



# Sunset Empire Transportation District BOARD OF COMMISSIONERS

Board Meeting

April 30, 2026 | 9 a.m.

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

**Meeting link:** <https://bit.ly/482F1FJ> | **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
<b>Item 1</b> 9 a.m.	<b>Call to Order</b>		Chair Kleczek
<b>Item 2</b> 9:01 a.m.	<b>Pledge of Allegiance</b>		Chair Kleczek
<b>Item 3</b> 9:03 a.m.	<b>Roll Call</b>		Chair Kleczek
<b>Item 4</b> 9:05 a.m.	<b>Changes to Agenda</b>	Review/Approval	Chair Kleczek
<b>Item 5</b> 9:10 a.m.	<b>Public Comment</b> (3-minute limit per person)		Public
<b>Item 6</b> 9:15 a.m.	<b>Approval of Minutes   pg. 7-24</b> a. Special Meeting on March 13, 2026	Review/Approval	Chair Kleczek
9:20 a.m.	b. Regular Meeting on March 26, 2026	Review/Approval	Chair Kleczek
<b>Item 7</b> 9:25 a.m.	<b>Reports from Chair and Commissioners</b>	Information/ Discussion	Commissioners
<b>Item 8</b> 9:35 a.m.	<b>Committee Reports   pg. 25-44</b> a. Board Policy Committee b. Executive Director Evaluation Committee c. NWACT d. TAC	Information/ Discussion	Commissioners
<b>Item 9</b> 10 a.m.	<b>Financial Report   pg. 45-72</b>	Review/Accept	Finance Officer Stangland
<b>Item 10</b> 10:15 a.m.	<b>Continued Business   pg. 73</b> a. RVHT Grant Application Update	Information/ Discussion	Executive Director Carr
<b>Item 11</b> 10:30 a.m.	<b>New Business</b> a. Revisions to Board Policies B-312 and B-804   <b>pg. 74-80</b>	Review/Approval	Chair Kleczek
10:45 a.m.	b. Finance Officer Funds Transfer Authority   <b>pg. 81-82</b>	Review/Approval	Executive Director Carr

11 a.m.	c. 5310 and 5311 Grant Applications   <b>pg. 83-174</b>	Review/ Approval	Executive Director Carr
11:20 a.m.	d. Resolution 2026-03 National Special District Day   <b>pg. 175-177</b>	Review/ Approval	Chair Kleczek
<b>Item 12</b> 11:35 a.m.	<b>Correspondence</b> a. None	Information/ Discussion	Chair Kleczek
<b>Item 13</b> 11:40 a.m.	<b>Executive Director Report</b>   <b>pg. 178-180</b>	Information/ Discussion	Executive Director Carr
<b>Item 14</b> 11:50 a.m.	<b>Team Reports</b>   <b>pg. 181-188</b>	Information/ Discussion	Staff
<b>Item 15</b> 12 p.m.	<b>Adjournment</b>		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 Approval of Minutes**

**Date:** April 30, 2026

**Summary:** Minutes from the special board meeting on March 13, 2026, and the regular board meeting on March 26, 2026, are ready for board review.

**Attachments:**

- Minutes from the special board meeting on March 13, 2026
- Minutes from the regular board meeting on March 26, 2026



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Board of Commissioners**  
**March 13, 2026 | 1 p.m.**  
**Special Board Meeting Minutes**  
**Draft**

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

**1. Call to Order**

Chair Kathy Kleczek called the special meeting to order at 1:07 p.m.

**2. Pledge of Allegiance**

**3. Roll Call (0:00:56)**

Commissioners present in person: Pamela Alegria, Tita Montero, Matthew Stolberg, Kathleen Teeple, Penny York, Kathy Kleczek. Guillermo Romero was excused.

Staff/visitors present: David Carr, Jennifer Geisler, Jason Jones, Sam Bedair, Sara Schilling, Johnathan Niebuhr.

Staff/visitors present virtually: Stephanie Rodriguez, Shanta Carter.

**4. Changes to Agenda (0:01:11)**

None

**5. Public Comment (0:01:21)**

None

**6. Approval of Minutes (0:01:55)**

Commissioner Alegria moved to approve the minutes from the March 6 special meeting. Commissioner Teeple seconded the motion.

Discussion: Commissioner Montero read through the action items listed at the bottom of the minutes to confirm they'd all been completed.

Staff confirmed they'd been completed.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X		X	X	X	X
Nay							
Excused			X				

Motion passed unanimously

**7. Discussion of Budget Officer Appointment (0:06:09)**

**a. Review statement of work for contract with SDAO Consulting Services**

Executive Director David Carr reported that he created a scope of work draft for working with the Special Districts Association of Oregon (SDAO).

He said SDAO won't be able to provide budget officer services but instead could provide financial services support via contract.

Mr. Carr reported that he prepared an alternative RFP for a CPA or CPA-preferred to perform budget officer duties for the district. He provided a copy to commissioners.

Chair Kleczek asked for more details about SDAO's response to the statement of work.

Mr. Carr said SDAO responded via email that they wouldn't provide interim services or provide SETD with staff to do that type of work. The agency offered to provide other help.

Commissioner Montero said that since the conversation took place before the statement of work was reviewed by the board, she'd like to see a copy of what was sent to SDAO.

She also said she'd like to see SDAO's response.

Chair Kleczek noted that the information Mr. Carr sent to SDAO was included in the packet, though it wasn't made clear in the packet that it was already sent.

Chair Kleczek handed out a copy of the email response from SDAO. She noted that Shanta Carter from SDAO was attending the meeting virtually and could answer questions.

Commissioners and Ms. Carter discussed what services SDAO could offer. Commissioner York suggested a review of the ODOT forensic audit be included.

Commissioners discussed the timeline and timing of contracting with SDAO and appointing a budget officer. Mr. Carr recommended doing them concurrently.

Commissioner Stolberg asked for time to read the materials that were presented to the board during the board meeting. Chair Kleczek announced a board recess at 1:34 p.m. until 1:50 p.m. to give commissioners time to review the materials.

Chair Kleczek reconvened the meeting at 1:52 p.m.

Commissioners continued discussion of services SDAO could provide.

Commissioner Montero moved to direct and authorize the executive director to move forward with a contract with SDAO to fulfill the needs that have been identified regarding the budget and financial services as outlined in the email on March 11 at 3:44 p.m. from Shanta Carter to David Carr, and to ensure the forensic audit piece is included.

Commissioner York seconded the motion.

Commissioners discussed whether a not-to-exceed amount needed to be set. Ms. Carter said the work will not exceed \$5,000.

Commissioner Montero added \$5,000 as the not-to-exceed amount to her motion and Commissioner York accepted the addition.

Ms. Carter said a more detailed scope of work is being developed.

Ms. Schilling re-read the motion, per request.

Commissioner York clarified the agreement doesn't have to come back to the board.

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

Motion passed unanimously

**8. Other Financial Officer Position-Related Questions (0:58:46)**

Commissioners made numerous changes to the proposed statement of work for a budget officer, including:

- Removing “interim” from budget officer title
- Replacing all mentions of “consultant” with “contractor.”
- Under Authority and Legal Framework, removing the part of the sentence saying the budget officer serves in an advisory capacity; removing the word “independently” from the same sentence; and removing the last sentence reading “unless expressly authorized in writing by the executive director and Board of Commissioners.”
- Under Scope of Services, removing “ensure alignment of financial records for consistency;” editing the financial forecasting sentence to read, “financial forecasting for budget presentation purposes;” and adding, “review previous audits conducted within the last three years to inform budget work.”
- Under Contractor Qualifications, adding special district to the final sentence.
- Under Deliverables, making several changes to the bulleted list, including rewriting the second bullet to say, “budget preparation calendar and timeline;” rewriting the fourth bullet to say, “Attend Budget Committee meetings in person, unless there’s a previous agreement with the Board of Commissioners;” adding a bullet saying, “Attend board budget hearing in person or virtually;” rewriting the next bullet to say, “assist with publishing statutory budget notices;” removing the bullet saying, “hold budget meeting;” rewriting the next bullet to say, “As needed, assist with the modification of the budget, appropriations and categorization of taxes including development of a budget adoption resolution;” rewriting the next bullet to say, “submit adopted budget resolution to county tax official;” and removing the bullet saying, “assist with post adaption changes as per ORS 294 if needed.”
- Rewriting the Term of Engagement section to say, “The anticipated duration of this engagement is date of engagement until June 30, 2026, unless extended by mutual written agreement. The engagement may conclude earlier upon adoption of the Fiscal Year 2026-27 budget or mutual agreement between the parties.”
- Rewriting the Compensation section to say, “Compensation will be based on a project basis. Invoices include a summary of services performed and will be paid within 30 days of receipt.”
- Changing the district contact person to Mr. Carr.
- Under Professional Responsibility, rewriting the third bullet to say, “professional standards applicable to financial contractors or CPAs where applicable” and adding

a bullet saying, “Oregon Local Budget Law (ORS 294), Municipal Audit Law (ORS 297) and Oregon Public Records Law (ORS Chapter 192).”

Commissioner Montero moved to move forward with the statement of work for the RFP as modified at the meeting.

Commissioner Montero seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X		X	X	X	X
Nay							
Excused			X				

Motion passed unanimously

Commissioners discussed setting the not-to-exceed amount at the next board meeting, possibly in executive session if allowed. Commissioners also discussed setting the RFP submission deadline for March 31. Mr. Carr reported that he’d do the best he could. Commissioners reviewed district bank account information provided by Mr. Carr. Commissioner Montero was excused from the meeting immediately before adjournment.

**9. Adjournment (2:21:26)**

Commissioner York moved to adjourn the meeting.

Commissioner Stolberg seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X			X	X	X	X
Nay							
Excused		X	X				

Motion passed unanimously

The meeting was adjourned at 3:29 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

\_\_\_\_\_  
Tita Montero, board secretary-treasurer

**Action items from the meeting:**

- Mr. Carr will execute the consulting services contract with SDAO with the forensic audit piece included and a not-to-exceed amount of \$5,000.

- The board approved the statement of work for the RFP for a budget officer. Mr. Carr will get it published and the board will discuss a not-to-exceed amount at a future meeting.

DRAFT



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Board of Commissioners**  
**March 26, 2026 | 8:30 a.m.**  
**Board Meeting Minutes**  
**Draft**

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

**1. Call to Order**

Chair Kathy Kleczek called the meeting to order at 8:30 a.m.

**2. Pledge of Allegiance (0:00:15)**

**3. Roll Call (0:00:35)**

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

Staff/visitors present: David Carr, Jennifer Geisler, Jason Jones, Sam Bedair, Sara Schilling, Johnathan Niebuhr, Craig Holt, Matt Malmshemer.

Staff/visitors present virtually: Nicholle Searle, Stephanie Rodriguez, Victoria Davis, Samantha Halverson, Lauren Hedrick, Cindy Lesmeister.

**4. Changes to Agenda (0:00:55)**

None

**5. Public Comment (0:01:18)**

None

**6. Approval of Minutes (0:01:42)**

**a. Strategic Planning Workshop on Feb. 16, 2026**

Commissioner York moved to accept the Feb. 16, 2026, strategic plan workshop minutes. Commissioner Alegria seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously

**b. Regular board meeting on Feb. 26, 2026**

Commissioner Montero moved to accept the Feb. 26, 2026, board meeting minutes.  
 Commissioner Teeple seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously

**7. Reports from Chair and Commissioners (0:03:25)**

Commissioner Stolberg: Nothing to report

Commissioner Teeple: Nothing to report.

Commissioner Romero: Thanked the board for the work done during his absence.

Commissioner York: Would like the board to consider a consent agenda.

Commissioner Alegria: Nothing to report.

Commissioner Montero: Reported that Sarah Lu Heath from the Columbia Pacific Economic Development District made a presentation to the Seaside City Council that included information on the Northwest Oregon Transit Alliance. Commissioner Montero asked that information about the alliance be presented to the board. She also said that she'd like a report on the Community Health Improvement Plan, which touches on transit, from the area rural health coalition that includes several local health organizations.

Chair Kleczek: Noted that it's been a busy month and she's grateful for the committee work being taken on by commissioners.

**8. Committee Reports (0:11:05)**

**a. Board Policy Committee**

Commissioner Montero noted that the committee has met several times, and the board can expect meeting minutes in the board packet from now on. She also reported that the committee has adopted a mission for the committee and noted that members are working on policy B-312 (dealing with committees) and a legislative advocacy policy.

**b. Executive Director Evaluation Committee**

Commissioner York noted that the committee met earlier in the week for the first time. Ms. Schilling passed out materials from the committee, including a letter from HR Answers and a draft evaluation timeline. Commissioner York explained how the committee would like to proceed, including working with a consultant to develop an evaluation tool.

**9. Executive Session (0:26:57)**

Chair Kleczek announced that the board was moving into executive session pursuant to ORS 192.660 (2)(h), which allows the board to meet in executive session to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Chair Kleczek noted that representatives of the news

media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, the board will return to open session and welcome the audience back into the room.

Chair Kleczek asked the board whether the executive assistant should remain in the room to take notes. Commissioner Alegria asked whether a record was needed. Chair Kleczek said a record is needed, but the board has a way to record without the executive assistant. Commissioner York said she feels it should be standard to have the executive assistant in executive sessions to take notes. Commissioner York moved to request that the executive assistant remain with the board during the executive session.

Commissioner Romero seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously

Chair Kleczek recessed the meeting into executive session at 9 a.m.

Chair Kleczek called the regular meeting back to order at 9:54 a.m.

**8. Committee Reports (continued) (0:30:03)**

**b. Executive Director Evaluation Committee (continued)**

Commissioner York moved that the board approve a not-to-exceed amount of \$6,000 for assistance with the executive director’s evaluation from HR Answers, a neutral consulting firm recommended by SDAO.

Commissioner Teeple seconded the motion.

Discussion: Commissioner Alegria asked how Commissioner York came up with the not-to-exceed amount and discussion followed.

Commissioner Montero offered a friendly amendment of a not-to-exceed of \$4,500, and Commissioners York and Teeple both accepted.

Commissioner Montero added a friendly amendment that Commissioner York be the contact person and contract signer with HR Answers, and Commissioners York and Teeple accepted.

Chair Kleczek asked if Commissioner York had an area of the budget she intended for the cost to come from, and she said no. Chair Kleczek asked Executive Director David Carr if he had any budget concerns. He said he did have concerns, namely with rising fuel costs, but he said the district could find the money.

Chair Kleczek noted that budgetary adjustments could be needed.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye		X	X	X	X	X	X
Nay	X						
Excused							

Motion passed 6-1.

Commissioner York moved that the board provide some deviation from board policies B-312 and B-701-704 about the evaluation process as discussed.

Commissioner Montero seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously.

Commissioner York moved that the board authorize the committee to develop the questionnaire with the consultant and approve it before sending it out.

Commissioner Teeple seconded the motion.

Commissioner York clarified that this would mean the committee doesn't have to wait for another board meeting to authorize the questionnaire, and instead the board is giving the decision-making right to the committee.

Chair Kleczek asked for clarification on who decides the recipients of the survey.

Commissioner York said the committee has discussed the types of people it should go to, including staff, the executive director and community partners.

Chair Kleczek also asked how the survey will be delivered, specifically asking if there would be a way for people without email to take part.

Commissioner Alegria said she feels this should have been done in a board work session.

Chair Kleczek noted that the whole board will participate in the evaluation.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously.

Commissioner Montero said the evaluation is separate from contract renewal. She said the executive director's contract auto-renews unless the board issues a notice of non-renewal 90 days before it expires. At this point, if the board is looking to change anything in the

contract – and there have been requests for changes in the contract – then there must be a notice of non-renewal no later than April 1.

Commissioner Montero moved to issue a notice of non-renewal for the contract that's in place now.

Commissioner Stolberg seconded the motion.

Discussion: Commissioner York said she's concerned about what a notification of non-renewal means. Her expectation is that the board will renew an amended agreement, and she doesn't want to not renew a contract with the executive director.

Commissioner Montero said the intent of the motion isn't about not renewing but about being able to make changes to the contract.

Commissioner York proposed notifying of the board's intent to amend the contract.

Commissioner Montero said she was thinking of different wording – to not renew in this form.

Commissioner Teeple said she'd like to say the board intends to renew an amended contract.

Commissioner Stolberg said he feels the board doesn't need to explain its intent.

Commissioner Alegria said it gives uncertainty to the employee to issue a non-renewal.

Commissioner Montero said she would withdraw the motion and replace it with a motion to provide notice by April 1 of the board's intent to renegotiate the employment agreement.

Commissioner York seconded the motion.

Commissioner York said she would like to say in the motion that the board would like to continue the executive director's employment but also wants to make changes to the employment agreement. Commissioner Montero said it's an intent to renegotiate, not an intent to fire, terminate or continue employment.

Commissioner York said it's her intent to continue the executive director's employment under a renegotiated contract.

Executive Director Carr read from Section 2 of the agreement and said that, in his view, it's clear the agreement allows for renegotiation in good faith.

Commissioner York said she now doesn't see a reason for action.

Commissioner Montero withdrew the motion and said the board needs to appoint some representatives to enter into negotiations with the executive director.

Chair Kleczek noted that the agreement has been sent to the attorney, since the executive director asked for changes. The attorney is looking at the agreement through the lens of those changes, but that could be expanded if the board desires, she said.

Chair Kleczek said the board not taking action on non-renewal acknowledges the human factor, that the board's intent isn't to terminate employment, and that there are some things in the agreement that need to be fixed.

Commissioner Stolberg moved to direct the board chair to contact the attorney to get an answer within 72 hours on whether the board must give notice by April 1 to accomplish renegotiation and that the result of the conversation be emailed to the board.

Commissioner Romero seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye			X	X			
Nay	X	X			X	X	X
Excused							

Motion failed 2-5.

**c. NWACT**

Commissioner Romero noted that he hasn't received meeting notices yet. Chair Kleczek said she would check on that.

**d. TAC**

Commissioner Alegria reported that the TAC recently had its first meeting. The committee recommended several projects for inclusion in grant applications. The committee will discuss its bylaws at a future meeting.

**10. Financial Report (1:52:04)**

Executive Director Carr reported that staff made their best effort to provide a financial report, and he expects that next month's report will be closer to what the board is used to. He also reported that a new financial officer, Jennifer Stangland, has been hired and starts on Monday. She has experience in government finance.

The board agreed by consensus to accept the report as general information but not as the official financial report.

Commissioner Montero noted that she submitted printouts from the district's account to supplement the information staff provided. The printouts were distributed.

Commissioner Montero said that when the new financial officer meets with the Maps banker, she'd like to attend so she can understand more about how the district's relationship with the bank works and the accounts the district has at the bank.

Commissioner Montero moved to authorize her as the treasurer to work with the financial officer and bank to have a sit-down at the bank to understand the bank accounts.

Commissioner Romero seconded the motion.

Discussion: Commissioner Alegria said it should include the executive director.

Commissioner Montero said she wouldn't exclude the executive director.

Executive Director Carr said he'd prefer the financial officer be allowed more time to become familiar with the district.

Commissioner York said the treasurer should be able to talk to the banks, and if the executive director wants the financial officer to attend as well, that should be up to the executive director. He should also be able to attend if he desires. She doesn't feel it needs approval from the board.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye		X	X	X	X		X
Nay	X					X	
Excused							

Motion passed 5-2.

## **11. Continued Business**

### **a. Budget Committee Appointment (2:01:05)**

Chair Kleczek asked if there were any other nominations for the Budget Committee, and none were offered up. She said there continues to be an opening on the committee. The slot will remain open until the board can find another person or the committee convenes.

### **b. RVHT Grant Application Update (2:01:52)**

Executive Director Carr reported that clarification on whether the proposed program would be legally discriminatory was sought, and he reached out to Arla Miller from ODOT. He noted that her response was included in the board packet.

Commissioner Montero said she feels that the answer from Ms. Miller didn't fully line up with Mr. Carr's question, and she feels further clarification is needed. She also said she'd prefer to hear from a representative of the grant administrator.

Commissioner Stolberg asked whether Mr. Carr reached out to the veterans services office in Clatsop County. Jason Jones, mobility manager, said staff did reach out.

Commissioner Stolberg said he was disappointed the staff didn't provide information about whether the proposed program would duplicate already-existing services.

Chair Kleczek said a first attempt at clarification of the discrimination question was made and further clarification is needed. Perhaps reaching out to other transit districts would be beneficial as part of that clarification.

Mr. Carr said he'll gather more information and provide an update at the board's meeting in April. Commissioner Montero emphasized that Mr. Carr should check with the grant administrator.

### **c. Strategic Planning Workshop Summary Report (2:14:20)**

Commissioners accepted the draft strategic planning workshop summary report by consensus.

### **d. SDAO Agreement Update (2:19:03)**

Executive Director Carr said the agreement with SDAO has now been signed. Chair Kleczek clarified that it's the agreement in the packet but with signatures.

Mr. Carr reported that he's provided SDAO with some preliminary materials, including the forensic audit and RLS reports. The new financial officer will be part of the process.

**e. Budget Officer Contractor RFP Update (2:21:02)**

Executive Director Carr said the agreement has been published, and he sent it to the list of governmental financial advisers provided by SDAO. Some have declined because of the requirement to attend Budget Committee meetings in person, while others are too busy at this time of year. The RFP is set to close on April 2.

Commissioner York noted that she was the board’s representative throughout the financial officer hiring process, and she feels the timing has worked out in such a way that a contract budget officer may no longer be needed.

Commissioner Montero said the new financial officer will have SDAO and a strong team behind her, so perhaps it’s a moot point.

Executive Director Carr said his recommendation is to let the RFP run its course and see what interest is received.

Chair Kleczek said she’d like the board to consider asking for the RFP to be withdrawn and for the board to appoint a budget officer who’s already in-house, knowing that person will have SDAO support. Chair Kleczek suggested Chief Operations Officer Jennifer Geisler as a candidate for budget officer.

Mr. Carr said district staff members have a lot on their plates, and he’d prefer to go with a CPA-level contractor.

Commissioner Alegria asked Mr. Carr what his reservations are about being the budget officer. Mr. Carr said he would be comfortable serving as the budget officer.

Commissioner York moved to appoint Mr. Carr as the budget officer.

Commissioner Alegria seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously.

Chair Kleczek noted that she didn’t initially suggest Mr. Carr because he’d previously said he wasn’t comfortable being the budget officer. She’s glad there’s now a resolution.

Commissioner Montero moved to withdraw the RFP.

Commissioner Stolberg seconded the motion.

Mr. Carr said withdrawing the RFP would put out a mixed message on how the district does procurement. Commissioner Montero said she's concerned about wasting the time of people who put together proposals.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously.

**f. Forensic Audit/RLS Reports Update (2:45:42)**

Executive Director Carr reported that staff was asked to review the ODOT forensic audit and RLS reports from the last few years and make a report to the board on the progress toward resolving any identified issues, but more time is needed. He said staff would work on having a report to the board at a meeting in the near future.

**12. New Business**

**a. Ticket Bank Program (2:46:30)**

Executive Assistant Schilling reported that she was asked to provide information about the ticket bank program. She explained that the current application form and policy that governs the program are in the board packet, along with a completed application from Helping Hands Reentry Outreach. Ms. Schilling also noted that Goodwill Industries of the Columbia Willamette also submitted an inquiry about vouchers.

Chair Kleczek explained that the ticket bank program has a long history, and it’s been administered and tracked in different ways. It’s not reflected in the budget.

Commissioner Montero said it’s a good program, but it needs better tracking and other improvements. She recommended suspending it for now, putting it into the upcoming budget, and fleshing it out for re adoption as a new, stronger program effective July 1.

Commissioner Alegria said she’d like to see oversight and perhaps a ticket limit.

Chair Kleczek summarized that it appears the board is requesting that staff put together a proposal for how to improve the program, including a better system to track the tickets and the budget impact, plus a more transparent and robust application process.

Executive Director Carr said it’s a good time to review and enhance the program. He recommended against suspending it because there’s too much need in the community.

Chair Kleczek moved that the board grant 100 tickets each to Goodwill of Columbia Willamette and Helping Hands Reentry Outreach to use during this time when the board has asked staff to look at revamping the ticket bank program.

Commissioner Montero seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Motion passed unanimously.

Commissioner York was excused from the meeting.

**b. 5339 Grant Application (3:02:50)**

Executive Director Carr explained that he would like to apply for a two-phase competitive grant through ODOT. The application is due April 3. He would like to apply for funding for eight buses and two non-revenue vehicles. The money would be spent in FY27 and FY28. Mr. Carr said that, under ODOT’s new process, the application is rolled into subsequent phases if it’s not awarded, and if the district doesn’t apply by April 3, it misses out.

Chair Kleczek said several items jumped out to her as not included, such as seatbelts, lifts, securement systems, internal cameras, internal communications and fat tire bike racks. She also noted there were inconsistencies between the two applications, including that one application lists the financial reporting system as automated while the other one lists it as a combination. One has a match source listed. Chair Kleczek is listed as the authorizer on one application, and she shouldn't be. One application is listed as a vehicle application, and the other is listed as non-vehicle when it’s also for vehicles.

Chair Kleczek also said some questions about impacts and who would be impacted could have been answered with affirmatives and more information. The district needs to ensure that any time it’s assisting with facilitating better use of public transit, it’s also creating multimodal connections and providing more service and availability to more of the public. She noted that the second application lists impacted groups properly, while the first doesn’t. Chair Kleczek said she wants to ensure that when the district is submitting the applications, there’s consistent information across the board.

Mr. Carr said staff would review the applications and do their best to ensure they align.

Commissioner Teeple moved to authorize the executive director to continue and apply for the grants and sign the competitive discretionary phase 1 grants.

Commissioner Alegria seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X		X
Nay							
Excused						X	

Motion passed unanimously.

**c. Proclamation Regarding Ridership Appreciation Day (3:19:52)**

Chair Kleczek explained that in the past, the district celebrated Ridership Appreciation Day in conjunction with Project Homeless Connect. But the board in 2025 opted to split the events and celebrate ridership appreciation on the district’s anniversary on March 24. Staff prepared a proclamation for the board to consider that would proclaim March 24 as Ridership Appreciation Day in the district going forward.

Commissioner Montero said March 24 has already passed this year, and she only saw news of Ridership Appreciation Day on Facebook, and she didn’t notice that the anniversary was mentioned. She feels a better path forward would be a board policy.

Commissioner Montero said she'd also want to see a more robust proclamation that other agencies are also asked to consider.

Chair Kleczek said a proclamation seemed to her like an appropriate option.

The board ended the discussion without taking action.

**d. Date for April Board Meeting (3:24:20)**

Chair Kleczek explained that multiple commissioners have a conflict on the original April board meeting date, so it's been proposed to change the regular meeting to Thursday, April 30. However, a Budget Committee meeting is planned that afternoon at 1 p.m.

Commissioner Alegria said she feels it's too much.

Commissioners discussed other options, including April 27, 28, 29 and May 1.

Commissioners decided by consensus to stick with April 30 for the board meeting.

**13. Correspondence**

None

**14. Executive Director Report (3:28:28)**

Executive Director Carr reported on several topics, including rising fuel prices, staff appreciation day, training, the driver shortage and the possibility of advertising on buses, and potential collaboration with the City of Astoria on passenger infrastructure.

**15. Team Reports (3:31:17)**

Jennifer Geisler, Jason Jones, Sam Bedair and Sara Schilling reported on their work activities in February and March.

**16. Adjournment (3:42:18)**

Commissioner Stolberg moved to adjourn.

Commissioner Alegria seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X	X	X	X		X
Nay							
Excused						X	

Motion passed unanimously

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

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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Tita Montero, board secretary-treasurer

**Action items from the meeting:**

- The board approved a not-to-exceed amount of \$4,500 for assistance with the executive director's evaluation from HR Answers and authorized Commissioner York as the contact person and contract signer. The board also approved some deviation from board policies B-312 and B-701-704 and authorized the Executive Director Evaluation Committee to work with the consultant to develop the evaluation questionnaire and send it out.
- Mr. Carr will gather more information on the RVHT discrimination question, specifically reaching out to the agency administering the grant, and report to the board at the April meeting. He'll also reach out to the veterans services office in Clatsop County to learn whether the proposed program is duplicative.
- Mr. Carr and staff will prepare a report on the status of issues identified in the ODOT forensic audit and RLS reports for a board meeting in the near future.
- Mr. Carr will serve as the budget officer.
- Staff will withdraw the budget officer RFP.
- Mr. Carr and staff will review the grant applications for buses and non-revenue vehicles and ensure they align.
- Staff will put together a proposal on improving the ticket bank program, including a better system to track the tickets and the budget impact, plus a more transparent and robust application process. Goodwill of Columbia Willamette and Helping Hands Reentry Outreach will be granted 100 tickets each to use in the meantime.
- Actual workforce numbers and not percentages will be included in the HR board report, along with workforce demographic information.
- High-level analytical information from the employee survey conducted by Mr. Bedair will be shared with the board.

