state and federal funding to sustain operations. We strongly urge you to prioritize stable, predictable, and increased funding to ensure that rural communities have reliable—and, most importantly, sustainable—transportation resources. Passing the transportation package proposed in the Special Session, as well as ensuring federal funds remain available without unrelated or burdensome restrictions, is essential.

We are deeply concerned that delays in disbursements, particularly those caused by potential staffing reductions at ODOT—could severely disrupt our ability to provide consistent and reliable service. Each year, SETD delivers approximately **98,000 fixed-route rides** and **11,000 paratransit rides in Clatsop County**, benefiting individuals who are disabled, older adults, veterans, families, K–12 students, Job Corps and Clatsop Community College participants, homeless and homebound residents, low-income riders, parolees, and others. Our services provide vital access to medical care, food, work, education, volunteering, and social connections. Without timely funding, we may be forced to reduce or suspend service simply because cash flow cannot meet operating costs.

These risks are compounded by anticipated delays in federal formula funding. If both state and federal funds are delayed, SETD could face a severe financial crisis before the end of the current fiscal year.

State funding represents nearly **60% of our operating budget**. Reductions would result in unavoidable service cuts, disproportionately harming disabled and transit-dependent riders. Conversely, timely and increased state funding could offset federal delays, preserve essential

services, and enable the restoration of routes lost during previous cutbacks. A meaningful increase would also help us move closer to pre-COVID service levels and better serve unserved areas of our rural county.

We respectfully urge you to support measures ensuring the prompt processing and delivery of state funding and to recognize the stabilizing impact that increased investment in rural public transit will have on Oregon's most vulnerable residents.

Thank you for your time, leadership, and commitment to public transportation.

Sincerely,
David Carr
Executive Director

SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD MEETING COVER INFORMATION
August 28, 2025

9.D. STIF Fund Loan Payment reversal.

Request board approval to keep the funds and amend the budget.

Request to Retain STIF-Funded Loan Repayment for Operational Gap Coverage

Due to ongoing uncertainty in the press and in communications from ODOT regarding the timing of the receipt of anticipated state and federal funding, we respectfully request that the previously repaid STIF-funded loan be returned to the Sunset Empire Transportation District (SETD).

During the recent review process, these funds were returned prior to Board review and approval. In light of the expected delays in ODOT and federal disbursements, we request approval to retain these funds for the time being and utilize them to address the shortfall in ongoing operations. This action would help maintain continuity of service and operational stability while awaiting the arrival of external funding.

SUNSET EMPIRE TRANSPORTATION DISTRICT
NEW BOARD MEMBER APPLICATION
PACKET 2024



Thank you for your interest in applying to be on the Sunset Empire Transportation District

Board of Commissioners!

Enclosed is a little more information about our District.

Please let us know if you have any questions.

Debbie Boothe-Schmidt, Board Chair



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 MARINE DRIVE

Dear Interested Community Member:

We are excited that you are interested in serving on the Sunset Empire Transportation District Board of Commissioners. We hope that this information packet answers all your questions concerning the open position.

Within this packet you will find information about Special Districts, what it means to be a board member, and how to serve on our board.

Next Steps

- Review this packet
- Attend the Board of Commissioners Zoom meeting.
 - <https://us02web.zoom.us/j/83544514840>
 - Phone # 1-877-853-5247

Thank you for your interest in serving on our board! If you have any questions, please to contact Executive Director Craig Johnston at cjohnston@ridethebus.org or 503-861-5399.



Sunset Empire Transportation District Information Summary

About Us

The Sunset Empire Transportation District (SETD) was formed by the Clatsop County Board of Commissioners on March 24, 1993. The District has been providing transportation in Clatsop County ever since covering approximately 840 square miles and currently serving over 40,000 citizens.

The District operates 5 weekday routes, 5 weekend routes and several seasonal routes. The District also is a member of the NWConnector, an alliance of five transit agencies in NW Oregon that provide coordinated transportation services to Portland and the Willamette valley. The District operates an Intermodal Transit Center in downtown Astoria, a Transit Office in Seaside and has an Operations facility in Warrenton.

