



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Special Board Meeting
March 13, 2026 | 1 p.m.

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

Meeting link: <https://bit.ly/4dabZXR> | **Meeting ID:** 242 906 481 339 88 | **Passcode:** Ld9Ys3ku

Dial in by phone: 1-872-333-9477 | **Phone conference ID:** 582 644 877#

Agenda

		Action	Responsible
Item 1 1 p.m.	Call to Order		Chair Kleczek
Item 2 1:01 p.m.	Pledge of Allegiance		Chair Kleczek
Item 3 1:03 p.m.	Roll Call		Chair Kleczek
Item 4 1:05 p.m.	Changes to Agenda	Review/Approval	Chair Kleczek
Item 5 1:10 p.m.	Public Comment (3-minute limit per person)		Public
Item 6 1:15 p.m.	Approval of Minutes pg. 5-9 a. Special board meeting on 3/6/26	Review/Approval	Chair Kleczek
Item 7 1:20 p.m.	Discussion of Budget Officer Appointment pg. 10-21 a. Review statement of work for contract with SDAO Consulting Services	Review/Approval	Chair Kleczek
Item 8 2:20 p.m.	Other Financial Officer Position-Related Questions	Information/ Discussion	Chair Kleczek
Item 9 3 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
COMMONLY USED ACRONYM LIST

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
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
2026

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
2026

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



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 6 Approval of Minutes

Date: March 13, 2026

Summary: Minutes from the special board meeting on March 6, 2026, are ready for review by the Board of Commissioners.

Attachments:

- Minutes from the special board meeting on March 6, 2026



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
March 6, 2026 | 9 a.m.
Special Board Meeting Minutes
Draft

Link to meeting video: <https://youtu.be/zWb57pm0u7Q>

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: Pamela Alegria, Tita Montero, Kathleen Teeple, Matthew Stolberg and Kathy Kleczek. Guillermo Romero and Penny York were excused.

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

Visitors present: none.

Staff present virtually: Victoria Davis.

Visitors present virtually: Debbie Boothe-Schmidt, Julie B. (full name not given) and citizen (name not given).

4. CHANGES TO AGENDA

None

5. PUBLIC COMMENT

None

6. BUDGET OFFICER APPOINTMENT DISCUSSION (2:35)

Chair Kleczek explained that it's been past practice in the district for the financial officer or the executive director to serve as the district's budget officer during budget preparation and adoption. Because the district's financial officer has given notice of her resignation, the board needs to discuss options for a budget officer.

Executive Director David Carr reported that he's talked with Merina+Co and the Special Districts Association of Oregon (SDAO) to determine what support they could provide. He said he doesn't have details yet as there's no scope of work.

He reported that the district also has been in touch with a CPA from H&R Block.

Mr. Carr said three SETD staff members, including himself, Victoria Davis and Sam Bedair, could perform the budget officer role with some additional support.

Commissioner Montero suggested the Oregon Government Finance Officers Association as a potential resource. She also outlined research she did on SDAO consultants, noting that Betty Nielsen in particular seems to have the expertise needed.

Discussion followed about potential budget officer candidates and the best approach moving forward, with commissioners and Mr. Carr weighing in.

Commissioner Montero moved to direct Mr. Carr to put together a statement of work to contract with SDAO for budget officer services, with Betty Nielsen as the first choice, and, if she's not available, for SDAO to recommend the best qualified person to fill the role.

Commissioner Alegria seconded the motion.

Commissioner Montero asked to amend the motion to include that the statement of work must be submitted to commissioners by the end of next week.

Commissioner Alegria accepted the amendment.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

6. OTHER FINANCIAL OFFICER POSITION-RELATED QUESTIONS (40:42)

Executive Director Carr explained that a staff member not involved in preparing payments must be able to transfer funds in the SETD accounts. With the finance officer leaving, someone needs to be appointed.

Commissioner Alegria moved to authorize Executive Assistant Sara Schilling to be the person on staff to transfer funds between bank accounts until a new finance officer is found.