**Items in progress:**

- Clatsop Community College MOU
- Budget Committee appointments
- RVHT grant application
- Legislative advocacy policy
- Report on audit/RLS progress



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### Item 8 Committee Reports

**Date:** April 30, 2026

**Summary:** Committee chairs and liaisons will provide an update on the work of their committees, including:

- Board Policy Committee
- Executive Director Evaluation Committee
- NWACT
- TAC

**Attachments:**

Draft and/or approved minutes from the following committee meetings:

- Board Policy Committee meeting on April 9, 2026
- Executive Director Evaluation Committee meetings on March 23, April 3 and April 17, 2026
- TAC on March 19, 2026



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Board Policy Committee**  
**April 9, 2026 | 11 a.m.**  
**Meeting Minutes**  
**Draft**

Link to meeting video: <https://bit.ly/3Qhr14Z>

**1. Call to Order**

Chair Tita Montero called the meeting to order at 11 a.m.

**2. Pledge of Allegiance (00:00:22)**

**3. Roll Call (00:00:40)**

Commissioners present: Tita Montero, Penny York, Matthew Stolberg.  
Staff present: Sara Schilling.

**4. Changes to Agenda (00:00:56)**

Commissioner York asked to add an item before adjournment for comments by committee members. Chair Montero asked to make that a regular item on the agenda. Chair Montero said she'd like to move 7a to the end of continued business.

**5. Public Comment (00:02:31)**

None

**6. Approval of Minutes (00:02:40)**

Commissioner York moved to approve the minutes from March 12, 2026.  
Commissioner Stolberg seconded.

	<b>Montero</b>	<b>Stolberg</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously

**7. Continued Business (00:03:09)**

**a. Review Edits to Policy B-312**

Commissioners made several revisions to policy B-312 dealing with committees, including reorganizing some of the sections. They also revised the committee application form, including adding some new questions.

Commissioner Stolberg moved to submit the committee’s revision of policy B-312 to the SETD Board of Commissioners for approval.

Commissioner York seconded the motion.

	<b>Montero</b>	<b>Stolberg</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

Commissioner Stolberg stepped out of meeting at 00:46:40.

**b. Review Draft Policies B-804a and B-804b (00:47:37)**

Commissioner Stolberg returned at 00:50:58.

Commissioners combined draft policies B-804a and B-804b into one policy and made some additions, including defining depositories and adding to the purpose statement. Commissioner York moved to forward the revised policy B-804 to the board with the recommendation for approval.

Commissioner Stolberg seconded the motion.

	<b>Montero</b>	<b>Stolberg</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

**c. Forensic Audit Policy Recommendations (01:01:07)**

Chair Montero noted that the executive assistant uploaded the 2023 ODOT audit and two RLS reports that followed into ChatGPT and asked for policy recommendations, per direction from the committee at the last meeting.

Commissioners discussed the resulting document and a path forward, agreeing that it would be beneficial to have ODOT report on which issues remain outstanding.

Commissioner Stolberg moved to recommend to the board that ODOT be asked for an update to assess the district’s status regarding outstanding items from the audit.

Commissioner York seconded the motion.

Chair Montero suggested a friendly amendment that the update be an in-person conversation versus a written report.

Commissioners Stolberg and York accepted the friendly amendment.

	<b>Montero</b>	<b>Stolberg</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

**d. Ticket Bank (01:29:54)**

Chair Montero noted that the district has a ticket bank program. The district has an operational policy dealing with the program, but it doesn't have an overarching board policy regarding the provision of district services for free, she said.

Commissioners discussed the types of things they'd like included in such a policy.

Chair Montero will recommend to the board that the committee work on drafting a policy.

**8. Committee Member Reports (02:02:26)**

Commissioner York said she feels it's important when taking on policy work to be cognizant of the staff and board member time investment involved, and to gather information from ODOT/staff early in the process so the policies will be effective.

Commissioner Stolberg confirmed Commissioner York's comments, thanked the committee for the work done during the last meeting when he was absent, and commended the committee for its quick and effective work. He also said he'd like to see policies kept as simple as possible.

Chair Montero summarized that she'll be presenting recommendations to the board at the April 30 meeting to accept the revisions to board policies B-312 and B-804. She'll also relay the ticket bank discussion, and she'll move to have an in-person report from ODOT.

**9. Adjournment (02:06:40)**

The meeting was adjourned at 1:07 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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Tita Montero, chair

**Action items from the meeting:**

- The committee will submit the revised policy B-312 to the board for approval
- The committee will submit the revised policy B-804 to the board for approval
- Chair Montero will recommend to the board that ODOT be asked for an in-person status report regarding issues identified in the forensic audit
- Chair Montero will recommend to the board that the committee work on drafting a policy dealing with provision of free services

DRAFT



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Executive Director Evaluation Committee**  
**March 23, 2026 | 9 a.m.**  
**Meeting Minutes**  
*Approved*

Link to meeting video: <https://bit.ly/41KAaoU>

**1. Call to Order**

Commissioner Tita Montero called the meeting to order at 9 a.m.

**2. Pledge of Allegiance**

**3. Roll Call (0:00:36)**

Commissioners present: Tita Montero, Kathleen Teeple, Penny York.  
 Staff/visitors present: Jason Jones, Sara Schilling.

**4. Elect Chair (0:00:48)**

Commissioner Montero nominated Commissioner York to be chair of the committee.  
 Commissioner Teeple seconded the motion.  
 Commissioner York said serving as chair would be acceptable to her.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Abstain			

Motion passed unanimously.

**5. Changes to Agenda (0:01:50)**

Commissioners agreed by consensus to swap the order of items B (discussing the evaluation process and timeline) and C (setting the meeting calendar) on the agenda.

**6. New Business**

**a. Determine Staffing Needs (0:02:38)**

Commissioner Montero said the committee will need clerical assistance and she supports having Executive Assistant Sara Schilling provide that. She also supports bringing in outside help to assist in the evaluation process and suggested looking at HR Answers.

Commissioner York agreed that using an outside consultant is a good recommendation for the committee to make to the board.

Commissioner Montero moved that the committee recommend to the board that Commissioner York reach out to HR Answers to investigate their ability and the cost to support the committee in putting together the evaluation tools and process.

Commissioner Teeple seconded the motion.

Discussion: Commissioner Montero asked to drop the motion and Commissioner Teeple, who provided the second, agreed.

Commissioner Montero moved that the committee authorize Chair York to reach out to HR Answers to investigate their ability and cost to support the committee’s work.

Commissioner Teeple seconded.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Abstain			

Motion passed unanimously.

Commissioner Montero moved that Chair York put together a proposal to the board for use of an outside consultant to support the evaluation committee in its work and processes.

Commissioner Teeple seconded the motion.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Abstain			

Motion passed unanimously.

**b. Discuss the Evaluation Process and Timeline (0:23:20)**

Commissioners discussed what the committee’s charge is, including whether the committee does the evaluation itself or does pre-work for the board to do the evaluation.

Commissioner Montero said she feels the full board should participate in the evaluation.

Commissioners discussed the documents that should be used in the evaluation process, including the executive director’s employment agreement, the board policies dealing with the executive director position, and the executive director’s job description.

Chair York described an evaluation process she took part in where the committee reviewed the data and came up with a draft summary that was taken to the full board for discussion and edits. What was included in the public minutes was the summary.

For her, that was a moderate process, she said.

Commissioner Montero discussed a model where the consultant helps create an evaluation tool that goes to the full board. The recommendation at the upcoming board meeting could be that the board accepts the tool the committee comes up with.

Commissioners agreed on that by consensus.

Commissioner Montero said that, in her view, the evaluation tool/questionnaire is taken through the consultant to staff and sent to the board and the executive director. The data is used during the evaluation meeting with the board and executive director. Out of that comes a summary that becomes the public record.

Commissioner Montero asked the executive assistant to find the motion that created the committee in January. Ms. Schilling reported that the motion involved appointing members and didn't deal with the authority of the committee.

Commissioners were provided with the policies and job description for review.

Commissioners agreed by consensus to seek clarification from the full board about whether the committee is the evaluation prep committee or conducts the evaluation.

Commissioners agreed by consensus that the full board should be provided with the polices, the job description and the employment agreement discussed during the meeting.

Commissioners discussed the evaluation timeline, identifying Friday, May 29, 2026, as a deadline for having the evaluation done.

Commissioners agreed by the consensus that Chair York should recommend that the board sign off on the committee developing the evaluation tool.

**c. Set a Meeting Calendar (1:20:00)**

Commissioner Teeple stepped out at about 1:30:20 to get her phone to check her calendar.

Commissioner Teeple returned at 1:31:19.

Commissioners set the next meeting for Friday, April 3, 2026, from 2 to 5 p.m. The goal for meeting will be to discuss consultant work and define process and timeline.

Commissioners agreed by consensus to recommend to the board that the Board Policy Committee begin working on B-701-705 as soon as possible.

Commissioners discussed including community partners in the evaluation.

Commissioners set future meetings for Friday, April 10, 2026; and Friday, April 17, 2026, from 2-5 p.m.; and Friday, April 24, 2026, as a just in case.

**9. Adjournment (1:53:37)**

The meeting was adjourned at 10:53 a.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

  
\_\_\_\_\_

**Action items from the meeting:**

- Ms. Schilling will send the discussed documents to the full board



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Executive Director Evaluation Committee**  
**April 3, 2026 | 2 p.m.**  
**Meeting Minutes**  
***Approved***

Link to meeting video: <https://bit.ly/4tz6o2r>

**1. Call to Order**

Chair York called the meeting to order at 2 p.m.

**2. Pledge of Allegiance (00:00:19)**

**3. Roll Call (0:00:38)**

Commissioners present: Tita Montero, Kathleen Teeple, Penny York.  
Staff/visitors present: Jason Jones, Sara Schilling, Marcelle Sannen.

**4. Changes to Agenda (0:00:50)**

None

**5. Public Comment (00:01:00)**

None

**6. Approval of Minutes (00:01:35)**

Commissioner Montero moved to approve the March 23, 2026, meeting minutes.  
Commissioner Teeple seconded the motion.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

**7. New Business**

**a. Discuss Consultant Work (0:02:21)**

Marcelle Sannen from HR Answers introduced herself. She said the goals of an evaluation process include determining if the employee being evaluated is meeting expectations and

if the organization's goals are being met, providing meaningful feedback, helping determine areas of improvement, and providing a written record.

She went over the steps of the HR Answers process, including:

- Working together to determine expectations, goals and desired outcome
- Determining the expectations that the executive director is aware of
- Developing the survey and communication
- Delivering the survey to staff and others
- Collecting and analyzing feedback
- Developing results in presentation format

Ms. Sannen said HR Answers typically uses Survey Monkey for its surveys.

Ms. Sannen and commissioners discussed how the survey results will be reviewed.

Commissioners said they see the committee's role as developing the survey questions/process with the consultant, and the results will be reviewed by the full board.

Commissioner York will provide Ms. Sannen with the draft strategic plan report.

Commissioner Montero said she feels that an introductory message from the committee chair to all the stakeholders who'll be receiving surveys is a good idea. It'll be important for the stakeholders to know that this is being handled outside the agency, to build trust.

Ms. Sannen said she has drafts she can present at a future meeting for review.

Ms. Sannen and commissioners discussed and revised evaluation factors, ranging from ability to collaborate with the board and community stakeholders, to communication skills.

Ms. Sannen and commissioners discussed that all survey questions might not be applicable to all recipients and how to handle that. Commissioners agreed by consensus that all recipients should get the same survey questions.

Ms. Sannen and commissioners discussed survey length and making the survey simple for recipients to fill out.

#### **b. Define Evaluation Process and Timeline (1:08:24)**

Ms. Sannen and commissioners discussed how to move forward with the survey. Ms.

Sannen will provide commissioners with a draft by April 8, and commissioners will respond directly to her with feedback by the end of the day April 10, paving the way for finalization at the April 17 meeting. The committee meeting set for April 10 won't be needed.

Commissioners discussed the benefit of the board doing self-evaluations.

Chair York will ask Executive Director Carr for a list of community peers to participate in the evaluation. She'll ask for their names, titles and emails to discuss at the April 17 meeting.

#### **8. Adjournment (1:24:15)**

The meeting was adjourned at 3:16 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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Penny York, chair

**Action items from the meeting:**

- Commissioner York will provide Ms. Sannen with the draft strategic plan report.
- Ms. Sannen will provide commissioners with a draft of the survey by April 8, and commissioners will respond directly to her with feedback by EOD April 10.
- Chair York will ask Executive Director Carr for a list of community peers to participate in the survey. She'll ask for their names, titles and emails.



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Executive Director Evaluation Committee**  
**April 17, 2026 | 2 p.m.**  
**Meeting Minutes**  
**Draft**

Link to meeting video: [link to come](#)

**1. Call to Order**

Chair York called the meeting to order at 2 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

Commissioners present: Tita Montero, Kathleen Teeple, Penny York.

Staff/visitors present: Sam Bedair, Sara Schilling.

**4. Changes to Agenda**

Commissioner Teeple asked to add discussion of timeline of next steps to the agenda.

Commissioners decided to make that item part of 7d.

Chair York noted that Marcelle Sannen, the HR Answers consultant, won't be at the meeting. Ms. Sannen reported to Chair York that she sent out the draft survey questions to committee members as requested, and there were no suggested changes.

**5. Public Comment**

None

**6. Approval of Minutes**

Commissioner Teeple moved to accept the April 3,2026, meeting minutes.

Commissioner Montero seconded the motion.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

**7. Continued Business**

**a. Review Survey Questions**

Committee members were provided with the draft survey questions. Chair York noted that the committee discussed the survey at the last meeting, identifying topics of importance and reviewing the employment agreement and other relevant documents. Ms. Sannen reported at that time that she had enough to formulate the draft survey, and she later sent it to committee members, who had no revisions. Commissioner Teeple moved to accept the survey questions as presented. Commissioner Montero seconded the motion.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

**b. Review Survey Communication**

Chair York reported that Ms. Sannen recommended that an introductory communication go out to survey recipients ahead of the survey. She provided a draft to Chair York. The draft was distributed to the committee, along with an explanatory email from Ms. Sannen. The email detailed some technical details to be sent along with the survey, including that it should be completed during work hours for employees. Commissioner Montero asked Mr. Bedair if all employees have access to a computer at work. Mr. Bedair said they all have district email addresses and access to a computer. Commissioner Montero noted that she'd like to see the option for staff to complete the survey outside of work hours, offsite and using a different email address if they'd feel more comfortable. Chair York said she'd check with Ms. Sannen and ask for language explaining that. Commissioners agreed by consensus that Mr. Bedair would be identified as someone employees may go to if they needed assistance accessing a computer for the survey. Commissioners agreed by consensus that the language in the communication should reflect that employees *may* complete the survey during work hours if they choose. Commissioners made several revisions to the communication wording, including removing references to a 360-degree evaluation process. Commissioner Montero moved to accept the letter as amended by the committee. Commissioner Teeple seconded the motion.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

### **c. Review Community/Peer List from Executive Director**

Chair York explained that she asked Executive Director Carr for a list of community leaders/peers he's worked with directly to potentially include in the evaluation process. She noted that she explained to Mr. Carr that the committee was looking for a variety of people, and that it may not use everyone he suggested and may add names to the list. Commissioner Montero said the provided list seemed Astoria-centric.

The committee discussed the list and possible additions and agreed by consensus to ask the following community leaders/peers to participate:

- Arla Miller, regional transportation coordinator for ODOT, plus an ODOT contract or grant administrator
- Brian Vitulli, general manager of Tillamook County Transportation District
- Don Bohn, Clatsop County manager
- Jarrod Hogue, Clatsop Community College president
- David Reid, executive director of the Astoria-Warrenton Chamber of Commerce
- Scott Spence, Astoria city manager
- Shanta Carter and Mark Knudson from the Special Districts Association of Oregon
- Zach Fleck, Seaside finance director and SETD Budget Committee member

Chair York will follow up with the executive assistant to ensure she has contact information to pass along to Ms. Sannen. Chair York also will check with Board of Commissioners Chair Kathy Kleczek for another contact at ODOT.

### **d. Discuss Timeline of Next Steps and Next Meeting Date**

The committee discussed the following timeline:

- Send introductory communication: Around April 22-23, 2026
- Send survey: Week of April 28, 2026
- Compile the results: Week of May 12, 2026
- Committee Chair York reviews results with consultant: Week of May 19, 2026
- Deliberation/evaluation with board and executive director: May 28, 2028

Commissioner Montero suggested that Chair York recommend that extra time be added to the May 28, 2026, board meeting to accommodate the deliberation/evaluation.

Mr. Bedair recommended that reminders go out once the survey is distributed.

Commissioners agreed by consensus to cancel the April 24, 2026, committee meeting.

### **8. Committee Member Comments**

Commissioner Montero said she's pleased with the way the committee has been moving forward.

### **9. Adjournment**

The meeting was adjourned at 3:22 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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**Action items from the meeting:**

- The committee accepted the survey questions as presented
- The committee accepted the survey letter as amended
- The committee agreed by consensus on a list of community leaders/peers to include the evaluation process. Chair York will follow up with the executive assistant to ensure she has contact information to pass along to Ms. Sannen. Chair York also will check with the board chair for another contact at ODOT.
- The committee agreed by consensus on a evaluation timeline
- The April 24, 2026, meeting is cancelled



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Transportation Advisory Committee**  
**March 19, 2026 | 1:30 p.m.**  
**Meeting Minutes**  
**Draft**

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

**1. Call to Order**

Commissioner Pamela Alegria called the meeting to order at 1:30 p.m.

**2. Pledge of Allegiance (00:00:22)**

**3. Roll Call (00:00:41)**

TAC members present in person: Leah Griffith, Melvin Jasmin, Johnathan Niebuhr, Mitra Vazeen and Board of Commissioners TAC liaison Pamela Alegria.

TAC members present remotely: Brian Vitulli.

Staff/visitors present in person: David Carr, Jason Jones, Sara Schilling.

Staff/visitors present virtually: Matthew Stolberg.

**4. Changes to Agenda/Selection of Chair and Vice Chair (00:01:25)**

Executive Director David Carr suggested moving discussion of the bylaws to a future meeting to give more time for the discussion. Commissioner Alegria noted that the TAC is a nine-member committee under its bylaws, and it has five members now. Votes must be unanimous to pass anything, she said. Commissioner Alegria paused discussion of changes to agenda to do the selection of chair and vice chair.

Commissioner Alegria called for nominations for chair of the TAC.

TAC Member Jasmin nominated TAC Member Niebuhr to be chair.

TAC Member Vazeen seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

TAC Member Niebuhr nominated TAC Member Griffith for vice chair of the TAC.

TAC Member Vazeen seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

**5. Changes to Agenda (00:03:55)**

Executive Director Carr proposed postponing discussion of the bylaws to a future meeting. Vice Chair Griffith moved to remove the discussion of the bylaws from the agenda and place the item on the next TAC meeting agenda. TAC Member Vazeen seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

Executive Director Carr asked to add an agenda item: recommendation of projects for inclusion in grant applications. He provided a grant and project list to TAC members. Vice Chair Griffith moved to add the item to the agenda. TAC Member Vazeen seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

**6. Public Comment (00:07:58)**

None

**7. Committee Member Introductions (00:08:34)**

TAC members introduced themselves, sharing their backgrounds.

**8. Presentation on 2028-29 STIF Plan (00:10:54)**

Executive Director Carr discussed the STIF plan development process, touching on challenges such as the departure of the district’s financial officer, changes in ODOT’s grant funding timelines, funding uncertainty and rising fuel prices, among others.

He discussed the FY28 STIF amendment and the ODOT gap funding application that have been submitted, plus grant applications the district would like to make, including Competitive Transit Grant Phase 1 and Phase 2, due in April.

At about 2:30 p.m., TAC Member Vitulli left the meeting due to a technical issue. Chair Niebuhr paused the meeting for five minutes to give Mr. Vitulli time to log back on.

The meeting resumed at approximately 2:12 p.m.

Mr. Carr presented a list of projects, requesting that the TAC consider recommending them for approval in grant applications. He provided cost estimates, plus match information where applicable. The grants included Competitive Transit Grant Phase 1 and 2, among others. The projects included:

- Cyber security
- Transit Plan
- Replacement buses
- Non-revenue vehicles
- IT/computers
- Passenger infrastructure (amenities)
- Facilities
- Radio
- Mobility
- Microtransit
- Shop equipment

TAC members and staff discussed the projects and priorities. Mr. Carr asked whether TAC members had any projects they'd like to see added to the list.

TAC Member Vazeen asked about alignment with the strategic planning discussion during the strategic planning workshop on Feb. 16, 2026. Chair Niebuhr asked about Mr. Carr's priorities, and Mr. Carr listed the transit plan, replacement buses and cybersecurity.

Chair Niebuhr asked for input from the TAC on projects and priorities.

Vice Chair Griffith said she'd prefer to recommend approval of all the projects for inclusion in grant applications so the district can grab any grant money that's available.

TAC members asked about how often the buses are full, the number of commercial driver's licenses in the district, and the age of the vehicle fleet, and discussion followed.

Vice Chair Griffith moved to recommend approval of the projects presented for inclusion in grant applications.

TAC Member Vazeen seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

**9. Set the Next Meeting (01:24:33)**

TAC members discussed how often the committee should meet and whether to set the next meeting date now or hold off. Chair Niebuhr and TAC Members Jasmin and Vazeen favored quarterly meetings. Vice Chair Griffith and TAC Member Vitulli favored not scheduling quarterly meetings and instead agreeing to gather as needed. Vice Chair Griffith moved to meet a minimum of twice a year, with other meetings called as needed.

TAC Member Vitulli seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

Chair Niebuhr raised the idea of setting the next meeting date for Aug. 27 and discussion followed about the best path forward.

Vice Chair Griffith moved that the next meeting will be determined by the executive director and it will be called with sufficient time for public notice.

TAC Member Vitulli seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

**10. Adjournment (01:35:40)**

TAC Member Jasmin moved to adjourn the meeting.

Vice Chair Griffith seconded the motion.

	<b>Griffith</b>	<b>Jasmin</b>	<b>Vazeen</b>	<b>Vitulli</b>	<b>Niebuhr</b>
Aye	X	X	X	X	X
Nay					
Excused					

Motion passed unanimously.

The meeting was adjourned at 3:06 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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Johnathan Niebuhr, Chair

**Action items from the meeting:**

- TAC members recommend approval of the projects presented for inclusion in grant applications.

DRAFT



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### **Item 9 Financial Report**

**Date:** April 30, 2026

**Summary:** Financial report covering Feb. 1, 2026, through April 23, 2026.

**Attachments:**

- Line-item definitions
- 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

Line Item Definitions  
RESOURCES

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

Line Item Definitions  
REQUIREMENTS

Budget Line Name (Requirements)	General Ledger Codes	Description/ Examples
Salaries & Wages	6010	Hourly & Salary Wages, Overtime, Sick, Vacation, Holiday, Flex Holiday/Personal, Bereavement, Sick FMLA - Emergency
Payroll Expenses	6111	Taxes - Medicare, Social Security, SUTA, Paid Leave Oregon, Worker's Benefit Fund (WBF), Worker's Comp
Employee Benefits	6210	Retirement, Health/Dental Insurance, Life Insurance, Disability Insurance, Health Reimbursement Account Claims (HRA Claims), HRA Expense, Recruitment Referral
Provider Services	7010	Veteran Rides - Volunteer Driver Reimbursements
Audit	8000	Annual audit plus single audit
Advertising	8053	Employment
Bank Fees/Merchant Fees	8003	Bank fees, Square fees (Transit Center sales on iPad), Token Transit (Smart Phone Fares on Buses)
Building Grounds and Maintenance	8020	Garbage Service, Shelter Cleaning, Elevator Maintenance, Cleaning Supplies, Back Flow Testing (Required Certification by Plumber)
Building Lease	8023	Storage Unit (District Record Archives)
Computer Information Technology Services	8031, 8032	Ifocus (Computer & Network Support), Trillium (Website and GTFS Maintenance), AccuFund (Accounting Software), AngelTrax (Video on buses, bus tracking)
Conferences, Training, and Travel	8060	All training, conferences & travel for employees and board members
Drug and Alcohol Testing/Background Checks	8050	Drug tests (New Hires & DOT Random Tests) & Background Checks (New Hires)
Dues and Subscriptions	8090	Swiftly (Fixed Route Tablets on Buses), Special Districts of Oregon (SDOA), Community Transit Association of America (CTAA), Oregon Cooperative Procurement Program (OrCPP), Government Finance Officers Association (GFOA), Society for HR Management (SHRM)
IGA Dues and Fees	8091	Northwest Oregon Transit Alliance (NWATA)
Comp/Furniture/Small tools	8015	Computers, Audio Software Licensing, Video Software Licensing, Parking Permits, Office Furniture
Equipment Lease	8010	Copy Leases (Astoria)

Line Item Definitions  
REQUIREMENTS

Budget Line Name (Requirements)	General Ledger Codes	Description/ Examples
Outreach	8080	Rural Transit Day, Rider Appreciation, Veteran's Standdown, Rosa Parks Day, Spanish Translation, Posters, Banners, Stickers
Employee Recognition	8054	Holiday Party, Gift Cards, Birthdays
Election Fees	8076	Election Fees - Board Member Elections
Fuel	8071	Fuel
Insurance	8100	Property, Liability, Auto (Bus Fleet), Cyber
Legal Ads	8110	Budget Meeting Notices Published
Legal Counsel	8002	Attorney Fees
Uninsured Loss	8105	Deductabl for accidents - up to \$5,000 per accident
Office Supplies	8116	Paper, Stamps, Pens, Folders, Paper Clips, etc.
Printing	8081	Copier Service Contract and per copy fees
Professional Services	8001	HR Answers, Interium Director, Stategic Planning
Taxes/Licenses/Interest	8092	Secretary of State, Late Fees, Registrations
Telecommunications/Internet	8040	Office Phones, Cell Phones, Tablets, District Internet
Uniforms	8052	Uniforms - Bus Drivers, Mechanic
Utilities	8041	Electric, Gas, Water/Sewer
Vehicle Maintenance and Repair	8171	Tires, Brakes, Lights, Fluids, Sensors, Oil Pumps, Windshields, Towing, Labor for Outside Repairs
Shop Supplies	8180	Gloves, WD40, Eye Protection, Shop Towels

## Sunset Empire Transportation District Dashboard - February 2026

Available Balances as of 02/28/2026 (Cash on Hand)	
General Checking:	\$ 267,024.20
Payroll Account:	\$ 5,547.95
LGIP:	\$ 1,256,857.62
ODOT Loan Funding:	\$ 202,098.37
STIF:	\$ 426,874.54
Contingency:	\$ 949,130.46
<b>Total Funds Available:</b>	<b>\$ 3,107,533.14</b>

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

Monthly (Actual & Projected) Expenditures:	
<b>ACTUAL</b> AP Week of 02/09/2026	\$ 51,252.31
<b>ACTUAL</b> AP Week of 02/23/2026	\$ 20,610.05
<b>ACTUAL</b> Payroll Processed on 02/06/2026	\$ 65,116.34
<b>ACTUAL</b> Payroll Processed on 02/20/2026	\$ 67,184.06
<b>Total Expenditures:</b>	<b>\$ 204,162.76</b>

