



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY OCTOBER 28, 2021

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

<https://us02web.zoom.us/j/84203959772>

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. FY 2020 AUDIT PRESENTATION
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. FINANCIAL REPORTS
8. REPORTS FROM CHAIR AND COMMISSIONERS
9. CONTINUED BUSINESS
 - a. MANDATORY VACCINATIONS
10. NEW BUSINESS
 - a. BEST PRACTICES UPDATE
 - b. TITLE VI PLAN UPDATE
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

OCTOBER

2021

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
OCTOBER
2021

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	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 TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
OTP	OREGON TRANSPORTATION PLAN
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
OCTOBER
2021

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

Date: October 22, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 4 FY 2020 Audit Presentation

Paul Nielson from Isler, CPA will be in the Zoom Board meeting to present the audit from FY 2020. You will notice some repeat findings from the previous audit and as you can see in the corrective action document, the majority of them are due to still using QuickBooks for that year. We began using AccuFund at the beginning of FY 2021.

Staff recommends that a motion be made to accept the Fiscal Year 2020 Audit.

SUNSET EMPIRE TRANSPORTATION DISTRICT
Clatsop County, Oregon
FINANCIAL STATEMENTS AND SUPPLEMENTARY
INFORMATION
YEAR ENDED JUNE 30, 2020
WITH INDEPENDENT AUDITOR'S REPORT

SUNSET EMPIRE TRANSPORTATION DISTRICT

Year Ended June 30, 2020

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INTRODUCTORY SECTION

SUNSET EMPIRE TRANSPORTATION DISTRICT

Year Ended June 30, 2020

Board of Commissioners

Chair	Kathryn Kleczak
Vice Chair	Bryan Kidder
Secretary/Treasurer	Lylla Gaebel
Commissioner	Kevin Widener
Commissioner	Carol Gearin
Commissioner	Pamela Alegria
Commissioner	Tracy MacDonald

Executive Director

Jeff Hazen

District Address

Sunset Empire Transportation District
900 Marine Drive
Astoria, OR 97103

FINANCIAL SECTION



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Eugene, OR 97403
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Independent Auditor's Report

Board of Commissioners
Sunset Empire Transportation District
Clatsop County, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Sunset Empire Transportation District ("District"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinions. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District as of June 30, 2020, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management's discussion and analysis in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Accounting principles generally accepted in the United States of America require the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context."

The budgetary comparison schedules of the General Fund, the Special Transportation Fund, and The Ride Care Fund is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section and supplementary schedules as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 19, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards of Audits of Oregon Municipal Corporations, we have issued our report dated October 19, 2021 on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Isler CPA

A handwritten signature in black ink that reads "Paul R. Nielson". The signature is written in a cursive, flowing style.

By: Paul R. Nielson, CPA, a member of the firm
Eugene, Oregon
October 19, 2021

SUNSET EMPIRE TRANSPORTATION DISTRICT
Management's Discussion and Analysis
Year Ended June 30, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

As the management of Sunset Empire Transportation District ("District") we offer readers of the District's financial statements this overview and analysis of its financial activities for the fiscal year, and it should be read in conjunction with the accompanying Basic Financial Statements.

FINANCIAL HIGHLIGHTS

The assets of the District exceeded its liabilities at the close of fiscal year 2019-2020 by \$4,616,772, a decrease of \$(396,313). Of this amount, \$710,923 (unrestricted net position) may be used to meet ongoing obligations, \$3,905,849 was invested in capital assets net of accumulated depreciation.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's Basic Financial Statements. The Basic Financial Statements include the notes to the financial statements. In addition to these statements, this report also contains supplementary information.

The Statement of Net Position contains information about the District's assets, liabilities and net position. Over time, changes in assets and liabilities can be a useful indicator to assess the District's ability to cover its costs and to continue to finance services and new programs in the future versus how much is invested in capital assets or restricted for specific purposes. The Statement of Activities contains information about the expenses incurred to provide transit services to the citizens of Clatsop County, Oregon and the revenues obtained to finance these services. This statement shows the extent to which services are covered by user fees and how much of the service is financed by property taxes, government grants, and other resources. The remaining statements are fund financial statements that include only current or short term information such as readily available assets and currently due liabilities as well as the revenues and expenses received or expended during the current year or shortly thereafter.

The notes to the financial statements provide additional information that is essential to a complete understanding of the data provided in the financial statements.

SUNSET EMPIRE TRANSPORTATION DISTRICT
Management's Discussion and Analysis
Year Ended June 30, 2020

FINANCIAL ANALYSIS

Total assets, liabilities and net position were as follows:

	<u>2020</u>	<u>2019</u>	<u>Change 2019-2020</u>	<u>% Change 2019-2020</u>
Assets:				
Current assets	\$ 973,468	\$ 863,408	\$ 110,060	12.7 %
Capital assets (net)	<u>3,905,849</u>	<u>3,651,739</u>	<u>254,110</u>	<u>7.0 %</u>
Total assets	<u>4,879,317</u>	<u>4,515,147</u>	<u>364,170</u>	<u>8.1 %</u>
Liabilities:				
Current liabilities	<u>262,545</u>	<u>294,688</u>	<u>(32,143)</u>	<u>(10.9)%</u>
Net position:				
Net investment in capital assets	3,905,849	3,559,339	346,510	9.7 %
Restricted		3,538	(3,538)	(100.0)%
Unrestricted, as restated	<u>710,923</u>	<u>657,582</u>	<u>53,341</u>	<u>8.1 %</u>
Total net position	<u>\$ 4,616,772</u>	<u>\$ 4,220,459</u>	<u>\$ 396,313</u>	<u>9.4 %</u>

Total assets increased for this fiscal year by \$364,170. An increases in cash of \$299,100 and a decrease in receivables of \$193,536. The decrease in receivables is due primarily to a reduction in services due to the COVID pandemic. The cash increase is due primarily by the collection on receivables and COVID grant funding.

Total liabilities decreased by \$32,143 from last year. This decrease was primarily due to decrease in payables related to the COVID pandemic reduction in services.

Net position may serve as a useful indicator of the District's financial position. As of June 30, 2020, assets exceeded liabilities by \$4,616,772, a 9.4% increase from the prior period. Investment in capital assets, net of related debt are considered unavailable for current expenditure and account for the majority of the total net position. Unrestricted assets are normally the portion of net position used to finance day-to-day operations without constraints established by debt covenants or other legal requirements.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2020

The following schedule presents a summary of revenues, expenses and increase in net position for the District and the amount and percentage change from 2019 to 2020:

	<u>2020</u>	<u>2019</u>	<u>Change</u>	<u>% Change</u>
Revenues:				
Charges for services	\$ 300,072	\$ 883,315	\$ (583,243)	(66.0)%
Property taxes	1,012,849	1,001,309	11,540	1.2 %
Operating grants	2,129,795	892,237	1,237,558	138.7 %
Capital grants	457,623	-	457,623	- %
Other revenue	<u>352,758</u>	<u>253,671</u>	<u>99,087</u>	<u>39.1 %</u>
Total revenues	<u>4,253,097</u>	<u>3,030,532</u>	<u>1,222,565</u>	<u>40.3 %</u>
Expenses:				
Community Services	<u>3,856,784</u>	<u>3,686,668</u>	<u>170,116</u>	<u>4.6 %</u>
Total expenses	<u>3,856,784</u>	<u>3,686,668</u>	<u>170,116</u>	<u>4.6 %</u>
Change in net position	396,313	(656,136)	1,052,449	(160.4)%
Net position - beginning as restated	<u>4,220,459</u>	<u>4,876,595</u>	<u>(656,136)</u>	<u>(13.5)%</u>
Net position - ending	<u>\$ 4,616,772</u>	<u>\$ 4,220,459</u>	<u>\$ 396,313</u>	<u>9.4 %</u>

Total revenues increased 40.3% due to grant funding increase related to the pandemic.

Expenses increased by 4.6% compared to the prior period. The increase was effected by increases in grant fund expenses covering payroll and decrease in other expenses as the operations where closed during the pandemic.

CAPITAL ASSETS

At June 30, 2020, the District had \$3,905,849 invested in capital assets net of depreciation. See Note III.B. for additional information related to capital assets.

DEBT

The District had no loans outstanding at June 30, 2020. The two loans the district had matured during the year ending June 30, 2020. See Note III.D. for additional information related to debt.

ECONOMIC FACTORS AND BUDGET INFORMATION

The budget outlook for 2021 estimates a continuation of the activity levels of 2020 for the General Fund.

REQUEST FOR INFORMATION

Our financial report is designed to provide our ratepayers and creditors with an overview of the District's finances. If you have any questions about this report or need any clarification of information please contact the Finance Department at Sunset Empire Transportation District.

SUNSET EMPIRE TRANSPORTATION DISTRICT
 Governmental Funds Balance Sheet / Statement of Net Position
 June 30, 2020

	General Fund	Capital Reserve Fund	Total	Adjustments	Governmental Activities
Assets:					
Current assets					
Cash	\$ 749,838	\$ 100,455	\$ 850,293	\$ -	\$ 850,293
Receivables					
Accounts	16,814	-	16,814	-	16,814
Property taxes	57,621	-	57,621	-	57,621
Prepays	48,740	-	48,740	-	48,740
Total current assets	873,013	100,455	973,468	-	973,468
Capital assets					
Capital assets not being depreciated:	-	-	-	586,488	586,488
Capital assets being depreciated:	-	-	-	3,319,361	3,319,361
Total capital assets	-	-	-	3,905,849	3,905,849
Total assets	\$ 873,013	\$ 100,455	\$ 973,468	\$ 3,905,849	4,879,317
Liabilities:					
Current liabilities					
Accounts payable	17,215	-	17,215	-	17,215
Payroll payable	151,833	-	151,833	-	151,833
Compensated absences payable	-	-	-	93,497	93,497
Total liabilities	169,048	-	169,048	93,497	262,545
Deferred Inflows of Resources:					
Unavailable revenue	57,621	-	57,621	(57,621)	-
Fund Balance:					
Nonspendable	48,740	-	48,740	-	
Assigned for capital outlay	-	100,455	100,455	-	
Unassigned	597,604	-	597,604	-	
Total Fund Balance	646,344	100,455	746,799	-	
Total liabilities, deferred inflows of resources and fund balance	\$ 873,013	\$ 100,455	\$ 973,468		
Net Position:					
Net investment in capital assets					3,905,849
Unrestricted					710,923
Total net position					\$ 4,616,772

Fund balances of the governmental fund have been adjusted and reported differently than the net position of the governmental activities because:

- Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.
- Long-term liabilities such as compensated absences and long-term debt used in governmental activities are not financial requirements and therefore are not reported in the governmental funds.
- Unavailable revenue represents receivables that do not provide a financial resource and are not reported in the governmental funds.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance / Statement of Activities

Governmental Funds

For the Year Ended June 30, 2020

	<u>General Fund</u>	<u>Ride Care Fund</u>	<u>Capital Reserve Fund</u>	<u>Total</u>	<u>Adjustments</u>	<u>Governmental Activities</u>
Revenues:						
Grants	\$ 2,587,418	\$ -	\$ -	\$ 2,587,418	\$ -	\$ 2,587,418
Contracts	69,936	-	-	69,936	-	69,936
Property taxes	1,010,513	-	-	1,010,513	2,336	1,012,849
Mass transit assessment	89,560	-	-	89,560	-	89,560
State timber sales	240,052	-	-	240,052	-	240,052
Charges for services	230,136	-	-	230,136	-	230,136
Interest income	1,481	-	11,434	12,915	-	12,915
Other revenue	10,231	-	-	10,231	-	10,231
Total revenues	<u>4,239,327</u>	<u>-</u>	<u>11,434</u>	<u>4,250,761</u>	<u>2,336</u>	<u>4,253,097</u>
Expenditures:						
Personnel Services	2,555,876	-	-	2,555,876	12,965	2,568,841
Materials and services	908,880	-	-	908,880	-	908,880
Capital outlay	630,874	-	-	630,874	(630,874)	-
Debt service	94,697	-	-	94,697	(92,400)	2,297
Depreciation	-	-	-	-	376,766	376,766
Total expenditures / expenses	<u>4,190,327</u>	<u>-</u>	<u>-</u>	<u>4,190,327</u>	<u>(333,543)</u>	<u>3,856,784</u>
Excess (deficiency) of revenues over (under) expenditures / expenses	49,000	-	11,434	60,434	335,879	396,313
Other financing sources (uses):						
Transfers in	3,538	-	-	3,538	(3,538)	-
Transfers out	-	(3,538)	-	(3,538)	3,538	-
Total other financing sources (uses)	<u>3,538</u>	<u>(3,538)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance / net position	52,538	(3,538)	11,434	60,434	335,879	396,313
Fund Balance / Net Position:						
Beginning of year, restated (see note IV. D)	<u>593,806</u>	<u>3,538</u>	<u>89,021</u>	<u>686,365</u>	<u>3,534,094</u>	<u>4,220,459</u>
End of year	<u>\$ 646,344</u>	<u>\$ -</u>	<u>\$ 100,455</u>	<u>\$ 746,799</u>	<u>\$ 3,869,973</u>	<u>\$ 4,616,772</u>

Amounts reported for governmental activities are different than those of the Governmental funds because of the following:

- Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds, instead they are reported as deferred inflows of resources.
- Expenses related to the change in compensated absences are reported in the statement of activities and do not require the use of current financial resources, therefore, they are not reported as expenditures in the governmental funds.
- Principal payments on debt are recorded as expenditures in the governmental funds and are reported as a reduction in the liability for governmental activities on the Statement of Net Position.
- Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

See accompanying notes to financial statements.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

I. Summary of significant accounting policies

A. Reporting entity

The Sunset Empire Transportation District ("District") is a municipal corporation governed by an elected seven member Board of Commissioners. The District was organized in 1993 for the purpose of providing transportation services to the residents of Clatsop County.

The accompanying basic financial statements present all funds for which the District is considered to be financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government. Based upon the evaluation of these criteria, the District is a primary government with no includable component units.

B. Basis of accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes and intergovernmental revenues are the major source of nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligible requirements have been satisfied.

Governmental funds are recorded using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Property tax revenues are recognized in the fiscal year for which they were levied, provided they are due and collectible within 60 days following year end. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims, and judgments are recorded only when payment is due. General capital assets acquisitions are reported as expenditures in governmental funds.

Fund financial statements

The fund financial statements provide information about the District's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The District reports the following major governmental funds:

The General fund accounts for all revenues and expenditures necessary to carry out activities of the District that are not accounted for through other funds including activities such as transportation services, assessment, and taxation. The general fund also includes the Special Transportation fund, a budgetary fund that accounts for revenue and expenditures associated with revenue received from the State of Oregon's Special Transportation Fund

The Ride Care fund accounts for all revenues and expenditures associated with transportation under Oregon's Medicare Program or the Oregon Health Plan. This fund was closed in the year ending June 30, 2020.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

I. Summary of significant accounting policies (continued)

B. Basis of accounting (continued)

The Capital Reserve fund accounts for all revenues and expenditures associated with capital improvement

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Property tax revenues are recognized in the fiscal year for which they were levied, provided they are due and collectable during the accounting period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments are recorded only when payment is due. Capital assets acquisitions are reported as expenditures in governmental funds. Resources from long-term debt and capital leases are reported as other financing sources.

C. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of revenues, expenditures/expenses, and ending fund balance/net position during the reporting period. Actual results could differ from those estimates.

D. Assets, liabilities, and fund balance/net position

1. Cash

The cash and cash equivalents reported on the Statement of Net Position and the balance sheets include cash on hand, demand deposits, cash with fiscal agents and amounts in investment pools that have the general characteristics of demand deposit accounts with highly liquid debt instruments purchased with a maturity of three months or less.

