



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY FEBRUARY 28, 2019

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. Line of Credit Update
 - b. Budget Committee Update
 - c. Mozy Update
9. NEW BUSINESS
 - a. Presentation on transit funding
 - b. §5310 recommendation from Transportation Advisory Committee
 - c. Special Transportation Fund recommendation from Transportation Advisory Committee
 - d. Statewide Transportation Improvement Fund Discretionary Grants
 - e. Report from Special Districts Association of Oregon 2019 Conference
 - f. Executive Director Evaluation Process
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. PUBLIC COMMENT (3 minute limit)
14. OTHER ITEMS



**Sunset Empire Transportation District
Board of Commissioners Meeting Minutes
January 24, 2019
Draft**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald, Commissioner Pamela Alegria and Commissioner Carol Gearin.

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki Executive Assistant Mary Parker

3. CHANGES TO AGENDA-Executive Director Jeff Hazen asked to add Employee Recognition following public Comment/
4. PUBLIC COMMENT- No comments

EMPLOYEE RECOGNITION- Executive Director Hazen explained that each quarter the SETD Management Team selects an employee as Employee of the Quarter and from those chosen selects an Employee of the Year. Executive Director Hazen announced that Jennifer Geisler had been selected as the 2018 Employee of the Year. Executive Director Hazen thanked Jennifer, who has worked at SETD for 5 years, for her outstanding work as Paratransit Supervisor.

5. APPROVAL OF THE DECEMBER 2018 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the December 2018 Board minutes
Commissioner Gearin seconded the motion
Discussion- Commissioner Gearin said that site was misspelled on 3. D
Commissioner MacDonald amended his motion to be approved as amended
Commissioner Gearin amended her motion to be seconded as amended
Commissioner's MacDonald, Widener, Gaebel, Kleczek and Kidder voted aye
Motion passed –
Commissioner Gearin and Commissioner Alegria both abstained because they had not attended the December meeting.

6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria-Reported having a great time in London and public transit is always late because of traffic being so bad.
 - b. Commissioner Widener- Reported that he had attended the swearing in of Governor being sworn in. He also attended the SDAO Legislative Day and reported both the House and Senate have Urban Renewal bills up.
 - c. Commissioner MacDonald- Reported ha had attended the last Seaside Planning meeting and the grocery store builder has appealed. The next meeting is on January 28th.
 - d. Secretary/Treasurer Gaebel- No report.
 - e. Vice Chair Kidder- Reported he wanted to express his appreciation to the staff for their hard work they have had to do with the revised budget and the Federal shortfall. I like many have a strong desire not to cut services.
 - f. Chair Kleczek- Reported she had attended the ACT meeting which discussed emergency funding for airports which the state currently has no funding for. Chair Kleczek said this was a perfect segue to let them know that we have no emergency funding either. Chair Kleczek said there was discussion about House Bill 2017 funding requirements. Chair Kleczek said that ACT members are very aware and involved in making sure that funding remains at existing levels.

7. FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER 2018

Tracy reviewed the November 2018 Financial Report as presented in the Board Pack.

Commissioner Alegria moved to accept the November 2018 Financial Reports as presented

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

Tracy reviewed the December 2018 Financial Report as presented in the Board Pack.

Commissioner Kidder said the Supplemental Budget was supposed to cover payroll but we are already over in December and asked if it looked like January will be covered? Tracy said she has not looked at that part of it yet but the quarterly workers compensation takes a good chunk of it and we may have overlooked this. Tracy said the wages are fine but we are looking at the benefits. Chair Kleczek asked that under Expenses that Ridecare Provider Payments be changed.

Commissioner Kidder moved to accept the December 2018 Financial Reports as presented

Commissioner Gaebel seconded the motion

Discussion-None

Motion passed unanimously

8. OLD BUSINESS-

- a. NEW FARE POLICY SIX MONTHS REVIEW- Executive Director Hazen reported that the change in the fares had gone well. Riders have reported that the new fares are much more user friendly and ridership has increased by 10 %.
- b. iFOCUS AGREEMENT- Executive Director Hazen reported that SETD's contract with mindSHIFT will expire on February 5th and if approved the agreement with iFocus will start on February 1st. Executive Director Hazen said that the iFocus agreement presented to the Board for approval had been updated and approved by legal counsel and mirrored Clatsop Counties contract. There was discussion about conflicting statements, liability issues not being secure and several changes requested. Commissioner Alegria asked that a correction be made to line 12 that should say "contracted or signed".

Commissioner MacDonald moved to approve the iFocus agreement give permission for the Chair to sign and correct section 12 to read "contracted or signed".

Commissioner Kidder seconded the motion

Discussion- Board and staff further discussed the iFocus agreement.

Aye- Commissioners MacDonald and Gearin

Nay- Commissioners Alegria, Widener, Gaebel, Kidder and Kleczek.

Motion failed

Commissioner Gaebel moved to schedule a meeting after discussion has taken place with iFocus and our attorney, with our attorney present and that the agreement be specific for SETD and not Clatsop County.

Commissioner Alegria seconded the motion

Discussion- Board and staff further discussed the iFocus agreement.

Motion passed unanimously

Executive Director Hazen suggested scheduling the special meeting on January 30th at 9 AM.

Chair Kleczek requested iFocus be invited.

- c. BOARD RETREAT- Executive Director Hazen reported that the Board retreat has been scheduled Wednesday March 13th at 10 AM. The location will be announced when confirmed.

Chair Kleczek called for a recess at 10:20 AM until 10:30 AM.

9. NEW BUSINESS

- a. **NORTHWEST OREGON TRANSIT ALLIANCE INTERGOVERNMENTAL SUPPLEMENTAL AGREEMENT-** Executive Director Hazen reported that there have been 2 changes made to update the original NWOTA agreement: Tillamook County Transportation is now the fiscal agent for the alliance and that the website agreement maintains each partner's ownership of their website. Commissioner Kidder asked if this agreement had been reviewed by our attorney. Executive Director Hazen said it had.
Commissioner Gearin moved to approve the NWOTA Intergovernmental Agreement and authorize the Board Chair to sign.
Commissioner Gaebel seconded the motion
Discussion- Chair Kleczek requested that Executive Director Hazen receive a signed copy of this agreement from Columbia County.
Motion passed unanimously
- b. **TRANSPORTATION ADVISORY VACANCY-** Executive Director Hazen announced the resignation of Margaret Chenoweth from TAC. Hazen said he contacted several applicants and Mel Jasmin responded and is with us today.
Commissioner Gaebel moved to appoint Mel Jasmin to the TAC
Commissioner Widener seconded the motion
Discussion-Mel said he is interested in the position and wants to learn about it. He said he has experience being an ombudsman, court mediator and assisting disabled and people with low-income.
Motion passed unanimously
- c. **MARCH MEETING LOCATION-** Executive Director Hazen reported that the Board had requested that we schedule meetings in other locations so asking for approval to have the March Board Meeting be in another location in the county.
Commissioner MacDonald moved that the March Board of Commissioners meeting be held in south county
Commissioner Widener seconded the motion
Discussion- There was further discussion by Board and staff.
Motion passed unanimously
- d. **RIDER APPRECIATION DAY-** Executive Assistant Mary Parker explained that SETD's Ridership Appreciation Day has been taking place on the same day as Clatsop Community Actions, Homeless Connect Event, for several years. SETD celebrates riders with refreshments, prizes and free bus service for the day and this also allows anyone attending the Homeless Connect event can get there on our bus for free. We are asking for permission to provide free bus service for Ridership Appreciation Day and the Homeless Connect event on January 29th.
Commissioner Kidder moved to endorse January 29th Ridership Appreciation Day as presented
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
- e. **FEDERAL GOVERNMENT PARTIAL SHUTDOWN-SERVICE CUTS-** Executive Director Hazen reviewed the effect that the current Federal shutdown could have on SETD. SETD gets a large portion of its funding from FTA grants that are distributed by ODOT. Each quarter, SETD submits quarterly reports along with our requests for reimbursement, but because of the Federal shutdown, no draw downs on FTA funds can be made by States so ODOT has halted processing of all reimbursement requests until shutdown is over. Executive Director Hazen said we used our Contingency fund in the supplemental budget. Executive Director Hazen said he reached out to the Department of Revenue about using the ending fund balance and was told that the ending fund balance could be used if there

was a calamity or a natural disaster, but they suggested taking out a loan as it would probably be less questionable. SETD's quarterly reimbursement should be \$143,000 per quarter so Executive Director Hazen said we would need to cut \$11,000 each week to make up for the loss of reimbursement. Executive Director Hazen reviewed the potential service cuts and wage cuts that had been presented in the Board Pack.

Chair Kleczek moved that we direct staff to inquire about \$500,000 line of credit so that we can carry on our services and bring information back to the meeting next week.

Commissioner Gaebel seconded

Discussion-None

Motion passes

Executive Director Hazen will bring information to the Board at the January 30th Special Board Meeting.

10. CORRESPONDENCE- Mary read an email received by a rider about the Route 10 being late in the mornings he specifically asked that the email be read at a Board Meeting. Commissioner Gaebel requested that the Board hear back from staff about this. Mary also read a thank you note sent to Jason Jones from Jamey Meyer from Columbia Memorial Hospital.
11. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen reviewed his report.
12. MANAGEMENT TEAM REPORTS- Operations- Paul Lewicki, Transit Center-John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, Mobility Management- Jason Jones, and Human Resources-Tami Carlson.
13. PUBLIC COMMENT-.None
14. OTHER ITEMS-

Meeting was adjourned at 11:33 AM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date_____

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at:
www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- January 2019



**Sunset Empire Transportation District
Board of Commissioners Special Board Meeting Minutes
January 30, 2019
Draft**

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

Heather Reynolds-Attorney/SETD Legal Counsel

Chris Womack and Cory Hanks- iFocus

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Tracy Lofstrom Executive Assistant Mary Parker
3. CHANGES TO AGENDA- Executive Director Hazen said the purchase of new financial software has been removed from the agenda.
4. PUBLIC COMMENT- No comments
5. OLD BUSINESS-
 - a. iFocus AGREEMENT-Executive Director Hazen said today is a continuance of our conversation from the Board meeting last week and the updated iFocus agreement is on the table in front of you. Executive Director Hazen said that when talking with Chris and Cory last night, he suggested having our attorneys talk with each other and figure this out. Chris and Corey reviewed the updated agreement.

Commission Widener moved to approve the contract if the attorneys can come to an agreement
Commissioner MacDonald seconded the motion
Discussion- Commissioner Alegria asked that the four items that are being changed be clarified.
Heather Reynolds read the changes:

1. Clarify that 19 B. applies to anything over the tort claim limits
2. #19 A will exclude the word "gross"
3. Schedule A would delete the last sentence of C.
4. Schedule A 5b would include a minimum one-hour charge for outside access

Chair Kleczek called for a recess to the meeting between 10:40 and 10:45.

Motion failed

Discussion continued clarifying services, adding services and clarifying costs to the iFocus agreement.

Commissioner Gaebel moved to conditionally approve the agreement as we have discussed, it will include in section #19 removing gross from the word negligence, 19 b. it will have the state tort claim exclusion portion fixed, schedule A will include the \$110 for onsite per hour, we will include CTO services at \$920 a month, work station total cost of \$4090 a month, with the contract not to exceed \$ 55,000, change contract time period to fiscal year and all of this is subject to agreement by our attorneys.

Commissioner MacDonald seconded the motion

Discussion- Chris clarified that the Exclusions section of agreement will remain, and those services will be billable with a separate work order except for the installation of work stations which will be struck from the Exclusion section because installation of workstations will be included under CTO services. Chris also said even though your servers are covered under the umbrella, the agreement does include buying a new server or installing a new server which would be a project. Chris said you should not have very many billable events associated with this contract.

Motion passed unanimously

Commissioner Gaebel moved to authorize the Board Chair to sign the iFocus agreement once it is complete.

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- b. FEDERAL GOVERNMENT PARTIAL SHUTDOWN LINE OF CREDIT-Executive Director Hazen reported that the Federal Shutdown is over, our reimbursements have been submitted and that he had met with Clatsop Community Bank and they will be happy to give us a 2-year line of credit with a loan fee of 0.5% which will take about 30 days to process. The interest rate is at 5.50% and they suggested asking for less than \$500,000 because it can be approved internally and not have to go before their Board. Executive Director Hazen reported he had spoken with Danette at the Department of Revenue who said it is ok for the Unappropriated Ending Fund Balance to come in under what the budgeted amount was, but it is important the Board does not overspend their appropriation authority. The total budget amount is in place so the revenue part does not matter as far as Oregon Budget Law goes, however the concern is that the Ending Fund Balance is the Beginning Fund Balance so we would have to carefully watch the cash flow from July 1st through November until the property taxes start coming in.

Commissioner Gaebel moved to open a Line of Credit for \$400,000 and authorize the Board Chair to sign

Commissioner Widener seconded the motion

Discussion- Board and staff discussed.

Motion passed

6. PUBLIC COMMENT- None

Meeting was adjourned at 11:43 AM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date_____

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting- January 2018 Special Meeting.