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

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

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

**Follow-up:**

## SUNSET EMPIRE TRANSPORTATION DISTRICT

### Profit & Loss Budget Performance

For 2/28/2026

Ordinary Income/Expenses	M-T-D Actual	M-T-D Budget	Y-T-D Actual	Y-T-D Budget	Variance	Annual Budget	YTD Act to Annual Budget
<b>Income</b>							
4010 FIXED ROUTE FARES	6,274.12	6,000.00	55,037.01	50,000.00	5,037.01	75,000.00	73%
4021 MEDICAID FARES - IGA	0.00	0.00	714.00	0.00	714.00	0.00	0%
4022 PARATRANSIT FARES	1,880.00	1,250.00	14,852.11	10,000.00	4,852.11	15,000.00	99%
4030 CONTRACTED SERVICES-IGA	0.00	200.00	0.00	1,640.00	(1,640.00)	2,500.00	0%
4110 NW NAVIGATOR	464.78	300.00	3,644.26	2,785.00	859.26	4,135.00	88%
4130 OTHER-VENDING	82.09	70.00	237.99	265.00	(27.01)	365.00	65%
4205 PROPERTY TAXES	7,853.50	25,000.00	1,216,694.01	1,290,000.00	(73,305.99)	1,400,000.00	87%
4206 PRIOR YEAR TAXES	1,087.54	825.00	18,101.33	14,200.00	3,901.33	17,500.00	103%
4207 PROPERTY TAX INTEREST	25.21	75.00	677.65	700.00	(22.35)	1,000.00	68%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	164.33	0.00	164.33	0.00	0%
4310 TIMBER SALES	44,461.77	38,500.00	158,104.96	115,500.00	42,604.96	154,000.00	103%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	104,820.92	86,250.00	18,570.92	115,000.00	91%
4410 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100%
4420 PARKING SPACE LEASE	750.00	760.00	5,917.50	6,080.00	(162.50)	9,120.00	65%
4425 CHARGING STATION	0.00	45.00	113.77	135.00	(21.23)	180.00	63%
4505 INTEREST EARNED ON BANK ACCT	6,752.48	4,050.00	39,287.36	32,300.00	6,987.36	48,500.00	81%
4605 OTHER INCOME	3,894.89	225.00	30,913.96	1,675.00	29,238.96	2,500.00	1,237%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	728,621.00	656,049.00	72,572.00	874,732.00	83%
5206 OREGON STIF FUNDS – POPULATION	0.00	0.00	90,002.00	0.00	90,002.00	0.00	0%
5301 5311 ADMIN/OPERATIONS	209,388.00	0.00	742,261.00	432,818.00	309,443.00	865,636.00	86%
5302 5310 MOBILITY MGT/PM	48,303.00	0.00	48,303.00	82,486.00	(34,183.00)	164,972.00	29%
5401 5339 CAPITAL PURCHASE	0.00	0.00	578,927.00	720,000.00	(141,073.00)	720,000.00	80%
<b>Total Income</b>	<b>331,217.38</b>	<b>77,300.00</b>	<b>3,838,595.16</b>	<b>3,504,083.00</b>	<b>334,512.16</b>	<b>4,471,340.00</b>	<b>86%</b>
<b>Expenses</b>							
6010 WAGES	106,418.29	158,054.00	971,043.91	1,065,554.00	94,510.09	1,591,554.00	61%
6011 OVERTIME	6,957.14	4,500.00	61,029.01	36,000.00	(25,029.01)	49,500.00	123%
6012 SICK	6,757.78	5,500.00	52,549.96	44,000.00	(8,549.96)	66,000.00	80%
6013 HOLIDAY	0.00	0.00	29,056.92	46,000.00	16,943.08	57,500.00	51%
6014 FLEX HOLIDAY/PERSONAL	6,476.79	8,000.00	19,305.55	64,000.00	44,694.45	96,000.00	20%
6015 VACATION	3,373.67	10,000.00	61,639.36	90,500.00	28,860.64	135,500.00	45%
6016 BEREAVEMENT	0.00	500.00	0.00	4,000.00	4,000.00	6,000.00	0%
6111 PR TAXES-MEDICARE	1,879.24	5,500.00	17,237.83	39,462.00	22,224.17	58,462.00	29%
6112 PR TAXES-SOC SECURITY	8,035.20	8,500.00	73,706.55	73,500.00	(206.55)	112,000.00	66%
6113 PR TAXES-SUTA	3,110.43	6,700.00	27,207.24	53,000.00	25,792.76	79,600.00	34%
6114 WORKER'S COMP WBF	33.69	125.00	321.28	1,000.00	678.72	1,500.00	21%
6115 WORKER'S COMP SDIS INS	2,819.94	2,500.00	26,961.00	20,000.00	(6,961.00)	30,000.00	90%
6116 PAID LEAVE OREGON	518.43	1,500.00	4,755.51	12,000.00	7,244.49	18,000.00	26%
6210 RETIREMENT	4,039.99	5,016.00	26,992.96	40,128.00	13,135.04	60,190.00	45%
6211 HRA CLAIMS	0.00	1,000.00	1,500.00	8,000.00	6,500.00	12,000.00	13%
6212 HEALTH INSURANCE	27,949.20	35,250.00	248,086.30	282,000.00	33,913.70	423,000.00	59%
6213 FSA/HRA EXP	0.00	500.00	428.16	4,000.00	3,571.84	6,000.00	7%
6215 RECRUITMENT REFERRAL	0.00	200.00	0.00	1,600.00	1,600.00	2,400.00	0%
8000 AUDIT	0.00	0.00	16,000.00	22,500.00	6,500.00	35,000.00	46%
8001 PROFESSIONAL SERVICES	(25.00)	750.00	5,917.58	7,250.00	1,332.42	10,000.00	59%
8002 LEGAL COUNSEL	0.00	850.00	2,300.00	5,950.00	3,650.00	9,150.00	25%
8003 BANK FEES	0.10	17.00	60.30	136.00	75.70	200.00	30%

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Profit & Loss Budget Performance**  
**For 2/28/2026**

Ordinary Income/Expenses	M-T-D Actual	M-T-D Budget	Y-T-D Actual	Y-T-D Budget	Variance	Annual Budget	YTD Act to Annual Budget
8004 MERCHANT SERVICES	(90.68)	150.00	773.93	1,200.00	426.07	1,800.00	43%
8005 PAYROLL PROCESSING FEES	88.00	0.00	88.00	0.00	(88.00)	0.00	0%
8010 EQUIP LEASE/RENT	201.80	190.00	1,703.10	1,520.00	(183.10)	2,300.00	74%
8015 COMPUTER HARDWARE/SOFTWARE	0.00	50.00	59.00	400.00	341.00	600.00	10%
8016 OFFICE FURNITURE & EQUIP	0.00	0.00	1,961.31	1,000.00	(961.31)	1,100.00	178%
8017 SMALL TOOLS	0.00	0.00	21.02	2,228.98	2,228.98	3,250.00	1%
8018 TELEPHONE HARDWARE	0.00	0.00	0.00	200.00	200.00	200.00	0%
8019 OTHER DURABLE GOODS	49.38	400.00	2,065.53	3,200.00	1,134.47	4,850.00	43%
8020 B&M GENERAL	520.19	5,000.00	9,522.96	55,500.00	45,977.04	77,000.00	12%
8021 B&M JANITORIAL	477.50	750.00	2,645.70	7,000.00	4,354.30	10,000.00	26%
8022 B&M SHELTER CLEAN & REPAIR	23.76	1,500.00	8,486.32	12,850.00	4,363.68	18,850.00	45%
8023 BUILDING LEASE	173.00	167.00	1,384.00	1,336.00	(48.00)	2,000.00	69%
8031 WEB/ONLINE SW SUB	938.81	250.00	5,515.54	2,000.00	(3,515.54)	3,000.00	184%
8032 IT SERVICES/CONTRACTS	5,153.00	21,000.00	73,244.47	85,000.00	11,755.53	109,000.00	67%
8040 TELEPHONE/INTERNET	2,520.79	2,750.00	21,212.70	22,000.00	787.30	33,000.00	64%
8041 ELECTRICITY	1,642.30	2,200.00	14,403.59	16,000.00	1,596.41	22,900.00	63%
8042 GAS	529.17	600.00	2,567.41	3,450.00	882.59	4,950.00	52%
8043 WATER	415.45	675.00	5,638.73	5,450.00	(188.73)	8,150.00	69%
8050 DRUG/ALCOHOL/BG CHECKS	50.00	100.00	2,104.50	835.00	(1,269.50)	1,235.00	170%
8051 DRIVER'S CERT REIM (CDL)	0.00	135.00	1,797.00	1,755.00	(42.00)	2,565.00	70%
8052 UNIFORMS	0.00	0.00	2,652.50	3,500.00	847.50	5,000.00	53%
8053 ADS (HR JOB POSTING)	0.00	250.00	1,835.79	1,250.00	(585.79)	2,000.00	92%
8054 EMPLOYEE RECOGNITION	108.26	225.00	2,621.98	4,550.00	1,928.02	5,500.00	48%
8055 HR EXPENSES (ID BADGES, MISC)	0.00	100.00	0.00	800.00	800.00	1,200.00	0%
8060 CONF REGISTRATION FEES	0.00	350.00	1,365.00	2,850.00	1,485.00	2,850.00	48%
8061 TRAINING	0.00	0.00	100.00	400.00	300.00	600.00	17%
8062 TRAVEL-MODE	89.90	0.00	1,118.76	800.00	(318.76)	800.00	140%
8063 TRAVEL-MEALS	0.00	0.00	239.32	650.00	410.68	650.00	37%
8064 TRAVEL-LODGING	0.00	500.00	426.18	2,000.00	1,573.82	2,000.00	21%
8070 CONF REGISTRATION FEES-BOARD	(590.00)	0.00	1,825.00	2,350.00	525.00	2,350.00	78%
8071 TRAINING-BOARD	(225.00)	500.00	450.00	500.00	50.00	500.00	90%
8072 TRAVEL-MODE-BOARD	0.00	0.00	702.80	0.00	(702.80)	0.00	0%
8073 TRAVEL-MEALS-BOARD	82.80	750.00	181.96	750.00	568.04	750.00	24%
8074 TRAVEL-LODGING-BOARD	0.00	2,000.00	843.54	2,000.00	1,156.46	2,000.00	42%
8080 EDUCATION/OUTREACH-PUBLIC	0.00	1,000.00	2,660.97	7,500.00	4,839.03	11,350.00	23%
8081 PRINTING	1,045.25	1,000.00	7,164.42	8,500.00	1,335.58	12,500.00	57%
8082 EVENT SUPPLIES	0.00	200.00	285.32	2,850.00	2,564.68	3,650.00	8%
8090 DUES, SUBSCRIPTIONS	16,041.96	1,500.00	24,345.05	20,500.00	(3,845.05)	30,000.00	81%
8091 IGA-DUES	0.00	0.00	7,500.00	6,000.00	(1,500.00)	12,000.00	63%
8092 FEES/INTEREST CHRGS	0.00	50.00	999.92	400.00	(599.92)	600.00	167%
8093 TAXES/LICENSES/BUS REG FEES	0.00	100.00	528.00	850.00	322.00	1,250.00	42%
8100 GENERAL LIABILITY	0.00	0.00	32,520.16	45,000.00	12,479.84	60,000.00	54%
8102 PROPERTY	0.00	0.00	14,673.43	19,500.00	4,826.57	26,000.00	56%
8103 AUTO	0.00	0.00	31,051.66	25,500.00	(5,551.66)	34,000.00	91%
8104 CYBER	0.00	0.00	5,759.26	10,000.00	4,240.74	10,000.00	58%
8105 UNINSURED LOSS	0.00	1,100.00	0.00	8,500.00	8,500.00	12,500.00	0%
8110 LEGAL ADS	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
8112 MEETING EXPENSE	856.30	100.00	1,103.94	1,400.00	296.06	2,000.00	55%
8116 OFFICE SUPPLIES	1,215.58	800.00	6,523.98	6,400.00	(123.98)	9,600.00	68%
8118 POSTAGE	78.00	50.00	907.25	275.00	(632.25)	400.00	227%

## SUNSET EMPIRE TRANSPORTATION DISTRICT

### Profit & Loss Budget Performance

For 2/28/2026

Ordinary Income/Expenses	M-T-D Actual	M-T-D Budget	Y-T-D Actual	Y-T-D Budget	Variance	Annual Budget	YTD Act to Annual Budget
8170 FUEL	11,568.64	12,300.00	103,024.81	102,800.00	(224.81)	150,000.00	69%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	0.00	750.00	1,754.62	6,000.00	4,245.38	8,850.00	20%
8172 PARTS	932.83	1,200.00	2,413.33	9,600.00	7,186.67	14,400.00	17%
8173 PM OUTSIDE SERVICES	2,058.09	5,000.00	27,095.82	40,000.00	12,904.18	60,000.00	45%
8174 TIRE PURCHASES	0.00	500.00	0.00	5,000.00	5,000.00	7,750.00	0%
8175 TOWING	0.00	0.00	236.50	1,500.00	1,263.50	2,500.00	9%
8180 SHOP SUPPLIES	1,409.60	625.00	11,599.73	5,000.00	(6,599.73)	7,500.00	155%
9040 DEBT SERVICE & INT FEES	0.00	63,370.00	190,110.00	190,110.00	0.00	309,168.00	61%
9200 CAPITAL EXPENSE	0.00	0.00	669,348.00	720,000.00	50,652.00	720,000.00	93%
<b>Total Expenses</b>	<b>225,709.57</b>	<b>385,199.00</b>	<b>2,957,263.23</b>	<b>3,409,111.00</b>	<b>451,847.77</b>	<b>4,699,524.00</b>	<b>63%</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>105,507.81</b>	<b>(307,899.00)</b>	<b>881,331.93</b>	<b>94,972.00</b>	<b>786,359.93</b>	<b>(228,184.00)</b>	<b>38%</b>

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 2/28/2026**

	This Year	Last Year	Change
<b>Assets</b>			
1010 OVER/UNDER	19.35	(0.35)	19.70
1020 GENERAL CHECKING LC BANK	267,024.20	77,131.92	189,892.28
1030 LGIP - GENERAL FUND	1,256,857.62	781,250.71	475,606.91
1040 PAYROLL ACCOUNT LC BANK	5,547.95	4,225.59	1,322.36
1055 STIF LC BANK	426,874.54	497,307.78	(70,433.24)
1060 ODOT LOAN LC BANK	202,098.37	201,661.57	436.80
1065 CONTINGENCY	949,130.46	927,862.81	21,267.65
1095 CASH RECEIPTS CLEARING SYSTEM	187.08	1,037.74	(850.66)
1099 EFT CLEARING SYSTEM	(2,325.17)	(2,325.17)	0.00
1210 ACCOUNTS RECEIVABLE SYSTEM	(3,898.10)	(3,399.50)	(498.60)
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)	(13,321.66)	0.00
1250 PROPERTY TAX RECEIVABLES	64,228.08	64,228.08	0.00
1251 PASS TRANSIT RECEIVABLES	336.00	120.00	216.00
1299 A/R CONVERSION	10,165.48	10,165.48	0.00
1425 PREPAID WORK COMP	(52,179.56)	(19,970.69)	(32,208.87)
<b>Total Assets</b>	<b>3,110,744.64</b>	<b>2,525,974.31</b>	<b>584,770.33</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	46,433.30	74,119.47	(27,686.17)
2019 ACCOUNTS PAYABLE OTHER	(341.45)	(341.45)	0.00
2050 CREDIT CARD PAYABLE	300,034.14	264,921.07	35,113.07
2059 CREDIT CARD PAYMENT CLEARING	(300,190.10)	(266,249.90)	(33,940.20)
2060 PAYABLE TO NWN	(6,358.01)	(3,501.36)	(2,856.65)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	400.00	2.00	398.00
2099 A/P CONVERSION	0.00	(30,282.74)	30,282.74
2100 ACCRUED LABOR SYSTEM	95,414.89	7,373.00	88,041.89
2111 SOCIAL SECURITY TAX-EMPLOYER	(315.65)	(315.65)	0.00
2112 PR SUTA	(4,584.46)	(836.22)	(3,748.24)
2113 OR STATE W/H	(442.74)	0.00	(442.74)
2114 FED W/H TAX PAYABLE	(2,479.25)	(19.54)	(2,459.71)
2121 FSA-PT	(58.96)	0.00	(58.96)
2122 OREGON TRANSIT ASSESSMENT	(412.44)	0.00	(412.44)
2123 OR-WBF ASSESSMENT	(0.10)	(0.10)	0.00
2124 BENEFITS MEDICAL SDIS	(20,583.92)	(12,437.46)	(8,146.46)
2130 AFLAC-AT	(79.52)	0.00	(79.52)
2131 AFLAC-PT	(61.10)	(61.10)	0.00
2133 GARNISHMENTS	21.35	0.00	21.35
2135 MASA	(14.00)	0.00	(14.00)
2141 RETIREMENT-ER 457	375.29	(48.68)	423.97
2705 DEFERRED REVENUE	64,228.08	64,228.08	0.00
2805 ODOT LOAN	275,000.00	275,000.00	0.00
<b>Total Liabilities</b>	<b>445,985.35</b>	<b>371,549.42</b>	<b>74,435.93</b>
3000 FUND BALANCE	1,783,427.36	1,933,843.88	(150,416.52)
Change in Net Assets	881,331.93	220,581.01	660,750.92
<b>Total Net Assets</b>	<b>2,664,759.29</b>	<b>2,154,424.89</b>	<b>510,334.40</b>
<b>Total Liabilities and Net Assets</b>	<b>3,110,744.64</b>	<b>2,525,974.31</b>	<b>584,770.33</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT  
A/R Aging**

Run: 4/22/2026 at 12:59 PM

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<u>Customer</u>	<u>Due Date</u>	<u>Invoice</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>
[6494] ANGI WILDT GALLERY	12/31/2025	2223	12/01/2025	Dec 2025 Parking Space #12				47.50	47.50
[6494] ANGI WILDT GALLERY	1/31/2026	2240	1/01/2026	Jan 2026 Parking Space #12				50.00	50.00
					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>97.50</b>	<b>97.50</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

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**Accounts Payable Aging by Vendor**

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<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>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>
<b>[6654] NW BUS SALES, INC</b>										
10/21/2025	10/21/2025	33149	11/05/2025	VR -5650 RADIO -PM Bus #2001 (INV #32875 RETURNED)	-325.00	-325.00				-325.00
<b>Total for[6654] NW BUS SALES, INC</b>					<b>-325.00</b>	<b>-325.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-325.00</b>
<b>[6177] PACIFCSOURCE ADMINISTRATORS</b>										
12/12/2025	12/12/2025	2025-25	1/11/2026	Pay period ending 12/06/2025,FSAHealth	89.08	89.08				89.08
12/26/2025	12/26/2025	2025-26	1/25/2026	Pay period ending 12/20/2025,FSAHealth	89.08	89.08				89.08
1/09/2026	1/09/2026	2026-01	2/08/2026	Pay period ending 1/03/2026,FSAHealth	89.08	89.08				89.08
1/23/2026	1/23/2026	2026-02	2/22/2026	Pay period ending 1/17/2026,FSAHealth	32.58	32.58				32.58
<b>Total for[6177] PACIFCSOURCE ADMINISTRATORS</b>					<b>299.82</b>	<b>299.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>299.82</b>
<b>[6193] SDIS</b>										
4/06/2023	4/06/2023	2023-09	5/06/2023	Pay period ending 4/05/2023,WorkComp	32.35	32.35				32.35
5/31/2023	5/31/2023	2023-13	6/30/2023	Pay period ending 5/31/2023,WorkComp	187.10	187.10				187.10
6/30/2023	6/30/2023	2023-13	7/30/2023	Pay period ending 6/24/2023,WorkComp	527.98	527.98				527.98
<b>Total for[6193] SDIS</b>					<b>747.43</b>	<b>747.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>747.43</b>
<b>[6225] VALIC-JPM CHASE</b>										
5/31/2023	5/31/2023	2023-13	6/30/2023	Pay period ending 5/31/2023,401ABen	115.20	115.20				115.20
10/30/2024	10/30/2024	2024-24	11/29/2024	Pay period ending 10/29/2024,401ABen	177.21	177.21				177.21
7/01/2025	7/01/2025	2025-14	7/31/2025	Pay period ending 7/01/2025,401ABen	29.72	29.72				29.72
<b>Total for[6225] VALIC-JPM CHASE</b>					<b>322.13</b>	<b>322.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>322.13</b>
<b>Report Total</b>					<b>1,044.38</b>	<b>1,044.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,044.38</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing with Accounting Distribution from 2/01/2026 to 2/28/2026**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0024161	2/12/2026	[6116] IFOCUS CONSULTING - PRIMARY:Unknown dbName - Invoices 00017115, 00017126, 00017132	100 10 8031 1 000 0000 0 100 10 8032 1 000 0000 0	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	643.80 5109.25	5,753.05
0024169	2/12/2026	[6193] SDIS - PRIMARY:Unknown dbName - Invoices 2026-01, 2026-02, MED02012026	100 00 2124 0 000 0000 0	BENEFITS MEDICAL SDIS	22708.90	22,708.90
0024172	2/12/2026	[6237] WILCOX + FLEGEL - PRIMARY:Unknown dbName - 01/01-01/31/2026 -FUEL SRV	301 20 8170 2 000 0000 0 301 21 8170 2 000 0000 0 301 23 8170 2 000 0000 0 301 50 8170 2 000 0000 0	FUEL FUEL FUEL FUEL	248.40 1197.63 8966.47 42.56	10,455.06
0024184	2/25/2026	[6598] SWIFTLY, INC - PRIMARY:Unknown dbName - 03/19/2026-03/18/2027 -GPS SOFTWARE LICENSING RENEWAL & IT SRV -OPS	301 23 8090 2 000 0000 0	DUES, SUBSCRIPTIONS	15779.72	15,779.72
<b>Total Checks</b>					<b><u>54,696.73</u></b>	<b><u>54,696.73</u></b>

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

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Closing Balance from Previous Statement.....	2/06/2026	-2,080.24
0 Deposits and Other Additions Totaling.....		0.00
43 Checks and Other Withdrawals Totaling.....		3,286.06
1 Adjustments Totaling.....		2,080.24
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	3/08/2026	-3,286.06
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	3/08/2026	-283,548.31
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-283,548.31

Date	Check	To	Check Description	Amount
✓ 2/06/2026	0000374	GOOGLE ONE	JONES -02/06 CLOUD STORAGE SRV (BASIC PLAN 100 GH) -MM	2.99
✓ 2/06/2026	0006572	FIELDPRINT	CARR -LIVESCAN BACKGROUND CK -D.C (ADMN)	12.50
✓ 2/06/2026	0008646	AMAZON	YELTON -2BX GLOVES -MAINT	12.90
✓ 2/06/2026	0008646	AMAZON	YELTON -HANDHELD VACUUM -MAINT	30.59
✓ 2/08/2026	0006572	FIELDPRINT	CARR -LIVESCAN BACKGROUND CK -S.M (MECH)	12.50
✓ 2/08/2026	0008646	AMAZON	YELTON -CATALYTIC CONVERTER W/ GASKET KIT -Bus #2002	662.89
✓ 2/08/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -ANT BAIT & KILLER -TC	36.89
✓ 2/11/2026	0000374	AMAZON	JONES -FLIP CHART DISPLAY -MM	37.99
✓ 2/11/2026	0000514	AMAZON	GEISLER -LAPTOP -HR	49.38
✓ 2/11/2026	0000514	WALMART	GEISLER -SIGNS FOR BUS SHELTERS	23.76
✓ 2/11/2026	0006572	SISU BREWING CO.	CARR -LUNCH -Board	82.80
✓ 2/11/2026	0008646	AMAZON	YELTON -GLOVES, PAPER CLIPS, PAPER -TC	116.50
✓ 2/11/2026	0008646	AMAZON	YELTON -CIRCUIT PROBE TESTER -SHOP SUPPLIES	129.98
✓ 2/11/2026	0008646	COLUMBIA PACIFIC CHIROPRACTIC	YELTON -01/27/2026 VISIT (CO-PAY) - PERSONAL PURCHASE (CREDITED)	-25.00
✓ 2/11/2026	0008646	RV ELITE PARTS	YELTON -DRIVER FAN PARTS -Bus #2002	88.98
✓ 2/11/2026	0008646	RV ELITE PARTS	YELTON -DRIVER FAN PARTS -Bus #1802	88.98
✓ 2/12/2026	0006572	GAETANO'S MARKET & DELI	CARR -02/16-02/17/2026 -LUNCH CATERING -SDAO CONF	316.30
✓ 2/12/2026	0006572	HOLIDAY INN EXPRESS	CARR -02/16-02/17/2026 -MEETING ROOM RENTAL, EQUIP & SRV -SDAO CONF	540.00
✓ 2/12/2026	0008646	AMAZON	YELTON -C BATTERIES -MAINT	23.55
✓ 2/12/2026	0008646	A COASTAL LOCK-N-KEY	YELTON -KEYS -ADMN	16.00
✓ 2/13/2026	0008646	AMAZON	YELTON -GLOVES -MAINT	8.49

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

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✓	2/13/2026	0008646	HARBOR FREIGHT	YELTON -INSPECTION CAMERA -SHOPS SUPPLIES	79.99
✓	2/15/2026	0008646	AMAZON	YELTON -MULTI SURFACE CLEANER -TC	11.52
✓	2/15/2026	0008646	CHEFSTORE	YELTON -COFFEE, POPCORN -WAR	108.26
✓	2/15/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -TISSUE -WAR	20.91
✓	2/17/2026	0006572	FIELDPRINT	CARR -LIVESCAN BACKGROUND CK -J.T (PT)	12.50
✓	2/17/2026	0008646	AMAZON	YELTON -140 PCS FUSES -SHOP SUPPLIES	9.96
✓	2/18/2026	0008646	AMAZON	YELTON -5 GL VEHICLE SHAMPOO - MAINT	67.57
✓	2/18/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -PARTS BROKEN FAN/ TOILET - MAINT	49.98
✓	2/19/2026	0006572	FIELDPRINT	CARR -LIVESCAN BACKGROUND CK -S.S (FR)	12.50
✓	2/20/2026	0008646	AMAZON	YELTON -HARD ROLL TOLIET PAPER -TC/ WAR	127.24
✓	2/23/2026	0008646	AMAZON	YELTON -5 30PK IMMIGRATION RED CARD -ADMN	64.95

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

Run: 4/22/2026 @ 4:49 PM

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Date	Check	To	Check Description	Amount
✓ 2/24/2026	0008646	AMAZON	YELTON -SHAMPOO WASH SOAP PUMP -MAINT	9.99
✓ 2/27/2026	0000374	MICROSOFT	JONES -01/28/2025-02/27/2026 - MICROSOFT SOFTWARE SUBSCRIPT - MM	12.00
✓ 2/27/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -BUS WASHING BRUSHES - MAINT	98.78
✓ 3/03/2026	0000374	CHEFSTORE	JONES -SNACKS -ED/OUTREACH	50.57
✓ 3/04/2026	0008646	AMAZON	YELTON -2 RAIL MOUNTS -Bus #1800's	67.80
✓ 3/06/2026	0000374	GOOGLE ONE	JONES -03/06 CLOUD STORAGE SRV (BASIC PLAN 100 GH) -MM	2.99
✓ 3/08/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -BUS WASHING POLE/BRUSHES -MAINT	70.44
✓ 3/11/2026	0006572	FIELDPRINT	CARR -LIVESCAN BACKGROUND CK -J.T (PT)	12.50
✓ 3/13/2026	0008646	AMAZON	YELTON -3 POSTING MOUNTINGS -BUS SHELTERS	39.64
✓ 3/20/2026	0008646	AUTOMOTIVE LIFT INSTITUTE	YELTON -HOIST SAFETY MANUAL -SHOP SUPPLIES	27.00
✓ 3/26/2026	0008646	AUTOMOTIVE LIFT INSTITUTE	YELTON -TRAINING LIFT/HOIST -MAINT	60.00
<b>Total Checks:</b>				<b>3,286.06</b>

Sunset Empire Transportation District  
Cash Flow Projection - Updated 04/22/2026

