



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY DECEMBER 05, 2019

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. OATH OF OFFICE FOR NEW BOARD MEMBER
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3 minute limit)
6. APPROVAL OF BOARD MEETING MINUTES
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. FINANCIAL REPORTS
9. OLD BUSINESS
10. NEW BUSINESS
 - a. Board Committee Assignments
 - b. Credit Card Limits
 - c. NW Navigator Agreement Approval
 - d. STIF Projects Update
 - e. NWOTA Northwest Oregon Transit Access Project Presentation
 - f. Oregon Public Transportation Conference Reports
11. CORRESPONDENCE
12. EXECUTIVE DIRECTOR REPORT
13. LEADERSHIP TEAM REPORTS
14. PUBLIC COMMENT (3 minute limit)
15. OTHER ITEMS

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
ISN	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY

LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RAC	RIDECARE ADVISORY COMMITTEE
RC	RIDECARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
RPTD	RAIL AND PUBLIC TRANSIT DIVISION
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND

SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	SPECIAL TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
STS	SUNSET TRANSPORTATION SERVICES (NAME CHANGE THAT DIDN'T HAPPEN)
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TECH	TECHNOLOGY
TGM	TRANSPORTATION GRANTS MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPAC	TRANSPORTATION PLAN ADVISORY COMMITTEE
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Interim Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Interim Chair Debbie Boothe-Schmidt, Interim Co-Chair Tamra Taylor, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Kevin Widener

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones and Financial Officer, Tracy Lofstrom
3. CHANGES TO AGENDA- Executive Director Hazen requested that scheduling a special meeting be added under New Business item c.
Commissioner MacDonald moved to approve the September Agenda as changed
Commissioner Taylor seconded the motion
Discussion- None
Motion passed unanimously

INTRODUCTION- Executive Director Hazen introduced Arla Miller who is SETD's ODOT Regional Transit Coordinator. Arla and has been based in Salem, however she recently announced that she is moving her office to the ODOT maintenance facility on Dolphin road in Warrenton and will permanently be in our area.
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE SEPTEMBER 26, 2019 BOARD MEETING MINUTES:
Commissioner Alegria moved to approve the September 26, 2019 Board Minutes
Commissioner MacDonald seconded the motion
Discussion- Commissioner Alegria: Page 6 first paragraph last phrase Boards needs apostrophe
Motion to approve the minutes as amended passed unanimously
Commissioner Widener abstained due to not attending the September 2019 meeting
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Taylor- Reported she had attended the Driver Barbecue at Operations and appreciated staff taking time to explain more things about the shop and operations to her.
 - b. Commissioner MacDonald- Reported he had attended the Seaside Traffic Advisory Committee meeting which is trying to deal with several issues including not having a right of way at Avenue S.
 - c. Commissioner Widener- Reported it was nice to be back and that he had attended the Driver Barbecue at Operations.
 - d. Interim Chair Boothe-Schmidt- Reported that she was sorry that she had missed the Driver Barbecue but her work schedule prohibited her from attending.
 - e. Commissioner Alegria. No report.
7. FINANCIAL REPORTS- Executive Director Hazen explained that following Dave Peterson's resignation he had called Tracy Lofstrom SETD's former Financial Officer and asked her to come and help us out for a month and she graciously agreed. Hazen said as you will see in my Director report Tracy has now agreed to return to her position full time and we are very excited to have her back.

Tracy reviewed the July 2019 Financial Report-

Commissioner Alegria moved to accept the July 2019 Financial Reports

Commissioner Taylor seconded the motion
Discussion – Tracy discussed how she sets up the monthly budgeting.
Motion passed unanimously

Tracy reviewed the August 2019 Financial Report

Commissioner Widener moved to accept the August 2019 Financial Reports
Commissioner MacDonald seconded the motion
Discussion- Tracy will correct wording from over to under budget and correct month from July to August under expenses. Commissioner Taylor asked about the Timber revenue and the lawsuit. Executive Director said SETD is not part of the lawsuit and he will wait until the next quarter to make any adjustments due to Timber Revenue being underbudget.
Motion passed unanimously

Tracy reviewed the September 2019 Financial Report

Commissioner MacDonald moved to accept the September Financial Report
Commissioner Widener seconded the motion
Discussion- Commissioner Alegria asked about changes that have been made to some of the account names. Tracy explained that Dave Peterson had abbreviated account names, but she will change them back. Commissioner Alegria also asked about the \$7 that is entered incorrectly. Tracy said she would remove it.
Motion passed unanimously

8. OLD BUSINESS-

Appointment of Commissioners-Executive Director Hazen explained due to the prior Board resignations, there are 2 vacancies to fill. Hazen said we have received 5 applications and 4 of the applicants have attended the meeting today. Executive Director Hazen requested filling position #3 first and then #7. Hazen explained that both positions will be filled until the 2021 election when Position #3 will run for another full term and Position #7 will run to complete the remaining 2 year term.

9:35 AM Chair Boothe-Schmidt called a 5-minute break

9:42 AM Chair Boothe-Schmidt called the meeting back to order

Commissioner Taylor requested that each of the applicants stand and introduce themselves and discuss their availability and if they have time constraints.

Larry Taylor stated he had no constraints and is happily retired.

Charles Withers stated that he was retired but is doing some contract work.

Lylla Gaebel said she was also retired.

Zoe Higginbottom stated she was not retired and works remotely from home.

Commissioner Widener asked Charles if he would have any potential conflicts with the other obligations he has. Charles said he does have some obligations, but they are manageable. Commissioner Widener asked Lylla Gaebel why she had not put information in the voter's pamphlet. Lylla said that she had personal things going on and the time ran out.

a. Appointment of Commissioner for Position # 3

Commissioner MacDonald moved to nominate Zoe Higginbottom for position #3

Commissioner Widener seconded the motion

Roll call vote

Commissioner Alegria- Nay

Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Nay
Commissioner Boothe-Schmidt- Nay
Aye 2 Nay 3 Nomination for Zoe Higginbottom did not pass

Commissioner Widener nominated Charles Withers for position #3
Commissioner Taylor seconded the nomination
Discussion- None

Roll call vote:
Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Aye
Commissioner Booth-Schmidt- Aye
Motion passed unanimously for Charles Withers

b. Appointment of Commissioner for Position # 7

Commissioner MacDonald nominated Diana Nino
Commissioner Widener seconded the motion
Discussion- None

Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Abstained
Commissioner Booth-Schmidt- Nay
Motion passed 3 Aye 1 Nay 1 Abstention for Diana Nino

c. Swearing in of new Commissioner- Charles Withers was sworn in to position #3 on the SETD Board and joined the meeting in progress.

d. Election of Officers- Executive Director Hazen reviewed that due to the prior resignations of the Chair and Vice Chair in September, the Board appointed Commissioner Boothe-Schmidt as temporary Chair and Commissioner Taylor as Co-Chair and now the Board needs to elect officers to finish out the rest of this fiscal year. Commissioner MacDonald asked Commissioner Boothe-Schmidt if she favored the position as Chair or Secretary/Treasurer. Commissioner Boothe-Schmidt said after a couple more meetings as Chair she will be much more comfortable.

Commissioner Taylor nominated Commissioner Boothe-Schmidt as Chair
Commissioner MacDonald seconded the motion
Discussion- None

Roll Call Vote:
Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Aye
Commissioner Withers- Aye
Commissioner Booth-Schmidt- Abstained due to being candidate
Motion passed

Commissioner Withers nominated Commissioner Taylor for Vice Chair

Commissioner Widener seconded the motion

Roll Call Vote:

Commissioner Withers- Aye

Commissioner Taylor- Abstained due to being candidate

Commissioner MacDonald- Aye

Commissioner Widener- Aye

Commissioner Alegria- Aye

Chair Boothe-Schmidt- Aye

Motion passed

Commissioner MacDonald nominated Commissioner Widener as Secretary/Treasurer

Commissioner Alegria seconded the motion

Discussion- None

Commissioner Withers- Aye

Commissioner Taylor- abstained

Commissioner MacDonald-Aye

Commissioner Widener-Aye

Commissioner Alegria- Aye

Chair Boothe-Schmidt- Nay

Motion passed

- e. November/December Board Meeting- Executive Director Hazen reported that in July the Board had agreed to have a combined November/December Board meeting on December 16th, however at the September Board meeting Commissioner Alegria said she could not attend the December 16th meeting. Hazen said he recently found out he also has a conflicting meeting on December 16th. After discussion the November/December Board meeting was rescheduled for December 5th at 9 AM.
- Commissioner MacDonald moved to have the November/December Board meeting on December 5, 2019
- Commissioner Taylor seconded the motion
- Discussion- None
- Motion passed unanimously

9. NEW BUSINESS

- a. Best Practices 2019-2020 Report- Mary Parker explained that SETD is a member of the Special Districts Association of Oregon and also covered by Special Districts Insurance (SDIS). SDIS offers premium reduction opportunities to Districts who participate in their annual Best Practices program. Mary said that the program is designed to assist District's to be in compliance with current requirements and standards. This year's Best Practices focus was on Records Retention. The Board approved the updated Records Retention policy at the September Board Meeting. SETD also complied with many other requirements. SETD will be receiving a 10% discount on the annual SDIS premium.
- b. SDAO Conference- Executive Director Hazen said the SDAO Annual Conference is being held in Seaside on February 6th through the 9th. Hazen said since the conference is in Seaside, we have budgeted for all Commissioners to attend. Commissioner's Widener, MacDonald, and Alegria will attend regular conference and Taylor, Boothe-Schmidt, Withers should attend the Conference and Opening session.
- c. Executive Director Hazen reported that the Board needs to hold a Special Meeting with Executive Session next week. After discussion the meeting was scheduled for Wednesday October 30, 2019 at 4 PM at the Transit Center.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director reviewed his report for October pointing out that SETD is starting weekend service in Astoria for 5 hours a day on October 26th. Hazen said that he and Paul met with John and Todd from Columbia County Rider yesterday and discussed our new Hwy 30 Intercity Route from Astoria to Portland, and the connections with the Portland Route and CCRider at Rainier for transfers to Longview/Kelso has worked out perfectly. Hazen said one of the new buses being used on the Portland Route will be here after the meeting and all are invited to take a ride.
12. LEADERSHIP TEAM REPORTS- Commissioner MacDonald said that the new Transportation Options report is a whole page long and is more information than he has seen in a long time.
13. PUBLIC COMMENT (3 minutes)- Larry Taylor stated he did not hear an update on the new financial system transition and there was just previous information in the pack. Larry said his questions are: What is the status of the conversion? Is there a project manager? Do you have a project plan? When will it be done? Executive Director Hazen said that the previous Finance Officer indicated to the Board at the July meeting that he could get a better deal with another company however, we are locked into a contract with the company that we had previously been working with so we are going back to them. Hazen said Tracy will take the lead and will be working with them. Hazen said as far as a timeline, he is hoping that we will have it by January, but that might be too tight, but it should happen sometime in this fiscal year.
14. OTHER ITEMS- Commissioner MacDonald thanked the applicants who had applied for the Board openings.

Meeting was adjourned 10:17 AM

Mary Parker, Recording Secretary

Secretary/Treasurer_____

Date_____

An audio recording of this meeting is available by contacting Mary Parker at mary@ridethebus.org

NOTE on Reviewing Financials: Month 4 = 33% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$1,126,940 (\$502,286 more than budget), 35% of annual budget and 180% of monthly budget. YTD Total Materials & Services was \$268,648 (\$82,837 less than budget), 25% of annual budget and 76.4% of monthly budget.

Revenue

- 4000 Fares: Revenues for the month were \$31,479; \$6,521 less than monthly budget and \$1,280 less than budget YTD.
- 4015 Paratransit Fares: Revenues for the month were \$778; \$3,722 less than monthly budget and \$4,154 less YTD. There is some outstanding billing to Tillamook.
- 4090 Donations/Commissions: Over budget \$868 for the month and over budget YTD by \$2,380.
- 4100 Contract Service-IGA: July-September was billed out and received in the amount of \$25,067. Over budget for the month \$7,867 and over budget YTD \$7867.
- 4200 Taxes: \$60,231-property taxes received. Under budget YTD \$68,280. \$203,790 was received on November 13th.
- 4260 Mass Transit Assessment: \$20,038 received. Over budget YTD \$2,056.
- 4272 Parking: Our attorney is working on a new parking agreement to be a month to month rent rather than a lease. Still have outstanding parking from H&R Block. We will get those spaces rented after the agreement is complete.
- 4300 Interest: October interest for General Fund was \$384. Under budget YTD \$264.
- 4310 Misc. Income: Laminating and misc. cash drawer activity.
- 5000 Grants: \$567,965 was received from STIF for previous quarters.

Expense

- 6005 Salaries & Wages: Under budget for the month \$4,828. Under budget YTD by \$131,246.
- 7000 VET Provider Payments: All Veteran provider rides. Actual for October was \$394.
- 8024 Building Lease: Under budget for the month by \$630 and over budget YTD \$1,172. The storage units are being billed to this account as well as the Seaside Transit Office. October's STO rent was paid in September.
- 8050 Dues Subscriptions & Fees: Over budget for the month by \$517. Over budget YTD \$2,083. OTA dues were paid in the amount of \$750.
- 8053 IGA -Dues and Fees: 2nd Q paid in September. YTD over budget \$3000.
- 8055 Durable Equip/Small Tools: Over budget by \$1,837 and YTD \$181. 2 new laptops as budgeted.
- 8130 Payroll Processing Fees: Over budget by \$1,995 YTD. This will be over budget as we were expecting to be using a different SW program which would have eliminated PR processing fees.
- 8135 Printing: \$78 was expended for October. YTD is over budget \$803.

- 8139 Professional Services: Over budget \$7,821 for the month due to FO Peterson leaving and bringing in previous FO Lofstrom in for October. Under budget \$719 YTD.
- ***SETD Expense con't***
- 8155 Telephone/Internet Service: Under budget \$437 for the month. Over budget YTD \$2,193.
- 8160 Uniforms: \$0 expended in October. Over budget \$777 YTD.
- 8170 Vehicle Maint & Repairs: Month under budget by \$3,040. Over budget YTD \$1,542.
- 9610-9611: Clatsop Bank: Last payment was made in October. Over budget due to timing. It will be adjusted for year end.
- 9700 Capital Expense: \$19,995 was spent on a new (new to us) bus for Route 13. This is part of the STIF funds.
- END

** Materials & Services are under budget for the month by \$10,649 and under budget \$82,837 for the year.

Follow up items: 1) Storage units were previously expenses from account 8021-Building & Grounds, B & M General. 2) The language was corrected in the August Exception Report for accounts 6005 and 7000 as well as September Exception Report for account 7000.

Sunset Empire Transportation District
Profit & Loss Budget Performance
October 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	31,479.14	38,000.00	86,719.76	88,000.00	(\$1,280.24)	239,200.00	36%
4015 PARATRANSIT FARES	778.00	4,500.00	10,646.00	14,800.00	(\$4,154.00)	50,800.00	21%
4090 DONATIONS/COMMISSIONS	1,727.51	860.00	6,119.98	3,740.00	2,379.98	11,500.00	53%
4100 CONTRACTED SERVICES-IGA	25,066.80	17,200.00	32,236.80	24,370.00	7,866.80	52,000.00	62%
4200 TAXES							
4205 PROPERTY TAXES	56,925.46	135,000.00	74,355.87	146,400.00	(\$72,044.13)	970,000.00	8%
4207 PRIOR YR PROPERTY TAX	3,296.11	1,900.00	10,085.04	6,500.00	3,585.04	24,000.00	42%
4209 INTEREST/PENALTIES	9.15	0.00	178.86	0.00	178.86	0.00	
4210 LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00	
4215 US FISH & WILDLIFE	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4200 TAXES	60,230.72	136,900.00	84,619.77	152,900.00	(\$68,280.23)	994,000.00	9%
4250 TIMBER SALES	0.00	0.00	55,994.25	110,000.00	(\$54,005.75)	379,144.00	15%
4260 MASS TRANSIT ASSESSMENT	20,038.10	18,000.00	37,556.24	35,500.00	2,056.24	70,000.00	54%
4270 RENTAL INCOME	760.00	760.00	3,040.00	3,040.00	0.00	10,500.00	29%
4300 INTEREST	384.23	650.00	1,903.68	2,168.00	(\$264.32)	10,000.00	19%
4310 MISC INCOME	40.36	12.00	2,130.86	48.00	2,082.86	144.00	1480%
5000 GRANTS							
5001 ODOT GRANTS							
5002 5311 GRANT OPERATIONS	0.00	0.00	142,988.00	142,000.00	988.00	501,722.00	28%
5003 5310 MOBILITY MGT GRANT/PM	0.00	0.00	26,231.00	26,231.00	0.00	138,975.00	19%
5004 5310 PREV MAINT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
5005 5339 CAPITAL PURCH GRANT	0.00	0.00	0.00	0.00	0.00	174,250.00	0%
5006 TRANS OPTIONS DR LESS CON	0.00	0.00	18,857.00	18,857.00	0.00	86,577.00	22%
5007 5310 PM DISC	0.00	0.00	3,000.00	3,000.00	0.00	12,000.00	25%
5007 5305 PLANNING/FEASIBILITY	0.00	0.00	0.00	0.00	0.00	0.00	
5015 INTERCITY GRANT (Hwy 30)	0.00	0.00	0.00	0.00	0.00	0.00	
5050 STP-CAPITAL	0.00	0.00	0.00	0.00	0.00	457,623.00	0%

Sunset Empire Transportation District
Profit & Loss Budget Performance
October 2019

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
5001 ODOT GRANTS - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total 5001 ODOT GRANTS	0.00	0.00	191,076.00	190,088.00	988.00	1,371,147.00	14%
Total 5000 GRANTS	0.00	0.00	191,076.00	190,088.00	988.00	1,371,147.00	14%
5080 OREGON STF FUNDS	23,466.00	0.00	46,932.00	0.00	46,932.00	0.00	
5090 OREGON STIF							
5092 STIF - FORMULA	567,965.00		567,965.00		567,965.00		
Total 5090 OREGON STIF	567,965.00		567,965.00		567,965.00		
Other Types of Income					0.00		
Miscellaneous Revenue	0.00	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	0.00	
Total Income	731,935.86	216,882.00	1,126,940.34	624,654.00	502,286.34	3,188,435.00	35%
Gross Profit	731,935.86	216,882.00	1,126,940.34	624,654.00	502,286.34	3,188,435.00	35%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	113,937.04	136,970.00	553,366.52	616,367.00	63,000.48	1,780,614.00	31%
6200 PAYROLL EXPENSES	20,430.15	16,172.00	71,027.30	72,774.00	1,746.70	210,243.00	34%
6300 EMPLOYEE BENEFITS	55,421.96	41,475.00	120,127.72	186,627.00	66,499.28	539,143.00	22%
Total 1. PERSONNEL SERVICES	189,789.15	194,617.00	744,521.54	875,768.00	131,246.46	2,530,000.00	29%
2. MATERIALS & SERVICES					0.00		
7000 VET PROVIDER SERVICE	394.40	833.00	1,374.60	3,334.00	1,959.40	10,000.00	14%
8005 AUDIT	0.00	0.00	0.00	0.00	0.00	17,000.00	0%
8010 BANK/MERCHANT FEES	198.20	160.00	690.23	653.00	(\$37.23)	2,000.00	35%
8020 BLDING & GROUNDS MAINT	2,849.33	3,370.00	11,788.21	13,080.00	1,291.79	40,000.00	29%
8024 BUILDING LEASE	288.00	918.00	4,840.00	3,668.00	(\$1,172.00)	11,000.00	44%
8030 COMP-INFO-TECH SERVICES	5,044.18	8,485.00	36,678.73	41,200.00	4,521.27	109,000.00	34%
8035 CONF TRAINING & TRAVEL	1,887.00	2,500.00	4,746.63	10,000.00	5,253.37	30,000.00	16%
8040 DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
8045 HR EXPENSES	380.62	425.00	650.12	1,600.00	949.88	5,000.00	13%
8049 ADS (HR JOB POSTING)	0.00	203.00	230.71	448.00	217.29	2,000.00	12%

**Sunset Empire Transportation District
Profit & Loss Budget Performance
October 2019**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
8050 DUES SUBSCRIPTIONS & FEES	1,767.09	1,250.00	7,083.32	5,000.00	(\$2,083.32)	15,000.00	47%
8053 IGA - DUES AND FEES	0.00	0.00	6,000.00	3,000.00	(\$3,000.00)	12,000.00	50%
8055 DURABLE EQUIP/SMALL TOOLS	6,671.57	4,835.00	7,521.12	7,340.00	(\$181.12)	44,000.00	17%
8061 EQUIPMENT LEASE/RENT	188.00	225.00	752.00	900.00	148.00	2,700.00	28%
8065 EDUCATION/OUTREACH	0.00	1,250.00	809.08	5,000.00	4,190.92	15,000.00	5%
8070 EMPLOYEE RECOGNITION	0.00	5,000.00	189.97	6,140.00	5,950.03	10,000.00	2%
8072 ELECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00	
8075 FUEL	15,845.81	27,668.00	59,934.63	110,668.00	50,733.37	332,000.00	18%
8080 INSURANCE	13,603.25	0.00	13,603.25	16,371.00	2,767.75	65,000.00	21%
8090 LEGAL ADS	0.00	68.00	0.00	268.00	268.00	800.00	0%
8095 LEGAL COUNSEL	0.00	1,230.00	201.00	4,920.00	4,719.00	14,800.00	1%
8096 UNINSURED LOSS	0.00	3,750.00	0.00	3,750.00	3,750.00	15,000.00	0%
8100 MEETING EXPENSE	26.04	125.00	511.63	500.00	(\$11.63)	1,500.00	34%
8120 OFFICE EXPENSES	1,675.85	1,250.00	4,965.87	5,000.00	34.13	15,000.00	33%
8130 PAYROLL PROCESSING FEES	467.58	42.00	2,161.72	167.00	(\$1,994.72)	500.00	432%
8135 PRINTING	78.00	1,250.00	5,804.33	5,000.00	(\$804.33)	15,000.00	39%
8139 PROFESSIONAL SERVICES	12,320.65	4,500.00	17,280.65	18,000.00	719.35	54,000.00	32%
8140 SUBGRANT PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	
8150 TAXES/LICENSES/BUS REG FEE	183.00	210.00	183.00	836.00	653.00	2,500.00	7%
8155 TELEPHONE/INTERNET SERVICE	3,895.65	4,333.00	19,527.37	17,334.00	(\$2,193.37)	52,000.00	38%
8160 UNIFORMS	0.00	668.00	3,445.21	2,668.00	(\$777.21)	8,000.00	43%
8165 UTILITIES	2,257.11	2,500.00	6,934.74	10,000.00	3,065.26	30,000.00	23%
8170 VEHICLE MAINT & REPAIRS	9,869.96	12,910.00	50,098.39	51,640.00	1,541.61	154,960.00	32%
8180 SHOP SUPPLIES	168.20	750.00	641.93	3,000.00	2,358.07	9,000.00	7%
Total 2. MATERIALS & SERVICES	80,059.49	90,708.00	268,648.44	351,485.00	82,836.56	1,094,760.00	25%
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expense	269,848.64	285,325.00	1,013,169.98	1,227,253.00	214,083.02	3,624,760.00	28%
Net Ordinary Income	462,087.22	-68,443.00	113,770.36	-602,599.00	(\$716,369.36)	-436,325.00	-26%
Other Income/Expense					0.00		