Sunset Empire Transportation District Mission Statement

Provide safe, reliable, relevant, and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

Board of Commissioners and Current Officers

Debbie Boothe-Schmidt Board Chair
Tracy MacDonald- Vice Chair
Pamela Alegria- Secretary Treasurer
Rebecca Read Commissioner
Paul Lewicki- Commissioner
Charles Withers- Commissioner
Guillermo Romero- Commissioner

Board Commitment

The Sunset Empire Transportation Board of Commissioners is responsible for setting policy for the operations of all public transportation in Clatsop County and oversee a budget of approximately 8 million dollars. A strong, engaged, dedicated board is one of the cornerstones to the successful public service of a special district. It is important to have each seat on the board filled by someone dedicated to seeing the district succeed in serving in the public's best interest. When a board member vacates a seat, there is an opportunity to bring in someone to fill that seat with a fresh perspective and unique experiences of their own, which will help contribute to the board's guidance of the district.

Upcoming Board Meeting Schedules

Board meetings are currently held at 9 AM on the fourth Thursday of each month. Board Packs are distributed one week before. Currently Board meetings are electronic utilizing Zoom and live streamed on Facebook.



Sunset Empire Transportation District Board Member Duties

A board member of Sunset Empire Transportation District serves on a 7-member Board of Commissioners responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes. The Board of Commissioners has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The board ensures that the district achieves its mission in an ethical, transparent, accountable and prudent manner. Each board member is accountable for the functions described below, all of which are accomplished at board meetings and committee assignments through review of information, strategic planning, conversation and decision making.

Together, the board makes decisions and sets policy for the district. Individually, you do not have any power, but acting with your fellow board members you have an opportunity to have a positive impact on your community. The board's major responsibility is setting policy. The Executive Director is responsible for the operation of the District and implementing the policies established by the Board.

Board members also do the following:

- Attend the board meeting held on 4th Thursday of each month (sometimes special meetings can be held to address specific issues)
- Review and adopt the annual budget
- Approve financial reports
- Set goals and evaluate progress towards those goals
- Ask voters to approve bond measures and local option levies for facilities and operations
- Hire and evaluate the executive director
- Help set standards, controls and policies that support sound risk management practices are in place; e.g. safety and security, insurance, data controls and personnel management practices
- Delegate authority
- Connect with the community



**Sunset Empire Transportation District
Board Member Application**

Applicant Name: _____ Date: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a resident of our district? _____ Are you a registered voter? _____

Why do you want to serve on the Sunset Empire Transportation District Board?

Describe past experiences or positions held that would assist you as a board member.

Outline strengths, abilities, and talents that you would bring to the board.

In your opinion, what is the most important role of a board member?

If appointed, would you be able to serve the entire term? _____

Please submit your application to: mary@ridethebus.org or drop off at the Astoria Transit Center, 900 Marine Drive, Seaside Transit Office 39 N. Holladay or mail to SETD 900 Marine Drive, Astoria Oregon 97103.

Application Deadline: at 5:00 PM.

SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD MEETING COVER INFORMATION
August 28, 2025

10.B1 SUNSET EMPIRE TRANSPORTATION ADVISORY COMMITTEE

I have enclosed the application and the list of committee member representation requirements.

There is also a Transportation By-Laws committee that formed at the beginning of 2025 and had been updating the by-laws.

Thank you,

Mary



**SUNSET EMPIRE TRANSPORTATION DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
NEW MEMBER APPLICATION**

Sunset Empire Transportation District Board of Commissioners (SETD) is seeking volunteers from Clatsop County who would like to serve on the SETD Transportation Advisory Committee (TAC). The TAC advises the District Board on issues involving the district's transportation plans, grants, policies, and programs with a special emphasis on access for senior and disabled riders. The current vacant TAC positions are sought from people that can represent one or more of the following listed categories and are also knowledgeable of the public transportation needs of each of them.

- Local governments, including land use planners
- Employers
- Transit users
- Transit users who depend on transit for accomplishing daily activities
- Human Service Provider
- Social equity advocates
- Environmental advocates
- Bicycle and pedestrian advocates
- Educational Institution

The TAC committee is comprised of a total of 9 community members which are appointed by the SETD Board, and an appointed SETD Board member. Term of office is 2 years beginning on July 1st and ending June 30th. Responsibilities include a working knowledge of SETD's plans, policies and programs, attending the scheduled meetings, making decisions when necessary. Meetings are generally held quarterly. Applications are available Monday thru Friday at the Astoria Transit Center, 900 Marine Drive in Astoria, Oregon, on the SETD website at nwconnector.org or upon request an application will be sent by mail. Please return or mail the completed applications to Sunset Empire Transportation District, 900 Marine Drive Astoria, OR 97103. The Board of Commissioners will review applications and appoint new TAC members at their next scheduled Board meeting. For more information, please contact Mary Parker at 503-861-5370 or mary@ridethebus.org.