Normal Expectation with Current Funding Issues

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	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
<b>Beginning Cash</b>	<b>1,135,575</b>	<b>1,038,692</b>	<b>1,004,256</b>	<b>1,097,455</b>	<b>1,103,631</b>	<b>2,210,682</b>	<b>2,028,710</b>	<b>1,914,485</b>	<b>1,708,540</b>	<b>1,472,245</b>	<b>1,410,572</b>	<b>1,406,105</b>
<b>Sources of funds:</b>												
Fares	8,549	9,081	9,538	8,634	8,288	7,835	7,349	8,154	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	-	-	257,691	-	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	8,966	42,000	25,000	25,000	25,000
Timber Revenue	-	75,957	-	-	37,686	-	-	44,462	-	-	38,500	-
Other	5,090	4,352	4,983	9,470	23,723	9,750	12,359	11,944	5,225	6,350	5,225	5,250
<b>Total Sources</b>	<b>193,898</b>	<b>349,087</b>	<b>327,483</b>	<b>1,001,715</b>	<b>1,327,192</b>	<b>26,829</b>	<b>291,151</b>	<b>331,217</b>	<b>54,975</b>	<b>325,502</b>	<b>295,108</b>	<b>295,702</b>
<b>Uses of funds:</b>												
Wages/Taxes/Benefits	215,344	269,958	189,116	167,491	183,515	162,044	255,982	178,370	233,770	233,770	233,770	233,736
Materials & Services	75,437	50,194	45,167	95,331	36,626	46,757	86,023	47,340	57,500	90,035	65,805	66,505
Debt Services	-	63,370	-	63,370	-	-	63,370	-	-	63,370	-	55,688
Capital Expenses	-	-	-	669,348	-	-	-	-	-	-	-	-
<b>Total Uses</b>	<b>290,782</b>	<b>383,522</b>	<b>234,284</b>	<b>995,540</b>	<b>220,141</b>	<b>208,801</b>	<b>405,375</b>	<b>225,710</b>	<b>291,270</b>	<b>387,175</b>	<b>299,575</b>	<b>355,929</b>
<b>Ending Cash</b>	<b>1,038,692</b>	<b>1,004,256</b>	<b>1,097,455</b>	<b>1,103,631</b>	<b>2,210,682</b>	<b>2,028,710</b>	<b>1,914,485</b>	<b>2,019,993</b>	<b>1,472,245</b>	<b>1,410,572</b>	<b>1,406,105</b>	<b>1,345,878</b>

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

## Sunset Empire Transportation District Dashboard - April 2026

Available Balances as of 04/23/2026 (Cash on Hand)	
General Checking:	\$ 62,753.28
Payroll Account:	\$ 7,936.40
LGIP:	\$ 1,123,483.97
ODOT Loan Funding:	\$ 202,536.01
STIF:	\$ 598,227.54
Contingency:	\$ 952,001.54
<b>Total Funds Available:</b>	<b>\$ 2,946,938.74</b>

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

Monthly (Actual & Projected) Expenditures:	
<b>ACTUAL</b> AP Week of 04/06/2026	\$ 40,730.82
<b>ACTUAL</b> AP Week of 04/20/2026	\$ 47,728.56
<b>ACTUAL</b> Payroll Processed on 04/03/2026	\$ 67,045.53
<b>ACTUAL</b> Payroll Processed on 04/17/2026	\$ 69,128.32
<b>Total Expenditures:</b>	<b>\$ 224,633.23</b>

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

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

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

**Follow-up:**

## SUNSET EMPIRE TRANSPORTATION DISTRICT

### Profit & Loss Budget Performance

#### For 3/31/2026

Ordinary Income/Expenses	M-T-D Actual	M-T-D Budget	Y-T-D Actual	Y-T-D Budget	Variance	Annual Budget	YTD Act to Annual Budget
<b>Income</b>							
4010 FIXED ROUTE FARES	6,558.19	6,000.00	61,595.20	56,000.00	5,595.20	75,000.00	82%
4021 MEDICAID FARES - IGA	0.00	0.00	714.00	0.00	714.00	0.00	0%
4022 PARATRANSIT FARES	2,006.00	1,250.00	16,858.11	11,250.00	5,608.11	15,000.00	112%
4030 CONTRACTED SERVICES-IGA	0.00	250.00	0.00	1,890.00	(1,890.00)	2,500.00	0%
4110 NW NAVIGATOR	407.26	350.00	4,051.52	3,135.00	916.52	4,135.00	98%
4130 OTHER-VENDING	0.00	0.00	237.99	265.00	(27.01)	365.00	65%
4205 PROPERTY TAXES	25,853.11	23,000.00	1,242,547.12	1,313,000.00	(70,452.88)	1,400,000.00	89%
4206 PRIOR YEAR TAXES	1,156.03	825.00	19,257.36	15,025.00	4,232.36	17,500.00	110%
4207 PROPERTY TAX INTEREST	39.88	75.00	717.53	775.00	(57.47)	1,000.00	72%
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	164.33	0.00	164.33	0.00	0%
4310 TIMBER SALES	0.00	0.00	158,104.96	115,500.00	42,604.96	154,000.00	103%
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	104,820.92	86,250.00	18,570.92	115,000.00	91%
4410 BILLBOARD LEASE	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	100%
4420 PARKING SPACE LEASE	800.00	760.00	6,717.50	6,840.00	(122.50)	9,120.00	74%
4425 CHARGING STATION	0.00	0.00	113.77	135.00	(21.23)	180.00	63%
4505 INTEREST EARNED ON BANK ACCT	7,660.88	4,050.00	46,948.24	36,350.00	10,598.24	48,500.00	97%
4605 OTHER INCOME	2,709.00	200.00	33,622.96	1,875.00	31,747.96	2,500.00	1,345%
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	728,621.00	656,049.00	72,572.00	874,732.00	83%
5206 OREGON STIF FUNDS – POPULATION	0.00	0.00	90,002.00	0.00	90,002.00	0.00	0%
5301 5311 ADMIN/OPERATIONS	0.00	216,409.00	742,261.00	649,227.00	93,034.00	865,636.00	86%
5302 5310 MOBILITY MGT/PM	0.00	41,243.00	48,303.00	123,729.00	(75,426.00)	164,972.00	29%
5401 5339 CAPITAL PURCHASE	0.00	0.00	578,927.00	720,000.00	(141,073.00)	720,000.00	80%
<b>Total Income</b>	<b>47,190.35</b>	<b>294,412.00</b>	<b>3,885,785.51</b>	<b>3,798,495.00</b>	<b>87,290.51</b>	<b>4,471,340.00</b>	<b>87%</b>
<b>Expenses</b>							
6010 WAGES	107,187.44	120,500.00	1,078,231.35	1,186,054.00	107,822.65	1,591,554.00	68%
6011 OVERTIME	7,047.07	4,500.00	68,076.08	40,500.00	(27,576.08)	49,500.00	138%
6012 SICK	7,913.27	5,500.00	60,463.23	49,500.00	(10,963.23)	66,000.00	92%
6013 HOLIDAY	0.00	0.00	29,056.92	46,000.00	16,943.08	57,500.00	51%
6014 FLEX HOLIDAY/PERSONAL	400.72	8,000.00	19,706.27	72,000.00	52,293.73	96,000.00	21%
6015 VACATION	9,854.12	13,000.00	71,493.48	103,500.00	32,006.52	135,500.00	53%
6016 BEREAVEMENT	211.12	500.00	211.12	4,500.00	4,288.88	6,000.00	4%
6111 PR TAXES-MEDICARE	1,908.94	4,500.00	19,146.77	43,962.00	24,815.23	58,462.00	33%
6112 PR TAXES-SOC SECURITY	8,162.32	10,000.00	81,868.87	83,500.00	1,631.13	112,000.00	73%
6113 PR TAXES-SUTA	3,159.59	6,700.00	30,366.83	59,700.00	29,333.17	79,600.00	38%
6114 WORKER'S COMP WBF	34.29	125.00	355.57	1,125.00	769.43	1,500.00	24%
6115 WORKER'S COMP SDIS INS	2,732.94	2,500.00	29,693.94	22,500.00	(7,193.94)	30,000.00	99%
6116 PAID LEAVE OREGON	526.63	1,500.00	5,282.14	13,500.00	8,217.86	18,000.00	29%
6210 RETIREMENT	2,703.67	5,016.00	29,696.63	45,144.00	15,447.37	60,190.00	49%
6211 HRA CLAIMS	0.00	1,000.00	1,500.00	9,000.00	7,500.00	12,000.00	13%
6212 HEALTH INSURANCE	29,347.30	35,250.00	277,433.60	317,250.00	39,816.40	423,000.00	66%
6213 FSA/HRA EXP	21.93	500.00	450.09	4,500.00	4,049.91	6,000.00	8%
6215 RECRUITMENT REFERRAL	0.00	200.00	0.00	1,800.00	1,800.00	2,400.00	0%
8000 AUDIT	0.00	0.00	16,000.00	22,500.00	6,500.00	35,000.00	46%
8001 PROFESSIONAL SERVICES	0.00	750.00	5,917.58	8,000.00	2,082.42	10,000.00	59%
8002 LEGAL COUNSEL	0.00	850.00	2,300.00	6,800.00	4,500.00	9,150.00	25%
8003 BANK FEES	0.00	17.00	60.30	153.00	92.70	200.00	30%

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Profit & Loss Budget Performance**  
**For 3/31/2026**

Ordinary Income/Expenses	M-T-D Actual	M-T-D Budget	Y-T-D Actual	Y-T-D Budget	Variance	Annual Budget	YTD Act to Annual Budget
8004 MERCHANT SERVICES	(147.11)	150.00	626.82	1,350.00	723.18	1,800.00	35%
8005 PAYROLL PROCESSING FEES	377.57	0.00	465.57	0.00	(465.57)	0.00	0%
8010 EQUIP LEASE/RENT	201.80	190.00	1,904.90	1,710.00	(194.90)	2,300.00	83%
8015 COMPUTER HARDWARE/SOFTWARE	0.00	50.00	59.00	450.00	391.00	600.00	10%
8016 OFFICE FURNITURE & EQUIP	0.00	0.00	1,961.31	1,000.00	(961.31)	1,100.00	178%
8017 SMALL TOOLS	931.59	0.00	952.61	2,250.00	1,297.39	3,250.00	29%
8018 TELEPHONE HARDWARE	0.00	0.00	0.00	200.00	200.00	200.00	0%
8019 OTHER DURABLE GOODS	0.00	400.00	2,065.53	3,600.00	1,534.47	4,850.00	43%
8020 B&M GENERAL	1,880.19	5,000.00	11,403.15	60,500.00	49,096.85	77,000.00	15%
8021 B&M JANITORIAL	277.49	750.00	2,923.19	7,750.00	4,826.81	10,000.00	29%
8022 B&M SHELTER CLEAN & REPAIR	69.73	1,500.00	8,556.05	14,350.00	5,793.95	18,850.00	45%
8023 BUILDING LEASE	173.00	167.00	1,557.00	1,503.00	(54.00)	2,000.00	78%
8031 WEB/ONLINE SW SUB	707.80	250.00	6,223.34	2,250.00	(3,973.34)	3,000.00	207%
8032 IT SERVICES/CONTRACTS	4,640.00	4,000.00	77,884.47	89,000.00	11,115.53	109,000.00	71%
8040 TELEPHONE/INTERNET	1,855.61	2,750.00	23,068.31	24,750.00	1,681.69	33,000.00	70%
8041 ELECTRICITY	1,704.24	1,800.00	16,107.83	17,800.00	1,692.17	22,900.00	70%
8042 GAS	675.68	600.00	3,243.09	4,050.00	806.91	4,950.00	66%
8043 WATER	462.24	675.00	6,100.97	6,125.00	24.03	8,150.00	75%
8050 DRUG/ALCOHOL/BG CHECKS	325.00	100.00	2,429.50	935.00	(1,494.50)	1,235.00	197%
8051 DRIVER'S CERT REIM (CDL)	270.00	135.00	2,067.00	1,890.00	(177.00)	2,565.00	81%
8052 UNIFORMS	99.98	0.00	2,752.48	3,500.00	747.52	5,000.00	55%
8053 ADS (HR JOB POSTING)	0.00	250.00	1,835.79	1,500.00	(335.79)	2,000.00	92%
8054 EMPLOYEE RECOGNITION	472.18	225.00	3,094.16	4,775.00	1,680.84	5,500.00	56%
8055 HR EXPENSES (ID BADGES, MISC)	0.00	100.00	0.00	900.00	900.00	1,200.00	0%
8060 CONF REGISTRATION FEES	0.00	0.00	1,365.00	2,850.00	1,485.00	2,850.00	48%
8061 TRAINING	443.50	200.00	543.50	600.00	56.50	600.00	91%
8062 TRAVEL-MODE	0.00	0.00	1,118.76	800.00	(318.76)	800.00	140%
8063 TRAVEL-MEALS	57.50	0.00	296.82	650.00	353.18	650.00	46%
8064 TRAVEL-LODGING	0.00	0.00	426.18	2,000.00	1,573.82	2,000.00	21%
8070 CONF REGISTRATION FEES-BOARD	0.00	0.00	1,825.00	2,350.00	525.00	2,350.00	78%
8071 TRAINING-BOARD	0.00	0.00	450.00	500.00	50.00	500.00	90%
8072 TRAVEL-MODE-BOARD	0.00	0.00	702.80	0.00	(702.80)	0.00	0%
8073 TRAVEL-MEALS-BOARD	0.00	0.00	181.96	750.00	568.04	750.00	24%
8074 TRAVEL-LODGING-BOARD	0.00	0.00	843.54	2,000.00	1,156.46	2,000.00	42%
8080 EDUCATION/OUTREACH-PUBLIC	50.57	750.00	2,711.54	8,250.00	5,538.46	11,350.00	24%
8081 PRINTING	0.00	1,000.00	7,164.42	9,500.00	2,335.58	12,500.00	57%
8082 EVENT SUPPLIES	0.00	200.00	285.32	3,050.00	2,764.68	3,650.00	8%
8090 DUES, SUBSCRIPTIONS	421.47	1,500.00	24,766.52	22,000.00	(2,766.52)	30,000.00	83%
8091 IGA-DUES	0.00	3,000.00	7,500.00	9,000.00	1,500.00	12,000.00	63%
8092 FEES/INTEREST CHRGS	94.88	50.00	1,094.80	450.00	(644.80)	600.00	182%
8093 TAXES/LICENSES/BUS REG FEES	0.00	100.00	528.00	950.00	422.00	1,250.00	42%
8100 GENERAL LIABILITY	0.00	0.00	32,520.16	45,000.00	12,479.84	60,000.00	54%
8102 PROPERTY	0.00	0.00	14,673.43	19,500.00	4,826.57	26,000.00	56%
8103 AUTO	0.00	0.00	31,051.66	25,500.00	(5,551.66)	34,000.00	91%
8104 CYBER	0.00	0.00	5,759.26	10,000.00	4,240.74	10,000.00	58%
8105 UNINSURED LOSS	0.00	1,000.00	0.00	9,500.00	9,500.00	12,500.00	0%
8110 LEGAL ADS	0.00	500.00	0.00	500.00	500.00	1,000.00	0%
8112 MEETING EXPENSE	0.00	200.00	1,103.94	1,600.00	496.06	2,000.00	55%
8116 OFFICE SUPPLIES	285.19	800.00	6,809.17	7,200.00	390.83	9,600.00	71%
8118 POSTAGE	111.25	25.00	1,018.50	300.00	(718.50)	400.00	255%

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Profit & Loss Budget Performance**  
**For 3/31/2026**

Ordinary Income/Expenses	M-T-D Actual	M-T-D Budget	Y-T-D Actual	Y-T-D Budget	Variance	Annual Budget	YTD Act to Annual Budget
8170 FUEL	17,300.11	12,300.00	120,324.92	115,100.00	(5,224.92)	150,000.00	80%
8171 VEHICLE REPAIR/OUTSIDE SERVICES	0.00	750.00	1,754.62	6,750.00	4,995.38	8,850.00	20%
8172 PARTS	395.77	1,200.00	2,809.10	10,800.00	7,990.90	14,400.00	20%
8173 PM OUTSIDE SERVICES	10,169.18	5,000.00	37,265.00	45,000.00	7,735.00	60,000.00	62%
8174 TIRE PURCHASES	0.00	500.00	0.00	5,500.00	5,500.00	7,750.00	0%
8175 TOWING	0.00	500.00	236.50	2,000.00	1,763.50	2,500.00	9%
8180 SHOP SUPPLIES	1,257.61	625.00	12,857.34	5,625.00	(7,232.34)	7,500.00	171%
9040 DEBT SERVICE & INT FEES	0.00	0.00	190,110.00	190,110.00	0.00	309,168.00	61%
9200 CAPITAL EXPENSE	0.00	0.00	669,348.00	720,000.00	50,652.00	720,000.00	93%
<b>Total Expenses</b>	<b>226,775.37</b>	<b>270,200.00</b>	<b>3,184,038.60</b>	<b>3,679,311.00</b>	<b>495,272.40</b>	<b>4,699,524.00</b>	<b>68%</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(179,585.02)</b>	<b>24,212.00</b>	<b>701,746.91</b>	<b>119,184.00</b>	<b>582,562.91</b>	<b>(228,184.00)</b>	<b>31%</b>

**Consolidated Balance Sheet**  
**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**For 3/31/2026**

	This Year	Last Year	Change
<b>Assets</b>			
1010 OVER/UNDER	19.35	(0.35)	19.70
1020 GENERAL CHECKING LC BANK	(4,429.95)	79,476.14	(83,906.09)
1030 LGIP - GENERAL FUND	1,288,259.09	671,216.72	617,042.37
1040 PAYROLL ACCOUNT LC BANK	52,063.36	4,460.62	47,602.74
1055 STIF LC BANK	426,874.54	497,307.78	(70,433.24)
1060 ODOT LOAN LC BANK	202,536.01	201,661.57	874.44
1065 CONTINGENCY	952,001.25	929,324.51	22,676.74
1095 CASH RECEIPTS CLEARING SYSTEM	1,693.91	418.47	1,275.44
1099 EFT CLEARING SYSTEM	(2,325.17)	(2,325.17)	0.00
1210 ACCOUNTS RECEIVABLE SYSTEM	(5,331.50)	23,937.50	(29,269.00)
1219 ACCOUNTS RECEIVABLE OTHER	(13,321.66)	(13,321.66)	0.00
1250 PROPERTY TAX RECEIVABLES	64,228.08	64,228.08	0.00
1251 PASS TRANSIT RECEIVABLES	288.00	140.00	148.00
1299 A/R CONVERSION	10,165.48	10,165.48	0.00
1425 PREPAID WORK COMP	(54,943.56)	(22,284.54)	(32,659.02)
<b>Total Assets</b>	<b>2,917,777.23</b>	<b>2,444,405.15</b>	<b>473,372.08</b>
<b>Liabilities and Net Assets</b>			
2010 ACCOUNTS PAYABLE SYSTEM	34,401.48	60,182.73	(25,781.25)
2019 ACCOUNTS PAYABLE OTHER	(341.45)	(341.45)	0.00
2050 CREDIT CARD PAYABLE	303,123.63	268,008.49	35,115.14
2059 CREDIT CARD PAYMENT CLEARING	(303,476.16)	(268,065.77)	(35,410.39)
2060 PAYABLE TO NWN	(6,403.56)	(3,958.33)	(2,445.23)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	400.00	2.00	398.00
2099 A/P CONVERSION	0.00	(30,282.74)	30,282.74
2100 ACCRUED LABOR SYSTEM	95,674.88	85,890.06	9,784.82
2111 SOCIAL SECURITY TAX-EMPLOYER	(315.65)	(315.65)	0.00
2112 PR SUTA	(4,584.46)	(836.22)	(3,748.24)
2113 OR STATE W/H	(442.74)	0.00	(442.74)
2114 FED W/H TAX PAYABLE	(2,479.25)	(19.54)	(2,459.71)
2121 FSA-PT	(58.96)	(52.64)	(6.32)
2122 OREGON TRANSIT ASSESSMENT	(412.44)	0.00	(412.44)
2123 OR-WBF ASSESSMENT	(0.10)	(0.10)	0.00
2124 BENEFITS MEDICAL SDIS	(21,988.92)	(11,110.50)	(10,878.42)
2130 AFLAC-AT	(79.52)	(111.20)	31.68
2131 AFLAC-PT	(61.10)	(61.10)	0.00
2133 GARNISHMENTS	57.91	715.38	(657.47)
2135 MASA	(14.00)	0.00	(14.00)
2141 RETIREMENT-ER 457	375.29	(48.68)	423.97
2705 DEFERRED REVENUE	64,228.08	64,228.08	0.00
2805 ODOT LOAN	275,000.00	275,000.00	0.00
<b>Total Liabilities</b>	<b>432,602.96</b>	<b>438,822.82</b>	<b>(6,219.86)</b>
3000 FUND BALANCE	1,783,427.36	1,933,843.88	(150,416.52)
Change in Net Assets	701,746.91	71,738.45	630,008.46
<b>Total Net Assets</b>	<b>2,485,174.27</b>	<b>2,005,582.33</b>	<b>479,591.94</b>
<b>Total Liabilities and Net Assets</b>	<b>2,917,777.23</b>	<b>2,444,405.15</b>	<b>473,372.08</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**A/R Aging**

Run: 4/22/2026 at 12:38 PM

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<u>Customer</u>	<u>Due Date</u>	<u>Invoice</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>
[6494] ANGI WILDT GALLERY	12/31/2025	2223	12/01/2025	Dec 2025 Parking Space #12				47.50	47.50
[6494] ANGI WILDT GALLERY	1/31/2026	2240	1/01/2026	Jan 2026 Parking Space #12				50.00	50.00
[6494] ANGI WILDT GALLERY	3/03/2026	2276	2/01/2026	Feb 2026 Parking Space #12			50.00		50.00
[6214] TILLAMOOK COUNTY	3/30/2026	2292	2/28/2026	Feb 2026 Bus Passes		260.00			260.00
[6494] ANGI WILDT GALLERY	3/31/2026	2287	3/01/2026	Mar 2026 Parking Space #12		50.00			50.00
					<b>0.00</b>	<b>310.00</b>	<b>50.00</b>	<b>97.50</b>	<b>457.50</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**

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**Accounts Payable Aging by Vendor**

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<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>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>
<b>[6654] NW BUS SALES, INC</b>										
10/21/2025	10/21/2025	33149	11/05/2025	VR -5650 RADIO -PM Bus #2001 (INV #32875 RETURNED)	-325.00	-325.00				-325.00
<b>Total for[6654] NW BUS SALES, INC</b>					<b>-325.00</b>	<b>-325.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-325.00</b>
<b>[6177] PACIFICSOURCE ADMINISTRATORS</b>										
12/12/2025	12/12/2025	2025-25	1/11/2026	Pay period ending 12/06/2025,FSAHealth	89.08	89.08				89.08
12/26/2025	12/26/2025	2025-26	1/25/2026	Pay period ending 12/20/2025,FSAHealth	89.08	89.08				89.08
1/09/2026	1/09/2026	2026-01	2/08/2026	Pay period ending 1/03/2026,FSAHealth	89.08	89.08				89.08
1/23/2026	1/23/2026	2026-02	2/22/2026	Pay period ending 1/17/2026,FSAHealth	32.58	32.58				32.58
2/06/2026	2/06/2026	2026-03	3/08/2026	Pay period ending 1/31/2026,FSAHealth	0.04	0.04			0.04	
<b>Total for[6177] PACIFICSOURCE ADMINISTRATORS</b>					<b>299.86</b>	<b>299.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.04</b>	<b>299.82</b>
<b>[6193] SDIS</b>										
4/06/2023	4/06/2023	2023-09	5/06/2023	Pay period ending 4/05/2023,WorkComp	32.35	32.35				32.35
5/31/2023	5/31/2023	2023-13	6/30/2023	Pay period ending 5/31/2023,WorkComp	187.10	187.10				187.10
6/30/2023	6/30/2023	2023-13	7/30/2023	Pay period ending 6/24/2023,WorkComp	527.98	527.98				527.98
<b>Total for[6193] SDIS</b>					<b>747.43</b>	<b>747.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>747.43</b>
<b>[6225] VALIC-JPM CHASE</b>										
5/31/2023	5/31/2023	2023-13	6/30/2023	Pay period ending 5/31/2023,401ABen	115.20	115.20				115.20
10/30/2024	10/30/2024	2024-24	11/29/2024	Pay period ending 10/29/2024,401ABen	177.21	177.21				177.21
7/01/2025	7/01/2025	2025-14	7/31/2025	Pay period ending 7/01/2025,401ABen	29.72	29.72				29.72
<b>Total for[6225] VALIC-JPM CHASE</b>					<b>322.13</b>	<b>322.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>322.13</b>
<b>Report Total</b>					<b>1,044.42</b>	<b>1,044.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.04</b>	<b>1,044.38</b>

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Check Listing with Accounting Distribution from 3/01/2026 to 3/31/2026**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0024196	3/11/2026	[6116] IFOCUS CONSULTING - PRIMARY:Unknown dbName - Invoices 00017171, 00017178, 00017180	100 10 8031 1 000 0000 0 100 10 8032 1 000 0000 0	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	707.80 4640.00	5,347.80
0024205	3/11/2026	[6193] SDIS - PRIMARY:Unknown dbName - Invoices 2026-03, 2026-04, MED03012026	100 00 2124 0 000 0000 0	BENEFITS MEDICAL SDIS	29354.20	29,354.20
0024210	3/11/2026	[6237] WILCOX + FLEGEL - PRIMARY:Unknown dbName - Invoices 1008467-IN, CL11273	301 20 8180 2 000 0000 0 301 21 8170 2 000 0000 0 301 23 8170 2 000 0000 0 301 50 8170 2 000 0000 0	SHOP SUPPLIES FUEL FUEL FUEL	754.00 3234.96 7784.56 99.73	11,873.25
0024212	3/25/2026	[6001] ACCUFUND, INC - PRIMARY:Unknown dbName - 04/01-06/31/2026 -QRTLY SOFTWARE ASSISTANCE & IT SRV	100 10 8032 1 000 0000 0	IT SERVICES/CONTRACTS	5250.00	5,250.00
0024224	3/25/2026	[6181] PRECISION ALIGNMENT, LLC - PRIMARY:Unknown dbName - FRONT KING PIN & SPINDLE ISSUE REPAIR -PM Bus #2102	301 23 8173 2 000 0000 0	PM OUTSIDE SERVICES	6991.01	6,991.01
0024226	3/25/2026	[6193] SDIS - PRIMARY:Unknown dbName - 04/01-04/30/2026 QRTLY -GENERAL LIABILITY, PROPERTY, AUTO	100 20 8100 2 000 0000 0 100 20 8102 2 000 0000 0 100 20 8103 2 000 0000 0	GENERAL LIABILITY PROPERTY AUTO	4901.50 5324.75 17292.00	27,518.25
0024254[VOID]	3/31/2026	[6168] OREGON DEPT OF REVENUE - PRIMARY:Unknown dbName - Pay period ending 3/12,3/14,3/16,SWTOR	100 00 2113 0 000 0000 0	OR STATE W/H	5039.00	5,039.00
<b>Total Checks</b>					<b><u>91,373.51</u></b>	<b><u>91,373.51</u></b>

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

Run: 4/22/2026 @ 2:55 PM

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Closing Balance from Previous Statement.....	3/08/2026	-3,286.06
0 Deposits and Other Additions Totaling.....		0.00
36 Checks and Other Withdrawals Totaling.....		3,435.49
1 Adjustments Totaling.....		3,286.06
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	4/07/2026	-3,435.49
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	4/07/2026	-287,122.94
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-287,122.94

