



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM MEETING AGENDA
THURSDAY DECEMBER 17, 2020
9:00 AM**

<https://us02web.zoom.us/j/83544514840>

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3-minute limit)
5. APPROVAL OF BOARD MEETING MINUTES
6. FINANCIAL REPORTS
 - a. October
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. OLD BUSINESS
 - a. Transportation Advisory Committee Update
9. NEW BUSINESS
 - a. ODOT Agreement 35597 Amendment #2 Approval
 - b. COVID-19 Vaccine Update
 - c. STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) Update
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
DECEMBER
2020

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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
DECEMBER
2020

KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
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
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDECARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
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SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE



**Sunset Empire Transportation District
Board of Commissioners
October 22, 2020
Draft Board Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 10:10 AM.
2. ROLL CALL:
Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer Pamela Alegria, Commissioner Charles Withers, Commissioner Diana Nino, Commissioner Debbie Boothe-Schmidt and Commissioner Rebecca Read
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Tracy Lofstrom, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE SEPTEMBER 23, 2020 BOARD MEETING MINUTES-
Commissioner Alegria moved to approve the September 23, 2020 Board Minutes
Commissioner Debbie Boothe-Schmidt seconded the motion
Discussion-Commissioner Nino said that there should be a correction on page 7 item b under old business on the nomination of Lylla Gaebel. Commissioner Withers seconded the motion twice. Mary will check the recording.
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt
Voting Nay: None
Motion passed unanimously
6. FINANCIAL REPORTS-
September 2020 Financial Report-Tracy Lofstrom reviewed the September 2020 Financial and Exceptions Report. Tracy said that she wanted to let the board know that she added a payment that had come in for Medicaid fares 4021 from Tillamook of \$5,914. This will increase the monthly income to \$29,519.50 and the year to date Medicare fares was \$430,573. Tracy answered Commissioner questions on the Financial Report.

Commissioner Boothe-Schmidt moved to accept the September 2020 Financial Report as corrected.
Commissioner Alegria seconded the motion
Discussion- None
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt
Voting Nay- None
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Chair Taylor- Reported that she had participated in the 2020 Drive Less Challenge and had received a gift certificate from Café Yum. She said it was very easy to do and thanked Kathy for presenting it to her.
 - b. Commissioner Alegria-Nothing to report.
 - c. Commissioner Withers- Nothing to report.
 - d. Commissioner Boothe-Schmidt-Nothing to report
 - e. Commissioner Nino-Nothing to report.

- f. Commissioner Rebecca Read-Reported she had attended the last 2 Transportation Tuesday workshops. They were very informative. Rebecca reported that she really liked the one on racial equity which was well done and very useful.
- g. Commissioner MacDonald-No report

8. OLD BUSINESS-

- a. Special District Insurance Services Best Practices- Mary Parker reported that once a year SDIS offers an opportunity to receive up to a 10% discount on insurance premiums by participating in their Best Practices program. The Best Practices subject and requirements change every year but are pertinent to reducing liability risks for the district. The Best Practices program opens in the spring with a completion deadline the first of November. This year the SDIS survey was focused on Harassment and required us to have a policy and procedure in place and employee training completed as well. If the survey submitted is approved by SDIS, SETD will receive the entire 10 % discount on this year's insurance premium costs.
No Board action is necessary.

9. NEW BUSINESS

- a. Coordinated Human Services Plan- Executive Director Hazen said this is what we just had the workshop for today. We are hoping you will accept the draft plan with the corrections which are mostly spelling and grammar and what Christy had mentioned, however if you are not comfortable approving the plan today and want the final plan, we can probably move this to the December meeting.

Commissioner Withers moved to approve the Coordinated Human Services Plan today
Commissioner Boothe-Schmidt seconded the motion

Discussion- Commissioners discussed the plan and receive answers to their questions from Executive Director Hazen. The Commissioners discussed and clarified that their roll in the Plan is to adopt the plan and that staff's roll is to carry out the plan.

Commissioner MacDonald called for the question.

Voting Aye- Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Voting Nay- None

Motion passed unanimously

- b. Intergovernmental License Agreement- Executive Director Hazen explained that this is a unique situation and stems from one person that has been problematic in using our shelters. The person was camping out in many of our shelters in Astoria, Warrenton and Seaside and the police in Astoria would not assist in removing the person because we did not own the property that the shelters sit on. He consulted with our attorney and the City's attorney and we drew up this Intergovernmental License so that the police can now enforce our Police Ordinance to remove people camping in our shelters. Staff is asking that the Board approve this agreement.

Commissioner Nino moved to approve the Intergovernmental License Agreement and authorize the Executive Director and the Board Chair to sign it.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria pointed out that city should be capitalized, that there is a duplication of #3 and asked what "prescriptive rights" in shelters means. Executive Director Hazen called SETD's attorney to clarify but the attorney was unavailable to take the call.

Commissioner Nino amended her original motion to approve the Intergovernmental License Agreement adding if term "prescriptive rights" is determined not detrimental to the district, correcting the duplicated #3, capitalizing Cities and authorize the Executive Director and the Board Chair to sign it

Commissioner MacDonald seconded the amended motion

Discussion- None

Chair Taylor requested a Roll call vote.

Voting Aye- Commissioner’s Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Voting Nay- None

Motion passed unanimously

- c. November/December Board Meeting-Executive Director Hazen said that due to the Board Meetings usually being held on the fourth Thursday of each month which can conflict with the Thanksgiving and Christmas Holidays. Staff is recommending that the meetings be combined and held on December 17th.

Commissioner MacDonald moved to approve the combined November- December Zoom Board meeting be held on December 17, 2020

Commissioner Alegria seconded the meeting

Discussion- Chair Taylor confirmed that the meeting will be held at 9AM.

Voting Aye- Commissioner’s Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Voting Nay- None

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that Jason has received most of his video equipment and has been busy producing a new trailer which was shown to the Board.

12. LEADERSHIP TEAM REPORTS- Open discussion between Board and Team members.

13. OTHER ITEMS- None

Meeting was adjourned 11:51 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Pamela Alegria

Date _____

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

Sunset Empire Transportation District
OCTOBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the December 2020 Board of Commissioner's Meeting

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 \$1,100,642 (\$239,100 more than budget), YTD Total Materials & Services was \$1,662,234 (\$734,504 more than budget).

Revenue

- 4010 Fares: Revenues for the month were \$10,398; \$856 more than monthly budget and \$2,064 more than budget YTD.
- 4015 Lower Columbia Connector: Revenues for the month were \$4,549. Less than monthly budget by \$1701 and \$7,112 less than yearly budget.
- 4021 Medicaid Fares: No payments have been received from Tillamook for October.
- 4022 Paratransit Fares: Revenues for the month were \$926; \$741 less than monthly budget and \$1,667 less YTD.
- 4110 NW Navigator: Under budget YTD by \$4,267.
- 4200 Taxes: \$117,270 property taxes received in October. Over budget YTD \$63,927.
- 4250 Timber Sales: No Timber Revenues were received in October.
- 4272 Parking: All spaces are rented.
- 4300 Interest: September interest received was \$158. Over budget YTD \$155.
- 4605 Other Income: \$10,126 was received as other income. \$8,900 was received from Tillamook County in repayment of telephone lines relating to RideCare. \$830 was received from SDIS as a Wage Subsidy and \$340 was received as a tax refund for an AT&T lawsuit.
- 5000 Grants: Received \$318,318 for reimbursement for 4th Q FY20. \$171,813 was received for bus purchase.

Expense

- 6010 Salaries & Wages: Over budget for the month \$88,912. Over budget YTD by \$135,708. The reason for the overage is the expenses follow the pay period, so October has expenses for 3 payrolls.
- 7000 VET Provider Payments: Rides for the month of October totaled \$477.
- 8040 Telephone/Internet: Over budget for month \$1,132. There was an unexpected expense for repeater repair totaling \$1,795.
- 8090 Dues, Subscriptions: Over budget for month \$6,843. SDAO dues were paid, \$4,125 along with a new subscription for a maintenance. This will be reclassified to account 8031.

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***Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.

Sunset Empire Transportation District
OCTOBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the December 2020 Board of Commissioner's Meeting

- 8105 Uninsured Loss: Over budget for month \$996 due to a claim. Under budget YTD \$854.
- 8116 Office Supplies/Postage: Over budget for month \$715. Under budget YTD \$564.
- END

** Fuel under budget YTD \$23,724. Materials & Services (without capital expense) is under budget for the month by \$19,861 and under budget \$19,760 for the year.

Follow up items:

***Disclaimer:** The percentage of the year's budget cited above is just to be used as a basic benchmark for the fiscal year. Individual budget line items will vary based on expenditure time cycles. Items such as Fuel, Wages, & Bldg. Grounds and Maintenance are more consistent on a monthly basis and can be used to gauge against the percentage. However, other items such as Insurance and Legal Counsel have irregular payment cycles and therefore are not as good to judge against the percentage.

**Consolidated Statement of Activity - MTD and YTD
October 31, 2020**

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>-</u> <u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>-</u> <u>Variance</u>
<u>Revenues</u>						
4010 FIXED ROUTE FARES	10,398.45	9,542.00	856.45	40,231.38	38,168.00	2,063.38
4015 LOWER COLUMBIA CONNECTOR	4,549.33	6,250.00	(1,700.67)	17,887.51	25,000.00	(7,112.49)
4021 MEDICAID FARES - IGA	0.00	3,375.00	(3,375.00)	16,884.00	13,500.00	3,384.00
4022 PARATRANSIT FARES	926.00	1,667.00	(741.00)	5,001.00	6,668.00	(1,667.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,000.00	(5,000.00)	858.00	20,000.00	(19,142.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	(337.72)	767.00	(1,104.72)	(1,198.70)	3,068.00	(4,266.70)
4120 GREYHOUND	0.65	67.00	(66.35)	9.55	268.00	(258.45)
4130 OTHER-VENDING	0.00	167.00	(167.00)	0.00	668.00	(668.00)
4205 PROPERTY TAXES	112,183.39	60,000.00	52,183.39	134,310.29	72,600.00	61,710.29
4206 PRIOR YEAR TAXES	5,085.35	1,500.00	3,585.35	11,594.38	9,500.00	2,094.38
4207 PROPERTY TAX INTEREST	1.30	0.00	1.30	122.15	0.00	122.15
4310 TIMBER SALES	0.00	0.00	0.00	77,653.09	35,000.00	42,653.09
4315 MASS TRANSIT ASSESSMENT	25,261.34	19,500.00	5,761.34	45,921.73	37,000.00	8,921.73
4420 PARKING SPACE LEASE	902.50	746.00	156.50	2,960.80	2,984.00	(23.20)
4505 INTEREST EARNED ON BANK ACCT	158.12	584.00	(425.88)	1,656.51	1,502.00	154.51
4605 OTHER INCOME	10,125.75	12.50	10,113.25	10,279.00	50.00	10,229.00
5201 OREGON STF FUNDS	23,466.00	23,465.75	0.25	46,932.00	46,931.50	0.50
5203 OREGON STIF FUNDS-FORMULA	166,465.00	0.00	166,465.00	350,533.00	157,750.00	192,783.00
5204 OREGON STIF FUNDS-STN	0.00	0.00	0.00	0.00	109,191.00	(109,191.00)
5301 5311 ADMIN/OPERATIONS	98,200.00	0.00	98,200.00	98,200.00	125,305.25	(27,105.25)
5302 5310 MOBILITY MGT/PM	15,657.00	0.00	15,657.00	51,439.00	34,744.00	16,695.00
5303 PM	0.00	0.00	0.00	3,000.00	0.00	3,000.00
5304 TRANSPORTATION OPTIONS	14,530.00	0.00	14,530.00	14,530.00	21,644.25	(7,114.25)
5306 CARES ACT	0.00	0.00	0.00	0.00	100,000.00	(100,000.00)
5401 5339 CAPITAL PURCHASE	171,813.00	0.00	171,813.00	171,813.00	0.00	171,813.00
Total Revenues	659,385.46	132,643.25	526,742.21	1,100,641.69	861,542.00	239,099.69

Expenses

6010 WAGES	233,212.73	162,424.00	(70,788.73)	712,351.15	649,697.00	(62,654.15)
6110 TAXES	36,107.39	29,718.00	(6,389.39)	99,489.13	93,720.00	(5,769.13)
6210 BENEFITS	69,139.40	57,405.75	(11,733.65)	296,910.85	229,626.00	(67,284.85)
7010 VET PROVIDER RIDES	476.68	834.00	357.32	1,973.44	3,336.00	1,362.56
8000 AUDIT	250.00	1,417.00	1,167.00	7,570.00	5,668.00	(1,902.00)
8001 PROFESSIONAL SERVICES	0.00	4,500.00	4,500.00	11,612.85	18,000.00	6,387.15
8002 LEGAL COUNSEL	630.00	667.00	37.00	2,563.98	2,668.00	104.02
8003 BANK & MERCHANT FEES	96.80	167.00	70.20	349.44	666.00	316.56
8005 PAYROLL PROCESSING FEES	0.00	0.00	0.00	975.44	500.00	(475.44)
8010 EQUIP LEASE/RENT	188.00	225.00	37.00	752.00	900.00	148.00
8015 COMPUTER/FURNITURE/DURABLE GOODS	574.84	2,500.00	1,925.16	10,943.12	9,997.00	(946.12)
8020 B&M	3,302.20	3,169.00	(133.20)	16,860.11	12,672.00	(4,188.11)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	4,840.00	5,000.00	160.00
8024 SANITATION	110.89	167.00	56.11	15,722.36	668.00	(15,054.36)
8031 ONLINE SUB/IT SERVICES	4,613.70	11,250.00	6,636.30	65,912.55	45,000.00	(20,912.55)
8040 TELEPHONE/INTERNET	6,132.32	5,000.00	(1,132.32)	19,365.61	20,000.00	634.39
8041 UTILITIES	2,231.56	2,918.00	686.44	8,576.06	11,669.00	3,092.94
8050 HR EXPENSES	1,012.56	2,377.00	1,364.44	4,357.01	9,503.00	5,145.99
8060 TRAVEL/TRAINING	2,242.10	2,586.00	343.90	4,964.07	10,344.00	5,379.93
8080 OUTREACH/PRINTING	31.95	3,334.00	3,302.05	2,613.09	13,333.00	10,719.91
8090 DUES, SUBSCRIPTIONS	8,084.76	1,242.00	(6,842.76)	16,386.54	4,968.00	(11,418.54)
8091 IGA-DUES	0.00	1,000.00	1,000.00	0.00	4,000.00	4,000.00
8092 FEES/TAXES/LICENSES	100.00	218.00	118.00	1,189.64	872.00	(317.64)
8100 INSURANCE	16,105.00	16,500.00	395.00	31,607.00	37,000.00	5,393.00
8105 UNINSURED LOSS	2,246.17	1,250.00	(996.17)	4,146.17	5,000.00	853.83
8110 LEGAL ADS	0.00	84.00	84.00	0.00	336.00	336.00
8112 MEETING EXPENSE	50.26	167.00	116.74	556.24	668.00	111.76
8116 OFFICE SUPPLIES/POSTAGE	2,215.92	1,501.00	(714.92)	5,439.62	6,004.00	564.38
8170 FUEL	14,502.80	20,834.00	6,331.20	59,611.93	83,336.00	23,724.07
8171 VEHICLE REPAIR/OUTSIDE SERVICES	9,345.55	5,292.00	(4,053.55)	21,406.09	21,168.00	(238.09)
8172 PARTS	3,207.90	4,334.00	1,126.10	20,533.49	17,336.00	(3,197.49)
8173 PM OUTSIDE SERVICES	364.00	2,834.00	2,470.00	3,547.47	11,336.00	7,788.53
8174 TIRE PURCHASES	905.82	1,667.00	761.18	6,485.64	6,668.00	182.36