SETD TRANSPORTATION ADVISORY COMMITTEE APPLICATION 2025

Name		
Address		
Phone	email	Date of Birth
Signature		

1. Please list your areas of interest in serving on the Transportation Advisory Committee.
2. Although not a requirement, do you have any experience using Sunset Empire Transportation District services?
3. Please list if you have been a member of a group, volunteered or served on a committee similar to the Transportation Advisory Committee?

Members will be recruited and recommended through procedures established by the SETD Board. The SETD Board will appoint members and will include a Board member that is appointed by the Board Chair.

Membership criteria

TAC members must meet the following criteria.

- Be knowledgeable about the public transportation needs of residents or employees located with SETD's area of responsibility.
- Be a person who is a member of or represents one or more of the following:
 - Local governments, including land use planners
 - Public Transportation Service Providers or Non-profit entities that provide public transportation services (Mandatory)
 - Neighboring Public Transportation Providers
 - Employers
 - Public Health, social and human service providers
 - Transit users
 - Transit users who depend on transit for accomplishing daily activities
 - Individuals age 65 or older or people with disabilities (Mandatory)
 - Representative of seniors
 - Representative of people with disabilities
 - Low-income individuals (Mandatory)
 - Social equity advocates
 - Environmental advocates
 - Bicycle and pedestrian advocates
 - People with limited English proficiency
 - Educational institutions
 - Major destinations for users of public transit
- The Advisory Committee shall include members from the District's area of responsibility, both within and outside District boundaries.

10.E Prohibited Serial Communications

Purpose & Definitions

Governing bodies are required to deliberate and decide matters in open public meetings. The purpose and intent of the Public Meetings Law is that the decisions of governing bodies be arrived at openly and that the public be informed and aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. ORS 192.620

Prohibited serial communications occur when the governing body, outside of a public meeting, uses serial electronic written communications (notes, emails, texts), in-person communications, or an intermediary to communicate among a quorum of the members of the governing body for the purpose of deliberating or deciding on any matter within the governing body's jurisdiction (i.e., a matter for which the governing body has the authority to make a decision or recommendation). OAR 199-050-005(10) & OAR 199-050-0020

Deliberating includes any discussions or communications that are part of the governing body's decision-making process. A decision-making process may include:

- (a) Identifying or selecting the nature of the decision to be made;
- (b) Gathering information related to the decision to be made;
- (c) Identifying and assessing alternatives;
- (d) Weighing information; and
- (e) Making a decision.

ORS 192.610(3) & OAR 199-050-0005(4)

An **intermediary** is a person who is used to facilitate communications among members of a governing body about a matter subject to deliberation or decision by the governing body, by sharing information received from a member or members of the governing body with other members of the governing body. An intermediary may be a member of the governing body, a staff member, or any other person who is used to facilitate communications among members of the governing body. OAR 199-050-0005(7)

Frequently Asked Questions

1. When do communications among governing body members become prohibited serial communications?

Answer: It depends on whether the communications involved a quorum of members and on the subject and purpose of the communications. The determinative factors include:

- (A) Do the serial communications involve a quorum of the governing body?
- (B) Do the communications involve a matter within the governing body's jurisdiction (i.e., a matter for which the governing body has the authority to decide or make a recommendation)?
- (C) Did a quorum use the serial communications for the purpose of deliberating or deciding on that matter?

2. Does a quorum of the governing body have to be involved in the same communication at the same time for it to be considered a prohibited serial communication?

Answer: No. Prohibited serial communications may occur through a quorum of members being involved in the same communication or a quorum of members being involved in a series of individual or small group communications. If a member of the governing body individually communicates (in person or by telephone, email, text, etc.) one by one with enough members that a quorum of the governing body is involved, and the matter communicated is within the governing body's jurisdiction, and the communications are for the purpose of deliberating or deciding on the matter, then it is prohibited serial communications.

Using an example of a governing body comprised of seven members and a quorum of four members:

Member A calls Member B on May 1st to discuss lowering the downtown parking fines by 10%. On May 15th, Member B emails Member C to see if Member C would also be supportive of lowering the downtown parking fees by 10%. The next day, Member A sends a text message to Member D to see if Member D would support lowering the downtown parking fees by 10%. In this example, four members - a quorum - have deliberated about whether to lower the downtown parking fees by 10%. In this situation a prohibited serial communication has occurred in violation of the Public Meetings Law.

