



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY JULY 25, 2019

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. SWEARING IN OF NEW BOARD MEMBERS
4. ELECTION OF OFFICERS (Chairperson, Vice-Chairperson, Secretary/Treasurer)
5. CHANGES TO AGENDA
6. PUBLIC COMMENT (3 minute limit)
7. APPROVAL OF BOARD MEETING MINUTES
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. FINANCIAL REPORTS
10. OLD BUSINESS
 - a. FY 2018 Audit Corrective Action Plan Adoption
 - b. Cannon Beach Intergovernmental Agreement Update
11. NEW BUSINESS
 - a. Meeting Dates for November and December
 - b. Oregon Public Transportation Conference
 - c. Committee Assignments (Transportation Advisory Committee, Executive Director Evaluation & Compensation Committee, Northwest Oregon Area Commission on Transportation)
 - d. Ridership Appreciation Day
 - e. Board of Directors vs. Board of Commissioners
12. CORRESPONDENCE
13. EXECUTIVE DIRECTOR REPORT
14. LEADERSHIP TEAM REPORTS
15. PUBLIC COMMENT (3 minute limit)
16. OTHER ITEMS



**Sunset Empire Transportation District
Board of Commissioners
Draft Meeting Minutes
June 27, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Kathy Kleczek called the meeting to order at 9:00 AM

2. ROLL CALL:

Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Kevin Widener, Commissioner Carol Gearin and Commissioner Pamela Alegria. Commissioner Tracy MacDonald attended via phone. Secretary/Treasurer Lylla Gaebel joined meeting at 9:30 am

Staff: Executive Director Jeff Hazen, Financial Officers Tracy Lofstrom and Dave Peterson, Executive Assistant Mary Parker

3. CHANGES TO AGENDA- None.

4. PUBLIC COMMENT- Phil Brown from Astoria said he had come to the meeting to request that there be bus service up to Emerald Heights on the weekends. Phil's mother works weekends in Warrenton and spends half of her paycheck taking a cab to work. Chair Kleczek thanked Mr. Brown for coming to the meeting and talking to the Board directly and Executive Director Hazen explained that weekend service in Astoria will be starting in October and Emerald Heights is a top priority. Judy Brown asked if the Route 101 and the Route 10 could coincide better because when she takes the Route 101 to Astoria after work in Warrenton she just misses the Route 10 and must wait an hour. Hazen said that changes to the Route 101 will also take place in October and it they will coincide at the Transit Center. Judy also wanted everyone to know that the drivers are just wonderful. Judy also commented that the Route 15 schedule does not clearly show when it goes into Astoria. Mary Basari asked if there was anything that they could do to get the weekend service at Emerald Heights. Chair Kleczek clarified that weekend service in Astoria is definitely going to be starting in October and thanked all for coming to the meeting.

5. APPROVAL OF THE MAY 23, 2019 BOARD MEETING MINUTES:

Commissioner Gearin moved to approve the May Board Meeting Minutes.

Commissioner Kidder seconded the motion

Discussion- Correction-Commissioner Gearin said she abstained at the April meeting not the February meeting. Commissioner Alegria page 6 b. add word "can" see.

Motion passed unanimously

APPROVAL OF THE JUNE 6, 2019 SPECIAL BOARD MEETING MINUTES:

Commissioner Widener moved to approve the June 6th Special Board Meeting Minutes

Commissioner Alegria seconded the motion

Discussion: Commissioner Alegria said a comma should be added after her name under in Roll Call.

Motion passed unanimously.

6. REPORTS FROM CHAIR AND COMMISSIONERS

a. Commissioner Alegria- No Report

b. Commissioner Widener- Thanked Commissioner Gearin and Commissioner Gaebel for their years of service.

c. Commissioner Gearin- Said this was her last meeting and it is kind of sad. She thanked everyone she has worked with and the staff and she wished everyone well.

d. Vice Chair Kidder-Thanked Commissioner Gearin and Commissioner Gaebel for their service and the mentoring and the wisdom they have brought to this body. Kidder also thanked those that served on the Transportation Advisory Committee and the public members of the Budget Committee. Kidder said those folks really get into this information, they want to know more, want to hear back from us and we have a

really good group. He suggested that we do what we can to cultivate those folks for other assignments because they show a great deal of interest.