Date	Check	To	Check Description	Amount
✓ 3/10/2026	0000374	GOOGLE ONE	JONES -03/06 CLOUD STORAGE SRV (BASIC PLAN 100 GH) CREDIT -MM	-2.51
✓ 3/10/2026	0000374	GOOGLE ONE	JONES -02/11-03/10/2026 -CLOUD STORAGE SRV (2TB PLAN) -MM	49.99
✓ 3/10/2026	0008646	AMAZON	YELTON -DOOR TRIM & MIRROR -MAINT	57.57
✓ 3/11/2026	0000374	GRAMMARLY, INC	JONES -12/11/2025-03/10/2026 -QRTLY AI WRITING ASSIST SUBSCRIPT -MM	60.00
✓ 3/12/2026	0008646	AMAZON	YELTON -EGR CONNECTION -Bus #1802	53.91
✓ 3/12/2026	0008646	AMAZON	YELTON -WEATHER STRIPPING -MAINT	35.98
✓ 3/12/2026	0008646	CUMMINS	YELTON -CUMMINS GASKET -Bus #1802	17.37
✓ 3/15/2026	0006572	OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION	CARR -03/2026 -CONF FEE & TRAINING - F.O	250.00
✓ 3/15/2026	0008646	AMAZON	YELTON -COVERALLS -MAINT	99.98
✓ 3/15/2026	0008646	SAFEBAY	YELTON -C BATTERIES -OPS	15.98
✓ 3/16/2026	0008646	AMAZON	YELTON -ZIP TIES -SHOP SUPPLIES	5.99
✓ 3/16/2026	0008646	AMAZON	YELTON -SPRING HOSE CLAMPS -SHOP SUPPLIES	31.99
✓ 3/17/2026	0000514	CHEFSTORE	GEISLER -CHIPS, BUNS, BEFF PATTY, CHEESE, CANDY -TRANSIT APPRECIATION DAY	290.37
✓ 3/17/2026	0000514	DOLLAR TREE	GEISLER -GIFTS, BAGS, RIBBON - TRANSIT APPRECIATION DAY	25.05
✓ 3/18/2026	0000514	FRED MEYER	GEISLER -CONDIMENTS, VEGGIES, CANDY -TRANSIT APPRECIATION DAY	119.21
✓ 3/18/2026	0008646	AMAZON	JONES -GAS SPRING STRUT -Bus #2004	24.99
✓ 3/18/2026	0008646	AMAZON	YELTON -SWITCH SENSOR -Bus #20	71.25
✓ 3/19/2026	0000374	FRED MEYER	JONES -SODA, WATER -TRANSIT APPRECIATION DAY	37.55
✓ 3/22/2026	0006572	SISU BREWING CO.	CARR -LUNCH -J.G (NEW F.O)	57.50
✓ 3/23/2026	0000374	AMAZON	JONES -CAMERA REMOTE -MM	143.99
✓ 3/24/2026	0006572	FIELDPRINT	CARR -LIVSCAN BACKGROUND CK -J.G	12.50
✓ 3/25/2026	0008646	AMAZON	YELTON -AIR BAG -Bus #2002	78.37
✓ 3/25/2026	0008646	AMAZON	YELTON -IMPACT WRENCH -SHOP SUPPLIES	84.99
✓ 3/25/2026	0008646	AMAZON	YELTON -AIR FRESHENER -TC/OPS	20.88
✓ 3/25/2026	0008646	EBAY	YELTON -A/C BELT -Bus #2002	82.08
✓ 3/25/2026	0008646	FRED MEYER	YELTON -RECYCLING CAN BAGS -MAINT	4.00
✓ 3/26/2026	0008646	AMAZON	YELTON -EYE WASH SOLUTION/ -EYE WASH STATION	33.00
✓ 3/27/2026	0000374	MICROSOFT	JONES -02/28-03/27/2026 -MICROSOFT SOFTWARE SUBSCRIPT -MM	12.00
✓ 3/27/2026	0008646	AMAZON		882.48
✓ 3/27/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -2 BATHROOM SINK CYCLE OIL BLOWER TOOLS -MAINT	57.08

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

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✓ 3/27/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -BATHROOM SINK WATER LINES -MAINT	14.92
✓ 3/29/2026	0008646	HOME DEPOT CREDIT SERVICES	YELTON -WINDEX, SQUEEGE, RAGS - BUS SHELTERS	30.09

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

Run: 4/22/2026 @ 2:55 PM

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Date	Check	To	Check Description	Amount
✓ 4/01/2026	0000374	HOME DEPOT CREDIT SERVICES	JONES -CABLE CORDS, TIES, VELCRO - MM	62.45
✓ 4/02/2026	0006572	INDEED		300.00
✓ 4/06/2026	0008646	AMAZON	YELTON -HEDGE TRIMMER -MAINT	198.55
✓ 4/07/2026	0006572	ADOBE, INC	CARR -04/06-05/05/2026 -SOFTWARE ACCESS & ONLINE SUBSCRIPT (STANDARD DC & PRO)	115.94
<b>Total Unmarked Checks:</b>			<b>0.00</b>	<b>Total Checks: 3,435.49</b>

Date	Reference	Adjustment Description	Amount
✓ 3/25/2026	GC 24216	PAYMENT MADE FROM GEN CK STMT ENDING 03/08/2026	3,286.06
<b>Total Unmarked Adjustments:</b>			<b>0.00</b>
			<b>Total Adjustments: 3,286.06</b>

Sunset Empire Transportation District  
Cash Flow Projection - Updated 04/22/2026

Normal Expectation with Current Funding Issues

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	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
<b>Beginning Cash</b>	<b>1,135,575</b>	<b>1,038,692</b>	<b>1,004,256</b>	<b>1,097,455</b>	<b>1,103,631</b>	<b>2,210,682</b>	<b>2,028,710</b>	<b>1,914,485</b>	<b>2,019,993</b>	<b>1,472,245</b>	<b>1,410,572</b>	<b>1,406,105</b>
<b>Sources of funds:</b>												
Fares	8,549	9,081	9,538	8,634	8,288	7,835	7,349	8,154	8,564	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	-	-	257,691	-	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	8,966	27,049	25,000	25,000	25,000
Timber Revenue	-	75,957	-	-	37,686	-	-	44,462	-	-	38,500	-
Other	5,090	4,352	4,983	9,470	23,723	9,750	12,359	11,944	11,577	6,350	5,225	5,250
<b>Total Sources</b>	<b>193,898</b>	<b>349,087</b>	<b>327,483</b>	<b>1,001,715</b>	<b>1,327,192</b>	<b>26,829</b>	<b>291,151</b>	<b>331,217</b>	<b>47,190</b>	<b>325,502</b>	<b>295,108</b>	<b>295,702</b>
<b>Uses of funds:</b>												
Wages/Taxes/Benefits	215,344	269,958	189,116	167,491	183,515	162,044	255,982	178,370	181,211	233,770	233,770	233,736
Materials & Services	75,437	50,194	45,167	95,331	36,626	46,757	86,023	47,340	45,564	90,035	65,805	66,505
Debt Services	-	63,370	-	63,370	-	-	63,370	-	-	63,370	-	55,688
Capital Expenses	-	-	-	669,348	-	-	-	-	-	-	-	-
<b>Total Uses</b>	<b>290,782</b>	<b>383,522</b>	<b>234,284</b>	<b>995,540</b>	<b>220,141</b>	<b>208,801</b>	<b>405,375</b>	<b>225,710</b>	<b>226,775</b>	<b>387,175</b>	<b>299,575</b>	<b>355,929</b>
<b>Ending Cash</b>	<b>1,038,692</b>	<b>1,004,256</b>	<b>1,097,455</b>	<b>1,103,631</b>	<b>2,210,682</b>	<b>2,028,710</b>	<b>1,914,485</b>	<b>2,019,993</b>	<b>1,840,408</b>	<b>1,410,572</b>	<b>1,406,105</b>	<b>1,345,878</b>

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



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### **Item 10a RVHT Grant Application Update**

**Date:** April 30, 2026

**Summary:** The RVHT grant application was not successful.

At this time, alternative grant opportunities are not being pursued due to current time constraints.

Executive Director David Carr and Jason Jones, mobility manager, are scheduled to meet on April 27, 2026, with Carl Wiley, county veteran service officer with Clatsop Community Action. The purpose is to gain a better understanding of the needs of veterans in our community and to explore opportunities to enhance services and support.

Mr. Carr will update the board on the meeting.

SETD appreciates Mr. Wiley's support, including the letter he provided to support the grant application.

In parallel, additional service modeling efforts are underway. This includes evaluating microtransit options such as dial-a-ride, deviated fixed-route service, and app-based microtransit solutions. A pilot program may be developed to serve identified target markets while remaining open to the general public, ensuring compliance with non-discrimination requirements.

**Attachments:**

- None



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### **Item 11a Revisions to Board Policies B-312 and B-804**

**Date:** April 30, 2026

**Summary:** The Board Policy Committee presents proposed revisions to board policies B-312 and B-804 for review and consideration by the board.

**Attachments:**

- Draft of B-312 with revisions from the Board Policy Committee
- Draft of B-312 attachment
- Draft of B-804 with revisions from the Board Policy Committee

ETD Board Policy Title: <b>Board Committees</b>		SETD Board Policy #: <b>B-312</b>
Board Adoption Date: <b>June 27, 2013</b>	Chair Signature: <b>Paul Lewicki</b>	Chair Signature Date:
Board Review/Update Date: No Revision: <input type="checkbox"/> Revision: <input checked="" type="checkbox"/> <b>Sept. 24, 2024</b>	Chair Signature: <b>Debbie Boothe-Schmidt</b>	Chair Signature Date:
Board Review/Update Date: No Revision: <input type="checkbox"/> Revision: <input checked="" type="checkbox"/> <b>April 30, 2026</b>	Chair Signature:	Chair Signature Date:

Purpose: To outline and provide guidance to the board regarding committee structure.

Policy:

### 1. General Committee Information

- a. The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) creates committees to advise the board regarding district business.
- b. The BOC is required to have a Budget Committee and a Transportation Advisory Committee (TAC).
- c. Lay members seeking appointments to committees shall submit applications. (See attachment)
- d. The executive director will recommend staffing for each committee to be approved by the BOC.
- e. The order of business at the beginning of formation of each committee and again at the beginning of each fiscal year shall be:
  1. Election of chair
  2. Election of vice-chair
  3. Set meeting dates and times

4. Review or draft mission statement

- f. Each committee shall report on its activities to the BOC on a regular basis or as designated by the BOC.
- g. Committee meeting minutes shall be included in the monthly BOC meeting packet.

**2. Standing Committees of the Board of Commissioners**

The following committees are standing committees of the BOC.

**a. Budget Committee**

- **Composition:** All members of the BOC plus an equal number of lay members
- **Term:** Three-year term for lay members
- **Frequency:** Convenes annually to review and make recommendations to the BOC for the upcoming fiscal year budget

**b. Transportation Advisory Committee**

- **Composition:** Five-member lay committee with one BOC member
- **Term:** Three-year term for lay members
- **Frequency:** Fulfills the requirements of [ORS § 367.822](#)

**c. Board Policy Committee**

- **Composition:** Three BOC members
- **Term:** One year
- **Frequency:** Convenes at least once a year

**d. Executive Director Evaluation Committee**

- **Composition:** Three BOC members
- **Term:** One year
- **Frequency:** Convenes at least once a year

**e. Finance**

- **Composition:** BOC treasurer, one BOC member and one lay member
- **Term:** One year
- **Frequency:** Convenes at least once a year

**3. Ad-Hoc Committees**

The BOC may establish as many ad-hoc committees as it deems necessary to fulfill the needs of the district.

**4. Other District Committees or Work Groups**

- a. The BOC acknowledges that the executive director has the authority to create committees and work groups to assist and advise with the operations of the district. Those committees and work groups don't include members of the BOC, and they aren't subject to open public meetings law, per Oregon Revised Statutes.

DRAFT



# SUNSET EMPIRE TRANSPORTATION DISTRICT

## Committee Application Form

---

Full Name

Address

City/State/Zip

Phone

Email

Preferred Contact Method

Phone

Email

Which committee are you applying for?

What applicable skills and experience do you have?

Are you able to meet the requirements of the committee member job description?

Yes

No

Briefly describe your background, experience or perspective related to public transportation.



# SUNSET EMPIRE TRANSPORTATION DISTRICT

## Committee Application Form

---

What do you think a public transportation system should provide?

What do you know about SETD and its funding?

Although not a requirement, do you have any experience using Sunset Empire Transportation District services? If yes, please share which services you have used.

Please list if you have been a member of a group, volunteered or served on a committee similar to the one you are applying for.

---

### For internal use only

Received

Reviewed

Outcome

SETD Board Policy Title: <b>Depositories and Disbursement of Funds</b>		SETD Board Policy #: <b>B-804</b>
Board Adoption Date: <b>Jan. 25, 2024</b>	Chair Signature: <b>Debbie Boothe-Schmidt</b>	Chair Signature Date:
Board Review/Update Date: No Revision: <input type="checkbox"/> Revision: <input checked="" type="checkbox"/> Date: <b>April 30, 2026</b>	Chair Signature:	Chair Signature Date:

**Purpose:**

To assure:

- Separation of duties
- Restrictions on funds
- Proper tracking
- Proper disbursing
- Adequate number of sufficiently trained staff
- Compliance with [ORS ch. 295](#)

**Definitions:**

- A depository is a financial institution as referenced in [ORS § 295.208](#)

**Policy: Depository**

1. The board shall designate the depositories for the district in accordance with [ORS § 295.208](#)
2. The Board of Commissioners authorizes the financial officer and the executive assistant to effect transferring funds between depositories.

**Policy: Disbursement of Funds**

1. The board officers, the executive director and the chief operating officer shall be the authorized signers on district bank depositories.
2. All checks shall be signed by two authorized signers, one being a staff member and one being a board officer.



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### Item 11b Finance Officer Funds Transfer Authority

**Date:** April 30, 2026

**Summary:** Jennifer Stangland was hired as the district's finance officer and grant administrator. Staff requests that the board take action to provide her with the authority to transfer district funds.

Staff also requests that the board provide Jason Jones or Sam Bedair with backup transfer authority since Sara Schilling is leaving May 1.

A blank new customer form from Maps Credit Union is attached for reference. There is no form for LGIP; the action is done online by an authorized system administrator.

**Attachments:**

- New customer form from Maps Credit Union

**New Customer Information Sheet**

Home Physical Address: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

All information is needed for each signer and owner

Name:
Social Security Number:
Birth Date:
Home Phone:
Cell Phone:
Work Phone:
Occupation & Employer:
Birth Place (City and State):
Mother's Maiden Name:
E-mail Address:
Drivers License Number:
Issue Date:
Expiration Date:
2nd Identification (Ex last four numbers of debit/credit card or passport):
Expiration Date:



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### **Item 11c 5310 and 5311 Grant Applications**

**Date:** April 30, 2026

**Summary:** The Section 5310 and 5311 grant applications are submitted for the biennium beginning Oct. 1, 2027. The purpose of these grant programs is to enhance mobility for seniors and individuals with disabilities by supporting transportation services and projects that address their unique needs. The first draft of the applications is due to ODOT on May 14, 2026.

SETD utilizes Section 5310 and 5311 funding to support mobility management, preventive maintenance and other eligible projects that improve the accessibility, reliability, and overall effectiveness of transit services for priority populations. These activities are designed to maintain a safe and dependable transit system while addressing gaps in service and improving coordination with community partners.

The district utilizes State Transportation Improvement Fund (STIF) revenues as the required local match for this program. Through this funding partnership, SETD can leverage federal resources to sustain and enhance transportation services that promote independence, access to essential services, and quality of life for seniors and individuals with disabilities throughout Clatsop County.

The SETD Transportation Advisory Committee (TAC) is scheduled to review the applications on April 24, 2026, and make a recommendation.

**Attachments:**

- 5310 Allocation Estimates

- 5310 Grant Application
- 5310 Rural Apportionment
- 5311 Allocation Estimates
- 5311 Grant Application
- 5310 and 5311 Grant Application Summary

<b>Section 5310: Enhanced Mobility of Seniors and People with Disabilities Program</b>				
<b>Agency</b>	<b>5310 STBG Allocation Estimate</b>	<b>5310 Rural Allocation Estimate</b>	<b>5310 Small Urban Allocation Estimate</b>	<b>Total Allocation Estimate</b>
Baker County	\$224,228	\$75,359	-	\$299,587
Basin Transit Service Transportation District	\$505,579	\$211,831	-	\$717,409
Benton County	\$499,157	\$96,571	\$278,916	\$874,643
The Burns Paiute Tribe	\$114,737	\$22,535	-	\$137,272
Columbia County	\$373,697	\$139,913	\$81,326	\$594,936
Confederated Tribes of the Grand Ronde	\$118,583	\$24,431	-	\$143,014
The Confederated Tribes of Siletz Indians	\$117,237	\$23,762	-	\$140,999
The Confederated Tribes of the Umatilla Indian Reservation	\$129,424	\$29,700	-	\$159,123
The Confederated Tribes of Warm Springs Reservation of Oregon	\$128,147	\$29,173	-	\$157,320
Coos County Area Transit District	\$541,691	\$228,627	-	\$770,318
The Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians	\$114,671	\$22,510	-	\$137,181
The Coquille Indian Tribe	\$119,002	\$24,624	-	\$143,626
The Cow Creek Band of Umpqua Tribe of Indians	\$114,810	\$22,572	-	\$137,382
Crook County	\$268,450	\$96,693	-	\$365,143
Curry County	\$292,132	\$107,535	-	\$399,667
Deschutes County	\$993,727	\$240,680	\$440,113	\$1,674,520
Gilliam County	\$127,122	\$28,455	-	\$155,577
Grant County Transportation District	\$166,940	\$47,679	-	\$214,619
Harney County	\$157,753	\$43,220	-	\$200,972
Hood River County Transportation District	\$206,851	\$66,760	-	\$273,611
Jefferson County	\$237,622	\$82,008	-	\$319,630
Josephine County	\$653,437	\$113,003	\$365,984	\$1,132,425
The Klamath Tribes	\$114,723	\$22,518	-	\$137,241

Lake County	\$156,737	\$42,633	-	\$199,370
Lane Transit District	\$2,019,995	\$249,636	-	\$2,269,630
Lincoln County	\$478,661	\$197,765	-	\$676,426
Linn County	\$762,090	\$180,685	\$324,157	\$1,266,932
Malheur County	\$245,426	\$85,697	-	\$331,122
Morrow County	\$169,378	\$49,112	-	\$218,490
Rogue Valley Transportation District	\$1,264,185	\$112,076	\$844,723	\$2,220,985
Salem Area Mass Transit District	\$2,020,404	\$346,161	-	\$2,366,565
Sherman County	\$126,428	\$28,247	-	\$154,675
Sunset Empire Transit District	\$356,081	\$138,996	-	\$495,076
Tillamook County Transportation District	\$286,568	\$105,258	-	\$391,826
TriMet	\$7,056,667	\$255,546	-	\$7,312,213
Umatilla County	\$479,851	\$200,158	\$105,720	\$785,729
Umpqua Public Transportation District	\$824,711	\$365,630	-	\$1,190,341
Union County	\$251,020	\$88,478	-	\$339,497
Wallowa County	\$163,049	\$45,767	-	\$208,815
Wasco County	\$248,233	\$86,992	-	\$335,225
Wheeler County	\$128,046	\$28,965	-	\$157,012
Yamhill County	\$604,670	\$259,300	-	\$863,970
<b>Grand Total</b>	<b>\$ 23,961,917</b>	<b>\$ 4,667,259</b>	<b>\$ 2,440,938</b>	<b>\$ 31,070,114</b>



# 2027-2029 Section 5310 Formula Grant Application

- 1 Agency and Project Information    2 Application Totals and Signature

**This form is for Lead Agencies to apply for Section 5310 funding. If your agency is NOT a Lead Agency, please do not use this form. Instead, use the [5310 subrecipient application form](#).**

**Additional information on how to apply can be found in the 5310 application instructions which are available from the Funding Opportunities webpage.**

## Lead Agency Details

**Select the 5310 funding source applying for this application. \***

- Small urban apportionment
- Rural apportionment
- Surface Transportation Block Grant funding (STBG)

*Submit one application for each applicable funding source for each subrecipient.*

**Do you intend to use your entire allocation estimate for this funding source? \***

- Yes
- No

**Allocation Amount**

\$356,081.00

## Lead Agency Information

**Lead agency legal name \***

Sunset Empire Transportation District



**Only agencies who appear in this list are eligible.**

**Lead agency DBA (Doing Business As) name**

Sunset Empire Transportation Dist

**Lead agency provider type \***

Special district

**Agency legal address \***

900 Marine Drive

**City, state, zip code \***

Astoria, OR, 97103

**Application contact name \***

David Carr

**Application contact title \***

Executive Director

**Application contact email address \***

David@ridethebus.org

**Application contact phone**

(503) 861-5399

**FEIN (Federal Employer Identification Number) \***

[REDACTED]

**UEID (Unique Entity Identification) \***

[REDACTED]

## Coordinated Public Transit-Human Services Transportation Plan

Attach current Coordinated Public Transit-Human Services Transportation Plan.

Upload

or drag files here.



[SETD Coordinated Plan 2020.pdf](#)

4.3 MB



**Coordinated Public Transit-Human Services Transportation Plan Website**

<https://nwconnector.org/wp-content/uploads/2020/11/Sunset-Empire-Coordinated-Plan-2020.pdf>

**Date Coordinated Plan adopted. \***

10/22/2020



## Risk Assessment Information

**Will administration of the grant be delegated to a separate agency? \***

- Yes
- No

## Financial and Audit Information

**Is the agency subject to Single Audit requirements? \***

- Yes
- No

*If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.*

**Attach a copy of the most recent Single Audit. \***

Upload

or drag files here.



FINAL Audit FY24.pdf

0.9 MB



**Does your agency have established financial management policies and procedures? \***

- Yes
- No

**Does your agency have an established accounting system for federal grants? \***

- Yes
- No

**What type of accounting system does your agency use? \***

- Manual
- Automated
- Combined

*An example of an Automated accounting system is a program tool such as QuickBooks. A Manual accounting system is a book-keeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A Combined system uses a combination of the two systems.*

**What is the financial software utilized? \***

Accufund

**Can your system separately identify the federal awards and programs that are recieved? \***

- Yes
- No

**Can your system identify the source and application of awarded funds and support documentation? \***

- Yes
- No

**Does the system account for 100 percent of each employee's time? \***

- Yes
- No

**Does the agency compare expenditure with budget amounts throughout the life of the grant? \***

- Yes
- No

**Does the agency know the guidance on allowable costs associated with this award? \***

- Yes
- No

*2 CFR 200, FTA C 9040.1H*

**Was your agency audited by the State and/or Federal government in the past two years? \***

- Yes
- No

**Lead Agency Staffing and resources (Lead Agency only)**

**Does the agency have adequate staff and resources to deliver the project? \***

- We have adequate staff to comply with the terms of this agreement.
- Need to hire new staff for this work.
- Will have to contract a vendor to carry out the program activities.
- We have experienced significant turnover - limited resources.

**Did your agency have any turnover of management staff in the last two years? \***

- Yes
- No

**List the position(s) that experienced turnover. \***

Executive Director, Human Resources, Finance Officer

**Did your agency have turnover or vacancies in program related key positions in the last two years? \***

- Yes
- No

**List the position(s) that experienced turnover. \***

Yes. SETD experienced vacancies in Executive Director and Finance Manager, within the last two years. The agency took proactive steps to minimize disruption to operations and service delivery, including cross-training staff, utilizing interim coverage, and prioritizing timely recruitment. These efforts ensured continuity in program management, compliance, and service provision. Both vacant positions have since been filled, and staffing levels have stabilized.

**Does the agency provide ongoing training for program and finance personnel? \***

- Yes
- No

**Lead Agency procurement (Lead agency only)**

**Does the agency have established procurement policies? \***

- Yes
- No
- Will adopt 2 CFR 200 during this grant cycle.

## Project Information

### ⊗ Project 1

**Is this project for the Lead agency applying on behalf of a subgrantee? \***

- Yes
- No

**Lead Agency legal name \***

Sunset Empire Transportation District

**Lead Agency DBA (Doing Business As) name**

**Lead Agency mailing address**

900 Marine Drive

**Lead Agency city, state, zip code**

Astoria, OR, 97103

**Lead Agency Unique Entity Identifier (UEI) \***

████████████████████

**Lead Agency Federal Employer Identification Number (FEIN) \***

██████████████████

### **Lead Agency Authorized Representative**

The person authorized to sign the subgrant agreement. If the applicant is applying for the subgrantee, this information would be for the subgrantee. To have the subgrantee sign you can save the application and then send the link to subgrantee prior to submitting it to ODOT.

**Authorized representative first and last name \***

Kathy Kleczek

**authorized representative title \***

Board Commissioner Chair

*Official who has authority to indebted agency or company*

**Authorized representative email \***

kathy@ridethebus.org

**Authorized representative phone**

## Project Details

**Project name \***

5310 STBG Mobility Management and Vehicle Preventative Maintenance

**Describe project service area and where does the majority of service happen. \***

The project service area spans the northern Oregon coast, extending from Astoria to Cannon Beach, and includes the communities of Warrenton, Hammond and Gearhart. The majority of service occurs between Astoria and Seaside, which serve as the primary population and employment centers in the district. These areas generate the highest ridership due to access to essential services, employment hubs, medical facilities, schools, VA clinic and regional transit connections, service to Cannon Beach supports seasonal employment, commuter, tourism, and seasonal travel demand and transit connections with Northwest Oregon Transit Alliance.

The service plays a critical role in supporting low-income families, students, older adults, and individuals with disabilities by providing access to essential services. This includes transportation for students attending local schools, Clatsop Community College, and Tongue Point Job Corps Center, as well as access to healthcare, employment, education, and daily needs throughout the service area.

**Select the type(s) of service that will be supported by this award. Select all that apply. \***

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Open to the general public at all times     | <input checked="" type="checkbox"/> Deviated Fixed Route                                      |
| <input type="checkbox"/> Open to the general public on a space-available basis  | <input checked="" type="checkbox"/> Fixed Route (excluding commuter and inter-city routes)    |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input checked="" type="checkbox"/> Demand Response (Excluding ADA complementary Paratransit) |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home)   | <input checked="" type="checkbox"/> ADA Complementary Paratransit                             |

**Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility. \***

Rural ▼

*Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)*

*If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.*

**Does the majority of the operations occur within one of these areas? \***

Not Applicable ▼

*Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.*

**Select the counties served by this project. \***

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> BAKER              | <input type="checkbox"/> DOUGLAS    | <input type="checkbox"/> LAKE      | <input type="checkbox"/> SHERMAN    |
| <input type="checkbox"/> BENTON             | <input type="checkbox"/> GILLIAM    | <input type="checkbox"/> LANE      | <input type="checkbox"/> TILLAMOOK  |
| <input type="checkbox"/> CLACKAMAS          | <input type="checkbox"/> GRANT      | <input type="checkbox"/> LINCOLN   | <input type="checkbox"/> UMATILLA   |
| <input checked="" type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY     | <input type="checkbox"/> LINN      | <input type="checkbox"/> UNION      |
| <input type="checkbox"/> COLUMBIA           | <input type="checkbox"/> HOOD RIVER | <input type="checkbox"/> MALHEUR   | <input type="checkbox"/> WALLOWA    |
| <input type="checkbox"/> COOS               | <input type="checkbox"/> JACKSON    | <input type="checkbox"/> MARION    | <input type="checkbox"/> WASCO      |
| <input type="checkbox"/> CROOK              | <input type="checkbox"/> JEFFERSON  | <input type="checkbox"/> MORROW    | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY              | <input type="checkbox"/> JOSEPHINE  | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER    |
| <input type="checkbox"/> DESCHUTES          | <input type="checkbox"/> KLAMATH    | <input type="checkbox"/> POLK      | <input type="checkbox"/> YAMHILL    |

*Select all that apply.*

**Select the activity type(s) for this project. \***

- A. Vehicle Acquisition
- B. Equipment, Signs and Amenities, Shelters
- C. Facilities: Bus Barns and Other Buildings
- D. Preventive Maintenance
- E. Mobility Management
- F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

**D. Preventive Maintenance**

**⊗ Preventive maintenance 1**

**Task title \***

Preventive Maintenance

**Please describe the activity in detail and identify how it benefits seniors and individuals with disabilities. \***

Preventive maintenance of revenue transit buses includes all scheduled and routine activities necessary to ensure vehicles remain safe, reliable, and in a state of good repair. This work is performed in alignment with the agency's preventive maintenance plan and manufacturer recommendations. It includes regular inspections, oil and fluid changes, engine and transmission servicing, brake system checks, tire replacement and maintenance, lift and ramp maintenance, HVAC servicing, and the repair or replacement of worn or defective parts. These activities also include the labor, materials, and supplies required to proactively address mechanical issues before they result in service disruptions or safety concerns.

This activity directly benefits seniors and individuals with disabilities by ensuring that transit vehicles are consistently safe, accessible, and dependable. Proper maintenance of wheelchair lifts, ramps, securement systems, handrails, and suspension systems is critical to providing safe boarding, riding, and alighting. Reliable vehicles reduce missed trips, delays, and breakdowns that can disproportionately impact riders who depend on transit for medical appointments, essential services, and daily living needs. By maintaining a consistent and accessible fleet, the agency supports mobility, independence, and quality of life for these populations.

**On what page is activity or project listed in the adopted Coordinated Plan? \***

Preventive maintenance activities are

**Coordinate Plan page(s) upload \***

Upload

or drag files here.



SETD Coordinated...