3. Can a quorum of the governing body engage in serial communications on topics not within their jurisdiction?

Answer: Yes. The prohibitions on serial communications only apply to matters within the governing body's jurisdiction. For example, it is not a prohibited serial communication for the Library Advisory Committee, with authority only to make recommendations about the Library matters, to serially communicate about the Police Department's proposed budget that includes a new K-9. Also, it is not a prohibited serial communication for members of a governing body to communicate about other non-jurisdictional matters, like one member's vacation or another member's favorite sports team.

4. I am on a governing body. If a constituent or member of the public approaches me to discuss a matter within my governing body's jurisdiction, may I speak to them without risk of engaging in a prohibited serial communication? What if that member of the public also approaches other members of the governing body to discuss the same matter?

Answer: Generally, yes. Nothing in the Public Meetings Law prohibits you from speaking to a constituent about their concerns and other topics or matters within the governing body's jurisdiction. The fact that a constituent communicates on their own with a quorum of the governing body does not mean the governing body engaged in prohibited serial communications. But if a member of the governing body asks or directs the constituent to be the go between among governing body members, in order to share information among a quorum of the governing body for the purpose of deliberating or deciding on a matter, that could be a prohibited serial communication.

5. May I speak to a member of the media?

Answer: Yes. Nothing in the Public Meetings Law prohibits a member of a governing body from speaking to the media about topics regarding the public body's business or otherwise. The stated policy and purpose of Oregon's Public Meetings Law is transparency and openness; it is not intended to limit or prohibit interactions between governing bodies and the media.

6. The governing body is scheduled to consider a matter at our next public meeting and I would like to know how other members of the governing body feel about the matter beforehand. May I ask a staff member to ask other members of the governing body and report back to me?

Answer: Generally, no. In this situation, the staff member would be considered an intermediary used to communicate among members of the governing body for the purpose of deliberating or making a decision on a matter within the governing body's authority. If the communications occur with a quorum of the governing body, a prohibited serial communication has occurred. However, it would not be a prohibited serial communication if the communications are either:

- (1) purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
- (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or
- (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

For example, if the communications with staff was to check with other members of the governing body to determine whether to reschedule the meeting to another time, such communications would not be prohibited.

7. I am a city administrator; may I meet privately with individual members of the governing body on a routine basis to discuss matters subject to deliberation or decision by the governing body?

Answer: Yes. A city administrator or other staff member may meet with individual members of the governing body. However, if the city administrator or staff member is communicating among a quorum of members and sharing the information received from individual members with a quorum of the governing body members, such communications may be prohibited serial communications. The Public Meetings Law requires deliberations and decisions of a governing body to be conducted in a public meeting. So if the purpose of the city administrator's meetings with individual members is to facilitate communications among a quorum of the members and those communications are for the purpose of deliberating or deciding on a matter, those individual meetings may violate the Public Meetings Law.

As an example, assume the city administrator wants the council to consider whether and by how much to adjust the sound permit fee for local music concerts in the park. Consider the following scenarios:

Scenario 1: The city administrator contacts each councilor individually and asks for their thoughts on whether the sound permit fee should be adjusted. The city administrator does not convey information received to other members of the council. The city administrator uses the information gained from the discussions with individual council members to create a staff report.

The city administrator places an item on the agenda for the council to consider whether to adjust the sound permit fee and by how much. The sound permit fee is then considered at a publicly noticed council meeting where the city administrator presents the staff report. At the public meeting, the councilors debate the issue and determine the fee amount.

In Scenario 1, the city administrator is gathering information in order to create a staff report to present the issue for discussion, deliberation, and decision by the council at a public meeting. The council did not engage in deliberations or make a decision, through the city administrator as an intermediary, about whether to adjust the fee and by how much. The council had an open debate about the fee at a public meeting. In Scenario 1, it does not appear to the city council engaged in prohibited serial communications.

Scenario 2: The city administrator contacts each councilor individually and asks for their thoughts on whether the sound permit fee should be adjusted. When speaking with the Mayor, the Mayor proposes a 10% reduction in the permit fee. The city administrator then conveys to the other councilors that the Mayor has proposed a 10% reduction and asks whether they agree with that amount. Councilor A suggests it should instead be a 5% increase. The city administrator then presents the Mayor's and Councilor A's suggestions to the other councilors individually. A majority of the councilors indicate to the city administrator that they agree with the Mayor's suggestion of a 10% reduction. The city administrator then places a 10% reduction on the agenda for the council's vote.

In Scenario 2, the city administrator is acting as an intermediary, sharing information received from individual councilors with a quorum of the city council. Through the city administrator, the city council members are communicating with each other for the purpose of deliberating or deciding on the fee amount, setting the fee reduction at 10% and rejecting the proposal of a 5% increase. The city council's consideration of the competing proposals, their deliberations, and the decision reached on the fee reduction were done outside of a public meeting. In Scenario 2, the council appears to have engaged in prohibited serial communications.