- e. Chair Kleczek- Thanked Commissioner Gearin and Commissioner Gaebel for the services they have given the District and their focus and tenacity in getting our budget and spending in line, bringing things back up and the debt paid off. Chair Kleczek also said that with the extra funding we are going to see our service levels go up to the level we have wanted them to be at for a long time.
- f. Commissioner MacDonald- Said he also wanted to thank Commissioner Gearin and Commissioner Gaebel for mentoring me in my position and I appreciate that very much. I wish both of you well and we as a Board will miss you.
- g. Commissioner Gearin added that when she came on the Board we were in deep trouble, so it is nice to go off this board knowing we are doing better, and I am thrilled to see the debt will be finished.

7. FINANCIAL REPORTS- Executive Director Hazen announced that this was Tracy’s last meeting and introduced Dave Peterson who is the new Financial Officer for SETD. Dave said he got his start in local government and public accounting in Tigard doing auditing of cities, school districts and special districts and once he found out how interesting government work was and working with citizens, it became a great passion to continue in the public sector. Dave said he is looking forward to getting to know everyone and is glad to be at SETD. Tracy Lofstrom reviewed the June Financial Exceptions Report as presented and submitted the Corrective Action Report. Commissioner Kidder asked if we know if our ridership has gone up since the fare change. Executive Director Hazen said that we had lost the person that was doing the statistics, but he will be looking into that.

Commissioner Gearin moved to accept the financials as presented

Commissioner Alegria seconded the motion

Discussion- Chair Kleczek said the Board and staff thanked Tracy for her service and all the improvements she has made to the financial reporting.

Motion passed unanimously

8. OLD BUSINESS-

- a. Supplemental Budget- Resolution 2019-01- Executive Director Hazen explained that this change to the 2018-2019 Budget is to transfer funds from the STF Fund to the General Fund for operations of the Route 15 and 101B. \$93,205 will be transferred from the STF Personnel Services to the General Fund Personnel Services and \$45,000 from STF Materials and Services to the General Fund Materials and Services. Commissioner Widener moved to adopt Resolution 2019-01
Commissioner Kidder seconded the motion

RESOLUTION 2019-01 Supplemental Budget			
Name	Aye	Nay	Abstained
Chair Kleczek	x		
Commissioner Alegria	x		
Commissioner MacDonald	x		
Commissioner Widener	x		
Commissioner Kidder	x		
Commissioner Gaebel			x
Commissioner Gearin	x		

Commissioner Gaebel arrived during roll call vote. Chair Kleczek asked if she was prepared to vote for the Supplemental Budget and Commissioner Gaebel said she was not.

9. NEW BUSINESS

a. FY 2019-2020 BUDGET HEARING –

Executive Director Hazen reported that the 2019-2020 budgets being presented were approved by the Budget Committee on May 15, 2019. Hazen said staff is not recommending any changes to the budget and recommends that the Board approve Resolution 2019-02 adopting the 2019-2020 budgets with no changes and making the appropriations and impose the tax levy for local government. At 9:34 AM Chair Kleczek opened the 2019-2020 Budget Hearing. Chair Kleczek asked if there was any public comment on the 2019-2020 Budget. There was none. At 9:35 AM Chair Kleczek closed the 2019-2020 Budget Hearing.

Commissioner Kidder moved to approve Resolution 2019-02 adopting the 2019-2020 Budget as approved by the Budget Committee making no changes and making appropriations and imposing the tax levy for local government.
 Commissioner MacDonald seconded the motion
 Discussion- None
 Motion passed unanimously

Chair Kleczek read Resolution 2019-02:

BE IT RESOLVED that the Board of Directors of the Sunset Empire Transportation District hereby adopts the budget for fiscal year 2019-2020 in the sum of **\$ 6,966,125** now on file at the administrative offices of the Sunset Empire Transportation District at 900 Marine Drive, Astoria, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and ending June 30, 2020 and for the purposes shown below are hereby appropriated as follows:

General Fund	(Note – Numbers are rounded)	
Personnel Services	\$	2,530,000
Materials and Services	\$	1,094,760
Capital	\$	1,115,017
Unappropriated Ending Balance	\$	816,894
Debt Service	\$	86,088
Contingency	\$	190,000
Interfund Transfer	\$	1,333,366
Total Department	\$	6,966,125

Reserve Fund Resources and Requirements

Transfer In	\$	1,083,366
Total Department	\$	1,083,366

BE IT RESOLVED that the Board of Directors of Sunset Empire Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.162 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the 2019- 2020 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$0.162/\$1,000	0

RESOLUTION 2019-02 2019-2020 Budget			
Name	Aye	Nay	Abstained
Chair Kleczek	x		
Commissioner Alegria	x		
Commissioner MacDonald	x		
Commissioner Widener	x		
Commissioner Kidder	x		
Commissioner Gaebel	X		
Commissioner Gearin	x		

