



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Board Meeting
Feb. 26, 2026 | 9 a.m.

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

Meeting link: <https://bit.ly/4ry7YAG> | **Meeting ID:** 284 717 664 123 60 | **Passcode:** jN347Z5U

Dial in by phone: 1-872-333-9477 | **Phone conference ID:** 176 605 52#

Agenda

		Action	Responsible
Item 1 9 a.m.	Call to Order		Chair Kleczek
Item 2 9:01 a.m.	Pledge of Allegiance		Chair Kleczek
Item 3 9:03 a.m.	Roll Call		Chair Kleczek
Item 4 9:05 a.m.	Changes to Agenda	Review/Approval	Chair Kleczek
Item 5 9:10 a.m.	Public Comment (3-minute limit per person)		Public
Item 6 9:15 a.m.	Approval of Minutes a. Board meeting on 1/22/26	Review/Approval	Chair Kleczek
9:20 a.m.	b. Special board meeting on 1/27/26	Review/Approval	Chair Kleczek
Item 7 9:25 a.m.	Reports from Chair and Commissioners	Information/ Discussion	Commissioners

Item 8 9:35 a.m.	<u>Financial Report</u>	Review/Accept	Finance Officer Smith
Item 9 9:50 a.m.	Continued Business a. Resolution 2026-02 Recreational immunity opt-in	Review/Approval	Chair Kleczek
10 a.m.	b. Astoria Urban Renewal Annual Report for FY 2024-25	Information/ Discussion	Executive Director Carr
10:05 a.m.	c. Clatsop Community College MOU	Review/Approval	Executive Director Carr
10:15 a.m.	d. Microtransit pilot program report	Information/ Discussion	Mobility Manager Jones
10:35 a.m.	e. Budget Committee vacancies	Information/ Discussion	Chair Kleczek
Item 10 10:50 a.m.	New Business a. Appointment of a budget officer	Review/Approval	Chair Kleczek
10:55 a.m.	b. Legislative advocacy policy/resolution	Information/ Discussion	Chair Kleczek
11:10 a.m.	c. Declaration of surplus buses and reclassification of fleet asset	Review/Approval	Chief Operation Officer Geisler
11:20 a.m.	d. RVHT grant application	Review/Approval	Executive Director Carr
11:35 a.m.	e. ODOT gap funding response	Review/Approval	Finance Officer Smith

11:50 a.m.	f. Reports on SDAO conference from attendees	Information/ Discussion	Chair Kleczek/All
Item 11 12 p.m.	Correspondence a. Thank you letters	Information/ Discussion	Chair Kleczek
Item 12 12:05 p.m.	Executive Director Report	Information/ Discussion	Executive Director Carr
Item 13 12:10 p.m.	Team Reports	Information/ Discussion	Staff
Item 14 12:20 p.m.	Adjournment		Chair Kleczek

Times are approximate guidelines and may change.

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



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Acronym Listing | 2026

AASHTO	American Association of State Highway and Transportation Officials
ACT	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
CCO	Coordinated Care Organization
CK	Check
COMP	Computer
CONF	Conference
CPCCP	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
EFT	Electronic Funds Transfer
ELA	Emerging Leaders Academy
EQUIP	Equipment



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Acronym Listing | 2026

FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GF	General Fund
HR	Human Resources
IGA	Intergovernmental Agreement
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 Center
NEMT	Center for 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 Transportation System
OPTP	Oregon Public Transportation Plan



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Acronym Listing | 2026

OR	Oregon
OTA	Oregon Transit Association
OTC	Oregon Transportation Commission
OTP	Oregon Transportation Plan
P&L	Profit and Loss
PARA	Paratransit
PCA	Personal Care Attendant
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	Statewide 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



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Acronym Listing | 2026

TRB	Transportation Research Board
TSP	Transportation Systems Plan
VETP	Veterans Enhanced Transportation Program
YTD	Year to Date
ZEB	Zero Emissions Bus
ZEP	Zero Emissions Propulsion
ZEBRA	Zero Emissions Bus Resource Alliance



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 6 Minutes

Date: Feb. 26, 2026

Summary: Two sets of draft minutes are ready for board review.

Attachments:

- Draft minutes from the board meeting on Jan. 22, 2026
- Draft minutes from the special board meeting on Jan. 27, 2026



**SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Jan. 22, 2026 | 9 a.m.
Board Meeting Minutes
DRAFT**

Link to meeting video: <https://bit.ly/3ZT8ZHv>

1. CALL TO ORDER

Chair Kathy Kleczek called the meeting to order at 9 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners present: Penny York, Pamela Alegria, Tita Montero, Kathy Kleczek, Guillermo Romero, Kathleen Teeple, Matthew Stolberg

Staff present: David Carr, Jennifer Geisler, Kelly Smith, Jason Jones, Sam Bedair, Sara Schilling

Visitors present: Johnathan Niebuhr, Leah Griffith, Mark Knudson, Ryan Quigley, Mitra Vazeen, Mel Jasmin, Craig Holt

Staff present virtually: Victoria Davis, Stephanie Rodriguez, Lauren Hedrick

Visitors present virtually: Brian Vitulli, Danny Duggan

4. CHANGES TO AGENDA (0:55)

Commissioner Montero proposed adding discussion of future agenda items to the agenda, following team reports. Commissioners agreed by consensus.

Commissioner Montero moved to approve the agenda with that change.

Commissioner Alegria seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

5. PUBLIC COMMENT (2:25)

None

6. APPROVAL OF MINUTES (3:01)

a. Board Meeting on Aug. 28, 2025

Commissioner Montero requested amendments to the minutes of the board meeting on Aug. 28, 2025, including adding clarifying language in several places. Commissioner Montero moved to amend the minutes as discussed. Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

Commissioner Montero moved to accept the minutes from the board meeting on Aug. 28, 2025, as amended. Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

b. Financial Report Work Session and Board Meeting on Oct. 23, 2025

Commissioner Montero moved to accept the minutes from the financial work session on Oct. 23, 2025, as presented. Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

Commissioner Montero requested amendments to the minutes of the board meeting on Oct. 23, 2025, including adding clarifying language and adding some information.

Motion: Commissioner Montero moved to amend the minutes as discussed.

Second: Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

Commissioner Montero moved to accept the minutes from the board meeting on Oct. 23, 2025, as amended.

Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

c. Board Meeting on Dec. 18, 2025

Commissioner Montero requested amendments to the minutes of the board meeting on Dec. 18, 2025, including adding clarifying language and making some factual corrections.

Commissioner Montero moved to amend the minutes as discussed.

Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

Commissioner Montero moved to accept the minutes from the board meeting on Dec. 18, 2025, as amended.

Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS (20:13)

Commissioner Romero reported that he was glad to be at the meeting.

Commissioner Teeple: Nothing to report.

Commissioner Stolberg: Nothing to report.

Commissioner York reported that she emailed Executive Director David Carr and copied Chair Kleczek with a question about an agenda item ahead of the meeting, and discussion followed on the procedure for asking questions of staff.

Commissioner Alegria requested permission from the board to make a factual presentation to the public on Special Districts to the AAUW.

Commissioner Montero reported that she attends senior lunches in Seaside at least once a month and makes sure to share information about transit services.

Chair Kleczek reported that she's glad to have a full board, and she asked to be looped in as the orientation for new commissioners is scheduled. She encouraged commissioners to pay attention as transportation issues are discussed during the next legislative session.

She noted that she's looking forward to seeing commissioners at the upcoming Special Districts Association of Oregon conference, and she reported that board will need to

choose a voting delegate. Commissioner Montero suggested Chair Kleczek serve in that role for the board and other commissioners agreed by consensus.

8. FINANCIAL REPORT (30:50)

Financial Officer Kelly Smith presented the financial report covering November-December. She addressed questions raised during the last meeting about the balance sheet, and she discussed formatting of the exceptions report, provided clarification on some line items and general ledger definitions, reported that the district submitted its 5310 reimbursement request, and reported that the district's STIF funding has been deposited.

Ms. Smith said district staff are preparing to move ODOT loan funds into a money market account, so the funds will earn interest. Board approval will be needed, she said.

Commissioner Montero moved to authorize Executive Director Carr to draft a letter requesting the ODOT loan fund be moved from a non-interest-bearing account to an interest-bearing account and to sign the agreement.

Commissioner Alegria seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

Ms. Smith answered additional questions about fees/taxes/licenses, capital expenses, check listings, cash flow and the micro-mobility program.

Commissioner Montero moved to accept the November and December financials.

Commissioner Romero seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

9. CONTINUED BUSINESS

a. Transportation Advisory Committee interviews and appointments (49:35)

Commissioner Montero reported that five people applied to serve on the district’s Transportation Advisory Committee. The five applicants were interviewed, with Commissioners Montero and York trading off asking three standardized questions. Commissioner Montero reminded the board that TACs must have five members, and four constituencies must be represented: public transportation providers, low-income individuals, the disabled community and the senior community. Several other constituencies are suggested but not required, including educational institutions, she said. Commissioner Montero moved that the following applicants be appointed to the district’s TAC representing the following constituencies: Brian Vitulli, public transportation providers; Leah Griffith, senior community; Melvin Jasmin, disabled community; Johnathan Niebuhr, low-income individuals; Mitra Vazeen, educational institutions. Commissioner York seconded the motion. Discussion: Commissioners thanked the applicants.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7
Nay: 0
Excused: 0
Motion passed unanimously

b. Strategic Planning Process Presentation (1:23:37)

Mark Knudson, a senior consultant with SDAO, gave a presentation about the strategic planning process the board will participate in on Feb. 16, 2026. He discussed best practices, the value of preparing a strategic plan, what strategic planning involves, and the planning process. He asked commissioners to complete homework assignments ahead of the strategic planning session, including reviewing the district's vision, mission and values; completing a SWOT exercise; and engaging in goal setting. Chair Kleczek suggested that SETD senior leadership and the TAC committee be invited to fill out the homework assignment, and that TAC members be invited to attend the strategic planning session. Commissioners agreed by consensus.

c. Strategic Plan Foundational Presentation (2:24:20)

Executive Director Carr and Chief Operations Officer Jennifer Geisler gave brief reports about their work. Mr. Carr touched on his efforts to build a new culture in the district, plus public outreach and fiscal strategy. Ms. Geisler discussed service, organizational structure, and the focus on providing safe, reliable and sustainable transportation.

10. NEW BUSINESS

a. Potential Impact of Oregon Senate Bill 179 (2:34:24)

Chair Kleczek explained that Oregon Senate Bill 179 allows special districts to opt into recreational immunity under the state’s trail-use immunity statute. She noted that SETD doesn't currently own any property that would be considered open to the public and a path, but she wanted the board to be aware of the option to opt in.

Commissioner Montero said it’s extra protection and she feels the district should opt in.

Commissioner Montero moved to have SETD opt in under SB 179 and have the chair sign.

Commissioner Stolberg seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

b. Urban Renewal Area Amendment Response (2:37:06)

Chair Kleczek explained that the City of Astoria is proposing to expand its Astor-East Urban Renewal Area and has requested SETD’s support. She noted that she asked Executive Director Carr to draft a letter outlining the district’s position for board consideration.

She said that, in her view, it’s important to emphasize that the district is supportive of the proposed housing projects within the expansion area. The district’s concerns center on the financial impact of the urban renewal area, coupled with the potential increased demand for transit services brought by the housing projects.

Commissioners discussed how urban renewal areas work and the financial impact. Ryan Quigley, assistant to Astoria’s city manager, answered questions from commissioners.

Commissioner York said she feels tax increment funding – which funds urban renewal – is a valuable development tool, and she’d be reluctant to publicly oppose the urban renewal area expansion. If the draft letter were rewritten so that it’s more focused on the expectation that the district will see needed improvements due to increased demand, she could support it, she said. She supports moving that part of the letter to the top.

Commissioner Montero said she doesn’t see the draft letter as being in opposition, but she could support tweaks to the text of the letter.

Commissioner Montero moved to authorize Executive Director Carr and Chair Kleczek to modify the letter as discussed and sign and send it.

Commissioner York seconded the motion.

Discussion: Commissioner Alegria said she wanted to ensure the district expresses that its supportive of the housing projects.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

c. Board Committee Appointments (3:03:30)

Commissioners agreed by consensus on the following committee assignments:

- Board liaison to NWACT: Commissioner Romero
- TAC liaison: Commissioner Alegria
- Policy Committee: Commissioners Montero, Alegria and Stolberg
- Executive Director Evaluation Committee: Commissioners Montero, York and Teeple

d. Setting the Schedule for FY 2027 Budget Sessions (3:10:41)

Commissioners agreed by consensus on the following Budget Committee dates:

- Budget Committee Training: April 16, 12-2 p.m.
- Budget Meeting #1: April 30, 1-4 p.m.
- Budget Meeting #2: May 15, 1:30-4:30 p.m.
- Budget Meeting #3 (if needed): June 12, 9-11 a.m.

e. STIF Amendment (3:25:40)

Executive Director Carr explained that ODOT has opened an amendment period allowing STIF agencies to reallocate unspent carryover funds and allocate additional funding to existing projects within their current STIF plans. He reported that SETD has \$410,927 in carryover and \$27,834 in additional STIF funding available.

He recommended that commissioners adopt Resolution 2026-01 to reallocate the unspent carryover and allocate the additional funds.

Commissioner York moved to reallocate the STIF funds as presented in Resolution 2026-01 and authorize the chair to sign.

Commissioner Alegria seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X		X
Nay							
Excused						X	

Aye: 6

Nay: 0

Excused: 0

Motion passed unanimously with Commissioner Teeple excused

f. Executive Director Employment Agreement Compensation (3:32:20)

Chair Kleczek explained that the previous board approved an employment agreement with Executive Director Carr that included employer contributions to a retirement account and a health savings account, and that those contributions haven't happened to date.

Commissioners reaffirmed by consensus that the 2% retirement account contribution should happen per the employment agreement.

However, it was explained that the district doesn't currently offer health savings accounts to employees.

Danny Duggan from Epic Brokers, the district's benefits agent, said SETD could offer an HSA plan as part of its medical benefits starting later this year, but it would have to offer the same kind of employer contribution to other employees to avoid discrimination.

Commissioners and Mr. Duggan discussed options.

Mr. Carr's employment agreement will be discussed at the next board meeting in executive session.

g. LC 257 Letter of Support (3:45:08)

Executive Director Carr reported that a task force is being established to look at sustained investment in rural public transportation in Oregon. He said his understanding is that the group will be looking for alternative sources of funding to replace the payroll tax.

He presented a draft letter to the chair and members of the Senate Interim Committee on Transportation in support of the goals of Legislative Concept (LC) 257, with similar drafts prepared for the House Interim and Joint committees on transportation.

Commissioners discussed the importance of stable funding for transit.

Commissioner Alegria moved to authorize Mr. Carr to sign and send the letter in support of LC 257 goals.

Commissioner Romero seconded the motion

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X		X
Nay							
Excused						X	

Aye: 6

Nay: 0

Excused: 0

Motion passed unanimously with Commissioner Teeple excused

11. CORRESPONDENCE (3:52:06)

a. Commissioners reviewed thank-you notes from George Onderdonk and Dorothy Flynn.

12. EXECUTIVE DIRECTOR REPORT (3:52:40)

Executive Director Carr introduced Sam Bedair, the district's new human resources manager, and Sara Schilling, the new executive assistant. He also gave an update on basement storage and noted that the district is ending its agreement with Northwest Community Action to clean bus shelters and has hired a new facilities assistant.

13. TEAM REPORTS (3:55:32)

Commissioners heard brief reports from Chief Operations Officer Geisler, Financial Officer Smith, HR Manager Bedair, Mobility Manager Jason Jones and Ms. Schilling.

14. FUTURE AGENDA ITEMS (3:55:32)

Commissioner Montero said she's come across issues with the website, namely discrepancies in information that's posted. She wants to see a workgroup formed to review the website with staff members and a commissioner taking part.