8175 TOWING	0.00	500.00	500.00	150.00	2,000.00	1,850.00
8180 SHOP SUPPLIES	138.12	250.00	111.88	1,344.79	1,000.00	(344.79)
8181 SHOP RENTALS	0.00	125.00	125.00	0.00	500.00	500.00
9100 TRANSFERS IN	0.00	(417,429.25)	(417,429.25)	0.00	(417,429.25)	(417,429.25)
9200 CAPITAL EXPENSE	0.00	0.00	0.00	201,127.00	0.00	(201,127.00)
Total Expenses	<u>418,757.42</u>	<u>(67,722.50)</u>	<u>(486,479.92)</u>	<u>1,662,233.88</u>	<u>927,729.75</u>	<u>(734,504.13)</u>
Excess Revenue Over (Under) Expenditures	<u>240,628.04</u>	<u>200,365.75</u>	<u>1,013,222.13</u>	<u>(561,592.19)</u>	<u>(66,187.75)</u>	<u>973,603.82</u>

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging by Customer as of 10/31/2020

Customer	Invoice	Invoice Date	Due Date	Description	Late Days	Current	30 Days	60 Days	90 Days	Total
[6251] AMTRAK										
	1049	9/08/2020	10/08/2020	August Settlement	23		1,562.40			1,562.40
	1066	10/05/2020	11/04/2020	September Settlement		1,380.24				1,380.24
[6251] AMTRAK Total						1,380.24	1,562.40			2,942.64
[6247] SALON BOHEME ATTN SALLY FOX										
	1010	7/10/2020	7/10/2020	PRE-PAYMENT FOR AUG-DEC 2020	113				-95.00	-95.00
[6247] SALON BOHEME ATTN SALLY FOX Total									-95.00	-95.00
						1,380.24	1,562.40	0.00	-95.00	2,847.64

SUNSET EMPIRE TRANSPORTATION DISTRICT

Run: 11/18/2020 at 10:59 AM

Accounts Payable Aging by Vendor from 10/01/2020 to 10/31/2020

Page: 1

Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
[6004] AFLAC										
10/09/2020	10/09/2020	2020-21	10/10/2020	PAYROLL DATED 10/09/2020 - AFLACAT, AFLACPT	506.59	506.59		506.59		
10/23/2020	10/23/2020	2020-22	10/24/2020	PAYROLL DATED 10/23/2020 - AFLACAT, AFLACPT	506.59	506.59		506.59		
Total for[6004] AFLAC					1,013.18	1,013.18	0.00	1,013.18	0.00	0.00
[6010] ALSCO										
10/13/2020	10/13/2020	LPOR2573202	11/10/2020	UNIFORMS/TOWELS - SHOP	34.02	34.02	34.02			
10/20/2020	10/20/2020	LPOR2576186	11/10/2020	UNIFORMS/TOWELS SHOP	34.02	34.02	34.02			
10/27/2020	10/27/2020	LPOR2579259	11/06/2020	TOWELS/UNIFORMS- SHOP	34.02	34.02	34.02			
Total for[6010] ALSCO					102.06	102.06	102.06	0.00	0.00	0.00
[6015] ASTORIA FORD										
10/12/2020	10/12/2020	6098071	11/11/2020	REPLACE INSTRUMENT CLUSTER - BUS 94	691.53	691.53	691.53			
Total for[6015] ASTORIA FORD					691.53	691.53	691.53	0.00	0.00	0.00
[6037] CB LAWN CARE										
10/31/2020	10/31/2020	4728	11/30/2020	10/2020 LAWN MAINTENANCE - TC	406.00	406.00	406.00			
Total for[6037] CB LAWN CARE					406.00	406.00	406.00	0.00	0.00	0.00
[6046] CITY OF ASTORIA										
10/22/2020	10/22/2020	009947-000 10222020	11/15/2020	08 - 09/2020 WATER SRV TC ACCT 009947-000	621.38	621.38	621.38			
Total for[6046] CITY OF ASTORIA					621.38	621.38	621.38	0.00	0.00	0.00
[6048] CITY OF WARRENTON										
10/31/2020	10/31/2020	001638-000 10312020	11/30/2020	10/01 - 10/31/2020 WATER SRV - OPS	112.84	112.84	112.84			
Total for[6048] CITY OF WARRENTON					112.84	112.84	112.84	0.00	0.00	0.00
[6083] DAY WIRELESS SYSTEMS CORP										
10/30/2020	10/30/2020	651792	11/29/2020	OPSOFFICE MICROPHONE	188.58	188.58	188.58			
Total for[6083] DAY WIRELESS SYSTEMS CORP					188.58	188.58	188.58	0.00	0.00	0.00
[6084] DEL'S OK POINT-S TIRE										
10/26/2020	10/26/2020	1051432	11/10/2020	TIRES - BUS 1902	336.00	336.00	336.00			
Total for[6084] DEL'S OK POINT-S TIRE					336.00	336.00	336.00	0.00	0.00	0.00
[6093] EARTH2O										
10/14/2020	10/14/2020	648176	11/13/2020	WATER - OPS ACCT 400483	30.74	30.74	30.74			
10/27/2020	10/27/2020	730340	11/26/2020	WATER SRV - TC ACCT 400509	21.69	21.69	21.69			

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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
10/30/2020	10/30/2020	759744	11/29/2020	WATER SRV - SEASIDE ACCT 016538	18.24	18.24	18.24			
Total for[6093] EARTH20					70.67	70.67	70.67	0.00	0.00	0.00
[6101] GOVERNMENT ETHICS COMMISSION										
10/15/2020	10/15/2020	AIE13698	11/14/2020	FY 2021 ETHICS ASSESSMENT	658.64	658.64	658.64			
Total for[6101] GOVERNMENT ETHICS COMMISSION					658.64	658.64	658.64	0.00	0.00	0.00
[6111] HOME DEPOT CREDIT SERVICES										
10/21/2020	10/21/2020	3061280	11/20/2020	HAND TOOLS/SHOP	59.75	59.75	59.75			
Total for[6111] HOME DEPOT CREDIT SERVICES					59.75	59.75	59.75	0.00	0.00	0.00
[6116] IFOCUS CONSULTING										
10/22/2020	10/22/2020	13553 (1)	10/23/2020	BACKUP BATTERY X 2 ADMIN	442.00	442.00		442.00		
10/22/2020	10/22/2020	13686	11/17/2020	SOFTWARE	460.00	460.00	460.00			
Total for[6116] IFOCUS CONSULTING					902.00	902.00	460.00	442.00	0.00	0.00
[6117] INDUSTRIAL DIESEL POWER INC										
10/23/2020	10/23/2020	24814	11/02/2020	INSTALL AIRBAGS BUS 1902	364.00	364.00	364.00			
Total for[6117] INDUSTRIAL DIESEL POWER INC					364.00	364.00	364.00	0.00	0.00	0.00
[6119] IRON MOUNTAIN										
10/31/2020	10/31/2020	DBGM463	11/30/2020	10/2020 SHREDDING SRV	95.44	95.44	95.44			
Total for[6119] IRON MOUNTAIN					95.44	95.44	95.44	0.00	0.00	0.00
[6121] JACKSON & SON OIL INC										
10/31/2020	10/31/2020	10200920	11/30/2020	10/2020 FUEL	1,925.40	1,925.40	1,925.40			
Total for[6121] JACKSON & SON OIL INC					1,925.40	1,925.40	1,925.40	0.00	0.00	0.00
[6122] CARTER, JOHN										
10/26/2020	10/26/2020	R10262020	11/25/2020	RIDES 10/26/2020	100.05	100.05	100.05			
10/28/2020	10/28/2020	R10282020	11/27/2020	RIDES 10/28/2020	18.40	18.40	18.40			
10/29/2020	10/29/2020	R10292020	11/28/2020	RIDES 10/29/2020	92.00	92.00	92.00			
10/30/2020	10/30/2020	R10302020	11/29/2020	RIDES 10/30/2020	78.20	78.20	78.20			
Total for[6122] CARTER, JOHN					288.65	288.65	288.65	0.00	0.00	0.00
[6134] LOOP JACOBSEN JEWELERS ASTORIA										
10/23/2020	10/23/2020	1029	11/22/2020	EMPLOYEE OF THE QRT 2nd, 3rd QRT ENGRAVING	22.00	22.00	22.00			
Total for[6134] LOOP JACOBSEN JEWELERS					22.00	22.00	22.00	0.00	0.00	0.00
[6141] NW Navigator Luxury Coaches										
10/23/2020	10/23/2020	R10232020	11/02/2020	SALES -WEEK ENDING 10/23/2020	100.98	100.98	100.98			

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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
10/30/2020	10/30/2020	R10302020	11/09/2020	SALES WEEK 10/30/2020	30.60	30.60	30.60			
Total for[6141] NW Navigator Luxury Coaches					131.58	131.58	131.58	0.00	0.00	0.00
[6145] NORTH COAST TRUCK										
10/01/2020	10/01/2020	CR297089	11/10/2020	DUPLICATE PMT	-330.00	-330.00	-330.00			
Total for[6145] NORTH COAST TRUCK					-330.00	-330.00	-330.00	0.00	0.00	0.00
[6147] NORTHWEST COMMUNITY ALLIANCE										
10/30/2020	10/30/2020	006949	10/31/2020	10/2020 JANITORIAL SERVICES	962.00	962.00		962.00		
10/31/2020	10/31/2020	007010	11/01/2020	10/2020 BUS SHELTERS	880.00	880.00	880.00			
Total for[6147] NORTHWEST COMMUNITY ALLIANCE					1,842.00	1,842.00	880.00	962.00	0.00	0.00
[6148] NW NATURAL										
10/27/2020	10/27/2020	3762086-1010272020	11/12/2020	10/2020 GAS SRV - SEASIDE	15.99	15.99	15.99			
Total for[6148] NW NATURAL					15.99	15.99	15.99	0.00	0.00	0.00
[6154] OFFICE DEPOT										
10/18/2020	10/18/2020	129442888001	11/15/2020	DRUM -RTN FINANCE	-135.99	-135.99	-135.99			
10/13/2020	10/13/2020	129460285001	11/15/2020	OFFICE SUPPLIES/DRUM TONER FINANCE	129.99	129.99	129.99			
10/21/2020	10/21/2020	132346998001	11/22/2020	OFFICE SUPPLIES - FIRSTAID KITS	239.55	239.55	239.55			
Total for[6154] OFFICE DEPOT					233.55	233.55	233.55	0.00	0.00	0.00
[6163] OR SECRETARY OF STATE										
10/14/2020	10/14/2020	AR121221	11/13/2020	FY 07/18 - 06/19 AUDIT	250.00	250.00	250.00			
Total for[6163] OR SECRETARY OF STATE					250.00	250.00	250.00	0.00	0.00	0.00
[6167] OREGON DEPT OF C&B SVCS										
10/15/2020	10/15/2020	00120101500292	1/31/2021	ELEVATOR OPERATING PERMIT 02/01/21 - 01/31/2023	197.12	197.12	197.12			
Total for[6167] OREGON DEPT OF C&B SVCS					197.12	197.12	197.12	0.00	0.00	0.00
[6168] OREGON DEPT OF REVENUE										
10/22/2020	10/22/2020	2020-25	11/21/2020	FINAL CHECK -WILLIAM STEVISON - EmpSuta, OTT, SwtOR, EmpWBF	146.91	146.91	146.91			
Total for[6168] OREGON DEPT OF REVENUE					146.91	146.91	146.91	0.00	0.00	0.00
[6170] OREGON STATE POLICE										
10/16/2020	10/16/2020	ARZ12513	11/16/2020	BACKGROUND CHECK X 2	56.00	56.00	56.00			
Total for[6170] OREGON STATE POLICE					56.00	56.00	56.00	0.00	0.00	0.00
[6172] O'REILLY AUTO PARTS										
10/21/2020	10/21/2020	3920-145264F	11/20/2020	DISCONNECT	2.99	2.99	2.99			

