



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM MEETING AGENDA
THURSDAY JANUARY 28, 2021
9:00 AM**

<https://us02web.zoom.us/j/84203959772>

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. November 2020
7. REPORTS FROM CHAIR AND COMMISSIONERS
8. OLD BUSINESS
 - a. ODOT Agreement 34220 Amendment
9. NEW BUSINESS
 - a. Statewide Transportation Improvement Fund FY 2021-23 Project Prioritization
 - b. Letter of Support City of Warrenton Community Paths Grant Application
10. CORRESPONDENCE
11. EXECUTIVE DIRECTOR REPORT
12. LEADERSHIP TEAM REPORTS
13. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

JANUARY

2021

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
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
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
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
JANUARY
2021

INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
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
PM	PREVENTATIVE MAINTENANCE
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

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST
JANUARY
2021

RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
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
December 17, 2020
Draft Board Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 10:00 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, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones, RideAssist Supervisor Jennifer Geisler
3. CHANGES TO AGENDA- Executive Director Hazen asked that the updated COVID-19 requirements be added and the upcoming Special Districts Conference.
4. PUBLIC COMMENT (3 minutes)- Kathy read a question that was placed on the SETD Facebook page from Stanford Link requesting the status on the fat tire bike racks. Paul will follow up with Stanford.
5. APPROVAL OF THE OCTOBER 22, 2020 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the October 20, 2020 Board Minutes
Commissioner Alegria seconded the motion.
Discussion- Mary reported she had checked the recording of the October Board meetings and Commissioner Withers had seconded the motion for the appointment of Gaebel and Williams to the Transportation Advisory Committee as written in the minutes.

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x	x	x	7
Nay								

Motion passed unanimously

6. FINANCIAL REPORTS-
Executive Director Hazen reported on the October 2020 Exceptions Report.
Commissioner Alegria requested that transfers in and transfers out be part of the Financial Exceptions Report. Executive Director Hazen said that he will have them included.
Commissioner Nino asked about the amount listed under item 8060 for travel expenses.
Executive Director Hazen said this was not listed on the exceptions report so he would investigate and follow up with the Board. Executive Director Hazen reported that the new Financial Manager will start on January 4th and Tracy Lofstrom will be doing training with her. Commissioner Alegria reported that PM as Preventative Maintenance is not included in the acronym list. Hazen said he would add it to the list.

Commissioner Nino moved to approve the October 2020 financials

Commissioner Boothe-Schmidt seconded the motion

Discussion- No further discussion

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x	x	x	7
Nay								0

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Reported that she had attended a zoom meeting for the Seaside Safe Routes to School meeting to discuss the new school locations.
- b. Commissioner Alegria-Nothing to report.
- c. Commissioner Withers- Nothing to report.
- d. Commissioner Boothe-Schmidt-Reported that she rode on the Route 101 and reported that the driver was very good.
- e. Commissioner Nino-Reported that she had attended the Transportation Advisory Committee Meeting that Executive Director Hazen will be discussing in the meeting today. Chair Taylor asked Commissioner Nino if she would also report on the TAC meeting following Executive Director Hazen presentation.
- f. Commissioner Rebecca Read-Nothing to report
- g. Commissioner MacDonald-Nothing to report but has a comment he will make later in the meeting.

8. OLD BUSINESS-

TRANSPORTATION ADVISORY COMMITTEE UPDATE- Executive Director Hazen reported that the Transportation Advisory Committee (TAC) had met December 9th to act on the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Application. This grant is seeking funding for the continuation of the Lower Columbia Connector Route from Astoria to Portland. Hazen explained that the Oregon Administrative Rules (OAR) requires that the Qualified Entity’s (QE) Advisory Committee make a recommendation to ODOT to fund or not to fund the STIF Discretionary projects submitted for the area. The committee unanimously recommended that the project be funded.

Hazen discussed the history of the advisory committee and how it was restructured due to STIF. The Seniors and Disabled Advisor Committee was expanded and renamed the Transportation Advisory Committee. The TAC makes project prioritizations and then recommends them to the Board. The Board can adopt or make changes to the recommendations, however, if the Board makes any changes, they are required to submit a letter to ODOT explaining why.

Hazen responded to a question about Commissioners attending TAC meetings, saying Commissioner Nino was appointed to TAC to represent the Board. If other Board members attend, they would have to be careful not to have a quorum present which would be in violation of the Public Meetings Law and having several Commissioners at the meeting could be construed as an attempt to sway the committee’s decisions or make the TAC members feel uncomfortable. Hazen recommended that if a Commissioner attends a TAC meeting that they not make comments. Hazen said that we can always provide Commissioners with a copy of the TAC meeting video. Commissioner Nino asked if the Commissioners could come to the meeting as a citizen and watch the public meeting. Hazen said yes, but they should not make comments.

Commissioner Nino commented that she was a member of the TAC prior to being appointed to the Board. Commissioner Nino explained that in general the last TAC meeting was to see this new proposal and we were all very pleased of how detailed this proposal was. She shared some of the discussion that was held at the TAC meeting. Commissioner Nino added that in general the TAC is a good group and there is a lot of healthy discussion and the meetings are available on video.

9. NEW BUSINESS

ODOT AGREEMENT 35597 AMENDMENT #2- Executive Director Hazen explained that this amendment allows the inclusion for the reimbursement of video equipment that has been purchased for travel training. You will find the sentence that has been added to the agreement in on page 4. Staff is recommending that the Board approve ODOT Agreement #35597 Amendment #2 and authorize the Board Chair to sign it.

Commissioner MacDonald moved to approve Agreement 35597 Amendment #2 and authorize the Board Chair to sign.

Commissioner Read seconded the motion

Discussion- None

Roll Call Vote-

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x	x	x	7
Nay								0

Motion passed unanimously

- a. COVID-19 VACCINE UPDATE- Executive Director Hazen explained that COVID-19 vaccines are about to roll out in Oregon. Healthcare workers will be the first group to receive the vaccine. Essential workers will be part of the second group and Hazen said we are seeking recognition of frontline transit workers as essential workers, so they are included in the second group receiving the vaccine. Several states designated transit workers as essential early in the outbreak, but Oregon did not make the same designation. Hazen shared copies of the letters that were sent to the Health Department and Governor Brown supporting transit front line staff being designated essential works are in the Board Pack. No action is required.
- b. STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)- Executive Director Hazen discussed the Statewide Transportation Improvement Program, also known as STIP which is the Oregon Department of Transportation’s capital improvement plan for state and federally funded projects. The Oregon Transportation Commission and ODOT develop the STIP in coordination with a wide range of stakeholders and the public. Hazen said the process for developing the STIP takes a tremendous amount of time as there are many competing interests, including transit. Hazen said the Commission decided to go with the Hybrid 2B which will be good for SETD. Charles asked if there is any long-term planning or movement towards electric buses. Hazen said he has not seen any funding set aside for that at this time.
- c. COVID-19 NEW LOCKDOWN- Executive Director Hazen announced that Clatsop County has moved into the Extreme Risk Category which has increased restrictions including closing offices for the next two weeks. Hazen said he contacted the Governor’s office and checked to see if we had to close the Transit Center or Transit Office and was told SETD does not have to close our offices which is partially due to the preventative measures we have in place. Hazen said more staff will be starting to work remotely tomorrow.

- d. SDAO CONFERENCE- Executive Director Hazen notified the Board that Special Districts Association of Oregon has announced that they will be having a virtual conference on February 3rd and 4th. Hazen asked that each of the Board members go to the SDAO website and register themselves. Hazen also said the Board needed to designate a delegate to represent the District and vote during the conference. This is usually the Board Chair.

Commissioner MacDonald moved to designate Chair Tamara Taylor as Delegate

Commissioner Boothe-Schmidt seconded the motion

Discussion- None

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x		x	6
Nay								0

Commissioner Withers became unavailable due to technical problems.

Motion passed

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report. Hazen also added that since there cannot be a Holiday Party this year staff will be treated to-go bag lunch they will pick up today. Staff will also receive a Christmas card which contains a \$25 gift card and an additional gift which is a nice surprise which Hazen said he cannot disclose so that it will remain a surprise. Staff will also be eligible to win a wonderful gift basket through a drawing on Friday. Executive Director Hazen also said that we will also be announcing the Employee of the Quarter and the Employee of the Year.

Chair Taylor asked if the Board could receive a copy of any of the public announcements that are sent out so that the Board is also up to date.

Commissioner Nino stated that it was good to see that Executive Director Hazen had taken time off at Thanksgiving as his taking some time off was something the Board had discussed earlier.

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

13. OTHER ITEMS- The new Winter Travel Training Video that Jason created was shown to the Board.

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
Board of Commissioners
January 12, 2021
Special Board Meeting Minutes Draft**

1. CALL TO ORDER – Chair Tamra Taylor called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers and Commissioner Diana Nino
Commissioner Debbie Boothe-Schmidt- Excused
Staff: Executive Director Jeff Hazen, Executive Assistant Mary Parker and Transportation Options Specialist Kathy Kleczek
3. PUBLIC COMMENT- None
4. NEW BUSINESS-
 - a. Approval of the January 11, 2020 Special Board Meeting Minutes-

Commissioner Withers moved to approve the January 11, 2020 Board Minutes as presented
Commissioner MacDonald seconded the motion
Discussion- None

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	Absent	x	6
Nay								0

Motion passed unanimously

Meeting was adjourned at 9:05 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
NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT
For the January 2021 Board of Commissioner's Meeting

NOTE on Reviewing Financials: Month 5 = 41.65% of Fiscal Year Budget*

Preliminary General Fund Profit and Loss

The District's General Fund Total Year to Date (YTD) Income was \$2,168,918 (\$82,269 over budget), YTD Total Materials & Services was \$1,783,141 (\$91,860 over budget).

