



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY OCTOBER 25, 2018

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. REPORTS FROM CHAIR AND COMMISSIONERS
7. FINANCIAL REPORTS
8. OLD BUSINESS
 - a. Lower Columbia Connector Route Options
 - b. Budget Update
 - c. Seaside Kiosk update
9. NEW BUSINESS
 - a. Transit Asset Management Resolution
 - b. Title VI Plan Update
 - c. Intergovernmental Agreement with Tillamook County Transportation District
 - d. Transit Center Hours
 - e. Holiday Party
 - f. SDAO Conference
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. EXECUTIVE SESSION ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
15. OTHER ITEMS

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
OCTOBER
2018

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BOTL	BUSING ON THE LOOKOUT
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
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
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
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
DRT	DEMAND RESPONSE TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
OCTOBER
2018

ISN	INTEGRATED SYSTEM NETWORK
IT	INFORMATION TECHNOLOGY
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWCA	NORTHWEST COMMUNITY ALLIANCE (FORMERLY COAST REHABILITATION)
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
NWRC	NORTHWEST RIDE CENTER (NOW KNOWN AS RIDE CARE)
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
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
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDE CARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
RPTD	RAIL AND PUBLIC TRANSIT DIVISION
SDAC	SENIOR AND DISABLED ADVISORY COMMITTEE (ALSO KNOWN AS S&D)
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
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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	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STP	SURFACE TRANSPORTATION PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE
TAM	TRANSIT ASSET MANAGEMENT
TAT	TRUCKERS AGAINST TRAFFICKING
TECH	TECHNOLOGY
TGM	TRANSPORTATION GRANTS MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPAC	TRANSPORTATION PLAN ADVISORY COMMITTEE
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
YTD	YEAR TO DATE
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
September 27, 2018**

DRAFT

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Vice Chair Bryan Kidder, Commissioner Pamela Alegria, Commissioner Tracy MacDonald, Commissioner Carol Gearin and Secretary/Treasurer Lylla Gaebel

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Chief Operating Officer, Paul Lewicki, Human Resources Tami Carlson, Transit Center Manager John Layton, Executive Assistant Mary Parker
3. CHANGES TO AGENDA-
4. PUBLIC COMMENT- None
5. APPROVAL OF AUGUST 2018 BOARD MEETING MINUTES-
Commissioner Gearin moved to approve the August 2018 Board Minutes as corrected.
Commissioner Kidder seconded the motion
Discussion- Commissioner Gearin made a correction under #5 stating a comment was not made by Commissioner Gaebel.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener-No Report
 - c. Commissioner MacDonald- Reported he had attended a public meeting concerning installation of a traffic light at Avenue S and Hwy 101.
 - d. Commissioner Gearin- No Report
 - e. Commissioner Gaebel- Requested having more healthy snacks instead of all the sweet doughnuts.
 - f. Commissioner Kidder- Said he had looked at the Daisy May's location and is looking forward to hearing the Seaside Kiosk relocation report and also reported that Executive Director Hazen had done a good job of voicing the Boards concerns on the Enterprise Zone at the Clatsop County Commissioner's meeting last night.
 - g. Chair Kleczek- Reported she had attended the Travel Oregon North Coast Tourism Summit kickoff in Garibaldi and that it was one of the best, most productive well-organized events she has been to in a long time and that she thinks the region will really benefit from Travel Oregon's investment in the area with this. Commissioner Kleczek also said the variety of people in the room and their participation in the conversation was phenomenal and most encouraging is the number of factors coming together to discuss and come up with some viable plans to move forward to increase the livability and the sustainability of the tourist industry here.

Chair Kleczek introduced staff member Donna Buganan who is the new Payroll and Accounts Payable clerk. Donna said she has mostly worked in and managed medical offices until 2012 when she managed a construction company. Donna has been working at RideCare for the last couple of years and is currently helping in Paratransit. She is finishing up training for payroll and accounts payable and will also be training to provide coverage for lunches in the Transit Center when needed. Welcome Donna!

7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the August General Fund Financial, Exceptions and Information Report. Commissioner Gaebel reported that Tracy will now only be printing checks every other week due to not having weekly checks for RideCare anymore. Chair Kleczek asked what items 8031 and 8032 are covering. Tracy said 8031 is for subscriptions like Quickbooks and 8032 is for MindShift which is \$4000 a month. Tracy said she will clarify which subscriptions and services are under 8031 and 8032 at next month's Board meeting. Chair Kleczek asked about item 8130 payroll processing fees being over budget. Tracy said the increase is from startup fees and cross over costs for the GNSA the new payroll program. Tracy also said there would be higher monthly fees but that the new program will save staff time. Tracy reviewed RideCare's financial reports. Commissioner Gaebel pointed out that the final checks for RideCare employees also included payoff of their sick time.

Commissioner Gaebel moved to accept the August 2018 financials as presented

Commissioner Gearin seconded the motion

Discussion- none

Motion passed unanimously

8. OLD BUSINESS-

a. TRANSPORTATION ADVISORY COMMITTEE APPOINTMENTS- Executive Director Hazen reviewed that the Board approved changing the Senior and Disabled Transportation Advisory Committee to the Transportation Advisory Committee at the May 2018 Board meeting and staff began outreach for recruiting for the vacant seats on the committee. Executive Director Hazen referred to the overview he had placed in the Board pack that compared increasing the committee membership from the current 7 members to as many as 14. Also 3 members whose terms expired in June 2018 have indicated they want to remain on the committee, Larry Miller in Position 1, Patrick Preston in Position 2 and Margaret Chenowith in Position 3. Position 4 is vacant, and Position 5 is held by Barbara Carson whose term expires June 30, 2019. Position 6 is vacant, and Position 7 is currently held by Bryan Kidder with Tracy MacDonald as the alternative. Executive Director Hazen said with the committee at 7 members only one person would need to be approved from the applicants and recommended Doug Pilant, General Manager at Tillamook County fill the required out of District position. Board directed staff to contact Barbara Carson to find out if she wanted to remain on the committee. Commissioner MacDonald said he would contact her.

Commissioner Gearin moved to appoint Chris Breitmeyer to position 4

Commissioner MacDonald seconded the motion

Discussion- Commissioner Kidder said he had a concern that Chris would be just as unavailable as some of the other folks you are trying to fill, qualified no doubt, but as president of the college how often is he going to make a meeting. Commissioner Gearin asked how often the meetings would be. Executive Director Hazen said he plans on having 2 meetings before the end of the year and 2 meetings going into March and then quarterly. Commissioner Gearin said she thought that Chris as president of the college is an individual that unless an emergency comes up he will do what he says he is going to do. Commissioner Alegria said Chris represents the institutional aspect of it but had concerns about his attendance. There was confusion about the motion being about the number of committee members. Commissioner Gaebel said she guessed she was confused because she was waiting for a call for do we want to change the committee number first. Commissioner Gearin said she had asked that question, and no one said a word. Chair Kleczek said we are discussing the motion on the table.

Aye- Commissioners Alegria, Widener, MacDonald, Gearin, Kidder and Kleczek

Commissioner Gabel abstained due to there not being discussion on the number of committee members.

Motion passed 6 Aye and 1 abstention

Commissioner Widener moved to increase the number on the committee to 9
Commissioner Gaebel seconded the motion
Discussion- Commissioner Gaebel said having 9 will allow us a better outreach.
Commissioner Gearin said if you keep it at 7 and you have 3 people that show up all the time and you have Chris and Bryan you will always have a quorum. Commissioner Alegria said that she likes having 9 and having more voices. Commissioner MacDonald said that a 7-member committee that is dedicated will have success. Commissioner Widener asked how much legislative authority this board or committee will have. Executive Director Hazen said this advisory committee will be recommending the STIF plan to the Board and then the Board will approve it, however if the Board changes it they will have to document their change in the application to ODOT. Commissioner Widener said he believed having 9 is correct. Commissioner Kidder said he was in favor of the 9 which means there will be 2 more to be appointed.
Aye- Commissioners Alegria, Widener, Gaebel, Kidder and Kleczek
Nay- Commissioners MacDonald and Gearin
Motion passed 5 Aye and 2 Nay

Commissioner Kidder moved to nominate Lin Anderson and Tita Montero for the 2 open positions.
Commissioner MacDonald seconded the motion
Discussion- Commissioner Alegria asked to have a motion for each.
Commissioner Kidder withdrew his first motion and then moved to nominate Lin Anderson to position #5
Commissioner MacDonald withdrew his first second and seconded the second motion
Discussion- There was discussion supporting Lin and her on going attendance and interest in at the Sunset Empire Transportation Board Meetings.
Motion passed unanimously

Commissioner Kidder moved to nominate Tita Montero to position #7
Commissioner MacDonald seconded the motion
Discussion- There was discussion Tita's experience locally and her connection to the Hispanic community being needed on the committee.
Motion passed unanimously

Commissioner Gaebel moved to change the term for the 2018 terms to 2020 and change the 2019 terms to 2021.
Commissioner MacDonald seconded the motion
Discussion- Commissioner Kidder said his position is up next May for election so he would be serving whether he was a Commissioner or not. Commissioner Gaebel said you are on that committee as a transit provider representative which can always be changed.
Motion passed unanimously

Commissioner Gearin moved to appoint Larry Miller, Patrick Preston and Margaret Chenowith to the Transportation Advisory Committee as they had requested.
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously

Commissioner Kidder moved to appoint Doug Pilant to position #8
Commissioner Widener seconded the motion
Discussion- None

Motion passed unanimously

- b. SEASIDE KIOSK UPDATE- Executive Director Hazen said he is still waiting to hear back from the General Manager who has been trying to contact the leasing agent and partners. One partner is ok with the proposal, but the other partner has not responded. Commissioner Gaebel recommended that Jeff call the mall general manager again and follow the call up with an email. Executive Director Hazen said he would. Commissioner Kidder asked if we are still taking steps to get out of the building we are in now. Executive Director Hazen said yes. He will keep the Board posted on any updates.
- c. BOARD ASSESSMENT RESULTS- The Board received the SDAO Board Assessment results from August 2018 and the Impressions and Recommendations letter from Rob Mills. Chair Kleczek said Rob did not make any recommendations except to “stay the course”, however she said she would like to have a conversation as to what “stay the course” means to us as a Board and individually at the Board Retreat. Executive Director Hazen said we are looking at scheduling the Board Retreat in January.

Commissioner Gaebel moved to accept the report from the SDAO Board Assessment
Commissioner Widener seconded the motion
Motion passed unanimously

9. NEW BUSINESS

- a. SERVER ISSUES- Executive Director Hazen reported that SETD suffered a catastrophic failure of its computer network with the biggest issue being the loss of the financials. Paul took the data array to a data recovery business in Portland to see if they could recover the financials. Mind Shift who is SETD’s IT support, responded to the call for assistance with a sales pitch which left a very bad taste in John, Paul and his mouths. Executive Director Hazen said that he thought Mind Shift’s service up to this point, has been good, however they advised us that we would not get our financials back and tried to sell us a \$30,000 piece of equipment. After looking at other options we found a company that would look at the data array and determine if the data could be saved for \$99 and they found they could save it. Executive Director Hazen said he felt that the District was up against a time crunch. The auditors were waiting for final reports from Tracy for the audit and more importantly the final reconciliation report was due to the CCO by September 15th. Executive Director Hazen said he did not think that the CCO would have allowed us to extend this date and this final reimbursement was for \$150,000. Hazen said he felt it was critical we got our financials back and he let the Board know what he did. John and Paul are looking at better options, but we will not be renewing our contract with Mind Shift which is up in a month and may need to use a local service temporarily. Discussion of backing up the financials was discussed with a strong recommendation of using an external separate hard drive or usb that is backed up daily. Executive Director Hazen said that the online back up that had been set up stopped working on October of 2016, and we were not notified so John is looking into this and we have the name of a cyber attorney we may use. Commissioner Gaebel asked if our insurance will cover some of our loss. Executive Director Hazen will investigate this. Commissioner Alegria thanked John for the excellent report that he had wrote. Chair Kleczek said in recalling the Mind Shift contract she thought it had a time frame for us notifying them if we were not going to renew the contract. She added that these are exactly the things she brought up when we were considering using them including their ultimate goal being to have us buy into their equipment and replace our stuff with their stuff. Commissioner Gaebel asked that staff look at the Mind Shift contract now, in case it automatically rolls into a new contract and the Board may need to make a motion today to allow staff to terminate the contract.
Chair Kleczek called a recess at 11:09

Chair Kleczek called the meeting back to order at 11:20.

Commissioner Gaebel said she did not like how this came down and believes that when the information came to us with a contract, that is going to expire within a month, we should have had the information on how it would be terminated if we made that choice and I am willing to go along with authorizing staff to do what they have to do but I definitely want it to on record that we expect to have that information so we can do our job because it should not be the director's job. Chair Kleczek said the information that she has looked up says the contract did not go into effect until after October 2016 so she believes that it actually went into effect in November or December of 2016 and if we have 30 days before the renewal we are ok, however we required some additional terms of service and changed the contract, which Jeff is trying to get a copy of from Mind Shift's server right now. The earliest that they would have began providing us service would have been December 1, 2016. Executive Director Hazen reported that there is no auto renewal on the contract, so we have 30 days from when we went live.

Commissioner Gearin moved to terminate the contract with Mind Shift as soon as possible

Commissioner Alegria seconded the motion

Discussion- Chair Kleczek they are providing us a service that does provide connectivity and access to documents and data and are helpful to our staff if it is not a major failure so we need some kind of direction to go along with this, so we are not just flying by the seat of our pants.

Motion Passed Unanimously

Commissioner Gaebel moved that we authorize staff to pursue other options that may be interim or long term for our IT needs

Commissioner Widener seconded the motion

Discussion- Chair Kleczek said because of the dollar amount we need to make sure that we follow the law depending on who and how we contract with them and this is not something that we can put off. It is important that we have some kind of IT solution and stressed although John did an excellent job of helping with the current problems he is the IS person and Transit Center Manager and not the IT person and we need true IT service needs protection.

Commissioner Gaebel added to her original motion- to include that everything needs to be brought back to the Board and that if we need to have an emergency meeting to make a decision we have one.

Commissioner Widener seconded the changed motion

Discussion- Chair Kleczek raised the question what kind of authority does the Board need.

Commissioner Gaebel added to her motion that the Board authorizes the Chair to sign any necessary documents to pursue what needs to happen at this time but not a contract.

Commissioner Widener seconded the changed motion

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report- and added that we will be meeting with attorneys in October and will begin the ATU negotiations in November. The next Tourism Studio is being held in Seaside on October 17th and will be strictly about transportation and he will have a much bigger role at this meeting. Paul reported that Columbia County is reducing their services and changing their routes, Paul is working with Todd to re-align what we do with them and we may possibly go into Kelso with or without a stop in Rainer. Executive Director Hazen said that the Board will be making

some big decisions coming up. Contingency this year is about \$ 160,000 but we just spent about \$50,000 on the data recovery and Paul is talking about the Lower Columbia Connector because of the funding issue which will probably wipe that out. Jeff said he asked Doug Pilant what he thought the union attorney fees would be and he said about \$50,000. We will need to look at that and the budget line by line, so we are ahead of this game and make the appropriate carve offs. We also do not know what the negotiations impact will be. It is going to be a very tight year. Just know that the supplemental budget will be coming sooner than later. Commissioner Gaebel said she is glad that the Budget Committee pushed hard for the contingency fund this year and did their job.

Commissioner Gaebel moved that we approve the over \$50,000 expenditure that was signed in an emergency by the Board Chair and our Chief Operations Officer

Commissioner MacDonald seconded the motion

Discussion- Chair Kleczek said this was a very uncomfortable moment and if it had not been an emergency and there had not been the urgency she would have deferred and would have waited, and she appreciates the confidence of the Board.

Motion passed unanimously

12. LEADERSHIP REPORTS-Reports submitted for September 2018: Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources-Tami Carlson

Commissioner Gearin asked Paul about SETD partnering with the City of Warrenton to relocate so that we are out of the inundation zone. Paul said this in its infancy, but we met with the County Emergency Management Team yesterday and the issue came up to make them aware of our desire. Commissioner Kidder asked about the bus maintenance charges that have hit the budget hard this last month? Paul said this is based on repairs on 14-year-old buses and one of the most expensive repairs was \$8,000 to replace an engine on a paratransit van that the Paratransit drivers like because it is well designed and can accommodate the passengers that are carried on Paratransit. Commissioner Kidder asked if the new buses are up to speed. Paul said the new buses have been back 4 times for many problems, but one bus is back that appears to have all systems working and the other bus should be back next week. Commissioner Gaebel asked if we are looking at adding liquid springs to our older buses. Paul said not actively because the cost would be \$14,000 per bus these are older buses but going forward we will include liquid springs on new buses however we are going for low-floor kneeling buses that at this point liquid springs are not configured for. Commissioner Gaebel asked what kind of security is available for our drivers as far as quick notification if they are attacked. Is there an SOS they can push that would tell dispatch to listen so that notification could be made, do they carry any pepper spray? Paul said drivers do not carry any defensive weapons and the electronics on the bus has a button they can push that marks the video for reference and there is a button that sends an email alert that is not always responded to promptly. Paul said that in reality, drivers pull over and call 911. Paul said that he would look into this.

13. PUBLIC COMMENT-Lin Anderson said she has heard from several people that if you are disabled you cannot shop Walmart because the bus stop is way too far away from the store.

Meeting was adjourned at 12:00 PM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date _____

Sunset Empire Transportation District
SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the October 2018 Board of Commissioner's Meeting

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

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$452,463 (\$197,836 less than budget), 15% of annual budget and 69.6% of monthly budget. YTD Total Materials & Services was \$292,814 (\$59,644 more than budget), 32% of annual budget and 125.6% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$14,204 - \$7,888 less than the monthly budget, \$14,941 less than annual budget.
- 4015 Paratransit Fares: Revenues for the month were \$2,412 - \$1,872 less than the monthly budget, but \$6,195 more than annual budget. NW Rides is behind in payments for Paratransit rides for August - \$5,035 and September - \$1519.
- 4100 Contract Service-IGA: Billed Cannon Beach for \$3,619 for September. Received \$8285 for month of August.
- 4205 Property Taxes: \$4,574 was received on 9/6/18.
- 4271 Billboard Lease: Payment of \$1200 was received in January 2018.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: Payment of \$343.75 was received on June 5, 2018
- 4300 Interest: September interest for General Fund was \$451.
- 4310 Misc. Income: \$21 for laminating, retired teachers meeting donation of \$100 and \$2725 scrap for buses going into our Capital Reserve Fund.
- 5000 Grants: Grant reimbursements have not been completed.

Expense

- 6005 Salaries & Wages: Over budget for the month \$25,752 and YTD by \$56,141.
- 7000 RC Provider Payments: All Veteran provider rides. Actual for August was \$541.
- 8020 B&M General: \$2492 to P&L Johnson-replace HVAC Blower and \$2279 to repaint and repair lines in parking lot at TC.
- 8031 Website/On-line SW Sub: \$555 for email accounts, \$57,158 for data recovery and \$4080 server billable hours.
- 8050 Dues Subscriptions & Fees: \$500 to CEDR, \$500 to State of Oregon for Oregon Cooperative Procurement Program and \$4112 for SDAO dues.
- 8095 Legal Council: Services for September, over budget YTD by \$8,968.
- 8130 Payroll Processing Fees: Over budget by \$1,733.

SETD Expense con't

***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.

Sunset Empire Transportation District
SEPTEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the October 2018 Board of Commissioner's Meeting

- 8139 Professional Services: September – Hauer's Security. Over YTD budget by \$3,962.
- 8155 Telephone/Internet Service: Over budget YTD by \$1,914.
- 8170 Vehicle Maint & Repairs: Month within budget Over budget YTD by \$37,692.
- END

Ride Care Fund Profit and Loss

Ride Care's YTD revenues of \$344,008 is \$102,542 less than budgeted. YTD Interest Income of \$200. Materials & Services of \$363,773 are \$93,786 less than budget.

Revenue

- 4300 Interest: Interest earned was \$200.
- 4550 RC CCO Settlement Reimbursement: The final true-up for August was received October 17, 2018 For a total of \$149,404.

