



E C S C

East County Senior Center

PO Box 602 • 276 Sky River Parkway
Monroe, WA 98272

(360) 794-6359
Fax (360) 794-0570

March 30, 2017

Washington State Utilities and Transportation Commission
1300 S. Evergreen Park Drive SW
P.O. Box 47250
Olympia, WA 98504-7250

RE: East County Senior Center
US DOT # 2154533

Dear Commission,

This letter serves as a typed statement for mitigation of the Penalty Assessment for East County Senior Center. We received a certified mail on March 20, 2017 from the UTC stating that we were being issued a penalty assessment in the amount of \$9800.00.

We are writing to inform you that we have taken corrective action regarding the review of our transportation program on 2/6/2017 by Special Investigator Sandi Yeomans.

Part B Violations:

State: Critical re CFR Equivalent 391.45(A) Drivers not medically examined.

We were in violation because we did not know about the requirements. As our drivers are not required to have Commercial Drivers Licenses, we did not realize that our drivers needed to have Certified medical exams every 24 months. We were not informed that we needed to have this nor had we received any correspondence from the UTC regarding the requirement until our review on 2/7/2017. We only have one transport van that runs part-time.

As of February 10th, 2017 all current drivers for the ECSC have successfully completed their physicals. Each driver has received their DOT Medical Exam Certificate to carry with them when driving the vehicle, copies of the certificates are in our transport van and a copy is in their Driver Qualification File.

We now have an annual reminder in our Outlook calendar to make sure that certificates are reviewed annually and the requirement has been added to our new hire package.

Part B Violations:

State: Critical Primary 391.51(a). Did not maintain driver qualification file for each driver employed.

We were in violation as we did not know about the requirements. As our drivers are not required to have Commercial Drivers Licenses, we did not realize that our drivers needed to have

RECEIVED
RECORDS MANAGEMENT
2017 APR -3 AM 9:10
STATE OF WASH.
UTIL. AND TRANSP.
COMMISSION



E C S C

PO Box 602 • 276 Sky River Parkway
Monroe, WA 98272

East County Senior Center

(360) 794-6359
Fax (360) 794-0570

qualification files. We were not informed that we needed to have this nor had we received any correspondence from the UTC regarding the requirement until our review on 2/7/2017.

As of February 17, 2017 we have completed driver qualification files for all drivers employed by ECSC.

Thanks to the training provided by Ms. Yeomans we were able to quickly collect all the needed documents per the Driver Qualification File Checklist 391.51. Each driver has completed the UTC application, Driver Investigative History, State driving histories have been received, driving records have been reviewed, Certificates of violations are completed, road tests have been performed, Medical Exams have been completed and the Medical examiner has been verified. We have included copies of all DOT Medical Exam Certificates and a copy of the entire Driver Qualification File. Also included is a copy of Outlook Calendar notices and other forms we've been using or have created.

We now have in place an annual review of the regulations and requirements regarding the UTC as well as an annual review and update of the Drivers Qualification Files, recorded in our outlook calendar.

ECSC runs a bus program with our one van/bus that transports Seniors and disabled adults throughout our community. This program, called the Mobility Lifeline is truly a lifeline for Seniors in and around Monroe. There are limited transportation options in our area and many, many Seniors live beyond the reach of Community Transit and other programs like DART or TAP. Our bus serves an important need in the daily life of many Seniors.

I've included our Profit and Loss from fiscal year 2016. We are a small stand alone, nonprofit with a gross profit of \$476,554 and gross expense of \$481,744 for a net loss of -\$9086 for the organization. We do not have the means to pay a fine such as this. As it stands, this penalty would shut the Mobility Lifeline down, we would have to let go of the two part-time shuttle drivers and make other unforeseen changes.

I sincerely and respectfully ask for leniency in our mitigation of this penalty, knowing that we have completed the necessary changes to the program and going forward we are knowledgeable about the requirements.

