



**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.

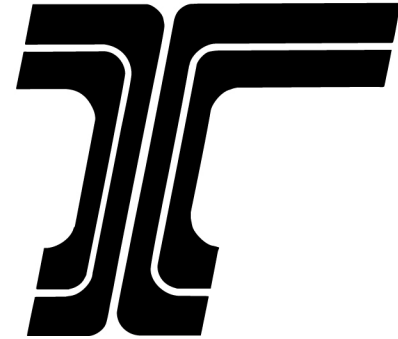
This route began on February 3, 2020.

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 ALI	Make/ Model	Quantity	Cost Each	Total	# of seats / # ADA station	# of seats with ADA s deploy ed	Fuel System	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) \$30,000.00 Are matching funds 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)
\$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) \$664,000.00 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 (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
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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