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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
10/25/2020	10/25/2020	3920-145989	11/20/2020	HEADLIGHT CAN	9.42	9.42	9.42			
10/25/2020	10/25/2020	3920-146031	11/20/2020	WIPER FLUID	23.94	23.94	23.94			
10/30/2020	10/30/2020	3920-146909	11/20/2020	OIL FILTERS	12.18	12.18	12.18			
Total for[6172] O'REILLY AUTO PARTS					48.53	48.53	48.53	0.00	0.00	0.00
[6176] PACIFIC POWER										
10/21/2020	10/21/2020	70301738-001 4 10212020	11/06/2020	09/2020 ELECTRIC SRV TC ACCT 70301738-001 4	548.58	548.58	548.58			
Total for[6176] PACIFIC POWER					548.58	548.58	548.58	0.00	0.00	0.00
[6177] PACIFICSOURCE ADMINISTRATORS										
10/23/2020	10/23/2020	2020-22	11/22/2020	PAYROLL DATED 10/23/2020 - FSAHealth	397.08	397.08	397.08			
10/13/2020	10/13/2020	202008	11/12/2020	HRA -Lofstrom	1,500.00	1,500.00	1,500.00			
Total for[6177] PACIFICSOURCE ADMINISTRATORS					1,897.08	1,897.08	1,897.08	0.00	0.00	0.00
[6186] RECOLOGY WESTERN OREGON										
10/29/2020	10/29/2020	14951719	11/20/2020	10/2020 GARBAGE SERVICE - TC	171.08	171.08	171.08			
Total for[6186] RECOLOGY WESTERN OREGON					171.08	171.08	171.08	0.00	0.00	0.00
[6187] REYNOLDS, HEATHER										
10/29/2020	10/29/2020	R10292020	11/28/2020	10/2020 LEGAL SERVICES	560.00	560.00	560.00			
Total for[6187] REYNOLDS, HEATHER					560.00	560.00	560.00	0.00	0.00	0.00
[6189] ROD'S AUTO & MARINE ELECTRIC										
10/27/2020	10/27/2020	7643	10/28/2020	A/C REPAIR - BUS 1801	1,921.72	1,921.72		1,921.72		
Total for[6189] ROD'S AUTO & MARINE ELECTRIC					1,921.72	1,921.72	0.00	1,921.72	0.00	0.00
[6192] SDAO										
10/07/2020	10/07/2020	R10072020	12/31/2020	2021 MEMBERSHIP DUES`	4,125.00	4,125.00	4,125.00			
Total for[6192] SDAO					4,125.00	4,125.00	4,125.00	0.00	0.00	0.00
[6193] SDIS										
10/20/2020	10/20/2020	10202020	11/19/2020	Auto Claim - #VAAL2020067099	2,246.17	2,246.17	2,246.17			
10/09/2020	10/09/2020	2020-21	11/08/2020	PAYROLL DATED 10/09/2020 - DentalBen, LifeBen, MedicalBen, DentalDed, MedicalDed	22,421.11	22,421.11	22,421.11			
10/23/2020	10/23/2020	2020-22	11/22/2020	PAYROLL DATED 10/23/2020 - DentalBen, MedicalBen, DentalDed, MedicalDed	24,523.01	24,523.01	24,523.01			
10/23/2020	10/23/2020	2020-22 (1)	11/22/2020	PAYROLL DATED 10/23/2020 - DentalBen, MedicalBen, DentalDed, MedicalDed-Adjustment for Credita	-3,089.06	-3,089.06	-3,089.06			

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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
10/22/2020	10/22/2020	2020-25	11/21/2020	FINAL CHECK - WILLIAM STEVISON - DentalBen, DentalDed, MedicalBen, MedicalDed	1,066.63	1,066.63	1,066.63			
Total for[6193] SDIS					47,167.86	47,167.86	47,167.86	0.00	0.00	0.00
[6200] SIGN-ONE SIGNCRAFTERS										
10/23/2020	10/23/2020	16000	11/22/2020	UNIFORM - FR	76.94	76.94	76.94			
Total for[6200] SIGN-ONE SIGNCRAFTERS					76.94	76.94	76.94	0.00	0.00	0.00
[6207] SUNSET AUTO PARTS INC										
10/13/2020	10/13/2020	1998256	11/25/2020	HOSE FITTINGS BUS 1901	82.04	82.04	82.04			
10/13/2020	10/13/2020	1998292	11/25/2020	SHOP SUPPLIES/OIL BUS 1901	119.36	119.36	119.36			
10/15/2020	10/15/2020	611338	11/25/2020	FLASHER	21.92	21.92	21.92			
10/14/2020	10/14/2020	998764	11/24/2020	8MXTXREEL - RTN 10MXTXREEL	-6.25	-6.25	-6.25			
Total for[6207] SUNSET AUTO PARTS INC					217.07	217.07	217.07	0.00	0.00	0.00
[6212] TIAA										
10/20/2020	10/20/2020	7632835	11/10/2020	10 /2020 EQUIPMENT LEASE	188.00	188.00	188.00			
Total for[6212] TIAA					188.00	188.00	188.00	0.00	0.00	0.00
[6222] UNITED STATES TREASURY										
10/22/2020	10/22/2020	2020-25	11/21/2020	FINAL CHECK - WILLIAM STEVISON - EmpFica, EmpFicaMed, FWT	379.69	379.69	379.69			
Total for[6222] UNITED STATES TREASURY					379.69	379.69	379.69	0.00	0.00	0.00
[6223] UNITED WAY										
10/09/2020	10/09/2020	2020-21	11/08/2020	PAYROLL DATED 10/09/2020 - UnitedWayDed	87.50	87.50	87.50			
10/23/2020	10/23/2020	2020-22	11/22/2020	PAYROLL DATED 10/23/2020 - UnitedWayDed	87.50	87.50	87.50			
Total for[6223] UNITED WAY					175.00	175.00	175.00	0.00	0.00	0.00
[6227] VERIZON WIRELESS										
10/18/2020	10/18/2020	9865221915	11/10/2020	10/2020 CELL PHONE/TABLET SERVICE	672.63	672.63	672.63			
Total for[6227] VERIZON WIRELESS					672.63	672.63	672.63	0.00	0.00	0.00
[6235] WESTERN BUS SALES INC										
10/27/2020	10/27/2020	7877286	11/26/2020	HARNESS/RELAY - BUS 95	79.17	79.17	79.17			
Total for[6235] WESTERN BUS SALES INC					79.17	79.17	79.17	0.00	0.00	0.00

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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Owed	Not Yet Due	Less Than 30 Days	Less Than 60 Days	More Than 60 Days
[6237] WILCOX & FLEGEL										
10/31/2020	10/31/2020	CL59802	11/30/2020	10/2020 FUEL	12,577.40	12,577.40	12,577.40			
Total for[6237] WILCOX & FLEGEL					12,577.40	12,577.40	12,577.40	0.00	0.00	0.00
[6277] MULLINS, DUANE										
10/19/2020	10/19/2020	10-6-2020	11/18/2020	1ST AID/CPR/AED TRAINING - EMPLOYEES	1,575.00	1,575.00	1,575.00			
Total for[6277] MULLINS, DUANE					1,575.00	1,575.00	1,575.00	0.00	0.00	0.00
[6279] JAMES CHIROPRACTIC SPINE & JOINT										
10/30/2020	10/30/2020	R10302020	11/29/2020	5 CDL PX -FR	475.00	475.00	475.00			
Total for[6279] JAMES CHIROPRACTIC SPINE &					475.00	475.00	475.00	0.00	0.00	0.00
Report Total					83,257.02	83,257.02	78,918.12	4,338.90	0.00	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing with Accounting Distribution

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
20314	10/02/2020	[6001] ACCUFUND INC	5,070.00
20332	10/02/2020	[6193] SDIS - PRIMARY	50,335.91
20363	10/13/2020	[6123] JP PLUMBING INC	9,358.00
20377	10/13/2020	[6193] SDIS	10,160.49
20378	10/13/2020	[6193] SDIS	16,105.00
20384	10/13/2020	[6237] WILCOX & FLEGEL	12,883.61
20393	10/26/2020	[6259] ISLER CPA	7,320.00
EFT	10/26/2020	[6225] VALIC-JPM CHASE	5,370.45
Total Checks			116,603.46

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Reconciliation - CREDIT CARD

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Closing Balance from Previous Statement.....	9/08/2020	-3,194.58
0 Deposits and Other Additions Totaling.....		0.00
56 Checks and Other Withdrawals Totaling.....		3,542.96
1 Adjustments Totaling.....		3,194.58
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	10/08/2020	-3,542.96
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	10/08/2020	-19,788.46
Open Activity from Bank Register.....		(1,329.03)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-18,459.43

Date	Check	To	Check Description	Amount
✓ 8/24/2020	0001217	AMAZON	KLECZEK - IPAD PRO CASE	39.99
✓ 8/25/2020	0001209	SHRM	FARMER - 2020/2021 ANNUAL DUES	219.00
✓ 9/07/2020	0000326	CC CHARGES	HAZEN - BAUDVILLE SCRATCH OFF CARDS	17.74
✓ 9/07/2020	0001274	AMAZON	LEWICKI - TOUCHLESS PAPER TOWELS - OPS	78.84
✓ 9/08/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	23.94
✓ 9/08/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	8.97
✓ 9/08/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	8.03
✓ 9/08/2020	0001274	WESTERN STAR NW INC	LEWICKI - HEADLAMP SWITCH BUS 73	74.17
✓ 9/09/2020	0001209	FULLIDENTITY.COM	FARMER - EMPLOYEE ID C FURNISS/S THOMAS	31.50
✓ 9/10/2020	0001274	AMAZON	LEWICKI - REPLACEMENT BATTERY/SHOP	46.99
✓ 9/11/2020	0001274	AMAZON	LEWICKI - MOTOR RELAY/SHOP	13.99
✓ 9/12/2020	0001100	CC CHARGES	PARKER - ADOBE ID	20.99
✓ 9/15/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	16.47
✓ 9/16/2020	0001274	CC CHARGES	LEWICKI - HAND DRYERS & MORE - HAND SANITIZER COVID	153.87
✓ 9/16/2020	0001274	AMAZON	LEWICKI - SOAP DISPENSER/COVID	84.95
✓ 9/18/2020	0000326	FRED MEYER	HAZEN - PENS	1.99
✓ 9/18/2020	0001274	COSTCO WHOLESALE	LEWICKI - METAL PRINT PHOTO	69.98
✓ 9/19/2020	0001274	FRED MEYER	LEWICKI - WIPES COVID	19.98
✓ 9/19/2020	0001274	FRED MEYER	LEWICKI - WIPES COVID	9.99
✓ 9/20/2020	0001100	CC CHARGES	PARKER - ADOBE ACROBAT	14.99
✓ 9/20/2020	0001274	FRED MEYER	LEWICKI - WIPES COVID	7.48

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓	9/21/2020	0000284	AMAZON	JONES - HDMI CABLE	15.50
✓	9/21/2020	0000326	CC CHARGES	HAZEN - APPLE ID	0.99
✓	9/21/2020	0000326	FRED MEYER	HAZEN - EMPLOYEE RECOGNITION	240.00
✓	9/21/2020	0001274	CC CHARGES	LEWICKI - INDY DINER MEAL/BUS DELIVERY	37.75
✓	9/22/2020	0000284	HOME DEPOT CREDIT SERVICES	JONES - STORAGE SUPPLIES	53.16
✓	9/22/2020	0000284	CC CHARGES	JONES - CB8I PINNACLE/COREL VIDEO EDITING SOFTWARE	122.90
✓	9/22/2020	0001074	CC CHARGES	LEWICKI - ON SPOTS ARM BEARING KIT BUS 93	125.30
✓	9/22/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	9.87
✓	9/22/2020	0001209	CC CHARGES	FARMER - GOOD TO GO - DRIVER MEETING LUNCH	402.50
✓	9/23/2020	0001274	FRED MEYER	LEWICKI - SNACKS/DRIVERS MEETING	9.99
✓	9/24/2020	0001274	AMAZON	LEWICKI - TOUCHLESS TOILET FLUSH KIT/ADMIN	62.99

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 11/18/2020 @ 11:03 AM

Page: 3

Date	Check	To	Check Description	Amount
✓ 9/25/2020	0001274	AMAZON	LEWICKI - GLOVES/COVID	162.99
✓ 9/27/2020	0001274	AMAZON	LEWICKI - WHEEL CHECK HANDLES	13.90
✓ 9/27/2020	0001274	FRED MEYER	LEWICKI - WIPES/COVID	9.98
✓ 9/27/2020	0001274	FRED MEYER	LEWICKI - WIPES/COVID	9.98
✓ 9/28/2020	0000284	CC CHARGES	JONES - BORING LIFE CAFE MEAL/BUS DELIVERY	25.20
✓ 9/29/2020	0000284	SMART FOODSERVICE	JONES - SNACKS/FIRST AID TRAINING	93.49
✓ 9/29/2020	0001209	FRED MEYER	FARMER - WIPES/COVID	8.38
✓ 9/29/2020	0001274	WESTERN STAR NW INC	LEWICKI - BREATHER/TUBE BUS 1801	27.57
✓ 9/30/2020	0000284	STAPLES	JONES - HEADPHONES	19.98
✓ 9/30/2020	0000326	CC CHARGES	HAZEN - SHUTTERSTOCK SUBSCRIPTION	29.00
✓ 10/01/2020	0000326	MICROSOFT	HAZEN - AZURE - ONLINE SRV	89.94
✓ 10/01/2020	0001274	THE AFTERMARKET PARTS CO, LLC	LEWICKI - LAMP/SIDE TURN BUS 1901	43.08
✓ 10/03/2020	0000326	CC CHARGES	HAZEN - ZOOM MONTHLY SUBSCRIPTION	140.00
✓ 10/04/2020	0001074	FRED MEYER	LEWICKI - WIPES/COVID	4.19
✓ 10/04/2020	0001074	FRED MEYER	LEWICKI - WIPES/COVID	8.38
✓ 10/04/2020	0001274	FRED MEYER	LEWICKI - WIPES/COVID	8.38
✓ 10/04/2020	0001274	AMAZON	LEWICKI - ENGRAVER/SHOP	23.98
✓ 10/05/2020	0001209	FULLIDENTITY.COM	FARMER - EMPLOYEE BADGE M MARINCOVICH	18.50
✓ 10/06/2020	0000284	CC CHARGES	JONES - APPLE TELEPROMPTER	11.99
✓ 10/06/2020	0001274	THE AFTERMARKET PARTS CO, LLC	LEWICKI - TURN RUNNING LIGHTS (SIDE) BUS 1901	117.66
✓ 10/07/2020	0000284	CC CHARGES	JONES - STORYBOOK MEDIA YEARLY SUBSCRIPTION	360.00
✓ 10/07/2020	0000326	CC CHARGES	HAZEN - HIGHLIFE ADVENTURES MEALS	51.60
✓ 10/07/2020	0001274	CC CHARGES	LEWICKI - BRIM'S FARM & GARDEN PLANTERS/OPS	200.00
✓ 10/21/2020	0000284	CC CHARGES	JONES - APPLE - TELEPROMPTER FOR VIDEO	19.99

Total Checks: 3,542.96

Date	Reference	Adjustment Description	Amount
✓ 9/16/2020	GC 20286	PAYMENT MADE OUT OF GEN CHECKING FOR CC STATEMENT 09/07/20	3,194.58

Total Adjustments: 3,194.58

Date: December 10, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 8.a Transportation Advisory Committee Update

The Transportation Advisory Committee (TAC) met on December 9th to take action on the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Application. This grant was submitted to ODOT and is seeking funding for the continuation of the Lower Columbia Connector Route from Astoria to Portland.

The Oregon Administrative Rules (OAR) require that the Qualified Entity's (QE) advisory committee make a recommendation to ODOT to fund or not to fund STIF Discretionary Grants submitted for the area. Since we are the only public transportation service provider (PTSP) in Clatsop County, our application is the only one that they had to review. They unanimously chose to recommend that the project be funded. That recommendation has been forwarded to ODOT. The application will also go before the Northwest Area Commission on Transportation (NWACT) in January to also make a recommendation.

I also presented results of the STIF Formula Fund projects so through the quarter ending in September. I have attached the TAC packet for your review and to give you the opportunity to ask questions about the TAC.