Thank you,

Jacob McGee
Executive Director
East County Senior Center

P.O. Box 602
Monroe, WA 98272

360-794-6359
director@eastcountyseniorcenter.org

**East County Senior Center
 Profit & Loss Budget Performance**

July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
4 · Contributed support	181,062.86			
5 · Earned revenues	73,021.38			
5116 · Bad Check Charges	30.00			
5160 · Food	8,816.05			
5170 · Gambling Income	143,442.27			
5455 · Thrift Store Sales	9,443.89			
5800 · Special events	60,737.11			
Total Income	<u>476,553.56</u>			
Gross Profit	<u>476,553.56</u>			
Expense				
6560 · Payroll Expenses	75.01			
66900 · Reconciliation Discrepancies	-1,018.80			
7200 · Salaries & related expenses	213,585.46			
7500 · Other personnel expenses	22,601.21			
8100 · Non-personnel expenses	53,680.00			
8185 · Food-related expenses	8,333.55			
8200 · Occupancy expenses	31,357.56			
8212 · Land Lease	2.00			
8300 · Travel & meetings expenses	1,665.81			
8500 · Misc expenses	804.81			
8600 · Business expenses	20,895.25			
8700 · Gambling Expenses	115,166.58			
8800 · Other Program Expenses	14,596.03			
Total Expense	<u>481,744.47</u>			
Net Ordinary Income	<u>-5,190.91</u>			
Other Income/Expense				
Other Expense				
9800 · Fixed asset purchases	3,894.89			
Total Other Expense	<u>3,894.89</u>			
Net Other Income	<u>-3,894.89</u>			
Net Income	<u><u>-9,085.80</u></u>			



E C S C

East County Senior Center

PO Box 602 276 Sky River Parkway
Monroe, WA 98272

(360) 794-6359
Fax(360) 794-0570

Emergency Contacts:

Program Manager:

Kate Miller [REDACTED] (h) [REDACTED] 5 (c)

Director: Jacob McGee [REDACTED]

Drivers:

Len Gugala [REDACTED]

Larry Hewitt [REDACTED] (h) [REDACTED] (c)

Monroe School District Maintenance Department

Shop Phone: 360-804-2655

Randy Swift [REDACTED] (cell)

Supervisor: Joe Banach [REDACTED]

Tire Size: LT225/75 R16

350299*

Updated 03/2017

East County Senior Center
BUS TRIP INSPECTION CHECK LIST

DATE: _____ BUS # 01 MILEAGE: START _____ END: _____

CHECKLIST CODE: OKAY NEEDS ATTENTION CORRECTIONS MADE NONE

A CHECK OUTSIDE THE BUS

- | | PRE | POST | COMMENTS |
|---|--------------------------|--------------------------|----------|
| 1 FUEL TANK- FILLER CAP ON / EXHAUST PIPE CLEAR | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 UNDER BUS LEAKS (Oil, Fuel, Coolant, Water, | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 TIRES / RIMS / LUGS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 APPEARANCE: GOOD = 1 / OK = 2 / WASH = 3 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5 DAMAGE: BODY, FRESH (None- draw line in box) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

B CHECK UNDER THE HOOD

- | | | | |
|---|--------------------------|--------------------------|-------|
| 1 BATTERY / BELTS / HOSES / WIRING | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 FLUID LEVELS (Oil / Coolant / Washer) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 FLUID LEAKS (If none – draw line through box) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

C CHECK INSIDE THE BUS

- | | | | |
|--|--------------------------|--------------------------|-------|
| 1 FIRE EXTINGUISHER / FIRST AID KIT / EMERGENCY REFLECTORS / SPARE FUSES | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 SEATS / SAFETY BELTS CHECKED / ORGANIZED | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 DAMAGE – INTERIOR (If none – draw line through) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 EMERGENCY EXIT (must be unlocked) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5 FULL HARNESS SETS FOR WHEELCHAIR | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6 WINDOWS – IN CLOSED POSITION | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7 CLEANLINESS: OK = 1 / NEEDS CLEANING = 2 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8 WASTE BASKET (keep clean; use liners) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

