



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
THURSDAY APRIL 27, 2023
9:00 AM
900 MARINE DR, ASTORIA, OR

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

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. CONTINUED BUSINESS
 - a. Financing Update
10. NEW BUSINESS
 - a. Upcoming Compliance Review
11. CORRESPONDENCE
 - a. Email from Rider
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. EXECUTIVE SESSION – To review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing. ORS 192.660(2)(i)
15. ADJOURNMENT

Connection options and instructions to participate in the public meeting remotely

ONLINE MEETING ZOOM

At the start of our Public Meetings, you will be able to join our online ZOOM meeting using your mobile or desktop device and watch the live video presentation and provide public testimony.

Step #1: Use this link: <https://us02web.zoom.us/j/84203959772>

Step #2: Install the Zoom software on your mobile device, or join in a web browser.

Step #3: If prompted, enter the Meeting ID number: 84203959772

Note: Your device will automatically be muted when you enter the online meeting. At the time of public testimony, when prompted you may choose to select the option within the ZOOM software to "raise your hand" and notify staff of your desire to testify. Your device will then be un-muted by the Host, and you will be called upon, based on the name you entered within the screen when you logged in.

TELECONFERENCE ZOOM

At the start of our Public Meetings, you will be able to **dial in using your telephone** to listen and provide public testimony.

Step #1: Call this number: 253-215-8782 or 877-853-5247

Step #2: When prompted, enter the Meeting ID number: 84203959772

*Note: Your phone will automatically be muted when you enter the conference call. At the time of public testimony, when prompted, you may dial *9 to "raise your hand" and notify staff of your desire to testify. Your phone will then be un-muted by the Host and you will be called upon based on your phone number.*

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

APRIL

2023

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ARP	AMERICAN RESCUE PLAN
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CBA	COLLECTIVE BARGAINING AGREEMENT
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENCY 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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

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



**Sunset Empire Transportation District
Board of Commissioners
March 23, 2023
Draft Board Meeting Minutes**

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

Staff: Executive Director Jeff Hazen, Executive Assistant Mary Parker, and Human Resources Sue Farmer
Legal Counsel Matt Malmshemer, Haglund Kelley LLP attended meeting virtually
Arla Miller, ODOT Regional Transit Coordinator

3. CHANGES TO AGENDA- None
4. EXECUTIVE SESSION- At 9:05 am Chair Debbie Boothe-Schmidt announced that the SETD Board of Commissioners pursuant to ORS 192.660(2)(h) would be meeting in Executive Session to consult with our attorney regarding our legal rights and duties regarding current litigation or litigation that is more likely than not to be filed. Representatives of the news media and designated staff are allowed to attend but all other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the Executive Session, except to state the general subject of the session as previously announced. No decision may be made in Executive Session.
5. REGULAR MEETING RESUMED- At 9:40 am Chair Boothe-Schmidt announced that the Sunset Empire Transportation District Board regular meeting had resumed.
6. MINUTES-
 - a. FEBRUARY 15, 2023, BOARD MEETING MINUTES
Commissioner Read moved to approve the February 15, 2023, Meeting Minutes
Commissioner Romero seconded the motion
Discussion-None

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

6 aye
0 nay
Motion passed

- b. FEBRUARY 23, 2023, BOARD MEETING MINUTES
Commissioner Read moved to approve the February 23, 2023, Board Meeting Minutes
Commissioner Romero seconded the motion
Discussion-Commissioner Nino made a spelling correction.

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

6 aye
0 nay
Motion passed

7. REPORTS FROM COMMISSIONERS

- a. Commissioner Romero- Reported that a client he had referred to SETD said they had a wonderful experience with the customer service staff.
- b. Commissioner Read- Reported that she has been working on the Executive Director Evaluation Committee.
- c. Commissioner Alegria- Reported that she also has been working on the Executive Director Evaluation Committee. Commissioner Alegria also attended the Employee Appreciation Day celebration and appreciated the set up which was conducive to conversation, unlike the last one she attended so she was able to talk to people she did not know and really enjoyed it and thanked all who were involved.
- d. Commissioner Nino- Reported that she has successfully filed to run for SETD Board Commissioner in the May election.
- e. Commissioner MacDonald- Reported there has been comments made at the City of Seaside Transportation Meetings about our buses speeding on South Downing which Jeff has responded to and is handling. Commissioner MacDonald also said he had filed at the County to run for SETD Board Commissioner in May.
- f. Commissioner Withers- Reported that he had spoken with tourists in Cannon Beach that were extremely impressed with the bus services including the buses being on time and the nice drivers. Commissioner Withers said he talked with them about SETD and other transportation providers being Special Districts. Commissioner Withers also gave a shout-out to Eric at the Seaside office. He does a wonderful job.
- g. Commissioner Boothe-Schmidt- Reported that she had attended the Employee Appreciation Day BBQ lunch held at Operations in Warrenton which was very nice. She said she also attended the last Northwest ACT meeting which was held in Astoria. Commissioner Booth-Schmidt also said she has been contacted several times by the father of one of our new drivers, who is so proud and happy that his son is working for us.

8. FINANCIAL REPORTS- Chair Boothe-Schmidt reported that Financial Officer Kelly Smith could not attend today's meeting because she was at a training however, Executive Director Hazen could answer any questions the Board might have.

Commissioner Alegria moved to approve the February 2023 Financial Report
Commissioner Read seconded the report
Discussion-Chair Boothe-Schmidt asked for verification of past due payments which Executive Director Hazen verified. No changes were made to the report.

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

6 Aye
0 Nay
Motion passed

9. CONTINUED BUSINESS- None

10. NEW BUSINESS

- a. Naloxone program- Executive Director Hazen said this is a program that he has been thinking about for a long time. Hazen said he had heard that the new Clatsop County Public Health Director, Jiancheng Huang, who is from New York, was incredibly happy with the public transportation SETD provides. Hazen said he reached out to Huang and had a meeting a few weeks ago. Hazen said they discussed the Opioid crisis and the use of Naloxone (Narcan). Hazen said Naloxone is an amazing medication that he has personally seen work and it saves lives. Hazen said his vision is since we have buses that are out in the community, often in very rural areas traveling long distances, that our buses have Naloxone available on them for use if needed.. Hazen said he proposed his idea to Huang to see if we could partner with the Health Department and Hazen said they are all in. Hazen explained that once the Board approves he will work with the Health Department to set up training for all employees and the Board. Hazen also clarified that SETD employees will not be required to administer Naloxone. Naloxone is covered under the Good Samaritan Law and Naloxone does not have any contradictions. Hazen said he discussed this with the drivers last week. Commissioner Withers asked if the driver does not want to administer the Naloxone, could a passenger administer it? Hazen said he would ask the Health Department about that. Commissioner Read asked if Hazen could ask the Public Health Director about providing more public education about Naloxone because she does not think everybody knows about this. Executive Director Hazen said there will be more than one training made available and will notify the Board of the date and time when scheduled. Arla Miller, ODOT Regional Manager suggested that someone take pictures at the training and forward them to her so she can also share this new program with ODOT. Commissioner Nino said that the word contradictions should be contraindications in the Naloxone cover information in Board Pack.

Commissioner Read moved to approve partnering with Clatsop County Health Department to set up a Naloxone program on SETD buses
 Commissioner Nino seconded the motion
 Discussion-Commissioner Romero said he applauded the District and the County making Naloxone available on the buses. Those of us that work with this part of the population know that we have an addiction problem here in Clatsop County.

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

6 Aye
 0 Nay
 1 Excused
 Motion passed

- b. Driver Update- Executive Director Hazen reported that Sue has been doing a great job of getting people hired and we have a lot of new drivers, and we were hopeful that we could start restoring some service. Hazen said unfortunately, Sue has informed him that we are going to be losing several drivers. Some are longer-term employees that are retiring with one confirmed, and the possibility of 2 more retiring as well. Hazen said we do not have any targeted timeline to restore service at this point but, we do not want to start routes and then have to shut them down.

Hazen said we need to be conservative about restoring routes. However, when we can, we will be restoring the weekend service to Astoria and Cannon Beach. Commissioner Alegria asked how many new employees there are. Sue said there have not been any new hires since February, but she has 4 applicants that are in the hiring process.

c. Budget Calendar- Executive Director Hazen suggested that the SETD Budget Committee Meeting for Fiscal Year 2024 be held on Monday, May 1, 2023, at 10:00 AM with lunch provided. If necessary, a second Budget meeting will be held Wednesday, May 10, 2023, at 10:00 AM. Commissioner Romero said he will be unavailable for both meetings.

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

6 Aye
 0 Nay
 1 Excused
 Motion passed

d. Budget Officer- Executive Director Hazen asked the Board to appoint a Budget Officer for 2024 SETD Fiscal Year Budget process.

Commissioner Withers moved to appoint Executive Director Hazen as the Budget Officer for the FY 2024 SETD Budget Committee.

Commissioner Alegria seconded the motion

Discussion- Commissioner Alegria asked if Finance Officer Kelly Smith will be attending the Budget Meeting? Executive Director Hazen said yes, she will be training and participating in the meeting.

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

6 Aye
 0 Nay
 1 Excused
 Motion passed

11. PUBLIC COMMENT- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his submitted report.

13. TEAM REPORTS- Team members reviewed and discussed their submitted reports.

Chair Boothe Schmidt Meeting adjourned meeting at 11:15 AM Mary Parker, Recording Secretary

Secretary/Treasurer _____
 Diana Nino

Date _____

Sunset Empire Transportation District
Mar FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the April 2023 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 9 = 75% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$3,404,098 (\$81,536 less than budget), YTD Total Materials & Services was \$937,175 (\$120,991 under budget).

Revenue

- 4010 Fares: Revenues for the month were \$11,095; \$405 less than monthly budget and \$13,286 less than YTD budget.
- Lower Columbia Connector: Revenues for the month were \$7,244; \$244 more than monthly budget and \$4,897 more than YTD budget.
- 4021 Medicaid Fares: Revenues for the month were \$0.00; \$5,000 less than monthly budget and \$28,540 less than YTD budget (monthly billing went out late due to staff shortage).
- 4022 Paratransit Fares: Revenues for the month were \$912; \$588 less than monthly budget and \$2,640 less than YTD budget.
- 4030 Contracted Services-IGA: Revenues for the month were \$0.00; \$4,500 less than monthly budget and \$19,000 less than YTD budget. (This route is not currently operating due to driver shortages).
- 4110 NW Navigator: Under budget YTD by \$403.
- 4205-4207 Property Taxes: \$17,032 collected in Mar. Over budget YTD \$15,686.
- 4250 Timber Sales: No Timber Sales collected in Mar. Over budget YTD \$62,269.
- 4420 Parking: All Spaces Rented.
- 4605 Other Income: Fees for laminating and Longevity Credit from SDIS
- 5000 Grants: Received \$84,692 in Feb.