The TAC is a requirement of both the STIF and also the Statewide Transportation Fund (STF). Their role is to provide prioritization of STIF Formula Fund projects and to make recommendations to the Board for the projects. The Board then has to adopt the recommendations or make changes to the prioritization of the projects however, if the Board makes any changes, they have to submit a report to ODOT explaining the rationale for changing the TAC's recommendations. The TAC also makes recommendations to the Board on STF projects and §5310 projects.

A question was posed asking if Commissioners should attend the TAC meetings. As you may recall, Commissioner Nino was appointed to represent the Board. While this is a public meeting, the role of the TAC is to provide recommendations to the Board and having other Commissioners attend could be problematic. First and foremost, is that if four Commissioners decided to attend the meeting, that would constitute a quorum placing the District in violation of Public Meeting Laws. Secondly, having other Commissioners at the meeting could be construed as an attempt to sway the committee's decisions. This could make the TAC members feel uncomfortable.

My recommendation would be that Commissioners other than the appointed one not attend the TAC meetings. If you would like to watch the recording of the TAC meeting, we can certainly

provide it to you as part of the record for the Board meeting where you will be taking action on TAC recommendations. Both STF and §5310 programs require us to solicit applications for funding from qualified organizations within the county. When the Board adopts those projects, there is a protest period available to organizations to utilize. This process could be problematic if Board members attend the TAC meetings and sway TAC members on their decisions, whether intentionally or inadvertently.



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE**

**ZOOM MEETING AGENDA
WEDNESDAY DECEMBER 9, 2020**

2:00 PM

Astoria Transit Center, 900 Marine Drive Astoria, OR

Join Zoom Meeting

<https://us02web.zoom.us/j/5038615399?pwd=cmh4Sndla3VkSk5FMVh4UnY4V2hBdz09>

Meeting ID: 503 861 5399

Passcode: 8675309

Phone numbers in case you are unable to use your computer's speaker and microphone.

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 503 861 5399

Passcode: 8675309

AGENDA:

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. APPROVAL OF SEPTEMBER TAC MEETING MINUTES
5. NEW BUSINESS
 - a. STIF Discretionary Grant Recommendation to ODOT
 - b. STIF Formula Fund Report
6. PUBLIC COMMENT (3-minute limit)
7. OTHER ITEMS
8. AJOURN



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE
ZOOM MEETING MINUTES
SEPTEMBER 9, 2020**

1. CALL TO ORDER; Chair Patrick Preston called the meeting to order at 2:00 PM
2. INTRODUCTIONS/ ROLL CALL:
Present: Jeff Hazen SETD Executive Director, Larry Miller Senior Center, Chris Breitmeyer President Clatsop Community College, Diana Nino, Commissioner Sunset Empire Transportation District, Patrick Preston Retired Employment Department's Veterans Representative, Tita Montero Seaside City Councilor, Lin Anderson, Rider Representative, Doug Pilant General Manager Tillamook County Transportation District and Mel Jasmine, Senior Representative.
3. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON-
Larry Miller nominated Patrick Preston for Chair
Doug Pilant seconded the nomination
Aye-Preston, Montero, Anderson, Miller, Pilant, Jasmine, Nino and Breitmeyer
No- None
Motion passed unanimously

Doug Pilant nominated Tita Montero for Vice Chair
Lin Anderson seconded the nomination
Larry Miller moved to close the nominations for Vice Chair
Aye-Preston, Montero, Anderson, Miller, Pilant, Jasmine, Nino and Breitmeyer
No- None
Motion passed unanimously
4. CHANGES TO THE AGENDA- None
5. APPROVAL OF THE JUNE 6, 2019 MINUTES
Larry Miller moved to approve the June 5, 2019 minutes
Doug Pilant seconded the motion
Aye-Preston, Montero, Anderson, Miller, Pilant, Jasmine, Nino and Breitmeyer
No- None
Motion passed unanimously
6. PUBLIC COMMENT- None
7. OLD BUSINESS-
 - a. Ridership Update from Roll Out of STIF Projects- Executive Director Hazen presented an update on ridership statistics since the rollout of the STIF program and the effects of Covid 19.
 - Route 13- Oct thru March- Average 120 rides per week. March thru June- 51 rides per week
 - Routes 15/16- February thru March-379 rides per week. March thru July-312 rides per week. However, for the fiscal year this route saw a 49% increase in ridership.
 - Route 101- Ridership increased until March from 29% to 45%. After March ridership decreased from 14% to 40%.
 - Lower Columbia Connector- February-March 54% to 251% ridership increase, with a 10% increase overall for the year.

- Overall Ridership for fiscal year 2020 was down 13% or 30,000 rides. Ridership for the current fiscal year 2021 is down 42%

There was discussion of when the Route 10 would begin going to Clatsop College and the MERTS campus. Chris Breitmeyer said both would be having students beginning on September 25th.

- b. Statewide Transportation Improvement Fund Updated Forecast- Executive Director Hazen reported that ODOT recently released the attached forecast for STIF revenues. For the current fiscal year, Hazen said our FY 2021, forecasted revenues have been reduced by \$101,422 from what was forecasted. Hazen said he was conservative in this year's budget and budgeted \$631,000 instead of using the December forecast knowing that the pandemic would have an impact on the revenue. The forecasted amount is \$575,578 so our impact from the budget is only \$55,422.

Executive Director Hazen reported that he had stopped the rollout of the remaining STIF projects in March due to the possibility of a reduction in revenue. We also will not be implementing any STIF projects during this fiscal year, so we do not fall short of the revenue needed to operate them. Hazen said he would not want to start and then have to cancel a route. Hazen also said that the remainder of the projects will likely roll over into the next biennium plan.

8. NEW BUSINESS

- a. Executive Director Hazen reported on the Cares Act Funding Program that President Trump signed into law last March which provides \$25,000,000,000 towards public transportation. The Oregon Department of Transportation received \$42,686,023 from the Cares Act and set up two funding programs for distribution to rural transit providers. Director Jeff Hazen reported that the District applied for and received a little over \$500,000. This was utilized for paid leave for staff, 14 new staff hired to ride on and consistently sanitize buses, materials and services to cover increased disinfecting, staff paid leave and for lost revenue due to decreased ridership. Hazen also said that laptops were purchased for management staff so they could work from home. Hazen said the second program available from ODOT is a Needs-based program which has \$33,300,000 available, and rural transit agencies can submit 3 grant applications by December of 2020. Hazen reported that the District submitted a needs-based grant for \$1,191,108 for the purchase of two remanufactured buses along with operational costs for a year and in July the review board awarded us \$861,000 for one bus and operational costs. This bus will add another bus to the Route 101 allowing service about every 20 minutes increasing capacity that has been reduced due to COVID-19 spacing requirements. Hazen said this grant will also be used for converting District restrooms from hand operated controls to touchless controls.

Executive Director Hazen reported that the Northwest Oregon Transit Alliance had applied for and was recently awarded \$187,000 to purchase portable disinfecting equipment for all five partners will be utilizing. Hazen said this is the first major collaborative procurement that the partners have embarked on.

- b. Statewide Improvement Transportation Discretionary Fund- Executive Director Hazen reported that the STIF Discretionary grant applications for the next biennium beginning July 1, 2021 is due on November 2nd. The current program is an \$820,000 project with includes:
- \$530,000 for operation of the LCC Route
 - \$170,000 for the purchase of two used motor coaches
 - \$20,000 for preventative maintenance
 - \$10,000 for administrative costs
 - \$90,000 for the E-fare system

SETD received \$738,000 with a match amount is \$82,000. Hazen said SETD planned to get the Lower Columbia Connector Route(LCC) off the ground and then shift the funding to other sources, however the Covid 19 pandemic changed those plans and we will not be purchasing the motor coaches or the E-fare system from this grant and he plans to do another grant application to fund the LCC during the next biennium. If this is not approved, we will not have the funding to operate the route to June of 2021. Hazen said he hopes

that the review committee will agree that the pandemic has prevented us from building this route up as planned. Hazen

Hazen said he hopes that the committee will reach the consensus that the Lower Columbia Connector is a worthy project that should be continued. Hazen said the committee will have an opportunity to provide comment on this grant application during the review period after the grant application is submitted. No action was required.

9. PUBLIC COMMENT- Cris Wilcox DVOP thanked Patrick Preston for inviting her and the committee for being able to attend the meeting.

10. OTHER ITEMS- Commissioner Diana Nino introduced herself to the committee and explained that she is a member of the Sunset Empire Transportation District Board of Commissioners and was appointed to be on TAC by the board chair. Diana also said she works at Consejo Hispano in Astoria. Patrick Preston reported that there is a new Veterans Service Officer (VSO) who is working at Clatsop Community Action and it would be good to connect with him. Cris Wilcox said she had invited Stephen Bobian, the new VSO to the meeting today. Executive Director Hazen said Jason Jones had met with Stephen at the Transit Center a couple of weeks ago.

Meeting was adjourned at 3:00 PM

Mary Parker, Recording Secretary

Copies and meeting recordings available on request. Contact Mary Parker mary@ridethebus.org

Mission Statement

Provide safe, reliable, relevant, and sustainable transportation services to Clatsop County with professionalism, integrity, and courtesy.

Date: November 30, 2020

To: Transportation Advisory Committee

From: Jeff Hazen

Re: Agenda Item 5.a STIF Discretionary Grant Recommendation to ODOT

Per OAR 732-044-0025(2), Qualified Entities (QEs) must consult with their STIF Advisory Committees (QEACs) prior to submitting application feedback to ODOT.

At the September TAC meeting, we let the committee know that we would be submitting another STIF Discretionary Grant application to ODOT to continue the Lower Columbia Connector Route from Astoria to Portland along Highway 30. You will find the application attached for your review. The TAC needs to make a recommendation of Fund or Don't Fund on this application. The TAC can also add comments to the recommendation if they desire.

This route began on February 3, 2020.

Ridership:

Feb-Mar	739
Apr-Jun	1,149
<u>July-Sep</u>	<u>1,581</u>
Total	3,469

Staff is recommending that the TAC recommend that the STIF Discretionary Grant for the Lower Columbia Connector Route for the FY 2021-23 be funded.

Oregon Department of Transportation



STIF Discretionary and Statewide Transit Network Application: FY 2021-23

Applicant Information

Agency Legal Name

Sunset Empire Transportation District

Agency Legal Address

900 Marine Drive, Astoria, Oregon 97103

Application Contact Name

Jeff Hazen

Application Contact Title

Executive Director

Application Contact Email Address

jeff@ridethebus.org

Application Contact Phone Number

(503) 861-5399

Name of Person Signing Agreement

Tamra Taylor

Title of Person Signing Agreement

Board Chairperson

Email Address of Person Signing Agreement

jeff@ridethebus.org

Phone Number of Person Signing Agreement

5038615399

Agency Information

1. Transit Agency Type

Transportation District

1.A Does the agency have any existing grant agreements with ODOT?

Yes

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

Fixed Route

3. Would this award support ongoing operations of an existing service?

Yes

3.A Operations costs of

previous quarter
\$52,171.00

3.B Brief history of current project/service. What, if any, elements of the proposed project differ from existing efforts and services?

The service began on 2/3/2020, and we saw an increase in ridership from the previous year due to having three round trips a day with direct service to Union Station in Portland. These increases in weekly ridership through 3/14/20 ranged from 54% to 251% over last year when we connected with CC Rider. We were working on a marketing program, but this effort was stopped due to restrictions. From 3/15 to the end of FY 20, our ridership increases/decreases ranged from -21% to 94%. Increases in FY 21 have ranged from 42% to 171%. We have incurred much higher maintenance costs on the two used motor coaches than we had anticipated for the previous grant, so we will include the purchase of two new Class B buses. Its important to note that the amount in box 3.A is not for the whole quarter since service began on 2/3/20. Had we started on 1/2/20 the operational cost would have been \$80,955.

Risk Assessment Information

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

Yes

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

Yes

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

Combined

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

Yes

8. Did your staff members attend required training and meetings during the previous biennium?

Yes

9. Was your agency audited by the federal government in the past two years?

No

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

Yes

Agency Qualifications

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

SETD has the capacity to manage and operate this project. The Executive Director oversees all projects within the District. The Chief Operating Officer is responsible for the day to day operation of all projects. This fiscal year, we have added an additional driver supervisor due to the expansion of service that we implemented last year including the Lower Columbia Connector route. The Finance Officer is responsible for grant management and reporting on all grants. It should be noted that we have transitioned out of QuickBooks to Accufund this year giving us a more robust financial software designed to manage fund accounting that QuickBooks is not designed for. We contract with a local law firm for legal counsel and

also use Special Districts Association of Oregon's legal counsel for some matters.

12. Certification of Compliance

By checking this box, the applicant certifies that if they are awarded funding, they will meet and ensure compliance for the term of the agreement with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

Yes

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

No

14. If you seek the 10 percent match reduction, does the project meet one or more of the four factors identified in OAR 732-044-0005(4)(a)? Select each factor that you believe is exemplified by the proposed project.

Predominantly serves or provides access to and from rural communities

Serves an area outside of the applicant's geographic jurisdiction

Fills a significant gap in the Statewide Transit Network

Provides statewide benefits to multiple Public Transportation Service Providers outside of the area where the proposed project will be located

15. Will federal funds be used to complete this project?

No

Project Information

16.A Project Title

Lower Columbia Connector

16.B Describe the project to be funded. Clearly describe what the requested fund award would be used to accomplish, detailing the specific tasks and deliverables. Where relevant, identify the origin and destination of the proposed service as well as each municipality visited along the route. Please see page 22 of program guidance for additional guidance on writing a project description.

This project will continue to provide three round trips per day, 362 days per year from the Astoria Transit Center to Union Station in Portland traveling along Highway 30 and will have limited stops in both Clatsop County and Columbia County. Both Columbia County Rider and Sunset Empire Transportation District (SETD) are partners in the Northwest Oregon Transit Alliance (NWOTA) providing seamless connections from the Portland metro area and the Willamette valley to the coast and travel from Astoria to Yachats. This route represents the northern route of the NW Connector. It will provide connections to the Amtrak Cascade Route providing service to Vancouver, B.C. and south to Eugene, OR. The overarching goal of NWOTA is to provide a transportation option that encourages people to leave their vehicle at home and travel to the coast on public transportation with a three day or seven day pass that gives them a round trip from the valley to the coast and unlimited travel between Astoria and Yachats. This alliance was set up to help reduce congestion on the Highway 101 on the coast and the state highways connecting the Willamette Valley and the Portland metro region with the coast. NWOTA has worked very closely together to streamline schedules to make this a very relevant and cost-effective alternative to driving. The three-day pass is just \$25, and the seven-day pass is \$30. We also allow one child per adult to travel at no cost.