**Sunset Empire Transportation District
Profit & Loss Budget Performance
October 2019**

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
Other Income					0.00		
9150 TRANSFER IN	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	1,083,366.00	0%
Other Expense					0.00		
3. OTHER EXPENSES					0.00		
9610 CLATSOP BANK-PRINCIPAL	6,643.09	6,643.15	32,507.30	26,086.00	(\$6,421.30)	26,086.00	125%
9611 CLATSOP BANK-LOAN INT	32.76	45.00	495.19	347.13	(\$148.06)	347.13	143%
Total 3. OTHER EXPENSES	6,675.85	6,688.15	33,002.49	26,433.13	(\$6,569.36)	26,433.13	125%
9500-PENALTIES & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
9600 DEBT SERVICE & INTERES-FEE	0.00	0.00	0.00	0.00	0.00	120.00	0%
9625 SDAO FLEXLEASE-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	59,882.00	0%
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	0.00	0.00	0.00	1,553.87	0%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
9700 CAPITAL EXPENSE	19,995.00	0.00	19,995.00	0.00	(\$19,995.00)	1,115,017.00	2%
9800 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	190,000.00	0%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
Total Other Expense	26,670.85	6,688.15	52,997.49	26,433.13	(\$26,564.36)	1,443,006.00	4%
Net Other Income	-26,670.85	-6,688.15	-52,997.49	-26,433.13	26,564.36	-359,640.00	15%
Net Income	<u>435,416.37</u>	<u>-75,131.15</u>	<u>60,772.87</u>	<u>-629,032.13</u>	<u>(\$689,805.00)</u>	<u>-795,965.00</u>	<u>-8%</u>

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

	<u>Oct 31, 19</u>		
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	556,781.18	Current Liabilities	85,135.36
Accounts Receivable	140,920.30	Long Term Liabilities	
Other Current Assets		2800 INTERC	0.00
1400 PREPAID EXPENSES	46,624.70	Total Long Term Liabilities	<u>0.00</u>
1500 UNDEPOSITED FUNDS	<u>1,075.25</u>	Total Liabilities	85,135.36
Total Other Current Assets	<u>47,699.95</u>	Equity	
Total Current Assets	<u>745,401.43</u>	3100 NWRC PRIOR PERIOD ADJUST	(1,033.66)
TOTAL ASSETS	<u>745,401.43</u>	3200 GF PRIOR PERIOD ADJUST	87,287.68
		3700 FUND BALANCE NWRC-RESTRICT	875,659.11
		3800 FUND BALANCE GENERAL FUND	1,492,163.06
		3900 RETAINED EARNINGS	(1,854,582.99)
		Net Income	<u>60,772.87</u>
		Total Equity	<u>660,266.07</u>
		TOTAL LIABILITIES & EQUITY	<u>745,401.43</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALLSTATE	0.00	142.50	0.00	0.00	0.00	142.50
ARBOR CARE TREE SPECIALISTS	0.00	47.50	0.00	0.00	0.00	47.50
CANNON BEACH, CITY OF	8,177.80	0.00	0.00	0.00	0.00	8,177.80
CLATSOP CRUISE HOSTS	8,662.00	0.00	0.00	1,380.00	0.00	10,042.00
COUNSELING SOLUTIONS NW	0.00	47.50	0.00	0.00	0.00	47.50
DHS - CHILD WELFARE-CLATSOP	0.00	0.00	0.00	420.00	460.00	880.00
DHS DMAP	0.00	0.00	0.00	0.00	0.00	0.00
H&R BLOCK	0.00	142.50	142.50	0.00	0.00	285.00
HOMESPUN QUILTS & YARN	0.00	95.00	0.00	0.00	0.00	95.00
OR TREASURY	0.00	0.00	0.00	0.00	0.00	0.00
PROVIDENCE ELDERPLACE	0.00	60.00	0.00	0.00	0.00	60.00
PROVIDENCE SEASIDE HOSPITAL	0.00	0.00	0.00	160.00	0.00	160.00
RC-COLUMBIA PACIFIC	0.00	0.00	0.00	0.00	0.00	0.00
RIDECARE ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
TILLAMOOK CO. TRANS. DIST.	0.00	1,000.00	1,160.00	1,160.00	688.00	4,008.00
TONGUE POINT JOB CORPS	2,365.00	0.00	0.00	0.00	0.00	2,365.00
TOTAL	<u>19,204.80</u>	<u>1,535.00</u>	<u>1,302.50</u>	<u>3,120.00</u>	<u>1,148.00</u>	<u>26,310.30</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>TOTAL</u>
ALSCO INC	33.64	0.00	0.00	33.64
ASTORIA FORD	956.63	0.00	0.00	956.63
ASTORIA, CITY OF	615.90	0.00	0.00	615.90
BAUER, KEVIN P.	95.00	0.00	0.00	95.00
BORLAND COASTAL ELECTRIC INC	53.58	0.00	0.00	53.58
BREWER, MICHAEL R.	95.00	0.00	0.00	95.00
CARTER, JOHN M.	183.28	0.00	0.00	183.28
CB LAWN CARE LLC	812.00	0.00	0.00	812.00
COASTCOM INC	2,870.39	0.00	0.00	2,870.39
DEL'S OK TIRE FACTORY INC	0.00	595.40	0.00	595.40
HOME DEPOT CREDIT SERVICES	344.83	0.00	0.00	344.83
IRON MOUNTAIN INC	81.18	0.00	0.00	81.18
JACKSON & SON DISTRIBUTORS INC	2,127.47	0.00	0.00	2,127.47
KNEELAND, BRUCE L.	95.00	0.00	0.00	95.00
MTR WESTERN LLC	0.00	1,142.74	0.00	1,142.74
NORTH COAST TRUCK PARTS	46.00	0.00	0.00	46.00
NW COMMUNITY ALLIANCE INC	962.00	0.00	0.00	962.00
NW NATURAL	41.65	0.00	0.00	41.65
O'REILLY AUTO PARTS LLC	640.81	0.00	0.00	640.81
OFFICE DEPOT INC	155.76	0.00	0.00	155.76
RAY, WILLIAM R.	95.00	0.00	0.00	95.00
RC-K & M MEDIVAN	0.00	0.00	0.00	0.00
RECOLOGY WESTERN OREGON	100.18	0.00	0.00	100.18
ROTARY CLUB OF SEASIDE	245.00	0.00	0.00	245.00
SDAO	3,607.45	0.00	0.00	3,607.45
WARRENTON, CITY OF	344.10	0.00	0.00	344.10
WILCOX & FLEGEL OIL	13,718.34	0.00	0.00	13,718.34
TOTAL	<u>28,320.19</u>	<u>1,738.14</u>	<u>0.00</u>	<u>30,058.33</u>

Sunset Empire Transportation District
Check Detail
October 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
19510	10/18/2019	iFOCUS CONSULTING inc	6,184.32
19512	10/28/2019	LEWIS & CLARK BANK	6,675.85
19523	10/28/2019	LOFSTROM, TRACY R.	10,000.00
WIRE	10/15/2019	NW BUS SALES, INC	20,178.00
19455	10/03/2019	SDIS	30,808.16
19501	10/18/2019	SDIS	24,081.82
19533	10/28/2019	SDIS	29,863.91
19461	10/03/2019	WILCOX & FLEGEL OIL	12,469.80

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2019	55906140217003420919

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

PAID

Bill Due	11/02/2019
Terms	Due 2nd of Month
Memo	09/09 - 10/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8120 OFFICE EXPENSES	0284 - Jones			
8038 TRAVEL-STAFF	Home Depot - Office Supplies	80.26		11-MM
8038 TRAVEL-STAFF	Hop Fastpass - RTAP	28.00		11-MM
	Conference			
8057 OFFICE FURNITURE & EQUIP	Amazon - Computer Hardware	79.99		11-MM
8038 TRAVEL-STAFF	La Lacienda - RTAP Meal	34.85		11-MM
8038 TRAVEL-STAFF	Motel 6 - RTAP Lodging	285.81		11-MM
8038 TRAVEL-STAFF	Olive Garden - RTAP Meal	26.33		11-MM
8038 TRAVEL-STAFF	Pizza Hut - RTAP Meal	30.42		11-MM
8038 TRAVEL-STAFF	76 of Canyon - RTAP Meal	3.38		11-MM
8038 TRAVEL-STAFF	McDonald's - RTAP Meal	13.99		11-MM
	0325 - Hazen			
8120 OFFICE EXPENSES	Fred Meyer - Office Supplies	2.99		02-EXEC
8038 TRAVEL-STAFF	Arby's - PTAC Meal	9.24		02-EXEC
8048 HR EXPENSES	Facebook - Job Posting	25.00		02-EXEC
8046 BACKGROUND CHECKS	Full Identity - Background	18.50		02-EXEC
8038 TRAVEL-STAFF	Check			
8038 TRAVEL-STAFF	Tillamook Ice Creamery - NRTAP Meal	10.50		02-EXEC
8038 TRAVEL-STAFF	Tillamook Ice Creamery - NRTAP Meal	15.50		02-EXEC
8038 TRAVEL-STAFF	Uber	3.00		02-EXEC
8038 TRAVEL-STAFF	Uber	19.13		02-EXEC
8038 TRAVEL-STAFF	Doubletree Hotel - NRTAP	27.00		02-EXEC
	Parking			
8038 TRAVEL-STAFF	Uber	10.74		02-EXEC
8038 TRAVEL-STAFF	Uber	2.00		02-EXEC
8038 TRAVEL-STAFF	Big Jims Driver Thru - OTC	20.40		02-EXEC
	Meal			
8031 WEBSITE/ON-LINE SW SUB	Apple iTunes	0.99		02-EXEC
8048 HR EXPENSES	OMFOA - Job Posting	200.00		02-EXEC

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2019	55906140217003420919

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

PAID

Bill Due	11/02/2019
Terms	Due 2nd of Month
Memo	09/09 - 10/08/19

Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	MSFT	94.21		02-EXEC
8048 HR EXPENSES	Indeed - Job Posting	95.87		02-EXEC
8176 PM PARTS	1092 - Lewicki McCoy Freightliner - Belts	-30.00		13-MAINT-OPS
8177 PM OUTSIDE SERVICES	Cummins - Bus 92 Repair P.O. 4072	1,341.50		14-MAINT-PM14
8170 VEHICLE MAINT & REPAIRS	Indy Way Diner - Meal Bus Delivery	28.50		13-MAINT-OPS
8056 COMPUTER HARDWARE	Staples - Printer	152.98		04-TRAN
8038 TRAVEL-STAFF	JW Marriott - Bus Show Meal	16.03		04-TRAN
8038 TRAVEL-STAFF	JW Marriott - Bus Show Meal	16.03		04-TRAN
8038 TRAVEL-STAFF	JW Marriott - Bus Show Meal	23.57		04-TRAN
8038 TRAVEL-STAFF	TGI Fridays - Bus Show Meal	34.42		04-TRAN
8176 PM PARTS	Grainger - Bus Parts	41.98		13-MAINT-OPS
8038 TRAVEL-STAFF	JW Marriott - Bus Show Meal	27.93		04-TRAN
8176 PM PARTS	McCoy Freightliner - Belts	30.00		13-MAINT-OPS
8038 TRAVEL-STAFF	Delta Baggage Fee - Bus Show	30.00		04-TRAN
8038 TRAVEL-STAFF	Uber - Bus Show	16.08		04-TRAN
8038 TRAVEL-STAFF	PDX Parking - Bus Show	48.00		04-TRAN
8176 PM PARTS	McCoy Freightliner - Belts	30.00		13-MAINT-OPS
8038 TRAVEL-STAFF	JW Marriott - Lodging Bus Show	754.65		04-TRAN
8176 PM PARTS	McCoy Freightliner - Belts/Compressor Inlet	46.82		14-MAINT-PM14
8021 B&M GENERAL	Home Depot - Office Paint	36.99		04-TRAN
8139 PROFESSIONAL SERVICES	City Transfer - Move HR File Cabinet	160.65		02-EXEC
8021 B&M GENERAL	Home Depot - Office Paint	65.55		02-EXEC
8120 OFFICE EXPENSES	Staples - Calendars	22.28		04-TRAN
8021 B&M GENERAL	Recology W. Oregon - Dumping Fees	37.25		13-MAINT-OPS

Bill

Sunset Empire Transportation District
 900 Marine Drive
 Astoria, OR 97103

Date	Ref. No.
10/08/2019	55906140217003420919

Vendor
Card Service Center PO Box 569100 Dallas, TX 75356

Bill Due	11/02/2019
Terms	Due 2nd of Month
Memo	09/09 - 10/08/19

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
	1100 - Parker			
8120 OFFICE EXPENSES	Staples - Office Supplies	43.06		02-EXEC
8120 OFFICE EXPENSES	Dollar Tree - Office Supplies	12.00		02-EXEC
8122 POSTAGE-SHIPPING	USPS - Postage	22.00		02-EXEC
8031 WEBSITE/ON-LINE	Adobe Creative	20.99		02-EXEC
SW SUB				
8031 WEBSITE/ON-LINE	Adobe Acrobat Pro	14.99		02-EXEC
SW SUB				
8100 MEETING EXPENSE	Safeway - Board Meeting Food	26.04		01-NODEP
8122 POSTAGE-SHIPPING	USPS - Postage	6.85		02-EXEC
8122 POSTAGE-SHIPPING	USPS - Postage	55.00		03-FIN

Expense Total : 4,270.24

Bill Total : \$4,270.24

Date: November 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.a. Board Committee Assignments

Due to the change in Board membership, the committee assignments need to be made again. Here are the appointments that were made in July:

Transportation Advisory Committee (TAC) - Vice Chair Kidder with Commissioner MacDonald as alternate.

Executive Director Evaluation and Compensation Committee- Current SETD Board Officers

Northwest Oregon Area Commission on Transportation (NWACT) - Chair Kleczek

The TAC is responsible for prioritizing and recommending projects to be funded by the Statewide Transportation Improvement Fund, the Special Transportation Fund, and the §5310 Program. They will also make recommendations to the Board on other matters as needed. This committee will generally meet on a quarterly basis, but no less than twice a year.

Area Commissions on Transportation are advisory groups chartered by the Oregon Transportation Commission. They address all aspects of transportation with a primary focus on the state transportation system. Area Commissions on transportation deal with regional and local transportation issues if they affect the state system. They work with other local organizations dealing with transportation-related issues.

Area Commissions on Transportation play a key advisory role in the development of the Statewide Transportation Improvement Program, which schedules funded transportation projects. They establish a public process for area project selection priorities for the STIP. This in not to be confused with the Statewide Transportation Improvement Fund (STIF).

Although it is not required, it is preferred that an elected official be appointed to the NWACT. The NWACT meets every other month starting in January on the 2nd Thursday of the month from 1:00-3:30 and the meeting locations rotate between Tillamook, Clatsop, Columbia, and Washington counties.

Staff is recommending that Chair Booth Schmidt appoint a Commissioner to the Transportation Advisory Committee and the Northwest Oregon Area Commission on Transportation.

Date: November 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.b. Credit Card Limits

At the April 2018 Board meeting, the Board authorized changes in the credit card limits for staff. With staffing changes in the past year, we would like to make changes in the credit card limits.

Current:

Jeff Hazen	\$2,000
Paul Lewicki	\$4,000 Uses heavily for maintenance
John Layton	\$4,000 Purchasing computer equipment
Mary Parker	\$2,000 Marketing supplies
Jason Jones	\$1,000 Mobility
Matt Weintraub	\$1,500 Transportation Options in three counties
Tami Carlson	\$1,000 Supplies for employee events
Total	\$15,500

Proposed:

Jeff Hazen	\$4,000 I am unable to make travel arrangements for the CTAA Expo.
Paul Lewicki	\$4,000 No change.
Mary Parker	\$3,000 Mary makes travel arrangements for Board members.
Jason Jones	\$2,000 Difficult to make travel arrangements.
Kathy Kleczek	\$1,500 No Change from Matt's amount
Sue Farmer	\$1,000 No Change from Tami's amount
Total	\$15,500 Total remains the same

Staff is recommending that the Board authorizes the credit card limits as proposed.

Date: November 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.c NW Navigator Agreement Approval

Beginning January 1st, 2020, NW Navigator will be the new contractor for ODOT's NW Point service. This Agreement allows us to continue to sell NW Point tickets. The agreement is modeled after the existing Agreement that we have with MTR/Western and has been reviewed by legal counsel.

Staff is recommending that the Board approve the NW Navigator Luxury Coaches Master Services Agreement and authorize the Board Chair to sign the Agreement.

NW NAVIGATOR LUXURY COACHES, LLC MASTER SERVICES AGREEMENT

CLIENT NAME	Sunset Empire Transportation District
ADDRESS	900 Marine Dr. Astoria, OR 97103
EFFECTIVE DATE	Jan 1, 2020 – Dec 31, 2022
EXHIBITS	Attached Statement of Work (SOW)

NW Navigator Luxury Coaches, LLC located at 13940 N Rivergate Blvd, Portland OR 97203, and the client identified above ("**Client**"), are entering into this Master Services Agreement (the "Agreement") as of the Effective Date listed above. This agreement sets forth the terms governing the relationship between NW Navigator Luxury Coaches, LLC and Client and the services provided by NW Navigator Luxury Coaches, LLC to Client. From time to time during the term of this Agreement, Client may request that NW Navigator Luxury Coaches, LLC perform certain services which shall be set forth in one or more Statements of Work, each of which shall be subject to the terms and conditions of this Agreement.

- 1. TERM.** This Agreement is valid for a period of **(2)** years after execution ("**Term**"). To the extent that the term of any Statement of Work ("**SOW**") extends beyond the term of this MSA, the Term shall be extended in accordance with that SOW.
- 2. SERVICES.** Client will engage NW Navigator Luxury Coaches, LLC to provide services (**the "Services"**) according to mutually executed Statements of Work ("**SOWs**"). The first SOW will be attached to this Agreement as Exhibit A.
- 3. COMPENSATION.** In consideration of NW Navigator Luxury Coaches, LLC Services, Client agrees to compensate NW Navigator Luxury Coaches, LLC based on the estimated cost of providing select Services per the terms stated in the applicable SOW. Payment is due by the 10th of the month for previous months' ticket sales.
- 4. TAXES.** NW Navigator Luxury Coaches, LLC is responsible for all self-employment, social security, worker's compensation, and other taxes, fines, penalties or other liability to any federal, state, province, or local jurisdiction with taxing authority. NW Navigator Luxury Coaches, LLC agrees to indemnify and hold Client harmless from any claim of liability of any kind by any taxing authority as a result of the payments made under this Agreement.
- 5. ACCEPTANCE.** The Services will be deemed accepted upon payment of the invoice for such Services without objection. If Client believes that the Services do not meet the standards mutually agreed upon by the parties, or customary standards for NW Navigator Luxury Coaches, LLC Client will notify NW Navigator Luxury Coaches, LLC in writing, setting forth in reasonable detail the deficiencies in the Services provided. NW Navigator Luxury Coaches, LLC will make commercially reasonable efforts to improve the quality if the Services. Failure to provide acceptable Services for an extended period constitutes a breach of this Agreement.

6. CONFIDENTIALITY.

6.1 Definition. “Confidential Information” means (i) the terms of this Agreement (including SOW’s); (ii) the pricing agreed upon by the parties; and (iii) any and all information related to Client’s business (including, but not limited to, trade secrets, technical information, business forecasts and strategies, marketing plans, customer and supplier lists, personal information, financial data, and proprietary information of third parties provided to Client in confidence) that is disclosed by or on behalf of Client to NW Navigator Luxury Coaches, LLC .

6.2 Exclusions. Confidential Information does not include information that NW Navigator Luxury Coaches, LLC can document (i) has entered the public domain through a source other than NW Navigator Luxury Coaches, LLC and through no fault of NW Navigator Luxury Coaches, LLC including via Client’s public tools (including but not limited to public forums, public logs, and the public portions of any websites maintained or operated by Client); (ii) was rightfully known to NW Navigator Luxury Coaches, LLC without a confidentiality obligation prior to the date of this Agreement, (iii) is disclosed to NW Navigator Luxury Coaches, LLC by a third party that has no confidentiality obligation; or (iv) is developed by NW Navigator Luxury Coaches, LLC independently of and without reference to any Confidential Information.

6.3 Obligations. Without limiting anything else in this Agreement, the receiving party agrees: (i) to hold and maintain in strict confidence the Confidential Information and not to disclose it to any third party other than its employees and subcontractors who have a need to know and have executed confidentiality agreements no less protective of the Confidential information than this Agreement; (ii) to protect the Confidential information from disclosure with the same degree of care it used to protect its own proprietary information similar in nature, but in no event less than a reasonable degree of care; (iii) not to use any Confidential Information except as permitted by this Agreement, and (iv) to return or destroy Confidential Information promptly upon disclosing party’s written request.

6.4 Court Order. Either Party may disclose Confidential Information in response to a valid order of a court or other governmental body, but only to the extent of and for the purposes of such order; provided, however, that if the receiving party receives an order or request to disclose any personally identifiable (including IP address and email address) Confidential Information of the disclosing party by a court of competent jurisdiction or governmental body, then the receiving party agrees to: (i) immediately inform the disclosing party in writing of the existence, terms, and circumstances surrounding the request or order; (ii) consult with the disclosing party on what steps should be taken to avoid or restrict the disclosure of such Confidential Information; (iii) give the disclosing party the chance to defend, limit or protect against disclosure; and (iv) if disclosure of such Confidential Information is lawfully required, supply only that portion of the Confidential Information which is legally necessary and try to obtain confidential treatment for any Confidential Information required to be disclosed.

6.5 No Third-Party Confidential Information. NW Navigator Luxury Coaches, LLC agrees that in the course of providing the Services, it will not improperly use, disclose, or bring onto

Client's premises any proprietary information or trade secrets of its other customers or any other third party.

- 7. OWNERSHIP OF INTELLECTUAL PROPERTY.** All work product created by NW Navigator Luxury Coaches, LLC in the course of performing the Services, including all deliverables described in SOW's, and including all Intellectual Property rights therein ("**Work Product**") shall be deemed "works made for hire" under this Agreement, and, except for materials owned by third parties or created by NW Navigator Luxury Coaches, LLC prior to this engagement, Client shall have exclusive ownership and be deemed the author thereof in accordance with the copyright laws of the United States. In the event that any Work Products is for any reason deemed not to have been a work made-for-hire, NW Navigator Luxury Coaches, LLC hereby assigns to Client all right, title, and interest in and to such Work Product. In addition, Client retains all intellectual property rights in materials supplied to NW Navigator Luxury Coaches, LLC by Client to perform the Services, including trademarks, logos, and photos, and NW Navigator Luxury Coaches, LLC obtains no rights to such materials. NW Navigator Luxury Coaches, LLC understands and agrees that NW Navigator Luxury Coaches, LLC has no right to use the Work Product or Intellectual Property except as necessary to perform the Services for Client.
- 8. INDEPENDENT CONTRACTOR.** NW Navigator Luxury Coaches, LLC will provide Services to Client as an independent contractor. NW Navigator Luxury Coaches, LLC acknowledges and agrees that NW Navigator Luxury Coaches, LLC is obligated to report as income all compensation received pursuant to this Agreement, and acknowledges its obligation to pay all applicable taxes on such compensation as set forth above.
- 9. REPRESENTATIONS AND WARRANTIES.** NW Navigator Luxury Coaches, LLC represents and warrants: (i) in performing the Services, it will comply, and will ensure that all drivers comply, with all applicable laws and regulations and Client policies provided or identified to NW Navigator Luxury Coaches, LLC ; (ii) it will at all times perform in a professional and workmanlike manner; (iii) it has, and will ensure that all drivers have all required licenses and permits for its industry and for the services to be \provided, in particular NW Navigator Luxury Coaches, LLC will ensure that all drivers hold a current driver permit for the applicable class of vehicle; and (iv) it is an equal opportunity employer, does not discriminate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital or veteran status or any other basis that is prohibited by law, and will not so discriminate in providing the Services.
- 10. INDEMNIFICATION.** NW Navigator Luxury Coaches, LLC will defend, indemnify and hold harmless Client, its officers, directors, and employees from any third party claims and liabilities arising from NW Navigator Luxury Coaches, LLC's negligence, breach of any representation or warranty herein, willful misconduct, fraud, misrepresentation, or violation of law. Client will promptly notify NW Navigator Luxury Coaches, LLC of the assertion of any claim covered by this section. Failure to so notify will not relieve NW Navigator Luxury Coaches, LLC of its obligations hereunder except to the extent such failure actually and materially caused prejudice. NW Navigator Luxury Coaches, LLC will not settle any claim for which it indemnifies Client without Client's reasonable consent. Client may, at its expense and option, cooperate in the defense of or response to such claim. Client will defend, indemnify and hold harmless NW Navigator Luxury

Coaches, LLC, its officers, directors, members, and employees from employees from any third-party claims and liabilities arising from Client's negligence, breach of any representation of warranty herein, willful misconduct, fraud, misrepresentation, or violation of law. Client will promptly notify NW Navigator Luxury Coaches, LLC of the assertion of any claim covered by this section. Failure to so notify will not relieve Client of its obligations hereunder except to the extent such failure actually and materially caused prejudice. Client will not settle any claim for which it indemnifies NW Navigator Luxury Coaches, LLC without NW Navigator Luxury Coaches, LLC's reasonable consent. NW Navigator Luxury Coaches, LLC may, at its expense and option, cooperate in the defense of or response to such claim.