Revenue

- 4010 Fares: Revenues for the month were \$8,481; \$1,061 less than monthly budget and \$1,003 more than budget YTD.
- 4015 Lower Columbia Connector: Revenues for the month were \$3,672. Less than monthly budget by \$2,578 and \$9,690 less than yearly budget.
- 4021 Medicaid Fares: No payments have been received from Tillamook for November.
- 4022 Paratransit Fares: Revenues for the month were \$392; \$1275 less than monthly budget and \$2,942 less YTD.
- 4110 NW Navigator: Under budget YTD by \$5,150.
- 4200 Taxes: \$776626 property taxes received in November. Under budget YTD \$97,273.
- 4250 Timber Sales: Timber Sales didn't deposit until 12/01/2020.
- 4272 Parking: All spaces are rented.
- 4505 Interest: November interest received was \$272. Under budget YTD \$158.
- 5000 Grants: Received \$17,878 for reimbursement for 1st Q FY 21.
-

Expense

- 7010 VET Provider Payments: Rides for the month of November totaled \$462.
- 8024 Sanitation: Over budget for month \$2,472. Extra sanitizing & precautions for COVID. Over budget YTD by \$17,949. No current grant reimbursement available.
- 8050 HR/Employee Recognition: Over budget for month \$1,060. Extra advertising for Finance Officer position. Under budget for YTD \$2,485.
- 8090 Dues, Subscriptions: Over budget YTD \$12,577. Posting/system errors-still getting assistance from AccuFund to correct.
- 9200: YTD over budget \$201,127. This is not in the budget until Dec.
- END

** Fuel under budget YTD \$29,869. Materials & Services (without capital expense) is under budget for the month by \$47,203 and over budget \$91,860 for the year.

***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

NOVEMBER FINANCIAL EXCEPTIONS & INFORMATION REPORT

For the January 2021 Board of Commissioner's Meeting

Follow up items:

As a follow up to Diana's question regarding acct. 8060 travel/training and what was spent in there. We discovered that Tracy had made an error in posting and 8060 for October was actually \$562. There was a charge of \$1575 for CPR training and a refund of over \$1,000 for the cancellation of the CTAA Conference

***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
November 30, 2020

<u>Revenues</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
4010 FIXED ROUTE FARES	8,685.64	9,542.00	(856.36)	48,917.02	47,710.00	1,207.02
4015 LOWER COLUMBIA CONNECTOR	3,734.05	6,250.00	(2,515.95)	21,621.56	31,250.00	(9,628.44)
4020 PARATRANSIT FARES	480.05	0.00	480.05	480.05	0.00	480.05
4021 MEDICAID FARES - IGA	0.00	3,375.00	(3,375.00)	20,108.00	16,875.00	3,233.00
4022 PARATRANSIT FARES	392.00	1,667.00	(1,275.00)	5,393.00	8,335.00	(2,942.00)
4030 CONTRACTED SERVICES-IGA	0.00	5,000.00	(5,000.00)	858.00	25,000.00	(24,142.00)
4040 OTHER FARES	0.00	0.00	0.00	24.00	0.00	24.00
4110 NW NAVIGATOR	117.36	767.00	(649.64)	(1,081.34)	3,835.00	(4,916.34)
4120 GREYHOUND	0.00	67.00	(67.00)	9.55	335.00	(325.45)
4130 OTHER-VENDING	0.00	167.00	(167.00)	0.00	835.00	(835.00)
4205 PROPERTY TAXES	767,385.27	869,100.00	(101,714.73)	901,695.56	941,700.00	(40,004.44)
4206 PRIOR YEAR TAXES	8,941.10	4,500.00	4,441.10	20,535.48	14,000.00	6,535.48
4207 PROPERTY TAX INTEREST	22.56	0.00	22.56	144.71	0.00	144.71
4310 TIMBER SALES	0.00	0.00	0.00	77,653.09	35,000.00	42,653.09
4315 MASS TRANSIT ASSESSMENT	0.00	0.00	0.00	45,921.73	37,000.00	8,921.73
4420 PARKING SPACE LEASE	760.00	746.00	14.00	3,720.80	3,730.00	(9.20)
4505 INTEREST EARNED ON BANK ACCT	271.69	584.00	(312.31)	1,928.20	2,086.00	(157.80)
4605 OTHER INCOME	462.00	12.50	449.50	10,741.00	62.50	10,678.50
5201 OREGON STF FUNDS	0.00	0.00	0.00	46,932.00	46,931.50	0.50
5202 OREGON STIF FUNDS-DISCRETIONARY	0.00	109,191.00	(109,191.00)	114,443.00	218,382.00	(103,939.00)
5203 OREGON STIF FUNDS-FORMULA	0.00	157,750.00	(157,750.00)	350,533.00	315,500.00	35,033.00
5301 5311 ADMIN/OPERATIONS	0.00	0.00	0.00	239,680.00	125,305.25	114,374.75
5302 5310 MOBILITY MGT/PM	0.00	34,744.00	(34,744.00)	51,439.00	69,488.00	(18,049.00)
5303 PM	0.00	0.00	0.00	3,000.00	0.00	3,000.00
5304 TRANSPORTATION OPTIONS	17,877.51	21,644.25	(3,766.74)	32,407.51	43,288.50	(10,880.99)
5306 CARES ACT	0.00	0.00	0.00	0.00	100,000.00	(100,000.00)
5401 5339 CAPITAL PURCHASE	0.00	0.00	0.00	171,813.00	0.00	171,813.00
Total Revenues	809,129.23	1,225,106.75	(415,977.52)	2,168,917.92	2,086,648.75	82,269.17

	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Expenses						
6010 WAGES	156,303.94	162,424.00	6,120.06	868,655.09	812,121.00	(56,534.09)
6110 PR TAXES-FUTA	17,127.10	17,142.00	14.90	116,616.23	110,862.00	(5,754.23)
6210 BENEFITS	42,915.12	57,405.75	14,490.63	339,825.97	287,031.75	(52,794.22)
SUBTOTAL WAGES/TAXES/BENEFITS	216,346.16	236,971.75	20,625.59	1,325,097.29	1,210,014.75	(115,082.54)
7010 VET PROVIDER RIDES	461.73	833.00	371.27	2,723.82	4,169.00	1,445.18
8000 AUDIT	0.00	1,417.00	1,417.00	7,570.00	7,085.00	(485.00)
8001 PROFESSIONAL SERVICES	172.47	4,500.00	4,327.53	22,882.50	22,500.00	(382.50)
8002 LEGAL COUNSEL	0.00	667.00	667.00	2,563.98	3,335.00	771.02
8003 BANK/MERCHANT FEES	92.57	167.00	74.43	442.01	833.00	390.99
8005 PAYROLL PROCESSING FEES	0.00	0.00	0.00	975.44	500.00	(475.44)
8010 EQUIP LEASE/RENT	234.40	225.00	(9.40)	986.40	1,125.00	138.60
8015 COMPUTER/FURNITURE/DURABLE GOODS	922.48	2,501.00	1,578.52	12,468.15	12,498.00	29.85
8020 B&M	3,356.12	3,166.00	(190.12)	20,216.23	15,838.00	(4,378.23)
8023 BUILDING LEASE	1,138.00	1,250.00	112.00	5,978.00	6,250.00	272.00
8024 SANITATION	2,639.39	167.00	(2,472.39)	18,784.46	835.00	(17,949.46)
8031 ONLINE SUB/IT SERVICES	9,931.71	11,250.00	1,318.29	79,873.94	56,250.00	(23,623.94)
8040 TELEPHONE/INTERNET	4,325.96	5,000.00	674.04	23,691.57	25,000.00	1,308.43
8041 UTILITIES	2,176.32	2,917.00	740.68	10,752.38	14,586.00	3,833.62
8050 HR/EMPLOYEE RECOGNITION	3,437.23	2,377.00	(1,060.23)	9,394.80	11,880.00	2,485.20
8060 TRAVEL/TRAINING	361.75	2,584.00	2,222.25	3,645.96	12,928.00	9,282.04
8080 OUTREACH/PRINTING	948.41	3,334.00	2,385.59	3,561.50	16,667.00	13,105.50
8090 DUES, SUBSCRIPTIONS	1,164.68	1,242.00	77.32	18,786.88	6,210.00	(12,576.88)
8091 IGA-DUES	0.00	1,000.00	1,000.00	0.00	5,000.00	5,000.00
8092 FEES/TAXES/LICENSES	100.00	216.00	116.00	1,289.64	1,088.00	(201.64)
8100 INSURANCE	0.00	0.00	0.00	31,607.00	37,000.00	5,393.00
8105 UNINSURED LOSS	0.00	1,250.00	1,250.00	4,146.17	6,250.00	2,103.83
8110 LEGAL ADS	0.00	83.00	83.00	0.00	419.00	419.00
8112 MEETING EXPENSE	0.00	167.00	167.00	556.24	835.00	278.76
8116 OFFICE SUPPLIES	1,273.82	1,500.00	226.18	6,856.29	7,504.00	647.71
8170 FUEL	14,688.19	20,833.00	6,144.81	74,300.12	104,169.00	29,868.88
8171 VEHICLE REPAIR/OUTSIDE SERVICES	10,840.88	14,625.00	3,784.12	63,587.59	73,133.00	9,545.41
8180 SHOP SUPPLIES/RENTALS	217.28	375.00	157.72	1,562.07	1,875.00	312.93
SUBTOTAL MAINT/SERVICES	11,058.16	15,000.00	3,941.84	65,149.66	75,008.00	9,858.34
9200 CAPITAL EXPENSE	0.00	0.00	0.00	201,127.00	0.00	(201,127.00)
Total Expenses	285,887.71	333,117.75	47,230.04	1,783,140.68	1,691,280.75	(91,859.93)
Excess Revenue Over (Under) Expenditures	523,241.52	891,989.00	(368,747.48)	385,777.24	395,368.00	(9,590.76)