17. What Local Plans include this project or elements of the project? Be specific in the citation of the Local Plans.

The SETD Long Range Comprehensive Transportation Plan, adopted in 2016, includes this project. It is discussed in Section 8 calling for four trips per day to Rainier (see figure 8-12). This plan was based on

continuing the partnership with CC Rider in Columbia County. Due to their financial constraints, they had to make severe service cut backs including the connection at Rainier. To give them the opportunity to focus on their local services, we wrote the grant to provide direct service to Portland from Astoria. This project calls for three trips per day.

18. Please provide specific page(s) of the Local Plan(s) where project or funding need is listed.

8-1, 8-7, 8-10, 8-12, 8-18, 8-20, 8-23 <https://www.nworegontransit.org/wp-content/uploads/2018/11/SETD-LRCTP-Vol-I-1.pdf>

19. What is the minimum grant amount that will still allow your project to proceed?

\$836,000.00

20. Select the fund source(s) for which you would like to compete and that you believe your project is eligible to receive. Check all that apply.

STIF Discretionary

STIF Intercommunity Discretionary

21. Rank the fund sources in the order of preference with 1 being first choice and 3 being the last choice.

STIF Discretionary

1

STIF Intercommunity Discretionary

2

FTA Section 5311(f) Intercity

No Preference

22. Why is this an important project? What are the consequences of this project not receiving funding?

This important route provides service on Hwy 30 between Portland and Astoria. Serving two counties is very beneficial to fill a gap in the system. In the current biennium, we interlined with Amtrak and that proved to be beneficial to our ridership. It also gives us national presence when people are planning their trips to see that they can include the trip to the coast in their purchase. It gave Amtrak 3 additional runs to the coast that is important to them to provide meaningful connections. Our ridership on the Lower Columbia Connector has increased dramatically over last year without doing marketing on it. When the status of the pandemic improves, we will move forward with the marketing piece we stopped. This will reach a very large audience and bring exposure to the connections that are available to the coast and to Portland. It will also continue to reduce the number of vehicles on the state highway system. The project was not fully realized because of the pandemic and it is important to have funding in place in order to show that it is a necessary and viable service.

Failure to fund this project will further isolate people living on the coast and put a break in the NW Connector system.

23. Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?

No

Oregon Transportation Commission Investment Priorities

Equity and Public Transportation Service to Low-Income Households

24. Describe how this project would support and improve access for vulnerable populations and/or historically marginalized communities.

In each city that this project serves (Astoria, Clatskanie, Rainier, St. Helens, and Scappoose) there are significant low-income households. Astoria has 2,435, Clatskanie has 914, Rainier has 938, St. Helens has 2,110, and Scappoose has 1,187 for a total of 7,584 low-income households. This route provides access to low cost transportation to Portland or Astoria for their recreational, shipping, medical, and educational needs.

Because we are interlined with Amtrak, riders purchasing their tickets are eligible for the discounts that Amtrak provides on their system. This includes discounts for Seniors, Disabled, and Children.

Coordination of Public Transportation Services

25. Describe how this project would improve the passenger experience, benefit multiple transit providers, or involve consolidation, coordination, or resource sharing between agencies, including use of transportation data and technology.

NWOTA was created in 2011 and operates under an Intergovernmental Agreement with Columbia County, SETD, Tillamook County Transportation District, Lincoln County, and Benton County as partners. NWOTA was formed to foster collaboration between the partner transit agencies for the coordination of public transit services, connection of transit service areas, and the provision of cost-effective transit services within the territory served by the NWOTA parties. The collaborative efforts of NWOTA include promoting public transportation and the Connector system throughout the NWOTA service area; working cooperatively with the other NWOTA partners to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts; coordinating equipment and services associated with the interconnection of partner service areas, and developing internal expertise, including personnel, to share among the partners.

Previously this route, the northern most route in the NW Connector system, had been operated by both Columbia County and SETD, and riders would connect to each transit provider in Rainier. This project was streamlined to eliminate riders having to transfer to another bus. SETD provides the service on the entire route from Astoria to Portland. This route has enhanced the comfort of the ride by utilizing motor coaches on the route. The motor coaches have wheelchair lifts and have sufficient baggage storage areas underneath the bus. The motor coaches are specially branded with the NW Connector logo to heighten awareness of the service.

Environmental and Public Health

26. Describe how this project would go beyond providing an alternative to personal car use to reduce greenhouse gas emissions, reduce pollution, and/or support positive health outcomes.

The original concept of the NW Connector system was to reduce vehicle traffic on the highways between the Willamette valley and the coast, and also reduce the traffic on Highway 101. It is also a goal of the system to reduce greenhouse gases. In the most recent quarter of this route, over 7700 lbs. of CO₂ were saved by riders using this service instead of traveling in cars. Multiply that number by four quarters, and you would see a savings of nearly 31,000 lbs. of CO₂ saved. This does not take into account an increase in ridership which would add to that total. We have conservatively projected a 112% increase in ridership from last year for FY 2021. This number could change dramatically based on progress made with the pandemic. In the next section, you'll read about our marketing efforts for riders with bicycles. This project helps support positive outcomes by reducing greenhouse gas emissions and encouraging bicycle use.

Safety, Security, and Community Livability

27. Describe how the project would increase use and participation in active transportation, including public transportation.

Prior to the pandemic, NWOTA embarked on a targeted marketing program for the NW Connector system. Targeted marketing included physical advertising on TriMet buses, Cherriot buses, and Benton County buses. These included targeted ads to bike users. The other marketing effort was on social media. We targeted people in the Willamette valley with a propensity to use transit and to also be bike riders. These marketing efforts were stopped when the travel restrictions were put in place by the State. The Oregon coast has an extraordinarily popular bike route along Highway 101. Marketing efforts focused on bike users that have a propensity to also use transit is a wise effort and showcases how they could leave their car at home and take transit to the coast. These marketing efforts will be restarted at the appropriate time. All of the buses used on the NW Connector have bike racks and on the motor coaches operated on Lower Columbia Connector, there is ample space underneath the bus for bike storage. We feel that charging extra for bringing bikes on the trip is antithetical to the purpose of active transportation, so we do not charge a bicycle fee on any of our local and Connector routes.

28. Describe how the project would support and improve safety of passengers in transit vehicles and safety of other roadway users.

Reducing the amount of single occupancy vehicles on the highways is a key priority for SETD. As a tourist destination, we recently were part of the Travel Oregon North Coast Tourism Studio. The focus on this Studio was about mitigating the impact of tourism in our area. Many of these Studios are used to increase tourism in certain areas of the state. Tourism on the north coast has increased dramatically over the last several years.

Not only is congestion an issue on Highway 30, but safety is another primary concern. Between 2014 and 2018, there were 2,427 accidents on Highway 30 between Astoria and Portland. This is an average of 485 accidents a year with the highest year being 2017 with 569 accidents. By having this travel option, a reduction in the number of vehicles on Highway 30 will result in safer travel for those riding the Lower Columbia Connector. Our agency has not had a reportable incident in at least 12 years according to periodic reports in OPTIS.

Statewide Transit Network Connections

29. Describe how this project would support and improve the utility and connectivity of the Statewide Transit Network and/or create a foundation for future Statewide Transit Network improvements.

NWOTA was created in 2011 and operates under an Intergovernmental Agreement with Columbia County, SETD, Tillamook County Transportation District, Lincoln County, and Benton County as partners. NWOTA was formed to foster collaboration between the partner transit agencies for the coordination of public transit services, connection of transit service areas, and the provision of cost-effective transit services within the territory served by the NWOTA parties. The collaborative efforts of NWOTA include promoting public transportation and the Connector system throughout the NWOTA service area; working cooperatively with the other NWOTA partners to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts; coordinating equipment and services associated with the interconnection of partner service areas, and developing internal expertise, including personnel, to share among the partners.

Previously this route, the northern most route in the NW Connector system, had been operated by both Columbia County and SETD, and riders would connect to each transit provider in Rainier. This project was streamlined to eliminate riders having to transfer to another bus. SETD provides the service on the entire route from Astoria to Portland where riders can access Amtrak, Greyhound, TriMet and local TNC's or

taxi's to reach their final destination.

Funding and Strategic Investment

30. Describe how the project match requirements will be met or exceeded. Describe why investment in this project makes sense from both the perspective of current need and long term Oregon transit needs.

We will be utilizing local funds as match for this project. For this project, we are proposing to continue the 10% match because we are serving five rural cities with populations less than 50,000, we are serving both Clatsop and Columbia counties, we will continue to operate the entire route to allow Columbia County to focus their financially constrained system on their local routes. This route gives the residents in the cities on Highway 30 in Columbia County a direct route to Union Station in Portland.

Continued investment in this project makes sense from the standpoint that due to Covid-19, we were unable to market the route properly to raise awareness throughout both Clatsop and Columbia County. Ridership increases are very strong as shown earlier. There are only two Key Transit Hubs (KTH) on the entire Oregon coast, and both are located in Clatsop County. This route serves the KTH located in Astoria. Connections between transit services are an important element of a useful fixed route transit network and is a key factor with investing in the statewide transit network.

31. If this project will last beyond the 2021-23 biennium, describe the plan for ongoing funding including match. If not applicable, type N/A.

In the application for funding in the current biennium, we noted that we're going to operate the route in order for Columbia County to focus on their local routes due to their financial straits. We continue to have a great relationship with Columbia County and our goal is to work on this route with them in the future when their funding for transit is stabilized. We feel there is an opportunity for each agency to operate this route in partnership with each other again. This doesn't necessarily mean that riders would have to resume transfers between agencies, the service could be scheduled in the future to have each agency operate round trips beginning in Astoria and Portland.

For future funding, we would look to the Statewide Transit Network Program with STIF Intercommunity Fund and/or FTA §5311 (f) funding. As our local funding strengthens, we see the opportunity to increase our match rate over time in order to keep this vital route operating. We would also have the opportunity to share data gleaned from the operation to approach the cities on served by the route and seek operating funds from them.

32. Does this project depend on other funding sources including other discretionary grants whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type N/A.

N/A

33. Capital Asset Purchases

Describe proposed capital purchases. If no capital assets are included in your application, type N/A.

We were awarded funding for two used motor coaches for the existing discretionary grant. Unfortunately, both of the motor coaches have experienced higher than anticipated repairs. There have been times when both buses were out of service at the same time due to various issues. During those incidents, we had to use a fixed route bus on the route which added mileage to that bus along with not having the required separate space for luggage. In order to maintain reliability, we are proposing the purchase of two new Class B buses to operate on this route. This will give us the ability to have them each run one 200 mile round trip per day and then operate a motor coach on one round trip. This will give us the ability to keep the two Class B buses within their useful for 5 years based on 72,400 miles per year per bus.

Project Details

Task Category

Vehicle Purchase
 Operating
 Preventive Maintenance
 Project Administration

Vehicle Purchase

Is this a vehicle expansion, vehicle replacement, or both?

Vehicle Expansion
 Vehicle Replacement

Vehicle Expansion

Will you use the Oregon state price agreement contract?

Yes

Will this grant award support purchase of a used vehicle?

No

Vehicles to be purchased

Vehicle	Make/ Model	Quantity	Cost Each	Total	# of seats / # ADA stations	# of Fuel System seats m with ADA deployed	Est. Order Date	Est. D elivery Date
11.12.03 Bus 30 FT	TBD	2	\$200,000.0 0	\$400,000.0 0	3,002	26 Diesel (D)	5/17/20 21	1/31/2 022

Total:
2

**Grand
Total:**
\$400,000.0
0

**Total Project Cost (Grant Amount + Match
Amount)**
\$400,000.00

**Are matching funds available if the project is
awarded?**
Yes

**Percent of funds to be used for fixed route
transportation**
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF

Match Amount - STIF Discretionary/STIF

Intercommunity/5311f (80% State/Fed Share)
\$320,000.00

Intercommunity/5311f (20% Local Share)
\$80,000.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)
\$360,000.00

Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)
\$40,000.00

Vehicle Replacement

Vehicles to be replaced

Year	Make	Model	Vehicle ALI	VIN	# of seats	# of ADA stations	Fuel Systems	Current Mileage	Date Mileage Recorded
2011	Volvo	MC	11.1X.01 Bus STD 40 FT	3CET2 S228B 514885 6	55	2	Diesel (D)	428,751	11/2/2020

Condition of Vehicles

VIN	Condition	Explain vehicle maintenance history, right-sizing justification, etc.
3CET2S228B5148856	Marginal	Maintenance challenges and costs incurred to support the safe operation of this vehicle have exceeded District expectations and represent a fiscal concern. Major systems including the ADA passenger lift, power steering system, air conditioning system and elements of the front suspension system have generated significant repair costs during the first 10 months of service. These costs, including incumbent towing charges amount to \$12,023.

Will you use the Oregon state price agreement contract?

Yes

Vehicles to be purchased

Vehicle ALI	Make/Model	Quantity	Cost Each	Total	# of seats / # ADA stations	# of seats with ADA deployed	Fuel Systems	Est. Order Date	Est. Delivery Date
Total:			0	Grand Total:					
				\$0.00					

Are matching funds available if the project is

awarded?
Yes

Percent of funds to be used for fixed route
transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

10% Match Rate Calculations (For Qualified Applicants)

Project Administration

Total Task Cost (Grant Amount + Match Amount) Are matching funds if the project is awarded?
\$30,000.00 Yes

Percent of funds used for fixed route
transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)
\$24,000.00

Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)
\$6,000.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)
\$27,000.00

Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)
\$3,000.00

Operating

Total Task Cost (Grant Amount + Match Amount) Are matching funds available if the project is
awarded?
\$664,000.00 Yes

Percent of funds used for fixed route
transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF
Intercommunity (80% State Share)
\$531,200.00

Match Amount - STIF Discretionary/STIF
Intercommunity (20% Local Share)
\$132,800.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)
\$597,600.00

Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)
\$66,400.00

Preventive Maintenance

Total Task Cost (Grant Amount + Match Amount)
\$35,000.00

Are matching funds available if the project is
awarded?
Yes

Percent of funds used for fixed route
transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)
\$28,000.00

Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)
\$7,000.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)
\$31,500.00

Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)
\$3,500.00

Application Totals

Match Sources

Match Sources	Amount
---------------	--------

Local

\$112,900.00

Note on Application Totals: If applying for 5311(f) Operating, a 50% match rate is applied to identified Operating costs. However, the application form automatically applies a 20% match rate to the full Project Cost, including Operating costs. Therefore, Section 5311(f) applicants should ensure the accuracy of the Total Task Cost for each Task Category, as the 20% match rate will only apply to non-Operating costs in a 5311(f) grant award. The form is unable to calculate an accurate application total using two different match rates.