Expense

- 6005 Salaries and Wages: Over budget \$11,251 YTD. Final payroll for RC.
- 7000 Contract Providers: Gas Vouchers accounted for \$65.50. They were stragglers from July. Provider payments is under budget by \$101,890 YTD.
- END

Follow up items:

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Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
September 2018

Ordinary Income/Expense	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Income					Better (Worse)		
4000 FARES	14,204.15	22,092.00	51,917.74	66,859.00	(14,941.26)	228,600.00	23%
4015 PARATRANSIT FARES	2,412.00	4,284.00	19,047.00	12,852.00	6,195.00	51,400.00	37%
4090 DONATIONS/COMMISSIONS	1,302.79	1,279.00	3,549.44	3,885.00	(335.56)	16,100.00	22%
4100 CONTRACTED SERVICES-IGA	8,285.00	10,833.00	42,247.00	32,501.00	9,746.00	130,000.00	32%
4200 TAXES							
4205 PROPERTY TAXES	2,592.07	0.00	17,675.30	0.00	17,675.30	940,000.00	2%
4207 PRIOR YR PROPERTY TAX	1,982.13	1,370.00	6,366.31	3,689.00	2,677.31	22,000.00	29%
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	170.04	0.00	170.04	0.00	
Total 4200 TAXES	4,574.20	1,370.00	24,211.65	3,689.00	20,522.65	962,000.00	3%
4250 TIMBER SALES	0.00	0.00	111,933.93	77,182.00	34,751.93	220,000.00	51%
4260 MASS TRANSIT ASSESSMENT	0.00	0.00	16,477.00	15,633.00	844.00	70,000.00	24%
4270 RENTAL INCOME					-		
4271 BILLBOARD LEASE	0.00	0.00	0.00	0.00	0.00	1,200.00	0%
4272 PARKING SPACES	760.00	760.00	2,280.00	2,180.00	100.00	9,020.00	25%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	0.00	280.00	0%
Total 4270 RENTAL INCOME	760.00	760.00	2,280.00	2,180.00	100.00	10,500.00	22%
4300 INTEREST	451.14	665.00	1,910.30	2,005.00	-94.70	8,000.00	24%
4310 MISC INCOME	2,833.80	0.00	2,865.80	0.00	2,865.80	0.00	
4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	0.00	0.00	
5000 GRANTS					0.00		
5001 ODOT GRANTS					0.00		
5002 5311 GRANT OPERATIONS	0.00	102,000.00	0.00	102,000.00	-102,000.00	455,657.00	0%
5003 5310 MOBILITY MGT GRANT	0.00	18,591.00	0.00	18,591.00	-18,591.00	44,630.00	0%
5004 5310 PREV MAINT GRANT	0.00	32,000.00	0.00	32,000.00	-32,000.00	115,976.00	0%
5005 5339 CAPITAL PURCH GRANT	0.00	141,100.00	0.00	141,100.00	-141,100.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS CON	0.00	25,417.00	0.00	25,417.00	-25,417.00	86,577.00	0%

**Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
September 2018**

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
5050 STP-CAPITAL	0.00	114,405.00	0.00	114,405.00	-114,405.00	457,623.00	0%
5001 ODOT GRANTS - Other	0.00		152,713.00		152,713.00	0.00	
Total 5001 ODOT GRANTS	0.00	433,513.00	152,713.00	433,513.00	-280,800.00	1,334,713.00	11%
Total 5000 GRANTS	0.00	433,513.00	152,713.00	433,513.00	-280,800.00	1,334,713.00	11%
5080 OREGON STF FUNDS	0.00	0.00	23,310.00	0.00	23,310.00	0.00	
Other Types of Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	34,823.08	474,796.00	452,462.86	650,299.00	-197,836.14	3,031,313.00	15%
Gross Profit	34,823.08	474,796.00	452,462.86	650,299.00	-197,836.14	3,031,313.00	15%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	119,363.92	91,839.00	390,132.81	321,433.00	(68,699.81)	1,239,798.00	31%
6200 PAYROLL EXPENSES	26,714.14	9,148.00	48,984.67	32,020.00	(16,964.67)	123,500.00	40%
6300 EMPLOYEE BENEFITS	4,835.04	24,174.00	58,504.96	88,028.00	29,523.04	321,100.00	18%
Total 1. PERSONNEL SERVICES	150,913.10	125,161.00	497,622.44	441,481.00	(56,141.44)	1,684,398.00	30%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	540.54	0.00	1,500.66	0.00	(1,500.66)	0.00	
7030 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	1,205.00	0.00	7,225.00	7,225.00	30,000.00	0%
8006 ADS (HR JOB POSTING)	0.00	527.00	757.42	2,317.00	1,559.58	3,500.00	22%
8010 BANK FEES	142.80	132.25	402.28	519.75	117.47	2,000.00	20%
8020 BLDING & GROUNDS MAINT	7,319.77	6,074.00	11,160.75	17,135.00	5,974.25	75,500.00	15%
8030 COMP-INFO-TECH SERVICES							
8031 WEBSITE/ON-LINE SW SUB	555.00	831.00	6,348.59	6,456.00	107.41	13,935.00	46%
8032 SUPPORT SERVICES/CONTRACTS	65,257.54	4,030.00	71,457.57	12,090.00	(59,367.57)	65,065.00	110%
Total 8030 COMP-INFO-TECH SERVICES	65,812.54	4,861.00	77,806.16	18,546.00	(59,260.16)	79,000.00	98%
8035 CONF TRAINING & TRAVEL	5,882.53	6,180.00	8,816.87	9,082.00	265.13	27,000.00	33%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	-	0.00	

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
September 2018

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
8045 DRUG/ALCOHOL/BG CHECKS	0.00	262.00	779.00	659.00	(120.00)	2,500.00	31%
8050 DUES SUBSCRIPTIONS & FEES	5,844.92	2,786.00	8,605.76	4,454.00	(4,151.76)	13,500.00	64%
8053 IGA - DUES AND FEES	0.00	0.00	3,000.00	2,500.00	(500.00)	10,000.00	30%
8055 DURABLE EQUIP/SMALL TOOLS	3,327.78	3,790.00	7,327.05	5,256.00	(2,071.05)	15,000.00	49%
8061 EQUIPMENT LEASE/RENT	188.00	250.00	564.00	750.00	186.00	3,000.00	19%
8065 EDUCATION/OUTREACH	21.45	1,271.00	1,053.89	3,800.00	2,746.11	30,000.00	4%
8070 EMPLOYEE RECOGNITION	32.41	250.00	271.83	618.00	346.17	10,000.00	3%
8072 ELECTION FEES	0.00	5,500.00	0.00	5,500.00	5,500.00	5,500.00	0%
8075 FUEL	17,388.24	15,000.00	52,854.01	64,162.00	11,307.99	230,000.00	23%
8080 INSURANCE	0.00	15,792.00	19.00	23,792.00	23,773.00	85,000.00	0%
8090 LEGAL ADS	0.00	50.00	0.00	128.00	128.00	800.00	0%
8095 LEGAL COUNSEL	5,145.00	500.00	9,547.50	580.00	(8,967.50)	3,000.00	318%
8100 MEETING EXPENSE	162.91	162.00	637.42	362.00	(275.42)	2,000.00	32%
8120 OFFICE SUPPLIES	732.74	699.00	3,049.81	3,106.00	56.19	15,000.00	20%
8130 PAYROLL PROCESSING FEES	584.04	167.00	2,233.54	501.00	(1,732.54)	2,000.00	112%
8135 PRINTING	2,998.75	1,000.00	4,440.97	5,000.00	559.03	20,000.00	22%
8139 PROFESSIONAL SERVICES	2,400.00	1,250.00	7,712.40	3,750.00	(3,962.40)	15,000.00	51%
8150 TAXES/LICENSES/BUS REG FEE	0.00	42.00	244.00	124.00	(120.00)	500.00	49%
8155 TELEPHONE/INTERNET SERVICE	3,874.48	4,500.00	15,413.89	13,500.00	(1,913.89)	54,000.00	29%
8160 UNIFORMS	155.08	281.00	789.79	714.00	(75.79)	5,000.00	16%
8165 UTILITIES	1,604.49	2,756.00	4,584.69	7,520.00	2,935.31	30,000.00	15%
8170 VEHICLE MAINT & REPAIRS	13,480.55	14,932.00	69,241.38	31,549.00	(37,692.38)	140,000.00	49%
Total 2. MATERIALS & SERVICES	<u>137,639.02</u>	<u>90,219.25</u>	<u>292,814.07</u>	<u>233,149.75</u>	<u>(59,664.32)</u>	<u>908,800.00</u>	<u>32%</u>
Total Expense	<u>288,552.12</u>	<u>215,380.25</u>	<u>790,436.51</u>	<u>674,630.75</u>	<u>(115,805.76)</u>	<u>2,593,198.00</u>	<u>30%</u>
Net Ordinary Income	-253,729.04	259,415.75	-337,973.65	-24,331.75	313,641.90	438,115.00	-77%
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0	205,582.00	0%
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>205,582.00</u>	<u>0%</u>

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
September 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Other Expense					0		
3. OTHER EXPENSES					0		
9610 CLATSOP BANK-PRINCIPAL	0.00	6,121.66	12,146.76	18,288.51	6,141.75	74,866.85	16%
9611 CLATSOP BANK-LOAN INT	0.00	451.84	1,000.24	1,431.99	431.75	4,015.15	25%
Total 3. OTHER EXPENSES	0.00	6,573.50	13,147.00	19,720.50	6,573.50	78,882.00	17%
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0	175.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0	45,291.15	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0	3,490.85	0%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0	837,455.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0	160,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0	123,582.00	0%
Total Other Expense	0.00	6,573.50	13,147.00	19,720.50	6573.5	1,248,876.00	1%
Net Other Income	0.00	-6,573.50	-13,147.00	-19,720.50	-6573.5	-1,043,294.00	1%
Net Income	-253,729.04	252,842.25	-351,120.65	-44,052.25	307068.4	-605,179.00	58%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RIDECARE
September 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Ordinary Income/Expense					Better		
Income					(Worse)		
4300 INTEREST	199.68	0.00	913.49	50.00	863.49	50.00	0%
4500 RC PROVIDER SERVICE REIM	0.00	0.00	343,094.12	446,500.00	(103,405.88)	446,500.00	0%
Total Income	199.68	0.00	344,007.61	446,550.00	(102,542.39)	446,550.00	0%
Gross Profit	199.68	0.00	344,007.61	446,550.00	(102,542.39)	446,550.00	0%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	4,669.27	0.00	59,343.64	53,600.00	(5,743.64)	53,600.00	0%
6200 PAYROLL EXPENSES	615.04	0.00	5,476.67	5,000.00	(476.67)	5,000.00	0%
6300 EMPLOYEE BENEFITS	1,756.06	0.00	8,530.95	3,500.00	(5,030.95)	3,500.00	0%
Total 1. PERSONNEL SERVICES	7,040.37	0.00	73,351.26	62,100.00	(11,251.26)	62,100.00	0%
2. MATERIALS & SERVICES					0.00		
7000 RC PROVIDER PAYMENTS	65.50	0.00	346,609.76	448,500.00	101,890.24	448,500.00	0%
7030 BUS PASSES	0.00	0.00	5,950.00	3,500.00	(2,450.00)	3,500.00	0%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	0.00	0.00	
8005 AUDIT	0.00	0.00	0.00	1,295.00	1,295.00	1,295.00	0%
8006 ADS (HR JOB POSTING)	0.00	0.00	0.00	0.00	0.00	0.00	
8010 BANK FEES	0.10	0.00	0.30	0.00	(0.30)	0.00	0%
8020 BLDING & GROUNDS MAINT	0.00	0.00	3,311.73	350.00	(2,961.73)	350.00	0%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	855.36	0.00	3,019.68	100.00	(2,919.68)	100.00	0%
8035 CONF TRAINING & TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	0.00	0.00	0.00	60.00	60.00	60.00	0%
8050 DUES SUBSCRIPTIONS & FEES	0.00	0.00	20.16	0.00	(20.16)	0.00	0%
8055 DURABLE EQUIP/SMALL TOOLS	433.20	0.00	468.15	0.00	(468.15)	0.00	0%
8065 EDUCATION/OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00	
8070 EMPLOYEE RECOGNITION	0.00	0.00	193.66	100.00	(93.66)	100.00	0%
8080 INSURANCE	0.00	0.00	0.00	1,200.00	1,200.00	1,200.00	0%

Sunset Empire Transportation District
Profit & Loss Budget Performance-RIDECARE
September 2018

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8095 LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	0.00	
8100 MEETING EXPENSE	0.00	0.00	0.00	100.00	100.00	100.00	0%
8120 OFFICE SUPPLIES	0.00	0.00	447.98	200.00	(247.98)	200.00	0%
8130 PAYROLL PROCESSING FEES	0.00	0.00	0.00	56.00	56.00	56.00	0%
8135 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	
8139 PROFESSIONAL SERVICES	0.00	0.00	279.00	375.00	96.00	375.00	0%
8155 TELEPHONE/INTERNET SERVICE	51.67	0.00	2,356.51	850.00	(1,506.51)	850.00	0%
8160 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	
8165 UTILITIES	5.63	0.00	1,116.46	873.00	(243.46)	873.00	0%
Total 2. MATERIALS & SERVICES	1,411.46	0.00	363,773.39	457,559.00	93,785.61	457,559.00	0%
Total Expense	8,451.83	0.00	437,124.65	519,659.00	82,534.35	519,659.00	0%
Net Ordinary Income	-8,252.15	0.00	-93,117.04	-73,109.00	20,008.04	-73,109.00	0%
Other Income/Expense							
Other Expense							
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
	-8,252.15	0.00	-93,117.04	-73,109.00	0.00	-73,109.00	

Sunset Empire Transportation District
Balance Sheet
 As of September 30, 2017

	<u>Sep 30, 17</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,392,713.16	Current Liabilities	
Accounts Receivable	58,944.73	Accounts Payable	
Other Current Assets		2000 ACCOUNTS PAYABLES	132,747.45
1400 PREPAID EXPENSES	484.81	Total Accounts Payable	132,747.45
1500 UNDEPOSITED FUNDS	2,549.20	Other Current Liabilities	77,706.83
Total Other Current Assets	<u>3,034.01</u>	Total Current Liabilities	<u>210,454.28</u>
Total Current Assets	<u>1,454,691.90</u>	Long Term Liabilities	
TOTAL ASSETS	<u><u>1,454,691.90</u></u>	2800 INTERCOMPANY DUE TO/FROM	
		2810 DUE TO RIDE CARE	(37,934.82)
		2815 DUE TO/(FROM) SETD G F	37,934.82
		Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
		Total Long Term Liabilities	<u>0.00</u>
		Total Liabilities	210,454.28
		Equity	
		3100 NWRC PRIOR PERIOD ADJUST	8,891.00
		3200 GF PRIOR PERIOD ADJUST	(8,891.00)
		3700 FUND BALANCE NWRC-RESTRICT	1,311,117.11
		3800 FUND BALANCE GENERAL FUND	780,850.87
		3900 RETAINED EARNINGS	(654,177.60)
		Net Income	(193,552.76)
		Total Equity	<u>1,244,237.62</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,454,691.90</u></u>

**Sunset Empire Transportation District
A/R Aging Summary
As of September 30, 2018**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
CITY OF CANNON BEACH - A/R	8,285.00	0.00	0.00	0.00	8,285.00
DHS - CHILD WELFARE-CLATSOP	650.00	0.00	0.00	0.00	650.00
MY NEXT STEP	0.00	30.00	0.00	0.00	30.00
NW RIDES	0.00	1,574.00	3,932.00	0.00	5,506.00
P-ALLSTATE INSURANCE AGENCY	-142.50	0.00	0.00	0.00	-142.50
P-ANDI WARREN INSURANCE AGENCY	-47.50	0.00	0.00	0.00	-47.50
P-H&R Block	0.00	142.50	142.50	0.00	285.00
P-HOLLAND, CAMILLE	0.00	-95.00	0.00	0.00	-95.00
P-HOMESPUN QUILTS	0.00	95.00	0.00	0.00	95.00
P-THORSEN, MARY	-95.00	0.00	0.00	0.00	-95.00
PROVIDENCE ELDERPLACE	0.00	120.00	100.00	0.00	220.00
Providence Seaside Hospital	0.00	152.00	20.00	20.00	192.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00
SETD	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>8,650.00</u>	<u>2,018.50</u>	<u>4,194.50</u>	<u>20.00</u>	<u>14,883.00</u>

Sunset Empire Transportation District
A/P Aging Summary
As of September 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
ALLIED SECURITY	0.00	115.50	0.00	0.00	115.50
ALSCO	77.54	0.00	0.00	0.00	77.54
ASTORIA FORD	1,354.77	0.00	0.00	0.00	1,354.77
AUTO ZONE	3.29	0.00	0.00	0.00	3.29
CB LAWN CARE	406.00	0.00	0.00	0.00	406.00
CLASSIC TOWING	0.00	825.00	0.00	0.00	825.00
CLATSOP ECONOMIC DEVELOPMENT RESOURCES	0.00	500.00	0.00	0.00	500.00
COAST GARAGE DOOR CO	148.75	0.00	0.00	0.00	148.75
CRS	1,812.67	0.00	0.00	0.00	1,812.67
E-MILEY, LARRY	75.00	0.00	0.00	0.00	75.00
E-MOORE, TERRENCE	50.00	0.00	0.00	0.00	50.00
EARTH2O	0.00	14.54	0.00	0.00	14.54
ENGLUND MARINE SUPPLY CO, INC	189.19	0.00	0.00	0.00	189.19
FISHER & PHILLIPS, LLP	5,145.00	0.00	0.00	0.00	5,145.00
HAUER'S SECURITY	2,400.00	0.00	0.00	0.00	2,400.00
HOME DEPOT CREDIT SERVICES	219.53	0.00	0.00	0.00	219.53
INDUSTRIAL DIESEL POWER, INC	645.97	7,255.32	0.00	0.00	7,901.29
JACKSON & SON OIL, INC.	2,896.03	0.00	0.00	0.00	2,896.03
MAC TOOLS	0.00	45.14	0.00	0.00	45.14
MCCALL TIRE CENTER - Warrenton	1,307.54	181.51	0.00	0.00	1,489.05
MINDSHIFT TECHNOLOGIES	5,984.00	0.00	0.00	0.00	5,984.00
MTR WESTERN BUS	1,115.03	1,733.32	0.00	0.00	2,848.35
NORTH COAST TRUCK	172.50	125.00	0.00	0.00	297.50
NW NATURAL	0.00	75.39	0.00	0.00	75.39
O'REILLY AUTO PARTS	237.15	0.00	0.00	0.00	237.15
OFFICE DEPOT	768.23	257.58	0.00	0.00	1,025.81
OLSON ASPHALT	0.00	2,279.00	0.00	0.00	2,279.00
OREGON - DAS CASHIER	500.00	0.00	0.00	0.00	500.00
P & L JOHNSON MECHANICAL, INC	0.00	2,491.78	0.00	0.00	2,491.78
PACIFIC POWER	0.00	730.37	0.00	0.00	730.37
POLK RILEY'S PRINTING, INC.	0.00	3,656.00	0.00	0.00	3,656.00
RECOLOGY WESTERN OREGON	94.64	0.00	0.00	0.00	94.64
RIVERHOUSE ON THE DESCHUTES	4,912.80	0.00	0.00	0.00	4,912.80
SDAO	4,112.13	0.00	0.00	0.00	4,112.13
SIGN-ONE SIGNCRAFTERS	0.00	0.00	363.78	141.00	504.78
TIAA	188.00	0.00	0.00	0.00	188.00
TRANSPORT WISDOM, LTD	0.00	500.00	0.00	0.00	500.00
VERIZON WIRELESS	684.39	0.00	0.00	0.00	684.39
WARRENTON, CITY OF	321.48	0.00	0.00	0.00	321.48
WESTERN BUS SALES, INC.	179.05	0.00	0.00	0.00	179.05
WILCOX & FLEGEL	14,282.53	0.00	0.00	0.00	14,282.53
TOTAL	<u>50,283.21</u>	<u>20,785.45</u>	<u>363.78</u>	<u>141.00</u>	<u>71,573.44</u>

Sunset Empire Transportation District
Check Detail
September 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
18338	09/12/2018	WILCOX & FLEGEL	13,708.02
18342	09/17/2018	SDIS	15,183.34
		Total	28,891.36

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2018	0342 9/09 - 10/08

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

Bill Due	11/02/2018
Terms	NET 20
Memo	9/09 - 10/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	1050 - CARLSON ABM US BANCORP PLAZA - PARKING	17.00		ADMINISTRATION ADMINISTRATION
8038 TRAVEL	ABM US BANCORP PLAZA - PARKING	5.50		ADMINISTRATION
8038 TRAVEL	RED ROBIN	10.13		ADMINISTRATION
8100 MEETING EXPENSE	FRED MEYER	7.48		ADMINISTRATION
8038 TRAVEL	CHEVRON - LGPI CONFERENCE	13.09		ADMINISTRATION
8038 TRAVEL	HOMETOWN BUFFET - MEAL LGPI CONFERENCE	11.78		ADMINISTRATION
8038 TRAVEL	PHOENIX INN/SALAM - LGPI CONFERENCE	120.77		ADMINISTRATION
8120 OFFICE SUPPLIES	SMART FOODS - COFFEE	44.10		ADMINISTRATION
8038 TRAVEL	HAZEN JIMMY JOHNS - PTAC MEAL	8.05		ADMINISTRATION
8038 TRAVEL	GEM CREOLE SALOON - RIBTC MEAL	22.00		ADMINISTRATION
8038 TRAVEL	LOS MOLCAJETES - DEM TRAINING MEAL	8.95		ADMINISTRATION
8038 TRAVEL	COMFORT INN - DEM TRAININGLODGING	267.34		ADMINISTRATION
8038 TRAVEL	ARBY'S - DEM TRAININGMEAL	6.89		ADMINISTRATION
8031 WEBSITE/ON-LINE SW SUB	I-TUNES - INLINE SUBSCRIPTION	0.99		ADMINISTRATION
8038 TRAVEL	UNITED AIRLINES - RIB TC BAGGAGE FEE	25.00		ADMINISTRATION
8038 TRAVEL	BRECKENRIDGE BREWERY - RIB TC MEAL	18.24		ADMINISTRATION
8038 TRAVEL	CITY MARKET - RIB TCMEALS	49.44		ADMINISTRATION
8038 TRAVEL	SKYWLK DELI - RIB TC MEAL	23.44		ADMINISTRATION
8038 TRAVEL	QUIZNOS - RIB TC/BOTL MTG MEAL	11.50		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2018	0342 9/09 - 10/08

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

Bill Due	11/02/2018
Terms	NET 20
Memo	9/09 - 10/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
8038 TRAVEL	UNITED AIRLINES - RIB TC	25.00		ADMINISTRATION
	BAGGAGE FEE			
8038 TRAVEL	BEAVER RUN RESORT - RIB	513.16		ADMINISTRATION
	TC LODGING			
8038 TRAVEL	PDX AIRPORT PARKING -	69.00		ADMINISTRATION
	RIBTC			
8038 TRAVEL	CONOCO - RIB TC FUEL	28.82		ADMINISTRATION
8038 TRAVEL	HERTZ RENT-A-CAR - RIB TC	84.49		ADMINISTRATION
8038 TRAVEL	INN AT CHERRY CREEK - RIB	10.00		ADMINISTRATION
	TC/BOTL MTGLODGING			
8038 TRAVEL	TRAVEL OREGON - NC	10.00		ADMINISTRATION
	TOURISM SUMMIT			
	REGISTRATION			
	0284 - JONES			
8050 DUES	AMAZON - CREDIT FOR	-12.99		ADMINISTRATION
SUBSCRIPTIONS & FEES	BILLING ERROR			
8038 TRAVEL	SUMMIT EXPRESS - CX	-61.00		ADMINISTRATION
	CREDIT			
8038 TRAVEL	EXPEDIA /AIRLINE -	19.00		ADMINISTRATION
	TRAINING CONFERENCE			
8038 TRAVEL	UNITED AIRLINES - TRAINING	270.40		ADMINISTRATION
	CONFERENCE			
8120 OFFICE SUPPLIES	STAPLES - OFFICE SUPPLIES	54.97		ADMINISTRATION
8038 TRAVEL	DOUBLETREE INN -	530.27		ADMINISTRATION
	HOTEL/CONFERENCE			
8038 TRAVEL	SUMMIT EXPRESS -	122.00		ADMINISTRATION
	TRAVEL/CONFERENCE			
8038 TRAVEL	COUNTRY CAT -	20.50		ADMINISTRATION
	MEAL/CONFERENCE			
8038 TRAVEL	SUBWAY -	11.10		ADMINISTRATION
	MEAL/CONFERENCE			
	0103 - LAYTON			
8032 SUPPORT	ADOBE - ID CREATIVE CLD	19.99		ADMINISTRATION
SERVICES/CONTRACT				

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2018	0342 9/09 - 10/08

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

Bill Due	11/02/2018
Terms	NET 20
Memo	9/09 - 10/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
8032 SUPPORT SERVICES/CONTRACT	ADOBE - ACROBAT PRO	14.99		ADMINISTRATION
8050 DUES SUBSCRIPTIONS & FEES	DNS - MEMBERSHIP	59.95		ADMINISTRATION
8022 B&M JANITORIAL	0946 - LEWICKI AMAZON - TC LIGHTS	48.08		ADMINISTRATION
8038 TRAVEL	1092 - LEWICKI LA METRO	9.00		ADMINISTRATION
8038 TRAVEL	POTBELLY - MEALS	4.05		ADMINISTRATION
8038 TRAVEL	LA METRO	7.00		ADMINISTRATION
8038 TRAVEL	ALASKA A	25.00		ADMINISTRATION
8038 TRAVEL	SHAKE SHACK - MEALS	14.98		ADMINISTRATION
8038 TRAVEL	PDX AIRPORT PARKING	36.00		ADMINISTRATION
8038 TRAVEL	LAX SHUTTLE	9.75		ADMINISTRATION
8038 TRAVEL	SHERATON GRAND - HOTLE	400.32		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	SMART FOOD SRV	6.79		ADMINISTRATION
8065 EDUCATION/OUTREACH	AMAZON	29.59		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	RU CONT. STUDIES	375.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER	14.28		ADMINISTRATION
8121 POSTAGE-SHIPPING	1100 - PARKER STAMPS.COM - RECURRING	15.99		ADMINISTRATION
8120 OFFICE SUPPLIES	SMART SIGNS - EMPLOYEE PARKING PERMITS	321.09		ADMINISTRATION
8100 MEETING EXPENSE	HOME BAKING - BOARD MEETING FOOD	17.35		ADMINISTRATION
8100 MEETING EXPENSE	SAFEWAY - BOARD MEETING FOOD	14.96		ADMINISTRATION

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2018	0342 9/09 - 10/08

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

Bill Due	11/02/2018
Terms	NET 20
Memo	9/09 - 10/08/2018

Expenses

Account	Memo	Amount	Customer:Job	Class
8160 UNIFORMS	0020 - PARKER AMAZON - PROTECTIVE WEAR	31.28		ADMINISTRATION
2. MATERIALS & SERVICES	AMAZON - PROTECTIVE WEAR	18.89		ADMINISTRATION
8038 TRAVEL	0961 - WEINTRAUB EB 2018 OREGON TRAILS	115.00		ADMINISTRATION
8038 TRAVEL	CAFEE STEPHANIE - MEALS	27.00		ADMINISTRATION
8038 TRAVEL	TRAVEL OREGON - NORTH COAST TOURISM SUMMIT REGISTRATION	40.00		ADMINISTRATION
8038 TRAVEL	BUNK & BREW - MEALS	44.88		ADMINISTRATION
8038 TRAVEL	WILD PEAR RESTAURANT - MEALS	14.95		ADMINISTRATION
8032 SUPPORT SERVICES/CONTRACT	ADOBE - ACROPRO	14.99		ADMINISTRATION
8038 TRAVEL	JACKSON'S CORNER - MEALS	21.24		ADMINISTRATION
8038 TRAVEL	BEST WESTERN - LODGING	125.67		ADMINISTRATION

Expense Total : 4,264.47

Bill Total : \$4,264.47

Date: October 17, 2019

To: Board of Commissioners

From: Paul Lewicki

Re: Lower Columbia Connector Route Planning

Staff continues to work with the management team at CC Rider to develop a viable route configuration to maintain transportation opportunities for riders between Astoria and the Valley while Columbia County restructures their routes in response to their fiscal challenges.