The State of Oregon authorizes municipalities to invest in general obligations of the United States and its agencies, certain debt of Oregon municipalities, savings accounts, certificates of deposit, bankers' acceptances, the Oregon State Treasurer's Local Government Investment Pool (LGIP) and certain highly rated commercial paper. Investments are recorded at fair value. Fair value of the LGIP is stated at amortized cost, which approximates fair value. Fair value of the LGIP is the same as the District's value in the pool shares.

2. Accounts receivable

All receivables are reported at their gross value. There is no provision for uncollectible amounts. The management of the District believes all receivables are collectible with no material uncollectible amounts.

Property taxes are levied and become a lien on July 1st. Property taxes are assessed in October and tax payments are due November 15th of the same year. Under the partial payment schedule, the first one-third of taxes are due November 15th of the same year, the second one-third on February 15th, and the remaining one-third on May 15th. A three percent discount is allowed if full payment is made by November 15th and a two percent discount is allowed if two-thirds payment is made by November 15th. Taxes become delinquent if not paid by the due date and interest accrues after each trimester at a rate of one percent per month. Property foreclosure proceedings are initiated four years after the due date.

3. Prepaids

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

I. Summary of significant accounting policies (continued)

D. Assets, liabilities, and fund balance/net position (continued)

4. Capital assets

Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets purchased or constructed by the District are recorded at cost. Donated capital assets are recorded at customer's costs on the date contributed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets are depreciated using the straight line method over the following estimated useful lives:

Assets	Years
Building	50
Equipment	4-15

5. Deferred Outflows/Inflows of Resources

In addition to assets, a separate section for deferred outflows of resources will sometimes be reported. This separate financial statement element represents a consumption of fund balance/net position that applies to future periods and so will *not* be recognized as an outflow of resources (expenditure/expense) until the future period.

In addition to liabilities, a separate section for deferred inflows of resources will sometimes be reported. This separate financial statement element represents an acquisition of fund balance/net position that applies to future periods and so will *not* be recognized as an inflow of resources (revenue) until the future period.

6. Long-term Obligations

In the statement of net position, long-term debt and other long-term obligations are reported as liabilities within governmental activities. Any premiums, discounts, or deferred refunding amounts are accumulated and amortized as interest expense over the life of the debt using the straightline method. Issuance costs are expensed in the current period.

In the balance sheets of the governmental funds, bond discounts are reported as other financing uses (expenditures), while recognizing bond premiums and the par value of debt issued as other financing sources (revenues) during the current period. Debt issuance costs, whether withheld or not from the actual proceeds received, are reported as debt service expenditures in the current period.

7. Compensated Absences

Compensated absences are recorded as expenditures in the governmental funds when paid.

The District has a policy which permits employees to earn sick leave. The District does not compensate employees for unused sick leave upon termination of employment.

8. Fund Balance

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. As a result, in the fund financial statements, fund balances are classified as follows:

Nonspendable - Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - Amounts that can be spent only for specific purposes because of the local, state or federal

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

I. Summary of significant accounting policies (continued)

D. Assets, liabilities, and fund balance/net position (continued)

laws, or externally imposed conditions by granters or creditors or enabling legislation.

Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Commissioners. These amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed.

Assigned - Amounts that are constrained by the District's intent to be used for a specific purpose, but are neither restricted nor committed. Intent must be expressed by the Board of Commissioners, the budget committee or the Board's authorized designee.

Unassigned - All amounts not included in other classifications. The amounts in the various categories of fund balance are included in the governmental funds balance sheet.

When the District has restricted and unrestricted (committed, assigned or unassigned) resources available, it is the District's policy to expend restricted resources first. Unrestricted resources are then expended in the order of committed, assigned, and unassigned as needed.

9. Net Position

Government-wide and proprietary fund net position is divided into three components:

Net investment in capital assets - consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.

Restricted net position - consists of assets that are restricted by the District's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors.

Unrestricted - all other net position is reported in this category.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by unrestricted net position.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

II. Stewardship, compliance, and accountability

A. Budget information

Budgets are prepared and adopted, and expenditures are appropriated, in accordance with Oregon Local Budget Law. The District is required to budget all funds. The budgetary level of control is total personnel services, materials and services, capital outlay, debt service, transfers and contingencies for each fund. Expenditures cannot legally exceed the adopted level of detail and all annual appropriations lapse at year end.

Unexpended additional resources may be added to the budget through use of a supplemental budget. A supplemental budget greater than 10% of the fund's original budget requires hearings before the public, publication in newspapers, and approval by the Board of Commissioners. The Board of Commissioners can also authorize transfers of appropriations between existing expenditure categories. Budget amounts shown in the financial statements represent the budget as finally revised by the Board of Commissioners.

B. Excess of expenditures over appropriations

The following fund had expenditures in excess of related budgetary appropriations:

<u>Fund</u>	<u>Appropriation Level</u>	<u>Over Expenditure Amount</u>
General Fund	Personnel services	\$ 25,876
General Fund	Debt service	\$ 8,609
Ride Care Fund	Transfers out	\$ 3,538

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

III. Detailed notes

A. Cash

Cash at June 30, 2020 are comprised of:

	<u>2020</u>
Cash on hand	\$ 676
Demand deposits	500,333
Local Government Investment Pool	<u>349,284</u>
Total cash	<u>\$ 850,293</u>

Deposits. All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program ("PFCP") of the State of Oregon. The PFCP is a shared liability structure for participating bank depositories. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities.

All investments of the District shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivisions; approved investments), ORS 294.040 (Restriction on investments under ORS 294.035), ORS 294.135 (Investment maturity dates), ORS 294.145 (Prohibited conduct for custodial officer), ORS 294.805 to 294.895 (Local Government Investment Pool). Any revisions or extensions of these sections of the ORS shall be assumed to be part of this investment policy immediately upon being enacted.

The Oregon Local Government Investment Pool (LGIP) is an open-ended, no-load diversified portfolio offered to any municipality, political subdivision or public corporation of the State that by law is made the custodian of, or has control of, any public funds. The Office of the State Treasurer (OST) manages the LGIP. The LGIP is commingled with other State funds in the Oregon Short-Term Fund (OSTF). The OSTF is not managed as a stable net asset value fund; therefore, the preservation of principal is not assured. Additional information about the OSTF can be obtained at www.ost.state.or.us and www.oregon.gov/treasury.

Custodial Credit Risk. The District's cash and investment balances are exposed to Custodial Credit Risk. In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the District's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest bearing accounts and the aggregate of all interest bearing accounts at each institution. Deposits in excess of FDIC coverage with institutions participating in the Oregon Public Funds Collateralization Program are considered fully collateralized. As of June 30, 2020, none of the District's bank balances were exposed to credit risk. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized and may be subject to credit risk.

Credit Risk - Investments. The District follows state statutes which authorize the District to invest primarily in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers acceptances, certain commercial papers and the State Treasurer's Investment Pool (LGIP), among others. The District's policy also requires the District to do business with "Authorized Financial Dealers and Institutions." Additionally the investment portfolio will be managed to minimize the potential loss impact of one individual issuer.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

III. Detailed notes (continued)

A. Cash (continued)

Interest Rate Risk. In accordance with its investment policy, the District manages its exposure to declines in fair value by limiting the maximum maturity to the anticipated use of the cash.

The weighted-average maturity of the LGIP is less than one year.

Concentration of credit risk. Concentration of credit risk refers to potential losses if total investments are concentrated with one or few issuers. The District has no investment policy for concentration of credit risk.

B. Capital assets

Capital asset activity for the year ended June 30, 2020 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated:				
Land	\$ 586,488	\$ -	\$ -	\$ 586,488
Capital assets being depreciated:				
Buildings	3,424,425	-	-	3,424,425
Equipment	2,440,799	630,876	-	3,071,675
Total capital assets being depreciated	5,865,224	630,876	-	6,496,100
Less accumulated depreciation for:				
Buildings	(1,159,602)	(82,415)	-	(1,242,017)
Equipment	(1,640,371)	(294,351)	-	(1,934,722)
Total accumulated depreciation	(2,799,973)	(376,766)	-	(3,176,739)
Total capital assets, being depreciated, net	3,065,251	254,110	-	3,319,361
Total capital assets, net	<u>\$ 3,651,739</u>	<u>\$ 254,110</u>	<u>\$ -</u>	<u>\$ 3,905,849</u>

C. Interfund Transfers

The interfund transfer activity for the year ended June 30, 2020 consisted of a transfer from the Ride Care to the General fund of \$3,538. This transfer was made to close the Ride Care Fund.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

III. Detailed notes (continued)

D. Long-term Obligations

Notes payable are direct borrowings and consist of the following at June 30, 2020:

Special Districts Association of Oregon (SDAO) flex lease certificate of participation – The District borrowed \$1,785,000 with interest from 1.3 to 5.25 percent. This note was paid in full in October 2019.

Clatsop Community Bank – The District borrowed \$450,000 for operations. The loan is secured by real property. Annual payments of \$78,882 include interest at 6 percent. Upon default the lender may declare the unpaid principal and interest immediately due. The note was paid in full in November 2019

A summary of the changes in notes payable for the year ended June 30, 2020 follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>	<u>Long-Term Portion</u>
Special Districts Association of Oregon (SDAO), Series 2003D	\$ 60,000	\$ -	\$ (60,000)	\$ -	\$ -	\$ -
Clatsop Community Bank - loan	<u>32,400</u>	<u>-</u>	<u>(32,400)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total long-term debt obligations	<u>\$ 92,400</u>	<u>\$ -</u>	<u>\$ (92,400)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other long-term obligations						
Compensated absences	<u>\$ 80,530</u>	<u>\$ 93,497</u>	<u>\$ (80,530)</u>	<u>\$ 93,497</u>	<u>\$ 93,497</u>	<u>\$ -</u>

E. Lease commitment

The District leases a copier at a monthly rate of \$188. The lease term is sixty months and will expire November 2022. Total lease expense for the year ended June 30, 2020 amounted to \$2,256. Future minimum lease payments under the operating lease are as follows:

Year Ending June 30,	
2021	\$ 2,256
2022	2,256
2023	<u>940</u>
	<u>\$ 5,452</u>

SUNSET EMPIRE TRANSPORTATION DISTRICT

Notes to Financial Statements

June 30, 2020

IV. Other information

A. Deferred Compensation Plan

The District sponsors a Section 457(b) deferred compensation plan. All employees become eligible upon their one year anniversary of employment. The District's contribution is 2.5 percent of participant wages. For the year ended June 30, 2020, the District contributed \$42,337

B. Risk management

The District is exposed to various risks of loss during the ordinary course of business. To mitigate the risk of loss, various commercial insurance policies have been purchased and are reviewed for adequacy by management annually. There have been no significant changes in coverage nor have any settlements exceeded insurance coverage in the past three years.

REQUIRED SUPPLEMENTARY INFORMATION

SUNSET EMPIRE TRANSPORTATION DISTRICT

Schedule of Revenues, Expenditures and Change in Fund Balance - Budgetary Basis

General Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
Revenues:			
Grants	\$ 1,371,147	\$ 2,493,554	\$ 1,122,407
Contracts	63,500	69,936	6,436
Property taxes	994,000	1,010,513	16,513
Mass transit assessment	70,000	89,560	19,560
State timber revenue	379,144	240,052	(139,092)
Charges for Services	290,000	230,136	(59,864)
Other revenue	<u>20,644</u>	<u>11,712</u>	<u>(8,932)</u>
Total revenues	<u>3,188,435</u>	<u>4,145,463</u>	<u>957,028</u>
Expenditures:			
Personnel services	2,530,000	2,555,876	(25,876)
Materials and services	1,094,760	908,880	185,880
Debt service	86,088	94,697	(8,609)
Capital Outlay	1,115,017	630,874	484,143
Contingency	<u>190,000</u>	<u>-</u>	<u>190,000</u>
Total expenditures	<u>5,015,865</u>	<u>4,190,327</u>	<u>825,538</u>
Excess (deficiency) of revenues over (under) expenditures	(1,827,430)	(44,864)	1,782,566
Other financing sources (uses):			
Transfers in	1,083,366	70,405	(1,012,961)
Transfers out	<u>(50,000)</u>	<u>-</u>	<u>50,000</u>
Total other financing sources (uses)	<u>1,033,366</u>	<u>70,405</u>	<u>(962,961)</u>
Net change in fund balance	(794,064)	25,541	819,605
Fund Balance:			
Beginning of year, restated (see note IV.D)	<u>1,200,000</u>	<u>582,781</u>	<u>(617,219)</u>
End of year	<u>\$ 405,936</u>	608,322	<u>\$ 202,386</u>
Consolidate Special Transportation fund for GAAP Reporting:			
Special Transportation Fund, fund balance		<u>38,022</u>	
General Fund fund balance for reporting purposes		<u>\$ 646,344</u>	

SUNSET EMPIRE TRANSPORTATION DISTRICT

Schedule of Revenues, Expenditures and Change in Fund Balance - Budgetary Basis

Special Transportation Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
Revenues:			
Grants	\$ <u>93,864</u>	\$ <u>93,864</u>	\$ <u>-</u>
Expenditures:			
Excess (deficiency) of revenues over (under) expenditures	93,864	93,864	-
Other financing sources (uses):			
Transfers Out	<u>(96,864)</u>	<u>(66,867)</u>	<u>29,997</u>
Net change in fund balance	(3,000)	26,997	29,997
Fund Balance:			
Beginning of year	<u>11,005</u>	<u>11,025</u>	<u>20</u>
End of year	<u>\$ 8,005</u>	<u>\$ 38,022</u>	<u>\$ 30,017</u>

For GAAP reporting purposes this fund is combined with the General Fund.

SUPPLEMENTARY INFORMATION

SUNSET EMPIRE TRANSPORTATION DISTRICT

Schedule of Revenues, Expenditures and Change in Fund Balance - Budgetary Basis

Ride Care Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
Revenues:			
Expenditures:			
Other financing sources (uses):			
Transfers out	<u>-</u>	<u>(3,538)</u>	<u>(3,538)</u>
Net change in fund balance	<u>-</u>	<u>(3,538)</u>	<u>(3,538)</u>
Fund Balance:			
Beginning of year	<u>-</u>	<u>3,538</u>	<u>3,538</u>
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SUNSET EMPIRE TRANSPORTATION DISTRICT

Schedule of Revenues, Expenditures and Change in Fund Balance - Budgetary Basis

Capital Reserve Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
Revenues:			
Interest income	\$ -	\$ 11,434	\$ 11,434
Expenditures:			
Other financing sources (uses):			
Transfers in	50,000	-	(50,000)
Transfers out	<u>(66,000)</u>	<u>-</u>	<u>66,000</u>
Net change in fund balance	(16,000)	11,434	27,434
Fund Balance:			
Beginning of year	<u>100,455</u>	<u>89,021</u>	<u>(11,434)</u>
End of year	<u>\$ 84,455</u>	<u>\$ 100,455</u>	<u>\$ 16,000</u>

COMPLIANCE SECTION



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INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Board of Commissioners
Sunset Empire Transportation District
Clatsop County, Oregon

We have audited the financial statements of the governmental activities and each major fund of Sunset Empire Transportation District ("District"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents, and have issued our report thereon dated October 19, 2021. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Secretary of State. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Compliance

Compliance with laws, regulations, contracts and grants applicable to the District is the responsibility of the District's management. As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grants including provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320, of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Programs funded from outside sources**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)**

In connection with our testing nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except as noted in note II.B.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. We identified deficiencies in internal control over financial reporting that we consider to be a material weaknesses, as described in the AU Section 325 written communication.

This report is intended for the information of Sunset Empire Transportation District's Board of Commissioners and the Secretary of State, Division of Audits, of the State of Oregon. However, this report is a matter of public record and its distribution is not limited.

