



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

Special Board Meeting

Jan. 27, 2026 | 12 p.m.

Meeting location: Astoria Transit Center, 900 Marine Drive, Astoria, OR 97103

Meeting link: <https://bit.ly/4a7VedY> | Meeting ID: 274 485 205 219 28 | Passcode: w5oA2eW7

Dial in by phone: 1-872-333-9477 | Phone conference ID: 869 242 586#

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. REVIEW AND DISCUSS THE FY25/26 BUDGET
7. ADJOURNMENT

This meeting location is accessible to people with disabilities. Upon request, Sunset Empire Transportation District will make reasonable accommodation, including assistive listening devices, sign language interpreters, large print materials, or other auxiliary aids. Please call (503) 861-5370 or email sara@ridethebus.org at least 48 hours before the meeting to request accommodation.

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

2026

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 TRANSPORATION 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
IGA	INTERGOVERNMENTAL AGREEMENT

**SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST**

IIJA	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
NEMT	CENTER 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 OREGON
ORS	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
PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

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
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

Board Agenda Coversheet

Item number: 6

Date: Jan. 27, 2026

Item type: Information

Subject: Budget

Department: Finance

Summary: Discussion of the FY25/26 budget.

Attachments:

- Current SETD budget – *pg. 6*
- November/December financial report – *pg. 14*
- Draft minutes from the June 26, 2025 board meeting – *pg. 46*

RESOURCES
General Fund
(Fund)

Sunset Empire Transportation District

Historical Data				Resource Description				Budget for Next Year 2025-2026	
Actual		Adopted Budget		Year to Date Actuals		Proposed By Budget Officer		Approved By Budget Committee	
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025		Year 2024-2025	Year 2024-2025				
1	\$82,298	\$27,832	\$1,321,500	\$1,251,742	1 Available cash on hand* (cash basis) or 2 Net working capital (accrual basis)		\$449,851	\$449,851	\$449,851 1
2					3 Previously levied taxes estimated to be received		\$18,500	\$18,500	\$18,500 2
3	\$18,116	\$24,600	\$18,500	\$16,256	4 Interest		\$48,500	\$48,500	\$48,500 3
4	\$5,624	\$40,488	\$20,000	\$45,793	5 OTHER RESOURCES				\$48,500 4
5					6 Fares		\$90,000	\$90,000	\$90,000 5
6	\$205,818	\$83,529	\$65,000	\$79,506	7 IGA Contracted Services		\$2,500	\$2,500	\$2,500 6
7	\$52,811	\$4,518	\$2,000	\$2,330	8 Rentals		\$10,500	\$10,500	\$10,500 7
8	\$10,434	\$9,893	\$10,500	\$8,032	9 Commissions/Proceeds		\$4,500	\$4,500	\$4,500 8
9	\$2,574	\$5,107	\$3,000	\$4,413	10 State Timber Revenue		\$154,000	\$154,000	\$154,000 9
10	\$291,543	\$264,718	\$165,000	\$170,774	11 State Mass Transit Payroll Distribution		\$115,000	\$115,000	\$115,000 10
11	\$120,377	\$132,960	\$115,000	\$93,399	12 Other		\$2,500	\$2,500	\$2,500 11
12	\$12,728	\$15,138	\$2,500	\$2,712	13 ODOT - \$5310 Mobility Mgmt/Preventive Maint:		\$164,972	\$164,972	\$164,972 12
13	\$163,283	\$58,907	\$161,594	\$60,442	14 ODOT - \$5311 Operations CARES Act Needs Based		\$865,636	\$865,636	\$865,636 13
14	\$1,152,772	\$604,605	\$775,022	\$448,178	15 ODOT - \$5339 Bus and Bus Facilities		\$0	\$0	\$0 14
15	\$244,435	\$0	\$0	\$0	16 ODOT - \$5339 Bus and Bus Facilities		\$720,000	\$720,000	\$720,000 15
16	\$0	\$0	\$720,000	\$0	17 ODOT - Transportation Options		\$0	\$0	\$0 16
17	\$101,334	\$10,368	\$0	\$0	18 STF Fund		\$0	\$0	\$0 17
18	\$92,935	\$0	\$0	\$0	19 STIF Formula Fund		\$874,732	\$874,732	\$874,732 18
19	\$346,131	\$1,279,759	\$1,047,017	\$702,907	20 STIF Discretionary/STIN Fund		\$0	\$0	\$0 19
20	\$248,495	\$0	\$0	\$0	21 ODOT Loan Disbursement		\$0	\$0	\$0 20
21	\$0	\$0	\$0	\$0	22 MicroTransit		\$0	\$0	\$0 21
22	\$0	\$0	\$0	\$50,000	23 Total resources, except taxes to be levied		\$3,521,191	\$3,521,191	\$3,521,191 22
23	\$3,151,708	\$2,562,423	\$4,426,633	\$2,636,484	24 Taxes estimated to be received		\$1,400,000	\$1,400,000	\$1,400,000 23
24	\$1,128,092	\$1,210,684	\$1,300,000	\$1,187,383	25 Taxes collected in year levied				24 25
25					26 TOTAL RESOURCES		\$4,921,191	\$4,921,191	\$4,921,191 26
26	\$4,279,800	\$3,773,107	\$5,725,633	\$3,823,867					

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

				Requirements Description				Budget For Next Year 2025-2026			
				Proposed By Budget Officer		Approved By Budget Committee		Adopted By Governing Body			
				Year to Date Actuals	Year 2024-2025	Year to Date Actuals	Year 2024-2025	Year to Date Actuals	Year 2024-2025	Year to Date Actuals	Year 2024-2025
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	Adopted Budget This Year Year 2024-2025	Year 2024-2025								
1				1		1		1		1	
2	\$2,140,710	\$1,202,226	\$1,975,000	\$1,258,066	2	Salaries & Wages		\$2,002,054		\$2,002,054	
3	\$298,451	\$162,690	\$319,000	\$150,887	3	Payroll Expenses		\$299,562		\$299,562	
4	\$579,331	\$301,212	\$570,000	\$308,135	4	Employee Benefits		\$503,590		\$503,590	
5	\$3,018,493	\$1,666,128	\$2,864,000	\$1,717,088	5	TOTAL PERSONNEL SERVICES		\$2,805,206		\$2,805,206	
6	50	50	23	26	6	Total Full-Time Equivalent (FTE)		29		29	
7				7		MATERIALS AND SERVICES				7	
8	\$4,058	\$0	\$0	8		Provider Services		\$0		\$0	
9	\$14,000	\$41,000	\$35,000	\$34,200	9	Audit		\$35,000		\$35,000	
10	\$2,623	\$771	\$2,000	\$2,883	10	Advertising		\$2,000		\$2,000	
11	\$2,127	\$1,238	\$2,000	\$1,345	11	Bank Fees		\$2,000		\$2,000	
12	\$33,105	\$37,282	\$125,000	\$66,759	12	Building Grounds and Maintenance		\$105,000		\$105,000	
13	\$12,510	\$1,896	\$1,700	\$1,715	13	Building Lease		\$2,000		\$2,000	
14	\$115,340	\$109,110	\$112,000	\$62,321	14	Computer Information Technology Services		\$112,000		\$112,000	
15	\$32,202	\$2,329	\$30,000	\$25,885	15	Conferences, Training, and Travel		\$12,500		\$12,500	
16	\$7,422	\$6,072	\$5,000	\$3,806	16	Drug and Alcohol Testing/Background Checks		\$5,000		\$5,000	
17	\$35,170	\$38,915	\$30,000	\$24,063	17	Dues and Subscriptions		\$30,000		\$30,000	
18	\$9,000	\$15,000	\$15,000	\$3,090	18	IGA Dues and Fees		\$12,000		\$12,000	
19	\$17,650	\$1,508	\$20,000	\$6,559	19	Compo/Furniture/Small Tools		\$10,000		\$10,000	
20	\$2,768	\$2,422	\$2,800	\$1,949	20	Equipment Lease		\$2,300		\$2,300	
21	\$20,320	\$5,095	\$30,000	\$8,460	21	Outreach		\$15,000		\$15,000	
22	\$8,348	\$2,679	\$10,000	\$4,400	22	Employee Recognition		\$5,500		\$5,500	
23	\$8,492	\$0	\$10,000	\$0	23	Election Fees		\$0		\$0	
24	\$311,330	\$108,795	\$115,000	\$108,445	24	Fuel		\$150,000		\$150,000	
25	\$94,485	\$68,856	\$126,000	\$68,367	25	Insurance		\$130,000		\$130,000	
26	\$1,773	\$1,145	\$1,000	\$197	26	Legal Ads		\$1,000		\$1,000	
27	\$23,076	\$13,405	\$20,000	\$13,316	27	Legal Counsel		\$10,000		\$10,000	
28	\$28,398	\$9,325	\$20,000	\$4,101	28	Uninsured Loss		\$12,500		\$12,500	
29	\$1,650	\$1,034	\$2,000	\$249	29	Meeting Expense		\$2,000		\$2,000	
30	\$13,489	\$8,627	\$12,000	\$7,069	30	Office Supplies		\$10,000		\$10,000	
31	\$5,521	\$4,881	\$20,000	\$3,715	31	Printing		\$12,500		\$12,500	
32	\$36,686	\$47,736	\$10,000	\$40,717	32	Professional Services		\$10,000		\$10,000	
33	\$2,032	\$920	\$2,000	\$581	33	Taxes/licenses/Fees/Interest		\$1,850		\$1,850	
34	\$35,739	\$32,537	\$30,000	\$24,310	34	Telecommunications/Internet		\$33,000		\$33,000	
35	\$9,160	\$980	\$5,000	\$713	35	Uniforms		\$5,000		\$5,000	
36	\$33,277	\$32,138	\$33,000	\$26,275	36	Utilities		\$36,000		\$36,000	
37	\$106,023	\$60,585	\$104,000	\$69,444	37	Vehicle Maintenance and Repair		\$93,500		\$93,500	
38	\$8,501	\$3,858	\$7,500	\$7,254	38	Shop Supplies		\$7,500		\$7,500	
39	\$1,036,275	\$660,138	\$938,000	\$622,079	39	TOTAL MATERIALS AND SERVICES		\$865,150		\$865,150	