Commissioner Teeple seconded the motion.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

Commissioners continued discussion of the hiring process and timeline for a new financial officer. Commissioner Montero suggested placing the job announcement on the Oregon Government Finance Officers Association job board in addition to the current postings on Indeed.com and SDAO classifieds, and she suggested drawing on board and committee member financial expertise in the interview process.

Commissioner Montero moved to direct Executive Director Carr to include a board member, plus TAC member Brian Vitulli and Budget Committee member Zach Fleck, in the whole interview process.

Commissioner Stolberg seconded the motion.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

Chair Kleczek appointed Commissioner York to be the board member to participate in the interview process. If she’s not able to participate, Commissioner Montero will do so.

Commissioner Montero asked that detailed information about which district funds are in which accounts be presented to the board. Staff was also directed to provide Commissioner Montero – board secretary/treasurer – district bank statements as required.

7. ADJOURNMENT (1:15:55)

Commissioner Teeple moved to adjourn the meeting.

Commissioner Montero seconded the motion.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

Meeting was adjourned at 10:17 a.m.

The next meeting is a special board meeting set for 1 p.m. on Friday, March 13, 2026.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

Tita Montero, board secretary-treasurer

Action items from the board meeting:

- Executive Director David Carr will prepare a statement of work for SDAO Consulting Services for a budget officer, for board review at the March 13 meeting.
- Staff will advertise the financial officer position on the Oregon Government Finance Officers Association job board.
- Mr. Carr will include Commissioner Penny York (or Commissioner Montero if Commissioner York can't participate), plus TAC member Brian Vitulli and Budget Committee member Zach Fleck in the financial officer hiring process.
- Staff will provide detailed information about which district funds are in which bank accounts.
- Staff will follow up and ensure Commissioner Montero is provided with a way to access the district bank statements.



Sunset Empire Transportation District BOARD OF COMMISSIONERS

Item 7 Discussion of Budget Officer Appointment

Date: March 13, 2026

Summary: Executive Director David Carr prepared a statement of work for a contract with the Special Districts Association of Oregon for budget officer support, per board direction. As a backup, he also prepared a generic statement of work that doesn't name SDAO as the contractor, in case SDAO isn't able to provide the requested services.

Attachments:

- Statement of work for contract with SDAO for budget officer support
- Generic statement of work for budget officer support



Sunset Empire Transportation District

900 Marine Drive
Astoria, Oregon 97103

STATEMENT OF WORK (SOW)

Interim Budget Officer Services

Client: Sunset Empire Transportation District (SETD)

Contractor: Special Districts Association of Oregon (SDAO)

Project Title: Interim Budget Officer Support

Effective Date: March 10, 2026

1. Purpose

This Statement of Work establishes the terms under which the Special Districts Association of Oregon (SDAO) will provide professional consulting services to support the District in fulfilling its statutory budgeting responsibilities.

The engagement is focused on **budget development and compliance under Oregon Local Budget Law** during the transition period following the departure of the District's Finance Officer.

The consultant will function **solely as an Interim Budget Officer in an advisory and technical capacity**.

Additional financial advisory services may be provided if requested by the District but are **not required components of this engagement**.

2. Authority and Legal Framework

Services under this agreement shall be performed consistent with applicable Oregon laws governing special districts, including but not limited to:

- Oregon Local Budget Law (ORS Chapter 294)
- Municipal Audit Law (ORS Chapter 297)
- Oregon Public Records Law (ORS Chapter 192)

The consultant will serve in an **advisory role only** and shall not independently authorize expenditures, execute financial transactions, or obligate the District financially unless explicitly authorized in writing by the Executive Director.

3. Scope of Services

Core Responsibilities – Budget Officer Services

The primary scope of work is focused on development and administration of the District’s annual budget process.

Services may include:

- Assisting the District with preparation of the annual budget document
 - Coordinating budget development with department leadership
 - Reviewing revenue projections and expenditure assumptions
 - Assisting with preparation of budget committee materials
 - Ensuring compliance with Oregon Local Budget Law (ORS 294)
 - Supporting preparation of required public notices and budget documents
 - Assisting with adoption timeline requirements and statutory deadlines
 - Preparing budget summaries and presentation materials for the Budget Committee and Board of Directors
-

Additional Advisory Support

At the request of the District, the consultant may provide limited advisory support related to broader financial operations. These services are supplemental and not required under this engagement.

