

Sunset Empire Transportation District TRANSPORTATION ADVISORY COMMITTEE ZOOM MEETING AGENDA WEDNESDAY, FEBRUARY 17, 2021 2:00 PM

#### Join Zoom Meeting

https://us02web.zoom.us/j/5038615399

888 788 0099 US Toll-free

Meeting ID: 503 861 5399

Passcode: 8675309

#### AGENDA:

- 1. CALL TO ORDER
- 2. ROLL CALL

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

#### 3. CHANGES TO AGENDA

- 4. PUBLIC COMMENT (3-minute limit)
- 5. APPROVAL OF JANUARY TAC MEETING MINUTES
- 6. NEW BUSINESS
  - a. Special Transportation Fund (STF) Projects

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

b. §5310 Projects

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

7. ADJOURNMENT

#### SUNSET EMPIRE TRANSPORTATION DISTRICT COMMONLY USED ACRONYM LIST

## FEBRUARY

	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 TRANSPORATION 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
ССО	COORDINATED CARE ORGANIZATION
СК	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
СТАА	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

# FEBRUARY

	2021
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
КТН	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
ОНА	OREGON HEALTH AUTHORITY
ОНР	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
ΟΤΑ	OREGON TRANSIT ASSOCIATION
ОТС	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

# FEBRUARY

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

#### 6. NEW BUSINESS-

a. Statewide Transportation Improvement Fund FY's 22-23 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 2022-2023 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 that 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 vellow. 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 there 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

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	Tita	Larry	Mel	Chris	Lin	Diana	Doug	Nicole
Preston	Montero	Miller	Jasmin	Breitmeyer	Anderson	Nino	Pilant	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.

Date: February 12, 2021

To: Transportation Advisory Committee

From: Jeff Hazen

Agenda Item 6.a Special Transportation Fund (STF) Projects

The proposed projects before you will be funded by STF for the upcoming biennium beginning on July 1, 2021.

We are proposing two projects, the first being continuing to use STF funds for fixed route and paratransit services that will benefit seniors and people with disabilities. Many of these riders rely on public transit for their transportation needs to access healthcare, shopping and social activities. \$125,795 will be used for this project.

The second proposed project is in response to the rollout of COVID-19 vaccinations. We want to stand up a fare free transportation program that will provide access for people to get their COVID-19 vaccinations. This will be a program that utilizes both fixed route and paratransit services. Priority will be given to seniors and people with disabilities. As I'm writing this memo, the program structure has not be finalized but we expect to have it in place early next week. \$60,072 will be used for this project.

Staff is recommending that the TAC make a recommendation to the Board of Commissioners to use STF funds for these projects.

	STF21-23			TOTAL FUNDS REQUESTED	\$185,867		
#	GOAL	OBJECTIVES	PHASE 1	PHASE 2	PHASE 3	DURATION	REQUEST
1	STF funds will be transferred to the SETD general fund to support the District's operational costs on Fixed Route and Paratransit service.	These services benefit Seniors and people with Disabilities.				The duration of this project is 2 years.	\$125,795
2	services for COVID-19 vaccination related trips.	providing equitable transportation for vaccination appointments on demand to our	community with a strong outreach and education program at least 1 month prior	how to provide guidance to the community on the process of	to 5 days per week depending on developing needs.	From approval to program implementation the process of standing up this program should be straight forward and take no longer than 90 days to fully implement. The duration of the program should be up to 2 years depending on success and viability of continued funding beyond the next bi-annium.	

Date: February 12, 2021To: Transportation Advisory CommitteeFrom: Jeff HazenAgenda Item 6.b §5310 Projects

The proposed projects before you will be funded by §5310 for the upcoming biennium beginning on July 1, 2021. We advertised for other organizations to submit applications for §5310 funding for projects benefitting seniors and people with disabilities. We did not receive applications from other organizations. Total funding for §5310 available to SETD is \$278,887.

We are proposing twelve projects, and you will see them on the attached spreadsheet. The spreadsheet shows the objectives of each project along with how they will be phased in.

Staff is recommending that the TAC make a recommendation to the Board of Commissioners to use §5310 funds for these projects.