Consolidated Balance Sheet
SUNSET EMPIRE TRANSPORTATION DISTRICT
For 11/30/2020

	This Year	Last Year	Change
Assets			
1020 GENERAL CHECKING LC BANK	126,930.96	0.00	126,930.96
1030 LGIP - GENERAL FUND	675,816.12	0.00	675,816.12
1040 PAYROLL ACCOUNT LC BANK	73,340.15	0.00	73,340.15
1050 MONEY MARKET LC BANK	5,665.00	0.00	5,665.00
1095 CASH RECEIPTS CLEARING SYSTEM	256,184.87	0.00	256,184.87
1210 ACCOUNTS RECEIVABLE SYSTEM	3,644.52	0.00	3,644.52
1299 A/R CONVERSION	(10,165.48)	0.00	(10,165.48)
1410 PREPAID EXP	(1,233.83)	0.00	(1,233.83)
1425 PREPAID WORK COMP	(19,532.88)	0.00	(19,532.88)
Total Assets	1,110,649.43	0.00	1,110,649.43
Liabilities and Net Assets			
2010 ACCOUNTS PAYABLE SYSTEM	48,648.79	0.00	48,648.79
2050 CREDIT CARD PAYABLE	28,775.21	0.00	28,775.21
2059 CREDIT CARD PAYMENT CLEARING	(25,309.97)	0.00	(25,309.97)
2060 PAYABLE TO NWN	1,849.68	0.00	1,849.68
2080 OVER PAYMENTS/UNAPPLIED CREDITS	47.50	0.00	47.50
2099 A/P CONVERSION	(19,986.27)	0.00	(19,986.27)
2100 ACCRUED LABOR SYSTEM	111,204.10	0.00	111,204.10
2110 SOCIAL SECURITY TAX-EMPLOYEE	(1,130.76)	0.00	(1,130.76)
2112 PR SUTA	0.02	0.00	0.02
2114 FED W/H TAX PAYABLE	30.25	0.00	30.25
2115 MEDICARE TAX-EMPLOYEE	1,130.77	0.00	1,130.77
2116 MEDICARE TAX-EMPLOYER	0.01	0.00	0.01
2121 FSA-PT	28.88	0.00	28.88
2122 OREGON TRANSIT ASSESSMENT	(312.77)	0.00	(312.77)
2124 BENEFITS MEDICAL SDIS	33,179.03	0.00	33,179.03
2130 AFLAC-AT	(1,275.39)	0.00	(1,275.39)
2131 AFLAC-PT	(311.34)	0.00	(311.34)
2132 UNITED WAY	175.00	0.00	175.00
2134 ATU	(805.14)	0.00	(805.14)
2135 MASA	(94.33)	0.00	(94.33)
2140 RETIREMENT- 457(b)	(1,780.00)	0.00	(1,780.00)
2141 RETIREMENT-ER 457	14.99	0.00	14.99
2142 RETIREMENT-ROTH 457 (B)	(343.30)	0.00	(343.30)
Total Liabilities	173,734.96	0.00	173,734.96
3000 FUND BALANCE	846,277.82	0.00	846,277.82
Change in Net Assets	78,809.29	0.00	78,809.29
Total Net Assets	925,087.11	0.00	925,087.11
Total Liabilities and Net Assets	1,098,822.07	0.00	1,098,822.07

SUNSET EMPIRE TRANSPORTATION DISTRICT
A/R Aging as of 11/30/2020

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<u>Customer</u>	<u>Due Date</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[6247] SALON BOHEME ATTN	7/10/2020	1010	7/10/2020	PRE-PAYMENT FOR AUG-DEC 2020				-47.50	-47.50
[6251] AMTRAK	11/04/2020	1066	10/05/2020	September Settlement	1,380.24				1,380.24
[6246] RUSTY DAHLIA	11/12/2020	1083	11/02/2020	November Parking-Spaces #10-11	95.00				95.00
[6214] TILLAMOOK COUNTY	12/02/2020	1089	11/02/2020	October Bus Passes	860.00				860.00
[6251] AMTRAK	12/02/2020	1108	11/02/2020	October Settlement	1,309.28				1,309.28
					2,169.28	1,475.24	0.00	-47.50	3,597.02

SUNSET EMPIRE TRANSPORTATION DISTRICT

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Accounts Payable Aging by Vendor

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<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Owed</u>	<u>Not Yet Due</u>	<u>Less Than 30 Days</u>	<u>Less Than 60 Days</u>	<u>More Than 60 Days</u>
[6225] VALIC-JPM CHASE										
11/06/2020	11/06/2020	2020-23	12/06/2020	PAYROLL DATED 11/06/2020 - 401ABen, 457Ded, 457Roth, 457MedBen	5,602.78	11.46			11.46	
Total for[6225] VALIC-JPM CHASE					5,602.78	11.46	0.00	0.00	11.46	0.00
[6258] RLS & ASSOCIATES										
11/30/2020	11/30/2020	08401	1/31/2021	11/2020 PROFESSIONAL SRV	172.47	172.47	172.47			
Total for[6258] RLS & ASSOCIATES					172.47	172.47	172.47	0.00	0.00	0.00
Report Total					5,775.25	183.93	172.47	0.00	11.46	0.00

SUNSET EMPIRE TRANSPORTATION DISTRICT
Check Listing with Accounting Distribution

<u>Check Number</u>	<u>TranDescription</u>	<u>Description</u>	<u>Amount</u>	<u>Check Amount</u>
20406	1/05/2020 [6078] CREATIVE BUS SALES - GLAVAL LEGACY BUS PURCHASE PROJECT 2	TAXES/LICENSES/BUS REG FEES CAPITAL EXPENSE	1005.64 201127.00	202,132.64
20443	1/09/2020 [6193] SDIS -Invoices 2020-21, 2020-22, 2020- 22 (1)	BENEFITS MEDICAL SDIS	43855.06	43,855.06
20442	1/11/2020 [6237] WILCOX & FLEGEL - 10/2020 FUEL	FUEL	2412.14	12,577.40
		FUEL	37.95	
		FUEL	2028.84	
		FUEL	8098.47	
EFT	1/23/2020 [6225] VALIC-JPM CHASE - Retirement November 2.5%, PR 11/20/2020	RETIREMENT- 457(b) RETIREMENT-ER 457 RETIREMENT-ROTH 457 (B)	5053.33 3535.54 1655.37	6,759.40
20449	1/24/2020 [6033] CARD SERVICE CENTER - 10/2020 CREDIT CARD	CREDIT CARD PAYMENT CLEARING	6660.57	6,660.57
20455	1/24/2020 [6073] COMPUTERWORKS NFP SOLUTIONS - Invoices 3691, 3699, 3702	WEB/ONLINE SW SUB	15187.5	15,187.50
20476	1/24/2020 [6193] SDIS - Invoices 2020-23, 2020-23, 2020- 24, 2020-25	BENEFITS MEDICAL SDIS	44253.21	44,253.21
Total Checks				331,425.78

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

Run: 1/12/2021 @ 9:08 AM

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Closing Balance from Previous Statement.....	11/06/2020	-6,660.57
0 Deposits and Other Additions Totaling.....		0.00
48 Checks and Other Withdrawals Totaling.....		6,973.43
1 Adjustments Totaling.....		6,660.57
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	12/07/2020	-6,973.43
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	12/07/2020	-29,481.95
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		-29,481.95

Date	Check	To	Check Description	Amount
✓ 10/16/2020	0000284	AMAZON	JONES -	-57.99
✓ 11/06/2020	0001100	FRED MEYER	RTN/CAMERA PART PARKER -	34.99
✓ 11/09/2020	0000326	CC CHARGES	OFFICE SUPPLIES HAZEN -	11.99
✓ 11/09/2020	0001274	AMAZON	CITY LUMBER LEWICKI -	182.74
✓ 11/09/2020	0001274	CC CHARGES	WEB CAMS/DISTANCING COVID LEWICKI -	500.00
✓ 11/10/2020	0001209	CC CHARGES	GOV. FINANCE OFFICERS ASSOC. JOB POSTING FARMER -	295.00
✓ 11/11/2020	0000284	CC CHARGES	GOV. FINANCE OFFICERS ASSOC. JOB POSTING JONES -	67.00
✓ 11/11/2020	0000284	CC CHARGES	TOONLY STANDARD VIDEO CREATION SOFTWARE JONES -	46.75
✓ 11/11/2020	0000284	CC CHARGES	CLK BANK.COM SPEECH SOFTWARE JONES -	37.00
✓ 11/11/2020	0001274	PREVOST CAR INC	CLK BANK.COM SPEECH WW SOFTWARE LEWICKI -	201.64
✓ 11/11/2020	0001274	CC CHARGES	BELT TENSIONER BUS 1902 LEWICKI -	227.04
✓ 11/11/2020	0001274	STAPLES	AVERTX - CAMERA/TC LEWICKI -	67.99
✓ 11/12/2020	0001100	CC CHARGES	PRINTER CARTRIDGE PARKER -	20.99
✓ 11/12/2020	0001209	CC CHARGES	ADOBE ID FARMER -	123.02
✓ 11/12/2020	0001209	CC CHARGES	NICE BADGE EMPLOYEE GOLD BADGES FARMER -	18.50
✓ 11/13/2020	0000326	CC CHARGES	FULL IDENTITY EMPLOYEE BADGES HAZEN -	25.00
✓ 11/15/2020	0000326	CC CHARGES	WALLIT - E-NEWS SUBSCRIPTION HAZEN -	31.16
✓ 11/16/2020	0001274	AMAZON	GO DADDY - DOMAN RENEWAL LEWICKI -	358.00
✓ 11/17/2020	0001100	ORDERBUSINESSCHECKS.COM	GLOVES/COVID PARKER -	88.67
			CHECK ORDER	

SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD

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✓ 11/17/2020 0001209	CC CHARGES	FARMER - DOLLAR TREE	12.05
✓ 11/18/2020 0000326	CC CHARGES	ADOPT-A-FAMILY HAZEN -	0.99
✓ 11/18/2020 0001209	HR ANSWERS INC	SF CHRONICLE FARMER -	69.00
✓ 11/18/2020 0001274	STAPLES	HR TRAINING LEWICKI -	34.99
✓ 11/18/2020 0001274	FRED MEYER	COMPUTER CABLE LEWICKI -	82.25
✓ 11/19/2020 0001209	HR ANSWERS INC	WIPES/COVID FARMER -	250.00
✓ 11/20/2020 0000326	CC CHARGES	COVID/OHSA TRAINING PKG HAZEN -	0.99
✓ 11/20/2020 0001100	CC CHARGES	APPLE ICLLOUD PARKER -	14.99
✓ 11/20/2020 0001209	FRED MEYER	ADOBE ACROBAT FARMER -	29.97
✓ 11/22/2020 0001209	STAPLES	COVID/WIPES FARMER -	9.00
✓ 11/23/2020 0001274	AMAZON	FOLDER/HR POLICIES LEWICKI -	89.49
✓ 11/23/2020 0001274	AMAZON	BATTERIES/COVID LEWICKI -	89.70
✓ 11/24/2020 0000284	CC CHARGES	SOAP DISPENSER/COVID JONES -	47.00
		CLK BANK.COM SPEE RECON SOFTWARE	

**SUNSET EMPIRE TRANSPORTATION DISTRICT
Reconciliation - CREDIT CARD**

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Date	Check	To	Check Description	Amount
✓ 11/24/2020	0001209	STAPLES	FARMER - FOLDERS/OHSA HANDBOOK	21.90
✓ 11/24/2020	0001274	WESTERN STAR NW INC	LEWICKI - TUBE OIL GUAGE - BUS 92	110.00
✓ 11/24/2020	0001274	AMAZON	LEWICKI - GLOVES/COVID	187.64
✓ 11/24/2020	0001274	AMAZON	LEWICKI - GLOVES/COVID	159.99
✓ 11/24/2020	0001274	AMAZON	LEWICKI - FACE SHIELDS/COVID	99.98
✓ 11/27/2020	0001217	CC CHARGES	KLECZEK - ONESTREAM LIVE - ONLINE VIDEO STREAMING SRV	27.30
✓ 11/30/2020	0001209	CC CHARGES	FARMER - FULL IDENTITY EMPLOYEE BADGE	18.50
✓ 12/01/2020	0001209	FRED MEYER	FARMER - CHRISTMAS CARDS/ WIPES/COVID	77.97
✓ 12/02/2020	0000284	CC CHARGES	JONES - APPLE - DOCK	249.95
✓ 12/04/2020	0000326	MICROSOFT	HAZEN - RECURRING SUBSCRIPTION	89.67
✓ 12/04/2020	0000326	CC CHARGES	HAZEN - SHUTTERSTOCK SUBSCRIPTION	29.00
✓ 12/04/2020	0001274	CC CHARGES	LEWICKI - GLOVE DEPOT GLOVES	175.80
✓ 12/06/2020	0001209	STAPLES	FARMER - LAMINATING POUCHES	56.98
✓ 12/07/2020	0001209	FRED MEYER	FARMER - HANDBOOK LABELS	7.39
✓ 12/07/2020	0001274	FRED MEYER	LEWEICKI - WIPES/COVID	19.98
✓ 12/08/2020	0001100	CC CHARGES	PARKER - COMPROMISED CHARGES	2,631.47
			Total Checks:	6,973.43

Date: January 21, 2021

To: Board of Commissioners

From: Paul Lewicki

Re: Agenda Item 8.a ODOT Agreement 34220 Amendment

The subject agreement was awarded to SETD to purchase seven buses: five replacement buses and 2 expansion buses. One of the replacement buses was to have useful life of ten years, or 350,000 miles. Based on the Oregon Price Agreement, funds allocated in the grant agreement were inadequate to purchase a low floor bus with a ten-year useful life.

However, quotes on the other six buses came in lower than expected, freeing up dollars in the agreement. ODOT amended the agreement reallocating these dollars to the ten-year bus, and further agreed with our proposal to meet the requirement by purchasing a remanufactured bus with a useful life of twelve years and 500,000 miles – bettering the vehicle specified in the agreement.

As an added benefit to the District afforded by the timing of this order, we have been able to have this twelve-year bus remanufactured at the same time as the twelve-year bus purchased under the CARES act, resulting in two identical Gillig 35' buses being produced and added to our fleet in early 2021.

Staff is recommending that the Board approve the Amendment to Grant Agreement 34220 and authorize the Board Chair to sign the Amendment.

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 34220
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 Division**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 2, 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 reallocate funding among projects.

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) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@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 _____ 01/06/2021

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).

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: 5339 Sunset Empire Transportation District 34220 <i>Vehicle Replacement and Expansion</i>				
Item #1: Bus < 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$293,000.00	\$249,050.00	\$43,950.00	Local
Item #1: Bus 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$308,000.00	\$261,800.00	\$46,200.00	Local
Item #1: Bus STD 35ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$344,000.00	\$292,400.00	\$51,600.00	Local
Item #1: Bus 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$308,000.00	\$261,800.00	\$46,200.00	Local
Sub Total	\$1,253,000.00	\$1,065,050.00	\$187,950.00	
Grand Total	\$1,253,000.00	\$1,065,050.00	\$187,950.00	

1. PROJECT DESCRIPTION

Purchase 2 transit vehicles as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 8; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase 2 transit vehicles as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 8; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase 1 refurbished transit vehicle as follows: useful life - 12 years or 500,000 miles; approximate length - 35 to 40 feet; estimated number of seats - 35 - 40; estimated number of ADA securement stations - 2; fuel type - diesel.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

The following vehicles have been approved for replacement in this Agreement:

1. OPTIS No. V000522; 2009/Ford/Starcraft; 1FDWE35F62HA04693.
2. OPTIS No. V000813; 2009/Ford/Eldorado; 1DFDE45S89DA51003.
3. OPTIS No. V002202; 2003/Blue Bird/Transit; 1BAGHBXA13F215934.
4. OPTIS No. V002203; 2004/Blue Bird/Transit; 1BAGHBXA33F215935.
5. OPTIS No. V002204; 2003/Blue Bird/Transit; 1BAGHBXA53F215936.

Purchase 2 transit vehicles as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 8; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

2. PROJECT DELIVERABLES, SCHEDULE and USE

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

*Expected order date: July 1, 2020.
Expected delivery date: June 30, 2022.*

For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicles must be reviewed by State prior to solicitation for bids. All vehicle orders will be reviewed by State prior to submission to the selected vendor.

This Agreement provides funding to purchase passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

State will retain title to the vehicles as primary security interest holder as long as the vehicles remain in public transportation service. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) maintenance requirements for each vehicle and meets FTA transit asset management requirements in 49 CFR 625. Recipient will provide State a copy of the maintenance plan upon request.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include State grant funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

4. REPORTING and INVOICING REQUIREMENTS

Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remain in public transportation service. Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include the following: a cover letter, copies of all invoices associated with expenses identified for reimbursement, and pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

Date: January 20, 2021

To: Board of Commissioners

From: Jeff Hazen

Re: FY 2021-23 STIF Prioritization List

The Transportation Advisory Committee (TAC) met on January 13th and reviewed the projects submitted to them for them to prioritize. This list represents the projects that they selected and the ranking of them. You will notice that the first nine projects are a continuation of projects in the current biennium. Projects 10 and 11 are new projects and project 12 is money to be set aside for future use. I am proposing that these funds will be used at a later date for the relocation of the operations facility currently located in Warrenton. The TAC has recommended that the Board approve these projects and their rankings.

<u>Project Description:</u>	<u>Biennial Cost:</u>	<u>TAC Rank</u>	
Fare free rides for students	\$10,000	1	} Current Projects
Route 101 added frequency	\$302,813	2	
Astoria weekend service	\$98,800	3	
Warrenton weekday service	\$339,150	4	
Warrenton weekend service	\$98,800	5	
Service to MERTS campus	\$48,450	6	
New shelters/signage	\$21,000	7	
Ensign Lane shelter match	\$55,350	8	
New buses match	\$277,950	9	
Seaside weekend route	\$81,596	10	} New Projects
Public engagement study/plan	\$15,000	11	
Use for future use	\$800,000	12	
<u>Total</u>	<u>\$2,148,909</u>		
STIF revenue estimate	\$1,348,909		
<u>STIF carry over est.</u>	<u>\$800,000</u>		
Total	\$2,148,909		

Staff is recommending that the Board approve the prioritization list developed by the TAC for the FY 2021-23 STIF program. If the Board chooses to change the list, it will need to write an explanation to ODOT the justification for changing the TAC recommendation.