Optional services may include:

- Review existing financial reports and budget tracking processes.
- Assist with the preparation and submission of public transportation funding grant applications.
- Provide recommendations to strengthen internal financial controls.
- Advise on financial reporting structure and budget monitoring practices.
- Assist with documenting budget procedures and fiscal policies.
- Provide general financial planning guidance to district leadership.

These services remain advisory and do not constitute full financial management responsibilities.

4. Consultant Assignment

The District requests that **Betty Nielsen** be considered as the preferred consultant for this engagement due to her experience in Oregon public sector financial administration and special district budgeting.

If Betty Nielsen is unavailable, SDAO may assign another qualified consultant with experience in:

- Oregon public sector budgeting
- Special district financial administration
- Compliance with Oregon Local Budget Law

Consultant assignments remain subject to SDAO staffing availability.

5. Deliverables

Expected deliverables may include:

- Draft annual budget document
- Budget committee presentation materials
- Revenue and expenditure projection review
- Budget compliance guidance under ORS 294
- Written recommendations related to budget practices if requested

Deliverables may be provided in written reports, working documents, or advisory consultation depending on District needs.

6. Term of Engagement

The anticipated duration of this engagement is **30 to 90 days**, beginning on **[Insert Start Date]**, unless extended by mutual written agreement.

The engagement may conclude earlier upon:

- Completion of the annual budget process
 - Hiring of a permanent Finance Officer or Budget Officer
 - Mutual agreement between the parties
-

7. Compensation

Compensation shall be based on SDAO consulting service rates.

Estimated structure:

- Hourly rate: [Insert SDAO Consulting Rate]
- Estimated weekly hours: [Insert Estimate]
- Billing cycle: Monthly invoicing

Invoices will include a summary of services performed during the billing period.

8. Coordination and Communication

District Contact

Sam Bedair
Human Resources Manager
Sunset Empire Transportation District

Contractor Contact

Assigned SDAO Consultant

The Executive Director of the District retains final authority over budget decisions, financial approvals, and project priorities.

9. Confidentiality

All information obtained during this engagement shall be treated as confidential except where disclosure is required under Oregon Public Records Law (ORS 192).

10. Liability and Professional Responsibility

SDAO consultants will perform services consistent with generally accepted public sector budgeting and financial management practices.

The consultant provides advisory services only and does not assume responsibility for final financial decisions made by the District.

11. Termination

Either party may terminate this agreement with **10 business days written notice**.

Outstanding invoices for services rendered prior to termination shall remain payable.

12. Acceptance

Sunset Empire Transportation District

Name: _____

Title: _____

Signature: _____

Date: _____

Special Districts Association of Oregon

Name: _____

Title: _____

Signature: _____

Date: _____



Sunset Empire Transportation District

900 Marine Drive
Astoria, Oregon 97103

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The engagement is focused on budget development and compliance under Oregon Local Budget Law during the transition period following the departure of the District's Finance Officer.

The consultant will function solely as an **Interim Budget Officer in an advisory and technical capacity**.

Additional financial advisory services may be provided if requested by the District but are **not required components of this engagement**.

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- Assist with the preparation and submission of public transportation funding grant applications

- Provide recommendations to strengthen internal financial controls
- Advise on financial reporting structure and budget monitoring practices
- Assist with documenting budget procedures and fiscal policies
- Provide general financial planning guidance to District leadership

These services remain **advisory** and do not constitute full financial management responsibilities.

4. Consultant Assignment

The District may request a specific consultant based on experience in Oregon public sector financial administration and special district budgeting.

If the preferred consultant is unavailable, another qualified professional may be assigned with experience in:

- Oregon public sector budgeting
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- Compliance with Oregon Local Budget Law

Consultant assignments remain subject to availability.

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-

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Sunset Empire Transportation District

Name: _____

Title: _____

Signature: _____

Date: _____

Consultant

Name: _____

Title: _____

Signature: _____
Date: _____