CC Rider expects to firm up a strategy by the end of October. At that time, staff can determine how we can best respond with adjustments to our own routes.

No Board action is required at this time.

Date: October 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Budget Update

Because Columbia County has not finalized their plans for reduction in service, we are unable to assemble a supplemental budget at this time that will have accurate adjustments in it. As soon as they have their plans determined with will go through the public outreach process in our District and return to the Board with options. Once the Board approves and option on the LCC route, we will prepare a supplemental budget for Board adoption.

Date: October 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.c Seaside Kiosk update

We have not heard back from the property owners/manager yet. I have sent another email to them and hope to hear back from them before the Board meeting.

Date: October 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Transit Asset Management (TAM) Resolution 2018-3

As required by ODOT, the District must pass a resolution to adopt the Group Transit Asset Management Plan and Performance Measures. ODOT is the Group TAM Plan sponsor and we are 1 of 46 Tier II transit systems that are participating in the Group TAM Plan.

To comply with FTA 49 CFR Part 655, staff is recommending that the Board approve Resolution 2018-03. A roll call vote will be held.



**Oregon Department of Rail and Public Transit
Office of Public Transit
Tier II Transit Asset Management Plan**

September 2018

DRAFT

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TAM Plan

INTRODUCTION

In 2016, the Federal Transit Administration (FTA) published a rule, 49 CFR Part 625, to require public transit providers that receive Federal transit assistance to undertake certain transit asset management activities. Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation. Asset management is a cornerstone of effective performance management. By leveraging data to improve investment decision-making, asset management improves reliability, safety, cost management, and customer service.

BACKGROUND

Maintaining transit assets, such as rolling stock, infrastructure, equipment, and facilities, in a state of good repair is essential to maintaining safety, ensuring system reliability, and reducing long-term maintenance costs. In its 2010 National State of Good Repair Assessment, FTA found that more than 40% of bus assets and 25% of rail transit assets were in marginal or poor condition. There is an estimated backlog of \$50–\$80 billion in deferred maintenance and replacement needs, a backlog that continues to grow. Transit agency customers, policymakers, and public agencies are holding agency management accountable for performance and increasingly expect more business-like management practices. The magnitude of these capital needs, performance expectations, and increased accountability requires agency managers and accountable executives to become better asset managers.

MAP-21 required the establishment of a National Transit Asset Management (TAM) System that would include a definition of “state of good repair;” requirements that recipients and subrecipients of federal transit funding develop transit asset management plans; state of good repair performance measure and reporting requirements; and annual reporting requirements.

To ensure compliance with the requirements of MAP-21, the FTA published a final rule on TAM planning requirements on July 26, 2016. The final rule included a transit-specific asset management framework for managing assets individually and as a portfolio of assets that comprise an integrated system. Within that framework, the FTA has identified three potential roles in transit asset management planning:

Tier I Provider is a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit. Tier I providers must develop their own, individual TAM plan.

Tier II Provider is a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe. Tier II providers can develop their own individual TAM plan or can be included in a group plan developed by a sponsor agency.

Sponsor Agency is a State, a designated recipient, or a direct recipient that develops a group TAM for at least one tier II provider.

Asset management processes are ongoing and involve evaluating and managing the relationships between costs, risks, and performance over the asset's lifecycle. The transit asset management framework has three categories of business processes:

1. Asset Management Vision and Direction – agency-wide processes that establish the organization-wide asset management policy and strategy and drive resource allocation
2. Lifecycle Management – the processes involved in the lifecycle management of individual asset classes; these include managing the data (inventory), monitoring the assets' condition and performance, and developing lifecycle management plans
3. Cross-Asset Planning and Management – agency-wide processes that consider information from all asset classes to support the capital programming and operations and maintenance budgeting process

The fundamental concepts of asset management are straightforward; however, implementing the changes required to become a mature asset management organization requires careful planning and execution. In recognition of the potential administrative and planning burden facing small participating organizations, FTA established new guidelines and planning requirements for State Departments of Transportation.

Specifically, §625.27 requires that States, acting as sponsors, develop a group TAM plan for all subrecipients under the Rural Area Formula Program (Section 5311), including American Indian tribes. The sponsor is responsible for setting unified targets for the plan participants and share that information with MPOs that house their participating providers.

The Oregon group plan will include all Tier II provider subrecipients, except those subrecipients that also are direct recipients under the Urbanized Area Formula Program authorized at 49 U.S.C. 5307. Tier II providers may only participate in one group plan and must provide written notification to Oregon Department of Transportation (ODOT) if they choose to opt-out and develop their own plan. Participants must also provide ODOT with any information necessary and relevant to completing the original plan and any future revisions.

TRANSIT ASSET MANAGEMENT PLAN REQUIREMENTS

ODOT has developed this Oregon Statewide Tier II Transit Asset Management Plan in accordance with the guidelines established by the FTA. Specifically, §625.25 requires that all TAM plans must include:

1. An inventory of the number and type of capital assets. (Appendix) The inventory must include all capital assets that the provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. The inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a

provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects.

2. A condition assessment of those inventoried assets for which a provider has direct capital responsibility. (Appendix) A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization.
3. A description of analytical processes or decision-support tools used to estimate capital investment needs over time.
4. A project-based prioritization of investments.

In addition to required elements noted above, group plan sponsors, such as Oregon must ensure the following:

1. Coordination with the development of the plan with each Tier II provider's Accountable Executive; and
2. That the completed group plan is made available to all participants in a format that is easily accessible.

DEFINITIONS

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset category means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities. See Appendix A to this part.

Asset class means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category. See Appendix A to this part.

Asset inventory means a register of capital assets, and information about those assets.

Capital asset means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Decision support tool means an analytic process or methodology:

- (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or
- (2) To assess financial needs for asset investments over time.

Direct recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Equipment means an article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-use maintenance facility means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility means a building or structure that is used in providing public transportation.

FTA – Federal Transit Administration

Full level of performance means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Group TAM plan means a single TAM plan that is developed by a sponsor on behalf of at least one tier II provider.

Horizon period means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan.

Implementation strategy means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure means the underlying framework or structures that support a public transportation system.

Investment prioritization means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key asset management activities means a list of activities that a transit provider determines are critical to achieving its TAM goals.

Life-cycle cost means the cost of managing an asset over its whole life.

ODOT– Oregon Department of Transportation

OPTIS- Transit Division's web-based software that the Public Transit Section uses to manage grants and assets.

Participant means a tier II provider that participates in a group TAM plan.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (*e.g.*, a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public transportation system means the entirety of a transit provider's operations, including the services provided through contractors.

Public transportation agency safety plan means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient means an entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling stock means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service vehicle means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

Special Transportation Funds (STF) means a funding mechanism exclusive for Oregon transit systems to use for capital and operating expenses. These funds support transportation for seniors and persons with disabilities.

Sponsor means a State, a designated recipient, or a direct recipient that develops a group TAM for at least one tier II provider.

State of good repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

State Transportation Improvement Funds (STIF) - STIF resources are exclusive to Oregon transit systems and may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs. These uses include, but are not limited to, creating new transit systems and services, maintaining or continuing systems and services, creating plans to improve service, and to meet match requirements for state or federal funds used to provide public transportation services.

Subrecipient means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM scale means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I provider means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II provider means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, or (3) or any American Indian tribe.

Transit asset management (TAM) means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit asset management (TAM) plan means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit asset management (TAM) policy means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit asset management (TAM) strategy means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit asset management system means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit provider (provider) means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB) means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider/State, or the default benchmark provided by FTA.

Useful mileage benchmark (UMB) means the expected mileage cycle or the acceptable mileage during the life of a capital asset – vehicle, as determined by a transit provider/State.

Tier II

TIER II TRANSIT SYSTEMS

The State of Oregon currently has 46 Tier II transit systems as defined by the Federal Transit Administration, FTA, participating in this plan. Those systems vary from demand response, fixed route and intercity service modes. Each system has requested to participate in the State Plan to ensure compliance with FTA 49 CFR Part 655. A detailed listing of all capital assets included in this plan are located in Appendix 1.

Table 1 TAM Plan Systems

Transit Property	Assets			Transit Property	Assets		
	Rolling Stock	Facilities	Equipment		Rolling Stock	Facilities	Equipment
Basin Transit Service Transportation District	11			Klamath Basin Senior Citizens Center, Inc.	6		
Benton County	21			Lake County	7		
Central Oregon Intergovernmental Council	47			Lane Transit District	44		
City of Albany	13			Lincoln County Transportation Service District	13		
City of Canby	9			Linn County	1		
City of Corvallis	1			Malheur Council on Aging and Community Services	3		
City of Lebanon	4			Malheur County	12		
City of Milton-Freewater	2						
City of Pendleton	6			Mid-Columbia Council of Governments	8		
City of Sandy	11			Morrow County	3		
City of Silverton	3						
City of Sweet Home	2			Oregon Dept. of Transportation			
City of Woodburn	9			Columbia Gorge Express	2		
Clackamas County	4			Ride Connection, Inc.	100		
Columbia County	21			Rogue Valley Transportation District	17		
Community Connection of Northeast Oregon, Inc.	30			Senior Citizens of Sweet Home, Inc.	9		
Confederated Tribes of the Umatilla Indian Reservation	8			Sherman County	10		
				South Clackamas Transportation District	5		
Coos County	3			Sunset Empire Transportation District	13		
Coos County Area Transit Service District	10			TAC Transportation, Inc.	3		
Curry County	3			The Klamath Tribes	8		
Curry County Public Transit Service District	9			Tillamook County Transportation District	25		
Douglas County	27						
Gilliam County	10			Wheeler County	11		
Grant County Transportation District	8						
Harney County	8			Yamhill County	19		
Hood River County Transportation District	11			Total	634		
Josephine County	13						

TAM PLAN INCLUSION

Under the requirement for TAM Plan inclusion, ODOT requires all Tier II public transit systems or transit systems providing transportation to the public or segment of the public to be included in this plan. All systems included are either recipients or sub-recipients of FTA 5311 funds who own, operate or manage public transportation capital assets used in the provision of public transportation or FTA 5310 funds providing transportation to the general public or the defined, “segment of the general public” according to age, disability or income.

VEHICLE CLASSIFICATIONS

ODOT procures vehicle types to meet the identified need for the vehicle, service geography and ability to maintain the vehicle. Vehicle categories range from Class A – Large, Heavy Duty Bus to Class E – Light Duty Small Bus, Minivan, Van and Sedan. Each vehicle category is designated with a minimal useful life taken from FTA Circular 4010.1E. Below, Table 2 shows the criteria used by ODOT to classify rolling stock and apply Useful Life and Useful Mileage performance measures.

Table 2 Rolling Stock Classifications

ODOT Vehicle Classifications	
Asset Class	Asset Sub-Class
Rolling Stock	Class A: 12 yrs/500,000 miles (large, heavy-duty)
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)
	Class C: 7 yrs/200,000 miles (medium, med-duty)
	Class D: 5 yrs/150,000 miles (medium, light-duty)
	Class E: 4 yrs/100,000 miles (small, light-duty)

ASSET INVENTORY

Data Collection

The ODOT requires grant sub-recipients to submit rolling stock data for TAM purposes quarterly. ODOT uses a web portal database designed specifically to track and account for all assets for program management purposes.



The OPTIS portal allows grant recipients to update on a periodic basis, information on each asset managed by ODOT through State, Federal STF, and STIF funding. The information includes the following data points:

- ◆ Owner Name
- ◆ Operator Name
- ◆ Asset #
- ◆ VIN (Vehicle ID Number)
- ◆ Asset Make
- ◆ Asset Model
- ◆ Asset Last Out of Service
- ◆ Year
- ◆ Seating Capacity
- ◆ ADA Securement Areas
- ◆ Original Value
- ◆ Last Condition Assessment
- ◆ Current Status
- ◆ Sub Grant #
- ◆ Estimated Useful Life Category (Table 2)
- ◆ Estimated Useful Life

Once data is collected, ODOT computes the performance measures for each of the three Tier II categories; Rolling Stock, Facilities and Equipment using an Excel Spreadsheet program with formulas relative to the States criteria for State of Good Repair.

A full listing of all 2017 assets is located in Appendix 1 and 2.

CONDITION ASSESSMENTS

ODOT combines both system assessments for rolling stock and equipment and facilities.

Rolling Stock and Equipment

Rolling stock assessments are based on the following conditions in Table 3 and are conducted by transit management or operations supervisors. To conduct a proper vehicle assessment the inspector is required to not only assess the physical vehicle, but also review the maintenance file. The reviewer will identify preventive maintenance inspections as well as maintenance repairs classified as minor or major repairs. Major repairs include substantial work to engine and drivetrain, electrical, body, lift replacement or computer. Minor repairs might include brakes, alignment, minor lift repairs, and other lower cost repairs not associated with preventive maintenance.

Equipment assessments are completed by the subrecipient using the same condition as the rolling stock assessment. This requires transit systems to maintain proper records of each piece of equipment used in the support of public transit service. Only equipment with an acquisition value greater than \$50,000 must be included in their TAM data. The exception is non-revenue service vehicles where value is not a factor. Examples of equipment include non-revenue vehicles, non-permanent facility equipment – movable bus wash system, portable lift systems, tire changing stations, digital bus arrival boards and other major equipment components not a part of the facility.

Table 3

Asset Rating Score	Asset Age	Asset Condition	Asset Performance	Level of Maintenance	Asset Condition Rating	
	(Percent of useful Life Remaining)	(Quality, Level of Maintenance Required)	(Reliability, Safety, Meets Industry Standards)	(Level of Preventive and Corrective Maintenance)	Rating Description	Scoring Range

5	Asset new or nearly new 75% - 100%	Asset new or like new; no visible defects	Asset meets or exceeds all performance and reliability metrics, industry standards	No unfunded or deferred maintenance activities	Excellent	4.8 to 5.0
4	Asset nearing or at its midlife point 50%-75%	Asset showing minimal signs of wear; some slight defects or deterioration	Asset generally meets performance and reliability metrics, industry standards	Corrective maintenance increasing; no skipped preventive or corrective maintenance	Good	4.0 to 4.7
3	Asset has passed its midlife point 25%-50%	Some moderately defective or deteriorated components; expected maintenance needs	Occasional performance and reliability issues; may be substandard in some areas	More frequent corrective maintenance required and some minor component failures	Adequate	3.0 to 3.9
2	Asset nearing or at end of its useful life 0%-25%	Increasing numbers of defects; deteriorating components; growing maintenance needs	Performance and reliability problems becoming more serious; sub-standard elements	Corrective maintenance activities frequently, including major components needing replacement or rehab	Marginal	2.0 to 2.9
1	Asset passed its useful life	Asset in need of replacement or restoration; may have critically damaged components	Frequent performance and reliability problems; does not meet industry standards	Major component failures	Poor	1.0 to 1.9

Facilities

Facility assessments are completed by the subrecipient using a modified Transit Economic Recovery Model (TERM) assessment form developed by ODOT. The form includes 10 areas of concentration with sub-sections for each area. The rating systems uses a 1-5 rating scale as required by FTA. The facility condition assessment is reported yearly in OPTIS. Facility assessments will be conducted annually. The assessment tool is shown in Table 5.

All facility assessments will be documented and entered in a data table to also include useful life data on each facility. Currently, ODOT is using the standard 40 year useful life for facilities and only includes facilities with a purchase price greater than \$50,000. Subrecipients are required to report data for facilities where they have capital responsibility. Facility types include any building or structure used in providing public transportation, including passenger stations, operations, maintenance and administrative facilities.

Capital responsibility is defined as the following:

You have direct capital responsibility	You do NOT have direct capital responsibility
You own the asset	You do not own the asset AND you are not responsible for replacing, overhauling, refurbishing, or conducting major repairs on that asset, or the costs of those activities are not itemized as a capital line item in your budget.
You jointly own the asset with another entity	
You are responsible for replacing, overhauling, refurbishing, or conducting major repairs on that asset, or the costs of those activities are itemized as a capital line item in your budget.	

For Maintenance and Administrative facilities:

- ◆ Any maintenance or administration facility under 100 square-ft. does not need to be included (e.g. security guard shack, stand-alone restroom, storage shelter in which no work is performed) in either of your inventories.
- ◆ If your vehicles are the only vehicles that the maintenance facility services, then it is considered an “exclusive use” facility and thus must be inventoried in your TAM plan.
- ◆ If the administrative office is in a building that has only incidental transit use (e.g., city hall), then it is not required to be included in either of your inventories.

For Passenger and Parking facilities:

- ◆ All passenger facilities must be inventoried in your TAM plan and reported to the NTD regardless of ownership.
- ◆ You must inventory all parking facilities for which you have direct capital responsibility, and that are immediately adjacent to a passenger facility (e.g., a park-and-ride lot or a garage).

Table 4 ODOT Conditional Assessment Tool

This table is to be used for completion of the facility assessment. It includes 10 inspection areas requiring ratings (see below) for each sub category. The score will automatically calculate the SGR score for the facility based on weighted averages of each inspection area.

Maintenance and Administrative Facility Conditional Assessment	NTD	SCORE	Assessor Intls.
Inspection Area			
Substructure			
Foundations: Walls, columns, pilings other structural components			
Basement: Materials, insulation, slab, floor underpinnings			
Shell			
Superstructure/structural frame: columns, pillars, walls			
Roof: Roof surface, gutters, eaves, skylights, chimney surrounds			
Exterior: Windows, doors, and all finishes (paint, masonry)			
Shell appurtenances: Balconies, fire escapes, gutters, downspouts			
Interiors			
Partitions: Walls, interior doors, fittings such as signage			
Stairs: Interior stairs and landings			
Finishes: Materials used on walls, floors and ceilings			
<i>This component covers all interior spaces, regardless of use</i>			
Conveyance (Elevators and Escalators)			
Elevators			
Escalators			
Lifts: any other such fixed apparatuses for the movement of goods or people			
Plumbing			
Fixtures			
Water distribution			
Sanitary Waste			
Rain water drainage			
HVAC (Heating, ventilation, and air conditioning)			
Energy supply			
Heat Generation and distribution systems			
Cooling generation and distribution systems			
Testing, balancing, controls and instrumentation			
Chimneys and vents			
Fire Protection			
Sprinklers			
Standpipes			
Hydrants and other fire protection specialties			
Electrical			
Electrical service and distribution			
Lighting & branch wiring (interior and exterior)			
Communications and security			
Other electrical system-related pieces such as lighting protection, generators, and emergency lighting			
Equipment/Fare Collection			
Equipment related to the function of the facility, including maintenance or vehicle service equipment			
For clarity, includes items valued above \$10,000 and related to facility function			
Site			
Roadways/driveways and associated signage, markings and equipment			
Parking lots and associated signage, markings and equipment			
Pedestrian areas and associated signage, markings, and equipment			
Site development such as fences, walls, and miscellaneous structures			
Site Utilities			
Overall Assessment Score		#DIV/0!	

The Condition Assessment Rating Scale is used to reference the description for scores of 1-5 used to complete the Assessment Form. This scale is taken from FTA's Transit Economic Requirements Model (TERM) scale, used primarily for facilities.

Condition Assessment Rating Scale		
Rating	Condition	Description
4.8-5.0	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4.0-4.7	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3.0-3.9	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life
2.0-2.9	Marginal	Defective or deteriorated component(s) in need or replacement; exceeded useful life
1.0-1.9	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life

This table should be completed to include the individual(s) who assess each component of the Facility Assessment form. A column on the form requires initials of the person completing that section of the assessment. The below table lists each person by name and title.

Instructions		
Each Inspection Area requires initials of the staff person conducting the inspection. All staff responsible for the facility inspection must be listed.		
Date	Transit System Assessor	Title

DECISION SUPPORT TOOLS

In an effort to determine the State of Good Repair (SGR) that truly reflects the condition of the asset, ODOT uses a three-factor analysis to determine SGR for rolling stock and equipment. The factors include useful life, useful mileage and condition assessment. Each factor uses a 1-5 scale and utilizes the useful life and miles taken from Table 3 in the beginning of this plan. Taking an average of the three factors allows ODOT to identify rolling stock or equipment that may have not have met its useful life but due to extremely high mileage or adverse operating conditions

may not be fit for its intended purpose. Conversely, a vehicle exceeding its useful life may have low mileage and is in good condition and is fit for its intended purpose.

ODOT uses the three-factor analysis on each asset in Rolling Stock and Equipment resulting in an average which is then used in determining replacement priority. The analysis is summarized by each sub class and is listed below in Tables 5.