Statewide Transportation Improvement Fund Allocation Estimate, October 2020

Introduction

ODOT has completed an update to the Statewide Transportation Improvement Fund (STIF) allocation estimate. We will continue to update forecasts as we receive revised economic data. At the time of this forecast, many different pandemic-related mitigation efforts have been made, such as Governor Brown’s Stay Home, Save Lives order which can be found at this link: [Stay Home, Save Lives](#), a mandate to wear face coverings which can be found at this link: [Statewide Mask, Face Shield, Face Covering Guidance](#), and delayed or phased timing for counties entering preliminary reopening phases.

Additionally, a number of other factors contribute to tax collection impacts such as company policies on working from home and vacation time payouts versus layoffs. **October’s forecasted revenue is 8.38 percent higher than the December 2018 revenue estimate used to build the 19-21 STIF Formula Plans.** This forecast includes updated payroll shares for 2019 and is intended to be used as the figures for 21-23 STIF formula plans.

Estimate Assumptions

The majority of the FY 19-21 STIF Formula distributions have already been disbursed by ODOT. As a reminder, ODOT can distribute only the tax revenue it receives, which may be more or less than this estimate, up to each individual Qualified Entity’s (QE) approved STIF Plan funding limit for STIF Formula. Distributions typically represent tax collections from two quarters prior; for example, the July distribution (FY 21 Q1) is largely comprised of taxes collected from January through March (FY 20 Q3). This forecast takes into consideration a potential transfer of \$4.4 million in STIF funds to the Special Transportation Fund, pending legislative approval. Updated estimates for the Formula, Discretionary, and Intercommunity Discretionary funds for FY 19-21 and updated forecasts for FY 22-23 are summarized in the table below.

Fund	Dec. 2019 Forecast for FY 19-21*	Change	Oct. 2020 Forecast for FY 19-21	Dec. 2019 Forecast for FY 22-23	Change	Oct. 2020 Forecast for FY 22-23
Formula	\$219.9 M	\$1 M	\$220.9 M	\$207.7 M	(\$18.7 M)	\$189 M
Discretionary	\$12 M	\$0.3 M	\$12.3 M	\$11.5 M	(\$1 M)	\$10.5 M
Intercommunity Discretionary	\$8.5 M	\$1.3 M	\$9.8 M	\$9.2 M	(\$0.8 M)	\$8.4 M

*FY 19-21 includes 10 quarters of revenue (two quarters from FY 19 and eight quarters for FY 20-21) as well as the transfer to the STF program.

The table on page 2 summarizes the estimated Formula fund revenues available to each QE based on the date of distribution by fiscal year where the annual change in revenue can be seen.

Estimate Calculation Method

- Gross tax revenue is multiplied by projected tax payer compliance rate of 97 percent
- Department of Revenue collection and administration costs are deducted from the gross revenue
- The result is multiplied by 90 percent to determine the projected Formula Fund net total
- The projected net total is multiplied by the QE payroll shares resulting in QE revenue estimates
- QE payroll shares are calculated using the most current annual payroll data from the Oregon Employment Department, with adjustments made to ensure each QE receives the minimum annual allocation of \$100,000

NOTE: The remaining 10 percent of STIF funds collected is dedicated to the Discretionary Fund (5 percent), Intercommunity Discretionary Fund (4 percent), and the Technical Resource Center (1 percent). The 1 percent dedication also funds ODOT’s administration of the STIF Program.

See page 1 for calculation methods.

Qualified Entity (QE)	December 2019 Forecast			Change			October 2020 Forecast				
	FY 2019	FY 2020	FY 2021	FY 2019	FY 2020	FY 2021	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Baker County	\$ 84,000	\$ 162,000	\$ 192,000	\$ 4,257	\$ 3,860	\$ (921)	\$ 88,257	\$ 165,860	\$ 191,079	\$ 185,326	\$ 195,297
Basin Transit Service District Total	\$ 377,000	\$ 725,000	\$ 859,000	\$ 22,349	\$ 23,143	\$ (15,553)	\$ 399,349	\$ 748,143	\$ 843,447	\$ 814,484	\$ 858,304
In district	\$ 312,000	\$ 600,000	\$ 711,000	\$ 18,520	\$ 19,199	\$ (14,711)	\$ 330,520	\$ 619,199	\$ 696,289	\$ 672,379	\$ 708,553
Out of district	\$ 65,000	\$ 125,000	\$ 148,000	\$ 3,829	\$ 3,944	\$ (842)	\$ 68,829	\$ 128,944	\$ 147,158	\$ 142,105	\$ 149,750
Benton County	\$ 842,000	\$ 1,625,000	\$ 1,920,000	\$ 27,281	\$ 15,339	\$ (37,274)	\$ 869,281	\$ 1,640,339	\$ 1,882,726	\$ 1,817,213	\$ 1,914,980
Burns Paiute Tribe	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Columbia County	\$ 193,000	\$ 373,000	\$ 440,000	\$ 2,894	\$ (1,608)	\$ (10,524)	\$ 195,894	\$ 371,392	\$ 429,476	\$ 413,870	\$ 436,136
Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of Grand Ronde Community of Oregon	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of Siletz Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of the Umatilla Indian Reservation	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of Warm Springs	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Coos County Area Transportation District	\$ 381,000	\$ 735,000	\$ 868,000	\$ 8,800	\$ 2,251	\$ (3,306)	\$ 389,800	\$ 737,251	\$ 864,694	\$ 838,925	\$ 884,060
Coquille Indian Tribe	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Cow Creek Band of Umpqua Tribe of Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Crook County	\$ 114,000	\$ 223,000	\$ 261,000	\$ (6,311)	\$ (14,367)	\$ 43	\$ 107,689	\$ 208,633	\$ 261,043	\$ 253,628	\$ 267,273
Curry County	\$ 99,000	\$ 190,000	\$ 225,000	\$ 1,266	\$ (62)	\$ (1,974)	\$ 100,266	\$ 189,938	\$ 223,026	\$ 216,169	\$ 227,799
Deschutes County	\$ 1,581,000	\$ 3,049,000	\$ 3,604,000	\$ 54,655	\$ 35,320	\$ 61,289	\$ 1,635,655	\$ 3,084,320	\$ 3,665,289	\$ 3,580,322	\$ 3,772,946
Gilliam County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Grant County Transportation District	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Harney County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Hood River County Transportation District	\$ 238,000	\$ 461,000	\$ 544,000	\$ 1,175	\$ (6,108)	\$ (10,524)	\$ 239,175	\$ 454,892	\$ 533,476	\$ 515,096	\$ 542,809
Jefferson County	\$ 115,000	\$ 222,000	\$ 262,000	\$ 14	\$ (3,088)	\$ (4,275)	\$ 115,014	\$ 218,912	\$ 257,725	\$ 249,007	\$ 262,403
Josephine County	\$ 428,000	\$ 827,000	\$ 977,000	\$ 13,075	\$ 5,794	\$ 16,937	\$ 441,075	\$ 832,794	\$ 993,937	\$ 971,181	\$ 1,023,431
Klamath Tribes	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Lake County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Lane Transit District Total	\$ 2,862,000	\$ 5,517,000	\$ 6,527,000	\$ 128,113	\$ 106,906	\$ (80,981)	\$ 2,990,113	\$ 5,623,906	\$ 6,446,019	\$ 6,236,892	\$ 6,572,442
In district	\$ 2,712,000	\$ 5,228,000	\$ 6,186,000	\$ 121,536	\$ 101,410	\$ (88,725)	\$ 2,833,536	\$ 5,329,410	\$ 6,097,275	\$ 5,899,462	\$ 6,216,859
Out of district	\$ 150,000	\$ 289,000	\$ 342,000	\$ 6,577	\$ 5,496	\$ 6,744	\$ 156,577	\$ 294,496	\$ 348,744	\$ 337,430	\$ 355,584
Lincoln County	\$ 297,000	\$ 574,000	\$ 677,000	\$ 6,487	\$ 277	\$ (7,536)	\$ 303,487	\$ 574,277	\$ 669,464	\$ 647,947	\$ 682,807
Linn County	\$ 860,000	\$ 1,664,000	\$ 1,960,000	\$ (2,756)	\$ (30,744)	\$ (7,814)	\$ 857,244	\$ 1,633,256	\$ 1,952,186	\$ 1,894,040	\$ 1,995,941
Malheur County	\$ 192,000	\$ 369,000	\$ 438,000	\$ 14,854	\$ 16,794	\$ 1,558	\$ 206,854	\$ 385,794	\$ 439,558	\$ 427,653	\$ 450,661
Morrow County	\$ 131,000	\$ 253,000	\$ 298,000	\$ 2,158	\$ (824)	\$ (15,313)	\$ 133,158	\$ 252,176	\$ 282,687	\$ 269,786	\$ 284,300
Rogue Valley Transportation District Total	\$ 1,581,000	\$ 3,047,000	\$ 3,604,000	\$ 66,613	\$ 53,688	\$ 23,179	\$ 1,647,613	\$ 3,100,688	\$ 3,627,179	\$ 3,531,217	\$ 3,721,200
In district	\$ 1,442,000	\$ 2,780,000	\$ 3,288,000	\$ 61,029	\$ 48,591	\$ 13,746	\$ 1,503,029	\$ 2,828,591	\$ 3,301,746	\$ 3,214,394	\$ 3,387,331
Out of district	\$ 139,000	\$ 267,000	\$ 316,000	\$ 5,584	\$ 5,097	\$ 9,433	\$ 144,584	\$ 272,097	\$ 325,433	\$ 316,823	\$ 333,869
Salem Area Mass Transit District Total	\$ 3,351,000	\$ 6,447,000	\$ 7,643,000	\$ 221,003	\$ 234,920	\$ (4,048)	\$ 3,572,003	\$ 6,681,920	\$ 7,638,952	\$ 7,510,636	\$ 7,914,715
In district	\$ 2,338,000	\$ 4,498,000	\$ 5,333,000	\$ 209,021	\$ 266,550	\$ 54,513	\$ 2,547,021	\$ 4,764,550	\$ 5,387,513	\$ 5,248,949	\$ 5,531,347
Out of district Marion County	\$ 763,000	\$ 1,467,000	\$ 1,739,000	\$ 7,925	\$ (24,879)	\$ (37,589)	\$ 770,925	\$ 1,442,121	\$ 1,701,411	\$ 1,711,471	\$ 1,803,549
Out of district Polk County	\$ 250,000	\$ 482,000	\$ 571,000	\$ 4,057	\$ (6,751)	\$ (20,972)	\$ 254,057	\$ 475,249	\$ 550,028	\$ 550,217	\$ 579,819
Sherman County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sunset Empire Transportation District	\$ 297,000	\$ 573,000	\$ 677,000	\$ 10,272	\$ 6,429	\$ (701)	\$ 307,272	\$ 579,429	\$ 676,299	\$ 656,787	\$ 692,122
Tillamook County Transportation District	\$ 157,000	\$ 303,000	\$ 359,000	\$ 7,842	\$ 6,837	\$ 2,728	\$ 164,842	\$ 309,837	\$ 361,728	\$ 352,308	\$ 371,262
Tri County Metropolitan Transportation District Total	\$ 25,067,000	\$ 48,392,000	\$ 57,164,000	\$ 701,419	\$ 288,148	\$ (950,843)	\$ 25,768,419	\$ 48,680,148	\$ 56,213,157	\$ 54,348,454	\$ 57,272,446
In district	\$ 23,969,000	\$ 46,272,000	\$ 54,660,000	\$ 665,492	\$ 266,002	\$ (940,059)	\$ 24,634,492	\$ 46,538,002	\$ 53,719,941	\$ 51,912,652	\$ 54,705,596
Out of district Clackamas County	\$ 842,000	\$ 1,625,000	\$ 1,919,000	\$ 33,980	\$ 29,849	\$ (14,571)	\$ 875,980	\$ 1,654,849	\$ 1,904,429	\$ 1,854,038	\$ 1,953,787
Out of district Multnomah County	\$ 25,000	\$ 48,000	\$ 57,000	\$ (1,018)	\$ (2,695)	\$ (2,533)	\$ 23,982	\$ 45,305	\$ 54,467	\$ 53,737	\$ 56,628
Out of district Washington County	\$ 231,000	\$ 446,000	\$ 527,000	\$ 2,965	\$ (4,008)	\$ 7,320	\$ 233,965	\$ 441,992	\$ 534,320	\$ 528,027	\$ 556,435
Umatilla County	\$ 515,000	\$ 993,000	\$ 1,174,000	\$ 20,094	\$ 14,761	\$ (20,468)	\$ 535,094	\$ 1,007,761	\$ 1,153,532	\$ 1,114,300	\$ 1,174,250
Umpqua Public Transportation District	\$ 670,000	\$ 1,295,000	\$ 1,529,000	\$ 17,837	\$ 5,156	\$ (43,125)	\$ 687,837	\$ 1,300,156	\$ 1,485,875	\$ 1,429,950	\$ 1,506,883
Union County	\$ 168,000	\$ 325,000	\$ 383,000	\$ 4,131	\$ 542	\$ (13,705)	\$ 172,131	\$ 325,542	\$ 369,295	\$ 354,326	\$ 373,389
Wallowa County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Wasco County	\$ 192,000	\$ 369,000	\$ 439,000	\$ 17,267	\$ 20,301	\$ (6,712)	\$ 209,267	\$ 389,301	\$ 432,288	\$ 418,014	\$ 440,504
Wheeler County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Yamhill County	\$ 642,000	\$ 1,240,000	\$ 1,463,000	\$ 10,535	\$ (3,570)	\$ 307	\$ 652,535	\$ 1,236,430	\$ 1,463,307	\$ 1,421,679	\$ 1,498,167
Totals Statewide	\$42,234,000	\$81,553,000	\$96,087,000	\$1,355,324	\$780,095	\$ (1,129,555)	\$43,589,324	\$82,333,095	\$94,957,445	\$92,069,208	\$96,936,528