Expense

- 6010-6210 Wages/Taxes/Benefits: Over Monthly Budget \$30,003.
 - 7010 VET Provider Payments: Rides for the month of Feb totaled \$366.
 - 8060 Travel/Training: Over Monthly Budget \$1940 – Kathy Kleczek Lodging for ACT Conference & Travel Ability Summit (both are future conferences).
 - 8090 Dues/Subscriptions: Over Monthly Budget \$13,366 – Swiftly Annual Subscription.
 - END
- ** Fuel under budget MTD \$9,725. Materials & Services (without capital expense) is under budget for MTD by \$13,426 and under budget YTD \$120,668.

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. Page 1 of 1

Consolidated Statement of Activity - MTD and YTD
March 31, 2023

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	11,095.04	11,500.00	(404.96)	92,714.47	106,000.00	(13,285.53)
4015 LOWER COLUMBIA CONNECTOR	7,243.74	7,000.00	243.74	71,897.10	67,000.00	4,897.10
4021 MEDICAID FARES - IGA	0.00	5,000.00	(5,000.00)	25,960.00	54,500.00	(28,540.00)
4022 PARATRANSIT FARES	912.00	1,500.00	(588.00)	9,560.20	12,200.00	(2,639.80)
4030 CONTRACTED SERVICES-IGA	0.00	4,500.00	(4,500.00)	0.00	19,000.00	(19,000.00)
4110 NW NAVIGATOR	174.92	200.00	(25.08)	1,846.83	2,250.00	(403.17)
4120 GREYHOUND	0.00	100.00	(100.00)	0.00	900.00	(900.00)
4130 OTHER-VENDING	0.00	0.00	0.00	257.33	400.00	(142.67)
4205 PROPERTY TAXES	16,196.79	20,000.00	(3,803.21)	1,100,484.27	1,080,000.00	20,484.27
4206 PRIOR YEAR TAXES	804.90	2,000.00	(1,195.10)	13,655.63	18,000.00	(4,344.37)
4207 PROPERTY TAX INTEREST	30.51	50.00	(19.49)	396.37	850.00	(453.63)
4310 TIMBER SALES	0.00	0.00	0.00	234,269.25	170,000.00	64,269.25
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	91,397.17	65,000.00	26,397.17
4410 BILLBOARD LEASE	0.00	0.00	0.00	1,200.00	1,200.00	0.00
4420 PARKING SPACE LEASE	760.00	760.00	0.00	6,810.93	6,840.00	(29.07)
4425 CHARGING STATION	0.00	0.00	0.00	37.48	120.00	(82.52)
4505 INTEREST EARNED ON BANK ACCT	206.01	166.00	40.01	4,972.33	1,500.00	3,472.33
4605 OTHER INCOME	7,099.00	2,300.00	4,799.00	11,965.94	19,100.00	(7,134.06)
5201 OREGON STF FUNDS	0.00	0.00	0.00	69,699.00	69,699.00	0.00
5202 OREGON STIF FUNDS-DISCRETIONARY	62,206.00	130,000.00	(67,794.00)	191,948.00	390,000.00	(198,052.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	0.00	0.00	346,131.00	543,618.00	(197,487.00)
5301 5311 ADMIN/OPERATIONS	0.00	138,000.00	(138,000.00)	720,979.00	413,000.00	307,979.00
5302 5310 MOBILITY MGT/PM	26,302.00	0.00	26,302.00	114,202.00	120,580.00	(6,378.00)
5304 TRANSPORTATION OPTIONS	0.00	0.00	0.00	86,154.38	73,350.00	12,804.38
5306 CARES ACT	157,187.00	0.00	157,187.00	207,237.00	250,528.00	(43,291.00)
Total Revenues	290,540.71	323,076.00	(32,535.29)	3,404,098.48	3,485,635.00	(81,536.52)

Expenses

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
6010 WAGES	188,979.40	168,650.00	(20,329.40)	1,718,317.89	1,609,400.00	(108,917.89)
6111 TAXES	33,850.00	27,800.00	(6,050.00)	240,037.79	250,200.00	10,162.21
6210 BENEFITS	55,543.99	51,920.00	(3,623.99)	445,858.30	467,280.00	21,421.70
SUB TOTAL WAGES/TAXES/BENEFITS	278,373.39	248,370.00	(30,003.39)	2,404,213.98	2,326,880.00	(77,333.98)
7010 VET PROVIDER RIDES	366.26	833.00	466.74	3,965.72	7,499.00	3,533.28
8000 AUDIT	0.00	0.00	0.00	14,000.00	10,000.00	(4,000.00)
8001 PROFESSIONAL SERVICES	1,708.40	6,000.00	4,291.60	15,348.44	61,500.00	46,151.56
8002 LEGAL COUNSEL	0.00	410.00	410.00	22,475.58	3,733.00	(18,742.58)
8003 BANK/MERCHANT FEES	206.93	166.00	(40.93)	1,775.60	1,494.00	(281.60)
8010 EQUIP LEASE/RENT	451.00	225.00	(226.00)	1,975.00	2,025.00	50.00
8015 COMP/FURNITURE/DURABLE GOODS	49.00	4,225.00	4,176.00	16,457.45	38,175.00	21,717.55
8020 B&M	2,492.69	3,900.00	1,407.31	26,361.44	34,850.00	8,488.56
8023 BUILDING LEASE	1,008.00	1,250.00	242.00	9,485.61	11,250.00	1,764.39
8032 IT SERVICES/CONTRACTS	4,540.00	7,500.00	2,960.00	81,930.65	67,500.00	(14,430.65)
8031 ONLINE SUB/IT SERVICES	5,272.98	8,700.00	3,427.02	93,278.00	77,300.00	(15,978.00)
8040 TELEPHONE/INTERNET	3,050.94	2,900.00	(150.94)	27,201.88	26,100.00	(1,101.88)
8041 UTILITIES	2,788.92	2,916.00	127.08	24,952.30	26,240.00	1,287.70
8050 HR/EMPLOYEE RECOGNITION	2,318.66	3,100.00	781.34	23,464.00	26,875.00	3,411.00
8060 TRAVEL/TRAINING	2,939.98	1,000.00	(1,939.98)	32,746.84	22,450.00	(10,296.84)
8076 ELECTION FEES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
8080 OUTREACH/PRINTING	598.81	3,350.00	2,751.19	24,716.04	30,150.00	5,433.96
8090 DUES, SUBSCRIPTIONS	14,615.67	1,250.00	(13,365.67)	25,124.00	11,250.00	(13,874.00)
8091 IGA-DUES	0.00	0.00	0.00	0.00	11,700.00	11,700.00
8092 FEES/TAXES/LICENSES	100.00	300.00	200.00	1,168.47	3,000.00	1,831.53
8100 INSURANCE	21,734.00	21,750.00	16.00	71,135.17	87,000.00	15,864.83
8105 UNINSURED LOSS	5,000.00	1,250.00	(3,750.00)	23,398.00	11,250.00	(12,148.00)
8110 LEGAL ADS	0.00	75.00	75.00	0.00	750.00	750.00
8112 MEETING EXPENSE	44.46	125.00	80.54	1,485.92	1,125.00	(360.92)
8116 OFFICE SUPPLIES	1,091.39	1,200.00	108.61	11,191.69	11,350.00	158.31
8170 FUEL	29,274.54	39,000.00	9,725.46	277,203.03	353,500.00	76,296.97
8171 VEHICLE REPAIR/OUTSIDE SERVICES	10,934.82	12,750.00	1,815.18	99,076.44	112,850.00	13,773.56

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
8180 SHOP SUPPLIES	411.29	250.00	(161.29)	7,580.38	2,250.00	(5,330.38)
SUB TOTAL MATERIALS/SERVICES	110,998.74	124,425.00	13,426.26	937,497.65	1,058,166.00	120,668.35
9200 CAPITAL EXPENSE	0.00	12,000.00	12,000.00	28,365.97	572,000.00	543,634.03
Total Expenses	389,372.13	384,795.00	(4,577.13)	3,370,077.60	3,957,046.00	586,968.40
Excess Revenue Over (Under) Expenditures	(98,831.42)	(61,719.00)	(27,958.16)	34,020.88	(471,411.00)	(668,504.92)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 3/31/2023

	This Year	Last Year	Change
Assets			
1010 OVER/UNDER	(27.75)	(22.00)	(5.75)
1020 GENERAL CHECKING LC BANK	88,290.08	199,658.06	(111,367.98)
1030 LGIP - GENERAL FUND	33,728.07	352,815.67	(319,087.60)
1040 PAYROLL ACCOUNT LC BANK	75,081.19	72,906.02	2,175.17
1050 MONEY MARKET LC BANK	0.00	5,671.56	(5,671.56)
1095 CASH RECEIPTS CLEARING SYSTEM	413.14	956.44	(543.30)
1210 ACCOUNTS RECEIVABLE SYSTEM	41,933.31	23,415.55	18,517.76
1251 PASS TRANSIT RECEIVABLES	320.00	0.00	320.00
1425 PREPAID WORK COMP	(98,794.98)	(40,638.12)	(58,156.86)
Total Assets	140,943.06	614,763.18	(473,820.12)
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	101,982.51	42,089.34	59,893.17
2050 CREDIT CARD PAYABLE	198,982.11	121,125.06	77,857.05
2059 CREDIT CARD PAYMENT CLEARING	(192,947.00)	(110,246.93)	(82,700.07)
2060 PAYABLE TO NWN	(2,421.28)	(1,053.24)	(1,368.04)
2080 OVER PAYMENTS/UNAPPLIED CREDITS	0.00	255.00	(255.00)
2099 A/P CONVERSION	(20,436.27)	(20,436.27)	0.00
2100 ACCRUED LABOR SYSTEM	552.03	0.00	552.03
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	(1,130.76)	0.00
2112 PR SUTA	(1,490.99)	(996.21)	(494.78)
2113 OR STATE W/H	(10.00)	0.00	(10.00)
2114 FED W/H TAX PAYABLE	(13,820.10)	(12,534.81)	(1,285.29)
2115 MEDICARE TAX-EMPLOYEE	1,130.77	1,130.77	0.00
2116 MEDICARE TAX-EMPLOYER	0.01	0.01	0.00
2121 FSA-PT	119.58	28.88	90.70
2122 OREGON TRANSIT ASSESSMENT	(813.55)	(813.55)	0.00
2123 OR-WBF ASSESSMENT	(0.30)	0.00	(0.30)
2124 BENEFITS MEDICAL SDIS	(20,227.97)	(15,845.99)	(4,381.98)
2125 PAID LEAVE OREGON	892.17	0.00	892.17
2130 AFLAC-AT	(1,275.39)	(1,275.39)	0.00
2131 AFLAC-PT	(311.34)	(311.34)	0.00
2132 UNITED WAY	175.00	175.00	0.00
2133 GARNISHMENTS	452.80	452.80	0.00
2134 ATU	(805.14)	(805.14)	0.00
2135 MASA	(80.33)	(94.33)	14.00
2140 RETIREMENT- 457(b)	(1,780.00)	(1,780.00)	0.00
2141 RETIREMENT-ER 457	14.99	14.99	0.00
2142 RETIREMENT-ROTH 457 (B)	(343.30)	(343.30)	0.00
Total Liabilities	46,408.25	(2,395.41)	48,803.66
3000 FUND BALANCE	(19,532.55)	448,000.05	(467,532.60)
Change in Net Assets	114,009.47	169,158.54	(55,149.07)
Total Net Assets	94,476.92	617,158.59	(522,681.67)
Total Liabilities and Net Assets	140,885.17	614,763.18	(473,878.01)