20% Match Rate Calculations

Grant Amount
\$903,200.00

Match Amount
\$225,800.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount
\$1,016,100.00

Match Amount
\$112,900.00

Date: December 3, 2020

To: Transportation Advisory Committee

From: Jeff Hazen

Re: Agenda Item 5.b STIF Formula Fund Report

At your last meeting, I just gave a general overview of how our current biennium's STIF projects were doing. I felt it would be worthwhile to give you actual ridership numbers so you can see the performance of each of the projects. I've included all of the projects as a refresher for you to see where we are at with each one. All of these results are through the quarter ending on September 30th.

100% List

Project 1: Match money for bus procurements

We have spent \$49,233 as match money for the purchase of three Class C buses. These buses are Arboc Spirit of Mobility Low Floor buses with 21 seats and 2 ADA stations.



With these buses, we are beginning the transition of our fleet to low floor buses to make it easier for riders to get on and off of the buses without having to navigate stairs. With the loading ramp, we no longer have to have lifts on the buses to board passengers with mobility devices.

Project 2: Coordinated Human Services Transportation Plan

While the plan is now complete, through the end of September we had spent \$9,813 on the plan. The balance has been paid in the current quarter.

Project 3: Bus Shelter and signage procurement

This project has not been completed. We have a bid in place that is Board approved. I anticipate placing the order this month. We will be purchasing them from Oregon Corrections Enterprises. We have not ordered new signs yet. We have been looking at updated artwork before we order any.

Project 4: Astoria Weekend Service (Route 13)

This service began on October 26, 2019.

Ridership:

Oct-Dec	1,184
Jan-Mar	1,525
Apr-Jun	601
<u>Jul-Sep</u>	<u>618</u>
Total	3,928

Project 5: Warrenton Weekdays (Route 15)

This service expansion began on February 3, 2020.

Ridership:

Jan-Mar	1,296
Apr-Jun	2,243
<u>Jul-Sep</u>	<u>2,395</u>
Total	5,934

Project 6: Warrenton Weekend Service (Route 16)

This service expansion began on February 8, 2020

Ridership:

Jan-Mar	289
Apr-Jun	448
<u>Jul-Sep</u>	<u>427</u>
Total	1,164

Project 7: Knappa Student Intern Route

This project has not been needed for the last two summers by any students in the internship program. It is unknown at this point if it will be needed next year.

Project 8: Jewell Student Intern Route

This project has not been needed for the last two summers by any students in the internship program. It is unknown at this point if it will be needed next year.

Project 9: Shopper Shuttle Knappa/Svenson

This project has not started. Riders from this area have been utilizing the Lower Columbia Connector route. We do not plan on implementing this route at this time.

Project 10: Service to the MERTS campus (Added stop to Route 10)

This project began on February 3, 2020.

Ridership:

Jan-Mar	12
Apr-Jun	0
<u>Jul-Sep</u>	<u>2</u>
Total	14

Project 11: Route 101

This service expansion during mornings and afternoons began on February 3, 2020.

Ridership:

Jan-Mar	1,232
Apr-Jun	1,385
<u>Jul-Sep</u>	<u>1,896</u>
Total	4,513

Project 12: Seaside Circulator Weekdays

This project has not started due to Covid-19. We do not plan on implementing this route at this time.

130% List

Project 13: Warrenton Weekends additional hours

This project has not started due to Covid-19. We do not plan on implementing this route at this time.

Project 14: Astoria Weekends additional hours

This project has not started due to Covid-19. We do not plan on implementing this route at this time.

Project 15: Seaside Circulator Weekends

This project has not started due to Covid-19. We do not plan on implementing this route at this time.

Project 16 Route 101

This service expansion during evenings began on February 3, 2020.

Jan-Mar	257
Apr-Jun	649
<u>Jul-Sep</u>	<u>655</u>
Total	1,561

Project 17 Match money for zero-emissions bus procurement

We have not been successful in obtaining an FTA No or Low Emissions Bus Grant.

Project 18 Student Bus Passes

This project was started on January 6, 2020. Originally, this project was going to supply local high schools with a limited supply of bus passes for students in grades 9-12 that had barriers to transportation. The Board of Commissioners decided to provide public transportation to all students grades K-12 fare free. For purposes of STIF's requirement to set aside funds for students in grades 9-12, these ridership numbers reflect only students in those grades.

Ridership:

Jan-Mar	943
Apr-Jun	675
<u>Jul-Sep</u>	<u>1,370</u>
Total	2,988

Date: December 10, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.a ODOT Agreement 35597 Amendment #2 Approval

This amendment to the Agreement allows the inclusion of the video equipment that we purchased for travel training. You will see it highlighted on page 4 of the Agreement. This will make it an allowable expense that we can seek reimbursement from the §5310 program.

Staff is recommending that the Board approve ODOT Agreement #33597 Amendment #2 and authorize the Board Chair to sign it.

AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 33597
Sunset Empire Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Sunset Empire Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 1, 2019** and Amendment 1 (one) on **January 28, 2020**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A and move unspent funds in route signing to software and equipment.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Sunset Empire Transportation District, by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Jeff Hazen
900 Marine Drive
Astoria, OR 97103
1 (503) 861-5399
jeff@ridethebus.org

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 986-2836
Arla.MILLER@odot.state.or.us

State of Oregon, by and through its Department of Transportation

By _____
Karyn Criswell
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 12/09/2020

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

Amendment changes to this Agreement are within the scope of the original or previously amended version; therefore, legal sufficiency review is exempt under OAR 137-045-0050(2).

Signed Agreement Return Address: ODOTPTDReporting@odot.state.or.us

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: 5310 Sunset Empire Transportation District 33597				
<i>Mobility Management, Equipment, Signs and Shelters, Preventive Maintenance</i>				
Item #1: Mobility Management - 5302(a)(1)(L)				
	Total	Grant Amount	Local Match	Match Type(s)
	\$150,933.00	\$135,432.00	\$15,501.00	Local
Item #1: Route Signing				
	Total	Grant Amount	Local Match	Match Type(s)
	\$11,305.00	\$10,144.00	\$1,161.00	Local
Item #2: Route Signing				
Deleted				
Item #3: Route Signing				
	\$694.00	\$624.00	\$70.00	Local
Item #4: Route Signing				
Deleted				
Item #5: Route Signing				
Deleted				
Item #1: Preventive Maintenance				
	Total	Grant Amount	Local Match	Match Type(s)
	\$146,830.00	\$131,751.00	\$15,079.00	Local
Sub Total	\$309,762.00	\$277,951.00	\$31,811.00	
Grand Total	\$309,762.00	\$277,951.00	\$31,811.00	

1. PROJECT DESCRIPTION

I. Mobility Management

Mobility management projects are planning, training, and management activities for improving coordination among public transportation and other transportation service providers, including human service agencies and private providers. These projects build coordination among existing public transportation providers and other transportation service providers, and increase service options that would not otherwise be available for seniors and individuals with disabilities.

Recipient will oversee and monitor the services and performance of any consultants or contractors used in the project.

II. Equipment Purchase

Purchase 1 (one) 82 inch flat LED screen, 2 (two) Micro PCs, 2 (two) 43 inch flat LED screens, including extended warranties purchased as part of the initial procurement (not to exceed useful life of equipment), installation costs, hardware, software, and supplies required to put the equipment into service.

Purchase the equipment, hardware, and software to produce travel training videos to be posted or linked to on Recipient's website, for ease of potential passenger access.

III. Preventive Maintenance

Preventive maintenance provides services for vehicles and non-vehicle assets providing public transportation. Proper maintenance ensures assets are kept in good condition per manufacturer's recommendations and that safety standards are met.

Maintenance reimbursed in this Agreement is for assets used in the provision of public transportation services for the general public, seniors, or individuals with disabilities. This

Agreement does not provide for maintenance on staff vehicles, vehicles used for business of Recipient, or maintenance vehicles. Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts.

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

I. Mobility Management

Recipient will prepare a work plan in the first quarter specifying work tasks and deliverables, estimated activity periods, and estimated costs. The work plan may include but is not limited to trip planning, travel training, the "travel buddy" program, and supplementary coordination with the call center to ensure access to Recipient and other transportation services. Activities must correspond with mobility management activities as described in Federal Transit Administration Section 5310 Circular 9070.1G or subsequent revisions.

Recipient will maintain the work plan throughout the Agreement period. Recipient shall provide the plan to State upon request, and notify State when the work plan is substantially changed. Recipient quarterly reports shall detail progress relating to tasks described in the work plan. Recipient shall monitor the services and performance of any consultants or contractors used in the project.

II. Equipment Purchase

All purchases and installations must be completed prior to the expiration date of this Agreement.

Expected order date: October 31, 2019.

Expected delivery date: June 30, 2021.

III. Preventive Maintenance

All preventive maintenance tasks must be completed prior to the expiration date of this Agreement.

Preventive maintenance expenses include activities, supplies, materials, labor, services and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner. Preventive maintenance includes, but is not limited to the following: oil changes; engine tune-ups; tire purchases; tire maintenance; annual vehicle inspections; scheduled or routine maintenance; and associated parts, supplies and labor.

Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts.

Recipient must provide to State a plan for proposed preventive maintenance, unless a plan is already on file with State. Reimbursement requests must match the activities or purchases described in Recipient's plan.

A major component replacement (such as an engine or transmission), or a major rebuild or overhaul that keeps the asset within useful life or extends the useful life may be eligible for reimbursement under this Agreement, pending verification of conformance to Recipient's adopted maintenance plan and requirements detailed in Federal Transit Administration Circular 5010.1D (Grant Management) Chapter IV.

A vehicle must meet at least 40 percent of its useful life to be considered for an overhaul. Recipient must obtain pre-approval from State prior to any vehicle overhaul. Vehicle rebuilds must extend the useful life of the vehicle by at least four years.

If local circumstances change, for example, vehicle type or asset disposition, Recipient's maintenance plan must be updated to reflect that change and submitted to State within 90 days of the change.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Sources of funding that may be used as Recipient's matching funds for this Agreement include local funds; Special Transportation Formula Funds; service contract revenue, advertisement and other earned income; cash donations; and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funding must be reported to State. Recipient may not use passenger fares as matching funding.

I. Mobility Management

Eligible mobility management expenses are administrative costs to develop new projects and do not include capital costs other than durable equipment, supplies or the cost of operating public transportation services. Incidental durable equipment is an eligible expense up to \$5,000 of the total project cost. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

II. Equipment Purchase

Associated costs incurred from the procurement process, delivery charges, and post-delivery inspections are included in the reimbursable expenses associated with this Agreement.

Purchases or charges that are otherwise paid for in other agreements or contracts are excluded. Annual renewals of extended warranties are not eligible as a capital expense after equipment is delivered and accepted by the Recipient.

4. REPORTING and INVOICING REQUIREMENTS

I. Mobility Management

Recipient will submit a quarterly narrative project progress report and a fiscal report in addition to the regular quarterly report required by State. For each task described in the work plan, Recipient will report:

- a. The task status, including any issues encountered and the planned resolution.
- b. Hours expended on the tasks to date.
- c. The cost for each task and the percentage of completion.

Task costs will specify labor, non-labor expenses including staff travel and professional consultant expenses, as applicable. Labor expenses shall be reported as an hourly labor rate multiplied by the number of hours expended to date on the task.

II. Equipment Purchase

If equipment purchased under this Agreement is valued at \$5,000 or more (a "capital asset"), Recipient will provide reporting information as prescribed by State on the equipment as long as it remains in use for public transportation service. As a capital expense, all equipment must be in an inventory and reported to State as a capital asset using a unique Recipient identification number.

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of vendor invoices must be provided for all purchases. With the final payment request, Recipient is required to submit a complete inventory of items purchased under this Agreement.

III. Preventive Maintenance

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State and described in Recipient's submitted preventive maintenance plan for this Agreement. Recipient shall maintain and provide supporting documents detailing the total expenses for allowable maintenance activities incurred during the period. Recipient may list costs on a form provided by State, or provide vendor invoices.

Revised Exhibit B
FINANCIAL INFORMATION

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

Federal Program 49 U.S.C. 5310	Federal Funding Agency U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	CFDA Number 20.513 (5310)	Total Federal Funding \$277,951.00
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Administered By Public Transportation Division 555 13th Street NE Salem, OR 97301-4179
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Date: December 10, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.b COVID-19 Vaccine Update

As I'm sure you are aware, the vaccines for COVID-19 are about to begin the distribution process. In Oregon, healthcare workers will be the first group to receive the vaccine. Essential workers would be a part of the second group, and we are seeking recognition of frontline transit workers as essential and that they be included in the second group. Several states designated transit workers as essential early on in the outbreak, but Oregon did not make the same designation.

I have attached a letter that I submitted to the Clatsop County Public Health Department and a letter that was sent to Governor Brown by the Oregon Transit Association (OTA). Lobbyists for the OTA along with the lobbyist for Salem Area Mass Transit District and Lane Transit District are working with the Governor's staff on this effort.

We feel it is crucial that our front line workers have access to the vaccine as soon as possible.



**SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103**

December 9, 2020

Clatsop County Public Health
Michael McNickle, Director
820 Exchange Street, Suite 100
Astoria, OR 97103

Dear Mr. McNickle:

On behalf of Sunset Empire Transportation District (SETO), thank you for all your efforts to help contain the coronavirus and keep our residents safe and healthy. We are heartened by the news of a vaccine and urge you to include public transportation workers in phase one of Clatsop County's vaccine distribution plan.

Since the early days of the pandemic, public transportation has played a critical role in transporting essential frontline workers to their jobs in health care, education, utilities and at grocery stores. At SETO, our employees have been heroes moving heroes. Public transit workers have worked throughout the pandemic to move our community and to help our economy recover.

The American Public Transportation Association has worked with national health and safety organizations and public transit workers have been designated as essential workers at the national level. On December 3, the advisory group for the Centers for Disease Control recommended that essential workers be included in the second priority group after health care workers. In addition, transit workers have been designated by the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (DHS/CISA) as Essential Critical Infrastructure Workers, whose performance of critical functions places them at higher risk of exposure to COVID-19 infection.

Public transit service will be even more critical to the recovery of our communities as people return to work and the lives they desire. Public transit is essential for our community to survive and thrive.

We also want you to know that SETO is here to help in any way to facilitate the vaccine distribution and get residents to vaccination sites.

If you have any questions, please contact me at jeff@ridethebus.org or 503-861-5399.

Thank you again for all your efforts,

L i  Director

Cc: Don Bohn, County Manager



December 3, 2020

The Hon. Kate Brown
Governor of Oregon
900 Court Street, Suite 254
Salem, OR 97310

Dear Governor Brown:

First, on behalf of the OTA Board of Directors and our statewide members, please accept our utmost appreciation for your strong leadership during the last nine months in setting an example for the rest of the U.S. on how to responsibly meet the challenges imposed by the COVID-19 pandemic. It is due largely to the measures instituted by you that Oregon ranks 45th among the 50 states in terms of confirmed COVID cases per 100,000 population. A very sincere and heartfelt thank you.