8. May I attend town halls or neighborhood association meetings?

Answer: Generally, yes. Governing body members (individually or in groupings less than a quorum) can attend town halls or neighborhood association meetings where they may talk with their constituents and discuss matters within the governing body's jurisdiction. However, if a quorum of the governing body is present at the town hall or neighborhood association meeting and the topic to be discussed is a matter within the governing body's jurisdiction, then the governing body would need to hold the gathering as a public meeting and satisfy all of the Public Meetings Law requirements (public notice, accessibility and accommodations, minutes or recordings, etc.).

9. May I discuss nonsubstantive matters such as scheduling with other members of the governing body?

Answer: Yes. Communications that are nonsubstantive in nature, such as communications relating to scheduling, leaves of absence and other similar matters, are not subject to the Public Meetings Law.

10. Can prohibited serial communications occur during a public meeting?

Answer: Yes. During a public meeting, if members of the governing body communicate with each other via text message, group chat, email, or even hand-written notes, and those communications involve a matter within the governing body's jurisdiction and are for the purpose of deliberating or deciding on that matter, then prohibited serial communications are likely to have occurred, unless all of these communications were shared publicly during the public meeting.

11. How may the governing body correct a prohibited serial communications violation?

Answer: If members of a governing body realize that they may have engaged in prohibited serial communications, the best practice would be to schedule a public meeting at which the governing body publicly shares its past prohibited serial communications. For example, at the public meeting the governing body could present the emails or texts or repeat the communications and conversations previously held. At the same time, the governing body should consider and communicate how it will prevent similar violations from occurring in the future, such as by obtaining additional training.

Such a corrective action may not prevent someone from filing a grievance and submitting a complaint with the Oregon Government Ethics Commission (OGECE), but it would be a factor considered by OGECE in evaluating the case and in determining the appropriate penalties or sanctions.

12. What are the penalties if prohibited serial communications occur?

Answer: Engaging in prohibited serial communications violates the Public Meetings Law. If someone were to file a complaint with OGECE, after having satisfied the mandatory grievance process in ORS 192.705, and if OGECE were to find a violation, it could impose sanctions against each governing body member found to have participated in the prohibited serial communications. The sanctions for a violation range from a Letter of Education to a civil penalty in an amount up to \$1,000 per violation.

**** OGECE may supplement these FAQs with additional questions and answers. Please contact our office at mail@ogec.oregon.gov or 503-378-5105 with questions.**

July 28, 2025

Dear Nicholle Serale,

I am writing to extend my sincere thanks for providing comprehensive information regarding the Paratransit and Dial-A-Ride programs. I appreciate your efforts in making these essential services accessible to community members like myself, and I was pleased to learn of my approval for the program.

However, I wanted to share a concern regarding the current service area boundaries. My residence is located less than one mile from the existing boundary line, which unfortunately results in significant transportation challenges. At present, it costs me between \$25 and \$30 each time I need to travel to Astoria for medical appointments or to the Transit Center to catch the Point Bus to Portland.

After reviewing your service area map, it appears that extending the boundary further east and connecting it with Fort Clatsop Road to form a loop could offer greater accessibility and convenience for residents in my vicinity. Such an extension would help bridge the gap for those of us living just outside the current service area, making it easier and more affordable to access essential destinations.

Thank you again for your attention to these matters and for your continued dedication to serving our community. I hope you will consider this suggestion as you review and plan future service expansions.

With gratitude,


Victor Kee



**SUNSET EMPIRE
TRANSPORTATION DISTRICT
BOARD OF COMMISSIONERS MEETING AUGUST 2025
TEAM REPORTS**

- **Operations**
- **Executive Assistant**
- **Paratransit**
- **Human Resource**
- **Mobility**



SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD OF COMMISSIONERS MEETING
August 2025 TEAM REPORTS
Chief Operation Officer Jennifer Geisler

- **ACTIONS**

- I attended the SW Washington Transit Forum in Centralia, Washington with three other SETD staff members, including Nicholle Searle, Paratransit Supervisor. This was her first “conference.” The forum was a regional dialogue among transit partners, stakeholders, planning agencies, and DOT. As we went around the room, each agency discussed what service they provide and the struggles they may have experienced. As a group, we explored enhancements to existing services, focusing on efficiency, frequency, and community needs. Discussions included reviewing corridor-level data and demand to refine or re-align routes, boosting connectivity between states, counties, and regions. Emphasis was placed on expanding services to address growing demand or regional growth, improving coordination across agencies, and resource support among neighboring agencies. We were encouraged to investigate funding opportunities, joint grant applications or cost-sharing strategies to ensure efficient service delivery. The last agenda item was the future of public transit. What does the future look like, and how will we adapt to the changes coming, integrating innovative technologies, evolving mobility habits, training mechanics for alternative fuels, and creating access and mobility for everyone with the coming changes.