11. INSURANCE. NW Navigator Luxury Coaches, LLC shall maintain the following policies of insurance and add Client as an additional Insured on such policies. NW Navigator Luxury Coaches, LLC shall provide copies of the Certificates of Insurance evidencing such coverage to Client upon request:

- i) Workers' Compensation and Employers' Liability Insurance as prescribed by law,
- ii) Comprehensive General Liability (Bodily Injury and Property Damage) Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate,
- iii) Automobile Liability (Bodily Injury and Property Damage) Insurance, in an amount no less than \$1,000,000 each accident,
- iv) Excess Liability Insurance, in an amount no less than \$3,000,000 per occurrence.

12. NON-SOLICITATION. Client agrees that it will not, directly or indirectly, during or within 365 days of termination of this Agreement with NW Navigator Luxury Coaches, LLC or within 365 days of the termination of an NW Navigator Luxury Coaches, LLC Employee's assignment to provide Services to Client, solicit any NW Navigator Luxury Coaches, LLC Employee who provided Services to Client under this Agreement to terminate his or her relationship with NW Navigator Luxury Coaches, LLC without first contacting and gaining prior written approval from NW Navigator Luxury Coaches, LLC's Director of Human Resources. A hiring based on a public advertisement of the position is not considered solicitation for the basis of this section.

13. LIMITATION OF LIABILITY. Except for breaches of the confidentiality and anti-poaching provisions of this Agreement, breaches of any non-disclosure/non-compete agreements by employees of NW Navigator Luxury Coaches, LLC and Client, NW Navigator Luxury Coaches, LLC's representations and warranties, and the parties' indemnification obligations, neither party shall be liable to the other for any lost profits or for any special, incidental, indirect, exemplary, punitive, or consequential damages arising out of or in connection with this Agreement (whether from breach of contract, negligence, strict liability or other cause of action), even if such party has been advised of the possibility of such damages. The parties waive any right to receive any compensation or reparations upon expiration or earlier termination of this Agreement under the law of any country or otherwise, other than as expressly provided in this Agreement. The parties acknowledge that this section has been included as a material

inducement for the parties to enter into this Agreement and that each party would not have entered into this Agreement but for the limitations of liability as set forth herein.

14. TERM & TERMINATION.

14.1 Term. This Agreement takes effect on the Effective Date and continues unless terminated as permitted below. Each SOW terminates on the End Date identified in such SOW, unless terminated earlier as permitted below, or extended by mutual agreement of the parties.

14.2 Termination for Convenience. Either party may terminate this Agreement or any SOW for any reason upon giving thirty (30) days written notice to the other party, unless the SOW contains different termination provisions. Upon such termination, Client will pay for Services performed through the effective date of termination. If Client has prepaid for the Services, NW Navigator Luxury Coaches, LLC will return any fees unearned as of the effective date of termination.

14.3 Termination for Cause. Either party may terminate this Agreement immediately if the other party has breached any material provision of this Agreement and such breach has remained uncured for thirty (30) days following notice from the other party. Upon such termination, Client will pay for Service it has accepted prior to issuance of a notice of termination. If Client has prepaid for the Services, NW Navigator Luxury Coaches, LLC will return any fees unearned as of the issuance date of the notice of termination.

15. SURVIVAL. Sections 5 (“Taxes”), 7 (“Confidentiality”), 8 (“Ownership of Intellectual Property”), 9 (“Independent Contracting”), 10 (“Representations and Warranties”), 11 (“Indemnification”), 14 (“Limitation of Liability”), and 21 (“Miscellaneous”) will survive the termination or expiration of this Agreement.

16. FORCE MAJEURE. NW Navigator Luxury Coaches, LLC Reserves the right to cancel any program or any part thereof due to Force Majeure or whereby it should become illegal, impossible or impractical to complete the Program as set forth in the specific SOW and suitable substitutions cannot be made. Force Majeure is defined as Acts of God, government authority, disaster, strikes, by other than the employees of Client or any subcontractor/vendor, civil disorders, or other emergencies, any of which make it illegal or impossible for such party to perform its obligations herein. It is provided that in those situations the applicable SOW may be terminated without liability for any one of more of such reasons by prior written notice from one party to the other.

17. NOTICES. Any notice required or permitted by this Agreement or by law must be delivered in writing to the addresses of the parties identified in this Agreement (or other address provided by a party) and may be delivered by any of the following methods: (a) personal delivery, (b) certified or registered postal mail, return receipt requested, or (c) express courier service, fully

prepaid. Notices may also be delivered by facsimile if followed up by delivery via (a), (b), or (c). Notices will be deemed to have been delivered the same day if delivered in person, if 5 days if delivered by postal mail, and in 3 days if delivered by express courier.

- 18. DISPUTE RESOLUTION.** Any dispute, claim or issue arising under, or relating to, this Agreement (“Dispute”) shall be resolved through a mediation-arbitration approach (without appeal or review). The parties agree to select a mutually agreeable, neutral third party to help them mediate any Dispute that arises under the terms of the Agreement. If the mediation is unsuccessful, the parties agree that the Dispute shall be decided by binding arbitration under the rules of the Judicial Arbitration and Mediation Services and be conducted in NW Navigator Luxury Coaches, LLC. The decision of the arbitrators shall be final and binding on the parties and may be entered and enforced in any court of competent jurisdiction by either party. Mediation, arbitration or any court action must be initiated within one (1) year from the date on which the Dispute first gives rise to the mediation, arbitration or court action arose, and any party who fails to commence a mediation, arbitration or court action within such one (1) year period shall be deemed to have waived any of its affirmative rights and claims in connection with the Dispute and shall be barred from asserting such rights and claims at any time thereafter. Any judgement or award rendered by the arbitration may be entered in any court in Oregon having jurisdiction or in any court having jurisdiction over the party against whom the judgement is sought to be enforced.
- 19. GOVERNING LAW/VENUE/ATTORNEY’S FEES.** This Agreement and the relations of the parties shall be governed exclusively by the laws of the State of Oregon without giving effect to conflicts of laws principles. The venue of any mediation, arbitration or judicial proceedings shall be in Oregon. In the substantially prevailing or successful party shall be entitled to reasonable attorneys’ fees and court costs, including fees and costs incurred on appeal or review, or in any bankruptcy proceeding. In addition, Client shall be responsible for payment of attorneys’ fees and interest associated with NW Navigator Luxury Coaches, LLC’s efforts to collect monies owed under the terms of this Agreement.
- 20. MISCELLANEOUS.** This Agreement, including any SOW(s), Exhibits and Attachments, contains the entire agreement between the parties with respect to its subject matter. Client may not assign this Agreement without such consent to its successor in interest by way of merger, acquisition or sale of all or substantially all of its assets. The parties agree that any provision of the Agreement that is held invalid shall not affect other provisions of this Agreement and the rest of the Agreement shall remain in force. This Agreement, including any SOW(s), Exhibits and Attachments, cannot be modified, unless it is in writing and signed by both parties. Neither party may use the name, trademarks, or logos of the other in promotional materials, without the prior written consent of both parties. The parties may rely upon a signed copy of this Agreement transmitted via facsimile or email as if it were an original signed copy.

NW Navigator Luxury Coaches, LLC

_____ (Signature)

Name: _____ (Typed or Printed Name)

Title: _____

Date: _____

Sunset Empire Transportation District

_____ (Signature)

Name: Debbie Boothe-Schmidt (Typed or Printed Name)

Title: Board Chairperson

Date: December 5, 2019

EXHIBIT A: STATEMENT OF WORK (“SOW”)

SOW EFFECTIVE DATE	SOW EXPIRATION DATE
Jan 1, 2020	Dec 31, 2022

Address contacts for notices and billings:

CLIENT: Sunset Empire Transportation District	NW Navigator Luxury Coaches, LLC
Address: 900 Marine Dr. Astoria, OR 97103	13940 N Rivergate Blvd Portland, OR 97203
CONTACT: Tracy Lofstrom tracyL@ridethebus.org	CONTACT: Brian Kelly travel@nwnavigator.com

SERVICE DESCRIPTION	Ticket Sales
SOW TERM	2 Years

Agreed and accepted:

Sunset Empire Transportation District	NW Navigator Luxury Coaches, LLC
Signature:	Signature:
Name (Typed or Printed): Debbie Boothe-Schmidt	Name (Typed or Printed):
Signature Date: December 5, 2019	Countersign Signature Date:

Client to affirm with check box section: This SOW in accordance with the terms of the Master Services Agreement (the “Agreement”) dated December 5th, 2019 between Client and NW Navigator Luxury Coaches, LLC is entered into by the parties and effective as of the SOW Effective Date above.

NW Navigator Luxury Coaches, LLC and the Client identified above (“Client”), are entering into this **Statement of Work (“SOW”)** effective on the Effective Date listed above.

Term

This SOW will go into effect on January 1st, 2020 extending through December 31st, 2022 for a service term of two (2) years.

Services

NW Navigator Luxury Coaches, LLC has agreed to provide a service to (Client) to issue ODOT paper tickets to point of sale (POS) ticketing agents based in (Client Address). NW Navigator Luxury Coaches, LLC will deliver pre-packaged ticket bundles of 100 tickets by way of our drivers. Once POS ticket agent has received pre-packaged ticket bundles, NW Navigator Luxury Coaches, LLC will be notified to confirm receipt. (Client) will track the number of tickets they sell during the month and NW Navigator Luxury Coaches; LLC will track all tickets sold by ticketing agent. Once ticket sales have been consolidated for the month, (Client) will send NW Navigator Luxury Coaches, LLC payment along with a copy of all tickets sold (Yellow copy). (Client) will pay 85% of the ticket price to NW Navigator Luxury Coaches, LLC and collect 15% as a commission.

Other Details

NW Navigator Luxury Coaches, LLC is not responsible for any misplaced pre-packaged tickets once received by POS ticketing agent.

Payment

(Client) is responsible for reviewing the number of tickets they sell during the month and responding with payment no later than the 10th (Net 10) of the following month.

Client: Sunset Empire Transportation District

NW Navigator Luxury Coaches, LLC

By: _____

By: _____

Name: Debbie Boothe-Schmidt

Name: _____

Title: Board Chairperson

Title: _____

Date: November 20, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 10.d Statewide Transportation Improvement Fund (STIF) Projects Update

On November 2nd, we began our first STIF funded project, Route 13 serving east Astoria on the weekends. Here are the ridership numbers:

November 2	90
November 3	60
November 9	58
November 10	47
November 16	82
November 17	42

This is an average of 126 per weekend. The average ridership per hour is 12.6. On a recent Monday for route 10, ridership per hour was 14.9 so I am very pleased with the productivity of this new service.

Paul and his continue to work on the other routes that we are improving with STIF. Our graphics company is working on the wrap for the motor coaches. We are anticipating delivery of the motor coach that we purchased in Las Vegas to happen within a week or so. It was delayed because they discovered an issue with the interior lighting, and they are awaiting parts to arrive so they can repair it. I'm projecting a January 2nd start date for the Astoria to Portland route.

In the STIF plan, there is money set aside for student (Grades 9-12) transportation. I would like to make a minor (for us) adjustment that I feel will make a major (for students) impact. I will be seeking consensus from the Board to present the program to the Transportation Advisory Committee to get their input and then have them make a recommendation to the Board.

Date: November 26, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.e Northwest Oregon Transit Access Project Presentation

Attached is the final document from the NWOTA Transit Access Project. Each member of NWOTA chose transit stops in their respective service areas to be a part of this ODOT funded study. For our area, four stops were included as part of the project, Knappa, Warrenton, Gearhart and Seaside. It's important to note that this project does not include constructing the stops. Funding for construction has not been identified.

I will walk through the project at the meeting and share the existing conditions and the designs for our stops.

nwCONNECTOR

Northwest Oregon Transit Access Project

Transit Stop Improvement Summary



October 31, 2019

Introduction

This booklet summarizes the key outcomes that resulted from a collaborative Project effort between the Oregon Department of Transportation (ODOT), the Northwest Oregon Transit Alliance (NWOTA) and a Jacobs-led consultant team to work with ODOT and NWOTA to identify locations and develop advanced concept-level designs for new or enhanced bus stops along the Northwest Connector transit routes. ODOT provided project funding and management in support of NWOTA to advance the overall goal to increase access to transit.

NWOTA is an inter-agency collaborative program between five public transit organizations that are situated in five counties in Northwest Oregon. NWOTA's goal is to provide convenient regional transit connections so that everyone has an accessible, affordable way to travel. This unique consortium manages the regional Northwest Connector transit routes that connect the Willamette Valley with the Northwest Oregon coast. It provides critical transit linkages between rural areas and small communities with major cities, tourist attractions, medical facilities, recreational activities, places of work, and many other destinations. The five NWOTA transit agencies are:



Benton County
Transportation



Columbia County
Rider



Lincoln County
Transit



Sunset Empire
Transportation
District (Clatsop
County)



Tillamook County
Transportation
District

NWOTA's mission is to provide accessibility on a regional level through transit collaboration.

The Project consisted of planning, concept design, and environmental assessment services for stops that have known deficiencies and improvement needs. Field investigations and information provided by ODOT revealed existing conditions of transit stops; some stop locations were simply marked by signage, while others had shelters and benches but lacked ADA accommodation, pullouts, pedestrian/bicycle access, or other transit stop elements.

The Project resulted in identification of 24 transit stop locations as shown on the overview map, with each stop described further in this booklet. The Project addressed the following design elements:

- Safety and functionality
- Transit Stop Visibility
- Americans with Disabilities Act (“ADA”) accommodation
- Bicycle and pedestrian accessibility
- Bus pull-out or stop location configuration
- Shelter size, type and other furnishings and amenities to enhance user safety and comfort
- Right of Way (“ROW”)
- Roadway crossings
- Illumination and way-finding improvements
- Preparation of information needed to support future environmental documentation under the National Environmental Policy Act (NEPA).

One of four potential recommended bus stop design types shown on pages 6 and 7 were chosen as most appropriate for each location.

Acknowledgements:

ODOT

Ken Shonkwiler, ODOT Region 2

Mark Bernard, Region 2

Arla Miller, Region 2

Dorothy Upton, P.E., Region 2

Calvin Larwood, P.E., Region 2

Donna Hinze, Region 2

NWOTA

Cynda Bruce, Lincoln County Transit

Lee Lazaro, Benton County Transportation

Lisa Scherf, Benton County Transportation

Doug Pilant, Tillamook County Transportation District

Jeff Hazen, Sunset Empire Transportation District

Todd Wood, Columbia County Rider

Mary McArthur, Columbia Pacific EDD

Consultant Team

Ryan Farncomb, Parametrix

Scott Richman, Jacobs

Shawn Kummer, Jacobs

Steven VanderGeissen, Jacobs

Carole Richardson, Plangineering

Columbia County Rider

- 1 Scappoose at US30 at Havlik Drive (WB)
- 2 St. Helens at US30 and Gable Road (WB)
- 3 St. Helens at US30 and Gable Road (EB)
- 4 St. Helens at US30 Columbia Blvd. (EB)

Sunset Empire Transportation

- 6 Knappa
- 7 Warrenton
- 8 Gearhart
- 9 Seaside

Tillamook County Transportation

- 10 Rockaway Beach - HWY 101 and South 3rd Ave (NB)
- 11 Rockaway Beach - HWY 101 and South 3rd Ave (SB)
- 12 Rockaway Beach - HWY 101 and North 3rd Ave (NB)
- 13 Rockaway Beach - HWY 101 and North 3rd Ave (SB)
- 14 Hebo
- 15 Pacific City

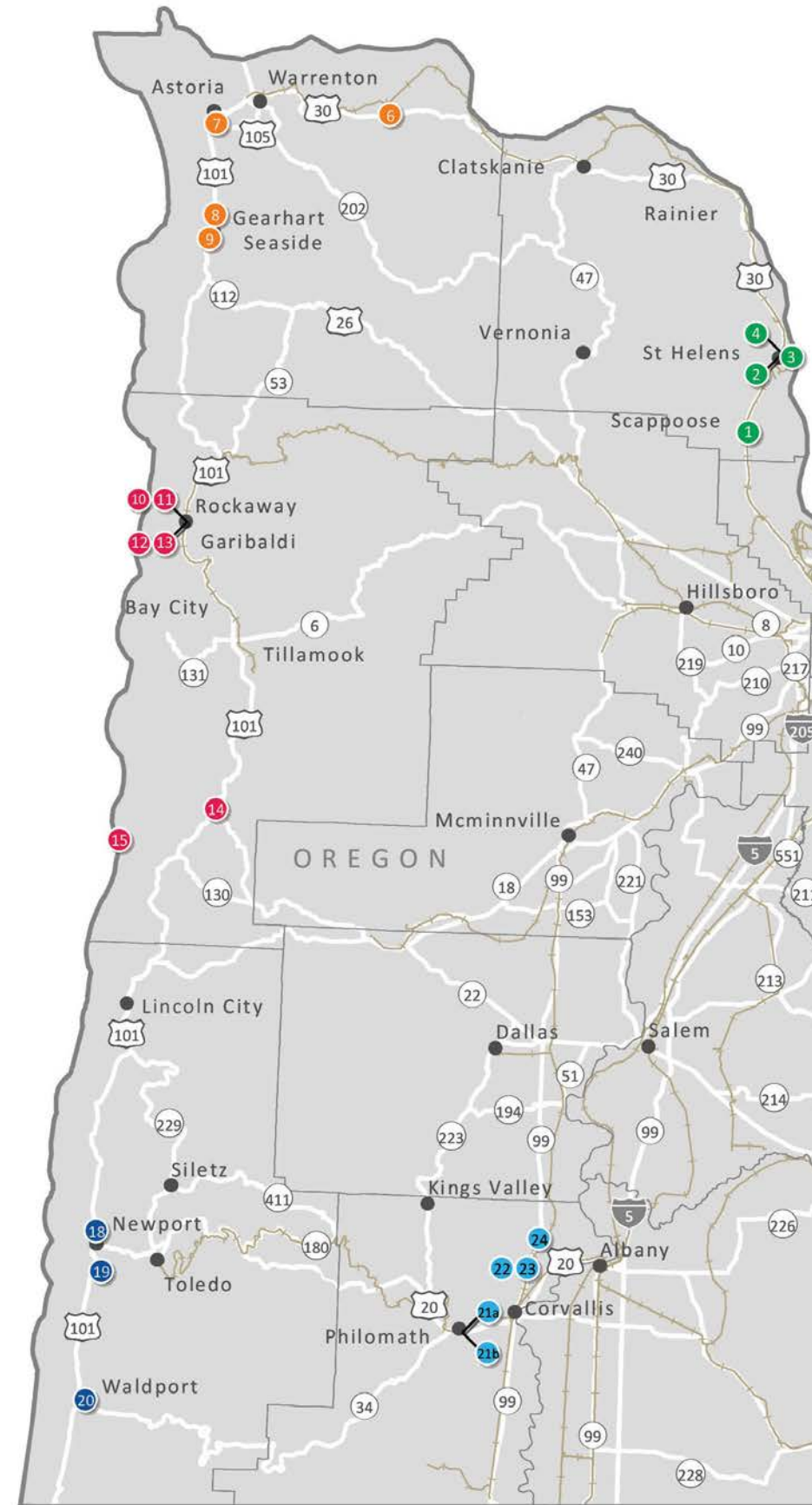
Lincoln County Transit

- 18 Newport North
- 19 Newport South
- 20 Waldport

Benton County Transportation

- 21a Philomath at US20 & 1th St. (WB)
- 21b Philomath at US20 & 11th St. (EB)
- 22 Lewisburg at OR99W & Granger Ave (SB)
- 23 Lewisburg at OR99W & Granger Ave (NB)
- 24 Adair Village

Note: Stops 5, 16, and 17 were removed from the project during earlier phases of work and are not shown in this summary.

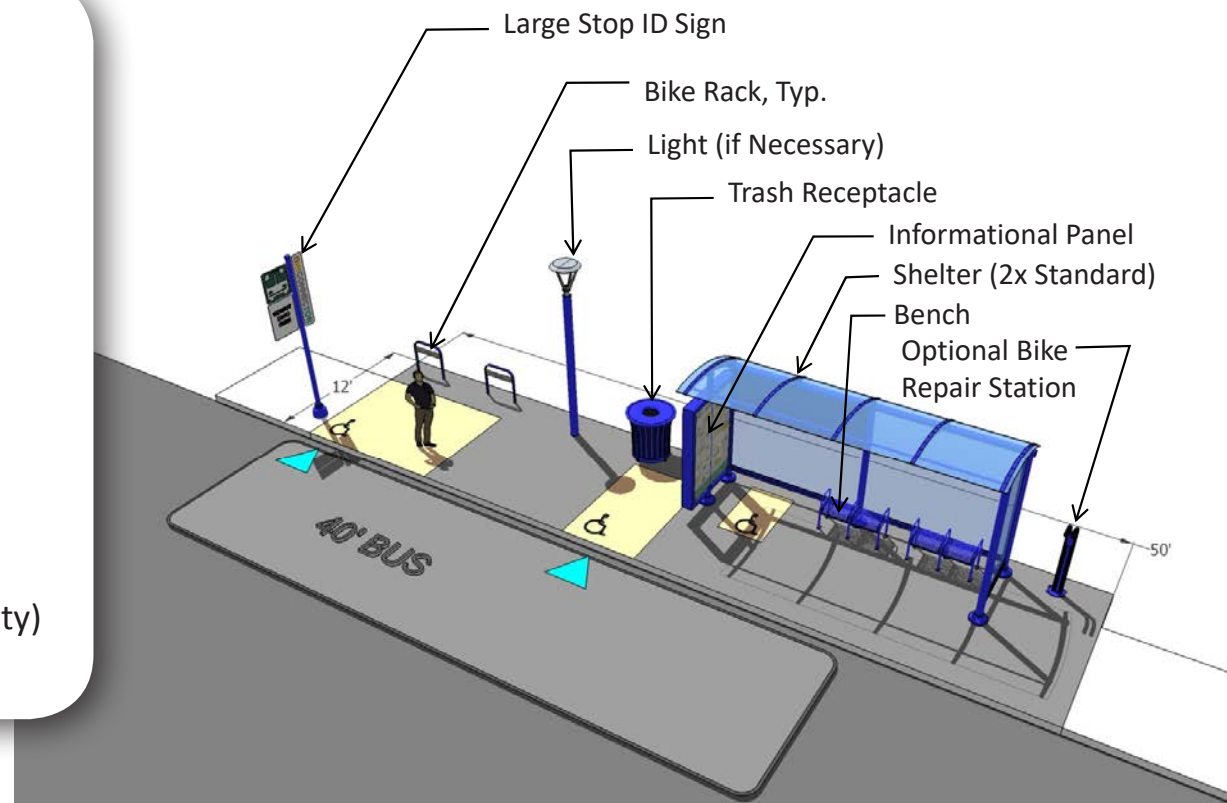


Project Overview

Proposed Design Elements

High Ridership/High Investment

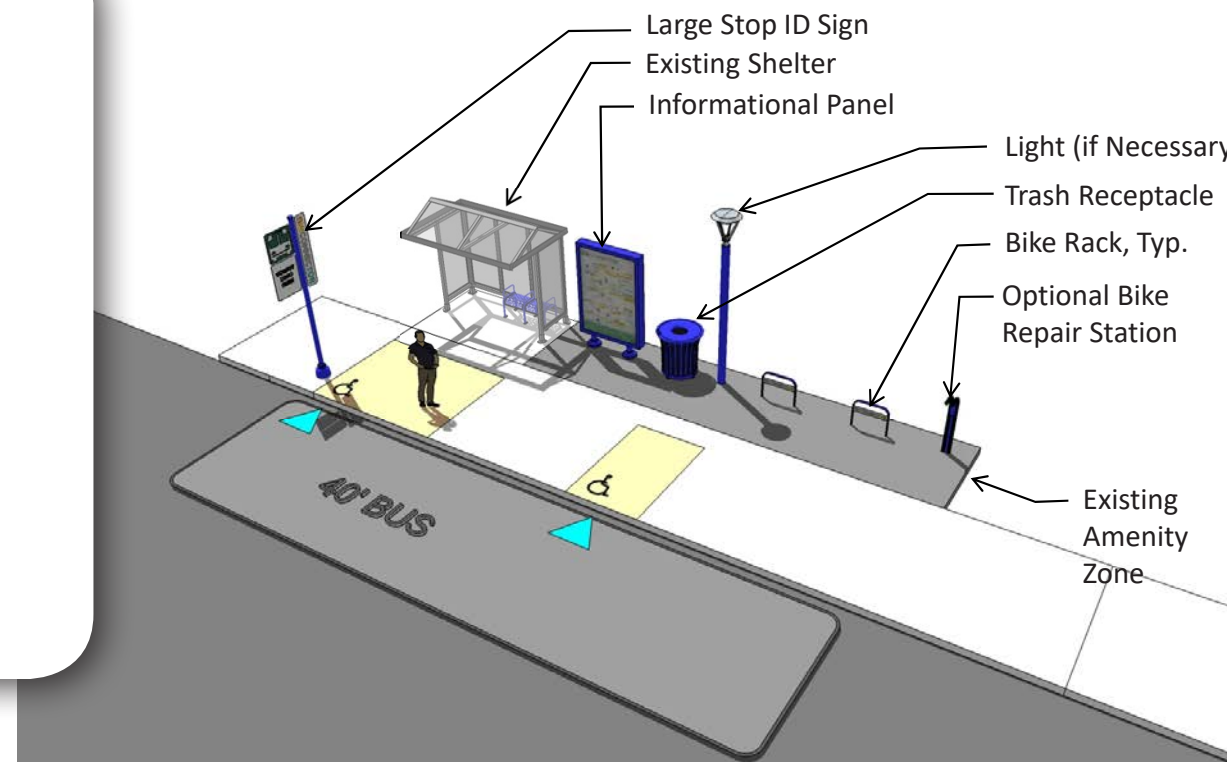
- Stop Footprint – Dimensions: 12'x50'
- Large Shelter
 - Shelter Signage Information Panel
 - Solar panel/battery powered lighting
- Stop ID Sign - Large
- 2 Benches
- Trash Receptacle
- Bike Parking (2 racks or lockers)
- Bike Repair Station - optional
- Pole light (if no existing street lighting in close proximity)
- Optional Public Art