Sunset Empire Transportation District
JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the February 2019 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 7 = 58.3% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,795,195 (\$122,417 more than budget), 77% of annual budget and 107.4% of monthly budget. YTD Total Materials & Services was \$559,921 (\$36,625 less than budget), 59% of annual budget and 99.2 of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$15,582- \$289 more than the monthly budget, \$2,483 less than annual budget.
- 4015 Paratransit Fares: Revenues for the month were \$1,987 - \$2,296 less than the monthly budget, but \$2,601 more than than annual budget. There is \$680 in billing from NW Rides for December and January has not been billed.
- 4090 Donations/Commissions: Under budget YTD by \$2,788.
- 4100 Contract Service-IGA: Received \$6,013 for October/November. December/January has not been billed yet.
- 4205 Property Taxes: \$13,049 was received during January. \$850 over budget for the month. \$30,143 over budget YTD.
- 4260 Mass Transit Assessment: Payment of \$17,368 was received.
- 4271 Billboard Lease: Payment of \$1200 was received in January 2019.
- 4272 Parking: All parking spaces are leased out.
- 4273 Charging Station: Payment of \$343.75 was received on June 5, 2018
- 4300 Interest: November interest for General Fund was \$1,572. RC interest was \$726.
- 4310 Misc. Income: \$17 for laminating.
- 5000 Grants-STF Funds were received in the amount of 14,310. The amount was short \$9,000 due to overpayment in previous quarter.

Expense

- 6005 Salaries & Wages: Over budget for the month \$6,601. \$3,000 was two employee final checks and higher than normal OT this time of year. YTD over by \$23,960.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for December was \$512.
- 8020 Bldg & Grounds Maint: Under budget for the month by \$225 and over budget YTD \$5,782.
- 8031 Website/On-line SW Sub: \$460 for email accounts. \$2,945 under budget for the month and under budget YTD \$6,247.
- 8035 Conf Training& Travel: Negative \$515 reflects the scholarship reimbursement for OTA.
- 8050 Dues Subscriptions & Fees: \$277 for Astoria/Warrenton Chamber. Under budget YTD \$445.
-

***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

JANUARY FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the February 2019 Board of Commissioner's Meeting

SETD Expense con't

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- 8055 Durable Equip/Small Tools: Set up for the new Seaside Transit Office.
- 8070 Employee Recognition: Remaining Charges for holiday party. Over budget YTD \$452.
- 8075 Fuel: Under budget \$12,753 for the month and under budget YTD \$18,760.
- 8080 Insurance: Quarterly payment for auto, liability and property insurance. Under budget YTD \$15,382.
- 8090 Legal Ads: Over budget for month \$100. Federal/State Grant application ad. Over budget YTD \$327.
- 8095 Legal Council: Over budget for month \$3,217. Remains under budget YTD \$3,461.
- 8120 Office Supplies: Under budget for January \$483. Under budget YTD \$1,782.
- 8139 Professional Services: Over budget for month \$1,030. Over budget YTD \$1,609.
- 8165 Utilities: Over budget for January \$219. Over budget YTD \$1,402.
- 8170 Vehicle Maint & Repairs: Month over budget by 13,626 and over budget YTD by \$12,915. A brake campaign \$1,138, fuel pump overhaul \$7,722, a tow from Rainier \$1,158, power steering pump/air springs \$2,149, annual inspections \$1,300 and tires \$1,658 made up the higher cost for the month.
- END

- ** Although Materials & Services are over budget for the month by \$7,432, we are still \$36,561 under budget for the year.

Follow up items:

The "RC" was removed from account 7000.

***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
Profit & Loss Budget Performance-SETD
January 2019

	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)		
4000 FARES	15,581.77	15,292.00	135,565.56	138,048.00	\$ (2,482.44)	228,600.00	59%
4015 PARATRANSIT FARES	1,987.00	4,283.00	32,586.00	29,985.00	\$ 2,601.00	51,400.00	63%
4090 DONATIONS/COMMISSIONS	995.23	1,191.00	6,686.79	9,475.00	\$ (2,788.21)	16,100.00	42%
4100 CONTRACTED SERVICES-IGA	6,013.00	4,516.00	54,244.00	34,000.00	\$ 20,244.00	34,000.00	160%
4200 TAXES							
4205 PROPERTY TAXES	11,178.55	10,260.00	913,635.62	887,864.00	\$ 25,771.62	940,000.00	97%
4207 PRIOR YR PROPERTY TAX	1,870.29	1,939.00	18,040.19	13,839.00	\$ 4,201.19	22,000.00	82%
4210 LAND SALES	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	13,048.84	12,199.00	931,845.85	901,703.00	\$ 30,142.85	962,000.00	97%
4250 TIMBER SALES	0.00	0.00	156,849.14	124,197.00	\$ 32,652.14	220,000.00	71%
4260 MASS TRANSIT ASSESSMENT	17,367.81	14,299.00	48,630.81	45,562.00	\$ 3,068.81	65,000.00	75%
4270 RENTAL INCOME							
4271 BILLBOARD LEASE	1,200.00	1,200.00	1,200.00	1,200.00	\$ -	1,200.00	100%
4272 PARKING SPACES	760.00	760.00	5,320.00	5,220.00	\$ 100.00	9,020.00	59%
4273 CHARGING STATION	0.00	0.00	0.00	0.00	\$ -	280.00	0%
Total 4270 RENTAL INCOME	1,960.00	1,960.00	6,520.00	6,420.00	\$ 100.00	10,500.00	62%
4300 INTEREST	1,572.39	665.00	6,949.73	4,675.00	\$ 2,274.73	8,000.00	87%
4310 MISC INCOME	17.00	0.00	3,008.15	0.00	\$ 3,008.15	0.00	
4500 RC PROVIDER SERVICE REIM					\$ -		
4550 RC CCO SETTLEMENT REIMB	0.00		0.00	0.00	\$ -	0.00	
4500 RC PROVIDER SERVICE REIM - Othe	0.00	0.00	0.00	0.00	\$ -	0.00	
Total 4500 RC PROVIDER SERVICE REIM	0.00	0.00	0.00	0.00	\$ -	0.00	
5000 GRANTS	0.00	0.00	342,987.00	376,713.00	\$ (33,726.00)	726,840.00	47%
5080 OREGON STF FUNDS	14,310.00	0.00	69,930.00	0.00	\$ 69,930.00	0.00	
Other Types of Income					\$ -		
Miscellaneous Revenue	0.00	0.00	0.00	0.00	\$ -	0.00	
Total Other Types of Income	0.00	0.00	0.00	0.00	\$ -	0.00	
Total Income	72,853.04	54,405.00	1,795,803.03	1,670,778.00	\$ 125,025.03	2,322,440.00	77%

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
January 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Gross Profit	72,853.04	54,405.00	1,795,803.03	1,670,778.00	\$ 125,025.03	2,322,440.00	77%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	119,703.96	118,599.92	862,871.52	889,498.88	\$ 26,627.36	1,541,798.00	56%
6200 PAYROLL EXPENSES	10,611.94	10,884.56	96,056.04	81,634.59	\$ (14,421.45)	141,500.00	68%
6300 EMPLOYEE BENEFITS	30,863.72	25,091.67	211,807.81	175,641.65	\$ (36,166.16)	301,100.00	70%
Total 1. PERSONNEL SERVICES	161,179.62	154,576.15	1,170,735.37	1,146,775.12	\$ (23,960.25)	1,984,398.00	59%
2. MATERIALS & SERVICES							
7000 VET PROVIDER PAYMENTS	512.46	0.00	4,072.68	0.00	\$ (4,072.68)	0.00	
7030 BUS PASSES	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	
7750 DMAP Trip Reimb-Other	0.00	0.00	0.00	0.00	\$ -	0.00	
8005 AUDIT	0.00	6,250.00	2,942.15	9,485.00	\$ 6,542.85	16,750.00	18%
8006 ADS (HR JOB POSTING)	0.00	0.00	757.42	800.00	\$ 42.58	1,000.00	76%
8010 BANK FEES	125.88	155.25	949.53	1,121.75	\$ 172.22	2,000.00	47%
8020 BLDING & GROUNDS MAINT	3,663.76	3,438.00	28,939.36	23,157.00	\$ (5,782.36)	45,200.00	64%
8030 COMP-INFO-TECH SERVICES							
8031 WEBSITE/ON-LINE SW SUB	602.05	811.00	8,865.48	9,700.00	\$ 834.52	14,290.00	62%
8032 SUPPORT SERVICES/CONTRAC	3,564.00	6,300.00	98,147.98	103,560.00	\$ 5,412.02	135,060.00	73%
8030 COMP-INFO-TECH SERVICES - C	0.00	0.00	0.00	0.00	\$ -	0.00	
Total 8030 COMP-INFO-TECH SERVICES	4,166.05	7,111.00	107,013.46	113,260.00	\$ 6,246.54	149,350.00	72%
8035 CONF TRAINING & TRAVEL	-515.20	561.00	15,277.68	17,211.00	\$ 1,933.32	19,000.00	80%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	\$ -	0.00	
8045 DRUG/ALCOHOL/BG CHECKS	91.50	90.00	1,393.50	1,518.00	\$ 124.50	2,500.00	56%
8050 DUES SUBSCRIPTIONS & FEES	329.50	100.00	10,761.89	10,316.00	\$ (445.89)	13,500.00	80%
8053 IGA - DUES AND FEES	0.00	3,000.00	6,000.00	9,000.00	\$ 3,000.00	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	934.95	318.00	8,624.08	11,784.00	\$ 3,159.92	15,000.00	57%
8061 EQUIPMENT LEASE/RENT	505.00	188.00	1,633.00	1,336.00	\$ (297.00)	2,300.00	71%
8065 EDUCATION/OUTREACH	0.00	1,041.00	1,336.98	2,656.00	\$ 1,319.02	12,500.00	11%
8070 EMPLOYEE RECOGNITION	1,322.74	263.00	3,482.34	3,030.00	\$ (452.34)	5,000.00	70%
8072 ELECTION FEES	0.00	0.00	0.00	5,500.00	\$ 5,500.00	5,500.00	0%

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
January 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8075 FUEL	11,747.47	24,500.00	107,288.04	126,048.00	\$ 18,759.96	212,675.00	50%
8080 INSURANCE							
8081 GENERAL LIABILITY	6,767.96	0.00	11,554.46	10,291.00	\$ (1,263.46)	21,299.00	54%
8082 PROPERTY	2,235.00	0.00	4,430.75	6,221.00	\$ 1,790.25	11,271.00	39%
8083 AUTO	7,717.25	2,000.00	15,487.50	30,072.00	\$ 14,584.50	52,430.00	30%
Total 8080 INSURANCE	16,720.21	2,000.00	31,472.71	46,584.00	\$ 15,111.29	85,000.00	37%
8090 LEGAL ADS	138.60	38.00	659.40	332.00	\$ (327.40)	800.00	82%
8095 LEGAL COUNSEL	9,217.50	6,000.00	39,539.96	43,000.00	\$ 3,460.04	73,000.00	54%
8100 MEETING EXPENSE	91.78	19.00	976.57	906.00	\$ (70.57)	1,000.00	98%
8120 OFFICE SUPPLIES	1,023.87	1,506.00	7,252.52	9,034.00	\$ 1,781.48	15,000.00	48%
8130 PAYROLL PROCESSING FEES	933.82	510.00	4,834.63	4,413.00	\$ (421.63)	7,000.00	69%
8135 PRINTING	77.75	750.00	5,959.12	6,472.00	\$ 512.88	10,000.00	60%
8139 PROFESSIONAL SERVICES	2,370.00	1,340.00	13,922.40	12,313.00	\$ (1,609.40)	19,000.00	73%
8150 TAXES/LICENSES/BUS REG FEE	0.00	42.00	1,977.27	290.00	\$ (1,687.27)	500.00	395%
8155 TELEPHONE/INTERNET SERVICE	3,873.22	4,500.00	30,735.14	31,500.00	\$ 764.86	54,000.00	57%
8160 UNIFORMS	168.20	193.00	3,938.30	1,552.00	\$ (2,386.30)	5,000.00	79%
8165 UTILITIES	2,219.74	2,000.00	13,645.38	12,243.00	\$ (1,402.38)	20,000.00	68%
8170 VEHICLE MAINT & REPAIRS	21,026.72	7,400.00	104,598.99	91,684.00	\$ (12,914.99)	137,675.00	76%
Total 2. MATERIALS & SERVICES	80,745.52	73,313.25	559,984.50	596,545.75	\$ 36,561.25	942,250.00	59%
Total Expense	241,925.14	227,889.40	1,730,719.87	1,743,320.87	\$ 12,601.00	2,926,648.00	59%
Net Ordinary Income	-169,072.10	-173,484.40	65,083.16	-72,542.87	\$ (137,626.03)	-604,208.00	
Other Income/Expense							
Other Income							
9150 TRANSFER IN	0.00	122,455.00	0.00	122,455.00	\$ 122,455.00	122,455.00	0%
Total Other Income	0.00	122,455.00	0.00	122,455.00	\$ -	122,455.00	
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	6,254.83	6,247.53	43,093.15	43,114.07	\$ 20.92	74,866.85	58%
9611 CLATSOP BANK-LOAN INT	326.83	325.97	2,945.83	2,900.43	\$ (45.40)	4,015.15	58%
Total 3. OTHER EXPENSES	6,581.66	6,573.50	46,038.98	46,014.50	\$ (24.48)	78,882.00	148%
9600 DEBT SERVICE & INTERES-FEE	0.00	175.00	258.40	175.00	\$ (83.40)	175.00	92%