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 03/31/2023

<u>Customer</u>	<u>Due Date</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6251] AMTRAK	12/31/2022	1653	12/01/2022	Nov 2022 Settlement	0.00	0.00	0.00	3,892.88	3,892.88
[6494] ANGI WILDT GALLERY	3/31/2023	1647	3/01/2023	Mar 2023 Parking Space #12	47.50	0.00	0.00	0.00	47.50
[6112] HOMESPUN QUILTS	1/31/2023	1613	1/01/2023	Jan 2023 Parking-Spaces #8 & 9	0.00	0.00	95.00	0.00	95.00
[6112] HOMESPUN QUILTS	3/31/2023	1649	3/01/2023	Mar 2023 Parking-Spaces #8 & 9	95.00	0.00	0.00	0.00	95.00
[6113] HOXIE, RONALD	3/31/2023	1650	3/01/2023	Mar 2023 Parking Space #7	47.50	0.00	0.00	0.00	47.50
[6153] ODOT	3/03/2023	1638	2/01/2023	Q2 FY23 TO Reimbursement	0.00	30,954.60	0.00	0.00	30,954.60
[6153] ODOT	3/03/2023	1643	2/01/2023	Innovative Mobility Grant	0.00	300.00	0.00	0.00	300.00
[6153] ODOT	3/03/2023	1644	2/01/2023	Bike Grant	0.00	2,188.83	0.00	0.00	2,188.83
[6162] OREGON EMPLOYMENT DEPT	10/31/2022	1586	10/01/2022	Sep Bus Passes-Astoria STEP	0.00	0.00	0.00	200.00	200.00
[6162] OREGON EMPLOYMENT DEPT	12/01/2022	1587	11/01/2022	Oct Bus Passes-Astoria STEP	0.00	0.00	0.00	120.00	120.00

[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/31/2023	1660	3/01/2023 Feb 2023 Bus Passes	700.00	0.00	0.00	0.00	0.00	700.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT	3/03/2023	1671	2/01/2023 Jan 2023 Bus Passes	0.00	560.00	0.00	0.00	0.00	560.00
Total				890.00	34,003.43	95.00	4,212.88	39,201.31	

SUNSET EMPIRE TRANSPORTATION DISTRICT
AP Aging as of 03/31/2023

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
3/31/2023	HKDH876	4/30/2023	Shredding Service 2/22 - 3/28/2023	134.62	134.62	134.62	0.00	0.00	0.00
[6121] JACKSON & SON OIL INC									
3/31/2023	99098	4/30/2023	03/2023 Fuel	3,815.90	3,815.90	3,815.90	0.00	0.00	0.00
[6166] OREGON DEPT OF MOTOR VEHICLES									
3/31/2023	165900866	4/30/2023	Driving Record/Vet Driver	3.00	3.00	3.00	0.00	0.00	0.00
[6177] PACIFICSOURCE ADMINISTRATORS									
3/10/2023	2023-05	4/09/2023	Pay period ending 3/04/2023, FSAHealth	330.83	330.83	0.00	330.83	0.00	0.00
3/24/2023	2023-06	4/23/2023	Pay period ending 3/18/2023, FSAHealth	330.83	330.83	330.83	0.00	0.00	0.00
[6193] SDIS									
3/10/2023	2023-05	4/09/2023	Pay period ending 3/04/2023, DentalBen, DentalDed, LTD Ben, LifeBen, MedicalBen, STDBen, MedicalDed	28,160.11	28,160.11	0.00	28,160.11	0.00	0.00
3/24/2023	2023-06	4/23/2023	Pay period ending 3/18/2023, DentalBen, DentalDed, MedicalBen, MedicalDed	26,283.54	26,283.54	26,283.54	0.00	0.00	0.00
[6214] TILLAMOOK COUNTY TRANSPORTATION DISTRICT									
2/02/2023	AR030	3/04/2023	QRT 2 PARTNERSHIP DUES - 2022-23	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
2/02/2023	AR034	3/04/2023	QRT 3 PARTNERSHIP DUES - 2022-23	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
[6237] WILCOX & FLEGEL									
3/31/2023	CL74879	4/30/2023	03/2023 Fuel	25,458.64	25,458.64	25,458.64	0.00	0.00	0.00
Report Total				90,517.47	90,517.47	56,026.53	28,490.94	6,000.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing as of 03/31/2023

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
EFT	3/09/2023	[6225] VALIC-JPM CHASE - Payroll Dated 03/10/2023	RETIREMENT- 457 (b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	3101.75 2655.37 335.59	6,092.71
22406	3/14/2023	[6116] IFOCUS CONSULTING - Invoices 15299, 15309, 15314	WEB/ONLINE SW SUB IT SERVICES/CONTRACTS	563.00 4540.00	5,103.00
22419	3/14/2023	[6193] SDIS - Invoices 12.30.22 (1) (1), 2023-03, 2023-03, 2023-04, WCJan.Mar23	BENEFITS MEDICAL SDIS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS WORKER'S COMP SDIS INS	49326.88 108.69 211.36 9744.90	59,391.83
22420	3/14/2023	[6193] SDIS - Quarterly Insurance - Liability, Auto, General	GENERAL LIABILITY PROPERTY AUTO	4781.48 3586.11 13366.41	21,734.00
22428	3/28/2023	[6033] CARD SERVICE CENTER - STMT - 2/06 - 3/08/2023	CREDIT CARD PAYMENT CLEARING	6663.14 5000	6,663.14
22444	3/28/2023	[6368] SDIS - CLAIMS - Claim #VAAL2021069040	UNINSURED LOSS/ACCIDENT REPORTS	14440.68	5,000.00
22449	3/28/2023	[6598] SWIFTLY. INC - 3/19/23 - 3/18/24 Subscription Fee - Connect w/ Passengers, Staff, Vehicles	DUES, SUBSCRIPTIONS	14440.68	14,440.68
22453	3/28/2023	[6237] WILCOX & FLEGEL - 02/2023 Fuel	FUEL FUEL FUEL FUEL	4626.74 239.42 3149.91 13688.23	21,704.30
Total Checks					140,129.66

Date: April 20, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 9.a Financing Update

I received an email back from David Ulbricht, Director – SDAO Advisory Services advising me that he is currently in Washington DC but will be back on April 21st. He'll start working on it between meetings. I will update the Board with any information he may provide prior to the Board meeting.

Date: April 20, 2023

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.a Upcoming Compliance Review

We will be going through our triennial compliance review beginning on May 15th. This review is made on behalf of ODOT who contracts with RLS and Associates to perform the review. It covers a wide range of topics including Program Management, Financial Management, Operations Management, Procurement, Use and Maintenance of Project Equipment, Civil Rights, ADA, Charter & School Bus, STIF, and Records Review. We will be providing them with a substantial amount of documentation in the next few days so they can start their review at their office prior to arriving here on May 15th. The review takes two days to complete, and they will generate a report showing their findings and any corrective actions that need to be completed. Often times, we are able to take actions on things they find while they are here, so they don't become findings.

RLS is a tremendous resource for rural agencies in Oregon to call on with any transit program related questions. You may recall that they were the consultants on our last update to the Coordinated Human Services Transportation Plan.

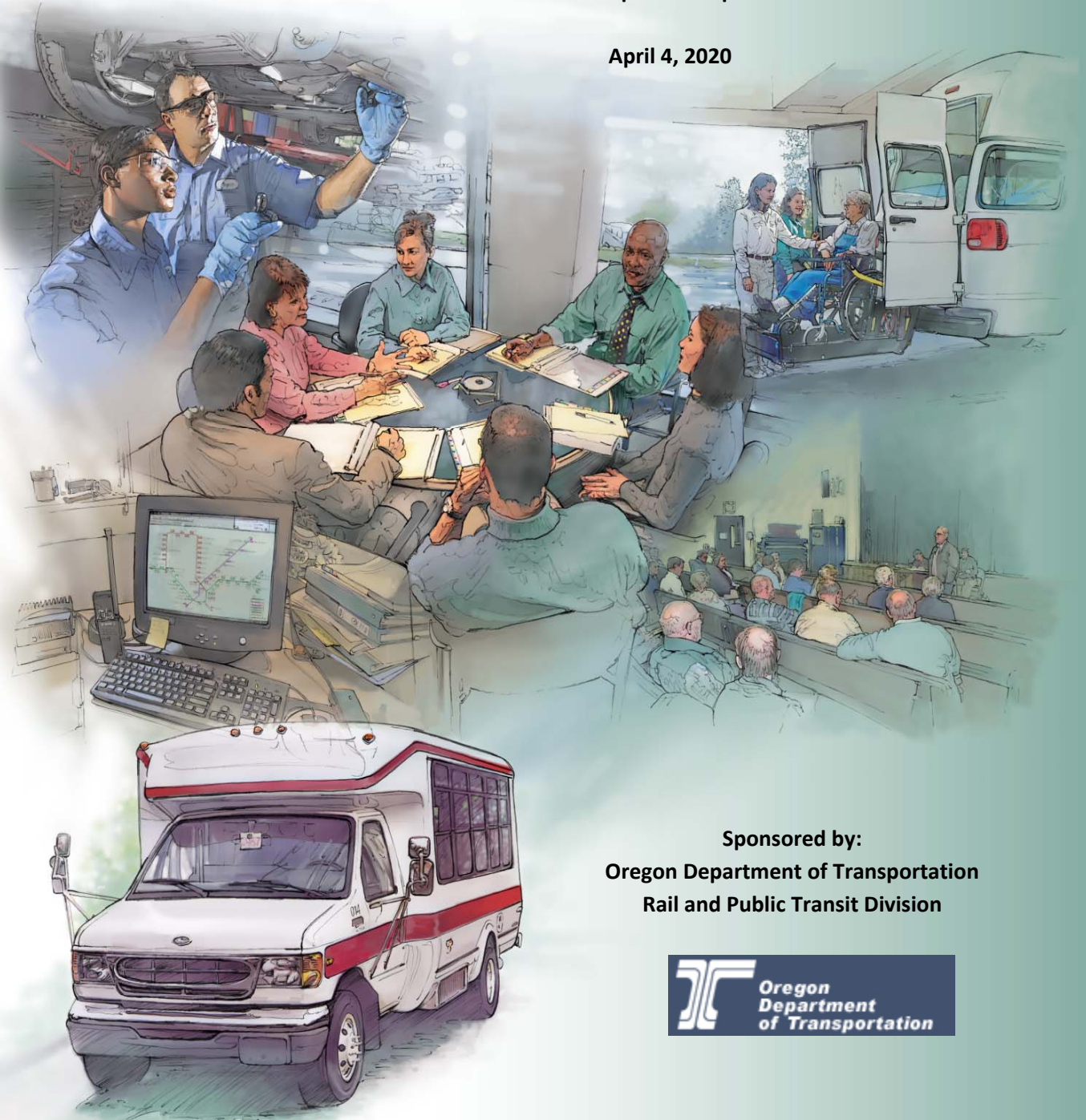
I have attached a copy of the 2020 Report to give you an idea of what the review entails. All findings were corrected for the 2020 Compliance Review.