15. ADJOURNMENT

The meeting was adjourned at 1:06 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

Tita Montero, board secretary-treasurer

Action items from the board meeting:

- The district will opt into recreational immunity under Oregon SB 179
- Chair Kleczek and Executive Director Carr will work to modify the Astor-East Urban Renewal letter as discussed, sign it and send it
- Mr. Carr will sign and send the LC 257 letters as discussed

Items in progress:

- Clatsop Community College agreement
- Board Policy Committee
- The board will discuss the district website and formation of a website review workgroup at a future board meeting



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Jan. 27, 2026 | 12 p.m.
Special Board Meeting Minutes
DRAFT

Link to meeting video: <https://bit.ly/4tgeEVI>

1. CALL TO ORDER

Chair Kathy Kleczek called the meeting to order at 12 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners present: Penny York, Pamela Alegria, Tita Montero, Kathy Kleczek, Guillermo Romero, Kathleen Teeple, Matthew Stolberg

Staff present: David Carr, Jennifer Geisler, Kelly Smith, Jason Jones, Sam Bedair, Sara Schilling

4. CHANGES TO AGENDA (1:25)

Commissioner York moved to approve the agenda as presented.

Commissioner Alegria seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

5. PUBLIC COMMENT (1:57)

None

6. REVIEW AND DISCUSS THE FY25/26 BUDGET (2:05)

Chair Kleczek explained that the previous board committed to reviewing the FY25/26 budget during the first quarter of the fiscal year. It’s past the first quarter now, but circumstances arose that kept the session from happening earlier, she said.

Chair Kleczek explained that this meeting is a chance to review the budget and determine if any amendments are needed. She also issued a reminder that discussion must stay focused on the FY25/26 budget and not on the future budget.

Financial Officer Kelly Smith gave a presentation, covering topics including the purpose of the special meeting, board context, budget review and compliance, Oregon budget law and required forms, how the budget is used during the year, how the budget is monitored, key technical topics, state reporting and budget submission.

Ms. Smith and commissioners discussed the contingency fund, including why it was shown in the FY25/26 budget as a footnote versus a resource/expenditure.

Commissioner York brought up the board’s financial policies and whether changes and/or updates are needed. After discussion, commissioners agreed by consensus that the Board Policy Committee should prioritize financial policies in its work.

Executive Director David Carr reported that, overall, the district is performing as expected financially this year and is spending within normal parameters.

Commissioner Montero said some capital line items are significantly over budget on the expenses side, and in her experience that indicates that expenditures aren’t laid out over the year adequately. She raised the idea of a board policy that would address the issue. Discussion among commissioners and staff followed.

Commissioner Teeple moved to make a line item in the budget for contingency funds as a resource and an expenditure going forward.

Commissioner Alegria seconded the motion.

Discussion: Commissioner Montero asked whether, on the resources side, it would be separate from cash brought forward or part of cash brought forward. Discussion followed and Commissioner Teeple ultimately withdrew her motion.

Commissioner Montero moved to direct staff to include contingency funds as available cash on hand in line 1 of the resource description in budgets going forward.

Commissioner Teeple seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

7. ADJOURNMENT (1:28:33)

Commissioner Montero moved to adjourn the meeting.
Commissioner Stolberg seconded the motion.

	York	Alegria	Montero	Kleczek	Romero	Teeple	Stolberg
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0

Motion passed unanimously

The meeting was adjourned at 1:30 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

Tita Montero, board secretary-treasurer

Action items from the board meeting:

- Commissioners agreed by consensus that the Board Policy Committee should prioritize financial policies in its work.
- Commissioners directed staff to include contingency funds as available cash on hand in line 1 of the resource description in budgets going forward.



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 8 Financial Report

Date: Feb. 26, 2026

Summary: Financial report covering Jan. 1, 2026, through Feb. 12, 2026.

Attachments: Financial documents, including:

- Dashboard
- Profit and loss budget performance
- Consolidated balance sheet
- A/R aging
- AP aging
- Check listing over \$5,000
- Reconciliation – credit card
- Cash flow projection

Sunset Empire Transportation District Dashboard - Feb 2026

Available Balances as of 02/12/2026 (Cash on Hand)	
General Checking:	\$ 15,673.45
Payroll Account:	\$ 3,714.04
LGIP:	\$ 1,252,918.12
ODOT Loan Funding:	\$ 201,716.16
STIF:	\$ 561,476.73
Contingency:	\$ 946,625.15
Total Funds Available:	\$ 2,982,123.65

P&L Exceptions:	
4205 - Property Taxes:	Received the lump sum in Nov (-\$35,458.15)
6210 - Benefits:	New Employees (-\$5,094.89)
8031 - Online Sub/IT Svc:	Radio Tower Annual Fees (-\$2,594.32)
8090 - Dues/Subscriptions:	CTAA Memberships (-\$4,273.08)
9040 - Debt Service:	Budgeted for Feb, paid in Jan (-\$63,370.00)

Monthly (Actual & Projected) Expenditures:	
PROJECTED AP Week of 02/09/2026	\$ 52,000.00
PROJECTED AP Week of 02/23/2026	\$ 30,000.00
Payroll 02/06/2026 **Funds are already removed from above numbers**	\$ 65,116.34
PROJECTED Payroll Week of 02/20/2026	\$ 68,000.00
Total Expenditures:	\$ 215,116.34

ODOT Grants			
Grant #	Total	Amt Used	Amt Remaining
5311	\$ 1,731,273.00	\$ 433,761.00	\$ 1,297,512.00
5310	\$ 329,945.00	\$ 48,303.00	\$ 281,642.00
5339	\$ 612,000.00	\$ 578,927.00	\$ 33,073.00

OTIB Loan 11/01/2025	
Total w/Interest & Fees:	\$1,055,794.01
Interest Payment:	\$54,375.83
Principle Payment:	\$622,211.34
Balance Due:	\$379,206.84

Reimbursements Requested			
Grant #	Date Req	Amount	Date Received
5311	2/9/2026	\$ 209,388.00	N/A
5310	2/9/2026	\$ 18,878.00	N/A
5339	9/15/2025	\$ 578,927.00	10/3/2025

Follow-up:
 5310 Q1 FY26 under review by executive director, awaiting final submission to ODOT
 5310 Q2 FY26 under review by executive director, awaiting final submission to ODOT
 5311 Q2 FY26 under review by executive director, awaiting final submission to ODOT

**Sunset Empire Transportation District
Profit & Loss Budget Performance
January 31, 2026**

Month 7 = 58% 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>
Income								
4010 FIXED ROUTE FARES	5,592.79	5,500.00	92.79	48,310.89	44,000.00	4,310.89	75,000.00	64.41%
4022 PARATRANSIT FARES	1,756.11	1,450.00	306.11	13,638.11	10,190.00	3,448.11	17,500.00	77.93%
4110 NW NAVIGATOR	344.72	350.00	(5.28)	3,179.48	2,485.00	694.48	4,135.00	76.89%
4130 OTHER-VENDING	0.00	0.00	0.00	155.90	195.00	(39.10)	365.00	42.71%
4205 PROPERTY TAXES	14,541.85	50,000.00	(35,458.15)	1,208,840.51	1,265,000.00	(56,159.49)	1,400,000.00	86.35%
4206 PRIOR YEAR TAXES	1,398.18	825.00	573.18	17,013.79	13,375.00	3,638.79	17,500.00	97.22%
4207 PROPERTY TAX INTEREST	44.01	75.00	(30.99)	652.44	625.00	27.44	1,000.00	65.24%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	164.33	0.00	164.33	0.00	0.00%
4310 TIMBER SALES	0.00	0.00	0.00	113,643.19	77,000.00	36,643.19	154,000.00	73.79%
4315 MASS TRANSIT ASSESSMENT	37,015.17	28,750.00	8,265.17	104,820.92	86,250.00	18,570.92	115,000.00	91.15%
4410 BILLBOARD LEASE	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4420 PARKING SPACE LEASE	800.00	760.00	40.00	5,360.00	5,320.00	40.00	9,120.00	58.77%
4425 CHARGING STATION	0.00	0.00	0.00	113.77	90.00	23.77	180.00	63.21%
4505 INTEREST EARNED ON BANK ACCT	7,476.10	4,050.00	3,426.10	32,534.88	28,250.00	4,284.88	48,500.00	67.08%
4605 OTHER INCOME	2,537.78	200.00	2,337.78	27,019.07	1,450.00	25,569.07	2,500.00	1080.76%
5203 OREGON STIF FUNDS-FORMULA	218,444.00	218,683.00	(239.00)	818,623.00	656,049.00	162,574.00	874,732.00	93.59%
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	532,873.00	432,818.00	100,055.00	865,636.00	61.56%
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	0.00	82,486.00	(82,486.00)	164,972.00	0.00%
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	578,927.00	720,000.00	(141,073.00)	720,000.00	80.41%
Total Income	291,150.71	311,843.00	(20,692.29)	3,507,070.28	3,426,783.00	80,287.28	4,471,340.00	78.43%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
January 31, 2026**

Month 7 = 58% 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>
Expenses								
6010 WAGES	184,080.63	188,000.00	3,919.37	1,064,641.04	1,163,500.00	98,858.96	2,002,054.00	53.18%
6111 TAXES	24,840.88	24,825.00	(15.88)	133,792.48	174,137.00	40,344.52	299,562.00	44.66%
6210 BENEFITS	47,060.89	41,966.00	(5,094.89)	245,018.23	293,762.00	48,743.77	503,590.00	48.65%
SUB TOTAL WAGES/TAXES/BENEFITS	255,982.40	254,791.00	(1,191.40)	1,443,451.75	1,631,399.00	187,947.25	2,805,206.00	51.46%
8000 AUDIT	0.00	15,000.00	15,000.00	16,000.00	22,500.00	6,500.00	35,000.00	45.71%
8001 PROFESSIONAL SERVICES	25.00	750.00	725.00	5,942.58	6,500.00	557.42	10,000.00	59.43%
8002 LEGAL COUNSEL	0.00	850.00	850.00	1,925.00	5,100.00	3,175.00	9,150.00	21.04%
8003 BANK/MERCHANT FEES	129.35	167.00	37.65	913.77	1,169.00	255.23	2,000.00	45.69%
8010 EQUIP LEASE/RENT	201.80	190.00	(11.80)	1,501.30	1,330.00	(171.30)	2,300.00	65.27%
8015 COMP/FURNITURE/DURABLE GOODS	177.43	450.00	272.57	4,057.48	6,600.00	2,542.52	10,000.00	40.57%
8020 B&M	1,043.86	10,250.00	9,206.14	18,753.53	68,100.00	49,346.47	105,850.00	17.72%
8023 BUILDING LEASE	173.00	167.00	(6.00)	1,211.00	1,169.00	(42.00)	2,000.00	60.55%
8031 ONLINE SUB/IT SERVICES	14,844.32	12,250.00	(2,594.32)	72,405.70	65,750.00	(6,655.70)	112,000.00	64.65%
8040 TELEPHONE/INTERNET	2,349.28	2,750.00	400.72	18,691.91	19,250.00	558.09	33,000.00	56.64%
8041 UTILITIES	2,983.06	3,475.00	491.94	19,373.82	21,425.00	2,051.18	36,000.00	53.82%
8050 HR/EMPLOYEE RECOGNITION	784.00	945.00	161.00	10,853.51	11,880.00	1,026.49	17,500.00	62.02%
8060 TRAVEL/TRAINING	1,630.00	200.00	(1,430.00)	7,894.86	8,200.00	305.14	12,500.00	63.16%
8080 OUTREACH/PRINTING	660.23	2,500.00	1,839.77	9,065.46	16,650.00	7,584.54	27,500.00	32.97%
8090 DUES, SUBSCRIPTIONS	6,273.08	2,000.00	(4,273.08)	8,303.09	19,000.00	10,696.91	30,000.00	27.68%
8091 IGA-DUES	0.00	0.00	0.00	7,500.00	6,000.00	(1,500.00)	12,000.00	62.50%
8092 FEES/TAXES/LICENSES	0.00	150.00	150.00	1,527.92	1,100.00	(427.92)	1,850.00	82.59%
8100 INSURANCE	33,277.51	40,000.00	6,722.49	84,004.51	100,000.00	15,995.49	130,000.00	64.62%
8105 UNINSURED LOSS	0.00	1,100.00	1,100.00	0.00	7,400.00	7,400.00	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	0.00	200.00	200.00	247.64	1,300.00	1,052.36	2,000.00	12.38%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
January 31, 2026**

Month 7 = 58% 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>
8116 OFFICE SUPPLIES	1,106.83	825.00	(281.83)	6,137.65	5,825.00	(312.65)	10,000.00	61.38%
8170 FUEL	11,106.01	12,300.00	1,193.99	91,456.17	90,500.00	(956.17)	150,000.00	60.97%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	9,258.13	8,575.00	(683.13)	38,699.48	59,025.00	20,325.52	101,000.00	38.32%
SUB TOTAL MATERIALS/SERVICES	86,022.89	115,094.00	29,071.11	426,466.38	545,773.00	119,306.62	865,150.00	49.29%
9040 DEBT SERVICE & INT FEES	63,370.00	0.00	(63,370.00)	190,110.00	126,740.00	(63,370.00)	309,168.00	61.49%
9200 CAPITAL EXPENSE	0.00	0.00	0.00	669,348.00	720,000.00	50,652.00	720,000.00	92.97%
Total Expenses	405,375.29	369,885.00	(35,490.29)	2,729,376.13	3,023,912.00	294,535.87	4,699,524.00	58.08%
Total Net	(114,224.58)	(58,042.00)	14,798.00	777,694.15	402,871.00	374,823.15	(228,184.00)	20.36%

**Sunset Empire Transportation District
Consolidated Balance Sheet
January 31, 2026**

This Year

Assets	
1010 OVER/UNDER	19.35
1020 GENERAL CHECKING LC BANK	77,064.98
1030 LGIP - GENERAL FUND	1,199,564.74
1040 PAYROLL ACCOUNT LC BANK	5,521.32
1055 STIF LC BANK	561,476.73
1060 ODOT LOAN LC BANK	201,716.16
1065 CONTINGENCY	946,625.15
1095 CASH RECEIPTS CLEARING SYSTEM	(349.10)
1099 EFT CLEARING SYSTEM	(2,325.17)
1210 ACCOUNTS RECEIVABLE SYSTEM	(17,721.66)
1250 PROPERTY TAX RECEIVABLES	64,228.08
1251 PASS TRANSIT RECEIVABLES	(40.00)
1425 PREPAID WORK COMP	(39,235.70)
Total Assets	<u>2,996,544.88</u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	38,795.79
2019 ACCOUNTS PAYABLE OTHER	(341.45)
2050 CREDIT CARD PAYABLE	297,645.83
2059 CREDIT CARD PAYMENT CLEARING	(298,109.86)
2060 PAYABLE TO NWN	(6,125.62)
2100 ACCRUED LABOR SYSTEM	34,047.86
2705 DEFERRED REVENUE	64,228.08
2805 ODOT LOAN	275,000.00
Total Liabilities	<u>202,916.72</u>
3000 FUND BALANCE	1,813,710.10
Change in Net Assets	<u>777,694.15</u>
Total Net Assets	<u>2,793,628.16</u>
Total Liabilities and Net Assets	<u><u>2,996,544.88</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 01/31/2026

<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 [6494] ANGI WILDT GALLERY	12/31/2025	2223	12/01/2025	Dec 2025 Parking Space #12	0.00	47.50	0.00	0.00	47.50
2 [6494] ANGI WILDT GALLERY	1/31/2026	2240	1/01/2026	Jan 2026 Parking Space #12	50.00	0.00	0.00	0.00	50.00
3 [6060] CLATSOP COUNTY SHERIFF	12/30/2025	2262	11/30/2025	Nov 2025 Bus Tokens	0.00	0.00	92.00	0.00	92.00
4 [6060] CLATSOP COUNTY SHERIFF	1/30/2026	2263	12/31/2025	Dec 2025 Bus Tokens	0.00	127.00	0.00	0.00	127.00
5 [6678] Darla Aho	1/31/2026	2243	1/01/2026	Jan 2026 Parking-Space #13	50.00	0.00	0.00	0.00	50.00
6 [6112] HOMESPUN QUILTS	1/31/2026	2244	1/01/2026	Jan 2025 Parking Spaces # 8 & 9	100.00	0.00	0.00	0.00	100.00
7 [6677] Jimenez Pintor, Alicia	1/31/2026	2241	1/01/2026	Jan 2026 Parking Space #6	50.00	0.00	0.00	0.00	50.00
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	10/30/2025	2269	9/30/2025	Sep 2025 Bus Passes	0.00	0.00	0.00	460.00	460.00
14 Total					250.00	174.50	92.00	880.00	1,396.50

