



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD ZOOM WORKSHOP AGENDA
WEDNESDAY, FEBRUARY 17, 2021
9:00 AM**

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

1-877-853-5247

AGENDA:

1. CALL TO ORDER
2. CHANGES TO AGENDA
3. NEW BUSINESS
 - a. Strategic Priorities 2019-2021 Review
 - b. Strategic Priorities 2021-2023 Planning
4. 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 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
FEBRUARY
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
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 |
| 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 |

Date: February 11, 2021

To: Board of Commissioners

Re: Agenda Item 3.a 2019-2021 Strategic Priorities Review

In this Board work session, the Board will review the current biennium's Strategic Priorities and their progress. This passed year has been a major challenge with the pandemic effecting our focus. As we review the progress, you should keep in mind what priorities you would like to carry over to the next biennium. After the review, the Board will work on drafting next biennium's priorities.

March 13, 2019

Sunset Empire Transportation District Mission Statement

“Sunset Empire Transportation District is dedicated to providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.”

2019-2021 SETD Priorities

Priority One

- Benchmark Services
 - Ridership Increases & Decreases
 - ***FY 2020 -13% in ridership***
 - ***Pre-pandemic we were -3%***
 - ***6 weeks after STIF funded service improvements we were up 24% in ridership***
 - On-time Performance
 - ***SETD 50.3%***
 - ***TCTD 63%***
 - ***LCT 59.2%***
 - Fleet reliability
 - ***District very challenged with the used motor coaches for the Lower Columbia Connector. The addition of new buses is helping our reliability.***
 - Employee Retention
 - ***26.2% turnover rate.***
- Develop a SETD specific emergency plan. ***Currently working on***
 - SETD operational specific emergency operation plan
 - Medical emergencies
 - Accidents
 - Behavioral emergencies at facilities and on buses
 - Emergency contact and reporting requirements
 - Strategic county wide transportation plan that integrates into Clatsop County Emergency Plan.
- Develop a Succession Plan for Key Management Positions
 - ***Supervisors have been getting enhanced training***
- Develop Route Standards
 - Summer Schedule
 - September Through May Schedule

- *We did not institute changes last year and are currently developing the Summer schedule that will be put in place this year.*
- Develop Demand Management Standards
 - Paratransit
 - *Rolled out a food delivery program in response to the pandemic*
 - Dial a Ride
 - *We continue to see this service decline in ridership. FY 2020, we only provided 8 rides the entire year and in FY 2021, we have only provided 10 rides YTD and they were all in September. The STIF funded Routes 15 and 16 in Warrenton filled the gap for the Warrenton/Hammond area. Svensen/Knappa now has 3 opportunities for rides via the Lower Columbia Connector.*
 - First Mile Last Mile
 - *We are about to release the new trip planner on the website that will take into consideration demand response services that may be available.*
- Increasing services
 - Fixed routes
 - *Astoria weekend route added in October of 2019.*
 - *Added service in Warrenton added in February of 2020.*
 - *Added service on Route 101 added in February of 2020.*
 - *New Lower Columbia Connector route added in February of 2020.*
 - *Added access to CCC MERTS Campus in February of 2020.*

Priority One (Continued)

- Improving System
 - Improved lighting at bus shelters
 - *New shelters on order include solar powered lighting*
 - Route on-time performances
 - *Operations continues to utilize the tools available in Swiftly to adjust schedules for stops.*
 - Amenities
 - *Grant application in to expand the Ensign Lane and 101 stop with added amenities.*

- Technologies
 - E-fare
 - **RFP is currently on the street. New system will be in place by June 1.**
 - Electronic charging stations on buses
 - **Have not implemented.**
 - On-board wi-fi
 - **Reviewing options as this can be a very costly amenity.**
- Improve Appearance
 - Buses
 - **Full time lot attendant hired and there is marked improvement on the cleanliness of the buses.**
 - Shelters
 - **NW Alliance washes all shelters weekly.**
 - Facilities
 - **CSR doing a great job with transit center plaza cleanliness.**

Priority Two

- Develop feasibility of moving Warrenton Operations facility
 - Out of the inundation zone
 - Upgrade to include an automatic bus washing system
 - **Researching available properties that will fit our needs for growth. One grant application for funding a new facility was unsuccessful. Will be submitting a \$5339 discretionary grant application when it becomes available.**
- Begin to convert the fleet to electric and away from fossil fuels
 - **Have not been successful in the Low-No Grant program. Very difficult to compete against TriMet. We need to move the Operations Facility first to have the space needed for charging infrastructure and the Fleet.**
- Strategically Locate Park and Rides
 - **T.O. has been working on the inventory of Park and Rides as part of a statewide effort. We are looking at the potential of some pop-up Park and Rides as part of a Vaccination Transportation Program we are working on.**
- Improve District Signage

- ***Upgraded the NW Connector logo and have the signs on hand but they haven't been installed yet.***

Priority Three

- Identify new funding opportunities
 - Seek public/private partnerships
 - ***Vaccination Transportation Program being worked on.***
 - Continue to explore new Federal/State/Local grant opportunities
 - ***Continuous effort***
 - Rebuild Ride Pal Program and Volunteer Program
 - ***On hold***

Date: February 11, 2021

To: Board of Commissioners

Re: Agenda Item 3.b 2021-2023 Strategic Priorities Planning

Staff will lead the Board through the process of drafting strategic priorities for the upcoming biennium beginning on July 1, 2021. The Board will need to come to consensus on the priorities during the work session. The Board will then adopt them at their February Board Meeting. Staff will then take the priorities and use them as we write the budget for next year.

We will be planning on establishing a Strategic Plan during the Fall of 2023.