With it now looking increasingly likely that there will be multiple vaccine options becoming available for distribution within the next two months, we wish to strongly encourage you and the Oregon Health Authority to make sure that the thousands of Oregon public transportation workers have access to the vaccine as early as possible. These brave souls—from vehicle operators, to workers in our customer service centers, to those disinfecting buses around the clock, to transit police, and all others on the frontline who showed up every day—continue to risk their own health and safety to make sure Oregonians still have a reliable way to get to jobs, go shopping, and tend to their everyday needs.

As I'm sure you are aware, earlier this week the Advisory Committee on Immunization Practices (ACIP), which is advising the U.S. Centers for Disease Control and Prevention (CDC) on who should get the first doses of COVID-19 vaccine agreed on initial priorities. The committee generally concurred that healthcare workers should get the first doses of vaccine, while essential workers should be in the second priority group because they often don't have the luxury of working from home and tend to be racially and demographically diverse. **We urge you to follow these guidelines and include transit employees in the category of essential workers.**

I and my peers who manage transit operations have seen on a daily basis the anxiety and fear experienced by our transit employees as so many have tested positive at a rate much higher than the general population. This is a result of being continuously exposed to large groups of transit-dependent riders in close proximity within a confined space. In addition, they have also had to deal with the added stress of being forced to assume the role of "mask police" and have been on the receiving end of hostile comments from those who see mask wearing as government over-reach.

We implore you to help us provide assurance and appreciation to our transit workers for the sacrifices they've made since March of this year by giving them access as early as possible to vaccinations so they can continue to do their crucial jobs.

Sincerely,

A handwritten signature in black ink that reads "Andi Howell". The signature is written in a cursive, flowing style.

Andi Howell
2020-21 OTA President and
General Manager, Sandy Area Transit

Date: December 10, 2020

To: Board of Commissioners

From: Jeff Hazen

Re: Agenda Item 9.c Statewide Transportation Improvement Program (STIP) Update

The Statewide Transportation Improvement Program, also known as the STIP, is the Oregon Department of Transportation's capital improvement plan for state and federally-funded projects. This is a different program than the Statewide Transportation Improvement Fund (STIF) and the Statewide Transportation Fund (STF). The Oregon Transportation Commission and ODOT develop the STIP in coordination with a wide range of stakeholders and the public.

There are three steps to developing the 2024-2027 STIP.

- Program allocation: The Commission will distribute funding among programs such as system enhancements, preservation, safety, non-highway, and local roads.
- Project selection: The Commission will review the considerations that guide project selection. ODOT will use data in management systems and advisory committees to create preliminary project lists, estimate costs and schedules, then narrow projects to a final recommended list to include in the draft STIP.
- Public review and approval: The Commission will put the draft STIP out for a formal public comment period. After taking public comment, the Commission will adopt a revised STIP and forward it for review and approval by the Federal Highway Administration and Federal Transit Administration.

The Commission will allocate funding among the following major categories:

- **Fix-It** programs fund projects that fix or preserve the state's transportation system, including bridges, pavement, culverts, traffic signals, and others. ODOT uses data about the conditions of assets to choose the highest priority projects. In recent STIPs, the Commission has allocated most funding to Fix-It programs. Watch this [video](#) explaining the Fix-It Program.
- **Enhance** programs fund projects that enhance or expand the transportation system. Area Commissions on Transportation recommend high-priority investments from state and local transportation plans in many of the Enhance programs.
- **Safety** programs reduce deaths and injuries on Oregon's roads. This includes the All Roads Transportation Safety program, which selects projects through a data-driven process to ensure resources have maximum impact on improving the safety of Oregon's state highways and local roads.
- **Non-highway** programs fund bicycle and pedestrian projects and public transportation. Area Commissions on Transportation often help recommend these projects to the Commission.

- **Local government** programs direct funding to local governments to fund priority projects.

As you can see, the process for developing the STIP takes a tremendous amount of time. The Commission is currently determining the program allocation. This process has taken considerable time as there are many competing interests, including transit. The Public Transportation Advisory Committee (PTAC) has spent considerable time in discussing the various scenarios that were put forth by ODOT staff to the OTC. As the PTAC chair, I have submitted two letters on behalf of transit sharing our thoughts on the allocation.

The Commission met on December 1st to discuss the various scenarios put forth by ODOT staff. They received nearly 5,000 public comments on the scenarios and ODOT staff took those comments and came up with three hybrid scenarios that they discussed with the Commission. The Commission opened up another public comment period to allow input on these new scenarios.

The Commission will meet on December 15th to discuss and select a funding scenario based on the input they will be receiving. I will be submitting another letter to the Commission and will sign up for the public comment period of the meeting to give verbal testimony based on the letter I write.

I will discuss the scenarios and give you my thoughts on them. I won't be drafting the letter until I gather input from the PTAC members on Friday, December 11th. The letter will be submitted on the afternoon of the 11th. I will also share with you the next step of project selection and my involvement with that.



Oregon

Kate Brown, Governor

Oregon Transportation Commission

Office of the Director, MS 11

355 Capitol St NE

Salem, OR 97301-3871

DATE: December 4, 2020
TO: Oregon Transportation Commission

FROM: Kristopher W. Strickler
Director

SUBJECT: *Agenda C – 2024-2027 Statewide Transportation Improvement Program Funding Allocation*

Requested Action:

Select a funding scenario for the 2024-2027 Statewide Transportation Improvement Program (STIP).

Background:

Over the last several months, ODOT has worked with the Commission on the allocation of funding for the 2024-2027 STIP. Based on direction from the Commission, ODOT developed scenarios to illustrate different potential options for allocating resources to the STIP categories to advance the state's transportation goals and outcomes.

To assist the Commission with understanding the potential outcomes of different funding scenarios and tradeoffs, ODOT analyzed the scenarios against key outcome areas including congestion relief, multi-modal mobility, social equity, safety, climate change mitigation, climate change adaptation/resilience, and state of good repair. These goal areas were extrapolated from the Commission's Strategic Action Plan and meet requirements of Executive Order 20-04, which requires considering greenhouse gas (GHG) emissions when making STIP decisions. The ODOT Climate Office designed the process to look specifically at climate outcomes (mitigation and adaptation) and then expanded it to show tradeoffs across other outcomes.

Based on the outcome of this analysis, ODOT asked the public and stakeholders for comment on preliminary scenarios during the month of November and received a significant amount of feedback. The attached 2024-2027 STIP Phase 2 Public Input Summary provides comments and data from this outreach, including conversations with advisory committees and an online open house. This follows a similar [public input summary from the first phase of public engagement](#) that was presented to the Commission in September.

ODOT distilled a number of key themes from the public input:

- Desire to increase funding for Non-Highway programs to address equity, climate change, and multimodal mobility.

- Strong support for Fix-It programs and reluctance to cut funding for preservation to avoid accelerating bridge and pavement deterioration.
- Desire to have some Enhance Highway funding beyond projects named in HB 2017.

Each of the initial scenarios focused primarily on addressing a small number of outcomes, such as safety or congestion relief; none of the initial scenarios effectively addressed all of the goals and outcomes or satisfied all the themes of public input, and the public was divided as to which scenario they preferred. Based on public input and Commission feedback throughout the funding allocation process, [ODOT proposed two hybrid scenarios](#) for the Commission’s December 1 meeting. These hybrids took elements of the initial scenarios that were supported by the public and sought to combine them in ways that balanced funding across categories and outcomes to maximize benefits and minimize negative impacts. In particular these hybrids sought to significantly increase funding for Non-Highway programs while minimizing deterioration of roads and bridges that would be caused by reduced funding for the Fix-It category. Commission members also asked ODOT to analyze the outcomes of proposed modifications to these scenarios.

At its December 1 meeting the Commission asked ODOT to bring back three scenarios for a followup meeting to make a final decision. The three scenarios are as follows:

- **Hybrid 2A: Non- Highway/Enhance:** This scenario—originally Hybrid 2 in the December 1 cover memo—significantly increases Non-Highway funding while providing funding for a small Enhance Highway discretionary program and preserving Fix-It funding.
- **Hybrid 2B: Non-Highway/Enhance Modified:** This scenario modifies Hybrid 2A slightly by shifting \$20 million from Enhance Highway to Non-Highway; all other funding amounts remain the same.
- **Hybrid 3B: Non-Highway/Enhance/Safety:** This scenario provides the same amount of funding for Enhance Highway as Scenario 2B but increases Safety and Non-Highway funding by reducing Fix-It.

Funding levels for these three scenarios are shown below.

Category	Baseline	Hybrid 2A: Non-Highway/Enhance	Hybrid 2B: Non-Highway/Enhance	Hybrid 3B: Non-Highway/Enhance/Safety
Fix-it*	901,860,568	805,000,000	805,000,000	770,000,000
Enhance Highway**	134,000,000	200,000,000	180,000,000	180,000,000
Safety	147,000,000	147,000,000	147,000,000	157,000,000
Non-Highway	147,700,000	225,000,000	245,000,000	270,000,000
Local Program	404,500,000	404,500,000	404,500,000	404,500,000
ADA Curb Ramps	170,000,000	170,000,000	170,000,000	170,000,000
Other Functions	207,850,000	161,410,568	161,410,568	161,410,568
Total	2,112,910,568	2,112,910,568	2,112,910,568	2,112,910,568

*After factoring in borrowing \$120 million to cover ADA projects in 2021-2024 STIP.

**All scenarios include \$110 million for projects named by the Legislature in HB 2017 with the remainder available for an Enhance Highway discretionary program.

ODOT's Climate Office used its model to analyze each of these scenarios. Analysis of these three hybrid scenarios is shown in the color-coded chart on the next page. This chart compares the outcomes of each scenario to the Baseline Scenario. As a result, the color-coding does not necessarily represent a comparison to conditions today; for example, the neutral rating for State of Good Repair for Hybrid 2A and Hybrid 2B represent deteriorating bridges and pavement compared to today's conditions. See the tradeoff graphic of these hybrid scenarios on the following page.

Attachments:

- Attachment 1 – *2024-2027 STIP Phase 2 Public Input Summary*

Tradeoffs: Refined OTC 2024-2027 STIP Scenarios (Hybrid 2A, 2B, and 3B results)

	2021-2024 STIP *	HYBRID 2A NON-HIGHWAY / ENHANCE	HYBRID 2B NON-HIGHWAY / ENHANCE	HYBRID 3B NON-HIGHWAY/ ENHANCE/ SAFETY
FIX-IT*	\$850	\$805	\$805	\$770
ENHANCE	\$24	\$90	\$70	\$70
NON-HIGHWAY	\$158	\$225	\$245	\$270
SAFETY	\$147	\$147	\$147	\$157
CLIMATE CHANGE - GHG MITIGATION	D- Most trips drive alone in low MPG cars	No emission reductions Non-highway and enhance offset (no improvement from baseline)	Slight GHG reductions anticipated (modest improvements above baseline)	Slight GHG reductions anticipated (performs best among hybrid scenarios; 2 nd best overall behind non-highway scenario)
CLIMATE CHANGE - ADAPTATION/ RESILIENCE	C- Slow progress with preservation projects	A few less adaptation projects (marginal decline from baseline)	A few less adaptation projects (marginal decline from baseline)	Fewer adaptation projects (modest decline from baseline; not as notable as original scenarios; worst among hybrids)
CONGESTION RELIEF	B- Select, legislative bottleneck projects in development	Some funding for critical bottlenecks (performs best overall for congestion)	Bit of funding to supplement needs (some funding to supplement larger projects)	Bit of funding to supplement needs (some funding to supplement larger projects)
SOCIAL EQUITY	C- Few low cost travel options	Slight increase in access for all users (performs better than baseline but not as well as other Hybrid scenarios)	Small increase in access for all users (more multimodal projects than 2A, but less than 3B)	Some improvements in access for all (performs best among Hybrid scenarios)
MULTIMODAL MOBILITY	D Many connectivity gaps	Slight increase in bikeways, walkways, TDM programs (performs better than baseline but not as well as other Hybrid scenarios)	Small increase in bikeways, walkways, TDM programs (more multimodal projects than 2A, but less than 3B)	Incremental increase in bikeways, walkways, TDM programs (performs best among Hybrid scenarios)
SAFETY	B Focus on fatalities and serious injuries	No change from baseline (safety funding flat, consistent with baseline and 21-24 STIP)	No change from baseline (safety funding flat, consistent with baseline and 21-24 STIP)	More projects focused on fatalities and serious injuries (performs best among Hybrid scenarios)
STATE OF GOOD REPAIR	C Several assets and areas deteriorating	Small decline from baseline (slight decline from baseline which indicates trend of deteriorating conditions over time)	Small decline from baseline (slight decline from baseline which indicates trend of deteriorating conditions over time)	Conditions start to more rapidly decline (modest decline from baseline; trends worsen)

Notable improvement
 Modest improvement
 Same as baseline (no change)
 Modest decline
 Notable decline

Executive Director Report
December 2020 Board Meeting
Jeff Hazen

-Ridership

We were down 45% in ridership for October and down 38% in November. October's decrease was significantly impacted by the lack of cruise ships that month. YTD, we are down 44% in ridership. The Lower Columbia Connector was up 79% over last year in October and 22% in November. Route 13 was up 120% over last year. Route 15/16 was up 105% in October and up 100% in November.

-STIF Discretionary Grant

Spent a considerable amount of time writing and revising the grant application.

-Intergovernmental License Agreement

I attended the City of Astoria's Council Meeting and answered questions about the Agreement. The unanimously approved it.

-Financial Officer recruitment

We had two qualified applicants that I interviewed and am pleased that Kelly Smith will be joining us on January 4th!

-Ayreann Colombo

I met with Ayreann who is taking over for Mary McArthur who is retiring. Mary is the staff person for both the NWACT and NWOTA. She also is the Executive Director of Columbia-Pacific Economic Development District (Col-Pac). I gave her the history of SETD and also our involvement with NWOTA and the NW Connector system.

-Cornell University

I attended the orientation session for my course study on Diversity, Inclusion and Equity and look forward to beginning the course on December 11th.

-Transportation Safety Action Plan (TSAP)

I attended a two hour workshop on ODOT's update of the TSAP. They had 60 people in the workshop representing all facets of transportation in Oregon and, of course, I represented transit!

-Connector numbers

See Screen Share at meeting

-Vacation

I took the week of Thanksgiving off and we enjoyed Thanksgiving with our grandchildren!

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases YTD (44%)
 - o On-time Performance October and November we were 55% on time. TCTD was 64.6% and Lincoln County was also 62.32%.
 - o Fleet reliability
 - o Employee Retention 24.1% turnover YTD.