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 01/31/2026

	<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>	
1	[6431] ABLE EQUIPMENT INSTALLERS, INC										
	1/01/2026	14777	2/11/2026	01/01-12/31/2026 -ANSI HOIST INSPECTIONS & SRV - PM OPS	805.00	805.00	0.00	805.00	0.00	0.00	
2											
3	[6048] CITY OF WARRENTON										
4	1/31/2026	0013682-000 01312026	2/11/2026	01/01-01/31/2026 -WATER SRV OPS	402.79	402.79	0.00	402.79	0.00	0.00	
5	[6516] COMMERCIAL ADJUSTMENT COMPANY										
6	1/31/2026	1312026	2/11/2026	Pay period ending 01/31/2026 (CS#24CV45796)	359.02	359.02	0.00	359.02	0.00	0.00	
7	[6101] GOVERNMENT ETHICS COMMISSION										
8	1/21/2026	AIE23251	2/11/2026	07/01/2025-06/30/2026 - ETHICS ASSESSMENT RENEWAL	1,310.09	1,310.09	0.00	1,310.09	0.00	0.00	
9	[6119] IRON MOUNTAIN										
10	1/27/2026	KZMC084	2/11/2026	12/20/2025-01/27/2026 - SHREDDING SRV	476.32	476.32	0.00	476.32	0.00	0.00	
11	[6121] JACKSON & SON OIL, INC										
12	1/31/2026	112574	2/11/2026	01/01-01/31/2026 -FUEL SRV	650.95	650.95	0.00	650.95	0.00	0.00	
13	[6654] NW BUS SALES, INC										
14	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)	

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 01/31/2026

	<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	[6148] NW NATURAL									
16	1/22/2026	770728-4 01222026	2/11/2026	12/19/2025-01/22/2026 -GAS SRV -OPS	314.27	314.27	0.00	314.27	0.00	0.00
17	[6141] NW NAVIGATOR LUXURY COACHES									
18	1/31/2026	R01312026	2/11/2026	01/31/2026 -WK ENDING SALES	261.63	261.63	0.00	261.63	0.00	0.00
19	[6172] O'REILLY AUTOMOTIVE, INC									
20	1/28/2026	3920 447523	2/11/2026	CAPSULE -PM Bus #1801	49.39	49.39	0.00	49.39	0.00	0.00
21	[6186] RECOLOGY WESTERN OREGON									
22	1/31/2026	28437127	2/11/2026	01/01-01/31/2026 -GARBAGE SRV TC	122.99	122.99	0.00	122.99	0.00	0.00
23	[6193] SDIS									
24	1/09/2026	2026-01	2/08/2026	Pay period ending 1/03/2026,DentalBen,LTDBen ,LifeBen,MedicalBen,STDBen, DentalDed,MedicalDed	17,126.00	17,126.00	0.00	17,126.00	0.00	0.00
25	1/23/2026	2026-02	2/22/2026	Pay period ending 1/17/2026,DentalBen,Medica lBen,DentalDed,MedicalDed	14,746.00	14,746.00	14,746.00	0.00	0.00	0.00
26	1/02/2026	MED0201202 6	2/01/2026	Adj Med/Dental	(9,163.10)	(9,163.10)	0.00	(9,163.10)	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 01/31/2026

	<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>
27	[6226] VAN DUSEN BEVERAGES, INC									
	1/31/2026	SO 870532370	2/11/2026	01/01-01/31/2026 -2 COOLER RENTAL (@ \$17.50)	35.00	35.00	0.00	35.00	0.00	0.00
28										
29	[6237] WILCOX + FLEGEL									
30	1/31/2026	CL06957	2/11/2026	01/01-01/31/2026 -FUEL SRV	10,455.06	10,455.06	0.00	10,455.06	0.00	0.00
31	Report Total				37,626.41	37,626.41	14,746.00	23,205.41	0.00	(325.00)

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing over \$5,000 as of 01/31/2026

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
1 24105	1/14/2026	[6031] BROWN & BROWN OF OREGON, LLP - 01/01-12/31/2026 -CYBER LIABILITY RENEWAL & IT SRV(#W17849241001)	CYBER	\$5,759.26	5,759.26
2 24126	1/14/2026	[6193] SDIS - Invoices 2025-25, 2025-26, MED01012026	BENEFITS MEDICAL SDIS	\$38,523.60	38,523.60
3 24130	1/14/2026	[6237] WILCOX + FLEGEL - 12/01-12/31/2025 -FUEL SRV	FUEL FUEL FUEL	\$1,694.15 \$8,651.24 \$63.46	10,408.85
4 24148	1/28/2026	[6193] SDIS - 01/01-03/31/2026 QRTLY - GENERAL LIABILITY, PROPERTY, AUTO	GENERAL LIABILITY PROPERTY AUTO	\$4,901.50 \$5,324.75 \$17,292.00	27,518.25
5 Total Checks					82,209.96

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

Run: 2/12/2026 @ 2:20 PM

Page: 1

Closing Balance from Previous Statement.....	1/08/2026	-4,835.70
0 Deposits and Other Additions Totaling.....		0.00
26 Checks and Other Withdrawals Totaling.....		2,080.24
1 Adjustments Totaling.....		4,835.70
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	2/06/2026	-2,080.24
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	2/06/2026	-280,401.39
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-280,401.39

Date	Check	To	Check Description	Amount
✓ 1/09/2026	0000514	SDAO	GEISLER -02/05-02/08/2026 -SDAO CONF FEE X 2 (\$295.00), TRAINING X 2 (\$75.00) -Board Members M.S & G.R	740.00
✓ 1/09/2026	0008646	AMAZON	YELTON -SHREDDER BAGS -TC	16.99
✓ 1/11/2026	0008646	USPS	YELTON -SHIPPING POSTAGE (LED BULBS RETURN) -OPS	190.95
✓ 1/12/2026	0000514	AMAZON	GEISLER -PRINTER TONER -OPS	86.92
✓ 1/12/2026	0000514	AMAZON	GEISLER -TABLET CASE -PT	63.96
✓ 1/14/2026	0000514	SDAO	GEISLER -02/05-02/08/2026 -SDAO CONF FEE X 2 (\$295.00), TRAINING X 1 (\$75.00) -S.S & S.B	665.00
✓ 1/15/2026	0000374	FRED MEYER	JONES -BATHROOM SUPPLIES - ED/OUTREACH	26.98
✓ 1/15/2026	0000514	SDAO	GEISLER -SDAO CONF FEE X 1 (\$295.0), TRAINING X 1 (\$75.00) REFUND -Board Member	-295.00
✓ 1/27/2026	0000374	CHEFSTORE	JONES -CANDY, SNACK BARS, COOKIES -ED/OUTREACH	147.71
✓ 1/27/2026	0000374	MICROSOFT	JONES -12/26/2025-01/27/2026 - MICROSOFT SOFTWARE SUBSCRIPT - MM	12.00
✓ 1/27/2026	0000374	SDAO	JONES -02/05-02/08/2026 -SDAO CONF FEE X 1 (\$295.00) -J.J	295.00
✓ 1/27/2026	0006572	SDAO	CARR -02/05-02/08/2026 -SDAO TRAINING -Board Member L.G	75.00
✓ 1/27/2026	0006572	SDAO	CARR -02/05-02/08/2026 -SDAO TRAINING -Board Member M.J	75.00
✓ 1/27/2026	0006572	SDAO	CARR -02/05-02/08/2026 -SDAO TRAINING -Board Member J.N	75.00
✓ 1/27/2026	0008646	AMAZON	YELTON -LED LIGHT BAR -OPS	71.56
✓ 1/27/2026	0008646	AMAZON	YELTON -GATE REMOTE -OPS	21.49
✓ 1/29/2026	0008646	COLUMBIA PACIFIC CHIROPRACTIC	YELTON -01/27/2026 VISIT (CO-PAY) - PERSONAL PURCHASE (TO BE CR)	25.00
✓ 1/30/2026	0008646	AMAZON	YELTON -DRIVER SIDE SUN VISOR - SHOP SUPPLIES	31.50
✓ 1/30/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -A&H POWDER OXI -TC/OPS	32.47
✓ 1/30/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -GRAFITI REMOVER, WIPES, DEGREASER, PAN, CONTRACTOR BAGS -OPS	211.52
✓ 1/31/2026	0000514	USPS	GEISLER -5 BKS STAMPS -PT	78.00
✓ 2/02/2026	0000514	SDAO	GEISLER -1 SDAO CONF REG, 1 TRAINING (REFUND PO #9182297) -Board Member	-370.00
✓ 2/02/2026	0000514	SDAO	GEISLER -1 SDAO CONF REG, 2 TRAINING (REFUND PO #9182297) -Board Members	-445.00
✓ 2/02/2026	0008646	AMAZON	YELTON -LED BULBS (FREIGHTLINER) - FR	91.98

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

Run: 2/12/2026 @ 2:20 PM

Page: 2

✓	2/02/2026	0008646	AMAZON	YELTON -2 12V AC-DC POWER SUPPLY CONVERTER -SHOP SUPPLIES	138.22
✓	2/05/2026	0008646	AMAZON	YELTON -DEPOSIT BAGS -OPS	17.99
			Total Unmarked Checks:	0.00	
				Total Checks:	<u>2,080.24</u>

Date	Reference	Adjustment Description	Amount
✓	1/14/2026	GC 24106	PAYMENT MADE FROM GEN CK STMT ENDING 01/07/2026
			Total Adjustments:
			<u>4,835.70</u>

Sunset Empire Transportation District

Cash Flow Projection - Updated 02/12/2026

Normal Expectation with Current Funding Issues

	Actual	Projected	Projected	Projected	Projected	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	1,914,485	1,708,540	1,472,245	1,410,572	1,406,105
Sources of funds:												
Fares	8,549	9,081	9,538	8,634	8,288	7,835	7,349	7,600	7,750	7,750	7,700	7,800
STIF Funding	168,555	213,695	-	217,929	-	-	218,444	-	-	-	218,683	-
ODOT Grant Reimbursements	-	-	308,500	578,927	224,373	-	-	-	-	257,652	-	257,652
Mass Transit Assessment	-	39,796	-	28,010	-	-	37,015	-	-	28,750	-	-
Property Taxes	11,703	6,205	4,462	158,745	1,033,122	9,243	15,984	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	12,359	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	291,151	101,325	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	255,982	233,770	233,770	233,770	233,770	233,736
Materials & Services	75,437	50,194	45,167	95,331	36,626	46,757	86,023	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	405,375	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	1,914,485	1,708,540	1,472,245	1,410,572	1,406,105	1,345,878

****Cash flow projection does not include the use of contingency funds****



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 9a Resolution 2026-02 Recreational Immunity Opt-In

Date: Feb. 26, 2026

Summary: Oregon’s recreational immunity statute, ORS 105.668, offers targeted protection against negligence claims arising from the use of trails and similar structures located within public easements or unimproved rights of way by non-motorized users. Beginning Jan. 1, [Senate Bill 179](#) expanded the authority to opt in to this immunity to all local governments, including special districts.

Local governments may opt in by adopting an ordinance, resolution, rule, order, or other regulation. The SETD Board of Commissioners voted unanimously on Jan. 22 to have the district opt in under SB 179. Staff prepared an opt-in resolution, using a [template from SDAO](#), for consideration.

Attachments:

- Resolution 2026-02

SUNSET EMPIRE TRANSPORTATION DISTRICT RESOLUTION NO. 2026-02

A RESOLUTION OPTING TO LIMIT LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF PUBLIC TRAILS OR STRUCTURES IN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS-OF-WAY PURSUANT TO ORS 105.668.

WHEREAS, Sunset Empire Transportation District, a transportation district organized under ORS 267.510, (the “District”), constructs and maintains trails and other structures, both on District-owned property and in public easements or unimproved rights-of-way, within the District’s geographic boundaries in and around Clatsop County, Oregon; and

WHEREAS, the District encourages (1) property owners to grant easements for public trail use and (2) private groups and their volunteers to construct and maintain trails and other structures in public easements or unimproved rights-of-way; and

WHEREAS, ORS 105.672 to 105.688 provides certain immunities from liability for owners of publicly or privately owned land (as well as to holders of easements on such land) who allow such land to be used, without charge, for recreational purposes; and

WHEREAS, ORS 105.668(2) provides that a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against: (1) a city with a population of 500,000 or more, (2) the officers, employees or agents of the city to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285, (3) the owner of land abutting the public easement or unimproved right-of-way in the city, or (4) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right of way; and

WHEREAS, ORS 105.668(3) allows cities with a population of less than 500,000 to opt into the trail use immunity by ordinance, resolution, rule, order or other regulation; and

WHEREAS, 2025 Oregon Laws Chapter 220, Section 1 (SB 179) amended ORS 105.668(3) to extend these opt-in rights to any “Local government,” as defined in ORS 174.116, including any transportation district organized under ORS 267.510; and

WHEREAS, the public uses the District’s trails for recreational purposes includes, but is not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, walking, running, or bicycling, nature study, outdoor educational activities, waterskiing, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project as well as for non-recreational purposes (e.g., commuting); and

WHEREAS, the District believes it is important to protect and support the activities of the District, property owners, community groups, and volunteers that make trails available for public use; and

WHEREAS, the District desires to adopt the immunity from liability provided under ORS 105.668 to further the public interest by protecting and supporting the efforts and activities of the District, property owners, and other parties who construct and maintain trails and make such trails as well as unimproved right of ways available for public use.

NOW, THEREFORE, the Board of Commissioners of the District resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2026-02 (this “**Resolution**”) are hereby adopted.

2. Limitation on Liability. Pursuant to ORS 105.668(3), the District hereby adopts the limitation on liability provided under ORS 105.668(2). Without otherwise limiting the generality of the immediately preceding sentence, a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against any of the following: (a) the District; (b) the officers, employees or agents of the District to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285; (c) the owner of land abutting the public easement or unimproved right of way in the District; or (d) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way. For purposes of this Resolution, “structures” means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on equine or on a bicycle or other nonmotorized vehicle or conveyance; “unimproved right-of-way” means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the local government with jurisdiction over the public right of way and for which the local government has not expressly accepted responsibility for maintenance.

3. Exceptions. This Resolution does not grant immunity from liability: (a) except as provided in Section 2(b), to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to personal injury or property damage; (b) for personal injury or property damage resulting from gross negligence or reckless, wanton, or intentional misconduct; or (c) for an activity for which the actor is strictly liable without regard to fault.

4. Severability; Effective Date. For purposes of this Resolution, the singular includes the plural, and the plural includes the singular; the word “or” is not exclusive, and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid,

unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution will be in full force and effect from and after its approval and adoption.

[Remainder of page blank.]

ADOPTED by the Board of Commissioners of the District on this ____ day of _____,
2026.

Kathy Kleczek, Board Chair

Attest:

David Carr, Executive Director



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 9b Astoria Urban Renewal Annual Report for FY 2024-25

Date: Feb. 26, 2026

Summary: The Astoria Development Commission has completed its Astoria Urban Renewal Annual Report for FY 2024/2025. The commission is required to share the report with all impacted taxing districts, including SETD. The report is being shared with the board for informational purposes.

Attachments:

- Astoria Urban Renewal Annual Report for FY 2024/25

ANNUAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2025

Astoria Development Commission

This report fulfills the requirements, prescribed in ORS 457.460, for the filing of an annual report detailing the financial activity of an urban renewal area established in Oregon.

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ANNUAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2025

2024/25 Astoria Development Commission

1.0 URBAN RENEWAL BACKGROUND

The Astoria Development Commission (“ADC”) administers the two Astoria urban renewal plans, the Astor-West Urban Renewal Plan (“Astor-West Plan”) and Astor-East Urban Renewal Plan (“Astor-East Plan”). The ADC is a separate legal and financial entity, governed by the members of the City of Astoria City Council.