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

General Fund

Sunset Empire Transportation District

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

REQUIREMENTS SUMMARY

Sunset Empire Transportation District

Historical Data				Requirements Description		Budget For Next Year 2025-2026	
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	Adopted Budget This Year 2024-2025	Year to Date Actuals Year 2024-2025	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1 PERSONNEL SERVICES NOT ALLOCATED			1
2				2			2
3				3			3
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0	4
5				5 Total Full-Time Equivalent (FTE)			5
6				6 MATERIALS AND SERVICES NOT ALLOCATED			6
7				7			7
8				8			8
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	9
10				10 CAPITAL OUTLAY NOT ALLOCATED			10
11				11			11
12				12			12
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0	13
14				14 DEBT SERVICE			14
15	0	236,610	47,900	15 ODOT1 Loan	309,168	309,168	15
16				16			16
17	0	236,610	47,900	17 TOTAL DEBT SERVICE	309,168	309,168	17
18				18 SPECIAL PAYMENTS			18
19				19			19
20				20			20
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	21
22				22 INTERFUND TRANSFERS			22
23	0	0	100,000	23 To Capital Reserve Fund	0	0	23
24				24			24
25				25			25
26				26			26
27				27			27
28	0	0	100,000	28 TOTAL INTERFUND TRANSFERS	0	0	28
29		415,088	500,000	29 OPERATING CONTINGENCY *	0	0	29
30	0	125,633	125,633	30 RESERVED FOR FUTURE EXPENDITURE	221,667	221,667	30
31	0	0	0	31 UNAPPROPRIATED ENDING BALANCE	0	0	31
32	0	651,698	1,204,633	32 Total Requirements NOT ALLOCATED	530,835	530,835	32
33	4,083,134	2,326,266	4,522,000	33 Total Requirements for ALL Org. Units/Programs within fund	4,390,356	4,390,356	33
34				34 Ending balance (prior years)			34
35	4,083,134	2,977,964	5,726,633	35 TOTAL REQUIREMENTS	4,921,191	4,921,191	35

* Footnote: The contingency fund of \$933,326 is maintained in a separate account and is subject to monthly oversight by the Board of Directors through the Financial Dashboard presented at each board meeting. Pursuant to Board policy, no disbursements or transfers from this fund are permitted without prior formal approval by the Board.

**SPECIAL FUND
FORM
LB-10**

RESOURCES AND REQUIREMENTS

Sunset Empire Transportation District

Statewide Transportation Improvement Fund (STIF)

(Fund)

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

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
150-504-011 (Rev 10-16)
on June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND
RESOURCES AND REQUIREMENTS**
Capital Reserve Fund

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.

Review Year: 2026

Sunset Empire Transportation District

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

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Statewide Transportation Improvement Fund Discretionary (STIF)

Sunset Empire Transportation District

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

12

150-504-010 (Rev. 10-16)

* The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year
** List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

page _____

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Special Transportation Fund (STF)

Sunset Empire Transportation District

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

* The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year
** List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

Sunset Empire Transportation District
GL Code Definitions

General Ledger Codes	Budget Line Name (Resources)	When Received	Description/Comments
	Available Cash on Hand		Anticipated Cash Available as of July 1 of the budget year.
4206	Previously Levied Taxes Estimated to be Received	Throughout the year	Property Taxes Paid late
4505	Interest	Monthly	Interest Earned on all Bank checking Accounts
4010	Fares	Daily/Monthly	Bus Fares
4420	Rentals	Monthly	Parking Spaces
4130, 4410, 4425	Commission/Proceeds	Quarterly/Annually	Vending Machines, Charging Station, Billboard
4310	State Timber Revenue	Quarterly	Revenue from State Timber Sales
4315	State Mass Transit Payroll Distribution	Quarterly	Payroll tax for Employees within the Boundaries of a Transportation District. Not more than 0.6% of Gross Wages.
4505	Other	As Received	Laminating Fees, Scrap Metal sold to Astoria Auto Wrecking, Reimbursements
5302	ODOT - §5310 Mobility Mgmt/Preventive Maint	Quarterly	Reimbursement for Mobility Management & Preventive Maintenance
5301	ODOT - §5311 Operations	Quarterly	Reimbursement for Operations & Admin Costs
5203	STIF Formula Fund	Quarterly	Statewide Transportation Improvement Fund
4205	Taxes Estimated to be Received	Throughout the year	Current Year Property Taxes

Sunset Empire Transportation District
GL Code Definitions

General Ledger Codes	Budget Line Name (Requirements)	Description/Comments
6010	Salaries & Wages	Hourly & Salary Wages, Overtime, Sick, Vacation, Holiday, Flex Holiday/Personal, Bereavement, Sick FMLA - Emergency
6111	Payroll Taxes	Taxes - Medicare, Social Security, SUTA, Paid Leave Oregon, Worker's Benefit Fund (WBF), Worker's Comp
6210	Employee Benefits	Retirement, Health/Dental Insurance, Life Insurance, Disability Insurance, Health Reimbursement Account Claims (HRA Claims), HRA Expense, Recruitment Referral
7010	Provider Services	Veteran Rides - Volunteer Driver Reimbursements
8000	Audit	Annual audit plus single audit
8053	Advertising	Employment
8003	Bank Fees/Merchant Fees	Bank fees, Square fees (Transit Center sales on iPad), Token Transit (Smart Phone Fares on Buses)
8020	Building Grounds and Maintenance	Garbage Service, Shelter Cleaning, Elevator Maintenance, Cleaning Supplies, Back Flow Testing (Required Certification by Plumber)
8023	Building Lease	Storage Unit (District Record Archives)
8031	Computer Information Technology Services	Ifocus (Computer & Network Support), Trillium (Website and GTFS Maintenance), AccuFund (Accounting Software), AngelTrax (Video on buses, bus tracking)
8060	Conferences, Training, and Travel	All training, conferences & travel for employees and board members
8050	HR/Employee Recognition	Drug tests (New Hires & DOT Random Tests) & Background Checks (New Hires), Holiday Party, Gift Cards, Birthdays
8090	Dues and Subscriptions	Swiftly (Fixed Route Tablets on Buses), Special Districts of Oregon (SDOA), Community Transit Association of America (CTAA), Oregon Cooperative Procurement Program (OrCPP), Government Finance Officers Association (GFOA), Society for HR Management (SHRM)
8091	IGA Dues and Fees	Northwest Oregon Transit Alliance (NWATA)
8015	Comp/Furniture/Small tools	Computers, Audio Software Licensing, Video Software Licensing, Parking Permits, Office Furniture

Sunset Empire Transportation District
GL Code Definitions

General Ledger Codes	Budget Line Name (Requirements)	Description/Comments
8010	Equipment Lease	Copy Leases (Astoria)
8080	Outreach/Printing	Rural Transit Day, Rider Appreciation, Veteran's Standdown, Rosa Parks Day, Spanish Translation, Posters, Banners, Stickers, Copier Service Contract and per copy fees
8076	Election Fees	Election Fees - Board Member Elections
8071	Fuel	Fuel
8100	Insurance	Property, Liability, Auto (Bus Fleet), Cyber
8110	Legal Ads	Budget Meeting Notices Published
8002	Legal Counsel	Attorney Fees
8105	Uninsured Loss	Deductable for accidents - up to \$5,000 per accident
8116	Office Supplies	Paper, Stamps, Pens, Folders, Paper Clips, etc.
8001	Professional Services	HR Answers, Interim Director, Strategic Planning
8092	Taxes/Licenses/Interest	Secretary of State, Late Fees, Registrations
8040	Telecommunications/Internet	Office Phones, Cell Phones, Tablets, District Internet
8052	Uniforms	Uniforms - Bus Drivers, Mechanic
8041	Utilities	Electric, Gas, Water/Sewer
8171	Vehicle Maintenance and Repair	Tires, Brakes, Lights, Fluids, Sensors, Oil Pumps, Windshields, Towing, Labor for Outside Repairs, Gloves, WD40, Eye Protection, Shop Towels

Sunset Empire Transportation District Dashboard

Available Balances as of 01/14/2026 (Cash on Hand)

General Checking:	\$ 26,513.36
Payroll Account:	\$ 3,870.90
LGIP:	\$ 1,389,804.74
ODOT Loan Funding:	\$ 201,661.57
STIF:	\$ 406,402.73
Contingency:	\$ 943,948.47
Total Funds Available:	\$ 2,972,201.77

P&L Exceptions:

Please see attached Exception List

Monthly (Actual & Projected) Expenditures:

PROJECTED AP Week of 01/12/2026	\$ 80,000.00
PROJECTED AP Week of 01/26/2026	\$ 30,000.00
Payroll 01/09/2026 **Funds are already removed from above numbers**	\$ 60,788.14
PROJECTED Payroll Week of 01/23/2026	\$ 63,500.00
Total Expenditures:	\$ 234,288.14

OTIB Loan 11/01/2025

Total w/Interest & Fees:	\$1,055,794.01
Interest Payment:	\$52,274.76
Principle Payment:	\$562,193.89
Balance Due:	\$441,325.36

ODOT Grants

Grant #	Total	Amt Used	Amt Remaining
5311	\$ 1,731,273.00	\$ 532,873.00	\$ 1,198,400.00
5310	\$ 329,945.00	\$ 23,164.00	\$ 306,781.00
5339	\$ 612,000.00	\$ 578,927.00	\$ 33,073.00

Reimbursements Requested

Grant #	Date Req	Amount	Date Received
5311	11/15/2025	\$ 224,373.00	11/24/2025
5310	N/A	N/A	N/A
5339	9/15/2025	\$ 578,927.00	10/3/2025

Follow-up:

5310 reimbursement could not be submitted in Nov 2025 as ODOT did not have funding, we are now able to submit this reimbursement



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

November & December 2025 Exceptions Report

November 2025

- ✚ 4205 – Property Taxes: Received more than budgeted for
- ✚ 4605 – Sales of buses, laminating fees
- ✚ 5301 – Budgeted to receive in Dec
- ✚ 8050 – HR/Emp Recognition: Uniforms, Job Postings, Driver Certs
- ✚ 8080 – Outreach/Printing: Route Maps