Assumptions: FY 2019 (July 1, 2018 – June 30, 2019) includes two quarters of revenue. All other fiscal years are four quarters of revenue. December 2019 forecast for FY 2020 is reduced by \$7.1 million due to transfer to STF. October 2020 forecast reflects an estimated \$3.9 million transfer to the Special Transportation Fund (STF). District totals may not add up due to rounding.



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE MEETING
DRAFT ZOOM MEETING MINUTES
JANUARY 13, 2021**

1. CALL TO ORDER; Chair Patrick Preston called the meeting to order at 2:00 PM
2. INTRODUCTIONS/ ROLL CALL:
Transportation Advisory Committee Present: Chair Patrick Preston, Vice Chair Tita Montero, Larry Miller, Lin Anderson, Diana Nino and Doug Pilant. Nicole Williams, Mel Jasmin and Chris Breitmeyer were excused.
Staff- Jeff Hazen Executive Director and Mary Parker Executive Assistant
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF DECEMBER 2020 MEETING MINUTES: Larry Miller said the time of the commencement of the meeting needed to be changed from AM to PM.
Tita Montero moved to accept the December 2020 Board minutes.
Doug Pilant seconded the motion.
Discussion- None
Roll Call Vote:
Motion passed unanimously.

Patrick Preston	Tita Montero	Larry Miller	Mel Jasmin	Chris Breitmeyer	Lin Anderson	Diana Nino	Doug Pilant	Nicole Williams
Yes	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Absent

6. NEW BUSINESS-
 - a. Statewide Transportation Improvement Fund FY’s 2021-23 Formula Fund Project Prioritization- Executive Director Hazen presented a spread sheet that showed the current STIF project rankings. Executive Director Hazen reviewed the status of the projects that were selected and ranked by the committee for the previous biennium and said that today the committee needed to prioritize projects for the upcoming biennium. Hazen said he would ask that the committee does not cut any projects that have been started and that the committee highly prioritizes the projects that are in yellow. Hazen said the original set up was for funding between 100% and 130% due to there not being a way to tell exactly what the funding from the payroll tax would be. Hazen said we now know we will be receiving \$656,787 for FY 2022 and \$692,122 for FY 2023. Hazen discussed the status and Biennial Cost of the listed projects and said he had added the Ensign Lane Shelter project grant match to the list that will be needed if the grant is approved for the construction of the proposed shelter there. Hazen explained that because of COVID-19 the 7 busses ordered will be delayed so these funds will be moved over to the next biennium. Hazen said the total STIF funding available for the 2021-23 Biennium is \$1,348,909 and the Biennial Cost is \$1,247,313 which leaves a difference of \$101,597 which the committee will be talking about today. Diana Nino asked why some projects that are listed do not have an amount listed in the Biennial Cost column. Hazen said those are the items we will be discussing to determine if these projects will be moved forward or not. Hazen said there will be a significant carryover of about \$800,000 in funding however with the COVID-19 spacing requirements which may last 3-4 years and driver turnover he is hesitant to use this to start new routes. Hazen said he applied for but did not receive a Cares Act Grant for relocating Operations to a larger area that will have space for bus storage and which is out of the tsunami

zone and part of the carryover could have been used as the match for that grant. However, he will be applying for another FDA 5339 Grant when it becomes available for the same project and the carryover could be used for the 15 - 20% match for this grant as well.

Hazen recommended dropping the Jewell to Seaside, Knappa to Astoria and the Svenson/Knappa Shopper shuttle routes. Hazen asked that the committee discuss and then rank the remaining projects. Diana Nino asked if there was a chance that the Ensign Lane project would take longer than planned and the match amount would go up. Executive Director Hazen said that he did not think this project would go over. Tita Montero asked Hazen if the previous ranking was what he thought the 2022-2023 ranking should be. Hazen said no, he thought that we should start with the projects highlighted in yellow. Hazen said he wanted to share something that was touched on in the last meeting which is the Board has given direction to look at a rebranding effort. Hazen said that there had been a previous rebranding effort several years ago to change the name and logo, but the name change did not happen. Hazen said we could investigate a brand refresh and a marketing effort to implement the change. Hazen said the SETD legal name will not be changed, but maybe we could come up with a catchy name that we could get our arms around and make it really something special and be ready to implement it when things open and resurge again. Hazen said he reached out to Studio 6, a marketing company from Colorado he had seen at a conference who do extensive community research and outreach when rebranding. Hazen said their estimate for rebranding was \$77,300. Tita Montero said that taxpayers are hurting from a lot of different things and she does not think they would be favorable about an expenditure regarding changing a name or brand since we have trouble with providing enough service. Tita also said she was concerned about the timing, when you say this could take us into when we resurge, I say we are spending money when everyone is hurting. Lin Anderson said this would be an unnecessary expenditure at this time and might be considered luxury spending with all the other problems we are having. Hazen said this would not be a burden on the taxpayers. Diana Nino responded to Tita saying that as a Board member, rebranding is not something we are actively seeking. Diana said the idea was thrown around, but the Board is not actively seeking a rebrand at this time. Lin Anderson said this is not supposed to effect taxpayers, but they will not see it that way, they will say it is luxury expenditure not a necessity. Tita said taxpayers do not understand the different pots of money and how they are used in different ways. After further discussion Patrick Preston recommended that there be a marketing study added to the STIF project list that evaluated what the best next steps would be for outreach, marketing, and rebranding.