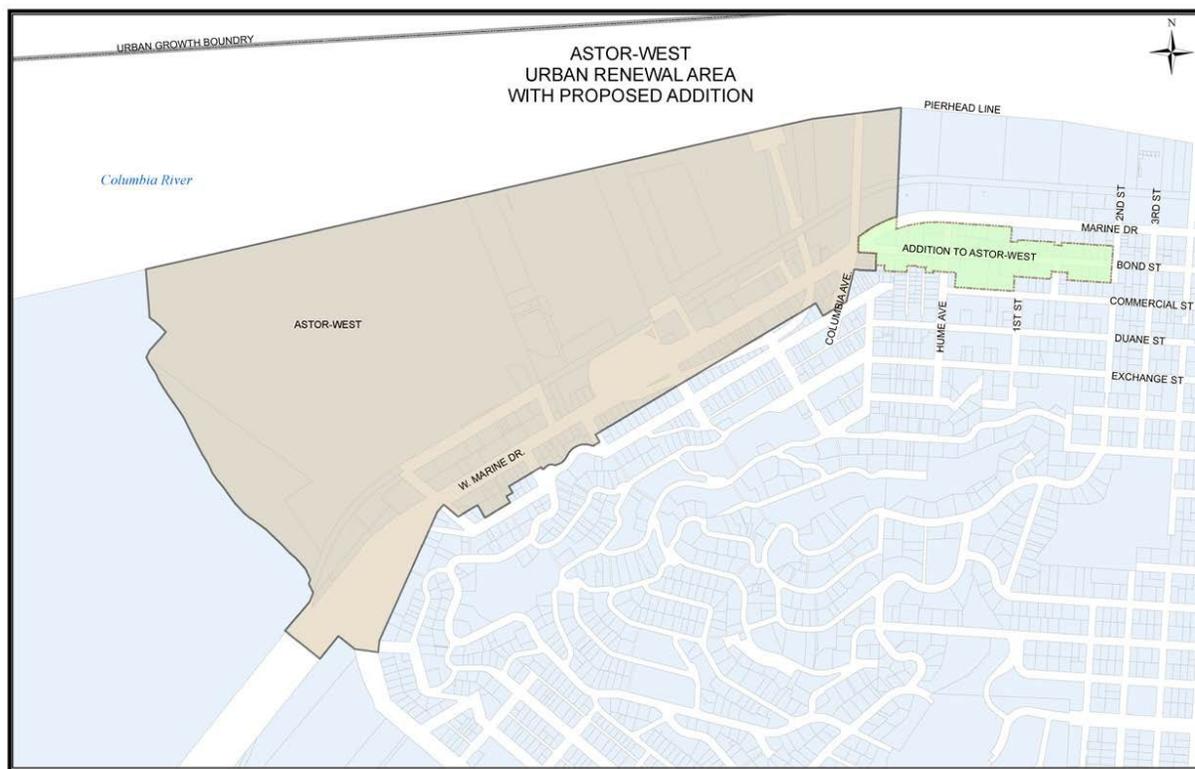
The Astor-West Plan has reached its maximum indebtedness and is no longer impacting taxing districts through division of taxes. The ADC passed a unanimous motion on April 15, 2021 to terminate tax revenue for the Astor-West Urban Renewal District. The activity remaining in this urban renewal district is from existing fund balances and program income.

The Astor-East Plan was adopted by the Astoria City Council on September 20, 1980 by Ordinance No.80-06 and approved by the ADC by Resolution 80-1. The Astor-East Plan has not reached its maximum indebtedness and is still taking division of tax revenues.

2.0 ASTOR-WEST URBAN RENEWAL DISTRICT

Goal: To accomplish its mission the ADC will develop and implement an urban renewal program known as the Astor-West Urban Renewal Plan. The primary objectives of the Plan are to improve the physical conditions, functional relationships and visual quality of the area and to eliminate blight in order to create a climate more conducive for private development of property. The Plan will assist in meeting the Community's economic development objectives through redevelopment of key sites, assisting with the construction of needed public facilities, improving transportation and utility facilities in the renewal area, rehabilitation of older and historic structures, and creating public amenities. Activities supported through the Plan will be in conformance with the Astoria Comprehensive Plan and will complement the Port of Astoria Central Waterfront Master Plan¹.

Figure 1. Astor-West Urban Renewal District Boundary



Source: Astor-West Urban Renewal Plan

The Astor-West Urban Renewal Plan can be found on ADC's website:
https://www.astoria.gov/astor_west_urban_renewal_district

¹ Astor-West Urban Renewal Plan, p 4

2.1 Financial Reporting Astor-West Fiscal Year 2024/25

In FY 2024/25, the ADC received \$375,930 from current and prior year division of taxes. The detailed revenues and expenditures are shown in Figure 2.

Figure 2. Astor-West Revenues and Expenditures FY 2024/25

Revenues	
Beginning Fund Balance	5,257,836
Grants	423,681
Interest on Investments	242,018
Miscellaneous	12,984
TOTAL:	\$5,936,519
Expenditures	
Materials & Services	96,464
Capital Outlay	594,444
Ending Fund Balance	5,245,611
TOTAL:	\$5,936,519

Source: :Astoria Development Commission Financial Statement FYE 2025 p 10

2.2 Financial Reporting Astor-West Fiscal Year 2025/26

There are no estimated tax revenues as the Astor-West District is no longer taking division of tax revenues.

The revenues and expenditures budget for FY 2025/26 are shown below in Figure 3. The revenues are from the beginning fund balance, interest on investments and a small amount of miscellaneous revenue.

Figure 3. Astor-West Revenues and Expenditures FY2025/26

Item	Adopted Budget
Beginning Fund Balance	4,804,200
Interest on Investments	157,500
Miscellaneous	10,800
TOTAL:	\$4,972,500
Expenditures	
Materials & Services	201,200
Capital Outlay	4,000,000
Contingency	250,000
Ending Fund Balance	521,300
TOTAL:	\$4,972,500

Source: Astoria Development Commission FY 2025/26 Budget, pg. 2

3.0 ASTOR-EAST URBAN RENEWAL DISTRICT

The frozen base assessed value (“Frozen Base”) of the Astor-East Urban Renewal District is \$2,949,516. The FY 2024/25 total assessed value is \$27,187,840. The excess value, or the value on which taxes are paid to the ADC in FY 2024/25 is \$24,238,324. The Astor-East Urban Renewal Plan can be found on ADC’s website:

https://www.astoria.gov/Astor_East_Urban_Renewal_District

Figure 4. Assessed Value

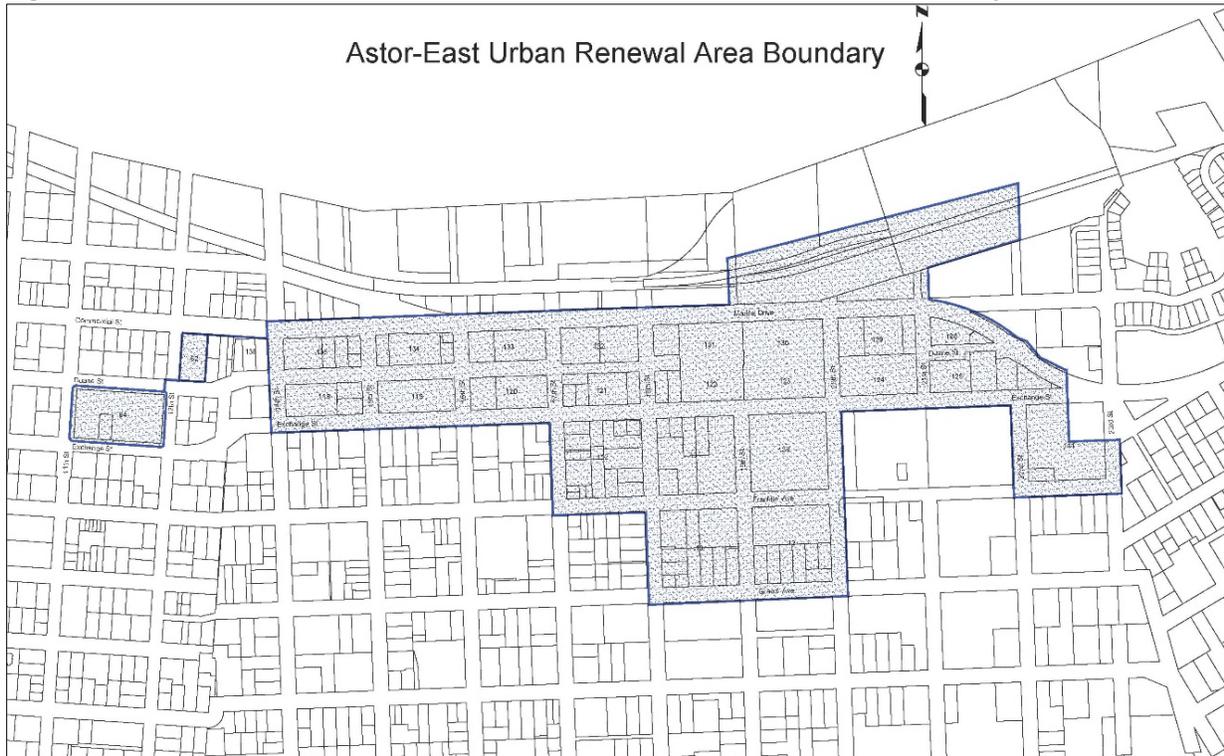
Plan Area Current Value	\$27,187,840
Frozen Value	\$2,949,516
Increment Value	\$24,238,324

Source: Clatsop County Assessor FY 2024/25 SAL Table 4e

The primary objectives of the Astor-East Plan are to improve the physical conditions, functional relationships and visual quality of the area and to eliminate blight in order to create a climate more conducive for private development, redevelopment and rehabilitation of property.

The Astor-East Urban Renewal District is shown in Figure 5.

Figure 5. Astor-East Urban Renewal District Urban Renewal District Boundary



Source: Astor-East Urban Renewal Plan

3.1 Financial Reporting Astor-East Fiscal Year 2024/25

In FY 2024/25, the ADC received \$375,930 from current and prior year division of taxes. The detailed revenues and expenditures are shown in Figure 6.

Figure 6. Astor-East Revenues and Expenditures FY 2024/25

Revenues	
Beginning Fund Balance	2,998,165
Taxes	375,930
Interest on Investments	151,392
Miscellaneous	4,435
TOTAL:	\$3,529,922
Expenditures	
Materials & Services	189,243
Capital Outlay	199,916
Ending Fund Balance	3,140,763
TOTAL:	\$3,529,922

Source: Astoria Development Commission Financial Statement FYE 2025 p 14

3.2 Impact on Taxing Districts

The revenues foregone by local taxing districts due to urban renewal in FY 2024/25 are shown in Figure 7. This information is from Clatsop County Assessor records, FY 2024/25 SAL Table 4e. No bonds or local option levies are impacted by the urban renewal area.

Urban renewal agencies do not create an additional tax. Instead, during the ADC’s lifespan, overlapping taxing districts “forego” a portion of their permanent rate. Once the urban renewal area is terminated, the taxing jurisdictions receive the full permanent rate of taxes. The School District and Education Service District are funded through the State School Fund on a per pupil allocation. There is no *direct* impact of urban renewal on their funding. The State School Fund is funded through property tax allocations, but also through other state resources.

Figure 7. Astor-East Impact on Taxing Districts FY 2024/25

Taxing District	Impact
Clatsop County	37,015
Port of Astoria	3,022
Clatsop 4H & Extension	1,187
City of Astoria	197,377
Sunset Empire Transportation	3,885
Clatsop Care Center	4,209
Astoria School District	119,354
NW Regional ESD	3,669
Clatsop Community College	18,778
TOTAL:	388,495

Source: FY 2024/25 SAL 4e from Clatsop County Assessor

3.3 Financial Reporting Astor-East Fiscal Year 2025/26

The estimated tax revenues from the FY 2025/26 adopted ADC budget are \$331,000 including current and delinquent property taxes.

The revenues and expenditures for FY 2025/26 are shown below in Figure 8.

Figure 8. Astor-East Revenues and Expenditures FY 2025/26

Revenues	
Beginning Fund Balance	2,932,012
Delinquent Das Ad Valorem Tax	6,000
Interest on Investments	101,500
Miscellaneous	200
Current Ad Valorem Tax	325,000
TOTAL:	\$3,364,712
Expenditures	
Materials & Services	202,700
Capital Outlay	2,500,000
Contingency	662,012
TOTAL:	\$3,364,712

Source: Astoria Development Commission FY 2025/26 Budget, pg. 1

4.0 MAXIMUM INDEBTEDNESS

The maximum indebtedness for the Astor-East Plan is \$17,113,718. The maximum indebtedness is the total amount of funds that can be spent on projects, programs, and administration in the urban renewal area over the life of the urban renewal plan.

The amount of indebtedness remaining for the Astor-East Plan is \$6,986,052. The ADC incurred \$389,159 of maximum indebtedness in FY 2024/25. Maximum Indebtedness is shown in Figure 9.

Figure 9. Astor-East Maximum Indebtedness Calculation

Initial MI	\$17,113,718
Used in FYE 2025	\$389,159
Available FYE 2025	\$6,986,052

Source: Astoria Development Commission



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 9c Clatsop Community College MOU

Date: Feb. 26, 2026

Summary: SETD and Clatsop Community College staff have been working on an MOU to establish a UPASS program giving CCC students access to transit.

A final draft version is attached for board review.

The original version said CCC would provide student assistance to SETD in the form of social media creation and posting, averaging about two to three hours per week when school is in session. This was changed to reflect that the support will be indirect and department based, rather than individual student based, so students aren't considered SETD employees.

Edits also were made to clarify the relationship between CCC and SETD, and insurance and indemnity language was modified.

Attachments:

- Clatsop Community College MOU

Memorandum of Understanding (MOU)

Between
Sunset Empire Transportation District (SETD)
and
Clatsop Community College (CCC)

I. Purpose

This Memorandum of Understanding (MOU) establishes the terms between the Sunset Empire Transportation District (SETD) and Clatsop Community College (CCC) (collectively the "Parties" and each a "Party") governing this Agreement to provide fare-free public transit access for CCC students, faculty, and staff. It outlines the mutual benefits, commitments, and responsibilities of both parties.

II. Benefits for CCC

- All CCC students, faculty, and staff shall have fare-free access to SETD transit and paratransit services with presentation of a valid CCC identification card.
 - SETD will provide information about its services at the beginning of each school year during new student orientation and/or at CCC's benefits fair.
 - Additional information and resources regarding SETD services will be provided upon request.
-

III. CCC Support for SETD

CCC shall provide the following support to SETD during the term of this Memorandum of Understanding:

- **Facility Access**
CCC shall make available conference rooms or other public-use spaces for SETD-related activities up to three (3) times per calendar year, subject to availability and CCC's standard facility use policies.
- **Marketing and Communications Support**
CCC shall collaborate with SETD staff to develop and disseminate social media and other promotional content. CCC shall also encourage its departments and students to participate in the creation and distribution of content that supports SETD programs and promotes public transit usage.

- **Orientation and Outreach Activities**
CCC shall invite SETD staff to participate in CCC-hosted campus orientation at the beginning of the school year and other outreach events for the purpose of distributing transit-related materials, including but not limited to schedules, maps, and promotional materials encouraging students to utilize public transit services.
 - **Paratransit Coordination**
CCC shall coordinate with the SETD Mobility Management team to promote awareness of paratransit services and to support access to such services for students with disabilities.
-

IV. Duration

- This Agreement shall begin on **January 1, 2026**, and remain in effect for one (1) year.
 - The Agreement will automatically renew annually unless either party requests changes.
 - Both parties will review the Agreement at least sixty (60) days prior to renewal.
-

V. Other Provisions

- SETD and CCC are independent entities. Nothing in this Agreement shall be deemed to create a joint venture, partnership, joint employer, or other type of relationship. Neither Party shall have the right to direct the activities of the other Party or its employees, agents, students, or members. Neither Party shall have authority to represent or bind the other Party except as expressly authorized in writing.
 - This Agreement involves no direct financial exchange. Each Party shall be solely responsible for its costs and expenses associated with this Agreement.
 - Either party may terminate this Agreement with sixty (60) days' written notice.
-

VI. Merger Clause

This document constitutes the entire Agreement between SETD and CCC. No waiver, consent, modification, or change of terms shall be binding unless made in writing and signed by both parties. Such modifications shall be effective only for the specific instance and purpose stated. There are no oral or written understandings or representations not specified herein. By signing below, each party acknowledges that it has read, understood, and agrees to be bound by this Agreement's terms and conditions.