- b. CANNON BEACH INTER-GOVERMENTAL AGREEMENT-
 Executive Director Hazen reviewed the Cannon Beach IGA for the Cannon Beach Shuttle. Hazen said the shuttle has been operating for several years. The current charge of \$60.00 per hour will increase to \$64.00 (6.67%) per hour for the first year and then \$66.00 (3.1%) for the second year to account for wage increases. An adjustment was made to start Route 17 ½ hour earlier and run it ½ later to allow for a lunch break in the afternoon. Staff is recommending that the Board approve Cannon Beach IGA to operate the Cannon Beach Shuttle and authorize the Executive Director to sign the Agreement. Commissioner Widener moved to adopt the Cannon Beach IGA for the Cannon Beach Shuttle and give the Executive Director permission to sign
 Commissioner Gearin seconded the motion
 Discussion- Commissioner Gaebel requested that the Board Chair also sign the IGA as has been previously requested by the Board.
 Commissioner Widener amended the motion to include the Board Chair also signing the IGA
 Commissioner Gearin seconded the amended motion
 Executive Director Hazen said he will add that signature line in. Commissioner Alegria reported 3 typo errors page 51 #6 last line should be “it’s”, page 55 3rd line from bottom “acknowledges”, page 59 B2 8 lines down “request’s”.
 Motion passed unanimously
- c. ODOT AGREEMENT FOR 5310 PROGRAM-
 Commissioner Gaebel moved to approve and accept the ODOT 5310 Agreement #33597 and authorize the Chair to sign
 Commissioner Widener seconded the motion
 Discussion- None
 Motion passed unanimously
- d. REQUEST FOR BUS SHELTER AT SUNST BEACH-
 Robert MacAme had requested to speak to the Board about the need for a shelter at Sunset Beach but could not attend the meeting. Executive Director Hazen reported that there is a group of neighbors in Sunset Beach that have been working on improving the park area. Hazen said he had previously called the County to check on who owns the park because it is a location where we have planned to put a shelter. Hazen said the County does not own the park but has said they will grant us an easement. Hazen said he will look into the legality’s of putting a shelter there.
- e. COMMISSIONER RECOGNITION-
 Commissioners Carol Gearin and Lylla Gaebel were recognized for their many years of serving on the SETD Board. Chair Kleczek thanked Commissioner Gearin and Commissioner Gaebel for their leadership, energy and time given for the betterment, improvement and maintenance of the District. Chair Kleczek said that your input will be missed, and we look forward to seeing you here at least occasionally. Executive Director Hazen

thanked Commissioner Gearin and Gaebel for their leadership for the past several years and said that they were each invaluable to us. Commissioner Gearin said this is sad for me because I have been a member of SDAO since 1995 and was on their Board for 7 years. Commission Gearin thanked everyone and encouraged all to continue using SDAO as they stand behind us and really help us out a lot and she could not think of a better organization in the State. Commissioner Gaebel thanked everyone and said her intermittent service went way back to the very dark times and it is nice to see we have some sunlight going on in this organization as opposed to the way it once was. Commissioner Gaebel said she knows there is going to be a lot of work in the future especially with the budget. She said she hopes that everyone pays close attention to the budget, which is the number 1 priority for the Board. She hopes everyone takes that to heart and speaks up and doesn't let anything slide.

10. CORRESPONDENCE- Invitations to a Fisheries Tour were given to the Board members.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the June Director Report.

12. LEADERSHIP TEAM REPORTS- Reports submitted: Operations- Paul Lewicki, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, Mobility Management- Jason Jones, Human Resources-Tami Carlson and Transportation Options- Matthew Weintraub.

Mary passed out 3 Northwest travel magazines that each are running advertising and one with an article about SETD and NWConnector.

Executive Director Hazen announced that Jason Jones has temporarily taken over the as manager of the transit center and has already made many noticeable changes.

13. PUBLIC COMMENT- None

14. OTHER ITEMS-

Meeting was adjourned 11:20 AM

Mary Parker, Recording Secretary

Secretary Treasurer

Date_____

An audio recording of this Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Minutes- June 27, 2019

Date: July 19, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 10.a FY 2018 Audit Corrective Action Plan Adoption

At last month's Board meeting, the corrective action plan from the FY 2018 audit was included in the financial reports. We received the attached letter from ODOT about the deficiencies and the need to communicate the Corrective Action Plan with them. I have drafted a letter and attached the Corrective Action Plan that was submitted to the Secretary of State's office to the letter. You will note in the letter that I referenced the hiring of a CPA as our new Financial Officer and that the Board will be receiving quarterly updates on the progress.