Proposed Design Elements

High Ridership/Low Investment

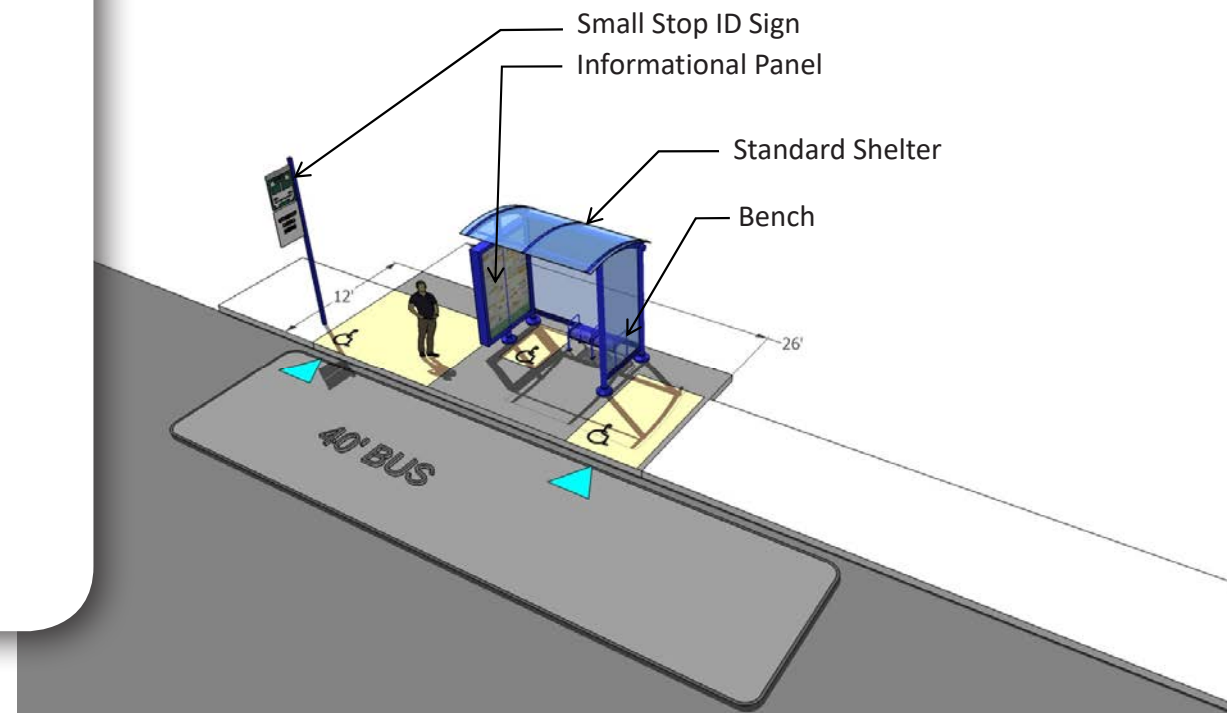
- Stop Footprint (Existing/New/Combination) dimension varies
- Shelter (New or Existing)
 - Shelter Signage Information Panel (New)
- Stop ID Sign – Large (New)
- Bench (New or Existing)
- Trash Receptacle (New)
- Bike Parking (2 racks or lockers)(New)
- Optional Bike Repair Station (New)
- Optional public art



Proposed Design Elements

Low Ridership/High Investment

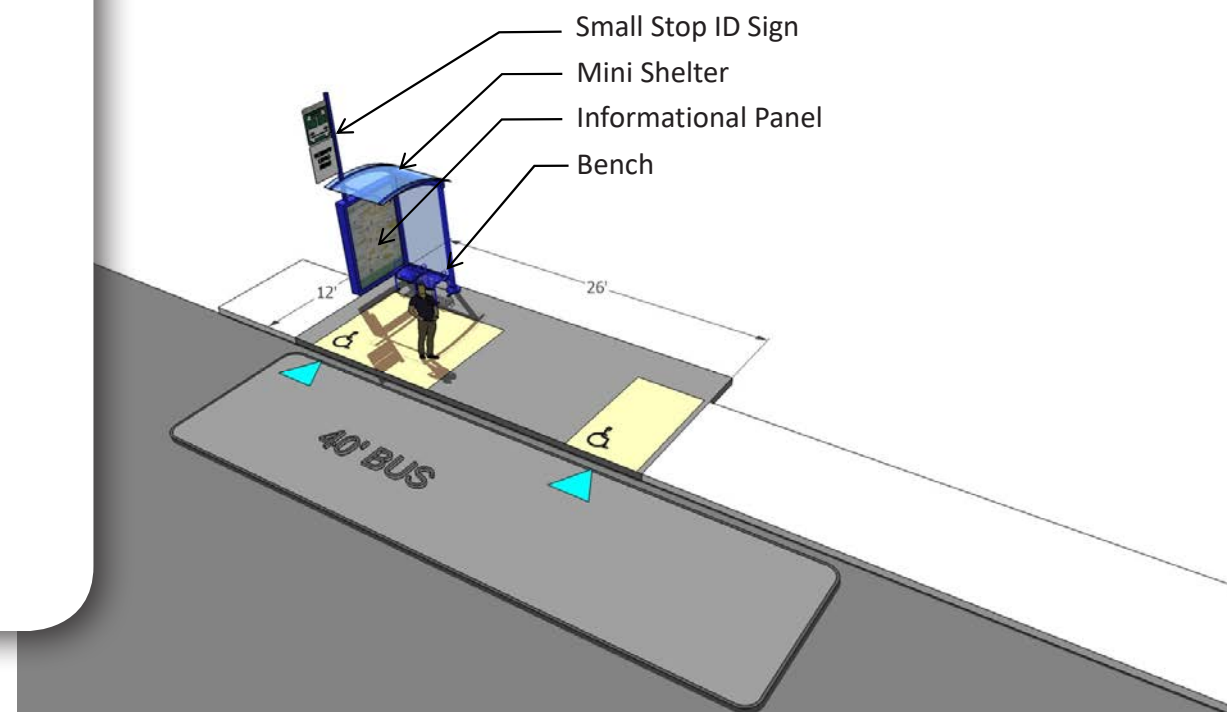
- Stop Footprint – Dimensions: 12' x 26'
- Standard Shelter
 - Shelter Signage Informational Panel
 - Solar panel/battery powered lighting
- Stop ID Sign – Small
- Bench



Proposed Design Elements

Low Ridership/Low Investment

- Stop Footprint – Dimensions: 12' x 26'
- 'Small'-shelter
- Stop ID Sign – Small
- Bench optional



Transit Stop Concepts

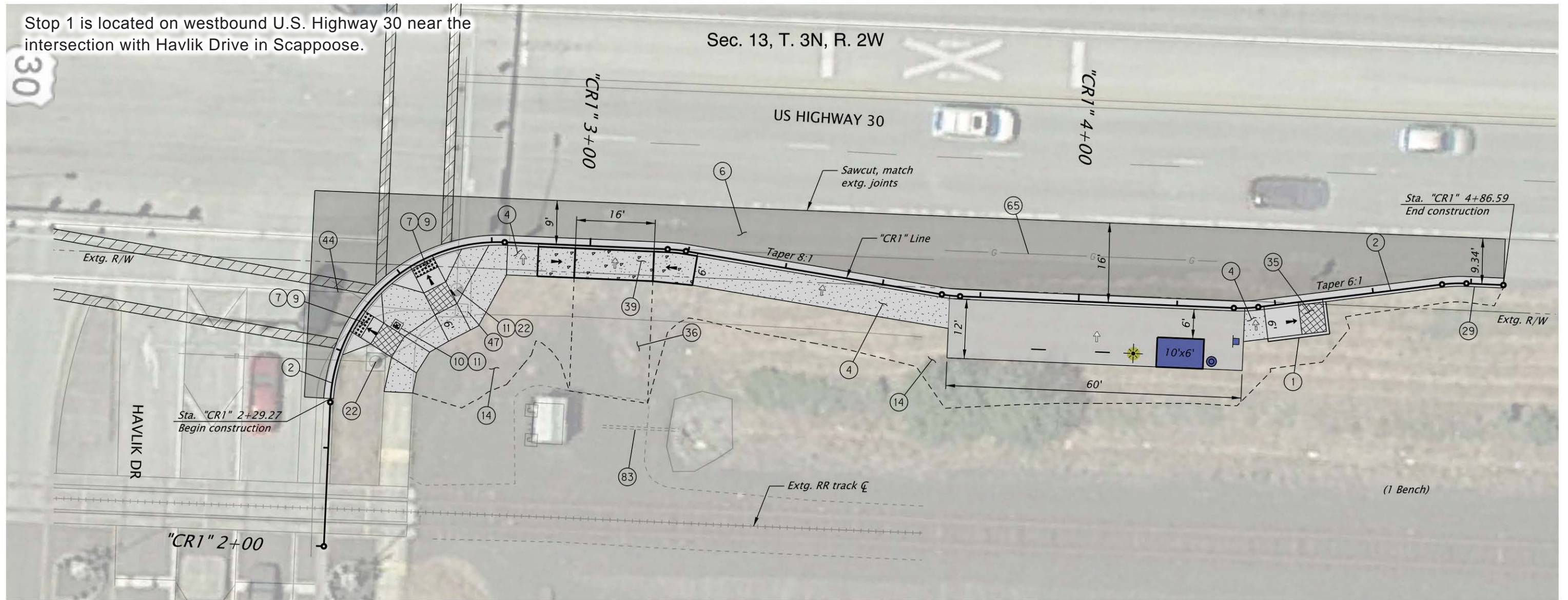


Figure 1. Stop #1 site, looking northeast

August 2019 - Google Street View

Stop #1 is located on the northeast corner of the intersection of Highway 30 and Havlik Drive in Scappoose. The existing stop has no facilities; passengers wait for the bus on the gravel shoulder of the road. The stop location is between Highway 30 and an active freight railroad line, constraining opportunities for improvement. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersection.

Stop 1 is located on westbound U.S. Highway 30 near the intersection with Havlik Drive in Scappoose.



KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑥ Const. plain conc. pavmt., Dowelled
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑩ Const. pushbutton pole
- ⑪ Const. standard pedestrian pushbutton
- ⑭ Seed with grass
- ⑲ Preserve and protect extg. overhead signal
- ⑳ Const. curb ending
- ㉓ Const. curb ramp (Sidewalk end)
- ㉖ Const. gravel driveway
- ㉘ Const. driveway, fully lowered sidewalk
- ㉜ Adjust signal loop detectors
- ㉞ Adjust signal box
- ㉟ protect extg. gas line
- ㉿ Preserve and protect extg. storm pipe

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #1 (WB) - Scappoose at US30 & Havlik Drive
Columbia County Rider

Transit Stop Concepts

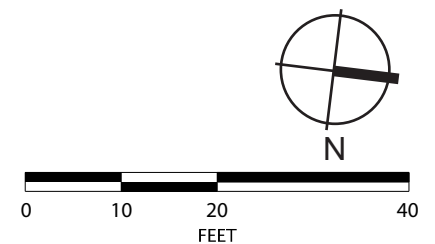




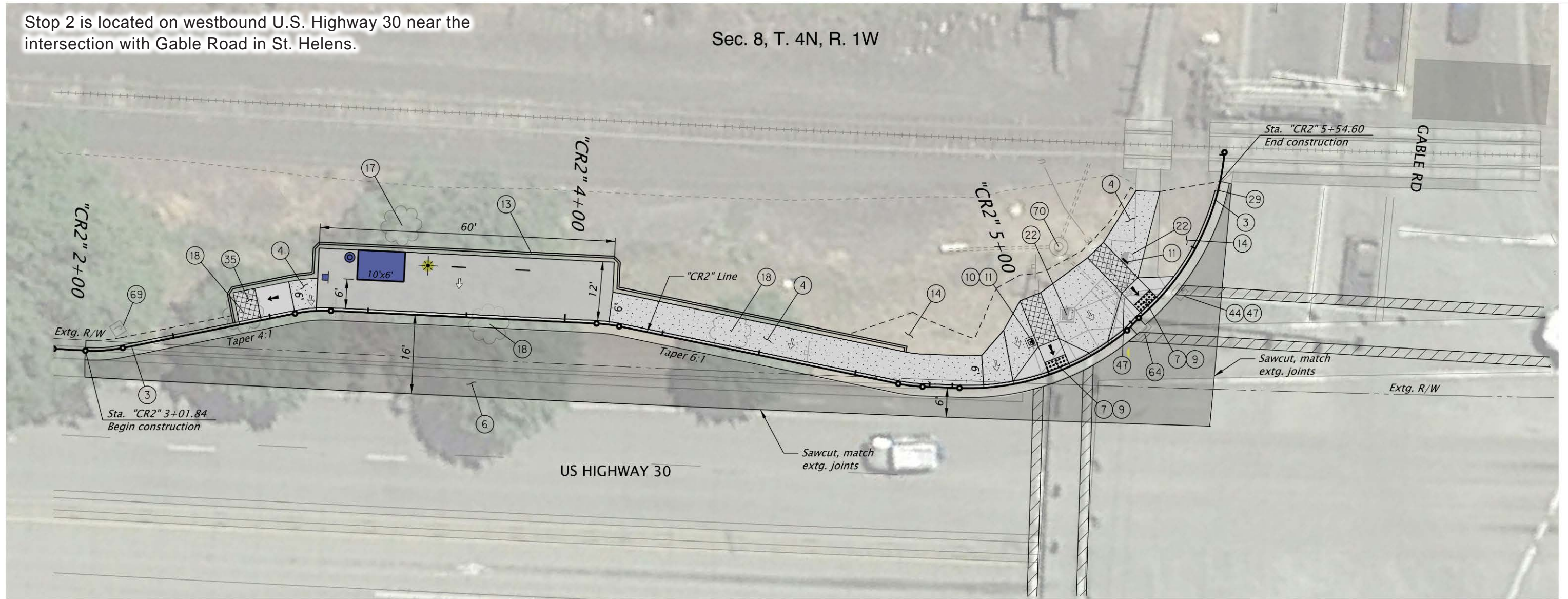
Figure 2. Stop #2 site, looking east

July 2018 - Google Street View

Stop #2 is located on the northeast corner of the intersection of Highway 30 and Gable Road in St. Helens. The existing northeast transit stop has no facilities and passengers are boarding and alighting in grass/dirt. The stop location is between Highway 30 and an active freight railroad line, constraining opportunities for improvement. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersections.

Stop 2 is located on westbound U.S. Highway 30 near the intersection with Gable Road in St. Helens.

Sec. 8, T. 4N, R. 1W



KEY NOTES

- (3) Const. curb and gutter - 30" width
- (4) Const. P.C. conc. sidewalk
- (6) Const. plain conc. pavmt., Dowelled
- (7) Const. curb ramp (perpendicular)
- (9) Const. truncated dome detectable warning surface, safety yellow
- (10) Const. pushbutton pole

- (11) Const. standard pedestrian pushbutton
- (13) Const. retaining wall with handrail
Max. height 6'
Avg. height 4'
- (14) Seed with grass
- (17) Preserve and protect extg. tree
- (18) Remove extg. tree
- (22) Preserve and protect extg. signal pole

- (29) Const. curb ending
- (35) Const. curb ramp (Sidewalk end)
- (44) Adjust signal loop detectors
- (47) Adjust extg. signal box
- (64) Preserve and protect extg. inlet
- (68) Relocate extg. utility box
- (69) Preserve and protect extg. utility box
- (70) Preserve and protect extg. manhole

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #2 (WB) - St. Helens at US30 & Gable Road
Columbia County Rider

Transit Stop Concepts

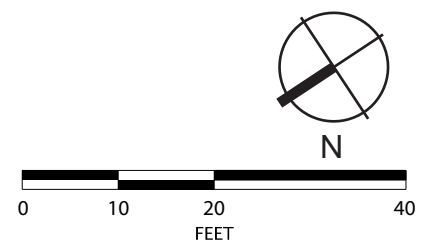




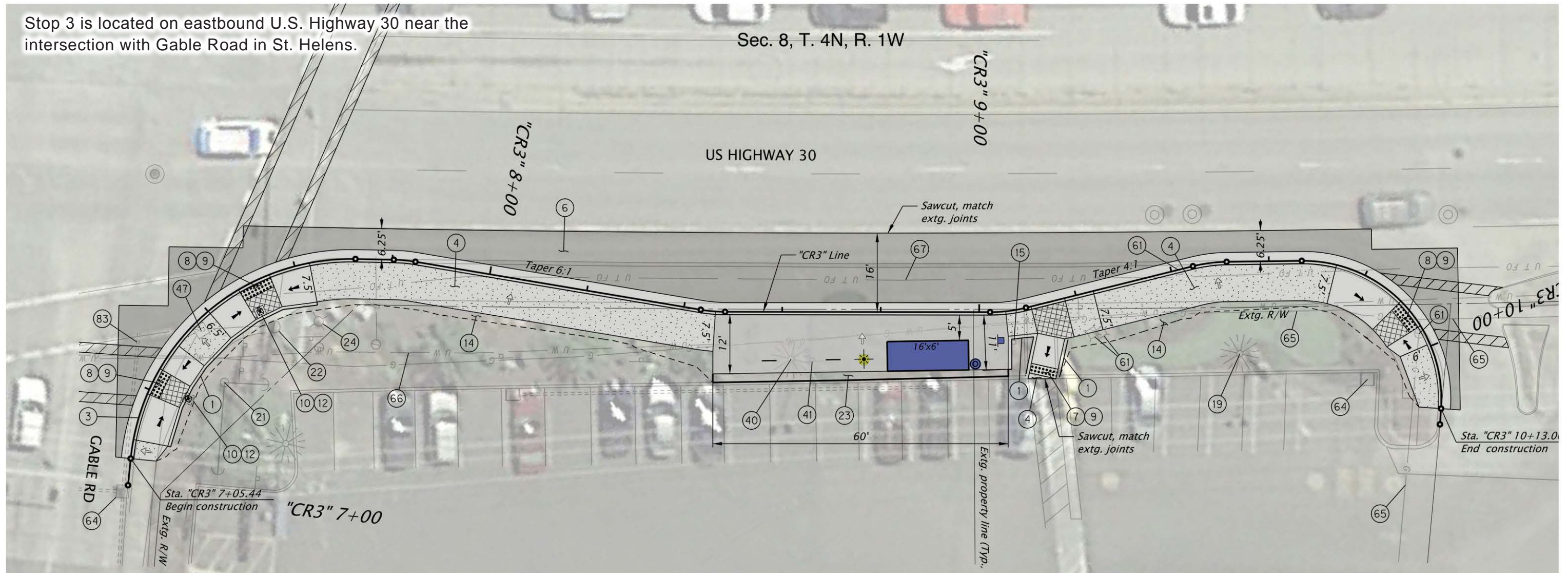
Figure 3. Stop #3 site, looking southwest

July 2018 - Google Street View

Stop #3 is located on the southwest corner of the intersection of Highway 30 and Gable Road in St. Helens. The existing northeast transit stop has no facilities and passengers are boarding and alighting in grass/dirt. The stop location is between Highway 30 and an active freight railroad line, constraining opportunities for improvement. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersections.

Stop 3 is located on eastbound U.S. Highway 30 near the intersection with Gable Road in St. Helens.