VII. Insurance and Indemnity

- **CCC Indemnification:** CCC shall defend, indemnify, and hold harmless SETD, its officers, employees, and agents from any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only to the extent such liability, loss, expense, or claims result from the negligent acts or omissions of CCC, its officers, agents, or employees. CCC shall maintain appropriate insurance at its own expense during the term of this Agreement, including:
 - Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
 - Workers' Compensation insurance as required by Oregon law.

Such insurance shall designate SETD as an additional named insured and shall provide proof of insurance upon request by SETD.

- **SETD Indemnification:** SETD shall defend, indemnify, and hold harmless CCC, its officers, employees, and agents from any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only to the extent such liability, loss, expense, or claims result from the negligent acts or omissions of SETD, its officers, agents, or employees. SETD shall maintain appropriate insurance at its own expense during the term of this Agreement, including:
 - Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
 - Workers' Compensation insurance as required by Oregon law.

Such insurance shall designate CCC as an additional named insured and shall provide proof of insurance upon request by CCC.

VIII. Compliance and Severability

Both parties shall comply with all applicable Federal, State, and Local laws and ordinances in connection with this Agreement. If any term or provision of this Agreement is declared invalid or illegal by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect, and the rights and obligations of the parties shall be construed as if the invalid provision had not been included.

IX. Termination and Duration

- This Agreement may be terminated by mutual consent of both parties or by either party upon sixty (60) days' written notice delivered by certified mail or in person.

- Both parties agree to make a good faith effort to avoid termination mid-quarter or at a time that would negatively impact either party.
 - Upon signature by authorized representatives of both parties, this Agreement shall be effective from **January 1, 2026**, through **December 31, 2026 and thereafter automatically renew per section IV of this agreement**, unless modified, terminated, or extended by mutual agreement.
 - This Agreement shall automatically renew annually unless cancelled by either party with at least sixty (60) days' prior written notice before the end of the contract term.
-

Signatures

For Sunset Empire Transportation District (SETD)

Name: _____

Title: _____

Date: _____

For Clatsop Community College (CCC)

Name: _____

Title: _____

Date: _____



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 9d Microtransit Pilot Program Review

Date: Feb. 26, 2026

Summary: The microtransit pilot program launched in 2025, serving Seaside and Cannon Beach within the Route 20 service area. It provided complimentary rides, removing cost barriers for all users.

Attachments:

- Program review presentation

Sunset Empire Transportation District Microtransit Pilot Program Review



**SUNSET EMPIRE
TRANSPORTATION DISTRICT**

Exploring innovative, on-demand transportation solutions for Clatsop County's coastal communities



2/27/26

Jason Jones
Jennifer Geisler

Mobility Manager
Chief Operations Officer.



The Future of Transit: On-Demand Microtransit Arrives

Service Launch
Launched in 2025, serving Seaside and Cannon Beach within Route 20 service area

Free Access
Complimentary rides offered throughout 2025, removing cost barriers for all riders

Flexible Model
Pioneering demand-responsive transit that adapts to real-time community needs

"I think eventually transit will become this." — **David Carr, SETD Executive Director**

Funding the Innovation

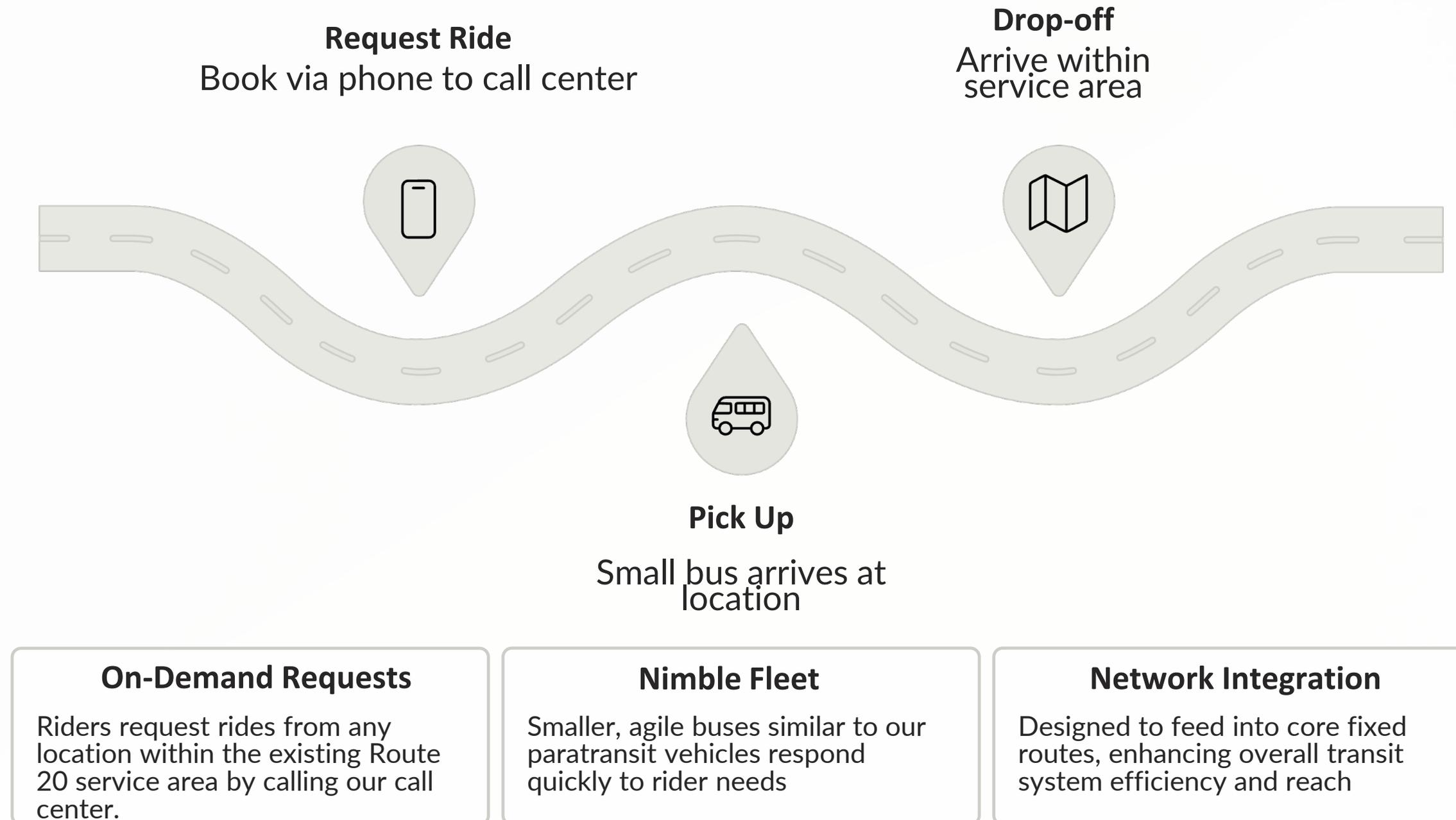
Providence Health Services provided the funding opportunity and allowed us to lead the charge into the future of public transportation.

- **\$50,000 grant** from Providence Health Services secured December 2024
- Funding covered complete pilot operations through 2025
- In the future, we will actively explore new partnerships to extend and expand service beyond pilot phase
- Program currently has ended and we are studying data to demonstrate value for future sustainability



How SETD's Microtransit Pilot Worked

A seamless, technology-driven approach to community transportation that puts riders in control



Real Impact on Riders' Lives

Life-Changing Access

Jason Jones, Mobility Manager, reports riders expressing profound gratitude for newfound independence and essential access.

Complements Fixed Routes

Microtransit boosts flexibility, efficiency, coverage, and equitable access. The pilot showed demand-responsive service effectively complements fixed routes in underserved areas.

Scheduling options

Booking a Microtransit ride makes it easier for the rider to meet their daily scheduling needs. Last-minute ride requests are easier when needed.

✓ Critical Healthcare

Reliable transportation to dialysis treatments, specialist appointments, and routine medical care

✓ Daily Necessities

Expanded access to grocery stores, pharmacies, and essential errands previously out of reach

✓ Social Connection

Visits to family, friends, and community activities that strengthen social bonds and reduce isolation

Microtransit fills critical gaps in traditional transit coverage, serving areas and schedules that fixed routes cannot efficiently reach.



255

total trips
provided



26

unique
riders



Program Facts



\$52
per ride

3-5

Minutes
average call
time



\$52 per ride

Operational Flexibility & Fleet Utility

Smart resource allocation maximizes service delivery across multiple transportation needs

Multi-Application Design

Smaller buses enable flexible deployment across various service models



Rapid Response

Agile vehicles adapt quickly to shifting demand patterns and community needs



Maximized Utility

Dynamic fleet management optimizes asset usage throughout the day

Our versatile fleet supports both ADA paratransit requirements and general public microtransit service, expanding access without requiring separate vehicle investments.

Early Successes & Community Reception

Enhanced Mobility



Reduced Car Dependency



Community Embrace



Riders report significantly improved independence and ability to manage daily activities

Pilot demonstrates potential to decrease private vehicle reliance in Clatsop County

Strong positive feedback encourages adoption of this innovative transit model

“Being able to get to work on time was very important.” - Eric



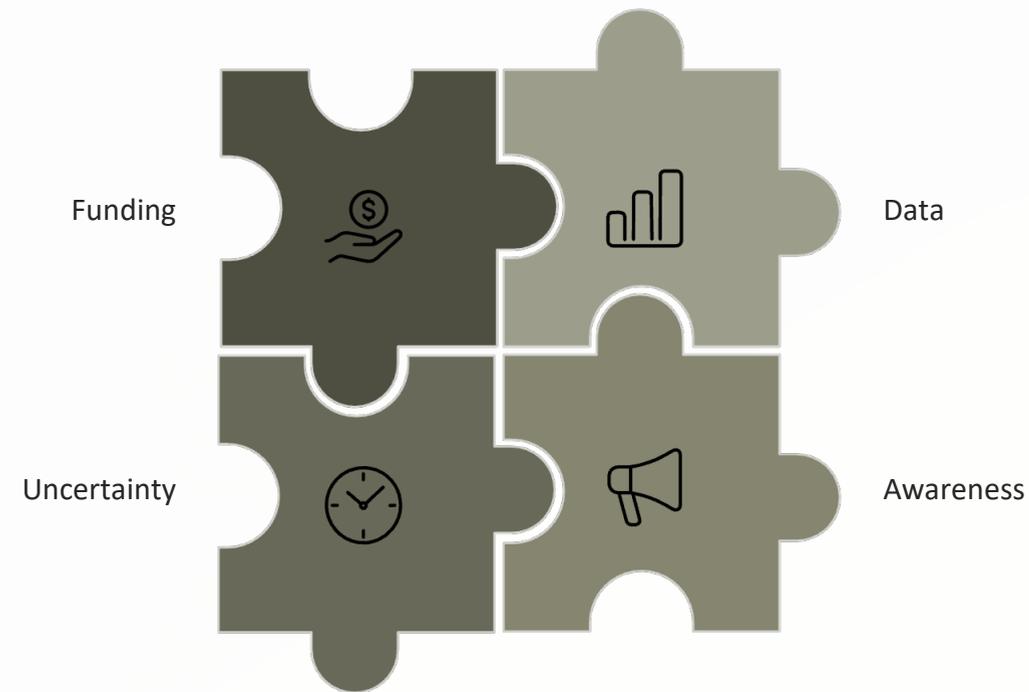
“Booking rides last-minute helped me manage my schedule better and not have to depend on my family as much” - James

Toby was able to explore the area without needing to depend on Travel Training - Toby

Limited-Time Opportunity: Free rides were available through 2025—community members were encouraged to experience and support this new model while it was accessible to all.

Challenges & Lessons Learned

Early insights guide strategic planning for sustainable program development



Funding Sustainability

Uncertainty beyond 2025 requires securing new partnerships or developing alternative funding strategies

Awareness Gap

Building community awareness and increasing ridership numbers critical to demonstrating program value and justifying continuation

Data Collection

Ongoing gathering of operational metrics to optimize route efficiency, service hours, and resource allocation

Vision for the Future of Transit in Clatsop County

Building a comprehensive, rider-centered transportation ecosystem that serves evolving community needs



Feeder System Integration

Microtransit will connect riders to a core fixed route such as the RT 101, creating a seamless multi-modal network aligned with nationwide transit evolution



Strategic Expansion

Potential to broaden service area coverage, extend operating hours, and grow vehicle fleet with sustained funding support



Long-Term Commitment

SETD dedicated to mapping the journey toward a flexible, responsive transit system that prioritizes rider needs and accessibility





Conclusion: A New Chapter in Local Transit

Sunset Empire’s Microtransit Pilot is the first step toward a thriving, fully realized system that delivers convenient, inclusive transportation—putting people first and building a more connected, equitable community.

Innovation in Action

Progressive approach to solving last-mile connectivity challenges

Proven Promise

Early results demonstrate meaningful improvements in quality of life and transit equity

Community-Powered

Success depends on active participation and support from residents

It is our hope...

We encourage the board to support the potential use of microtransit services to help shape the future of accessible transportation in our community. Your support and participation in bringing this great program to life is appreciated.



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 9e Budget Committee Vacancies

Date: Feb. 26, 2026

Summary: Three citizen members of last year's Budget Committee have agreed to continue serving: Karen Deeter, John Lansing and Lauren Wilson. All three appear to be one year into three-year terms, per district records. The Budget Committee has four vacancies for citizen members. A copy of the public announcement used to recruit Budget Committee members last year is attached for information.

Attachments:

- Budget Committee recruitment announcement



Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon 97103

April 4, 2025

VOLUNTEERS NEEDED FOR SETD BUDGET COMMITTEE

The Sunset Empire Transportation District Board of Commissioners is seeking volunteers from Clatsop County who are registered voters and would like to serve on the District Budget Committee. The Budget Committee is comprised of 7 District Board Members and 7 Community Members who are appointed by the Board of Commissioners and serve a 3-year term. There are currently 3 Community Member positions open on the SETD budget committee for Fiscal Year 2026. Budget Committee meetings are held up to 3 times a year.

Those interested in serving on the SETD Budget Committee are asked to submit a letter of interest which can be emailed to debbieb@ridethebus.org, dropped off at the Astoria Transit Center, 900 Marine Drive or mailed to Sunset Empire Transportation District, 900 Marine Drive, Astoria, OR 97103.

Please submit letters of interest by April 22, 2025.

For more information, please contact Interim Executive Director Debbie Boothe-Schmidt at 503-861-5399 or email at debbieb@ridethebus.org

SE NECESITAN VOLUNTARIOS PARA EL COMITÉ DE PRESUPUESTO DEL SETD

La Junta de Comisionados del Distrito de Transporte de Sunset Empire está buscando voluntarios del Condado de Clatsop que sean votantes registrados y les gustaría servir en el Comité de Presupuesto del Distrito. El Comité de Presupuesto está compuesto por 7 miembros de la Junta de Distrito y 7 miembros de la comunidad que son nombrados por la Junta de Comisionados y sirven por un período de 3 años. Actualmente hay 3 puestos de miembros de la comunidad abiertos en el comité de presupuesto de SETD para el año fiscal 2026. Las reuniones del Comité de Presupuesto se llevan a cabo hasta 3 veces al año.

A los interesados en formar parte del Comité de Presupuesto de SETD se les pide que presenten una carta de interés que puede enviarse por correo electrónico a debbieb@ridethebus.org, dejarla en el Centro de Tránsito de Astoria, 900 Marine Drive o enviarla por correo al Distrito de Transporte de Sunset Empire, 900 Marine Drive, Astoria, OR 97103.