Staff is recommending that the Board adopt the Corrective Action Plan and authorize the Chair to sign the letter so it can be submitted to ODOT.



Oregon

Kate Brown, Governor

Department of Transportation

Rail and Public Transit Division

555 13th St NE Ste 3

Salem, OR 97301-4179

Rail Phone: (503) 986-4321

Public Transit Phone: (503) 986-3300

Rail Fax: (503) 986-3183

Transit Fax: (503) 986-4189

June 21, 2019

Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103

RE: Annual Audit for Fiscal Year Ending 06/30/2018

The Oregon Department of Transportation Rail and Public Transit Division recently received Sunset Empire Transportation District's independent audit report for FY 2018. It is the responsibility of the Oregon Department of Transportation to review audit reports and related financial reports for compliance with §200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR Part 200, as applicable, and Oregon Accounting Manual Policy No. 30.40.00.

Upon review of the audit, we concur with the independent auditor's opinion that Sunset Empire Transportation District has significant deficiencies related to internal control over financial reporting as well as federal award findings related to ODOT Grant Agreements, as outlined in the Federal Award Findings and Questioned Costs section, which should be addressed.

It is the responsibility of Sunset Empire Transportation District to prepare a correction plan to resolve the findings, specifically related to internal controls over financial reporting (Findings 2018-001 and 2018-002) and federal award findings (Finding 2018-003). The transportation district must provide a copy of the procedures and documentation of their adoption or implementation to the Oregon Department of Transportation by September 15, 2019. Failure to submit the plan and take corrective actions could result in a loss of grant funding for the district.

Sincerely,

H. A (Hal) Gard, Administrator
ODOT Rail and Public Transit Division

Cc: Margaret Cole, External Audit Manager





SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

July 19, 2019

Oregon Department of Transportation
Rail and Public Transit Division
555 13th St NE Ste 3
Salem, OR 97301-4179

RE: Annual Audit for Fiscal Year Ending 06/30/2018

This is in response to the letter dated June 21, 2019 from Hal Gard in regard to the significant deficiencies related to internal control over financial reporting as well as federal award findings related to ODOT Grant Agreements, as outlined in the Federal Award Findings and Questioned Costs section.

Attached is the Corrective Action Plan that was submitted to the Secretary of State's Audit Division in response to the deficiencies. As an update to the Corrective Action Plan, we are still working on the rollout of new fund accounting software that will replace our use of QuickBooks, a software that is not designed for fund accounting. In addition to this, our former Financial Officer is no longer with us. In our recruitment for her replacement, staff focused on the need to have a Financial Officer that is also a CPA and staff was successful in the hiring of a CPA. He has a great municipal background and we are confident that the combination of both new accounting software and having a CPA as our Financial Officer will remedy these issues.

The Board will be receiving quarterly updates from staff on the progress of the Corrective Action Plan that the Board has approved.

Sincerely,

XXXXXXXXXX, Board Chair
Sunset Empire Transportation District

Attachments



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

March 28, 2019

SETD Corrective Action Plan

To whom it may concern,

Deficiencies noted in the June 30, 2018 audit report:

- Internal controls over financial reporting should include both supervisory review and approval of journal entries prior to the entry being posted as well as supervisory review that only approved entries were posted. As part of the monthly closing process, journal entries are prepared and posted to the general ledger without supervisory review or approval. Due to time constraints, the review and approval of routine monthly journal entries has not been performed consistently and review of approved journal entries against posted journal entries has not been performed. Journal entries could be posted without approval, which could result in a material misstatement that is not detected and corrected in a timely manner.

Corrective action plan: The approval will be done prior to the JE being posted with documentation. The approver will get a copy of the proposed JE with supporting documentation and then sign his/her approval.

- Internal controls over financial reporting should include a process for ensuring that funds are in balance at any given point during the year. Each transaction that crosses funds should include a due to or due from in order to ensure that each fund is always in balance. The process of balancing individual funds has not been performed on a transactional basis. Lack of balancing funds on a transactional basis could result in a material misstatement that is not detected and corrected in a timely manner.

Corrective action plan: The Districts QB's is not fund driven and my research in trying to figure out how to comply with this issue has proven unfruitful. I have found through my research within QB forums that it is almost impossible to balance funds within QB's. The District is in the process of purchasing a new financial software package that is fund driven, thus reducing this problem altogether. Targeted rollout will be July 1, 2019.

- Uniform Guidance Section 200.302 requires non-Federal entity's to maintain records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. Each submitted reimbursements should be supported by detailed records supporting the reimbursed costs claimed. Records do not contain authorization or source documentation to support the amounts claimed on reimbursements. Expenditures charged to the grant could be unallowable or could be claimed under other grants available to the District.