D START ENGINE – CONTINUE INSIDE CHECK

- | | | | |
|---|--------------------------|--------------------------|-------|
| 1 DASH GAUGES / INTERIOR LIGHTS / BUZZERS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 FUEL LEVEL (Refuel when below ½-full) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 HORN / BACKUP ALARM / STEERING WHEEL PLAY | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 WINDSHIELD WIPERS / WASHERS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5 HEATER / DEFROSTER / FAN / AIR CONDITIONER | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6 DOME LIGHTS / STEP-WELL LIGHTS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7 DRIVER'S SEAT / SEAT BELT / MIRRORS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8 BRAKES: SERVICE / PARKING (Run Stop & Hold) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

E CHECK OUTSIDE THE BUS – ENGINE RUNNING

- | | | | |
|--|--------------------------|--------------------------|-------|
| 1 STOP LIGHTS / TAIL LIGHTS / BACK-UP SIGNAL | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 HEADLIGHTS / PARKING LIGHT / SIDE MARKERS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 EMERGENCY FLASHERS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 TURN INDICATORS / HAZARD LIGHTS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5 WHEELCHAIR LIFT LIGHTS ON / BUZZER SOUND | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

F IMPORTANT ITEMS MUST BE AVAILABLE

- | | | | |
|------------------------|--------------------------|--------------------------|-------|
| 1 VEHICLE REGISTRATION | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 INSURANCE CARD | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 FUEL CARD(S) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 MONEY POUCH | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

I certify that all items listed on this form were checked before placing the bus in service. All faulty or improperly functioning equipment that may affect the safety of the vehicles operation or result in its mechanical breakdown was reported in writing, to proper authorities and appropriate repairs were made before allowing riders to board the bus.

DRIVER _____ DATE _____ REVIEWED BY _____ DATE _____

VEHICLE SERVICE DUE STATUS REPORT

VEHICLE IDENTIFICATION

Make:	Serial Number:
Year:	Tire Size: LT 225/75 R16
Company No/Other ID:	Owner, if leased:

Date of Inspection	Type of Inspection	Mileage at Time of Inspection	Date Next Inspection Due	Mileage Type of Inspection Due	Inspection Due
2/1/17	EM DOORS LIGHTS & PUSHOUT WINDOWS	145,585	5/1/17		
3/20/17	ANNUAL INSP	145,947	3/20/18		