Envíe las cartas de interés antes del 22 de abril de 2025.

Para obtener más información, comuníquese con la directora ejecutiva interina Debbie Boothe-Schmidt al 503-861-5399 o envíe un correo electrónico a debbieb@ridethebus.org



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 10a Appointment of a Budget Officer

Date: Feb. 26, 2026

Summary: A budget officer must be appointed to prepare or supervise preparation of the district's annual budget, per [ORS 294.331](#). In the past, Financial Officer Kelly Smith has served as the district's budget officer.

Attachments:

- None



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 10b Legislative Advocacy Policy/Resolution Discussion

Date: Feb. 26, 2026

Summary: At times, legislative issues arise that require SETD to respond quickly to advocate for its interests. SETD doesn't appear to have a resolution on file that gives the board chair or a designee authority to sign legislative position letters without a full board vote.

SDAO has a sample legislative advocacy policy/resolution that gives the board chair or a designee authority to take positions that align with established board advocacy goals and priorities.

Attachments:

- Sample legislative advocacy policy/resolution from SDAO

POLICY OR RESOLUTION TITLE: Legislative Advocacy Policy

POLICY OR RESOLUTION NUMBER: []

Purpose

The purpose of the policy is to guide [DISTRICT] officials and staff in considering legislative or regulatory proposals that are likely to have an impact on [DISTRICT], and to allow for a timely response to important legislative issues.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to [DISTRICT] staff and Board of Commissioners with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Commissioners. The Legislative Advocacy Procedures and Advocacy Priorities will provide the [DISTRICT] General Manager, Board President, or other designee, discretion to advocate in [DISTRICT]’s best interests in a manner consistent with the goals and priorities adopted by the Board of Commissioners.

Policy Principles

This policy provides [DISTRICT]’s General Manager, Board President, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Commissioners to set Advocacy Priorities to provide policy guidance. The Board of Commissioners shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the [DISTRICT], the matter shall be brought before the Board of Commissioners for formal direction from the Board of Commissioners.

Generally, the [DISTRICT] will not address matters that are not pertinent to the district’s local government services, such as social issues or international relations issues.

Legislative Advocacy Procedures

It is the policy of [DISTRICT] to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Commissioners. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the [DISTRICT].

Monitoring legislation is a shared function of the Board of Commissioners and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager, Board President or other designee shall review requests that the [DISTRICT] take a position on legislative issues to determine if the legislation aligns with the district's current approved Advocacy Priorities.
2. The General Manager, Board President or other designee will conduct a review of positions and analysis completed by the Special Districts Association of Oregon and other local government associations when formulating positions.

If the matter aligns with the approved priorities, [DISTRICT] response shall be supplied in the form of correspondence to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager, Board President, or designee.

3. All draft legislative position correspondence initiated by the General Manager, Board President or designee shall state whether the district is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action.
 - a. Support – legislation in this area advances the district's goals and priorities.
 - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district's goals and priorities.
4. The General Manager or Board President may also provide correspondence of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation.
5. When correspondence is sent to a state or federal legislative body, the appropriate federal or state legislators representing the [DISTRICT] shall be included as a copy or "cc" on the correspondence. The appropriate contacts at the Special Districts Association of Oregon and other local government associations, if applicable, shall be included as a cc on legislative correspondence.
6. A position may be adopted by the General Manager, Board President or designee if any of the following criteria is met:
 - a. The position is consistent with the adopted Advocacy Priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the Special Districts Association of Oregon; or
 - c. The position is approved by a committee created by the Board of Commissioners.
7. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Commissioners at the next regularly scheduled Board Meeting. When appropriate, the General Manager, Board President or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Commissioners.

Advocacy Priorities

Revenue, Finances, and Taxation

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts.

Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs.

Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits-all approaches.

Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining district control over local government jurisdictional reorganizations and/or consolidations.

Oppose legislation that weakens the liability protections of special districts and their public officials granted under the Oregon Tort Claims Act or similar federal legislation.

Human Resources and Personnel

Promote policies related to hiring, management, benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local

resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet Oregon’s changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

[Add Additional Priorities Relevant to Your District]



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 10c Declaration of Surplus Buses and Reclassification of Fleet Asset

Date: Feb. 26, 2026

Summary: SETD has three buses that have exceeded their life expectancy, are no longer functional and are out of service.

Staff recommend declaring the three buses as surplus and authorizing them to be sold or scrapped. Staff also recommend reclassifying Van 22 as an administrative (equipment) vehicle.

The three buses recommended to be declared surplus are:

Bus #	Year	Make/model	Mileage	VIN
15	2002	Ford Starcraft	350,082	1FDWE35F62HA04693
78	2003	Bluebird Transit	424,711	1BAGHBXAX3F215933
92	2015	Freightliner	396186	1FVACWDUXFHGD6983

The van recommended to be reclassified is:

Van #	Year	Make/model	Mileage	VIN
22	2009	Ford Van	157,923	1FTNE14L49DA85514

Attachments:

- None



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 10d RVHT Grant Application

Date: Feb. 26, 2026

Summary: SETD has applied for a grant through the Rural Veterans Healthcare Transportation Grant Program.

If awarded, the grant would provide SETD with funding for a new microtransit project serving veterans throughout Clatsop County, modeled after the district's successful microtransit pilot project in Seaside.

The grant application was due Feb. 18, 2026. The application has been submitted, but it can be withdrawn if the board has concerns.

The grant application is attached for board review.

As part of the discussion, Executive Director Carr would like to clarify board expectations moving forward for pursuing grants and additional funding opportunities.

Attachments:

- RVHT grant application
- RVHT cost estimate work sheet (grant attachment 1)
- Letter of support from Rep. Javadi (grant attachment 2)
- Letter of support from the Astoria Warrenton Chamber of Commerce (grant attachment 3)
- Letter of support from Warrenton Mayor Balensifer (grant attachment 4)
- Letter of support from the Clatsop County Board of Commissioners (grant attachment 5)

- Letter of support from Cannon Beach Mayor Knop and the city council (grant attachment 6)

Rural Veterans Healthcare Transportation Program Application 2025 - 2027

Submissions are due by Tuesday, February 17, 2026 at 11:59 PM Pacific Time.

Thank you for your interest in the Rural Veterans Healthcare Transportation grant program!

This application closes on Wednesday, February 18 at 11:59 p.m.

NOTE: Please read the entire [RVHT 25-27 Program Guidance](#) document before you begin AND carefully read all instructions in this application as you fill it out. Answering all questions is important and will help the project selection committee evaluate the applications. For scored questions, read the additional info below the text box to see what the selection committee will be looking for in our scoring.

For any questions about this application, please contact Hope Estes at Hope.Estes@odot.oregon.gov or reach out to your [Regional Transit Coordinator](#). Please note that Hope is out of the office Feb. 9-16 and will have an alternate contact in her out of office reply.

A. Applicant Information

Applicant Agency

Sunset Empire Transportation District

Name of Application Contact

Jason Jones

Email of Application Contact

jason@ridethebus.org

ODOT Region and Regional Transit Coordinator

2A - Arla Miller

B. Project Proposal

In the fields below, please enter:

1. The RVHT investment you're seeking for the 2025-27 biennium (ending June 30, 2027). Minimum and maximum requests may help project selection committee make decisions if we receive applications totaling more than the available amount for the biennium.

The minimum request is at \$10,000. There is no maximum request.

Please use the minimum and maximum requests you used in your earlier Letter of Interest. **If the requested minimum or maximum are different than your Letter of Interest from November 2025, please explain in the field provided. The project team may also reach out for clarification.**

RVHT does *not* require local match.

1. Request (if funded in full):

\$50,000.00

2. Minimum request:

\$25,000.00

Are the minimum or maximum request above different than your Letter of Interest?

No

Local Match or Other Non-RVHT Funds

\$10,000.00

Local Match or Other Funding Explained

The \$10,000 local match for this grant application is provided from the remaining funds of the Providence Health & Services (also referred to as Providence Health Services) Microtransit Pilot Project.

Project @ Full Request

\$60,000.00

Project @ Minimum Request

\$35,000.00

Proposed project is primarily intended to provide:

Mobility Management

Will you be engaging a contractor or subconsultant to deliver some or all of the proposed elements of this project?

Yes

Approximate percentage of funding to be spent on contracting/consulting services.

28

Name of contractor or subconsultant

TBD

Project Title

Patriot Pathways: Clearing the Path to Keep Veterans Moving

Project Description (5 points possible)

SETD would extend its Micro Transit Pilot Program—launched in 2025 with Providence Health funding—to prioritize veterans county-wide. The Patriot Pathways (Microtransit) program would utilize a seasoned, skilled call center to book rides and use accessible small buses for curb-to-curb, on-demand rides within the Route 20 zone (Seaside/Cannon Beach), Route 15 (Warrenton/Hammond), and the Route 10 (Astoria). Veterans book free rides to local clinics, pharmacies, behavioral health providers, Columbia Memorial Hospital, or wellness services (e.g., dialysis, therapy, nutrition support). The Patriot Pathways (Microtransit) program would allow access to more than just medical services. In an effort to create a total healthy outcome for our Veterans, the Patriot Pathways program would allow for co-mingled trips to other life or community activities. In one trip, a Veteran could access healthcare, visit their local American Legion and then shop for groceries before going home.

We will address out-of-area needs with dedicated trips to the Portland VA Medical Center or regional facilities two days per week (Tuesdays and Thursdays). Door-to-door or hub-based service in accessible vehicles that ensures reliable, scheduled rides for specialist care, with wait-return options or coordinated drop-offs.

This expansion coordinates with NW Oregon Transit Alliance, ODVA (Oregon Department of Veterans Affairs), local VSOs (Veteran Service Officers), and Rural Transportation programs. Veterans ride free; we verify eligibility via ORS 408.225 and track rides separately for reimbursement.

Project Need (5 points possible)

Through the Patriot Pathways microtransit option, SETD aims to deliver free, on-demand rides specifically tailored to Veterans' needs for healthcare appointments, as well as essential community activities that support their overall well-being. This flexible, curb-to-curb service directly addresses key barriers our local Veterans face, including:

Long distances to fixed bus stops and shelters

Inflexible fixed-route schedules that often fail to align with medical appointment times or Veterans' daily needs

Mobility challenges, particularly for older Veterans or those with disabilities

Many Veterans in our community rely on uneven, unfinished pathways filled with loose gravel, roots, or debris—conditions that make traditional fixed-route access difficult or unsafe, especially for those using wheelchairs, walkers, or other mobility aids.

By implementing Patriot Pathways through our existing Micro Transit Pilot Program, SETD will provide a more responsive, accessible, and dignified transportation solution. This initiative will empower Veterans to attend VA-authorized healthcare visits reliably and without cost, while also enabling greater participation in community resources that promote physical health, mental wellness, social connection, and independence. Ultimately, Patriot Pathways will create healthier, more equitable outcomes for Clatsop County's Veterans by removing transportation obstacles and ensuring they can fully access the earned benefits and supportive services they deserve in our rural coastal communities. SETD is committed to partnering with Veterans' organizations and stakeholders to make this vital program a reality.

Project Readiness (5 points possible)

Patriot Pathways (Microtransit) Implementation Plan: The program expands upon the SETD Microtransit Pilot (launched 2025 with Providence Health funding, initially Seaside/Cannon Beach) in Clatsop County. It uses on-demand, curbside service with accessible small buses/vans, booked via call center, free for eligible veterans. Rides are flexible/shared, integrating with fixed routes. ****1. Launch & Veteran Focus**** - Verify eligibility per ORS 408.225 (DD-214, VA ID, etc.) during registration; maintain secure database and separate tracking. - Use existing SETD call center (503-861-7433, option #2) for phone bookings—no app needed initially. Riders specify locations, times, and purpose (healthcare prioritized). - Deploy ADA-compliant small buses/vans for curbside shared rides. ****2. Zones & Local Service**** - Zones align with SETD routes: Route 20 (Seaside/Cannon Beach), Route 15 (Warrenton/Hammond), Route 10 (Astoria). - Within-zone: On-demand curbside rides. - Purposes: Prioritize healthcare (clinics, pharmacies, behavioral health, Columbia Memorial Hospital, dialysis, therapy, nutrition). Allow co-mingled trips (e.g., clinic → American Legion → groceries → home) for holistic wellness; up to 25% non-healthcare community rides. ****3. Out-of-Area Service**** - Dedicated door-to-door or hub-based trips ****Tuesdays & Thursdays**** to Portland VA or regional facilities. - Accessible vehicles with reliable scheduling; include wait-return or coordinated drop-offs/pickups. Require 24–48 hour advance booking. ****4. Partnerships**** - Coordinate with NW Oregon Transit Alliance, ODVA, local VSOs, and Rural Transportation programs for integration, promotion, and funding support. - Outreach via veteran networks, American Legion, clinics, and events. ****5. Funding & Operations**** - Grants (e.g., RVHT, ODVA) fund operations, drivers, fuel, maintenance, and call center upgrades (scheduling tools, veteran training). - Track veteran rides separately for reimbursement. - Scale using existing pilot infrastructure (call center, vehicles, dispatch) to minimize costs; expand based on demand. ****6. 24-Month Outcomes & Evaluation**** - Targets: 400 one-way trips (~350 local, ~25 out-of-area); 25–75 unique veterans served. - ≥75% rides to healthcare; up to 25% other needs. - Measure via pre/post surveys (access, satisfaction, health impact), ride data (volume, on-time, missed appointments), and RVHT alignment: innovation (flexible microtransit), coordination (fixed routes/partners), measurable results. This approach prioritizes veterans in current zones, and scales sustainably with grants and partnerships for reliable, no-cost transportation. This project depends totally on this funding and the match. If the actual costs project to exceed the budget, we will scale down the service to stay within the contracted budgeted amount. We did receive RVHT funding before and achieved our estimated outcomes.

Outreach and Mobility Management (5 points possible, only scored for projects that selected Mobility Management as the primary project type.)

*While all veterans' projects should feature an outreach component, it's understood that **not all will explicitly offer Mobility Management**. If you selected Mobility Management as the project type, the following fields are mandatory and will count toward the points awarded by the project selection committee.*

In addition to describing your outreach efforts, please estimate how many events your project will conduct

and the number of veterans that will be contacted and informed about your proposed service.

Scored Answer Set (ONLY scored for projects that selected Mobility Management as the primary project type)

Outreach and Education

Goal

Reach 25–75 unique veterans in the first 14 months by building awareness, answering questions, and enrolling riders in the new free microtransit service. Focus on in-person, low-pressure interactions at trusted veteran spaces.

Planning Approach

Partner monthly with Clatsop County Veteran Services Office (VSO), American Legion Posts (12-Astoria, 99-Seaside, 168-Cannon Beach), VFW Post 10580 (Warrenton), and ODVA.

Prepare simple materials: one-page flyers, ride-request cards, eligibility checklists, and a sign-up tablet for the call center.

Staff every event with 2 Mobility staff + 1 veteran driver when possible.

Offer mini “demo rides” at larger events and collect contact info for follow-up calls.

Track outreach: number of veterans spoken to, sign-ups started, and materials distributed.

Budget: \$4,500-\$10,000 (booth fees, printed materials, giveaways like water bottles with program logo and radio advertising).

2026 Event Calendar – 10 Targeted Outreach Events

1. Free Veterans Breakfast at Lum's Auto.
2. Free Veterans Breakfast in Warrenton.
3. Memorial Day weekend.
4. Clatsop County Fair.
5. Set up at local American Legions
6. Annual Military Veterans Convention.
7. Quarterly Veterans transportation round table with the Mobility Manager.

Outreach Events

12

Veterans Contacted and Informed about RVHT services

300

Veterans Receiving Mobility Management Support

30

Veteran Outcomes (5 points possible, scores based on the project metrics calculated from your maximum request)

Please estimate the outcomes of the proposed project for veterans **based on the assumption that you receive the maximum requested amount**. For consistency across all applications, please estimate **only** the rides/miles/hours that would be funded from the requested RVHT funds (not other sources).