Isler CPA



By: Paul Nielson, CPA, a member of the firm
Eugene, Oregon
October 19, 2021



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners
Sunset Empire Transportation District
Clatsop County, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Sunset Empire Transportation District ("District"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents., and have issued our report thereon dated October 19, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Sunset Empire Transportation District's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Sunset Empire Transportation District's internal control. Accordingly, we do not express an opinion on the effectiveness of Sunset Empire Transportation District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. During our audit we did identify certain deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as 2020-001, 2020-002, and 2020-003, that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Sunset Empire Transportation District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Isler CPA

A handwritten signature in black ink that reads "Paul R. Nielson". The signature is written in a cursive style with a long, sweeping tail on the letter "n".

By: Paul Nielson, CPA, a member of the firm
Eugene, Oregon
October 19, 2021

Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Board of Commissioners
Sunset Empire Transportation District
Clatsop County, Oregon



1976 Garden Ave.
Eugene, OR 97403
541.342.5161
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Report on Compliance for Each Major Federal Program

We have audited the compliance of Sunset Empire Transportation District with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Sunset Empire Transportation District's major federal programs for the year ended June 30, 2020. Sunset Empire Transportation District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Sunset Empire Transportation District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Sunset Empire Transportation District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Sunset Empire Transportation District's compliance.

Opinion on Each Major Federal Program

In our opinion, Sunset Empire Transportation District, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2019-003. Our opinion on each major federal program is not modified with respect to this matter.

Sunset Empire Transportation District's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of Sunset Empire Transportation District, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Sunset Empire Transportation District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Sunset Empire Transportation District's internal control over compliance .

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as 2019-003 and 2019-004 that we consider to be material weaknesses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and each major fund of the District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents, and issued our report thereon dated October 19, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Isler CPA

A handwritten signature in black ink that reads "Paul R. Nielson". The signature is written in a cursive style with a large, prominent "P" and "N".

By: Paul Nielson, CPA, a member of the firm
Eugene, Oregon
October 19, 2021

SUNSET EMPIRE TRANSPORTATION DISTRICT
 Schedule of Findings and Questioned Costs
 Year Ended June 30, 2020

Section I – Summary of Auditor’s Results

Financial Statements:

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	Yes
• Significant deficiency(ies) that are not considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

Federal Awards:

Internal control over major programs:	
• Material weakness(es) identified?	Yes
• Significant deficiency(ies) that are not considered to be material weaknesses?	No
Type of auditor's report issued on compliance for major programs?	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 516(a) of the Uniform Guidance?	Yes

Identification of Major Federal Award Programs:

Name of Federal Program or Cluster	CFDA Number
Formula Grants for Rural Areas	20.509
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

SUNSET EMPIRE TRANSPORTATION DISTRICT
Schedule of Findings and Questioned Costs, continued
Year Ended June 30, 2020

Section II – Financial Statement Findings

Finding 2020-001 Segregation of Duties

Criteria: Adequate segregation of duties should exist related to the financial reporting of the District. This should include both supervisory review and approval of financial reporting.

Condition: Currently, a single person at the District has the ability to perform most of the accounting functions and make changes within QuickBooks without approval.

Cause: Adequate internal control does not exist over the financial reporting process

Effect: Due to lack of segregation of duties, material misstatements could occur and not be detected.

Recommendation: Additional effort and resources on the the part of the District should be used to ensure the proper segregation of duties.

Response: Management concurs with the finding.

Finding 2020-002 Fund Accounting

Criteria: Internal controls over financial reporting should include a process for ensuring that funds are in balance at any given point during the year.

Condition: Each transaction that crosses funds should include a due to or due from in order to ensure that each fund is always in balance.

Cause: The process of balancing individual funds has not been performed on a transactional basis.

Effect: Lack of balancing funds on a transactional basis could result in a material misstatement that is not detected and corrected in a timely manner.

Recommendation: The district should establish a system in which individual funds are self-balancing and can be easily reviewed by the district personnel.

Response: Management concurs with the finding.

Finding 2020-003 Timeliness of Record Preparation and Availability

Criteria: Internal controls over financial reporting should include a process for ensuring that the financial records can be closed in a timely manner.

Condition: The District was unable to prepare the original information needed to support the financial statements in a timely manner.

Cause: Review of audit documentation resulted in both changes to the original documentation and the preparation of journal entries to correct the trial balance.

Effect: Lack of proper documentation or a correct recording of transactions at year end could result in a material misstatement that is not detected and corrected in a timely manner.

Recommendation: The district should establish internal controls and processes that allow the financial records to be closed in a timely manner.

Response: Management concurs with the finding.

SUNSET EMPIRE TRANSPORTATION DISTRICT

Schedule of Findings and Questioned Costs, continued
Year Ended June 30, 2020

Section III – Federal Award Findings and Questioned Costs

None



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

Management of Sunset Empire Transportation District has prepared this Corrective Action Plan in order to provide our views and planned response to the findings noted in the FY 2020 Schedule of Findings and Questioned Costs. We have also prepared the Summary Schedule of Prior Findings to provide the status of findings reported in the FY 2019 Schedule of Findings and Questioned Costs.

Corrective Action Plan

Finding 2020-001 Segregation of Duties

We have implemented a new financial software program for FY 2021. This software has a very good audit tracking system, so an auditor and our executive director can track changes made in the system. Due to our size, we delegate accounting duties the best we can and will make every effort to utilize the new software to its fullest potential in properly segregating duties.

Finding 2020-002 Fund Accounting

We have implemented a new financial software program for FY 2021. The new system, once fully operational, will keep our funds separated and will use the transfers and due to/due from accounts to keep funds balanced when interfund activity occurs.

Finding 2020-003 Timeliness of Record Preparation and Availability

With the implementation of a new software system, closing the periods (quarterly and annually) will be handled in a more timely manner.

Summary Schedule of Prior Audit Findings

Finding 2019-001

Lack of segregation of duties related to the monthly journal entries, which are prepared and posted to the general ledger without supervisory review or approval.

Status: As of June 30, 2019, we have not implemented procedures to ensure supervisory review or approval of journal entries. This finding is repeated as 2019-001.

Finding 2019-002

Internal controls over financial reporting should include a process for ensuring that funds are in balance at any given point during the year.

Status: As of June 30, 2019, we have not implemented procedures to ensure individual funds are always in balance. This finding is repeated as 2019-002.

Finding 2019-003

The required documentation supporting the costs claimed in reimbursement requests were not maintained.

Status: During the year ended June 30, 2020, we were able to implement procedures to ensure adequate documentation of costs claimed for reimbursement is maintained.

Sincerely,



Jeff Hazen, Executive Director

Sunset Empire Transportation District

SUNSET EMPIRE TRANSPORTATION DISTRICT

Schedule of Expenditures of Federal Awards

For the Year Ended

June 30, 2020

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	CFDA Number	Federal or Pass-Through Award Identification Number	Total Expenditures	Amounts Provided to Subrecipients
U.S. Department of Transportation				
<i>Passed through Oregon Department of Transportation</i>				
Transit Services Programs Cluster				
Enhanced Mobility for Seniors and Individuals with Disabilities	20.513	5310	\$ 154,565	\$ -
Formula Grants for Rural Areas	20.509	5311	<u>936,197</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 1,090,762</u>	

Notes to Schedule of Expenditures of Federal Awards

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Sunset Empire Transportation District under programs of the federal government for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of Title 2 US Code of Federal Regulations (CFR) Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the schedule presents only a selected portion of the operation of Sunset Empire Transportation District, it is not intended to and does not present the financial position, changes in financial position, or cash flow for Sunset Empire Transportation District.

2. Summary of Significant Accounting Policies

The accompanying Schedule of Expenditures of Federal Awards is presented on the modified accrual basis of accounting in accordance with generally accepted accounting principles. Expenditures reported on this schedule are recognized following the cost principles in Title 2 US Code of Federal Regulations (CFR) Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, where certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

Sunset Empire Transportation District has not elected to use the 10% *de minimis* cost rate.



**Sunset Empire Transportation District
Board of Commissioners
September 23, 2021
Draft Zoom Board Meeting Minutes**

1. CALL TO ORDER - Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL: Present: Chair Debbie Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, and Commissioner Guillermo Romero. Commissioner Rebecca Read excused

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Deputy Operations Officer Jennifer Geisler, Financial Officer Kelly Smith, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones

3. CHANGES TO AGENDA- No changes
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE AUGUST 25, 2021, BOARD MEETING MINUTES-
Commissioner Alegria moved to approve the August 2021 Meeting Minutes
Commissioner Nino seconded the motion
Roll Call Vote:

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		x	6
Nay						Excused		0

6-Aye
0-Nay
1-Excused
Motion passed.

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS- August 2021- Financial Officer Kelly Smith asked if there were any questions. Commissioner Alegria asked why there was an entry in Accounts Payable for Accounts Conversion. Financial Officer Smith said she will reach out to the accountant about this. There were no corrections or changes made to the Financial Report.
Commissioner Nino moved to accept the August financial reports.
Commissioner McDonald seconded the motion.
Discussion- None
Roll Call Vote:

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		x	6
Nay						Excused		0

6-Aye
0-Nay
1-Excused
Motion passed.

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Boothe-Schmidt- Reported she had attended the SDAO Board training and as always, she learns something new every time. Chair Boothe-Schmidt also said she was going to review the Board Orientation Book she received when she became a Board member and suggested that the other Board members also review the Board policies.
- b. Commissioner MacDonald- Reported that he has been riding more and looked forward to the presentation today for Get There Challenge.
- c. Commissioner Alegria- Reported she has registered for Get There Challenge and watched the Rogue Valley Transportation meeting video.
- d. Commissioner Withers- Nothing to report
- e. Commissioner Nino- Reported that we are currently in the middle of Hispanic Heritage Month which goes from September 15th to October 15th. Commissioner Nino also said she is getting used to being Secretary/Treasurer and thanked Financial Officer Kelly Smith and Payroll and Accounting Clerk Donna Buganan for their help. She also gave a shout out to our Payroll and Accounting Clerk Buganan for being so organized and helpful.
- f. Commissioner Romero- Reported that he is glad to be here.

9. CONTINUED BUSINESS

- a. IN-PERSON BOARD MEETING RESUMPTION- Executive Director Hazen reported that there have been previous discussions by the Board at the July 22 and August Board meetings about returning to in-person meetings. There was discussion about the COVID-19 variant and its effect on in-person meetings. Hazen said that it was the consensus of the Board to hold off on deciding and see how things progressed over the next few weeks. On Tuesday, September 16th, the TSA announced that the mask requirement was updated and will expire on January 18th, 2022. I attached the September 16th Daily Astorian, where there is an article that reports that the local hospitals are seeing a decline in Covid-19 virus patients. At the August 26th Board meeting, it was the consensus of the Board to not decide and discuss the subject at that September 23rd Board meeting. Commissioner Nino asked if there would be proper ventilation available in the conference room. Executive Director Hazen said it would be challenging and he would probably not have staff in the room to open more spacing for the public and have participants 6 feet apart. Commissioner Nino said it has been so positive to have the meetings on Facebook and if we have masks and spacing it will be hard to transmit the meeting and make it accessible. Commissioner Nino said we only have two more meetings so maybe we should finish up the rest of the year and take this up in 2022 again. Chair Boothe-Schmidt said she agreed with Commissioner Nino.
 Commissioner MacDonald moved to table the decision until 2022
 Commissioner Withers seconded the motion
 Discussion- None

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		x	6
Nay						Excused		0

6-Aye
 0-Nay
 1-Excused
 Motion passed.

- b. MANDATORY VACCINATIONS- Executive Director Hazen reported that since the last Board meeting the President has made it mandatory that employer with over 100 employees mandate the Covid 19 vaccine for all their employees. This will affect employers in Oregon due to the State having an OSHA plan. The States mandatory vaccine plan will have to be the same as the Federal one or more strict. We are not affected because we have fewer than 100 employees. Hazen said the FTA sent out an email requesting that transit agencies ensure their workers and communities have every opportunity to get the vaccine. Federal OSHA is writing the mandate and State OSHA will have to adopt the Federal rules or

develop stricter requirements. Special Districts feels this will roll down to government employers as well. SETD will not be effected because we have less than 100 employees. Executive Director Hazen said the Board has had this conversation before and some Board members have strong feelings about it. Even though we have a vaccination rate of 80 % we still have 9 drivers who have not had a vaccination. Executive Director Hazen said he had explained in the cover document that he put out a survey to the unvaccinated drivers with incentives for getting the vaccine and received 3 responses that the incentives did not matter, so if we were to mandate, we would lose all 9 of the drivers. Hazen said he had recommended in the cover report that the Board view the August Rogue Valley Transportation Board Meeting where the Board discussed mandatory vaccinations but the motion to approve did not pass. Hazen said that he sat in on the September Rogue Valley meeting yesterday. The Union President, Vice President and their labor attorney attended. They all wondered why the Rogue Valley Board had not invited them to the previous meeting and were not involved from the beginning. They said we are dealing with lives and strongly recommended vaccinations. Then several employees spoke and did a great job. The first one who spoke had the most effect on the Board. He did a great job explaining his religious convictions explaining his beliefs and what would happen. The Board discussed it and referenced the employees that talked and decided to table the decision and postpone making the decision until the next meeting. Executive Director Hazen said if the SETD Board wants to move forward with mandatory vaccinations staff will need time to develop policies, work with the union, work with our attorney and prepare testing supplies. Hazen said this is my update and I do not want to have to cut any more service. Chair Boothe-Schmidt said she agreed and that she is worried for the drivers' health but also did not want to see services cut any more than they have been and afraid of what would happen if we did make it mandatory. Executive Director Hazen added that all transportation services have put protections in place and taken great steps to protect the drivers as much as possible. Commissioner Withers asked if there is some way we could test or take temperatures of employees that are not vaccinated prior to them entering the workplace. Commissioner Withers has lost 5 family members in Texas. I do not want to lose drivers or cut service either. Hazen said that Rogue Valley planned on doing testing 3 times a week, and we have access to purchasing testing kits. Commissioner Withers said that at a minimum we could be doing temperature scans. Commissioner Romero said he works for Department of human services Child Welfare and has been a union steward for 9 years. The governor mandated all state employees to be vaccinated by October 18th. As a Union Steward, we have had meetings with HR and labor about their religious beliefs. Commissioner Romero said one of the things that the Union is looking at is periodic testing however there are some issues with availability and accuracy of testing, and someone is looking into rapid testing. We must provide safety and security for our customers which is a balancing act and respect those employees not wanting a vaccination for whatever reasons. Things are not going to get better for a long time. We need to provide safety for our employees and our customers and at the same time continue providing services in any way we can. Commissioner Romero added if that means, there are extra costs on our behalf for testing then that is my position on it. I would hate to see anybody lose their job over not being vaccinated. Commissioner Romero said that one of his coworkers who he is representing as a steward told him he loves his job but also holds tight to his religious beliefs and so if they want to fire me, they can. Commissioner Nino stated that for now we comply and so far, we are doing a very good job of cleaning and spacing, and our drivers are disciplined in wearing their masks. We have all these things in place, and I do not want to put anyone in a position to have to quit because of this. Our drivers have had a rough 2 years and we should respect that. Maybe we could arrange with public health to have standing appointments where drivers can go in and have weekly testing. Then when things get colder, and the windows must be closed we may have to reconsider due to the reduced air circulation. Commissioner Alegria said she is a strong supporter of everyone receiving the vaccination, protecting the public, protecting the workers, and respecting how our workers feel. Commissioner Alegria said mandatory testing would help alleviate some of the concerns since bus drivers do not just stay on the buses and associate with others outside of the bus. Commissioner Alegria said we should contact those that are in the know like Public Health and OHA and develop a procedure for testing for Covid 19 and variant. Commissioner MacDonald said that he works part time, and he is required to wear a mask, his temperature is taken when he arrives. If his temp is not normal, he goes home but is paid. Commissioner MacDonald said he thinks we should try to at least do that, and he said people should have their own space and judgement as far as getting the vaccine or not. Commissioner Withers asked if the employees

were against everything related to Covid 19. Executive Director Hazen said he did not know. Commissioner Alegria asked if any decision we make will go to the union? Executive Director Hazen said yes but we have a good relationship with the union, but any decision the Board makes must go to the union. The union wants to be at the table to make sure it is fair and just for all. Executive Director Hazen said that everyone is waiting for the Federal OSHA mandates to be released. Hazen suggested that in the meantime we could make temperature scanners and rapid tests available for the employees. Chair Boothe-Schmidt said she thought it would also be a good idea to start preparing a policy and procedure at this time too. Commissioner Romero suggested we also provide incentives to employees for testing.