File Home Send/Receive Folder View Developer Search Tell me what you want to do

Appointment Meeting Items New New Meeting Items New

Delete Move E-mail Calendar Calendar Online Permissions Share

Calendar Calendar Online Permissions Share

Search People Address Book

Private High Importance Low Importance

Busy Show As Reminder: None Recurrence Categorize Tags

Options Find

SUBJECT	LOCATION	START	END	RECCURENCE PATTERN	CATEGORIES
PF Changes	Larry Drives	Wed 06/15/16 12:00 AM	Thu 06/16/16 12:00 AM		Drivers
Larry		Mon 06/20/16 8:30 AM	Thu 06/23/16 12:00 AM		Drivers
Victoria Trip		Tue 06/21/16 12:00 AM	Sun 07/10/16 12:00 AM		Drivers
Highland Games	Buy and pack lu...	Sat 07/09/16 12:00 AM	Tue 07/12/16 10:00 AM		Drivers
Snoqualmie Casino		Tue 07/12/16 9:30 AM	Thu 07/21/16 12:00 AM		Drivers
Leavenworth Must be back no ...		Tue 07/19/16 12:00 AM	Wed 07/20/16 8:00 PM		Drivers
Dine out Red Lobster		Wed 07/20/16 5:00 PM	Fri 07/22/16 12:00 AM		Drivers
Northgate Mall with Brookdale		Thu 07/21/16 12:00 AM	Thu 07/21/16 4:00 PM		Drivers
Alki Beach with Snostrac		Thu 07/21/16 9:00 AM	Sun 08/07/16 12:00 AM		Drivers
Keith Rydell borrowing Van		Sat 08/06/16 12:00 AM	Tue 08/09/16 3:30 PM		Drivers
Quil Ceda Casino		Tue 08/09/16 9:30 AM	Wed 08/10/16 8:30 AM		Drivers
Driver Try outs		Wed 08/10/16 8:30 AM	Sun 08/14/16 12:00 AM		Drivers
Keith Rydell Borrowing Van		Sat 08/13/16 12:00 AM	Wed 08/17/16 12:00 AM		Drivers
La May Family Collection Trip	buy and box lu...	Tue 08/16/16 12:00 AM	Wed 08/17/16 8:00 PM		Drivers
Dine Out Blue Heron		Wed 08/17/16 5:00 PM	Wed 08/24/16 5:30 PM		Drivers
Mariners vs Yankees	Snostrac	Wed 08/24/16 9:30 AM	Sat 08/27/16 12:00 AM		Drivers, Special
Johns Last Day		Fri 08/26/16 12:00 AM	Fri 09/23/16 12:00 AM		Drivers
Bellingham Trip		Tue 09/20/16 12:00 AM	Mon 10/03/16 12:00 AM		Drivers
Ocean Shores Trip Kate Drive		Sat 10/01/16 12:00 AM	Wed 11/16/16 4:30 PM		Drivers
Celtic Thunder		Wed 11/16/16 4:30 PM	Mon 12/12/16 12:00 AM		Drivers
Burlesque Nutcracker		Sun 12/11/16 12:00 AM	Sat 12/17/16 9:00 PM		Drivers
Warm Beach Dinner and show		Sat 12/17/16 2:30 PM	Thu 02/02/17 12:00 AM		Drivers
UPDATE AND REVIEW DRIVER ...		Wed 02/01/17 12:00 AM	Tue 04/04/17 12:00 AM		Drivers
Get brakes done on Van		Mon 04/03/17 12:00 AM	Wed 06/28/17 10:30 PM		Drivers
Everett Aquasox		Wed 06/28/17 6:00 PM	Wed 07/05/17 10:30 PM		Drivers
Everett Aquasox		Wed 07/05/17 6:00 PM	Wed 08/09/17 10:30 PM		Drivers
Everett Aquasox-need diff driv...		Wed 08/09/17 6:00 PM	Wed 08/16/17 6:00 PM		Drivers
Everett Aquasox-cancelled as is...		Wed 08/16/17 6:00 PM	Mon 05/09/16 1:30 AM	every Monday, Thursday, and Friday from 1:00 AM to ...	Drivers
Recurrence: Weekly: 5 item(s)			Fri 06/24/16 8:30 AM	every Friday from 8:00 AM to 8:30 AM	Drivers
Larry		Mon 05/09/16 1:00 AM	Mon 06/27/16 8:30 AM	every Monday from 8:00 AM to 8:30 AM	Drivers
John		Fri 06/24/16 8:30 AM	Mon 03/27/17 12:00 AM	every 2 week(s) on Sunday	Drivers
John		Mon 06/27/16 8:30 AM	Mon 04/03/17 12:00 AM	every 2 week(s) on Sunday	Drivers
Larry Driving 360-547-9040		Sun 03/26/17 12:00 AM	Wed 11/09/16 1:30 PM	the second Wednesday of every 1 month(s) from 9:30 ...	Drivers
Len Driving 425-244-5067		Sun 04/02/17 12:00 AM	Wed 12/21/16 8:00 PM	the third Wednesday of every 1 month(s) from 5:00 P...	Drivers
Recurrence: Monthly: 3 item(s)			Wed 02/01/17 12:00 AM	day 1 of every 3 month(s)	Drivers
Casino Trip		Wed 11/09/16 9:30 AM	Thu 02/02/17 12:00 AM	every 2 years on February 1	Drivers
Dine out-Get reservations!		Wed 12/21/16 5:00 PM			Drivers
perform window and door ins...		Wed 02/01/17 12:00 AM			Drivers
Recurrence: Yearly: 1 item(s)					Drivers
Driver Medical Certificates nee...		Wed 02/01/17 12:00 AM			Drivers

Click to toggle Quick Click category Right-click for all options

Items: 51 Reminders: 10

All folders are up to date. Connected to: Microsoft Exchange

100%

11:20 AM 03/31/17