	5310-21-23			TOTAL FUNDS REQUESTED	\$278,887.00		
#	GOAL	OBJECTIVES	PHASE 1	PHASE 2	PHASE 3	DURATION	REQUEST
I	dership information	Provide better rider information at the Transit Center's shelters thus decreasing the level of simple customer/CSR inneractions by 25% and improving rider efficiency.	Identify location of outdoor multi- faced enclosed display on or around the selected shelters at the Transit Center.	for maximum clarity and prepare site	Install appropriate media relating to routs and schedules into displays and create a procedure for cleaning and recycling of material.	Project will take approximately 60 days to properly install and dial in the messaging.	\$85,000.00 \$3,000.00
t 3 a	Produce a common customer service and ravel training video across the Connector partnership.	Develop a common travel training video for all connector partners.	Put together a creative coalition to plan project script and shot list with multiple in-person trips to partnering agencies. Purchase needed equipment.	photography. Editing and production and interviews.	Video editing and design for draft and uploading to relevant social media platforms. Release of production through an in-person or virtual open house.	This project will run the course of 1 full quarter for total completion and be active indefinitely.	\$5,000.00
ע 4 פ	upon video training video production and share with partnering agencies.	Maintain and improve on video production tools and explore how to make content more available. Share targeted content with connector agencies to potentially increase ridership by 5%.	up the library offered to the community while improving in areas	help make the content more visible to the online community not only in our local area but as far out as regional and even national.	Create and maintain sustainable advances in content creation that reaches our ridership in an equitable and easy to consume while sharing and editing content to suit others in our partnering agencies.	The creation, dissemination and sharing of our content to our partnering agencies will take time that should be registered throughout the year while continuing to build our training library.	\$5,000.00
	ravel Training tools.	Enhance website page tools to increase transit education. Enhance the current RidePal page making it more travel training focused and taking advantage of the training videos produced, virtual classes can be held, create a Data platform that would allow for online forms and other travel training related requests to be used by the community.	Meet with web designer to plan the changes and additions to the webpage. Continued development through design and implementation potentials until a FINAL draft can be ready for Executive approval.	will need to be completed before movement on final implementation.	After all final approvals and sufficient outreach to the community has been completed, allow the edited and new pages to go live.	The duration of the program will be 90-120 days for development and 30 days after 'go live' for fixes or adjustments.	\$15,000.00
6 6	and education to our seniors, persons with disabilities and persons dependent on public ransportation services.	persons dependent on public transportation options safe while attempting to commute on our service while bringing the message and training to help them access public transit.	Research items that will help keep our riders seen well and up to date on trip planning scenarios.	targeting this population and plan for non-contact drop off of approved individuals. (Individuals need to be signed up to travel training or Mobility Manager email alerts***)	Schedule drop offs with our Volunteer driver or our Paratransit department and execute the program.	This program will take up to 90 days to gather needed supplies, 30 days to organize and then be a program that takes quarterly rounds to re-supply and or pass out new kits to the people in this project.	\$4,830.00
đ	and education via printed media.	-	Engage with past trainees and current riders of our bus or Paratransit services before working with Polk Reily to design and populate a brochure highlighting the District as well as noting relevant programs such as travel training and the Veteran's Enhanced Transportation Program.	implementation strategy that takes into account how many businesses and social services we can get our brochure into. Purchase display	After final approvals from the Executive Director authorize the printing process and then distribute media to listed entities willing to host the brochure. Ensure that local schools receive the brochure.	The duration of this project will span 120 days for development and 30 days for total implementation after final approvals. We will budget for a large total print run that should last beyond the biennium.	\$7,500.00

8	Engagement relevancy.	that encourages individuals to ride public transportation that can be easily transitioned into in-person engagement opportunities when it is safe to do so. Create a yearly Transit Engagement seminar for our local area including the NW Connector partners that includes guest speakers from around the area.	Borrow from the currently paused transit engagement structure and use that to build out the virtual engagements.	a Transit Engagement seminar in March, 2022.	Employ transit engagement virtual trainings and develop transit engagement seminar.	The virtual transit engagement classes can be stood up within 90 days and be maintained virutaly indefinitely. The transit engagement seminar will take months to plan to be released by mid 22' hopefully repeating annually in the future.	\$3,000.00
9	growth, sustainability and relevance.	to program growth and sustainability. Keeping all travel training courses and other programs relevant and accurate to the transit rider requires up to date information and the ability to edit program details.	Continue to attend relevant trainings and search for new trainings through CTAA, NCMM among other agencies.	events.	attend trainings and leverage them to make the program better.		\$6,000.00
F	plan for future Mobility Travel Training Center.	Create an exploratory plan on what future development of an SETD Travel Training Center would look like as part of a potential future relocation of operations. Findings would answer questions pertaining to exact uses, style of development, sq. footage needed, proper ADA and equitable access and potential cost of development.	Commission a study from a contracting firm for the plan development.		Complete the plan by accepting the approved plan and pairing it with future design goals for total new facility.	The duration of this plan development would be approximately 6-9 months.	\$5,000.00
11 -  -	expansion of the Veteran's Enhanced Transportation Program.	outreach and current partnerships with local VA services. Improve upon Veteran's not missing appointments due to lack of transportation.	50% of what Veterans needing		Create and distribute GO BAGS for the Veterans we service while learning how to help the individual better by building trust in the program. Bring Veteran's together by bringing in Veteran Volunteer Drivers and sponsoring various Veteran activities locally.		\$7,050.00
f t	fleet is of good repair through Preventive Maintenance.		To meet daily service demands, SETD must use preventive maintenance measures to ensure the continuity of service.	Keeping vehicles serviced regularly and cleaned on a scheduled basis helps maintain the confidence of our current ridership while also increasing ridership numbers in the future.		This is an ongoing durationed project lasting therough the total bieniumm	\$132,507.00