Table 5 – Fleet Summary by Factor

By Numbers	System Fleet	Performance Measure	Useful Life				
	Asset Sub-Class	Number/Scale	5	4	3	2	1
	Class A: 12 yrs/500,000 miles (large, heavy-duty)	26	2	9	7	1	7
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)	61	23	12	4	15	7
	Class C: 7 yrs/200,000 miles (medium, med-duty)	104	11	10	14	19	50
	Class D: 5 yrs/150,000 miles (medium, light-duty)	461	21	55	69	24	288
	Class E: 4 yrs/100,000 miles (small, light-duty)	325	0	18	31	20	255
	Total Revenue Vehicles	977					

By Numbers	System Fleet	Performance Measure	Useful Miles				
	Asset Sub-Class	Number/Scale	5	4	3	2	1
	Class A: 12 yrs/500,000 miles (large, heavy-duty)	26	1	11	3	5	6
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)	61	16	9	13	8	14
	Class C: 7 yrs/200,000 miles (medium, med-duty)	104	12	12	24	11	45
	Class D: 5 yrs/150,000 miles (medium, light-duty)	461	50	44	29	39	299
	Class E: 4 yrs/100,000 miles (small, light-duty)	325	51	49	42	44	139
	Total Revenue Vehicles	977					

By Numbers	System Fleet	Performance Measure	Condition Assessment				
	Asset Sub-Class	Number/Scale	5	4	3	2	1
	Class A: 12 yrs/500,000 miles (large, heavy-duty)	26	3	7	11	3	0
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)	61	17	20	8	3	9
	Class C: 7 yrs/200,000 miles (medium, med-duty)	104	12	31	14	15	5
	Class D: 5 yrs/150,000 miles (medium, light-duty)	461	51	94	57	21	31
	Class E: 4 yrs/100,000 miles (small, light-duty)	325	60	124	39	30	23
	Total Revenue Vehicles	977					

By Numbers	System Fleet	Performance Measure	Useful Life		Useful Miles		Condition Assessment	
	Asset Sub-Class	Number/Scale	SGR	NON SGR	SGR	NON SGR	SGR	NON SGR
	Class A: 12 yrs/500,000 miles (large, heavy-duty)	26	18	8	15	11	21	3
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)	61	39	22	38	22	45	12
	Class C: 7 yrs/200,000 miles (medium, med-duty)	104	35	69	48	56	57	20
	Class D: 5 yrs/150,000 miles (medium, light-duty)	461	145	312	123	338	202	52
	Class E: 4 yrs/100,000 miles (small, light-duty)	325	49	275	142	183	223	53
	Total Revenue Vehicles	977						

By Numbers	System Fleet	Performance Measure	Combined		Missing Data	% in SGR
	Asset Sub-Class	Number/Scale	SGR	NON SGR		
	Class A: 12 yrs/500,000 miles (large, heavy-duty)	26	20	4	-2	77%
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)	61	42	15	-4	69%
	Class C: 7 yrs/200,000 miles (medium, med-duty)	104	50	44	-10	48%
	Class D: 5 yrs/150,000 miles (medium, light-duty)	461	144	109	-208	31%
	Class E: 4 yrs/100,000 miles (small, light-duty)	325	170	105	-50	52%
	Total Revenue Vehicles	977				

In determining the State of Good Repair for Facilities, ODOT uses two performance measures or factors to obtain a realistic assessment of the facility's SGR. The first factor is Useful Life. The below scale shows the formula ODOT uses to determine, on a scale of 1-5, the useful life of a facility.

Useful Life Rating Scale		
5	Excellent	Facility is less than 20 years old
4	Good	Facility is 21-30 years old
3	Adequate	Facility is 31-40 years old
2	Marginal	Facility is 41-50 years old
1	Poor	Facility is 50 years + old

The second factor is condition assessment and is based on a modified Term Lite scale and explained in the Section: Condition Assessment, but scale is below.

Condition Assessment Rating Scale		
Rating	Condition	Description
4.8-5.0	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4.0-4.7	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3.0-3.9	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life
2.0-2.9	Marginal	Defective or deteriorated component(s) in need or replacement; exceeded useful life
1.0-1.9	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life

By taking an average of these two factors ODOT is able to determine the SGR for each facility and in turn rank them in their Investment Priority Table.

Based on the three-factor analysis for Rolling Stock and two-factor analysis for Facilities, ODOT is able to calculate annual benchmarks to be submitted to FTA as part of the NTD reporting cycle. The benchmarks are listed below in Table 6.

Table 6 - ODOT 2018 Benchmarks

Asset Class	Asset Sub-Class	2017 SGR	2018 Benchmarks
Rolling Stock Total Revenue Vehicles 634	Class A: 12 yrs/500,000 miles (large, heavy-duty)	77%	
	Class B: 10 yrs/350,000 miles (medium, heavy-duty)	69%	
	Class C: 7 yrs/200,000 miles (medium, med-duty)	48%	
	Class D: 5 yrs/150,000 miles (medium, light-duty)	31%	
	Class E: 4 yrs/100,000 miles (small, light-duty)	52%	

Prioritization

INVESTMENT PRIORITIZATION

Through the process laid out in earlier sections of this plan, ODOT is able to generate a listing of capital assets in need of replacement or rehabilitation. In an effort to achieve an increased level of State of Good Repair (SGR) and assure transit riders and transit employees the vehicles they are riding or operating are safe and reliable, ODOT annually generates the following list to provide guidance for future investment projects by ODOT and subrecipients.

Other factors may have an impact on the ability to replace the assets on this list, but because of the list ODOT is able to plan more effectively for the next fiscal year.

The following Table 7 shows a list of capital assets scoring the lowest score based on the three-factor analysis. Rolling stock assets include any vehicle with an average score of 2 or below.

**Table 7 – Rolling Stock Investment Priority
Class A**

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Basin Transit Service Transportation District	V000010	15GGB2213Y1071041	Gillig	low-floor	2000	Adequate	554650	Active		1/1/2012	1/1/2000	221	1	1	3	1.67
Basin Transit Service Transportation District	V000011	15GGB221511071810	Gillig	low floor	2001	Adequate	565587	Active		1/1/2013	1/1/2001	209	1	1	3	1.67
City of Albany	V000004	15GGD291451073313	Gillig	Low-floor	2005	Marginal	428594	Active		1/1/2017	1/1/2005	161	1	2	2	1.67

Class B

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Tillamook County Transportation District	V000544	1HVBTAAAM35H151585	International	EI Dorado	2005	Poor	453746	Active		1/1/2015	1/1/2005	161	1	1	1	1.00
Lincoln County Transportation Service District	V000962	4UZAB0DT0ACAS9676	Champion	CTS RE 208	2010	Poor	371299	Active	25635	4/2/2020	4/2/2010	98	2	1	1	1.33
Tillamook County Transportation District	V000952	3FRNF6FC9AV235209	Ford Glaval	Concord II	2010	Poor	472995	Active	25648	4/8/2020	4/8/2010	98	2	1	1	1.33
Tillamook County Transportation District	V000956	3FRNF6FC5AV235207	Ford Glaval	Concord II	2010	Poor	438860	Active	25633	5/5/2020	5/5/2010	97	2	1	1	1.33
Tillamook County Transportation District	V000957	3FRNF6FC7AV235208	Ford Glaval	Concord II	2010	Poor	439093	Active	25633	5/13/2020	5/13/2010	97	2	1	1	1.33
City of Philomath	V000103	15GGB181011072509	Gillig	Low-floor	2001	Adequate	373668	Active		1/1/2011	1/1/2001	209	1	1	3	1.67
Salem Area Mass Transit District	V000256	4UZAA8DD75CV62170	Freightliner	Champion FB-65	2005	Adequate	471476	Active		1/1/2015	1/1/2005	161	1	1	3	1.67
Salem Area Mass Transit District	V000430	4UZAB0BV97CY40368	Freightliner	Champion CTS	2006	Adequate	380523	Active		1/1/2016	1/1/2006	149	1	1	3	1.67
Tillamook County Transportation District	V000845	1GBJ5V1989F407031	GM Chevrolet	American Coach	2009	Poor	307795	Active	24278	7/16/2019	7/16/2009	107	2	2	1	1.67
Tillamook County Transportation District	V001033	3FRNF6FC8AV275927	Ford Glaval	Concord II	2010	Poor	399865	Active	26100	12/15/2020	12/15/2010	90	3	1	1	1.67

Class C

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Dial a Bus--Benton County	V000035	1GBE5V1144F509785	Chevy	Champion	2004	Poor	211761	Active		1/1/2011	1/1/2004	173	1	1	1	1.00
Central Oregon Intergovernmental Council	V000969	1HVBTSKM3AH275788	Ford Eldorado	Aero Elite 320	2010	Poor	287017	Active	25618	4/20/2017	4/20/2010	98	1	1	1	1.00
City of Sandy	V000436	1FD4E45S38DA09120	Ford	Elkhart	2008	Poor	248494	Active		1/1/2015	1/1/2008	125	1	1	1	1.00
Special Mobility Services	V000508	1FDXE45S36DB37156	Ford	El Dorado Aerotech 240	2007	Poor	247972	Active	22625	1/1/2014	1/1/2007	137	1	1	1	1.00
Central Oregon Intergovernmental Council	V000968	1HVBTSKM5AH275789	Ford Eldorado	Aero Elite 320	2010	Marginal	307009	Active	25618	4/27/2017	4/27/2010	98	1	1	2	1.33
Columbia County	V000070	1GBE5V1247F415578	Chevrolet	Eldorado Aero Elite	2007	Marginal	392596	Active		9/1/2014	9/1/2007	129	1	1	2	1.33
Special Mobility Services	V000489	1FDXE45S5HA77285	Ford	Medium, Medium-Duty Bus	2005	Marginal	291646	Active		1/1/2012	1/1/2005	161	1	1	2	1.33
Special Mobility Services	V000502	1FDXE45S6DB37154	Ford	El Dorado Aerotech 240	2007	Marginal	241166	Active	22625	1/1/2014	1/1/2007	137	1	1	2	1.33
Special Mobility Services	V000503	1FDXE45S76DB37158	Ford	El Dorado Aerotech 240	2007	Marginal	293759	Active	22625	1/1/2014	1/1/2007	137	1	1	2	1.33
Special Mobility Services	V000504	1FDXE45S96DB37159	Ford	El Dorado Aerotech 240	2007	Marginal	211601	Active	22625	1/1/2014	1/1/2007	137	1	1	2	1.33
Special Mobility Services	V000505	1FDXE45S56DB37160	Ford	El Dorado Aerotech 240	2007	Marginal	280681	Active	22625	1/1/2014	1/1/2007	137	1	1	2	1.33
Special Mobility Services	V000506	1FDXE45S76DB37161	Ford	El Dorado Aerotech 240	2007	Marginal	270646	Active	22625	1/1/2012	1/1/2005	161	1	1	2	1.33
Special Mobility Services	V000507	1FDXE45S06DB37163	Ford	El Dorado Aerotech 240	2007	Marginal	305909	Active	22625	1/1/2014	1/1/2007	137	1	1	2	1.33
Special Mobility Services	V000509	1FDXE45S96DB37162	Ford	El Dorado Aerotech 240	2007	Marginal	267218	Active	22625	1/1/2014	1/1/2007	137	1	1	2	1.33
Wilsonville, City of	V000747	1FDXE45F13HB85164	Ford	El Dorado Aerotech 240	2003	Marginal	312288	Active		1/1/2010	1/1/2003	185	1	1	2	1.33
Yamhill County	V000743	1FDXE45F42HB75839	Ford	El Dorado Aerotech 240	2002	Marginal	325138	Active		1/1/2009	1/1/2002	197	1	1	2	1.33
Yamhill County	V000806	1GBJ5V1010F402284	Eldorado	Aero Elite 320	2009	Marginal	565552	Active	24283	1/7/2016	1/7/2009	113	1	1	2	1.33
Central Oregon Intergovernmental Council	V000023	1FDXE45S12HB75780	Ford ElDorado	Aerotech	2002	Adequate	218502	Active		1/1/2009	1/1/2002	197	1	1	3	1.67
Central Oregon Intergovernmental Council	V000025	1FDXE45S52HB75782	Ford ElDorado	Aerotech	2002	Adequate	210065	Active		1/1/2009	1/1/2002	197	1	1	3	1.67
Senior Citizens of Sweet Home, Inc.	V000867	1GBE4V1909F407853	Chevrolet	Startrans	2009	Adequate	292899	Active	25647	11/4/2016	11/4/2009	103	1	1	3	1.67
Columbia County	V000793	1GBE5V1959F403598	Ford ElDorado	Aerolite 320	2008	Adequate	319577	Active	24313	12/9/2015	12/9/2008	114	1	1	3	1.67
United Community Action Network	V000914	1GBG5V1978F414684	Champion	Defender	2008	Adequate	303026	Active	25627	3/8/2017	3/8/2010	99	1	1	3	1.67
United Community Action Network	V000938	1GBG5U1978F414541	Champion	Defender	2010	Adequate	327681	Active	25627	4/5/2017	4/5/2010	98	1	1	3	1.67
United Community Action Network	V000939	1GBG5U1968F414577	Champion	Defender	2010	Adequate	297222	Active	25627	4/5/2017	4/5/2010	98	1	1	3	1.67
United Community Action Network	V000940	1GBG5U1948F414612	Champion	Defender	2010	Adequate	312976	Active	25627	4/5/2017	4/5/2010	98	1	1	3	1.67

Class C cont.

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Rhody Express	V000942	1FD4E45S19DA90676	Eldorado	Aerotech 240	2009	Marginal	198030	Active	25632	3/12/2017	3/12/2010	99	1	2	2	1.67
Special Mobility Services	V000487	4UZAA8DDX4CN41568	Freightliner	Champion	2004	Adequate	504794	Active		1/1/2011	1/1/2004	173	1	1	3	1.67
Special Mobility Services	V000920	1FD4E45S89DA47226	Ford	Eldorado Aerotech 240	2009	Adequate	208153	Active	24627	11/19/2016	11/19/2009	103	1	1	3	1.67
Special Mobility Services	V000924	1FD4E45S99DA47221	Ford	Eldorado Aerotech 240	2009	Adequate	204751	Active	24288	12/8/2016	12/8/2009	102	1	1	3	1.67
Senior Citizens of Sweet Home, Inc.	V001229	5WEASSKM9BH354532	International	Navistar Champion Defender	2011	Poor	185997	Active	26547	12/30/2018	12/30/2011	77	2	2	1	1.67
Sunset Empire Transportation District	V000874	1GBG5U1938F417114	Chevy	Startrans Senator HD	2010	Adequate	263256	Active	25646	12/2/2016	12/2/2009	102	1	1	3	1.67
Wilsonville, City of	V000749	1FDXE45P85HA59900	Ford	Champion Challenger	2005	Adequate	317172	Active		1/1/2012	1/1/2005	161	1	1	3	1.67

Class D

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Senior Citizens Council of Benton County	V000837	1FD4E45S68DB05260	Ford Eldorado	Aerotech 220	2008	Poor	249849	Active	24420	6/7/2017	6/7/2012	72	1	1	1	1.00
City of Pendleton	V000277	1FDXE40S0XHA20636	Ford	medium light-duty bus	1999	Poor	252227	Active		1/1/2004	1/1/1999	233	1	1	1	1.00
Clackamas County	V000905	1FD4E45S99DA42243	Ford	Startrans Senator	2009	Poor	278122	Active	25619	8/17/2014	8/17/2009	106	1	1	1	1.00
Columbia County	V000834	1FD4E45S48DB51377	Ford Eldorado	Aerotech 240	2008	Poor	295726	Active	24313	9/12/2013	9/12/2008	117	1	1	1	1.00
Community Connection of Northeast Oregon, Inc. (Baker)	V000077	1FDXE45S02HB75818	Ford	med light-duty bus	2002	Poor	210085	Active		1/1/2007	1/1/2002	197	1	1	1	1.00
Community Connection of Northeast Oregon, Inc. (Baker)	V000886	1GB6G3AG4A1104901	Startrans Senator	Category D med. light-duty bus	2010	Poor	209410	Active	25623	12/28/2014	12/28/2009	102	1	1	1	1.00
Coos County Area Transit Service District	V000797	1FD4345SX8DB52047	Ford	Eikhart ECII	2008	Poor	155849	Active	24320	1/12/2014	1/12/2009	113	1	1	1	1.00
Coos County Area Transit Service District	V000878	1FDEE35S49DA81170	Ford Starcraft Paratransit	Category D med. size light-duty bus	2009	Poor	157667	Active	25625	10/22/2014	10/22/2009	104	1	1	1	1.00
Coos County Area Transit Service District	V000879	1FD4E45L99DA92331	Eldorado	Aerotech 220	2009	Poor	187246	Active	25625	11/20/2014	11/20/2009	103	1	1	1	1.00
Coos County Area Transit Service District	V000880	1FD4E45L09DA92332	Eldorado	Aerotech 220	2009	Poor	191044	Active	25625	11/20/2014	11/20/2009	103	1	1	1	1.00

Class D cont.

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Coos County Area Transit Service District	V000991	1FD4E4FS4ADA63278	Ford	Startrans Senator	2010	Poor	191136	Active	26500	8/20/2015	8/20/2010	94	1	1	1	1.00
Coos County Area Transit Service District	V000993	1FD4E4FS2ADA63280	Ford	Startrans Senator	2010	Poor	194925	Active	26500	8/17/2015	8/17/2010	94	1	1	1	1.00
Curry County Public Transit Service District	V000791	1FD4E45SX8DB51741	Ford	Elkhart EC II	2008	Poor	234672	Active	24285	8/28/2013	8/28/2008	118	1	1	1	1.00
Curry County Public Transit Service District	V000870	1FD4E45S09DA42263	Ford	Startrans Senator	2009	Poor	172413	Active	25626	11/2/2014	11/2/2009	103	1	1	1	1.00
Hood River County Transportation District	V000903	1FD4E4FS6ADA11165	Ford	Eldorado Aerotech 250	2010	Poor	152760	Active	25630	3/26/2015	3/26/2010	99	1	1	1	1.00
Hood River County Transportation District	V000911	1FD4E4FS1ADA11168	Ford	Eldorado Aerotech 250	2010	Poor	163036	Active	25630	3/26/2015	3/26/2010	99	1	1	1	1.00
Malheur Council on Aging and Community Services	V000201	1FDXE45S52HB75748	Ford	Med light-duty bus Cat. D	2002	Poor	239237	Active		1/1/2007	1/1/2002	197	1	1	1	1.00
Malheur Council on Aging and Community Services	V000202	1FDXE45S82HB75808	Eldorado	med light-duty bus Cat. D	2003	Poor	278917	Active		1/1/2008	1/1/2003	185	1	1	1	1.00
Malheur Council on Aging and Community Services	V000203	1FDXE45SX2HB75809	Eldorado	med light-duty bus	2003	Poor	321643	Active		1/1/2008	1/1/2003	185	1	1	1	1.00
Ride Connection, Inc.	V000311	1FDXE45FX2HA09356	Ford El Dorado	Aerotech 220	2002	Poor	172975	Active		1/1/2007	1/1/2002	197	1	1	1	1.00
Ride Connection, Inc.	V000315	1FDXE45S12HB75813	Ford El Dorado	Aerotech 240	2002	Poor	215416	Active		1/1/2007	1/1/2002	197	1	1	1	1.00
Ride Connection, Inc.	V000320	1FDXE45S73HB28321	Ford El Dorado	Aerotech 240	2003	Poor	172070	Active		1/1/2008	1/1/2003	185	1	1	1	1.00
Ride Connection, Inc.	V000330	1FDXE45S34HB52357	Ford El Dorado	Aerotech 240	2004	Poor	185983	Active		1/1/2009	1/1/2004	173	1	1	1	1.00
Ride Connection, Inc.	V000989	1FDXE45S31HA74142	Ford El Dorado	Aerotech 240	2001	Poor	204077	Active		1/1/2006	1/1/2001	209	1	1	1	1.00
Yamhill County	V000785	1FD4E45P08DA39655	Ford	E450	2008	Poor	247384	Active	24283	1/1/2013	1/1/2008	125	1	1	1	1.00
Senior Citizens Council of Benton County	V000799	1FD4E45SX8DB05262	Ford	ElDorado	2008	Marginal	231642	Active	24297	6/27/2013	6/27/2008	120	1	1	2	1.33
City of Sandy	V000995	1FDEE3FS0ADA79192	Ford Startrans	Senator	2010	Poor	148455	Active	26106	9/3/2015	9/3/2010	93	1	2	1	1.33
Community Connection of Northeast Oregon, Inc. (Baker)	V000078	1FDXE45SX5HA60082	Ford	med light-duty bus	2005	Marginal	163790	Active		1/1/2010	1/1/2005	161	1	1	2	1.33
Community Connection of Northeast Oregon, Inc. (Baker)	V001158	1GBJG31K791154508	Chevrolet Bus Arboc Spirit of Mobility	Category D Medium-size light duty bus	2011	Marginal	180218	Active	26491	7/1/2016	7/1/2011	83	1	1	2	1.33
Community Connection of Northeast Oregon, Inc. (Wallowa)	V000935	1GB6G3AG1A1105701	Startrans Senator	Category D, Medium-Size light-duty bus	2010	Poor	148861	Active	25622	12/28/2014	12/28/2009	102	1	2	1	1.33
Hood River County Transportation District	V000910	1FD4E4FSXADA11167	Ford	Eldorado Aerotech 250	2010	Marginal	152566	Active	25630	3/26/2015	3/26/2010	99	1	1	2	1.33
Special Mobility Services	V000500	1FDXE45S16DB37155	Ford	Medium Light-Duty Bus	2007	Marginal	238912	Active	22625	1/1/2012	1/1/2007	137	1	1	2	1.33
Special Mobility Services	V000501	1FDXE45S56DB37157	Ford	El Dorado Aerotech 240	2007	Marginal	271628	Active	22625	1/1/2012	1/1/2007	137	1	1	2	1.33