December 2025

- ✚ 4205 – Property Taxes: Didn't receive as much as budgeted (more in Nov)
- ✚ 4605 – Other Income: Employee used district cc for personal purchase – reimbursed district, employee opted to personally pay for prizes/gifts for holiday party – reimbursed district, laminating fees
- ✚ 5301 – 5311 Admin/Operations: Received in Nov
- ✚ 8050 – HR/Emp Recognition: Uniforms, Job Postings, Driver Certs

Sunset Empire Transportation District
Profit & Loss Budget Performance
November 30, 2025

Month 5 = 42% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

		<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Income</u>									
1	4010 FIXED ROUTE FARES	6,270.10	6,000.00	270.10	35,708.72	32,500.00	3,208.72	75,000.00	47.61%
2	4022 PARATRANSIT FARES	2,018.00	1,450.00	568.00	10,377.00	7,290.00	3,087.00	17,500.00	59.30%
3	4110 NW NAVIGATOR	430.97	300.00	130.97	2,417.06	1,750.00	667.06	4,135.00	58.45%
4	4130 OTHER-VENDING	82.09	125.00	(42.91)	155.90	195.00	(39.10)	365.00	42.71%
5	4205 PROPERTY TAXES	1,028,059.88	825,000.00	203,059.88	1,198,770.31	1,115,000.00	83,770.31	1,400,000.00	85.63%
6	4206 PRIOR YEAR TAXES	4,965.99	7,000.00	(2,034.01)	15,231.42	11,050.00	4,181.42	17,500.00	87.04%
7	4207 PROPERTY TAX INTEREST	96.03	175.00	(78.97)	235.86	475.00	(239.14)	1,000.00	23.59%
8	4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	164.33	0.00	164.33	0.00	0.00%
9	4310 TIMBER SALES	37,685.80	38,500.00	(814.20)	113,643.19	77,000.00	36,643.19	154,000.00	73.79%
10	4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	67,805.75	57,500.00	10,305.75	115,000.00	58.96%
11	4410 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
12	4420 PARKING SPACE LEASE	760.00	760.00	0.00	3,800.00	3,800.00	0.00	9,120.00	41.67%
13	4425 CHARGING STATION	0.00	0.00	0.00	113.77	90.00	23.77	180.00	63.21%
14	4505 INTEREST EARNED ON BANK ACCT	4,853.31	4,050.00	803.31	16,949.24	20,150.00	(3,200.76)	48,500.00	34.95%
15	4605 OTHER INCOME	17,597.00	225.00	17,372.00	24,018.47	1,050.00	22,968.47	2,500.00	960.74%
16	5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	600,179.00	437,366.00	162,813.00	874,732.00	68.61%
17	5301 5311 ADMIN/OPERATIONS	224,373.00	0.00	224,373.00	532,873.00	216,409.00	316,464.00	865,636.00	61.56%
18	5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	0.00	41,243.00	(41,243.00)	164,972.00	0.00%
19	5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	578,927.00	720,000.00	(141,073.00)	720,000.00	80.41%
20	Total Income	1,327,192.17	883,585.00	443,607.17	3,201,370.02	2,742,868.00	458,502.02	4,471,340.00	71.60%

Sunset Empire Transportation District
Profit & Loss Budget Performance
November 30, 2025

Month 5 = 42% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Expenses</u>								
21	6010 WAGES	137,701.68	160,500.00	22,798.32	760,865.77	812,000.00	51,134.23	2,002,054.00 38.00%
22	6111 TAXES	14,734.23	25,125.00	10,390.77	95,736.66	123,987.00	28,250.34	299,562.00 31.96%
23	6210 BENEFITS	31,079.05	41,966.00	10,886.95	168,822.50	209,830.00	41,007.50	503,590.00 33.52%
24	SUB TOTAL WAGES/TAXES/BENEFITS	183,514.96	227,591.00	44,076.04	1,025,424.93	1,145,817.00	120,392.07	2,805,206.00 36.55%
25	8000 AUDIT	0.00	0.00	0.00	16,000.00	7,500.00	(8,500.00)	35,000.00 45.71%
26	8001 PROFESSIONAL SERVICES	0.00	750.00	750.00	5,917.58	5,000.00	(917.58)	10,000.00 59.18%
27	8002 LEGAL COUNSEL	0.00	850.00	850.00	1,925.00	3,400.00	1,475.00	9,150.00 21.04%
28	8003 BANK/MERCHANT FEES	151.68	167.00	15.32	659.12	835.00	175.88	2,000.00 32.96%
29	8010 EQUIP LEASE/RENT	290.50	190.00	(100.50)	1,097.70	950.00	(147.70)	2,300.00 47.73%
30	8015 COMP/FURNITURE/DURABLE GOODS	473.86	500.00	26.14	2,597.33	5,650.00	3,052.67	10,000.00 25.97%
31	8020 B&M	1,800.19	7,500.00	5,699.81	15,911.41	48,100.00	32,188.59	105,850.00 15.03%
32	8023 BUILDING LEASE	173.00	167.00	(6.00)	865.00	835.00	(30.00)	2,000.00 43.25%
33	8031 ONLINE SUB/IT SERVICES	5,128.20	4,250.00	(878.20)	40,736.38	37,250.00	(3,486.38)	112,000.00 36.37%
34	8040 TELEPHONE/INTERNET	2,375.69	2,750.00	374.31	13,040.15	13,750.00	709.85	33,000.00 39.52%
35	8041 UTILITIES	2,402.62	3,475.00	1,072.38	12,918.10	14,425.00	1,506.90	36,000.00 35.88%
36	8050 HR/EMPLOYEE RECOGNITION	2,843.54	845.00	(1,998.54)	6,147.31	7,600.00	1,452.69	17,500.00 35.13%
37	8060 TRAVEL/TRAINING	712.30	2,250.00	1,537.70	4,699.86	6,000.00	1,300.14	12,500.00 37.60%
38	8080 OUTREACH/PRINTING	3,238.23	2,100.00	(1,138.23)	7,036.23	11,150.00	4,113.77	27,500.00 25.59%
39	8090 DUES, SUBSCRIPTIONS	(305.32)	1,500.00	1,805.32	1,480.01	6,000.00	4,519.99	30,000.00 4.93%
40	8091 IGA-DUES	0.00	0.00	0.00	7,500.00	3,000.00	(4,500.00)	12,000.00 62.50%
41	8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	1,527.92	800.00	(727.92)	1,850.00 82.59%
42	8100 INSURANCE	449.00	0.00	(449.00)	51,124.00	60,000.00	8,876.00	130,000.00 39.33%
43	8105 UNINSURED LOSS	0.00	1,000.00	1,000.00	0.00	5,200.00	5,200.00	12,500.00 0.00%
44	8110 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00 0.00%
45	8112 MEETING EXPENSE	0.00	200.00	200.00	233.66	900.00	666.34	2,000.00 11.68%

Sunset Empire Transportation District
Profit & Loss Budget Performance
November 30, 2025

Month 5 = 42% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

		M-T-D			Y-T-D			YTD Act to	
		Actual	Budget	Variance	Actual	Budget	Variance	Annual	
								Budget %	
46	8116 OFFICE SUPPLIES	738.59	825.00	86.41	3,919.61	4,150.00	230.39	10,000.00	39.20%
47	8170 FUEL	12,084.42	12,800.00	715.58	68,825.27	65,200.00	(3,625.27)	150,000.00	45.88%
48	8171 VEHICLE REPAIR/OUTSIDE SERVICES	4,069.12	9,075.00	5,005.88	28,253.11	41,875.00	13,621.89	101,000.00	27.97%
49	SUB TOTAL MATERIALS/SERVICES	36,625.62	51,344.00	14,718.38	292,414.75	349,570.00	57,155.25	865,150.00	33.80%
50	9040 DEBT SERVICE & INT FEES	0.00	63,370.00	63,370.00	126,740.00	126,740.00	0.00	309,168.00	40.99%
51	9200 CAPITAL EXPENSE	0.00	0.00	0.00	669,348.00	720,000.00	50,652.00	720,000.00	92.97%
52	Total Expenses	220,140.58	342,305.00	122,164.42	2,113,927.68	2,342,127.00	228,199.32	4,699,524.00	44.98%
53	Total Net	1,107,051.59	541,280.00	321,442.75	1,087,442.34	400,741.00	230,302.70	(228,184.00)	26.62%

Sunset Empire Transportation District
Profit & Loss Budget Performance
December 31, 2025

Month 6 = 50% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

		<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Income</u>									
1	4010 FIXED ROUTE FARES	6,330.38	6,000.00	330.38	42,039.10	38,500.00	3,539.10	75,000.00	56.05%
2	4022 PARATRANSIT FARES	1,505.00	1,450.00	55.00	11,882.00	8,740.00	3,142.00	17,500.00	67.90%
3	4110 NW NAVIGATOR	417.70	385.00	32.70	2,834.76	2,135.00	699.76	4,135.00	68.56%
4	4130 OTHER-VENDING	0.00	0.00	0.00	155.90	195.00	(39.10)	365.00	42.71%
5	4205 PROPERTY TAXES	8,486.56	100,000.00	(91,513.44)	1,194,298.66	1,215,000.00	(20,701.34)	1,400,000.00	85.31%
6	4206 PRIOR YEAR TAXES	384.19	1,500.00	(1,115.81)	15,615.61	12,550.00	3,065.61	17,500.00	89.23%
7	4207 PROPERTY TAX INTEREST	372.57	75.00	297.57	608.43	550.00	58.43	1,000.00	60.84%
8	4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	164.33	0.00	164.33	0.00	0.00%
9	4310 TIMBER SALES	0.00	0.00	0.00	113,643.19	77,000.00	36,643.19	154,000.00	73.79%
10	4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	67,805.75	57,500.00	10,305.75	115,000.00	58.96%
11	4410 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00%
12	4420 PARKING SPACE LEASE	760.00	760.00	0.00	4,560.00	4,560.00	0.00	9,120.00	50.00%
13	4425 CHARGING STATION	0.00	0.00	0.00	113.77	90.00	23.77	180.00	63.21%
14	4505 INTEREST EARNED ON BANK ACCT	8,109.54	4,050.00	4,059.54	25,058.78	24,200.00	858.78	48,500.00	51.67%
15	4605 OTHER INCOME	462.82	200.00	262.82	24,481.29	1,250.00	23,231.29	2,500.00	979.25%
16	5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	600,179.00	437,366.00	162,813.00	874,732.00	68.61%
17	5301 5311 ADMIN/OPERATIONS	0.00	216,409.00	(216,409.00)	532,873.00	432,818.00	100,055.00	865,636.00	61.56%
18	5302 5310 MOBILITY MGT/PM	0.00	41,243.00	(41,243.00)	0.00	82,486.00	(82,486.00)	164,972.00	0.00%
19	5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	578,927.00	720,000.00	(141,073.00)	720,000.00	80.41%
20	Total Income	26,828.76	372,072.00	(345,243.24)	3,215,240.57	3,114,940.00	100,300.57	4,471,340.00	71.91%