Compliance Review of Sunset Empire Transportation District

Compliance Report

April 4, 2020



Sponsored by:
Oregon Department of Transportation
Rail and Public Transit Division



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Exhibit 1. Compliance Review Participants

No.	Name	Title	Organization	Phone	Email
(1)	Jeff Hazen	Executive Director	Sunset Empire Transportation District	(503) 861-5399	jeff@ridthebus.org
(2)	Tracy Lofstrom	Finance Manager	Sunset Empire Transportation District	(503) 861-5363	tracyL@ridthebus.org
(3)	Paul Lewicki	Chief Operating Officer	Sunset Empire Transportation District	(503) 861-5364	paul@ridthebus.org
(4)	Jason Jones	Mobility Manager	Sunset Empire Transportation District	(503) 861-5361	jason@ridthebus.org
(5)	Jennifer Geisler	Paratransit Supervisor	Sunset Empire Transportation District	(503) 861-5385	jennifer@ridthebus.org
(6)	Scott Smith	Maintenance Supervisor	Sunset Empire Transportation District	(503) 861-5366	scots@ridthebus.org
(7)	Sarah I. Hackett	Transit Network Analyst	ODOT Rail and Public Transit Division	(503) 986-6579	Sarah.I.Hackett@odot.state.or.us
(8)	David Schwert	Compliance Program Coordinator	ODOT Rail and Public Transit Division	(971) 340-0282	david.j.schwert@odot.state.or.us
(9)	Arla Miller	Regional Transit Coordinator	ODOT Rail and Public Transit Division	(503) 861-2798	arla.miller@odot.state.or.us
(10)	Greg Harnett	Senior Associate	RLS & Associates, Inc.	(937) 299-5007	gharnett@rlsandassoc.com
(11)	Amy Rast	Associate	RLS & Associates, Inc.	(937) 299-5007	arast@rlsandassoc.com

Oregon DOT Compliance Monitoring Program

Scope of the Review

The Oregon Department of Transportation (ODOT), Rail and Public Transit Division (RPTD), is responsible for implementation and oversight of the Oregon DOT's Federal and State transit grant programs. The Compliance Monitoring Program is designed to assist the RPTD and public transportation providers with the assessment of how transit agencies in Oregon meet the varied compliance requirements imposed by the State, as stipulated in the latest version of the *State Management Plan for Public Transportation Programs*. This document summarizes Federal and State requirements for RPTD-administered grant programs.

Each Compliance Review assesses how an agency's management is complying with Federal and State laws, rules, requirements, and regulations. The Program's overall goal is to improve an agency's compliance with applicable regulations while strengthening management's abilities in those areas.

Procedures for conducting this review follow the process described in the Compliance Field Guide for conducting Oregon Compliance Reviews, developed by RLS & Associates, Inc. (RLS). ODOT contracted with this firm to conduct these reviews. This report documents the results of a Compliance Review conducted of the Sunset Empire Transportation District (SETD).

The site visit was conducted on March 5 and 6, 2020 by Mr. Greg Harnett and Ms. Amy Rast of RLS. Mr. David Schwert, Ms. Arla Miller and Ms. Sarah Hackett of ODOT also participated in and observed the review.

The review was organized into eleven (11) major topical areas, encompassing:

1. Program Management
2. Financial Management
3. Operations Management
4. Procurement
5. Use and Maintenance of Project Equipment
6. Civil Rights
7. Americans with Disabilities Act
8. Charter and School Bus
9. Statewide Transportation Improvement Fund
10. Special Transportation Fund
11. Monitoring of Lower-Tier Subrecipients

An overview of the major compliance principles and elements is provided for each topical area referenced above. Reviewers used the Compliance Field Guide Version 6.0.2 to determine how the agency’s policies, procedures, and daily practices aligned with Federal and State requirements. This report documents those policies, procedures, or practices requiring corrective action to bring the element(s) into compliance or for which a best practice recommendation could improve operating or administrative efficiency. Findings relative to the subrecipient are stated and remedial actions necessary to achieve compliance are outlined in each topical area along with a timetable to address the findings.

Observations and recommendations will be provided as a result of the review. These findings are categorized as follows:

Exhibit 2. Report Findings

Report Finding	Subrecipient Responsibility	Timeframe
Compliance Observation	Implement remedial action within a limited, prescribed timeframe.	30 -120 Days
Advisory Recommendation	Optional element to be considered by transit system management. Recommendations typically represent industry “best practices” and should be evaluated by management accordingly.	No specific timeframe

In addressing each report finding, the following information will be provided:

- ◆ **Condition.** A narrative description of the condition or conditions which do not align with Federal or State requirements or a condition that creates:
 - A compliance deficiency;
 - An increase in risk to the agency; or
 - An inefficient use of agency resources.
- ◆ **Remedy.** The review will provide a detailed narrative of remedial activity needed to address the condition noted above. Where applicable, sample forms, policies, or procedures will be provided to the subrecipient to assist the subrecipient remedy the deficiency.
- ◆ **Timeframe.** In consultation with ODOT staff, the reviewer will determine a suitable timeframe to implement corrective action for all Compliance Observations.

If SETD requires additional time beyond what is noted in this report, the agency should consult with their ODOT Regional Transit Coordinator (RTC).

A compliance review corrective action plan at the end of this report contains a summary table of all Compliance Observations and Advisory Recommendations.

Because of the test nature and other inherent limitations of the limited scope of work encompassed in this review, together with the limitations of any system of internal and management controls used to

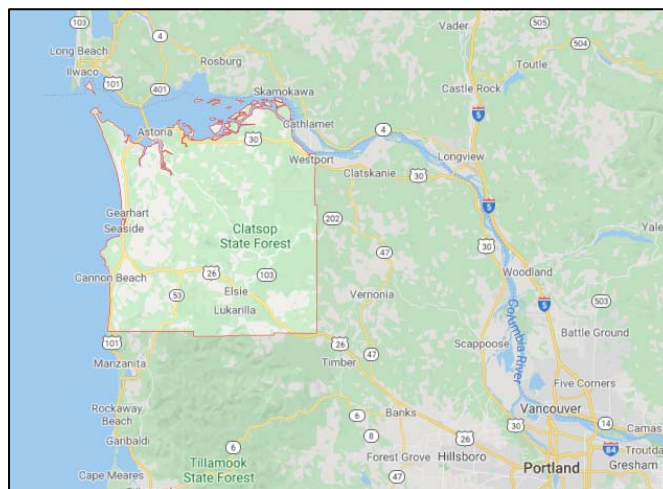
ensure compliance, this assessment will not necessarily disclose all findings of noncompliance. The procedures employed are substantially less in scope than a compliance audit; they are designed to provide the transit system with technical assistance to facilitate compliance with the terms and conditions of Federal financial assistance.

Service Area

The Sunset Empire Transportation District (SETD) provides transportation services in Clatsop County and is located in the northwest corner of Oregon in the port city of Astoria where the Columbia River meets the Pacific Ocean. The County's total area is approximately 1,084 square miles in size; approximately 830 square miles of land and the balance being water, with a population of approximately 37,000 residents and a population density close to 45 residents per square mile. The County's road system consists of approximately 250 miles of roads, three ocean beach approaches, and 68 bridges including the 4.2-mile (6.8 km) Astoria–Megler Bridge connecting to neighboring Washington State across the river. State Highway 30 runs west to east parallel to the Columbia River and connecting to Clatsop and Columbia counties, while US Route 101 travels south to north along the coast connecting Clatsop and Tillamook Counties. State Route 202 and US Route 26 cut across the County diagonally, with south-north Route 53 connecting Route 26 with Route 101. The principal industries are manufacturing, fishing, timber, trade, and travel and tourism.

The City of Astoria is the County Seat, the oldest city in the state of Oregon and the first American settlement west of the Rocky Mountains. The County is named for the Clatsop tribe of Native Americans who lived along the Pacific coast prior to European settlement. Clatsop County shares a border with Columbia County to the east and with Tillamook County to the south. Its western border is the Pacific Ocean on the Oregon coast, and the Columbia River forms the county's northern border.

Figure 1. Clatsop County



Astoria is a port of call for cruise ships. Its primary tourist attractions include the Astoria Riverfront Trolley, Fort Clatsop, the Upperton Firefighters Museum, and the Columbia River Maritime Museum.

Astoria is also credited with being the location of the beginning of Clark Gable's acting career when he was part of a vaudeville theater troupe, the Astoria Players, that traveled between Portland and Astoria by steamboat performing along the Columbia River at various theater houses.

Description of the Transit Service

SETD provides fixed route and paratransit services throughout selected areas of Clatsop County, connecting to Tillamook County to the south and Columbia County to the east. All services are open to the general public. Routes operate within and connect the County's five incorporated cities (Astoria, Warrenton, Gearhart, Seaside and Cannon Beach) and along the Highway 101 and Highway 30 route corridors. Fixed route services operate Monday through Friday from 5:45 a.m. to 10:23 p.m. SETD has one intercity route – the Lower Columbia Connector/Route CC, which provides service between Astoria and Portland on Route 30. An SETD - Washington State connection exists via Pacific Transit System out of Raymond, Washington with bus routes 24 and 50 stopping at the Transit Center in Astoria.

SETD is a ticketing agent for NW Navigator, a motorcoach company under contract with ODOT providing POINT service from Astoria to Portland via US Routes 26 and 101. This intercity route differs from the SETD intercity route from Astoria to Portland which utilizes US Route 30.