- c. DRIVER SHORTAGE UPDATE-Executive Director Hazen reported that a new driver has been hired. The new driver worked at SETD over 10 years ago and will quickly be caught up and ready to work. Hazen also reported that Human Resources Manager Sue Farmer and Mobility Manager Jason Jones attended a Job Fair last week in Astoria. It was not very well attended but contacts were made. Executive Director Hazen is looking at grants available that can assist us in hiring new drivers. Hazen said he wants to attack the driver shortage from all sides by increasing wages, increasing the employee referral bonus, increasing sign on bonuses and make it attractive to come and work for us. Commissioner Alegria asked if the National Guard could assist us with drivers on a temporary basis until the driver positions are filled. Executive Director Hazen said he would investigate that. Commissioner Nino asked about the increase in wages planned for new hired employees is given right away or over a 2-year period. Executive Director Hazen said the wages would be increased over a 2-year period because we only have a short period of time to spend the grant money, but we are also looking at our options with bonuses and how to spread them out incrementally. There was further discussion about the use of employee bonuses instead of wage increases because bonuses can also be given to current employees. Hazen said we want to make it fair and said he would not give bonuses to new employees without giving them to the existing employees. Executive Director Hazen said he and Chief Operating Officer Paul Lewicki have been looking at another option for providing public transportation called Micro Transit which is basically on demand transportation like uber or lift which we would design. This type of service usually uses smaller vehicles which has less than 16 seats which does not require the driver to have a CDL. Hazen said that we will be looking into this and have more to discuss in the future.

10. NEW BUSINESS

- a. OREGON GET THERE CHALLENGE-DRIVER SHORTAGE-SERVICE ADJUSTMENTS-Transportation Options Specialist Kathy Kleczek presented information about the upcoming Get There Challenge 2021 which will be running from October 4th through October 17th. The Get There Challenge requires that you are age 18 or older live or work in Oregon to participate. Participants first have to go to the Get There website and create an account. Then go to the dashboard to log in your activities and achievements which included the dates, types of transportation and the length of your trips. Whether you are commuting, carpooling, walking, riding a bike, riding the bus, working remotely, meeting remotely, or driving your car you enter this information. The program then tracks your statistics and adds up your points from your participation. This information is then calculated in to points and submitted for you to be eligible for prizes. Kathy also explained options for traveling and how to submit them on the dashboard. If anyone has questions, please contact Kathy and she will walk you through it.

11. CORRESPONDENCE- Executive Director Hazen read an announcement and displayed the picture of one of the new Gillig buses taken at the Astoria Column by Operations Officer Paul Lewicki who had submitted it to the Rural Transit Assistance Program's recent photo contest. Paul had won Honorable Mention. Paul has also submitted the photo to a contest for SDAO.

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report. Hazen said that he has changed the lease agreement at the Seaside Office to a 3-year lease instead of 5 years. The name Returning Citizens is the name that has been put on the program to set up CDL training programs at prisons. Executive Director Hazen reported that there is a lot of interest and excitement nationwide and in Oregon. He recently met with Northwest Oregon Works and will be meeting with the Sheriff and the head of Parole and Probation next week.

13. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board.

14. OTHER ITEMS- None

Meeting was adjourned 11:11 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____
Diana Nino

DRAFT

Sunset Empire Transportation District
SEP FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the October 2021 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 3 = 25% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$805,059 (\$92,296 more than budget), YTD Total Materials & Services was \$257,250 (\$77,894 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$9,786; \$586 over monthly budget and \$7,888 over YTD budget.
- Lower Columbia Connector: Revenues for the month were \$6,244; \$2,710 more than monthly budget and \$7,022 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$180; \$1,149 under monthly budget and \$7,537 over YTD budget.
- 4022 Paratransit Fares: Revenues for the month were \$951; \$49 less than monthly budget and \$587 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$1,571; \$3,929 under monthly budget and \$339 less than YTD budget.
- 4110 NW Navigator: Under budget YTD by \$778.
- 4205 Property Taxes: \$3,507 collected in Sep. Over budget YTD \$1,235.
- 4250 Timber Sales: \$4,755 collected in Aug. Over budget YTD \$9,783.
- 4420 Parking: All Spaces Rented.
- 4505 Interest: Sep interest received was \$65. Under budget YTD \$612.
- 5000 Grants: \$39,998 in reimbursements Received.

Expense

- 7000 VET Provider Payments: Rides for the month of July totaled \$230.
 - 8024 Sanitation: Over Monthly Budget \$2,107 – COVID Supplies.
 - 8080 Outreach/Printing: Over Monthly Budget \$894 – Get There Challenge Outreach.
 - 8090 Dues/Subscriptions: Over Monthly Budget \$2,596 –SDAO Membership.
 - 8170 Fuel: Under monthly budget \$899, over YTD budget \$1,228
 - END
- ** Fuel over budget YTD \$1,228. Materials & Services (without capital expense) is under budget for MTD by \$33,592 and under budget YTD \$77,894.

Follow up Items:

***Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.

**Consolidated Statement of Activity - MTD and YTD
September 30, 2021**

<u>Revenues</u>	<u>M-T-D Actual</u>	<u>M-T-D Budget</u>	<u>Variance</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>
4010 FIXED ROUTE FARES	9,786.22	9,200.00	586.22	34,822.44	26,934.00	7,888.44
4015 LOWER COLUMBIA CONNECTOR	6,244.25	3,534.00	2,710.25	21,805.91	14,784.00	7,021.91
4021 MEDICAID FARES - IGA	180.00	1,329.00	(1,149.00)	13,166.00	5,629.00	7,537.00
4022 PARATRANSIT FARES	951.00	1,000.00	(49.00)	3,363.00	3,950.00	(587.00)
4030 CONTRACTED SERVICES-IGA	1,570.80	5,500.00	(3,929.20)	17,573.50	17,912.00	(338.50)
4110 NW NAVIGATOR	225.87	302.00	(76.13)	647.29	1,425.00	(777.71)
4120 GREYHOUND	3.90	41.00	(37.10)	7.15	150.00	(142.85)
4130 OTHER-VENDING	0.00	25.00	(25.00)	105.88	125.00	(19.12)
4205 PROPERTY TAXES	1,169.34	10,475.00	(9,305.66)	27,506.50	26,575.00	931.50
4206 PRIOR YEAR TAXES	2,331.60	1,925.00	406.60	7,417.52	7,075.00	342.52
4207 PROPERTY TAX INTEREST	6.33	25.00	(18.67)	36.27	75.00	(38.73)
4210 LAND SALES/US FISH & WILDLIFE	0.00	0.00	0.00	1,774.61	0.00	1,774.61
4310 TIMBER SALES	4,754.58	0.00	4,754.58	89,782.79	80,000.00	9,782.79
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	27,199.69	19,300.00	7,899.69
4420 PARKING SPACE LEASE	760.00	760.00	0.00	2,280.00	2,415.00	(135.00)
4505 INTEREST EARNED ON BANK ACCT	64.92	125.00	(60.08)	263.06	875.00	(611.94)
4605 OTHER INCOME	59.00	13.00	46.00	10,685.45	39.00	10,646.45
5201 OREGON STF FUNDS	0.00	0.00	0.00	23,233.00	29,000.00	(5,767.00)
5202 OREGON STIF FUNDS-DISCRETIONARY	39,998.00	0.00	39,998.00	39,998.00	0.00	39,998.00
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	229,432.00	230,000.00	(568.00)
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	105,464.00	103,000.00	2,464.00
5302 5310 MOBILITY MGT/PM	0.00	0.00	0.00	15,523.00	15,000.00	523.00
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	19,025.93	18,500.00	525.93
5306 CARES ACT	0.00	0.00	0.00	113,946.00	0.00	113,946.00
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	0.00	110,000.00	(110,000.00)
Total Revenues	68,105.81	34,254.00	33,851.81	805,058.99	712,763.00	92,295.99

	<u>M-T-D</u>		<u>M-T-D</u>		<u>Y-T-D</u>		<u>Y-T-D</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>	<u>Variance</u>
<u>Expenses</u>								
6010 WAGES	171,867.76	156,900.00	(14,967.76)	541,803.70	527,200.00	(14,603.70)	527,200.00	(14,603.70)
6111 TAXES	20,337.25	27,504.00	7,166.75	65,577.66	82,512.00	16,934.34	82,512.00	16,934.34
6210 BENEFITS	46,399.25	62,750.00	16,350.75	121,642.68	188,250.00	66,607.32	188,250.00	66,607.32
SUB TOTAL WAGES/TAXES/BENEFITS	238,604.26	247,154.00	8,549.74	729,024.04	797,962.00	68,937.96	797,962.00	68,937.96
7010 VET PROVIDER RIDES	230.01	2,500.00	2,269.99	982.11	7,500.00	6,517.89	7,500.00	6,517.89
8000 AUDIT	0.00	0.00	0.00	5,500.00	7,000.00	1,500.00	7,000.00	1,500.00
8001 PROFESSIONAL SERVICES	0.00	7,167.00	7,167.00	1,000.00	21,501.00	20,501.00	21,501.00	20,501.00
8002 LEGAL COUNSEL	0.00	5,000.00	5,000.00	0.00	15,000.00	15,000.00	15,000.00	15,000.00
8003 BANK/MERCHANT FEES	146.31	167.00	20.69	501.00	501.00	0.00	501.00	0.00
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	564.00	675.00	111.00	675.00	111.00
8015 COMP/FURNITURE/DURABLE GOODS	418.00	4,292.00	3,874.00	3,977.06	16,068.00	12,090.94	16,068.00	12,090.94
8020 B & M	3,534.70	3,649.00	114.30	11,710.87	11,833.00	122.13	11,833.00	122.13
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	3,414.00	3,750.00	336.00	3,750.00	336.00
8024 SANITATION	2,606.51	500.00	(2,106.51)	3,701.07	1,850.00	(1,851.07)	1,850.00	(1,851.07)
8031 ONLINE SUB & IT SERVICES	5,699.67	12,500.00	6,800.33	25,772.60	31,700.00	5,927.40	31,700.00	5,927.40
8040 TELEPHONE/INTERNET	2,876.76	5,000.00	2,123.24	10,019.06	15,000.00	4,980.94	15,000.00	4,980.94
8041 UTILITIES	1,916.86	2,917.00	1,000.14	6,286.47	8,751.00	2,464.53	8,751.00	2,464.53
8050 HR/EMP RECOGNITION	2,081.92	2,627.00	545.08	9,021.20	8,385.00	(636.20)	8,385.00	(636.20)
8060 TRAVEL & TRAINING	466.20	2,917.00	2,450.80	8,491.78	8,434.00	(57.78)	8,434.00	(57.78)
8080 OUTREACH/PRINTING	4,226.78	3,333.00	(893.78)	6,884.86	9,999.00	3,114.14	9,999.00	3,114.14
8090 DUES, SUBSCRIPTIONS	4,678.99	2,083.00	(2,595.99)	7,441.47	6,249.00	(1,192.47)	6,249.00	(1,192.47)
8091 IGA-DUES	0.00	0.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
8092 FEES/TAXES/LICENSES	125.00	433.00	308.00	594.00	1,299.00	705.00	1,299.00	705.00
8100 INSURANCE	18,040.25	18,100.00	59.75	20,898.25	18,100.00	(2,798.25)	18,100.00	(2,798.25)
8105 UNINSURED LOSS	2,173.96	1,250.00	(923.96)	3,005.03	3,750.00	744.97	3,750.00	744.97
8110 LEGAL ADS	0.00	83.00	83.00	0.00	249.00	249.00	249.00	249.00
8112 MEETING EXPENSE	0.00	125.00	125.00	0.00	375.00	375.00	375.00	375.00
8116 OFFICE SUPPLIES	1,202.50	1,400.00	197.50	3,793.12	3,925.00	131.88	3,925.00	131.88
8170 FUEL	21,100.87	22,000.00	899.13	73,227.72	72,000.00	(1,227.72)	72,000.00	(1,227.72)
8171 VEHICLE REPAIR/OUTSIDE SERVICES	4,997.35	11,500.00	6,502.65	45,479.07	56,000.00	10,520.93	56,000.00	10,520.93
8180 SHOP SUPPLIES/RENTALS	326.94	750.00	423.06	1,985.09	2,250.00	264.91	2,250.00	264.91
SUB TOTAL MAINT/SERVICES	78,175.58	111,768.00	33,592.42	257,249.83	335,144.00	77,894.17	335,144.00	77,894.17
9200 CAPITAL EXPENSE	330,577.87	616,000.00	285,422.13	732,056.74	628,000.00	(104,056.74)	628,000.00	(104,056.74)
Total Expenses	647,357.71	974,922.00	327,564.29	1,718,330.61	1,761,106.00	42,775.39	1,761,106.00	42,775.39
Excess Revenue Over (Under) Expenditures	(579,251.90)	(940,668.00)	(293,712.48)	(913,271.62)	(1,048,343.00)	(1,048,343.00)	(1,048,343.00)	(1,048,343.00)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 9/30/2021

	This Year
Assets	
1020 GENERAL CHECKING LC BANK	67,688.35
1030 LGIP - GENERAL FUND	(382,021.19)
1040 PAYROLL ACCOUNT LC BANK	(57,530.23)
1050 MONEY MARKET LC BANK	1.33
1095 CASH RECEIPTS CLEARING SYSTEM	(595.80)
1210 ACCOUNTS RECEIVABLE SYSTEM	2,447.53
1251 PASS TRANSIT RECEIVABLES	98.00
1425 PREPAID WORK COMP	<u>(15,970.40)</u>
Total Assets	<u><u>(385,882.41)</u></u>
Liabilities and Net Assets	
2010 ACCOUNTS PAYABLE SYSTEM	978,592.82
2050 CREDIT CARD PAYABLE	19,020.03
2059 CREDIT CARD PAYMENT CLEARING	(15,929.00)
2060 PAYABLE TO NWN	(356.05)
2100 ACCRUED LABOR SYSTEM	(121,854.82)
2114 FED W/H TAX PAYABLE	(2,833.16)
2124 BENEFITS MEDICAL SDIS	874.46
2133 GARNISHMENTS	<u>452.80</u>
Total Liabilities	857,967.08
Change in Net Assets	<u>(1,243,849.49)</u>
Total Net Assets	<u>(1,243,849.49)</u>
Total Liabilities and Net Assets	<u><u>(385,882.41)</u></u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 9/30/2021

<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>
[6251] AMTRAK	7/01/2021	1260	6/01/2021	May 2021 Settlement	0.00	0.00	0.00	1,841.60	1,841.60
[6251] AMTRAK	7/31/2021	1281	7/01/2021	Jun 2021 Settlement	0.00	0.00	2,646.24	0.00	2,646.24
[6251] AMTRAK	8/31/2021	1337	8/01/2021	Jul 2021 Settlement	0.00	3,456.00	0.00	0.00	3,456.00
[6251] AMTRAK	10/01/2021	1339	9/01/2021	Aug 2021 Settlement	2,788.35	0.00	0.00	0.00	2,788.35
[6011] ANDI WARREN INSURANCE AGENCY	9/11/2021	1316	9/01/2021	Sep 2021 Parking Space #14	0.00	47.50	0.00	0.00	47.50
[6162] OREGON EMPLOYMENT DEPT	10/01/2021	1306	9/01/2021	Aug Bus Passes-Astoria STEP	98.00	0.00	0.00	0.00	98.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	9/14/2021	1329	8/15/2021	Med Rides 08/01- 08/14/2021	0.00	1,295.00	0.00	0.00	1,295.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	9/20/2021	1330	8/21/2021	Med Rides 08/15- 08/21/2021	0.00	1,376.00	0.00	0.00	1,376.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	9/30/2021	1331	8/31/2021	Med Rides 08/21- 08/31/2021	1,506.00	0.00	0.00	0.00	1,506.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	10/01/2021	1332	9/01/2021	COVID MEALS - AUG 2021	575.00	0.00	0.00	0.00	575.00
Total					4,967.35	6,174.50	2,646.24	1,841.60	15,629.69