Sunset Empire Transportation District
Profit & Loss Budget Performance
December 31, 2025

Month 6 = 50% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

		<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
<u>Expenses</u>									
21	6010 WAGES	119,694.64	163,500.00	43,805.36	880,560.41	975,500.00	94,939.59	2,002,054.00	43.98%
22	6111 TAXES	13,214.94	25,325.00	12,110.06	108,951.60	149,312.00	40,360.40	299,562.00	36.37%
23	6210 BENEFITS	29,134.84	41,966.00	12,831.16	197,957.34	251,796.00	53,838.66	503,590.00	39.31%
24	SUB TOTAL WAGES/TAXES/BENEFITS	162,044.42	230,791.00	68,746.58	1,187,469.35	1,376,608.00	189,138.65	2,805,206.00	42.33%
25	8000 AUDIT	0.00	0.00	0.00	16,000.00	7,500.00	(8,500.00)	35,000.00	45.71%
26	8001 PROFESSIONAL SERVICES	0.00	750.00	750.00	5,917.58	5,750.00	(167.58)	10,000.00	59.18%
27	8002 LEGAL COUNSEL	0.00	850.00	850.00	1,925.00	4,250.00	2,325.00	9,150.00	21.04%
28	8003 BANK/MERCHANT FEES	125.30	167.00	41.70	784.42	1,002.00	217.58	2,000.00	39.22%
29	8010 EQUIP LEASE/RENT	201.80	190.00	(11.80)	1,299.50	1,140.00	(159.50)	2,300.00	56.50%
30	8015 COMP/FURNITURE/DURABLE GOODS	1,282.72	500.00	(782.72)	3,880.05	6,150.00	2,269.95	10,000.00	38.80%
31	8020 B&M	738.26	9,750.00	9,011.74	16,649.67	57,850.00	41,200.33	105,850.00	15.73%
32	8023 BUILDING LEASE	173.00	167.00	(6.00)	1,038.00	1,002.00	(36.00)	2,000.00	51.90%
33	8031 ONLINE SUB/IT SERVICES	16,825.00	16,250.00	(575.00)	57,561.38	53,500.00	(4,061.38)	112,000.00	51.39%
34	8040 TELEPHONE/INTERNET	3,302.48	2,750.00	(552.48)	16,342.63	16,500.00	157.37	33,000.00	49.52%
35	8041 UTILITIES	2,811.97	3,525.00	713.03	16,390.76	17,950.00	1,559.24	36,000.00	45.53%
36	8050 HR/EMP RECOGNITION	3,922.20	3,335.00	(587.20)	10,069.51	10,935.00	865.49	17,500.00	57.54%
37	8060 TRAVEL/TRAINING	1,565.00	2,000.00	435.00	6,264.86	8,000.00	1,735.14	12,500.00	50.12%
38	8060 OUTREACH/PRINTING	1,369.00	3,000.00	1,631.00	8,405.23	14,150.00	5,744.77	27,500.00	30.56%
39	8090 DUES, SUBSCRIPTIONS	550.00	11,000.00	10,450.00	2,030.01	17,000.00	14,969.99	30,000.00	6.77%
40	8091 IGA-DUES	0.00	3,000.00	3,000.00	7,500.00	6,000.00	(1,500.00)	12,000.00	62.50%
41	8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	1,527.92	950.00	(577.92)	1,850.00	82.59%
42	8100 INSURANCE	52.00	0.00	(52.00)	50,727.00	60,000.00	9,273.00	130,000.00	39.02%
43	8105 UNINSURED LOSS	0.00	1,100.00	1,100.00	0.00	6,300.00	6,300.00	12,500.00	0.00%
44	8110 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
45	8112 MEETING EXPENSE	13.98	200.00	186.02	247.64	1,100.00	852.36	2,000.00	12.38%

Sunset Empire Transportation District
Profit & Loss Budget Performance
December 31, 2025

Month 6 = 50% of Annual Budget **Black** = BETTER THAN/ **Red** = WORSE THAN

		<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act to</u> <u>Annual</u> <u>Budget %</u>
46	8116 OFFICE SUPPLIES	1,111.21	850.00	(261.21)	5,030.82	5,000.00	(30.82)	10,000.00	50.31%
47	8170 FUEL	11,524.89	13,000.00	1,475.11	80,350.16	78,200.00	(2,150.16)	150,000.00	53.57%
48	8171 VEHICLE REPAIR/OUTSIDE SERVICES	1,188.24	8,575.00	7,386.76	29,441.35	50,450.00	21,008.65	101,000.00	29.15%
49	SUB TOTAL MATERIALS/SERVICES	46,757.05	81,109.00	34,351.95	339,383.49	430,679.00	91,295.51	865,150.00	39.23%
50	9040 DEBT SERVICE & INT FEES	0.00	0.00	0.00	126,740.00	126,740.00	0.00	309,168.00	40.99%
51	9200 CAPITAL EXPENSE	0.00	0.00	0.00	669,348.00	720,000.00	50,652.00	720,000.00	92.97%
52	Total Expenses	208,801.47	311,900.00	103,098.53	2,322,940.84	2,654,027.00	331,086.16	4,699,524.00	49.43%
53	Total Net	(181,972.71)	60,172.00	(448,341.77)	892,299.73	460,913.00	(230,785.59)	(228,184.00)	22.48%

Sunset Empire Transportation District
Consolidated Balance Sheet
November 30, 2025

	<u>This Year</u>
Assets	
1 1010 OVER/UNDER	19.95
2 1020 GENERAL CHECKING LC BANK	184,273.45
3 1030 LGIP - GENERAL FUND	1,372,595.67
4 1040 PAYROLL ACCOUNT LC BANK	27,946.02
5 1055 STIF LC BANK	548,532.91
6 1060 ODOT LOAN LC BANK	201,661.57
7 1065 CONTINGENCY	940,778.95
8 1095 CASH RECEIPTS CLEARING SYSTEM	2,281.85
9 1210 ACCOUNTS RECEIVABLE SYSTEM	(2,386.57)
10 1250 PROPERTY TAX RECEIVABLES	64,228.08
11 1251 PASS TRANSIT RECEIVABLES	140.00
Total Assets	3,340,071.88
Liabilities and Net Assets	
14 2010 ACCOUNTS PAYABLE SYSTEM	75,887.37
15 2019 ACCOUNTS PAYABLE OTHER	(341.45)
16 2050 CREDIT CARD PAYABLE	289,355.30
17 2059 CREDIT CARD PAYMENT CLEARING	(287,829.52)
18 2060 PAYABLE TO NWN	(5,744.41)
19 2100 ACCRUED LABOR SYSTEM	(15,868.40)
20 2705 DEFERRED REVENUE	64,228.08
21 2805 ODOT LOAN	275,000.00
Total Liabilities	394,686.97
3000 FUND BALANCE	1,857,942.57
Change in Net Assets	1,087,442.34
Total Net Assets	2,945,384.91
Total Liabilities and Net Assets	3,340,071.88

**Sunset Empire Transportation District
Consolidated Balance Sheet
December 31, 2025**

	<u>This Year</u>
Assets	
1 1010 OVER/UNDER	19.35
2 1020 GENERAL CHECKING LC BANK	86,975.40
3 1030 LGIP - GENERAL FUND	1,373,820.70
4 1040 PAYROLL ACCOUNT LC BANK	7,668.53
5 1055 STIF LC BANK	406,402.73
6 1060 ODOT LOAN LC BANK	201,661.57
7 1065 CONTINGENCY	943,948.47
8 1095 CASH RECEIPTS CLEARING SYSTEM	225.42
9 1099 EFT CLEARING SYSTEM	(2,325.17)
10 1210 ACCOUNTS RECEIVABLE SYSTEM	(14,473.04)
11 1250 PROPERTY TAX RECEIVABLES	64,228.08
12 1251 PASS TRANSIT RECEIVABLES	(40.00)
Total Assets	3,068,112.04
Liabilities and Net Assets	
15 2010 ACCOUNTS PAYABLE SYSTEM	39,642.91
16 2019 ACCOUNTS PAYABLE OTHER	(341.45)
17 2050 CREDIT CARD PAYABLE	293,024.04
18 2059 CREDIT CARD PAYMENT CLEARING	(290,265.93)
19 2060 PAYABLE TO NWN	(5,893.32)
20 2100 ACCRUED LABOR SYSTEM	(17,881.68)
21 2705 DEFERRED REVENUE	64,228.08
22 2805 ODOT LOAN	275,000.00
Total Liabilities	317,869.74
3000 FUND BALANCE	1,857,942.57
Change in Net Assets	892,299.73
Total Net Assets	2,750,242.30
Total Liabilities and Net Assets	3,068,112.04