Sunset Empire Transportation District
Profit & Loss Budget Performance-SETD
January 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	45,291.15	41,800.00	45,291.15	\$ 3,491.15	45,291.15	66%
9626 SDAO FLEXLEASE-INTEREST	0.00	2,294.25	2,294.25	2,294.25	\$ -	3,490.85	0%
9700 CAPITAL EXPENSE	0.00	122,455.00	0.00	122,455.00	\$ 122,455.00	122,455.00	0%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	\$ -	0.00	
9850 TRANSFER OUT	0.00	40,455.00	0.00	40,455.00	\$ 40,455.00	40,455.00	
Total Other Expense	6,581.66	217,243.90	90,391.63	256,684.90	\$ 166,293.27	290,749.00	31%
Net Other Income	-6,581.66	-94,788.90	-90,391.63	-134,229.90	\$ (43,838.27)	-168,294.00	54%
	-175,653.76	-268,273.30	-25,308.47	-206,772.77	-181,464.30	-772,502.00	3%

Sunset Empire Transportation District
Balance Sheet
As of January 31, 2019

	<u>Jan 31, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	1,042,950.68	Current Liabilities	133,816.08
Accounts Receivable		Long Term Liabilities	
1200 ACCOUNTS RECEIVABLES		2800 INTERCOMPANY DUE TO/FROM	
1210 SETD A/R	5,553.00		(37,934.82)
1200 ACCOUNTS RECEIVABLE	5,074.00		<u>37,934.82</u>
Total 1200 ACCOUNTS RECEIVABLE	10,627.00	Total 2800 INTERCOMPANY	0.00
1250 PROPERTY TAX RECEIVABLE	44,218.23	Total Long Term Liabilities	<u>0.00</u>
1251 PASS TRANSIT RECEIVABLE	7.00	Total Liabilities	<u>133,816.08</u>
Total Accounts Receivable	54,852.23	Equity	
Other Current Assets		3100 NWRC PRIOR PERIOD ADJUST	8,891.00
1400 PREPAID EXPENSES	484.81	3200 GF PRIOR PERIOD ADJUST	(8,891.00)
1500 UNDEPOSITED FUNDS	1,196.40	3700 FUND BALANCE NWRC-RESTRICT	1,311,117.11
Total Other Current Assets	1,681.21	3800 FUND BALANCE GENERAL FUND	780,850.87
Total Current Assets	<u>1,099,484.12</u>	3900 RETAINED EARNINGS	(1,140,686.51)
TOTAL ASSETS	<u><u>1,099,484.12</u></u>	Net Income	<u>14,386.57</u>
		Total Equity	<u>965,668.04</u>
		TOTAL LIABILITIES & EQUITY	<u><u>1,099,484.12</u></u>

Sunset Empire Transportation District
A/R Aging Summary
As of January 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
CC PAROL-PROBATION	173.00	0.00	0.00	0.00	173.00
CLATSOP COUNTY TREASURER	0.00	0.00	0.00	0.00	0.00
DHS - CHILD WELFARE-CLATSOP	790.00	405.00	0.00	0.00	1,195.00
NW RIDES	1,868.00	343.00	0.00	-1.00	2,210.00
ODOT	0.00	0.00	0.00	0.00	0.00
PROVIDENCE ELDERPLACE	0.00	240.00	60.00	20.00	320.00
Providence Seaside Hospital	0.00	20.00	0.00	0.00	20.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00
RC-PASSES	0.00	0.00	0.00	0.00	0.00
RC-SETD PARA	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>2,831.00</u>	<u>1,008.00</u>	<u>60.00</u>	<u>19.00</u>	<u>3,918.00</u>

Sunset Empire Transportation District A/P Aging Summary As of January 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>TOTAL</u>
ALSCO	67.28	0.00	0.00	0.00	67.28
ASTORIA FORD	8,420.30	0.00	0.00	0.00	8,420.30
ATLANTIS AUTO GLASS, INC	75.00	0.00	0.00	0.00	75.00
AUTO ZONE	25.86	0.00	0.00	0.00	25.86
BOGH ELECTRIC	0.00	10.00	0.00	0.00	10.00
CINTAS	38.10	0.00	0.00	0.00	38.10
COLUMBIA FIRE & SAFETY CO.	50.00	0.00	0.00	0.00	50.00
CORNERSTONE FENCING	0.00	380.00	0.00	0.00	380.00
E-LEWICKI, PAUL	0.00	15.00	0.00	0.00	15.00
E-MILLER, PENNY	0.00	0.00	7.97	0.00	7.97
E-WEINTRAUB, MATTHEW	0.00	232.58	0.00	0.00	232.58
EARTH2O	0.00	15.44	0.00	0.00	15.44
ENGLUND MARINE SUPPLY CO, INC	33.94	0.00	0.00	0.00	33.94
EO MEDIA GROUP	138.60	0.00	0.00	0.00	138.60
FASTENAL	7.18	0.00	0.00	0.00	7.18
HOME DEPOT CREDIT SERVICES	317.77	0.00	0.00	0.00	317.77
INDUSTRIAL DIESEL POWER, INC	2,735.73	0.00	0.00	0.00	2,735.73
JACKSON & SON OIL, INC.	2,106.44	0.00	0.00	0.00	2,106.44
MCCALL TIRE CENTER - Warrenton	922.16	0.00	0.00	0.00	922.16
MTR WESTERN BUS	0.00	1,620.02	0.00	0.00	1,620.02
NORTHWEST COMMUNITY ALLIANCE	962.00	0.00	0.00	0.00	962.00
NW NATURAL	320.84	0.00	0.00	0.00	320.84
O'REILLY AUTO PARTS	1,952.75	0.00	0.00	0.00	1,952.75
OFFICE DEPOT	895.52	0.00	0.00	0.00	895.52
OREGON STATE POLICE	40.00	0.00	0.00	0.00	40.00
PACIFIC POWER	878.62	576.97	0.00	0.00	1,455.59
RC-OR DHS	0.00	0.00	0.00	0.00	0.00
RECOLOGY WESTERN OREGON	0.00	100.18	0.00	0.00	100.18
REYNOLDS, HEATHER	580.00	0.00	0.00	0.00	580.00
SETD-Ride Care	0.00	0.00	0.00	0.00	0.00
SUNSET AUTO PARTS, INC.	159.80	74.95	0.00	0.00	234.75
TIAA	188.00	0.00	0.00	0.00	188.00
VERIZON WIRELESS	643.79	0.00	0.00	0.00	643.79
WALTER E. NELSON CO. OF ASTORIA	41.94	0.00	0.00	0.00	41.94
WESTERN BUS SALES, INC.	92.19	0.00	0.00	0.00	92.19
WILCOX & FLEGEL	9,771.56	-125.95	0.00	-93.89	9,551.72
TOTAL	<u>31,465.37</u>	<u>2,899.19</u>	<u>7.97</u>	<u>-93.89</u>	<u>34,278.64</u>

Sunset Empire Transportation District
Check Detail
January 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
18615	01/07/2019	SDIS	13,531.75
18641	01/07/2019	WILCOX & FLEGEL	8,650.22
18647	01/21/2019	CARD SERVICE CENTER	6,035.70
18663	01/21/2019	FISHER & PHILLIPS, LLP	8,637.50
18681	01/30/2019	SDIS	<u>30,840.43</u>
		Total	67,695.60

Date: February 22, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Line of Credit Update

While in Sunriver at the SDAO Conference, I met with David Ulbricht to discuss the line of credit. David is the Director of Advisory Services for SDAO and assists districts with financial needs. He was able to quote an interest rate of 3.28% compared to the 5.5% rate I was quoted from Clatsop Community Bank. I also learned that we are limited by law to a 13-month term for a line of credit. I will be setting up the line of credit through SDAO because of the more favorable terms.

Date: February 21, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.b Budget Committee Update

The Budget Committee has four positions (1-4) that have expired. All four of the members in those seats, Melinda Ward, Tita Montero, Jeff Frane and John Lansing have indicated that they will serve an additional term. We have one open position that we were unable to fill last year, it is position 7. We have received an application from Larry Taylor this year for the Budget Committee and it is included in your packet.

Staff is recommending that the Board reappoint Melinda Ward, Tita Montero, Jeff Frane, and John Lansing to another three-year term for fiscal years 2020-2022. We also recommend appointing Larry Taylor to Position #7 to fill out the unexpired term of fiscal years 2019-2021.

SUNSET EMPIRE TRANSPORTATION DISTRICT BUDGET COMMITTEE FY 2019					
Position	Name	Title	Phone	Fiscal Years	
1.	Melinda Ward	Citizen Member		2017-2019	
2.	Tita Montero	Citizen Member		2017-2019	
3.	Jeff Frane	Citizen Member		2017-2019	
4.	John Lansing	Citizen Member		2017-2019	
5.	Christine Lolich	Citizen Member		2019-2021	
6.	Mary Ann Brandon	Citizen Member		2019-2021	
7.					
	SETD BOARD				
1.	Kathy Kleczek, Chair	SETD Board Chair			
2.	Tracy MacDonald	SETD Board Member			
3.	Lylla Gaebel	SETD Board Secretary Treasurer			
4.	Carol Gearin	SETD Board Vice Chair			
5.	Pamela Alegria	SETD Board Member			
6.	Kevin Widener	SETD Board Member			
7.	Bryan Kidder	SETD Board Member			
	Jeff Hazen jeff@ridethebus.org	Executive Director Budget Officer			
	Mary Parker mary@ridethebus.org	Executive Assistant			
	Tracy Lofstrom tracyl@ridethebus.org	Finance Officer			

Mary Parker

From: Jeff Hazen
Sent: Friday, January 25, 2019 1:48 PM
To: Mary Parker
Subject: Fwd: SETD Budget Committee

REC-1111

JAN 25 2019

Jeff Hazen
Executive Director
Sunset Empire Transportation District
jeff@ridethebus.org
503-861-5399 office
503-298-7114 cell

Begin forwarded message:

From: Lawrence Taylor <lawrence_d_taylor@yahoo.com>
Date: January 25, 2019 at 11:35:12 AM PST
To: "jeff@ridethebus.org" <jeff@ridethebus.org>
Cc: Lawrence Taylor <lawrence.d.taylor@gmail.com>
Subject: SETD Budget Committee
Reply-To: Lawrence Taylor <lawrence_d_taylor@yahoo.com>

I am interested in serving on the District Budget Committee of the Sunset Empire Transportation District. I have been a registered voter in Clatsop County since 2000.

My background:

Until I retired, I worked for a Fortune 100 corporation for 19 years. One of my last activities before I retired was the creation of a department budget for our group. The budget was for \$18 million, covering 56 employees in the US, Puerto Rico, and India, plus expenditures for various services and software.

My most recent position was as Operations Manager at Third Rail Theater in Portland, OR. Other related experience includes co-founding and producing the first Astoria Music Festival in 2003, a complex event that broke even its first year in operation.

I've been using Microsoft Excel since its first release to create budgets many years ago. I've also used Quickbooks for budgeting for various organizations.

Thank you for consideration.

Sincerely,
Larry Taylor
1684 Irving Avenue
Astoria, OR 97103
971-235-7164

Date: February 22, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Mozy

Previously, the Board authorized staff to pursue legal remedies regarding the data loss that we experienced last year. You were given information that the company that was doing our backups stopped doing them prior to the crash we experienced. In developing a timeline for the legal firm that we engaged, it was discovered that prior to the crash Mozy had sent us numerous warning emails about stopped backups and remedies for them. These emails were not responded to. A subsequent investigation by me found that there was also no communication with our IT contractor either.

I let our legal firm know that we would not be pursuing this any longer. Disciplinary actions were taken with personnel involved. Backup services are being provided by our current IT provider.

Date: February 21, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a Presentation on Transit Funding


This presentation is about the Statewide Transportation Improvement Fund.