Fares range from \$1.00 to \$15.00 based on the origination and destination of the passenger. SETD offers fixed route services in the form of four (4) weekday routes, two (2) weekend routes, and one (1) intercity route which operates Monday through Sunday. During tourist season (June through September), one (1) additional weekday route and three (3) additional weekend routes are added.

As required by the Americans with Disabilities Act (ADA), SETD offers complementary paratransit services (ADA Paratransit) to persons with disabilities or with conditional or temporary disabilities that cannot access or utilize fixed route bus services within the designated route service areas. Those seeking paratransit services are required to complete an application to determine eligibility. Paratransit services are advertised as curb-to-curb service and vehicles are wheelchair accessible and comparable to the existing SETD bus services being operated within the designated service area. Individuals certified with conditional eligibility are encouraged to use regular fixed route bus service whenever possible.

ADA Paratransit services must be scheduled on a next-day advance basis and are available on the same days and hours of operation as SETD's fixed route bus service; excluding commuter routes. All trips must have an origination and destination within $\frac{3}{4}$ of a mile of the fixed route.

Additionally, SETD offers Dial-A-Ride service for shopping, appointments, social engagements, and other trip purposes. Dial-A-Ride is a curb-to-curb service beyond the scope of regular fixed route and paratransit service. It is designed to provide transportation to customers who are currently not served or who are underserved from the Warrenton/Hammond and Jeffers Garden/Miles Crossing areas or the John Day/Svensen and Knappa areas. Trips must be scheduled at least two days in advance with destinations in the Astoria and Warrenton areas and within 20 miles from the original pick up.

Funding

SETD is an Oregon Special District for Transportation as designated per ORS Chapters 198 and 267. As a Transportation District, SETD has access to its own tax base which is distributed by the County and split among the Special Districts. SETD also receives transportation funding from a number of Federal and state sources, including:

- ◆ Federal Sections 5310, 5311, 5311(f), and 5339
- ◆ Oregon Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF)

Overview of the Compliance Status of SETD

SETD is a small agency that has undergone a significant amount of change in recent years. Previous administration leaders engaged in unethical financial practices that resulted in substantial debt. The current administration happily reported that they recently made the final payment to clear the accumulated debt and are on better financial footing.

SETD has a relatively compliant program and openly welcomed the opportunity to learn what additional corrective action may be required. Based on the interviews conducted and materials examined as part of this review, eight (8) Compliance Observations were identified in the areas of Financial Management, Procurement, Use and Maintenance of Project Equipment, and the Americans with Disabilities Act (ADA). In addition, one Advisory Recommendation was made in the Civil Rights area.

Finally, there were two repeat observations from the previous review which require action. ODOT must ensure and verify when corrective actions are submitted, that the transit system actually implements the required action.

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Program Management

Program management encompasses several key areas, including the governing structure of the organization, documentation detailing the environment of control, and the subrecipient's managerial capacity to ensure adequate oversight and proper use of Federal funds. All ODOT grant recipients must be legally constituted and have a governing board which must provide appropriate oversight of the financial affairs of the organization and approve all key policies of the agency. An agency's overall control environment sets the tone of the organization and influences the control consciousness of its employees. To successfully address risks and achieve its objectives, agency management must institute various control activities, such as segregation of duties, physical controls, and a system of approvals.

Program management encompasses the following areas in the review process:

- ◆ Organizational Governance
- ◆ Control Environment

Program Management Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of Program Management.

Financial Management

All subrecipients are required to establish and maintain an accounting system that follows generally accepted accounting principles (GAAP) and/or guidelines issued by the Government Accounting Standards Board (GASB). All financial transactions must be recorded in a manner so as to be clearly identified, easily traced, and substantially documented. The fully allocated cost of the public transit program must be identified regardless of the agency's operational nature. All ODOT subrecipients are expected to use funds received as specified in the project application and grant agreement(s). Control systems must adhere to the applicable requirements outlined in the State Management Plan and other requirements as may be established by ODOT.

Financial management encompasses the following areas in the review process:

- ◆ Accounting Practices
- ◆ Indirect Costs
- ◆ Internal Controls
- ◆ Budget
- ◆ Documentation of Costs
- ◆ Cash Management
- ◆ Financial and Program Reporting
- ◆ Local Match
- ◆ In-Kind or Contributed Services
- ◆ Program Income
- ◆ Single Audit

Financial Management Compliance Observations and Advisory Recommendations

Based on materials presented to the reviewers and observations made during the review, SETD was found deficient with the following ODOT requirements for Financial Management. SETD must address:

1. Compliance Observation

Accounting

Condition: Federal grants management requirements stipulate that all recipients and subrecipients of Federal grant awards must have written procedures for determining the allowability of all costs incurred under the organization’s grant awards (see 2 CFR § 200.403(b)(7)). SETD lacks policies in this regard.

Remedy: SETD’s financial policies and procedures must be amended to include language to address allowable costs, consistent with the OMB guidance cited above.

Timeframe: 60 days

2. Compliance Observation

Cash Management

Condition: OMB (2 CFR 200.302 (b)(4)), stipulates that the financial management system of each non-Federal entity must provide for the “effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are solely for authorized purposes.”

Remedy: SETD must amend its fiscal policies to address use/misuse/prohibited use of credit cards and management procedures for turn-in of receipts, periodic reconciliation of credit card statements, and sufficient oversight of these processes.

Additionally, as SETD is no longer utilizing petty cash, the language included in existing financial policies and procedures should be removed on this topic.

Timeframe: 60 days

3. Compliance Observation

Cost Documentation

Condition: SETD does not have a procedure for properly assigning employees' work time to multiple cost centers (particularly Administration and Operating), and allocates costs based on time studies per task. Time studies are generally not acceptable documentation to support personnel charges to Federal grant awards.

Remedy: SETD must ensure that it properly documents personnel charges made to its Federal grants for employees whose time is split between multiple programs. This documentation must show actual, after-the-fact work activity (e.g., timesheets) and may not be based on static estimates.

Timeframe: 60 days

Operations Management

All subrecipients are required to demonstrate the managerial and technical capacity to meet all Federal and State requirements, affect the scope of services described in grant applications and agreements, and optimize Federal and State funding in a manner consistent with safeguarding the public trust. Subrecipients meet this requirement by ensuring appropriate staff levels, providing adequate training, and developing policies and procedures that maximize operational efficiency and effectiveness. In addition to the primary topics discussed below, reviewers also evaluated policies and procedures including customer service, operations planning, marketing, and complaint management.

Operations management encompasses the following areas in the review process:

- ◆ Organization and Staffing
- ◆ Operations
- ◆ Scheduling
- ◆ Dispatching
- ◆ Safety and Security

Operations Management Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of Operations Management.

Procurement

RPTD and subrecipients receiving funding under ODOT programs must comply with all Federal, State, and local laws, ordinances, regulations and policies regarding procurement and contracting. FTA Circular 4220.1F documents applicable Federal procurement requirements. Subrecipients that are public entities will follow those requirements that apply to state and local governments.

All non-Federal entities, including subrecipients of the State, must follow 2 CFR part 200.318, "General procurement standards," through 2 CFR part 200.326, "Contract provisions." Subrecipients that are private for-profit organizations must comply with FTA procurement requirements contained in FTA Circular 4220.1F for procurements conducted with Federal funds.

Procurement encompasses the following areas in the review process:

- ◆ Standards of Conduct
- ◆ Third-Party Contracting Capacity
- ◆ Purchasing Methods
- ◆ Other Than Full and Open Competition
- ◆ Cost and Price Analysis
- ◆ Protests and Disputes
- ◆ Pre-Award and Post-Delivery Audits
- ◆ New Model Bus Testing

Procurement Compliance Observations and Advisory Recommendations

Based on materials presented to the reviewers and observations made during the review, SETD was found deficient with the following ODOT requirement for Procurement. SETD must address:

4. Compliance Observation

Third-Party Contracting Capacity

Condition: SETD lacks written procurement procedures that govern FTA-funded purchases. FTA Circular 4220.1F, Chapter III, § 3a requires all recipients and subrecipients of FTA funds to develop written procurement procedures that embrace all Federal requirements, as appropriate, that apply to the type of procurement being carried out by the subrecipient.

Remedy: SETD must prepare written procurement policies consistent with FTA requirements as detailed in Circular 4220.1F. Additionally, as this circular was issued prior to the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (2 CFR § 200), SETD must assure that any new requirements imposed in § 200.317 through § 200.326 are incorporated into these new policies.

Following the site visit, the review team provided SETD with a template that can be used as a foundation for this document.

This represents a repeat compliance observation.

Timeframe: 30 days

Use and Maintenance of Project Equipment and Facilities

Capital equipment is defined as a tangible item with an aggregate purchase price of \$5,000 or more and with a useful life of at least one year. For all equipment, subrecipients are responsible for maintaining appropriate equipment records by: including a method of assigning a property tag number to each item; performing a periodic inventory (at least every two years); safeguarding equipment from misuse and abuse; maintaining equipment in a state of good repair; and following appropriate disposal procedures when equipment is no longer needed or has exceeded its useful life.

The subrecipient and/or designated operator shall have the requisite fiscal and technical capacity to carry out the project and be responsible for maintaining required insurance coverage and property records, conducting physical inventories, implementing adequate property control systems, and maintaining the equipment in proper working condition. Documentation that supports compliance with these elements must be available upon request.

Equipment and facilities must be kept in good operating order. Meal delivery or other incidental services provided by the grantee cannot conflict with the provision of public transit service or result in a reduction of service to transit passengers.

Use and maintenance of project equipment encompasses the following areas in the review process:

- ◆ Real Property
- ◆ Equipment – General
- ◆ Maintenance of Equipment and Facilities
- ◆ Equipment – Insurance

◆ Equipment – Incidental Use

Use and Maintenance of Project Equipment and Facilities Compliance Observations and Advisory Recommendations

Based on materials presented to the reviewers and observations made during the review, SETD was found deficient with the following ODOT requirements for Use and Maintenance of Project Equipment and Facilities. SETD must address:

5. Compliance Observation **Maintenance of Equipment and Facilities**

Condition: Although SETD does have a written facility maintenance plan, it is not maintaining records of maintenance/preventive maintenance actions. This makes it impossible for any oversight agency to monitor whether the subrecipient is maintaining the asset in a state of good repair.

Remedy: SETD must implement record-keeping of facility maintenance/preventive maintenance activities including checklists detailing the inspection and maintenance activity to be performed, as well as a system that ensures the retention of records detailing such activity.

This is a repeat compliance observation.

Timeframe: 60 days

6. Compliance Observation **Maintenance of Equipment and Facilities**

Condition: During the routine examination and inspection of vehicle maintenance records, it was found that SETD maintenance records were not sufficiently documented or were lacking altogether, thereby prohibiting the computation of on-time percentages of preventive maintenance (PM) events.