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Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Malheur Council on Aging and Community Services	V000861	1GBE4V19X9F407343	Chevrolet 4500 Senator	Category D: medium, light-duty bus	2009	Marginal	166594	Active	25637	10/14/2014	10/14/2009	104	1	1	2	1.33
Morrow County	V000222	1FDXE45S1YHB68837	Ford	Small bus	2000	Marginal	194674	Active		1/1/2005	1/1/2000	221	1	1	2	1.33
Ride Connection, Inc.	V000314	1FDXE45S32HB75814	Ford El Dorado	Aerotech 240	2002	Marginal	155821	Active		1/1/2007	1/1/2002	197	1	1	2	1.33
Ride Connection, Inc.	V000343	1FDXE45S15HA46508	Ford El Dorado	Aerotech 220	2005	Poor	115750	Active		1/1/2010	1/1/2005	161	1	2	1	1.33
Salem Area Mass Transit District	V000422	1FDWE45F02HA40532	Ford	Allstar	2002	Marginal	319322	Active		1/1/2007	1/1/2002	197	1	1	2	1.33
Salem Area Mass Transit District	V000424	1FDWE45F83HB42999	FORD	Challenge r	2003	Marginal	274544	Active		1/1/2008	1/1/2003	185	1	1	2	1.33
Salem Area Mass Transit District	V000773	1FD4E45S78DA92194	Ford	EC II	2008	Marginal	244922	Active	24458	1/1/2013	1/1/2008	125	1	1	2	1.33
Salem Area Mass Transit District	V000776	1FD4E45S38DA85002	Ford	EC II	2008	Marginal	233776	Active	24458	1/1/2013	1/1/2008	125	1	1	2	1.33
MV Advancements	V000220	1FDXE45S46DB42074	Ford	EiDorado Aero	2006	Marginal	200104	Active		1/1/2011	1/1/2006	149	1	1	2	1.33
Yamhill County	V000761	1FDXE45S94HB44943	Ford	E450	2004	Marginal	380078	Active		1/1/2008	1/1/2003	185	1	1	2	1.33
Yamhill County	V000895	1FDXE45P89DA41972	Eldorado	Aerotech 240	2010	Marginal	297266	Active	25650	1/8/2015	1/8/2010	101	1	1	2	1.33
Central Oregon Intergovernmental Council	V000841	1FDXE45S19DA20711	Ford Eldorado	Aerotech	2009	Adequate	228027	Active	24967	4/23/2014	4/23/2009	110	1	1	3	1.67
Central Oregon Intergovernmental Council	V000907	1FDXE45S0ADA11159	Ford Eldorado	Aerotech 240	2010	Adequate	187210	Active	25618	2/23/2015	2/23/2010	100	1	1	3	1.67
Central Oregon Intergovernmental Council	V000908	1FDXE45S0ADA11162	Ford Eldorado	Aerotech 240	2010	Adequate	150563	Active	25618	2/23/2015	2/23/2010	100	1	1	3	1.67
Central Oregon Intergovernmental Council	V000909	1FD4E45S28DB59400	Ford Eldorado	Aerotech 240	2008	Adequate	177732	Active	24683	12/1/2013	12/1/2008	114	1	1	3	1.67
City of Canby	V000977	1GB9G5A68A1121989	Chevrolet Startrans	Senator	2010	Marginal	131100	Active	26101	6/7/2015	6/7/2010	96	1	2	2	1.67
City of Canby	V000980	1GB9G5A65A1122100	Chevrolet Startrans	Senator	2010	Marginal	116524	Active	26101	6/23/2015	6/23/2010	96	1	2	2	1.67
City of Milton-Freewater	V000913	1FD4E45SX8DA70349	Eldorado Aerotech 220	Category D, Medium-size Light-duty bus	2008	Adequate	191304	Active	24284	5/14/2013	5/14/2008	121	1	1	3	1.67
Columbia County	V000811	1FDXE45S59DA12160	Eldorado	Aerotech 240	2008	Adequate	320221	Active	24263	4/13/2014	4/13/2009	110	1	1	3	1.67
Columbia County	V000891	1GB9G5A62A1107652	Chevrolet	Starans Senator	2010	Adequate	232352	Active	25620	1/20/2015	1/20/2010	101	1	1	3	1.67
Hood River County Transportation District	V001383	1FDXE45S1CDB38246	Ford	Eikhart ECII	2012	Poor	101867	Active	27482	3/4/2018	3/4/2013	63	1	3	1	1.67
Lake County	V000175	1FDXE45F01HA42431	Ford	E450 Champion	2001	Poor	96315	Active		1/1/2006	1/1/2001	209	1	3	1	1.67
Lincoln County Transportation Service District	V000953	1FDXE45P39DA91033	Ford E450	Startrans Senator	2009	Adequate	152213	Active	25635	3/22/2015	3/22/2010	99	1	1	3	1.67
Ride Connection, Inc.	V000985	1FDXE45S4YHB99161	Ford El Dorado	Aerotech 220	2000	Adequate	162188	Active		1/1/2005	1/1/2000	221	1	1	3	1.67

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Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Salem Area Mass Transit District	V000264	1FDXE45S87DA20688	Ford	Challenge r	2007	Adequate	189461	Active		1/1/2012	1/1/2007	137	1	1	3	1.67
Salem Area Mass Transit District	V000266	1FDXE45S17DA59087	Ford	Challenge r	2007	Adequate	195361	Active		1/1/2012	1/1/2007	137	1	1	3	1.67
Salem Area Mass Transit District	V000267	1FDXE45S7DA20689	Ford	Challenge r	2007	Adequate	203995	Active		1/1/2012	1/1/2007	137	1	1	3	1.67
Salem Area Mass Transit District	V000268	1FDXE45S37DA56210	Ford	Challenge r	2007	Adequate	192370	Active		1/1/2012	1/1/2007	137	1	1	3	1.67
Salem Area Mass Transit District	V000270	1FDXE45S47DA65370	Ford	GC II	2007	Adequate	171795	Active		1/1/2012	1/1/2007	137	1	1	3	1.67
Salem Area Mass Transit District	V000772	1FD4E45S38DA80964	Ford	EC II	2008	Adequate	215355	Active	24458	1/1/2013	1/1/2008	125	1	1	3	1.67
Salem Area Mass Transit District	V000774	1FD4E45S58DA80965	Ford	EC II	2008	Adequate	219032	Active	24458	1/1/2013	1/1/2008	125	1	1	3	1.67
Salem Area Mass Transit District	V000775	1FD4E45S58DA92193	Ford	EC II	2008	Adequate	232480	Active	24458	1/1/2013	1/1/2008	125	1	1	3	1.67
Salem Area Mass Transit District	V000859	1FD4E45S9DA42257	Ford Startrans	Senator	2009	Adequate	188991	Active	24458	11/1/2014	11/1/2009	103	1	1	3	1.67
Salem Area Mass Transit District	V000860	1FD4E45S39DA42256	Ford Startrans	Senator	2009	Adequate	182195	Active	24458	11/1/2014	11/1/2009	103	1	1	3	1.67
Salem Area Mass Transit District	V000966	1FD4E45S49DA92194	Ford E450 Champion	Challenge r	2009	Adequate	159455	Active	25642	7/15/2015	7/15/2010	95	1	1	3	1.67
Salem Area Mass Transit District	V001025	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	164026	Active	26543	12/20/2015	12/20/2010	90	1	1	3	1.67
Salem Area Mass Transit District	V001026	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	166801	Active	26543	12/20/2015	12/20/2010	90	1	1	3	1.67
Salem Area Mass Transit District	V001027	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	157362	Active	26543	12/28/2015	12/28/2010	90	1	1	3	1.67
Salem Area Mass Transit District	V001028	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	157494	Active	26543	12/30/2015	12/30/2010	89	1	1	3	1.67
Salem Area Mass Transit District	V001044	1FD4E45S49DA92194	Ford E450 Startrans Senator	Category D Medium size light duty bus	2010	Adequate	161786	Active	26543	1/11/2016	1/11/2011	89	1	1	3	1.67
Salem Area Mass Transit District	V001045	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	171391	Active	26543	1/11/2016	1/11/2011	89	1	1	3	1.67
Salem Area Mass Transit District	V001046	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	180395	Active	26543	1/20/2016	1/20/2011	89	1	1	3	1.67
Salem Area Mass Transit District	V001047	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	154591	Active	26543	1/5/2016	1/5/2011	89	1	1	3	1.67
Salem Area Mass Transit District	V001048	1FD4E45S49DA92194	Ford E450 Startrans	Senator	2010	Adequate	162878	Active	26543	1/6/2016	1/6/2011	89	1	1	3	1.67
Salem Area Mass Transit District	V001050	1FD4E45S49DA92194	Ford E350 Startrans	Senator	2010	Adequate	159165	Active	26543	1/25/2016	1/25/2011	89	1	1	3	1.67
Salem Area Mass Transit District	V001051	1FD4E45S49DA92194	Ford E350 Startrans Senator	Category D Medium Size Light Duty Bus	2010	Adequate	150409	Active	26543	3/7/2016	3/7/2011	87	1	1	3	1.67
Salem Area Mass Transit District	V001054	1FD4E45S49DA92194	Ford E350 Startrans	Senator	2010	Adequate	160021	Active	26543	2/22/2016	2/22/2011	88	1	1	3	1.67
Senior Citizens of Sweet Home, Inc.	V000782	1FD4E45P68DA85006	Ford	E450 Elkhart	2008	Adequate	173958	Active		1/1/2013	1/1/2008	125	1	1	3	1.67
Yamhill County	V001290	1HVBTSM8AH246819	International	3200 Navistar	2010	Adequate	205865	Active	27488	7/1/2017	7/1/2012	71	1	1	3	1.67
Yamhill County	V001292	1HVBTSM4AH246820	International	3200 Navistar	2010	Adequate	240798	Active	27488	7/1/2017	7/1/2012	71	1	1	3	1.67

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Benton County	V000155	1FDXE45S94HA86137	Ford	EDorado	2004	Poor	182582	Active		01/01/2008	1/1/2003	185	1	1	1	1.00
City of Albany	V000002	2G1WF52E249423794	CHEVY	Impala	2004	Poor	170338	Active		02/24/2008	2/24/2003	184	1	1	1	1.00
City of Albany	V000003	2G1WF52E749443717	CHEVY	Impala	2004	Poor	137602	Active		01/01/2004	1/1/1999	233	1	1	1	1.00
City of Albany	V000763	1GBDV13W18D165458	Chevrolet	Uplander	2008	Poor	149528	Active	24619	05/12/2012	5/12/2007	133	1	1	1	1.00
City of Lebanon	V000180	1FDXE45S22HA76580	Ford	Ei Dorado Aerotech	2002	Poor	108169	Active		01/01/2006	1/1/2001	209	1	1	1	1.00
City of Woodburn	V000755	1GNDX03E32D247634	Chevy	Venture	2002	Poor	110973	Active		01/01/2006	1/1/2001	209	1	1	1	1.00
Community Connection of Northeast Oregon, Inc. (Union)	V000082	1GBDV13E85D150541	Chevy	modified minivan	2005	Poor	211065	Active		01/01/2009	1/1/2004	173	1	1	1	1.00
Coos County Area Transit Service District	V000093	1FDXE40F2XHB69519	Ford	small light-duty bus	1999	Poor	228433	Active		01/01/2003	1/1/1998	245	1	1	1	1.00
Coos County Area Transit Service District	V000097	1FDXE45S22HB64917	Ford	Aerotech	2002	Poor	264967	Active		01/01/2006	1/1/2001	209	1	1	1	1.00
Coos County Area Transit Service District	V001389	1FDEE3FL8CDA94521	Ford	Startrans Candidate	2013	Poor	104899	Active	28722	03/01/2017	3/1/2012	75	1	1	1	1.00
Coos County Area Transit Service District	V000767	1FD3E35L18DB00983	Ford	EDorado Aerolite	2008	Poor	173673	Active	24320	06/06/2012	6/6/2007	132	1	1	1	1.00
Coos County Area Transit Service District	V000877	1FDEE35S69DA81168	Ford	Starcraft Paratransit	2009	Poor	161871	Active	25625	10/22/2013	10/22/2008	116	1	1	1	1.00
Harney County	V001371	2C4RDGCG2DR514540	Dodge Grand Caravan Liberty	Category E-3, Modified Minivan	2013	Poor	111986	Active	28523	12/26/2016	12/26/2011	78	1	1	1	1.00
Malheur Council on Aging and Community Services	V000199	1GBDV13E65D150263	Chevy	Modified minivan	2005	Poor	180193	Active		01/01/2009	1/1/2004	173	1	1	1	1.00
Malheur Council on Aging and Community Services	V000200	1GBDV13E15D148825	Chevy	Modified minivan	2005	Poor	208670	Active		01/01/2009	1/1/2004	173	1	1	1	1.00
Malheur Council on Aging and Community Services	V000204	1GBDV13L05D300883	Chevy	Modified van	2005	Poor	274742	Active		01/01/2009	1/1/2004	173	1	1	1	1.00
Malheur Council on Aging and Community Services	V000883	2D4RN4DEXAR167658	Dodge Grand Caravan	Category E-3 modified minivan	2010	Poor	239530	Active	25637	01/15/2014	1/15/2009	113	1	1	1	1.00
Ride Connection, Inc.	V000326	1GBDX23E73D314522	Chevy El Dorado	Venture	2003	Poor	107678	Active		01/01/2007	1/1/2002	197	1	1	1	1.00
Ride Connection, Inc.	V000986	1FDXE45S0YHC01195	Ford El Dorado	Aerotech 220	2000	Poor	199730	Active		01/01/2004	1/1/1999	233	1	1	1	1.00
Tillamook County Transportation District	V001149	1FTSS3EL3BDA26210	Ford Braun	Paratransit Van	2011	Poor	162087	Active	26557	06/30/2015	6/30/2010	95	1	1	1	1.00
Wheeler County	V001296	2C4RDGBG1CR265244	Dodge	Grand Caravan	2012	Poor	114365	Active	27487	09/05/2016	9/5/2011	81	1	1	1	1.00
Wheeler County	V001374	2C4RDGBG7DR617499	Dodge	Grand Caravan	2013	Poor	133221	Active	28540	01/29/2017	1/29/2012	76	1	1	1	1.00
Benton County	V000446	1FDXE45S4HA40168	FORD	EDorado	2004	Marginal	184189	Active		01/01/2008	1/1/2003	185	1	1	2	1.33
Dial a Bus--Benton County	V001059	2D4RN4DE3AR462598	Dodge	EDorado Amerivan	2010	Marginal	143133	Active	26582	02/11/2015	2/11/2010	100	1	1	2	1.33
City of Albany	V000929	2D4RN4DE7AR164541	Braun Entervan	Category E-3, Modified Minivan	2010	Marginal	117333	Active	26079	01/07/2014	1/7/2009	113	1	1	2	1.33
City of Albany	V001204	2D4RN3DG7BR718481	Dodge	Grand Caravan	2011	Marginal	112049	Active	26577	09/06/2015	9/6/2010	93	1	1	2	1.33
City of Albany	V001205	2D4RN3DG9BR718482	Dodge	Grand Caravan	2011	Marginal	109117	Active	26577	09/06/2015	9/6/2010	93	1	1	2	1.33
City of Pendleton	V000765	1D8HM44H78B157195	Dodge	Caravan-Modified Minivan	2008	Marginal	161969	Active		01/01/2012	1/1/2007	137	1	1	2	1.33
Community Connection of Northeast Oregon, Inc. (Baker)	V000843	1D8HM44E69B520689	Dodge	Braun Entervan - modified minivan	2009	Marginal	116065	Active	25623	06/22/2013	6/22/2008	120	1	1	2	1.33
Community Connection of Northeast Oregon, Inc. (Union)	V000937	1D8HM44E49B520688	Braun Entervan	Category E-3, Modified Minivan	2009	Marginal	166340	Active	25621	07/27/2013	7/27/2008	119	1	1	2	1.33
Curry County Public Transit Service District	V000919	2D4RN4DE5AR164523	Dodge	Braun Entervan	2010	Marginal	101491	Active	25626	01/13/2014	1/13/2009	113	1	1	2	1.33
Harney County	V000900	2D4RN4DEXAR164520	Braun Entervan	Category E-3, Modified Minivan	2010	Marginal	154102	Active	25629	01/23/2014	1/23/2009	113	1	1	2	1.33
Harney County	V001372	2C4RDGCGC2DR515008	Dodge Grand Caravan Liberty	Category E-3 Modified Minivan	2013	Marginal	109818	Active	28523	12/26/2016	12/26/2011	78	1	1	2	1.33

Class E cont.

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale	
Malheur Council on Aging and Community Services	V001037	1FDEE3FL4ADA79205	Ford Startrans Candidate	Category E-1 Small light-duty bus	2010	Marginal	183147	Active	26529	02/27/2015	2/27/2010	100	1	1	2	1.33	
Ride Connection, Inc.	V000333	1GBDV13L55D297589	Chevy Uplander	2005	Marginal	118478	Active			01/01/2009	1/1/2004	173	1	1	2	1.33	
Ride Connection, Inc.	V000348	1GBDV13L36D136403	Chevy Amerivan	2006	Marginal	143212	Active			01/01/2010	1/1/2005	161	1	1	2	1.33	
Ride Connection, Inc.	V000355	1FDXE45S67DB21177	Ford El Dorado	Aerotech 220	2007	Marginal	108989	Active		01/01/2011	1/1/2006	149	1	1	2	1.33	
Ride Connection, Inc.	V000359	1GBDV13127D120662	Chevy El Dorado	Amerivan	2007	Marginal	111102	Active		01/01/2011	1/1/2006	149	1	1	2	1.33	
Rogue Valley Transportation District	V000723	1FDWE35L16DA15930	Ford El Dorado	El Dorado	2006	Marginal	214808	Active			01/01/2010	1/1/2005	161	1	1	2	1.33
Rogue Valley Transportation District	V000851	1D8HN44E49B520691	Dodge Braun Entervan	2009	Marginal	165748	Active	24378		10/30/2013	10/30/2008	115	1	1	2	1.33	
Rogue Valley Transportation District	V000852	1FTSS34L29DA18644	Ford Braun TransZporter	2009	Marginal	168058	Active	24378		10/30/2013	10/30/2008	115	1	1	2	1.33	
Sherman County	V001441	5TDDK3DC4DS063655	Toyota Sienna	2013	Marginal	123065	Active	29346		10/15/2017	10/15/2012	68	1	1	2	1.33	
The Klamath Tribes	V000172	5FNRL387X7B006496	Honda Odyssey	2007	Marginal	201158	Active			01/01/2011	1/1/2006	149	1	1	2	1.33	
Tillamook County Transportation District	V000944	1FTDS34L59DA66101	Ford Braun Paratransit	2009	Poor	93470	Active	25904		03/25/2014	3/25/2009	111	1	2	1	1.33	
Wheeler County	V001055	2D4RN4DEXAR292322	Dodge Grand Caravan	2010	Marginal	104310	Active	26563		02/07/2015	2/7/2010	100	1	1	2	1.33	
Yamhill County	V000075	2FMZA51656BA50996	Ford Freestart Liberty	2006	Marginal	200488	Active			01/01/2010	1/1/2005	161	1	1	2	1.33	
Tillamook County Transportation District	V001476	2C7WDGBG5ER319735	Dodge Caravan	Braun Entervan	2014	Marginal	117585	Active	29309	05/20/2018	5/20/2013	61	1	1	2	1.33	
Abilree	V001095	1FTSS3EL7BDA09894	Ford Eldorado Versashuttle EC3	Category E-2, Modified Van	2011	Adequate	114079	Active	26488	04/18/2015	4/18/2010	98	1	1	3	1.67	
Columbia County	V000069	1FDWE35L06DB42037	Ford Eldorado	2007	Adequate	366520	Active			01/01/2011	1/1/2006	149	1	1	3	1.67	
Community Connection of Northeast Oregon, Inc. (Wallowa)	V000084	1GBDV13L05D301757	Chevy Modified van	2005	Adequate	142032	Active			01/01/2009	1/1/2004	173	1	1	3	1.67	
Confederated Tribes of the Umatilla Indian Reservation	V000847	1D8HN44E09B520686	Dodge Grand Caravan	Braun Entervan - Cat. E-3 mod. minivan	2009	Adequate	227847	Active	25624	06/18/2013	6/18/2008	120	1	1	3	1.67	
Confederated Tribes of Warm Springs	V000092	1FDXE45S17DA05711	Ford 4DC	2007	Adequate	138917	Active			01/01/2011	1/1/2006	149	1	1	3	1.67	
Douglas Resident Training Facilities	V001038	1FBNE3BL1BDA42306	Ford E350	Econoline	2011	Adequate	196126	Active	26060	01/03/2015	1/3/2010	101	1	1	3	1.67	
Umpqua Homes for the Handicapped	V001244	1FTDS3EL2BDB35931	Ford E350	New England Wheels	2011	Adequate	217552	Active	27679	02/21/2016	2/21/2011	88	1	1	3	1.67	
United Community Action Network	V000889	1FTSS34L49DA37910	Ford New England	2009	Adequate	136094	Active	25627		01/11/2014	1/11/2009	113	1	1	3	1.67	
United Community Action Network	V000979	1FTSS3EL3ADA62817	Ford New England	2010	Adequate	131111	Active	25627		07/11/2014	7/11/2009	107	1	1	3	1.67	
Gilliam County	V001385	5TDKK3DCXD5301323	Toyota Sienna	2013	Adequate	135843	Active	27681		01/08/2017	1/8/2012	77	1	1	3	1.67	
Gilliam County	V001427	5TDKK3DC3DS328072	Toyota Sienna	2013	Adequate	116540	Active	27681		06/10/2017	6/10/2012	72	1	1	3	1.67	
Grant County Transportation District	V000934	2D4RN4DE6AR206018	Eldorado Amerivan	Category E-3, Modified Minivan	2010	Adequate	163652	Active	26064	03/10/2014	3/10/2009	111	1	1	3	1.67	
Harney County	V001376	1FDEE3FL9DDA15259	Ford Champion Crusader	Category E-1 Small light-duty bus	2013	Adequate	120034	Active	28523	02/20/2017	2/20/2012	76	1	1	3	1.67	
Klamath Basin Senior Citizens Center, Inc.	V000166	1FTSS34L73HA47878	Ford Econoline	2003	Adequate	129214	Active			01/01/2007	1/1/2002	197	1	1	3	1.67	
Special Mobility Services	V001230	2D4RN3DG4BR602493	Dodge Grand Caravan	2011	Adequate	110363	Active	26518		01/27/2016	1/27/2011	89	1	1	3	1.67	
Malheur Council on Aging and Community Services	V001406	2C4RDGBGKDR571201	Dodge Grand Caravan SE	Category E-3 Modified Minivan	2013	Adequate	177237	Active	27485	02/02/2017	2/2/2012	76	1	1	3	1.67	
Tygh School Community Center	V000729	2D4GP44L56R768404	Dodge Caravan	2006	Adequate	192505	Active			01/01/2010	1/1/2005	161	1	1	3	1.67	
Options for Southern Oregon, Inc.	V000239	1D4GP25R75B191816	Dodge Caravan	2005	Marginal	88106	Active			01/01/2009	1/1/2004	173	1	2	2	1.67	
Options for Southern Oregon, Inc.	V000245	1D4GP25BX7B217430	Dodge Caravan	2007	Marginal	78524	Active			01/01/2011	1/1/2006	149	1	2	2	1.67	

Class E cont.

Operator Name	Asset#	VIN	Asset Make	Asset Model	Year	Last Condition	Asset Last Odometer	Status	Sub-Grant#	EUL Date	In Service Date	Months in Service	Useful Life Scale	Useful Mileage Scale	Condition Assessment Scale	SGR Avg. Scale
Ride Connection, Inc.	V000356	1FDXE45S47DB21176	Ford El Dorado	Aerotech 220	2007	Adequate	140853	Active		01/01/2011	1/1/2006	149	1	1	3	1.67
Ride Connection, Inc.	V000361	1GBDV13187D120391	Chevy El Dorado	Amerivan	2007	Marginal	95247	Active		01/01/2011	1/1/2006	149	1	2	2	1.67
Ride Connection, Inc.	V001246	2C4RDGBG0CR225818	Dodge Grand Caravan	Braun Entervan	2012	Adequate	117532	Active	27707	05/10/2016	5/10/2011	85	1	1	3	1.67
Senior Citizens of Sweet Home, Inc.	V001192	2D4RN4DG1BR672359	Dodge	Grand Caravan	2011	Adequate	142907	Active	26085	07/11/2015	7/11/2010	95	1	1	3	1.67
Sherman County	V001218	1GNSKBE08BR393646	Chevrolet	Tahoe	2011	Adequate	127654	Active	27719	11/09/2015	11/9/2010	91	1	1	3	1.67
Sunset Empire Transportation District	V000526	1GNEL19XX4B123812	CHEVY	Van	2004	Adequate	125111	Active		01/01/2008	1/1/2003	185	1	1	3	1.67
Sunshine Industries Unlimited, Inc.	V000535	1GCHC29U52E213074	Chevrolet	Silverado	2002	Adequate	129589	Active		01/01/2008	1/1/2003	185	1	1	3	1.67
The Klamath Tribes	V001000	2D4RN4DE2AR385125	Dodge	Grand Caravan/Braun Entervan	2010	Marginal	79804	Active	26074	09/20/2014	9/20/2009	105	1	2	2	1.67
Wilsonville, City of	V001024	1FTSS3EL4ADA95339	Ford	Braun Paratransit	2010	Adequate	150141	Active	26111	10/22/2014	10/22/2009	104	1	1	3	1.67

Appendix 1

APPENDIX 1 ROLLING STOCK INVENTORY BY SUBRECIPIENT

Insert Rolling Stock Inventory once all data is complete

Appendix 2

APPENDIX 2 FACILITY INVENTORY BY SUBRECIPIENT

Insert Facility Inventory



Board of Commissioners RESOLUTION 2018-03

Resolution to Adopt the Group Transit Asset Management Plan and Performance Measures

WHEREAS, Sunset Empire Transportation District is the designated transportation service provider for Clatsop County; and,

WHEREAS, in 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) mandated, and in 2015 the Fixing America's Surface Transportation Act (FAST Act) reauthorized the Federal Transit Administration (FTA) to develop a rule to establish a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively throughout their entire life cycle; and,

WHEREAS, FTA's national Transit Asset Management (TAM) System Final Rule, became effective on October 1, 2016, which defined the "State of Good Repair" (SGR), which requires grantees to develop a TAM plan, establish performance measures, establish annual reporting requirements to the National Transit Database (NTD), and that the FTA provide technical assistance; and,

WHEREAS, the TAM Final Rule requires the transit providers Group TAM Plan sponsor to set performance targets for the State of Good Repair by January 1, 2017; and,

WHEREAS, the Planning Rule requires each MPO to establish targets no later than June 30, 2017 or 180 days after the date on which the relevant State or public transportation provider establishes its performance targets; and,

WHEREAS, the Transit Asset Management (TAM) is a strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage the performance, safety, and costs over their life cycles; and,

WHEREAS, these performance targets aid in a safe, cost-effective, and reliable public transportation network; and,

WHEREAS, TAM provides decision makers with a guide in which to manage capital assets and prioritize funding to improve or maintain a "State of Good Repair;"

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Sunset Empire Transportation District adopts the Group Transit Asset Management Plan, performance measures and targets for the State of Good Repair as identified in the Final Group TAM Plan.