Statewide Transportation Improvement Fund (STIF)
 Oregon House Bill 2017(HB2017)

- Robust Transportation Bill

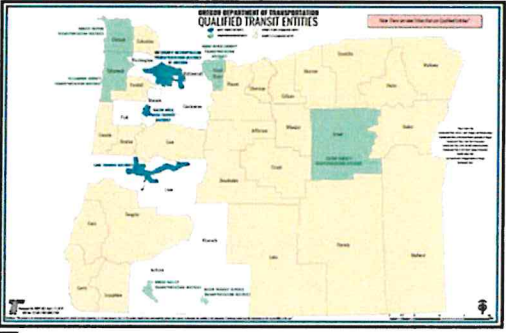

Employee Transit Tax

- 1/10th of 1% of payroll
- Collection began on July 1
- Based on where employee works
- FT minimum wage earner pays \$.43 per week



1

Statewide Transportation Improvement Fund (STIF)





2

Statewide Transportation Improvement Fund (STIF)

Funds


- Formula Fund: 90% returned to Qualified Entities
- Discretionary Fund: 5% to public transportation service providers based on a competitive grant process
- Intercommunity Discretionary Fund: 4% to public transportation providers to improve public transportation between two or more communities based on a competitive grant process
- Technical Resource Center: 1% to ODOT to establish a statewide public transportation technical resource center to assist public transportation service providers in rural areas and for ODOT to administer STIF



3

Statewide Transportation Improvement Fund (STIF)
Formula Fund Requirements


- Qualified Entities (QE) must establish an Advisory Committee with membership requirements
- QE must confer with its Advisory Committee
- The STIF Plan must be complete and adequately explain how the QE will accomplish the goals of the Projects in the STIF Plan
- The STIF Plan must contain all of sections and elements listed in OAR 732-042-0015(1), (2), and (3)
- The QE must substantively adhere to STIF accountability requirements during a previous funding cycle



4

Statewide Transportation Improvement Fund (STIF)
STIF Plan Contents
A STIF plan includes:


- Project descriptions
- A summary of planned and prior expenditures by QE and PTSPs
- The amount of funding allocated to the seven areas of emphasis/criteria
- Advisory Committee information
- QE and PTSP accountability methods
- Record of Governing Body adoption of STIF Plan
- Remediation strategies if QE failed to comply with approved STIF Plan in the past two years



5

Statewide Transportation Improvement Fund (STIF)
STIF Plan Contents – Projects
Projects in the STIF must include:


- Project name, description, funding level, and budget
- Description of how the project will **improve/expand** or maintain existing service
- Amount of funding and anticipated benefits and measurable outcomes specific to seven criteria
- Local Plan(s) from which the project was derived
- Consistent with Oregon Public Transportation Plan
- Minimum of 1% must be spent on student transit for grades 9-12, to extent practicable



6

Statewide Transportation Improvement Fund (STIF)
Advisory Committee Review of Projects


- PTSPs submit project proposals to QE's Advisory Committee for review
- Advisory Committee reviews projects per bylaws, including public meetings
- Advisory Committee recommends priority of approved projects, considering the following:
 - Does the Project address the seven criteria
 - Does the Project maintain an existing service
 - Do the Project goals meet public transportation needs
 - Are projects a responsible use of public funds
 - Other factors to be determined by the QE or Advisory Committee such as geographical equity



7

Statewide Transportation Improvement Fund (STIF)
Decision-Making and Commission Approval


- Advisory Committee reviews and advises Qualified Entity governing body on project prioritization
- Governing body of QE approves STIF Plan
- ODOT reviews STIF Plan for completeness
- PTAC Subcommittee reviews and recommends to PTAC
- PTAC reviews and recommends to OTC
- OTC decides whether to accept PTAC's recommendation



8

Statewide Transportation Improvement Fund (STIF)
Reasons for Commission Rejection
 Some reasons OTC may reject a STIF Plan include:


- QE failed to establish or confer with an Advisory Committee or the committee did not meet rule requirements
- STIF Plan is incomplete or does not adequately explain how to accomplish Project goals, including accountability methods
- STIF Plan does not contain the sections and elements listed in OAR 732-042-0015(1), (2), and (3)
- QE failed to expend STIF Formula Funds in compliance with a prior approved STIF Plan



9

Statewide Transportation Improvement Fund (STIF)
Reporting and Accountability


- STIF Plans must include quantifiable estimated service outcomes
- QEs will submit quarterly progress reports on expenditures and actual outcomes
- There are minimum required measures for certain project types, such as number of rides and miles of service for operations projects
- QEs must submit budgets, financial audits, and undergo periodic compliance reviews by ODOT using an independent third-party consultant



10

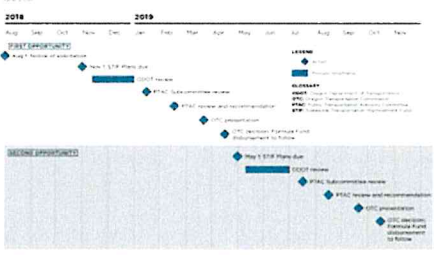

Statewide Transportation Improvement Fund (STIF)
Reporting Requirements

- In addition to General reporting requirements specified in 732-040-0025, QEs must submit quarterly reports on expenditures and outcomes
- ODOT will reconcile disbursements against expenditures
- Excess funds may be carried forward by QE



11


Statewide Transportation Improvement Fund (STIF)
Statewide Transportation Improvement Fund
FORMULA FUND SCHEDULE
June 2018

12

Statewide Transportation Improvement Fund (STIF)
 OTC Investment Priorities
 Discretionary and Statewide Transit Network

- Improve transit for vulnerable populations
- Improve coordination between providers
- Fill gaps in the Statewide network
- Reduce greenhouse gas emissions and improve public health
- Encourage sustainable funding plans
- Maintain fleet condition
- Improve use of active transportation




13

13

Statewide Transportation Improvement Fund (STIF)

Funding Sources	Amount
STIF Discretionary Fund (5%)	\$10.9 M
Statewide Transit Network Program	\$10.0M
STIF Intercommunity Fund (4%)	\$8.7M
FTA §5311(f)	\$1.3M




14

14

Statewide Transportation Improvement Fund (STIF)

Eligible Match Sources

- Eligible match sources vary by fund source
- **STIF Discretionary and Intercommunity**
 Federal, other state public transportation, and local funds; private contributions; and in-kind labor
- **FTA Section 5311(f)**
 Non-federal funds, except fare box revenue




15

15

Statewide Transportation Improvement Fund (STIF)

Match Amounts
 STIF Discretionary and Intercommunity Funds

- 20% match
- 10% match for projects that
 - o Predominantly serve or provide access to rural communities
 - o Serve an area outside of a Public Transportation Service Provider's geographic jurisdiction
 - o Fill a significant gap in the Statewide Transit Network
 - o Provide statewide benefits, or benefits to multiple PTSPs




16

16

Statewide Transportation Improvement Fund (STIF)

- Project Selection Process
- Applications due Feb. 1, 2019
- ODOT reviews for eligibility and completeness
- Area Commissions on Transportation and STIF
- Advisory Committees review
- ODOT Project Selection Committee scores and ranks
- Public Transportation Advisory Committee recommends to OTC
- OTC reviews and decides which projects will be awarded funds
- ODOT notifies applicants of award decision, August 2019




17

17

Statewide Transportation Improvement Fund (STIF)

Evaluation Criteria

Focus Area	STIF Discretionary Weight	Statewide Network Weight
Equity and Public Transportation Service to Low-Income Households <i>OTTP goal: Equity</i>	20%	10%
Coordination of Public Transportation Services <i>OTTP goal: Communications, Collaboration, and Coordination</i>	10%	30%
Statewide Transit Network Connections <i>OTTP goals: Mobility and Public Transportation User Experience, Accessibility, and Connectivity</i>	10%	30%




18

18

Statewide Transportation Improvement Fund (STIF)

Evaluation Criteria

Focus Area	STIF Discretionary Weight	Statewide Network Weight
Environmental and Public Health OPTP Goals: Environmental Sustainability/Health	15%	10%
Sustainable Funding OPTP goal: Funding and Strategic Investment	20%	10%
Safety, Security, and Community Livability OPTP goals: Safety and security, Community livability and economic vitality	25%	10%




19

19

Statewide Transportation Improvement Fund (STIF)

Examples of Projects that Support Statewide Transit Network Needs, Derived from the OPTP

- Partner with other agencies to efficiently fill gaps in the statewide network, which could include assuming management of ODOT contracted services
- Support and explore use of emerging open source data standards, such as GTFS-ride and GTFS-flex
- Expand uniform electronic passenger fare payment systems
- Reduce greenhouse emissions through electrification, low- or no-emission fleet expansion




20

20

Statewide Transportation Improvement Fund (STIF)

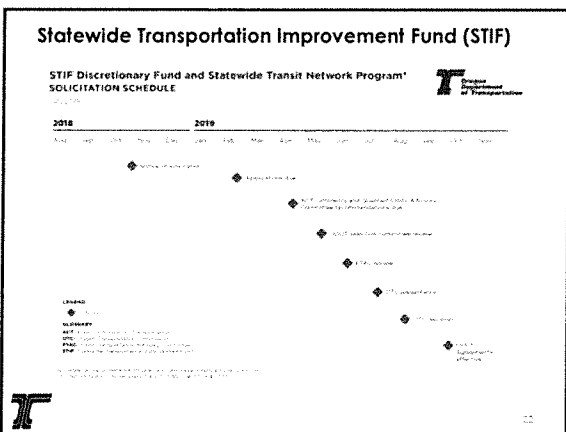
New Funding Means Some New Requirements

- Legislative emphasis on accountability
- Meaningful outcome measures and benefits
- Rides, miles, low-income households served, low and no emission vehicles
- Gaps in statewide network filled
- Improved coordination between providers to reduce fragmentation of services



21

21



Date: February 21, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b §5310 recommendation from Transportation Advisory Committee (TAC)

On January 7th, a public notice was published in the Daily Astorian announcing the §5310 funding opportunity. The deadline for submission was January 31st. There were no other submissions from other agencies within our service area. Attached are the projects that SETD submitted finding for. On February 21st, the TAC voted to recommend that the Board of Commissioners approve the projects submitted by SETD for §5310 funding.

Staff is recommending that the Board approve the §5310 recommendation by the TAC.

Mobility allocation estimate \$ 162,934.00 Total Funds Requested: \$ 162,934.00 \$ -

ITEM	Headline	OBJECTIVE(S)	PHASE 1	PHASE 2	PHASE 3	DURATION	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	FUNDS
							18	19	19	19	19	20	20	20	20	21	21	21	21	REQUESTED
Strategic goals and program objectives																				
1	Start new Transit Engagement Program	Create and maintain a Transit Engagement program that will provide out-reach and education in group settings that will foster encouragement and confidence and lead to further Travel Training opportunities.	Develop communication and contact with local entices such as care facilities, work places and even the Senior Center.	Polish presentation and materials and prep for first engagement.	Complete an engagement and study the results from the engagement survey and schedule future events.	2. hours of Transit Engagement prep and actual.	X	X	X			X			X	X			X	\$ 15,500.00
2	Re-ignite and Improve Travel Training program	Start up and maintain a new Travel Training program that will contain monthly classes held at the Transit Center and focused individualized training opportunities for the community.	Start training as soon as I can.	Become better training through other training courses and continue training.	Assess and study deviancies in program and improve upon them in course.	4 hours once per month for class setting.	X	X	X			X			X				X	\$ 10,375.00
3	Purchase outreach, tabling and educational materials for Transit Engagement and Travel Training courses	Create an educational brochure called "Travel Training 101" and produce professional looking media. Purchase safe flashing lights and other items for tabling events as well as training events in a class room setting.	Research	Purchase.		Budget of 50 hours of work into this project.				X	X		X					X		\$ 11,866.50
4	Build up the RidePal program	Develop and advertise a new volunteer appreciation program that will entice people to volunteer as Ride Pals or Travel Trainers.	Develop a better program of appreciation for the Volunteers.	Develop a clear list of duties and responsibilities through training.	Advertise through the paper, social media or other platforms to get a good sample of applications to pursue. Start training as soon as possible.	Budget of 10hr/week for 3 months then 1 hr week in maintenance.			X	X	X	X			X			X	X	\$ 15,302.00
5	Expand the VETP through more drivers and other transporter relations.	The VETP has the capability to grow but not the capacity. We need to recruit new drivers and put together monthly or quarterly meetings in either an ad-hoc or official capacity.	Advertise through the paper, social media or other platforms for the drivers.	Develop a clear list of duties and responsibilities through training.	Once background checks are done bring in for training with John Carter and Myself.	Budget of 7hr/week for 12 weeks for startup then 390 hours for maintenance and payment to providers			X	X	X	X	X	X	X	X	X	X	X	\$ 27,693.00
6	Develop relationship with local Taxi providers.	Develop relationships through agreements with local taxi or private transportation providers that will become a part of the trip planning ecosystem.	Research what type of agreement and requirements would need to be met to move forward. Develop this document and gain approvals.	Reach out to providers.	Ensure that intake procedures are all checked off and proceed with software training and begin implementing in future trip plans.	For startup then 200 hours for maintenance and further development				X	X	X	X	X	X	X	X	X	X	\$ 17,500.00

7	Utilize bus 90 as a travel training bus (rolling class)	Utilize a backup bus capable of moving safely as a rolling classroom where I could take a group of trainees during a practical training part of the extensive Travel Training program.	Identify bus to be used, build a plan with operations and set details needed and wants.	Obtain hardware to install and ask for Operations to gather time and resources to continue the job.	After testing of the bus with several simulate rides install into the training protocol for group settings for Travel Training.	40 hours staff time				X	X	X			X				X	\$ 14,404.00
8	Design and implement a rider safety campaign.	Develop a suite of safety and outreach materials that are of common design and shared message to facilitate non-human interactive travel training.	Assess where improvements can be made	Work with Operations and with Director as well as Outreach to develop a consistent message and materials.	Strategically place material on the busses and maintain them over time.	Budget of 5hr/week for 12 weeks for startup then 150 hours for maintenance and further development				X	X	X		X		X			X	\$ 17,789.00
9	Develop a 'Trauma Informed Care' customer service training for all staff.	Utilizing online options or in-person crisis intervention training. As a part of the general customer service training that SETD employees already receive it would be beneficial to implement a person-centered trauma informed strategy to prevent difficult behaviors that stem from traumatic events.	Find a program either online or in person and install in our training protocol.	Work with Operations to find a seamless way to get all drivers trained and a hard schedule for all new incoming drivers.	Track and maintain training through Human Resources. Maintain every 2 years.	Budget of 8hr/week for 10 weeks for startup and training then 100 hours for maintenance and further development				X	X	X		X		X			X	\$ 14,660.00
10	Build up TC information media through technology.	Better more cleaner education and basic notifications are needed to be truly accessible. SETD does a good job at being accessible and moving in a direction that utilizes basic and low-cost technology will take SETD to the next level of Transit Center and bus accessibility.	Provide an overview of plan and general costs and gain approval.	Ask operations staff for assistance with the installation of material and technology.		6 months of startup and then biannual update and maintenance			X	X	X	X		X					X	\$ 12,000.00
11	Training and Conferences	To gain a better understanding and appreciation for the fine details associated with the complexity of the area of general safety and mobility of our ridership.				3 courses				X				X					X	\$ 5,844.50

Date: February 21, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c Special Transportation Fund (STF) recommendation from Transportation Advisory Committee (TAC)

On January 7th, a public notice was published in the Daily Astorian announcing the STF funding opportunity. The deadline for submission was January 31st. There were no other submissions from other agencies within our service area. Attached are the projects that SETD submitted finding for. On February 21st, the TAC voted to recommend that the Board of Commissioners approve the projects submitted by SETD for STF funding.