SUNSET EMPIRE TRANSPORTATION DISTRICT
Accounts Payable Aging by Vendor as of 9/30/2021

<u>Invoice Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6186] RECOLOGY WESTERN OREGON									
9/29/2021	17252065	10/31/2021	09/2021 GARBAGE SRV - TC	175.35	175.35	175.35	0.00	0.00	0.00
Total for[6186] RECOLOGY WESTERN OREGON				175.35	175.35	175.35	0.00	0.00	0.00
[6192] SDAO									
9/29/2021	R09292021	12/31/2021	2022 MEMBERSHIP DUES`	4,125.00	4,125.00	4,125.00	0.00	0.00	0.00
Total for[6192] SDAO				4,125.00	4,125.00	4,125.00	0.00	0.00	0.00
[6257] WESTERN STAR NW INC									
8/19/2021	CR PC201063144	9/18/2021	DBL. PMT - CALIPERS/BRAKE ROTOR/SHOES	(609.14)	(609.14)	0.00	0.00	(609.14)	0.00
8/19/2021	CR PC201063175	9/18/2021	DBL PMT - DISC PAD REPAIR KIT	(173.52)	(173.52)	0.00	0.00	(173.52)	0.00
9/03/2021	CR PQ201022721	10/03/2021	CREDIT - BRAKE PARTS - BUS 73 PAID IN ERROR - ESTIMATE ONLY	(1,042.84)	(1,042.84)	0.00	(1,042.84)	0.00	0.00
Total for[6257] WESTERN STAR NW INC				(1,825.50)	(1,825.50)	0.00	(1,042.84)	(782.66)	0.00
[6276] COMPLETE COACH WORKS									
9/03/2021	80389	10/03/2021	35' Remanufactured Gillig Bus - F/R	330,577.87	330,577.87	0.00	330,577.87	0.00	0.00
Total for[6276] COMPLETE COACH WORKS				330,577.87	330,577.87	0.00	330,577.87	0.00	0.00
Report Total				333,052.72	333,052.72	4,300.35	329,535.03	(782.66)	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing with Accounting Distribution

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	9/07/2021	[6033] CARD SERVICE CENTER - Phone Payment STMT 07/09-0/08/2021	CREDIT CARD PAYMENT	7340.78	7,340.78
EFT	9/10/2021	[6225] VALIC-JPM CHASE - Payroll Dated 09/10/2021	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	2776.79 2519.13 736.08	6,032.00
21159	9/14/2021	[6001] ACCUFUND INC - HOSTED SERVICES: 10/01 - 12/31/2021	IT SERVICES/CONTRACTS	5313	5,313.00
21176	9/14/2021	[6259] ISLER CPA - AUDIT FYO 06/2020	AUDIT	5500	5,500.00
21193	9/14/2021	[6237] WILCOX & FLEGEL - 08/2021 FUEL	FUEL	3408.50	19,561.06
			FUEL	196.07	
			FUEL	2730.98	
			FUEL	13225.51	
21210	9/30/2021	[6193] SDIS - Invoices 2021-18, 2021-19, Adj09.30.21	BENEFITS MEDICAL SDIS	45071.92	45,071.92
Total Checks					88,818.76

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	9/07/2021	-3,546.30
0 Deposits and Other Additions Totaling.....		0.00
51 Checks and Other Withdrawals Totaling.....		8,644.28
1 Adjustments Totaling.....		3,546.30
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	10/08/2021	-8,644.28
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	10/08/2021	-79,912.02
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-79,912.02

Date	Check	To	Check Description	Amount
✓ 8/27/2021	0000284	MOTIONVFX	Jones - Video Production Software	299.00
✓ 9/03/2021	0000326	ZOOM	Hazen - Monthly Charges/Audio Conf., Cloud Recording, Standard Pro Annual, Zoom Rooms	1,088.70
✓ 9/07/2021	0000284	PIXEL FILM STUDIOS	Jones - Video Production Reveals/Badges	59.90
✓ 9/08/2021	0000251	UPS STORE	Lewicki - Shipping - Brown & Brown	17.66
✓ 9/08/2021	0000251	DICK'S CHEVROLET	Lewicki - \Multi-point vehicle inspeciton - Bus 2001	481.78
✓ 9/09/2021	0000251	BEN'S COMPUTER STORE	Lewicki - Ethernet Adapter - Head Signs	34.50
✓ 9/09/2021	0000284	HOME DEPOT CREDIT SERVICES	Jones - Office Supplies/Storage	27.96
✓ 9/10/2021	0001209	ERICKSON FLORAL CO	Farmer - Flowers/Bereavement/Mackenzie	88.90
✓ 9/12/2021	0000284	AMAZON	Jones - Computer Connections	10.99
✓ 9/13/2021	0000251	FULTANO'S PIZZA	Lewicki - Food - Retirement Party	205.50
✓ 9/13/2021	0000284	AMAZON	Jones - Camera Hardware/Audio Mounting	19.75
✓ 9/13/2021	0001209	FRED MEYER	Farmer - Cards	10.28
✓ 9/14/2021	0000326	CHEMWORLD	Hazen - Distilled Water	929.99
✓ 9/14/2021	0000326	ULINE	Hazen - Simple Green for Germ Fogger	1,108.13
✓ 9/15/2021	0000251	ARKANSAS OUTDOOR POWER EQUIP	Lewicki - Pulley - Bus 1901	97.07
✓ 9/15/2021	0000284	AMAZON	Jones - Video Lighting	71.99
✓ 9/15/2021	0000284	WALMART	Jones - Outreach Supplies	16.58
✓ 9/16/2021	0000251	AMAZON	Lewicki - Pallet Jacket - Ops	622.00
✓ 9/16/2021	0001209	CTAA	Farmer - PT Training Class	25.00
✓ 9/16/2021	0001209	CTAA	Farmer - PT Training Class	25.00
✓ 9/16/2021	0001209	CTAA	Farmer - PT Training Class	25.00
✓ 9/16/2021	0001209	CTAA	Farmer - PT Training Class	25.00
✓ 9/16/2021	0001209	CTAA	Farmer - PT Training Class	25.00
✓ 9/16/2021	0001209	BRANDLIVE	Farmer - HR Webinar Training	50.00
✓ 9/17/2021	0000269	ADOBE INC	Parker - Monthly Charge	10.99

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓	9/18/2021	0000251	ADOBE INC	Lewicki - Monthly Subscription/Paul	14.99
✓	9/18/2021	0000251	ADOBE INC	Lewicki - Monthly Subscription/Jennifer	14.99
✓	9/21/2021	0000284	HOME DEPOT CREDIT SERVICES	Jones - Equipment Storage	83.34
✓	9/21/2021	0001209	CTAA	Farmer - Dr Super Training Class	75.00
✓	9/22/2021	0000284	HOME DEPOT CREDIT SERVICES	Jones - Office Supplies	47.14
✓	9/23/2021	0001209	FRED MEYER	Farmer - Air Freshener/Maintenance	13.99
✓	9/24/2021	0000251	GOKEY.COM	Lewicki - Security Lock/Supervisoros Office	546.12
✓	9/26/2021	0000251	AMAZON	Lewicki - Papertowels	181.64

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

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Date	Check	To	Check Description	Amount
✓ 9/27/2021	0000251	OFFICE SUPPLY	Lewicki - Covid Wipes	528.40
✓ 9/27/2021	0000284	PIXEL FILM STUDIOS	Jones - Video Production Software	44.90
✓ 9/27/2021	0001217	ONESTREAM	Kleczek - Montly Subscription	39.00
✓ 9/28/2021	0000251	TIMILONTECH	Lewicki - Covid Filters - Air Purifiers	39.99
✓ 9/28/2021	0000284	MOTIONVFX	Jones - Video Production Software	89.00
✓ 9/29/2021	0000251	ZORO.COM	Lewicki - Magnet - Ops Office	13.57
✓ 9/29/2021	0001209	CTAA	Farmer - PT Training Class	25.00
✓ 9/30/2021	0000251	SKIPANON MARINE & RV SUPPLY	Lewicki - Roof Sealant	71.70
✓ 9/30/2021	0000284	AMAZON	Jones - Camera Mount Display	63.98
✓ 10/01/2021	0000251	AMAZON	Lewicki - Roof Sealant	90.00
✓ 10/01/2021	0000284	MARRIOTT	Jones - Lodging/CTAA Conference	215.46
✓ 10/01/2021	0001209	INDEED	Farmer - Job Posting/TSS	250.00
✓ 10/01/2021	0001209	INDEED	Farmer - Job Posting/Bus Driver	8.96
✓ 10/01/2021	0001209	IPMA HR OREGON	Farmer - HR Webinar Training	20.00
✓ 10/02/2021	0000251	MARRIOTT	Lewicki - Lodging/CTAA Conference	215.46
✓ 10/04/2021	0001209	SHRM	J. Geisler - Membership Renewal	219.00
✓ 10/06/2021	0001209	FRED MEYER	Farmer - Card/Maintenance Ops	5.99
✓ 10/06/2021	0001217	ADOBE INC	Kleczek - Monthly Subscription	14.99
✓ 10/07/2021	0000284	STORYBLOCKS	Jones - Background Video	360.00
Total Checks:				8,644.28

Date	Reference	Adjustment Description	Amount
✓ 9/14/2021	GC	Payment made from Gen. Ck. for Statement ending 09/07/2021	3,546.30
Total Adjustments:			3,546.30

Date: October 22, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Mandatory Vaccinations

This is a continuation of the conversation that the Board has been having about whether the District should implement mandatory vaccinations for Covid-19. At last month's meeting, there was a lot of discussion about testing and what would that look like for us. We have made the thermometers available for employees to use on a voluntary basis. We haven't purchased any testing kits yet to make them available for employees to use. I recently was advised by a doctor to get a test based on the symptoms I was showing. I went to Camp Rilea for my test from public health because I had a referral from a physician. It was a rapid test and it ended up being negative. The accuracy of the tests isn't the greatest. The doctor that I had my consultation with did tell me that the rapid tests have a 30-50% failure rate.

I reached out to Rogue Valley Transportation District to learn where they found access to testing kits. They are rapid tests that can be administered on-site and receive results in 15 minutes. In looking at the information that they company they worked with, it states that tests should be administered by a medical professional or trained administrator. That could be very challenging for us to have a designated person because we have so many different shifts every day. Pricing is based on the volume of kits you buy. Each test kit has two tests in it and the cost for the kits range from \$27.00 to \$30.00 per kit.

Things to consider include how often should employees be tested, once a week, three times a week, or other timeframes? Should testing time be paid? Who should pay for the test kits, the employee or the District? Who would be the administrator(s)? Should we send employees to Urgent Care (Not CMH) for testing? What about early morning shifts? Should we consider polymerase chain reaction (PCR) tests and have to wait 24 hours for results?

Based on the direction of the Board, keep in mind that we will have to work with the union on setting up a program for drivers and mechanics.

Date: October 18, 2021

To: Board of Commissioners

From: Mary Parker

Re: Agenda Item 10.a Best Practices

SETD has liability insurance coverage through Special District's Insurance Service (SDIS). SDIS has developed an annual Best Practices Program designed to assist districts with implementing Best Practices to mitigate risk in areas of high exposure. Each year SDIS offers their members an opportunity to receive a discount on their insurance premiums by participating in a Best Practices Survey. The incentive of this program is to reduce liability. The subject of these survey's changes every year and requires participants to review their practices, training and polices.

We work closely with SDAO and SDIS with the writing of or the updating of our policies and utilize them as a reliable resource for employee training. This year, the SDIS survey is focused on Cyber Security. iFocus, our managed services provider, provides most of the security we need to have in place and SDIS is providing the training and assisted us with an updated SETD Cyber Security Policy. Once the updated SETD Cyber Security Policy is distributed to staff, we will submit the survey to SDIS and SETD will receive a 10% discount on their 2021 insurance premium costs.

The 10% discount for this year is broken down as follows:

We get a 2% discount for belonging to the Oregon Transit Association

We get a 2% discount for having a cyber security policy

We get a 2% discount for filling out the cyber security checklist

We get a 2% discount for attending cyber security risk management training

We get a 2% discount for attending SDAO-SDIS training

Date: October 22, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b Title VI Plan Update

The District's Title VI Plan has to be updated every three years. Because the current plan is still relevant and useful, only minor edits such as updating the census data and some wordsmithing has occurred. Jason and I will be available to answer any questions you may have about the update.

Staff is recommending that a motion be made to adopt the October 28th, 2021 update to the Title VI plan.

SUNSET EMPIRE TRANSPORTATION DISTRICT



TITLE VI PROGRAM

Adopted:

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Introduction

Sunset Empire Transportation District (SETD) is committed to providing transportation services to the public and ensures that no person shall, on the ground of race, color, national origin, religion, age, marital status, sexual orientation, gender identification, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by SETD.

Title VI Complaint Procedures

Any person who feels they have been discriminated on the grounds of race, color, national origin, religion, age, marital status, sexual orientation, gender identification, or disability by SETD may file a complaint by submitting the Title VI complaint form. Members of the public may file a signed, written complaint to SETD up to one hundred and eighty (180) days from the date of alleged discrimination. A sample Title VI Complaint Form can be found as **Attachment A**. Complaints must at a minimum contain the following information:

- Contact Information; name, mailing address, and how to contact complainant (i.e., telephone number, email address, etc.)
- How, when, where and why complainant alleges s/he was discriminated against. Include the location, names and contact information of any witnesses.
- Other significant information.

The complaint may be filed in writing with SETD at the following address:

Sunset Empire Transportation District
Attention: Jeff Hazen, Executive Director
900 Marine Drive
Astoria Oregon 97103
Email address: jeff@ridethebus.org
By Phone: (503) 861-5399
By Facsimile: (503) 325-1606

Record of Title VI investigations, complaints, or lawsuits

SETD will document, record and report all Title VI complaints and allegations of discrimination to the United States Department of Transportation (USDOT) and the Oregon Department of Transportation (ODOT). SETD has had no Title VI complaints, investigations or lawsuits filed against it over the reporting period.

Language Assistance Plan

A full copy of the Language Assistance Plan is included in **Attachment B**. Key elements of the plan include:

- SETD's employment of Spanish speaking staff to translate, interpret or for communication in person or over the phone.
- All meeting notices will be posted in Spanish and English.
- The entire SETD website can function in English and in Spanish with the Google Translate feature.
- Advertising for new positions will include "Spanish Speaking is a plus".

Notification of Sunset Empire Transportation Title VI Obligations

SETD publicizes its Title VI program by posting its commitment to providing services without regard to race, color or national origin in all buses, schedules, on the SETD website, in the Transit Center, and on other written materials. The public notices, website, and route schedules all include the following statements:

Sunset Empire Transportation District operates its programs without regard to race, color, religion, sex, sexual orientation, gender identification, national origin, marital status, age or disability in accordance with Title VI of The Civil Rights Act, ORS Chapter 659A or other applicable law.

SETD is committed to practicing non-discrimination.

Summary of Public Participation Efforts

In accordance with Oregon public meeting law, all public meetings, including transportation planning meetings, are open to the general public. Accommodations are available for those with limited English proficiency when requested in advance of the meeting.

Public Participation Plan

A full copy of the Public Participation Plan (PPP) is included in **Attachment C**.