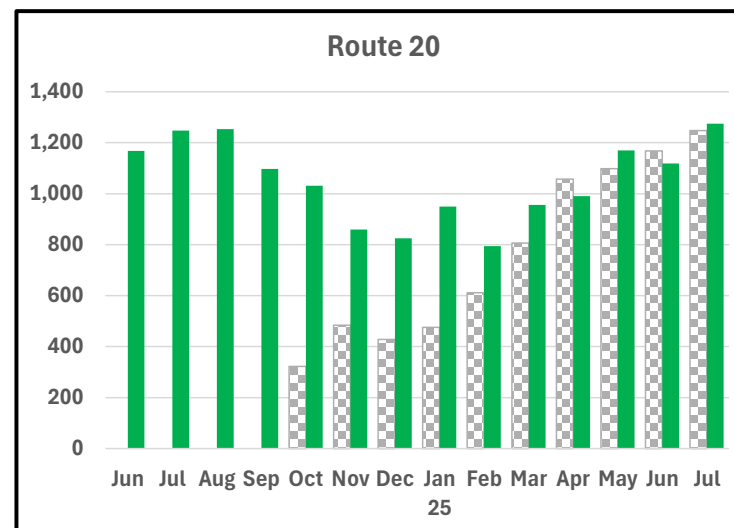
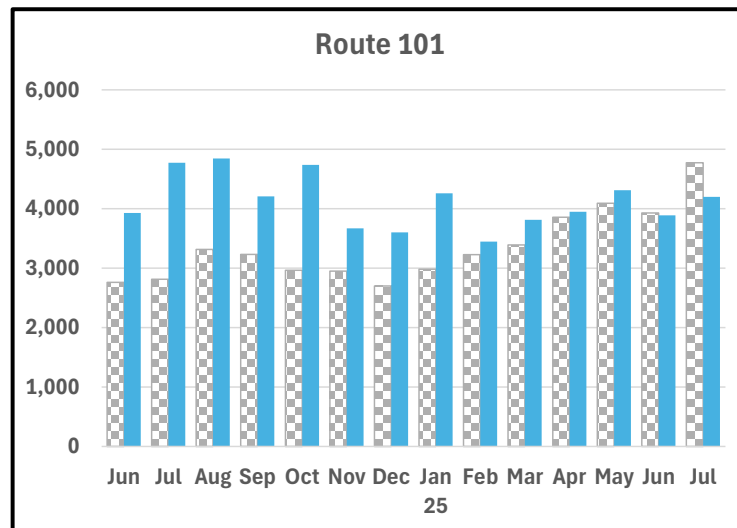
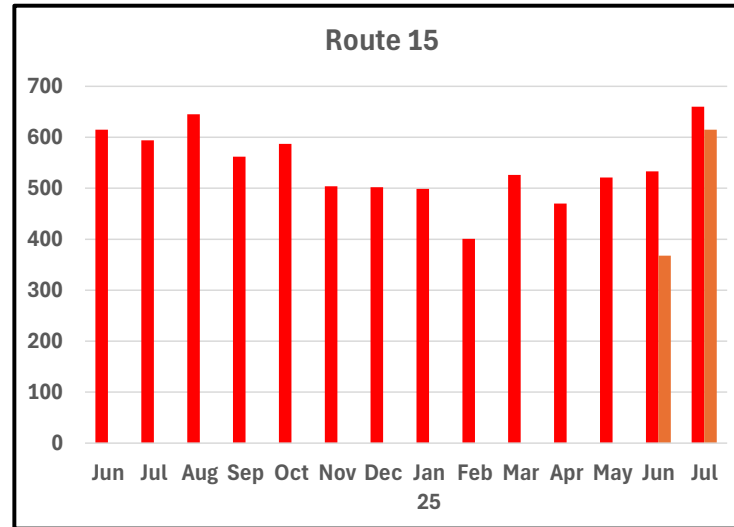
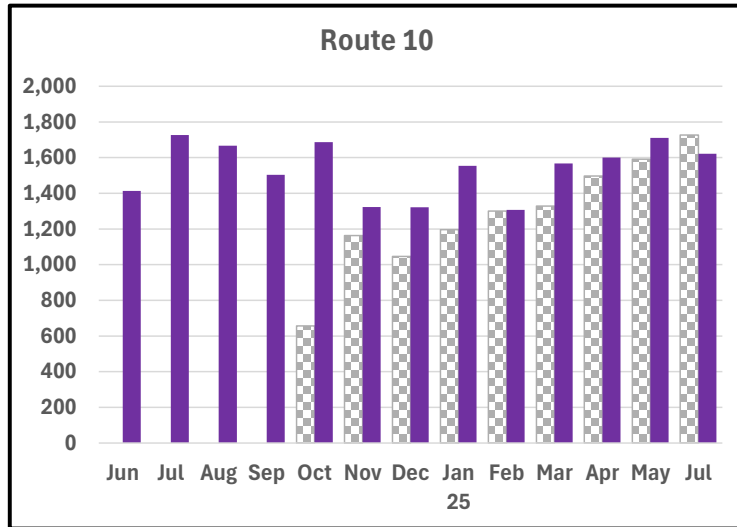
- **MEETINGS AND TRAININGS**