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 11/30/2025

	<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
1	[6677] Alicia Jimenez Pintor	12/01/2025	2204	11/01/2025	Nov 2025 Parking Space #6	47.50	0.00	0.00	0.00	47.50
2	[6060] CLATSOP COUNTY SHERIFF	9/30/2025	2210	8/31/2025	Aug 2025 Bus Tokens	0.00	0.00	72.00	0.00	72.00
3	[6060] CLATSOP COUNTY SHERIFF	10/30/2025	2211	9/30/2025	Sep 2025 Bus Tokens	0.00	0.00	121.00	0.00	121.00
4	[6060] CLATSOP COUNTY SHERIFF	11/30/2025	2212	10/31/2025	Oct 2025 Bus Tokens	103.00	0.00	0.00	0.00	103.00
5	[6112] HOMESPUN QUILTS	12/01/2025	2205	11/01/2025	Nov 2025 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
6	[6120] ISN	11/30/2025	2219	10/31/2025	Oct 2025 Bus Passes	60.00	0.00	0.00	0.00	60.00
7	[6120] ISN	12/30/2025	2220	11/30/2025	Nov 2025 Bus Passes	60.00	0.00	0.00	0.00	60.00
8	[6625] JAMES NELSON	12/01/2025	2206	11/01/2025	Nov 2025 Parking-Space #1	47.50	0.00	0.00	0.00	47.50
9	[6583] Sondra Carr	10/31/2025	2197	10/01/2025	Oct 2025 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
10	[6583] Sondra Carr	12/01/2025	2207	11/01/2025	Nov 2025 Parking-Space #10	47.50	0.00	0.00	0.00	47.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 11/30/2025

	<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
11	[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
12	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	6/30/2025	2214	5/31/2025	May 2025 Bus Passes	0.00	0.00	0.00	420.00	420.00
13	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/30/2025	2217	10/31/2025	Oct 2025 Bus Passes	520.00	0.00	0.00	0.00	520.00
14	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/30/2025	2218	11/30/2025	Nov 2025 Bus Passes	280.00	0.00	0.00	0.00	280.00
15	Total					1,260.50	47.50	193.00	860.00	2,361.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 12/31/2025

	Customer	Due Date	Invoice Number	Invoice Date	Description	Current	30 Days	60 Days	90 Days	Total
1	[6677] Alicia Jimenez Pintor	12/31/2025	2224	12/01/2025	Dec 2025 Parking Space #6	47.50	0.00	0.00	0.00	47.50
2	[6009] ALLSTATE INSURANCE AGENCY	12/31/2025	2222	12/01/2025	Dec 2025 Parking Spaces #3-5	142.50	0.00	0.00	0.00	142.50
3	[6494] ANGI WILDT GALLERY	12/31/2025	2223	12/01/2025	Dec 2025 Parking Space #12	47.50	0.00	0.00	0.00	47.50
4	[6112] HOMESPUN QUILTS	12/31/2025	2225	12/01/2025	Dec 2025 Parking Spaces # 8 & 9	95.00	0.00	0.00	0.00	95.00
5	[6625] JAMES NELSON	12/31/2025	2226	12/01/2025	Dec 2025 Parking-Space #1	47.50	0.00	0.00	0.00	47.50
6	[6627] LIQUID SPRING, LLC	12/30/2025	2229	11/30/2025	Limited Warranty - Labor	0.00	82.43	0.00	0.00	82.43
7	[6583] Sondra Carr	10/31/2025	2197	10/01/2025	Oct 2025 Parking-Space #10	0.00	0.00	47.50	0.00	47.50
8	[6583] Sondra Carr	12/01/2025	2207	11/01/2025	Nov 2025 Parking-Space #10	0.00	47.50	0.00	0.00	47.50
9	[6583] Sondra Carr	12/31/2025	2227	12/01/2025	Dec 2025 Parking-Space #10	47.50	0.00	0.00	0.00	47.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 12/31/2025

	Customer	Due Date	Invoice Number	Invoice Date	Description	Current	30 Days	60 Days	90 Days	Total
10	[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
11	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	6/30/2025	2214	5/31/2025	May 2025 Bus Passes	0.00	0.00	0.00	420.00	420.00
12	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	11/30/2025	2217	10/31/2025	Oct 2025 Bus Passes	0.00	520.00	0.00	0.00	520.00
13	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/30/2025	2218	11/30/2025	Nov 2025 Bus Passes	0.00	280.00	0.00	0.00	280.00
14	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	12/30/2025	2231	11/30/2025	MED BILLING 11/01-11/30/2025	0.00	103.00	0.00	0.00	103.00
15	[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	1/30/2026	2238	12/31/2025	Dec 2025 Bus Passes	280.00	0.00	0.00	0.00	280.00
16	Total					707.50	1,032.93	47.50	860.00	2,647.93

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 11/30/2025

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6004] AFLAC REMITTANCE PROCESSING SRV									
11/14/2025	2025-23	11/28/2025	Pay period ending 11/08/2025,AFLACPT,AFLACAT	186.35	186.35	0.00	186.35	0.00	0.00
11/17/2025	2025-24	12/01/2025	Pay period ending 11/17/2025,AFLACAT,AFLACPT	68.82	68.82	0.00	68.82	0.00	0.00
11/28/2025	2025-24	12/12/2025	Pay period ending 11/22/2025,AFLACPT	117.53	117.53	117.53	0.00	0.00	0.00
[6516] COMMERCIAL ADJUSTMENT COMPANY									
11/22/2025	11222025	12/03/2025	Pay period ending 11/22/2025 (CS#24CV45796)	363.36	363.36	363.36	0.00	0.00	0.00
[6676] CREATIVE CUSTOM GRAPHICS & DESIGN									
11/18/2025	10233	12/03/2025	UNIFORMS -OPS	1,020.00	1,020.00	1,020.00	0.00	0.00	0.00
[6389] GILLIG, LLC									
11/18/2025	41376169	12/03/2025	SHOE & LINING BRAKE KIT -PM Bus #2101	917.76	917.76	917.76	0.00	0.00	0.00
11/19/2025	41376856	12/03/2025	MINOR BRAKE KIT -PM Bus #2101	596.52	596.52	596.52	0.00	0.00	0.00
11/20/2025	41377220	12/03/2025	ASM RETAINER, OIL SEAL WIPER -PM Bus #2101	332.88	332.88	332.88	0.00	0.00	0.00
[6654] NW BUS SALES, INC									
10/21/2025	33149	11/05/2025	VR -5650 RADIO -PM Bus #2001 (INV #32875 RETURNED)	(325.00)	(325.00)	0.00	(325.00)	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 11/30/2025

	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
15										
	[6147] NW COMMUNITY ALLIANCE									
16	10/31/2025	20237	11/30/2025	10/01-10/31/2025 -BUS SHELTER CLEANING & REPAIR	1,010.00	1,010.00	0.00	1,010.00	0.00	0.00
17										
	[6141] NW NAVIGATOR LUXURY COACHES									
18	11/22/2025	R11222025	12/03/2025	11/22/2025 -WK ENDING SALES	278.84	278.84	278.84	0.00	0.00	0.00
19										
	[6172] O'REILLY AUTOMOTIVE, INC									
20	11/20/2025	3920 438331	12/03/2025	ALTERNATOR, CORE CHARGE \$40.00 -PM Bus #2002	309.93	309.93	309.93	0.00	0.00	0.00
21	11/20/2025	3920 438371	12/03/2025	ALTERNATOR, ALTERNATOR (RETURNED INV 3920 438331) CORE RETURN (\$40.00 INV 3920 438331) -PM Bus #2002	147.43	147.43	147.43	0.00	0.00	0.00
22	11/24/2025	3920 438890	12/03/2025	TIE ROD, 4 14 OZ BRAKE CLN - PM Bus #2003	76.90	76.90	76.90	0.00	0.00	0.00
23	11/24/2025	3920 438942	12/03/2025	2 IDLER ARM -PM Veh #2	185.48	185.48	185.48	0.00	0.00	0.00
24										
	[6191] SAFEKEEPING STORAGE CENTERS -WARRENTON									
25	11/30/2025	1312026	12/10/2025	01/01-01/31/2026 -MONTHLY STORAGE SRV -UNITS C26	173.00	173.00	173.00	0.00	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 11/30/2025

					<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>
26	[6193] SDIS									
27	10/03/2025	2025-20	11/02/2025	Pay period ending 9/27/2025, DentalBen, LTD Ben, LifeBen, MedicalBen, STD Ben, D ental Ded	16,614.00	16,614.00	0.00	16,614.00	0.00	0.00
28	10/17/2025	2025-21	11/16/2025	Pay period ending 10/11/2025, DentalBen, Medica l Ben	14,875.00	14,875.00	0.00	14,875.00	0.00	0.00
29	11/01/2025	MED1101202 5	12/01/2025	Adj Med/Dental	(5,231.40)	(5,231.40)	0.00	(5,231.40)	0.00	0.00
30	[6257] WESTERN STAR NW, INC									
31	11/11/2025 :01	PC201129771	12/03/2025	OIL SEAL & TUBE, PLUG-FILLER PM Bus #2102	85.22	85.22	85.22	0.00	0.00	0.00
32	11/12/2025 :01	PC201129827	12/03/2025	OIL SEAL & TUBE, PLUG-FILLER PM Bus #2101	84.21	84.21	84.21	0.00	0.00	0.00
33	11/21/2025 :01	PC251155803	12/03/2025	RETARDE SENSOR ASSEMBLY- SPEED -PM Bus #2101	712.28	712.28	712.28	0.00	0.00	0.00
34	Report Total				32,599.11	32,599.11	5,401.34	27,197.77	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 12/31/2025

					<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>
1										
1	[6046] CITY OF ASTORIA									
2	11/30/2025	009947-000 11302025	1/14/2026	10/01-11/30/2025 -WATER SRV TC	660.69	660.69	660.69	0.00	0.00	0.00
3	[6089] DRUG SCREENS, INC									
4	12/31/2025	25357	1/14/2026	DRUG/ALCOHOL SCREENING (AFTER HOURS) -PT	165.00	165.00	165.00	0.00	0.00	0.00
5	[6119] IRON MOUNTAIN									
6	12/19/2025	KYCT051	1/14/2026	11/25-12/19/2025 - SHREDDING SRV	411.95	411.95	411.95	0.00	0.00	0.00
7	[6121] JACKSON & SON OIL, INC									
8	12/31/2025	112206	1/14/2026	12/01-12/31/2025 -FUEL SRV	1,116.04	1,116.04	1,116.04	0.00	0.00	0.00
9	[6654] NW BUS SALES, INC									
10	10/21/2025	33149	11/05/2025	VR -5650 RADIO -PM Bus #2001 (INV #32875 RETURNED)	(325.00)	(325.00)	0.00	0.00	0.00	(325.00)
11	[6148] NW NATURAL									
12	12/19/2025	770728-4 12192025	1/14/2026	11/18-12/19/2025 -GAS SRV - OPS	228.33	228.33	228.33	0.00	0.00	0.00
13	[6141] NW NAVIGATOR LUXURY COACHES									
14	12/27/2025	R12272025	1/14/2026	12/27/2025 -WK ENDING SALES	132.26	132.26	132.26	0.00	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 12/31/2025