4.3 MB



**Is this activity part of a group of activities or projects that are dependent on each other? \***

Yes

No

**How will you deliver the proposed project activity? \***

In-house

Contractor or consultant

*Check all that apply*

**What will be maintained? Check all that apply. \***

A. Revenue service vehicles

B. Shelters or facilities

C. Other assets

### **A. Maintaining revenue service vehicles**

**Describe vehicle preventive maintenance that will be performed. \***

Preventive maintenance activities will include the supplies, materials, labor, services, and associated costs necessary to preserve and extend the functionality and serviceability of transit vehicles in a cost-effective manner. These activities include, but are not limited to, routine oil changes, engine tune-ups, tire purchases and maintenance, annual vehicle inspections, and the replacement of parts as needed. All required labor and maintenance supplies are included to ensure vehicles remain safe, reliable, and in a state of good repair. All maintenance activities will be performed in alignment with the agency's preventive maintenance plan.

**Number of vehicles purchased with 5310 funding that will be included in this preventive maintenance project \***

0

**Number of vehicles NOT purchased with 5310 funding that will be included in this preventive maintenance project. \***

13

**Cost of preventive maintenance for vehicles purchased with 5310 funding? \***

\$0.00

**Cost of preventive maintenance for revenue service NOT purchased with 5310 funding? \***

\$55,435.00

**Will any of these funds be used to maintain electric vehicles, or their charging infrastructure? \***

Yes

No

*This may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.*

**Attach the current Vehicle Preventive Maintenance Plan \***

or drag files here.



[Vehicle Maintenance Plan.pdf](#)

6.6 MB



*A current plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.*

**Total cost of preventive maintenance for revenue service vehicles \***

\$55,435.00

**Were the assets being maintained purchased with 5310 funds? \***

Yes  No

**If the assets were not purchased with 5310 funds, what funding source(s) were the assets purchased with? \***

5311 and 5339

*Please note that maintenance on assets not purchased through the Section 5310 program are generally ineligible.*

**Preventive maintenance budget**

Enter the identification number from OPTIS for each asset, which start with the one of the following letters:

- V: Vehicle
- F: Facility
- E: Equipment
- S: Signs/Shelters

[OPTIS Link](#)

	<b>OPTIS asset identification number *</b>	<b>Preventive maintenance amount *</b>
<input checked="" type="checkbox"/>	V002201	\$3,879.00
<input checked="" type="checkbox"/>	V000874	\$3,879.00
<input checked="" type="checkbox"/>	V001479	\$3,879.00
<input checked="" type="checkbox"/>	V001857	\$3,879.00
<input checked="" type="checkbox"/>	V001858	\$3,879.00
<input checked="" type="checkbox"/>	V001936	\$3,879.00
<input checked="" type="checkbox"/>	V001937	\$3,879.00
<input checked="" type="checkbox"/>	V002875	\$3,879.00
<input checked="" type="checkbox"/>	V002874	\$3,879.00
<input checked="" type="checkbox"/>	V002876	\$3,881.00
<input checked="" type="checkbox"/>	V002568	\$3,881.00
<input checked="" type="checkbox"/>	V003060	\$3,881.00
<input checked="" type="checkbox"/>	V003061	\$3,881.00
		<b>\$50,435.00</b>

+ Add Asset

### Activity deliverables

	<b>Deliverable description *</b>	<b>Units *</b>	<b>Deliverable date *</b>
<input type="checkbox"/>	Assets Maintained	13	9/30/2029

+ Add Deliverable

### Project match

	<b>Match source *</b>	<b>Match amount *</b>	<b>Match percentage *</b>	<b>Match status *</b>
<input type="checkbox"/>	State	\$5,693.17	100.00%	Planned
		\$5,693.17		

+ Add Item

If "other" selected as match source, please explain source.

Is your agency including in-kind match in the application \*

- Yes
- No

### Task cost and match information

<b>Total project cost</b>	<b>Match amount</b>	<b>Grant amount</b>
\$55,435.00	\$5,693.17	\$49,741.83

+ Add preventive maintenance

## E. Mobility Management

### ⊗ Mobility management 1

#### Task title \*

Mobility Management

#### Task type \*

- One Stop Referral Operating transportation brokerages to coordinate service providers, funding resources, and customer needs
- Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes
- Supporting local partnerships that coordinate transportation services
- Staffing for the development and implementation of coordination plans
- Providing travel training and trip planning activities for customers
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel
- Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system (Only purchases under \$5,000)
- Travel Mobility Planning
- Internet Based Information
- Informational Materials/Marketing

#### On what page is activity or project listed in the adopted Coordinated Plan? \*

Pages 42-44 and cross-referenced or

#### Coordinate Plan page(s) upload \*

or drag files here.



[SETD Coordinated...](#)

4.3 MB



**Describe how this activity benefits seniors and individuals with disabilities. \***

This activity provides travel orientation and training to seniors and individuals with disabilities residing in supported care facilities. The goal is to improve access to transportation by providing supportive education in a safe environment, thereby increasing the reach, efficiency, and affordability of fixed-route and paratransit services.

*i.e. We will host five events at locations in our community to explain the transit services available to seniors.*

**How will you deliver the proposed project activity? \***

- In-house
- Contractor or consultant

*Check all that apply*

Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:

**Description of unit \***

**Number of units \***

Unduplicated Transit Travel Mobility T

305

**Describe the method you will use to measure output from the project. \***

SETD will track and report the Unduplicated Passenger or Client Count.

**Cost of mobility management activity \***

\$341,400.00

## Activity deliverables

	<b>Deliverable description *</b>	<b>Units *</b>	<b>Deliverable date *</b>
⊗	Customers Trained	125	9/30/2028
⊗	Customers Trained	180	9/30/2029

+ Add Deliverable

## Project match

	<b>Match source *</b>	<b>Match amount *</b>	<b>Match percentage *</b>	<b>Match status *</b>
⊗	State	\$35,061.78	100.00%	Planned

\$35,061.78

+ Add Item

If "other" selected as match source, please explain source.

Is your agency including in-kind match in the application \*

Yes

No

### Task cost and match information:

**Total project cost**

\$341,400.00

**Match amount**

\$35,061.78

**Grant amount**

\$306,338.22

+ Add mobility management

## Environmental Review

### Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

**Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program) \***

- Yes  
 No

### Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

**Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds. \***

- Yes  
 No

**Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds? \***

- Yes  
 No

**Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project? \***

- Yes  
 No

### Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

**Would the project described above include any of the following?**

- Final design activities – any design beyond 30%
- Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding
- Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below
- Purchase of rolling stock
- Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

**NEPA Concurrence**

**Has the FTA already provided NEPA concurrence for this project or components of this project? \***

- Yes
- No
- Not Applicable

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

**Indirect Costs**

**Does the agency intend to charge any indirect cost to this project? \***

- Yes
- No

**Total Project Costs**

**Project Title**

5310 STBG Mobility Management and Vehicle Preventative Maintenance

**Total Vehicle Acquisition Cost**

\$0.00

**Total Equipment, Signs and Amenities, Shelter Cost**

\$0.00

**Total Facilities, Bus Barns, and Other Buildings Cost**

\$0.00

**Total Preventive Maintenance Cost**

\$55,435.00

**Total Mobility Management Cost**

\$341,400.00

**Total Purchased Service Project Cost**

\$0.00

**Total Indirect Costs**

**Total Project Cost**

\$396,835.00

**Total Match Amount**

\$40,754.95

**Total Grant Amount**

\$356,080.05

+ Add Project

Next >

Save



# 2027-2029 Section 5310 Formula Grant Application

1 Agency and Project Information    2 Application Totals and Signature

## Total Application Costs

Total Project Cost	Total Match Amount	Total Grant Amount
\$396,835.00	\$40,755.00	\$356,080.00

## Allocation Amount

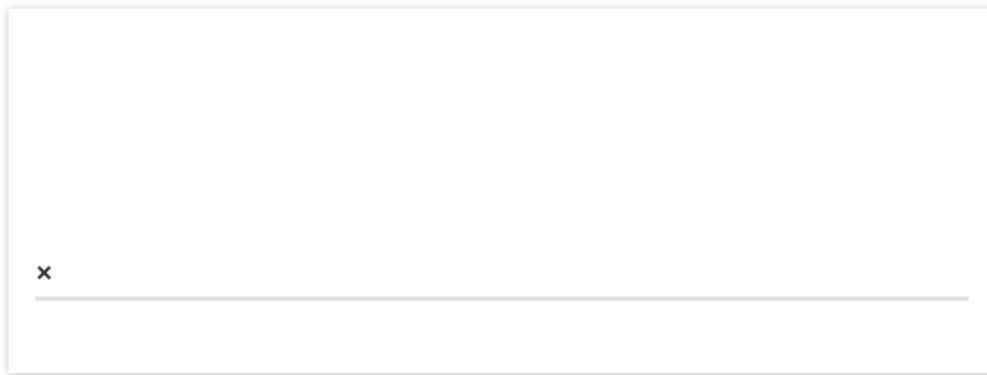
\$356,081.00

## Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "File Upload" fields.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Check the box for the certification statement.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov)

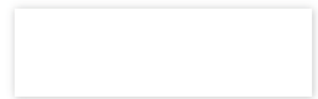
## Certification

**Signature \***



draw

**Printed Name \***



I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812

**Submission Date**

4/22/2026

[< Back](#)

[Submit Application](#)

[Save](#)



# 2027-2029 Section 5310 Formula Grant Application

- 1 Agency and Project Information    2 Application Totals and Signature

**This form is for Lead Agencies to apply for Section 5310 funding. If your agency is NOT a Lead Agency, please do not use this form. Instead, use the [5310 subrecipient application form](#).**

**Additional information on how to apply can be found in the 5310 application instructions which are available from the Funding Opportunities webpage.**

## Lead Agency Details

**Select the 5310 funding source applying for this application. \***

- Small urban apportionment
- Rural apportionment
- Surface Transportation Block Grant funding (STBG)

*Submit one application for each applicable funding source for each subrecipient.*

**Do you intend to use your entire allocation estimate for this funding source? \***

- Yes
- No

### Allocation Amount

\$138,996.00

## Lead Agency Information

**Lead agency legal name \***

Sunset Empire Transportation District



**Only agencies who appear in this list are eligible.**

**Lead agency DBA (Doing Business As) name**

**Lead agency provider type \***

Special district ▼

**Agency legal address \***

900 Marine Drive

**City, state, zip code \***

Astoria OR 97103

**Application contact name \***

David Carr

**Application contact title \***

Executive Director

**Application contact email address \***

David@ridethebus.org

**Application contact phone**

(503) 861-5399

**FEIN (Federal Employer Identification Number) \***

██████████


**UEID (Unique Entity Identification) \***

██████████

## Coordinated Public Transit-Human Services Transportation Plan

Attach current Coordinated Public Transit-Human Services Transportation Plan.

Upload or drag files here.

 [SETD Coordinated Plan 2020.pdf](#) 4.3 MB ↓ ⊗

**Coordinated Public Transit-Human Services Transportation Plan Website**

<https://nwconnector.org/wp-content/uploads/2020/11/Sunset-Empire-Coordinated-Plan-2020.pdf>

**Date Coordinated Plan adopted. \***

10/22/2020



## Risk Assessment Information

**Will administration of the grant be delegated to a separate agency? \***

- Yes
- No

## Financial and Audit Information

**Is the agency subject to Single Audit requirements? \***

- Yes
- No

*If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.*

**Attach a copy of the most recent Single Audit. \***

Upload

or drag files here.



FINAL Audit FY24.pdf

0.9 MB



**Does your agency have established financial management policies and procedures? \***

- Yes
- No

**Does your agency have an established accounting system for federal grants? \***

- Yes
- No

**What type of accounting system does your agency use? \***

- Manual
- Automated
- Combined

*An example of an Automated accounting system is a program tool such as QuickBooks. A Manual accounting system is a book-keeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A Combined system uses a combination of the two systems.*

**What is the financial software utilized? \***

Accufund

**Can your system separately identify the federal awards and programs that are recieved? \***

- Yes
- No

**Can your system identify the source and application of awarded funds and support documentation? \***

- Yes
- No

**Does the system account for 100 percent of each employee's time? \***

- Yes
- No

**Does the agency compare expenditure with budget amounts throughout the life of the grant? \***

- Yes
- No

**Does the agency know the guidance on allowable costs associated with this award? \***

- Yes
- No

*2 CFR 200, FTA C 9040.1H*

**Was your agency audited by the State and/or Federal government in the past two years? \***

- Yes
- No

**Lead Agency Staffing and resources (Lead Agency only)**

**Does the agency have adequate staff and resources to deliver the project? \***

- We have adequate staff to comply with the terms of this agreement.
- Need to hire new staff for this work.
- Will have to contract a vendor to carry out the program activities.
- We have experienced significant turnover - limited resources.

**Did your agency have any turnover of management staff in the last two years? \***

- Yes
- No

**List the position(s) that experienced turnover. \***

Executive Director, Human Resources, Finance Officer

**Did your agency have turnover or vacancies in program related key positions in the last two years? \***

- Yes
- No

**List the position(s) that experienced turnover. \***

Yes. SETD experienced vacancies in Executive Director, Human Resources and Finance Manager, within the last two years. The agency took proactive steps to minimize disruption to operations and service delivery, including cross-training staff, utilizing interim coverage, and prioritizing timely recruitment. These efforts ensured continuity in program management, compliance, and service provision. The vacant positions have since been filled, and staffing levels have stabilized.

**Does the agency provide ongoing training for program and finance personnel? \***

- Yes
- No

**Lead Agency procurement (Lead agency only)**

**Does the agency have established procurement policies? \***

- Yes
- No
- Will adopt 2 CFR 200 during this grant cycle.

## Project Information

### ⊗ Project 1

**Is this project for the Lead agency applying on behalf of a subgrantee? \***

- Yes
- No

**Lead Agency legal name \***

**Lead Agency DBA (Doing Business As) name**

**Lead Agency mailing address**

**Lead Agency city, state, zip code**

**Lead Agency Unique Entity Identifier (UEI) \***

**Lead Agency Federal Employer Identification Number (FEIN) \***

### **Lead Agency Authorized Representative**

The person authorized to sign the subgrant agreement. If the applicant is applying for the subgrantee, this information would be for the subgrantee. To have the subgrantee sign you can save the application and then send the link to subgrantee prior to submitting it to ODOT.

**Authorized representative first and last name \***

Kathy Kleczek

**authorized representative title \***

Board Commissioner Chair

*Official who has authority to indebt agency or company*

**Authorized representative email \***

kathy@ridethebus.org

**Authorized representative phone**

## Project Details

**Project name \***

Preventive Maintenance

**Describe project service area and where does the majority of service happen. \***

The project service area encompasses the Sunset Empire Transportation District's established service region, including the communities of Astoria, Warrenton, Hammond, Seaside, Gearhart, Cannon Beach, and surrounding areas in Clatsop County, Oregon. Services operate seven days per week, 362 days per year, and are designed to connect residential neighborhoods with essential destinations such as medical facilities, employment centers, schools, shopping areas, social service providers, the local VA clinic, senior centers, the regional food bank, food pantries, shelters, life-sustaining treatment centers, and addiction recovery services.

The majority of service occurs along high-demand corridors between Astoria, Warrenton, and Seaside, where population density, employment opportunities, and essential services are concentrated. These routes experience the highest ridership and provide critical connectivity for daily commuters, seniors, and individuals with disabilities.

On-demand services extend into rural and outlying areas to ensure equitable access for underserved populations. These services include demand-response and deviated fixed-route options designed to address mobility gaps for individuals who are unable to access traditional fixed-route transit, including seniors and individuals with disabilities.

Overall, the service area supports regional mobility by linking urban and rural communities while prioritizing access to essential services, economic opportunities, and community resources. The system is designed to provide reliable, accessible transportation that supports independence and ensures that seniors and individuals with disabilities can access critical services throughout the region.

**Select the type(s) of service that will be supported by this award. Select all that apply. \***

- |   |   |
|---|---|
| <input type="checkbox"/> Open to the general public at all times                | <input checked="" type="checkbox"/> Deviated Fixed Route                                      |
| <input type="checkbox"/> Open to the general public on a space-available basis  | <input checked="" type="checkbox"/> Fixed Route (excluding commuter and inter-city routes)    |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input checked="" type="checkbox"/> Demand Response (Excluding ADA complementary Paratransit) |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home)   | <input checked="" type="checkbox"/> ADA Complementary Paratransit                             |

**Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility. \***

Rural ▼

*Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)*

*If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.*

**Does the majority of the operations occur within one of these areas? \***

Not Applicable ▼

*Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.*

**Select the counties served by this project. \***

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> BAKER              | <input type="checkbox"/> DOUGLAS    | <input type="checkbox"/> LAKE      | <input type="checkbox"/> SHERMAN    |
| <input type="checkbox"/> BENTON             | <input type="checkbox"/> GILLIAM    | <input type="checkbox"/> LANE      | <input type="checkbox"/> TILLAMOOK  |
| <input type="checkbox"/> CLACKAMAS          | <input type="checkbox"/> GRANT      | <input type="checkbox"/> LINCOLN   | <input type="checkbox"/> UMATILLA   |
| <input checked="" type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY     | <input type="checkbox"/> LINN      | <input type="checkbox"/> UNION      |
| <input type="checkbox"/> COLUMBIA           | <input type="checkbox"/> HOOD RIVER | <input type="checkbox"/> MALHEUR   | <input type="checkbox"/> WALLOWA    |
| <input type="checkbox"/> COOS               | <input type="checkbox"/> JACKSON    | <input type="checkbox"/> MARION    | <input type="checkbox"/> WASCO      |
| <input type="checkbox"/> CROOK              | <input type="checkbox"/> JEFFERSON  | <input type="checkbox"/> MORROW    | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY              | <input type="checkbox"/> JOSEPHINE  | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER    |
| <input type="checkbox"/> DESCHUTES          | <input type="checkbox"/> KLAMATH    | <input type="checkbox"/> POLK      | <input type="checkbox"/> YAMHILL    |

*Select all that apply.*

**Select the activity type(s) for this project. \***

- |   |  |
|---|--|
| <input type="checkbox"/> A. Vehicle Acquisition                       | <input checked="" type="checkbox"/> D. Preventive Maintenance                  |
| <input type="checkbox"/> B. Equipment, Signs and Amenities, Shelters  | <input type="checkbox"/> E. Mobility Management                                |
| <input type="checkbox"/> C. Facilities: Bus Barns and Other Buildings | <input type="checkbox"/> F. Purchased Service (competitively procured via RFP) |

*Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.*

**D. Preventive Maintenance**

**⊗ Preventive maintenance 1**

**Task title \***

Preventive Maintenance of Revenue Vehicles

**Please describe the activity in detail and identify how it benefits seniors and individuals with disabilities. \***

This activity consists of performing scheduled preventive maintenance on revenue vehicles in accordance with the agency's adopted preventive maintenance plan. Maintenance includes, but is not limited to, routine inspections, oil and fluid changes, brake inspections and replacements, tire maintenance, lift and ramp servicing, HVAC system checks, electrical system diagnostics, and replacement of worn or defective components. All work is completed using qualified staff, appropriate materials, and industry-standard practices to ensure vehicles remain in a state of good repair.

Preventive maintenance directly benefits seniors and individuals with disabilities by ensuring that vehicles are safe, reliable, and fully accessible. Regular servicing of wheelchair lifts, ramps, securement systems, suspension, and kneeling features ensures consistent accessibility for passengers with mobility challenges. Maintaining heating, cooling, and ventilation systems enhances comfort and safety, particularly for vulnerable populations sensitive to extreme weather conditions.




By reducing the likelihood of mechanical failures and service disruptions, this activity supports on-time performance and dependable transportation to essential destinations such as medical appointments, grocery stores, and community services. Reliable transit service is crucial for seniors and individuals with disabilities, who often have limited transportation options. Overall, this project enhances rider safety, preserves vehicle lifespan, creates accessibility and ensures equitable access to transportation services.

**On what page is activity or project listed in the adopted Coordinated Plan? \***

Preventive maintenance activities are

**Coordinate Plan page(s) upload \***

[Upload](#) or drag files here.

 [SETD Coordinated...](#) 4.3 MB  

**Is this activity part of a group of activities or projects that are dependent on each other? \***

- Yes
- No

**How will you deliver the proposed project activity? \***

- In-house
- Contractor or consultant

*Check all that apply*

**What will be maintained? Check all that apply. \***

- A. Revenue service vehicles
- B. Shelters or facilities
- C. Other assets

**A. Maintaining revenue service vehicles**

**Describe vehicle preventive maintenance that will be performed. \***

Preventive maintenance will be performed in accordance with the agency's established preventive maintenance plan and manufacturer recommendations to ensure all vehicles remain in a safe and reliable operating condition. This preventive maintenance program is specific to ADA paratransit vehicles designated to support the RideAssist services.

Activities include routine inspections and servicing such as oil and filter changes, fluid checks and replacements, brake inspections and repairs, tire inspections and rotations, and battery testing. Additional maintenance includes inspection and servicing of critical systems such as engines, transmissions, steering, suspension, electrical components, and HVAC systems.

Accessibility equipment, including wheelchair lifts, ramps, and securement systems, will be routinely inspected, tested, and repaired as needed to ensure full functionality and compliance with ADA requirements. Preventive maintenance also includes diagnostic testing, replacement of worn or defective parts, and addressing minor issues before they develop into major mechanical failures. All work will be performed by qualified personnel using appropriate tools, materials, and industry-standard practices.

These activities help extend vehicle life, improve safety and reliability, reduce service interruptions, and ensure consistent, accessible transportation for all riders, particularly individuals who rely on ADA Paratransit services.

**Number of vehicles purchased with 5310 funding that will be included in this preventive maintenance project \***

0

**Number of vehicles NOT purchased with 5310 funding that will be included in this preventive maintenance project. \***

8

**Cost of preventive maintenance for vehicles purchased with 5310 funding? \***

\$0.00

**Cost of preventive maintenance for revenue service NOT purchased with 5310 funding? \***

\$41,088.00

**Will any of these funds be used to maintain electric vehicles, or their charging infrastructure? \***

Yes

No

*This may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.*

**Attach the current Vehicle Preventive Maintenance Plan \***

or drag files here.



[Vehicle Maintenance Plan.pdf](#)

6.6 MB



*A current plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.*

**Total cost of preventive maintenance for revenue service vehicles \***

\$41,088.00

**Were the assets being maintained purchased with 5310 funds? \***

Yes  No

**If the assets were not purchased with 5310 funds, what funding source(s) were the assets purchased with? \***

5311 and 5339

*Please note that maintenance on assets not purchased through the Section 5310 program are generally ineligible.*

**Preventive maintenance budget**

Enter the identification number from OPTIS for each asset, which start with the one of the following letters:

- V: Vehicle
- F: Facility
- E: Equipment
- S: Signs/Shelters

[OPTIS Link](#)

	<b>OPTIS asset identification number *</b>	<b>Preventive maintenance amount *</b>
<input checked="" type="checkbox"/>	F248735	\$5,136.00
<input checked="" type="checkbox"/>	V001195	\$5,136.00
<input checked="" type="checkbox"/>	V001854	\$5,136.00
<input checked="" type="checkbox"/>	V001853	\$5,136.00
<input checked="" type="checkbox"/>	V003803	\$5,136.00
<input checked="" type="checkbox"/>	V003829	\$5,136.00
<input checked="" type="checkbox"/>	V003828	\$5,136.00
<input checked="" type="checkbox"/>	V003802	\$5,136.00
		<b>\$41,088.00</b>

+ Add Asset

### Activity deliverables

	<b>Deliverable description *</b>	<b>Units *</b>	<b>Deliverable date *</b>
⊗	Assets Maintained	8	9/30/2029

+ Add Deliverable

### Project match

	<b>Match source *</b>	<b>Match amount *</b>	<b>Match percentage *</b>	<b>Match status *</b>
⊗	State	\$8,217.60	100.00%	Planned

\$8,217.60

+ Add Item

If "other" selected as match source, please explain source.

Is your agency including in-kind match in the application \*

Yes

No

### Task cost and match information

<b>Total project cost</b>	<b>Match amount</b>	<b>Grant amount</b>
\$41,088.00	\$8,217.60	\$32,870.40

+ Add preventive maintenance

## Environmental Review

### Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

**Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program) \***

Yes

No

### Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

**Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds. \***

Yes

No

**Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds? \***

Yes

No

**Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project? \***

Yes

No

### Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

**Would the project described above include any of the following?**

- Final design activities – any design beyond 30%
- Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding
- Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below
- Purchase of rolling stock
- Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

*Answer the following questions to help determine if the proposed project would require completion of FTAs CE Worksheet.*

## NEPA Concurrence

**Has the FTA already provided NEPA concurrence for this project or components of this project? \***

- Yes
- No
- Not Applicable

*Answer the following questions to help determine if the proposed project would require completion of FTAs CE Worksheet.*

## Indirect Costs

**Does the agency intend to charge any indirect cost to this project? \***

- Yes
- No

## Total Project Costs

**Project Title**

Preventive Maintenance

**Total Vehicle Acquisition Cost**

\$0.00

**Total Equipment, Signs and Amenities, Shelter Cost**

\$0.00



**Lead Agency Federal Employer Identification Number (FEIN) \***

[Redacted]

**Lead Agency Authorized Representative**

The person authorized to sign the subgrant agreement. If the applicant is applying for the subgrantee, this information would be for the subgrantee. To have the subgrantee sign you can save the application and then send the link to subgrantee prior to submitting it to ODOT.

**Authorized representative first and last name \***

Kathy Kleczek

*Official who has authority to indebt agency or company*

**authorized representative title \***

Board Commissioner Chair

**Authorized representative email \***

kathy@ridethebus.org

**Authorized representative phone**

[Empty field]

**Project Details**

**Project name \***

Update SETD Coordinated Human Services Transportation Plan October 2020

**Describe project service area and where does the majority of service happen. \***

The transit service area encompasses the Sunset Empire Transportation District's established service region, including the communities of Astoria, Warrenton, Hammond, Seaside, Gearhart, Cannon Beach, and surrounding areas in Clatsop County, Oregon. Services operate seven days per week, 362 days per year, and are designed to connect the communities with essential destinations such as medical facilities, employment centers, schools, local VA Clinic, shopping areas, food banks, shelters, life-sustaining treatment centers, addiction recovery services, and other social service providers.

The majority of service occurs along high-demand corridors between Astoria, Warrenton, and Seaside, where population density, employment opportunities, and critical services are concentrated. These corridors experience the highest ridership and provide vital connectivity for daily commuters, seniors, and individuals with disabilities. Service is also extended to rural and outlying areas to ensure equitable access for underserved populations, including demand-response and deviated fixed-route services that address mobility gaps for individuals unable to access traditional fixed-route transit.

**Select the type(s) of service that will be supported by this award. Select all that apply. \***

- |   |   |
|---|---|
| <input type="checkbox"/> Open to the general public at all times                | <input checked="" type="checkbox"/> Deviated Fixed Route                                      |
| <input type="checkbox"/> Open to the general public on a space-available basis  | <input checked="" type="checkbox"/> Fixed Route (excluding commuter and inter-city routes)    |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input checked="" type="checkbox"/> Demand Response (Excluding ADA complementary Paratransit) |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home)   | <input checked="" type="checkbox"/> ADA Complementary Paratransit                             |

**Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility. \***

Rural ▼

*Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)*

*If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.*

**Does the majority of the operations occur within one of these areas? \***

Not Applicable ▼

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

**Select the counties served by this project. \***

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> BAKER              | <input type="checkbox"/> DOUGLAS    | <input type="checkbox"/> LAKE      | <input type="checkbox"/> SHERMAN    |
| <input type="checkbox"/> BENTON             | <input type="checkbox"/> GILLIAM    | <input type="checkbox"/> LANE      | <input type="checkbox"/> TILLAMOOK  |
| <input type="checkbox"/> CLACKAMAS          | <input type="checkbox"/> GRANT      | <input type="checkbox"/> LINCOLN   | <input type="checkbox"/> UMATILLA   |
| <input checked="" type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY     | <input type="checkbox"/> LINN      | <input type="checkbox"/> UNION      |
| <input type="checkbox"/> COLUMBIA           | <input type="checkbox"/> HOOD RIVER | <input type="checkbox"/> MALHEUR   | <input type="checkbox"/> WALLOWA    |
| <input type="checkbox"/> COOS               | <input type="checkbox"/> JACKSON    | <input type="checkbox"/> MARION    | <input type="checkbox"/> WASCO      |
| <input type="checkbox"/> CROOK              | <input type="checkbox"/> JEFFERSON  | <input type="checkbox"/> MORROW    | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY              | <input type="checkbox"/> JOSEPHINE  | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER    |
| <input type="checkbox"/> DESCHUTES          | <input type="checkbox"/> KLAMATH    | <input type="checkbox"/> POLK      | <input type="checkbox"/> YAMHILL    |

Select all that apply.