- I attended the SDAO Transit Network Quarterly meeting. Mark Landauer, SDAO Lobbyist, discussed recent legislation that may impact transit districts. He also gave an overview of the special session for August 29th and the Governor’s proposal for the transportation package.
- I attended the NW Act meeting. The meeting was extremely difficult to hear over Zoom, but the large discussion was the ODOT layoffs and Region 2 updates and business and member updates.

- **SERVICE DELIVERY AND OPERATIONS**

- RideAssist received 18 applications in July. 15 applications were approved for permanent/unconditional ADA Paratransit services and three (3) were approved for temporary/unconditional service. Applications were processed within the 21 day processing time line.
- RideAssist provided a total of 1,140 rides:
 - 923 ADA
 - 11 NW Rides
 - 17 Dial-A-Ride33 Escort

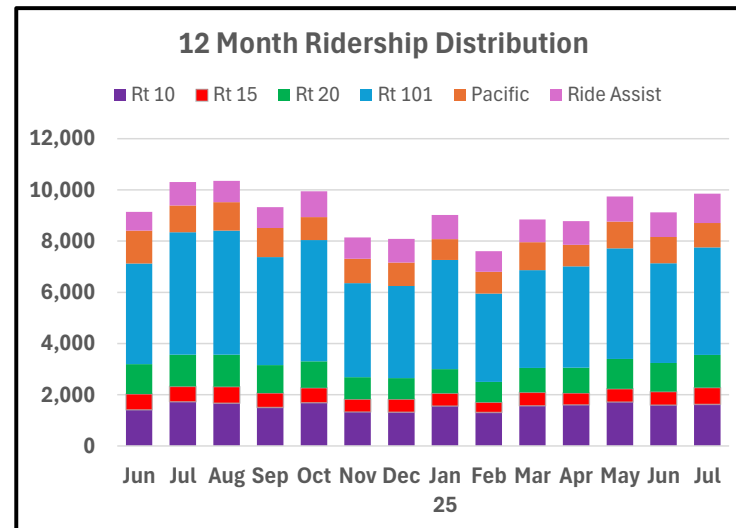
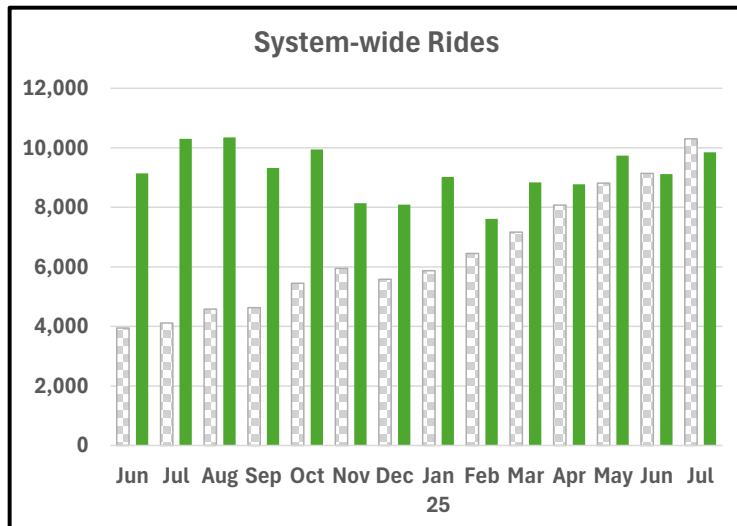
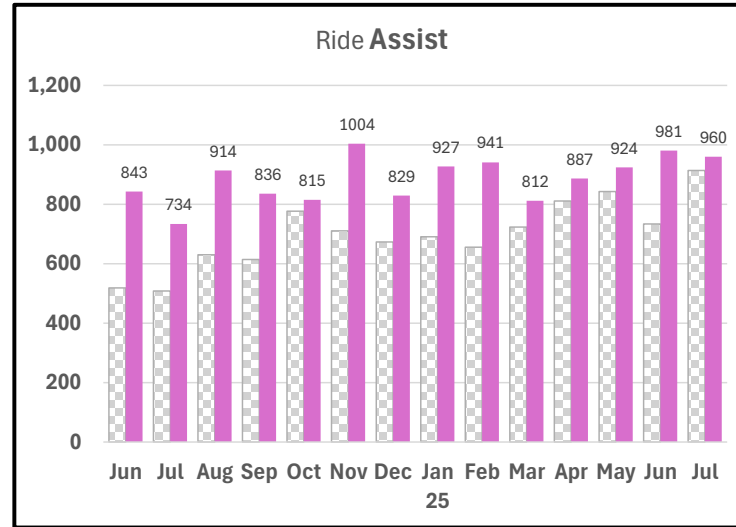
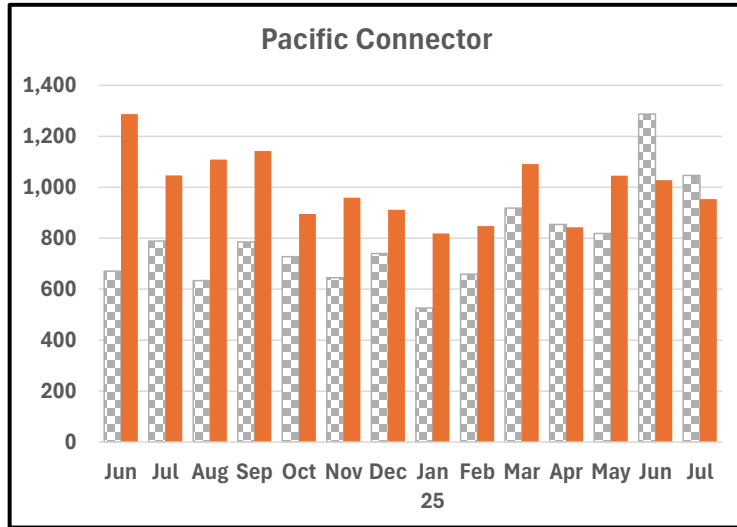
SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year

Page 1

SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year

Page 2



**SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD OF COMMISSIONERS MEETING
AUGUST 2025 TEAM REPORTS
MARY PARKER- EXECUTIVE ASSISTANT/MARKETING OUTREACH**

1. COMMUNITY OUTREACH

- a. Participated in the Regatta Parade with staff
- b. Added events and outreach to Facebook and web page