Sec. 8, T. 4N, R. 1W



KEY NOTES

- | | | |
|---|---|--|
| ① Const. standard curb | ⑩ Const. pushbutton pole | ②④ Preserve and protect extg. hydrant |
| ③ Const. curb and gutter - 30" width | ⑫ Const. pedestrian pushbutton "H" frame | ④⑥ Relocate light pole |
| ④ Const. P.C. conc. sidewalk | ⑭ Seed with grass | ④① Relocate Sign |
| ⑥ Const. plain conc. pavmt., Dowelled | ⑮ Preserve and protect extg. sign | ④⑦ Adjust extg. signal box |
| ⑦ Const. curb ramp (perpendicular) | ⑰ Preserve and protect extg. light pole | ⑥① Adjust extg. utility box |
| ⑧ Const. curb ramp (parallel) | ⑲ Preserve and protect extg. utility pole | ⑥④ Preserve and protect extg. inlet |
| ⑨ Const. truncated dome detectable warning surface, safety yellow | ⑳ Preserve and protect extg. signal pole | ⑥⑤ Protect extg. gas line |
| | ㉑ Const. concrete slope | ⑥⑥ Protect extg. water line |
| | | ⑥⑦ Protect extg. fiber optic |
| | | ⑧③ Preserve and protect extg. storm pipe |

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #3 - St. Helens at US30 & Gable Road (EB)
Columbia County Rider

Transit Stop Concepts

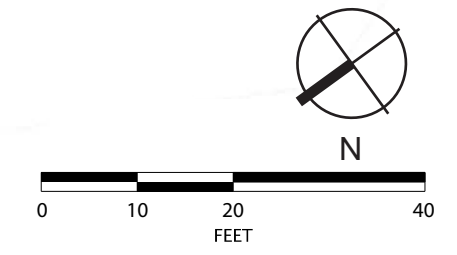




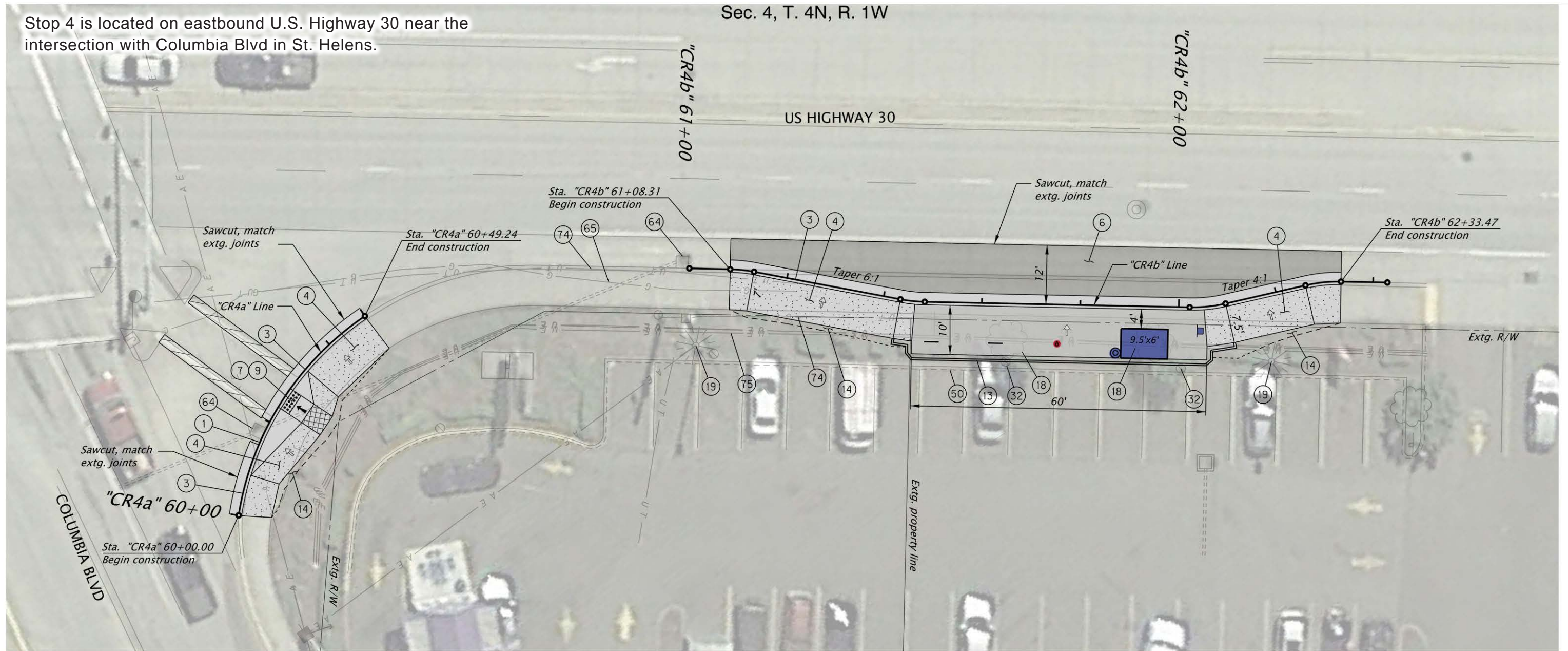
Figure 4. Stop #4 site, looking southwest

July 2018 - Google Street View

Stop #4 is located on the southwest corner of the intersection of Highway 30 and Columbia Boulevard in St. Helens. The existing transit stop has a curb, gutter, and sidewalk but substandard ADA accessible facilities. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersections.

Stop 4 is located on eastbound U.S. Highway 30 near the intersection with Columbia Blvd in St. Helens.

Sec. 4, T. 4N, R. 1W



KEY NOTES

- ① Const. standard curb
- ③ Const. curb and gutter - 30" width
- ④ Const. P.C. conc. sidewalk
- ⑥ Const. plain conc. pavmt., Dowelled
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑬ Const. retaining wall with handrail
Max height 2'
Avg. height 1'
- ⑭ Seed with grass
- ⑱ Remove extg. tree
- ⑲ Preserve and protect extg. light pole
- ⑳ Remove sprinkler

- ⑵ Preserve and protect extg. curb
- ⑶ Preserve and protect extg. inlet
- ⑷ Protect extg. gas line
- ⑸ Protect extg. telephone line
- ⑹ Protect extg. electric line

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #4 - St. Helens at US30 & Columbia Blvd (EB)
Columbia County Rider

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

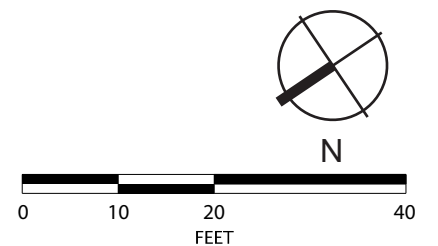




Figure 5. Stop #6 site, looking west

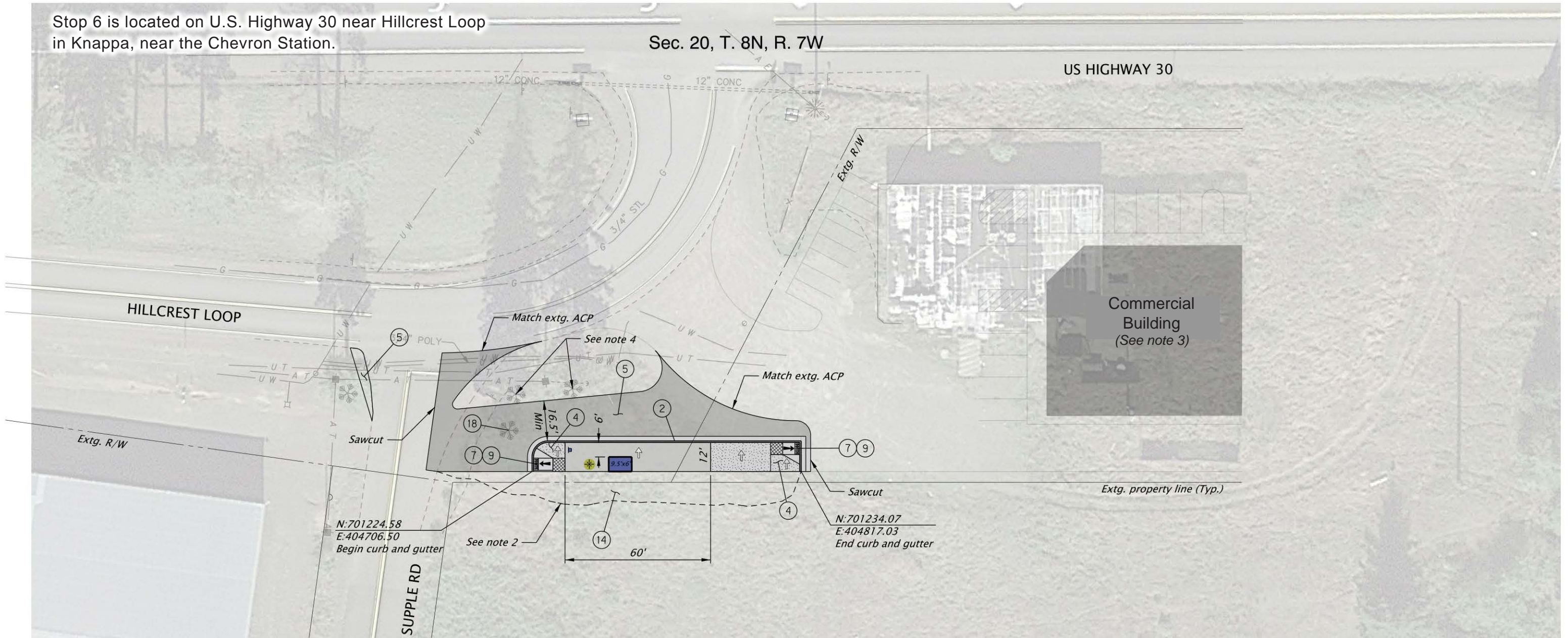
December 2017

Stop #6 is located just west of the intersection of Highway 30 and Hillcrest Loop in Knappa. This stop is not on the state highway system, unlike most other stops. The existing transit eastbound and westbound stops are on Highway 30; there is no pull-out area and no designated space for passengers to wait for the bus. The proposed transit stop would combine the eastbound and westbound stops into one off-highway location. The improved transit stop includes a raised boarding and alighting area with curb ramps descending to the existing grades. The bus will turn off the highway onto Hillcrest Loop, completing a loop through the proposed stop and return to Highway 30.

Stop 6 is located on U.S. Highway 30 near Hillcrest Loop in Knappa, near the Chevron Station.

Sec. 20, T. 8N, R. 7W

US HIGHWAY 30



KEY NOTES

- (2) Const. curb and gutter - 24" width
- (4) Const. P.C. conc. sidewalk
- (5) Const. ACP
- (7) Const. curb ramp (perpendicular)
- (9) Const. truncated dome detectable warning surface, safety yellow
- (14) Seed with grass
- (18) Remove extg. tree

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:

1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
2. The toe of fill exceeds the boundary of ground survey that was collected for this project. the line shown is conceptual and may not be accurate.
3. The commercial building outline, parking spaces, and curb was traced from sheet C3.1 (Grading Plan) of the 80% review set of plans for the commercial building produced by Tectonics Design Group and submitted on May 15th, 2018. The commercial building linework is shown for illustration purposes only, is subject to change, and shall not be used for construction, permitting, or any other purposes.
4. The two trees located North of the stop are likely to be removed, further study required.

Stop #6 - Knappa

Sunset Empire Transportation District

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

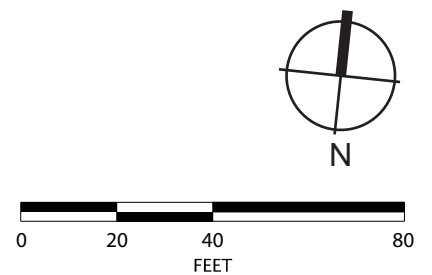




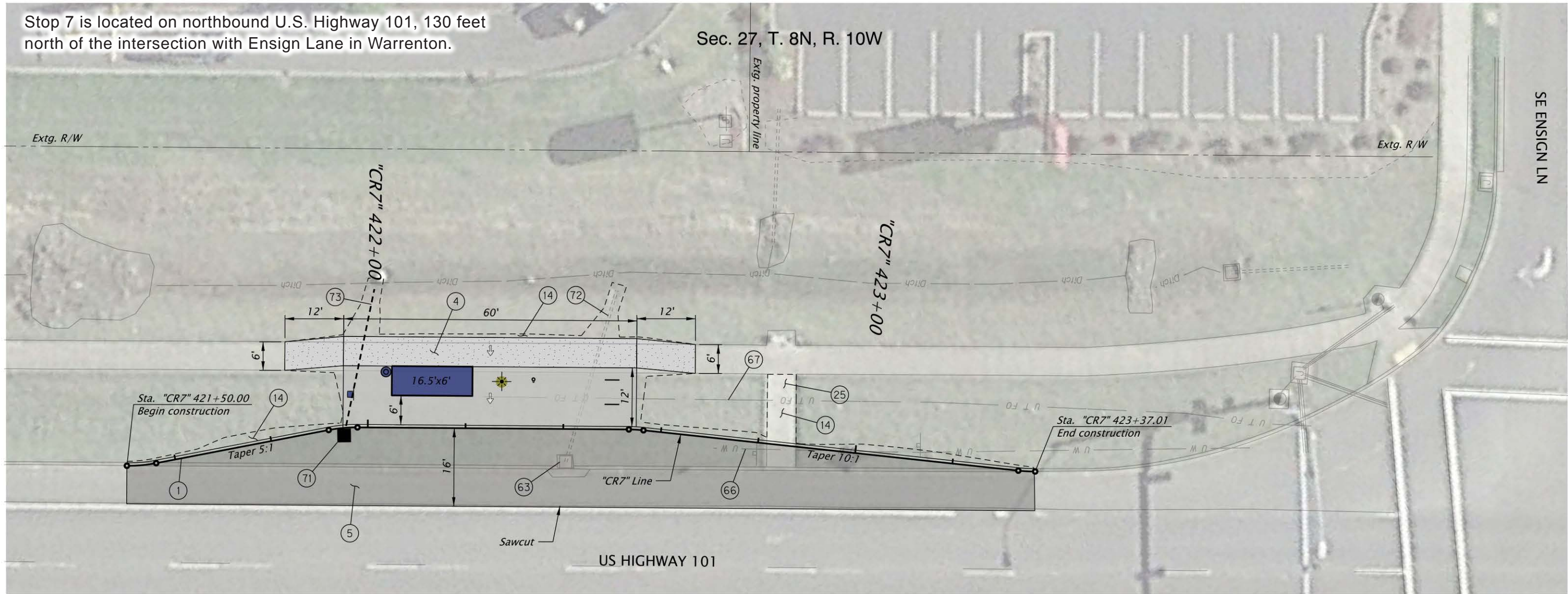
Figure 6. Stop #7 site, looking northeast

October 2018 - Google Street View

Stop #7 is located on the northeast corner of Highway 101 and Southeast Ensign Lane in Warrenton. The existing transit stop has a concrete sidewalk boarding/alighting area and a small bench. The proposed transit stop includes a bus pull-out area, new signage, a shelter, a bench, bike racks, site lighting, and a trash receptacle.

Stop 7 is located on northbound U.S. Highway 101, 130 feet north of the intersection with Ensign Lane in Warrenton.

Sec. 27, T. 8N, R. 10W



KEY NOTES

- ① Const. standard curb
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑭ Seed with grass
- ⑳ Remove extg. sidewalk
- ⑬ Remove extg. inlet
- ⑥⑥ protect extg. water line
- ⑥⑦ Protect extg. fiber optic
- ⑦① Const. inlet
- ⑦② Remove extg. storm pipe
- ⑦③ Const. storm pipe

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #7 - Warrenton

Sunset Empire Transportation District

Transit Stop Concepts

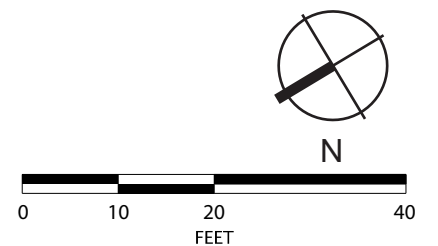




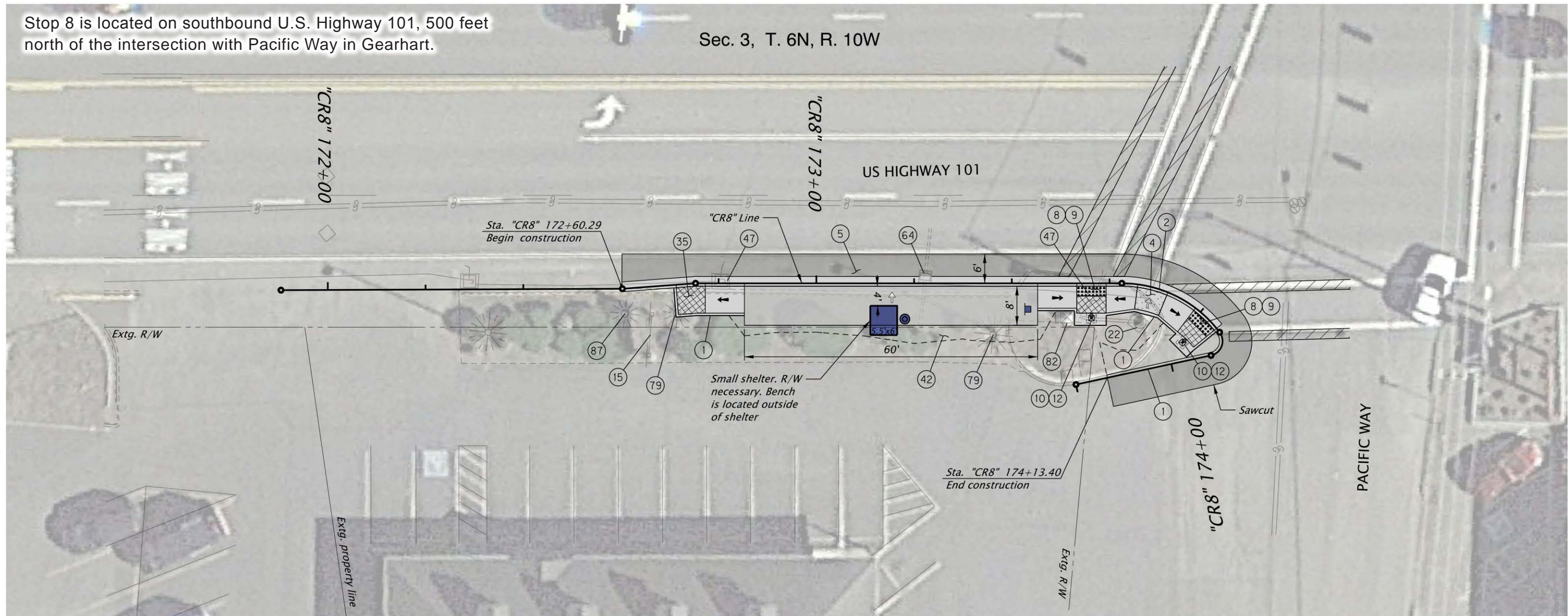
Figure 7. Stop #8 site, looking northwest

October 2018 - Google Street View

Stop #8 is located on the northwest corner of the intersection of Highway 101 and Pacific Way in Gearhart. The existing transit stop, 400 feet north of the proposed new stop, has no improvements and passengers are boarding and alighting in a landscaped area. There are no sidewalks present at the current stop location nor improved/marked pedestrian crossings on Highway 101. The proposed stop includes a passenger waiting area, boarding and alighting area with amenities, a sidewalk connection to the intersection, and ADA accessible curb ramps at the signalized intersection of Highway 101 and Pacific Way.

Stop 8 is located on southbound U.S. Highway 101, 500 feet north of the intersection with Pacific Way in Gearhart.

Sec. 3, T. 6N, R. 10W



KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑧ Const. curb ramp (parallel)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑮ Preserve and protect extg. sign.
- ⑳ Preserve and protect extg. signal pole
- ㉓ Const. curb ramp (Sidewalk end)
- ㉔ Const. landscape rock
- ㉕ Adjust extg. signal box
- ㉖ Preserve and protect extg. inlet

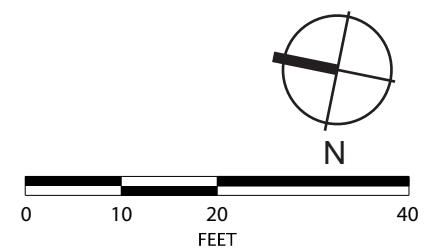
LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



Stop #8 - Gearhart

Sunset Empire Transportation District

Transit Stop Concepts



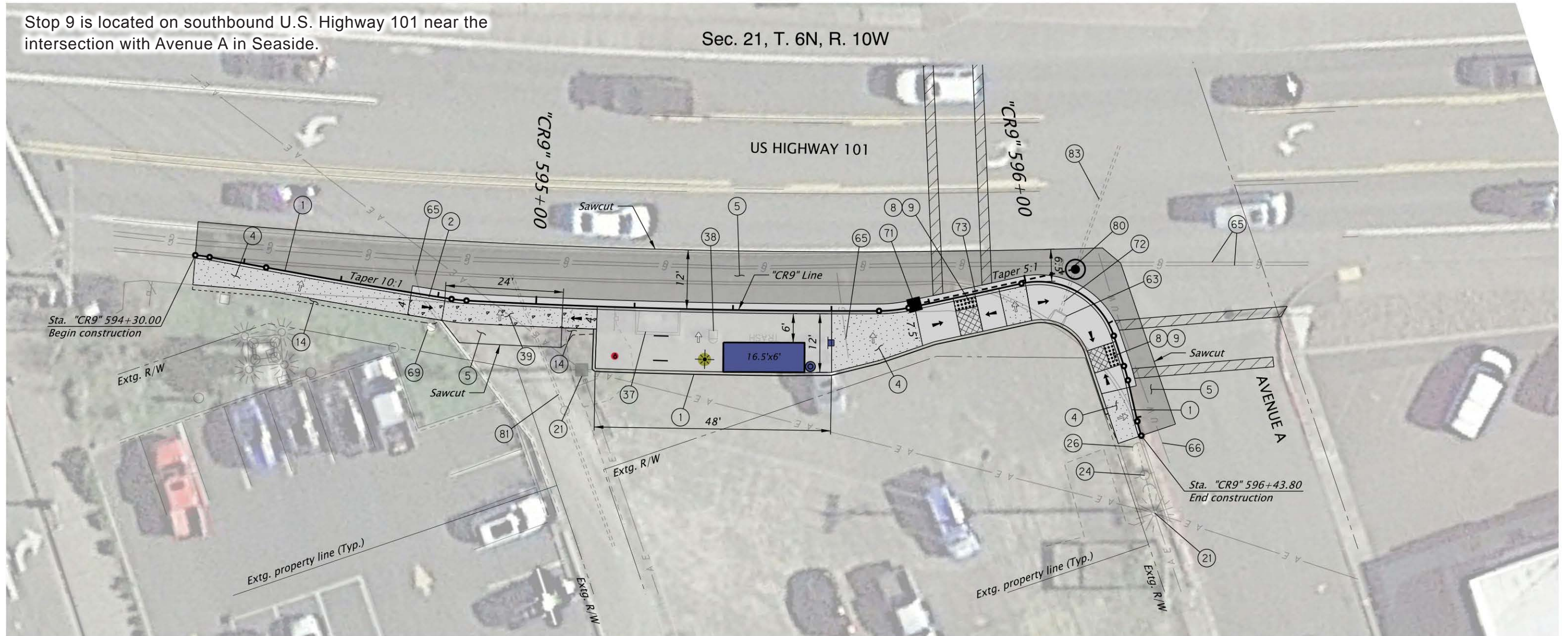
Figure 8. Stop #9 site, looking west

October 2018 - Google Street View

Stop #9 is located on the northwest corner of Highway 101 and Avenue A in Seaside. The existing transit stop has a shelter, signage, and trash receptacle, however, it does not include an ADA accessible boarding and alighting area. The proposed transit stop includes a bus pull-out, an ADA accessible boarding/alighting area, amenities, and a sidewalk connection to the intersection with ADA accessible curb ramps.

Stop 9 is located on southbound U.S. Highway 101 near the intersection with Avenue A in Seaside.