Staff is recommending that the Board approve the STF recommendation by the TAC.

STF allocation estimate \$ 187,727.00 Total Funds Requested: \$ 187,727.00

ITEM	Headline	OBJECTIVE(S)	PHASE 1	PHASE 2	PHASE 3	DURATION	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	FUNDS
							18	19	19	19	19	20	20	20	20	21	21	21	21	REQUESTED
Strategic goals and program objectives																				
1	Continue peak service on Route 101	In order to provide better service for our senior and disabled riders to access healthcare and social service appointments, it is crucial to have more frequent service on Route 101	Continue the additional loops that the 101B provides during peak hours.	Utilize STIF funds to add two additional loops at 11:00am and 1:00pm	Utilize STIF funds to add one additional loop at 7:00pm		X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 83,452.00
2	Continue limited service on Route 15 in Warrenton	This route provides service to the major shopping areas in Warrenton. This provides opportunities for senior and disabled riders to have access for their shopping needs.	Continue the current schedule of Route 15.	Utilize STIF funds to add additional loops to Route 15			X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 39,275.00
3	Enhance education and safety training for Mobility and ADA Paratransit eligibility assessment.	Enhance the education and safety training set for Mobility customers as well as Paratransit eligibility assessments through onsite training facilities.	Design and construct a Mobility Lab.	Design a process of training to that will require prospective members of Paratransit or current Mobility Travel Trainees to go through classes and services at this location.	Maintain records and data for future tracking and performance purposes.	6 months of start up and prep. Maintaining of site as well as daily operational costs through out the the biennium.					X	X	X	X	X				X	\$ 55,000.00
4	Enhance securement training through process and technology .	Aquire the tools needed to bring more in line our securment training.	Purchase a training platform and requisit accessories to complete the platform	Train the trainers on how to operate the tool.							X									\$ 10,000.00

Date: February 21, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.d Statewide Transportation Improvement Fund Discretionary Grants

The TAC is responsible for reviewing the STIF Discretionary Grant application and giving a “fund” or “do not fund” recommendation to the Oregon Transportation Commission for applications within our service area and from other Public Transportation Service Providers (PTSP) that are relevant to our District. The TAC reviewed four applications, two from Columbia County Rider, one from SETD, and one from Tillamook County Transportation District (TCTD) on behalf of the Northwest Oregon Transit Alliance (NWOTA). The applications are included in your packet and may be difficult to read due to font size. Here is a summary of the applications.

Columbia County Rider

-Longview/Kelso Intercity Service

This project continues the route from Rainier to Kelso five days a week and expands it to four trips per day.

-GPS/Online Tracker System

This project will implement the bus tracking system Swiftly that TCTD, SETD, and Lincoln County Transit utilize to track bus location and allow for riders to use the Transit App to see when the bus will arrive at the bus stop that they are at.

Sunset Empire Transportation District

-Astoria/Portland Intercity Service

This project continues the route from Astoria to Portland seven days a week and expands it to three trips per day. SETD will operate the entire route utilizing two used motor coaches that we have proposed in the application. We will connect with CC Rider at Rainier for those riders that want to get to Longview/Kelso.

Tillamook County Transportation District on behalf of NWOTA

-NWOTA Website Trip Planner Enhancement Project

This project will provide an enhanced trip planner that will replace the current version that is driven by Google and has limitations. It will not restrict a rider’s ability to plan a trip to 60 days out. It will also prioritize the NW Connector Routes and also incorporate services available for dial-a-ride to close the first/last mile options.

The TAC recommended “fund” on all four applications to ODOT.

Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Columbia County Rider Longview/Kelso Intercity Service

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 1/31/2019 3:05:02 PM (Pacific)

Project Contact

Todd Wood

todd.wood@co.columbia.or.us

Tel: 503-366-0159

Additional Contacts

none entered

Columbia County Rider

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County Commissioner

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Telephone 503-366-0159

Fax 503-366-4720

Web [https://www.nworegontransit.org/agencies/columbia-](https://www.nworegontransit.org/agencies/columbia-county-rider/)

county-rider/

EIN 93-6002288

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.Keefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

Columbia County rider is governed by the Columbia County Commission. Columbia County Employs Robin McIntyre as legal counsel to oversee transit operations. The county finance department oversees the finances of the transit division. Columbia County Rider staff include Todd M. Wood who has more than 15 years experience in transit including more than 10 years experience in transit management, John Dreeszen who has more than 30 years accounting and non profit experience including grant compliance, and Angela Garrett who has more than 15 years experience in administrative functions including accounts receivable, payable and cash handling. The Columbia County Rider staff will manage, and report on the project throughout the cycle with oversight from the Columbia County Commissioners.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

Columbia County Rider utilizes a contractor to provide drivers for the service. The current contractor is MTR western. All drivers and MTR western operations manager are located in the same facility as County staff. This allows Columbia County Rider staff to manage, oversee, and correct any issues with the contracted services. The county plans, analyzes and adjusts service on a regular basis with input from the contractor.

For payment the contractor bills the County directly and the County pays the contractor directly. All management of Federal and State monies are handled solely by the County.

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

The residents of Northern Columbia County have limited access to services such as doctors, groceries, shopping etc. Columbia County Rider improves that access by running service that connects our downtown portland route, as well as all residents of Northern Columbia County with the Longview/Kelso area of Washington State. Additionally this service allows access to Astoria via Sunset empire and allows residents of Clatsop County to access Longview/Kelso via public transit.

This project continues this operation five days a week twice a day and looks to expand the operation to four trips per day. Four trips per day will make it easier for residents to make short trips to the store, or doctor and gives two more opportunities a day to meet with Amtrak. Additionally, residents of Columbia County will have access to river cities transit opening up more public transportation opportunities.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

Columbia Counties, Coordinated Public Transit - Human Services Transportation Plan Adopted September 6, 2017 Page 33, shows currently existing services, 50-52 discuss needs to expand services to more hours of the day. Pages 61-63 discuss unmet needs and how to improve upon them.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$168,462

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

Rainier, Clatskanie and the surrounding areas are a significant distance from the Portland Metro Area. Longview/Kelso is the closest access for major services. North Columbia County lacks a hospital, train station and many of the basic human services most people need. This service will allow those without personal transportation to continue to access these services and by expanding the service hours give more opportunity for this much needed access. Additionally, the low cost of a ride from Rainier to Longview makes this service more accessible to those on low or fixed incomes who might otherwise be unable to pay for another option.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

This project supports connections between Sunset Empire giving riders the opportunity to travel to Astoria. It also connects to River Cities Transit, TriMet, and Amtrak. Sunset empire has worked with Columbia County to allow a connection at our Rainier Transit facility that allows transfers of passengers going to and coming from Clatsop County. Additionally, River Cities allows Columbia County Rider use of their transit center to allow transfers to and from their system.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

With multiple travel destination opportunities riders are able to access systems from Portland all the way to the coast and into Washington State. This project continues and expands on that access for riders and builds upon the total state system.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

Some of the match for this project will come from STIF dollars. Once the biennium has passed STIF money will help continue to fund the operation of this project. We are anticipating additional dollars from a Washington state MPO and hope to use that to assist in operating expenses.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

This process depends on STIF for matching funds. However, if Matching funds fall through from the STIF we will match using local funds and MPO funds.

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

As the population of Columbia County grows projects like this will expand access to services without the need for a personal auto. This will remove cars from the road which will reduce traffic and pollution.

Safety, Security, and Community Livability

(Score weights: Discretionary = 25%, STN = 10%)

25. Describe how the project increases use and participation in active transportation, including public transportation.

This project continues and expands access to Longview, WA for residents of North Columbia County. With more service access, more stores, and more frequency residents will have more opportunity to utilize the system to get where they need to be.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

Additional bus service will equate to fewer car trips over the Longview/Kelso Bridge. This bridge is already fairly well traveled. With less traffic the risk of accidents is diminished.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. N/A

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$	\$	\$	\$	\$	\$ 0
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$	\$	\$	\$	\$	\$ 0
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$	\$	\$	\$	\$	\$ 0
Operating	\$ 140,978	\$	\$ 140,978	\$	\$	\$ 281,956
Preventive Maintenance	\$ 49,471	\$	\$ 5,497	\$	\$	\$ 54,968
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 190,449	\$ 0	\$ 146,475	\$ 0	\$ 0	\$336,924

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (If Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$ 281,956	50 %	\$ 140,978	\$ 140,978	STIF Text	\$	Yes Yes/No	10/30/2019 xx/xx/xxxx	0 %	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$ 54,968	10 %	\$ 49,471	\$ 5,497	STIF Text	\$	Yes Yes/No	10/30/2019 xx/xx/xxxx	0 %	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
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Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Columbia County Rider GPS / Online Tracker System

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 1/31/2019 3:58:01 PM (Pacific)

Project Contact

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Tel: 503-366-0159

Additional Contacts

none entered

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County Commissioner

Henry Heimuller

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county-rider/

EIN 93-6002288

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
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- Private For-Profit

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- Demand Response
- Deviated Fixed Route

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3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

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5. What type of accounting system does your agency use?

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- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

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- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

N/A

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

Currently Columbia County's contractor MTR Western provides GPS and tracking for our buses. Columbia County would like to bring GPS and tracking activities in house. This software will allow integration with an online system that will give members of the public access to see where our buses are and when they will arrive. It will also integrate with our partners in Clatsop, Tillamook and Lincoln Counties allowing them to track our services. This will increase connections and coordination.

Additionally this service will allow the County to track, monitor and adjust service by receiving better run time, route and stop data.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

Columbia Counties, Coordinated Public Transit - Human Services Transportation Plan Adopted September 6, 2017 Page 58 discusses utilizing technology for service efficiencies, mobile access and better customer information.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$34,500

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

This project will allow access to real time mobile and online tracking for riders. Riders will be able to check and see when buses will arrive preventing long waits and keeping them informed on delays and issues. Additionally Dial-a-ride customers who have access to a computer or mobile device will be able to tell when their ride is arriving so that they can be ready for pickup.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

The software and GPS will allow integration between Sunset Empire, Tillamook Transit, and Lincoln County Transit. All four systems will be able to work together on one platform. This will allow better coordination of services between these agencies. Additionally PCC, TriMet, River Cities and other agencies will be able to access the same interface as riders to determine when our buses are reaching destinations which will allow for improved coordination between systems.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

With this service in place an individual will have access to real time data for our buses and service. Riders can better plan trips and determine when the next available bus will be arriving. A rider will be able to board anywhere along the coast and using one app be easily able to map their ride all the way to Portland.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

The match and ongoing maintenance will be met with Local funds from Columbia County. Once the project is in place long term funding for the continued operation of this project will come from local funds and local contracts that contribute to the operation of Columbia County Rider.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

N/A

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

The Increased availability of real-time data will improve the ability of potential riders to plan trips and determine when buses will arrive. With more information riders will have more confidence in the system and are more likely to choose public transit options. More public transit use reduces the number of vehicles on the road and will ultimately reduce population, and greenhouse gas emissions. Additionally real time GPS data allows transit systems to better utilize their assets reducing wasted energy by increasing route efficiencies.

25. Describe how the project increases use and participation in active transportation, including public transportation.

More data online from more systems will increase participation in public transportation. Our system is one of the only systems in our direct area that does not have online public access to real-time data. By adding real-time data more riders will be inclined to utilize the system. Additionally, our staff will be able to better analyze run-time data in order to make the system more efficient which in turn will promote ridership.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

GPS tracking will allow much faster access for law enforcement to access a vehicle if needed. It also allows our dispatchers to make better decisions about bus routing when serious safety issues cause problems on the roadway.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. The capital purchases will include equipping all buses without their own GPS with a GPS and tying that system into the tracking software. This will also include the initial start up costs of the tracking software including any needed hardware and software.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$	\$	\$	\$	\$	\$ 0
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$ 31,050	\$ 0	\$	\$ 3,450	\$	\$ 34,500
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$	\$	\$	\$	\$	\$ 0
Operating	\$	\$	\$	\$	\$	\$ 0
Preventive Maintenance	\$	\$	\$	\$	\$	\$ 0
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 31,050	\$ 0	\$ 0	\$ 3,450	\$ 0	\$34,500

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (If Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 34,500	10 %	\$ 31,050	\$ 3,450	Columbia County Text	\$	Yes Yes/No	07/01/2019 xx/xx/xxxx	30 %	70 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 6	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

vehicle											used vehicle	used vehicle	used vehicle	used vehicle	
Vehicle Purchase 7	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	# G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 8	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	# G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 9	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	# G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 10	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	# G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Vehicle Replacement Information

Vehicles to Be Replaced	Year	Make	Model	Vehicle Category	VIN	Seats	ADA Stations	Seats with ADA Stations Deployed	Fuel Type	Vehicle Mileage	Disposal Type	Vehicle Condition	Vehicle Maintenance History
Vehicle Replaced 1	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 2	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 3	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 4	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 5	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 6	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 7	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 8	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 9	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 10	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.