	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
15										
	[6172] O'REILLY AUTOMOTIVE, INC									
16	12/18/2025	3920 441945	1/14/2026	2 3OZ SILICONE -SHOP SUPPLIES	23.98	23.98	23.98	0.00	0.00	0.00
17	12/23/2025	3920 442623	1/14/2026	AIR FILTER, 3 5QT MOTOR OIL -PM Bus #1702	99.80	99.80	99.80	0.00	0.00	0.00
18										
	[6176] PACIFIC POWER									
19	12/15/2025	23157628-001 1 12152025	1/14/2026	11/12-12/15/2025 - ELECTRICITY -OPS	1,014.01	1,014.01	1,014.01	0.00	0.00	0.00
20										
	[6180] POLK RILEY'S PRINTING & DESIGN									
21	12/23/2025	2026-12-31	1/14/2026	FIXED ROUTE DAY PASSES	411.00	411.00	411.00	0.00	0.00	0.00
22										
	[6186] RECOLOGY WESTERN OREGON									
23	12/31/2025	28254746	1/14/2026	12/01-12/31/2025 -GARBAGE SRV TC	122.99	122.99	122.99	0.00	0.00	0.00
24										
	[6191] SAFEKEEPING STORAGE CENTERS -WARRENTON									
28	12/31/2025	2282026	1/14/2026	02/01-02/28/2026 - MONTHLY STORAGE SRV - UNITS C26	173.00	173.00	173.00	0.00	0.00	0.00
26										
	[6193] SDIS									
27	12/12/2025	2025-25	1/11/2026	Pay period ending 12/06/2025,DentalBen,LTDBen,LifeBen,MedicalBen,STDBen,DentalDed	14,464.20	14,464.20	0.00	14,464.20	0.00	0.00
28	12/26/2025	2025-26	1/25/2026	Pay period ending 12/20/2025,DentalBen,MedicalBen	12,170.00	12,170.00	12,170.00	0.00	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 12/31/2025

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
29	[6226] VAN DUSEN BEVERAGES, INC								
	12/31/2025	SO 8704650	1/14/2026 12/01-12/12/2025 -2 COOLER RENTAL (@ \$17.50)	35.00	35.00	35.00	0.00	0.00	0.00
30	[6227] VERIZON BUSINESS								
31	12/18/2025	6131378984	1/14/2026 11/19-12/18/2025 - CELLPHONE & TABLET (12) SRV	1,678.60	1,678.60	1,678.60	0.00	0.00	0.00
32	[6257] WESTERN STAR NW, INC								
33	12/19/2025	PC201130927:01	1/14/2026 MOTOR FAN ASY -PM Bus #1801	288.86	288.86	288.86	0.00	0.00	0.00
34	[6237] WILCOX + FLEGEL								
35	12/31/2025	CL02563	1/14/2026 12/01-12/31/2025 -FUEL SRV	10,408.85	10,408.85	10,408.85	0.00	0.00	0.00
36	Report Total			43,279.56	43,279.56	29,140.36	14,464.20	0.00	(325.00)
37									

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 11/30/2025

	<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
1	24024	11/05/2025	[6237] WILCOX + FLEGEL - 10/01-10/31/2025 FUEL SRV	FUEL	\$2,776.59	\$12,256.96
				FUEL	\$9,378.17	
				FUEL	\$102.20	
2	24033	11/20/2025	[6259] ISLER CPA - AUDIT FYO -06/2025, PROGRESS BILLING -FYE 06/2024 & 06/2025	AUDIT	\$16,000.00	\$16,000.00
	Total Checks					\$28,256.96

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 12/31/2025

	<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
1	24065	12/03/2025	[6193] SDIS - Invoices 2025-20, 2025-21, MED11012025	BENEFITS MEDICAL SDIS	\$26,257.60	\$26,257.60
2	24069	12/03/2025	[6237] WILCOX + FLEGEL - 11/01-11/30/2025 - FUEL SRV	FUEL FUEL FUEL	\$3,674.37 \$7,590.06 \$378.10	\$11,642.53
3	24072	12/17/2025	[6001] ACCUFUND, INC - 01/01-03/31/2026 - QRTLY SOFTWARE ASSISTANCE & IT SRV	IT SERVICES/CONTRACTS	\$5,004.00	\$5,004.00
4	24090	12/17/2025	[6193] SDIS - Invoices 2025-23, 2025-24, 2025-24, MED12012025	BENEFITS MEDICAL SDIS	\$29,247.10	\$29,247.10
5	24094	12/17/2025	[6265] WASHINGTON DEPT OF NATURAL RESOURCES - 01/01-12/31/2026 -SITE, ROAD MAINT & REPLACE, POWER CHARGE	IT SERVICES/CONTRACTS	\$5,170.52	\$5,170.52
6	24096	12/22/2025	[6012] ANGELTRAX SYSTEMS - 01/01-12/31/2026 -PRO8 CNTR MGMT SYTM + MOTOTRAX (ONLINE SURV) + ANGELTRAX (CELLPLAN) & LICENSING RENEWAL -18 BUSES	IT SERVICES/CONTRACTS	\$12,172.00	\$12,172.00
7	Total Checks					\$89,493.75

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	11/07/2025	-1,231.23
0 Deposits and Other Additions Totaling.....		0.00
30 Checks and Other Withdrawals Totaling.....		2,436.41
1 Adjustments Totaling.....		1,231.23
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	12/08/2025	-2,436.41
Difference.....		0.00
 Cash Balance from General Ledger.....	12/08/2025	-273,390.97
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-273,390.97

Date	Check	To	Check Description	Amount
✓ 11/08/2025 0009221		FIELDPRINT	ROSS -LIVESCAN BG CK -J.T (HR)	12.50
✓ 11/10/2025 0009221		OREGON DEPT OF MOTOR VEHICLES	ROSS -DRIVING RECORDS/ BG CK -HR	22.50
✓ 11/13/2025 0000374		MOTION ARRAY	JONES -10/14-11/13/2025 -VIDEO, AUDIO SOFTWARE SUBSCRIPT -MM	29.99
✓ 11/16/2025 0000514		TRANSITTALENT.COM	GEISLER -SPONSORED JOB POSTING - EXEC ASSIT	135.00
✓ 11/16/2025 0000514		TRANSITTALENT.COM	GEISLER -SPONSORED JOB POSTING - HR	135.00
✓ 11/17/2025 0000374		OTTER.AI	JONES -10/01/2025-09/03/2026 -OTTER PRO AI AGENT -AUDIO TO TEXT SUBSCRIPT (RETURNED) -MM	-335.31
✓ 11/18/2025 0000514		FULTANO'S PIZZA	GEISLER -EMPLOYEE DEPARTURE GATHERING -M.P	139.25
✓ 11/19/2025 0000514		USPS	GEISLER -3 BK 20 CT POSTAGE -PT	46.80
✓ 11/19/2025 0006572		T&C HOME FURNISHINGS	CARR -PERSONAL PURCHASE (REIMBURSED CK #3229) -ADMN	375.00
✓ 11/20/2025 0000514		CHEFSTORE	GEISLER -POPCORN, COFFEE, OIL, CANDY -OPS	98.46
✓ 11/21/2025 0000374		FRED MEYER	JONES -MICRO SD CARD -MM	44.99
✓ 11/21/2025 0000514		FRED MEYER	GEISLER -CANDY -SETD HOLIDAY PARTY	9.73
✓ 11/21/2025 0000514		FRED MEYER	GEISLER -GIFT CARD (EMPLOYEE OF QRT) -PT	25.00
✓ 11/23/2025 0006572		WALMART	CARR -PICTURE FRAMES -ADMN	6.96
✓ 11/27/2025 0006572		HOME DEPOT CREDIT SERVICES	YELTON -LG GARB BAGS, GLOVES - JANITORIAL	95.83
✓ 11/30/2025 0000514		AMAZON	GEISLER -CANDY, HOLIDAY CARDS, 5 EARBUDS, COR TAPE, DEP BAGS -SETD HOLIDAY PARTY/ OPS	95.22
✓ 11/30/2025 0000514		SCALEFUSION	GEISLER -12/01/2025-11/30/2026 - SCALEFUSION SOFTWARE LICENSING RENEWAL & IT SRV (12 TABLETS @ \$39.60) -OPS	475.20
✓ 11/30/2025 0006572		HOME DEPOT CREDIT SERVICES	CARR -20 POINSETTIAS -SETD HOLIDAY PARTY	25.00
✓ 11/30/2025 0006572		AMAZON	YELTON -FLEX SEAL -FR	27.25
✓ 11/30/2025 0006572		AMAZON	YELTON -MOUNTING STRIPS -SHELTERS	33.57
✓ 11/30/2025 0006572		AMAZON	YELTON -2 PK 10" TIRE WHEELS (HAND TRUCK) -SHOP SUPPLIES	59.98
✓ 11/30/2025 0006572		HOME DEPOT CREDIT SERVICES	YELTON -WIPES & GARB BAGS - JANITORIAL	70.71
✓ 12/01/2025 0000514		AMAZON	GEISLER -2026 CALENDARS, HOLIDAY STICKERS, PAPER TOWELS -OPS	64.19
✓ 12/03/2025 0000374		MICROSOFT	JONES -10/28-12/03/2025 -MICROSOFT SOFTWARE SUBSCRIPT -MM	12.00
✓ 12/04/2025 0000514		AMAZON	GEISLER -LAM SHEETS, CUPS, ZIPLOC BAGS, 2026 DESK CALENDAR, PUTTY - OPS	92.42