Sec. 21, T. 6N, R. 10W



KEY NOTES

- | | | |
|---|--|---|
| ① Const. standard curb | ②① Preserve and protect extg. utility pole | ⑥⑥ Protect extg. water line |
| ② Const. curb and gutter - 24" width | ②④ Preserve and protect extg. hydrant | ⑥⑨ Preserve and protect extg. utility box |
| ④ Const. P.C. conc. sidewalk | ②⑥ Preserve and protect extg. guy wire | ⑦① Const. Inlet |
| ⑤ Const. ACP | ③⑦ Remove extg. bus shelter | ⑦② Remove extg. storm pipe |
| ⑧ Const. curb ramp (parallel) | ③⑧ Remove extg. trash receptacle | ⑦③ Const. storm pipe |
| ⑨ Const. truncated dome detectable warning surface, safety yellow | ③⑨ Const. driveway, fully lowered sidewalk | ⑧① Const. Manhole |
| ⑭ Seed with grass | ⑥③ Remove extg. inlet | ⑧① Preserve and protect sanitary pipe |
| | ⑥⑤ Protect extg. gas line | ⑧③ Preserve and protect storm pipe |

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

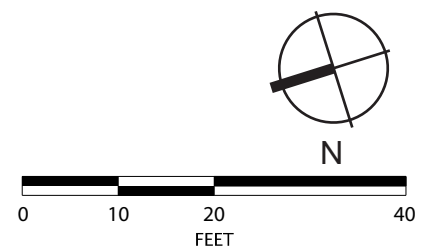
Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #9 - Seaside

Sunset Empire Transportation District

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project



Stop #10 – U.S. Highway 101 and South 3rd Avenue (Northbound) and Stop #11 – U.S. Highway 101 and South 3rd Avenue (Southbound) – Rockaway Beach

Existing Conditions



Figure 9. Stop #10 site (northbound), looking south October 2018 - Google Street View

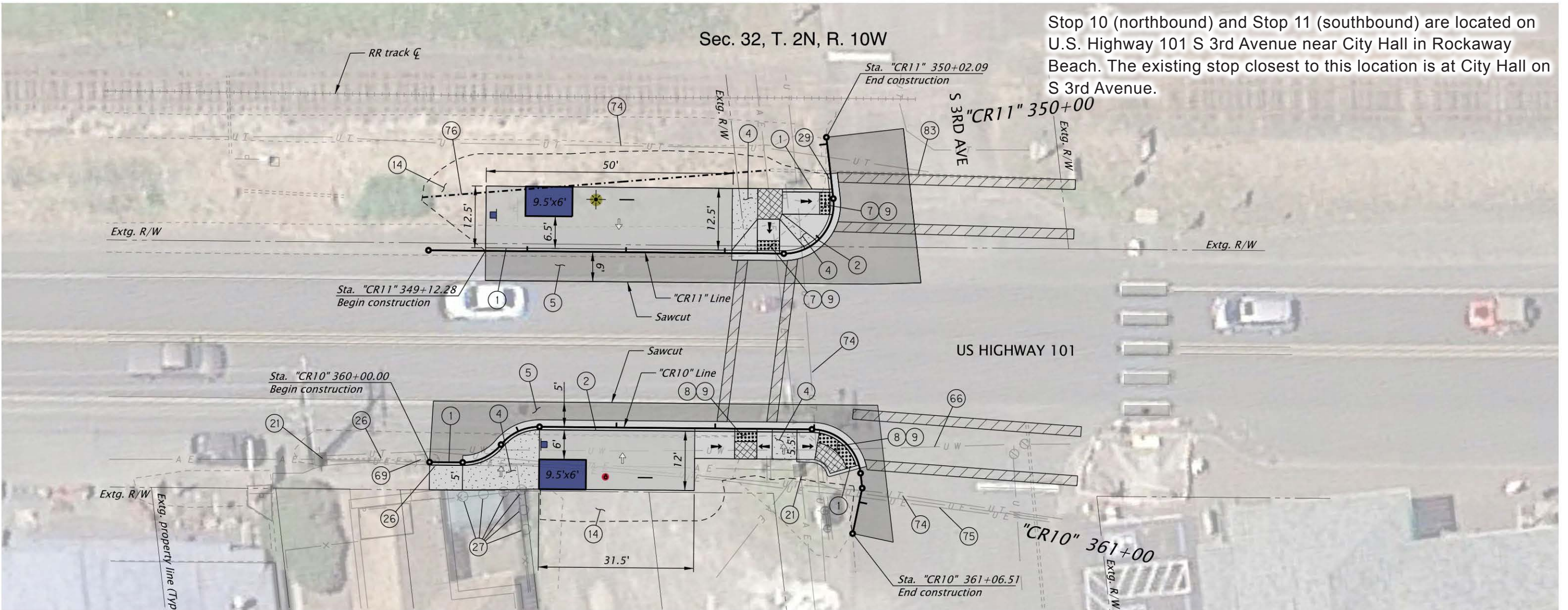
Existing Conditions



Figure 10. Stop #11 site (southbound), looking southwest October 2018 - Google Street View

Stop #10 and Stop #11 are located on the southeast (northbound) and southwest (southbound) corners, respectively, of the intersection of Highway 101 and South 3rd Avenue in Rockaway Beach. The existing stop is located at the northwest corner of Anchor Street and South 3rd Avenue; both the northbound and southbound buses use this stop location. The proposed transit stops will be moved west to Highway 101. Both stops include a raised passenger waiting, boarding/alighting area, transit stop amenities, a sidewalk connection to the intersection, and ADA accessible curb ramps. The proposed stop designs are intended to accommodate the future “rail-with-trail” Salmonberry Trail alignment.

Stop #10 (the proposed northbound stop location) is not currently improved.



Stop 10 (northbound) and Stop 11 (southbound) are located on U.S. Highway 101 S 3rd Avenue near City Hall in Rockaway Beach. The existing stop closest to this location is at City Hall on S 3rd Avenue.







KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑦ Const. curb ramp (perpendicular)
- ⑧ Const. curb ramp (parallel)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑰ Preserve and protect extg. utility pole
- ⑳ Preserve and protect extg. guy wire
- ㉑ Preserve and protect extg. bollard
- ㉒ Const. curb ending
- ⑥⑥ Protect extg. water line
- ⑥⑨ Preserve and protect extg. utility box
- ⑦④ Protect extg. telephone line
- ⑦⑤ Protect extg. electric line
- ⑦⑥ Extend extg. storm pipe
- ⑧③ Preserve and protect extg. storm pipe

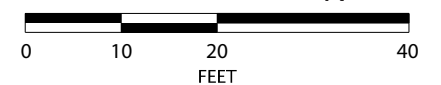
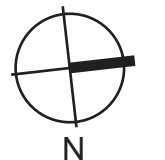
LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

-  Bus stop shelter (NB - 1 bench)
(SB - 1 Bench)
-  Bus stop ID sign
-  Light pole
-  Bike rack
-  Trash receptacle
-  Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



Stop #10 & #11 - Rockaway Beach at S 3rd Ave
Tillamook County Transportation District

Transit Stop Concepts

Stop #12 – U.S. Highway 101 and North 3rd Avenue (Northbound) and Stop #13 – U.S. Highway 101 and North 3rd Avenue (Southbound) – Rockaway Beach

Existing Conditions



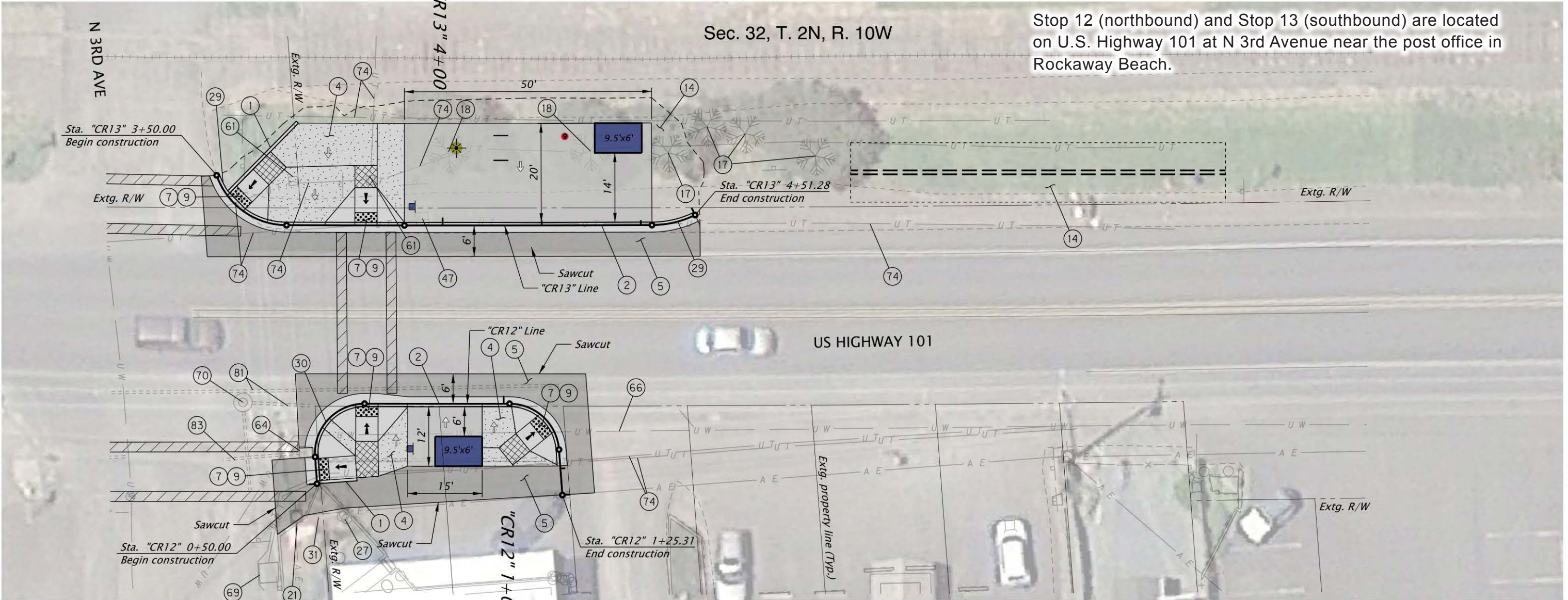
Figure 11. Stop #12 (northbound), looking northeast
October 2018 - Google Street View

Existing Conditions



Figure 12. Stop #13 (southbound), looking southeast
October 2018 - Google Street View

Stop #12 and Stop #13 are located on the northeast corner and northwest corners, respectively, of the intersection of Highway 101 and North 3rd Avenue in Rockaway Beach. The existing stop locations have no improvements or amenities and passengers board and alight on existing asphalt. The proposed transit stops include a raised passenger waiting and boarding/alighting area, transit stop amenities, a sidewalk connection to the intersection, and ADA accessible curb ramps. The proposed stop designs are intended to accommodate the future “rail-with-trail” Salmonberry Trail alignment.



KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑰ Preserve and protect extg. tree
- ⑱ Remove extg. tree
- ⑳ Preserve and protect extg. utility pole
- ㉓ Preserve and protect extg. bollard
- ㉕ Const. curb ending
- ㉖ Const. curb and gutter - 32" width
- ㉗ Adjust extg. planter
- ㉙ Adjust extg. signal box
- ⑥① Adjust extg. utility box to finished grade
- ⑥④ Preserve and protect extg. inlet
- ⑥⑥ Protect extg. water line
- ⑥⑨ Preserve and protect extg. utility box
- ⑦① Preserve and protect extg. manhole
- ⑦④ Protect extg. telephone line
- ⑦⑥ Extend extg. storm pipe
- ⑧① Preserve and protect sanitary pipe
- ⑧③ Preserve and protect extg. storm pipe

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (NB - 1 bench) (SB - 1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #12 & 13 - Rockaway Beach at N 3rd Ave
 Tillamook County Transportation District

Transit Stop Concepts

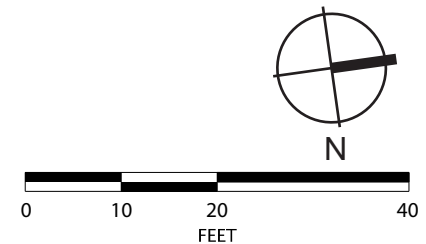




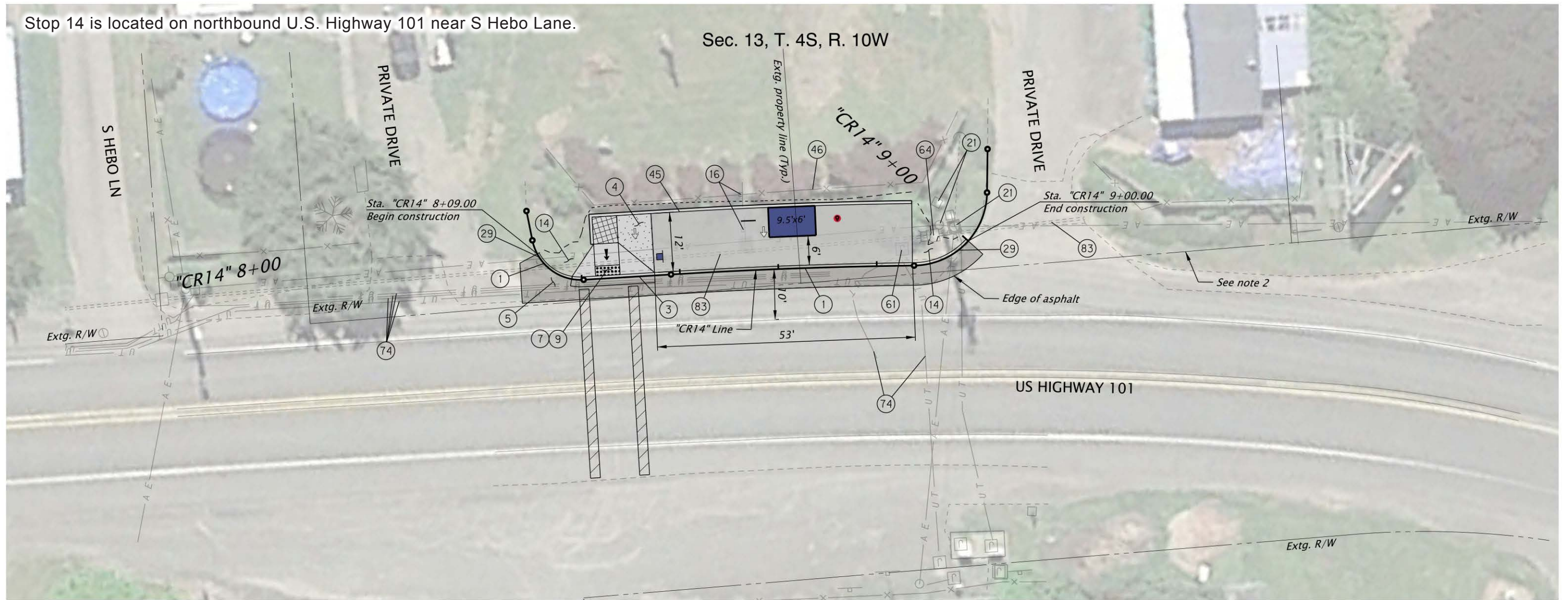
Figure 13. Stop #14, looking east

May 2018 - Google Street View

Stop 14 is located along the south side of Highway 101 just west of South Hebo Lane in Hebo. The existing transit stop has no amenities or accessible facilities and passengers are boarding/alighting in dirt and grass. The proposed transit stop includes a raised passenger waiting, boarding, and alighting area with amenities, a sidewalk connection to an ADA accessible curb ramp, and a crossing to the opposite side of Highway 101.

Stop 14 is located on northbound U.S. Highway 101 near S Hebo Lane.

Sec. 13, T. 4S, R. 10W



KEY NOTES

- ① Const. standard curb
- ③ Const. curb and gutter - 30" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑯ Remove extg. sign
- ⑰ Preserve and protect extg. utility pole and light
- ⑲ Const. curb ending
- ⑴ Const. variable height, tall curb (E=14" max.)
- ⑵ Preserve and protect extg. fence
- ⑶ Adjust utility box
- ⑷ Preserve and protect extg. inlet
- ⑸ Protect extg. telephone line
- ⑹ Preserve and protect extg. storm pipe

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
 2. Additional survey investigation is needed to identify the limits of existing R/W. The lines shown are approximate.

Stop #14 - Hebo

Tillamook County Transportation District

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

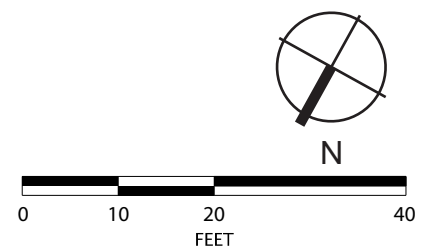




Figure 14. Stop #15, looking west

August 2013 - Google Street View

Stop #15 is located on Alder Street just west of Cape Kiwanda Drive in Pacific City. The existing transit stop has no amenities; passengers board and alight from the street near the intersection of Alder Street and Cape Kiwanda Drive. The proposed transit stop (slightly west of the existing stop location) includes a raised passenger waiting and boarding/alighting area, sidewalk connection to existing sidewalk, and an ADA accessible curb ramp.



Stop 15 is located on Alder Street near the intersection with Cape Kiwanda Drive in Pacific City, south of Pelican Pub. It is the turn-around location of a spur of the Tillamook County Line 4 bus route from Tillamook to Lincoln City.


KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ③⑤ Const. curb ramp (Sidewalk end)
- ⑥④ Preserve and protect extg. inlet

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.
- Textured concrete

BUS STOP LEGEND

-  Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #15 - Pacific City

Tillamook County Transportation District

Transit Stop Concepts

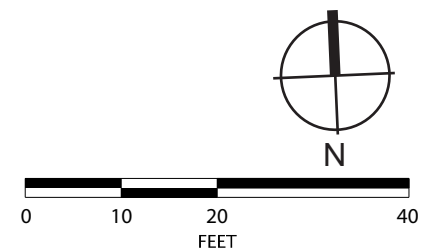




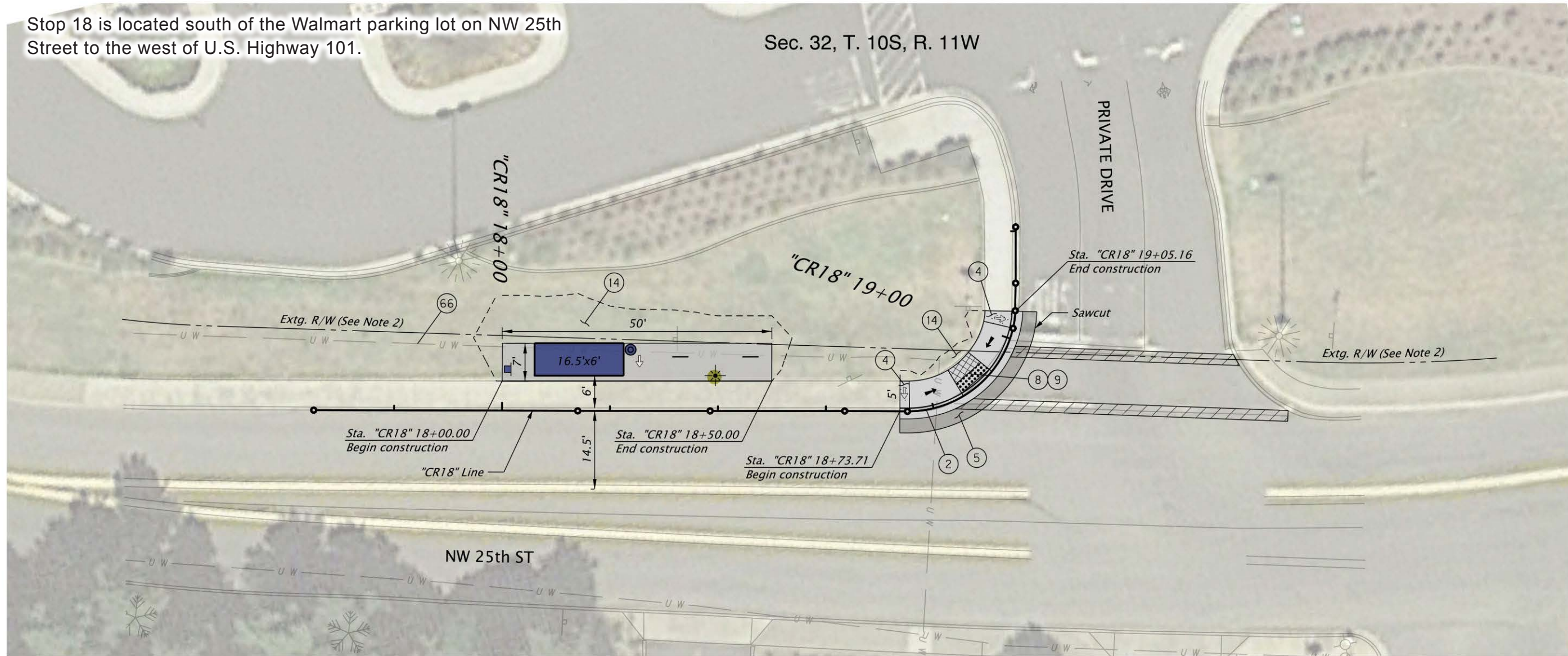
Figure 15. Stop #18, looking north

July 2012 - Google Street View

Stop #18 is located on Northwest 25th street just west of Highway 101 in Newport. The existing transit stop was originally at the front of Walmart; the stop has since been moved out to the street, though only a sidewalk is currently present. The proposed transit stop includes a fully accessible passenger waiting, boarding and alighting area, and an accessible curb ramp at the intersection.

Stop 18 is located south of the Walmart parking lot on NW 25th Street to the west of U.S. Highway 101.

Sec. 32, T. 10S, R. 11W



KEY NOTES

- (2) Const. curb and gutter - 24" width
- (4) Const. P.C. conc. sidewalk
- (5) Const. ACP
- (8) Const. curb ramp (parallel)
- (9) Const. truncated dome detectable warning surface, safety yellow
- (14) Seed with grass
- (66) Preserve and protect extg. sign protect extg. water line

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
 2. Existing R/W was not surveyed. The line shown was traced from Lincoln County taxlot data and is approximate.

Stop #18 - Newport North
 Lincoln County Transit

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

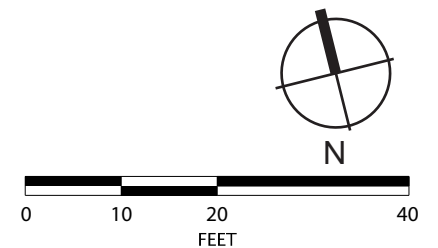
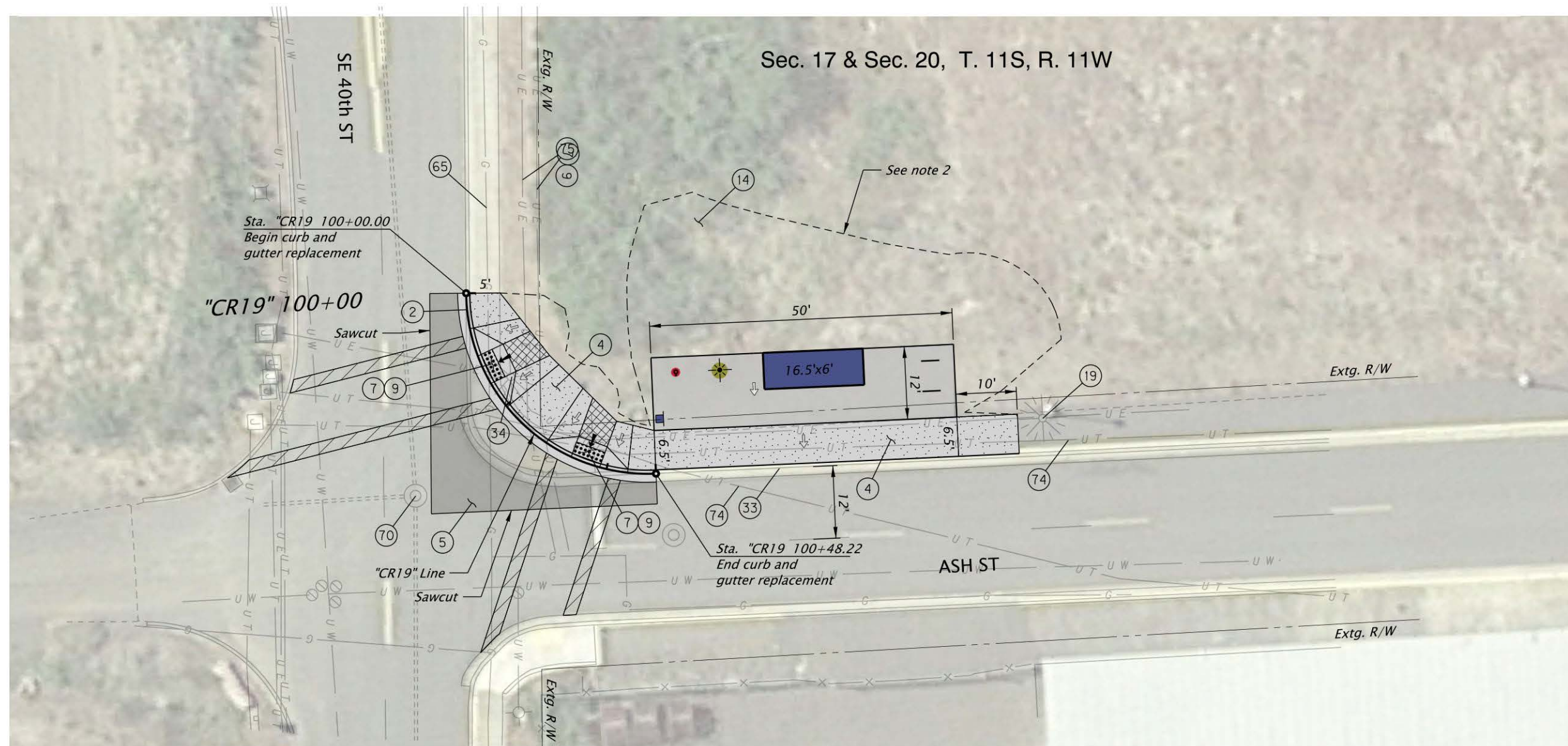




Figure 16. Stop #19, looking northeast

August 2012 - Google Street View

Stop #19 is located on the northwest corner of the intersection of Southeast Ash Street and Southeast 40th Street in Newport. The existing transit stop is located on U.S. Highway 101. The proposed stop location is intended to serve multiple bus routes and serve as a transfer location between local and regional routes. The proposed transit stop includes a raised passenger waiting, boarding, and alighting area with amenities, a sidewalk connection to the intersection, and a new accessible curb ramp.