Scored Answer Set

Veteran Rides

400

Veteran Service Miles

4,000

Veteran Service Hours

500

Please describe how you estimated these outcomes

These estimates were roughly modeled after our microtransit pilot project. See attached spreadsheet

C. Project Metrics Summary

Project Metrics if Funded at Maximum Request

This section is auto-calculated from the information you provided earlier in the application. Keep in mind that these calculations include what would be funded with RVHT funds only, though ODOT may consider other funding sources in our evaluation.

Total Project \$50,000.00	Local Match 20.00%		
Cost Per Ride \$125.00	Cost Per Hour \$100.00	Cost Per Mile \$12.50	
Cost Per Event \$4,166.67	Cost Per Veteran Contacted \$166.67	Cost Per Mobility Management \$1,666.67	

Project Metrics if Funded at Minimum Request

This section is auto-calculated from the information you provided earlier in the application.

Total Project \$25,000.00	Local Match 40.00%		
Cost Per Ride \$62.50	Cost Per Hour \$50.00	Cost Per Mile \$6.25	
Cost Per Event \$2,083.33	Cost Per Veteran Contacted \$83.33	Cost Per Mobility Management \$833.33	

Additional Supporting Documents (Optional)

SETD ODOT Patriot Pathways.pdf

Patriots LOS.pdf

Letter of Support – ODOT Rural Veterans Healthcare Transportation Grant.pdf

CLATSOP - ODOT - SETD Veterans.pdf

260212_Sunset Transit Letter of Support.pdf

RVHT Grant Cost Estimate Work Sheet 2026.xlsx

Agreement to Reporting Requirements

Yes

The person signing this form must have the legal authority to submit this application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

Signature

Name
David Carr

David Carr

RVHT cost estimate work sheet

RVHT				
Labor	Mobility	12	\$75.00	\$900.00
Labor	Support	2	\$55.00	\$110.00
Labor	Admin	2	\$75.00	\$150.00
Transportation	Vehicle	1	\$50.00	\$50.00
Advertising	Various	1	\$250.00	\$250.00
Tabling items	Various	1	\$250.00	\$250.00
Events		12		\$1,710.00

\$20,520.00

RVHT Rides				
MT Rides		350	\$65.00	\$22,750.00
Out of area		50	\$350.00	\$17,500.00
				\$40,250.00

\$60,770.00



HOUSE OF REPRESENTATIVES

February 15, 2026

Oregon Department of Transportation
Public Transportation Division
Attn: Rural Veterans Healthcare Transportation Grant Program
555 13th Street NE, Suite 2
Salem, OR 97301

Subject: Letter of Support – Patriot Pathways: Clearing the Path to Keep Veterans Moving

Dear RVHT Selection Committee,

As a State Representative for Oregon House District 32 which includes Clatsop County, I am writing to express strong support for Sunset Empire Transportation District's application to the 2025–2027 Rural Veterans Healthcare Transportation (RVHT) Grant Program for the Patriot Pathways initiative.

Clatsop County is a geographically large, predominantly rural community with a significant veteran population. Reliable transportation remains one of the most persistent barriers to accessing healthcare—particularly specialty care located outside our immediate region. Many of our veterans face mobility challenges, limited fixed-route transit options, and long distances between services.

The Patriot Pathways program offers a thoughtful and efficient solution by expanding SETD's Micro Transit Pilot Program to provide free, demand-response transportation for veterans. This includes access to local healthcare providers, pharmacies, behavioral health services, and essential community resources, as well as dedicated trips to the Portland VA Medical Center. By leveraging existing transit infrastructure and coordinating with regional partners, SETD is demonstrating responsible stewardship of public resources while addressing a critical community need.



HOUSE OF REPRESENTATIVES

Improving transportation access is directly tied to better health outcomes, increased independence, and stronger community engagement for our veterans. This project aligns with our local commitment to supporting those who have served and ensuring equitable access to essential services in rural Oregon.

I fully support this proposal and respectfully urge the committee to fund the Patriot Pathways program. Thank you for your continued investment in Oregon's rural veterans.

Sincerely,

A handwritten signature in black ink that reads "Cyrus Javadi".

Representative Cyrus Javadi
State of Oregon House of Representatives



**ASTORIA
WARRENTON**
The Spirit of the Columbia

Oregon Department of Transportation
Public Transportation Division
Attn: Rural Veterans Healthcare Transportation Grant Program
555 13th Street NE, Suite 2
Salem, OR 97301

February 12, 2026

Subject: Letter of Support – Patriot Pathways: Clearing the Path to Keep Veterans Moving

Dear RVHT Selection Committee,

The Astoria-Warrenton Area Chamber of Commerce consists of some 600 local businesses, individuals and organizations. We recognize the acute need for transportation options, particularly among our large veteran population. We strongly support for Sunset Empire Transportation District’s application to the 2025–2027 Rural Veterans Healthcare Transportation (RVHT) Grant Program for the Patriot Pathways initiative.

Clatsop County is a geographically large, predominantly rural community with a significant veteran population. Reliable transportation remains one of the most persistent barriers to accessing healthcare—particularly specialty care located outside our immediate region. Many of our veterans face mobility challenges, limited fixed-route transit options, and long distances between services.

The Patriot Pathways program offers a thoughtful and efficient solution by expanding SETD’s Micro Transit Pilot Program to provide free, demand-response transportation for veterans. This includes access to local healthcare providers, pharmacies, behavioral health services, essential community resources, and dedicated trips to the Portland VA Medical Center. By leveraging existing transit infrastructure and coordinating with regional partners, SETD is demonstrating responsible stewardship of public resources while addressing a critical community need.

Improving transportation access is directly tied to better health outcomes, increased independence, and stronger community engagement for our veterans. This project aligns with our local commitment to supporting those who have served and ensuring equitable access to essential services in rural Oregon.

We respectfully urge the committee to fund the Patriot Pathways program. Thank you for your continued investment in Oregon’s rural veterans.

Sincerely,

David L. Reid, Executive Director

CHAMBER of COMMERCE

February 17, 2026

Oregon Department of Transportation
Public Transportation Division
Attn: Rural Veterans Healthcare Transportation Grant Program
555 13th Street NE, Suite 2
Salem, OR 97301

Subject: Letter of Support – Patriot Pathways: Clearing the Path to Keep Veterans Moving

Dear RVHT Selection Committee,

As the Mayor for City of Warrenton, I am writing to express strong support for Sunset Empire Transportation District’s application to the 2025–2027 Rural Veterans Healthcare Transportation (RVHT) Grant Program for the Patriot Pathways initiative.

Clatsop County is a geographically large, predominantly rural community with a significant veteran population. Reliable transportation remains one of the most persistent barriers to accessing healthcare—particularly specialty care located outside our immediate region. Many of our veterans face mobility challenges, limited fixed-route transit options, and long distances between services.

The Patriot Pathways program offers a thoughtful and efficient solution by expanding SETD’s Micro Transit Pilot Program to provide free, demand-response transportation for veterans. This includes access to local healthcare providers, pharmacies, behavioral health services, and essential community resources, as well as dedicated trips to the Portland VA Medical Center. By leveraging existing transit infrastructure and coordinating with regional partners, SETD is demonstrating responsible stewardship of public resources while addressing a critical community need.

Improving transportation access is directly tied to better health outcomes, increased independence, and stronger community engagement for our veterans. This project aligns with our local commitment to supporting those who have served and ensuring equitable access to essential services in rural Oregon.

I fully support this proposal and respectfully urge the committee to fund the Patriot Pathways program. Thank you for your continued investment in Oregon’s rural veterans.

Sincerely,



Henry A. Balensifer III
Mayor
City of Warrenton
hbalensifer@warrentonoregon.us



Clatsop County
Board of Commissioners

800 Exchange St., Suite 410
Astoria, OR 97103
503-325-1000

commissioners@ClatsopCounty.gov
www.clatsopcounty.gov

February 12, 2026

Oregon Department of Transportation
Public Transportation Division
Attn: Rural Veterans Healthcare Transportation Grant Program
555 13th Street NE, Suite 2
Salem, OR 97301

Subject: Letter of Support – Patriot Pathways: Clearing the Path to Keep Veterans Moving

Dear RVHT Selection Committee,

The Clatsop County Board of Commissioners enthusiastically supports Sunset Empire Transportation District's application to the 2025–2027 Rural Veterans Healthcare Transportation (RVHT) Grant Program for the Patriot Pathways initiative.

Clatsop County is a geographically large, predominantly rural community with a significant veteran population (nearly 10% of population). Reliable transportation remains one of the most persistent barriers to accessing healthcare. Many of our veterans face mobility challenges, limited fixed-route transit options, and long distances between services.

The Patriot Pathways program offers a thoughtful and efficient solution by expanding SETD's Micro Transit Pilot Program to provide free, demand-response transportation for veterans. This includes access to local healthcare providers, pharmacies, behavioral health services, and essential community resources, as well as dedicated trips to the Portland VA Medical Center. By leveraging existing transit infrastructure and coordinating with regional partners, SETD is demonstrating responsible stewardship of public resources while addressing a critical community need.

Improving transportation access is directly tied to better health outcomes, increased independence, and stronger community engagement for our veterans. This project aligns with our local commitment to supporting those who have served and ensuring equitable access to essential services in rural Oregon.

We fully support this proposal and respectfully urge the committee to fund the Patriot Pathways program. Thank you for your continued investment in Oregon's rural veterans.

Sincerely,



Mark Kujala, Chair
District 1



Courtney Bangs, Vice Chair
District 4



Anthony Huacuja, Commissioner
District 2



Lianne Thompson, Commissioner
District 5



Pamela Wev, Commissioner
District 3



CITY OF CANNON BEACH

February 12, 2026

Oregon Department of Transportation
 Public Transportation Division
 Attn: Rural Veterans Healthcare Transportation Grant Program
 555 13th Street NE, Suite 2
 Salem, OR 97301

Subject: Letter of Support – Patriot Pathways: Clearing the Path to Keep Veterans Moving

Dear RVHT Selection Committee,

As a Mayor for Cannon Beach, I am writing to express strong support for Sunset Empire Transportation District's application to the 2025–2027 Rural Veterans Healthcare Transportation (RVHT) Grant Program for the Patriot Pathways initiative.

Clatsop County is a geographically large, predominantly rural community with a significant veteran population. Reliable transportation remains one of the most persistent barriers to accessing healthcare—particularly specialty care located outside our immediate region. Many of our veterans face mobility challenges, limited fixed-route transit options, and long distances between services.

The Patriot Pathways program offers a thoughtful and efficient solution by expanding SETD's Micro Transit Pilot Program to provide free, demand-response transportation for veterans. This includes access to local healthcare providers, pharmacies, behavioral health services, and essential community resources, as well as dedicated trips to the Portland VA Medical Center. By leveraging existing transit infrastructure and coordinating with regional partners, SETD is demonstrating responsible stewardship of public resources while addressing a critical community need.

Improving transportation access is directly tied to better health outcomes, increased independence, and stronger community engagement for our veterans. This project aligns with our local commitment to supporting those who have served and ensuring equitable access to essential services in rural Oregon.

I fully support this proposal and respectfully urge the committee to fund the Patriot Pathways program. Thank you for your continued investment in Oregon's rural veterans.

Sincerely,

Barb Knop, Cannon Beach Mayor and the Cannon Beach City Council



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 10e ODOT Gap Funding Response

Date: Feb. 26, 2026

Summary: ODOT's Public Transportation Division (PTD) is shifting federal subgrant agreement periods from the state fiscal year to the federal fiscal year to better align with funding availability. As a result of this transition, there will be a funding continuity gap between the current biennium and the next.

SETD must complete a form to secure funding to cover a temporary gap created by the transition. We received the required form on Feb. 19, 2026.

It's due by the close of business on Feb. 26, 2026.

SETD staff are working on completing the form and anticipate distributing it for review ahead of the board meeting on Feb. 26, 2026.

Additional background: To ensure uninterrupted operations during the gap period, we must apply for approximately one-eighth (1/8), or one financial quarter, of our current allocations under the following programs:

- Section 5310 STBG
- Section 5310 Small Urban
- Section 5311

PTD has developed a specific form for 2025–27 formula subrecipients to identify the activities that will require funding during this transition period.

Completion and submission of this form is required to access gap funding and maintain operational continuity.

Attachments:

- Completed form to come



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 10f Reports on SDAO Conference From Attendees

Date: Feb. 26, 2026

Summary: All seven SETD commissioners, four TAC members and multiple staff members attended all or part of the SDAO conference in Seaside.

SETD attendees included:

Commissioners	TAC members	Staff
Pamela Alegria Kathy Kleczek Tita Montero Guillermo Romero Matthew Stolberg Kathleen Teeple Penny York	Leah Griffith Melvin Jasmin Johnathan Niebuhr Brian Vitulli	Sam Bedair David Carr Jennifer Geisler Jason Jones Sara Schilling Kelly Smith

Attachments:

- None



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 11 Correspondence

Date: Feb. 26, 2026

Summary: SETD received two thank you letters for service in the last month.

Attachments:

- Avamere at Seaside letter
- Debbie Saylor letter



AVAMERE

at Seaside

Independent Living & Memory Care

02/08/2026

Dear Jason,

On behalf of all our residents here at Avamere at Seaside, I would like to thank you for having the Micro Transit program, and we would love to see it continue. Most of our Seniors living here are without a mode of transportation. Walking is very difficult because there is no sidewalk on 101 for them to feel safe until they reach Avenue U.

While the program was running, they utilized it every chance they got. I saw smiles and excitement as this simple act of getting somewhere they wanted to go, when they wanted to, and independently was wonderful!

We would love to see it continue to give our residents the freedom they deserve and will do anything to help.

Thank you so much for your time and consideration.

Best,

Bethany McLoughlin

Avamere at Seaside

Director of Sales

PS.
We'd love a
Bus Stop Too!

you ~~would~~ no, write and thank
you for accepting me into the
Paratransit program. I'm extremely
grateful for your help as for
 awhile it's been hard for me
to get to Doctors, groceries etc
and my health has gotten worse
and to make matters worse I
know very few people here and
have no family to help and
I don't like cooking. God
Bless you to having this
program to help people like
me. Since Valentines Day
is so close I'm wishing all
of you my Love, Jesus's
Love and wishes for lots of
Love in your life is 

2-9-2026

Dave Carr & Staff,

You're terrific!

Sincerely

Robert Taylor


Sent on 2-9-2026



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 12 Executive Director Report

Date: Feb. 26, 2026

Summary: Executive Director Carr prepared a report on his work activities since the last board meeting.

Attachments:

- Executive Director Carr report



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Executive Director Report

Name: David Carr

Title: Executive Director

Date: Feb. 26, 2026

1. Managing Resources

- a. Submitted ODOT grant funding reimbursements for the quarter
- b. Focused on creating department-level budgeting
- c. Met with Providence to close out grant. About \$10,000 in funding remains. They agreed to allow us to use it as match for RVHT

2. Leading People

- a. Need to do better
 - i. Escalation: When encountering roadblocks, escalate to supervisor or leadership promptly
 - ii. Flip the script. Stop looking for blame and start fixing the problem
- b. Team attended strategic planning session with the board and TAC
- c. Conducted senior staff meetings and one-on-one check-ins to address priorities and provide guidance and feedback

3. Improving the Organization

- a. Participated in ODOT-sponsored zero emission bus training
- b. Attend SDAO conference in Seaside
- c. Attended ODOT Region 2 roundtable (virtual)
- d. Field trip to Tillamook County Transportation District to research deviated fix route model
- e. Led new commissioners on tour of SETD

- f. Provided final procurement documentation to finance

4. Service Delivery and Operations

- a. Completed agreement with Clatsop Community College
- b. Cooperating with City of Astoria Fire Department on development of an MOU for emergency response. It's under legal review and I expect to present it at the March board meeting.

5. Outreach and social media

- a. Attended CEDR meeting
- b. Met with City of Astoria to discuss possible projects
 - i. Parking
 - ii. Transit infrastructure
- c. NW Area Commission on Transportation (virtual)
- d. HB 4008 letter of support (extension of LC 257 support approved by the board)

6. Look ahead

- a. Grant application opportunities
 - i. ODOT – 5339
 - ii. Cyber Security – looking for State of Oregon opportunities
 - iii. SDAO – as they become available
 - iv. City of Astoria – possible infrastructure grants
- b. State Legislature
 - i. HB 4008 establishes the Transit Funding Task Force and directs the task force to report to an interim committee of the legislative assembly related to transportation no later than Dec. 15, 2026. Work session held on Feb. 16, 2026.