On-time performance is calculated based on stated PM intervals in a system's PM plan. A variance within 10% either above or below the stated maintenance interval is considered "on time." A deficiency is identified if maintenance records show that PM is not performed in accordance with the PM plan at least 80 percent of the time.

Remedy: SETD must exercise additional oversight of its vehicle maintenance program to ensure the timely completion of scheduled maintenance and must maintain adequate documentation to enable verification that the PM plan is being properly executed.

Civil Rights

Federal civil rights requirements are encompassed in laws, regulations, and executive orders. The objective of FTA's oversight in this area is to:

- ◆ Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- ◆ Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- ◆ Promote the full and fair participation of all affected populations in transportation decision making;
- ◆ Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- ◆ Ensure meaningful access to programs and activities by persons with limited English proficiency.

Civil Rights encompasses the following areas in the review process:

- ◆ Title VI Requirements
- ◆ Limited English Proficiency (LEP)/Language Assistance Programs
- ◆ Equal Employment Opportunity
- ◆ Disadvantaged Business Enterprises (DBE)

Civil Rights Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of Civil Rights. The review team made one (1) Advisory Recommendation in this area, which represents an opportunity for SETD to further improve its program:

7. Advisory Recommendation

Title VI

Condition: SETD's Title VI program incorrectly uses race as a proxy to determine limited English proficiency (LEP) language groups within its service area. Unfortunately, this demographic measurement provides no insight as to the ability of the SETD service area population to speak English. The ideal Census characteristic is "language spoken at home" and the system should identify those language groups that represent more than 1,000 persons or 5% of the population (whichever is less) that speak English "less than very well."

Remedy: The current American Community Survey data shows no LEP language groups above the “safe harbor” threshold in Clatsop County. As such, the outcome of SETD’s Title VI program is not affected and this condition does not represent a Compliance Observation but is presented as an Advisory.

SETD must ensure that the correct LEP data is included in future Title VI programs.

Timeframe: No specific timeframe

Americans with Disabilities Act

Under U.S. Department of Transportation (USDOT) Americans with Disabilities Act of 1990 (ADA) regulations, public and private transportation providers are required to operate services in a way that does not discriminate against persons with disabilities. The regulations include general nondiscrimination provisions that apply to all types of agencies and services. Some provisions apply only to certain types of agencies and services. For example, public fixed route operators are required to make on-board stop announcements to keep riders oriented to their location.

Demand responsive systems encompass a wide variety of service types, including traditional dial-a-ride service, taxi subsidy service, vanpool service, and route deviation service. Complementary paratransit service, also a type of demand responsive system, has unique service requirements and is exclusively limited to those entities providing fixed route service.

The requirements under the ADA for demand response service providers is associated with vehicle acquisition standards. ADA rules require service equivalency: “If the system, when viewed in its entirety, provides a level of service to individuals with disabilities, including individuals who use wheelchairs, equivalent to the level of service it provides to individuals without disabilities” it is considered compliant with ADA requirements. There are seven (7) criteria that must be met to determine if the entity is providing equivalent service. Where all the vehicles in a demand responsive vehicle fleet are fully accessible, the equivalent service standards do not apply.

The Americans with Disabilities Act encompasses the following areas in the review process:

- ◆ Entity/Service Classification
- ◆ Nondiscrimination/Reasonable Modification
- ◆ Demand Response Systems
- ◆ Route/Point Deviation Systems
- ◆ Fixed Route Systems

- ◆ General Requirements
- ◆ Transportation Facilities

Americans with Disabilities Act Compliance Observations and Advisory Recommendations

Based on materials presented to the reviewers and observations made during the review, SETD was found deficient with the following ODOT requirements concerning the Americans with Disabilities Act (ADA). SETD must address:

8. Compliance Observation

Nondiscrimination

Condition: SETD does not advertise to the public the process for filing an ADA-related complaint. U.S. DOT ADA regulations require each covered entity to establish and advertise a complaint process that includes appropriate due process standards and provide for the prompt resolution of complaints (see 49 CFR § 37.17).

Remedy: SETD must sufficiently advertise the process for filing an ADA-related complaint on its website and in its rider guides. This information must include the name or title, address, telephone number, and email address of an employee designated to coordinate ADA compliance. These procedures must be accessible to and useable by individuals with disabilities, and there is an obligation to promptly communicate SETD’s response to the complaint allegations, including its reasons for the response.

Additionally, if SETD elects a single process/form to collect both Title VI- and ADA-related complaints, the form must segregate discrimination complaints based on race, color, and national origin from those alleging discrimination on the basis of disability. ADA complaints must be categorized distinctly from Title VI complaints in internal and external communications. FTA notes, for example, that it is not appropriate to have a “Title VI Complaint Form” that includes “disability” as one of the bases for filing a complaint; this incorrectly implies that disability is a covered basis under Title VI. SETD must modify its Title VI complaint form to serve as a discrimination complaint form that references both Title VI and ADA.

Timeframe: 60 days

9. Compliance Observation

Nondiscrimination

Condition: SETD’s policy for suspending service to individuals who show a pattern or practice of missing scheduled trips (“no-show policy”) does not specifically define the threshold for suspension.

Remedy: SETD must revise its no-show policy. The standard for establishing a pattern or practice of missed trips must consider the frequency of rides and no-shows. One way this can be done is by setting a minimum number of no-shows that should not be exceeded, and if this number is exceeded, then determine if the no-shows represent a certain percentage of all trips taken (example: within a 30-day period, three (3) or more no-shows representing at least 20 percent of scheduled trips will be grounds for service suspension).

Additionally, any suspensions must be for a reasonable period of time. FTA generally considers suspensions longer than 30 days to be excessive. Therefore, a progressive suspension policy might be structured as seven days for the first offense, 14 days for a second offense, 21 days for a third offense, and 30 days for subsequent suspensions.

Timeframe: 60 days

Charter and School Bus

ODOT subrecipients are prohibited from using Federally funded equipment or facilities to provide charter service. Under new regulations, effective April 30, 2008, certain activities are exempt from coverage and other charter services may be provided under limited circumstances if they meet certain exceptions spelled out in the regulation. Generally, service provided under contract to a human services agency is considered a “program purpose” and is exempt from charter regulatory coverage.

ODOT subrecipients are not permitted to use Federally funded equipment to provide exclusive school bus transportation for school students and school personnel. The implementing regulation does permit regular service to be modified to accommodate school students along with the general public. Under FTA’s school bus regulation, Head Start is considered a social service, not a school program.

The charter and school bus regulations encompass the following areas in the review process:

- ◆ Charter Service
- ◆ School Bus Service

Charter and School Bus Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of Charter and School Bus services.

Statewide Transportation Improvement Fund

The Statewide Transportation Improvement Fund (STIF) provides financial support to eligible Public Transportation Service Providers, defined as “Qualified Entities.” STIF monies may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs, including, but not limited to:

- ◆ Creation of new systems and services with origins, destinations or stops in Oregon;
- ◆ Maintenance or continuation of systems and services; and
- ◆ Planning for and development of a Local Plan or future STIF Plan to improve Public Transportation Service.

The majority of the STIF money (90%) is allocated based on a formula; the formula is structured to ensure that no Qualified Entity receives less than \$100,000 per year. The remaining funds are distributed by the Public Transportation Discretionary Grant Program. There are many requirements associated with receiving STIF funds.

Statewide Transportation Improvement Fund Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements for the Statewide Transportation Improvement Fund.

Special Transportation Fund

The State's Special Transportation Fund Program provides financial support to designated counties, transit districts and Indian tribal governments for special transportation services benefiting seniors and people with disabilities. The majority of the STF money (75 percent) is allocated on a population-based formula. The remaining funds are distributed by the Public Transportation Discretionary Grant Program.

Special Transportation Fund Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements for the Statewide Transportation Improvement Fund.

Monitoring of Lower Tier Subrecipients

Federal rules require that pass-through entities monitor a lower-tier subrecipient's compliance with federal grant administrative requirements stipulated in 2 CFR § 200.300 through § 200.513. These requirements span:

- ◆ Administrative requirements
- ◆ Compliance and programmatic requirements
- ◆ Cost eligibility controls
- ◆ Indirect costs

Monitoring of Lower-Tier Subrecipients Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of Monitoring of Lower-Tier Subrecipients.

Compliance Review Corrective Action Plan

Summary

Eight (8) Compliance Observations and one (1) Advisory Recommendation were made as a result of this compliance review. Two compliance observations represent observations outstanding from the last ODOT review.

Compliance Observations are actions that must be addressed by the transit system to adhere to Federal and state regulations. Advisory Recommendations are recommendations developed by the review team that may help to improve the management or operation of the transit system.

Exhibit 3 provides a summary of all Compliance Observations and Advisory Recommendations contained in this compliance review.

For each Compliance Observation, a recommended timeframe for subrecipient remedial action is listed. Both ODOT and SETD may comment on this recommendation; this timeframe can then be adjusted based on the mutual agreements between the parties.

Exhibit 3. Summary of Compliance Observations and Advisory Recommendations

Subrecipient	Date of Final Report	ODOT Region	RTC
Sunset Empire Transportation District (SETD)	April 4, 2020	2A	Arla Miller

Topic: Financial Management		Subtopic: Accounting	Compliance Observation
Item No.	Condition	Remedy	Timeframe
1	Federal grants management requirements stipulate that all recipients and subrecipients of Federal grant awards must have written procedures for determining the allowability of all costs incurred under the organization’s grant awards (see 2 CFR § 200.403(b)(7)). SETD lacks policies in this regard.	SETD’s financial policies and procedures must be amended to include language to address allowable costs, consistent with the OMB guidance cited above.	60 days
Topic: Financial Management		Subtopic: Cash Management	Compliance Observation
Item No.	Condition	Remedy	Timeframe
2	OMB (2 CFR 200.302 (b)(4)), stipulates that the financial management system of each non-Federal entity must provide for the “effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are solely for authorized purposes.”	SETD must amend its fiscal policies to address use/misuse/prohibited use of credit cards and management procedures for turn-in of receipts, periodic reconciliation of credit card statements, and sufficient oversight of these processes. Additionally, as SETD is no longer utilizing petty cash, the language included in existing financial policies and procedures should be removed on this topic.	60 days