Corrective action plan: The District will purchase new financial software for the 2019-20 FY. The chart of accounts will be set up specifically with grant reporting in mind, which will enable us to report more accurately. This will help tie out individual expenditures from the initial expense to specific grants, creating clearer more accurate documentation, which will enable improved control and reporting for our grants.

Contact Information: Tracy Lofstrom and Jeff Hazen

Person/s Responsible for Corrective Action: Tracy Lofstrom and Jeff Hazen



Jeff Hazen, Executive Director



Tracy Lofstrom, Finance Officer

Date: July 19, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 10.b Cannon Beach Intergovernmental Agreement Update

At the Cannon Beach City Council's recent work session, I gave a presentation on SETD's services and funding along with a discussion on the IGA. The only request with the IGA was that it include page numbers. It will be before the Council for approval at their August 6th City Council meeting.

Date: July 19, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 11.a Meeting Dates for November and December

It has been past practice to adjust the Board meeting dates for the months of November and December. Board meetings fall on the fourth Thursday of each month and during November, Thanksgiving always falls on the fourth Thursday of November. Christmas can fall in week four of the month as well. This year, the fourth Thursday of December is the day after Christmas. One of the options that has been to combine the November and December meetings into one meeting held in December.

Staff is recommending that the Board determine what date(s) it wants to hold the November and December Board meetings.

Date: July 19, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 11.b Oregon Public Transportation Conference

The 2019 Oregon Public Transportation Conference is being held October 27th-30th. This year's conference theme is Navigating the C's, Communication, Collaboration, Coordination and we are fortunate that it will be held in Seaside this year. Here is a link to last year's speaker presentations so you can get a feel for what is covered at conference, https://oregontransit.com/2018_Speaker_Presentations.

We are typically awarded three full scholarships and unlimited registration only scholarships. Because it is being held in Seaside, we will not be utilizing any of the full scholarships since we will not need any lodging.

Staff is recommending that the Board determine which Board members will be attending. Mary will be responsible for registering everyone so we would like the list ready when they open the registration up.

Date: July 19, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 11.c Committee Assignments

At the beginning of each fiscal year, the Board Chair is responsible for assigning Board members to sub-committees of the Board. Up to three Board members can be assigned to each sub-committee of the Board. The following is a list of committees that the Board Chair needs to determine who will serve on them:

- Transportation Advisory Committee
- Executive Director Evaluation and Compensation Committee
- Northwest Area Commission on Transportation (NWACT) One Board member representative

Staff is recommending that the Board chair assign these responsibilities.

Date: July 19, 2019

To: Board

From: Mary Parker

Re: Agenda Item 11.d Rider Appreciation Day

Typically, the District has set aside a day each year as Rider Appreciation Day where we do not charge fares in appreciation to all our regular riders and as an outreach opportunity for people that may have not ridden our system to try us out.

In the last several years, we have chosen that date in January when the Project Homeless Connect is held in order to provide transportation to the attendees. Logistically, it works very well for our drivers since they don't have to ask everyone if they are going to the event. We write our budget each year with the decrease in fare revenue for that day.

The event is generally held the last week in January, but we haven't received confirmation of the exact date.

Staff is recommending that the Board approve Ridership Appreciation Day to be held on the same day as Project Homeless Connect in 2020.

Date: July 19, 2019

To: Board

From: Jeff Hazen

Re: Agenda Item 11.e Board of Directors vs Board of Commissioners

During the May election, I noticed that the positions for Board members of SETD were listed as “Director”. That was the first time that I noticed that, so I went back through the elections and discovered that every election since the formation of the District, the positions were listed as Director.

I also went back to formation documents and found a document from Clatsop County that referred to the Board as a Board of Directors. That document is included in your packet. The Formation Resolution and Order adopted by the Clatsop County Commission on March 24, 1993, refers to “an election of the first members of the District Board pursuant to ORS 198.825 and ORS 267.540”. Both of those ORS’s refer to “members” as well. The District was formed pursuant to ORS 198.835 whose principal act would be ORS Chapter 267. ORS refers to Mass Transit and Transportation District but the language in it is primarily geared towards mass transit districts. However, throughout the chapter it refers to the Board members as directors.

It is not completely clear to me when and why the term “commissioner” came about.

Staff is recommending that the Board determine whether they want to be called a Board of Directors as opposed to a Board of Commissioners.