**Select the activity type(s) for this project. \***

- |   |  |
|---|--|
| <input type="checkbox"/> A. Vehicle Acquisition                       | <input type="checkbox"/> D. Preventive Maintenance                             |
| <input type="checkbox"/> B. Equipment, Signs and Amenities, Shelters  | <input checked="" type="checkbox"/> E. Mobility Management                     |
| <input type="checkbox"/> C. Facilities: Bus Barns and Other Buildings | <input type="checkbox"/> F. Purchased Service (competitively procured via RFP) |

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

**E. Mobility Management**

⊗ **Mobility management 1**

**Task title \***

Update Coordinated Human Services Transportation Plan

**Task type \***


- One Stop Referral Operating transportation brokerages to coordinate service providers, funding resources, and customer needs
- Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes
- Supporting local partnerships that coordinate transportation services
- Staffing for the development and implementation of coordination plans
- Providing travel training and trip planning activities for customers
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel
- Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system (Only purchases under \$5,000)
- Travel Mobility Planning
- Internet Based Information
- Informational Materials/Marketing

**On what page is activity or project listed in the adopted Coordinated Plan? \***

Update the Coordinated Plan

**Coordinate Plan page(s) upload \***

or drag files here.

 [SETD Coordinated...](#) 4.3 MB

**Describe how this activity benefits seniors and individuals with disabilities. \***

Updating the Coordinated Human Services Transportation Plan will benefit seniors and individuals with disabilities by ensuring their mobility needs are prioritized in the development of future transit services and strategies. The SETD Coordinated Human Services Transportation Plan update will include targeted outreach and engagement with seniors, individuals with disabilities, caregivers, and human service organizations to identify existing transportation barriers, unmet needs, and service gaps.

The planning process will evaluate the effectiveness of current services, including ADA Paratransit and identify opportunities to improve accessibility, reliability, and coordination. This includes assessing first/last mile connections, service availability, accessibility and trip purpose needs (such as medical appointments and essential services), and geographic coverage for underserved populations.

The updated plan will result in specific, data-driven recommendations to enhance accessible transportation options, improve coordination, and prioritize investments that directly support seniors and individuals with disabilities. By incorporating these needs into long-range planning, the project ensures that future transit services are more equitable, responsive, and aligned with the requirements of individuals who rely on transit the most.

Ultimately, this activity supports increased independence, access to essential services, and improved quality of life for seniors and individuals with disabilities by shaping a transit system that is safe, reliable, and fully accessible.

*i.e. We will host five events at locations in our community to explain the transit services available to seniors.*

**How will you deliver the proposed project activity? \***

- In-house
- Contractor or consultant

*Check all that apply*

Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:

**Description of unit \***

**Number of units \***

Update Coordinated Human Services

1

**Describe the method you will use to measure output from the project. \***

Project output will be measured through the successful completion of the updated Coordinated Human Services Transportation Plan and the level of stakeholder engagement achieved throughout the planning process. Key performance measures will include the completion and adoption of the updated plan, documentation of outreach activities, and participation from seniors, individuals with disabilities, human service providers, and community stakeholders.

Specific outputs will include the number of public outreach events conducted, surveys distributed and completed, stakeholder meetings held, and coordination efforts with partner agencies. The project will also track the identification of transportation gaps, unmet needs, and recommended strategies to improve mobility for seniors and individuals with disabilities.

Additional measures will include the development of prioritized, data-driven recommendations and implementation strategies that align with current funding opportunities and community needs. The completed and adopted plan will serve as a clear, updated deliverable that shows the project objectives have been met.

Collectively, these outputs will ensure the project results in a comprehensive, community-informed plan that supports improved coordination, accessibility, and mobility for seniors and individuals with disabilities.

**Cost of mobility management activity \***

\$77,000.00

**Activity deliverables**

	<b>Deliverable description *</b>	<b>Units *</b>	<b>Deliverable date *</b>
⊗	Plans Created	1	9/30/2029

+ Add Deliverable

## Project match

	Match source *	Match amount *	Match percentage *	Match status *
(x)	State	\$15,400.00	100.00%	Planned
		\$15,400.00		

+ Add Item

If "other" selected as match source, please explain source.

Is your agency including in-kind match in the application \*

Yes

No

Task cost and match information:

Total project cost	Match amount	Grant amount
\$77,000.00	\$15,400.00	\$61,600.00

+ Add mobility management

## Environmental Review

### Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

**Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program) \***

Yes

lo

## Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

**Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds. \***

- Yes
- No

**Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds? \***

- Yes
- No

**Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project? \***

- Yes
- No

## Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

**Would the project described above include any of the following?**

- Final design activities – any design beyond 30%
- Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding
- Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below
- Purchase of rolling stock
- Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE sheet.*

## NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project? \*

- Yes
- No
- Not Applicable

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

### Indirect Costs

Does the agency intend to charge any indirect cost to this project? \*

- Yes
- No

### Total Project Costs

#### Project Title

Update SETD Coordinated Human Services Transportation Plan October 2020

#### Total Vehicle Acquisition Cost

\$0.00

#### Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

#### Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

#### Total Preventive Maintenance Cost

\$0.00

#### Total Mobility Management Cost

\$77,000.00

#### Total Purchased Service Project Cost

\$0.00

#### Total Indirect Costs

**Total Project Cost**

\$77,000.00

**Total Match Amount**

\$15,400.00

**Total Grant Amount**

\$61,600.00

**⊗ Project 3****Is this project for the Lead agency applying on behalf of a subgrantee? \*** Yes  No**Lead Agency legal name \***

Sunset Empire Transportation District

**Lead Agency DBA (Doing Business As) name****Lead Agency mailing address**

900 Marine Drive

**Lead Agency city, state, zip code**

Astoria OR 97103

**Lead Agency Unique Entity Identifier (UEI) \*****Lead Agency Federal Employer Identification Number (FEIN) \*****Lead Agency Authorized Representative**

The person authorized to sign the subgrant agreement. If the applicant is applying for the subgrantee, this information would be for the subgrantee. To have the subgrantee sign you can save the application and then send the link to subgrantee prior to submitting it to ODOT.

**Authorized representative first and last name \***

Kathy Kleczek

**authorized representative title \***

Board Commissioner Chair

*Official who has authority to indent agency or company*

**Authorized representative email \***

kathy@ridethebus.org

**Authorized representative phone**

## Project Details

**Project name \***

Operation Equipment purchases

**Describe project service area and where does the majority of service happen. \***

The project service area encompasses the Sunset Empire Transportation District's established service region, which includes the communities of Astoria, Warrenton, Hammond, Seaside, Gearhart, and surrounding areas in Clatsop County, Oregon. Services are designed to connect residential neighborhoods with key destinations such as medical facilities, employment centers, schools, shopping areas, and social service providers.

The majority of service occurs along high-demand corridors between Astoria, Warrenton, and Seaside, where population density, employment opportunities, and essential services are concentrated. These routes experience the highest ridership and provide critical connectivity for daily commuters, seniors, and individuals with disabilities.

Additional service extends to more rural and outlying areas to ensure equitable access to transportation for underserved populations. This includes demand-response and deviated fixed-route services that address mobility gaps for individuals who may not be able to access traditional fixed-route transit.

Overall, the service area supports regional mobility by linking urban and rural communities while prioritizing access to essential services, economic opportunities, and community resources.

**Select the type(s) of service that will be supported by this award. Select all that apply. \***

- |   |   |
|---|---|
| <input type="checkbox"/> Open to the general public at all times                | <input checked="" type="checkbox"/> Deviated Fixed Route                                      |
| <input type="checkbox"/> Open to the general public on a space-available basis  | <input checked="" type="checkbox"/> Fixed Route (excluding commuter and inter-city routes)    |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input checked="" type="checkbox"/> Demand Response (Excluding ADA complementary Paratransit) |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home)   | <input checked="" type="checkbox"/> ADA Complementary Paratransit                             |

**Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility. \***

Rural ▼

*Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)*

*If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.*

**Does the majority of the operations occur within one of these areas? \***

Not Applicable ▼

*Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.*

**Select the counties served by this project. \***

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> BAKER              | <input type="checkbox"/> DOUGLAS    | <input type="checkbox"/> LAKE      | <input type="checkbox"/> SHERMAN    |
| <input type="checkbox"/> BENTON             | <input type="checkbox"/> GILLIAM    | <input type="checkbox"/> LANE      | <input type="checkbox"/> TILLAMOOK  |
| <input type="checkbox"/> CLACKAMAS          | <input type="checkbox"/> GRANT      | <input type="checkbox"/> LINCOLN   | <input type="checkbox"/> UMATILLA   |
| <input checked="" type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY     | <input type="checkbox"/> LINN      | <input type="checkbox"/> UNION      |
| <input type="checkbox"/> COLUMBIA           | <input type="checkbox"/> HOOD RIVER | <input type="checkbox"/> MALHEUR   | <input type="checkbox"/> WALLOWA    |
| <input type="checkbox"/> COOS               | <input type="checkbox"/> JACKSON    | <input type="checkbox"/> MARION    | <input type="checkbox"/> WASCO      |
| <input type="checkbox"/> CROOK              | <input type="checkbox"/> JEFFERSON  | <input type="checkbox"/> MORROW    | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY              | <input type="checkbox"/> JOSEPHINE  | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER    |
| <input type="checkbox"/> DESCHUTES          | <input type="checkbox"/> KLAMATH    | <input type="checkbox"/> POLK      | <input type="checkbox"/> YAMHILL    |

*Select all that apply.*

**Select the activity type(s) for this project. \***

- A. Vehicle Acquisition
- B. Equipment, Signs and Amenities, Shelters
- C. Facilities: Bus Barns and Other Buildings
- D. Preventive Maintenance
- E. Mobility Management
- F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

**B. Equipment, Signs and Amenities, Shelters**

**⊗ Equipment, signs and amenities, or shelters 1**

**Select the activity options to be included in this project. \***

- A. Equipment
- B. Signs and Amenities
- C. Shelters

**Please describe the activity in detail and identify how the activities benefits seniors and individuals with disabilities. \***

This project includes the purchase and implementation of a modern communication radio system for Sunset Empire Transportation District (SETD), including onboard (on-bus) radios, base station equipment, and related system components. The District's existing analog radio system is approaching obsolescence and is no longer aligned with current industry standards. In addition, the District's FCC license is nearing expiration, making this upgrade necessary to maintain compliant and uninterrupted communication capabilities.

The upgraded radio system will transition SETD to a modern, reliable communication platform that incorporates current best practices and improves real-time coordination between dispatch and vehicle operators. Enhanced communication capabilities will support faster response to service disruptions, emergencies, and passenger needs, improving overall operational awareness and system safety. This is especially critical for seniors and individuals with disabilities who depend on consistent and reliable transportation for medical appointments, life-sustaining services, and other essential trips.

By replacing an aging system and ensuring compliance with regulatory requirements, this project strengthens system reliability, supports safe transit operations, and protects the continuity of service. Improved communication directly enhances service quality by reducing delays, improving incident response, and ensuring more dependable connections.

Overall, this investment supports a safe, efficient, and accessible transit system. It directly benefits seniors and individuals with disabilities by minimizing service disruptions and ensuring reliable access to essential services, thereby supporting independence and quality of life

This activity may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.

**On what page are project and activity listed in the adopted Coordinated Plan? \***

Entire Plan

**Coordinate Plan page(s) upload \***

Upload

or drag files here.



SETD Coordinated...

4.3 MB



**Will the equipment, signs and amenities, and/or shelters for this activity be located in a flood zone? \***

Yes

No

[More information on floodplains](#)

**Will the item(s) be covered by flood insurance? \***

Yes

No

**How will you deliver the proposed project activity? \***

In-house

Contractor or consultant

*Check all that apply*

**Capital items to be purchased for this activity (including location)**

**Item 1**

**Item name \***

Updated radio communication system for the district

**Item description \***

Upgrade district-wide communication radios, including installation of onboard (on-bus) radio equipment and supporting base/dispatch communication systems to improve operational coordination, safety, and compliance.

**Item type \***

Radios

**Please provide the location in longitude and latitude format, address and/or tax lot for each project element. Format (Latitude= 45.214940/ Longitude = -123.969360). \***

SETD Operations Facility and on-bus fleet installations Warrenton, OR  
465 Skipanon Drive  
Latitude = 46.165800 / Longitude = -123.923800  
Astoria Transit Center--900 Marine Drive, Astoria, OR. Latitude:  
46.188900/Longitude: -123.831300

*If you can provide latitude/longitude, address and tax lot, that is ideal.*

*If 'on-bus' this needs to be specified.*

**Estimated Request for Proposal (RFP) \***

11/1/2027



**Estimated Purchase Order date**

1/3/2028



**Estimated delivery date**

7/2/2029 

**Final delivery date \***

9/30/2029 

**Quantity \***

20

**Unit cost \***

800

**Total cost**

\$16,000.00

+ Add Item

**Activity deliverables**

**Deliverable description \***

**Units \***

**Deliverable date \***

<input checked="" type="checkbox"/>	Capital Improvements Completed	20	9/30/2029
-------------------------------------	--------------------------------	----	-----------

+ Add Deliverable

**Project match**

**Match source \***

**Match amount \***

**Match percentage \***

**Match status \***

<input checked="" type="checkbox"/>	State	\$3,200.00	100.00%	Planned
-------------------------------------	-------	------------	---------	---------

\$3,200.00

+ Add Item

**If "other" selected as match source, please explain source.**

**Is your agency including in-kind match in the application \***

Yes

No

## Task cost and match information

Total project cost	Match amount	Grant amount
\$16,000.00	\$3,200.00	\$12,800.00

### ⊗ Equipment, signs and amenities, or shelters 2

Select the activity options to be included in this project. \*

- A. Equipment
- B. Signs and Amenities
- C. Shelters

Please describe the activity in detail and identify how the activities benefits seniors and individuals with disabilities. \*

This project includes the purchase of essential operational equipment for Sunset Empire Transportation District (SETD), including a shop wheel balancer, tire machine, and air compressor. These items are critical to supporting safe, reliable, and efficient transit operations in a rural area with very limited resources for our coastal area.

The equipment will allow SETD to perform tire mounting, balancing, and related maintenance in-house, reducing reliance on external vendors, lowering maintenance costs, and improving turnaround times for vehicle repairs. Increased efficiency in maintenance operations helps ensure vehicles remain in a state of good repair, reducing the likelihood of breakdowns and service interruptions.

By expanding in-house maintenance capabilities, this project enhances service reliability, safety, and operational efficiency. These improvements directly benefit seniors and individuals with disabilities who depend on consistent and accessible transportation for medical appointments, essential services, and daily activities by minimizing service disruptions and improving overall system dependability.

*This activity may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.*

**On what page are project and activity listed in the adopted Coordinated Plan? \***

Entire Plan

**Coordinate Plan page(s) upload \***

Upload

or drag files here.



SETD Coordinated...

4.3 MB



**Will the equipment, signs and amenities, and/or shelters for this activity be located in a flood zone? \***

Yes

No

[More information on floodplains](#)

**Will the item(s) be covered by flood insurance? \***

Yes

No

**How will you deliver the proposed project activity? \***

In-house

Contractor or consultant

*Check all that apply*

**Capital items to be purchased for this activity (including location)**

**Item 1**

**Item name \***

Shop Equipment

**Item description \***

Shop wheel balancer, tire machine, and air compressor including installation and training.

**Item type \***

Tire Machine, Air compressor and wheel balancer

**Please provide the location in longitude and latitude format, address and/or tax lot for each project element. Format (Latitude= 45.214940/ Longitude = -123.969360). \***

SETD Operations Facility and on-bus fleet installations Warrenton,  
 OR 465 Skipanon Drive  
 Latitude = 46.165800 / Longitude = -123.923800

*If you can provide latitude/longitude, address and tax lot, that is ideal.*

*If 'on-bus' this needs to be specified.*

**Estimated Request for Proposal (RFP) \***

11/3/2027

**Estimated Purchase Order date**

1/3/2028

**Estimated delivery date**

4/24/2028

**Final delivery date \***

9/30/2029

**Quantity \***

1

**Unit cost \***

13,655

**Total cost**

\$13,655.00

+ Add Item

**Activity deliverables**

	<b>Deliverable description *</b>	<b>Units *</b>	<b>Deliverable date *</b>
⊗	Capital Improvements Completed	1	9/30/2029

+ Add Deliverable

## Project match

	Match source *	Match amount *	Match percentage *	Match status *
⊗	State	\$2,731.00	100.00%	Planned
		\$2,731.00		

+ Add Item

If "other" selected as match source, please explain source.

Is your agency including in-kind match in the application \*

Yes

No

## Task cost and match information

Total project cost

\$13,655.00

Match amount

\$2,731.00

Grant amount

\$10,924.00

## ⊗ Equipment, signs and amenities, or shelters 3

Select the activity options to be included in this project. \*

A. Equipment

B. Signs and Amenities

C. Shelters

Please describe the activity in detail and identify how the activities benefits seniors and individuals with disabilities. \*

This project will procure and implement essential IT infrastructure equipment, including laptop computers, a network firewall, and cybersecurity tools and services, with a total estimated cost of \$26,000. These upgrades will modernize the organization's technology environment, strengthen data protection, and improve operational efficiency.

The laptops will support staff and program personnel in delivering transportation coordination, scheduling, communication, and reporting services. The firewall and cybersecurity enhancements will protect sensitive client information, including personal and trip data, from unauthorized access, cyber threats, and service disruptions.

These improvements directly benefit seniors and individuals with disabilities by ensuring reliable, secure, and uninterrupted access to transportation services. Enhanced IT systems will reduce service delays, improve communication with riders, and enable more efficient trip scheduling and coordination. In addition, stronger cybersecurity safeguards help protect the privacy and personal information of vulnerable populations who rely on these services.

Overall, this investment supports continuity of service, improves responsiveness, and enhances the safety and trustworthiness of transportation programs designed for seniors and individuals with disabilities.

*This activity may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.*

**On what page are project and activity listed in the adopted Coordinated Plan? \***

Entire Plan

**Coordinate Plan page(s) upload \***

Upload

or drag files here.



SETD Coordinated...

4.3 MB



**Will the equipment, signs and amenities, and/or shelters for this activity be located in a flood zone? \***

Yes

No

[More information on floodplains](#)

**Will the item(s) be covered by flood insurance? \***

Yes

No

**How will you deliver the proposed project activity? \***

- In-house
- Contractor or consultant

*Check all that apply*

**Capital items to be purchased for this activity (including location)**

**⊗ Item 1**

**Item name \***

IT

**Item description \***

IT infrastructure equipment including laptop and other computers, related support equipment, a network firewall, and cybersecurity tools and services.

**Item type \***

IT

**Please provide the location in longitude and latitude format, address and/or tax lot for each project element. Format (Latitude= 45.214940/ Longitude = -123.969360). \***

SETD Operations Facility 465 Skipanon Drive Warrenton, OR  
Latitude = 46.165800 / Longitude = -123.923800  
Astoria Transit Center--900 Marine Drive, Astoria, OR. Latitude:  
46.188900/Longitude: -123.831300

*If you can provide latitude/longitude, address and tax lot, that is ideal.*

*If "on-bus" this needs to be specified.*

**Estimated Request for Proposal (RFP) \***

10/4/2027

**Estimated Purchase Order date**

1/3/2028

**Estimated delivery date**

4/28/2028 

**Final delivery date \***

9/30/2029 

**Quantity \***

26

**Unit cost \***

1,000

**Total cost**

\$26,000.00

+ Add Item

**Activity deliverables**

**Deliverable description \***

**Units \***

**Deliverable date \***

<input checked="" type="checkbox"/>	Capital Improvements Completed	1	9/30/2029
-------------------------------------	--------------------------------	---	-----------

+ Add Deliverable

**Project match**

**Match source \***

**Match amount \***

**Match percentage \***

**Match status \***

<input checked="" type="checkbox"/>	State	\$5,200.00	100.00%	Planned
-------------------------------------	-------	------------	---------	---------

\$5,200.00

+ Add Item

**If "other" selected as match source, please explain source.**

**Is your agency including in-kind match in the application \***

Yes

No

## Task cost and match information

Total project cost	Match amount	Grant amount
\$26,000.00	\$5,200.00	\$20,800.00

+ Add equipment, signs and amenities, or shelters

## Environmental Review

### Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

**Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program) \***

- Yes
- No

### Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

**Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds. \***

- Yes
- No

**Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds? \***

- Yes
- No

**Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project? \***

- Yes
- No

## Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

**Would the project described above include any of the following?**

- Final design activities – any design beyond 30%
- Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding
- Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below
- Purchase of rolling stock
- Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

## NEPA Concurrence

**Has the FTA already provided NEPA concurrence for this project or components of this project? \***

- Yes
- No
- Not Applicable

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

## Indirect Costs

**Does the agency intend to charge any indirect cost to this project? \***

- Yes
- No

## Total Project Costs

**Project Title**

Operation Equipment purchases

**Total Vehicle Acquisition Cost**

\$0.00

**Total Equipment, Signs and Amenities, Shelter Cost**

\$55,655.00

**Total Facilities, Bus Barns, and Other Buildings Cost**

\$0.00

**Total Preventive Maintenance Cost**

\$0.00

**Total Mobility Management Cost**

\$0.00

**Total Purchased Service Project Cost**

\$0.00

**Total Indirect Costs**

**Total Project Cost**

\$55,655.00

**Total Match Amount**

\$11,131.00

**Total Grant Amount**

\$44,524.00

+ Add Project

Next >

Save



# 2027-2029 Section 5310 Formula Grant Application

1 Agency and Project Information    2 Application Totals and Signature

## Total Application Costs

Total Project Cost	Total Match Amount	Total Grant Amount
\$173,743.00	\$34,749.00	\$138,994.00

## Allocation Amount

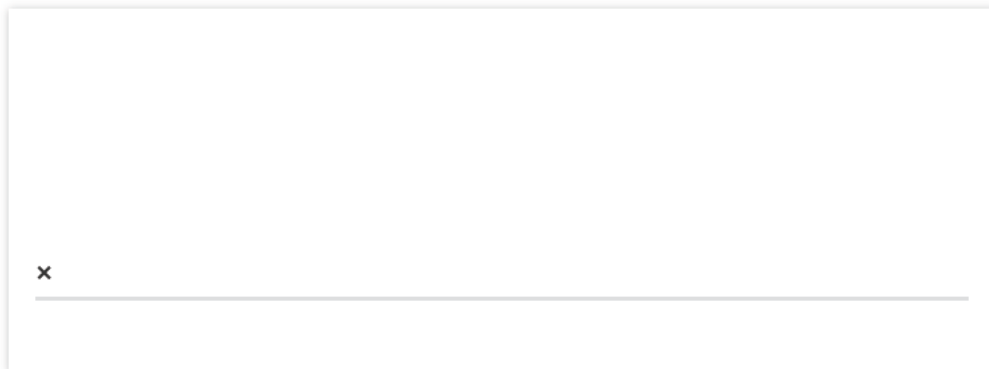
\$138,996.00

## Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "File Upload" fields.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Check the box for the certification statement.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov)

## Certification

**Signature \***



**Printed Name \***



draw

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812

**Submission Date**

4/22/2026

[< Back](#)

[Submit Application](#)

[Save](#)

<b>Section 5311: Formula Grants for Rural Areas</b>	
<b>Agency</b>	<b>Allocation Estimate</b>
Basin Transit Service Transportation District	\$1,158,005
Benton County	\$403,241
Central Oregon Intergovernmental Council	\$2,179,383
City of Canby	\$605,239
City of Lebanon	\$292,285
City of Pendleton	\$352,162
City of Sandy	\$797,280
City of Silverton	\$112,098
City of Sweet Home	\$290,538
City of Woodburn	\$446,534
Clackamas County	\$909,692
Columbia County	\$756,308
Community Connection of Northeast Oregon, Inc.	\$1,041,262
The Confederated Tribes of the Grand Ronde	\$268,060
The Confederated Tribes of the Umatilla Indian Reservation	\$887,946
Coos County Area Transportation District	\$668,188
Curry County	\$538,251
Grant County Transportation District	\$562,892
Harney County	\$354,825
Hood River County Transportation District	\$898,065
Josephine County	\$484,396
Klamath Tribes	\$326,865
Lane Transit District	\$508,085
Lincoln County	\$1,639,235
Linn County	\$517,306
Malheur County	\$458,878
Mid-Columbia Economic Development District	\$461,064
Morrow County	\$324,312
Ride Connection, Inc.	\$365,969
Salem Area Mass Transit District	\$811,847
South Clackamas Transportation District	\$551,795
Sunset Empire Transportation District	\$1,385,018
Tillamook County Transportation District	\$1,663,894
Umpqua Public Transportation District	\$1,297,652
Yamhill County	\$1,617,098
<b>Grand Total</b>	<b>\$25,935,667</b>

Original 3/4/2026  
[Updated 3/9/2026]



# 2027-2029 Section 5311 Formula Grant Application

## Agency Information

**Agency legal name \***

Sunset Empire Transportation District



Only agencies who appear in this list are eligible.

**Agency DBA (Doing Business As) name**

Sunset Empire Transportation District

**Agency type \***

Special district



Choose the agency type from the dropdown.

**Agency legal address \***

900 Marine Dr.

**City, state, zip code \***

Astoria

**Application contact name \***

David Carr

**Application contact title \***

Executive Director

**Application contact email address \***

David@ridethebus.org

**Application contact phone**

(503) 861-5399

**FEIN (Federal Employer Identification Number) \***



**UEID (Unique Entity Identification) \***



## Authorized Representative

This is the person who is authorized by the agency to sign the subgrant agreement.

**Authorized representative first and last name \***

Kathy Kleczek

**Authorized representative title \***

Board Commissioner Chair

**Authorized representative email \***

kathy@ridethebus.org

**Authorized representative phone**

## Oregon Public Transportation Division Transit Asset Management (TAM) plan

**How does your agency include input from the public to develop service plans and standards? \***

SETD incorporates public input as a key component in the development of service plans and standards. During updates to major planning documents, such as the Long-Range Transportation Plan and the Coordinated Human Services Transportation Plan, SETD conducts outreach efforts. These efforts include onboard rider surveys, community open houses, and targeted stakeholder interviews to gather direct feedback from riders, community partners, and underserved populations.

In addition, SETD benefits from the Transportation Advisory Committee, which provides ongoing input and guidance on service priorities, performance standards, and community needs. The agency also presents to city councils and the Clatsop County Board of Commissioners to share service updates and gather feedback from local elected officials.

Through these combined efforts, SETD ensures that public input is continuously integrated into service planning, helping to align transit services with community needs, improve accessibility, and support informed decision-making.

**How does your agency market its services? \***

Social Media, website, print advertising, on-board signage, large-screen messaging in the Transit Center lobby, bus shelters, radio, and targeted outreach.

**Does your agency provide incidental transit services such as charter, school trippers, meal delivery, or sightseeing? \***

Yes  No

## Risk Assessment Information

Will administration of the grant be delegated to a separate agency? \*

Yes  No

## Financial and Audit Information

Is the agency subject to Single Audit requirements? \*

Yes

No

*If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.*

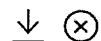
Attach a copy of the most recent single audit. \*

or drag files here.



FINAL Audit FY24.pdf

0.9 MB



Does your agency have established financial management policies and procedures? \*

Yes

No

Does your agency have an established accounting system for federal grants? \*

Yes

No

What type of accounting system does your agency use? \*

Manual

Automated

Combined

*An example of an "automated" accounting system is a program tool such as QuickBooks. A "manual" accounting system is a book-keeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A "combined" system uses a combination of the two systems.*

What is the financial software utilized?

Accufund

*If you answered "automated" or "combined," provide the name of the software used for financial management.*

**Can your system separately identify the federal awards and programs that are received? \***

Yes

No

**Can your system identify the source and application of awarded funds and support documentation? \***

Yes

No

**Does the system account for 100 percent of each employee's time? \***

Yes

No

**Does your agency compare expenditure with budget amounts throughout the life of the grant? \***

Yes

No

**Does your agency know the guidance on allowable costs associated with this award? \***

Yes

No

*If "no," please review [2 CFR 200](#) and [FTA C9040 1H, pp. IV-1 - IV-13](#).*

**Was your agency audited by the State and/or Federal government in the past two years? \***

Yes

No

### **Staffing and Resources**

**Does the agency have adequate staff and resources to deliver the project? \***

We have adequate staff to comply with the terms of this agreement.