MOTION OF ADOPTION

Name	Aye	Nay	Absent
Chair Kleczek			
Commissioner Alegria			
Commissioner MacDonald			
Commissioner Widener			
Commissioner Kidder			
Commissioner Gaebel			
Commissioner Gearin			

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS _____ DAY OF _____ 2018.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

 Title: Kathy Kleczek, Board Chair

ATTEST:

Title: Lylla Gaebel, Secretary/Treasurer

Date: October 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b Title VI Plan update

As requested by ODOT, we have updated our Title VI plan. They have approved our updated plan with just 3 comments and those comments have been addressed.

- The complaint plan and form are clearly posted on our website <http://www.nworegontransit.org/wp-content/uploads/2018/09/SETD-TITLE-VI-PROGRAM-2018-UPDATE-9-24-18.pdf> pages 3-10
- Add the 2018 Title VI Plan to the website.
See link above.
- Include a description of the efforts made to encourage participation of minorities on our non-elected boards, advisory councils or committees in our Title VI plan.
See link above, page 4.

Staff is recommending that the Board adopt the Title VI plan update that has been approved by ODOT.

SUNSET EMPIRE TRANSPORTATION DISTRICT



TITLE VI PROGRAM

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Introduction

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

Title VI Complaint Procedures

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

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

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

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

Record of Title VI investigations, complaints, or lawsuits

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

Language Assistance Plan

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

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

Notification of Sunset Empire Transportation Title VI Obligations

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

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

SETD is committed to practicing non-discrimination.

Summary of Public Participation Efforts

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

Public Participation Plan

Purpose

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

Goals and Objectives for the Public Participation Plan

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

Objectives:

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

Identification of Stakeholders

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

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

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

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

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

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

Other techniques could also be determined to be useful at any stage of the process, and new and different techniques will be utilized as deemed appropriate.

Construction Projects Undertaken:

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

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Attachment A

**SUNSET EMPIRE TRANSPORTATION DISTRICT
Title VI Complaint Form**

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

Section V.

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

Yes No

If yes, check all that apply:

Federal Agency: _____

State Agency: _____

Federal Court: _____

Local Agency: _____

State Court: _____

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

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI.

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

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

Signature

Date

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

Sunset Empire Transportation District

Attn: Executive Director

900 Marine Drive

Astoria, OR 97103

jeff@ridethebus.org

Attachment B

Discrimination Complaint Procedure

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

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

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

7. Within 90 days of receipt of the complaint, the Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ODOT, or USDOT, if they are dissatisfied with the final decision rendered by SETD. The Executive Director will also provide ODOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contact information for the state and federal Title VI administrative jurisdiction is as follows:

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

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

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PUBLIC PARTICIPATION PLAN

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STATEMENT OF COMMITMENT

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

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

PUBLIC INVOLVEMENT PURPOSE

The Plan shall be designed to:

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

PUBLIC INVOLVEMENT PRINCIPLES

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

1. When a project (e.g., construction activity) may affect a neighborhood, special neighborhood meetings will be scheduled early in the project planning process. Notices will be sent to organized neighborhood groups and any individual who has requested notification.
2. All public meeting notices shall be written in clear, concise and understandable language, and will incorporate graphics when it aids the message. The notices will clearly be identified as a SETD notice including the name and logo. The theme font will be consistent and font size will be no smaller than 14 and be printed in English and Spanish.
3. The Public Involvement Process will reflect SETD's dedication to provide early and continuous opportunities for the public to be involved in the identification of the impacts of proposed decisions. It will also reflect SETD's desire to seek out the viewpoints of minority, low-

income, and Limited English Proficiency (LEP) populations, as well as older adults and people with limited mobility. While in the course of conducting public outreach and involvement activities, the efforts will be consistent with SETD's Title VI Program, Executive Order 13166 on access for individuals with Limited English Proficiency, and U.S. Department of Transportation (DOT) LEP Guidance.

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

TARGETED PUBLIC OUTREACH

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

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

- Use supplemental outreach strategies such as surveys and comment cards regarding SETD projects or proposed service changes.
- Partner and network with community organizations to engage members of the public who are less likely to attend traditional public meetings through means such as surveys and focus groups. SETD maintains a list of current and potential future community partners.
- Attend community events and meetings of neighborhood associations, faith-based organizations, advocacy groups, and other groups to solicit feedback from diverse members of the public.

SETD staff may consult FTA Circular 4703.1 ("Environmental Justice Policy Guidelines for Federal Transit Administration Recipients") for additional strategies that may be incorporated into the Public Involvement Plan.

PUBLIC COMMENT FOR FARE OR MAJOR SERVICE CHANGES

It is the commitment of SETD to solicit public opinion and consider public comment before raising fares or implementing a major service change.

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

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

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

Attachment D

Minority Representation Table

Body	Caucasian	Latino	African American	Asian American	Native American
Transportation Advisory Committee	4	0	0	0	0

DRAFT

Attachment: E



LANGUAGE ASSISTANCE PLAN

DRAFT

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Additional Documents

DRAFT

Introduction

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

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

CLATSOP COUNTY

Population	
Total Population	37,660
Population by Ethnicity	
Hispanic or Latino	3,074
Non-Hispanic or Latino	34,586
Population by Race	
White	32,445
African American	267
Asian	422
American Indian and Alaska Native	139
Native Hawaiian and Pacific Islander	75
Other	0
Identified by two or more	1,238
Persons 5 years and Over, Percent Speaking English less than very well	2.9

Plan Summary

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

FOUR FACTOR ANALYSIS:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a SETD program, activity or service. The main language identified that SETD will encounter the most frequently is Spanish.
2. The frequency with which LEP individuals come in contact with the program. As a public transportation provider, it is necessary to recognize this segment of the general population. Through staff feedback and surveys, it has been concluded that Spanish-speaking LEP persons have regular contact with the service. SETD will assess the frequency at which staff has or could possibly have contact with LEP persons. This includes examining census data, phone inquiries, requests for translated documents, and staff feedback. As a public transportation provider, it is necessary to recognize this segment of the general population. Phone inquiries and staff feedback also indicate that Spanish-speaking LEP persons have regular contact with the service.
3. The nature and importance of programs, activities or services provided by SETD to the LEP population. An LEP person's inability to utilize effectively public transportation may adversely affect his or her ability to obtain health care, or education, or access to employment. All the programs that are operated by SETD will be accessible to the LEP population.
4. The resources available to SETD and overall cost to provide LEP assistance. This includes identifying bilingual staff, reviewing the cost of using a translation service, determining which documents should be translated, and deciding what level of staff training is needed.

LEP ASSISTANCE

SETD has assessed the available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that SETD could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered.

Documents that are determined to be vital are translated into Spanish. Vital documents are defined as those documents without which a person would be unable to access services. The following are written communications that are to be available in print in Spanish:

- SETD fixed route bus schedules Weekday and Weekend including Connector schedules
- Temporary signs at bus stops and transit centers informing customers of any detours or route changes
- Reduced Fare Application

- Interior bus posters and stickers displaying safety or system information
- Fare information on fare boxes
- ADA Paratransit application and Brochure
- Onboard surveys
- Service Improvement Forms

LANGUAGE ASSISTANCE

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

1. SETD will network with local human service organizations and the local Community College that provides services to LEP individuals and seek opportunities to provide information on SETD programs and services.
2. SETD will place statements in notices and publications that interpreter services are available for public Board meetings, open house events, committee meetings and budget meetings with seven-day advance notice. Route change information will be printed in Spanish.
3. SETD will conduct a survey of bus drivers, front-line staff, dispatchers, ADA Paratransit schedulers, and service development planners on their experience concerning any contacts with LEP persons during the previous year. This will help us track trends and identify how best to make changes to meet the needs of our LEP population.
4. SETD will provide Language Identification Flashcards at the Transit Center.
5. SETD will post the SETD Title VI Policy and LEP Plan on the agency website www.ridethebus.org
6. SETD will provide group travel training to LEP persons with the assistance of bilingual volunteers.
7. SETD will include language “Spanish speaking a plus” on staff and bus driver recruitment flyers and recruitment posters. Our organization will actively seek out bilingual employees.
8. A list of volunteers will be compiled to refer to when needed for translation.

STAFF TRAINING

The following trainings will be provided to SETD staff.

1. Information on the SETD Title VI Procedures, Statements and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Directions on how to use the Language Identification Flashcards.
4. Directions on how to use online language translators such as Google Translate
5. Procedures for documentation of language assistance requests.

6. How to access and use a language line service.
7. How to document and handle a potential Title VI/LEP complaint.
8. How to use the booklet “Basic Spanish for Transit Employees”

OUTREACH TECHNIQUES

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

MONITORING & UPDATING THE LEP PLAN

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

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

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

DISSEMINATION OF THE LANGUAGE ASSISTANCE PLAN

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

Attachment: F

SUNSET EMPIRE TRANSPORTATION DISTRICT STANDARDS

SERVICE LEVEL STANDARDS

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

Error! Not a valid bookmark self-reference. displays performance measures for this category, a brief definition, where to collect the data, how SETD currently performs on the measures, and guidance on metrics for each service type. In some cases, benchmarks are the same for each service type, while in other cases the performance measure is the same, but the metrics are different.

COST EFFICIENCY STANDARDS

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

SERVICE EFFICIENCY STANDARDS

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

PASSENGER COMFORT/SAFETY STANDARDS

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

PASSENGER AMENITY STANDARDS

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

Figure 0-1 Service Level Standards

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

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

Figure 0-2 Cost Efficiency Standards

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

Figure 0-3 Service Efficiency Standards




Performance Measure	Definition	Data Source	SETD Performance	Performance Standards ¹		
				Intercity Fixed-Route ²	Local Fixed-Route	DAR or ADA Paratransit
Passengers per revenue hour	The average number of passengers a bus carries for each hour in service.	Rural NTD; SETD ridership reports	Intercity and Local Fixed Route: 17.39 DAR/ADA: 1.67	16-20	6-12	2-4
Passengers per revenue mile	The average number of passengers a bus carries for each mile in service.	Rural NTD; SETD ridership reports	Intercity and Local Fixed Route: 0.78 DAR/ADA: 0.12	1.2	0.25-0.5	0.2
Stop spacing	Close stops provide more access but increase travel times. Balance the need to ensure short walking distances to and from stops with efficient travel time.	SETD GIS data	No existing standard	>1/8-1 mile	>1/8 mile	NA
Travel time ratio (bus to auto)	Provide competitive travel times to attract transit riders. If the bus travel time far outweighs driving time, those with a choice will drive.	Schedules for bus times between major destinations; Google maps for auto times	Intercity Examples: - Transit Center to Cinema: 1.6 - McDonald's Seaside to Cannon Beach: 2.3 Local Example: - Emerald Heights to Fred Meyer: 3.1	1.3	3.0	2.0-4.0

Performance Measure	Definition	Data Source	SETD Performance	Performance Standards ¹		
				Intercity Fixed-Route ²	Local Fixed-Route	DAR or ADA Paratransit
Total vehicle hours to revenue hours ratio	A high ratio of total hours to revenue hours reveals unproductive time, such as deadhead hours.	Already collected by SETD	Fixed route: 1.08 ⁴	1.2	1.3	NA
Farebox recovery ratio	This measures the percent of operating expenses covered by farebox revenue.	Rural NTD	System-Wide: 15.2%	9.9-12.3% (metric reported at system level for all agencies)		
Transit mode share	The % of trips taken via transit shows transit's role in achieving Transportation Planning Rule goals of reduced VMT	American Community Survey ACS 5-Year Estimates (Table S0801)	Clatsop County: 1.6% (2010-14)	Peer average: 1.26% ⁵		

Figure 0-4 Passenger Comfort and Safety Standards

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

Figure 0-5 Amenity Standards and Benchmarks

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

Notes for all tables:

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

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

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

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

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

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

⁷Data source: March 2015-February 2016.

Date: October 17, 2019

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 9.c Intergovernmental Agreement with Tillamook County Transportation District (TCTD) for use of Ecolane dispatch software

While RideCare was operating under SETD, the dispatching and billing for that business unit was handled through OBBS. SETD RideAssist used this system to manage the rides it performed as a provider for RideCare, as well as dispatching its own ADA rides.

With the closing of RideCare, we no longer have OBBS support. Also, we now receive Medicaid rides from TCTD through their Northwest Rides department which uses Ecolane as their dispatch and billing software. TCTD also uses this as their dispatch software for their bus and DRT service. This creates a system environment where we use an unsupported system for our ADA rides, and port into a system licensed to TCTD for our Medicaid rides. This requires manually melding the two ride types manually to develop daily routes for our drivers – an activity which can require hours to complete successfully.

Staff has been soliciting demonstrations from software providers who would be able to handle ADA dispatch and billing and would be able to share ride data with TCTD's Ecolane system for Medicaid rides.

After looking at five systems, three were considered as possible solutions.

Vendor	Start Up	Monthly	Pros & Cons
PC Trans	\$14,000	\$100	License is for 10,000 rides max. SETD must provide SQL Server 2012, hardware and system software, system services, i.e. Database backups, ongoing support for hardware and system software. Platform does not share data natively with Ecolane. Will require custom data interface development.
Trip Master	\$5,750	\$830	Provides Vehicle Maintenance Module. No native sharing of data with Northwest Rides. Will require custom data interface development. On-site training may be \$5,000.
Ecolane	\$12,000	\$273	Web Based, supports both ADA and Medicaid dispatching, automates dispatching process, servers and data maintained off-site at no cost to SETD, provides realtime visibility to all rides by Northwest Rides and SETD, existing contract with Ecolane through February, 2023, with renewal options.
<i>Start up costs will require hardware purchase for five vehicles at approximately \$2,000 Monthly costs will require Verizon connectivity at approximately \$30/vehicle/month.</i>			

TCTD's legal counsel has determined, and Jeff has verified with Ecolane, that the Ecolane system license purchased by TCTD could be shared with SETD significantly reducing the up front and ongoing system expense for us, while providing a robust system to support our ADA rides as well as the Medicaid rides from Northwest Rides. This configuration provides two

significant additional advantages; automated dispatch saving hours of labor per day, and web and 4G connectivity, insulating our Paratransit operations from local power outages and data loss.

Staff is recommending that the Board approve the IGA with TCTD.

Date: October 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.e Holiday Party

Due to current efforts to adjust expenditures due to the unanticipated expenditure related to the data crash and the forthcoming unanticipated expenditures in legal fees and potential change in the Lower Columbia Connector route, we are seeking guidance from the Board on whether to have a holiday party this year.

As reported earlier, we are working with Columbia County on that route and are waiting to see what their final decision will be after their public outreach. Once they have a solid plan, we will return to the Board with options for potential changes to the route.

That change will have the largest impact on our current budget so without knowing what option will be selected, it is too soon to determine an exact dollar amount that we will have to adjust in our expenditures. The cost of the party has been in the neighborhood of \$5,000.

INTERGOVERNMENTAL AGREEMENT

BETWEEN TILLAMOOK COUNTY TRANSPORTATION DISTRICT AND SUNSET EMPIRE TRANSPORTATION DISTRICT

FOR SHARED USE AND FUNDING OF ECOLANE DRT SOFTWARE

This Intergovernmental Agreement (hereinafter "Agreement") is entered into as of this 25th day of October, 2018, between TILLAMOOK COUNTY TRANSPORTATION DISTRICT (hereinafter "TCTD") and SUNSET EMPIRE TRANSPORTATION DISTRICT (hereinafter "SETD") (collectively, the "Parties"), both special districts acting as political subdivisions of the state of Oregon under the authority of ORS 198.010 et seq. and transportation districts organized under ORS 267.510 et seq.

RECITALS

- A.** ORS 190.010 authorizes a unit of local government to enter into a written intergovernmental agreement with any other unit of local government for the performance of any or all functions and activities that a party to the agreement has the authority to perform. The agreement may provide for the performance of a function or activity by one of the parties for any other party.
- B.** TCTD provides demand response service transportation in Tillamook County, including Dial-a-Ride and non-emergent medical transport (NEMT).
- C.** TCTD uses Ecolane DRT software (the "Ecolane Software") under a Software License & Services Agreement with an effective date of July 31, 2017 (as subsequently amended) between TCTD and Ecolane USA Inc. (the "Ecolane License Agreement") to schedule, dispatch, track, and report on TCTD's demand response service transportation.
- D.** TCTD also operates the NW Rides NEMT brokerage, through which TCTD subcontracts NEMT trips for Columbia Pacific CCO members living in Clatsop, Columbia, and Tillamook Counties.
- E.** TCTD has allocated one or more TCTD Ecolane Software sublicenses to several subcontractors of the NW Rides NEMT brokerage, enabling subcontracted drivers to use tablets running the Ecolane Software mobile module to receive and process NEMT trip assignments in real-time.
- F.** SETD provides demand response service transportation in Clatsop County, including Dial-a-Ride, NEMT, and ADA complementary paratransit services.
- G.** SETD is a subcontractor of the NW Rides NEMT brokerage.
- H.** SETD does not currently have any TCTD Ecolane Software sublicenses. SETD

processes its NEMT trip assignments through Ecolane USA Inc.'s web portal.

- I. TCTD and SETD provide demand response service transportation to many of the same clients.
- J. The Parties have determined that it would serve the interests of the public, and result in considerable cost savings, for SETD to use the Ecolane Software to support the delivery of SETD's demand response service transportation in Clatsop County.
- K. TCTD has determined that SETD can be added as a named user of the Ecolane License Agreement to enable SETD to use the Ecolane Software to schedule, dispatch, track, and report on SETD's non-NEMT demand response service transportation in Clatsop County.
- L. TCTD also wishes to allocate five TCTD Ecolane Software sublicenses to SETD to enable SETD's drivers to receive and process trip assignments in real-time for both NEMT and non-NEMT demand response service transportation.
- M. SETD wishes to enter into a cost share arrangement with TCTD to fund the use of the Ecolane Software in exchange for being added as a named user to the Ecolane License Agreement.
- N. It is the desire of the Parties to enter into an agreement that sets forth the terms that will govern the Parties with regard to their shared use and funding of the Ecolane Software.

AGREEMENT

NOW, THEREFORE, the premise being in general as stated in the foregoing recitals, and in mutual consideration of the terms, conditions and covenants as set forth below, the Parties hereto agree as follows:

1. PROJECT DESCRIPTION

- 1.1 SETD will be added as a named user of the Ecolane License Agreement, attached hereto as Exhibit A. This will enable use of the Ecolane Software by SETD system administrators to schedule, dispatch, track, and report on non-NEMT demand response service transportation in Clatsop County. SETD will receive Ecolane Software training, go-live support, and ongoing product support from Ecolane USA Inc.
- 1.2 SETD will be allocated five (5) TCTD Ecolane Software sublicenses, enabling SETD drivers to accept the following types of trip assignments using tablets running the Ecolane mobile module:

1.2.1 NEMT trips as assigned by the NW Rides NEMT brokerage; and

1.2.2 Non-NEMT trips as assigned by SETD system administrators.

2. TERM OF AGREEMENT

2.1 The term of the Agreement shall be from the date of execution until February 27, 2023, with the option to renew or extend such term upon the mutual written agreement of the Parties.

3. TCTD OBLIGATIONS

3.1 TCTD shall assign to SETD, for SETD's exclusive use, five (5) TCTD Ecolane Software sublicenses to enable SETD drivers to access the Ecolane Software mobile module to accept trip assignments using tablet-type devices.

3.2 Upon receipt of funds from SETD consistent with Section 5.1 [Services] of this Agreement, TCTD shall direct Ecolane USA Inc. to add SETD as a named user of the Ecolane License Agreement.

3.3 TCTD shall serve as the primary contact for all correspondence with Ecolane USA Inc. related to SETD's use of the Ecolane License Agreement unless otherwise agreed to in writing by the Parties.

4. SETD OBLIGATIONS

4.1 SETD shall make payments to TCTD according to the terms in Section 5 [PAYMENT].

4.2 As a condition of being added as a named user of the Ecolane License Agreement, SETD agrees to abide by all terms of use as set forth therein.

4.3 SETD shall respond promptly to information requests from TCTD and Ecolane USA Inc. to enable configuration and support of SETD's use of the Ecolane Software.

4.4 SETD shall coordinate with Ecolane USA Inc. to identify a mutually acceptable time for Ecolane Software training and go-live.

4.5 SETD shall be solely responsible for all costs associated with purchasing tablets, data plans, and mounting hardware sufficient to enable SETD's drivers to operate the Ecolane Software.

4.6 SETD shall be solely responsible for providing one or more computers sufficient to enable SETD system administrators to use the Ecolane Software to assign trips to SETD drivers.

- 4.7 SETD acknowledges and agrees that:
- 4.7.1 SETD is solely responsible for providing and ensuring the proper training of its drivers, owners, or operators in the operation of motor vehicles in conjunction with the use or operation of the Ecolane Software; and
 - 4.7.2 Neither TCTD nor Ecolane USA Inc. are responsible for any claim or action including costs arising out of the use or misuse of any motor vehicle operated by SETD in conjunction with or separate from the use of the Ecolane Software, including any personal injury or property damage claim or action.
- 4.8 SETD acknowledges and agrees that, notwithstanding the addition of SETD as a named user of the Ecolane Software, TCTD shall remain the sole licensee for purposes of enforcing, negotiating, or amending any provision of the Ecolane License Agreement. SETD may not act as TCTD's agent or representative in any communications or actions related to the Ecolane Software.
- 4.9 SETD acknowledges and agrees that its failure to comply with the terms of this Agreement and with the terms of the Ecolane License Agreement shall constitute grounds for termination of this Agreement and revocation of SETD's use of the Ecolane Software.