- c. Posted July 30 Board Public meeting announcements
- d. Posted August Board Public meeting announcements
- e. Updated Title VI public statement on shelters
- f. Updated Title VI on pamphlet

2. BOARD MEETINGS AND ASSISTANCE

- a. Prepared July 30 meeting and Board Pack
- b. Prepared July 24 and July 30 Meeting Minutes
- c. Prepared August Board Packs
- d. Finalizing Updated Board Policies
- e. Prepared On Board notebooks for new commissioner

3. OTHER SETD MEETINGS

- a. Attended 3 weekly Team Meetings- D
- b. Attended RLS Meetings-Finalizing required updates and changes
- c. Attended New Outreach Meeting- First meeting. The team discussed ADA compliance with outreach materials and compliance.

4. PROJECTS AND OUTREACH DEVELOPMENT

- a. Working on final copy of large shelter schedule posters. Posters have all schedules and rider information and a map. They are made with strong adhesive so they cannot be removed which is a major problem.
- b. Assisting with final requirements of RLS review



**SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD OF COMMISSIONERS MEETING
August 2025 TEAM REPORTS
HUMAN RESOURCE MANAGEMENT**

1. ACTIONS

- a. Developed a tracking mechanism for training
- b. Assigned training to all employees to get us back on track

2. TRAINING ATTENDED

- a. Drug and Alcohol Training – 1 day
- b. Reasonable suspicion Training – 2nd day

3. NEW HIRES/RETURNING EMPLOYEES

- a. No new hires

4. WORKPLACE DEMOGRAPHICS

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