Patrick asked each of the TAC members to give their input on what rank each of the projects should be for the upcoming biennium. Executive Director Hazen updated the spread sheet with the new ranking and costs. Updated STIF priority list:

1. Bus passes for students
2. Additional Frequency
3. Operate weekend Astoria Service.
4. Operate Warrenton Weekday Service
5. Operate Warrenton Weekend Service
6. 2 daily short round trips to Merts/Svensen/Knappa
7. New Shelters/Signage
8. Ensign Lane Shelter Project Match
9. New Buses
10. Implement Seaside Circular
11. Public Engagement Study
12. Funds for future use

Doug Pilant moved to recommend to the Board of Commissioners the ranking that the TAC committee developed for the Statewide Improvement Fund for the upcoming biennium starting on July 1, 2021.

Diana Nino seconded the motion.

Discussion- None

Roll Call Vote:

Motion passed unanimously.

Patrick Preston	Tita Montero	Larry Miller	Mel Jasmin	Chris Breitmeyer	Lin Anderson	Diana Nino	Doug Pilant	Nicole Williams
Yes	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Absent

Other Issues and Comments- None

Meeting was adjourned at 3:30 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.

DRAFT

Date: January 28, 2021

To: Board of Commissioners

From: Kathy Kleczek, Transportation Options

Re: Agenda Item 9.b.1 City of Warrenton Community Paths Grant Application Letter of Support

An official from the City of Warrenton reached out to me recently to ask for a letter of support for their grant application to the ODOT Community Paths program. The Community Paths program is a new funding mechanism through ODOT. The purpose of Oregon Community Paths, or OCP, is to fund grants for project development, construction, reconstruction, major resurfacing or other improvements of multiuse paths that improve access and safety for people walking and bicycling.

The City of Warrenton's Community Paths application would:

- Provide off-road multi-use trail between key destinations on west side of peninsula and along OR 104 on the east side.
- Provide safe, off-road transportation connection to access Fort Stevens Park Offices, apartments, senior housing complex
- With connections, provide non-motorized transportation link to Hammond, downtown Warrenton, Warrenton Sports Complex, Fort Stevens, and other key destinations.
- Provide NW 11th Trail and connections encourage walk/bicycle use as a mode shift from automobiles.

Recommended Action: Motion for Approval of Letter of Support for City of Warrenton Community Paths grant application, and permission for the Board Chair to sign.



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive Astoria, Oregon 97103

January 28, 2021

Dear ODOT Community Paths Program Manager, Oregon Transportation Commission and OBPAC:

Sunset Empire Transportation District is in support of the City of Warrenton submission to the Oregon Paths Grant Program. The multi-use path will provide connections to multiple locations within the Warrenton community at large. The paths will provide off-road connections to Sunset Empire Transportation District transit stops, facilitating access for a larger group of people, especially currently underserved populations in Warrenton. In addition, the path will promote greater equity in recreational opportunities as a walking and biking path connection from Warrenton's downtown to Fort Stevens, Hammond, the Warrenton Sports Soccer Complex. As an additional function it will provide a critical link to higher ground for many residents in an event that requires evacuation to higher ground.

This project was identified in the City of Warrenton's 2018 adopted Transportation System Plan. As well as fitting into the scope of the Sunset Empire Transportation District Long Term Strategic plan. The opportunity for additional funding through the Oregon Path's Grant Program will leverage the City of Warrenton's ability to complete this important project.

The Sunset Empire Transportation District Board of Commissioners wholeheartedly supports this important project to provide safe, off road transportation connection within the Warrenton area of our community.

Sincerely on behalf of the Sunset Empire Transportation District Board,

Tamra Taylor
Sunset Empire Transportation District Board Chair

Executive Director Report
 January 2021 Board Meeting
 Jeff Hazen

-Ridership

We were down 25% in ridership for December. YTD, we are down 42% in ridership.

	December			
	TY	LY		
10	1,964	4,365	-55%	
11	0	0	#DIV/0!	
12	0	0	#DIV/0!	
13	101	520	-81%	
15	955	633	51%	
16	189	0	#DIV/0!	15/16
17	0	0	#DIV/0!	1,144 633 81%
20	1,238	663	87%	
21	135	322	-58%	
101A	2,340	4,181	-44%	
101B	2,460	1,764	39%	
101				
Total	4,800	5,945	-19%	
LCC	387	286	35%	
PC	756	1,227	-38%	
SC	0	0	#DIV/0!	
Total	10,525	13,961	-25%	
YTD	72,403	124,568	-42%	

-STIF Discretionary Grant

The NWACT recommended the funding of this grant to continue the LCC route.

-Intergovernmental License Agreement

The Agreement has been recorded with the County and is now in effect. We did have to have a person removed from the shelter in front of the hospital. This person had been trespassed from the hospital, so they took up residence in the shelter. We had to have the shelter cleaned by staff because the person wasn't always wearing pants while sitting on the bench.

-Financial Officer

Kelly is doing a great job getting acclimated to her role with the District. She's been receiving a lot of training from various sources.

-De minimus

We have been wanting to move to a De minimus form for accounting admin costs on our grants. We were informed last year that we would not be able to do it because federal rules did not allow us to change how we account for admin costs if we had established another way to do it. We were informed last week that the federal government has changed that rule and we are able to use De minimus for charging admin costs to the grants. We will be able to charge a straight 10% admin cost to the grants, so we don't have to individually track our time amongst all of the grants. It is a very cumbersome process to do it that way. We will include a new cost allocation plan in next year's budget that will reflect this change.

-Cornell University

I have postponed the start of my classes due to workload and personal issues. I look forward to starting the classes in the near future.

-Vaccines

The county has stood up a Vaccine committee to coordinate the clinics for COVID 19 vaccinations. This is being led by Chris Laman from CMH. No word on the inclusion of frontline transit employees on a higher grouping level. The county stated that the committee was using OHA guidance on the prioritization of groups. I pointed out that NEMT drivers were part of Group 3 of 1a. We provide NEMT not only on RideAssist vehicles, but also fixed routes. I felt this fell on deaf ears at the meeting I was in yesterday. In the county plan, it doesn't specify NEMT drivers. This, along with the slow distribution of the vaccine locally and nationally is maddening.

-CRRSAA

As I've mentioned before, this relief act was fairly small for rural agencies. For Oregon, there is \$2,455,100 in additional §5311 funds for rural agencies and \$184,964 in §5310 funds for a total of \$2,640,064. ODOT is working on a plan on how it will allocate these funds and will present a plan to PTAC at the March 1st meeting.

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - o Ridership Increases & Decreases YTD (42%)
 - o On-time Performance in December, we were 57.5% on time. TCTD was 68.5% and Lincoln County was 57.5%.
 - 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 [New shelters with lighting have been ordered.](#)
 - 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 Two

- Develop feasibility of moving Warrenton Operations facility Submitted a Needs Based Cares Grant for this project but it is very unlikely to be funded. Will seek a \$5339 grant and use carry over STIF funds for match.
 - 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 Kathy has been doing some work on this in TO.
- 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

January 2021 Operations

Paul Lewicki

Our two most recently hired bus drivers successfully passed their third-party testing in January! David Schroer and Steve Olson traveled with our Training Supervisor, Lawrence MacDonald, to Tillamook to take their tests on Saturday, 1/16. They each passed with flying colors, and currently have appointments with the DMV to receive their actual CDLs during the week of the 18th. With CDLs in hand, they will be ready to drive routes immediately thereafter. Congratulations to David and Steve.

Some of our supervisors have been registered to attend an online educational series on Supervision presented by HR Answers. The sessions will be presented every Tuesday from January 26th through March 16th and are four hours each. This educational opportunity will support our efforts to develop skilled, effective supervisory support for our drivers.

We recently signed an agreement with Wave Business to migrate our phone system from CoastCom to Wave. The agreement has resulted in a savings of about 35% in our monthly phone and internet costs. Wave has experienced some challenges in completing the migration, and we are staying in constant contact with them to ensure a timely completion of this project.

Looking forward to the arrival of the eight buses we have on ordered. Although most will not arrive prior to the end of this fiscal year, we have received word from Complete Coach Works that our remanufactured 35' Gillig buses will be delivered by May of 21.

We are beginning the process of replacing bus stop signs throughout the District's service area. The Northwest Oregon Transit Alliance (NWOTA) has updated its logo making it necessary to remove and replace those signs at stops where they exist. Also, SETD signs of various vintages are displayed throughout the county and will be replaced by signs bearing the current District logo. We expect this effort to be completed before the end of February.