Stop 19 serves as a transfer point between the regional bus network and a local circulator which serves the Oregon Coast Community College. It is presently a flag stop on U.S. Highway 101. It would be relocated to the west side of Ash Street just north of the intersection with SE 40th Street.

KEY NOTES

- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑰ Preserve and protect extg. light pole
- ⑳ Preserve and protect extg. curb and gutter
- ㉓ Relocate extg. light pole and wiring
- ㉖ Protect extg. gas line
- ㉗ Preserve and protect extg. manhole
- ㉘ Protect extg. telephone line
- ㉙ Protect extg. electric line

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
 2. The toe of fill exceeds the boundary of ground survey that was collected for this project. The line shown is conceptual and may not be accurate.

Stop #19 - Newport South
 Lincoln County Transit

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

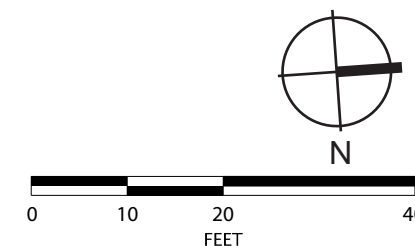
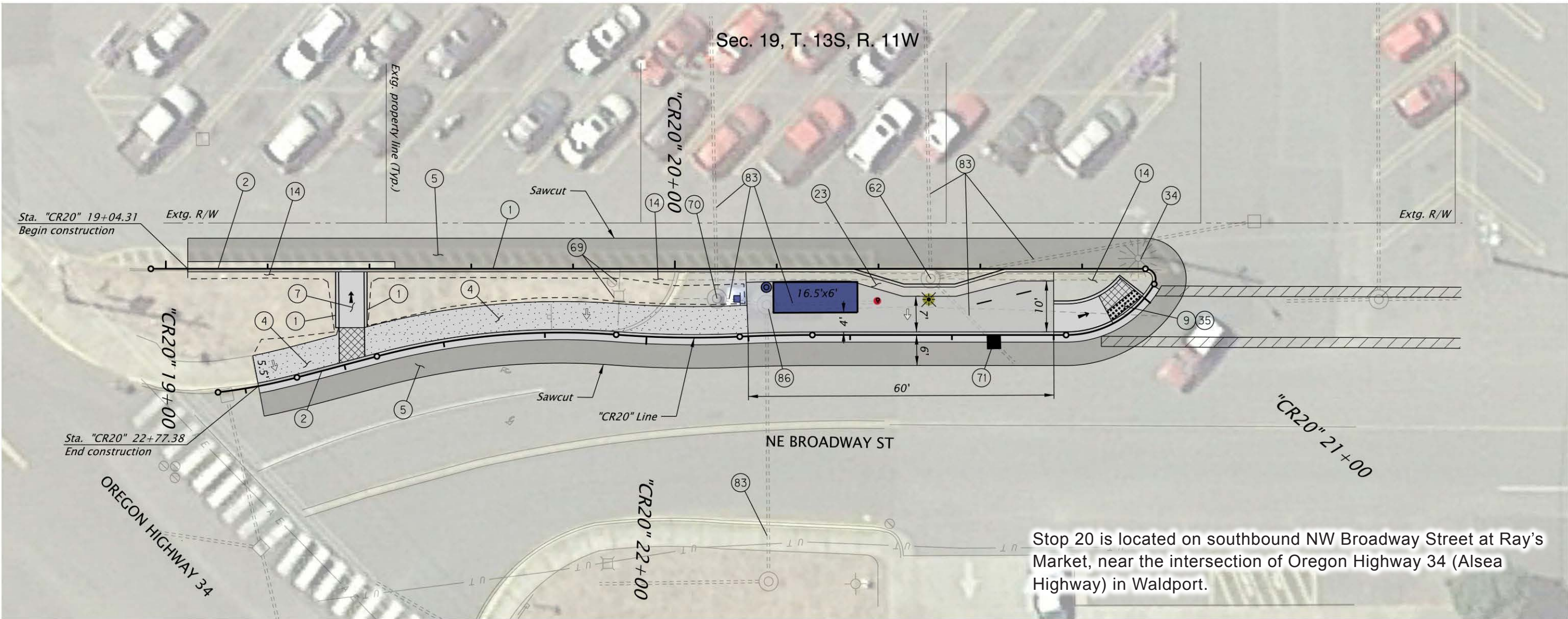




Figure 17. Stop #20, looking northwest

October 2018 - Google Street View

Stop #20 is located on the northwest corner of Northwest Broadway Street and Oregon Highway 34 in Waldport. The existing transit stop has no amenities or accessible facilities; passengers board and alight in the grass. The proposed transit stop includes a raised passenger waiting, boarding, and alighting area with amenities, and a sidewalk connection to existing sidewalk at the corner. A new ADA accessible ramp will be provided to the north.



KEY NOTES

- | | | |
|---|---|--|
| ① Const. standard curb | ⑭ Seed with grass as specified | ⑦① Preserve and protect extg. manhole |
| ② Const. curb and gutter - 24" width | ⑳ Const. concrete slope | ⑦② Const. inlet |
| ④ Const. P.C. conc. sidewalk | ⑳ Relocate extg. light pole and wiring | ⑧③ Preserve and protect extg. storm pipe |
| ⑤ Const. ACP | ⑳ Const. curb ramp (Sidewalk end) | ⑧⑥ Adjust extg. manhole |
| ⑦ Const. curb ramp (perpendicular) | ⑶② Adjust extg. inlet | |
| ⑨ Const. truncated dome detectable warning surface, safety yellow | ⑶⑨ Preserve and protect extg. utility box | |

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

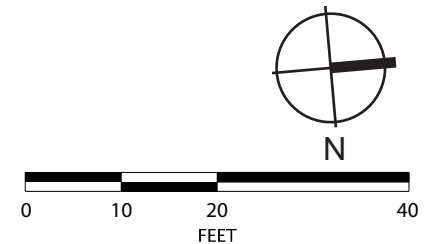
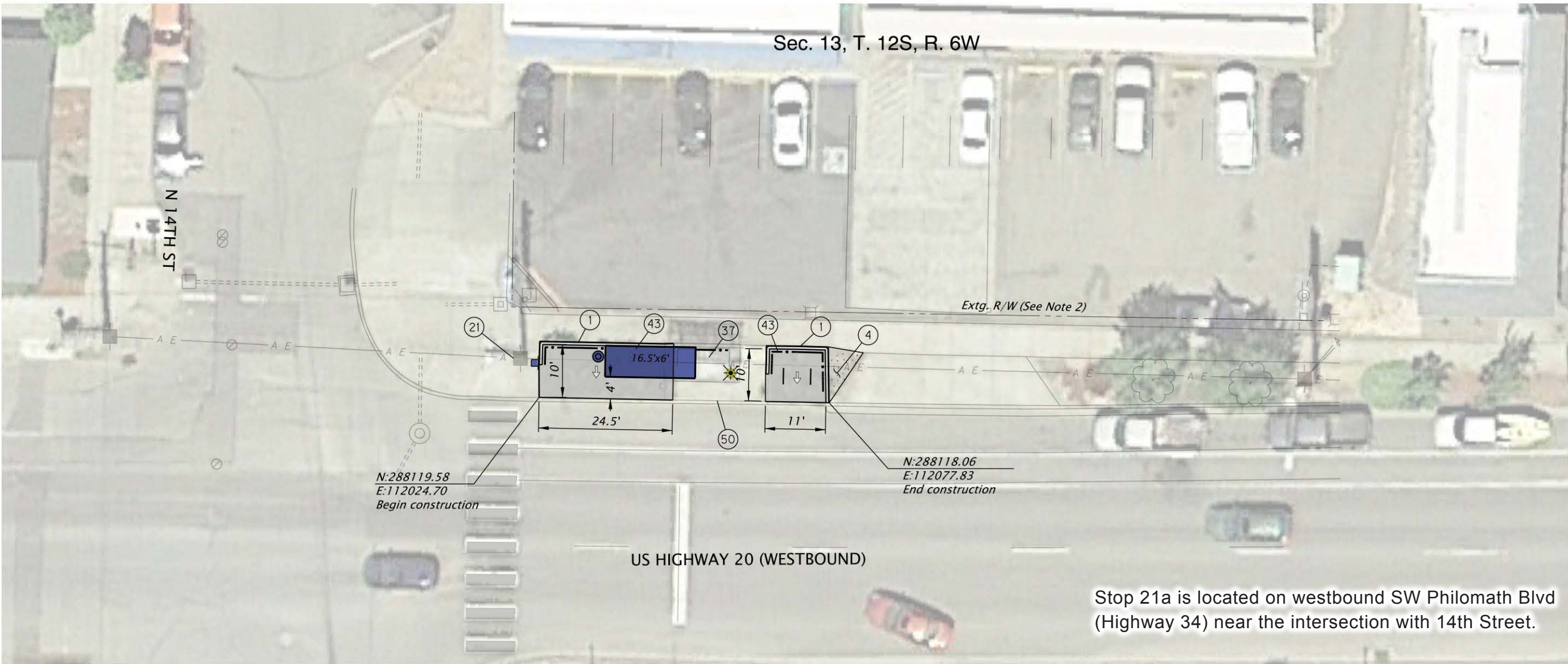




Figure 18. Stop #21a, looking northwest

June 2018 - Google Street View

Stop #21a is located on the northeast corner of Highway 20 and North 14th Street. The existing transit stop has a bus shelter with a concrete passenger boarding and alighting area. The proposed transit stop includes expanding the transit stop to include additional amenities and replacing the shelter.



KEY NOTES

- ① Const. standard curb
- ④ Const. P.C. conc. sidewalk
- ②① Preserve and protect extg. utility pole
- ③⑦ Remove extg. bus shelter
- ④③ Const. handrail
- ⑤① Preserve and protect existing curb

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

- Notes:**
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
 2. Existing R/W was not surveyed. The lines shown were traced from Benton County taxlot data and are approximate.

Stop #21a - Philomath at US20 & 14th St (WB)
Benson County Transportation

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

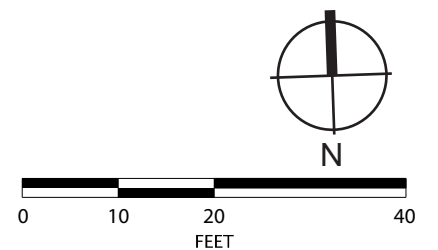


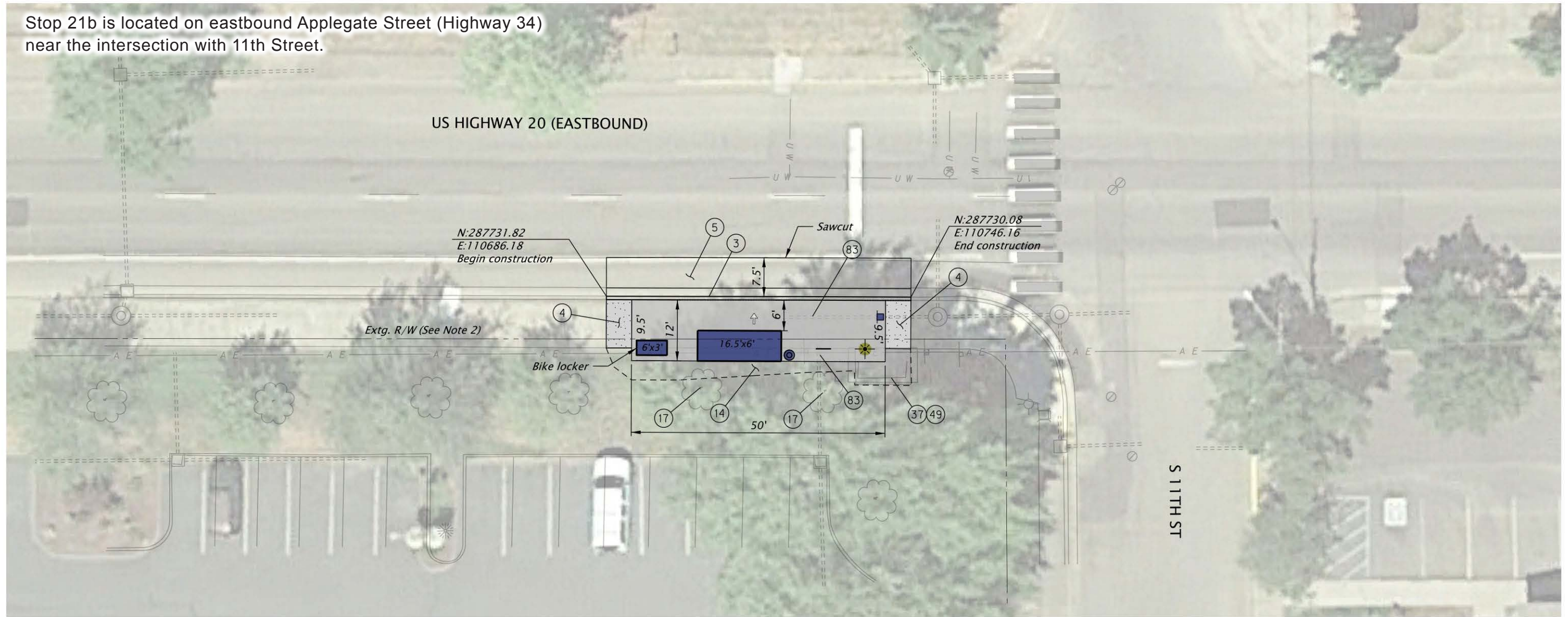


Figure 19. Stop # 21b, looking southeast

June 2018 - Google Street View

Stop #21b is located on the southwest corner of Highway 20 and North 14th Street. The existing transit stop has a shelter with insufficient space for ADA accessibility. The proposed transit stop includes an ADA accessible concrete boarding and alighting area including amenities and replacing the shelter.

Stop 21b is located on eastbound Applegate Street (Highway 34) near the intersection with 11th Street.



KEY NOTES

- ③ Const. curb and gutter - 30" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑭ Seed with grass
- ⑰ Preserve and protect extg. tree
- ⑳ Remove extg. bus shelter
- ㉑ Preserve and protect extg. tree
- ㉒ Remove extg. bus shelter

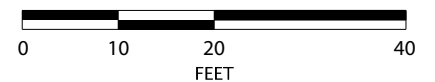
LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
 2. Existing R/W was not surveyed. The lines shown were traced from Benton County taxlot data and are approximate.



Stop #21b - Philomath at US20 & 11th St (EB)
 Benton County Transportation

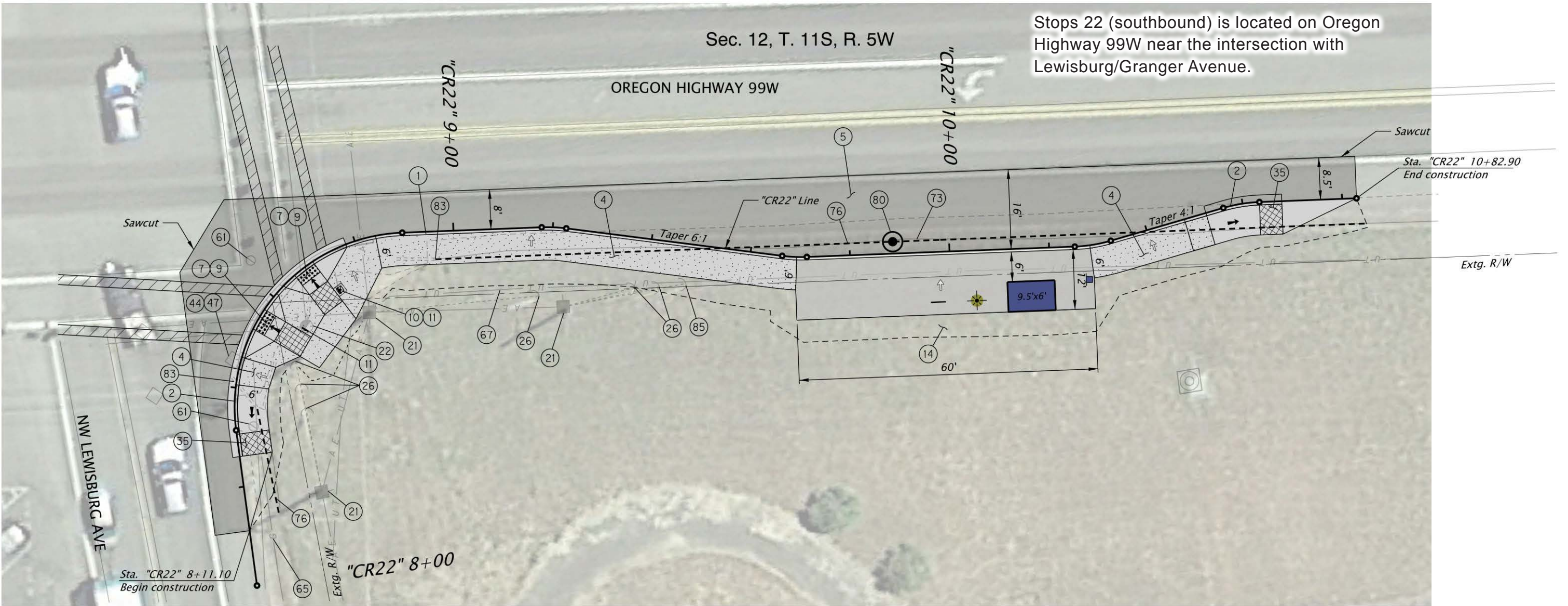
Transit Stop Concepts



Figure 20. Stop #22, looking south

June 2019 - Google Street View

Stop #22 is located on the southwest corners of Highway 99W and Northwest Lewisburg Avenue in Lewisburg. The existing stop has no improvements or amenities and passengers board and alight either on dirt or on roadway shoulders. The proposed transit stop includes a bus pull-out, passenger boarding and alighting area, amenities, a sidewalk connection to the intersection, and ADA curb ramps at the signal.



KEY NOTES

- | | | |
|---|--|---|
| ① Const. standard curb | ⑪ Const. standard pedestrian pushbutton | ④⑦ Adjust extg. signal box |
| ② Const. curb and gutter - 24" width | ⑭ Seed with grass | ⑥① Adjust extg. utility box to finished grade |
| ④ Const. P.C. conc. sidewalk | ⑳ Preserve and protect extg. utility pole | ⑥⑤ Protect extg. gas line |
| ⑤ Const. ACP | ㉒ Preserve and protect extg. overhead signal | ⑥⑦ Protect extg. fiber optic |
| ⑦ Const. curb ramp (perpendicular) | ㉔ Preserve and protect extg. guy wire | ⑦③ Const. storm pipe |
| ⑨ Const. truncated dome detectable warning surface, safety yellow | ⑳ Const. curb ramp (Sidewalk end) | ⑦⑥ Extend extg. storm pipe |
| ⑩ Const. pushbutton pole | ④④ Adjust signal loop detectors | ⑧① Const. new manhole |
| | | ⑧③ Preserve and protect extg. storm pipe |
| | | ⑧⑤ Adjust extg. guy wire |

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #22 - Lewisburg at OR99W & Granger Ave (SB)

Benton County Transportation

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project

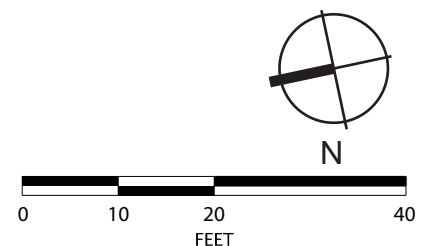




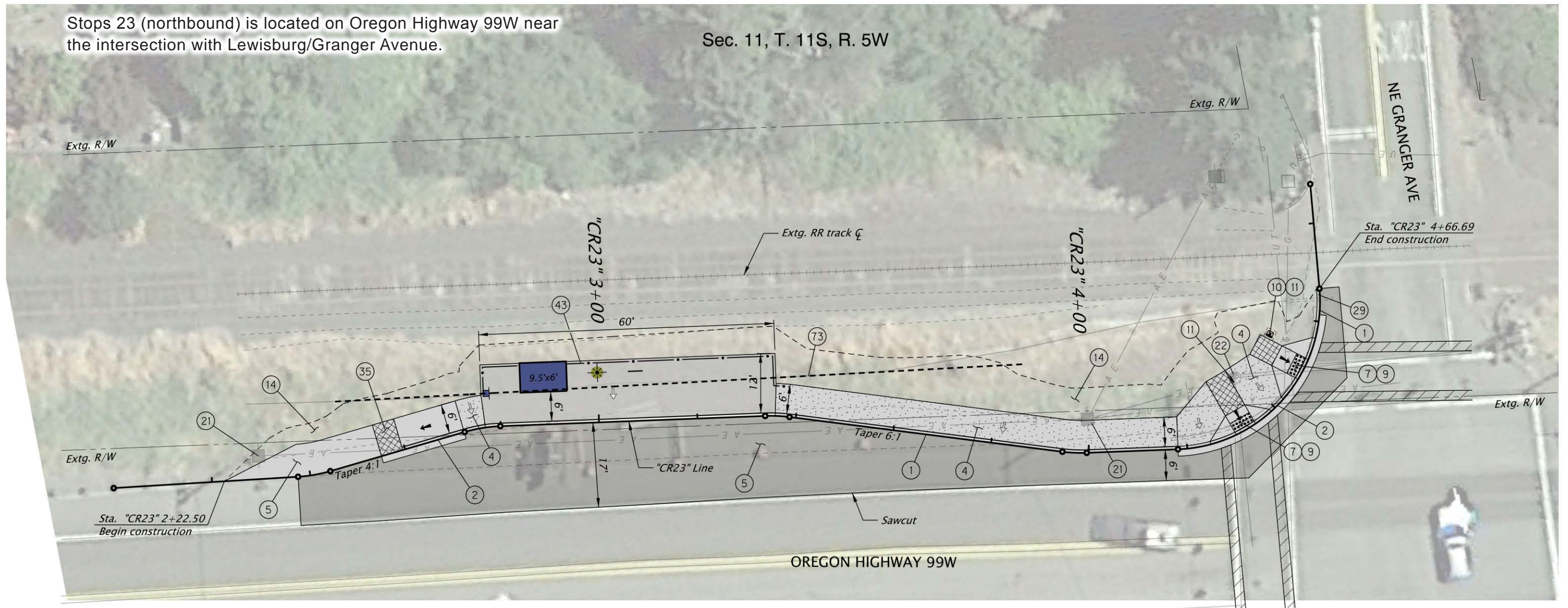
Figure 21. Stop #23, looking north

June 2019 - Google Street View

Stop #23 is located on the northeast corner of Highway 99W and Northwest Lewisburg Avenue in Lewisburg. The existing stop has no improvements or amenities and passengers board and alight either on dirt or on roadway shoulders. The proposed transit stop includes a bus pull-out, passenger boarding and alighting area, amenities, a sidewalk connection to the intersection, and ADA curb ramps at the signal.

Stops 23 (northbound) is located on Oregon Highway 99W near the intersection with Lewisburg/Granger Avenue.

Sec. 11, T. 11S, R. 5W



KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑩ Const. pushbutton pole
- ⑪ Const. standard pedestrian pushbutton
- ⑭ Seed with grass
- ⑰ Preserve and protect extg. utility pole
- ⑳ Preserve and protect extg. signal pole
- ㉑ Const. curb ending
- ㉓ Const. curb ramp (Sidewalk end)
- ㉔ Const. handrail
- ㉖ Const. storm pipe

LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

BUS STOP LEGEND

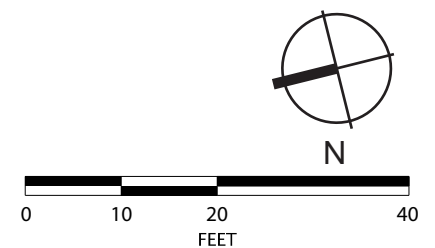
- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.