Topic: Financial Management		Subtopic: Cost Documentation	Compliance Observation
Item No.	Condition	Remedy	Timeframe
3	SETD does not have a procedure for properly assigning employees' work time to multiple cost centers (particularly Administration and Operating), and allocates costs based on time studies per task. Time studies are generally not acceptable documentation to support personnel charges to Federal grant awards.	SETD must ensure that it properly documents personnel charges made to its Federal grants for employees whose time is split between multiple programs. This documentation must show actual, after-the-fact work activity (e.g., timesheets) and may not be based on static estimates.	60 days
Topic: Procurement		Subtopic: Third Party Contracting Capacity	Compliance Observation
Item No.	Condition	Remedy	Timeframe
4	SETD lacks written procurement procedures that govern FTA-funded purchases. FTA Circular 4220.1F, Chapter III, § 3a requires all recipients and subrecipients of FTA funds to develop written procurement procedures that embrace all Federal requirements, as appropriate, that apply to the type of procurement being carried out by the subrecipient.	SETD must prepare written procurement policies consistent with FTA requirements as detailed in Circular 4220.1F. Additionally, as this circular was issued prior to the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 CFR § 200), SETD must assure that any new requirements imposed in § 200.317 through § 200.326 are incorporated into these new policies. This is a repeat compliance observation.	30 days
Topic: Use and Maintenance of Project Equipment and Facilities		Subtopic: Maintenance of Equipment and Facilities	Compliance Observation
Item No.	Condition	Remedy	Timeframe
5	Although SETD does have a written facility maintenance plan, it is not maintaining records of maintenance/preventive maintenance actions. This makes it impossible for any oversight agency to monitor whether the subrecipient is maintaining the asset in a state of good repair.	SETD must implement record-keeping of facility maintenance/preventive maintenance activities including checklists detailing the inspection and maintenance activity to be performed, as well as a system that ensures the retention of records detailing such activity. This is a repeat compliance observation.	60 days

Topic: Use and Maintenance of Project Equipment and Facilities		Subtopic: Maintenance of Equipment and Facilities	Compliance Observation
Item No.	Condition		Timeframe
6	<p>During the routine examination and inspection of vehicle maintenance records, it was found that SETD maintenance records were not sufficiently documented or were lacking altogether, thereby prohibiting the computation of on-time percentages of preventive maintenance (PM) events.</p> <p>On-time performance is calculated based on stated PM intervals in a system's PM plan. A variance within 10% either above or below the stated maintenance interval is considered "on time." A deficiency is identified if maintenance records show that PM is not performed in accordance with the PM plan at least 80 percent of the time.</p>	SETD must exercise additional oversight of its vehicle maintenance program to ensure the timely completion of scheduled maintenance and must maintain adequate documentation to enable verification that the PM plan is being properly executed.	90 days
Topic: Civil Rights		Subtopic: Title VI	Advisory Recommendation
Item No.	Condition	Remedy	Timeframe
7	SETD's Title VI program incorrectly uses race as a proxy to determine limited English proficiency (LEP) language groups within its service area. Unfortunately, this demographic measurement provides no insight as to the ability of the SETD service area population to speak English. The ideal Census characteristic is "language spoken at home" and the system should identify those language groups that represent more than 1,000 persons or 5% of the population (whichever is less) that speak English "less than very well."	<p>The current American Community Survey data shows no LEP language groups above the "safe harbor" threshold in Clatsop County. As such, the outcome of SETD's Title VI program is not affected and this condition does not represent a Compliance Observation but is presented as an Advisory.</p> <p>SETD must ensure that the correct LEP data is included in future Title VI programs.</p>	No specific timeframe

Topic: ADA		Subtopic: Nondiscrimination	Compliance Observation
Item No.	Condition	Remedy	Timeframe
8	SETD does not advertise to the public the process for filing an ADA-related complaint. U.S. DOT ADA regulations require each covered entity to establish and advertise a complaint process that includes appropriate due process standards and provide for the prompt resolution of complaints (see 49 CFR § 37.17).	<p>SETD must sufficiently advertise the process for filing an ADA-related complaint on its website and in its rider guides. This information must include the name or title, address, telephone number, and email address of an employee designated to coordinate ADA compliance. These procedures must be accessible to and useable by individuals with disabilities, and there is an obligation to promptly communicate SETD’s response to the complaint allegations, including its reasons for the response.</p> <p>Additionally, if SETD elects a single process/form to collect both Title VI- and ADA-related complaints, the form must segregate discrimination complaints based on race, color, and national origin from those alleging discrimination on the basis of disability. ADA complaints must be categorized distinctly from Title VI complaints in internal and external communications. FTA notes, for example, that it is not appropriate to have a “Title VI Complaint Form” that includes “disability” as one of the bases for filing a complaint; this incorrectly implies that disability is a covered basis under Title VI. SETD must modify its Title VI complaint form to serve as a discrimination complaint form that references both Title VI and ADA.</p>	60 days
Topic: ADA		Subtopic: Nondiscrimination	Compliance Observation
Item No.	Condition	Remedy	Timeframe
9	SETD’s policy for suspending service to individuals who show a pattern or practice of missing scheduled trips (“no-	SETD must revise its no-show policy. The standard for establishing a pattern or practice of missed trips must consider the frequency of rides and no-shows. One way this can be done is by setting a minimum number of no-shows	60 days

	<p>show policy”) does not specifically define the threshold for suspension.</p>	<p>that should not be exceeded, and if this number is exceeded, then determine if the no-shows represent a certain percentage of all trips taken (example: within a 30-day period, three (3) or more no-shows representing at least 20 percent of scheduled trips will be grounds for service suspension).</p> <p>Additionally, any suspensions must be for a reasonable period of time. FTA generally considers suspensions longer than 30 days to be excessive. Therefore, a progressive suspension policy might be structured as seven days for the first offense, 14 days for a second offense, 21 days for a third offense, and 30 days for subsequent suspensions.</p>	

Jeff Hazen

From: Chance Solem-Pfeifer <chancesolempfeifer@gmail.com>
Sent: Thursday, April 20, 2023 8:58 AM
To: Jeff Hazen
Subject: Sunset help

*****EXTERNAL SENDER*****

Hi Jeff,

After hearing about Sunset Transit's dire financial situation in the paper this morning, just wanted to reach out and see if a semi-regular rider could lend support in any small way. I've found the bus very helpful as a means of getting from Astoria to Portland for airport travel, but it's evident to me that many of the folks riding are using it for more crucial travel than I am.

I could send you a testimonial for your potential use in whatever venue or call someone's office and express my support. Just let me know.

Thank you. And fingers crossed for the program's resilience.

Chance

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Chance Solem-Pfeifer | Writer & Podcaster

Portland Critics Association | Willamette Week | The Playlist

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Executive Director Report
 April Board Meeting
 Jeff Hazen

-Ridership

We were up 19% in March. YTD, we are now up 11%.

	March		
	TY	LY	
10	3,005	2,270	32%
11	0	0	#DIV/0!
12	0	0	#DIV/0!
13	0	0	#DIV/0!
15	769	747	3%
16	136	198	-31%
17	0	0	#DIV/0!
20	1,497	1,539	-3%
21	0	0	#DIV/0!
101A	2,894	2,526	15%
101B	3,170	2,444	30%
101 Total	6,064	4,970	22%
LCC	956	630	52%
PC	890	860	3%
SC	0	0	#DIV/0!
Total	13,317	11,214	19%
YTD	110,083	98,861	11%

-Naloxone training to be held on Tuesday, April 25th for all employees and Board members.

-Seaside Neighborhood Meeting. I invited the citizens that have concerns about Route 101 going through the neighborhood. One person showed up and we discussed their concerns about the speed of buses on their street. Technology on the buses gives us the opportunity to review the speed of the buses as they travel through the neighborhood. When we get a complaint, we go in and see the actual speeds of the buses and each time, they are within the speed limit. She did provide me with a recommendation for a change in the route, so it doesn't go through their neighborhood having it stay on Avenue U and then turning left on Beach Dr. to turn around to get back to Avenue U. Unfortunately, this option will not work due to the sharp left turn from Beach Dr. onto S. Columbia. Our buses can't make that turn. I have attached the map that they provided for you to see what they proposed. We will continue to look at options for that area, especially with the upcoming busy tourist season.

-PTAC On April 3rd, the Public Transportation Advisory Committee accepted the recommendations of the subcommittee on the STIF Discretionary projects. This includes the expanded Lower Columbia Connector although it was at a lower amount than we requested. It will be funded by the §5311(f) which means it will have a 50% match rate. We did include match money for this in the STIF formula fund.

2021-2023 SETD Priorities

Priority One

- Benchmark and track services
 - Ridership Increases & Decreases from previous year **Goal is double digit increases, and we are meeting that with in increase of 11% YTD.**
 - Services to underserved areas of Clatsop County
 - Expansion of routes/frequency planned prior to pandemic **On hold until more drivers can be hired.**
 - On-time performance/service reliability
 - **January Performance:**
 - **SETD 65.5%, TCTD 59.6%, Lincoln County 57.6%.**
 - Schedule adjustments **Updated to be more relevant.**
 - Congestion
 - Construction
 - Summer schedules **This year's were in effect on July 1st.**
 - Reliability for workforce transportation
 - Use of technology to improve service **Tablets have been installed, and we have received positive feedback from the drivers!**
 - Fleet reliability **Our maintenance staff under the leadership of Scott is doing a great job keeping our buses on the road even with their useful life having been met. We have a new maintenance supervisor that is working with Scott as Scott is winding down and looking forward to retiring this year.**
- 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 a returning citizen program, substantial increase in wages for drivers.**
 - Diversity of staff
 - Robust recruitment platform
 - Increase applicant pool **New online application**
 - Track turnover rate

- Training for advancement Jennifer has completed training and is now Chief Operating Officer. One of our driver supervisors, Lawrence is retiring in a few months. With his replacement, we will have a whole new slate of supervisors. Two drivers were promoted, and we hired the third from the outside who did not work out. We have posted in house again hoping for an internal candidate.
- Facility Investment
 - Protecting investment In discussion with a developer
 - 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 Added new stop on eastbound Marine Dr. in the Uniontown area of Astoria. New signs have been designed and are being installed, see the sign at the bottom of this report.
 - 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. We are pulling it back.
 - Story telling with outreach and website
 - Reduce miles traveled by cars

Priority Three

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

April 2023 Operations

Jennifer Geisler

I am doing a twelve-week class with SDAO on Risk Management. The topics that will be covered are What is Risk Management, Executive Risk Management Team, Expectations, Law, Loss Exposure, OSHA, Safety Committees, Financing, Contracting, Claims Admin, Employment Liability, Insurance Policy Analysis, Best Practices and Work Plan.

Shop supervisors, Scott Smith and Tom Reynolds and I drove to Canby Oregon to meet Creative Bus Ken Jarmer and Knowledge In Mobility Kimberly Stanchfield. We also were able to walk through both new Freightliners for the Lower Columbia Connector. We were able to ask questions, work with the new Q One wheelchair securement system and make adjustments that Creative Bus had questions about. Both buses are now available for delivery and waiting for scheduled drivers.