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 12/04/2025 0006572	FIELDPRINT	CARR -LIVESCAN BG CK -S.T (HR)	12.50
✓ 12/04/2025 0006572	INDEED	CARR -SPONSORED JOB POSTING -HR	27.72
✓ 12/04/2025 0006572	INDEED	CARR -SPONSORED JOB POSTING -HR	500.59
✓ 12/07/2025 0006572	WALMART	CARR -4 SUB NOTEBOOKS -ADMN	3.88
✓ 12/09/2025 0000514	AMAZON	GEISLER -LAM SHEETS, PAPER, COMPUTER SPEAKER -OPS/ TC	94.48

Total Unmarked Checks:	0.00	Total Checks:	2,436.41
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Date	Reference	Adjustment Description	Amount
✓ 11/20/2025	GC 24027	PAYMENT MADE FROM GEN CK STMT ENDING 11/07/2025	1,231.23

Total Adjustments:	1,231.23
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SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	12/08/2025	-2,436.41
0 Deposits and Other Additions Totaling.....		0.00
40 Checks and Other Withdrawals Totaling.....		4,835.70
1 Adjustments Totaling.....		2,436.41
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	1/08/2026	-4,835.70
Difference.....		0.00
 Cash Balance from General Ledger.....	1/08/2026	-278,321.15
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-278,321.15

Date	Check	To	Check Description	Amount
✓ 12/10/2025 0000374		GRAMMARLY, INC	JONES -08/25-11/24/2025 -QRTLY AI WRITING ASSIST SUBSCRIPT -MM CARR -LIVESCAN BK GROUND CK -S.B (HR)	60.00
✓ 12/10/2025 0006572		FIELDPRINT	CARR -LIVESCAN BK GROUND CK -S.B (HR)	12.50
✓ 12/10/2025 0006572		FIELDPRINT	CARR -LIVESCAN BK GROUND CK -N.S (FR)	12.50
✓ 12/10/2025 0006572		SISU BREWING CO.	CARR -MEAL W/ INTERVIEW HR -ADMN	55.00
✓ 12/11/2025 0006572		FIELDPRINT	CARR -LIVESCAN BK GROUND CK -N.S (FR)	12.50
✓ 12/11/2025 0008646		AMAZON	YELTON -1000 CT NITRILE GLOVES - MAINT	25.32
✓ 12/11/2025 0008646		HOME DEPOT CREDIT SERVICES	YELTON -12 40LB ICE MELT BLEND BAG -MAINT	167.64
✓ 12/12/2025 0000514		FRED MEYER	GEISLER -CANDY (SETD HOLIDAY PARTY) FOR GAMES -ADMN	41.94
✓ 12/12/2025 0000514		WALMART	GEISLER -PLATES, NAPKINS, LEMONADE (SETD HOLIDAY PARTY) -ADMN	51.44
✓ 12/12/2025 0000514		FRED MEYER	GEISLER -22 GIFT CARDS (SETD HOLIDAY PARTY) + 2 GIFT CARDS (EMPLOYEE OF QT/YR) + 2 BK OF STAMPS -PT	656.20
✓ 12/12/2025 0006572		FIELDPRINT	CARR -LIVESCAN BK GROUND CK -S.S (ADMN)	12.50
✓ 12/12/2025 0006572		FIELDPRINT	CARR -LIVESCAN BK GROUND CK -S.B (HR)	12.50
✓ 12/14/2025 0000514		ASTORIA COOP	GEISLER -DESSERT (SETD HOLIDAY PARTY) -ADMN	24.98
✓ 12/14/2025 0006572		ULTA BEAUTY	CARR -HOLIDAY GIFT (PERSONAL PURCHASE -PD W/CK #3230) -ADMN	19.60
✓ 12/14/2025 0006572		WALMART	CARR -HOLIDAY GIFT (PERSONAL PURCHASE -PD W/CK #3230) -ADMN	26.46
✓ 12/14/2025 0006572		ASTORIA COFFEE COMPANY	CARR -HOLIDAY GIFT (PERSONAL PURCHASE -PD W/CK #3230) -ADMN	19.80
✓ 12/15/2025 0000514		AMAZON	GEILSER -PRINTER TONER -FIN	86.92
✓ 12/15/2025 0008646		HOME DEPOT CREDIT SERVICES	YELTON -LATH SCREWS -BUS SHELTER REPAIR	15.38
✓ 12/16/2025 0008646		AMAZON	YELTON -SHREDDER OIL -TC	9.00
✓ 12/17/2025 0006572		FIELDPRINT	CARR -LIVESCAN BK GROUND CK -S.B (HR)	12.50
✓ 12/17/2025 0006572		GOLDEN LUCK RESTAURANT & LOUNGE	CARR -LUNCH W/ CHAMBER -ADMN	30.00
✓ 12/17/2025 0008646		AMAZON	YELTON -SHREDDER -TC	786.33
✓ 12/21/2025 0000374		MAGBAK STORE	JONES -MAGBAK FOR IPHONE 17 + MAGSTICKS, COLOR PK, LENS PROTECTOR -MM	106.00
✓ 12/21/2025 0000514	41	USPS	GEISLER -2 BKS OF STAMPS -PT	31.20

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

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✓ 12/21/2025 0006572	SDAO	CARR -01/01-12/31/2026 -SDAO-SDIS MEMBERSHIP DUES	370.00
✓ 12/22/2025 0008646	HOME DEPOT CREDIT SERVICES	YELTON -GRASS, PLANTER MIX -MAINT	48.85
✓ 12/23/2025 0000514	AMAZON	GEISLER -7 TABLET COVERS -OPS	103.43
✓ 12/24/2025 0000514	SDAO	GEISLER -02/05-02/08/2026 -SDAO CONF REG -J.G	295.00
✓ 12/24/2025 0000514	SDAO	GEISLER -01/06/2026 -3 CONF REG + ONLINE TRAINING -K.T, P.Y, P.A	1,185.00
✓ 12/26/2025 0000374	MICROSOFT	JONES -12/04-12/26/2025 -MICROSOFT SOFTWARE SUBSCRIPT -MM	12.00
✓ 12/27/2025 0000374	AMAZON	JONES -INSTA360 FLOW FOLDABLE AI PHONE GIMBAL -MM	146.99

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Date	Check	To	Check Description	Amount
✓ 12/28/2025	0000514	CHEFSTORE	GEISLER -2 CS POPCORN -OPS	86.58
✓ 12/30/2025	0000374	WALMART	JONES -FEBREZE PLGS -MM	31.12
✓ 12/31/2025	0000374	AMAZON	JONES -PHONE MONITOR SCREEN W/ WIRELESS CONTROL -MM	109.98
✓ 12/31/2025	0006572	FIELDPRINT	CARR -LIVESCAN BK GROUND CK -P.E (FR)	12.50
✓ 1/01/2026	0000514	AMAZON	GEISLER -1 TABLET COVER -OPS	13.49
✓ 1/02/2026	0000514	AMAZON	GEISLER -FABRIC PANEL CUBICLE WALL CLIPS -OPS	17.08
✓ 1/03/2026	0000374	GOOGLE ONE	JONES -CLOUD STORAGE SRV (BASIC PLAN 100 GH) -MM	2.99
✓ 1/06/2026	0000374	AMAZON	JONES -INSTA360 FLOW -AI TRACKER - MM	99.98
Total Unmarked Checks:			0.00	Total Checks:
				4,835.70
Date	Reference	Adjustment Description		Amount
✓ 12/17/2025	GC 24076	PAYMENT MADE FROM GEN CK STMT ENDING 12/08/2025		2,436.41
Total Adjustments:				2,436.41

Sunset Empire Transportation District

Cash Flow Projection - Updated 12/22/2025

Normal Expectation with Current Funding Issues

	Actual	Actual	Actual	Actual	Actual	Projected							
	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	June 2026	
Beginning Cash	1,135,575	1,038,692	1,004,256	1,097,455	1,103,631	2,210,682	1,983,062	1,675,462	1,688,200	1,451,905	1,390,232	1,385,765	
Sources of funds:													
Fares	8,549	9,081	9,538	8,634	8,288	7,300	7,300	7,600	7,750	7,750	7,700	7,800	
STIF Funding	168,555	213,695	-	217,929	-	-	-	218,683	-	-	218,683	-	
ODOT Grant Reimbursements	-	-	308,500	578,927	224,373	-	-	-	-	257,652	-	257,652	
Mass Transit Assessment	-	39,796	-	28,010	-	-	28,750	-	-	28,750	-	-	
Property Taxes	11,703	6,205	4,462	158,745	1,033,122	50,000	50,000	50,000	42,000	25,000	25,000	25,000	
Timber Revenue	-	75,957	-	-	37,686	-	-	38,500	-	-	38,500	-	
Other	5,090	4,352	4,983	9,470	23,723	6,350	5,225	5,225	5,225	6,350	5,225	5,250	
Total Sources	193,898	349,087	327,483	1,001,715	1,327,192	63,650	91,275	320,008	54,975	325,502	295,108	295,702	
Uses of funds:													
Wages/Taxes/Benefits	215,344	269,958	189,116	167,491	183,515	233,770	233,770	233,770	233,770	233,770	233,770	233,736	
Materials & Services	75,437	50,194	45,167	95,331	36,626	57,500	101,735	73,500	57,500	90,035	65,805	66,505	
Debt Services	-	63,370	-	63,370	-	-	63,370	-	-	63,370	-	55,688	
Capital Expenses	-	-	-	669,348	-	-	-	-	-	-	-	-	
Total Uses	290,782	383,522	234,284	995,540	220,141	291,270	398,875	307,270	291,270	387,175	299,575	355,929	
Ending Cash	1,038,692	1,004,256	1,097,455	1,103,631	2,210,682	1,983,062	1,675,462	1,688,200	1,451,905	1,390,232	1,385,765	1,325,538	