Purpose

The purpose of this Public Participation Plan is to establish procedures that allow for, encourage, and monitor the participation of all citizens in the SETD region, including but not limited to low-income, minority individuals, and those with limited English proficiency. While traditional means of soliciting public involvement may not reach such individuals or might not allow for meaningful avenues of input, this effort intends to take reasonable actions throughout the planning process to provide opportunities for historically underserved populations to participate.

Goals and Objectives for the Public Participation Plan

Goal: The goal of the Public Participation Plan is to offer real opportunities in person, via the internet or phone and in writing, for the engagement of all citizens of the region to participate in and provide comment on transportation making decisions.

Objectives:

- To determine what cultural barriers, exist to public participation within the region.
- To provide notifications of meetings, particularly when public input is sought in a manner that is understandable to all populations in the area.
- To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, low-income and minority members of the public.
- To provide avenues for the two-way flow of information and input from populations which are not likely to attend public meetings.
- To encourage participation of minorities on our Transportation Advisory Committee to assist in developing recommendations of service improvements to the Board of Commissioners.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of interest in the identification of specific stakeholders. Stakeholders are broken down into several groups: general public, limited English speaking persons, low-income persons, public organizations or agencies and private organizations and businesses.

General Public: Some of the techniques that can be used to engage the general population are public notices of meetings in the local newspapers, local radio news media, targeted advertising, open house format public information meetings and social media.

Minorities: Language and cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. SETD will make reasonable efforts to engage minority populations using techniques such as including notations in public notices in Spanish that will provide a contact where the individual can be informed of the process/project and will have the opportunity to give input. Advocacy groups can be a good source for connections and dissemination of information to minority and LEP populations. Such advocacy groups or agencies can have insight into the needs of the underrepresented populations and provide valuable contacts or arenas for input. Connections with local translators and a list of resources should be maintained and used as requested and needed. SETD shall work with the Lower Columbia Hispanic Council to assist in recruiting minorities to serve on our Transportation Advisory Committee.

Low-Income: While low-income individuals may have access to all the traditional means of Public Involvement discussed under General Public, they may be less likely to become involved or offer input. Some methods of gaining input directly or indirectly from this population include focus groups, informal interviews, and agency/advocacy group contacts.

Public Agencies: Public agencies can provide valuable input to the planning process and assist in gaining participation from traditionally under-represented populations. Pertinent public agencies include those that have clients who fall into under-represented populations, including but not limited to minorities, low income, and LEP households. These agencies have great insight into the transportation needs of their clients. They are valuable partners in overcoming complex barriers that professionals dealing more distinctly with the provision of transportation services may not be understood.

Private Organizations and Businesses: Private organizations and businesses offer several perspectives that are valuable to the planning process. Often, transportation for employees is of critical concern to private sector employers. This is particularly true in a tourism area like Clatsop County, where many jobs are low income and seasonal. Employees often cannot afford cars, insurance, and maintenance, so they must rely on SETD's public transit system. For that reason, representation of private business interests will be welcome to participate in any planning process or other meetings that will be held. Other techniques could also be determined to be helpful at any stage of the process, and new and different methods will be utilized as deemed appropriate.

Construction Projects Undertaken:

SETD has not undertaken any construction projects during this reporting period.

Title VI () ADA ()
SUNSET EMPIRE TRANSPORTATION DISTRICT
Discrimination Complaint Form

Section I.	
Name:	
Address:	
Telephone (Home):	Telephone (Work):
Accessible Format Requirements?	<input type="checkbox"/> Large Print <input type="checkbox"/> Audio Tape <input type="checkbox"/> TDD <input type="checkbox"/> Other, please explain: _____
Section II.	
Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If you answered "yes" to this question, go to Section III.	
If you answered "no", please supply your name and relationship to the person for whom you are completing this form:	
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Section III.	
I believe the discrimination I experienced was based on (please circle all that apply) RACE AGE NATIONAL ORIGIN COLOR DISABILITY	
Date of alleged discrimination (Month, day, year): _____	
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you, if known. Include the names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____	
Section IV.	
Have you previously filed a discrimination complaint with this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section V.

Have you filed this complaint with any Federal, State, or Local Agency? Have you filed with any Federal or State courts?

Yes No

If yes, check all the apply:

Federal Agency: _____

State Agency: _____

Federal Court: _____

Local Agency: _____

State Court: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI.

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date are required below.

Signature

Date

Please submit this form in person at the address below, email, or mail this form to:

Sunset Empire Transportation District

Attn: Executive Director

900 Marine Drive

Astoria, OR 97103

jeff@ridethebus.org

Attachment B

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with SETD. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Executive Director for review and action.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, SETD may extend the time for filing or waive the time limit in the interest of justice, as long as SETD specifies in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of SETD, the person shall be interviewed by the Executive Director. If necessary, the Executive Director will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be processed according to SETD's Service Improvement and investigative procedures.
4. Within 10 days, the Executive Director will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Oregon Department of Transportation (ODOT) and U.S. Department of Transportation (USDOT).
5. The Executive Director will advise ODOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ODOT and/or USDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address(es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, national origin or sex)
 - d) Date of alleged discriminatory act(s).
 - e) Date complaint was received by the recipient.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions SETD has taken or proposed to resolve the issue in the complaint.
6. Within 60 days, the Executive Director will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the District's Board of Directors. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ODOT, or USDOT, if they are dissatisfied with the final decision rendered by SETD. The Executive Director will also provide ODOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.

8. Contact information for the state and federal Title VI administrative jurisdiction is as follows:

Intermodal Civil Rights Manager
Oregon Department of Transportation
3930 Fairview Industrial Drive SE, MS23
Salem, OR 97302
503-986-3619

FTA Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590



PUBLIC PARTICIPATION PLAN

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STATEMENT OF COMMITMENT

Sunset Empire Transportation District is committed to providing an open and transparent decision-making process to which Clatsop County residents have equal access. SETD will actively solicit the involvement of citizens in the public decision-making process, through public notification, media exposure, community public meetings with comment opportunities in person, over the phone and in writing.

In addition, efforts will be made to offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. This includes seeking out and considering the viewpoints of minority, low-income, and limited English proficiency (LEP) populations as well as older adults and persons with disabilities. These actions will ensure SETD's compliance with the Federal Transit Administration (FTA) Circular 4702.1B ("Title VI Requirements and Guidelines for Federal Transit Administration Recipients").

PUBLIC INVOLVEMENT PURPOSE

The Plan shall be designed to:

- Ensure responsiveness to the level of interest and concern expressed by the public.
- Ensure visibility, transparency and understanding by the agencies, groups and individuals who may participate in the process.
- Ensure that public involvement is carefully and systematically included as part of the decision-making process.

PUBLIC INVOLVEMENT PRINCIPLES

The following principles will be used to develop and implement Public Involvement for SETD projects and programs:

- When a project (e.g., construction activity) may affect a neighborhood, special neighborhood meetings will be scheduled early in the project planning process. Notices will be sent to organized neighborhood groups and any individual who has requested notification.
- All public meeting notices shall be written in clear, concise and understandable language, and will incorporate graphics when it aids the message. The notices will clearly be identified as a SETD notice including the name and logo. The theme font will be consistent and font size will be no smaller than 14 and be printed in English and Spanish.
- The Public Involvement Process will reflect SETD's dedication to provide early and continuous opportunities for the public to be involved in the identification of the impacts of proposed decisions. It will also reflect SETD's desire to seek out the viewpoints of minority, low income, and Limited English Proficiency (LEP) populations, as well as older adults and people with limited mobility.
- While in the course of conducting public outreach and involvement activities, the efforts will be consistent with SETD's Title VI Program, Executive Order 13166 on access for individuals with Limited English Proficiency, and U.S. Department of Transportation (DOT) LEP Guidance.

- Public meetings will be held in locations that are accessible to transit riders and people with disabilities and will be scheduled at times that are convenient for members of the public.
- Public meeting, special meeting and open house notices will be broadly advertised in the community in both English and Spanish (e.g., through posters onboard buses and at major transit stops and facilities, the SETD website, local print media, social media, and email notification to SETD’s outreach mailing list) including the availability of onsite language assistance when requested.

TARGETED PUBLIC OUTREACH

During development of the Public Involvement Plan and/or planning for public engagement in general, SETD will incorporate strategies intended to promote involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with federal Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

At a minimum SETD staff will consider implementing the following public engagement strategies to complement the appropriate plan, project, or service:

- Use supplemental outreach strategies such as surveys and comment cards regarding SETD projects or proposed service changes.
- Partner and network with community organizations to engage members of the public who are less likely to attend traditional public meetings through means such as surveys and focus groups. SETD maintains a list of current and potential future community partners.
- Attend community events and meetings of neighborhood associations, faith-based organizations, advocacy groups, and other groups to solicit feedback from diverse members of the public.
- SETD staff may consult FTA Circular 4703.1 (“Environmental Justice Policy Guidelines for Federal Transit Administration Recipients”) for additional strategies that may be incorporated into the Public Involvement Plan.

PUBLIC COMMENT FOR FARE OR MAJOR SERVICE CHANGES

It is the commitment of SETD to solicit public opinion and consider public comment before raising fares or implementing a major service change. A public hearing is required before the implementation of a fare increase or a major service change. A “major” service change is defined as a modification that affects 15% or more of a single route or 15% or more of all routes. SETD will implement additional public involvement strategies, such as public meetings, neighborhood meetings, or other outreach to affected individuals as appropriate to solicit public comment for consideration in advance of the public forum. Public comments received will be compiled and considered before finalizing SETD’s recommendation to the Board of Commissioners regarding a fare increase or major service change. A summary of the public comments received will be provided as part of the staff report submitted to the SETD Board of Commissioners for the fare increase or major service reduction in question. The summary will be entered as public comment into the appropriate meeting minutes. Information about scheduled public meetings is available via:

- Bus Postings- Postings at transfer points and Major Bus Shelters
- Transit Center Postings
- SETD website
- Appropriate venues, such as senior centers, human service organizations and with community partners
- Email notification, email lists and social media

All comments received are reviewed by SETD staff and the Transportation Advisory Committee and considered in the final recommendations to the Board of Commissioners. The goal of SETD is to always provide the best possible service to current riders or potential riders.

Attachment D

Minority Representation Table

Body	Caucasian	Latino	African American	Asian American	Native American
Transportation Advisory Committee	8	1	0	0	0



LANGUAGE ASSISTANCE PLAN

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Introduction

This Language Assistance Plan has been prepared to address Sunset Empire Transportations Districts (SETD) responsibilities as a recipient of federal financial assistance related to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B, which states that no person shall be subjected to discrimination based on race, color, or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its recipients, clarifying their obligation to ensure that such discrimination does not occur. LEP persons include those individuals whose primary language is not English and who have a limited ability to speak, read, write or understand English. These persons have reported to the U.S. Census that they do not speak English well or speak English at all.

CLATSOP COUNTY – reference: data.census.gov/cedsci/profile

Population	
Total Population	41,072
Population by Ethnicity	
Hispanic or Latino	3,848
Non-Hispanic or Latino	37,224
Population by Race	
White	33,526
African American	224
Asian	552
American Indian and Alaska Native	344
Native Hawaiian and Pacific Islander	91
Other	231
Identified by two or more	2,153
Persons 5 years and Over, Percent Speaking English less than very well	37,088 – 7.4%

Plan Summary

Sunset Empire Transportation District operates local transportation services in Clatsop County. These services include fixed route transportation, ADA Paratransit transportation and Demand Response service. SETD has developed this LEP plan to help identify the reasonable steps that are needed to provide language assistance to the Limited English-speaking population of our county who wish to access our services. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available. SETD has conducted an analysis which surveyed and considered the following factors.

FOUR FACTOR ANALYSIS:

- The number or proportion of LEP persons in the service area who may be served or are likely to encounter a SETD program, activity or service. The main language identified that SETD will encounter the most frequently is Spanish.
- The frequency with which LEP individuals come in contact with the program. As a public transportation provider, it is necessary to recognize this segment of the general population. Through staff feedback and surveys, it has been concluded that Spanish-speaking LEP persons have regular contact with the service. SETD will assess the frequency at which staff has or could possibly have contact with LEP persons.

This includes examining census data, phone inquiries, requests for translated documents, and staff feedback. As a public transportation provider, it is necessary to recognize this segment of the general population. Phone inquiries and staff feedback also indicate that Spanish-speaking LEP persons have regular contact with the service.

- The nature and importance of programs, activities or services provided by SETD to the LEP population. An LEP person's inability to utilize effectively public transportation may adversely affect his or her ability to obtain health care, or education, or access to employment. All the programs that are operated by SETD will be accessible to the LEP population.
- The resources available to SETD and overall cost to provide LEP assistance. This includes identifying bilingual staff, reviewing the cost of using a translation service, determining which documents should be translated, and deciding what level of staff training is needed.

LEP ASSISTANCE

SETD has assessed the available resources that could be used for providing LEP assistance, including determining the cost of professional interpreter and translation services on a case by case basis. The amount of staff and vehicle operating training that could be needed was considered. SETD determines which documents would be candidates for translation and maintains contact with available organizations that SETD could partner with for outreach and translation efforts. Documents that are determined to be vital are translated into Spanish. Vital documents are defined as those documents without which a person would be unable to access services. The following are written communications that are to be available in print in Spanish:

- SETD fixed route bus schedules
- Temporary signs at bus stops and transit centers informing customers of any detours or route changes Reduced Fare Application
- Interior bus posters and stickers displaying safety or system information
- Fare information on fare boxes
- ADA Paratransit application and Brochure
- Onboard surveys
- Service Improvement Forms

LANGUAGE ASSISTANCE

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways SETD staff can communicate and respond to LEP persons, whether in person, by telephone, or in writing.

- SETD will network with local human service organizations and the local Community College that provides services to LEP individuals and seek opportunities to provide information on SETD programs and services.
- SETD will place statements in notices and publications that interpreter services are available for public Board meetings, open house events, committee meetings, and budget meetings with seven-day advance notice. SETD will print route change information in Spanish.
- SETD will survey bus drivers, front-line staff, dispatchers, ADA Paratransit schedulers, and service development planners on their experience concerning any contacts with LEP persons during the previous year. These surveys will help us track trends and identify how best to make changes to meet the needs of our LEP population.
- SETD will provide language identification flashcards at the Transit Center.
- SETD will post the SETD Title VI Policy and LEP Plan on the agency website
- SETD will provide group travel training to LEP persons with the assistance of bilingual volunteers.
- SETD will include language “Spanish speaking a plus” on staff and bus driver recruitment flyers and recruitment posters. Our organization will actively seek out bilingual employees.
- SETD will compile a list of volunteers for additional translation support when needed.
- SETD has acquired a third-party translation service for all public meetings held by the District.

STAFF TRAINING

The following trainings will be provided to SETD staff:

- Information on the SETD Title VI Procedures, Statements and LEP responsibilities.
- Description of language assistance services offered to the public.
- Directions on how to use the Language Identification Flashcards.
- Directions on how to use online language translators such as Google Translate
- Procedures for documentation of language assistance requests.
- How to access and use a language line service.
- How to document and handle a potential Title VI/LEP complaint.
- How to use the booklet “Basic Spanish for Transit Employees”

OUTREACH TECHNIQUES

When staff prepares a document or schedules a meeting, where the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as needed. SETD will keep the LEP community engaged and aware of all types of changes in schedules, fares, programs, or services. Open house events will be staffed with Spanish-speaking staff.

MONITORING & UPDATING THE LEP PLAN

This plan is designed to be flexible and should be viewed as a work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and to monitor changes in demographics and types of services, and to update the Language Assistance Plan when appropriate. At a minimum, SETD will follow the Title VI Program update schedule for the Language Assistance Plan. Each update should examine the following:

- How many LEP persons were encountered?
- Is the existing language assistance meeting the needs of LEP persons?
- What is the current LEP population in Clatsop County?
- Has that changed from the past year?
- Have available resources, such as technology, staff and finances changed?
- Were any complaints received?
- Do staff members understand the Language Assistance Plan policies and procedures?