Summary: This period has been focused on ensuring fiscal stability, building staff capacity, and strengthening community partnerships. These actions support our long-term goals of reliable service delivery, engaged staff, and a more resilient organization.



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 13 Team Reports

Date: Feb. 26, 2026

Summary: Senior staff members have prepared reports on their activities since the last board meeting.

Attachments: Team reports from:

- Jennifer Geisler, chief operation officer
- Kelly Smith, finance officer
- Jason Jones, mobility manager
- Sam Bedair, HR manager
- Sara Schilling, executive assistant and marketing coordinator



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Operations Report

Name: Jennifer Geisler

Title: Chief Operation Officer

Meeting Date: Feb. 26, 2026

Actions:

- Completed ODOT quarterly report for Q2
- Completed the FTA DAMIS (Drug and Alcohol Management Information System) annual report

Meetings and training:

- Attended the 2026 SDAO Conference in Seaside, participating in sessions focused on risk management and governance best practices.
- Attended staff senior meetings and staff budget meetings
- OSHA Training
- Website management training

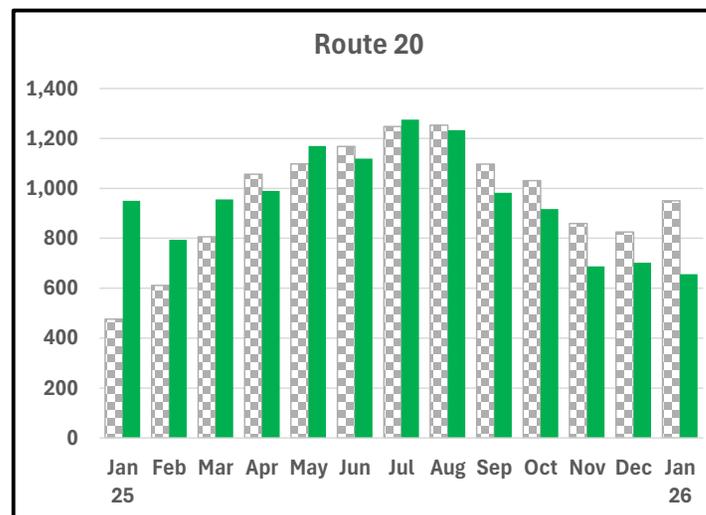
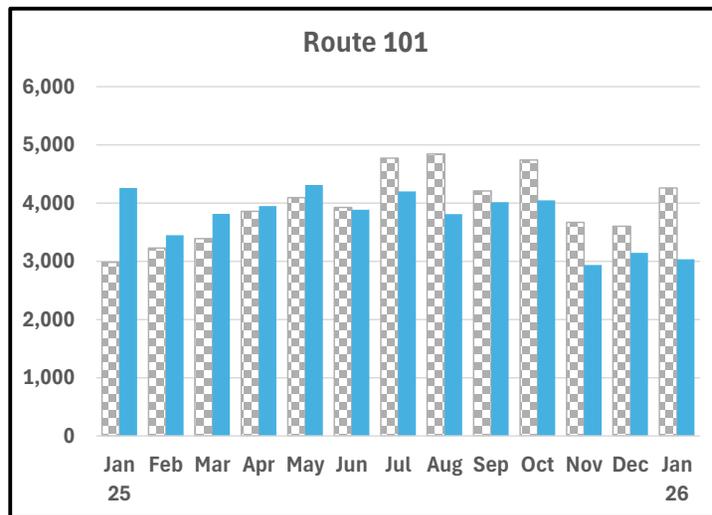
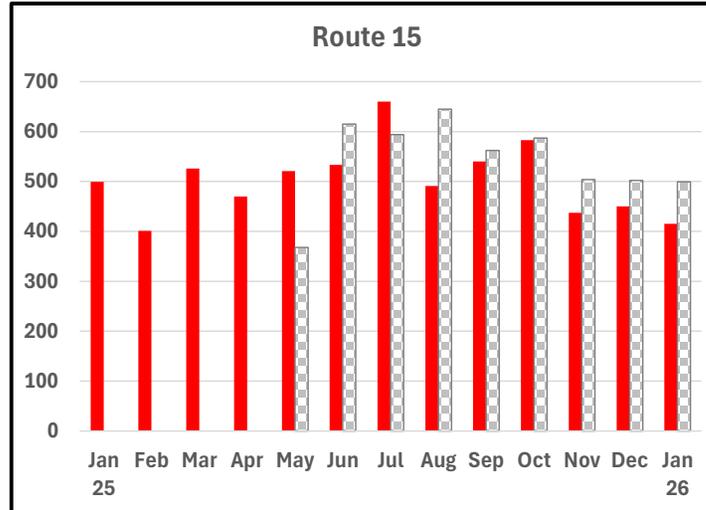
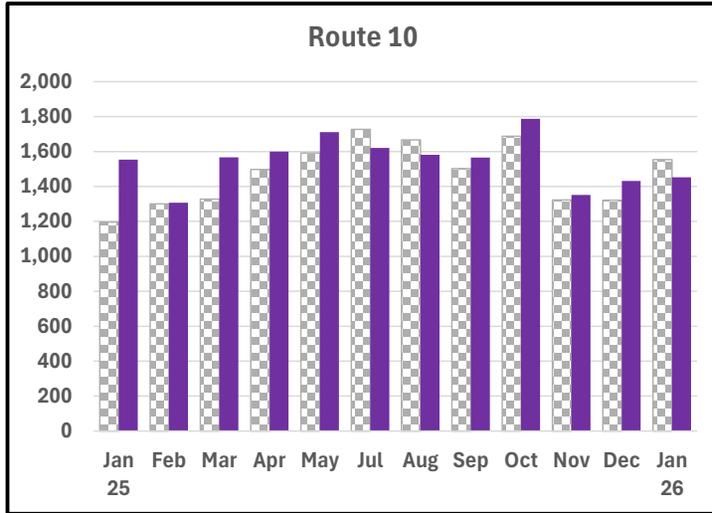
Improving the organization:

- Evaluating fleet utilization and developing a structured vehicle replacement plan aligned with useful life benchmarks and future service demands.
- City of Cannon Beach has built a new bus shelter at the earnest request of an avid bus rider. Located at north end of town, gets riders out of the weather, a place to sit and promotes a small park with walking trails that otherwise was unnoticed.
- Advancing facility security enhancements, including access control improvements and communication improvements.
- Supporting development of clearer operational procedures and expectations to strengthen service consistency and employee performance.

Service delivery and operations:

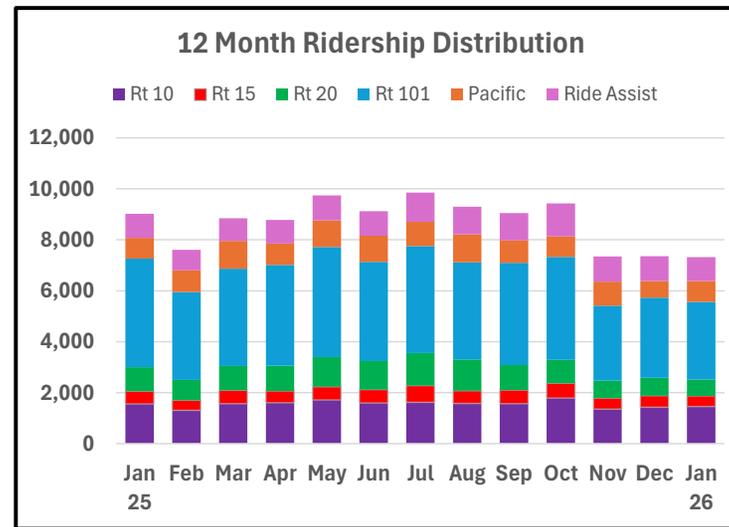
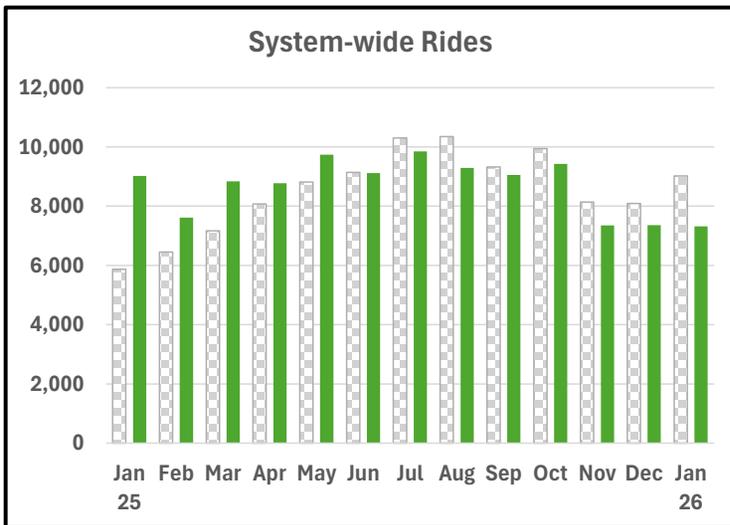
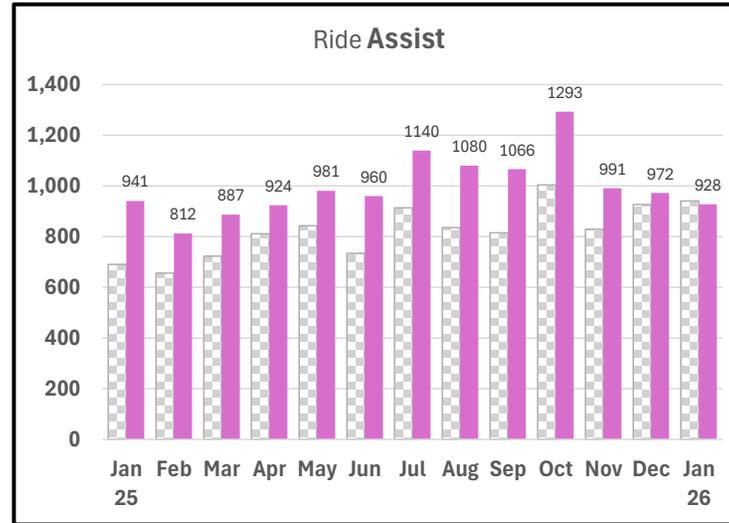
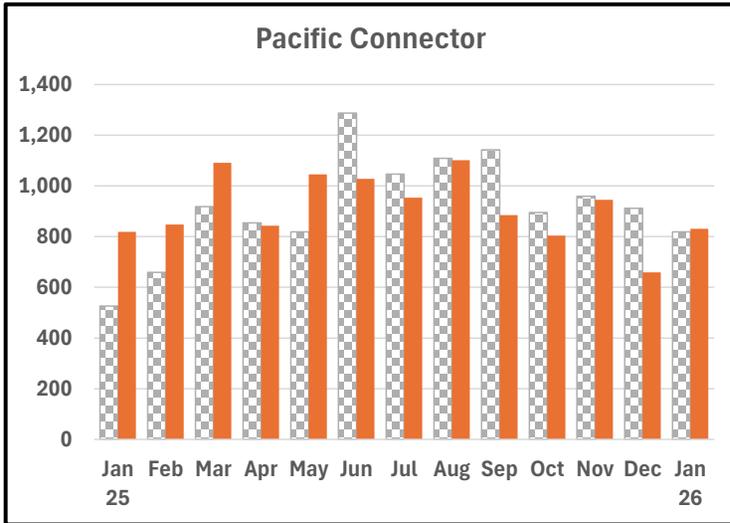
- Monitoring on-time performance, driver compliance, and service reliability.
- On January 27, SETD provided 375 rides on Free Ride Day. Offering free rides systemwide removed transportation barriers for individuals needing to attend AN important annual community resource event, Clatsop Community Action Homeless Connect. By implementing the free fare across the entire service rather than limiting it to event participants, we ensured equitable access and avoided singling out or identifying a group of riders. This supports SETD's commitment to accessibility, dignity, and community partnership while helping residents connect to critical services without the concern of fare payment.

SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year

SUNSET EMPIRE TRANSIT MONTHLY RIDERSHIP REPORT



Gray bars = Previous Year

Page 2



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Finance Report

Name: Kelly Smith

Title: Finance Officer

Meeting Date: Feb. 26, 2026

Actions:

Sent 1099s & W2s by the deadline

Meetings and training:

ODOT Region 2 Roundtable

STIF Plan Amendment

Board Budget Review

Weekly meeting with director

Weekly meeting with senior staff

SDAO HR & Finance Alliance

Weekly budget meetings with senior staff

Improving the organization:

Changed non-interest-bearing account to interest bearing



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Mobility Report

Name: Jason Jones

Title: Mobility Manager

Meeting Date: Feb. 26, 2026

Promote Accessibility:

1. I spent most of the month attending to the details of the final microtransit report.
2. I attended the Rural Healthcare Coalition meeting
3. I also attended the first meeting of the Rural Transportation Think Tank meeting.

Travel Training/Outreach:

1. I worked with 8 individuals through various levels of travel training. All individuals were 65 years or older.
2. 3 local High schools reached out to inquire about future class room style travel training.
3. The Mobility program planned and executed another successful Project Homeless Connect showing where over 200 individuals were connected with. Shout out to Rick and Stephanie for their help.

Educate and bring awareness o the community:

1. Produced several YouTube short videos highlighting being safe while being seen.
2. Helped post to Facebook and provide social media support to Executive Assistant.

Service delivery and operations:

1. Microtransit ended December 31st. We are assessing the outcomes of the Pilot.
2. I completed 15 ADA applications in this month.
3. 5 route assessments were completed mostly in South County.



Sunset Empire Transportation District BOARD OF COMMISSIONERS

HR Report

Name: Sam Bedair

Title: HR Manager

Meeting Date: Feb. 26, 2026

Key Actions & Updates

- Established an official partnership with WorkSource Oregon to strengthen recruitment and workforce outreach.
 - Scheduled an upcoming hiring event to support current and projected staffing needs.
 - Distributed an employee satisfaction survey to all staff. Results show overall positive satisfaction levels. Feedback is being analyzed and tracked to guide specific improvement actions.
 - Successfully hired two drivers and one assistant mechanic.
 - Job descriptions for all positions are under active review to ensure accuracy, consistency, and alignment with current duties and operational requirements. Updated versions will be submitted for approval.
-

Meetings & Training

- Ongoing coordination meetings with recruiting and operations partners.
- Hiring event preparation and onboarding process alignment in progress.

- Additional training sessions to be scheduled based on survey feedback and operational needs.
-

Organizational Improvement

- E-Verify has been formally implemented and used in the hiring process.
 - Background checks are fully up to date, with continued compliance with State Police requirements.
 - Veteran recruitment has been set as a priority focus area in current hiring efforts.
-

Service Delivery & Operations

- E-Verify compliance and pre-employment screening processes are operating within required standards.
- Recruitment and onboarding workflows are being standardized to improve speed, consistency, and audit readiness.



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Admin and Marketing Report

Name: Sara Schilling

Title: Executive assistant and marketing coordinator

Date: Feb. 26, 2026

Actions:

- Helped coordinate logistics for the strategic planning workshop
- Provided staff support for board committee and board meetings
- Drafted minutes for the Jan. 22 and Jan. 27 board meetings
- Made social media posts about SETD's participation in Project Homeless Connect, Rosa Parks' birthday, board meetings and the Presidents' Day service schedule

Meetings and training:

- Attended the 2026 SDAO Annual Conference, including sessions on public meetings law, ADA requirements for websites, AI usage for special districts and budgeting law and requirements
- Coordinated and attended website training
- Attended weekly media team meetings
- Attended biweekly staff meetings
- Attended driver meetings

Improving the organization:

- Secured a new URL that goes directly to the district's section of the NW Connector website, www.nwconnector.org/setd/
- Started an audit of the district's website
- Created a media asset library, with photos and graphics to use on social media and in marketing materials