Cash flow projection does not include the use of contingency funds

Sunset Empire Transportation District

Cash Flow Projection - Updated 01/14/2026

Normal Expectation with Current Funding Issues

	Actual	Actual	Actual	Actual	Actual	Actual	Projected						
	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	June 2026	
Beginning Cash	1,135,575	1,038,692	1,004,256	1,097,455	1,103,631	2,210,682	2,028,710	1,721,110	1,733,848	1,497,553	1,435,880	1,431,413	
Sources of funds:													
Fares	8,549	9,081	9,538	8,634	8,288	7,835	7,300	7,600	7,750	7,750	7,700	7,800	
STIF Funding	168,555	213,695	-	217,929	-	-	-	218,683	-	-	218,683	-	
ODOT Grant Reimbursements	-	-	308,500	578,927	224,373	-	-	-	-	257,652	-	257,652	
Mass Transit Assessment	-	39,796	-	28,010	-	-	28,750	-	-	28,750	-	-	
Property Taxes	11,703	6,205	4,462	158,745	1,033,122	9,243	50,000	50,000	42,000	25,000	25,000	25,000	
Timber Revenue	-	75,957	-	-	37,686	-	-	38,500	-	-	38,500	-	
Other	5,090	4,352	4,983	9,470	23,723	9,750	5,225	5,225	5,225	6,350	5,225	5,250	
Total Sources	193,898	349,087	327,483	1,001,715	1,327,192	26,829	91,275	320,008	54,975	325,502	295,108	295,702	
Uses of funds:													
Wages/Taxes/Benefits	215,344	269,958	189,116	167,491	183,515	162,044	233,770	233,770	233,770	233,770	233,770	233,736	
Materials & Services	75,437	50,194	45,167	95,331	36,626	46,757	101,735	73,500	57,500	90,035	65,805	66,505	
Debt Services	-	63,370	-	63,370	-	-	63,370	-	-	63,370	-	55,688	
Capital Expenses	-	-	-	669,348	-	-	-	-	-	-	-	-	
Total Uses	290,782	383,522	234,284	995,540	220,141	208,801	398,875	307,270	291,270	387,175	299,575	355,929	
Ending Cash	1,038,692	1,004,256	1,097,455	1,103,631	2,210,682	2,028,710	1,721,110	1,733,848	1,497,553	1,435,880	1,431,413	1,371,186	

Cash flow projection does not include the use of contingency funds



Sunset Empire Transportation District

Board of Commissioners

June 26, 2025

Draft Board Meeting/Budget Hearing Minutes

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

Staff- Interim Executive Director Debbie Boothe-Schmidt, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones, Human Resources Manager Maday Ross
4. CHANGES TO AGENDA (01:27) – None

5. PUBLIC COMMENT:

1. Tita Montero SETD Budget Committee member and newly elected SETD Board member commented that she has served on the Seaside City Council, the Seaside budget Committee, the Clatsop County Budget Committee and the Union Health District budget committee and to which she has been elected to serve and over the years has served on several nonprofit boards and budget committees as well as the League of Oregon Cities. Tita expressed her deep concern to the SETD FY25-26 budget which she had voted against at the May 22nd budget committee meeting. Following that meeting Tita said the committee received an email from the budget officer saying that she discussed the FY26 contingency funds with the auditor and he had confirmed that the fund needed to be reflected in the budget as an existing resource and an expenditure under contingency and another budget meeting would need to be held to approve the changes. Tita said a revised budget showing almost a million dollars more as beginning cash on hand was sent to the budget committee and a meeting set for June 12th. Tita said she sent an email asking more questions on June 10th and did not receive a response. Tita said the budget committee then received an email saying that the budget committee formally approved the FY 25-26 budget on May 22nd with the inclusion of the footnotes pertaining to the contingency funds being added and that the auditor had been contacted who confirmed the footnotes and budget documents are appropriate and there is no need for another meeting. Tita said May 22nd budget is what is before the committee today and Tita said there are no footnotes included. Tita said after not receiving answers to her questions and the June 12th meeting was cancelled; she had shared all her correspondence with the SETD board and budget committee. Tita said she also contacted several experts in Oregon budget law to review the budget the board is considering today, and all expressed their concern regarding methodology, possible errors in computation and presentation, concerns about the statement of beginning fund balances, accounting of restricted funds, treatment and reporting of fund transfers and ending fund balances and contingencies.

Tita said she was aware of the June 30 budget adoption deadline and suggested that in adopting this budget that the board commit to a total review and any necessary rework or restatement within the next quarter. Tita said she would not be fulfilling her fiduciary responsibilities if she did not continue to bring her concerns to the board and asked that the board do the right thing and approve a motion committing the executive director and board to an expeditious informed review of the budget. Tita said she wanted to leave the board with two final words, transparency and trust.

2. Kathy Kleczek, newly elected Board member, said she echoed everything that Tita had said and that it is our fiduciary responsibility to have a balanced budget. Kathy requested a complete review of the finances and budget in the first quarter.

6. BUDGET HEARING- Chair Read opened the 2025-2026 Budget Hearing

Commissioner Lewicki moved to approve the SETD 2025-2026 Budget

Commissioner Boothe-Schmidt seconded the motion

Discussion- Commissioner Kleczek asked

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

Aye 7

Nay 0

Motion passed

Commissioner Lewicki moved to approve the property taxes

Commissioner Boothe-Schmidt seconded the motion

Discussion-

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

Aye 7

Nay 0

Motion passed

Commissioner Lewicki moved to approve Resolution 2025-03

Commissioner Boothe-Schmidt seconded the motion

Discussion-

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

Aye 7

Nay 0

Motion passed

7. APPROVAL OF MAY 13, 2025, AND MAY 22, 2025, BOARD MINUTES-

Commissioner MacDonald moved to approve May 13th and May 22nd Board Meeting Minutes

Commissioner Withers seconded the motion

Discussion-None

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

Aye 6
 Nay 0
 Excused 1
 Motion passed

8. COMMISSIONER REPORTS- Commissioner Lewicki explained he had another meeting he needed to attend and asked to be excused. Interim Board Chair Read gave a special thanks to staff for working so hard on all of the projects that we have underway and said we have a solid budget, new buses, HR is doing well, and we are serving the community with travel training for our riders. Read said this was her last meeting and she said she had enjoyed working with all in serving the community. Read gave best wishes to the new board members and to the new director who we are so excited about having him on board next week to launch the beginning of the new year. Read thanked everyone for the opportunity to serve. Commissioner Alegria thanked Rebecca for her excellent leadership and said she would miss her. Commissioner Romaro said he had been in Nepal and did a very difficult trek while there. Commissioner Withers said he had come here from Virginia seven years ago and said he had lived a life of service having 30 plus years in community action and service on top of working and raising a child. Commissioner Withers congratulated Kathy Kleczek on running the campaign and said he wishes her the best of luck. Commissioner Withers said there is an outstanding staff here. We pulled it through a rough time here I guess like the Pheonix rising out of the ashes. Commissioner Withers thanked everyone and said he is always available to chat or talk with anybody that needs help. Commissioner Withers said he wanted to thank the staff for recognizing Rosa Park's Day because he had experienced that when he was young and it means a lot that SETD recognizes that day. Commissioner MacDonald thanked everyone for their work on the budget he said he looks forward to a positive and collaborative effort with all board members. Interim Executive Director Boothe-Schmidt said she would like to extend her appreciation to all for your dedicated efforts over the past year two years. Boothe-Schmidt said two years ago we were just coming back from the shutdown and Paul was the interim director. Boothe-Schmidt said we had our loan secured, we were bringing back drivers and other staff and working on getting our routes up the best we could, and the board was concentrating on training so that we could do our jobs better and keep our buses on the road. Boothe-Schmidt said at this time we have secure funding, a contingency fund and 4 new buses on the way and a new director ready to start. Boothe-Schmidt extended a special thanks to Rebecca and Charles as this is your last meeting am grateful to have worked with both of you. Boothe-Schmidt also thanked the staff for their hard work to get us where we are at today and are the heart and soul of SETD. Boothe-Schmidt said she is looking forward not backward to what this board can accomplish in the next few years.
9. FINANCIAL REPORT- (17:30) Kelly thanked Rebecca and Charles for being on the board and said she had learned a lot from them and appreciated their service and hoped they would stop by and say hi. Kelly said on the financials on the dashboard under reimbursements she had highlighted page 10. Kelly said we had submitted our requests for reimbursements on May 19th and in the last 3 quarters we have received our reimbursements for 5310 and 5311 in the same deposit from ODOT but this time we did not. Kelly said she had reached out to Arla. Kelly said there is not a lot of information about 5310 being released at this time but it is her understanding that everybody's reimbursements are being held at this time. Kelly said she does not have any significant information on it, but she says there's a situation and there is supposed to be a memo coming out. Kelly said she had not seen a memo, or any information so she will let the board know in July what that looks like. Kelly said she just wanted the Board to be well aware that the 5310 reimbursements were as expected. Chair Read asked to have the financials entered into the record.
10. CONTINUED BUSINESS-

a. REVIEW OF BIDS RECEIVED FOR CONSTRUCTION OF HR OFFICE AT TRANSIT CENTER-
 Interim Executive Director Debbie Boothe-Schmidt reviewed the plan to construct a Human Resources office at the Transit Center. The existing Human Resources office in Warrenton will become a second office for the Executive Director and be used as a staff training office. Debbie reviewed the estimates received from Highwater Construction and Wheatley Construction and recommended the approval of the estimate submitted by Highwater Construction

Commissioner Withers moved to approve the estimate submitted by Highwater Construction

Commissioner Romero seconded the motion.

Discussion-None

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

Aye 7

Nay 0

Motion passed.

b. NW NAVIGATOR AGREEMENT RENEWAL- Interim Director Debbie Boothe-Schmidt reviewed the new Master Services Agreement that NW Navigator has submitted to SETD. The agreement sets the terms governing the relationship between SETD and NW Navigator. Debbie said the agreement is basically the same as the previous agreement.

Commissioner Alegria moved to approve the agreement and have the board chair sign.

Commissioner Romero seconded the motion.

Discussion- None

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

Aye 7

Nay 0

Motion passed.

11. CORROSPONDENCE-

12. EXECUTIVE DIRECTOR REPORT- (27:15) Report included in Board Pack

13. LEADERSHIP TEAM REPORTS- Reports included in Board Pack

14. ADJOURNMENT- Chair Read adjourned the meeting at 11:45 AM

Secretary/Treasurer Paul Lewicki

Mary Parker, Recording Secretary

DRAFT