There are several methods that can be used to assist in answering these questions. One method is to review submitted SETD's Service Improvement Program forms to determine if there were any barriers to accessing service. Census data will also be reviewed as it becomes available to determine changes in the LEP population. Surveys of staff will assist in determining if additional measures need to be taken in the updating of the plan. These surveys will be conducted every 2 years.

DISSEMINATION OF THE LANGUAGE ASSISTANCE PLAN

A link to the SETD Language Assistance Plan and the Title VI Procedures is included on the SETD website at <https://www.nworegontransit.org/wp-content/uploads/2020/03/SETD-TITLE-VI-PROGRAM-2018-UPDATE-ADOPTED-10-25-18-3-04-2020JH.pdf>

Any person or agency with internet access will be able to view and download the plan from the SETD website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and will be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation, which SETD will provide within an appropriate amount of time. Questions or comments regarding the Language Assistance Plan may be submitted to the Executive Director of SETD.

Attachment: F

SUNSET EMPIRE TRANSPORTATION DISTRICT STANDARDS

SERVICE LEVEL STANDARDS

A route's hours of operation, frequency, and other service-level characteristics significantly attract riders. Passengers value convenience and reliability. Service every three hours or service that ends at 6 pm does not provide a convenient option. Service hours and frequencies significantly impact cost; however, too little investment in service levels results in empty buses.

PERFORMANCE MEASURES

SETD Displays performance measures for this category, a brief definition, where to collect the data, how SETD currently performs on the measures, and guidance on metrics for each service type. In some cases, benchmarks are the same for each service type, while in other cases, the performance measure is the same, but the metrics are different.

COST EFFICIENCY STANDARDS

Cost efficiency points to how well SETD's level of output (service hours and miles) matches against the cost to operate such service (Figure 0-2)

SERVICE EFFICIENCY STANDARDS

Transit services utilize public dollars and are responsible to operate in an efficient manner. Figure 0-3 lists metrics that speak to a system's efficient use of resources.

PASSENGER COMFORT/SAFETY STANDARDS

This set of benchmarks (Figure 0-4) is mostly already tracked by SETD and speaks to customer satisfaction beyond simply when and where service operates. The key metric not currently tracked is on-time performance or schedule adherence. Given known summer congestion problems and the problems, it causes for SETD riders, tracking on-time performance is crucial to pinpoint precisely when and how often buses are excessively late or missed trips.

PASSENGER AMENITY STANDARDS

Every transit trip involves waiting at the stop for a certain amount of time. Passenger amenity standards and benchmarks address making that wait feel as safe and comfortable as possible. To help SETD determine where to invest in stop amenities, SETD can create standards based on ridership levels. The creation of these standards will help the agency handle requests and justify actions. Based upon spring and summer ride checks, the general thresholds for high, medium, and lower ridership stops were used to create three tiers of bus stops (Figure 0-5).

Figure 0-1 Service Level Standards

Performance Measure	Definition	Data Source	SETD Performance (Route No.)	Performance Standards ¹		
				Intercity Fixed Route ²	Local Fixed Route	DAR or ADA Paratransit
Service coverage	Higher population and employment densities support higher levels of transit.	Census	Routes hit population centers with 5-59 people per acre	8-12 people or jobs per acre within ¼ mile of route in urban clusters	6-8 people or jobs per acre within ¼ mile of route	>0.5 people or jobs per acre
Minimum span of service – Weekday	Route start and end times determine how many people will use service.	Service schedules	Intercity: 6 am-10 pm Local: 6 am-7 pm	6 am-10 pm	7 am-7 pm	Same as fixed route
Minimum span of service – Weekend	Route start and end times determine how many people will use service.	Service schedules	Intercity: 8:30 am 5:30 pm (PC), 7:30 am-5:30 pm (30) Local: 6 am-6 pm (15); 9 am-6 pm (21)	8 am-8 pm	8 am-6 pm	Same as fixed route
Service frequencies – Weekday ³	Service frequency is a key characteristic for attracting riders, but also has a major impact on operating cost.	Service schedules	60 minutes (10, 20, 101); 30-220 minutes (15); 2 trips (30)	60-45 minutes	60-120 minutes	NA
Service frequencies – Weekend ³	Service frequency is a key characteristic for attracting riders, but also has a major impact on operating cost.	Service schedules	30-220 minutes (15); 3 trips (PC); 30-160 minutes (21)	60-120 minutes	60-120 minutes	NA
Vehicle loading ³	To ensure passenger comfort, agencies set standards for how many standees are acceptable on a route. On long-haul trips, it is more important to provide a seat for comfort.	Ride check or APC data	In process of installing APC.	100%	120%	NA
Service hours per capita	This metric shows how much service is provided to the community.	Rural NTD	Intercity and Local Fixed Route: 0.43 DAR/ADA: 0.1	0.45 - 0.64		0.12 - 0.28
Ridership per capita	This metric shows how much service is consumed by the community.	Rural NTD	Intercity and Local Fixed Route: 4.73 DAR/ADA: 0.17	4.73 – 8.61		0.39 - 0.61

Performance Measure	Definition	Data Source	SETD Performance (Route No.)	Performance Standards ¹		
				Intercity Fixed Route ²	Local Fixed Route	DAR or ADA Paratransit
Service Availability ³	Service availability is required in Title VI analysis, and the FTA often cites percent of population as a way of measuring availability.	Census	58.3% within a ¼ mile of transit	Set by each community. FTA does not require a certain standard but does require tracking progress.		

Figure 0-2 Cost Efficiency Standards

Performance Measure	Definition	Data Source	SETD Performance	Performance Standards ¹		
				Intercity Fixed Route ²	Local Fixed Route	DAR or ADA Paratransit
Operating cost per revenue hour	This metric is reported at system level as it is influenced by fuel, labor, insurance, and other system-wide costs.	Rural NTD; SETD annual report	\$85.37 ⁶	\$80-\$130		
Operating cost per trip	Defined as the cost to provide a specific trip, allocating operating cost on a per passenger basis.	Rural NTD; SETD annual report	Fixed-Route: \$4.74 DAR/ADA: N/A	< \$5	\$6-\$12	<\$25

Figure 0-3 Service Efficiency Standards

Performance Measure	Definition	Data Source	SETD Performance	Performance Standards ¹		
				Intercity Fixed Route ²	Local Fixed Route	DAR or ADA Paratransit
Passengers per revenue hour	The average number of passengers a bus carries for each hour in service.	Rural NTD; SETD ridership reports	Intercity and Local Fixed Route: 17.39 DAR/ADA: 1.67	16-20	6-12	2-4
Passengers per revenue mile	The average number of passengers a bus carries for each mile in service.	Rural NTD; SETD ridership reports	Intercity and Local Fixed Route: 0.78 DAR/ADA: 0.12	1.2	0.25-0.5	0.2




Stop spacing	Close stops provide more access but increase travel times. Balance the need to ensure short walking distances to and from stops with efficient travel time.	SETD GIS data	No existing standard	>1/8-1 mile	>1/8 mile	NA
Travel time ratio (bus to auto)	Provide competitive travel times to attract transit riders. If the bus travel time far outweighs driving time, those with a choice will drive.	Schedules for bus times between major destinations; Google maps for auto times	Intercity Examples: - Transit Center to Cinema: 1.6 - McDonald's Seaside to Cannon Beach: 2.3 Local Example: - Emerald Heights to Fred Meyer: 3.1	1.3	3.0	2.0-4.0
Total vehicle hours to revenue hours ratio	A high ratio of total hours to revenue hours reveals unproductive time, such as deadhead hours.	Already collected by SETD	Fixed route: 1.08 ⁴	1.2	1.3	NA
Farebox recovery ratio	This measures the percent of operating expenses covered by farebox revenue.	Rural NTD	System-Wide: 15.2%	9.9-12.3% (metric reported at system level for all agencies)		

Performance Measure	Definition	Data Source	SETD Performance	Performance Standards ¹		
				Intercity Fixed Route ²	Local Fixed Route	DAR or ADA Paratransit
Transit mode share	The % of trips taken via transit shows transit's role in achieving Transportation Planning Rule goals of reduced VMT	American Community Survey ACS 5-Year Estimates (Table S0801)	Clatsop County: 1.6% (2010-14)	Peer average: 1.26% ⁵		

Figure 0-4 Passenger Comfort and Safety Standards

Performance Measure	Definition	Data Source	SETD Performance	Performance Standards ¹		
				Intercity Fixed Route ²	Local Fixed Route	DAR or ADA Paratransit
On-Time Performance	This measures service reliability by comparing how often a vehicle leaves early or late. Most agencies set a target stating that 1-3 minutes early or 5 minutes late counts as “on time.”	Ride check	NA	80-95%		90-96%
Passenger complaints	Track complaints to gauge customer satisfaction.	SETD reports	17 driver or system complaints per 100,000 boardings ⁷	No more than 25 legitimate complaints per 100,000 boardings		
Road calls / maintenance	Road calls are the number of times a vehicle must be taken out of service.	SETD reports	NA	No more than 10 per 100,000 revenue miles.		
Safety	Bus accidents disrupt service and indicate operator training needs or street design problems.	SETD reports	1.3 Safety Issues or Incident Reports per 100,000 revenue miles ⁷	No more than: 1 preventable accident per 100,000 miles; 2 accidents per 100,000 revenue miles; 2 major accidents per 1,000,000 revenue miles		
No show / late cancellation rate	This tracks the percent of scheduled trips where the passenger is a no-show or failed to provide adequate notice to cancel a trip. It indicates unproductive vehicle time.	SETD reports	27% no-show or cancellation for ADA, DAR, March 2015-Feb 2016 ⁴	NA	NA	No-Show / cancellations > 5%
Trip denials	Trip denials show capacity to provide requested rides within 1 hour of the time requested by the passenger. No ADA trips should be denied.	SETD reports	Data Incomplete ⁴	NA	NA	No patterns of denied service allowed per ADA

Figure 0-5 Amenity Standards and Benchmarks

	Tier 1: Basic Bus Stop	Tier 2: Major Bus Stop with Shelter	Tier 3: Enhanced Bus Stop
Examples of Uses	Typical stop with a concrete pad, route sign, map/schedule, and information in Braille	High Use Stops, Transfer Point	Transit Centers, Highest ridership location, Park-and-Ride
Example Location	Geno's, Crest Motel	Midtown Cannon Beach; Rainier; Sunset Beach; Emerald Heights; Tongue Point	Transit Center in Astoria; Seaside Cinema; Fred Meyer hub; Clatsop Community College
Ridership	Low = <10 Daily Boardings	Medium = 10-25 Daily Boardings	High = >25 Daily Boardings
Required / Preferred Elements ¹	Concrete landing pad Route sign Schedule Lighting Continuous pedestrian access Well-maintained pull-off location (if stop is a pull-off)	Concrete landing pad Route sign Schedule Lighting Continuous pedestrian access Well-maintained pull-off location (if stop is a pull-off) Shelter / seating	Concrete landing pad Route sign System map / Schedule Lighting Continuous pedestrian access Well-maintained pull-off location (if stop is a pull-off) High-capacity shelter(s) Trash can Designated park and ride spaces
Optional Elements	System map / schedules Bench	System map / schedules Secure bicycle parking Trash can	Real-time information Secure bicycle parking Placemaking / art Solar shelters Solar lighting
Photo Examples			

Notes for all tables:

¹ Standards are preliminary thresholds of acceptable performance based on peer systems and industry norms.

² Includes main intercity routes such as Connector routes or Route 101.

³ Represents a Title VI required measure (system-wide service standard per FTA Circular 4702.1B). FTA does not prescribe the benchmark itself, but the tracking of such metrics.

⁴ Data source: March 2015-February 2016, provided by SETD

⁵ Peer ACS data: Redwood (Del Norte Co, CA): 0.8%; Columbia Co, WA: 0.9%; Lincoln Co, OR: 1.7%; Tillamook Co, OR: 0.9%; Grays Harbor Co, WA: 1.7%; Jefferson Co, WA: 1.9%; Pacific Co, WA: 0.6%

⁶Based on Rural National Transit Database Reporting, for all services (Fixed-route plus demand-response).

⁷Data source: March 2015-February 2016.

Executive Director Report
 October 2021 Board Meeting
 Jeff Hazen

-Ridership

We were down 16% in ridership for September. This was due to the cuts in service that occurred in September due to the driver shortage we are experiencing.

	September		
	TY	LY	
10	2,072	2,290	-10%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	97	175	-45%
15	845	1,232	-31%
16	182	240	-24%
17	0	0	#DIV/0!
20	1,499	1,382	8%
21	54	168	-68%
101A	2,600	2,777	-6%
101B	2,020	2,903	-30%
101C	0	0	#DIV/0!
101D	0	0	#DIV/0!
101 Total	4,620	5,680	-19%
LCC	593	518	14%
PC	729	786	-7%
SC	96	323	-70%
Total	10,787	12,794	-16%
YTD	40,062	38,904	3%

-Trainings

The National Rural and Public Intercity Bus pre-conference was held October 19-21 this year. It was virtual so several of us attended the trainings provided. There were sessions showcasing the National RTAP Resource Center, the Transportation Technical Assistance Coordination Library, and the e-learning Portal. A session on the use of Procurement Pro, a session on bus procurement strategies to retain drivers, a session on training schedulers and dispatchers, a session on state management review process and preparation, a session on Financial Management Training, a session on practical grant writing, a session on construction of rural transit projects, a session on a new tool available for two-variable cost allocation, and a session on breaking down barriers to get people where they need to go.

October 25-27, the main conference will be held with a lot more learning sessions available.

-CTAA Webinar

Paul, Jennifer, Sue, and I attended the driver shortage webinar that was held recently. It was one of the best webinars that I have seen CTAA put on. We got some great advice on our recruitment efforts. One of the things that was discussed was the need to make it simple for people to initially apply for jobs. They shared that you have about three minutes to keep someone's interest in applying for your organization. I have longed want to have an online application and now we do, a very simple on that you can see here:

<https://www.nworegontransit.org/employment-setd/>

As you can see it is very brief and meets the three-minute mark. Once they submit it, we will immediately follow up with a phone screening and set up an interview. It is also recommended that we keep our recruitment announcements simple as well. Here is a link to our current driver opening that we have updated <https://www.nworegontransit.org/jobs/fixed-route-bus-driver/>. You will notice that it is much more focused on the workplace rather than the job. We have also changed the title of the recruitment from Fixed Route Driver to just Driver. People outside of transit don't necessarily know what fixed route means, and by just having Driver, all of the people looking for a driving position will see our recruitment. You'll also see that we don't include any reference to drug testing and background checks. Those are barriers to people applying and many will think they won't qualify because of it so they won't apply. We can discuss those things during the in-person interview and offer of employment. People need to understand that just because they have something in their past will make them ineligible for employment with us. We are looking at the person in front of us now and who they are, not the person that made a mistake in the past. That's how we will determine who we hire.

-CTAA Expo

Jennifer, Jason and I will be attending the CTAA Expo in Richmond, VA during the second week of November. There will be great workshops and opportunities to see what is new in the industry from the various vendors that will be set up there.

~~-Offender Re-entry Program~~ Returning Citizens Program

Sue and I met with the Sheriff and the head of Parole and Probation along with Jerry from Northwest Oregon Works. It was a very productive meeting and I'm pleased to report that Sue created a recruitment package for them, and they will be referring people that could benefit from this program to us. As a follow up to the meeting, Jerry contacted me with a few more questions about the program. This week, I received a call from the Executive Director on Northwest Oregon Works, and they are excited about this program and are going to support us by giving us \$3,000 per person that we hire through this local program to help defray training costs. It costs us a little over \$5,000 to train someone so this is great news!

A few weeks ago, Julia Castillo from Iowa set up a nationwide call to talk about the blog post that she wrote about this. We had transit agencies from all over the country on the call and she and I were able to share what we are doing in our respective states. There was overwhelming support for this program, and we agreed to make this call a regular event. The next one will be held on November 17th so we can update progress so far.