On Thursday March 16th we had an all-staff meeting and BBQ. This meeting was to recognize Transit Employee Appreciation Day and to focus on the great job each person does for the District. Jeff awarded Patrick Calog with quarter four Employee of the Quarter. Sue passed out ballots for staff to vote for the employee of the year for 2022. We shared shout outs, read comment cards and those in attendance stood and shared how long they have been with the district and their job title whether staff or board members. It was a great day to focus on the great job everyone does and to see that it takes many hands to make this all work.

We had a “breakroom” meeting with cake and cookies to announce the Employee of the Year. We were very happy to award Alex Palacios-Hernandez shop mechanic with this award, plaque, and card. Alex is a very humble person and shared that he could not be as successful as he is if it were not for SETD and the crew he works with in the shop.

I met with Lexi Higgins, Director for Busing on the Lookout (BOTL) and told her in detail with much emotion about our staff and how they worked quickly on identifying the two young Seaside runaway headed to Portland Union Station to meet an internet “friend.” We talked about how SETD became introduced to the training that BOTL offers and how all staff do it annually. She wrote a case study that will be used in training and joined it with other testimonials. The SETD staff involved the morning of the incident have all been nominated for the Harriet Tubman Award. This is an award through BOTL that recognizes members of the transportation industry whose direct actions impact those victimized by human trafficking.

<https://truckersagainstrafficking.org/harriet-tubman-award/>

Tongue Point Job Corp is excited to start working with SETD on bus shelters and laying a cement slab for the Sunset Beach bus shelter project. James Schlink from TPJC came to the Warrenton Bus yard to meet the maintenance crew and see the bus shelters firsthand and ask questions. Sunset Beach riders will be ecstatic to see a shelter to get out of the weather and have somewhere to sit as they wait for the 101-route bus. This will improve ridership and offer better access for our elderly and disabled riders.

RIDE ASSIST
April 2023 Report
Nicholle Searle

- In March, Ride Assist provided a total of 1139 rides. ADA Paratransit had 601 rides, we provided 486 Medicaid rides for Northwest Rides, 2 VETP and had 54 escorts. There were 5 Dial A Rides. We also had 45 food box deliveries.
- There were zero ride denials in March.
- There continues to be an increase in SETD ADA rides as well as Medicaid rides this month, I anticipate rides will continue to increase as the weather gets better.
- A new Transportation Support Specialist has been hired. Her name is Mellissa Kanas. She will start April 24, 2023. She is moving back to Long Beach Washington from Eastern Washington. We are happy to have her on board. Having two Transportation Support Specialists greatly increase the flow of paratransit operations. Fixed route drivers have been cross training at the Astoria Transit center, Seaside Office, as well as training to drive for Paratransit.
- We continue to hear great feed back from our riders. Our drivers are doing a great job with accommodating our riders and going above and beyond for them. Stephanie and Eric have been great as well. They have been lending support to the drivers as well as myself and Cynthanie while we have been short staffed, their support has been greatly appreciated by all.
- ADA Paratransit Report for March

Number of completed applications received: 6
Number of incomplete applications received: 0
Number of interview/assessments scheduled: 0
Number of interview/assessments completed:0
Number of determinations made:
 Within 21 days: 6
 More than 21 days: 0
Determination by type:
 Unconditional: 5
 Conditional:0
 Temporary:1
 Not eligible: 0
Number of appeals requested: 0
Number of appeals heard: 0

- In March, 5 individuals requested individual travel training. 3 learners were older adults, 1 had a disability, and 1 was a local area student. No mobility devices were needed with any of the people that needed training. 2 learners were from Astoria/Warrenton area, and the other 3 were from the South part of our county. All learners had used public transit before in other parts of the State; thus, the extent of the pieces of training was moderate. As with every travel training, trainees were directed to further information on our website and YouTube page. This month, no learner indicated they had seen a travel training video before requesting it.
- The Veterans Enhanced Transportation Program provided 10 trips in March for Veterans needing transportation assistance. The VETP transported all but 1 Veteran to local services as only 1 needed transportation to Portland. Our local Veterans welcomed Carl Wiley as the new Veteran Service Officer based out of Clatsop Community Action. I look forward to initiating a good relationship with Mr. Wiley and working hard together to bring transportation services to more of our Veterans.
- The Veteran's Enhanced Transportation Program has helped many veterans get to their medical appointments. 95% of all trips provided by this program are performed by a Veteran Volunteer driver in their personal vehicle. Thanks to the interaction between the Veteran driver and the Veteran rider, trust develops between them. This is a healthy interaction that could benefit a Veteran needing help. Sadly approximately 17 Veterans and active personnel in America commit suicide daily. At least one Veteran is in crisis daily in Clatsop County, and we have a driver ready and willing to help. If you know of a Veteran needing help, please forward this information to them: www.veteranscrisisline.net, Call 1-800-273-8255, and Press 1, Text 838255. If you know of a Veteran who is homeless or at imminent risk of homelessness, please encourage them to contact the National Call Center for Homeless Veterans at (877) 4AID-VET (877-424-3838) for assistance.
- Outreach is an integral part of any public service organization. Thanks to all the support between Mobility and Transportation Options, Kathy and I can talk with our community of riders every Friday at 11 am on Facebook or YouTube. Transportation Talk helps engage our community about public transit and helps encourage people to use the service. If you miss the live show at 11, the shows are available for viewing shortly after streaming live.
- Though I have been busier with in-person travel training and general interactions with riders, the travel training videos continue to help those needing transportation. These short videos often help people who choose not to meet in person. A rural transit District needs to use all appropriate forms of outreach to help their community learn transit. Look for new Mobility Focus every week. Please remember to like and share the videos if you can.
- I'm spending a lot of time gearing up for 2 extensive group travel trainings in the first week of April. Warrenton Highschool will conduct the first event on April 6th, and Seaside Highschool will participate on Friday, April 7th. This is an exciting time, and I will be looking to work with approximately 30 teens during these 2 events.



Transportation Options
April 2023 Report to Board
Kathy Kleczek

Happy April....showers month! Definitely looking forward to what the rain and snow showers will bring in May. The good news is we are preparing for a busy Spring and Summer season of travelling throughout the region. To prepare I have attended many planning meetings and events this month.

This month I started participating in the Risk University series of courses sponsored by SETD insurance provider. The classes have been taking place on Tuesdays at 11AM and cover valuable information for all levels of our organization. So far, the topics covered include leadership responsibilities for risk management, Risk identification, risk prioritization, and risk response. The classes assign homework which is a great way to “bring home” the lessons learned.

After approximately one year of work the DEQ Commute Options Rulemaking Advisory Committee held what could be its’ next to last meeting. The draft rules for mandatory commute options programs in the Portland, and other metro areas of the state are almost complete. After the draft is complete they will be proposed for adoption by Oregon Department of Environmental Quality. This has been a long journey, the new rules will establish new basis for measuring success, and encourage participation not only for those in mandatory areas, with clear outlines for reducing the effects of greenhouse gas emissions.

Jason and I continue to do the live not produced format for Transportation Talk. We do enjoy doing the “on the spot” filming and airing of the show. With the employee shortages we continue to strive to return to our produced segments. Have an idea for a show? Let us know and we can work on it. This year we hope to do some “on the route” videos where we try out some transportation options across Oregon.

Social Media-Get There Oregon

- Post ODOT road condition/construction updates-be prepared for construction project delays
- Are you ready for seasonal weather changes? **Be Bright Be Seen**
- Posts about how to be safe while being active
- Get There promo posts

Conference/Education/Meetings

- SDAO board meeting
- DEQ Commute Options RAC
- ToGo Board meeting planning
- ACT DE & I Committee meeting
- TDM-CP program

Innovative Mobility Grants

- Vanpool Seed funds for Cannon Beach
- Reducing barriers to Safe Biking in Clatsop County bike locks & Helmet distribution
- Car-free Travel Brochures transcreated into Spanish-at PDX and State Tourism info centers

Marketing, Outreach and Education

April 2023 Board Report

Mary Parker, Executive Assistant

- Prepared March 23 Board Meeting Minutes.
- Attended NWOTA meeting in Tillamook
- Prepared April 18, 2023, Special Board Meeting Public Announcements English and Spanish
- Attended April 18, 2023 Special Board Meeting
- Assisted with preparation of April Board Packs and distributed to Board.
- Prepared FY 2024 Budget Legal Announcements in Spanish and English for newspaper
- Posted FY 2024 Budget Announcement on web
- Scheduled March 27 Community Meeting in Seaside
- Prepared Employee of the Quarter Announcements in English and Spanish and distributed
- Prepared Employee of the Year Announcements in English and Spanish and distributed
- Distributed Schedules to Northwest Seniors and Disabilities
- Ongoing posting of schedules in all shelters due to heavy rain, wind and people taking them down
- Updated Board Meeting files with signed minutes
- Distributed Day Pass Vouchers to Helping Hands and the Women's Resource Center

**Human Resources
APRIL 2023 Board Report
Sue Farmer, Human Resources Manager**

/TRAININGS ATTENDED:

- SDIS Open Enrollment Training
- Attended Brown & Brown Risk Management Series
- Attended HR Answers webinar on Paid Leave Oregon Update
- LCHRNA – Conflict Confidence: Leading to Resolution
- SDAO Pre-Loss Legal Consult Webinar

ACTIONS:

-
- Met with the Executive Director Evaluation Committee Board Chair Debbie Boothe-Schmidt, Board Member Pamela Alegria and Board Member Rebecca Read on Thursday, March 23, 2023 to discuss results of the Board, ED Self-Evaluation and employee evaluations. The Committee met again on Monday, April 17, 2023 to discuss the Evaluation Summary for the Board meeting on Thursday, April 27, 2023 and salary for 2023-2024.
- Conducted a volunteer orientation for Larry Birch a new volunteer Veteran's driver.
- Conducted 2 exit interviews for 2 of our new bus drivers. One left for another job and the other for family reasons.
- Arranged Fire Extinguisher and Safety Committee Trainings onsite with SDAO.
- Prepared documents for attorney.
- Continue to work on personnel policies.
- Conducted one successful interview for the Transportation Support Specialist position. Melissa Kanas will join SETD on Monday, April 24, 2023.
- Conducted 4 unsuccessful Bus Driver interviews .
- Prepared the agenda for the Safety Committee meeting on Wednesday, April 26, 2023 and minutes for the Thursday, March 30, 2023 meeting.
- Prepared templates for evaluations due in May 2023 and sent them to the appropriate supervisor/manager. Processed annual pay increases as required.
- Prepared materials and conducted benefits meetings for two employees.
- Sent monthly notices to drivers regarding upcoming renewals of CDL's and Medical Certifications.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

NEW EMPLOYEE ORIENTATIONS: None

WORKPLACE DEMOGRAPHICS:

Male	29
Female	17
	46
Hispanic/Latino	2
Native American/Indian	1
White	42
Two or More Races	1
	46

Updated: 4-18-2023