Equipment, Bus Stop Amenities, and Other Assets

Equipment, Signs, Shelters, Facilities, Land	Item Description	Model Number	Quantity	Estimated Unit Cost	Total Cost	Expected Order Date	Expected Delivery Date	Item Location	Lot Size	Square Footage	If breaking ground, have you filled out DCE?
Row 1	GPS Tracking Software and Hardware Text	Swiftly	1	\$ 35,000	\$ 35,000	07/01/2019 xx/xx/xxxx	06/30/2020 xx/xx/xxxx	CC Rider Facility St Helens			e If Applicable
Row 2	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 3	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 4	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 5	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 6	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 7	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 8	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 9	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 10	Text		#	\$ 0	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable

Document Upload [top](#)

Documents Requested *	Required?	Attached Documents *
Document 1		Coordinated Plan
Document 2		Advisory
Document 3		Bylaws
Document 4		
Document 5		
Document 6		
Document 7		
Document 8		
Document 9		
Document 10		

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 134466

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Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Sunset Empire Transportation District Astoria - Portland Inter-community

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 1/31/2019 6:21:06 PM (Pacific)

Project Contact
Jeff Hazen
jeff@ridethebus.org
Tel: 503-861-5399

Additional Contacts
none entered

Sunset Empire Transportation District

900 Marine Dr.
Astoria, 97103-4218

Board Chairperson
Kathy Kleczek
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Telephone 503-861-5399
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EIN 93-1146160

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.Keefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

SETD has the capacity to manage and operate this project. The Executive Director oversees all projects within the District. The Chief Operating Officer is responsible for the day to day operation of all projects. The Finance Officer is responsible for grant management and reporting on all grants. It should be noted that we will be replacing our financial software, QuickBooks, July 1, 2019 with a more robust software package that is better suited for grant management. SETD contracts with a local legal firm for legal counsel.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

N/A

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

This project provides three round trips per day, 362 days per year from the Astoria Transit Center to Union Station in Portland traveling along Highway 30. This project will have limited stops in both Clatsop County and Columbia County. Both Columbia County Rider and Sunset Empire Transportation District (SETD) are partners in the Northwest Oregon Transit Alliance (NWOTA) providing seamless connections from the Portland metro area and the Willamette Valley to the coast and travel from Astoria to Yachats. This route represents the northern route of the NW Connector. It will provide connections to the Amtrak Cascade Route providing service north to Vancouver B.C. and south to Eugene, OR.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

The SETD Long Range Comprehensive Plan adopted on September 22, 2016 by the SETD Board of Commissioners, includes expanding the number of trips per day on the current Lower Columbia Route. It states, "Re-brand service as Route 30 Lower Columbia Connector. Provide a more robust four round trips per day (which enhance service to Svensen/Knappa in addition to Rainier).

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

565000

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

In each community that this route will serve (Astoria, Clatskanie, Rainier, St. Helens, and Scappoose) there are significant low-income households. Astoria has 2,435 HH, Clatskanie has 914, Rainier has 938, St. Helens has 2,110, and Scappoose has 1,187 for a total of 7,584 low-income households.

This route will provide access to a route that will enable them to travel to Portland or Astoria for their recreational, shopping, medical, and educational needs.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

The Northwest Oregon Transit Alliance (NWOTA) was created in 2011 and operates under an Intergovernmental Agreement (IGA) with Columbia County, Sunset Empire Transportation District (SETD), Tillamook County Transportation District, Lincoln County, and Benton County as partners. NWOTA was formed to foster collaboration between the partner transit agencies for the coordination of public transit services, connection of transit service areas, and the provision of cost effective transit services within the territory served by the NWOTA parties. This project serves the northern most route in the NW Connector system.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

The collaborative efforts of NWOTA include promoting public transportation and the Connector system throughout NWOTA service areas; working cooperatively with the other NWOTA Parties to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts; coordinating equipment and services associated with the interconnection of party service areas; and developing internal expertise, including personnel, to share among the Parties. Previously this route has been operated by both Columbia County and SETD and riders would connect to each transit provider in Rainier. This project will be streamlined to eliminate riders having to transfer. SETD will provide service on the entire route from Astoria to Portland. This project will also enhance the comfort of the ride by utilizing motor coaches on this route. The motor coaches will be equipped with wheelchair lifts and will have sufficient baggage storage areas. These motor coaches will be branded with the NW Connector logo to heighten awareness of the service. In order to provide additional rider convenience, we are including implementation of an E-fare program. We will be the test agency for NWOTA for this E-Fare program.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

For this project, we are proposing a 10% match due to the capital projects we are proposing and for being the operator of the route. By us operating the route on Highway 30, we are serving two counties providing connections to Union Station in Portland. We are keenly aware of the challenging financial constraints that Columbia County has with their transit system. We feel that by us operating the route this biennium will give them the time to focus on their local service and work on long term financial strategies. When they become stable again, we envision working together on this route again, sharing local resources to provide the service. By enhancing this route, it will show our elected leaders how NWOTA is supporting and showcasing the Oregon Public Transportation Plan.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

N/A

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

By reducing the amount of automobiles on Highway 30 and increasing ridership on this route through a more streamlined route with motor coaches, a reduction in greenhouse gas emissions can be significant. Our marketing efforts to encourage bicycle travelers on our route to the coast so they can travel the Oregon Coast Bike Trail will support positive health outcomes.

25. Describe how the project increases use and participation in active transportation, including public transportation.

We will be enhancing marketing efforts targeting bicycle users to come to the coast on this route so they can travel on the Oregon Coast Bike Trail. We will also be doing the same type of marketing in Clatsop County to promote bicycle use in the Portland metro area.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

Reducing the amount of single occupancy vehicles on the highways is a key priority for SETD. As a tourist destination, we recently were part of the Travel Oregon North Coast Tourism Studio. The focus on this Studio was about managing the impact of tourism in our area. Not only is congestion an issue on Highway 30, but safety is another primary concern especially in Clatsop County, is notoriously dangerous. This article, https://www.dailystar.com/news/local/dangerous-approach/article_9dfc92f9-3d29-5da0-8fd3-e01312a4f2fe.html, shows that between 2012 and 2016, 298 accidents occurred in the 26 mile stretch of the highway east of Astoria causing 253 injuries and 9 deaths. For the entire route we are proposing, there have been a total of 2047 accidents in the 5 year period. From 2012 to 2016, there was a total crash increase of 37%.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A.

We are proposing to purchase two used motor coaches along with an E-fare system. We will be utilizing the TouchPass system from Delerock. This system is the same one that Rogue Valley Transportation District is using and Central Oregon Intergovernmental Council's Cascades East Transit is also using. We looked at the Hop Fastpass system that Trimet uses but it was cost prohibitive for an agency our size. It was estimated to be between \$387,699 and \$584,978.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$ 170,000	\$	\$	\$	\$	\$ 170,000
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$ 90,000	\$	\$	\$	\$	\$ 90,000
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$ 10,000	\$	\$	\$	\$	\$ 10,000
Operating	\$ 530,000	\$	\$	\$	\$	\$ 530,000
Preventive Maintenance	\$ 20,000	\$	\$	\$	\$	\$ 20,000
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 820,000	\$ 0	\$ 0	\$ 0	\$ 0	\$820,000

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (If Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 820,000	10 %	\$ 738,000	\$ 82,000	Property tax/timber rev. Text	\$	Yes Yes/No	12/1/2019 xx/xx/xxxx	0 %	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	MCI Text	102-DL3 Text	A Select Letter (A-E)	2 #	\$ 85,000	\$ 170,000	57 #	2 #	45 #	D G/D/BD/E/HG/CNG/OF	8/19/2019 xx/xx/xxxx	12/02/2019 xx/xx/xxxx	600,000	12/21/18	Complete	Good
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle	Expansion/Replacement	Only	Text	Text	Select	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only

Purchase 6		answer if replacing vehicle			Letter (A-E)								answer if purchasing used vehicle	answer if purchasing used vehicle	answer if purchasing used vehicle	answer if purchasing used vehicle
Vehicle Purchase 7	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 8	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 9	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 10	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF xx/xx/xxxx xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Vehicle Replacement Information

Vehicles to Be Replaced	Year	Make	Model	Vehicle Category	VIN	Seats	ADA Stations	Seats with ADA Stations Deployed	Fuel Type	Vehicle Mileage	Disposal Type	Vehicle Condition	Vehicle Maintenance History
Vehicle Replaced 1	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 2	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 3	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 4	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 5	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 6	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 7	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 8	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 9	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 10	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.

Equipment, Bus Stop Amenities, and Other Assets

Equipment, Signs, Shelters, Facilities, Land	Item Description	Model Number	Quantity	Estimated Unit Cost	Total Cost	Expected Order Date	Expected Delivery Date	Item Location	Lot Size	Square Footage	If breaking ground, have you filled out DCE?
Row 1	E-Fare System Text	TouchPass	1 #	\$ 90,000	\$ 90,000	08/30/2019 xx/xx/xxxx	12/02/2019 xx/xx/xxxx				e If Applicable
Row 2	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 3	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 4	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 5	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 6	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 7	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 8	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 9	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 10	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable

Document Upload [top](#)

Documents Requested *	Required?	Attached Documents *
Document 1		Advisory Committee Bylaws
Document 2		Long Range Comprehensive Transportation Plan
Document 3		
Document 4		
Document 5		
Document 6		
Document 7		
Document 8		
Document 9		
Document 10		

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 134233

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Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Tillamook County Transportation District NWOTA Website Trip Planner Enhancement Project

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 2/1/2019 11:55:38 AM (Pacific)

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EIN 93-1235175

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.Keefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

Tillamook County Transportation District (TCTD) was established by the Tillamook County Board of Commissioners under ORS 267.510 in July 1997. TCTD is governed by a 7-member Board of Directors who are elected at large and have the statutory authority to adopt public transportation plans, operational policies, adopt an annual budget, impose taxes and user fees, and execute contracts and intergovernmental agreements.

The TCTD administrative and operations activities are overseen by a general manager (Doug Pilant) who reports to the District's Board of Directors. Mr Pilant's transit career spans almost 30-years as a transportation planner, operations manager and has served as general manager for the past 7-years. An organizational chart has been uploaded for reference.

The Northwest Oregon Transit Alliance (NWOTA) is an intergovernmental agreement between TCTD, Sunset Empire Transportation District, Lincoln County Transportation Service District, Benton County and Columbia County. TCTD serves as the Fiscal Agent on behalf of NWOTA. The Directors of each member agency serves on the Coordinating Committee, which meets monthly. The Coordinating Committee's are governed by an adopted set of bylaws. A copy of the IGA and Bylaws have been uploaded.

NWOTA contracts the Columbia-Pacific Economic Development District to provide administrative and planning support. The District's Executive Director, Mary McArthur works directly with the Coordinating Committee by facilitating meetings and organizing the NWOTA Management Plan's activities.

TCTD's general manager (Doug Pilant) serves as the Coordinating Committee's Chairperson and works directly with the TCTD accounting specialist (Tabatha Welch) to maintain NWOTA's financial budget activities. NWOTA has its own unique fund to track income and expenses.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

TCTD will implement the same project management model that NWOTA used to successfully create its national RTAP award winning NWOTA website.

As mentioned previously, the NWOTA coordinating committee meets monthly. NWOTA's administrator, Mary McArthur will be responsible for assisting in grant management by coordinating the project subcontractors activities and communicating the progress to the Coordinating Committee. Meanwhile, TCTD general manager, Doug Pilant has managed numerous grants throughout his 30-year career and he serves as Chairperson for the NWOTA Coordinating Committee.

Since TCTD is the NWOTA fiscal agent the District's finance manager Tabatha Welch will be responsible for managing and reporting the grants activities to both the Coordinating Committee and ODOT. Ms. Welch is experienced and seasoned in compiling the grant related data and reporting it to ODOT at the end of each quarter.

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

A detailed project description of the NWOTA Website Trip Planner Enhancement Project has been uploaded. Below is a brief overview of the project.

Goals:

- 1) Improve the NWConnector.org website trip planner
- 2) Establish a process for government agencies to improve OpenStreetMap
- 3) Provide the software tools and processes developed for other transit agencies to use

Resources:

This project is designed to leverage previously existing software and data standards such as; OpenTripPlanner (OTP), OpenStreetMap (OSM), General Transit Feed Specification (GTFS), and the GTFS-flex technology to incorporate demand responsive transit services.

Process:

The proposed project will consist of the following 8 tasks:

- 1) Review OSM data and perform high-value maintenance activities to identify who maintains OSM data within the region along with determining the frequency and what gaps currently exists. The final determination will be what are the next steps prior to launching of the new trip planner.
- 2) Deploy the OTP and incorporate the GTFS and GTFS-flex data sets that are available.
- 3) Develop a new NW Connector trip planner interface for the NWConnector.org website.
- 4) Conduct a user testing, feedback, and review process of both the current nwconnector.org website and the OTP trip planner interface with public users to give feedback comparing the two trip planners in functionality and style. Updates and enhancements will be made in accordance with user feedback.
- 5) Examine the role OSM data plays in user feedback, and whether map issues are resulting in negative user experiences. After the analysis is completed NWOTA may collaborate with other government agencies, or create an ad hoc committee with the involvement of other agencies and organizations, to ensure the long-term maintenance of the OSM data for the region.
- 6) Launch the new trip planner interface and platform and complete a 2-year implementation period to ensure stability of the resource during outreach to other agencies.
- 7) Once operational begin defining the reasonable usage based on known direct costs to gain clarity on direct and indirect costs of the maintenance of both OTP and OSM. NWOTA will itemize these costs, and calculate how costs would scale with the addition of more GTFS data sets, a larger street network encompassing a wider region, and more API calls from additional agency websites. NWOTA will develop usage limits for small users and partnership dues for agencies and organizations wishing to have expanded access the OTP API, in a way that allows other agencies to incorporate their services at reasonable marginal rates.
- 8) Knowledge sharing and open technical resources to provide public resources on how to utilize the OTP API and OSM data maintenance processes that address map data issues other agencies may expect to find. This will include online guides and links to useful tools, marketed by NWOTA. NWOTA and Trillium will also hold public webinars and if accepted, a presentation at the Oregon Public Transportation Conference explaining the software resources and how they can be accessed.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

The NWOTA Connector Management Plan (Page 27 and 31) was adopted by the Tillamook County Transportation District Board of Directors on November 17, 2016.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$146,500

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary

- ✓ STIF Intercommunity Discretionary
- e FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

The NW Oregon Connector trip planner project will improve transit access to vulnerable populations by allowing people to plan trips that are beyond 60 days, improve the reliability of trip planning data/information, expand the geography of existing trip planning area, and provide demand response transit services information to facilitate the first/last mile leg of trips.