Stop #23 - Lewisburg at OR99W & Granger Ave (NB)
Benton County Transportation

Transit Stop Concepts

nwCONNECTOR Northwest Oregon Transit Access Project



Stop #24 – Adair Village

Existing Conditions



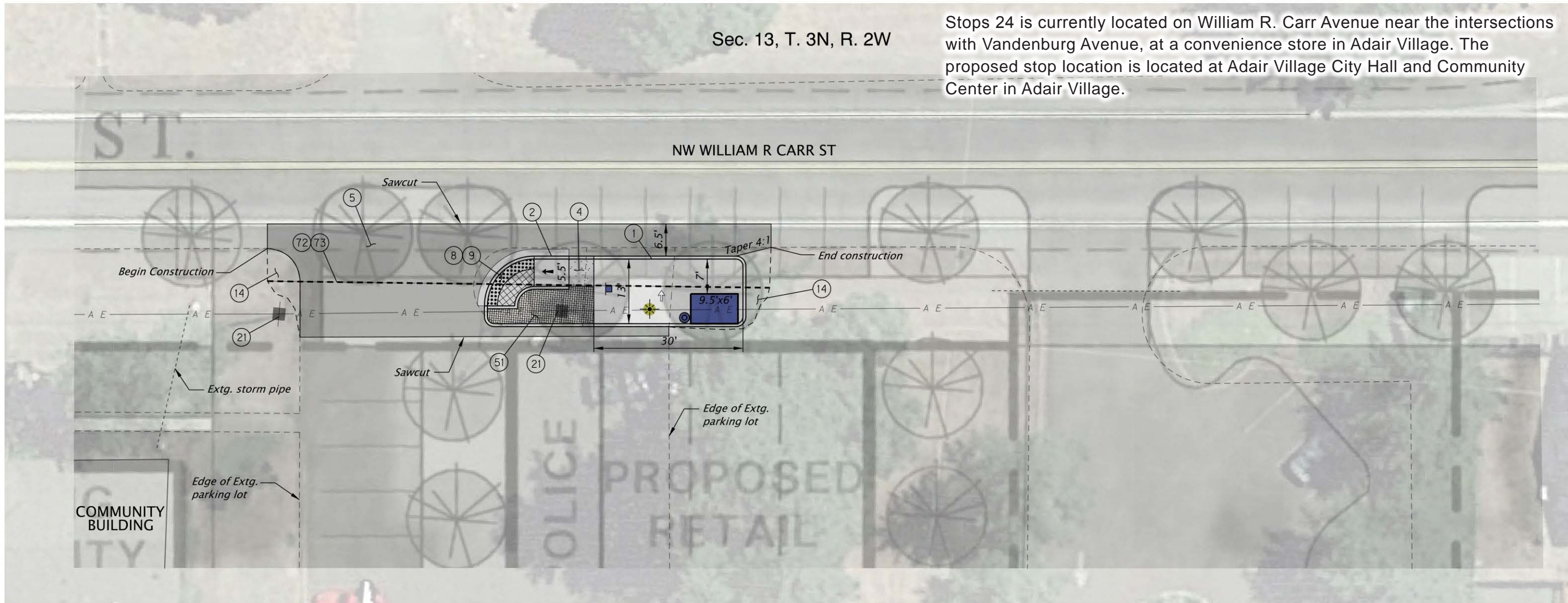
Figure 22. Stop # 24, looking north

December 2017

The Adair Village stop is located on William Carr Avenue adjacent to City Hall. The bus stop has a shelter located off the street in the parking lot for City Hall; the bus stops out on the street. There is no ADA accessible path from the shelter to the street and no sidewalks present on William Carr Avenue.

Sec. 13, T. 3N, R. 2W

Stops 24 is currently located on William R. Carr Avenue near the intersections with Vandenburg Avenue, at a convenience store in Adair Village. The proposed stop location is located at Adair Village City Hall and Community Center in Adair Village.



KEY NOTES

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑧ Const. curb ramp (parallel)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑰ Preserve and protect extg. utility pole
- ⑵ Construct patterned concrete
- ⑴ Remove extg. storm pipe
- ⑶ Const. storm pipe

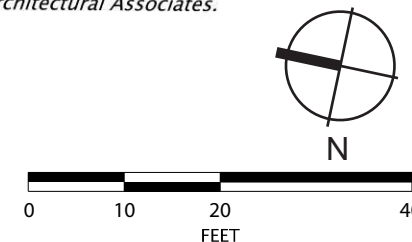
LEGEND

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.
- Textured concrete

BUS STOP LEGEND

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

- Notes:**
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
 2. Existing ground has not been surveyed at this location. all linework and dimensions are conceptual.
 3. The proposed site plan background is dated November 15, 2010 of the city of Adair Village Civic Master Plan produced by Donald B. Driscoll, AIA Architectural Associates.



Stop #24 - Adair Village
Benton County Transportation

Transit Stop Concepts

Date: November 26, 2019

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda item 10.f Oregon Public Transportation Conference Reports

Attached are the two reports we received from Board members sharing their thoughts on the conference.

Tracy MacDonald

11/25/2019

Oregon Transportation Conference report-

This was the latest of several conferences I have attended and rather than trying to make every session I did some people watching. It shows in presenters and participants the passion and drive of people in ODOT and agencies who try to keep people on the move.

Honors were given to a leader from a small agency in rural Oregon and a good explaining (as Gomer Pyle would say) of STIF Planning was given and how different Districts are striving to meet the needs of citizens throughout the state.

I enjoy sharing with vendors, however, be careful what you sign up for as you might get more information than needed.

Communication is key and ample time was made for that. So many things can be done by email. I appreciate the time and feel that the conference was very positive for our District.

The conference session I attended were all on youth riding the buses. I learned how successful it has been for the counties who are presently engaged in providing free rides for their youth. I strongly support the Transportation District moving forward with this service.

I did try and attend the lunch/breakfast speakers. The two lunch speakers that I attended were well chosen for inspiration and motivation.

I have Elisa Hays cards that were handed out during her talk posted at work and at home. A couple of times I have had to take a deep breathe tell myself "it is not about me" and face an issue.

Tamra Taylor

Executive Director Report
December Board Meeting
Jeff Hazen

-STIF Discretionary Grant

We have purchased the second motor coach and are awaiting delivery of it. The vendor discovered a couple of issues and are taking care of the repairs before they deliver it. We will be taking one of the buses out with staff on board to run the route to make sure that stops that we are planning are accessible with this large vehicle and to test the entry into the City of Portland and Union Station. We are targeting beginning the route in mid January.

-Driver positions

We have been seeing success with our postings on Indeed and Facebook. Sue and operations have been doing interviews and we have four new drivers going through the onboarding process.

-Finance Officer Update

One of the things that Tracy and I worked out was her schedule. She will be in the office three weeks out of the month and then spending one week in South Carolina with her husband. Because of this, she will not be at the Board meeting in December since it is on the fifth and I will be presenting the financials for October.

-Oregon Public Transportation Conference

It is nice to have the conference back in Seaside so we are able to send more staff and Board members without worry of travel costs! I was pleased with this year's conference and the offerings it had. The remodeled convention center looked great and was very functional. On Sunday, I sat in on the Designing Effective Surveys sessions. It was very interesting to see the psychology behind surveys and how they can be worded to lead someone down a certain path. Monday morning, I was at the Emergency Management, Preparedness, & Resiliency Training. I didn't really glean anything out of this session. Tillamook County's Emergency Manager showed a bunch of slides from different weather events and maybe its because we're so close to them that I didn't find the information useful.

When attending conferences, I always look forward to having "aha" moments. The Student Transportation=Success session delivered my biggest "aha". Two of my colleagues, Cynda Bruce from Lincoln County Transportation Service District and Angie Jones from Grant County presented the student transportation program that they are delivering with STIF funds. Cynda's program provides fare free transportation on their system for all students in grades 9-12. Grant County is a frontier county and their total enrollment is 279 children. STIF requires up to 1%, if practicable, of STIF funds for student transportation and STIF considers 9-12 to be the focus of the funding. Angie's program provides fare free transportation for all students, K-12. She struck a chord with me talking about how important it is to expose children to public transportation.

Many kids will graduate from high school and then go off to college. Often times, these schools are located in urban areas that have large transit systems. Exposing them to transit in a rural area should help them be confident as they navigate those larger transit systems. The other thing she talked about was her hopefulness that someday, some of the kids will come back to Grant County and become bus drivers because they have been exposed to transit. I love that thinking! Our student transportation component of our STIF plan is twofold. Clatsop County Works coordinates the internship program that runs during the summer. At a CEDR meeting last year, there was a discussion about transportation barriers that were preventing students from the Knappa area and Jewell from participating. We decided to set up a route for those two areas during the summer months to provide that transportation. I'm especially excited about the Jewell project because we don't have any transit service out there, yet they have been paying into our system since the District was born. There weren't any students in the program last year that need transportation so we planned on providing bus passes to the high schools so they could distribute them to disadvantaged youth that have transportation barriers. After listening to Cynda and Angie, the wheels started spinning in my head. The money that we set aside would only benefit a very small portion of the student body at the schools. So, my thought is why don't we provide fare free transportation to all students K-12 in Clatsop County? Outside of the Knappa and Jewell Routes that will run during the summer, we aren't adding any extra service, but we are adding riders on to the existing routes. Our \$5311 funding is based in part by ridership. Having more people on the bus will gain us extra funding in the future. I attempted to convene a meeting of the Transportation Advisory Committee in November to share this idea with them first but unfortunately, we were unable to get a quorum together. I would like to suggest that the Board take action on this and amend our fare policy to allow students in K-12 to ride our system fare free year-round. I would suggest that we make this effective on January 2nd so when the students return to school after the winter break, they will be able to take advantage of this. We track student ridership and will be able to move STIF funds to the fare income line in the financials based on that ridership. During the session at the conference we talked about effective ways to communicate these kinds of programs to the students. I suggested agencies get a reporter from the school newspapers to do an article on it. Besides have the administration of the schools provide information, we can include the school newspapers in the dissemination of the program.

I also attended Connections to Transit in Suburban and Rural Areas: Program Reports and Opportunities. There were some great suggestions on transportation options programs that are working in other areas. The session on How do you Fare discussed the various fare systems across the state. It would be ideal if there was one system that could be shared statewide and ODOT has looked into that. They did a study a few years ago that I was a part of. The study was to see if it was feasible for agencies that are nearby TriMet's service to utilize their electronic fare system to provide a seamless experience for riders who use multiple systems. Currently, a rider can use their Hop Pass to ride on TriMet, C-Trans and the Portland Streetcar. No other agencies have signed on to their program due to it being cost prohibitive. It was several hundred thousand dollars to join and that's just not feasible for smaller agencies. We will be

procuring an E-fare system that will be much more affordable in the near future, this is another project being funded by STIF.

The session on Transit Network Report: Advancing Transit in the State of Oregon discussed the transit network in the state and the opportunities to fill in the gaps that have been identified. There was a very interesting discussion in the session about Clean Fuels and Transit Fleets. We have been unsuccessful in getting a grant for an electric bus. This session opened my eyes to some other possibilities such as CNG and renewable biodiesel. I also sat in on a session about Putting the People in Planning. They talked about different outreach strategies to get the public involved in planning.

I wrapped up the conference by sitting in on the procurement session where we learned some of the changes that have been made to the RFP process for purchasing buses. The changes are positive and streamline things for us.

Emailed Updates:

11/6/19

Last week was primarily focused on the Oregon Public Transit Conference. Don Bohn, the new County Manager, came over to my office for a visit. Its nice seeing him reaching out to other agencies! Jason has begun the process for some technology upgrades at the transit center as part of his \$5310 workplan. He also received his new mobility device securement platform that will be used for driver training. I've seen it used at national Bus Rodeos for training and its great that we now have such a nice training tool for our District. Sue has been doing a great job getting acclimated to her new position here. She's been primarily focused on getting her office and files organized the way she likes it. Kathy has developed a new draft logo for Northwest Transportation Options. Alta Planning Group is going to assist her in finalizing it. Paul and Scott traveled to Las Vegas last week and checked out a few motor coaches that we were interested in. They chose one and we have purchased it for the Lower Columbia Connector. It is a 2011 Volvo that is in great condition. LVBS is repairing the wheelchair lift and then they will be delivering it to Warrenton. Mary and I will be meeting with Tim Gillespie today to design the bus wrap for the coaches. I have attached a photo with my rough draft of how I want it to be branded. I rode the bus home yesterday and shared the photo with the riders on the bus and they are very excited about the service that we will be providing. I shared with them that we are trying to find drivers and they were aware of our driver shortage from our drivers telling them about it and one couple I spoke with said that they had already talked with someone that has a CDL and recommended that he check us out! I've also began the process of writing a RFP for an Electronic Fare System. I'm hoping to get it out by the end of November or early December.

10/31/19

I am pleased to report that at 2:00 this afternoon, we delivered the final payment to Lewis & Clark Bank from the \$450,000 loan that was taken out as part of the recovery from the financial downfall the District experienced several years ago!!

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases
 - o On-time Performance [October was 53.3% on time. TCTD was 55.3% and Lincoln County was 61.1%.](#)
 - o Fleet reliability
 - o Employee Retention [12.5% turnover YTD.](#)

- Develop a SETD specific emergency plan.
 - o SETD operational specific emergency operation plan
 - o Medical emergencies
 - o Accidents
 - o Behavioral emergencies at facilities and on buses
 - o Emergency contact and reporting requirements
 - o Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.

- Develop a Succession Plan for Key Management Positions

- Develop Route Standards
 - o Summer Schedule
 - o September Through May Schedule

- Develop Demand Management Standards
 - o Paratransit
 - o Dial a Ride
 - o First Mile Last Mile

- Increasing services
 - o Fixed routes [Operations staff is currently working on the schedules for the STIF funded route expansion.](#)

Priority One (Continued)

- Improving System
 - o Improved lighting at bus shelters

- o Route on-time performances
- o Amenities
- Technologies
 - o E-fare RFQ delayed until after the holidays
 - o Electronic charging stations on buses
 - o On-board wi-fi
- Improve Appearance
 - o Buses
 - o Shelters
 - o Facilities

Priority Two

- Develop feasibility of moving Warrenton Operations facility
 - o Out of the inundation zone
 - o Upgrade to include an automatic bus washing system
- Begin to convert the fleet to electric and away from fossil fuels [Unsuccessful for the 2019 LowNo grant solicitation.](#)
- Strategically Locate Park and Rides
- Improve District Signage

Priority Three

- Identify new funding opportunities
 - o Seek public/private partnerships
 - o Continue to explore new Federal/State/Local grant opportunities
 - o Rebuild Ride Pal Program and Volunteer Program

Operations
October 2019 Report
Paul Lewicki

After interviewing many applicants, we have filled the Lot Attendant position and the Mechanic position. We have offered driving positions to four applicants. Two already have CDLs, one has obtained his CDL permit and will begin training. The last applicant is expected to get his CDL permit this week and begin training. These new hires will add to our available driver hours such that we can begin in earnest to plan our Portland route.

We began weekend service to East Astoria on October 26 as Route 13! This marks the first implementation of several service improvements identified in and funded by STIF. After five weekends in operation, the route is averaging 72 riders on Saturdays and 48 on Sundays. Riders' comments indicate enthusiasm and gratitude for the service.

We met with representatives from Creative Bus Sales (Canby) to discuss ongoing warranty issues with the two most recently received buses. The meeting was productive and resolution of major issues of concern appears imminent. Concerns over an unexpected failure the LiquidSprings equipment on one of the buses has resulted in a warranty replacement of the failed parts for both buses. Also, an ongoing problem with diesel fuel escaping from the fill ports has been isolated and diagnosed. Creative is working with Glaval (cutaway integrator) to make the necessary repairs to eliminate the problem with these two buses and avoid the problem on our next bus delivery in the spring of 2020 – and beyond.

We have completed the purchase of two used motor coaches to support our new connector service to Portland. These motor coaches are designed for highway travel and will carry 50+ passengers, including two ADA positions. It is estimated that these buses have remaining life of 3-400,000 miles. Each coach is equipped with a lift. We met with CC Rider leadership during the period to discuss coordination of our Portland bus schedule with Columbia County's schedule to provide the most effective service. These buses still need to be wrapped and have video surveillance systems installed. Schedule times for the run to Portland are still under development.

We are working with the city of Astoria to address two stops: 16th and Exchange and 229 Marine Drive. The 16th and Exchange stop is in front of the Astoria Armory Community and Event Center. A safety concern was shared by Armory personnel related to buses stopping here during events being held at the armory. Drop off and pick up traffic causes people to cross Exchange as the bus stop prevents people from using that part of the curb. We will move the stop to the east to 17th and Exchange to alleviate the problem.

The bus pullout in front of El Tapatio Mexican Restaurant has been taken over by passenger car parking over recent years. We would like to reclaim that spot as a bus pullout to complement the westbound stop in front of Holiday Express, across the street. This will require erecting a bus stop sign, and curb painting. I expect to receive concurrence from the city soon.

Ride Assist
November/December 2019 Report
Jennifer Geisler

- In October, Ride Assist provided 984 total rides; 563 rides for ADA Paratransit, 105 escorts, 314 NWR Medicaid and two VETP rides. There were zero Dial-A-Ride requests. This is an average of 35 rides per day.
- ADA Paratransit Report for October
 - Number of completed applications received: 7
 - Number of incomplete applications received: 1
 - Number of interview/assessments completed: 5
 - Number of determinations made:
 - Within 21 days: 5
 - More than 21 days: 3
 - Determination by type:
 - Unconditional: 5
 - Conditional: 0
 - Temporary: 0
 - Not eligible: 0
 - Number of appeals requested: 0
 - Number of appeals heard: 0

RideAssist Fares Collected/Billed for October 2019

- ParaTransit fares: \$702
- Dial-A-Ride: \$0
- Tickets collected: \$414
- Medicaid billed: \$4834
- Ticket books sold: \$336
- VETP billed: \$24

Mobility Manager

November/December, 2019 Mobility report

Jason Jones

- I have continued with my immediate outreach opportunities in order to bring Transit Engagement and 1 on 1 travel training opportunities to a range of potential riders of SETD's services. I continue to have a strong connection to the Lower Columbia Hispanic Council and celebrate the fact that they have found their new Executive Director in Jenny Pool Radway. I have not had the pleasure of meeting with the Executive Director yet but enjoy working closely with the Family Engagement Manager Maritza Romero. I continue with my outreach to our local High Schools and look forward to speaking with Clatsop Community College in the near future.
- My responsibilities at the Transit Center are starting to slow down as Tracy will be taking over this position in the very near future. It was my pleasure helping where I could and hopefully was able to provide encouragement and advice while I was there.
- I learned a lot at this year's OTA conference and blown away with the technical assistance offered as well as the lineup of sessions. I learned how important rider DATA is to developing Mobility strategies and how important it is for us to stay current with software integration. I also learned so much in how the changing face of America affects Title IV, Civil Rights and the ADA affect how we apply for certain grants or other financial considerations from the FTA. We have to assure that SETD will adhere to Title IV regulations. Attending the Reasonable Modifications session was eye opening and very applicable to everything that I'm working at this point. Overall, OTA was a great success and I was pleased that it was held in our backyard. I look forward to the next one.
- I was able to start travel training my first individual at Susanne Elise in Seaside and expect in the coming session that this person will be able to access the full range of transit services. This person takes advantage of both Paratransit and now fixed route buses. Understanding the schedule and having a solid backup plan were the main challenges that we addressed and expect solid achievement in the coming months. The benefit of good Fall weather helped in the on-bus training last week.
- I saw an increase in 1 on 1 travel training this month to the tune of 8 individuals taking advantage of the services. 5 school aged teens, 1 from assisted living and 2 private referrals. 1-on-1 Travel Training requires me to hold a pre-training assessment with any individual requesting training. After the first meeting I then take the data gathered and put together a custom curriculum for the individual. I usually go and ride the specific routes that the trainee has indicated would be the most valuable and then schedule the training itself. In-class Training includes a deep dive into our schedule and services as well as how to interact with SETD staff. After the in-class training we schedule a time to actually ride the route and apply our training in practical ways. After riding the routes I will stay in touch with them and offer additional training session when needed.
- The Veterans Enhanced Transportation Program (VETP) provided 12 trips to our local Veterans this month which is an increase. I was even able to provide a short Travel Training to one Veteran and was just informed that he had been riding the 101 semi-regularly.

Transportation Options
November-December 2019 Report to Board
Kathy Kleczek

This has been a great month of further learning and getting to put some ideas into motion. In addition to the bulleted tasks that I have been working on I have met with many experts on setting up Vanpools. I am hopeful that we may be able to be the first rural Region in Oregon to start a successful Vanpool program. The conference was a wealth of information and inspiration for great programs that could make a tremendous impact on our region. Along with Vanpools another project I have great hopes for is working with a school district to work on some safety programs such as walking school buses and a safety carnival for the spring. The OPTC had so many sessions that apply to TO it was hard to choose which to attend. Some of the most valuable were the sessions on Safe Routes to School Programs.

Organization

- Ordered printed materials to use for outreach
- Set up shelving to be accessible and functional
- Recycled old outdated printed materials
- Set up office white board calendar for projects and outreach in both Warrenton and Seaside

Social Media-Get There Challenge and beyond

- Create Facebook post for the NW TO page
- Tweet and re-Tweet relevant materials for @nw_T_Options
- Push out Get There information on Facebook (like us at @NWTransportationOptions and Share!)
- Use program admin access to re-energize members and gain new members
- Set-up Mailchimp mailing list for Get There users to encourage more use of the tools available

Collaborative Project Planning

- Continued collaboration with Jason-Mobility Management, and Mary-Marketing and Outreach
- Working together to support each other to achieve greatest success and cohesive messaging
- Plan outreach and tabling events and share dates

Halloween-Veterans Standdown and Be Seen campaign

- Collaborative event table with Mobility Management
- Prize wheel to engage Veterans about what services are available for them
- Handed out candy and flashing lights to Trick or Treaters with the message- Be Safe. Be Seen.
- Chance to be actively involved source for English and Spanish speaking community members
- Educate community on services available

On Bus Outreach- Be Seen flashing lights

- Distributed Flashing lights to Driver Supervisors for Drivers to engage riders with Flashing lights
- Outreach to riders with lights to help them Be Safe. Be Seen.
- Follow up with Driver Supervisors to get feedback on flashing lights
- Become a familiar friendly face for people in the community to rely on when it comes to how to use the Transportation system in our region

Project Research and Outreach

- Investigate who in Clatsop county would be most likely users of Vanpool
- Send emails to introduce NW TO and the idea of Vanpools
- Set follow-up communications and meetings with potential stakeholders

Marketing and Outreach

November-December 2019 Report

Mary Parker

TRAINING- Tongue Point Job Corp Student Transit Training- The students are continuing to come to the transit center once a week. Class size has been getting larger with the average at about 18 students. Having them at the transit center works so well because they become familiarized to where the buses pull in and the plaza area. They also become familiar with the transit center staff and customer service. It was great to share the information about the new Route 13 weekend service which is accessible and certainly very important to these students. Last weeks training was done on their bus with the students seated near the front. It was fun!

OTA Conference- I always feel privileged to be able to attend conferences and specifically the OTA conference. The subject matter is always on point and inspiring. The presenters are excellent, and the conference is always well planned and attended by real public transit people just like us. This year Carol Wright Kenderline was there. She is my favorite transit person and presenter. She has worked her way up to being one of the most respected and knowledgeable people in transit but is 100% approachable and makes sure if your questions are answered. I had taken her Principles of Transit Management course 6 years ago when she was the Associate Director of Training and Outreach at the Upper Great Plains Transportation Institute. Carol now serves as the director of Easter Seals Transportation Group and is the co-director of the National Aging and Disability Transportation Center. She presented 3 sessions focused on what you need to know about Title VI, Civil Rights, ADA and Reasonable Modification. She also taught a session on managing difficult employees. All these sessions were extremely informative and useful. I also loved the Next Stop Nature presentation discussing grant funded transportation to mountains, parks and trails which was co-presented by Matt Weintraub. The Radical Resilience presentation by Elisa Hays at Tuesday's lunch was unbelievable and we had fun at her session following lunch. Thankful to have attended for sure.

OUTREACH- This is the time of year that public flyers are needed to make sure that everyone knows our Board meeting was changed, we are closed on Thanksgiving, Christmas and New Years and that we are having a Canned Food Drive where a can of food gets you a ride. All posted in about 30 shelters, 15 buses, facebook and web.