Need to hire new staff for this work.

Will have to contract a vendor to carry out the program activities.

We have experienced significant turnover - limited resources.

**Did your agency have any turnover of management staff in the last two years? \***

Yes

No

**List the position(s) that experienced turnover. \***

Executive Director, Human Resources, Finance Officer

**Did your agency have turnover or vacancies in program related key positions in the last two years? \***

Yes

No

**List the position(s) that experienced turnover. \***

Yes. SETD experienced vacancies in Executive Director and Finance Manager, within the last two years. The agency took proactive steps to minimize disruption to operations and service delivery, including cross-training staff, utilizing interim coverage, and prioritizing timely recruitment. These efforts ensured continuity in program management, compliance, and service provision. Both vacant positions have since been filled, and staffing levels have stabilized.

**Does the agency provide ongoing training for program and finance personnel? \***

Yes

No

**Procurement**

**Does the agency have established procurement policies? \***

Yes

No

Will adopt 2 CFR 200 during this grant cycle.

**Project Information**

Complete project information for all associated activity. Each project may contain multiple types of service and activities. (Vehicle, Equipment, Facilities, Preventive Maintenance, Contracted Service...). Often recipients have one project, but some may choose to separate work into multiple projects (for example, to aid in tracking purposes).

For each section of the project information, ensure that you have included enough detail and for reviewers to understand each of the project elements. The information provided will help to determine eligibility of project activities as they align with federal funding requirements.

Fields in the application are specific to the answer you provide. Please read each question carefully and ensure that you have provided the details being asked for each question.

⊗ **Project 1**

**Allocation amount**

\$1,385,018.00

**Project title \***

Administration

**Describe project service area and where the majority of service happens. \***

The project service area encompasses the Sunset Empire Transportation District's established service region, including the communities of Astoria, Warrenton, Hammond, Seaside, Gearhart, Cannon Beach, and surrounding areas in Clatsop County, Oregon. Services are designed to connect residential neighborhoods with essential destinations such as medical facilities, employment centers, schools, shopping areas, food banks, shelters, life-sustaining treatment centers, addiction recovery services, and other social service providers.

The majority of service occurs along high-demand corridors between Astoria, Warrenton, and Seaside, where population density, employment opportunities, and critical services are concentrated. These corridors experience the highest ridership and provide vital connectivity for daily commuters, seniors, and individuals with disabilities.

Service is also extended to rural and outlying areas to ensure equitable access for underserved populations. This includes demand-response and deviated fixed-route services designed to address mobility gaps for individuals who are unable to access traditional fixed-route transit, including seniors and individuals with disabilities.

Overall, the service area supports regional mobility by linking urban and rural communities while prioritizing access to essential services and opportunities. The system is designed to ensure that seniors and individuals with disabilities have reliable, accessible transportation to maintain independence and access critical resources.

**Select the type(s) of service that will be supported by this award. Select all that apply. \***

- Open to the general public during all service hours
- Deviated fixed route
- Fixed route (excluding commuter and intercity routes)
- Demand response (Excluding ADA complementary Paratransit)
- ADA complementary paratransit

**Select the counties served by this project. \***

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> BAKER              | <input type="checkbox"/> DOUGLAS    | <input type="checkbox"/> LAKE      | <input type="checkbox"/> SHERMAN    |
| <input type="checkbox"/> BENTON             | <input type="checkbox"/> GILLIAM    | <input type="checkbox"/> LANE      | <input type="checkbox"/> TILLAMOOK  |
| <input type="checkbox"/> CLACKAMAS          | <input type="checkbox"/> GRANT      | <input type="checkbox"/> LINCOLN   | <input type="checkbox"/> UMATILLA   |
| <input checked="" type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY     | <input type="checkbox"/> LINN      | <input type="checkbox"/> UNION      |
| <input type="checkbox"/> COLUMBIA           | <input type="checkbox"/> HOOD RIVER | <input type="checkbox"/> MALHEUR   | <input type="checkbox"/> WALLOWA    |
| <input type="checkbox"/> COOS               | <input type="checkbox"/> JACKSON    | <input type="checkbox"/> MARION    | <input type="checkbox"/> WASCO      |
| <input type="checkbox"/> CROOK              | <input type="checkbox"/> JEFFERSON  | <input type="checkbox"/> MORROW    | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY              | <input type="checkbox"/> JOSEPHINE  | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER    |
| <input type="checkbox"/> DESCHUTES          | <input type="checkbox"/> KLAMATH    | <input type="checkbox"/> POLK      | <input type="checkbox"/> YAMHILL    |

*Select all that apply.*

**Select the activity type(s) for this project. \***

- |   |   |
|---|---|
| <input type="checkbox"/> A. Vehicle Acquisition                       | <input type="checkbox"/> E. Mobility Management                       |
| <input type="checkbox"/> B. Equipment, Signs and Amenities, Shelters  | <input type="checkbox"/> F. Operations                                |
| <input type="checkbox"/> C. Facilities: Bus Barns and Other Buildings | <input checked="" type="checkbox"/> G. Project Administrative Expense |
| <input type="checkbox"/> D. Preventive Maintenance                    |   |

**G. Project Administrative Expense**

**⊗ Project administrative expense 1**

**Describe the project administration expense. \***

Administrative expenses are essential for the effective management, oversight, and compliance of the Section 5311 program at Sunset Empire Transportation District (SETD) and are consistent with eligible activities identified in FTA Circular 9040.1G. These expenses support the administration of rural public transportation services throughout Clatsop County and ensure that all activities are carried out in accordance with applicable federal and state requirements.

Administrative costs at SETD include general administrative and marketing expenses, insurance premiums, office supplies, and facility and equipment-related costs necessary to support daily operations. These expenses also include costs associated with administering required drug and alcohol testing programs for safety-sensitive employees. In addition, administrative funding supports staff time and associated costs for grant administration, financial management, and regulatory compliance.

SETD administrative staff are responsible for preparing and submitting required reports to the Oregon Department of Transportation (ODOT) and the Federal Transit Administration (FTA), maintaining accurate financial records, developing and monitoring program budgets, processing invoices and reimbursements, and ensuring all documentation meets federal and state grant requirements. Staff also oversee procurement processes, ensure compliance with civil rights requirements including Title VI and ADA, and manage ongoing program monitoring and internal controls.

Additional administrative responsibilities include coordination with ODOT and regional partners, participation in required trainings, and oversight of program requirements to ensure services are delivered in alignment with approved project scopes. These functions are critical to maintaining eligibility for funding and ensuring accountability for public resources.

Overall, these administrative activities enable SETD to operate a compliant, efficient, and responsive transit system, directly supporting the delivery of safe, reliable, and accessible transportation services for residents of Clatsop County and connections to neighboring transit providers.

**How will you deliver the proposed project activity? \***

In-house

Contractor or consultant

*Check all that apply*

**Cost of project administration activity \***

\$300,443.00

## Activity Deliverables

Deliverable description *	Units *	Deliverable date *
<input checked="" type="radio"/> Ridership Percentage Increased	10	9/30/2029

+ Add deliverable

## Project Match

Match source *	Match amount *	Match percentage *	Match status *
<input checked="" type="radio"/> State	\$30,855.50	100.00%	Planned
	\$30,855.50		

+ Add Item

If "other" selected as match source, please explain source.

Is your agency including in-kind match in the application? \*

Yes

No

## Task cost and match information

Total project cost	Match amount	Grant amount
\$300,443.00	\$30,855.50	\$269,587.50

+ Add project administrative expense

# Environmental Review

## Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

**Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program) \***

Yes

No

## Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

**Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds. \***

Yes

No

**Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds? \***

Yes

No

**Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project? \***

Yes

No

## Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

### Would the project described above include any of the following?

- Final design activities – any design beyond 30%
- Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding
- Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below
- Purchase of rolling stock
- Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

## NEPA Concurrence

**Has the FTA already provided NEPA concurrence for this project or components of this project? \***

- Yes
- No
- Not Applicable

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

## Indirect Costs

**Does the agency intend to charge any indirect cost to this project? \***

- Yes
- No

### ⊗ Project 2

**Allocation amount**

\$1,385,018.00

**Project title \***

Operations

**Describe project service area and where the majority of service happens. \***

The project service area encompasses the Sunset Empire Transportation District's established service region, which includes the communities of Astoria, Warrenton, Hammond, Seaside, Gearhart, Cannon Beach and surrounding areas in Clatsop County, Oregon. Services are designed to connect residential neighborhoods with key destinations such as medical facilities, employment centers, schools, shopping areas, and social service providers.

The majority of service occurs along high-demand corridors between Astoria, Warrenton, and Seaside, where population density, employment opportunities, and essential services are concentrated. These routes experience the highest ridership and provide critical connectivity for daily commuters, seniors, and individuals with disabilities.

Additional service extends to more rural and outlying areas to ensure equitable access to transportation for underserved populations. This includes demand-response and deviated fixed-route services that address mobility gaps for individuals who may not be able to access traditional fixed-route transit.

Overall, the service area supports regional mobility by linking urban and rural communities while prioritizing access to essential services, economic opportunities, and community resources.

**Select the type(s) of service that will be supported by this award. Select all that apply. \***

Open to the general public during all service hours

- Deviated fixed route
- Fixed route (excluding commuter and intercity routes)
- Demand response (Excluding ADA complementary Paratransit)
- ADA complementary paratransit

**Select the counties served by this project. \***

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> BAKER              | <input type="checkbox"/> DOUGLAS    | <input type="checkbox"/> LAKE      | <input type="checkbox"/> SHERMAN    |
| <input type="checkbox"/> BENTON             | <input type="checkbox"/> GILLIAM    | <input type="checkbox"/> LANE      | <input type="checkbox"/> TILLAMOOK  |
| <input type="checkbox"/> CLACKAMAS          | <input type="checkbox"/> GRANT      | <input type="checkbox"/> LINCOLN   | <input type="checkbox"/> UMATILLA   |
| <input checked="" type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY     | <input type="checkbox"/> LINN      | <input type="checkbox"/> UNION      |
| <input type="checkbox"/> COLUMBIA           | <input type="checkbox"/> HOOD RIVER | <input type="checkbox"/> MALHEUR   | <input type="checkbox"/> WALLOWA    |
| <input type="checkbox"/> COOS               | <input type="checkbox"/> JACKSON    | <input type="checkbox"/> MARION    | <input type="checkbox"/> WASCO      |
| <input type="checkbox"/> CROOK              | <input type="checkbox"/> JEFFERSON  | <input type="checkbox"/> MORROW    | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY              | <input type="checkbox"/> JOSEPHINE  | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER    |
| <input type="checkbox"/> DESCHUTES          | <input type="checkbox"/> KLAMATH    | <input type="checkbox"/> POLK      | <input type="checkbox"/> YAMHILL    |

*Select all that apply.*

**Select the activity type(s) for this project. \***

- |   |  |
|---|--|
| <input type="checkbox"/> A. Vehicle Acquisition                       | <input type="checkbox"/> E. Mobility Management            |
| <input type="checkbox"/> B. Equipment, Signs and Amenities, Shelters  | <input checked="" type="checkbox"/> F. Operations          |
| <input type="checkbox"/> C. Facilities: Bus Barns and Other Buildings | <input type="checkbox"/> G. Project Administrative Expense |
| <input type="checkbox"/> D. Preventive Maintenance                    |  |

**F. Operations**

**⊗ Operations service 1**

**Describe the operations service. \***

The operations service is planned, designed, and carried out through a structured and data-informed approach that ensures reliable, safe, and accessible transportation for the community, with a focus on seniors and individuals with disabilities.

Service planning is guided by the agency's adopted transit plans, including the Coordinated Public Transit-Human Services Transportation Plan, as well as ongoing analysis of ridership trends, trip demand, and community needs. Input from riders, community stakeholders, and frontline staff, including drivers and dispatchers, is regularly incorporated to identify service gaps, improve route connectivity, and enhance overall system performance.

The service is designed to provide accessible, equitable transportation through fixed-route and demand-response services. Routes, schedules, and service areas are developed to maximize coverage and efficiency while ensuring compliance with ADA accessibility requirements. Special consideration is given to key destinations such as medical facilities, senior centers, grocery stores, and employment sites, regional food bank, shelters, life-sustaining treatment centers, addiction recovery services, other social service and the local VA clinic.

Operations are carried out by trained transit operators and supervisory staff who prioritize safety, customer service, and effective communication. Daily service delivery includes route operation, dispatch coordination, and real-time response to service needs such as trip adjustments and rider assistance. Preventive maintenance and regular vehicle inspections are integrated into operations to ensure vehicles remain safe, reliable, and in good working condition.

The agency continuously monitors performance through established metrics such as on-time performance, ridership levels, and service reliability. Adjustments are made as needed to improve efficiency and better meet the needs of the community. This ongoing evaluation process ensures that the service remains responsive, sustainable, and aligned with regional transportation goals.

*Explain how your project is planned, designed, and carried out.*

**Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period. \***

2,500

**Estimated number of one-way rides this project proposes to provide in the biennial grant period. \***

211,200

**How will you deliver the proposed project activity? \***

In-house

Contractor or consultant

*Check all that apply*

**Cost of operations activity \***

\$1,989,000.00

**Activity Deliverables**

Deliverable description *	Units *	Deliverable date *
<input checked="" type="checkbox"/> Ridership Percentage Increased	10	9/30/2029

+ Add Deliverable

**Project Match**

Match source *	Match amount *	Match percentage *	Match status *
<input checked="" type="checkbox"/> State	\$873,568.80	100.00%	Planned
	\$873,568.80		

+ Add Item

**If "other" selected as match source, please explain source.**

**Is your agency including in-kind match in the application? \***

Yes

No

## Task cost and match information

Total project Cost	Match amount	Grant amount
\$1,989,000.00	\$873,568.80	\$1,115,431.20

+ Add operations service

## Environmental Review

### Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

**Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program) \***

Yes

No

## Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

**Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds. \***

Yes

No

**Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds? \***

Yes

No

**Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project? \***

Yes

No

## Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

**Would the project described above include any of the following?**

- Final design activities – any design beyond 30%
- Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding
- Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below
- Purchase of rolling stock
- Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

## NEPA Concurrence

**Has the FTA already provided NEPA concurrence for this project or components of this project? \***

Yes

No

Not Applicable

*Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.*

## Indirect Costs

**Does the agency intend to charge any indirect cost to this project? \***

Yes

No

+ Add Project

## Application Totals

### Total Project Cost

\$2,289,443.00

### Total Match Amount

\$904,424.00

### Total Grant Amount

\$1,385,019.00

### Allocation Amount

\$1,385,018.00

## Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "File Upload" fields.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Check the box for the certification statement.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov)

## Certification

Signature \*

Printed Name \*

x

draw  


I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812

2027-2029 5310 Federal Formula Grant---Rural Apportionment				
Project Name	Total Project Budget	Grant Amount (Federal)	Local Match	Match Source
Preventive Maintenance-RideAssist	\$41,088.00	\$32,870.40	\$8,217.60	State Transportation Improvement Fund (STIF)
Update Coordinated Plan	\$77,000.00	\$61,600.00	\$15,400.00	
Radios	\$16,000.00	\$12,800.00	\$3,200.00	State Transportation Improvement Fund (STIF)
Tire Machine/wheel balancer/air compressor	\$13,655.00	\$10,924.00	\$2,731.00	State Transportation Improvement Fund (STIF)
IT/laptops/cyber security/	\$26,000.00	\$20,800.00	\$5,200.00	State Transportation Improvement Fund (STIF)
<b>Total</b>	<b>\$173,743.00</b>	<b>\$138,996.00</b>	<b>\$34,748.60</b>	

**2027-2029 5310 Federal Formula Grant---Surface Transportation Block Grant funding (STBG)**

<b>Project Name</b>	<b>Project Budget</b>	<b>Grant Amount (Federal)</b>	<b>Local Match at 10.27%</b>	<b>Match Source</b>
Preventive Maintenance-Fixed Route	\$55,435.00	\$49,741.00	\$5,693.00	State Transportation Improvement Fund (STIF)
Travel Mobility Planning	\$341,400.00	\$306,338.00	\$35,062.00	State Transportation Improvement Fund (STIF)
<b>Total</b>	<b>\$396,835.00</b>	<b>\$356,081.00</b>	<b>\$40,755.00</b>	

2027-2029 5311 Federal Formula Grant				
Project Name	Project Total	Grant Amount (Federal)	Local Match	Match Source
Administration (match 10.27%)	\$300,443.00	\$269,587.00	\$30,855.50	State Transportation Improvement Fund (STIF)
Operations (match 43.92%)	\$1,989,000.00	\$1,115,431.00	\$873,568.80	State Transportation Improvement Fund (STIF)
Total project budget	\$2,289,443.00	\$ 1,385,018.00	\$904,424.30	



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### Item 11d Resolution 2026-03 National Special District Day

**Date:** April 30, 2026

**Summary:** The National Special Districts Association (NSDA) is creating the first ever National Special Districts Day on May 6, 2026. Special districts nationwide are invited to adopt resolutions supporting special districts. NSDA provided a sample resolution as a template. SETD staff modified the template to make it specific to the district.

**Attachments:**

- Resolution 2026-03 National Special District Day



## **Resolution 2026-03 Recognizing National Special District Day**

### **A Resolution Recognizing May 6, 2026, as National Special District Day**

**WHEREAS**, special districts are local governments that provide essential public services such as transportation, fire protection, water and sanitation, healthcare, parks and recreation, libraries, and other specialized services that enhance the safety, health, and quality of life of communities; and

**WHEREAS**, special districts play a vital role in meeting local needs through focused governance, community leadership, and responsible stewardship of public resources; and

**WHEREAS**, the National Special Districts Association advocates for nearly 40,000 special districts nationwide, working to elevate awareness and strengthen the role of districts in serving communities; and

**WHEREAS**, the national Districts Make the Difference campaign highlights the services, leadership, and community impact of special districts across the United States; and

**WHEREAS**, recognizing the contributions of special districts helps promote public awareness of the essential services districts provide every day;

**WHEREAS**, Sunset Empire Transportation District is a special district formed in Clatsop County, Oregon, on March 24, 1993; and

**WHEREAS**, the district encompasses the entire county, serving more than 40,000 citizens, including those in rural areas and those who might not otherwise have access to reliable and affordable transportation; and

**WHEREAS**, the district has the mission of providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sunset Empire Transportation District hereby recognizes **May 6, 2026, as National Special District Day** and joins communities across the nation in celebrating the vital role special districts play in delivering essential local services; and

**BE IT FURTHER RESOLVED**, that Sunset Empire Transportation District encourages residents, community partners, and public officials to learn more about special districts and the important work they perform to strengthen communities.

**Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.**

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Kathy Kleczek, board chair

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Tita Montero, board secretary-treasurer



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### **Item 13 Executive Director Report**

**Date:** April 30, 2026

**Summary:** Executive Director David Carr prepared a report on his work activities from March 26, 2026, through April 23, 2026.

**Attachments:**

- Executive Director David Carr's monthly report



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

# Executive Director Report

**Name:** David Carr

**Title:** Executive Director

**Date:** April 30, 2026

### **Actions:**

- ODOT Regional Traffic Operations discussion – Bus stop - Columbia/Bond signal
- Clatsop County Community Development Department – Sunset Beach development project – submitted comments
- Clatsop County Transportation Safety Action Plan (TSAP Task Force)
- Clatsop Integrated preparedness planning workshop
- Submitted 5339 Competitive Grant application
  - Developed bus and equipment specifications for grants
- Final CCC agreement sent for review and approval.
- Legal review of final ILA with City of Astoria for emergency response completed and document sent for review and approval
- Delays
  - ODOT forensic / RLS (TBD)

### **Meetings and Training:**

- Budget Committee Training
- Budget Committee meeting
- SDAO Finance Meetings
- NW Commission on Transportation meeting
- NWOTA meeting
- Region 2 Roundtable (ODOT)
- Federal Funds Q&A (ODOT)
- Federal Formula Q&A (ODOT)

### **Improving the Organization:**

- Senior Staff Lunch
- Strategic Plan Review with Senior Staff
- The Astorian news article April 9, 2026
- Addressed billing issue with The Astorian

**Service Delivery and Operations:**

- Scheduled meeting with CCA Veterans Coordinator
- Transit Center parking discussion
- APD video review – review of protocol

**Outlook**

- Invited NWOTA Executive Director to present at May 28, 2026 board meeting
- Proposed Federal Budget FY 2027 cuts funding for transit by 23% (April 16, 2026)
- Project County tax collection reduced by 10-15%
- STIF Task Force – in committee upon adjournment



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### Item 14 Team Reports

**Date:** April 30, 2026

**Summary:** Team reports from Jennifer Geisler, Jennifer Stangland, Jason Jones, Sam Bedair and Sara Schilling are included. They cover the staff members' work activities from March 26, 2026, through April 20, 2026.

**Attachments:**

Team reports from:

- Jennifer Geisler, chief operations officer
- Jennifer Stangland, 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 Operations Officer

**Date:** April 30, 2026

### **Actions:**

- Continued oversight of daily transit operations to ensure safe, reliable, and efficient service delivery.
- Addressed operational challenges including staffing coordination, vehicle readiness, and service continuity.
- Continued work on federal grant activities, including preparation of 5310 and 5311 applications and submission of the 5339 grant.
- Coordinating with ODOT and the City of Astoria on proposed lane merging in Astoria to assess impacts on transit operations and safety.

### **Meetings and Training:**

- Met with driver supervisors to review service performance, communication expectations, and operational needs.
- Participated in internal coordination meetings to align operations with administrative and maintenance functions.
- Provided guidance and support to supervisory staff on employee communication and conflict resolution, while reinforcing safety practices and customer service expectations through ongoing staff engagement.

### **Improving the Organization:**

- Continued efforts to strengthen communication between dispatch, drivers, and supervisors to improve service reliability.
- Reinforced accountability measures and expectations across operations staff.
- Supported initiatives to improve workplace culture and employee engagement.
- Reviewed internal processes to identify opportunities for increased efficiency and responsiveness.

### **Service Delivery and Operations:**

- Maintained consistent service levels while managing operational challenges such as staffing and vehicle availability.

- Addressed rider concerns, including transfer coordination and communication between routes.
- Continued focus on preventive maintenance to ensure fleet safety and reliability.
- Monitored service performance and worked with staff to implement improvements where needed.



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

### **Finance Officer Report**

**Name:** Jennifer Stangland

**Title:** Finance Officer

**Date:** April 30, 2026

**Actions:**

- Emailed SDAO the completed budget preparation file

**Meetings and training:**

- Weekly meeting with Executive Director
- Bi-weekly meeting with senior staff
- Strategic Plan review meeting
- SDAO Budget meetings
- Budget Committee training and presenter

**Improving the organization:**

- Assisting the Finance Department with redelegation of staff tasks



## Sunset Empire Transportation District BOARD OF COMMISSIONERS

# Mobility Report

**Name:** Jason Jones

**Title:** Mobility Manager

**Date:** April 30, 2026

### **Actions:**

- Provided 8 Travel Training sessions.
- Held 2 Transit Engagement sessions: City of Astoria and Seaside School District.

### **Meetings:**

- Attending the Rural Healthcare Coalition.
- Met with a local business in Warrenton to discuss employee scheduling.
- Scheduled and streamed multiple public meetings.
- Published several SETD public meetings to YouTube.

### **Improving the organization:**

- Working to organize and finalize the budget for Mobility Management.
- Working to get driver advertising banners and bus magnets.
- Recorded 4 YouTube travel training videos and posted.

### **Service delivery and operations:**

- Processed 8 ADA applications.
- Helped 2 riders navigate our service during some pretty bad weather in this month.



# Sunset Empire Transportation District BOARD OF COMMISSIONERS

## HR Department Report

**Name:** Sam Bedair

**Title:** HR Manager

**Date:** April 30, 2026

### **1. Recruitment and Talent Acquisition**

Efforts are focused on strengthening CDL driver recruitment and expanding the candidate pipeline:

- **Recruitment Campaign:** Development of targeted advertisements and bus signage to increase visibility, attract qualified candidates, and evaluate potential advertising revenue opportunities.
- **CDL Training Program:** Program implemented to reduce hiring barriers; currently two candidates are enrolled. Coordination with the union is ongoing to ensure compliance with any service commitment requirements.

### **2. Organizational Development and Workforce Planning**

- **Workforce Backup Strategy:** Cross-training initiatives are in progress across Operations, HR, Mobility, and Finance to ensure continuity. Certain roles remain subject to compliance-based limitations.

### **3. Policy Updates and Workforce Documentation**

- Job descriptions have been updated to accurately reflect current roles and responsibilities. Final revisions are in progress prior to submission to the Board.

### **4. Compliance and Benefits Oversight**

- The District is evaluating alternative benefits vendors to improve offerings while reducing overall costs.
- Upon receipt, proposals will be benchmarked against the current provider to assess competitiveness. The objective is cost efficiency without compromising benefit quality.

### **5. Risk Management**

- **Risk Management Alliance:** The District has joined the SDAO Risk Management Alliance, enabling collaboration with peer public agencies, sharing best practices, and strengthening risk prevention and compliance efforts.

## 6. Workforce Snapshot

### Ethnicity Breakdown:

- Caucasian: 23 employees (82.1%)
- Latino/Hispanic: 3 employees (10.7%)
- Other (including Native American, Alaska Native, or mixed backgrounds): 2 employees (7.1%)

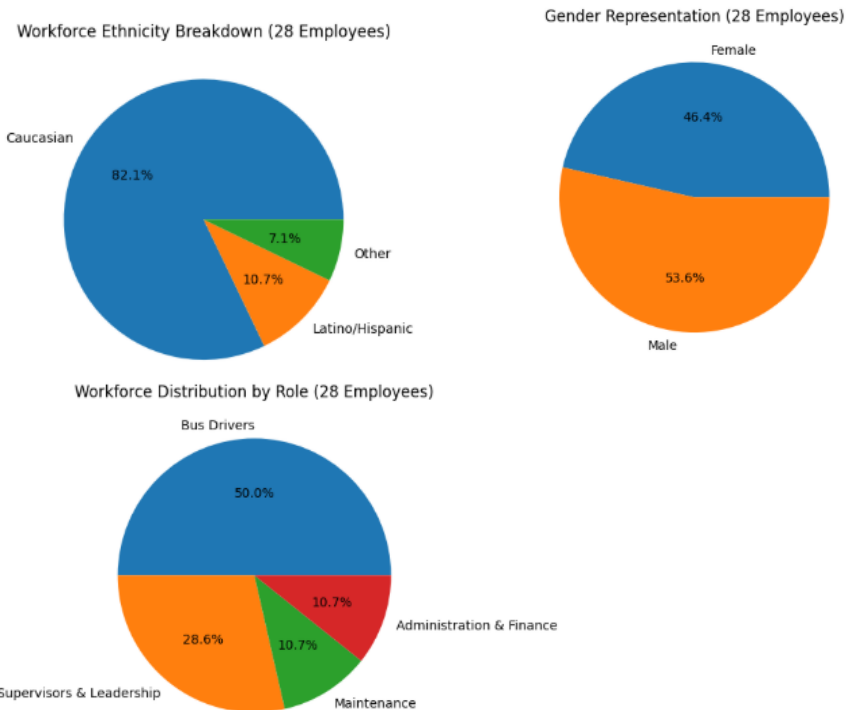
### Gender Representation:

- Female: 13 employees (46.4%)
- Male: 15 employees (53.6%)

The workforce remains predominantly Caucasian, with relatively balanced gender representation.

### Workforce Distribution (28 Employees):

- Bus Drivers: 14 (50.0%)
- Supervisors & Leadership: 8 (28.6%)
- Maintenance: 3 (10.7%)
- Administration & Finance: 3 (10.7%)





## Sunset Empire Transportation District BOARD OF COMMISSIONERS

# Admin and Marketing Report

**Name:** Sara Schilling

**Title:** Executive Assistant and Marketing Coordinator

**Date:** April 30, 2026

**Actions:**

- Provided staff support to the Board of Commissioners, Board Policy Committee, Executive Director Evaluation Committee, TAC and Budget Committee
- Prepared several sets of meeting minutes and helped prepare several agendas/packets for public meetings

**Meetings and training:**

- Attended weekly media team meetings and biweekly senior leadership meetings

**Improving the organization:**

- Continued reviewing the website and updating information
- Worked on a PowerPoint template for the district

**Service delivery and operations:**

- Made social media posts for public and committee meetings