- 1) Currently, the NWOTA trip planner is limited to planning trips 60 days into the future. This is due to Google Transit API limitations. This trip planner project project will allow people who are part of the the vulnerable populations to use the trip planner to plan trips further into the future.
- 2) Using OpenStreetMap as the platform will enable member transit agencies to be positioned to accurately manage trip planning data so that it will become more reliable and up to date when being accessed by the vulnerable populations.
- 3) Establish a process for other transit agencies and local governments to access and use the OpenTripPlanner and OpenStreetMap platforms to expand beyond the NWOTA 5-county geographic services area. For example, NWOTA has been collaborating with the Cascade West Council of Governments Medicaid Brokerage to provide trip planning access to vulnerable populations throughout Linn County. NWOTA would like to reach out to other counties such as Washington, Polk, Marion and Yamhill counties to further the reach of regional trip planning.
- 4) Many travelers need better and more reliable information about local demand response services to complete the first/last miles legs of their trips. NWOTA intends to utilize the OpenTripPlanner platform to integrate the partners' local demand response services into the trip planning decision-making of the vulnerable populations.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

Northwest Oregon Transit Alliance (NWOTA):

NWOTA is an Intergovernmental Agreement (IGA) between TCTD, Sunset Transportation Empire District, Lincoln County Transit District, Benton Rural Services and Columbia County Rider. NWOTA is governed by a Coordinating Committee that consists of each agency's managing director. The Coordinating Committee meets monthly to coordinate, market and brand the 5 counties' collective transit services as a single NW Connector service.

NWOTA shares a website designed to brand the agencies' services as a the NWConnector regional transit service and provides a trip planner. The website also features Trip Ideas and provides local upcoming event information. Each agency's individual website is hosted within the website. The purpose of this grant is to create technology that enables people to schedule trips further out than 60 days.

Regional Non-Emergency Medical Transportation Brokerages:

NWOTA is collaborating with Cascades West Council of Governments (CWCOG) on this project. Cascades West operates a non-emergency medical transportation brokerage that serves Lincoln, Benton and Linn counties. The COG is developing a project that uses technology to improve the identification and communication of travel options to the residents of these 3-counties.

TCTD operates and manages the NW Rides non-emergency medical transportation brokerage that serves Tillamook, Clatsop and Columbia counties 3-county region and is very interested in the NW Rides brokerage adopting the Cascades West technology in the future.

North Coast Tourism Studio Project:

NWOTA has been an active participant in the North Coast Tourism Studio Project that past year. The purpose of this project is to determine how coastal communities can mitigate the impact tourism has on the quality of life of coastal communities. NWOTA has worked with the region's Chamber of Commerce and Visitor Centers and discovered that out-of-area visitors, in particular visitors from other countries must be able to have longer range access to information about public transportation service bus schedules. Therefore, the region's Chamber and Visitor Center Executive Directors endorse this project and believe it along with fare technology should be adopted.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

The NWOTA Website Trip Planner Enhancement Project supports and improves the utility of the statewide transit network by providing more accurate and timely information to improve passenger experience and will develop a technology that can become the foundation of a platform other transit agencies can easily adopt. For example, since the NWOTA geographic area already encompasses transit providers and services in Lincoln and Benton counties, it would be conceivable for the transit providers in Linn County to adopt this technology.

Over the past decade the public has become increasingly reliant upon the internet and mobile device applications to perform their trip planning activities. Meanwhile, the NW Oregon Coast is a major tourism destination for visitors from across North American as well as from international destinations in Asia and Europe.

This past year NWOTA has been participating in the North Coast Tourism Studio Workshops where it was revealed that out-of-area travelers must have access to long-range transit scheduling information. Further developing the OpenStreetMap technology to be used by the NWOTA website trip planner will provide visitors from across the world as well as Oregon access to reliable transit schedule information.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

NWOTA partners will collectively provide the local matching funds for this project. As mentioned previously, TCTD serves as the NWOTA fiscal agent and manages the NWOTA Fund. Once completed the NWOTA partners will collectively provide resources to maintain the project.

When other transit service providers, such as those in Benton and Linn counties choose to participate by adopting this platform they would be expected to contribute to the ongoing maintenance of the data. As this platform expands to incorporate other geographic areas those entities would also contribute to the ongoing maintenance. The project scope contains the definition of a cost structure that would allow other agencies to participate while paying only the marginal costs for adding them to the system, thus benefiting from the initial investments being made by NWOTA.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

Not applicable

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

This proposed project in partnership with the Cascades West and NW Rides non-emergency medical transportation (NEMT) brokerages would bring more transit options to the brokerages trip schedulers. The NEMT brokerage trip schedulers are knowledgeable of the contracted NEMT transportation providers. However, they lack adequate knowledge of other public transit options for the eligible Medicaid clients. By adopting the GTFS-flex technology the brokerage trip schedulers would have access to more transit options for people to get to their medical appointments thus supporting positive health outcomes.

Also, providing potential bus riders with longer range trip planning tools would provide reliable information so that travelers could understand and create trip itinerary. This would encourage more people to use public transportation thus reducing traffic congestion, greenhouse gas emissions and pollution.

NWOTA periodically conducts and analysis of how the partners collective services are reducing greenhouses gases. NWOTA has a calculator to measure outcomes. A 2017 review of greenhouse gas and pollution reductions have been uploaded for review. NWOTA partners anticipate the enhanced website will encourage more people to use public transportation services thus reducing greenhouse gasses and

Safety, Security, and Community Livability

(Score weights: Discretionary = 25%, STN = 10%)

25. Describe how the project increases use and participation in active transportation, including public transportation.

The proposed NW Connector Website Trip Planner Website Enhancement Project proposes to incorporate the GTFS-flex technology that will provide passengers relevant information about demand response transit options to complete their first/last mile of their trips.

This project will also promote public transit options to bicyclists traveling to/from the coast and provide those individuals who rely upon bicycles with reliable route and schedule information.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

The NWOTA Website Enhancement Project will improve the safety of passengers in transit vehicles by providing reliable real time information of schedules. Incorporating the GTFS-flex technology will enable passengers to travel their first/last miles by having access to demand response transit information within the communities they are traveling.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. This project will be the property of the NWOTA partners as per the terms of the NWOTA Intergovernmental Agreement (IGA). The NWOTA partners will also share the costs of the project per the NW Connector Management Plan and IGA. A more detailed task description and budget has been uploaded for further review.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$	\$	\$	\$	\$	\$ 0
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$	\$	\$	\$	\$	\$ 0
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$	\$	\$	\$	\$	\$ 0
Operating	\$	\$	\$	\$	\$	\$ 0
Preventive Maintenance	\$	\$	\$	\$	\$	\$ 0
Mobility Management	\$ 149,600	\$	\$	\$ 14,960	\$	\$ 164,560
Total	\$ 149,600	\$ 0	\$ 0	\$ 14,960	\$ 0	\$164,560

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (if Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 149,600	10 %	\$ 134,640	\$ 14,960	Locally generated monies Text	\$	Yes Yes/No	07/01/2019 xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

5		replacing vehicle			E)												purchasing used vehicle	purchasing used vehicle	purchasing used vehicle	purchasing used vehicle
Vehicle Purchase 6	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$	0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx		Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 7	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$	0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx		Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 8	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$	0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx		Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 9	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$	0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx		Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 10	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$	0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx		Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Vehicle Replacement Information

Vehicles to Be Replaced	Year	Make	Model	Vehicle Category	VIN	Seats	ADA Stations	Seats with ADA Stations Deployed	Fuel Type	Vehicle Mileage	Disposal Type	Vehicle Condition	Vehicle Maintenance History
Vehicle Replaced 1	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 2	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 3	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 4	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 5	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 6	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 7	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 8	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 9	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 10	xxxx	Text	Text	Select Letter (A-E)	17 digits	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.

Equipment, Bus Stop Amenities, and Other Assets

Equipment, Signs, Shelters, Facilities, Land	Item Description	Model Number	Quantity	Estimated Unit Cost	Total Cost	Expected Order Date	Expected Delivery Date	Item Location	Lot Size	Square Footage	If breaking ground, have you filled out DCE?
Row 1	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 2	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 3	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 4	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 5	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 6	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 7	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 8	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 9	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable
Row 10	Text		#	\$	\$	0	xx/xx/xxxx	xx/xx/xxxx			e If Applicable

Document Upload [top](#)

Documents Requested *	Required?	Attached Documents *
Document 1		Restated and Amended NWOTA IGA
Document 2		NWOTA Coordinating Committee Bylaws
Document 3		NWOTA Trip Planner Project Description
Document 4		TCTD Organizational Chart
Document 5		NWOTA Trip Planner Budget
Document 6		NWOTA Greenhouse Gas Calculator
Document 7		
Document 8		
Document 9		
Document 10		

* ZoomGrants™ is not responsible for the content of uploaded documents.

Date: February 21, 2019

To: Board of Commissioners

From: Kathy Kleczek

Re: Agenda Item 9.e Report from the 2019 SDAO conference in Sunriver.

First, I am grateful for the opportunity to have been asked by the SETD board to attend the SDAO Conference this year. I made sure my days were full of sessions that I could use material for bringing back information and ideas to SETD.

Friday's sessions I attended were:

Recruiting, Orienting & Retaining a High Impact Board- Highlight of this session for me was:

Board recruitment is NOT a burden it is an OPPORTUNITY

What strategic partners does the organization need?

What sectors of the community do you need represented?

What skills do you need?

What demographics do you think are important?

Who would be willing and feasible to run/be appointed?

Now evaluate:

What do we currently have, and qualifications do we possess already?

Take a list of priorities

Check which you already have and which you don't

Use this "matrix" as a way to strategically recruit

Internal Controls for Small Local Governments- Take-away there are many ways to approach internal controls not all seem as common sense as others.

Saturday's Sessions were:

Public meetings overview and Executive Sessions- take-away we do a good job noticing and running our executive sessions. Transparency is key to good government and less Executive Sessions help keep everything we do in a public meeting transparent. We have excellent support from staff to make sure our meetings are noticed and properly posted.

Priority Planning: take-away we need to work on a vision and mission statement for SETD and keep it in mind in all that we do. The mission and vision statements need to be re-visited periodically to make sure they remain relevant and no updates are needed. I look forward to working on this at our retreat in March.

Lessons your Civics Teacher Never Taught you: Stronger Governance Through Collaboration, Compassion- This was a good one.

Interests - what people care about, the reasons, needs and concerns that motivate the demands that negotiators make; the "why" behind the "what"

Interests may be met by more than one position Important to understand own and others' interests. Different types of interests:

Substantive, Personal/career, Relationship, Symbolic Interests are subjective – important to see the world from the other's perspective Important to understand the role of assumptions, perceptions and feelings

As usual SDAO put on an excellent conference and all of the materials are available for download. I am happy to provide any of the class materials and discuss the sessions I attended on a one on one basis. Also, I can always email materials we were given in class. As you are aware at the Annual Business meeting and SDAO Board Elections I was chosen to join the SDAO Board. I will do my utmost to represent SETD in the best way possible and to help raise awareness of all we hope to achieve in the Transportation realm in Clatsop County.

Date: February 22, 2019

To: Board of Commissioners

From: Tami Carlson

Re: Agenda item 9.f Executive Director Performance Evaluation 2018

Per SETD Policy, each year, the Board conducts a performance evaluation for the Executive Director. It is time to move forward with this process. The subcommittee includes the Board Chair, Vice Chair, Secretary Treasury and the Human Resource Officer.

The evaluation process is designed to help the District to fully accomplish its goals. The Board will determine those goals and objectives to reaffirm the SETD mission, strategic direction and future of the District. The Board determines the appropriate compensation package based on the Executive Director's annual performance evaluation.

Executive Director Report
February Board Meeting
Jeff Hazen

-Uniontown Reborn project is moving along. I am on the strategic advisory committee and we met last month. We took the committee on a brief tour of the area to get a more visual look at some of the things that the consultants are working on based on our input and the input from the community open house.

-Paul and I attended another Natural Hazards Mitigation Plan Update meeting last month. Due to the government shutdown, DLCD wasn't able to finalize the IGA so we are still waiting on that. The match for the grant will be a soft match, no cash match will be necessary from the participating agencies.

-The developers for the Grocery Outlet appealed the planning commission decision and appeared before the City Council. The City Council has remanded the decision back to the planning commission and they will work on it again on March 5th.