Both of our motor coaches which are used to service the Lower Columbia Route to Portland have been out of service for repairs this month. When one of both of these buses are unavailable, we use smaller buses from our fixed route fleet to run the route. The Volvo had to be delivered to a third-party shop in Portland for repairs, and the MCI required parts be ordered and overnighted to Warrenton to affect repairs. It is anticipated that both buses will be back in service during the week ending 1/22.

We had recently developed a protocol which allowed us to hold employee meetings in our Bus Barn while maintaining compliance with all the county and state guidelines concerning COVID-19. Under this protocol, we had planned a drivers' meeting for January, but the county's reassessing its state of risk to the highest level has precluded our gathering in person. Instead, we will be conducting written drivers' meetings until it is again safe to meet in person.

We continue to maintain levels of COVID-19 supplies to respond to unanticipated levels of need. We currently stock quantities of hand sanitizer, gloves, disinfectant wipes, masks, touchless dispensers, and specialty paper towels.

Upcoming projects at Warrenton include roof moss removal, bus yard lighting maintenance, installation of parking blocks.

RIDE ASSIST
January 2021 Report
Jennifer Geisler

- In December 2020, Ride Assist provided a total of 786 rides. ADA Paratransit had 424 riders, we provided 304 Medicaid rides for Northwest Rides, zero VETP and had 58 escorts. This is an average of 28 rides per day. There were zero ride denials in December.
- Dial a Ride did not have any ride requests for the month of December.
- SETD drivers delivered 76 food bank boxes. There was regular service both the week of Christmas Eve and New Year's Eve. Items delivered varied week to week, but the fresh produce is the base of the box. They received apples, carrots, celery, cabbage, onions, and potatoes. Extra items donated have been fish, frozen chicken, and bags of seasoned beef. There has been new interest in the deliveries and those receiving the boxes have been very appreciative that they can have the food delivered to them.
- ADA Paratransit Report for December
 - Number of completed applications received: 2
 - Number of incomplete applications received: 0
 - Number of phone interview/assessments scheduled: 2
 - Number of phone interview/assessments completed: 2
 - Number of determinations made:
 - Within 21 days: 2
 - More than 21 days:
 - Determination by type:
 - Unconditional: 1
 - Conditional: 1
 - Temporary: 0
 - Not eligible:
 - Number of appeals requested: 0
 - Number of appeals heard: 0

Ride Assist Fares Collected/Billed for December 2020

- | | | | |
|--|-------|----------------------|--------|
| • Para-transit Fares: | \$528 | • Medicaid Billed: | \$5618 |
| • Dial-A-Ride | \$0 | • Ticket books sold: | \$168 |
| • Tickets Collected: | \$226 | • VETP Billed: | \$0 |
| • Billed Providence
Community Connections | \$32 | | |

Mobility Management
January, 2021 Board Report
Jason Jones

- In the month of December I have spoken to 15 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 and pointed them in the right direction for Veteran's benefits.
- The Veterans Enhanced Transportation Program (VETP) stayed virtually even with 22 trips from 7 unique users. We also delivered 2 food boxes to a Veteran in need as well as helped a family member of a Veteran get to a much-needed appointment. For our local Veterans I was informed that most December appointments were paused, moved or even in some cases canceled because of the spike in Pandemic cases.
- I released the second video onto YouTube regarding safely traveling on our system during bad weather. I have received some feed back about the video with one person indicating that they had questions about how to ride the bus in general and the two videos that they watched helped answer the question. They were thankful that they could watch the video as many times as needed and return to it if they ever needed a refresher. These videos are an important way to continue getting information out to the public regarding travel training. My next video will center around the correct steps to take when riding the bus and should have it released by the end of January.
- I have started to gather some of our community stakeholders together to become a part of a recurring informal informational meeting. I look forward to speaking with these people over the next couple of months and learning how we; as a transit District, can better serve our community.
- 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.



Transportation Options
January 2021 Report to Board
Kathy Kleczek

Well, we have left 2020 in the rearview mirror. 2021 has started off with a literally bang, and we hope that means better things to come. We have gone from a 60-member network to an 83-member network, still looking to see more Board and staff sign up and log your trips. Jason Jones, Mobility management and I are making long term plans for shows and videos we can do collaboratively to get our respective messages to the community. 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 am working with Warrenton leaders and stakeholders in the area to start a pilot bike repair/match program with the High School. 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. Happy that there is interest in this program.

The Friday Live Facebook chats with Jason Jones of the Mobility Dept are continuing and our audience is growing. As we continue to do outreach using this method, we are getting more interest from people to appear with us on the show. We are glad to be able to provide information and show how transportation is connected and important to all aspects of a full life in our Region. The forum allows us to discuss a variety of subjects that are relevant and important to our communities, we average over 100 views per show. For the new year look for some tweaks, changes and updates to how the show is promoted and what programming looks like. Have you shared a Transportation Talk show with your network? Help us grow our audience and reach, join us LIVE on Facebook on Fridays at 11AM, and share to your friends on Facebook We have a show planned for February with Board members from the three County Region. 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.

During January I have been continuing to attend meetings with City or County officials to make sure our elected officials are aware of Transportation Options in our Region. I also have participated in virtual discussion groups to reach out directly to the communities in our region. Often people don't realize what services are available in our rural areas. If you know of a virtual meeting I can participate in to help get the word out let me know so I can put it on my calendar. Please go in to www.GETTHEREOregon.org create an account and let me know how I can help you develop some new habits for this year going forward.

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
- 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
- Working with Warrenton High School on Building Individual Kids Encouraging Students-BIKE program
- 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



Outreach and Education
January 2021 Board Report
Mary Parker

OUTREACH-

Made and distributed public announcements for the January 11th Special Board Meeting.

Made and distributed public announcements for the January 12th Special Board Meeting.

Made and distributed public announcements for the January 13th TAC Meeting.

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BOARD MEETINGS-

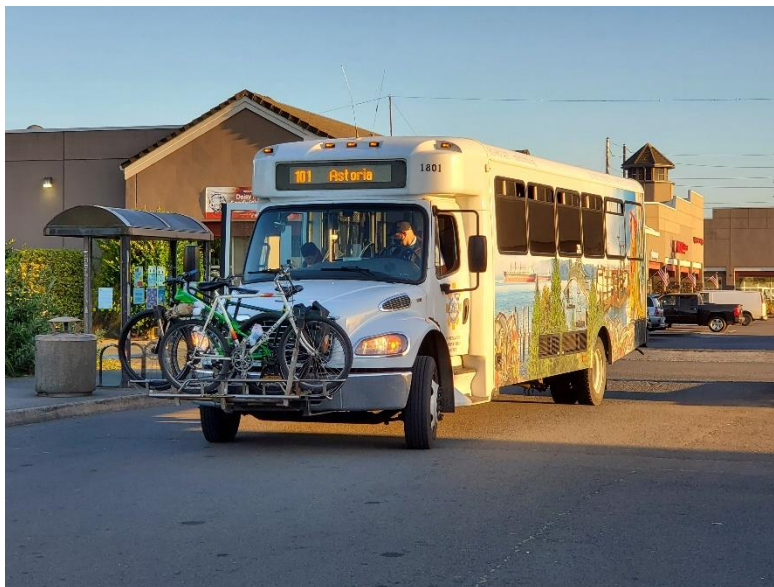
Completed the December/November 2020 Board Meeting Minutes.

Completed the January 11th Special Board Meeting Minutes

Completed the January 12th Special Board Meeting Minutes

TRANSPORTATION ADVISORY COMMITTEE-

Completed the January 13th TAC Meeting Minutes



**Human Resources
January 2021 Board Report
Sue Farmer, Human Resources Manager**

MEETINGS/TRAININGS ATTENDED:

- Attended HR Answers webinar on Performance Review Forms.
- Attended a Bullard Law webinar on The COVID-19 Vaccine in the Workplace: What Employers Should Know.
- Continue to remain up to date on the local, state, and national COVID-19 information and how it is impacting the workplace.

ACTIONS:

- Completed the 2020 OR-OSHA Temporary Rule 437-001-744 requirements. All employees received an Infection Control Plan for SETD and completed a General Workplace Training on the temporary rules by December 21, 2020.
- Worked with PacificSource to complete the annual census for Flexible Savings Accounts and HRA's.
- Prepared Christmas and gift cards for all employees. Organized a socially distanced Christmas Grab & Go Sack Lunch for employees. Executive Director Jeff Hazen handed out gift cards, and announced Matt Jensen as Employee of the Year!
- Compiled folders for the updated Drug and Alcohol Policy and provided a copy to all safety sensitive employees.
- Prepared the agenda and minutes for the Safety Committee meeting on Wednesday, December 16, 2021. The Safety Committee will conduct 4th quarter inspections and report findings at the January 27, 2021 meeting.
- Prepared evaluation templates for Managers and Supervisors for Evaluations Due in December and January. Processed pay increases as required.
- 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:

Kelly Smith, Finance Office/Grant Administrator: 1/4/2021

Kelly comes to SETD from Martin North/Columbia Hospitality. She has 23 years of financial experience and will complete her Bachelor of Science Degree in Accounting in March 2021.

HIGHLIGHTS:

- ❖ Matt Jensen was recognized as the Employee of the Year! Matt received a plaque, award, and a \$50 gift card.
- ❖ Steve Olson and David Schroer passed their CDL test on Saturday, January 16th and are now licensed to drive! Bus Driver Supervisor Lawrence McDonald trained both drivers.

WORKPLACE DEMOGRAPHICS:

Male	31
Female	15
Hispanic/Latino	1
White	43
Two or More Races	2

Updated: 12-8-2020