5. PAYMENT

- 5.1 Services. Within 60 days after the execution date of this Agreement, SETD shall pay \$12,600.00 to TCTD to cover TCTD's direct costs to add SETD as a named user of the Ecolane License Agreement. Such direct costs will be billed to TCTD by Ecolane USA Inc. for remote setup, simulated go-live, onsite training, go-live support, and associated travel costs.
- 5.2 Annual Licensing Costs. On or before February 28 of each year during the term of this Agreement, SETD shall pay TCTD a portion of TCTD's annual Ecolane Software licensing costs.
- 5.2.1 Provided SETD does not purchase additional TCTD Ecolane Software sublicenses pursuant to Section 5.3 [Additional Sublicenses], SETD's portion of TCTD's annual Ecolane Software licensing costs is deemed to be \$3,282.75.
 - 5.2.2 If SETD purchases additional TCTD Ecolane Software sublicenses pursuant to Section 5.3, SETD shall bear at its sole expense the additional annual Ecolane Software licensing costs associated with such sublicenses. SETD's additional annual Ecolane Software licensing costs shall be due TCTD at the time of SETD's acceptance of Ecolane USA Inc.'s price quote as described in Section 5.3.

5.3 Additional Sublicenses. Should SETD determine that it wishes to acquire additional TCTD Ecolane Software sublicenses, SETD shall notify TCTD of such interest in writing. Upon receiving such notice, TCTD shall request a price quote from Ecolane USA Inc. and shall provide such price quote to SETD for its review and acceptance. Upon SETD's written acceptance of the price quote, SETD shall pay TCTD the amount stated in the price quote, at which time TCTD shall place the order with Ecolane USA Inc. to purchase the stated number of additional TCTD Ecolane sublicenses on SETD's behalf.

6. GENERAL PROVISIONS

6.1 LAWS OF OREGON

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. All relevant provisions required by ORS Chapter 279A and 279C to be included in public contracts are incorporated and made a part of this Agreement as if fully set forth herein.

6.2 DEFAULT

Time is of essence in the performance of the Agreement. Either party shall be deemed to be in default if it fails to comply with any provisions of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days within which to cure the defect.

6.3 INDEMNIFICATION

This Agreement is for the benefit of the Parties only. Each party agrees to defend, indemnify, and hold harmless the other party, and its officers, employees, and agents, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death, or damage to property on account of or arising out of services performed, the omissions of services or in any way resulting from the negligent or wrongful acts or omissions of the indemnifying party and its officers, employees and agents. To the extent applicable, the above indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300).

In addition, SETD agrees to defend, indemnify, and hold harmless Ecolane USA Inc. from any claim or action including costs arising out of the use or misuse of any motor vehicle operated by SETD in conjunction with or separate from the use of the Ecolane Software, including any personal injury or property damage claim or action. To the extent applicable, the above

indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300).

6.4 MODIFICATION OF AGREEMENT

This Agreement may be modified or amended only upon the mutual written agreement of the Parties. No waiver, consent, modification or change of terms of this Agreement shall be binding unless in writing and signed by both parties.

6.5 TERMINATION

This Agreement may be terminated at any time upon the mutual written consent of both Parties, or ninety (90) days after one party provides written notice to the other party. SETD will lose all access privileges to the Ecolane Software on the termination date unless otherwise agreed to in writing by both Parties. SETD shall be eligible to receive a prorated refund from TCTD for the unused portion of SETD's payment for annual Ecolane Software licensing costs, calculated according to the number of days remaining from the termination date to the end of the annual license period on February 27, and subject to the following conditions:

6.5.1 For a payment made by SETD pursuant to Section 5.2.1, TCTD shall issue SETD a prorated refund of this payment within sixty (60) days after the termination date.

6.5.2 For a payment made by SETD pursuant to Section 5.2.2, TCTD agrees to submit a request to Ecolane USA Inc. for a prorated refund of this payment. TCTD's obligation to issue SETD a prorated refund of a payment made pursuant to Section 5.2.2 shall be contingent on TCTD's receipt of a refund in like amount from Ecolane USA Inc.

6.6 WAIVER

No provision of this Agreement may be waived except in writing by the party granting a waiver of compliance with this Agreement. A waiver shall not constitute a waiver of any other provision nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision of any other provision.

6.7 DISPUTE RESOLUTION

The parties shall attempt to informally resolve any dispute concerning any party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the Parties agree to facilitate these negotiations, with the Parties sharing equally in the cost of a neutral third party. In the event of an impasse

in the resolution of any dispute, the issue shall be submitted to the governing bodies of both Parties for a recommendation or resolution.

6.8 REMEDIES

Subject to the provisions in Section 6.7 [DISPUTE RESOLUTION], either party may institute legal action to cure, correct, or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Tillamook County Circuit Court. The Parties, by signature of their authorized representatives below, consent to the personal jurisdiction of that court.

6.9 ATTORNEY FEES

In the event any suit or action is brought by either party to enforce the terms of this Agreement, the losing party agrees to pay such sum as the trial court may adjudge reasonable attorney fees and costs of such suit or action to be allowed the prevailing party in such suit or action and upon any appeal therefrom.

6.10 EXCUSED PERFORMANCE

In addition to the specific provisions of this Agreement, performance by any party shall not be in default where delay or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control to the party to be excused.

6.11 SEVERABILITY

If any term or provision of the Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

6.12 INTEGRATION

This Agreement sets forth the entire understanding between the Parties with respect to the subject matter of this Agreement, and supersedes any and all prior understandings and agreements, whether written or oral, between the Parties with respect to such subject matter.

6.13 NON-AGENCY RELATIONSHIP

Nothing in this Agreement is to be interpreted as creating or constituting an agency relationship between the Parties. Each party remains separate, and neither party assumes the debts, obligations or liability of the other by entering into this Agreement. Each party is solely responsible for carrying out its duties and functions in accordance with all applicable laws and regulations.

6.14 NO THIRD PARTY BENEFICIARIES

Except as specifically set forth in Section 6.3 [INDEMNIFICATION], The Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, or indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

6.15 CONTACT PERSONS

The Parties hereby designate the following persons as the individuals having primary responsibility for the administration of this Agreement, and the persons designated to receive notice provided for herein. Either party may change its designated contact person by written notice to the other party.

TCTD: Tillamook County Transportation District
Name: Doug Pilant
Title: General Manager
Address: 3600 3rd Street, Suite A
Tillamook, Oregon 97141
Telephone: (503) 842-3115
Fax: (503) 815-2834
Email: dpilant@tillamookbus.com

SETD: Sunset Empire Transportation District
Name: _____
Title: _____
Address: _____
Telephone: _____
Fax: _____
Email: _____

6.16 SIGNATURES

This Agreement may be executed in one or more counterparts, each is deemed an original, and they are all the same Agreement.

6.17 EFFECTIVE DATE

This Agreement takes effect on the date the final party signs below.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

**SUNSET EMPIRE TRANSPORTATION
DISTRICT**

By _____
Name: Judy Riggs
Its: Board Chair

By _____
Name: Kathy Kleczek
Its: Board Chair

Date _____

Date October 25, 2018

By _____
Name: Doug Pilant
Its: General Manager

By _____
Name: Jeff Hazen
Its: Executive Director

Date _____

Date October 25, 2018

APPROVED AS TO FORM

APPROVED AS TO FORM

By _____
Tillamook County Transportation District
Counsel

By VIA EMAIL
Sunset Empire Transportation District
Counsel

EXHIBIT A
ECOLANE LICENSE AGREEMENT

AMENDMENT NO. 2
to the
Software License & Services Agreement
Between
Ecolane USA Inc.
And
Tillamook County Transportation District

THIS AMENDMENT NO. 2 (“Amendment”) to the Software License & Services Agreement (“Agreement”) dated June 30, 2017, is effective October 3, 2018 (“Effective Date”) between Ecolane USA Inc. (“Licensor”) and Tillamook County Transportation District (collectively, “the Parties”).

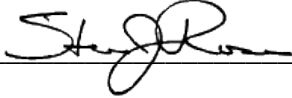
NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Licensor agrees to provide additional licenses and related services to add Sunset Empire Transportation District as a named user to the Ecolane brokerage software system for Tillamook County Transportation District, including providing Ecolane training per the specifications set forth in Exhibit A, which is attached hereto and incorporated herein.
2. Tillamook County Transportation District agrees to pay Licensor any additional license and related service fees as set forth in Exhibit A.
3. Notwithstanding the addition of Sunset Empire Transportation District as a named user of the Ecolane brokerage software system pursuant to Section 1 of this Amendment, Tillamook County Transportation District shall remain the sole Licensee for purposes of enforcing any provision of the Agreement.
4. All other terms and conditions of the Agreement, as amended herein, shall remain in full force and effect. Capitalized terms used herein and not otherwise defined shall have the meaning given to them in the Agreement.
5. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Amendment between the parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original thereof.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, each Party has caused this Amendment No. 2 to the Software License & Services Agreement to be executed by its authorized representative to be effective as of the Effective Date first written above.

Ecolane USA Inc.

Signature: 

Printed Name: Steven J Ross

Title: CEO

Date: 10/03/18

**Tillamook County Transportation
District**

Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A

License Terms

This Exhibit A is made part of and incorporated in that certain Software License & Service Agreement (“Agreement”), by and between Ecolane USA Inc., a Delaware corporation (“Licensor” or “Ecolane”), located at 940 West Valley Road, Suite 1400, Wayne, PA 19087, and Tillamook County Transportation District (“Licensee”) located at 3600 Third Street, Ste. A, Tillamook, OR 97141.

A. Pricing/Payment

Pricing terms: As described in Final Price Quote dated September 24, 2018. \$12,600

100% invoiced after completion of Sunset Empire Transportation District Training

B. Final Price Quote



Quote - Sunset Empire Transportation District Training

Ecolane | 940 W Valley Rd, Suite 1400 | Wayne, PA 19087

844-ECO-LANE | 610-312-0033 | SALES@ECOLANE.COM

Initial Licenses

TRANSIT AGENCY NAME

Tillamook County
Transportation District

DATE

9/24/2018

PROJECT

Ecolane Training for Sunset
Empire Transportation
District

ADDRESS

3600 Third Street, Ste A

CITY/STATE/ZIP

Tillamook, OR 97141

PHONE

503-842-3115

E-MAIL

dpilant@tillamookbus.com

BUSINESS DEVELOPMENT DIRECTOR

Priscilla Vargas

E-MAIL

priscilla.vargas@ecolane.com

PHONE

Cell: 206-799-9574

ATTENTION

Doug Pilant

DAYS PRICING IS VALID FOR

90

DATE PRICE EXPIRES

12/23/2018

PRICING TERMS

100% due at completion of training

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
0	Ecolane DRT Software License (per vehicle) (unlimited users)	\$2,000.00	
1	Map data for Service Area - up to 5 contiguous counties	\$0.00	Included
0	Ecolane MDT Software License (per vehicle)	\$2,000.00	
Initial licenses subtotal			\$0.00

Additional items

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
0	7-8" Android Tablet, similar to a Samsung Galaxy Tab E, 8"	\$328.00	
0	Vehicle Mounting Hardware (RAM-101U, Otter box type case, and vehicle charger)	\$199.00	
0	Mount hardware installation	\$500.00	
Additional items subtotal			\$0.00

Services

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	Remote set up of Ecolane DRT and MDT software (8 hr. work days), includes simulated go-live	\$990.00	\$4,950.00
5	Onsite Training/Go-live days (8 hr. work days)	\$990.00	\$4,950.00
1	Travel for # of Onsite Trips indicated (Risk Assessment, Training and Go-live)	\$2,700.00	\$2,700.00
Services subtotal			\$12,600.00

Annual Licensing Year 1


QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	All Inclusive Annual Licensing plan includes all items below (per vehicle):	Included	Included
	Server Maintenance		Included
	Hosting Costs		Included
	24/7/365 Support via web, email and phone		Included
	Map Updates		Included
	Upgrades** and Updates		Included
Annual licensing year 1 subtotal			Included
			SUBTOTAL \$12,600.00
			TOTAL AMOUNT \$12,600.00



TRANSIT AGENCY NAME
Tillamook County
Transportation District

DATE
9/24/2018

PROJECT
Ecolane Training for Sunset
Empire Transportation
District


 Ryan Larsen, Senior Vice President

9/24/2018
Date

Optional Items | Please ask your Biz Dev Director for more info about these great options to help your agency grow!

QUANTITY	DESCRIPTION	UNIT PRICE	ANNUAL LICENSE COST
1	Pre/Post Trip functionality on MDT *** (Initial License cost, flat rate)	\$6,995.00	
1	Electronic Signature Capture functionality on MDT *** (Initial License cost, per vehicle)	\$200.00	
1	Self Service Trip Bookings Website *** (Initial License cost, flat rate)	\$19,995.00	
1	SMS Text Messaging Arrival Notification License *** (Includes 10k of SMS Text msg credit to start that never expires) (Initial License cost, flat rate)	\$12,995.00	
1	SMS Text message credit bundle (10,000/bundle) (Never expires until used up completely)	\$1,500.00	
1	Customer Service and Feedback module (Initial License cost, flat rate)	\$6,995.00	
1	Each additional Week onsite over standard 2 weeks Training/Go-live Support (includes travel)	\$8,700.00	
1	Annual Review 3 Days (Includes travel)	\$6,300.00	

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Implementation/Training assumes 8 hrs. per day on-site excluding weekends and holidays.

All prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for Tablets range from \$0 to \$499 depending on carrier. Please coordinate your cellular provider/tablets with Ecolane prior to ordering hardware.

**Upgrade and webinar training is included for upgrades, additional on site or new employee training is charged at Refresher Training rate plus travel as applicable.

*** All Optional item license costs include annual hosting, support & fees due 1 year from contract signing set at: 0%

Date: October 19, 2018

To: Board of Commissioners

From: Jeff Hazen

Re: SDAO Annual Conference

The SDAO conference will be held in Sunriver February 8th-10th. Staff would like to be prepared to submit registrations and book rooms as soon as they announce that they are available. We need to know which Board members plan on attending.

Date: October 17, 2018

To: Board of Commissioners

From: Tracy Lofstrom

Re: Transit Center Hours

Currently, TC staff arrives at 7:00 am. Staff unlocks the main entry door and at 7:30 am they roll up the window shutter to open for business. Originally, TC staff was expected to clean the bathrooms, lobby and grounds outside. We have since hired a janitorial service to take care of the cleaning.

I would recommend changing the TC hours to 8:00 am to 6:00 pm, Monday through Sunday with staff clocking in at 7:45 am and clocking out no later than 6:15 pm. Before opening staff must log into the iPad and count the cash drawer (15 minutes is generous for this activity). At the end of the day a similar process happens, 15 minutes should be adequate for that process as well. Opening at 8:00 am gives staff plenty of time to sell NW Point tickets for the 8:30 am departure. Changing hours also benefits scheduling and helps defray the costs of janitorial and security services we have incurred.

Executive Director Report
October 2018 Board Meeting
Jeff Hazen

-Knappa. The County Commission upheld the planning commission's decision to deny Dollar General's application for a store in Knappa.

-RideCare. We have received our final reimbursement from the CCO.

-ATU. Negotiations are set to begin on November 5th.

-Natural Hazards Mitigation Plan. The County has set up a meeting for local agencies on Monday, October 22nd.

-Oregon Tourism Studio Transportation Workshop. This workshop was held on Wednesday, October 17th in Seaside. This workshop focused on all aspects of transportation on the north coast and what strategies can we put in place. I presented on the NW Connector again showing some of the technological improvements we've made, the website, the Transit app, and Swiftly. During the last round table discussions, I joined the collaboration table that included several of the tourism agencies on the coast such as chambers of commerce. I shared that the NW Connector team meets monthly and we could set aside time at one of our meetings to meet with all of the chamber reps to figure out ways to open up 2-way lines of communications. We need their help getting the NW Connector promoted and they need more information about us along with little things like how to easily read transit schedules. At the end of the day, Kristen from Travel Oregon asked the whole group if there was a project that someone came up with that could easily be kicked off soon. I offered up what we discussed at our table about the collaboration between the NW Connector and tourism agencies on the coast. Since we have our monthly meetings, it will work great to team up with the other agencies to get the ball rolling on this collaboration during one of our meetings. This will be a great public/private partnership working together to increase our relevancy and to help relieve some congestion we have locally.

Weekly Reports:

10/16/18

Last week was the deadline for submitting our National Transit Database (NTD) report. The webinar and associated slides that ODOT put together was extremely helpful to ensure that we are properly reporting everything. ODOT is now doing their review and then will submit all of the rural providers reports to NTD. I spent time reviewing the Warrenton TSP in preparation for the committee meeting and the open house. I attended the open house on Wednesday evening and shared the transit perspective on the plan. I was very pleased that the draft TSP contains all of the language that our transportation plan generated for code amendments were included in the draft TSP. I did end up with 20 comments/recommendations from the draft TSP review that I provided to the consultants and we discussed most of them at the committee meeting on

Thursday. Paul, Tracy, and I met last week to discuss strategies for addressing our expenditures YTD. I will be diving in deeper with the numbers based on our conversation, so we can present the Board with a plan for the rest of the year. There are still some unknowns revolving around the labor negotiations we will be embarking on in November and their impact. We will most likely have a supplemental budget before the Board at the November meeting. At the NW Connector meeting on Friday, Mary MacArthur and I what was discussed about transportation at the North Coast Tourism Summit. I will be presenting at this week's transportation workshop for the tourism studio this week.

10/8/18

Good afternoon, I was in Colorado last week for the conference on Rural and Intercity Bus Transportation. It was an interesting place to hold a conference because Breckenridge is at 9,600 ft elevation. I've never experienced altitude issues like I did last week! The conference was great, and I attended several workshops on a wide variety of issues. The workshop, Environmental Justice: Issues, Challenges and Tools for Rural Communities was especially helpful. One of the statements in the workshop really resonated with me. Paratransit is not a service, it is a safety net. Too often agencies, us included, don't take the time to properly assess individuals applying for paratransit service. Since I've been here, we have approved all applications without really assessing the individual's mobility. Jason is on a steep learning curve for this right now and I'm confident that he will have a good process to help determine the needs of the individuals. The workshop on marketing and branding was also a highlight for me. One of the speakers spoke to the rebranding process and how they dove deep into the community and had several stakeholder meetings to help rebrand an agency and redesign their buses. Jaimie Baldwin, ODOT's Training Coordinator was a presenter in a workshop that I attended about transit options in small communities that serve tourists and visitors. This was timely since I was recently at the North Coast Tourism Summit and spoke about the NW Connector. Jaimie shared the video about the Columbia River Gorge that was shared at the summit. She had to leave the workshop early because of a small meeting that was put together for DOT's with the FTA administrator. I had to wing it and finish the presentation for her after the video played. I also attended a session on the changing workforce and recruiting, retaining and transitioning transit employees. While a good session, nothing earth-shatteringly different was shared. Jason also came down for a separate training on mobility that I'm sure he will share in his Board report this month. I'll have all the presentations from the conference in a couple of weeks and will be using them as a training tool for the Leadership Team. Next year's National RTAP conference will be held in Portland which will afford us the opportunity to have additional staff attend some great training sessions. Before flying home, I joined Jaimie and we met with Annie from Truckers against Trafficking about their new training called Busing On The Lookout (BOTL) This is training specifically for both transit and school bus drivers to heighten awareness about human trafficking. It was a punch in the gut when I got back home and watched the training video. The victim that was in the video who was rescued from trafficking shares the same name as our oldest granddaughter who is 17. I will facilitate a training for all employees here as soon as Annie gets me the materials. We may do it as early as this month and I would highly encourage

Board members to attend the training as well. We are also tentatively planning on having a session on it at the conference in Bend this month.

Tracy, Paul and I will be meeting later this week or early next week to develop a supplemental budget to present to you this month. We will be looking for areas to reduce expenditures in order to offset the additional costs associated with the Lower Columbia Connector, the data recovery, and the additional legal expenses for our labor attorneys.

9/24/18

Last week, I attended the Astoria City Council meeting and delivered the letter with the Board's comments and concerns about the expansion of the enterprise zone. The council unanimously approved the expansion of the zone. The President of the Port Commission was in attendance and I let him know that I had emailed a copy of the letter to the Port's Executive Director since I would not be able to attend the meeting on Tuesday. There were articles in the Daily Astorian and, like the City, the Port approved the expansion. It will be before the Warrenton City Commission tomorrow and then the County Commission on Wednesday. I won't be at the Warrenton meeting but will be emailing the letter to them. I will attend the Clatsop County Commission meeting on Wednesday.

As you saw in my report for the meeting this week, I was in McMinnville for a FEMA training on Tuesday and Wednesday. I had to step out of the training for a bit Wednesday morning to participate in the Oregon Coast Bike Route transit roundtable phone call with ODOT. They have embarked on a study of the entire length of the Oregon coast in relation to the bike route. They were seeking input from us on how transit works with the bicycling community. It was a great discussion as we had a lot to offer from the transit side of things. Speaking of bicycles, NWOTA wrote a grant to Travel Oregon to install bike repair stations in some of the communities along the north coast. I had written a STIP grant a few years ago for this same thing, except on a larger scale. It was very highly ranked by the NWACT but ended up getting bumped because of another safety project.

I met with CMH about the possibility of partnering with them on an FTA grant that was recently released to address the gaps in transportation to medical facilities. Paul attended a phone call with ODOT about the Transit Asset Management (TAM) program. Also, in my report for the meeting, I mentioned that we had not heard from ODOT on our Title VI plan update. Of course, as soon as we were done with the packet we received an email about it. I've got to make a few minor adjustments to it and will probably add it to the agenda at this week's meeting for your adoption. Here is what the email said:

Let me start by saying what a wonderful job you did in updating your Title VI Plan. Your LEP Plan and your Public Participation Plan are well organized and clearly demonstrate Sunset Empire Transportation District's (SETD) commitment to providing transportation services. Your plan is so close to being complete however, there are just a few minor fixes that are necessary in your plan and on your website.

1. Please be sure that SETD's complaint plan and form are clearly posted on your website.
2. Add the 2018 Title VI Plan to your website.
3. Include a description of the efforts made to encourage participation of minorities on your non-elected boards, advisory councils or committees in you 2018 Title VI Plan.

Strategic Priorities Monthly Update:

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +4%**
 - On-time Performance **Goal = 95% August on-time performance was 38.3% Tillamook was 45.3%.**
 - Fleet reliability **Goal = Less than 10 breakdowns per 100,000 miles. Tracking not in place yet.**
 - Employee Retention statistic **Goal = Less than 20% turnover. YTD = 16.3%**
- Develop a SETD specific emergency plan. **Safety committee tasked with updating current plans.**
 - SETD operational specific emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies at facilities and on buses
 - Emergency contact and reporting requirements
 - Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan. **MOU in place with Clatsop County Emergency Management. Tabletop exercise scheduled for 9/26/18. Participating in the Natural Hazards Mitigation Plan update with the county.**
- Complete a feasibility study including associated cost to include
 - Adding Columbia County services into SETD **Completed**
 - Increasing services **New transportation package will provide funding in 2019 to allow for additional services. Will be submitting our STIF plan by April 1, 2019. Will receive funding in October, 2019.**
 - Fixed routes **Added 2 additional loops on each weekend day of the Pacific Connector and add another loop on Route 20 M-F.**
 - Para-transit
 - Dial-a-ride
 - RideCare **No longer Relevant**
 - Improving System

- Improved lighting at bus shelters **Will look at budgeting next year.**
- Route on-time performances **Now reporting.**
- Amenities **Added temporary trash cans at Safeway stops. New shelter installed by developer in Gearhart.**
- Technologies
 - Real-time bus tracking **Completed**
 - Website **Completed. Received 1st place in NRTAP nationwide contest.**
 - Mobile apps **Transit Completed**
 - E-fare **In budget for this fiscal year.**
 - Credit cards **Completed**
 - Electronic charging stations
 - On-board wi-fi
- Improve Appearance
 - Buses **Currently recruiting for a lot attendant.**
 - Shelters **Completed but ongoing.**
 - Facilities **Major headway made at the Warrenton facility. Transit Center Parking lot restriped professionally.**
 - Employees **New shirts and hats distributed to drivers.**

Priority Two

- Increase employee recruitment and retention
 - Develop SETD succession plan **COO designated ED backup. New Mobility Manager in place. New payroll/ap clerk.**
 - Identify on-going training opportunities at all levels **Ongoing.**
 - Update job descriptions
 - Develop employee incentive programs **Gift card program in place.**
 - Conduct market compensation reviews
 - Employee rewards
 - Hats
 - Pins
 - Shirts

Priority Two (cont.)