-I met with a representative of the CCO about the new opioid treatment facility that will be going in Seaside. I shared the route that will be able to serve the location on Highway 101.

-I submitted the \$5311 grant to ODOT and am now working with our RTC on the scope.

-The Cannery Pier Hotel had an interesting proposal for us. They wanted to donate the double decker bus that they own to the District. Paul, Scott, and I took a look at it and determined that it would need a major overhaul and that we don't have the space or bandwidth to take it on. The upper deck is open air and it would need to be stored indoors and our facilities are not tall enough for it. We declined the offer unfortunately.

-I met with the new CEO of Providence Seaside. He comes to us from Hood River Providence.

-The County is working on a bike/ped improvement on 19th in Warrenton. Paul is working with them to include a bus pullout by the parole and probation department, a very popular stop on our Route 101.

-You will notice that you don't have a rider report in your packet. We are working on delegating that task and should be on track next month.

Weekly Reports:

1/29/19

Each month we hold driver meetings and last Wednesday was the January meeting. These meetings provide an opportunity for operations leadership to share concerns and opportunities

for improvement. It also affords drivers the opportunity to share issues they may be experiencing while out on routes. Often times a driver will bring up a specific example of a certain rider and the challenges they may be experiencing with them. Generally, all the drivers know the rider that is being discussed and we are able to work through the issues. Jason sits in on the meetings and he reinforces that he can help with those individuals that may need a little extra attention and training. Last week, I attended and discussed the potential services cuts and gave them an opportunity to ask questions. Because they had each been talked to one on one about the shutdown and how it may affect service, there were very few questions.

We had another bargaining session last week with the ATU. I believe we will likely have an executive session at the February Board meeting so we can discuss economics. We won't have another bargaining session until March.

On another note, you may have noticed that Jason has lost a lot of weight. He now rides his bike to work on most days and his transformation is having a positive effect on others. John recently began taking walks in the afternoon. I can't tell you how thrilled I am to see him wanting to change his habits and work on getting healthier!

2017-2019 SETD Strategic Plan

Priority One

- Benchmark Services
 - Ridership increases & Decreases **Goal = +15% YTD = +10%**
 - On-time Performance **Goal = 95% January performance was 58.5% and Tillamook was 56.9%.**
 - 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 = 22%**

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

- Complete a feasibility study including associated cost to include
 - Adding Columbia County services into SETD **Completed**

- Increasing services **New transportation package will provide funding in 2019 to allow for additional services. Will be submitting our STIF plan by April 1, 2019. Will receive funding in October 2019.**
 - Fixed routes **Added 2 additional loops on each weekend day of the Pacific Connector and add another loop on Route 20 M-F.**
 - Para-transit
 - Dial-a-ride
 - RideCare **No longer Relevant**
- Improving System
 - Improved lighting at bus shelters **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. New shelter installed at NW Seniors and Disabilities Services by developer in Warrenton.**
- Technologies
 - Real-time bus tracking **Completed**
 - Website **Completed. Received 1st place in NRTAP nationwide contest. Plans to upgrade trip planner are being designed.**
 - 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 **Lot attendant hired, noticeable difference.**
 - Shelters **Weekly cleanings in place**
 - Facilities **Major headway made at the Warrenton facility. Transit Center Parking lot restriped professionally. All exterior lighting on the plaza and in the Warrenton yard updated. New monitoring system being installed at TC.**
 - Employees **New coats, shirts, and hats distributed to drivers.**

Priority Two

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

- Employee rewards
 - Hats
 - Pins
 - Shirts We've instituted Popcorn Fridays. Very popular.

Priority Two (cont.)

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

Priority Three

- Develop capital replacement Plan
 - Fleet **Replacement plan has been in place. RFQ for 4 new buses going out this month.**
 - 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**

Operations Report
February 2019 Board Meeting
Paul Lewicki

Good News! We have hired three new bus drivers. Two have experience and have their Commercial Driver's Licenses (CDLs), while the third new hire obtained his CDL permit prior to applying. The two licensed drivers need only to learn SETD routes, and they can be put on routes. This is expected to take three to four weeks. The third new hire will need to receive driver training in order to obtain his CDL. It is expected that this driver may require eight weeks to be able to drive routes. Also, our last hired driver has passed her CDL test and received her license. She is driving on route this month. I reported last month that we were expecting a seasonal driver to be on board for the summer. That applicant has notified us that he will not be available this year. Still, we will be in good shape going into our summer season.

Of note: We have not received a single complaint from the drivers this winter about heaters on the buses not working. A great job by our fleet maintenance folks. One driver, however, did complain that the heater was keeping it too hot in the bus. That's been repaired.

We have launched the Ecolane Paratransit Software project with a conference call including SETD staff, Ecolane staff, and staff from Tillamook. Software engineers from Ecolane and iFocus are coordinating the data migration from OBSS to Ecolane. We have contacted Verizon to contract for on-board tablets and Verizon service to support our Ecolane installation. As part of that exercise, we are working with one of the Verizon representatives who handles government contracts and handles the Verizon items on Oregon's state pricing contract. We are working to achieve some cost savings by consolidating our District cell phones, our paratransit tablets, and our AngelTrax wireless data communications into a single contract.

Installation of the new video surveillance system is underway at the transit center. We are replacing the recorder and the eight cameras which have been in place for more than 6 years and are no longer able to record. The system that was purchased for this project includes 10 cameras, so it should improve our coverage while affording effective video both inside and outside the transit center. Completion expected by March 1st.

It was recently discovered that the Transit App stop IDs were missing from our website. After contacting Trillium, the problem has been corrected.

We are working with the Communication Site Leasing Manager for Washington to renew our Naselle Ridge Lease. This is the agreement that allows us to use the site for our two-way radio repeater for bus communications with base and the transit center. I expect renewal for 2019 this month. Annual cost is between \$2,000 and \$3,000.

March 18th is Bus Driver Appreciation Day. To recognize our drivers, we will hold our monthly drivers' meeting on Monday, March 18th. There will be a chili cookoff featuring recipes by our Executive Director and our Finance Officer. Others may participate. I invite members of our Board to join us, meet our drivers (including several new ones) and vote for your favorite chili recipe. There will be two meetings; one at 11:00 and one at 2:30.

RIDE ASSIST

February Board Meeting Report

Jennifer Geisler

- We have started the process of implementing EcoLane, the new scheduling software for RideAssist. Paul and I had our first phone conference with Jim Stec, Priscilla Vargas, and Matt Taylor from EcoLane and Doug Pilant and Brent Olson from Tillamook County Transportation District. We will be ordering tablets with protective skins and cup holder mounts for each RideAssist driver.

- January 2019, RideAssist had a total of 689 rides for an average of 32 rides per day. There were 689 ADA rides, 0 Dial-A-Ride, 110 personal care attendants and we provided 149 Medicaid rides for NorthWest Rides.

- There were two ride denials for ADA Paratransit due to no capacity.

- ADA Paratransit Report

Number of completed applications received: 6

Number of incomplete applications received: 0

Number of interview/assessments scheduled: 0

Number of interview/assessments completed: 0

Number of determinations made:

 Within 21 days: 1

 More than 21 days: 5

Determination by type:

 Unconditional: 1

 Conditional: 0

 Temporary: 0

 Not eligible: 0

Number of appeals requested: 0

Number of appeals heard: 0

RideAssist Fares Collected/Billed for January 2019

- Para-transit Fares: \$ 692
- Tickets Collected: \$ 580
- Medicaid Billed: \$ 2807
- Ticket books sold: \$ 480
- Dial-A-Ride Fares : \$ 0

Mobility Management
February Board Meeting Report
Jason Jones

- In the months of November and December I held 3 meetings with agencies in Clatsop County to discuss which of our services could help them and their membership have better access through transportation to all that our community has to offer. The employment office at DHS was very excited to know that I could provide individual travel training to people in need of transit for work. In speaking to the local food bank in Warrenton it was clear that better access through our fixed route and Paratransit services would help them in their mission to feed the community. I was able to get some short yet valuable time with Northwest Senior and Disability services to talk about our services in general.
- I had 4 travel trainings in January and 1 travel engagement as well as the Veteran's Stand down for a total of 6 events. I was able to extend some advanced customer service to 5 people 2 of them being in Seaside location.
- I continue working to develop relationships with local taxi vendors hoping that I can convince them to reduce their fare when I refer people through my program. This item will help me create more options when I trip plan for people who are not in the vicinity of our routes.
- ADA Paratransit application review and processing is on-going.
- The Veterans Enhanced Transportation Program (VETP) provided 52 trips to our local Veterans. 30 trips were to the DAV van for trips to Portland while 12 were to local services such as the Knight Cancer Center and Camp Rilea medical center.
- I continue to ride the routes when I have some open time to be as well versed as I can in all the little details.
- Matthew (Transportation Options) and I continue to work together to further develop our two programs. I appreciate the opportunity to be here in support of Matthew with whatever I can assist in.

Transportation Options
February 2019 Board Report
Prepared by Matthew Weintraub

The past month has been spent primarily on planning for 2019 calendar year, as the increase in TO funding via HB 2017 also means increased collaboration on ODOT projects. To this I have also added some continued employer outreach events and target Safe Routes to School programming outreach. I have worked with ODOT program managers, planners and local stakeholders in developing plans. In particular I have two projects, the New Youngs Bay Bridge construction project and transit stop inventory that will begin activation during the last week of February.

Meetings Held

Astoria Downtown Historic District
Oregon State Parks
Oregon Department of Transportation
Salmonberry Trail Foundation
Nehalem School District
National Safe Routes to School Partnership
City of Astoria
Clatsop County
Cannon Beach Academy
Oregon Coast Visitors Association
Cannon Beach Chamber of Commerce
City of Cannon Beach

Outreach and Education
February 2019 Board Report
Mary Parker

Tongue Point Job Corp Student Transit Training- Training has resumed after the Holidays with large classes. There has been some disappointment due to the changes to the Lower Columbia Connector schedule as access to Portland for students is much more limited for those who have family there. I review local history and the immense natural beauty that is accessible to the students and encourage them to take in as much as possible while living here. A great comment by one of the students from Virginia when encouraging them to make plans on the weekends to see the sights: “Everything is so old here!”

Seaside Transit Center- I have been working with Signs 1 and the owner of our new Seaside Transit Office on signage. We are very happy at the how the signs turned out. I would say we are officially “on the map” in downtown Seaside! We still have a lot of work to do reaching out to inform everyone about our new location, but we are getting there! It is so nice to have a warm bright office in the heart of Seaside.



Riders Appreciation Day- We had a great day celebrating our riders all day on January 29th. All bus rides were free in Clatsop County and we had refreshments and rider information available all day at both the Astoria Transit Center and the Seaside Transit Office. We had a drawing for 6 prizes which included back packs, first aid kits, water bottles and flashlights. Rider Appreciation Day is held on the same day every year and is in conjunction with the Homeless Connect event organized by Clatsop Community Action which is held at the Seaside Convention Center.

Schedule changes- The final changes were made to the Columbia Connector and Route 15 schedules at the beginning of February, so we have been busy posting the new schedules at the Transit Center, on the buses and in the shelters. They are also available on Facebook and on our website.

Our Coast Magazine- I have placed an ad in the Our Coast Magazine which is a beautiful full color magazine featuring a wealth of information for those traveling to the Columbia Pacific region. 30,000 copies are printed and distributed from Portland west including all the coastal towns to Manzanita, from Longview west to Westport and all the coastal towns of southwest Washington. Our Ad encourages using transit as part of a travel adventure and includes information about the NWConnector and the passes available. The magazine will be out in print and available on line on March 20th.

Human Resource Report
February Board Meeting Report
Tami Carlson

- Recruitment for a Mechanic Assistant resulted in the hiring of Corey Lyon. Corey is from Astoria and helps with a family owned business. In the past, he has been involved with the district's fire extinguisher inspections. A Lot Attendant/Bus Washer was also hired. Welcome Sheila Pavey! Miriam Bradford was hired, trained and with the districts help, she obtained her CDL. Congrats Miriam! Welcome back Fixed Route Driver Jeff Curry! Replacing Marcela Foeste CSR at the TC is Stephanie Rodrigues. Stephanie was a CSR for RC and was rehired in January when Marcela retired.
- January 3rd attended a SDAO Webinar, Return to Work (RTW). The webinar covered how to effectively process worker's compensation claims and how to mitigate costs through an early return to transitional work process. The webinar covered the State's Employer at Injury Program (EAIP) which can be utilized to purchase equipment and expedite the return to work process. The district already participates in the EAIP.
- Employee of the 3rd Quarter of 2018 was MacKenzie Lindquist. MacKenzie drives for fixed route and when needed she is the person in charge (PIC) for the route drivers. The district rehired MacKenzie in March 2018 after she left in 2016.
- Employee of the 4th Quarter and Employee of the Year 2018 is Jennifer Geisler. Jennifer has done many tasks for the district, driver for fixed route and paratransit, Operations Assistant and is currently the ParaTransit Supervisor.
- All went well while I was on leave. Jackets for all drivers arrived, feedback that the neon yellow safety jacket with reflective tape and new SETD logo were definitely a good choice.
- Donna Buganan, Payroll/Accounting Clerk is doing a great job at payroll and has settled into her new position at the transit center. GNSA, payroll services provided district employees their 2018 W-2s before the January 31st deadline.
- Other projects – 2019 renewals were submitted, including property/cyber insurance, AFLAC, HRA, FSA and 2019 United Way enrollment; resumed 2019 online SafePersonnel trainings; updating district's employee job descriptions.