- Develop a SETD specific emergency plan. Currently working on.
 - 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 Select Supervisors will be going through a multi week supervisor training through HR Answers.

- Develop Route Standards
 - o Summer Schedule Paul has started work on this for next year.
 - 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 Astoria weekend service started in October of 2019. Additional service improvements began on February 3rd. Further improvements on hold.

- Improving System
 - o Improved lighting at bus shelters
 - o Route on-time performances .
 - o Amenities

Priority One (continued)

- 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 [Buses are now wiped down every four hours.](#)
 - o Shelters
 - o Facilities ~~Priority~~

To

- 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. Attended this year's ZEB Conference](#)
- 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 [CARES Act has provided us \\$500,000 in formula funds. The needs-based program has approved us for \\$861,000. Veteran's grant has been approved at a higher amount than requested. Going to submit one more needs-based program grant by December 31st.](#)
 - o Rebuild Ride Pal Program and Volunteer Program

December 2020 Operations

Paul Lewicki

The four new buses we received over the past months are all in service and are receiving rave reviews from our riders. Some work remains to be completed for the automatic annunciators to function correctly. This involves the vendor updating data files and completion is expected soon.

The Request for Quotes (RFQs) we published recently for seven new and remanufactured buses were all returned from the vendors but have not been returned from ODOT review. Further, we were able, with the help of our RTC Arla Miller, to have the funds in the grant agreement reallocated within the agreement allowing us to purchase a second remanufactured bus. That brings the total of new buses in the pipeline to eight! This will go a long way toward lowering our average age of fleet and improving our vehicle up time. Again, due to production time, we will not see any of these buses until various times throughout 2021.

Still working on improving reliability (on-time performance). This is an ongoing process in our industry as factors such as population growth, tourism, land development and more continue to impact routes. Currently working on proposed schedules for implementation next summer – as summer schedules.

Implementation of our new maintenance software, FleetIO, continues. This process may take as much as three months to complete. The result will be more complete, more accurate and more current operational data for reporting and decision support.

We have asked Jennifer to help in Administration during our transition to a new Finance Officer. In addition to her regular duties as our Paratransit Supervisor, Jennifer will be providing supervision for our customer service folks and overseeing operations at the Transit Center and the Seaside Transit Office during this time. The recently added position of Transportation Support Specialist has made a tremendous difference in the smooth and consistent collection of data, and the flexibility of staffing.

One of our recently hired drivers, Tom Bird, successfully passed his third-party test and received his CDL. He is now driving fixed routes for the District! We have hired two additional drivers, each of whom is receiving driver training and expected to be on the road providing excellent service for our riders within about six weeks.

In response to the current trend in COVID-19 numbers, and considering the uncertainty of the situation, we have developed an inventory of items needed to help slow the spread of the virus. We now have significant quantities of gloves, face coverings, sanitizing wipes, and hand sanitizer on hand. Should shortages occur in the economy as happened earlier this year, we will have adequate supplies to continue disinfecting protocols at the District.

A month's long effort to rehabilitate the exterior lighting at the transit center has been completed. Many of the fixtures had not functioned in years, and needed to be disassembled, cleaned, and stripped of corrosion before being reassembled and relit. Kudos to Scott for his efforts on this project



RIDE ASSIST
 December 2020 Report
 Jennifer Geisler

- In November, Ride Assist provided a total of 756 rides. ADA Paratransit had 405 riders, we provided 252 Medicaid rides for Northwest Rides, zero VETP and had 63 escorts. This is an average of 27 rides per day. There were zero ride denials in November.
- Dial a Ride did not have any ride requests for the month of November.
- SETD drivers delivered 36 food bank boxes. There was not a delivery the week of Thanksgiving as the Regional Food bank only does the produce boxes on Thursdays. They were able to accommodate the week before with a few extra items.
- I have been asked to temporarily oversee the Transit Center and Seaside Transit Office customer service staff. It has been a pleasure to get to know the job duties of the hard work they do for the district. They aim to serve the public and help all SETD drivers with anything from road and traffic conditions to riders needs to facility attention.
- ADA Paratransit Report for November
 - Number of completed applications received: 7
 - Number of incomplete applications received: 0
 - Number of phone interview/assessments scheduled: 7
 - Number of phone interview/assessments completed: 7
 - Number of determinations made: 8
 - Within 21 days: 8
 - More than 21 days: 0
 - Determination by type:
 - Unconditional: 8
 - Conditional: 0
 - Temporary: 0
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

Ride Assist Fares Collected/Billed for November 2020

• Para-transit Fares:	\$452	• Medicaid Billed:	\$4527
• Dial-A-Ride	\$0	• Ticket books sold:	\$168.0
• Tickets Collected:	\$268	• VETP Billed:	\$0
• Billed Providence Community Connections	\$36		

Mobility Management
December, 2020 Board Report
Jason Jones

- In the month of November I have spoken to 12 customers helping them in several areas such as reading maps and understanding how to get their monthly passes. I did get an opportunity to speak with someone who needed basic assistance in how to plan their trips to work and request the use of the lift.
- The Veterans Enhanced Transportation Program (VETP) rose a little with 20 trips from 8 unique users. We also delivered a food box prior to Thanksgiving for a Veteran in Knappa. I have been told by the Veterans hospital in Portland that they will be pausing certain appointments in the month of December and holding over until the new year where possible.
- I was able to release the first travel training video in the month of November. The video is a general welcome to SETD video that touches on several of our services that can help people learn how to ride the bus. These videos are designed to introduce potential riders into our travel training universe and show the community that SETD can help them get to where they need to go.
- The coordinated Human Services plan was completed and I could be happier at the outcome of how the plan turned out. Jeff and RLS really did a great job in keeping the focus on the rider. This plan will help SETD with all future plans and designs that will help sustain us well into the future.
- I continue in the creation of content for our travel training videos and have learned that there are several other agencies starting up similar plans. I feel that we have a head start on the idea but I have to thank those who are helping me get the shots that I need. Their time and effort really lend to the quality of the videos and how they reach the people they are intended to reach.
- You all are invited to watch our weekly talk show called “Transportation in the Time of Corona”. Friday mornings from 11-11:30 on Facebook Live.



Outreach and Education
December 2020 Board Report
Mary Parker

OUTREACH-

Made and distributed public announcements for the combined November/December 2020 Board Meeting.

Made and distributed public announcements for Thanksgiving Closure and posted announcements in all shelters.

Made and distributed public announcements for Christmas and New Year's schedule changes and district closure and posted in shelters removing outdated announcements.

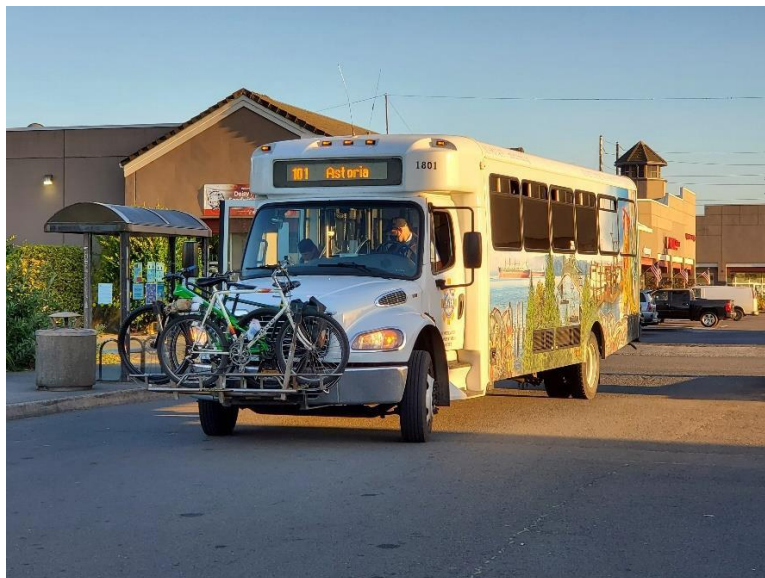
BOARD MEETINGS-

Completed the October 2020 combined Transportation Advisory Committee/Board Workshop minutes and posted on web.

Completed the October 2020 Board Meeting Minutes.

TRANSPORTATION ADVISORY COMMITTEE-

Distributed public announcements and meeting packets for the December 9th TAC meeting.





Transportation Options
November/December 2020 Report to Board
Kathy Kleczek

The end of the calendar year is upon us. The final results of the Get There Challenge are in. Participation was solid across the state and in our region it was up. We have gone from a 60-member network to an 80-member network. The work that Jason and Mobility Management did to produce a segment about what Transportation Options is and can do for people has gotten some good attention across the area. I look forward to further collaboration to create video outreach shorts that help people learn about the different options available to them. I have been working hard at finding and implementing programs and technologies that lead to greater success for our region in moving more people out of Single Occupancy Vehicles (SOVs). I have begun outreach to leaders and stakeholders in the area to start a pilot bike repair/match program. I hope to pair this with Safe Routes to School programming and make it so it can easily be replicated in other areas of the Region. More to come on this in the new year!

The Friday Live Facebook chats with Jason Jones of the Mobility Dept are continuing and our audience is growing. The forum allows us to discuss a variety of subjects that are relevant and important to our communities. For the new year look for some tweaks, changes and updates to how the show is promoted and what programming looks like. Did you watch any of the shows live? Do you have a favorite out of the ones we have done already? What would you like to see us discuss or explore? Join us LIVE on Facebook on Fridays at 11AM Be ready we may ask you to be our guest on an upcoming show! Worried about being on Facebook Live? Talk to Tracy or Diana, they will share how easy and fun we make it. Review some of the old shows for great information and to see how easy it is.

After a successful Get There Challenge, even during a pandemic, the State Transportation Options folks are looking at what worked and how to continue to improve the Challenge in the coming years. What feedback do you have about anything to do with the Challenge, the app, the website? All comments welcome, and I will pass them on in our TO group conversations about the Challenge. I have had several conversations with the TCTD about getting their team signed up to log their trips. Make sure you are getting in to log yours, and get those good habits going for the new year....we might just have a friendly inter-district challenge coming up....
www.GETTHEREOregon.org

Social Media-Get There Oregon

- Outreach to grow NW TO users on GetThereOregon.org-LOG YOUR TELECOMMUTE!!!
- Post Safe commute information on Facebook (like us at @NWTransportationOptions and Share!)
- Live Facebook talks with Jason to highlight safe transportation means @NW_T_Options
- Research relevant new technology that can improve outreach and successful motivation from SOV

Conference/Education

- Attended trainings by ODOT, SRTS Tourism groups network, learn and encourage implementation of TO
- Attended City and County meetings to stay informed and involved in planning to keeping TO at the table
- Webinars on how to help with long term positive travel behavior changes-transit-carpool-biking
- Great new emerging technology to help incentivize smart commuting and engage employers- Let's Hytch
- Prepared presentations to groups to expand involvement in TO and how it can help individuals or business

Safe Routes To School

- Get the word out about how SRTS can be part of distance learning
- Bus rides for student field trips- Students ride free
- OTC awards grants to 3 Cities/Schools in NWTO Region
- Joined Oregon SRTS network and attending OR cohort meetings virtually
- TRAFFIC PLAYGROUNDS! – still hoping for these in our area
- Started meeting with stakeholders in Seaside SRTS Project Identification Planning process

**Human Resources
December 2020 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- Attended SDAO Risk Management webinar on Preparing the Workplace for Winter.
- Attended CDC COVID-19 Partner Update November 30, 2020: Resilience and Mental Health for the Holidays
- Attended HR Answers webinars – Emotional Intelligence, Internal Investigations, OR-OSHA Temporary Rules Update, What is Good Documentation and Preparing for the New Year.
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- on November 16, 2020 OR-OSHA Temporary Rule 437-001-744 went into effect and will continue until May 4, 2021. As a requirement of the rule Human Resources, in cooperation with the Safety Committee, conducted the necessary COVID-19 Exposure Risk Assessment for each of the 6 worksites within SETD. Human Resources compiled the assessments and created an Infection Control Plan for SETD. The assessments and Infection Control Plan requirements were due on December 7th. An employee SETD OR-OSHA Infection Control Plan Handbook was compiled for distribution on December 7, 2020 to all employees. OR-OSHA also requires that all employees receive a General Workplace Training on the temporary rules no later than December 21, 2020. SETD purchased training provided by HR Answers. Human Resources will collect all acknowledgement forms for handbooks and training to make sure that we meet the requirements set forth by OR-OSHA.
- Conducted PacificSource Flexible Savings Account open enrollment for employees. Processed updates to PacificSource and payroll.
- Prepared information to PacificSource to conduct the NonDiscriminatory Testing on the IRS requirements when employees enrolled in a health FSA go on FMLA.
- Met with AFLAC and set-up an open enrollment for employees on Monday, December 7, 2020. Employees were notified that they could meet with the representative in person, by email or phone.
- Completed Random Drug Testing for 7 employees for the 4th quarter 2020. Per compliance requirements one random employee will be scheduled for testing during an evening and one will be tested on a weekend.
- Prepared the agenda and minutes for the Safety Committee meetings on Wednesday, November 18th and December 16th with the assistance of the Safety Chair Mackenzie Lindquist.
- Prepared evaluation templates for Managers and Supervisors for Evaluations Due in November and December.
- Posted job opening for Financial Officer/Grant Administrator.
- Processed the monthly Union Report with a list of all employees eligible for Union membership.

NEW EMPLOYEES:

Provided New Employee Orientation for the following new employees:

David Schroer Date of Hire: 11/9/2020

David has experience driving UPS vans and was a delivery driver for Domino's. David passed tests for all the required endorsements and is currently training to take the test for a CDL B.

Steve Olson Date of Hire: 11/16/2020

Steve comes to SETD with a CDL A and many years of long-haul trucking. Steve has lived in Clatsop County his entire life and is looking forward to a new career as a bus driver.

Steve is currently training to obtain his passenger certification.

Mike Sweeney Date of Hire: 12/7/2020

Mike has his CDL B and 6 years-experience as a bus driver for Student Transportation of America in Lake Oswego. Before beginning his bus driving career, he was a print press operator for 26 years.

HIGHLIGHTS:

- ❖ Mike Eide was awarded Employee of the Quarter for 2nd Quarter 2020. Mike received a certificate and a \$50 gift card.

- ❖ Matt Jensen was awarded Employee of the Quarter for 3rd Quarter 2020. Matt received a certificate and a \$50 gift card.
- ❖ SETD is participating in the Christmas Adopt-A-Family and is providing dinner items and presents for a single mom and 4 children and a senior couple.

WORKPLACE DEMOGRAPHICS:

Male	31
Female	14
Hispanic/Latino	1
White	42
Two or More Races	2

Updated: 12-8-2020