- Increase District Relevancy **Several positive press articles during FY 2018.**
 - Greater awareness of the District Services
 - Who
 - What
 - When
 - Where
 - Accessibility
 - Information about all things SETD services
 - Create a positive culture **New leadership has made a positive difference.**

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

Priority Three

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

Rider Report
September Board Meeting Report
John Layton

September Data

Fixed Route Highlights:

- 36,676 people used fixed routes in September for an average of 1222.5 riders per day.
- 17.4% increase in average passengers who rode fixed routes per day from last September (1040.9 to 1222.5)
- 17.9 people per hour, on average, got on any fixed route at any time that the bus runs in September. 11.9% increase (16 to 17.9) from last September.
- 3.5% increase in the ratio of elderly/disabled riders from last September (32.1 % to 33.2%)

RideAssist Highlights:

- 901 rides were provided by RideAssist in September for an average of 30 rides per day.
- 16.9% decrease in average RideAssist passengers per day from last September (36.1 to 30)
- 22.7 % increase in all ADA Paratransit rides from last September (547 to 671)
- 577 calls received by RideAssist in September for an average of 28.9 calls a day.

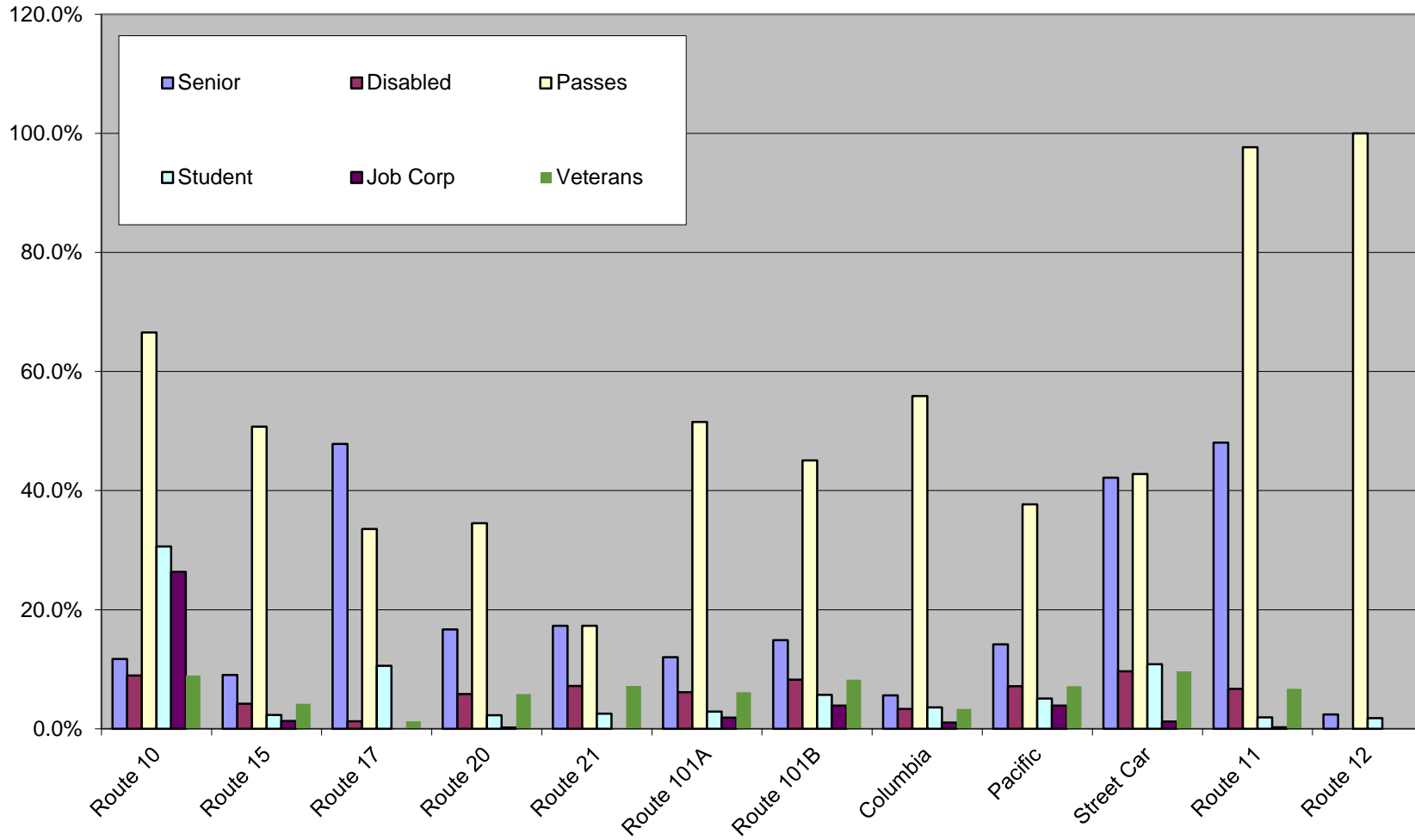
System Highlights:

- 37,619 people used Sunset Empire Transportation in September for an average of 1,254 riders per day.
- 17.2 % increase in all average passengers per day from last September (1,070.1 to 1,254)

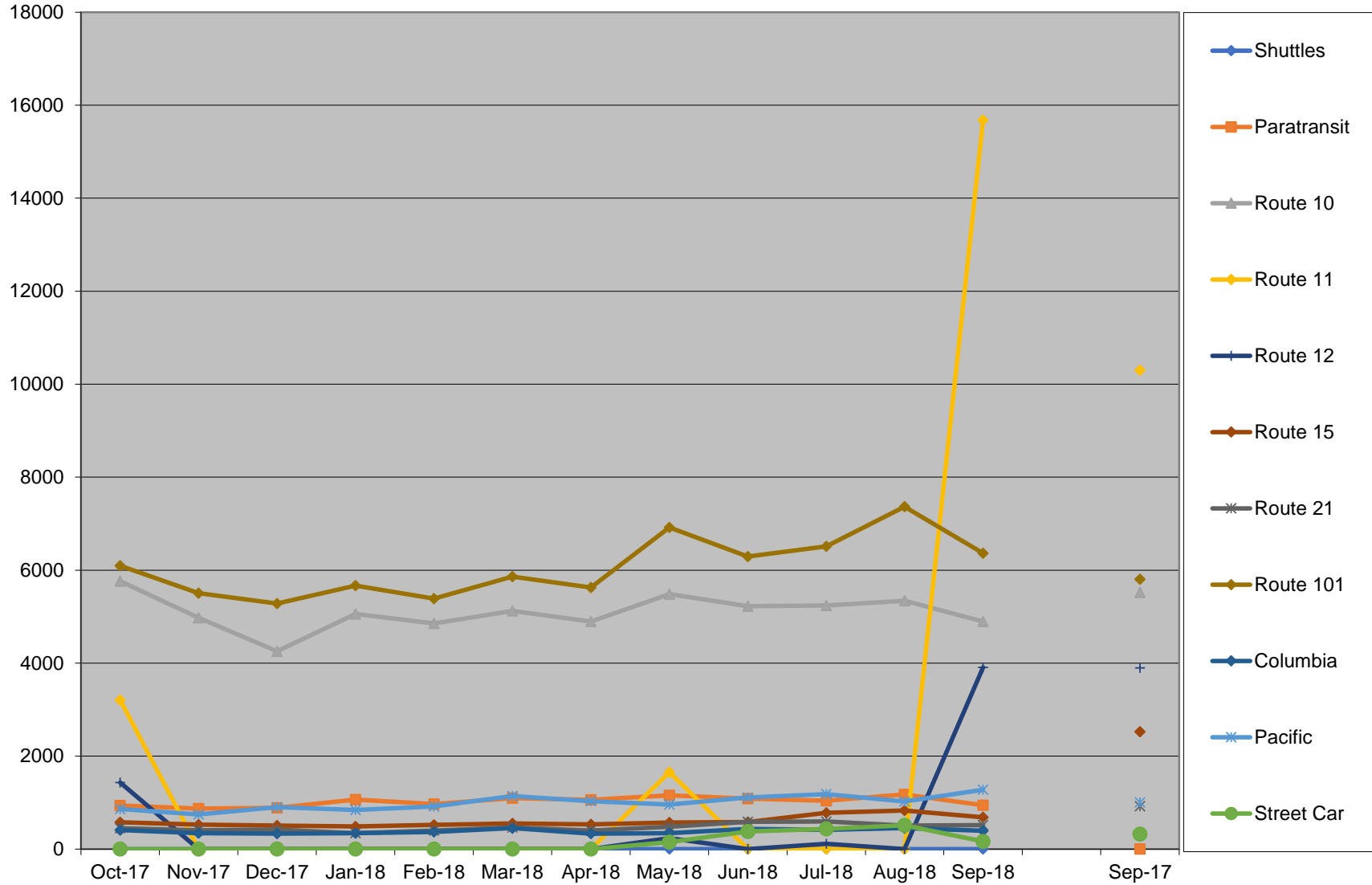
Transit Center Highlights:

- 885 calls received by the Astoria Transit Center in September for an average of 29.5 calls a day.

Rider Breakdown by Route



SETD Rides



Operations Report
October Board Meeting Report
Paul Lewicki

Rose Ominski, a recent hire as a bus driver, successfully completed her training and has received her CDL. Rose has been reclassified as a full-time employee and has been driving routes for the last few weeks. Congrats, Rose!

We have also hired two more drivers. Both have held CDLs in the past and will need to be recertified before they can drive for us. Both have been hired as part-time employees. We expect that it may take six to eight weeks before they are licensed and trained to drive our buses.

We also filled the vacant position of Lot Attendant. We have been without a Lot Attendant for a few months, and this has resulted in buses that were less than clean on routes. Now we can focus on getting the buses cleaned and keep them that way. While Rose was in training as a bus driver and waiting for a third-party tester to become available, she spent two days detailing the inside of one of our buses. She cleaned every nook and cranny to the point where one driver remarked, "This bus even smells nice!" Rose will be training our new Lot Attendant on how to clean an SETD Bus!

Cruise ship season is almost at an end. This year, with a record 43,000 cruise ship passengers visiting Astoria, we did not receive a single complaint from a passenger or from the coordinator. We had the drivers and we had the equipment needed to meet the ships' schedules.

We are still working with Creative Bus Sales to return our second new bus to service. That bus is still at the Freightliner facility in Portland for repairs. Each of our two new buses experienced multiple system failures which needed to be returned for repair. We expect to be able to put it back into service in the next few weeks.

Although we had some expensive bus repairs during the first quarter, the months of effort put forth by our fleet maintenance group has resulted in all buses being operational. Indeed, some days we have five buses, fully operational, in our bus yard ready for use – this while running all fixed routes with the rest of our fleet. At the writing of this report, we have no buses (except the new bus at Freightliner) in the shop – in house or otherwise. Great job Maintenance Crew!

As work on the Pacific Rim Apartment complex in Warrenton nears completion, we are working with the property management company to complete the installation of the bus shelter in front of the Northwest Seniors and Disabilities Services office. As part of the permitting process, the developer was required to provide and install the shelter.

Jennifer Geisler and I met with staff from TCTD to discuss how, as a provider, we can best handle the NEMT rides we receive from their Northwest Rides department. It is challenging to meld Medicaid rides with ADA rides considering our capacity and obligation to provide paratransit service. We'll continue to work toward the most effective solution.

RideAssist
October 2018 Report
Jennifer Geisler

- September 2018, RideAssist had a total of 901 rides for an average of 30 rides per day. There were 671 ADA rides, 10 Dial-A-Ride, 84 personal care attendants and we provided 136 Medicaid rides for Northwest Rides.
- There were 0 ride denials for ADA Paratransit and Dial A Ride.
- ADA Paratransit Report
 - Number of completed applications received: 11
 - Number of incomplete applications received: 0
 - Number of interview/assessments scheduled: 0
 - Number of interview/assessments completed: 0
 - Number of determinations made: 5
 - Within 21 days:5
 - More than 21 days: 6
 - Determination by type:
 - Unconditional: 5
 - Conditional:0
 - Temporary:0
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

RideAssist Fares Collected/Billed for September 2018

- Para-transit Fares: \$ 1342
- Tickets Collected: \$ 437
- Medicaid Billed: \$ 2118
- Ticket books sold: \$ 432
- Dial-A-Ride Fares: \$ 80

Mobility Management Report
October Board Meeting Report
Jason Jones

I thought that you might appreciate a brief review of what I learned in Colorado so here is Just a quick review of what I learned at my Creating Innovative Transportation Solutions training.

With all jokes aside, my first trip to the training was nothing short of a complete failure. My first important lesson of the trip was that scheduling transportation is not easy but is also not hard and learning how to cope with challenges when plans go sideways is a lesson that I heeded. Oh, and thanks for being willing to come all the way back to Denver to get me.

The goals for the course were simple:

- Become familiar with the Design Thinking approach and its techniques
- Practice application of design thinking techniques to solving problems
- Learn ways design thinking can be applied to designing transportation services.

The agenda was very packed and the first day was very challenging yet engaging. One of the agenda items was to complete a design sprint. Amy Conrick and Alex King from CTAA were very knowledgeable and accurate in their presentation trainings. Amy would constantly remind us that this was a condensed course and that we may not be getting everything thus she would need to speed through sections. This was only a slight annoyance as most of us were real dialed in and able to adjust for the style of training that we were getting.

They encouraged us to do one of the most difficult things I have ever done. We were to forget "the way it has always been done" mantra and focus on a new way of bringing solutions to the community. Granted, I have always been a customer first person but the way they taught how to put the customer first really challenged me in how I was approaching things. In most of our examples and testing, I found that by focusing only on the customer while maintaining some basic strategic rules, I was able to see things in a way that led me to honestly come up with different solutions. The solutions were not always the best, but it did highlight that it was possible to come up with a different solution that what I originally had.

One other item I thought I had a good handle on, was thinking more creatively when it came to my customers and to always be prepared to adjust as the circumstances dictate. Alex would always harp on us to reach for "our inner curiosities" and not to constrain our thought process while finding solutions. Of course, this doesn't always work in the simplest of ways but for the most part I think there will be a new way that I propose ideas or solutions and that way will always at least contain a portion of my curiosity to think outside of the box. Will you ever notice or see that in me? Remains to be seen but I will be focusing more on being more creative in my solutions.

One thing that really shocked me to my core was realizing that my previous role had stopped me from being as compassionate as I remember being not long ago. Though there are tough decisions that must be made in the mindset of what is best for all involved I really examined my ability to feel empathy for the various situations I have or may have to deal with. Case in point, when I spoke to one of our riders just before I left for Colorado about her registered complaint about one of our drivers being "rude" to her regarding her smell I truly felt empathy for her. I also felt empathy for the driver put in that situation and for the others on the bus. I looked at it from all angles and recognized that this was the way that I needed to approach the situation. I didn't realize it at the time as in my previous work it was more compartmentalized dealing with the member, but I had just worked through a situation and had empathy for all involved. Having that empathy for all involved does not solve the issue but it was a start and allowed me to converse with the customer in a respectful and honest

way. In the end, the customer was appreciative and felt that she had been helped and encouraged to continue riding the bus.

Just an example of what design thinking looks like:

- Create an environment where questions are reframed. The customer I spoke to was worried and concerned and instead of feeding that, I made the questions more forward thinking in nature rather than focusing on the past. The past had been taken care of, it was now time to work forward.
- Research is a real important next step in the process such as when I spoke with Paul regarding some of the situations around the issue and I spoke to Lawrence about how he would have handled the situation and then went on a few more routes to observe how drivers handle basic customer service. Little did I know that I was working down the design criteria checklist here.
- There was a generation of ideas that I went through with the customer both in person then in a follow up call after thinking on it after my research. In this case, it only reinforced some of the solutions that we came up with during our face to face but there was a step that was taken and again, I can relate it to the training I had.
- Though the next step really didn't happen in my example, there is a prototyping and assumption testing phase that I learned I could have gone through. Maybe in some way our customer is doing that since we agreed that she would ride fixed route, but she would try to be more open to the driver as to when her "bad smell times" would be and or request for open windows next to her. It's my understanding that things have been fine since but if they were not, it would be part of this phase where we would test our assumptions and eliminate what does not work and find other solutions that would work.
- The "Limited Launch" is something that we would look at similar to a Soft Opening where we could control it. Some at the conference couldn't find the difference between this and pilot program but I think I figured it out to be a very tight understanding that we would tweak as we went during the limited launch versus allowing a pilot to go all the way through a preplanned course then score it in the end. I like the limited launch and see its value but also understand the strength of a pilot program.

I realized that the course was a needed part of my growth as Mobility Manager and that I have much to learn when it comes to design and planning. I realized that no matter how smart I think I am, I will not always arrive at the solution sweet spot if I treat this process honestly. I also learned that I cannot take even these trainers' chapter and verse but rather as a guide to my own learning and research. Design Thinking is a larger concept than what we learned in a few days and it is up to me to implement the processes that will work for me/us as I mature in this portion. I was also very blessed to be at a table of teammates that really banded together to help each other in our solution to our course problem we needed to solve. It takes not one person but a team of people to create meaningful and lasting solutions to most of our challenges that we face. Being open minded, clear, communication oriented, encouraging and honest are good traits to a good problem-solving team.

- Mobility Management continues to work with Transportation Options to plan several outreach opportunities in the coming months. We look forward to having a combined outreach table at the Veterans Operation Stand down event in October.
- In efforts to incorporate as much about the district as possible I have been riding routes and studying them through the eyes of accessibility and ranges of mobility standards.

Transportation Options
October Board Meeting Report
Matthew Wientraub

I have spent time promoting the DriveLess Challenge throughout the region. This included providing posters at appropriate venues, writing an article for placement on the SETD website, sending outreach information to various local Chambers/local governments.

I have finalized dates and plans for two rural lights events (one in Astoria, one in Tillamook) that will occur later in the winter. These events are walk/bike safety related outreach opportunities that see me provide safety lights to cyclists and pedestrians. I would like to hold an event like this in Columbia County, but have had trouble getting responses from CC rider staff in regard to coordination. I held one of these events already in conjunction with Clatsop Community College's New Student Fair on 9/26.

I participated in the Travel Oregon North Coast Rural Tourism Studio. This event brought together tourism, business and thought leaders from around the North Coast to discuss areas of sustainable tourism and destination management. I convened this tourism studio process and authored the grant proposal to Travel Oregon at my previous job, so it was exciting to see these concepts come to fruition. I have worked with Travel Oregon and ODOT staff around engagement strategies with other stakeholders and support of each of those entities respective work throughout the rest of the 9-month process.

I had two meetings with Oregon State Parks staff in hopes of developing better transit connection signage and information at all hiker/biker campgrounds on the coast. To this aim I have scouted all such locations in Clatsop, Tillamook and Lincoln counties and have made recommendations to OPRD staff on where to place signs. I have provided a project scoping proposal to my supervisor with additional information. To this end I also attended and participated in the Oregon Trails Summit. There were multiple sessions at this conference around easing congestion at recreation sites via public transit initiatives. Attending provided me an opportunity to glean new insights into how SETD and TCTD might accomplish this.

I have participated in a Diversity, Equity and Inclusion workshop hosted by The Intertwine Alliance. It is the first in a series of workshops aimed at raising the awareness of employees (and through them their work, and even possibly their organizations) around the realms of diversity, equity and inclusion. We have a significant Hispanic community and a significant socio-economically underserved population. I have little to no skills in my toolbox that help me engage with these populations in an empathetic way that can lead to trust-based outcomes. Since engagement with our local Hispanic community is included in the ODOT workplan, I figured it would be beneficial to me, SETD and NWTO to become more aware and informed around issues as to why these communities are often not engaged with. A hopeful outcome is a more robust outcome of how I can tailor my work to better reach and serve these communities.

Meetings Held: Astoria Downtown Historic District, Oregon State Parks, and ODOT.

Human Resource Report
October Board Meeting Report
Tami Carlson

- Continued recruitment and interviewing for Mechanic Assistant or Lot Attendant/Bus Washer. Postings and interviews will continue until positions are filled and interviews for fixed route bus drivers are ongoing as well.
- Partial uniform order received and expecting to replenish closet with extras. Looking into fall/winter jackets for all drivers. They will be a neon yellow safety jacket with reflective tape and new SETD logo. Expect to receive in October.
- August 28th submitted the annual Drug & Alcohol Audit, deadline October 1st.
- Training for Donna Bугanan in her new position as Payroll/Accounting Clerk began this month. Donna will be taking over all payroll and accounts receivable duties. She will be working at the Astoria Transit Center.
- September 1st Jason Jones started his new role as the Mobility Manager. Jason will also supervise the Transportation Options program. Currently Matthew Weintraub is the T.O. Specialist and will be working under Jason to continue outreach and promote the T.O. program.
- Other projects – Continued training with GNSA on HR services; ATU preparedness.



Outreach and Education
October 2018 Board Meeting Report
Mary Parker

Travel Training- Weekly travel training is going well at Tongue Point. Every week I am asked a transit related question that has not been asked before! The location of Tongue Point does make it challenging for students to coordinate their trip home, but I encourage them to call or email us with any questions and we will make a trip plan for them that designates their travel options and costs. Again, I promote taking advantage of the NW Connector Routes to see sights and visit museums and parks.

The Veterans Outreach Program- I have updated the Veterans rack cards with labels that cover the Ride Care contact information and have added Mobility Manager, Jason Jones contact information. Jason, Dick Lang and myself had a meeting last week to basically re-group and re-up this program after the closure of RideCare. The focus will be to distribute information and to build up the number of volunteer drivers.

The Transit App- Still making sure that the transit app and the real time bus location access information is posted in the shelters and on the buses.

Veterans Stand Down- The annual Veterans Stand Down is on October 26th at Camp Rilea. Stand Down refers to grassroots, community-based intervention program designed to help the nation's estimated 48,000 homeless veterans "combat" life on the streets. "Stand Down" began in San Diego in 1988 and 28 years later, that organization has had many successes. Stand Downs connect our most vulnerable Veterans to the community and help begin to break down the barriers that keep many on the streets. The "hand up, not a handout" philosophy of the Stand Down requires the work of countless volunteers, businesses and local, state and national organizations. I have been assisting Patrick Preston who has coordinated this event in Clatsop County for some time. He has requested day passes from the ticket bank that volunteers will distribute to Vets needing transportation to and from Camp Rilea.