COUNTY COMMISSION OBJECTIVE

To create a county-wide transportation district and elect a seven member board of directors to which is assigned the responsibility to design a public transportation system to serve the principal needs of Clatsop County for public transportation.

The system may incorporate all or portions of existing transportation services (subject to approval of current operators). The County will assign ownership of the two County buses operated by North Coast Transit to the District and will seek to use the District in the process of distributing any public transit funds available to the County, such as the Special Transportation Fund for senior and disabled persons.

The District would have no general authority to levy a property tax until voters had given approval. Presumably, this would occur after preparation of a transportation plan.

WBB:tdp:bcc\transdst.obj

Executive Director Report
July Board Meeting
Jeff Hazen

-STIF

The STIF Plan Review subcommittee has reviewed our STIF Formula Fund plan and recommended to the PTAC that our plan be recommended for approval to the OTC. PTAC will meet on August 5th to finalize the recommendations and forward them onto OTC for their final approval.

-STIF Discretionary Grant

On July 18, the OTC approved our STIF Discretionary Grant for the Astoria to Portland service! I also had a great conversation with six Amtrak people on this service. I need to formalize access to Union Station for our buses. We also discussed interlining with them and will be working with them over the next month to get an agreement ready for your review hopefully at the August meeting. They are absolutely thrilled that there will now be five daily trips to the coast instead of the two with the NW Point. I will be working with them and Columbia County on schedule times so we can have relevant connections with the trains at both Kelso and Union Station.

-NW Point Bus

I am on the RFQ evaluation committee for the NW Point contract. I can't discuss any aspect of it in order to remain neutral and fair in the process.

-Special Transportation Fund

Here is the press release from ODOT on action that the OTC took with the STF fund:

Funding transfers

In a related action, commissioners directed the Rail and Public Transit Division to transfer \$2.3 million of unobligated STIF Discretionary and STIF Intercommunity Discretionary funds and \$7.8 million from STIF Formula funds to the Special Transportation Fund (STF), effective this month. The options considered by the OTC and the impact on individual Qualified Entities are posted online in the OTC's July meeting packet. This transfer ensures STF Formula funds for the 2019-21 biennium will be distributed consistent with October 2018 published estimates.

In making this decision, the OTC considered the following:

- Actual transit tax revenues are exceeding ODOT's conservative December 2018 estimate by approximately \$10 million after two quarters of collections.
- If the current collection trend continues, Qualified Entities are likely to fully fund 100% STIF Plan project lists despite the 4.7% reduction in STIF Formula funds.

- This approach uses \$2.3 million in STIF discretionary funds that would otherwise be carried forward to FY 2021-23.

This transfer will keep STF Formula funding and services intact while we work with stakeholders like you to develop a plan for consolidating STF and STIF into a single program. (Our 2019 budget requires the consolidation of STF and STIF, effective July 1, 2021.) With today's direction, our team will process STIF Formula Fund and STF Formula Fund disbursements no later than July 30, 2019, consistent with existing STF agreements. STF agencies can anticipate receiving full payments.

STIF Qualified Entities with an approved STIF Plan will receive the Formula funding as specified in the July 2019 disbursement notice, published on the STIF website, under the Formula Fund Resources section. The July disbursement to Qualified Entities will be less than the May payment because it includes one quarter of revenues, rather than two, and because of the one-time \$7.1 million Formula fund transfer to STF.

STF/STIF consolidation next steps:

We will be forming a Consolidation Advisory Committee (CAC) in order to advise us on the key elements of a plan that would guide statutory changes to merge STF and STIF. A copy of the CAC charter and member composition is located online in the OTC's July 18 meeting materials. We anticipate CAC members will be appointed by Deputy Director Paul Mather this summer. The CAC's work on the merger concepts should be completed by late October 2019 in order for the OTC to review the concepts in November. The Oregon State Legislature is expected to consider the consolidation concepts during its 2020 session.

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% Don't have final number yet.**
 - On-time Performance **Goal = 95% FY 2019 performance was 48.2%, Tillamook was 55.4%, and Lincoln County was 63.6%(not a full year of tracking).**
 - Fleet reliability **Goal = Less than 10 breakdowns per 100,000 miles. Tracking not in place yet.**
 - Employee Retention statistic **Goal = Less than 20% turnover. Final = 29%**

- Develop a SETD specific emergency plan. **Safety committee tasked with updating current plans.**
 - SETD operational specific emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies at facilities and on buses
 - Emergency contact and reporting requirements
 - Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan. **MOU in place with Clatsop County Emergency Management. Participating in the Natural Hazards Mitigation Plan update with the county.**