The following week, CTAA and the National Workforce Investment Board Association held a town hall to discuss our transit driver shortage and how workforce boards could help us in our efforts to recruit drivers. Julia was one of the panel members and she discussed the Returning Citizens Program and Scott Bohgren, the Executive Director of CTAA was a panel member as well. I was able to speak in the townhall about the local program we set up and that we included the local workforce investment board in our meeting. Members from across the nation were very interested in the program.

The team that I set up met with the Department of Corrections along with staff from DMV. It was a very good meeting and there is lot of interest from the DOC in the program for the prison system. DMV made a request that we expand it to include other CDL related industries. I told them that I was going to be selfish because of the dire need of transit drivers. I did let them know I was open to discussing it. There were several things we discussed about the details of the program and things we need to work on for our next meeting. At the next meeting, we will be offering up a pilot program with transit only to get this off of the ground. ODOT's Public Transportation Division has money for this program, but it has to be used for transit only so I'm going to use that as a selling point. ODOT staff is already researching transit training software that we could use for the program.

I have been invited to present this program at the AASHTO quarterly meeting that will be held in Richmond during the same time as the CTAA Expo. I'm excited to be able to share this with state DOT's from across the country!

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases. September (16%) YTD +3%**
 - Services to underserved areas of Clatsop County
 - Expansion of routes/frequency planned prior to pandemic
 - On-time performance/service reliability **New schedules were put into place based on actual time point data. August performance: SETD 59.1%, TCTD 62.3%, LCT 54.3%**
 - Schedule adjustments **Updated to be more relevant**
 - Congestion
 - Construction
 - Summer schedules **Put into place on several routes**
 - Reliability for workforce transportation
 - Use of technology to improve service **About to rollout tablets on buses for drivers to be able to easily see times at stops.**
 - Fleet reliability

- Update SETD Emergency Plan
 - SETD Emergency Operation Plan
 - Backup communications
 - Access to fuel
 - Strategic plan to integrate with Clatsop County Emergency Plan
 - Disaster planning
- Employee Recruitment/Retention **Working on an offender re-entry program**
 - Diversity of staff
 - Robust recruitment platform
 - Increase applicant pool **New online application**
 - Track turnover rate
 - Training for advancement **Non-supervisory personnel have begun taking supervisory trainings in preparation for future opportunities**
- Facility Investment
 - Protecting investment
 - Plan for moving Operations facility out of tsunami inundation zone
 - Added space for fleet expansion and conversion to alternative fuels
 - Bus shelter amenities/access
 - Lighting
 - Accessibility
 - Locations to advance multimodal integration
 - Flag-stop evaluation/signage **Adding new stop on eastbound Marine Dr. in the Uniontown area of Astoria.**
 - Cleanliness of buses, shelters and facilities **Germ Fogger equipment now in use**

Priority Two

- Outreach/Marketing
 - Marketing Plan **Received grant to develop plan**
 - Refresh branding/signage
 - Outreach and Materials available in Spanish **Continue to do**
 - Lower Columbia Connector marketing plan
 - Information availability in appropriate locations
 - Website Enhancements **New trip planner in place**
 - Story telling with outreach and website
 - Reduce miles traveled by cars

Priority Three

- Travel Training Center
 - Plan for integrating with relocated operations facility

October 2021, Operations

Paul Lewicki

Staffing continues to be an issue. We have two new drivers in training, but lost one to resignation, and one to retirement. We continue to operate on our reduced service schedules but still experience some driver overtime. At this point, it appears that we can continue at current service levels for the foreseeable future. Still working toward rebuilding driver resources and restoring normal service levels but I expect driver shortages to continue into the spring of 2022 at a minimum.

Sadly, one of our new Gillig buses was involved in an accident resulting in our having to take it to a shop in Portland for repairs. With parts needing to be ordered and partial wrap restoration required, the bus may be out of service until mid-November.

One of our Portland motor coaches, the is also in the shop in Portland. It is in for warranty work from two previous repairs involving the transmission and electronic controls. I anticipate its return to service by the end of October.

The three Arbocs, smaller cutaway vehicles which we received in June of last year, all required front suspension rebuilds this month. These buses have each reached about 60,000 miles. Having taken one of the buses to the authorized repair station in Hillsboro and having received an estimate of \$4,000 per bus to do the repairs, we determined that we could accomplish the repairs in house. This was accomplished by our own maintenance crew at a cost of about \$1,000 per bus. All Arbocs are currently back in service!

Lastly, an outside shop which handled most of our heavy maintenance/repair work has closed. Industrial Diesel used to be our go to outside vendor for engine work, brakes, and planned maintenance on our larger buses. We had developed a second local vendor as a backup, but with Industrial's closing, Clatsop Fleet has developed a significant backlog and so is not able to offer timely support. This causes us, in many cases, to have to transport buses in need of major repairs, and in some cases planned maintenance, to Longview, Ridgefield or Portland.

We are developing work arounds to be able to do some maintenance on our large buses on site, but our service stalls and bus lift are not of sufficient size to be able to work on these vehicles easily. I'm hopeful that I can report improvements in this situation in the months to come.

We have received responses to the Request for Quotes (RFQ) that we sent our earlier this month. The RFQ is for two buses to replace the motor coaches that we have been using on the Lower Columbia Connector route. I expect that we will award this contract by early November, but do not expect delivery of the buses until next fall, due to the slow down in manufacturing of vehicles nationally.

Also, we are drafting the grant request for our FY22-23 bus procurement (5339). Currently, we are looking at an possible implementation of micro transit at the District in the next year or two and are therefore requesting funds for four smaller (category E) vehicles to support the program. We are also requesting funds for an additional remanufactured Gillig (category A), like the ones we just received from Complete Coach Works, to use on the 101 C/D when those runs return to service, and as a backup for our two new Gilligs until then.

Ride Assist/Deputy Operation Officer
October 2021 Report
Jennifer Geisler

- In September, Ride Assist provided a total of 1000 rides. ADA Paratransit had 583 riders, we provided 290 Medicaid rides for Northwest Rides with 84 escorts. SETD provided six local rides for the VETP service. This is an average of 38 rides per day. There were zero ride denials for the month. Dial A Ride did not provide any service for the month of September.
- We delivered 31 produce boxes over the month. This has shown to be a consistent need in the community and requested every week. This month we had the privilege of delivering squash and frozen chicken among the regular fruits and vegetables that come in the produce box.
- ADA Paratransit Report for August:
 - Number of completed applications received: 10
 - Number of incomplete applications received:
 - Number of determinations made:
 - Within 21 days: 1
 - More than 21 days: 9
 - Determination by type:
 - Unconditional: 1
 - Conditional:
 - Temporary:
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

Ride Assist Fares Collected/Billed for September 2021

• Para-transit Fares	\$579	• Ticket books sold	\$290
• Dial-A-Ride	\$0	• VETP Billed	\$106
• Tickets Collected	\$470	• NWR Billed	\$5346
• Invoiced ADA rides	\$52		

I have officially started the Emerging Leaders Academy Initiative Program through Community Transportation Association of America. In September there was a Zoom “kick off” call with the eighteen “students” in this year’s group, mentors and CTAA staff. We discussed the Mentor Program, Projects, Policy Day, and the Expo in November 2021. Each student completed an EQ-i assessment and a DiSC Workplace Profile, and we discussed the results in a one-on-one phone call. I am excited for what the next nine months bring and the growth that will come from the coaching, training and mentor program.

- In October, I worked with 7 riders who were in need of basic travel training. Of the 7, only 2 were in-person training where we studied trip planning and landmark observance. All trainees were above the age of 40 with 2 at 65 and over. 3 were from the Warrenton area and the other 4 were from South County. Landmark Observance Training is a great way for individuals and our trainees to familiarize themselves with where they are on our bus routes. Knowing where landmarks are and how they work in a trip plan is a basic way to familiarize their surroundings. Landmarks create mental navigation marks for our riders making it easier to determine in real-time if they need to make adjustments in their trip. Being more familiar with specific route landmarks that a rider will see daily helps them remember the next stop, the next time, and then ultimately their endpoint of the trip they are on. People remember specific things in their community because of how unique their surroundings are. Training our riders to use reference points when traveling will help them remember where they are at when on the route.
- We provided 17 trips in October to Veterans needing transportation assistance. 8 Veterans were transported to local medical appointments, while five Veterans were transported to the DAV van for appointments in Portland with 4 Veterans being transported to local physical rehab services. The Veterans Enhanced Transportation Program (VETP) is designed mainly to help transport Veterans with no other transit options to the DAV Van in Astoria for trips to Portland or local appointments approved by the VA. We continue to work closely with the Veteran's Service Officer (VSO) through Clatsop Community Action. The VSO plays an integral role in helping us ensure that the Veterans we help are fully eligible for transportation benefits. Our communication with the VSO remains strong. I was able to help Criselda Wilcox from Worksource Oregon renew 20 expired bus passes due to COVID. COVID canceled a lot of the need for use of our bus passes but now the need is there again.
- For 1, it takes 1. There are roughly 19 Veterans and active personnel in America who commit suicide each day. Though our Veteran's Enhanced Transportation Program (VETP) helps Veterans get to medical services, we believe at least one individual is in crisis every day in Clatsop County and we have the opportunity to be there for them potentially. www.veteranscrisisline.net, **Call 1-800-273-8255 and Press 1, Text 838255**
- Kathy and I attended the Cannon Beach Tsunami Wayfinding Wednesday this month and learned valuable lessons on how to safely evacuate to local Tsunami zones. Rick Hudson is the Emergency Manager for these exercises and I encourage all of you to visit the site: <https://www.ci.cannon-beach.or.us/emergencymgmt/page/tsunami-wayfinding-wednesdays>
- I have spent the last month working on the Yes You Can video project to help get the word out all the services that SETD has for our local community. Most every travel training session begins with a simple question from the trainee: Can I get to ____ by riding the bus? And in almost every case, I usually answer by saying "Yes You Can". The video that I'm hoping to release before the end of October will help invigorate current riders to continue riding the bus and perhaps inspire some that do not know how to ride the bus to begin their path on becoming a rider. Here is an example piece to the video: "Can I get to work using the bus?", "Yes You Can", "let us show you how".
- Help get our travel training videos in front of more people by visiting our YouTube page: <https://www.youtube.com/channel/UCi2G1x1YYTZIRJfRpvRGRhg>. Simply like, share, and subscribe to the page. Set your clocks and remember to drop in and watch Transportation Talk on Fridays at 11 am on Facebook Live.



October is Get There Challenge month! I want to thank everyone that made the effort to start new habits, and to track those efforts. We had a great challenge this year, with our regional participants going from 87 to 117! That is big for us. For the SETD subnetwork we increased our alternative miles logged from 997 to 1352 and trips logged from 51 to 74!! Great job everyone! Let's keep it going through the whole year.

www.GetThereOregon.org

Transportation in the Time of Corona has now transitioned to Transportation Talk. Have you caught our show lately? Please [like](#) our page, [like the shows](#), and [share](#)! WE are now streaming Live on YouTube as well as Facebook. We have a great [library of videos](#) on Facebook. Sharing and talking about the show and videos helps us get the word out about all the great things happening here at SETD and the other transportation districts in the region. Did you see the show about how to start a workplace carpool program? There is so much we can do together to reduce Single Occupancy Vehicle Trips. Help us grow our audience and reach, join us LIVE on Facebook on Fridays at 11AM, and share to your friends on Facebook. Make sure to check it out, like it and share it on your own page. Remember you can comment and or ask questions at any time, not just during the live show. Did you share the latest video yet? Make sure to give it a thumbs up and subscribe to the YouTube page.

I have been working with ODOT regionally on several different projects. Both Gearhart and Cannon Beach are currently working on Transportation System Plans. Look for outreach events going on about both of those plans. Public input is extremely important in these processes. The City of Seaside and the Seaside School District were awarded a Safe Routes to School (SRTS) planning grant. The planning is underway and there will be a walk audit coming up soon. Keep your eyes open for outreach materials about this important process.

Speaking of keeping your eyes open, make sure to stay extra alert out there, it is dark for more hours of the day. Make sure you are watching for children; School Routes are Everywhere-Drive Like it! And if you are walking or rolling, stay safe by being seen!

Social Media-Get There Oregon

- Outreach to engage NWTO Region in the Get There Oregon challenge
- Posted ODOT Drive Like it Campaign materials
- Live Facebook talks with Jason to educate about the importance of Transportation Options
- Plan series of shows to improve outreach and successful motivation from SOV for car free travel for vacation

Conference/Education

- Attended trainings by ODOT, SRTS Tourism groups network, learn and encourage implementation of TO
- Attended City and County meetings to stay informed and involved in planning to keeping TO at the table
- Webinars on how to help with long term positive travel behavior changes-transit-carpool-biking
- Leading Transportation Options Group for NCTMN- encourage stewardship of the Region and its resources
- Applied for ImpACT Leadership program sponsored by the Association for Commuter Transportation
- Started Social Marketing classes runs from Sept-March

Safe Routes To School

- Bus rides for student field trips- Students ride free, outreach in Spanish about this
- Joined Oregon SRTS network and attending OR cohort meetings virtually-Now HUBS
- Distributed International Walk to School Day information and materials
- Distributing "Drive Like it" materials to schools in Clatsop-Tillamook counties



Marketing, Outreach and Education
October 2021 Board Report
Mary Parker

OUTREACH and ANNOUNCEMENTS-

Prepared September 2021 Board Minutes

Prepped and distributed Public Announcements for the October Board Meeting

Prepared Get There Challenge flyers for posting in shelters

Posted Get There Challenge Flyers in SETD shelters and businesses in Clatsop County

Posted Get There Flyers in Tillamook Transit shelters and businesses in Tillamook County

Distributed Get There Challenge outreach to local chambers, radio, county and city contacts.

Arranged Get There Challenge printed ads in regional newspapers for Clatsop, Columbia and Tillamook County.

Received 2 Ticket Bank Requests and arranged for approval and distribution for both.

Received Public Records Request and arranged for timely response of requested records.

Assisted as a star...in the "Yes You Can" video 2 times.

Removed Get There Challenge announcements from bus shelters.

Updated missing schedules and announcements in all shelters.



**Human Resources
October 2021 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- Participated in SDAO’s HR Roundtable Training
- Oregon Paid Family Medical Leave Act Webinar
- Brown & Brown Risk Management Webinar Series
- CTAA Webinar Recording: The Driver Crisis
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Attended meeting with SETD Executive Director Jeff Hazen, Northwest Oregon Works Business Services Manager Jerry Hardman, Clatsop County Sheriff Matt Phillips and Parole & Probation Director Kristin Hanthorn on Tuesday, September 28, 2021 to discuss the driver shortage and incarcerated reentry bus driver program.
- Conducted several interviews for a potential bus drivers. Applicants were provided DMV permit manuals and asked to advise us when they obtain their CDL B permit.
- Prepared for Retirement Party for Norm Myers. There was great participation and lots of stories!
- Conducted Exit Interview with Maintenance Mechanic Norm Myers.
- Participated in Mobility Managements latest training video, “Yes, You Can!”
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, October 20, 2021.
- Prepared evaluation templates for Evaluations Due in October and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Sent notices to drivers regarding upcoming renewals of CDL’s and Medical Certifications for September.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

NEW EMPLOYEE ORIENTATIONS:

- Provided New Employee Orientation for new Fixed Route Bus Driver Cathy Walker. Cathy drove for SETD for 2 years prior to 2008. She most recently worked for Walmart and drove for Royal Cab.
- Provided New Employee Orientation for our new Transportation Support Specialist Marcy Wood. Marcy comes to SETD from Martin North. She has experience in marketing, administrative assistant, customer service and accounting.

• **WORKPLACE DEMOGRAPHICS:**

Male	27
Female	16
Hispanic/Latino	2
White	39
Two or More Races	2

Updated: 10-19-2021