- Complete a feasibility study including associated cost to include
 - Adding Columbia County services into SETD **Completed**
 - Increasing services **New transportation package will provide funding in 2019 to allow for additional services. Will be submitting our STIF plan by April 1, 2019. Will receive funding in October 2019.**
 - Fixed routes **Added 2 additional loops on each weekend day of the Pacific Connector and add another loop on Route 20 M-F.**
 - Para-transit
 - Dial-a-ride
 - RideCare **No longer Relevant**
 - Improving System
 - Improved lighting at bus shelters
 - Route on-time performances **Now reporting.**
 - Amenities **Added trash cans at Safeway stops and at the stop in front of Taco Bell. New shelter installed by developer in Gearhart. New shelter installed at NW Seniors and Disabilities Services by developer in Warrenton.**
 - Technologies
 - Real-time bus tracking **Completed. New dispatch software, Ecolane, has been implemented for Ride Assist.**

- Website **Completed but will continue to evolve. Received 1st place in NRTAP nationwide contest. Plans to upgrade trip planner are being designed.**
- Mobile apps **Transit App Completed**
- E-fare **Moved to next year's budget as part of the STIF Discretionary Grant.**
- Credit cards **Completed**
- Electronic charging stations
- On-board wi-fi
- Improve Appearance
 - Buses **Lot attendant hired, noticeable difference. Schedule being refined.**
 - Shelters **Weekly cleanings in place**
 - Facilities **Major headway made at the Warrenton facility. Transit Center Parking lot restriped professionally. All exterior lighting on the plaza and in the Warrenton yard updated. New monitoring system being installed at TC.**
 - Employees **New coats, shirts, and hats distributed to drivers.**

Priority Two

- Increase employee recruitment and retention
 - Develop SETD succession plan **COO designated ED backup. New Mobility Manager in place. New payroll/ap clerk.**
 - Identify on-going training opportunities at all levels **Ongoing.**
 - Update job descriptions **Tami has completed.**
 - Develop employee incentive programs **Gift card program in place. Rolling out recruitment incentive July 1, 2019.**
 - Conduct market compensation reviews
 - Employee rewards
 - Hats
 - Pins
 - Shirts **We've instituted Popcorn Fridays. Very popular.**

Priority Two (cont.)

- Increase District Relevancy **Several positive press articles during FY 2018 and 2019.**
 - Greater awareness of the District Services
 - Who
 - What
 - When
 - Where
 - Accessibility **Moved Jason into Mobility Management. Significant increase in assisting riders and potential riders.**
 - Information about all things SETD services
 - Create a positive culture **New leadership has made a positive difference.**

- Define Sunset Empire Transportation District
- Establish expectation
- Raise the bar **Ongoing in all aspects of the business**

Priority Three

- Develop capital replacement Plan
 - Fleet **Replacement plan has been in place. RFQ for 4 new buses out.**
 - Technology **In place, refining FY 2020.**
 - Facilities **Received FTA training on real estate requirements. Natural Hazards Mitigation Plan with county.**
- Identify new funding opportunities
 - Review fares **Completed**
 - Seek public/private partnerships **Working with college.**
 - Volunteers **Part of Jason's workplan for the next biennium.**
 - Analyze current non-emergency medical transportation services for potential increased or new revenue **No longer relevant**
 - Continue to explore new Federal/State/Local grant opportunities **Ongoing.**
- Implement current budget process **Completed for FY 2019 and FY 2020.**

Operations
July 2019 Report
Paul Lewicki

We lost one part-time fixed route driver during the period. One of our new hires experienced a family emergency and had to leave the state and will not be returning. Our other new hire part-time driver has completed his training and passed his Commercial Driver License third party test, so now has his CDL and is running routes on a regular schedule. He has requested reclassification to full-time status. We are considering his request. We continue to work closely with HR to identify methods for attracting new driver applicants. We still face the challenge of finding and hiring 10 more drivers – 4 by October and 6 more going into next year - to be able to implement our planned route changes and enhancements. Our driver supervisors continue to supplement our drivers to cover route assignments. The ATU is aware and understanding of the situation.

We have advertised openings for a Mechanic and a Lot Attendant. We lost one of each over the past month. In the interim, we are sharing a CSR with the Transit Center to help keep our buses presentable. New hire Delores Martin works three days a week at the Transit Center, and two days a week washing buses. Delores is studying to obtain her CDL and is helping in many ways during this time.

I traveled to The Dalles to attend ODOT sponsored training provided by North Dakota State University covering the finer points of transportation managements in small urban and rural transit agencies. Completion of the course, Transit II is the second in a two-part series presented by Small Urban and Rural Transit Center, qualifies me for the Advanced Transit Professional Certificate offered by NDSU.

I also attended a day-and-a-half training opportunity presented by ODOT here at our Transit Center. This training focused on financial issues including STIF/STF reporting, purchasing, and bus procurement. We hosted transit leaders from Tillamook County Transportation District as well as Columbia County.

We continue to get better at using new dispatch software, Ecolane, for our paratransit operations. The software affords us greater opportunity to schedule shared rides which reduces our costs. Looking forward to a meeting with Northwest Ride staff to refine our process.

The two round two RFQs for new buses have closed. Only one supplier submitted a quote. We have contacted a representative from Knowledge in Mobility to help us complete this purchase. By using this consultant, we can get some help to ensure that the procurement process as well as vehicle acceptance occur in a way that is compliant and auditable.

RIDE ASSIST
July 2019 Report
Jennifer Geisler

- June 2019, RideAssist had a total of 958 rides for an average of 32 rides per day. There were 673 ADA rides, two Dial-A-Ride, 105 personal care attendants and we provided 178 Medicaid rides for NorthWest Rides.
- There were ten ride denials for ADA Paratransit due to lack of capacity.
- ADA Paratransit Report

Number of completed applications received in June: 7
Number of incomplete applications received in June: 1
Number of interview/assessments scheduled: 9
Number of interview/assessments completed: 9
Number of determinations made:
 Within 21 days: 6
 More than 21 days: 3
Determination by type:
 Unconditional: 8
 Conditional: 1
 Temporary: 3
 Not eligible: 0
Number of appeals requested: 0
Number of appeals heard: 0

RideAssist Fares Collected/Billed for June 2019

- Para-transit Fares: \$812
- Tickets Collected: \$458
- Medicaid Billed: \$2698
- Ticket books sold: \$312
- Dial-A-Ride Fares; \$24

Mobility Manager
July, 2019 Mobility report
Jason Jones

- In the month of June Mobility Management continued checking back in on previous Travel Trainees. In this month I have had 4 additional review trainings with people who have previously gone through training.
- I had 4 travel trainings in June and scheduled several transit engagements for the Fall and Winter.
- I have held 1 discussion with a local business and started a process to determine if they could purchase monthly passes in bulk. I hope to have a process lined up before the next quarter.
- The Veterans Enhanced Transportation Program (VETP) provided 11 trips to our local Veterans. Special thanks to Paratransit as they stepped up to help when the Volunteer driver was unable to drive for a small period during the month.
- I sat in on a conference call with other Mobility Managers and learned a great deal about how others approach in-person physical assessments and individual trainings. I look forward to fleshing out our plans on creating a “mobility lab” where we could hold these types of assessments and trainings. There were great comments on the value of being able to assess one’s mobility status in an area that is considered a baseline. There are many potential advantages to our local community as they would have an opportunity to learn about our system in a way that is comfortable to them.
- I continued in my observation of the Transportation Options program and look forward to the next biking safety course in August.



Outreach and Education
July 2019 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- There have been many changes to the scheduling plans of the students at Tongue Point. I am now doing Transit Training with them at 8 AM on Tuesday mornings. Quite a difference in the attention level. The students are much quieter and a little less attentive, so I have to work a little harder to inspire their interest in all the great benefits of their being able to be mobile using SETD and the NWConnector

Summer Action and Schedules- The new 19 x 32 magnetic signs made for the Seaside and Cannon Beach Streetcar have been effective. They identify the route and the cost per ride. We have sold 20 Summer Fun Passes so far this summer. The new schedules were delivered at the end of June and are being distributed.



Human Resource
July 2019 Report
Tami Carlson

Recruitment and interviews for a Financial Officer/Grant Administrator resulted in the hiring of Dave Peterson to replace Tracy in July. Dave is from the Portland area and has an extensive background in municipal finance and grant administration.

The district hired a part-time CSR for the Astoria Transit Center. Ginny Martin has excellent customer service and bilingual skills. She has voiced her interest in driving bus and has mechanic experience.

Mechanic Assistant Corey Lyon and Lot Attendant Sheila Pavey both left the district to pursue other interest. We are currently seeking to fill both of those positions.

Continued recruitment for bus drivers. The district has lost a couple of drivers this month. Due to the projected route increases we are working on a campaign to recruit new drivers.

June 13th, D&A Corrective Action Follow-up Report, submitted additional documents requested by RLS & Associates to complete the drug and alcohol testing compliance review.

Other projects – Preparation of employee uniform order; Quarterly safety building inspection, Warrenton facility; SafePersonnel trainings assigned.